



# Policy Manual

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## **COLLEGE POLICY 100**

### **BOARD OF VISITORS**

#### **FOUNDING ACT**

The 78<sup>th</sup> General Assembly of the State of Arkansas in 1991 established a system of two-year postsecondary educational system with the passing of Act 1244. Under this Act, Cossatot Technical College was created from Cossatot Vocational Technical School.

Effective July 1, 2001, Cossatot Community College of the University of Arkansas (UA Cossatot) officially joined the University of Arkansas System.

July 7, 2014  
January 1, 2011  
December 5, 2005  
July 30, 2001

## **COLLEGE POLICY 101**

### **BOARD OF VISITORS**

#### **AUTHORITY**

The University of Arkansas System Board of Trustees determines the Board of Visitors' powers and authority.

Other than policies that were grandfathered in by the 2001 Merger Agreement with the University of Arkansas System, policies and procedures enacted by the Board of Visitors not in accord with the University of Arkansas System policies and procedures shall be considered null and void.

March 7, 2016  
July 7, 2014  
January 1, 2011  
December 5, 2005  
September 24, 2001



## **COLLEGE POLICY 102**

### **BOARD OF VISITORS**

#### **STATEMENT OF GUIDING PRINCIPLES**

As the local oversight committee for the University of Arkansas Board of Trustees, the Board of Visitors recognizes and maintains the distinction between activities appropriate to them and the Chancellor and his staff's administrative activities, within the exercise of delegated administrative authority.

Furthermore, the Board of Visitors sets forth specific guarantees of individual rights, as a part of the daily college operations.

July 7, 2014  
January 1, 2011  
January 30, 2006  
July 30, 2001

# COLLEGE POLICY 103

## BOARD OF VISITORS

### COLLEGE GOVERNANCE AND POLICY DEVELOPMENT

#### A. POLICY DEVELOPMENT

The Board of Visitors desires that any citizen, group of citizens, employee, or group of employees have the opportunity to initiate recommendations for policy changes, additions, and/or deletions to the Board of Visitors.

The University Of Arkansas Board Of Trustees is the final legal authority for developing and implementing college policy. The college Chancellor is the final responsible official for implementation of college policies.

College administration shares the process of college policy development in order to cause a system of governance that ensures full discussion of current and pending college policies. The Chancellor considers recommendations and allows the opportunity for full discussion on policy revisions, new policy development, and/or policy deletions prior to requesting recommendations from the Board.

#### B. COLLEGE GOVERNANCE

The college governance system shall involve all classifications of employees.

Each group shall review college policies and have an opportunity to discuss the policy, its implementation and, through proper administrative channels, initiate recommendations for new policies, modify current policies, or request the deletion of a current policy or policies.

Policy recommendations shall have an opportunity for discussion throughout the college, especially by those affected by the policy.

July 7, 2014  
January 1, 2011  
December 5, 2005  
July 30, 2001

## **COLLEGE POLICY 103**

Continued

The college governance system shall consist of:

1. The State Legislature and Governor
2. The Arkansas Higher Education Coordinating Board
3. The University of Arkansas Board of Trustees
4. The UA Cossatot Board of Visitors
5. Permanent and temporary committees and study groups as determined by the Chancellor to recommend actions beneficial to the overall health and well-being of the college community.

July 7, 2014  
January 2, 2011  
December 5, 2005  
September 24, 2001

## **COLLEGE POLICY 104**

### **BOARD OF VISITORS**

#### **BOARD MEMBERS – TERMS OF OFFICE – OFFICERS**

##### **Members**

The Board of Visitors consists of nine members from counties in the College service area. The University of Arkansas Board of Trustees appoints each member.

Members shall be qualified electors of the service area of the College and knowledgeable in business, labor, industry, or economic development.

Members recommended for the UA Cossatot Board of Visitors may not be a full-time employee or have an immediate family member employed at UA Cossatot.

##### **Terms of Office**

Each member of the Board of Visitors is appointed for a term of six (6) years, or to complete the unexpired term of a regularly appointed member. All terms were initially set by lot so that three (3) terms shall expire every other year.

##### **Officers**

Each year at the July Board of Visitors meeting, the Board shall elect from its members, a chair, vice chair, and a secretary. The Board may designate a member of the Chancellor's staff to serve as an assistant to the secretary for the purpose of taking and transcribing the minutes of regular and special board meetings.

July 7, 2014  
January 1, 2011  
January 30, 2006  
September 24, 2001

**BOARD OF VISITORS**

**FILLING VACANCIES OF MEMBERS AND OFFICERS**

**Appointment of Vacancies on the Board of Visitors**

In the event of a vacancy in the Board of Visitors, the Chancellor of the college shall notify the University of Arkansas Board of Trustees to appoint a successor. This appointee will serve the unexpired term of the person succeeded.

**Election of Board Officers When a Vacancy Occurs**

Should a vacancy occur in a Board of Visitors office (Chair, Vice Chair, or Secretary), the Board of Visitors shall elect an officer to fill the unexpired term from the membership.

## **COLLEGE POLICY 106**

### **BOARD OF VISITORS**

#### **ORIENTATION OF NEW MEMBERS**

The Chancellor and the Chairman of the Board of Visitors are responsible for the orientation of new Board members.

Orientation shall include acquainting new members with the policies, duties, and responsibilities of the Board of Visitors and the program of UA Cossatot.

The orientation shall include the transmission of the College Policy Manual and other documents to the new member in addition to holding conferences concerning procedures.

July 7, 2014  
January 1, 2011  
July 30, 2001

**BOARD OF VISITORS**

**STANDING AND TEMPORARY COMMITTEES**

The Chair of the Board of Visitors shall appoint standing and temporary committees consisting of Board members to assist in maintaining an orderly conduct of Board affairs. Committees may include resource persons from college staff or the community as necessary with the purpose of conducting meetings, inquiries, or research to offer recommendations to the Board of Visitors.

July 7, 2014  
January 1, 2011  
January 30, 2006  
July 30, 2001

## **COLLEGE POLICY 108**

### **BOARD OF VISITORS**

#### **MEMBERSHIP IN STATE AND NATIONAL ASSOCIATIONS**

The Board of Visitors shall maintain active membership in the state and national associations appropriate to the mission, guiding principles, and goals of UA Cossatot.

July 7, 2014  
January 1, 2011  
July 30, 2001



## **COLLEGE POLICY 109**

### **BOARD OF VISITORS**

#### **LEGAL COUNSEL**

The Board of Visitors shall rely upon the University of Arkansas System General Counsel to represent the college and advise the Board. Additionally, the Board may request legal counsel, attendance to regular and special meetings of the Board, and consultation.

Any such request for such legal services shall be made in compliance with University of Arkansas policies and made through the office of the University of Arkansas System President.

July 7, 2014  
January 1, 2011  
September 24, 2001

## **COLLEGE POLICY 110**

### **BOARD OF VISITORS**

#### **FORMULATION AND REVIEW OF POLICIES**

The Chancellor is primarily responsible for proposing Board policies; however, any Board member, college personnel, or any citizen or group of citizens may propose policies upon the Chancellor's approval.

Policy proposals shall be submitted to the Board, through the Chancellor shall submit policy proposals to the Board prior to a regularly scheduled meeting. Final action on new or amended policies shall be taken accepted no earlier than the next meeting following the one at which the proposal is made.

The Chancellor shall submit policy proposals to the Board, prior to a regularly scheduled meeting. The next meeting following the one at which the proposal is made is the earliest time for final action on new or amended policies.

An annual review of policies shall occur, and written suggestions for new policies or policy changes submitted to the Board.

July 7, 2014  
January 1, 2011  
July 30, 2001

## **COLLEGE POLICY 111**

### **BOARD OF VISITORS**

#### **ATTENDANCE AT PROFESSIONAL MEETINGS**

The Board of Visitors shall stay informed about the issues affecting education in general and UA Cossatot.

Members of the Board of Visitors are encouraged to take an active role in state and national organizations that benefit the college or inform the Board.

July 7, 2014  
January 1, 2011  
July 30, 2001

## **COLLEGE POLICY 112**

### **BOARD OF VISITORS**

#### **COMPENSATION FOR EXPENSES**

Members of the Board of Visitors are entitled to reimbursement for ordinary expenses incurred while transacting college business, with all reimbursements following state employee expense procedures and statutes.

July 7, 2014  
January 1, 2011  
July 30, 2001

## **COLLEGE POLICY 113**

### **BOARD OF VISITORS**

### **CONFLICT OF INTEREST**

The Board of Visitors follows a Code of Ethics by establishing that any member having a personal financial interest in any matter before the Board of Visitors shall abstain from any vote or discussion of the matter.

Furthermore, a member who has a personal benefit or familial relationship regarding any individual personnel matter before the Board of Visitors shall abstain from voting.

July 7, 2014  
January 1, 2011  
July 30, 2001

**BOARD OF VISITORS**

**MEETINGS**

1. **Regular Meetings.** The Board of Visitors shall hold regular meetings every other month of the calendar year at such time and place as the Chair designates. The college Chancellor shall notify each member of the Board of Visitors of the time and place at least fourteen (14) days prior to the meeting date.
2. **Special Meetings.** The Chair of the Board may call special meetings at his/her discretion or upon the call of five (5) or more Board members, with notice regarding the time and place provided at least five (5) days prior to the meeting date. Notice for emergency meetings shall follow procedures required by the Arkansas Freedom of Information Act.
3. **Meetings by Distance Technology.** Meetings may occur by teleconference provided every attendee, as well as the public, can hear each other clearly.
4. **Open Meetings.** All meetings, including meetings by teleconference or through interactive television require public notice through the Arkansas Freedom of Information Act. A.C.A. 25-19-106.
5. **Notices.** Service area newspapers, local radio stations, and the UA Cossatot Web page administrator will receive notification regarding regular, special, and study retreat meetings.
6. **Agenda.** The Chancellor, in conjunction with the Chair, shall prepare notices for a regular or special Board meeting. Members of the Board may submit items for agenda inclusion by notifying the Chancellor and submitting requests at least seven days prior to the date of the meeting concerned. All requests for inclusion of a given item on the agenda of a particular meeting should be submitted at least seven days prior to the date of the meeting concerned.

A copy of the agenda for each regular meeting of the Board, and insofar as practicable, copies of all reports and other materials for presentation as part of the agenda shall be mailed to each member of the Board at least five (5) days in advance of the meeting. Reports and other materials for presentation at a special meeting shall be mailed to each member of the Board at least five (5) days in advance of the special meeting. At least five (5) members of the Board must approve the consideration of any item not on the agenda of a regular or special meeting.

**CONDUCT OF BUSINESS**

1. **Quorum.** A quorum for the conduct of business of the Board shall consist of five (5) Members of the Board.
2. **Presiding Officer.** The Chair shall preside at all regular and special meetings of the Board. In the absence of the Chair, the Vice Chair shall preside. In the absence of the Vice Chair, a presiding officer shall be elected by and from the membership of the Board.
3. **Power to Vote.** All members of the Board may vote on all matters coming before the Board for consideration, but members may not vote by proxy. It shall require a majority of the members present to take official action on a matter.
4. **Rules of Order.** Except as modified by these by-laws, Robert's Rules of Order (latest edition) shall constitute the rules of parliamentary procedure applicable to all meetings of the Board and its committees.

**By-Laws.** Recommendation for change in the by-laws requires reading the recommended change at a regularly scheduled Board of Visitors' meeting, and voting on the change/amendment at the next regularly scheduled meeting in which two-thirds (2/3) of the members are present. A majority of those present may vote in the affirmative to change or amend the by-laws. All changes to these by-laws are subject to the approval of the Board of Trustees of the University of Arkansas. All by-law amendments related to the State Board's authority, as a coordinating board, requires the State Board's approval. Additionally, policies and procedures approved by the State Board, under its authority, for the administration and operation of the college shall, where appropriate, become part of the by-laws governing the power and duties of the Board.

July 7, 2014  
January 1, 2011  
January 30, 2006  
September 24, 2001

## COLLEGE POLICY 116

### BOARD OF VISITORS

#### EMPLOYEE CODE OF ETHICS

All college employees shall follow ethical practices in the performance of their duties. As an employee at UA Cossatot:

1. I shall carry out all duties assigned in a professional manner in the best sense of teamwork as possible.
2. I will conduct the affairs of my office in such a manner as to not intentionally lower the existence of a colleague.
3. I will absolutely adhere to the policies of the Protection of Individual Rights established by the Board of Visitors.
4. I will deal honestly with all I meet within the performance of my duties.
5. I will not place the blame of my lack of performance on another employee, but shall endeavor to carry out my duties as a team member.
6. I will, at all times, perform my duties openly and fairly.
7. I will report promptly to my supervisor noted discrepancies in policies, procedures, or action in performing these procedures that hinders the college's improvement or functions.
8. I will treat my colleagues, those I supervise, and all members of the public with dignity that demonstrates each individual's value.
9. When I assign duties to my staff, I will frequently follow up with them to assist them in completing their tasks.
10. I shall take responsibility to help those in my charge to improve their performance.
11. I will serve students to the best of my ability.
12. I will give the college my best efforts each hour I am on duty. I will not waste my time on the job, allowing the college to pay me when I did nothing to earn it.

July 7, 2014  
January 1, 2011  
July 30, 2001



## **COLLEGE POLICY 201**

### **ADMINISTRATION**

#### **STATEMENT OF GUIDING PRINCIPLES**

The Chancellor of the college serves as the Chief Executive Officer of the college. The Chancellor is accountable directly to the President of the University of Arkansas System and the Board of Visitors for guiding and directing all operations and activities of UA Cossatot.

July 7, 2014  
January 1, 2001  
March 27, 2006  
July 30, 2001

## **COLLEGE POLICY 202**

### **ADMINISTRATION**

### **ORGANIZATIONAL CHART**

UA Cossatot's line of responsibility shall be as designated by an organizational chart structure. Recommending changes to the organizational chart shall be a function of the Chancellor.

July 7, 2014  
January 1, 2011  
July 30, 2010

### ADMINISTRATION

### GRIEVANCE POLICY

Students, staff, and citizens have the opportunity to formally raise a concern or grieve an action taken by a part-time or full-time member of the college staff or a student enrolled at the college at the time of the occurrence.

Students and employees have the right to grieve an action by another employee or student if the grievance relates to improper conduct including, but not limited to, any type of harassment, bullying, threatening another individual or the college, terroristic threats or behavior and other forms of improper conduct that lowers the existence of another person. The college does not tolerate actions by students, staff, or residents of the college service area that interfere with student learning and safety or with the staff's ability to fulfill the duties assigned to each employee.

- Instructors should accept student grievances relating to a course of study prior to following the formal grievance procedure.
- Students or staff grieving any form of harassment by others on campus should seek redress via an appropriate administrator of the college by using the formal grievance procedure.
- Students appealing a grade should go through the appropriate division chair.
- Students appealing a financial aid staff decision should contact the Director of Financial Aid with a request to meet with the Financial Aid Appeals Committee.
- Immediate supervisors should first receive employee grievances informally. If an informal discussion of the issue fails to reach a resolution, implementation of the formal grievance process should occur.

Residents of the college service area are welcome to raise concerns about the policies or college personnel actions as they relate to the orderly conduct of the college. Residents' concerns related to college operation should be submitted in writing to the college Chancellor.

July 7, 2014  
January 1, 2011  
January 27, 2009  
March 26, 2007  
March 28, 2005  
July 30, 2001

## **COLLEGE POLICY 204**

### **ADMINISTRATION**

#### **TITLE VI OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED**

UA Cossatot shall not exclude any person from participation in, deny the benefits of, or subject any individual to discrimination under any program or activity of the college on the grounds of race, color, national origin, religion, creed, or gender.

July 7, 2014  
January 1, 2011  
July 30, 2001

## **COLLEGE POLICY 205**

### **ADMINISTRATION**

#### **TITLE VII OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED**

UA Cossatot shall not discriminate against any person with respect to employment, discharge, compensation, terms, conditions, or privileges of employment because of such person's race, color, religion, gender, national origin, or sexual preference.

July 7, 2014  
January 1, 2011  
January 25, 2010  
July 30, 2001

**ADMINISTRATION**

**DISCRIMINATION, HARASSMENT, RETALIATION, AND SEXUAL**

**MISCONDUCT TITLE IX**

UA Cossatot is committed to providing an environment that emphasizes the dignity and worth of every member of its community and that is free from harassment and discrimination based upon race, color, religion, national origin, service in the uniformed services (as defined in state and federal law), veteran status, sex, age, pregnancy, physical or mental disability or genetic information. Such an environment is necessary to a healthy learning, working and living atmosphere. Accordingly, all acts of discrimination, harassment, retaliation and sexual misconduct as defined by this Policy are prohibited.

Jurisdiction

Equal Employment

Our goal at The University of Arkansas Cossatot is to recruit, hire, and maintain a diverse workforce. Equal employment opportunity is not only good business—it's the law and applies to all areas of employment, including recruitment, selection, hiring, training, transfer, promotion, termination, compensation and benefits.

As an equal employment opportunity employer, the college does not discriminate in its employment decisions on the basis of race, religion, color, national origin, gender, age, disability, or on any other basis that would be in violation of any applicable federal, state, or local law. Furthermore, the college will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship.

All complaints or any concerns about conduct that may violate this policy should be submitted to the Human Resources Director either in person or by calling 1-800-844-4471.

Kelly Plunk, Human Resources Director  
Leeper Building  
183 College Drive  
De Queen, AR 71832

Title IX

## COLLEGE POLICY 206

Continued

Title IX protects the college community from sexual discrimination, harassment and misconduct in a school's education programs and activities. Title IX protects the college community in connection with all academic, educational, extracurricular, athletic and other college programs, whether those programs take place on college property, in college transportation, as a class or training program sponsored by the college, or at another location or elsewhere.

This policy shall not be construed or applied to restrict academic freedom at the college, nor shall it be construed to restrict constitutionally protected expression. Consistent with state and federal law, reasonable accommodation will be provided to persons with disabilities.

All complaints or concerns about conduct that may violate this policy should be submitted to the Title IX Coordinator, Assistant Coordinator, or to a Title IX Deputy either in person or by calling 1-800-844-4471.

Justin White, Title IX Coordinator  
Leeper Building  
183 College Drive  
De Queen, AR 71832

Erika Buenrostro, Title IX Deputy  
Leeper Building  
183 College Drive  
De Queen, AR 71832

Kelly Plunk, Title IX Assistant Coordinator  
Leeper Building  
183 College Drive  
De Queen, AR 71832

Nikki Evans, Title IX Deputy  
1411 N. Constitution Avenue  
Ashdown, AR 71822

Toyia Witherspoon, Title IX Deputy  
1558 Hwy 371 West  
Nashville, AR 71852

### Filing a Report with Local Law Enforcement

In some instances, sexual misconduct may constitute both a violation of college policy and criminal activity. The college grievance process is not a substitute for instituting legal action. The college encourages individuals to report alleged sexual misconduct promptly to campus officials and to law enforcement authorities, where appropriate. Individuals may also contact any of the following for assistance in filing a report with local law enforcement:

**Campus Police Officers**  
Monte Stringfellow – De Queen Campus  
Leeper Building  
183 College Drive  
De Queen, AR 71832  
Phone: 870-584-4471  
Cell Phone: 870-582-5639

**Local City Police Department**  
De Queen City Police Department  
220 N. 2<sup>nd</sup> Street  
De Queen, AR 71832  
Phone: 870-642-2213  
Emergency: 9-1-1

## COLLEGE POLICY 206

Continued

Jason Curtis – Ashdown Campus  
1411 N. Constitution Avenue  
Ashdown, AR 71822  
Phone: 870-898-4733  
Cell Phone: 870-582-5609

Ashdown City Police Department  
745 Locust Avenue  
Ashdown, AR 71822  
Phone: 870-898-5640  
Emergency: 9-1-1

Alex Gamble – Nashville Campus  
1558 Hwy 371 West  
Nashville, AR 71852  
Phone: 870-845-2454  
Cell Phone: 870-582-5743

Nashville City Police Department  
426 Main Street  
Nashville, AR 71852  
Phone: 870-845-3434  
Emergency: 9-1-1

UAC has a no-tolerance policy regarding retaliation for reporting, providing information, exercising one's rights or responsibilities, or otherwise being involved in the process of responding to, investigating, or addressing allegations of Title IX violations are strictly prohibited. Individuals taking part in retaliation, intimidation, threats, coercion, or discrimination, undertaken or attempted either directly or by someone acting on behalf of another, will be subject to immediate disciplinary action.

### Preserving Evidence

It is important that evidence of sexual assault be preserved, because it may be needed for prosecuting the criminal case. Victims and others should not alter the scene of the attack. The victim should not change clothes, bathe or shower, drink or eat anything, or brush her/his teeth before reporting the assault. Any items worn by the victim during the assault, but are not currently being worn, and any materials encountered during the assault (i.e., bed sheets, blankets, etc.) should preferably be placed in a paper bag and brought along with the victim to a local hospital emergency department that has kits to collect and preserve evidence of rape and sexual assault.

### Student and Visitor Responsibility to Report

Students and visitors to the college are strongly encouraged to report allegations of discrimination, harassment, retaliation and sexual misconduct to the Title IX Coordinator or a Title IX Deputy. A report should be made as soon as possible after the incident in order to facilitate an effective response. The longer a report is delayed, the more difficult it will be for the college to investigate. Reports may be made by the person experiencing the misconduct or by a third party, such as a witness or someone who is told of the misconduct.

### Mandatory Employee Reporting

In order to enable the college to respond effectively and to proactively stop instances of discrimination, harassment, retaliation, and sexual misconduct, all employees must, within 24 hours



## COLLEGE POLICY 206

Continued

of receiving information regarding a potential violation of this policy, report information to the Title IX coordinator or Assistant Coordinator or to a Title IX Deputy. Only employees who are statutorily prohibited from reporting such information (e.g., licensed health-care professionals) are exempt from these reporting requirements. This policy is not intended to restrict curriculum or prohibit or abridge the use of particular textbooks or curricular materials.

### Off-Campus Conduct

Conduct that occurs off campus can be the subject of a complaint or report and will be evaluated to determine whether it violates this policy. Allegations of off-campus sexual misconduct are of particular concern and should be brought to the college's attention.

### Confidentiality

Subject to the other provisions of this policy and the requirements of law, every possible effort will be made to ensure that all information received as part of the college's Complaint/Grievance Procedure is treated discreetly. All parties to the complaint are required to maintain the confidentiality of all information received during this process. However, it is not possible to guarantee that all complaints will remain confidential because of the college's obligation to investigate allegations of misconduct. All requests to maintain confidentiality shall be directed to the title IX Coordinator who has the authority to make such determinations.

Except as compelled by law or in the interest of fairness, just resolution or health and safety considerations, disclosure of information contained in complaints, their substance, procedures and the results of investigations will be limited to the immediate parties, witnesses and other appropriate officials. Limited disclosure may also be necessary to conduct a full and impartial investigation.

### Availability of Counseling and Advocacy

Counseling and other mental health services for victims of sexual assault are available in the community. Students who are victims of sexual assault should immediately contact UA Cossatot Police. Employees of the college may seek help through the employee Assistance Program.

Community mental health agencies, counselors, and psychotherapists in private practice can provide individual and group therapy. Women's shelters or domestic violence and rape crisis programs may assist in making referrals for individual counseling and support groups and identifying non-counseling campus and community resources that may be of additional help and service as a victim advocate upon request.

