

UAB Temporary Employment

EMPLOYEE HANDBOOK



UAB Recruitment Services

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Please note: the information presented in this document as well as any oral or written statements by University employees are not contractual in nature.

WELCOME TO TEMPORARY EMPLOYMENT WITH UAB RECRUITMENT SERVICES

Welcome aboard as a temporary employee at UAB (The University of Alabama at Birmingham)! Even though you work in a department, as a temporary employee you are a Recruitment Services employee. We are pleased to have you as a part of our team that provides the very best in temporary services to the University community.

UAB Temporary Services began in October of 1976 to offer a reserve of competent professional, clerical, secretarial and service personnel to fill the needs for short-term, temporary help across the University. Temporary Services which is now a unit of Recruitment Services employs 250-300 conscientious and dedicated individuals who are interested in working full-time or part-time on a temporary or irregular basis.

The information in this handbook will be useful in understanding your new role as a temporary employee.

RECRUITMENT SERVICES MISSION STATEMENT – TEMPORARY EMPLOYEES

UAB Recruitment Services supports the University Human Resources mission of providing comprehensive Human Resources services and leadership through the delivery of high-level competitive service to the UAB campus by meeting each department's ongoing and changing staffing needs.

Through recruitment, assessment, and placement, UAB Recruitment Services strives to meet the needs of our customers for appropriate, cost-effective, and efficient temporary placements. Our temporary employees are professional, reliable, and will demonstrate UAB's core values.

HOW DOES TEMPORARY SERVICES WORK?

Departments and divisions contact UAB Recruitment Services when they need someone to temporarily backfill a UAB position, have a vacancy due to an emergency, or want to evaluate an employee's work before they consider full-time employment. There are two different types of temporary assignments through UAB Recruitment Services:

1. Temporary Engagements
2. Temporary to Permanent Engagements

Each engagement has a defined start and end date. We staff available temporary employees to engagements based on the requirements the department provides for the temporary position. Temporary employees should be available to report to work on short notice and be flexible from engagement to engagement.

A temporary engagement can end at any time at the discretion of the department or UAB Recruitment Services.

WHERE DO TEMPORARY EMPLOYEES WORK?

Temporary engagement locations may be within any UAB departments or divisions, UAB Hospital, University of Alabama Health Services Foundation (UAHSF), VIVA, or Southern Research Institute.

TEMPORARY SERVICE ASSIGNMENT - IRREGULAR

The University considers individuals working on a temporary service appointment as an irregular assignment. Irregular employees are not eligible for any UAB benefits or privileges of employment.

EXPECTATIONS OF TEMPORARY EMPLOYEES

WHAT ARE THE WORK PERFORMANCE EXPECTATIONS OF TEMPORARY EMPLOYEES?

Satisfactory work performance and a positive attitude toward the job are essential requirements for retaining any engagement. **UAB Recruitment Services will seek performance feedback from the departmental supervisors where you are staffed throughout your assignment and at the end of your engagement.** As a temporary employee, you will follow all work rules in your assigned department including, but not limited to, attendance, dress code, and appropriate work behavior.

CODE OF CONDUCT

Your employment is subject to and governed by all applicable policies and regulations of UAB, including those in effect and those amended or newly adopted during the period of your employment. The UAB Enterprise Code of Conduct, which establishes the standards of behavior for all employees, is located at www.uab.edu/compliance/code.

CONFIDENTIAL INFORMATION

Confidentiality of records is upheld with the highest level of integrity. Divulgence of confidential information may result in immediate termination.

ATTENDANCE

Attendance during every day of your temporary assignment is essential. You are fulfilling an important role and need in the department. It is equally important that temporary employees report to work on time.

If you will be absent from or late for work, inform your engagement supervisor as soon as possible. You should also inform your Recruitment Services Designated Contact immediately. This will help UAB Recruitment Services maintain a productive working relationship with our UAB departments. UAB Recruitment Services will not be able to accommodate recurring absences, tardiness, or no-shows. Repeated attendance issues are grounds for termination.