### Education and Awareness Programs

The college's Title IX offices is responsible for planning and coordinating campus education and awareness programs about all forms of sexual assault, including rape, acquaintance rape,

domestic violence, dating violence, and other sex offenses. Programs are presented regularly throughout the academic year for student organizations, academic classes, employee training and professional development, and in other settings that are likely to reach people throughout the campus community. Campus-wide education and awareness activities are also conducted during Sexual Assault Prevention and Awareness Week.

### Policy Expectations with Respect to Consensual Relationships

There are inherent risks in any romantic or sexual relationship between individuals in unequal positions (such as teacher and student, or supervisor and employee). These relationships may be less consensual than perceived by the individual whose position confers power. The relationship also may be viewed in different ways by each of the parties, particularly in retrospect. Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome. Even when both parties have consented at the outset to a romantic or sexual involvement, this past consent may not remove grounds for a later charge of a violation of policy.

The college does not wish to interfere with private choices regarding personal relationships when those relationships do not interfere with the goals and policies of the college. However, for the personal protection of members of this community, relationships in which power differentials are inherent (faculty-student, staff-student, administrator-student or employee) are prohibited except in extraordinary circumstances.

Consensual romantic or sexual relationships in which one party maintains a direct supervisory or evaluative role over the other party are unethical. Therefore, persons with direct supervisory or evaluative responsibilities who are involved in such relationships must bring those relationships to the timely attention of their supervisors. This will likely result in the necessity to remove the employee from the supervisory or evaluative responsibilities, or will shift the student or employee out of being supervised or evaluated by someone with whom he or she has established a consensual relationship.

Failure to self-report such relationships to a supervisor as required can result in disciplinary action for an employee, up to and including termination.

July 6, 2015  
November 3, 2014  
July 7, 2014  
January 1, 2011  
July 30, 200

**ADMINISTRATION**

**AMERICANS WITH DISABILITIES ACT REHABILITATION ACT OF 1973**

UA Cossatot does not discriminate in admission to, or access to, or treatment of, or employment in, its programs and activities on the basis of disability status. This commitment is made by the college and is in accordance with guidelines of Sections 503 and 504 of the Rehabilitation Act of 1973 and with the Americans with Disabilities Act (1990 and 1992). The following are included:

1. The college does not exclude, on the basis of disability alone, any otherwise qualified student, employee, with a disability/disabilities from participating in any activity or program
2. The college makes reasonable modifications and/or accommodations to academic and employment requirements as requested to ensure persons with disabilities are not discriminated against on the basis of disability. The college does make appropriate and reasonable modifications and/or accommodations to ensure that college facilities are accessible to persons with disabilities.
3. The college allows for appropriate and reasonable modifications to rules, which may have the effect of limiting the participation of persons with disabilities in programs, employment, or activities.
4. The college provides methods for evaluating the achievement and performance of students and employees who have documented disabilities so that results represent what is intended to be evaluated rather than reflecting impaired skills or abilities due to disability accommodations and/or modifications are provided if requested when deemed appropriate and reasonable based on valid documentation of a disability.
5. The college takes necessary steps to ensure that no otherwise qualified student or employee with a documented disability is denied access to facilities, programs or employment due to the absence of “reasonable accommodations” provided they do not impose “undue hardship” on the college.
6. The college does not, on the basis of disability alone, provide less assistance or less access to any student service such as financial and admission assistance, academic and/or personal counseling, and placement/vocational advisement, than is provided to individuals without a disability.
7. The Director of Human Resources, the Disability Support Services Coordinator, and appropriate administrator are designated to ensure compliance with these Acts.

July 7, 2014  
January 1, 2011  
July 30, 2001

**ADMINISTRATION**

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

UA Cossatot complies with the provisions of the Family Educational Rights and Privacy Act (FERPA) and informs students of their rights under FERPA. Students receive the following notice of student rights under FERPA on an annual basis.

A student at UA Cossatot has the following rights with regard to his or her education records:

1. To inspect and review all education records pertaining to him or her.
2. That the following information, which is considered to be directory information, will be subject to public disclosure unless the student informs the Registrar in writing before the end of the first week of classes each semester that he or she does not want any or all of these types of information disclosed: address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.
3. To request the amendment of his or her education records to ensure that they are not inaccurate, misleading, or otherwise in violation of his or her privacy or other rights.
4. To consent to disclosure of personally identifiable information contained in his or her education records, except to the extent that FERPA authorized disclosure without consent.

**ADMINISTRATION**

**RECORD RETENTION POLICY**

UA Cossatot is committed to meeting its administrative, fiscal, legal and historical obligations through the systematic and consistent management of all records, regardless of medium or format, created and/or maintained by employees of the college in the course of the academic and administrative business functions.

The effective management of the college's records will:

1. Meet legal standards for protection, storage, accessibility, and disposition;
2. Protect the privacy of students, faculty, and staff as required by law;
3. Ensure optimal and efficient usage of space and other resources;
4. Promote a culture of clarity and transparency;
5. Contribute to the documentation of the college's historical records; and
6. Support the effective governance and management of the college.

This records retention policy will ensure compliance with applicable federal and state laws and regulations and industry best practices. All records must be retained, at a minimum, for the time period and in the manner required by these applicable laws and regulations. Records should also be retained for a period of time and in a manner that will reasonably assure availability when needed by the college.

Each department shall be responsible for establishing their own Records Retention Schedule and Disposal Guidelines. This document shall guide individual departments in the decisions related to the maintenance and purging of college records. A records retention schedule contains, at a minimum, a list of categories of records and the length of time that each category of records must be retained by the department responsible for the record.

## **COLLEGE POLICY 302**

### **BUSINESS AND OPERATING POLICIES**

#### **BUDGETARY PROCESS**

UA Cossatot will adhere to the budgetary submission process as prescribed by the University of Arkansas System in BOT Policy 370.1.

The responsibility of designing procedures at the campus level for the full implementation of such a budgetary process belongs to the college Chancellor and the Vice Chancellor for Business Services budget.

The Vice Chancellor for Business Services shall provide summary financial updates in an appropriate format to UA Board of Trustees meetings and local Board of visitors meetings.

November 3, 2014  
July 7, 2014  
January 1, 2011  
July 30, 2001

**BUSINESS AND OPERATING POLICIES**

**CONTRACTING AUTHORITY**

UA Cossatot will adhere to the Contracting Authority set forth in the University of Arkansas BOT Policy 300.1.

**GENERAL AUTHORITY**

The President and the Chief Fiscal Officer of the University of Arkansas System are authorized to serve as the contracting officers and are fully authorized to execute contracts on behalf of the Board of Trustees, in its name, or on behalf of the University of Arkansas in that name.

Contracts shall indicate the campus name of the University of Arkansas for which the contract is applicable. Contracts are not made in the name of the campus as a contracting party since there is only one legal entity capable of contracting for the institution. Contracts made in the campus name are unenforceable.

The President is authorized to delegate to the Chancellor, the authority to contract for business activities in the normal course of operations when it is deemed that the efficiency, effectiveness, and best interests of the college will be well served by such delegation, and provided that such agreements must receive appropriate legal review or be entered into upon standard contract forms developed, or approved for such purposes, by the General Counsel of the University.

The President shall not delegate authority for contracts which include (a) commitment to build or renovate a facility in excess of \$1,000,000, (b) a commitment to initiate or expand an academic program, (c) a commitment to continued expenditures beyond the term of a contract, and (d) a contract amount which exceeds \$250,000 individually or \$250,000 in the aggregate when involving connected transactions.

**PERSONNEL CONTRACTS**

The President shall be responsible for carrying out the appointment process for the Chancellor. The President is then authorized to delegate to the Chancellor, the authority for any other personnel actions for non-classified or classified positions.

**CONTRACTS FOR SPONSORED PROGRAMS**

The President is authorized to delegate to the Chancellor, the authority to review, approve, and sign all applications or proposals for sponsored grants and contracts.

**LEASE OR RENTAL AGREEMENTS**

The President and the Vice President for Finance and Administration are authorized to execute lease, license, facility use or rental agreements on behalf of the Board of Trustees, in its name, or on behalf of the University of Arkansas in that name. The President is authorized to delegate to the Chancellor, the authority to lease, rent, or license property owned by the University. Any such contract shall be on a standard form reviewed and approved by the General Counsel and shall not exceed a term of two (2) years. The President shall not delegate authority to lease property for use by the University for a term in excess of two (2) years or for payments over the term of the lease in excess of \$250,000.

November 3, 2014  
December 2, 2013  
January 1, 2011



## **COLLEGE POLICY 316**

### **BUSINESS AND OPERATING POLICIES**

#### **TUITION AND FEES**

UA Cossatot shall annually recommend a schedule of tuition and fees to the local Board of visitors and the University of Arkansas Board of Trustees, taking into consideration recommendations by the Arkansas Higher Education Coordinating Board. Tuition and fees shall, at a minimum, conform to the statutory rules and regulations set by the state legislature. Tuition and fees shall apply to all students attending UA Cossatot in accordance with this policy and the administrative procedures developed to implement this policy.

November 3, 2014  
July 7, 2014  
January 1, 2011  
May 23, 2005  
July 30, 2001

## **COLLEGE POLICY 317**

### **BUSINESS AND OPERATING POLICIES**

#### **BOOK/MATERIALS PROGRAM**

UA Cossatot provides books/materials for courses offered by the college for both General Education and Technical courses through a Book/Material Program offered through the Educational Resource Center (ERC) at the college. Books/materials offered through the program are free open educational resource, rented texts, or texts available for purchase for certain technical courses. The college administration will establish procedures for the operation of the book/material program that are in accordance with applicable State laws and reflect favorably on the institution.

July 11, 2016  
July 7, 2014  
January 1, 2011  
January 25, 2010  
July 30, 2001

## **COLLEGE POLICY 322**

### **BUSINESS AND OPERATING POLICIES**

#### **DEPOSITORY OF FUNDS**

UA Cossatot shall seek approval from the President, Vice President for finance or Vice President for administration of the University of Arkansas System in accordance with UA BOT Policy 305.1 to open any new bank account, accounts with investment firms, or use facsimile signature checks.

Any banks holding UA Cossatot funds on deposit shall furnish collateral for any deposits exceeding the FDIC limit for checking accounts or certificates of deposit. The placement of unsecured monies with another depository will occur if attainment of collateralization is not possible.

November 3, 2014  
July 7, 2014  
January 1, 2011  
July 30, 2001

**BUSINESS AND OPERATING POLICIES**

**INVESTMENT POLICY**

**Purpose**

The purpose of this Investment Policy is to define management responsibility and authority for investment transactions, and to identify investment objectives, strategy and guidelines. This policy pertains primarily to investing operating funds maintained by UA Cossatot.

**Responsibility and Authority**

Campus management is responsible for the oversight and monitoring of the investing of operating funds, with the Vice Chancellor for Finance, or CFO, having the authority to invest these funds. Individuals identified by the Chancellor in accordance with UA Board Policy 305.1, Bank Depositories and Fiscal Controls, have authority to invest funds (Attachment A).

Individuals responsible for managing campus investments will perform their duties in a manner consistent with the standard of a “prudent person”. This standard requires that a fiduciary entrusted with funds for investment may invest such funds only in Securities that any reasonable individual interested in receiving a good return of income while preserving his or her capital would purchase.

**Objectives**

The investment objectives include safety of principal, maintenance of liquidity, and return on investment. Preservation of the principal investment is most important, so investments should be considered carefully to ensure this preservation. The Vice Chancellor for Finance, or CFO, should also ensure that operating funds remain sufficiently liquid in order to meet current obligations, such as payroll, accounts payable, capital projects, debt service, etc. The funds invested shall be managed to obtain a market rate of return (or higher), taking into account the risk constraints and cash flow requirements.

**Strategy and Guidelines**

In order to determine the amount of excess cash available for investing, the Vice Chancellor for Finance, or CFO, should develop and utilize a cash management procedure. The cash management procedure shall provide guidelines for forecasting excess cash available. The cash forecasting information will strategically determine the need for short-term investments (three months to one year) and long-term investments (one year or longer).

**Authorized Investments**

This policy authorizes investment of operating funds in the following types of securities:

Insured and collateralized bank deposits  
Money market funds  
Certificates of deposit  
Security repurchase agreements  
Unites States Treasury Obligations  
Unites States Government Agency Obligation  
External investment pool sponsored by the UA Board of Trustees or UA Foundation, Inc.

**Collateralization of Bank Deposits**

All cash and other bank deposits maintained in any financial institution shall be either insured or collateralized. All bank deposits of the campus in excess of the amount protected by the Federal Deposit Insurance Cooperation (FDIC) shall be collateralized in accordance with this policy. The campus shall have either legal title to, or a prior perfected security interest in, the investments constituting the collateral. Collateral shall always be held by an independent third party custodial agent. A clearly marked safekeeping receipt will be maintained by the campus as evidence of ownership. The right of collateral substitution is allowed with the advanced written permission of the campus.

**Competitive Selection of Certificates of Deposit**

When choosing to invest in certificates of deposit, multiple banks will be contacted to request rate quotes for the dollar amount and time period for each investment. The funds will be invested with the bank providing the highest rate of return with sufficient securities pledged by the bank.

**Summary**

Investment decisions and information shall be periodically evaluated by the Vice Chancellor for Finance, or CFO, to determine if the investment objectives of the campus are being met and to provide direction for the campus if changes are needed in order to maximize the total return for all investments.

September 12, 2016  
July 7, 2014  
January 1, 2011  
March 26, 2007

## **COLLEGE POLICY 324**

### **BUSINESS AND OPERATING POLICIES**

#### **ENDOWMENT FUNDS POLICY**

Endowment gifts that are made directly to UA Cossatot shall be administered and invested under the supervision of an advisory committee consisting of the Vice Chancellor for Finance and other campus administrators. The responsibility for investing endowments may be delegated to one or more investment managers consistent with Arkansas law and Board policies.

Unless created by a bequest or devised through a donor's will or trust, a signed endowment gift agreement is required to establish an endowment account. Any gift agreement or gift by will or trust will require review by the General Counsel's office prior to acceptance.

UA Cossatot shall follow the investment policy for the college, Foundation, or other institutionally-related foundation holding the endowment.

UA Cossatot shall follow all reporting and naming requirements determined in UASP 470.2.

## **COLLEGE POLICY 325**

### **BUSINESS AND OPERATING POLICIES**

#### **REVENUES — GIFTS, GRANTS, AND DONATIONS**

The Chancellor or the Chancellor's designees has the authority to accept gifts and donations on behalf of the college.

The Chancellor or the Chancellor's designees reserve the authority to enter into or apply for grants or contracts.

July 7, 2014  
January 1, 2011  
July 30, 2001

**BUSINESS AND OPERATING POLICIES**

**PURCHASING POLICIES**

**A. Purchasing Policy - General**

All college purchases shall follow in accordance with applicable state laws and in a business manner reflecting favorably on this institution.

The responsibility for the implementation of procedures to accomplish this policy belongs to the Vice Chancellor for Business Services.

The Board directs the development of an appropriate approval procedure, ensuring the review of all purchases by the appropriate division/dean prior to any obligation incurred on the part of the College.

The Board further directs the review of that all purchases for compliance with state laws and procedures prior to spending being incurred.

The Board further resolves the adoption of the Department of Finance and Administration Office of Accounting's Financial Management Guide as the college's official accounting procedures manual. UA Cossatot will implement the procedures therein for requisitions, purchase orders, payment approval and processing, travel allowance reimbursements, etc.

Additionally, state purchasing procedures and laws as contained in the Office of State Procurement Law and Regulations Manual shall serve as the standard operating procedures for UA Cossatot in the procurement of goods and services. The college shall issue Purchasing Standards and Guidelines to all employees of the college for guidance during the purchasing process. Included in these guidelines is information on proper Contracting Authority, the Procurement Process, Dollar Thresholds for Signatures, Gratuity and Kickbacks, and Violations of the procedures. It is a breach of ethical standards for an employee of the college to accept a gratuity or any other type of kickback in connection with a decision during the procurement process that would influence the outcome of the purchase and allow the employee to personally gain from the transaction. Any acceptance of these gratuities or kickbacks by a college employee is grounds for immediate dismissal.



**B. Promotional Items**

Merchandise with monetary value given to recipients as a means to promote a particular program or institutional goodwill is a promotional item. The item may or may not identify the program or institution. The specific identification and approval by the funding agency of promotional items is necessary, whether it is the college or an outside agency supporting the college. The administrator in charge of the specific program or institution must verify authorization of the promotional item by the funding party and ensure it meets the funding agency's rules, regulations, guidelines, or statutes. Any unauthorized purchases of promotional materials shall constitute misuse of college/agency funds with appropriate disciplinary action.

The Director of Marketing shall review all purchases of promotional materials prior to approval by the Chancellor.

**C. Printing Services and Items (Amendment 54 Items)**

Printing is a service that requires special purchasing procedures. These procedures are strictly governed by Arkansas Law and the Office of Procurement. All Amendment 54 items must be bid no matter what the amount of the requested purchase. Exceptions to the bidding process for these services and items are use of state contracts, printing in-house, or use of printing services by another state agency.

**D. Emergency Purchasing**

Emergency procurements means the acquisition of commodities or services, which if not immediately initiated, will endanger human life or health, state property, or the functional capability of a state agency. In accordance with State Purchasing Laws and Regulations, the college shall establish and maintain an Emergency Purchasing Plan and procedures of which to adhere.

July 7, 2014  
March 26, 2012  
January 1, 2011  
January 25, 2010  
November 19, 2007  
May 23, 2005  
July 30, 2001

**BUSINESS AND OPERATING POLICIES**  
**PROFESSIONAL/ CONSULTANT SERVICES**  
**(PCS)**  
**AND TECHNICAL GENERAL SERVICES (TGS)**

Professional/Consultant Services (PCS) Contracts normally refers to contracts with individuals or organizations in which a service is rendered to the college. Types of PCS contracts normally include legal, financial advisory, architectural, engineering, construction management, and land surveying. These contracts are normally exempt from the competitive bidding process, but it may occur to some extent. Typically, the procurement method used for these types of contracts will consist of either a Request for Qualifications (RFQ) or a Request for Proposals (RFP).

Technical General Services (TGS) Contracts normally refers to contracts with skilled individuals involving time, labor, and a degree of expertise, in which performance is evaluated based upon quality of work and the results produced. These contracts may be procured in much the same way as PCS contracts.

The University of Arkansas System requires the review and approval of all contracts within specific dollar thresholds. Therefore, the college will establish and maintain procedures for the review and approval of contracts within the UA System guidelines. Certain contracts are subject to review from the legislature and these procedures shall also adhere to state procurement laws and regulations.

July 11, 2016  
July 7, 2014  
March 26, 2012

**BUSINESS AND OPERATING POLICIES**

**CAPITALIZATION POLICY**

**PURPOSE**

To establish a financial accounting capitalization policy for land, land improvements, buildings, equipment, library holdings and intangible assets.

**POLICY**

This policy applies to land, land improvements, buildings, equipment, library holdings and intangible assets used in the operations of the college. Capitalized assets include the following:

1. Land – The capitalization of costs includes all costs connected with acquisition and incurred to prepare the land for its intended purpose. These costs include but are not limited to: purchase price, real estate commissions, legal fees, escrow fees, title investigations, title insurance, surveying, clearing, draining and filling land. There is no threshold for the capitalization of land.

If the utilization of existing buildings on the land occurs, allocation of a portion of the cost to land and a portion to buildings becomes necessary. The fair market value of the land should be recorded, and the value assigned to the building is the difference between total cost and the amount capitalized as land.

If buildings are razed to prepare the land for its intended purpose, the cost of razing the buildings is capitalized as land.

2. Land Improvements – The capitalization of costs includes the cost of landscaping, utility systems, paving of parking lots and outdoor public recreation fields with a cost greater than \$5,000. The capitalization of all land improvement costs associated with newly constructed buildings should occur.
3. Easements – An easement is the interest in land owned by another that entitles its holder to a specific use or enjoyment (right to use the land). Easements may have an inexhaustible life or a fixed term life. Only the fixed term easement is depreciable. The capitalization of all costs or value associated with an easement lacking a threshold is necessary.

## COLLEGE POLICY 335

Continued

4. Buildings – new construction. Capitalization costs include but are not limited to the cost of professional services, materials, labor and site preparation. The threshold to capitalize Buildings is \$100,000.

If the building is financed with external debt, the capitalization of net interest expense and the amortization of loan origination costs incurred during the construction period should occur.

5. Building Renovations – The capitalization of Building improvements should occur if they are significant alterations or structural changes that a) cost greater than \$100,000 and b) meet one or more of the following conditions:
  - a. Extends the useful life of the building beyond what was originally scheduled.
  - b. Changes the use or purpose of the original space.
  - c. Expands the total square footage of the building.

The cost of any work required on the existing building, such as removing walls should also be capitalized as part of the renovation cost.

6. Leasehold Improvements – These are improvements made to lease property that will revert to the lessor at the expiration of the lease. This can include construction of new buildings or building improvements. The threshold for leasehold improvements is \$5,000.
7. Equipment – The capitalization of the cost of purchased equipment or the value of donated equipment should occur if meeting all the following criteria:
  - a. The item cost or value is at least \$5,000.
  - b. The useful life of the item is more than one year.
  - c. The item is able to function by itself.
8. Library Holdings – Capitalized library holdings include bound volumes, periodicals, serial titles, microforms, electronic books and electronic subscriptions with perpetual access. There is no threshold for library holdings.
9. Internally Generated Software (intangible asset) – Computer software that is internally generated or purchased or licensed and modified using more than minimal incremental effort before being put into operation should be capitalized if the cost is greater than \$1,000,000.

## COLLEGE POLICY 335

Continued

10. Other Intangible Assets – These are assets that have no physical characteristics but are of value because of the advantages or exclusive privileges they provide to the college. Such items include: patents, copyrights, trademarks, or licenses. The capitalization threshold for such assets is \$25,000.
11. Infrastructure – These are assets that are long-lived capital assets that are stationary in nature and normally preserved for a significantly greater number of years than most capital assets. These may include roads, bridges, tunnels, or water and sewer systems. The threshold for infrastructure is \$5,000.
12. Assets Under Construction – An asset under construction reflects the economic construction activity status of buildings and other structures, infrastructure, additions, alterations, reconstruction, or installation of assets with are substantially incomplete. These assets should be recorded and not depreciated until the asset is complete or in use.
13. Capital Leases – The leased property will normally be recorded as a capital asset, as well as the lease obligation. Leased property that is valued at \$5,000 or more will be recorded as a fixed asset.

**BUSINESS AND OPERATING POLICIES**

**TRAVEL REIMBURSEMENT**

UA Cossatot adopts by reference the travel policies and procedures of the State of Arkansas for state employees as Board policy.

Employees are expected to use their personal vehicle for official travel between campuses and to official meetings to conduct official business of the college. The college will reimburse for official miles driven only. The college assumes no responsibility for any maintenance, insurance, operational costs, accidents or fines incurred by the owner of the vehicle while on official business for the State.

Employees may also be reimbursed for other travel expenses for lodging, meals, etc. Employees will be reimbursed in accordance with the maximum in- and out-of-state rates, except in exceptional circumstances, as determined by the Chancellor or Vice Chancellor for Business Services of the college. Such determination shall exist in writing prior to the travel, and the employee's reimbursement request shall include a copy of such determination.

July 6, 2015  
July 7, 2014  
January 1, 2011  
July 30, 2001

## **COLLEGE POLICY 342**

### **BUSINESS AND OPERATING POLICIES**

#### **STUDENT RECEIVABLES**

Student accounts are charged applicable tuition and fees for each semester that a student enrolls. Student account balances not paid in full by the end of the semester in which they are enrolled are considered delinquent.

Students with outstanding balances are prohibited from enrolling in subsequent semesters, receiving transcripts, degrees, certificates, and grades. They are also ineligible for employment with the college until the indebtedness is resolved.

UA Cossatot will make all reasonable efforts toward collection of delinquent balances. Collection efforts may include the college's own means of contacting debtors, as well as the use of Arkansas State Income Tax Set-Off for State agencies and the use of collection Agencies.

UA Cossatot may write off, for current accounting purposes, and remove from its books of accounts any debt due that is deemed doubtful of collection.

The Business Office will maintain procedures for estimating doubtful accounts and for writing off bad debts in compliance with State Guidelines.

November 3, 2014  
July 7, 2014  
January 1, 2011  
March 2, 2007  
May 23, 2005  
July 30, 2001

**BUSINESS AND OPERATING POLICIES**

**OUTSTANDING ACCOUNTS PAYABLE CHECKS**

UA Cossatot writes off outstanding or stale-dated checks written to vendors that are older than one year. This write-off occurs at the end of each fiscal year before preparation of financial statements. A report of Unclaimed Property will be submitted to the State of Arkansas each year and include any eligible balances with the report.

Comparison of other checks older than one month with the voided check file to determine if they were voided and not recorded as such. Adjustment to the bank reconciliation for the old outstanding checks and unrecorded voided checks will occur. If possible, a reversal of the charges out of the original accounts that were expensed will occur.

Monthly consideration of outstanding student refund checks, especially for Title IV refunds will occur. Adherence to special procedures to ensure compliance with Federal Student Aid guidance will occur. Procedures will be maintained to assure this compliance.



**BUSINESS AND OPERATING POLICIES**

**FISCAL REPORTS/ AUDITS**

The Vice Chancellor for Business Services shall prepare and present at each regularly scheduled board meeting such financial reports as are necessary to apprise the Board of the financial status of the college. Such reports shall provide information regarding the college's current expenditure status in comparison to appropriations for the current fiscal year.

The Board will receive reports regarding the amounts of monies deposited on behalf of the college in the various financial institutions and the state treasury.

The Division of Legislative Audit audits UA Cossatot. As part of the University of Arkansas System, the college's financials, once audited, will consolidate with the rest of the UA System's financials. The Division of Legislative Audit will issue an Audit Report for the entire UA System.

July 7, 2014  
January 1, 2011  
January 25, 2010  
July 30, 2005

## **BOARD POLICY 349**

### **BUSINESS AND OPERATING POLICIES**

#### **MANAGEMENT OF INTERNAL ACCOUNTS**

Any student club or organization that handles money must deposit the money in the Student Activity Account at UA Cossatot. Records are kept and funds are dispersed, assuring compliance with all applicable state requirements.

November 3, 2014  
July 30, 2001

## **COLLEGE POLICY 355**

### **BUSINESS AND OPERATING POLICIES**

#### **INSURANCE**

UA Cossatot actively participates in the insurance programs of the University of Arkansas System.

UA Cossatot currently participates in the following insurance coverage:

Vehicular Liability and Damage  
Building and Contents

UA Cossatot actively participates in the insurance programs of the State of Arkansas as administered by the Office of Risk Management. UA Cossatot currently participates in the Employee Blanket Fidelity Bond.

July 7, 2014  
January 1, 2011  
May 25, 2005  
July 30, 2001

**BUSINESS AND OPERATING POLICIES**

**FRAUD POLICY**

This fraud policy is established to facilitate the development of controls, which will aid in the prevention and detection of fraud at UA Cossatot.

This policy applies to any fraud, or suspected fraud, involving Board members, employees, consultants, vendors, contractors, outside agencies, students and any other parties with a business relationship with UA Cossatot.

Any investigative activity required will be conducted without regard to the suspected wrongdoer's length of service, position or title, or relationship to UA Cossatot.

Management is responsible for the prevention and detection of fraud, misappropriations, and other inappropriate conduct. Fraud is defined as the intentional, false representation or concealment of a material fact for the purpose of inducing another to act upon it to his or her injury. Each member of the management team will be familiar with the types of improprieties that might occur within his or her area of responsibility, and be alert for any indication of irregularity.

Any fraud that is detected or suspected must be reported to the University of Arkansas System's Internal Audit Department, who coordinates investigations with the University of Arkansas System's General Counsel and other affected areas, both internal and external.

**Actions Constituting Fraud**

The terms defalcation, misappropriation, and other fiscal wrongdoings refer to, but are not limited to:

- An entry into the accounting records that is intentionally made to represent what is not true or does not exist, with intent to deceive
- Forgery of a check, bank draft, wire transfer or any other System financial document
- Unauthorized alteration of any financial document or account
- Misappropriation of funds, securities, supplies, or other college assets
- Impropriety in the handling or reporting of money or financial transactions
- Disclosing confidential and proprietary information to outside parties for personal gain, except as allowed under the Arkansas Freedom of Information Act or other law
- Theft of identity
- Accepting or seeking anything of material value from contractors, vendors, or persons providing services or materials to the System, except as provided in gift policies

- Unauthorized destruction, removal or use of records, furniture, fixtures, and equipment for personal gain
- Any similar or related inappropriate conduct

### **Other Inappropriate Conduct**

Suspected improprieties concerning an employee's moral, ethical, or behavioral conduct will be resolved by management and human resources rather than the University of Arkansas System's Internal Audit department.

### **Identity Theft Prevention Program**

In accordance with the Federal Trade Commission issuing the Red Flags Rule under sections 114 and 315 of the Fair and Accurate Transactions Act (FACT), Subpart J, Section 41.90, ~~CCUA-UA~~ Cossatot will maintain a written Identity Theft Prevention Program. This program should be designed to detect, prevent, and mitigate identity theft in regard to *covered accounts*, as defined by law. The program must be approved by the Board of Trustees and include a requirement for an annual review and update filed with the University of Arkansas System Vice President for Finance and Chief Fiscal Officer through the Chancellor's Office.

### **Investigation Responsibilities**

The University of Arkansas System's Internal Audit Department has the primary responsibility for the investigation of all suspected fraudulent financial acts as defined in the policy. If the investigation substantiates that the fraudulent activities have occurred, the Internal Audit Department will issue reports to appropriate designated System officers and personnel and to the Board of Trustees through the Audit Committee.

Decisions to prosecute or refer the examination results to the appropriate law enforcement and/or regulatory agencies for further independent investigation will be made in accordance with Arkansas and Federal laws by the Officers and Trustees of the System in consultation with the General Counsel, as will final decisions on disposition of the case.

### **Confidentiality**

The University of Arkansas System's Internal Audit Department treats all information received confidentially. Any employee who suspects dishonest or fraudulent activity will notify the Internal Audit Department, and should not attempt to personally conduct investigations or interviews related to any suspected fraudulent act.

Investigation results will not be disclosed or discussed with anyone other than those who have a legitimate need to know subject to Arkansas Freedom of Information Act. This is important in order to avoid damaging the reputations of persons suspected but subsequently found innocent of wrongful conduct.

**Reporting Procedures and Fraud Hotline**

Great care must be taken in the investigation of suspected improprieties or wrongdoings, so as to avoid mistaken accusations or alerting suspected individuals that an investigation is underway.

An employee who discovers or suspects fraudulent activity will contact the University of Arkansas System's Internal Audit Department either directly or through the System's established Fraud Hotline. The employee or other complainant may remain anonymous. All inquiries concerning the activity under investigation from the suspected individual, his or her attorney or representative, or any other inquirer should be directed to the Internal Audit Department or General Counsel. No information concerning the status of an investigation will be released.

The reporting individual should be informed that they should not contact the suspected individual in an effort to determine facts or demand restitution or discuss the case, facts, suspicions, or allegations, with anyone, unless specifically asked to do so by the General Counsel or the Internal Audit Department.

**Termination**

The University of Arkansas System's Internal Audit Department does not have the authority to terminate an employee for committing fraudulent acts. Decisions to terminate an employee reside with the senior management in consultation with Human Resources and the General Counsel.

## **COLLEGE POLICY 401**

### **PERSONNEL**

#### **STATEMENT OF GUIDING PRINCIPLES AND CODE OF ETHICS**

UA Cossatot will establish procedures to ensure that employees behave in an ethical manner and adhere to the Statutes of the State of Arkansas, applicable federal statutes and regulations, rules and regulations as promulgated by the Department of Finance and Administration under the authority of such statutes, as applicable to all employees, and such regulations as issued by the State Board of Higher Education and its staff action on behalf of the State Board of Higher Education.

September 8, 2014  
July 21, 2014  
January 1, 2011  
July 30, 2001

## **COLLEGE POLICY 404**

### **PERSONNEL**

#### **HIRING AUTHORITY**

The Chancellor has the final authority to hire and terminate employees.

Upon hiring or terminating any full-time employee the Chancellor will immediately inform via email the Board of Visitors.

The Chancellor will authorize certain administrators to employ part-time instructors or other personnel for temporary duty.

The Chancellor shall establish procedures for filling positions. These procedures shall ensure that the college recruits and selects the highest quality employees possible.

November 2, 2015  
September 8, 2014  
December 2, 2013  
January 1, 2011  
July 26, 2004  
July 30, 2001



**PERSONNEL**

**GRANTS AND CONTRACTS PERSONNEL**

UA Cossatot staff hired to fulfill a position authorized by a grant or contract shall not have the same rights as full-time employees to transfer to another position, but may apply for any regular College position for which they qualify and be considered along with all other qualified candidates.

All Annual and Compensatory Leave must be used before the expiration of the current contract, or it will be forfeited. In the event of termination, lump sum payment for accrued leave will not be available.

The positions funded by a grant or contract cease to exist when the grant or contract terminates.

**Time and Effort Reporting**

As a recipient of federal funds, UA Cossatot must comply with the Office of Management and Budget (OMB) Circular A-21 (Cost Principles for Educational Institutions). A certification of effort is required to document salary expenses charged directly or indirectly against federally-sponsored projects. This process ensures that salaries and wages are properly expended and that actual effort is consistent with the originally anticipated (budgeted) effort. UA Cossatot will establish procedures that ensure proper adherence to Federal Time and Effort reporting.

September 8, 2014  
July 21, 2014  
December 2, 2013  
March 26, 2012  
January 1, 2011  
November 17, 2003  
November 26, 2001  
July 30, 2001

**PERSONNEL**

**NEPOTISM**

UA Cossatot recognizes that potential conflicts may exist when members of the same immediate family are employed by the college, particularly in the same department, unit, or division. To avoid conflicts of interest, which may result from such employment, immediate family members should not participate in decisions to hire, retain, promote, or determine the salary of the other. It is the responsibility of the Chancellor, Vice Chancellors, Division Chairs, and other Managers to assure that one immediate family member shall not have direction or supervision of the other and shall not participate in decisions to hire, retain, promote, or determine the salary of the other.

Exceptions to this policy may be made in writing with justification by the Chancellor. Exceptions involving immediate family members of the Chancellor shall be made by the President of the University of Arkansas System.

For purposes of this policy, “immediate family member” shall mean an employee’s spouse, children of the employee or his or her spouse, and brothers, sisters, uncles, aunts, nieces, nephews, or parents, whether by blood or marriage, of the employee or his or her spouse.

September 8, 2014  
July 21, 2014  
January 1, 2011  
November 25, 2002

**PERSONNEL**

**SALARY INCREASES**

UA Cossatot awards yearly salary increases on July 1, which is the beginning of the fiscal year.

Non-classified employees who have received a satisfactory performance evaluation will be eligible for a salary increase in their renewal contract, provided funds are available. Salary increases are at the discretion of the Chancellor and pending budget approval by the University of Arkansas System Board of Trustees.

Classified employees' salary increases are regulated by the state Office of Personnel Management. The college administration shall follow state guidelines to administer state compensation regulations.

September 8, 2014  
December 2, 2013  
January 1, 2011  
March 27, 2006

## **COLLEGE POLICY 412**

### **PERSONNEL**

#### **COMMUNITY AND EDUCATIONAL RESTRICTIONS**

No full or part-time employee of UA Cossatot may accept from an individual a payment or gratuity for providing a community or educational service.

September 8, 2014  
July 21, 2014  
January 1, 2011  
July 30, 2001

## **COLLEGE POLICY 413**

### **PERSONNEL**

### **STAFF HOURS**

The Chancellor of UA Cossatot will set staff hours that best fulfill the mission of the college while conforming to state and federal employment law.

September 8, 2014  
July 21, 2014  
January 1, 2011  
July 30, 2001

## **COLLEGE POLICY 414**

### **PERSONNEL**

#### **PERSONNEL FILE MAINTENANCE**

The Human Resource Office shall maintain the personnel files of the College. The files shall be maintained in accordance with the requirements of the Arkansas Office of Personnel. Files are to be maintained in strict confidence, and any release of personnel data, other than directory information, shall require the authorization of the individual or consultation with the Attorney General's Office if a freedom of information request is filed. Files may not be taken from the Human Resource office.

September 8, 2014  
July 21, 2014  
January 1, 2014  
May 23, 2005  
July 30, 2001

**PERSONNEL**

**INSTRUCTIONAL STAFF TEACHING LOAD**

1. Full-Time Faculty Load

a. Teaching assignments

Full-time teaching faculty will be scheduled for a combination of instructional time and office time that best meets the objectives of the Division. Points will be determined based on the model below. A full-time instructional employee will be assigned 18 points of teaching duties per semester which may include extension sites, combinations of day and evening classes, and/or Internet classes. No faculty member shall be scheduled to teach more 21 points in a regular fall and spring 16-week semester or more than 12 points in an 8-week summer session. Waivers may apply for lab based courses up to 24 points with Vice Chancellor approval.

- i. Pure Lecture and Lecture/Lab courses  
Points are determined at a 1:1 ratio. 1 student contact hour=1 point\*
- ii. Technical Skills Laboratory and Clinical Laboratory courses  
Points are determined at a 2:1 ratio. 2 student contact hours=1 point\*

\*Definitions follow the Office of Postsecondary Education (OPE) guidelines

b. Office time

Separate from the teaching load is the requirement that each faculty member post the times they are available for student consultations. These hours may be scheduled in the faculty member's office or in the Learning/Advising Centers. Faculty schedules will be filed with the appropriate Division Chair and the Vice Chancellor for Academics.

c. Equivalent duties

If scheduled classes are canceled because of low enrollment, other duties may be assigned as equivalent duties. Equivalent time must be approved by the Vice-Chancellor of Academic Services and the Chancellor.

2. Adjunct Faculty Load

An adjunct instructor may teach no more than 14 points per regular 16 week semester. Substitute and adjunct faculty must meet the same educational requirements as do regular faculty.

3. Ratio of Adjunct to Full-Time Instructors

The college's goal is to maintain a ratio of part-time instructors to full-time instructors in the fields of study offered by the College of no more than 6:1.

4. Administrators' Teaching Responsibilities

Administrators and Directors may be required to teach some classes as part of their other duties as assigned.

Division Chairs are required to teach 9 points per semester.

November 3, 2014  
September 8, 2014  
December 2, 2013  
December 3, 2012  
September 24, 2012  
January 1, 2011  
March 26, 2007  
March 29, 2004  
July 30, 2001



**PERSONNEL**

**EVALUATIONS**

UA Cossatot has established a yearly evaluation procedure that applies to all classifications of full-time employees. Under the guidance of the Director of Human Resources, evaluation documents are delivered to all supervisors by February 1st of each year. The completed evaluation and supporting documents are used to assess the overall production and quality of employees.

Completed evaluations will be used in the yearly contract renewal and salary increase process. Employees earning poor evaluations may be restricted from raises or contract renewal for the following contract year.

September 8, 2014  
July 21, 2014  
December 2, 2013  
December 3, 2012  
January 1, 2011  
March 31, 2003  
July 30, 2001

**PERSONNEL**

**EMPLOYEE CLASSIFICATIONS AND COMPENSATION PLAN**

- I. Purpose: To attract, retain, and motivate the productivity and commitment of highly qualified and diverse faculty and staff; to help UA Cossatot compete successfully for employees with the skills vital to its missions; to help Cossatot ensure future leadership; to set compensation in consideration of similar educational organizations and recruiting markets while working within UA Cossatot's resources.
- II. Fundamentals: Target and Market salaries will be adjusted to be at least 95% of the overall average of Cossatot's peer institutions.
- III. Statement of Reason: While UA Cossatot will strive to provide the most competitive compensation structure, the college realizes that grant positions and some other positions may be excluded from overall compensation philosophy.
- IV. The Board of Visitors hereby recognizes that maximum rates of compensation for all employees are established by the state legislature. The Board declares as policy that such maximum rates of compensation shall not be exceeded.

Full-time Employees

A. Classified Employees

Positions that are covered by the Classification and Compensation Act from the Arkansas Department of Finance and Administration.

Compensation for classified employees is determined by the specific position and grade level. Classified employees generally include support, maintenance, and custodial personnel.

**B. Non-Classified Employees**

Positions that are not covered by the Uniform Classification and Compensation Act.

The institution is granted latitude in the setting of rates of compensation classified employees, provided that such rates shall not exceed the maximum established by law and sufficient appropriation and funding is available. When determining the appropriate salary for a new employee, credit for secondary or military teaching experience, related industry trainer experience, and related work experience shall be limited to a maximum of five years. Related full-time higher education experience is considered without limit. Prior to the beginning of each fiscal year, as a part of the budgetary process, the Chancellor shall present recommendations to the Board of Visitors setting the salary for each employee for the forthcoming fiscal year. The Board shall act upon such recommendations as an integral part of its budgetary approval process.

**I. Non-Classified Employee Sub-Classifications**

Instructional Faculty (9, 11, and 12 Mo.)

These are employees of the college who have complete control over select administrative departments of the college. These departments pervade the entire college and do not generally interact specifically with the student body. Organizationally, these departments are in direct line with the Chancellor's office. These Administrators are:

Vice Chancellor of Academics  
Vice Chancellor of Facilities and Planning  
Vice Chancellor of Finance  
Human Resources  
Marketing  
Information Support Services

**College Directors\***

These are employees of the college who oversee and direct large departments of the college. These directors do not necessarily pervade the entire college, but often supervise and coordinate more than three college employees.

These Directors are:

- Educational Resource Center
- Ashdown Operations
- Workforce and Continuing Education
- Student Services
- Financial Aid
- Secondary Career Center
- OTA

College Managers\*

These are employees of the college who manage the day-to-day operations of a smaller core college department. These managers generally supervise less than three employees. These Managers are:

- Radio Stations
- Registrar
- Student Information System
- Physical Plant

College Coordinators\*

These are employees of the college who serve as coordinators of specific duties of the college. These employees generally do not have supervisory duties. These Coordinators are:

- Testing Centers
- Learning Centers
- Information and Community Relations
- Continuing Education Services
- Workforce Development
- Student Success Coordinator

College Support Staff\*

These are employees of the college who fill the roles of support to carry out the mission of the departments they serve. These employees never have supervisory duties

**Grant Personnel**

These are employees of the college who are governed by the specific guidelines of the granting body. These employees must abide by the compensation structure outlined in their respective grant guidelines. Career Pathways and Adult Education are examples of these grant employees.

**Full-Time Workforce Faculty**

These are employees who teach industry specific or workforce readiness courses on a full-time and non-credit basis. Compensation ranges from \$10 to \$40 per hour plus benefits.

\*Administrative personnel, Teaching Division Chairs, Directors, Managers, Coordinators, Support Staff, and Workforce Faculty will be compensated according to procedure 417-04.

**II. Contract Commitments**

Nine-month contracts normally consist of a minimum of 30 hours per contract week.

Ten-month contracts normally consist of a minimum of 40 hours per contract week.

Eleven-month contracts normally consist of a minimum of 35 hours per contract week.

Twelve-month contracts normally consist of a minimum of 40 hours per contract week.

**III. Educational Attainment Increases**

Salaries of full-time employees who complete associate, bachelor, master, or doctorate degrees during an academic year will be increased the following contract period. Rates are to be increased as follows: less than associate to associate degree, associate to bachelor, bachelors to masters, masters to masters plus 30 hours, or masters plus 30 hours to doctorate will be increased by a maximum cumulative of 6% up to a maximum of \$1,000. This applies only if the degree was pre-approved by the institution and was acquired while in the employment of the college and the employee agrees to remain in the employment of the college at the college's convenience for at least twelve (12) additional months.

\*Educational raises for classified employees are pending OPM approval.

\*Educational attainment increases for Full-Time Faculty will be the higher of the \$1,000 or the step increase found in College Procedure 417-01.

#### IV. Concurrent Employment

Full-time employees are prohibited from employment with any other state agency during regular work hours while fully employed by UA Cossatot. Employment by two or more state agencies is considered concurrent employment and must be approved by Arkansas Department of Finance and Administration's Office of Personnel Management through the College's human resource office.

##### Part-time Employees

#### A. Credit Generating Adjunct Faculty

These are employees of the college who perform less than full-time classroom instruction of post-secondary and secondary college-credit students.

1. Refer to matrix in procedure 41702
2. 1 point=1 student contact hour per week for lecture and lecture/lab courses and 1 point = 2 student contact hours per week for technical skills lab/clinical lab courses.
1. Adjunct faculty teaching in the secondary career center will be compensated for 12.5 points per course.

#### B. Workforce, Industry Training, & Continuing Education Part-Time Faculty

(Classes, industry training, workshops, seminars, and symposia)

1. Instructor Range per Hour: \$10 to \$40 per contact hour + applicable prep time
2. Some adjustment may be made within the compensation range for additional education and/or work experience. Adjunct instructors will not receive benefits, such as sick leave, vacation leave, and insurance benefits.

C. Part-Time Non-Instructional Employees

Refer to matrix in procedure 417-03

\*Note: Federal and /State Income Taxes and FICA will be deducted from all compensation.

September 8, 2014  
July 31, 2014  
December 2, 2013  
December 3, 2012  
September 26, 2011  
March 28, 2011  
January 11, 2011  
July 30, 2007  
May 22, 2006  
January 31, 2005  
January 28, 2002  
July 30, 2001

**PERSONNEL**

**POLITICAL ACTIVITY**

Cossatot employees, as citizens, have the right to engage in political activity. However, no employee may involve the institution's name, symbols, property, or supplies in political activities. If employees speak publicly on matters of public interest and are identified by their name and position with the College, they should make every effort to make it clear that the employee's comments or opinions are those of the employee and not the College.

Any employee who intends to seek public office or to assume a major role in a political campaign is obligated to discuss his/her plans with his/her supervisor. If the supervisor determines that the activity will impinge to any extent upon the full discharge of the employee's responsibilities to the College, the plans must be reviewed through regular administrative channels to the Chancellor's office for a determination of work-load and salary adjustment.

Involvements which require part- or full-time services, and for which more than token compensation is received, will require a reduction of work-load and pay, leave-of-absence, or resignation, depending upon the extent of the activity.