If you are absent for more than one day a replacement may be assigned if deemed necessary (taking into consideration the length and nature of your assignment.) This will not be done unless the department supervisor and the Recruitment Services Recruiter feel it is necessary to sustain normal operations in the department.

INCLEMENT WEATHER ATTENDANCE

Employees have several resources they can access to determine if their department is expected to report to work during inclement weather. These resources include:

- UAB Website - www.uab.edu
- UAB Bad Weather Hotline - 205-934-2165
- Register for B-Alert notifications
- WBHM-FM 90.3 radio station

It is the employee's responsibility to ask their supervisor and understand the bad weather practices as they apply to their unique work circumstances. As a reminder, generally speaking, in most severe weather situations the university will remain open particularly in those areas associated with patient care and other essential services. Most UAB Hospital employees are essential employees and should make every effort to get to work or remain at work.

WHAT HAPPENS WHEN A TEMPORARY ASSIGNMENT ENDS?

Temporary assignments can end at any time at the discretion of the department or Recruitment Services.

When your assignment ends, UAB Recruitment Services will request a performance feedback survey from your engagement supervisor. If your performance has been acceptable, you will be eligible to be assigned to other temporary services engagements.

For engagements that are “temporary to permanent”, the department will decide to hire you full-time or they will end the engagement. In a “temp to perm” situation, if you are not offered employment, UAB Recruitment Services will review feedback from your engagement to determine next steps. **There may be a gap between engagements so please keep in contact with us during these gaps.**

When your assignment has concluded, please contact your UAB Recruitment Services Recruiter at (205-934-4030) and provide the following information:

1. The date that the assignment ended
2. The next date that you are available to work
3. Any new skills that you have acquired
4. The hours that you are available
5. An updated resume

If we do not hear from you within 3 days from the end of an engagement, your employment with UAB Recruitment Services will be terminated.

Please Note: It is not necessary to call on a daily basis to indicate your availability for a new engagement. However, if your status or contact information changes, please contact Tashia Hudson with UAB Recruitment Services to update your information.

MANAGEMENT RIGHTS

The University continues to seek the opinions of its employees about working conditions and matters of employee interest. From time to time, however, the University, like any other organization, has to make decisions without prior consultation with its employees. Therefore, UAB must maintain discretion to exercise functions of management including, but not limited to, the ability to select, hire, promote, suspend, dismiss, assign, supervise, and discipline employee. **The University of Alabama at Birmingham is an “Employment At Will” employer and can end an employee\employer relationship at any time.**

UAB also has the right to determine the size, organizational structure, and composition of the work force, change policies and procedures, to determine and modify job descriptions and job classifications and to assign duties to employees in accordance with the needs and requirements of departments.

APPLYING FOR REGULAR EMPLOYMENT AT UAB

As a temporary employee you may apply for and be appointed to regular status within the University, provided you meet the criteria of the vacant position for which you have applied. In the event you apply for a regular position, you will be screened and interviewed for positions for which you have the appropriate qualifications. Appointment as a temporary employee does not imply an obligation on the part of UAB to place any temporary employee into a vacant position at any time, regardless of length of time served as a temporary employee or in any given department.

If you are made an offer of employment during your temporary assignment, you must contact UAB recruitment Services immediately. All temporary employees will receive a new service date upon beginning a regular status position. The effective date of appointment to regular status will be approved by UAB Recruitment Services office.

TEMPORARY EMPLOYMENT POLICIES AND PROCEDURES

BENEFITS

Temporary employees are not eligible for University benefits with the exception of the UAB On-the-Job Injury/Illness (OJI/Illness) Program. This program covers an employee's medical expenses and lost wages incurred because of an on-the-job injury or illness.

Any incident/accident **MUST** be reported verbally by the employee to their supervisor as soon as possible following the incident/accident but no more than 2 calendar days after the occurrence. Failure to report an incident within 2 calendar days may jeopardize your On-the-Injury/Illness benefits. You should also contact your Recruitment Services Designated Contact as soon as possible.