July 6, 2015  
September 8, 2014  
August 18, 2014  
January 1, 2011  
July 30, 2001



## **COLLEGE POLICY 424**

### **PERSONNEL**

### **COMMUNITY ACTIVITIES**

UA Cossatot encourages employees to be active participants in the communities in which they reside. State law expressly prohibits the expenditure of institutional funds for individual memberships in civic organizations, social clubs, etc.

In the event an employee is requested to participate in any activity as an official representative of the college, the employee shall obtain the permission of the Chancellor prior to accepting such an invitation.

September 8, 2014  
August 18, 2014  
January 1, 2011  
July 30, 2001

**PERSONNEL**

**PERSONAL USE OF COLLEGE PROPERTY, EQUIPMENT, OR FACILITIES**

No employee of UA Cossatot may use college property, equipment or facilities for personal use without prior approval.

Persons using school property, including cell phones, equipment, or facilities, for personal use or gain during that person's normal duty hours will have disciplinary action taken against the abuse and, upon repetitive violation of this policy, is subject to termination of employment.

UA Cossatot does provide cell phones and/or pagers to college employees as required by certain circumstances of employment allows business to be conducted while employees are away from their offices.

UA Cossatot employees may be authorized to receive cell phone service for business use, subject to supervisor or departmental approval. Business use is any use in the course of performing specific job-related duties on behalf of and for the benefit of UA Cossatot. Any employee who has been issued a college cell phone has the responsibility, along with their supervisor and the Business Office, to select a rate plan that most efficiently accomplishes college business.

College issued cell phones and/or pagers are not intended for personal use. However, personal use may be permitted if it does not conflict with business use of the device. Such personal use should be limited in occurrence and duration. Employees who use a college cell phone or pager for personal use will be required to reimburse the college for all personal calls. The Business Office will routinely audit the monthly bills for their intended use. Failure to follow this policy may result in amounts being incurred as a taxable fringe benefit to the employee. Excessive personal use of the cell phone may also result in this privilege being revoked.

Employees who have not been issued a college cell phone, but who are required to use a personal cell phone for business use, may submit a copy of charges incurred for reimbursement to the business office.

September 8, 2014  
August 18, 2014  
January 1, 2011  
July 30, 2001

**PERSONNEL**

**INCLEMENT WEATHER**

When severe inclement weather occurs during office hours, the Chancellor will have the discretion to allow employees to leave work early for safety reasons. Decisions to allow employees to leave work early, however, should recognize the requirement to assure service delivery to the citizens for a full work day. When the college is officially closed, employees will not be asked to charge their time off against annual leave.

Employees may utilize their discretion when conditions are such as to pose possible injury or damage to property in the transportation process of arriving at work. Time lost due to early departure or inability to arrive at work must be charged against annual leave if available, or to leave without pay. The employee is to notify his/her immediate supervisor in the event of late or non-arrival.

September 8, 2014  
August 18, 2014  
January 1, 2011  
July 30, 2001

**PERSONNEL**

**COMPENSATORY TIME**

UA Cossatot defines compensatory time is defined as time earned for work performed in excess of forty (40) hours in the work week. Compensatory time may not be earned in less than fifteen (15) minute increments, and may not be earned during an employee's lunch and/or authorized break periods.

All UA Cossatot employees performing qualifying non-exempt work within a work week will accrue compensatory time at the rate of one and one-half times the number of hours worked in excess of 40 hours. Non-exempt employees are eligible for compensatory time in lieu of overtime payment.

Compensatory time may be used in lieu of sick leave and may be used until the balance is depleted before using annual leave.

Compensatory time may be earned or used only with the prior approval, in writing, by the employee's immediate supervisor.

September 8, 2014  
August 29, 2014  
January 1, 2011  
July 30, 2001

**PERSONNEL**

**NON-EXEMPT EMPLOYEE**

**TIME AND ATTENDANCE POLICY FOR NON-EXEMPT EMPLOYEES**

This policy assures non-exempt employees at Cossatot Community College of the University of Arkansas (“UA Cossatot”) of its practice to accurately compensate them, to do so in compliance with all applicable state and federal laws, and to correct mistakes when they are called to its attention. It is expected, therefore, that all employees at UA Cossatot will review their payroll records promptly each time compensation is received, and report any perceived error to the Payroll Tech in the Business Office.

UA Cossatot will fully investigate every report of perceived error or violation of this policy, will take corrective action when appropriate, and will make a good will effort to avoid violations in the future. In addition, UA Cossatot will not allow any form of retaliation against individuals who report alleged violations or who cooperate in UA Cossatot’s investigation of such reports. Any form of retaliation in violation of this policy may result in disciplinary action, up to and including discharge.

**Definitions**

**Nonexempt employees** are those whose positions do not meet Fair Labor Standards Act (FLSA) exemption tests and who are paid or receive compensation time at one-and-one-half times their regular rate of pay for hours worked in excess of 40 in one week. This definition is based on provisions of the FLSA and state law (See <http://www.dol.gov/compliance/laws/comp-flsa.htm>).

**Time Procedures**

The work schedule for non-exempt employees generally begins each Monday at 8:00 a.m. and ends each Friday at 4:30 p.m., with the exception of summer hours and official UA Cossatot holidays or closings. Flexed work schedules may be approved by supervisors to meet departmental needs. Non-exempt employees receive a 30 minute lunch break and two additional 15 minute breaks each work day. The additional 15 minute breaks are given/taken at the supervisor’s discretion.

A nonexempt employee must maintain an accurate record of the total hours worked each day. The record must include all regular and overtime hours worked, any absences, late arrivals, early departures and meal breaks. The signature of the employee is required as an indication that the record is complete and accurate. The signature of the immediate supervisor is required for verification and approval.

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime hours. A nonexempt employee will be expected to work overtime when necessary to meet the needs of UA Cossatot. When possible, advance notification of these

mandatory assignments will be provided. All overtime work must receive the employee's supervisor's prior written authorization.

In lieu of overtime compensation, the State of Arkansas and any political subdivision of the state may award compensatory time off at the rate of not less than one and one-half (1 ½) hours for each hour of employment for which overtime compensation is required. Nonexempt employees at UA Cossatot are compensated for overtime worked through the use of compensatory time (comp time) in accordance with state and federal law. Compensatory Time Authorization forms must be utilized and approved in advance. Overtime pay is typically paid for comp time exceeding 90 hours.

A nonexempt employee may not work any hours that are not previously authorized in writing by the employee's supervisor. A nonexempt employee will not be paid for voluntarily arriving at the work-site before their regular starting time or remaining at the work-site after their shift. No overtime, no matter how slight, may be worked without prior written approval from their supervisor.

A nonexempt employee does not start work early, finish work late, work during a meal break or at their desk or work station, take work home, work weekends, or perform any other unauthorized extra or overtime work without written authorization from their supervisor. A nonexempt employee is prohibited from performing "off-the-clock" work, i.e, work performed and not reported.

### **Attendance Procedures**

To maintain a safe and productive work environment, UA Cossatot expects employees to be punctual and reliable in reporting for scheduled work. Employees are hired to fulfill specific needs of the college. Nonexempt employees are expected to be at their jobs during their regularly scheduled hours. Attendance will be carefully monitored. When absent or tardy, it disrupts the work in the school. Therefore, absence from work will not be excused under circumstances that can reasonably be avoided. Reporting of Absences falls under College Policy 460 and College Policy 464 Uniform Conduct Standards explains the various Offenses that absences may fall into if needed. The following rules apply to all non-exempt employees:

- Regardless of your reason for absence or tardiness, the employee must always notify his or her supervisor as far in advance as possible, but no later than thirty (30) minutes prior to the start of the scheduled work time.
- If, because of an emergency, the employee is unable to notify his or her supervisor, the employee should have someone contact the supervisor on his or her behalf.
- The employee is expected to give the reason for absence or tardiness and the date and time when the employee expects to return.
- Unless it is an approved leave of absence, the employee must call in each day of his or her absence.
- Chronic and repeated tardiness without acceptable reason is cause for disciplinary action and falls into a Group 1 Offense from College Policy 464 Uniform Conduct Standards.
- In the case of a prolonged absence, a leave of absence must be approved in advance and if the prolonged absence is due to personal illness, a physician's release may be required prior to return to work.

- If the employee is absent three consecutive scheduled workdays without notification, he or she will be considered as having abandoned the job and will be terminated. This is a Group 3 Offense from College Policy 464 Uniform Conduct Standards.
- An excused absence occurs, provided the employee still has available paid time or the absence is otherwise approved, when the employee notifies the supervisor of his or her absence no later than thirty (30) minutes prior to the start of the scheduled work time, or as soon as possible in the case of an emergency.
- An unexcused absence occurs when an employee fails to notify the supervisor of his or her absence, when notification is received less than thirty (30) minutes prior to the start of the scheduled work time, when permission is not granted by the supervisor for justifiable reasons, or in any case when there is no paid time off available and the leave is not otherwise approved.
- Two or more incidents of unexcused absences within any six-month period may result in disciplinary action up to and including termination of employment.
- The college maintains attendance records for its employees. Written reprimands, which are placed in the employee's personnel file, become part of the employee's record.
- Employees are not allowed to use sick days for reasons other than personal illness, illness of an immediate family member or for the care of others as proscribed by federal or state law. Unless otherwise approved for leave under the Family and Medical Leave Act or to accommodate a disability under the Americans with Disability Act, a supervisor may require a physician's note when abuse of sick leave is suspected. If a supervisor confirms that the sick day benefit is being abused, a written warning may be issued and a copy filed in that employee's personnel file. Such warnings may lead to further disciplinary action up to and including termination of employment.

**PERSONNEL**

**LEAVE POLICY**

UA Cossatot utilizes the leave policies of the Office of Personnel Management as applicable to classified employees and extends the application of these policies to full-time non-classified employees (excluding faculty) proportionally to their work week and year.

**ANNUAL LEAVE**

Full-time employees accrue leave at the rates shown in the timetable listed below. Full-time employees who work less than full time but more than 1000 hours per year accrue annual leave in the same proportion as time worked.

**Rates of Annual Leave Accrual**

<b>Years of Employment</b>	<b>Monthly</b>	<b>Annually</b>
Through 3 Years	8 Hours	96 Hours
4 Through 5 Years	10 Hours	120 Hours
6 Through 12 Years	12 Hours	144 Hours
13 Through 20 Years	14 Hours	168 Hours
Over 20 Years	15 Hours	180 Hours

**Maximum Accrual of Annual Leave**

All Annual Leave is cumulative; however, no employee shall have over 240 Hours accumulated on December 31st of each year. Accrued leave may exceed 240 Hours during the calendar year, but those hours in excess of 240 will be forfeited if not used by December 31st of each year.

**LEAVE FOR GRANT & SPECIAL PROJECT PERSONNEL**

All Annual and Compensatory Leave must be used before expiration of the current contract or it will be forfeited. In the event of termination, lump sum payment for accrued leave and holiday time will not exceed the remaining days of the contract.



**SICK LEAVE**

**Rates of Sick Leave Accrual**

Full-time employees accrue sick leave at a rate of 8 Hours per month, 96 Hours annually. Full-time employees who work less than full time but more than 1000 hours per year accrue sick leave in the same proportion as time worked. Employees working less than 12 months, will not accrue sick leave during those months they are not working.

**Maximum Accrual of Sick Leave**

All Sick Leave is cumulative; however, no employee shall have over 960 Hours accumulated on December 31<sup>st</sup> of each year. Accrued leave may exceed 960 Hours during the calendar year, but those hours in excess of 960 will be forfeited if not used by December 31<sup>st</sup> of each year.

**Usage of Sick Leave**

Sick leave is to be used only for illness of the employee or for medical, dental, or optical treatment. Sick leave may also be used in the event of serious illness of a member of the employee's immediate family. Immediate family is defined as:

FATHER, MOTHER, SISTER, BROTHER, SPOUSE, CHILD, GRANDPARENTS, GRANDCHILD, IN-LAWS, OR ANY INDIVIDUAL ACTING AS A PARENT OR GUARDIAN OF AN INDIVIDUAL.

Absences due to illness or disability, except in cases of maternity leave, is charged in the following order: (1) Earned sick leave; (2) Earned annual leave; and (3) Leave without pay.

**PERSONAL LEAVE**

For each fiscal year, full-time employees may use up to two (2) days of sick leave for personal business. The employee must have permission from the supervisor and give 24 hours advance notice. Personal leave, if not taken during a fiscal year, does not carry forward.

**MATERNITY LEAVE**

Employees on maternity leave, may elect to take leave-of-absence without pay without exhausting accumulated annual and sick leave.

**LEAVE WITHOUT PAY**

Employees may not take leave without pay until all of their annual leave has been exhausted, except in the cases of maternity leave or disciplinary leave without pay.

The Chancellor may grant continuous leave without pay.

An employee who accumulates ten (10) days of leave without pay during any one (1) calendar month loses the leave accrual (annual and sick) for that month only. The annual leave that is lost due to leave without pay is based on the rate of the accrual authorized for that employee

Employees may continue to participate in the college's group insurance programs during the period of leave without pay. Employees who choose this option must pay the total cost (employee deduction and employer matching) of the coverage unless the employee is receiving Workers' Compensation Benefits. In cases of Workers' Compensation related leave without pay, the college is required to remit the employer's matching portion of the coverage.

Employees may be fully reinstated in insurance programs when they return to duty.

Employees may be dismissed if they fail to report to work promptly at the expiration of the period of leave without pay; however, the college may accept satisfactory reasons provided by the employee in advance of the date to return to work and extend the leave period accordingly.

### **BEREAVEMENT LEAVE**

Full-time employees may utilize up to three (3) days of accumulated sick leave in the event of the death of an immediate family member, as defined above. At the Chancellor's discretion, an additional two (2) days may be granted. No employee will be granted more than five (5) work days without written consent of the Chancellor.

### **COURT AND JURY LEAVE**

Any employee who serves as a witness, juror, or party litigant in any civil or criminal court proceeding is entitled to receive normal and full compensation, if the matter is within the employee's scope of state employment. Annual leave must be utilized if the court proceeding is personal in nature.

### **MILITARY LEAVE**

Full-time employees drafted or called to active duty in the Armed Forces of the United States or who volunteer for military service, shall be placed on military leave without pay. All unused sick leave at time of military leave will be reinstated at the time the employee returns to work. However, all unused annual leave must be paid to the employee before starting the period of leave without pay, except in cases when the employee is returning to active duty for temporary training only.

Permanent, full-time employees who are members of the National Guard or any of the reserve branches of the U.S. Armed Forces will be granted leave at the rate of fifteen (15) working days per calendar year, plus necessary travel time for annual training purposes. Up to fifteen (15) military leave days may be carried over to the succeeding year for a maximum of thirty (30) military leave days for that calendar year.

**EXTENDED PROFESSIONAL LEAVE/SPECIAL LEAVE TO UPGRADE SKILLS**

Other leave time for full-time employees to upgrade skills or to meet professional qualifications that will result in leave without pay, must be approved by the Chancellor in advance, providing that the normal job duties of the employees will not be impaired.

**EDUCATIONAL ACTIVITY LEAVE**

Full-time employees are entitled to eight (8) total hours of leave, regardless of number of children, during any one (1) calendar year for the purpose of attending or assisting with the educational activities of a child. Any unused Educational Leave may not be carried over to the next year and is not compensable to the employee at time of retirement.

November 3, 2014  
January 1, 2011  
September 27, 2010  
May 23, 2005  
July 1, 2001

**PERSONNEL**

**FAMILY LEAVE**

The Family and Medical Leave Act of 1993 (FMLA) requires certain employers to allow eligible employees to take up to twelve (12) weeks of leave (paid and/or unpaid) to care for a newborn or newly adopted child, to recuperate from their own serious illness, or to care for a seriously ill family member. Also, certain family members of the Armed Forces are allowed twenty-six (26) workweeks of leave to care for ill or recuperating family members as described below. An eligible employee is one who has at least twelve (12) months of employment with the State of Arkansas and has worked at least 1,250 hours during the previous twelve (12) month period.

**POLICY**

An eligible employee may take up to twelve (12) weeks of family medical leave during a “ROLLING” backward twelve (12) month period for specified reasons. Under the rolling backward method, the twelve (12) month period will be measured backward from the date an employee requests FMLA Leave to determine whether the employee is eligible for any additional leave.

Family and medical leave may be requested for:

1. Birth, adoption, or foster care: A new parent, foster parent or adopting parent may apply for leave within one (1) year after the child is born or placed in the parent’s home. If both parents work for the UA Cossatot, they will be entitled to a total of twelve (12) weeks between them.
2. The employee’s serious health condition, as defined by law: This includes an employee who requires inpatient treatment, has a chronic health problem, is incapacitated for more than three consecutive calendar days while receiving medical treatment, or has a non-chronic health condition that could result in a period of incapacity for more than three (3) calendar days without medical treatment or is pregnant (including prenatal appointments for both mother and father), or is receiving treatment for substance abuse.
3. A serious health condition, as defined by law, of an employee’s spouse, child, or parent and for whom the employee is needed to provide care.
4. The spouse, son, daughter, parent, or next of kin who is needed to care for a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness. The relative listed above is allowed to take up to twenty-six (26) workweeks of leave.

## **COLLEGE POLICY 434**

Continued

5. Any qualifying exigency arising out of the fact that the employee's son, daughter, or parent is a covered military member on active duty (or has been notified of an impending call or order to active duty) in support of a contingency operation.

November 3, 2014  
January 1, 2011  
November 26, 2001  
July 30, 2001

**PERSONNEL**

**CATASTROPHIC LEAVE**

**I. PURPOSE:**

This policy establishes a Catastrophic Leave Bank Program (CLBP) to be administered by UA Cossatot as authorized by Act 169 of 1991. The Catastrophic Leave Bank Program creates no expectation or promise of continued employment and is intended simply to assist eligible employees during medical emergencies.

**II. ELIGIBILITY REQUIREMENTS FOR CATASTROPHIC LEAVE:**

- a. The applicant must be a regular, full-time, non-faculty employee, who has been employed full-time over two (2) years and who does not work less than forty (40) hours a week.
- b. Employees must have exhausted all sick, annual, holiday and compensatory leave time, and, at the onset of the illness or injury, had to his or her credit at least eighty (80) hours of combined sick and annual leave. "Onset of Illness" means the initial beginning or start, as certified by a physician, of the medical condition which created the need for the catastrophic leave request. As authorized by Act 194 of 2003, the "80-hour requirement" may be waived for an otherwise eligible employee if an "extraordinary circumstance" is declared by the Chancellor or his/her designee due to the applicant providing documentation.
- c. The employee has not been disciplined for leave abuse during the past two (2) years.
- d. No employee shall be eligible for approved catastrophic leave in excess of six (6) months (1,040 hours). If the employee has been denied disability retirement or Social Security benefits the employee has the option of reapplying for additional leave at the conclusion of the catastrophic leave period.
- e. No employee shall be approved for catastrophic leave unless that employee is, or is reasonably expected to be, on leave-without-pay status as a result of the catastrophic illness.
- f. In no case shall the employee be granted catastrophic leave beyond the date certified by a physician as the date when the employee is able to return to work because the health of either the employee or the qualifying family member has sufficiently improved.
- g. No employee shall be approved for catastrophic leave unless that employee has provided an acceptable medical certificate from a physician supporting the continued absence and setting forth

that the employee is, and will continue to be, unable to perform the employee's duties due to a catastrophic illness of the employee or a qualifying family member. Information about the employee's assigned duties shall be made available to the physician and to the Catastrophic Leave Committee.

h. Catastrophic leave shall run concurrently with any leave used under the Family and Medical Leave Act.

### **III. DEFINITION OF TERMS:**

**Catastrophic Leave Bank** means a pool of accrued annual and/or sick leave voluntarily donated by employees which may be approved for use by employees who meet catastrophic illness/injury eligibility requirements.

**Catastrophic Illness** means a medical condition of an employee or spouse or parent of the employee or of a child of the employee which may be claimed as a dependent under the Arkansas Income Tax Act of 1929, as certified by a physician that requires an employee's absence from duty for a prolonged period of time and which, except for the catastrophic leave program, would result in a substantial loss of income to the employee because of the exhaustion of all earned sick, annual, holiday and compensatory leave.

**Prolonged Period of Time** means a continuous period of time (minimum of thirty (30) working days whereby a medical condition prevents the employee from performing the employee's duties.

**Medical Condition** means a personal emergency limited to catastrophic and debilitating medical situations, severely complicated disabilities and/or severe accidents of the employee or a qualifying family member which cause the employee to be unable to perform their job, require a prolonged period of recuperation and/or require the employee's absence from duty as documented by a physician or other individual as provided in A.C.A. §21-4-201 et seq. Disabilities resulting from elective surgery do not qualify for catastrophic leave.

**Dependent Child Certification:** Complete the "Dependent Child Certification Form" sign and attach to the catastrophic leave request. If the child was acquired after the most current income tax filing, provide other proof, i.e., birth certificate, adoption order, etc.

**Substantial Loss of Income** means a continuous period of time where the employee will not be compensated by UA Cossatot due to a medical condition after the exhaustion of all earned sick, annual, holiday and compensatory leave.

**IV. DONATIONS OF LEAVE TO THE CATASTROPHIC LEAVE BANK:**

The Director of Human Resources shall screen leave donated by the employees to ensure that the following criteria are met:

- a. Accrued leave may only be donated to the UA Cossatot Catastrophic Leave Bank in one (1) hour increments.
- b. No employee of the college shall be allowed to donate leave to the UA Cossatot Catastrophic Leave Bank if such donation will reduce that employee's accrued sick and annual leave balance to less than eighty (80) hours. This restriction does not apply to employees who are terminating their employment.
- c. Annual and/or sick leave which has been donated to the UA Cossatot Catastrophic Leave Bank may not be restored to the employee who donated the leave time.
- d. Approved donations of leave shall be transmitted to the UA Cossatot Catastrophic Leave Bank by submitting an approved donor form.

**V. UA COSSATOT CATASTROPHIC LEAVE COMMITTEE:**

**Membership:** The UA Cossatot Catastrophic Leave Bank Committee shall be comprised of at least five (5) members representing a cross section of the College appointed by the Chancellor. The Director of Human Resources and Vice Chancellor of Business/Finance shall serve as standing members of the committee. The Director of Human Resources will serve as the chairperson of the committee.

**Responsibility:** The purpose of the Committee will be to review all catastrophic leave requests, ensure that all eligibility requirements are met, and make determinations of continuing eligibility.

**VI. CATASTROPHIC LEAVE BANK ADMINISTRATION:**

The UA Cossatot Catastrophic Leave Bank will be administered in accordance with the following guidelines:

- a. Applications for catastrophic leave shall be reviewed on a first filed, first reviewed basis. Approval does not guarantee that a catastrophic leave applicant will receive leave should there be a zero balance in the Catastrophic Leave Bank.
- b. Determinations by the Catastrophic Leave committee shall be reviewed by the Chancellor. The Chancellor's decision shall be final and binding.
- c. Catastrophic leave may be granted or donated in one-hour increments only.



d. Catastrophic leave shall not be awarded retroactively.

e. Catastrophic leave which would result in a negative balance in the Catastrophic Leave Bank shall not be approved.

**VIII. PROHIBITION OF COERCION:**

An employee may not directly or indirectly intimidate, threaten or coerce, or attempt to intimidate, threaten or coerce, any other employee for the purpose of interfering with any such employee with respect to donating, receiving or using annual or sick leave. Any report of such described instances shall be reported in writing to the Chancellor. All written reports of such described instances shall be investigated thoroughly and appropriate disciplinary action may be taken for any substantiated violation.

November 3, 2014  
December 5, 2011  
January 1, 2011  
May 23, 2005  
July 30, 2001

**PERSONNEL**

**RETIREMENT SYSTEMS**

The Arkansas General Assembly has established a retirement system for all **FULL-TIME** employees of UA Cossatot.

- \* All newly hired **FULL-TIME** employees will participate in either the Alternate Retirement System or Public Employees Retirement System. A list of carriers approved by Arkansas Department of Higher Education for the Alternate Retirement System may be obtained from the Human Resources Office.

Employees will be expected to contribute to their chosen retirement system, according to the requirements of the plan. Contributions will be made by payroll deduction. UA Cossatot will contribute no less than 10% and no more than 15% of the employee's gross wages to either the Alternate Retirement System or Public Employees Retirement System. Contribution rates for Public Employees Retirement are set by the Arkansas Legislature. Alternate Retirement Contribution rates must be board approved.

Employees are vested in the Alternate Retirement System at the end of one continuous year's employment; employees are fully vested in Public Employees Retirement at the end of five years employment.

- \* **FULL-TIME** Employees employed by Cossatot Vocational Technical School and remaining as employees of UA Cossatot will remain in the retirement system they were in before the conversion of the college.

Retirement eligibility, disability determination, and post-retirement benefits are determined by the appropriate state agency for all systems other than the Alternate Retirement System.

September 8, 2014  
August 20, 2014      May 23, 2005  
July 25, 2011        March 18, 2002  
January 1, 2011     November 26, 2001  
September 24, 2007   July 30, 2001

**PERSONNEL**

**RETIREMENT BENEFITS**

UA Cossatot will provide retirement benefits to full-time employees who meet eligibility requirements. An employee must have a minimum of five (5) years of credited state service and be sixty (60) years of age to be eligible for retirement benefits. Retirement benefits include:

1. Continuing health, dental, and basic life insurance at the employee's expense.
2. If at the time of a retiree's death, his/her spouse is covered under the group health insurance plan, the spouse may continue coverage at his/her own expense for as long as he/she chooses and pays premiums on or before the premium due date.
3. Retirees, their spouses, and/or dependents electing to remain on the college's group health insurance must enroll in Medicare upon eligibility.
4. All full-time staff and faculty who meet retirement qualifications will be paid for unused accumulated sick leave when they retire or upon date of death at a pro-rated amount, using a formula provided by the Office of Personnel Management to calculate payment.

Additional information regarding retirement benefits may be found in the employee handbook or by contacting the Human Resource office.

September 8, 2014  
July 25, 2011  
January 1, 2011  
September 24, 2001  
July 1, 2001

**PERSONNEL**

**HEALTH INSURANCE**

UA Cossatot will provide a group health plan for all full-time employees of the college. The college will make an employer contribution to provide the basic plan for full-time employees in accordance with federal regulations. Any additional coverage, including coverage for family members, will be paid by the employee.

September 8, 2014  
January 1, 2011  
November 26, 2001  
July 30, 2001

**PERSONNEL**

**HOLIDAYS**

UA Cossatot will grant holidays in accordance with State Office of Personnel Management procedures. Holidays are granted to all classifications of employees except academic staff and academic support staff working under the terms of an employment contract specifying a minimum number of work days. Employees required to work a legal holiday shall be entitled to equivalent time off on another day.

September 8, 2014  
January 1, 2011  
July 30, 2001

**PERSONNEL**

**EDUCATIONAL ASSISTANCE PLAN**

Full-Time Employees

Full-time employees of UA Cossatot enrolling in higher education credit courses shall develop with his/her immediate supervisor an Educational Assistance Plan that is submitted to the Chancellor for approval. This plan shall be designed to enhance the employee's productivity and effectiveness.

The guidelines for Educational Assistance are as follows:

- (1) Courses/programs taken by employees under this plan must be relative and useful to UA Cossatot.
- (2) The employee may receive a 100% waiver of tuition, registration, and MIS infrastructure fees for college credit classes taught by UA Cossatot.
- (3) Employees that are eligible for the 50% tuition waiver may take courses at in-state accredited or out-of-state accredited institutions, but the reimbursement amount shall be based on the Arkansas state-supported institution that assesses the highest rate of tuition. No reimbursements under this plan may exceed 50% of the established highest rate of Arkansas tuition.
- (4) The employee must pass the course with a grade of C or better to remain eligible for the tuition waiver program. A grade of "I" or Incomplete will be accepted for one extension period only. Withdrawal or a grade of D or F will require the employee to pay the tuition and fee for the class, or that portion thereof due the College.
- (5) Employees will not have tuition, registration and MIS infrastructure fees waived for audited courses.
- (6) Employees attending workshops, seminars, and training sessions during normal working hours shall have their fees and ordinary expenses paid by the college, when appropriate supervisory approvals have been obtained.

## COLLEGE POLICY 447

Continued

- (7) Employees may, with the approval of their supervisor, enroll in classes that meet during the normal work day. Those employees have the option of using Annual Leave for the hours absent from the work station or they may, with their supervisor's approval, establish a schedule for working after regular duty hours to make up for time missed.
- (8) Employees must provide for their own course materials, such as textbooks, manuals, etc.
- (9) Employees who personally benefit from training paid by the college (personal license, courses, certifications, or degrees) shall agree to remain with the institution for twelve (12) months upon completion of the training or reimburse the college for the funds it expended on behalf of the employee for training over the previous twelve (12) months.
- (10) Members of a full-time employee's immediate family may attend credit classes at UA Cossatot at a 50% tuition rate. Employee's immediate family includes spouse and dependent members of the household, as verified by an income tax form. The participant must provide for the fees and instructional materials expected of any other student.
- (11) Employees are required to take all undergraduate coursework at UA Cossatot, if offered, before 50% reimbursement will be approved for credit classes taken at another institution.
- (12) All UA Cossatot waivers must be completed and filed with the Financial Aid Office before the end of the semester in which enrolled or waivers will not be honored.

**Part-Time Employees**

Part-time employees of UA Cossatot shall have the opportunity to attend credit courses offered by UA Cossatot at 50% of the tuition rate charged for in-district students and a 100% waiver of registration and MIS infrastructure fees. The policy excludes Federal work-study students.

To receive the 50% tuition, registration, and MIS infrastructure fee waiver for credit courses taken at UA Cossatot:

- (1) The employee must be continuously employed by the college the prior twelve (12) months.
- (2) The employee must work a minimum of twenty-four (24) hours per pay period.
- (3) The employee must pass the course with a grade of C or better to remain eligible for the tuition waiver program. A grade of "I" or Incomplete will be accepted for one (1) extension period only. Withdrawal or a grade of D or F will require the employee to pay the tuition and fee for the class, or that portion thereof due the college.
- (4) Employees will not have tuition, registration, and MIS infrastructure fees waived for audited and/or noncredit courses.
- (5) Employees may, with the approval of their supervisor, enroll in classes that meet during the normal work day and establish a schedule for working after regular duty hours to make up for time missed.
- (6) Employees must provide for their own course materials, such as textbooks, manuals, etc.
- (7) If the employee terminates his/her employment with the college during the semester in which he/she is receiving the benefit of reduced tuition and waiver of fees, he/she must reimburse the college for the tuition and fees waived by the college for that semester only.
- (8) Members of a part-time employee's immediate family may also attend credit classes at UA Cossatot at a 50% tuition rate, once the part-time employee has been employed at the college for at least a year or more. The employee's immediate family means: spouse and dependent members of the household, as verified by an income tax form. The participant must provide for the fees and instructional materials expected of any other student.



## COLLEGE POLICY 447

Continued

- (9) All UA Cossatot waivers must be completed and filed with the Financial Aid Office before the end of the semester in which enrolled or waivers will not be honored.

### Special Circumstances Training/Education for Full-Time and Part-Time Employees:

When employees are required to receive new or mandated training, the college shall reimburse the costs of the training and ordinary expenses to the employee. The Chancellor must approve these expenditures in advance.

September 8, 2014  
July 7, 2014  
December 3, 2012  
January 1, 2011  
July 31, 2006  
December 5, 2005  
May 23, 2005  
November 29, 2004  
May 24, 2004  
September 29, 2003  
March 27, 2000

## **COLLEGE POLICY 449**

### **PERSONNEL**

#### **RECOGNITION OF ACCREDITING BODIES**

UA Cossatot accepts the credentials of staff and will provide support for staff development credit courses and programs (see Policy 447) only from those schools which are accredited by a nationally recognized accrediting body.

September 8, 2014  
August 20, 2014  
January 1, 2011  
July 30, 2001

**PERSONNEL**

**REPORTING ABSENCES**

UA Cossatot requires all employees to perform their assigned duties and to be in their designated duty areas at all times, as determined by their supervisor. In the event circumstances prevent an employee from such action, it is the responsibility of the employee to notify the immediate supervisor as soon as possible. Employees having teaching responsibilities are expected to provide reasonable notification, allowing the institution to provide for the instructional program to continue.

Employees utilizing annual leave shall request such leave time in advance at least equal in length to the amount of time being requested (i.e., one day of leave, one day in advance; one week's leave, one week in advance). Employees should not make annual leave requests for more than one week at a time without special arrangements or permission from their supervisor. Although UA Cossatot expects the institution to attempt to favorably grant such a leave request, it will be granted only if such leave will not detrimentally affect the operations of the college. Employees should be cognizant of work schedules, deadlines, etc., when requesting such leave.

September 8, 2014  
August 20, 2014  
January 1, 2011  
May 23, 2005  
July 30, 2001

**PERSONNEL**

**EMPLOYEE RESPONSIBILITIES — PATENT AND COPYRIGHT**

UA Cossatot recognizes the fact that from time to time the staff may use films, computer software, videotapes, and written materials to carry out the functions of their job description.

When duplicating or copying such materials, the current Copyright Act will be followed in that proper written permission or the purchase of a license from the copyright owner has been obtained before such material is used in carrying out the official duties of the employee.

September 8, 2014  
August 20, 2014  
January 1, 2011  
July 27, 2009  
July 30, 2001

**PERSONNEL**

**UNIFORM CONDUCT STANDARDS**

**A. PURPOSE**

The conduct standards policy is established to provide uniform standards concerning work-related behaviors, which define and convey the expectations of the college to its employees.

Nothing herein is intended to imply that any standard or expectation is all inclusive. Standards are intended to identify recurring or common deviations from acceptable work-related behaviors in an effort to create and maintain a high level of professional conduct.

**B. POLICY**

UA Cossatot will establish a work climate that promotes productivity. Management will communicate job expectations and behavioral expectations to all employees.

Management is expected to initiate corrective measures when an employee deviates from acceptable behaviors that impact the work environment or job functions. These corrective measures typically will be progressive in nature and supervisory actions shall be fair and consistent and shall be administered in an objective manner.

Progressive discipline shall be utilized for all deviations from these conduct standards unless documented circumstances clearly warrant other actions. These variances from the progressive discipline philosophy may be due to mitigating, extenuating or aggravating circumstances which may indicate a lesser or greater level of discipline. If other actions are warranted, University of Arkansas Board of Trustees Policy 405.4 shall be followed as a method of disciplinary action. If the employee encounters a problem with compliance with these standards, they should immediately notify management.

Utilization of this procedure by management to manage the work environment does not create any expectation of continued employment, but provides management and employees guidelines on behavioral expectations.

**C. SCOPE**

This policy shall apply to all employees of UA Cossatot.

**D. RESPONSIBILITIES**

**EMPLOYEES**

- Shall become familiar with and understand the conduct standards
- Shall avoid deviation from the conduct standards
- Shall participate in good faith in any administrative investigation
- Shall report to supervisory personnel any condition(s), circumstance(s), unclear instruction(s) or procedures which may affect or prevent satisfactory compliance with the conduct standards
- Shall comply with any corrective action plans or instructions following a deviation from these standards

**SUPERVISORS/MANAGEMENT**

- Shall ensure that all employees have received a copy of the conduct standards (and any subsequent revisions). This will include education of employees concerning explanation of the rules, why the rules are important and conveyance of expectations
- Shall obtain a signed acknowledgement of receipt of a copy of the conduct standards from each employee
- Shall monitor employee behaviors to determine deviations from the conduct standards
- Shall determine any discipline to be assessed, based upon these procedural guidelines and the effect, if any, of mitigating, extenuating or aggravating circumstances
- Shall document each disciplinary action, to include specific and factual detail, cause for the action, including applicable standard(s), plus justification for deviation from the standard, if appropriate
- Shall specify, if appropriate, the conduct expected in the future and the next level of discipline should the behavior reoccur

**E. DEFINITIONS**

- a) Progressive Discipline – A system of discipline which links certain types of offenses to specific levels of discipline and allows for variations due to mitigating, extenuating or aggravating circumstances. Disciplinary levels range from written warning to termination. In some instances, verbal/oral warnings may be considered as disciplinary actions. Absent special circumstances, repetition of an offense is accompanied by an automatic progression to the next higher or more severe level of discipline. Progressive discipline emphasizes

problem solving and increasing communication of expected behaviors before disciplinary action is taken.

- b) Corrective Action – Actions taken by a supervisor in order to correct and/or improve an employee’s behavior of non-compliance with the conduct standards
- c) Disciplinary Actions – Formalized actions taken by a supervisor in response to an employee’s behavior. Actions range from written warning to termination. Such action is supported with documentation. Some actions may be utilized in combination with other, i.e. a written warning, plus a period of suspension.
- d) Infraction – Violation of a specific work rule, policy or procedure committed by an act of omission or commission. Employee is aware of the consequences of violations of the rules, policies or procedure.
- e) Letter of Clarification – Written documentation to preserve an informal discussion between the supervisor and employee regarding a work-related behavior. Often referred to as a “counseling” or “memo of understanding.” This document is not a disciplinary action. Such a letter of clarification may serve as the foundation for future disciplinary actions if unacceptable work-related behaviors are not corrected or recur.
- f) Minor Infraction – Incidents of inappropriate behavior that indicate corrective action is necessary. Although behavior is inappropriate, it has not escalated to a more severe level. Employee must have multiple occurrences of same or similar behaviors to warrant escalation of disciplinary levels.
- g) Major Infraction – Incidences of behavior which may be characterized as jeopardizing the order of the work environment, which are more severe in nature than minor infractions. An accumulation of two or more of these types of offenses will generally lead to termination. Certain types of major infractions are of such a serious nature as to warrant immediate termination.
- h) Mitigating/Aggravating Circumstances – Factors corresponding to the actual unacceptable work related behavior that also may be outside the control of the employee. Supervisors must determine based on the sum total of circumstances, the impact or effect of any mitigating, extenuating or aggravating factors. Such variances should be documented to verify deviation from the standards of conduct.

## F. GENERAL CONDUCT STANDARDS

The following standards are not all-inclusive, but are intended to be illustrative of the minimum expectations for acceptable work related behavior. They also are intended to provide for some flexibility in administration, based upon necessity. Examples are provided for illustrative purposes and should not be considered all-inclusive.

### Attendance

- a) Employees shall report to work as scheduled.
- b) If employees cannot report as scheduled:

- Employees shall arrange planned absences, including reporting to work late or leaving early, in advance with their supervisor
- Employee shall report unexpected absences, of any nature, to their supervisor as promptly as possible

### Overtime

Employees shall work overtime hours only as directed by their supervisors or management, as specified in the college's FLSA policy and/or compensatory time policy. Non-exempt employees (as defined by FLSA policies) shall not work overtime without advance authorization from their supervisors.

### Compliance with Policies

Employees are expected to abide by all policies promulgated by the college, the Office of Personnel Management and Governor's Policy Directives. Advance notice of disciplinary action is required, except in instances when the employee's continued presence may be harmful to the employee, other employees, clients and/or patients, inmates and/or students, or it is impossible to continue business with the employee present, or the employee's presence may constitute negligence in regard to the college's duties.

### Circumstances Affecting Work Related Behavior

- a) Employees shall report to their supervisors any conditions or circumstances that prevent satisfactory compliance with conduct standards
- b) An employee unable to meet job requirements such as those listed below may be removed from employment under this section:
  - Loss of driver's license required for performance of job duties
  - Incarceration for a period exceeding seventy-two (72) hours
  - Loss of required professional license or certification to perform job duties

### Unacceptable Behaviors

The offenses set forth below are not all-inclusive, but are intended as examples of unacceptable behaviors for which specific disciplinary actions may be warranted. Accordingly, any offense, which, in the judgment of the college Chancellor undermines the effectiveness of the college activities, may be considered unacceptable and treated in a manner consistent with the provisions of this section. The offenses listed below are organized into three groups according to the severity of the behavior, with Group 1 being the least severe.



**Group 1**

Disciplinary actions for specific offenses in Group 1 generally result in the issuance of a written notice as the necessary action. A Letter of Clarification may precede the first official written notice. Such documentation shall be determined by the supervisor and may serve as the foundation for any disciplinary action. Upon accumulation of three (3) active Written Notices for Group 1 offenses, the employee normally should be suspended without pay for three (3) to five (5) workdays. A fourth active Written Notice for a Group 1 offense should normally result in discharge. In the event of mitigating or extenuating circumstances, transfer, suspension or demotion may be justified as an alternative. Suspension under this category should be no more than thirty (30) working days.

**Types of Offenses**

- a) Excessive absences or excessive tardiness
- b) Abuse of state time, including, for example, unauthorized time away from the work area, use of state time for personal business, and abuse of sick leave
- c) Inadequate or unsatisfactory work performance
- d) Disruptive behaviors
- e) Failure to follow Social Media Guidelines

**Group 2**

This category of offenses includes acts and behavior, which may be considered more severe in nature than Group 1 offenses, and as such, an accumulation of two (2) Group 2 offenses normally may warrant removal. The disciplinary action for a Group 2 offense is the issuance of a Written Notice or a Written Notice and up to ten (10) work days suspension without pay. A Letter of Clarification may precede the first official written notice. Such documentation shall be determined by the supervisor and may serve as the foundation for disciplinary action.

Group 2 Written Notices are cumulative, meaning that a second active Group 2 Written Notice normally may result in discharge. A Group 2 Written Notice following three (3) active Group 1 Written Notices normally should result in discharge.

**Types of Offenses**

- a) Failure to follow a supervisor's instructions, perform assigned work, or otherwise comply with established written policy
- b) Violating a safety rule where there is not a threat of bodily harm

## COLLEGE POLICY 464

Continued

- c) Leaving the work site during work hours without authorization
- d) Unauthorized or negligent misuse of state property or records including, but not limited to computers and software, telecommunication devices, equipment, or motor vehicles
- e) Unauthorized use or misuse of state property or records
- f) Refusal to work overtime hours as required
- g) Violation of Drug Free Workplace policies of the college and the Governor's Policy Directives, Violation of anti-discrimination, equal employment opportunity policies, depending upon the nature of the violation
- h) Violation of Sexual Harassment prevention policies, depending upon the nature of the violation
- i) Sleeping during work hours
- j) Directing obscene or abusive language towards another employee or student.

### Group 3

This category of offenses includes acts and behavior of such a serious nature that a first-time occurrence normally should warrant removal. This would require a Written Notice and discharge. If a Letter of Clarification has been issued for a previous offense, the supervisor shall use the letter as the foundation for the official written notice and discharge, as determined by the supervisor.

### Types of Offenses

- a) Absence in excess of three (3) consecutive workdays without proper notification of immediate supervisor or a satisfactory reason
- b) Willful falsification of any college records, including, but not limited to, (TR1) travel vouchers, petty cash vouchers, reports, insurance claims, time records, leave records, personnel records, student records, or other state records or reimbursement vouchers
- c) Willfully or negligently damaging or defacing state records, state property or property of other persons (including, but not limited to, employees, clients, supervisors, visitors, and/or students)
- d) Theft or unauthorized removal of state records, state property, or the property of other persons (including, but not limited to, employees, clients, supervisors, visitors, and/or students)
- e) Gambling on state property or gambling during working hours
- f) Fighting and/or other acts of physical violence
- g) Violating safety rules where there is a threat of physical harm
- h) Participating in any type of concerted interference with state operations including but not limited to terrorism or sabotage

## COLLEGE POLICY 464

Continued

- i) Unauthorized possession or use of firearms, dangerous weapons, or explosives
- j) Threatening or coercing persons associated with the college (including, but not limited to, employees, supervisors, clients, visitors and/or students)
- k) Criminal conviction for illegal conduct occurring on or off the job that clearly is of such a nature that to continue the employee in their position could constitute negligence in regard to the college's duties to the public, students, clients or other state employees
- l) Violation of the Drug Free Workplace policies of the college and Governor's Policy Directives, depending upon the nature of the violation
- m) Violation of the Sexual Harassment prevention policies, depending upon the nature of the violation
- n) Violation of the anti-discrimination, equal employment opportunity policies, depending upon the nature of the violation

### Corrective Action

Corrective Action should be implemented as soon as a supervisor becomes aware of an employee's unsatisfactory behavior or commission of an offense.

The supervisor has a choice of corrective actions or may utilize a combination of corrective actions if the situation warrants such actions. Examples of corrective actions include issuance of a Letter of Clarification (previously referred to as counseling or a memorandum of understanding) and/or referral to the college counselor or other professional assistance, and/or disciplinary action. Mitigating and/or extenuating circumstances may be a consideration.

### Timeliness Factors

Management should issue Written Notice as soon as possible after an employee's commission of an offense. Ideally, a Letter of Clarification will precede an official written notice.

The active life of a Written Notice is dependent upon the type of offense for which it is issued and is measured by the period for which it is "active", as itemized below:

- A Written Notice for a Group 1 offense is active for one (1) year from its date of issuance to the employee.

## COLLEGE POLICY 464

Continued

- A Written Notice for a Group 2 offense is active for two (2) years from its date of issuance to the employee.
- A Written Notice for a Group 3 offense is active for three (3) years from its date of issuance to the employee.
- The active periods stated above may not be extended due to an employee's absence.
- Written Notices that are no longer active shall not be considered in an employee's accumulation of Written Notices, or in determining the appropriate disciplinary action for a new offense.

### Retention of Written Notices

Written Notices shall be kept in the employee's personnel files, except as follows: Removal of a Written Notice may occur if the college modifies or vacates the disciplinary action or if it is determined through the grievance process that the disciplinary action was too severe or was not justified.

### Pay and Benefits during Suspension

- a) All suspensions are without pay. (Payroll records, etc., should be updated concerning such action, including suspension, demotion, transfer, discharges and reinstatement.) If an employee is suspended without pay pending the outcome of an investigation being conducted by the State Police and/or other federal, state, or local law enforcement agencies, and the findings are in favor of the employee, pay and benefits shall be restored by the college. NOTE: Exempt employees shall be suspended for no less than increments of five (5) working days.
- b) A suspended or terminated employee shall be responsible for full payment of any health insurance premiums due during the period of suspension or following the termination. If the employee's suspension is rescinded or the employee is reinstated following termination by the college, the college shall make appropriate refund(s) to the employee, provided, however that the reinstatement from suspension or the rescinding of the suspension included "with back pay and benefits". If any type of reinstatement is made "without back pay", the college shall not be required to reimburse the employee for any lost benefits, including insurance.
- c) If the suspended or terminated employee is reinstated to full employment and benefits, meaning reinstatement with back pay and benefits, the award of back pay shall, automatically, be offset by unemployment compensation received by the employee.