If medical treatment is required or requested, your supervisor must complete the Initial Medical Evaluation Authorization (<http://www.uab.edu/humanresources/home/relations/on-the-job-injury-oji>) and send you with the form to **The Workplace** (UAB Occupational Medicine at UAB Highlands) if the incident/accident occurs during their operating hours (M-F 7:30A-5:00P). If the incident/accident occurs outside of the **The Workplace's** normal operating hours, your supervisor should send you with the form to University Hospital Emergency Department, Highlands Emergency Department or UAB Urgent Care. Your supervisor must complete and sign an Initial Medical Evaluation Authorization for you to take with you to the abovementioned UAB facilities; this is your authorization for the initial evaluation and treatment services to be paid by the On-the-Job Injury/Illness (OJI) program.

The OJI program only pays for treatment provided by the abovementioned UAB Facilities and for on-the-job incidents/accident reported within the above guidelines.

VACATION

Paid vacation time is not available to temporary employees. Any requested and approved scheduled time off will be unpaid.



Important: Any time taken off from a day you are scheduled to work must be coordinated with **BOTH** the department supervisor and your Recruitment Services Designated Contact.

TEMPORARY EMPLOYMENT PAY

Temporary employees are non-exempt (bi-weekly paid) employees and will be paid every other Friday. You can find the Bi-weekly Payroll Schedule online at the UAB Financial Affairs website.

HOLIDAY PAY

Temporary employees do not qualify for holiday pay for days worked on an official UAB recognized holiday. Temporary employees scheduled to work an official UAB holiday will receive their regular rate of pay.

Do not record hours on a UAB official holiday unless you worked that day.

DIRECT DEPOSIT

Temporary employees are required to participate in **payroll direct deposit**. If you do not complete the direct deposit information, Payroll Services will disburse one check via US mail. You will also receive notification that if you do not enter direct deposit information into the administrative system by the next payroll run your second check will be held in Payroll Services until direct deposit information is completed in the system or a Directocash pay card enrollment form is completed.

Employee pay slips for each direct deposit are available online through the Oracle Administrative System.

Instructions on how to use the Oracle Administration System and UAB Self Service Applications to enter direct deposit information can be found online at the Financial Affairs website under Administrative Systems Training.

OVERTIME PAY

To be eligible for overtime pay you must work more than forty (40) hours in one (1) week. You will be paid one and one half times your regular rate of pay for any hours worked over forty (40) in one (1) week.

TIMEKEEPING PROCESS

Your time will be submitted electronically in one of three ways based on your assigned department.

1. Campus KRONOS
2. Hospital KRONOS Time Clock
3. Gorrie Regan

Hours are processed biweekly according to the payroll schedule. Employees working in Facilities, Campus Maintenance, Roofing and Warehouse should use Gorrie Regan (Consult with your Supervisor for instructions). Hospital employees submit time via the Hospital Kronos timekeeping clock. Employees working in the University Departments and Off-Campus sites such as VIVA, HSF, SRI, etc. submit time through Campus Kronos. The payroll period of UAB ends every other Saturday at midnight and for most of the Hospital ends every other Sunday morning at 6:59 a.m.

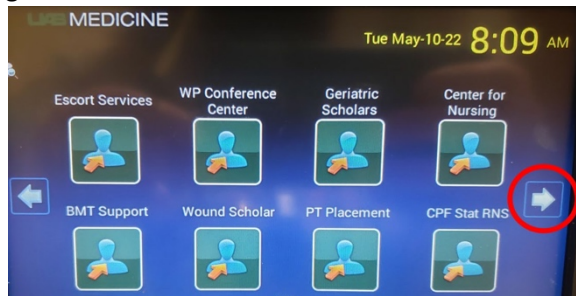
CAMPUS KRONOS**HOSPITAL KRONOS TIME CLOCK**

Scanner

Employees are responsible for submitting their hours accurately and at the approved submittal times. Contact Tempservicespay@uab.edu if you are unsure which timekeeping method to use. For more information on how to complete payroll and other personal information, visit www.uab.edu/payroll or call payroll customer service at 205-934-4523.

*Clocking In/Out using a Hospital Kronos Time Clock***CLOCK IN – Read steps below before scanning your badge.**

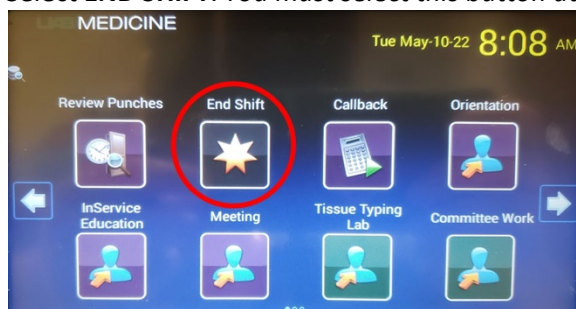
1. If the screen is in sleep mode, touch the screen.
2. Touch the correct department name. To view additional departments, touch the arrow on the right to go to the next screen.



3. After selecting your correct department, **SCAN YOUR ID BADGE**. This will clock you IN.

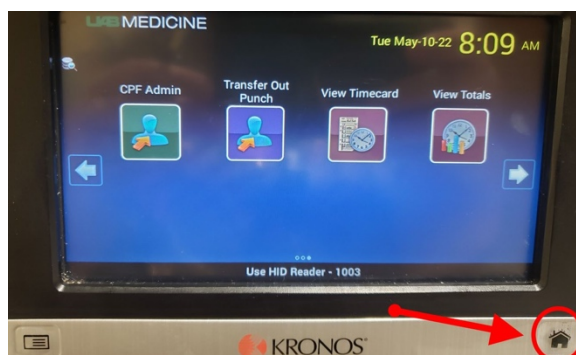
CLOCK OUT – Read steps below before scanning your badge.

1. If the screen is in sleep mode, touch the screen.
2. Select **END SHIFT**. You must select this button at the end of your shift to clock out.



3. **SCAN ID BADGE** and answer meal break prompts. This will clock you OUT.

Note: At the bottom of the clock to the right of the word **KRONOS** you will see a picture of a house. Pressing the house button will take you back to the first display screen.



- For assistance with time clock, **contact Personnel Support Services at 205-934-5955, M-F 8:30a-5p**
- If you need to make adjustments/correction to your timecard contact TempServicesPay@uab.edu

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Temporary Employment Services - HR Policy 120

Abstract: This policy describes Temporary Services and the services provided.

Effective Date: 8/1/2009
Responsible Party: [Human Resources](#)
Contacts: None Assigned
Administrative Category: [Human Resources](#)
Applies To: Staff
Keyword(s): [Temporary Employment](#)
Material Original Source:

Policy 120 – Temporary Employment Services

Date Issued: 10/80
Date Revised: 08/09

The University Temporary Employment Services provides the University with a reserve of competent clerical, secretarial, service, technical, and professional personnel to meet the needs of requesting departments for temporary employees. The use of outside temporary agencies is discouraged. Private agencies should be used only after it is determined that no qualified individual is available through the University Temporary Employment Services.

Requests for temporary employees may be submitted online at www.uab.edu/temp or phoned in directly to the Temporary Services Office. Neither a Position Request Form nor internal or external advertising is required. Employees may be assigned part-time or full-time hours for any desired length of time, usually not to exceed 6 months. The departments are responsible for maintaining time sheets and for submitting them to the Temporary Services Office at the proper time.

If the person employed through Temporary Services has a documented disability, the fee will be waived.

Because Temporary Services personnel have no guaranteed schedule of work beyond their current assignment, they are not eligible for University benefits. They are, however, covered under the On-the-Job Injury Program, Unemployment Compensation, and Social Security.

Temporary Services employees may be considered internal candidates for the internal recruitment process. To be considered for any position vacancy a Temporary Services employee must apply through the regular employment process. If a department selects a Temporary Services employee for a regular position, after University procedures for filling job vacancies have been followed, the Temporary Services Office should be notified immediately. Once notified, the Temporary Services Office will initiate an ACT Document and reassign it to the employing department for completion. Temporary Services employees who become full-time regular employees will receive a new service date and begin to accrue benefits at that time. See HR Records [Policy 412](#) for establishing a new Service Date.

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Time Tracking and Recordkeeping - HR Policy 208

Abstract: This procedure states the process and requirements for tracking and recording nonexempt employees' time.