Utilization of the Grievance Procedure

Employees may, at their option, utilize the grievance procedure of the college. Please refer to the Employee Handbook for a copy of the grievance procedure.

September 8, 2014  
August 20, 2014  
July 30, 2012  
March 28, 2011  
January 1, 2011  
November 17, 2003

**PERSONNEL**

**ACCEPTABLE COMPUTER USE POLICY**

I. General Principles

- A. This policy governs the use of computers, networks, and other computing resources at UA Cossatot. These resources are provided by the college to enhance its mission and to provide access to local, national, and international facilities in achieving these goals. The college is committed to computing and network systems that effectively meet the needs of its users.
- B. Individuals who are granted computing accounts or who use computing resources at the college accept the responsibilities that accompany such access. Each user is expected to use college accounts and resources for educational, research, or administrative purposes; except as otherwise provided in this policy, activities unrelated to these purposes are prohibited. Use of computing resources in violation of the regulations set forth in this policy will be reviewed through established college procedures for student and employee misconduct. Restrictions imposed on usage of computer and network systems may be challenged through the same procedures.
- C. The college is committed to intellectual and academic freedom in connection with its computing and network resources. Computers and networks can provide access to resources on and off campus, including the ability to communicate with other users worldwide. Such open access is a privilege, much like access to books in the library, and requires that individual users act responsibly. Use of computing and network resources should always be legal and ethical, reflect academic honesty, and show restraint in the consumption of shared resources. It should demonstrate respect for intellectual property, ownership of data, system security mechanisms, the right to personal privacy, and to the right of individuals to freedom from intimidation and harassment.
- D. All federal and state laws, as well as general college regulations and policies, are applicable to the use of computing resources. These include, but are not limited to, the Family Education Rights and Privacy Act of 1974, 20 U.S.C. § 1232g; the Electronic Communications Privacy Act of 1986, 18 U.S.C. §§ 2510 et seq.; the Arkansas Freedom of Information Act, Ark. Code Ann. §§

25-19-101 et seq.; and state and federal compute fraud statutes, 18 U.S.C. § 1030 and Ark. Code Ann. §§ 5-41-101 et seq. Illegal reproduction of software and other intellectual property protected by U.S. copyright laws and by licensing agreements may result in civil and criminal sanctions.

## II. Administration of Computing Resources

### A. In General

1. The college, in accordance with state and federal law and the policies of the UA Cossatot Board of Visitors and the University of Arkansas Board of Trustees, may control access to its information and the devices on which it is stored, manipulated, and transmitted.
2. The college has the responsibility to: (a) develop, implement, maintain, and enforce appropriate security procedures to ensure the integrity and privacy of individual and institutional information, however stored; (b) uphold all copyrights, patents, licensing agreements, and rules of organizations that supply information resources.
3. Responsibility for administering the college's computing and network resources and for the security of these resources rests with the Department of Information Systems Support (DISS) and units designated in writing by DISS.

### B. System Administrators

1. A systems administrator is any person designated, within any campus unit, to maintain, manage, and provide security for shared multi-user computer resources, including computers, networks, and servers.
2. System administrators shall perform their duties fairly, in cooperation with the user community and college administrators. They shall adhere to this policy and all other pertinent college rules and regulations, shall respect the privacy of users to the greatest extent possible, and shall refer disciplinary matters to appropriate college officials.

### C. Data Collection

No information shall be routinely collected that is not required by system administrators in the direct performance of their duties, such as routine backup for system recovery.

**D. Privacy of Electronic Files**

1. Users do not own accounts on college computers but are granted the privilege of exclusive use of their accounts. Use of college computing resources for storage or transmission of data does not alter any ownership interest of the user in that data. Users are entitled to privacy regarding their computer communications and stored data.
2. College officials will access electronic files, including e-mail files, only under one or more of the following conditions:
  - a. The user consents in writing to such access.
  - b. There is a valid search warrant or court order, or a request for electronic records that are open to public inspection under the Arkansas Freedom of Information Act.
  - c. There exists an emergency situation in which the physical safety and/or well-being of person(s) may be affected or college property may be damaged or destroyed. Responsibility for authorizing access rests with the Director of DISS, a Vice Chancellor, or Chancellor.
  - d. There exists reasonable grounds to believe that a violation of law or college policy is occurring or has occurred. Access will take place only after a reasonable effort has been made to obtain consent. Responsibility for authorizing access rests with the Director of DISS, a Vice Chancellor, or Chancellor.
  - e. Access is necessary for maintenance of computers, networks, data, and storage systems; to maintain the integrity of the computer, network, or storage system; or to protect the rights or property of the college or other users. Authorized personnel may routinely monitor and log usage data, such as network session connection times and end-points, CPU and disk utilization for each user, security audit trails, and network loading. In all cases, the privacy rights of users shall be protected to the greatest extent possible.

**E. The Arkansas Freedom of Information Act**



1. The electronic files, including e-mail files, of college employees are potentially subject to public inspection and copying under the state Freedom of Information Act (“FOIA”), Ark. Code Ann. §§ 25-19-101 et seq.
2. The FOIA defines “public records” to include “data compilations in any form, required by law to be kept or otherwise kept, which constitute a record of the performance or lack of performance of official functions which are or should be carried out by a public official or employee [or] a governmental agency....” Ark. Code Ann. § 25-19-103(1). All records maintained in public offices or by public employees within the scope of their employment are presumed to be public records. Id. various exceptions apply. See Ark. Code Ann. § 25-19-105.

F. Education Records

1. Records containing information directly related to a student are confidential and protected from public disclosure by the Family Educational Rights & Privacy Act, 20 U.S.C § 1232g, and the Arkansas Freedom of Information Act, Ark. Code Ann. § 25-19-105(b)(2).
2. No one shall access any such records maintained in an electronic format or disclose or distribute their contents in any manner inconsistent with federal and state law and college regulations.

III. Use of Computing Resources

A. In General

This section does not cover every situation involving the proper or improper use of college computing resources; however, it does set forth some of the responsibilities that a person accepts if he or she chooses to use those resources. The purpose of this section is to establish rules for the benefit of all users and encourage responsible use of computing resources.

B. Use Without Authorization Prohibited

1. No one shall (a) connect with or otherwise use any college computer, modem, network, or other computing resource without proper authorization; (b) assist in, encourage, or conceal any unauthorized use, or attempted unauthorized use, of any college computer, modem, network, or other computing resource;

## COLLEGE POLICY 465

Continued

or (c) misrepresent his or her identity or relationship to the college to obtain access to computing resources.

2. Users shall use only those computing and network resources that have been authorized for their use and must identify computing work with their own names or an approved means of identification so that responsibility for the work can be determined and users contacted, if necessary.

### C. Accounts

1. Users shall use their accounts for the purposes for which they are established, as well as personal communications. Accounts and other college computing resources shall not be used for personal financial gain or benefit or for the benefit of organizations not related to the college, except: (a) in connection with scholarly pursuits, such as faculty publishing activities; or (b) in accordance with college policy on outside consulting for compensation.
2. Users shall not subvert restrictions associated with their accounts, such as quotas and levels of access.
3. No one shall give any password for any college computer or network to any unauthorized person, nor obtain any other person's password by any unauthorized means. Users are responsible for the use of their computer accounts and shall not allow others access to their accounts, through sharing passwords or otherwise. Users should take advantage of system-provided protection measures to prevent such access.
4. When a user ceases to be a member of the campus community or is assigned a new position and/or different responsibilities within the college, his or her account and access authorization shall be reviewed. A user shall not use facilities, accounts, access codes, privileges, or information for which he or she is not authorized.

### D. Security and Related Matters

1. No one shall (a) knowingly endanger or compromise the security of any college computer, network facility, or other computing resource or willfully interfere with others' authorized computer usage, (b) attempt to circumvent data protection schemes, uncover security loopholes, or decrypt secure data; (c) modify or reconfigure or attempt to modify or reconfigure any software or hardware of any college computer or network facility, no matter where

## COLLEGE POLICY 465

Continued

located, or to interfere with others' legitimate use of any such computing resource.

2. No one shall attempt to access, copy, or destroy programs or files that belong to other users or to the college without prior authorization, nor shall anyone use college computing resources for unauthorized monitoring of electronic communications.
3. No one shall create, run, install, or knowingly distribute a computer virus, Trojan Horse, or other surreptitiously destructive program, e-mail, or data via any college computer or network facility, regardless of whether demonstrable harm results.
4. Users shall not place confidential information in computers without protecting it appropriately. The college cannot guarantee the privacy of computer files, e-mail, or other information stored or transmitted by computer; moreover, the college may access such information in accordance with Part II of this policy. Persons who have access to confidential or sensitive information shall disclose it only to the extent authorized by the Family Educational Rights & Privacy Act, the Arkansas Freedom of Information Act, and other applicable laws, and only in connection with official college business.
5. Users shall not knowingly or recklessly perform any act that will interfere with the normal operation of computers, terminals, peripherals, or networks and shall not intentionally waste or overload computing resources.

### E. Intellectual Property

No one shall copy, install, use, or distribute through college computing resources any photographs, logos, images, graphics, graphic elements, audio, video, software, html markup, data files, or other information in violation of U.S. copyright, trademark, or patent laws or applicable licensing agreements. It is the user's responsibility to become familiar with the terms and requirements of any such laws or agreements. This subsection does not apply to any material that is in the public domain.

### F. User Communications

1. Users assume full responsibility for messages that they transmit through college computers and network facilities.

## COLLEGE POLICY 465

Continued

2. No one shall use the college's computing resources to transmit fraudulent, defamatory, or obscene messages, or any material prohibited by law.
3. No one shall use the college's computing and network resources to:
  - (a) annoy, harass, threaten, intimidate, terrify, or offend another person by conveying offensive language or images or threats of bodily harm to the recipient or the recipient's immediate family;
  - (b) repeatedly contact another person to annoy or harass, whether or not any actual message is communicated, and the recipient has expressed a desire for the contact to cease;
  - (c) repeatedly contact another person regarding a matter for which one does not have a legal right to communicate (such as debt collection), once the recipient has provided reasonable notice that he or she desires such contact to cease;
  - (d) disrupt or damage the academic, research, administrative, or related pursuits of another person; or
  - (e) invade the privacy, academic or otherwise, of another person or threaten such an invasion.
4. Users shall comply with this policy as well as the regulations and policies of newsgroups, lists, and other public forums through which they disseminate messages.
5. Users shall not
  - (a) initiate or propagate electronic chain letters;
  - (b) engage in spamming or other indiscriminate mass mailings to newsgroups, mailing lists, or individuals;
  - (c) forge communications to make them appear to originate from another person, e.g., spoofing; or
  - (d) engage in resource-intensive activities unrelated to college functions, e.g., online role playing games (RPGs), listening to internet radio stations, connecting to any peer-to-peer file sharing network, etc.

### G. Priority in Use of Computing Facilities

1. In college libraries and general-access computer labs, or in any other environment in which users must share computing resources, priority shall be given to users engaged in activities directly related to the college's mission, e.g., completing course assignments or engaging in research. The libraries and computer labs may adopt regulations to implement this policy and to encourage cooperation among users of the same equipment.
2. Use of electronic messaging systems for non-course work is not permitted in libraries and general-access computer labs when others are waiting to use the equipment.

H. Home Pages and Listserve Lists

1. Academic and administrative departments, registered campus organizations, and other entities may request the DISS create them a home page on the college's web server.
2. The following individuals or groups are eligible to establish a listserv list using college computing resources: (a) faculty or staff members, with the written approval of the appropriate department head; (b) registered student organizations.
3. Approval for a list must be obtained from the appropriate system administrator. If resources are available, such approval shall be granted unless the proposed list (a) duplicates an existing list or (b) appears to serve a purpose unrelated to the college's mission. The college neither controls the content of lists nor assumes any responsibility for their content.

IV. Enforcement of Sanctions

- A. System administrators are responsible for protecting the system and users from abuses of this policy. Pursuant to this duty, system administrator may (1) formally or informally discuss the matter with the offending party, (2) temporarily revoke or modify access privileges, or (3) refer the matter to the appropriate disciplinary authority.
- B. Any violation of this policy may result in the revocation or suspension of access privileges. Imposition of such a sanction is within the discretion of the DISS or the appropriate academic or administrative unit.
- C. Any violation of this policy is misconduct for purposes of the student code of conduct, the college personnel policies and may be punished accordingly.
- D. Any offense that violates local, state, or federal laws may result in the immediate loss of all college computing and network privileges and may be referred to the appropriate college disciplinary authority and/or law enforcement agencies.

September 8, 2014  
August 29, 2014  
January 1, 2011  
November 17, 2003

**PERSONNEL**

**OUTSIDE EMPLOYMENT/CONFLICTS OF INTEREST**

UA Cossatot employees engaging in employment outside this institution shall inform his/her immediate supervisor and the Chancellor of such employment in writing immediately upon the occurrence of that event. If, in the judgment of the administration, such employment reflects unprofessionally upon the college, is considered unethical, or interferes with the employee's regular duties, the employee will be given the opportunity to resign from such employment or from the college.

A conflict of interest may arise when a faculty or staff member is or may be in a position to influence college business activity, or other decisions in ways that could result in personal or professional gain for that individual, or for others closely associated with that individual. Every employee has an obligation to report personal financial interest or personal contracting for a material amount with a company or professional that does business with UA Cossatot. Such disclosures shall be made, in writing, to the Chancellor. The Chancellor or his designee will determine if a conflict of interest exists under Arkansas State Purchasing Regulations. If such conflict is determined to exist, UA Cossatot will terminate business relations with that company or professional.

UA Cossatot shall not, without approval of the Chancellor, enter into a contract with a current or former state employee or a direct family member, including spouse, of any current or former state employee, or a company owned or controlled by the employee or family member. Approval may be made under limited circumstances when such a contract or purchase is in the best interest of the college and the relevant employee does not participate in the purchasing decision.

UA Cossatot employees will not accept personal gifts, gratuities, or rewards from any person, firm, or corporation having a business relationship with the college.

November 3, 2014  
September 8, 2014  
August 20, 2014  
January 1, 2011  
July 30, 2001

## COLLEGE POLICY 472

### PERSONNEL

#### WHISTLE BLOWER ACT

UA Cossatot strictly follows the Arkansas State Whistle-Blower guidelines as set forth by Arkansas Code Annotated §§ 21-1-601 through 610 and in accordance with University of Arkansas Board of Trustees Policy 355.1.

It is the policy of UA Cossatot that an employee will be protected from discharge or retaliation because the employee reports in good faith the existence of any waste of public funds, property, or manpower, or a violation or suspected violation of State law, rule, or regulation. This policy excludes federal funds, property, or manpower.

No adverse action will be taken against an employee or a person authorized to act on behalf of the employee, in the following situations:

- if an employee alleges a violation under this Act, and does so “in good faith;”
- if an employee alleges a violation under this Act, and does so “in good faith,” and participates or gives information in an investigation, hearing, court proceeding, legislative or other inquiry, or in any form of administrative review; and/or
- if an employee alleges a violation under this Act, and does so “in good faith,” and has objected to or refused to carry out a directive that the employee reasonably believes violates a law, rule, or regulation adopted under the authority of the State.

An “adverse action” is defined as discharging, threatening, discriminating, or retaliating against the employee in any manner that affects the employee’s employment, including compensation, job location, rights, immunities, promotions, or privileges.

“Good faith” is lacking when the employee does not have personal knowledge of the waste or violation, or when the employee knew or reasonably should have known that the report is malicious, false, or frivolous.

The report by the employee of such waste or violation must be made prior to any adverse action by the agency/institution. Additionally, the report is to be made at a time and in a manner which gives the agency/institution reasonable notice of need to correct the waste or violation.

An employee who alleges a violation of the Act, and believes that the agency/institution has acted adversely towards him/her because of the allegations, may utilize approved grievance

## **COLLEGE POLICY 472**

Continued

procedures. The employee may subsequently bring a civil action in chancery court within 180 days of the alleged violation of the “Arkansas Whistle-Blower Act.” Should such civil action occur, the employee has the burden of proof in establishing that he/she has suffered an adverse action for an activity protected under the Act. Additionally, the agency/institution shall have an affirmative defense if it can establish that the adverse action taken against the employee was due to employee misconduct, poor job performance, or a reduction in workforce unrelated to a report made concerning violations under the Act.

November 3, 2014  
September 8, 2014  
January 1, 2011  
July 30, 2001



**PERSONNEL**

**DRUG-FREE WORKPLACE POLICY**

Drug abuse and use at the workplace are subjects of immediate concern in our society. These problems are extremely complex and ones for which there are no easy solutions. From a safety perspective, the users of drugs may impair the well-being of all employees, the public at large, and result in damage to state property. Therefore, it is the policy of the State of Arkansas that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in a state agency's or institution's workplace is prohibited. Any UA Cossatot employee violating this policy will be subject to discipline, up to and including termination. The specifics of this policy are as follows:

1. UA Cossatot will not differentiate between drug users and drug pushers or sellers. Any employee who gives or in any way transfers controlled substances while on the job or on UA Cossatot property will be subject to discipline, up to and including termination.
2. The term controlled substance means any drug listed in 21 U.S.C. Section 812 and other federal regulations. Generally, these are drugs which have a high potential for abuse. Such drugs include, but are not limited to, heroin, marijuana, cocaine, PCP, and "crack." They also include legal drugs which are not prescribed for the individual using them by a licensed physician.
3. Each employee is required by law to inform the college within five (5) days after he or she is convicted for violation of any federal or state criminal drug statute where such violation occurred on the college's premises. A conviction means a finding of guilt (including a plea of nolo contendere) or the imposition of a sentence by a judge or jury in any federal court, state court, or other court of competent jurisdiction.
4. UA Cossatot must notify the federal funding agency of the conviction of any employee for drug use or abuse who is employed in a position utilizing federal funds or federal grant within ten (10) days after receiving notice from the employee or otherwise receiving actual notice of such a conviction.
5. If an employee is convicted of violation of any criminal drug statute while in the workplace, he or she will be subject to discipline, up to and including termination. Alternatively, the college may require the employee to successfully finish a drug abuse program sponsored by an approved private or governmental institution.

6. Abiding by the Drug-Free Workplace Policy is a considered a condition of further employment for all state employees and any employee on any federal government contract.

Note: At UA Cossatot, sections 3 and 4 of the Drug Free Workplace Policy will be carried out by requiring the convicted employee to inform his or her department head, director, or other appropriate supervisor of the conviction immediately and by having that supervisor report the conviction immediately to the vice chancellor to whom she or he reports. The vice chancellor so notified will convey the information, on behalf of the college, within the required ten-day period, to the U.S. agency with whom the federal contract in question is held.

Further information about controlled substances and about the health risks associated with the use and abuse of alcohol and other drugs is available from Human Resources and the River Ridge Treatment Center at (*Inpatient Treatment Only*), 7000 North State Line, Texarkana, AR 71854 (870) 774-1315, and through the Employee Assistance Program.

Information about locally-available sources of substance-abuse counseling is available from the sources below:

**SOUTHWEST ARKANSAS COUNSELING AND MENTAL HEALTH CENTER**  
24-Hour Emergency Service (800) 652-9166 (Crisis Line)

**TEXARKANA CLINIC & ADMINISTRATIVE OFFICES**  
2904 Arkansas Blvd., Texarkana, AR 71854 (870) 773-4655

**DEQUEEN CLINIC**  
1312 W. Collin Raye Drive, P.O. Box 459, De Queen, AR 71832 (870) 584-7115

**NASHVILLE CLINIC**  
508 N. Second St., P.O. Box 576, Nashville, AR 71852 (870) 845-3110

January 9, 2017  
September 8, 2014  
March 28, 2011  
July 30, 2001

## **COLLEGE POLICY 481**

### **PERSONNEL**

#### **AFFIRMATIVE ACTION/EQUAL OPPORTUNITY**

UA Cossatot accepts applications and selects employees without regard to sex, race, color, national origin, physical/mental handicap, age, religion, or political affiliation. Conviction of a crime does not automatically bar any applicant from employment or other opportunities with this institution.

UA Cossatot has an affirmative action plan, which reflects the policy of the University of Arkansas Board of Trustees Board in the furtherance of in assuring EOE and the hiring of qualified minorities representative of the community served.

September 8, 2014  
August 25, 2014  
January 1, 2011  
July 30, 2001

## **COLLEGE POLICY 499**

### **PERSONNEL**

#### **FACULTY / STAFF HANDBOOK**

The UA Cossatot Human Resources office distributes a handbook to all personnel that embodies the procedures to carry out the policies of the college and shall annually review this handbook for completeness and continuity of procedures with policies.

Should discrepancies between policies and procedures arise, the college policy will prevail.

September 8, 2014  
August 25, 2014  
January 1, 2011  
May 23, 2005  
July 30, 2001

## **COLLEGE POLICY 501**

### **STUDENT PERSONNEL**

#### **STUDENT GRIEVANCES: NON-GRADE ISSUES**

UA Cossatot does not tolerate actions by students or staff that interfere with student learning and safety. Students have the right to grieve an action by an employee or another student if the grievance related to improper conduct including but not limited to harassment of any kind, bullying, threatening another individual or the college, or terroristic threats.

Complaints for issues unrelated to improper conduct may be made to the appropriate program director who then has the ultimate responsibility to resolve the complaint.

Steps to be used in a formal, non-grade related grievance can be found in the Student Handbook and Catalog.

## COLLEGE POLICY 502

### STUDENT PERSONNEL

#### CLASSIFICATION OF STUDENTS

Students who have earned fewer than 30 semester hours of credit are freshmen. Students who have earned at least 30 semester hours of credit are sophomores.

1. Degree-Seeking Students – students who are enrolled in an associate’s degree program.
2. Certificate-Seeking Students (Technical Certificates) – students enrolled in a course of study that is at least three semesters.
3. Certificate of Proficiency Students – students enrolled in courses of study that are two semesters or less.

#### **Non-Degree Seeking Students**

4. Adult Education Students – students who are working toward improving their English speaking skills, personal improvement, or obtaining their GED.
5. Transitory Students - students enrolled in coursework for personal enrichment or work-related enhancement.
6. Concurrent Enrolled Students – students who are in secondary school who have met all concurrent enrollment criteria.
7. Secondary Career Center Students – students who are enrolled in the specialized coursework for secondary courses who may not meet all concurrent criteria.

## **COLLEGE POLICY 503**

### **STUDENT PERSONNEL**

#### **ENTRANCE REQUIREMENTS**

##### **General College Admission**

All students with a high school or homeschool diploma or GED equivalency certificate, are eligible for admission. Virtually every person beyond high school age who is interested in educational advancement may gain admission.

Admission to the College does not, however, insure admission to a particular course or program of study. Students may, in some instances, be required to meet additional admission requirements or remove deficiencies before enrolling in certain courses of study.

The College Curriculum Committee, with approval by the vice chancellor of Academic services, will establish appropriate admission requirements and procedures for those students seeking college credit including general college admission, concurrent enrollment, and international admission. Further, the college shall set appropriate entrance requirement and procedures for those students seeking other forms of learning experience including adult education, continuing education, and workforce education.

January 12, 2015  
January 1, 2011  
July 31, 2006  
July 30, 2001

## COLLEGE POLICY 504

### STUDENT PERSONNEL

#### ATTENDANCE

Regular and prompt attendance is expected of all students enrolled at UA Cossatot and is **necessary** to acquire the knowledge and skills to become a UA Cossatot graduate.

Students are expected to attend on-campus classes as scheduled. Distance Education students are expected to submit gradable work every week. Instructors maintain a record of student attendance and may drop a student from their course for poor attendance or other valid reasons. Students who wish to withdraw from a course must sign a “Drop” form with instructor signature. Failure to withdraw can result in an “F” being posted on the student’s transcript.

Students are responsible for contacting instructors regarding work missed. No make-up assignments will be permitted without the approval of the instructor.

Absences resulting from a court subpoena must be supported by documentation and submitted to the instructor upon returning to school. Documentation of other unusual circumstances may be presented to the student’s instructors if necessary.

Absences may be recorded and are subject to review by agencies granting financial assistance.

#### Special Note for VETERANS:

Veterans who request an emergency leave of absence will have their benefits terminated as of the last day of attendance.

January 12, 2015  
December 3, 2012  
May 23, 2005  
July 30, 2001



## **COLLEGE POLICY 509**

### **STUDENT PERSONNEL**

#### **DROPPING, ADDING, OR WITHDRAWING FROM COURSES**

##### **Dropping and Adding Courses**

A student may add a class during registration only. Students may drop courses during the "Drop" period of the fall and spring semesters and the summer terms. Drops can be completed electronically. Students and faculty may initiate an electronic drop through a link on the UA Cossatot homepage. A paper drop form may be picked up at any of the sites or downloaded from the website; it is the student's responsibility to deliver the completed form to the Student Services Office.

January 11, 2016  
January 12, 2015  
January 1, 2011  
March 28, 2005  
July 30, 2001

## COLLEGE POLICY 510

### STUDENT PERSONNEL

#### INCOMPLETE GRADES AND REPEATING OF COURSE

An instructor may, with the approval of the Division Chair, give an incomplete grade if the student completes the “Request for Assignment of Incomplete Grade” and gives a valid reason of extenuating circumstances. The “I” grade request should be made prior to the last day of withdrawal for each semester. An instructor may initiate the “I” grade request after the last day for withdrawal in certain instances. An "I" grade will be calculated for that semester's grade point the same as if it were an "F" grade, i.e., zero quality points will be earned. If the "I" grade is remedied in the time period allowed (up to eight (8) weeks after the grade was assigned), that semester's GPA will be revised accordingly. “I” grades may be extended past the eight-week period under extenuating circumstances with the pre-approval of both the Division Chair and the Vice Chancellor for Academics, but not to exceed one calendar year.

Any student who has taken a course may to repeat the course in order to change the original grade. Both courses with their respective grades will appear on the student's transcript. The repeated course will be identified by an asterisk (\*), and the course with the lower grade will be bracketed ( [ ] ). Only the higher grade will be used to compute the cumulative GPA.

January 12, 2015  
January 1, 2011  
March 29, 2004  
March 18, 2002  
July 30, 2001

## **COLLEGE POLICY 514**

### **STUDENT PERSONNEL**

#### **TRANSFER CREDIT**

UA Cossatot may grant credit for previous training from other institutions to students under certain conditions. To receive such credit, a student must be currently enrolled and pursuing a degree at UA Cossatot. Students will receive transcript evaluations upon receipt of official transcripts from previously attended institutions.

January 12, 2015  
September 30, 2013  
January 1, 2011  
July 30, 2001

## COLLEGE POLICY 515

### STUDENT PERSONNEL

#### HONORS, AWARDS, AND SCHOLARSHIPS

##### Scholarships

Procedures shall maximize the number of grants and scholarships available to College students and potential enrollees, and, further, that the College make full, clear, and repeated public disclosure of the availability of these grants and scholarships to all current and potential students.

##### Honors

It shall be the practice of this College to recognize students who excel in college-level courses in the following manner. Developmental courses (GSTD prefix) will not be used in the calculation of honor designation.

- A. **Vice Chancellor's List** - Full-time students (12 or more hours) completed within the semester who have achieved a 3.5 to 3.9 grade point average for that semester, and notification of such shall be sent to area news media.
- B. **Chancellor's List** - Full-time students (12 or more hours) completed within the semester who achieve a 4.0 grade point average for that semester, and notification of such shall be sent to area news media.
- C. **Cum Laude** - Students who are graduating with a technical certificate or associate degree and have achieved a **cumulative** grade point average of 3.50 to 3.74, shall be recognized as honor students at graduation and have such noted on their transcripts and certificates or degrees.
- D. **Magna Cum Laude** - Students who are graduating with a technical certificate or associate degree and have achieved a **cumulative** grade point average of 3.75 to 3.89, shall be recognized as honor students at graduation and have such noted on their transcripts and certificates or degrees.
- E. **Summa Cum Laude** - Students who are graduating with a technical certificate or associate degree and have achieved a **cumulative** grade point average of 3.90 to 4.00, shall be recognized as honor students at graduation and have such noted on their transcripts and certificates or degrees.

January 12, 2015  
January 1, 2011  
July 27, 2009  
March 28, 2005  
March 18, 2002

July 30, 2001

## **COLLEGE POLICY 516**

### **STUDENT PERSONNEL**

### **STUDENT FINANCIAL AID**

UA Cossatot will participate in federal, state, and local financial assistance programs that are deemed to be in the best interests of the College and students. In all cases, the College will adhere to the guidelines set forth for those programs. Records of financial aid activities will be audited along with the normal College records.

The Financial Aid Office will disseminate information on the types of financial aid available and the requirements for each. In addition, the Financial Aid Office will prepare a Financial Aid Procedures Manual detailing procedures for administering the financial aid program.

For the purpose of determining financial aid eligibility for Title IV programs, twelve semester hours is considered to be full time.

## COLLEGE POLICY 517

### STUDENT PERSONNEL

#### ADDITIONAL SCHOLARSHIPS

##### Visitors' Scholarships

The Board will award one scholarship to each graduating class of each high school in the service area. The recipients shall be selected by the UA Cossatot Scholarship Committee. The procedures are to be determined by the College Chancellor. Each scholarship is for one semester, renewable for a second semester provided the student is not on academic probation.

In addition, the Board will award one GED scholarship to a GED graduate earning their certificate within the prior twelve (12) months. The procedures and criteria will follow the same guidelines as stipulated in the above paragraph.

##### Special Scholarships

The Board may determine as many as five scholarships to be awarded to a focus group of students whom the College wishes to attract to its programs. The procedure for this scholarship program is to be determined by the College Chancellor.

The Federal Cost of Attendance (COA) method shall be used for all students receiving UA Cossatot waivers, regardless of whether the student is receiving federal financial aid. If total financial aid funds exceed the COA, UA Cossatot will reduce or eliminate funds per state and federal regulations.

If a student is receiving financial aid that is tuition specific, UA Cossatot will reduce or cancel UA Cossatot's waiver.

January 12, 2015      July 30, 2001  
January 1, 2011  
March 28, 2005  
November 29, 2004  
May 20, 2002

## COLLEGE POLICY 518

### STUDENT PERSONNEL

#### ACADEMIC CLEMENCY

This policy is designed to give a second chance to students who performed poorly early in their academic careers and who wish to return to college after having gained an appreciation for the benefits of higher education. Under the provisions of this clemency policy, students may petition to have previously earned grades and credits at UA Cossatot removed from the calculations of their cumulative grade point averages.

In order to qualify for academic clemency:

1. A student must not have been enrolled in any institution of higher education for a period of at least 3 years prior to the request.
2. Returning students may petition for clemency upon application for admission or upon enrollment. The clemency will not take effect unless the student completes at least the next twelve (12) semester hours of credit with a 2.0 grade point average. If the student has not petitioned for academic clemency, it may be initiated at this point.
3. If clemency is granted, those forgiven credits will not count toward graduation nor be calculated into the student's grade point average. However, transcripts must contain the student's comprehensive academic record.
4. In some cases it may serve a student better to retake some classes in which poor grades were earned, rather than to eliminate all previous credit.
5. Students must submit petitions for academic clemency to the Vice Chancellor of Academic Services.
6. Having been granted academic clemency at another institution does not preclude a student requesting academic clemency at UA Cossatot.

## **COLLEGE POLICY 519**

### **STUDENT PERSONNEL**

#### **TUITION/ FEE WAIVERS**

##### **Active and Honorably Discharged Military Personnel**

Active military or National Guard member or an honorably discharged veteran shall have the opportunity to attend credit courses at UA Cossatot at 50% of the tuition rate. Any registration fees or applicable program fees will not be waived. Military members or veterans must provide a signed UA Cossatot Military Waiver form along with proper military documentation to the Financial Aid Office to verify their status.

Dependents of the active military member or veteran may also be eligible for a 50% tuition rate when their status is verified by an income tax form or other proper documentation along with military documentation as stated above.

If a student is receiving financial aid that is tuition specific, UA Cossatot will reduce or cancel UA Cossatot's waiver. Students receiving UA Cossatot waivers must be meeting the Academic Policy and must have a cumulative grade point average of 2.0.

##### **Senior Citizens**

Arkansas Act 678 of 1975 entitles any Arkansas resident sixty (60) years of age or older shall have tuition and fees waived. This waiver applies to credit courses only.

##### **College Employees and Dependent Waivers**

See Board Policy 447: Personnel—Education Assistance Plan for full-time employees and permanent part-time employees and employees' family members.

If a student is receiving financial aid that is tuition specific, UA Cossatot will reduce or cancel UA Cossatot's waiver. Students receiving UA Cossatot waivers must be meeting the Academic Policy and must have a cumulative grade point average of 2.0.



**Out of State Tuition**

Act 1180 of 1999 allows McCurtain County, Le Flore County, Bowie County, and Cass County residents to enroll and receive the out-of-state tuition waiver at UA Cossatot. The out-of-state tuition is waived for the in state rate.

All UA Cossatot waivers must be completed and filed with the Financial Aid Office before the end of the semester in which enrolled or waivers will not be honored.

January 12, 2015	July 31, 2006
May 20, 2013	December 5, 2005
March 25, 2013	March 28, 2005
May 23, 2011	November 28, 2004
January 1, 2011	

## **COLLEGE POLICY 520**

### **STUDENT PERSONNEL**

#### **MAINTENANCE OF STUDENT RECORDS**

Students may request to examine the school records pertaining to them. The school keeps the following types of records or information.

1. Original application for enrollment
2. Admission documents
3. Grades
4. Advising notes on career or academic concerns

#### **RETENTION OF RECORDS**

These records are kept in the Student Services Office or on electronic media. A written request to look at the records is required and will be acted upon within a reasonable time period, pursuant to FERPA regulations.

If a student feels that the records are inaccurate or misleading, he/she will be given an opportunity to present his/her views and facts to Student Services, and they will be noted in the student's file. Copies of a student's grades will be provided upon written request from the student, providing student is not on hold for academic or financial reasons.

#### **ATTENDANCE RECORDS**

Regular and prompt attendance is expected of all students enrolled at UA Cossatot; however, the college does not retain attendance records.

January 12, 2015  
January 1, 2011  
March 28, 2005  
March 18, 2002  
July 30, 2001

## **BOARD POLICY 524**

### **STUDENT PERSONNEL**

#### **COMMENCEMENT**

Students who complete a program of study as prescribed by UA Cossatot Board of Visitors and approved by the Arkansas Department of Higher Education will receive a certificate or a degree, as applicable. Required courses for each program are listed in the Program Requirements of the catalog. Each required course in the major field of study must be passed with at least a “D” and the student’s cumulative GPA must be at least 2.0 (3.0 for Associate of Science in Education) in order to graduate. Allied Health programs require each course be passed with a “C” or better and a cumulative GPA of 2.0 in order to graduate. Prospective graduates must complete an “Application to Graduate” prior to the mid-term of the final semester before graduation to ensure notation in the graduation program and timely receipt of diplomas. Students may be administratively graduated when all requirements for a credential are completed. It is the student’s responsibility to clear all charges as signatures are obtained on this form.

#### **CALCULATION OF GPA**

A student’s grade point average (GPA) is calculated by dividing the total quality points earned in all courses (except those repeated) by the total semester credit hours pursued.

#### **CREDITS FOR GRADUATION**

Graduating students must satisfactorily complete all course work required for the certificate or degree with at least eighteen (18) credit hours or 40% (whichever is greater) completed through UA Cossatot.

September 12, 2016  
January 12, 2015  
September 30, 2013  
September 22, 2009  
March 28, 2005  
July 30, 2001

**STUDENT PERSONNEL**

**CONFIDENTIALITY OF STUDENT RECORDS**

Provisions of the Family Educational Rights and Privacy Act of 1974 will be followed regarding confidentiality of student records.

The provisions of that Act are summarized as follows:

FERPA gives certain rights to parents regarding their children's education records. **These rights transfer to the student or former student who has reached the age of eighteen (18) or is attending any school beyond the high school level.** Students and former students to whom the rights have transferred are called eligible students. Students 18 or older must have a FERPA release on file for any information to be shared with a parent or other designated family member.

- \* Parents, under the above limitations, or eligible students have the right to inspect and review all of the student's education records maintained by the school. Schools are not required to provide copies of materials in education records unless, for reasons such as great distance, it is impossible for parents or eligible students to inspect the records personally. The school may charge a fee for copies.
- \* Parents, under the above limitations, and eligible students have the right to request that a school correct records believed to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record commenting on the contested information in the record.
- \* Generally, the school must have written permission from the parent or eligible student before releasing any information from a student's records. However, the law allows schools to disclose records, without consent, to the following parties:
  - School employees who have a need-to-know;
  - Other schools to which a student is transferring;
  - Certain government officials in order to carry out lawful functions;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations doing certain studies for the school;
  - Accrediting organizations;

## COLLEGE POLICY 525 Continued

- Individuals who have obtained court orders or subpoenas;
- Persons who need to know in cases of health and safety emergencies; and
- State and local authorities to whom disclosure is required by state laws adopted before November 19, 1974.

Schools may also disclose, without consent, "directory" type information such as a student's name, address, telephone number, date and place of birth, honors and awards, enrollment status, and dates of attendance. However, **the school must tell parents and students of the information that is designated as directory information and provide a reasonable amount of time to allow the parent or eligible student to request the school not to disclose that information about them.**

Schools must notify parents and eligible students of their rights under this law. The actual means of notification (special letter, inclusion in a public school bulletin, student catalog, or newspaper article) is left to each school.

January 11, 2016  
January 12, 2015  
January 1, 2011  
March 28, 2005  
July 30, 2001

**STUDENT PERSONNEL**

**STUDENT DISCIPLINE**

UA Cossatot has the responsibility of training people to meet employment needs of business and industry, and has a genuine concern for the integrity of all students enrolled. The conduct of all students is expected to be wholesome and display the educational objectives of the college at all times. Any conduct unbecoming to the accepted standard will subject the student to dismissal. The following list contains specific details:

1. Each student is held responsible for information published through notices and announcements placed on bulletin boards, college webpage, general brochures and catalogs, or read to the student by college staff member.
2. Students who negligently damage, destroy, lose, sell, or otherwise dispose of college property entrusted to them will be charged the full extent of the damage or loss and are subject to prosecution under state laws and may be administratively withdrawn from the college.
3. Falsifying any document pertaining to college activities will be cause for suspension from college.
4. Students who engage in such acts as terroristic threatening, stealing, disrupting classes or disturbing of normal college operations, gambling, profanity, personal combat, and possession of firearms and other dangerous weapons make themselves liable to disciplinary action, probation, or expulsion.
5. All UA Cossatot buildings and grounds are tobacco free. Smoking is prohibited by law in any college vehicle.
6. Under no conditions will alcoholic beverages or illegal drugs, or persons under the influence of drugs or alcohol, be permitted on college premises or allowed to participate in any college or student organization activity. Under the influence means a condition induced by a drug whether prescribed, over the counter, or illicit that interferes with a person's normal capacity to function in a college setting. Involvement of any student in the unlawful possession, use, or distribution of drugs and/or alcohol on college premises or at college events will result in immediate suspension from college. The college's administration and instructional staff will cooperate to the best of its ability with law enforcement officials in the apprehension of students engaged in these activities.

## COLLEGE POLICY 530

Continued

7. Tools and equipment will not be loaned to students for personal use.
8. All conduct and disciplinary standards apply to all students during any college function or activity.
9. Students who are assigned in to a clinical or internship are subject to the policies, procedures, and working hours of that work station.

A student dismissed from college for misconduct or administrative withdrawal for misconduct may be considered for re-entry the following semester, upon submission of a written request to the Vice Chancellor of Academics.

In order to maintain a drug-free campus, information is provided to students about the dangers of drug abuse, the availability of counseling, and the penalties for violations.

January 12, 2015  
October 31, 2014  
December 3, 2012  
January 1, 2011

## **COLLEGE POLICY 532**

### **STUDENT PERSONNEL**

#### **STUDENT ACADEMIC INTEGRITY POLICY**

UA Cossatot insists that all students approach their studies and their relationships with faculty, staff and other students honestly. Dishonesty will not be tolerated and will be acted upon by the College staff in a way to attempt to change the student's behavior and to hold the student accountable for the dishonest behavior.

The faculty and administration shall establish procedures that incrementally changes the student's behavior or, as a last resort, removes the student from the institution.

Each member of the College staff will adhere rigorously to this policy and its procedures.



## COLLEGE POLICY 535

### STUDENT PERSONNEL

#### SEX OFFENDER NOTIFICATION REGARDING THE CAMPUS COMMUNITY

**Goal:** To provide timely and appropriate notification, in compliance with state and federal legislation, regarding registered sex offenders on campus

Specific details of any notification will be determined on a case-by-case basis as described below.

**Authority:** The Campus Sex Crimes Prevention Act (section 1601) {(42 U.S.C., 14071j and 20 U.S.C, 1092(f) (1) (I)} is a federal law enacted on October 28, 2000. This law provides for the tracking of convicted sex offenders enrolled at or employed by institutions of higher education. This act requires sex offenders who are required by law to register in a state, to also provide notice of each institution of higher education in that State where the person is employed; carries on a vocation, or is a student. This law also requires that institutions of higher education issue a statement advising the campus community of the availability of this information. Further, Ark. Code Ann. § 12-12-913(b) provides that “local law enforcement agencies having jurisdiction shall disclose, in accordance with guidelines promulgated by the [Arkansas] Sex Offenders Assessment Committee, relevant and necessary information regarding offenders to the public when the disclosure is relevant and necessary for public protection.” Finally, effective September 1, 2003, Arkansas Act 330 of 2003, codified at Ark. Code Ann. § 12-12-913(j)-(k), provides that certain information regarding particular categories of offenders shall be public, and that such information shall be provided on the State of Arkansas home page by the Arkansas Crime Information Center (ACIC) by January 1, 2004.

In addition, Arkansas Act 330 of 2003 makes it unlawful for a Level 3 or Level 4 registered sex offender to reside within 2,000 feet of property on which any public or private elementary or secondary school or daycare facility is located

## COLLEGE POLICY 541

### STUDENT PERSONNEL

### STUDENT ORGANIZATIONS

UA Cossatot staff believes that activities outside the classroom enrich, supplement, and provide a testing ground for classroom learning. These activities offer opportunities for social growth and for the development of values, appreciations, and insight. The faculty seeks to provide an environment in which students may become self-disciplined, self-reliant, and socially sensitive individuals.

Students at UA Cossatot have the opportunity to become members of several clubs and organizations. They may participate in any college activity for which they are eligible. All student organizations have faculty sponsors and are responsible to the Chancellor or designee.

### NEW ORGANIZATIONS

A group of students may establish a recognized organization at the College by taking the following steps:

- (1) Draft a Statement of Purpose of the organization and show how the organization will help carry out the mission of the College.
- (2) Draft a set of by-laws for the organization showing how the organization will help carry out the mission of the College.
- (3) Draft an annual plan of activities and services the students will participate in to further their development, support the College, and/or provide a service to the community.
- (4) Receive the approval of the, the Chancellor, and the Board of Visitors. A student group must receive approval by the Board of Visitors before it is recognized as a college supported, sponsored, or recognized club or organization.

January 12, 2015  
January 1, 2011  
March 26, 2007  
September 29, 2003  
July 30, 2001

## **COLLEGE POLICY 562**

### **STUDENT PERSONNEL**

#### **STUDENT ILLNESS OR INJURY ACCIDENT INSURANCE**

UA Cossatot provides accident insurance for all students while enrolled at UA Cossatot to cover accidents which occur on campus or while involved in College supervised activities. The carrier for this insurance will only pay reasonable and customary rates for medical services for injuries received on College campus or on a College supervised field trip. The student will be held liable for any charges above the reasonable and customary rate charged by doctors and hospitals. In order to ensure proper coverage:

1. Accidents must be reported immediately to an instructor and/or supervisor. The accident report must be completely filled out and signed.
2. Upon the initial visit to a hospital or physician, the student should inform them that he/she has student accident insurance through UA Cossatot and that the carrier will only pay reasonable and customary rates.
3. If the student has other insurance, student accident insurance will be secondary coverage. If the student has no other insurance, the student accident insurance will be the primary coverage.

## **COLLEGE POLICY 599**

### **STUDENT PERSONNEL**

#### **STUDENT CATALOG**

The College staff shall develop and make available to each new student a catalog that embodies the procedures to carry out the policies of the Board of Visitors that affect their progress toward their goals.

The catalog shall be available at each site and on the UA Cossatot website.

January 12, 2015  
January 1, 2011  
March 28, 2005  
July 30, 2001

**EDUCATIONAL PROGRAM AND INSTRUCTION**

**TYPES OF INSTRUCTION AND SERVICES**

**Technical Instruction**

UA Cossatot offers occupational and semi-professional certificates of proficiency, technical certificates, and associate of applied science degrees.

All programs will be evaluated constantly based on ADHE program requirements, programmatic accrediting agencies, and the standards of the program as related to acceptable employability of the students completing the program.

A complete education includes a core of general education to accompany all types of specialized training in which a technical certificate or degree is awarded.

**University Transfer**

University Transfer courses lead to an Associate of Arts, Associate of Science, or an Associate of General Studies and are designed for articulation into baccalaureate programs.

The college will ensure transferability to four-year institutions using ACTS & the State Minimum Core as guidelines.

**Workforce Education/Continuing Education**

The college provides non-credit and special topics credit learning opportunities in a variety of formats beyond the traditional credit-based curriculum to promote personal, workforce, and economic development. Assessment, placement and consultation services are also made available.

**College Readiness**

College Readiness courses prepare students to be successful in technical and general studies programs by providing remediation in English, math, and reading. Enrollment in these courses will follow prior diagnostic testing. College readiness studies will be offered on an outcomes-based curriculum.

**Adult Education**

Adult Education courses assist students in Adult Basic Education (grades 0 – 8.9), General Adult Education (grades 9.0 – 12), English as a Second Language, Workplace Literacy, and Life Skills.

**Concurrent Enrollment**

Concurrent enrollment credit is available to those high school students who meet State Concurrent Policy criteria and/or enroll in the College's Secondary Career Center. As prescribed by state law, the college will be accredited by the National Alliance of Concurrent Enrollment Partnerships (NACEP) or approved by ADHE.

January 11, 2016  
March 2, 2015  
March 2, 2013  
January 1, 2011

## **COLLEGE POLICY 606**

### **EDUCATIONAL PROGRAM AND INSTRUCTION**

#### **CONCURRENT ENROLLMENT**

Concurrent enrollment credit is available to those high school students who meet State Concurrent Policy criteria and/or enroll in the college's Secondary Career Center.

Students who have completed the eighth grade and have a GPA of 2.0, and meet admission standards of UA Cossatot may be allowed to enroll in concurrent college courses.

Students concurrently enrolled must maintain a 2.0 GPA in UA Cossatot classes. Students must achieve a 2.0 GPA to continue enrollment in additional concurrent UA Cossatot classes. Students failing to maintain a 2.0 will not be permitted to reenroll until after graduation from high school.

All sections of concurrent courses will be taught using UA Cossatot approved textbooks and syllabi outcomes.

All credit received through concurrent enrollment will be noted on the students' transcripts in the semester earned. Courses that are listed in ACTS (Arkansas Course Transfer System) are guaranteed to transfer to any public institution in the state.

## **COLLEGE POLICY 610**

### **EDUCATIONAL PROGRAM AND CURRICULUM**

#### **REVISION OF CURRICULUM**

Curriculum at UA Cossatot will be outcome-based and developed by a process approved by the Chancellor.

Changes to educational programs are generated through the appropriate educational division after review by the Curriculum Committee, Academic Vice Chancellor, Chancellor, and, when appropriate, the Board of Visitors and University of Arkansas Board of Trustees, and submitted with the necessary documentation to the Department of Higher Education.

Modifications requiring ADHE approval will be submitted to ADHE for approval under the Chancellor's signature, following approval by the UA Board of Trustees. Once approved by ADHE, the program changes will be updated to the catalog.



## **COLLEGE POLICY 615**

### **EDUCATIONAL PROGRAM AND INSTRUCTION**

#### **INVENTIONS AND DEVELOPED CURRICULUM**

All curricula and inventions developed during the working hours paid for by the college will become property of the college.

March 2, 2015  
January 1, 2011

## **COLLEGE POLICY 620**

### **EDUCATIONAL PROGRAM AND INSTRUCTION**

#### **CURRICULUM — PATENT AND COPYRIGHT**

Faculty may use films, videotapes, or written material for classroom use. When duplicating or copying such materials, the current Copyright Act will be followed including proper written permission or the purchase of a license from the copyright owner. A provision for fair use is found in the Copyright Act at Section 107.

Under the fair use provision, a reproduction of someone else's copyright-protected work is likely to be considered fair if it is used for one of the following purposes: criticism, comment, news reporting, teaching, scholarship and research.

## **COLLEGE POLICY 625**

### **EDUCATIONAL PROGRAM AND INSTRUCTION**

#### **DEFINITION OF A COURSE**

The following criteria must be met before a course may be offered to the general public:

1. Must be organized subject matter in which instruction is offered.
2. The course must meet State of Arkansas statutes and regulations.
3. Have a syllabus filed with the appropriate office.
4. Must have an instructor employed by UA Cossatot to instruct the course. The requirements for the employment of an instructor may be met through the utilization of volunteers and through contracts with other agencies.
5. Be approved in accordance with the appropriate procedure as defined by college policy.
6. Must have students registered according to the official registration procedure of UA Cossatot.
7. Enrollment records appropriate for audit must be maintained.

When a course is determined to have met the established criteria, it will be approved by the Vice Chancellor of Academic Services.

## **COLLEGE POLICY 630**

### **EDUCATIONAL PROGRAM AND INSTRUCTION**

#### **CRITERIA FOR APPROVAL OF NON-CREDIT COURSES**

Non-degree courses provided by UA Cossatot will meet the educational needs of area citizens not addressed through university transfer or technical programs, based on the following criteria:

1. Provide learners with opportunities for learning new skills, advancing their careers, and for personal enrichment.
2. Include an organized experience in which instruction is offered.
3. Provide for a minimum contact of one hour.
4. Maintain a course syllabus on file at the college.
5. Provide instruction under the direction of a qualified instructor (paid volunteer or contractual agreement with an agency).
6. The subject matter of the course is within acceptable community standards of good taste.

## COLLEGE POLICY 635

### EDUCATIONAL PROGRAM AND INSTRUCTION

#### INDEPENDENT STUDY

##### **Independent Study**

Independent study provides an opportunity for a student to do independent research or study in areas not covered in the regular curriculum, or to explore in much greater depth a topic covered in a course. In special circumstances, a student may be allowed to take a catalog course as an independent study.

Each individual student project must be arranged in advance through a supervising faculty member, and the Vice Chancellor of Academic Services. The Vice Chancellor of Academic Services will be responsible for assigning credit hours for the study.

Regular tuition charges will apply.

Independent study courses must follow the same approval process as other credit courses.

## COLLEGE POLICY 640

### EDUCATIONAL PROGRAM AND INSTRUCTION

#### NON-TRADITIONAL COLLEGE CREDIT

##### General Policy

UA Cossatot may award credit for college level experience as demonstrated by acceptable test results or outcome demonstration through portfolio development. Students may also receive credit for previous military training. Please note that a fee for test administration may be assessed.

##### A. COLLEGE LEVEL EXAMINATION PROGRAM – CLEP

In accordance with the recommendations of the American Council on Education, UA Cossatot accepts the results of the college Level Examination Program and grants credit within the limitations of the following guidelines:

1. CLEP credits will be recorded on academic transcripts in a manner that makes them clearly recognizable as credits earned by examination as opposed to resident coursework. (When possible, the type of exam will be noted on the transcript.)
2. CLEP credits will not be granted if they duplicate credits for courses already taken.
3. CLEP subject exams have no maximum credit limitation, but credit hours granted will be the same amount granted for the completion of a similar course at UA Cossatot.
4. A maximum of fifteen (15) semester hours will be allowed for CLEP Subject Exams.
5. For the CLEP Subject Exams, the 60<sup>th</sup> percentile (sophomore norms) has been established as the minimum score for degree credit award.
6. For the CLEP Subject Exams, the 50<sup>th</sup> percentile (norms of people who have taken the course) has been established as the minimum score for degree credit award.
7. UA Cossatot will accept for transfer CLEP credit granted in accordance with the preceding six steps providing the transcript also shows no less than 12 semester hours of regular resident credit earned.
8. UA Cossatot accepts Minimum Scores as set by the College Board.

## B. INSTITUTIONAL TRANSFER

Courses considered for transfer must have a grade of “C” or better. Credits accepted in transfer from other regional accredited institutions will be applied on the same basis as those earned at UA Cossatot.

## C. CREDIT FOR MILITARY EXPERIENCE

UA Cossatot may grant credit for military experience in the following instances:

- Credit in physical education for a year or more of active duty.
- DANTES or USAFI courses with acceptable scores or grades.
- Service school courses.
- Military specialties (MOS, NER, etc.)

Recommendations of the American Council on Education are one of the methods used in determining possible credit for military experience.

## D. TESTS GIVEN BY COLLEGE INSTRUCTORS

Credit for some courses may be granted upon successful completion of a comprehensive examination over the content of the course. College credit cannot be given for courses taken in high school unless they are approved college level courses. Tests used to determine whether credit may be given must be approved by appropriate college faculty and administration.

## E. EXPERIENTIAL LEARNING

UA Cossatot credit may be granted for experiential learning gained through work experience or personal study which can be validated through an assessment procedure developed by the college. Students must enroll in the college’s Portfolio Development course and pay tuition and fees associated with that course.

A maximum of fifteen (15) semester credit hours may be given for (D) and (E) combined.

## F. COLLEGE CONNECTION PROGRAM

Students completing College Connection courses with a grade of “B” or higher will be awarded articulated credit. Upon graduation from high school and enrollment in UA Cossatot, credit will be placed on the student’s transcript.

*\*Challenge exams are also required to receive credit for some courses.*

**G. ADVANCED PLACEMENT EXAMS**

The college may grant credit for Advanced Placement Exams for scores of three, four, or five.

**H. SPECIAL TOPIC CREDIT**

The college will offer special topics credit to students enrolling in courses offered as continuing education (non-credit courses) upon approval of the appropriate Division Chair. The Division Chair will review syllabi and assign the appropriate number of special topics credit to be awarded.



**COLLEGE POLICY 645**

**EDUCATIONAL PROGRAM AND INSTRUCTION**

**GRADING SYSTEM AND GRADUATION REQUIREMENTS**

**Grading System**

Grades are based on a student’s level of achievement using the following grading scale:

\*medical courses have an alternate grading system.

Grade	Grade Point	Percentage
A – Excellent	4.0	90 - 100%
B – Above Standard	3.0	80 - 89%
C – Meets Standard*	2.0	70 - 79%
D – Below Standard	1.0	60 - 69%
F - Failing	0.0	0 - 59%
I - Incomplete (Calculated as F)		
W – Withdrew (Disregarded in GPA Calculations)		
N – No Grade (Credit earned by examination, military, work experience, CLEP or College Connection placement)		
TR – Transfer		
AU – audit		
NR – Not recorded		

\*Meets Standard (C) indicates learning process at a level acceptable to the occupation for which the student is preparing.

**Grade Appeals**

Final course grade disputes between students and instructors that cannot be resolved, may be appealed. The full appeal process is outlined in the student handbook and catalog.

**Scholastic Requirements**

Semester grades are issued according to the letter scale above “A” to “F”. Students with cumulative grade point averages of less than 2.00 will be placed on academic probation or suspension.

**Graduation Requirements**

Students seeking to graduate from UA Cossatot with a technical certificate or an associate degree must meet the following minimum requirements:

## COLLEGE POLICY 645

Continued

1. Satisfactorily complete all course work required for the certificate or degree with at least eighteen (18) hours or 40% (whichever is greater) completed through UA Cossatot with the following exception: members of the Armed Services who are enrolled under the Servicemembers.
2. Opportunity College (SOC) program must complete at least 25% of their certificate or degree program requirements through UA Cossatot.
3. Complete all course work at UA Cossatot with a minimum cumulative grade point average of 2.0 (C).\*\*\*
4. Resolve all outstanding debts owed to UA Cossatot.

\*\*\*Note that some programs have grade point and/or minimum grade requirements higher than those listed in sections 2 above.

January 11, 2016  
March 2, 2015  
September 30, 2013  
May 20, 2013  
January 30, 2012

## **COLLEGE POLICY 650**

### **EDUCATIONAL PROGRAM AND INSTRUCTION**

#### **CALENDAR AND SCHEDULE**

The Board of Visitors will approve an academic calendar for the college each school year. The Board of Visitors will adopt a program of year-round education to include an appropriate number of semesters in a 12-month period.

March 2, 2015  
January 1, 2011

## **COLLEGE POLICY 655**

### **EDUCATIONAL PROGRAM AND INSTRUCTION**

#### **INSTRUCTIONAL CLASS ORGANIZATION**

1. Quality education will be provided through an outcomes-based curriculum and competency-based assessments with class sizes appropriate to the educational situation.
2. The administration will establish a set of procedures to periodically evaluate the effectiveness of the curriculum and the effectiveness of the instructional processes used.

## **COLLEGE POLICY 660**

### **EDUCATIONAL PROGRAM AND INSTRUCTION**

#### **STATEMENT OF VALUES**

The Board of Visitors of UA Cossatot requires that certain values inherent in instructional practices be an integral part of all instruction and that these values be not only taught but practiced by all college staff when implementing a learning experience at this college.

- (1) All humans, regardless of mental capacity, life experience, and personal or family background, have an inviolable dignity that must be respected.
- (2) Fairness, equity, and respect for individual learning styles are integral parts of the teaching-learning process.
- (3) Building self-esteem, developing competence, and creating feelings of acceptance and belonging in our students will be a priority as the teaching-learning process is implemented.
- (4) Helping students understand all actions have consequences and they are responsible for the consequences of their actions.
- (5) Helping students understand and act upon the idea that group efforts to solve problems and implement solutions are superior work habits.
- (6) Learning is a continuous pursuit. How to continue learning after schooling is an important skill to be mastered in school.
- (7) Diversity in the community and the college is a benefit to all and increases each student's capacity for understanding our world.

These values are inherent in the implementation of the philosophy, purposes, and mission of the college.

## COLLEGE POLICY 718

### FACILITIES

#### USAGE OF INSTITUTIONAL ASSETS PERSONAL USE OF COLLEGE PROPERTY, EQUIPMENT OR FACILITIES

Institutional assets are to be used for the sole purpose of aiding UA Cossatot in achieving its stated mission. Any other usage would be a violation of state law. Usage of college assets by community groups, governmental, quasi-governmental, and other educational institutions is permitted when their usage is in harmony with the mission of UA Cossatot and does not conflict with college activities nor subjects the college to potential liability.

No employee of UA Cossatot may use college property, equipment or facilities for personal gain, nor will employees be permitted to use college assets without prior approval. Persons using college property including cell phones, equipment, or facilities, for personal use or gain during that person's normal duty hours may have disciplinary actions taken against the abuse and, upon repetitive violation of this policy, is subject to termination of employment.

UA Cossatot provides cell phones to college employees as required by certain circumstances of employment. Any employee who has been issued a college cell phone has the responsibility, along with their supervisor and the Business Office, to select a rate plan that most efficiently accomplishes college business.

College issued cell phones are not intended for personal use. Employees who use a college cell phone for personal use may be required to reimburse the college for all personal calls. The business Office will routinely audit the monthly bills for their intended use. Failure to follow this policy may result in amounts being incurred as a taxable fringe benefit to the employee. Excessive personal use of the cell phone may also result in this privilege being revoked. Employees who have not been issued a college cell phone, but who are required to use a personal cell phone for business use, may submit a copy of charges incurred for reimbursement to the Business Office.

Only college employees may operate college vehicles. A vehicle rented by the college is not considered a "college vehicle" per se, and the rules concerning college vehicles may not apply.

March 7, 2016  
September 8, 2014  
December 2, 2013  
January 1, 2011  
December 6, 2010  
July 30, 2001

## **COLLEGE POLICY 776**

### **FACILITIES**

#### **FIRE AND HEALTH HAZARDS**

UA Cossatot believes that the workplace/school environment should pose no threat to the employees, students, or visitors to this institution. The college shall adhere to Department of Labor, OSHA, Department of Health, and other regulatory agency guidelines concerning safety and health of individuals.

UA Cossatot shall have established emergency procedures for events such as fire, tornado, toxic leaks, etc.

UA Cossatot attempts to maintain all hazardous material in approved containers in accordance with manufacturer's prescribed directions.

The college's Disaster and Safety Committee commits to present timely safety and emergency preparedness training when appropriate.

July 7, 2014  
January 1, 2011  
July 25, 2005  
July 30, 2001

**FACILITIES**

**CONSTRUCTION, BUILDING, AND RENOVATIONS**

UA Cossatot, as a part of the University of Arkansas System, is exempt from State Building Services. U A Cossatot must follow the rules and procedures set forth in the University of Arkansas Capital Construction Policies and Procedures Handbook in all construction, building, and renovation projects.

Procedures detailed therein include:

- Project Approval – locally and UA Board level
- Project Funding
- Architect Selection
- Design standards, reviews, and approvals
- Formal Bidding Awarding of Projects
- Payment Processing
- Site Inspections

July 7, 2014  
March 26, 2012  
January 1, 2011  
July 25, 2005  
May 23, 2005  
July 30, 2001



**FACILITIES**

**PERSONAL VEHICLE RESPONSIBILITY**

Campus parking is a privilege and employees and students are expected to abide by the parking regulations as well as local and state motor vehicle laws. UA Cossatot enforces the following rules and procedures to provide for the orderly and safe operation of vehicles on campus. The college assumes no responsibility or liability for the care or protection of any vehicle or its contents while operated or parked on college property.

**I. AUTHORITY**

- A. In accordance with A.C.A. 25-17-307, UA Cossatot establishes the following rules and regulations for the registration, operation, and parking of motor vehicles on any UA Cossatot campus.

**II. GENERAL PROVISIONS**

- A. Students and employees of UA Cossatot may operate a motor vehicle on the College campus provided:
  - 1. The operator has a valid driver's license
  - 2. The vehicle is legally licensed
  - 3. The vehicle is registered with the UA Cossatot Police Department
  - 4. The operator abides by the traffic and parking regulations established by the College.
  - 5. The operator understands that registration neither obligates the College to set aside a parking space for every registered vehicle, nor permits the driver to violate parking or traffic regulations.
- A. Any communication left on the vehicle, either a traffic ticket or other notification, will be considered an official notice and recipients must comply with such communication.
- B. UA Cossatot reserves the right to restrict or deny the use of any vehicle on the College campus if the operator violates parking and traffic regulations, or
- C. Otherwise abuses the privilege of operating and parking a vehicle on the College campus.
- D. Visitors, adult education students, and non-credit students will be exempt from registering their vehicle with the UA Cossatot Police Department, recognizing the

## COLLEGE POLICY 781

Continued

temporary nature of their visit to campus. All other parking and traffic regulations apply, including penalties for violation of established traffic and parking regulations.

- E. Vehicles may be towed from the campus at the owner's expense when:
1. The vehicle is parked on any UA Cossatot campus after privileges have been revoked.
  2. The vehicle is parked in a handicapped space (without proper permit), is blocking or partially blocking an entrance or loading zone, is blocking or partially blocking a street or driveway, is blocking or partially blocking sidewalks or cross-walks, is parked on lawn, or is otherwise hindering the flow of traffic and/or parking.
  3. The operator ignores College communication concerning improper parking of his/ her vehicle.
  4. The vehicle is left on any UA Cossatot campus for an extended period of time without explanation.
- F. A student's traffic/ parking record must be cleared with the College before the Registrar's Office can release his/ her records.

### III. REGISTRATION OF MOTOR VEHICLES

- A. All UA Cossatot employees and credit students who operate vehicles and park on any UA Cossatot campus between the hours of 7:00 a.m. and 8:00 p.m. Monday through Friday are required to register their vehicle with the UA Cossatot Police Department.
- B. Vehicle license number, make, model, year, and color are required for registration.
- C. Student vehicles must be registered prior to the beginning of each semester.
- D. All vehicles that an individual plans to operate on UA Cossatot campuses must be registered.
- E. Upon registration, a permit will be issued and must be displayed in a visible position on the left rear bumper or the left side of the rear window.

## COLLEGE POLICY 781

Continued

- F. If the ownership of a registered vehicle is transferred, the UA Cossatot Police Department should be notified immediately.
  - G. New vehicles must be registered when brought onto UA Cossatot campuses.
  - H. UA Extension employees hosted on any UA Cossatot campus are required to obtain and display a parking permit on the left rear bumper or the left rear window of their vehicle when parked on campus.
- IV. PARKING AREA ASSIGNMENTS
- A. Parking: Registered vehicles may park in any marked parking spaces except those marked for handicapped parking (handicapped parking is by permit only) or spaces otherwise reserved (as marked by appropriate signage).
  - B. Handicapped Parking: Areas signed and/or marked for handicapped parking are exclusively reserved for vehicles legally and properly displaying a handicapped parking permit issued by the state of Arkansas. Vehicles using the handicapped parking space (regardless of permit) should be operated by or transporting the handicapped individual the permit was issued to assist.
- V. DRIVING REGULATIONS
- A. The campus speed limit is 15 MPH, except when conditions warrant a slower speed.
  - B. All regulatory signs and pavement markings must be observed.
  - C. Vehicles must yield to pedestrians at all times.
  - D. All vehicles must be operated in a safe manner at all times.
- VI. PARKING REGULATIONS
- A. Vehicles must be parked within the boundaries of a single-marked parking space.
  - B. No parking is permitted on the lawn, in driveways or loading zones, or areas that are not marked for parking.
  - C. Double parking and parking on the wrong side of the street are violations of parking regulations.

**COLLEGE POLICY 781**  
Continued

- D. If a vehicle is improperly parked, whether attended or unattended, the driver is in violation of regulations.
  - E. Parking in a handicapped space or other marked reserved parking space, without a permit, is a violation of parking regulations.
  - F. Vehicles in violation of parking regulations may be towed at the owner's expense.
- VII. PENALTIES FOR VIOLATION OF PARKING AND TRAFFIC REGULATIONS
- A. Individuals charged with violations of the UA Cossatot Parking and Traffic Regulations will be issued fines for the following:

- 1. Parking Permit not displayed on vehicle
- 2. Failure to stop or yield right-of-way
- 3. Reckless/ unsafe driving
- 4. Parking in a Handicapped space without proper decal or authorization
- 5. Double parking or blocking a street or restricted area
- 6. Parking in a "No Parking" area
- 7. Parking in a reserved area or visitor's area
- 8. Driving and/or parking on grass
- 9. Parking on the wrong side of the street
- 10. Parking over the marked line
- 11. Improper display of Parking Permit
- 12. U-turn

The College reserves the right to issue state citations if the officer deems the violation or situation warrants the higher state penalties.

Fines will be paid in the Business Office during working hours.

VIII. UA COSSATOT CITATION APPEALS PROCESS/ PROCEDURE

Citations are payable to the UA Cossatot Business Office within five (5) business days of the date of the citation.

Citations may be appealed in writing to the Vice Chancellor of Academic Services within five (5) business days of the date of the citation. Appeals filed after the fifth day of the citation being issued will be voided and the violator must pay the determined fine(s). The Vice Chancellor of Academic Services will have the final ruling on all citations issued. Fines that remain unpaid will result in UA Cossatot placing a hold for non-payment on the student's transcript and/or grades. Any hold will remain until the fine(s) is paid in full.

**COLLEGE POLICY 781**  
Continued

By failing to exercise any or all of this procedure, the individual will be considered guilty as charged, and the fine will be charged to the offending individual's account.

May 4, 2015  
September 8, 2014  
January 1, 2011  
March 28, 2005  
July 30, 2001  
August 18, 2014

## COLLEGE POLICY 782

### FACILITIES

#### TOBACCO USE ON CAMPUS

In the interests of the health and comfort of all employees, and to comply with the Clean Air on Campus Act of 2009, it is the policy of UA Cossatot that:

- A. Smoking and the use of tobacco products (including cigarettes, cigars, pipes, smokeless tobacco, and other tobacco products), as well as the use of electronic cigarettes, by students, faculty, staff, contractors, and visitors, are prohibited on all college property.
- B. Smoking and the use of tobacco products (including cigarettes, cigars, pipes, smokeless tobacco, and other tobacco products), as well as the use of electronic cigarettes, are prohibited at all times:
  - 1. On and within all property, including buildings, grounds, and athletic facilities, owned or operated by UA Cossatot;
  - 2. On and within all vehicles on college property, and on and within all UA Cossatot vehicles at any location.
- C. Littering campus with remains of tobacco or smoking-related products is prohibited.
- D. All those attending public events, such as conferences, meetings, public lectures, social events, cultural events, and sporting events using UA Cossatot facilities shall be required to abide by this policy; organizers shall communicate this policy to attendees and shall enforce the policy.

All UA Cossatot students, faculty, staff, contractors and visitors to campus are expected to comply with this policy and state law. Members of the campus community are empowered to respectfully inform others about the policy to enhance awareness and encourage compliance and may report violations to UA Cossatot Police.