Effective Date: 7/10/2016
Responsible Party: [Human Resources](#)
Contacts: None Assigned
Administrative Category: [Human Resources](#)
Applies To: Faculty, Staff
Keyword(s): [Oracle](#), [Payment](#)
Material Original Source:

Policy 208 – Time Tracking and Recordkeeping

Date Issued: 10/80

Date Revised: 12/17

Departments are required to use the UAB approved timekeeping system for the final submission of time. Time records are the basic source of information for payroll purposes; therefore, time worked must be reflected accurately. Falsification of time or unauthorized submission is a serious offense and may result in termination. Time records are required to be approved by supervisors, managers, or time editors for accuracy and completeness.

For Campus Kronos users, employees should certify and approve their time prior to manager's approval. Failure to certify and approve the time record does not prevent the time from paying. However, the appropriate administration is notified of time records not approved for failing to comply with this policy.

All nonexempt employees (including any nonexempt employee who works remotely with internet access) should punch (badge) in/out using the UAB approved timekeeping system. Nonexempt employees who are required to travel to locations with no access to the internet should communicate with their supervisor or department, record their time (e.g., paper timesheet) and submit to their supervisors; the supervisors should then enter the time into the timekeeping system.

- In order to be paid for the full shift, University nonexempt employees must record time in and out within seven minutes of shift begin and end times.
- Hospital employees must record time in and out within seven minutes of shift begin and end times.

These statements refer to the method of pay computation and do not imply permission to be up to seven minutes late or to leave seven minutes early.

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[Return to Previous Page](#)
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Attendance - HR Policy 619

Abstract: This policy addresses attendance requirements for University employees and employees of UAB Hospital and The Kirklin Clinic at UAB Hospital. It also describes the steps of corrective action for policy violations.

Effective Date: 12/1/2017
Responsible Party: [Human Resources](#)
Contacts: None Assigned
Administrative Category: [Human Resources](#)
Applies To: Staff
Keyword(s): [Absence](#), [Attendance](#), [Failure to Badge](#), [Ramping](#), [Tardy](#)
Material Original Source:

Policy 619 – Attendance

Date Issued: 11/91

Date Revised: 12/17

Policy 619.A University

Employees are required to report to work, in uniform if applicable, and to be prepared for duty at the beginning of their work period. Being repeatedly absent from work or tardy to work without good reason jeopardizes an employee's merit evaluation and presents grounds for disciplinary action up to termination. The intent of this policy is to set guidance on expectations for attendance, communication requirements, and corrective action for unacceptable attendance.

Departments have discretion in the implementation of this policy, as long as they are consistent with application within the department.

IMPLEMENTATION GUIDANCE

Departments should address unsatisfactory attendance in a timely and consistent manner. If an employee demonstrates a pattern or practice of excessive absenteeism, tardiness, and/or missed punches thereby affecting business operations, disciplinary action may be taken. See [Policy 208 - Time Tracking and Recordkeeping](#) for details on certification and approval of time records.

The steps of documented progressive discipline are as follows:

- Step 1: Documented Verbal Warning
- Step 2: 1st Written Warning
- Step 3: 2nd Written Warning (may include a suspension without pay and/or imposed probation)
- Step 4: Termination

An employee who has accumulated at least three (3) written warnings in an eighteen (18) month period may be subject to termination without proceeding through the remaining steps of progressive discipline. These warnings may be for any reason to include attendance, performance, behavior, etc. See [HR Policy 603 - Discipline](#) for more detail.

EXCLUDED ABSENCES

Absences that are generally not counted under this guidance include:

1. Approved absences under the Family and Medical Leave Act (FMLA).
2. Pre-approved vacation, personal holidays, scheduled sick time, bereavement leave, jury duty, and military leave, or pre-approved absences in accordance with department guidelines.
3. Hospital confinement, including same-day surgery.
4. Absences due to a work-related injury and approved as an on-the-job (worker's compensation) injury.
5. Tardies that have been approved by the department supervisor for extraordinary circumstances such as weather-related emergencies or tardies due to Campus Kronos malfunctions verified by the department supervisor or Campus Kronos Support Team. Those occasions must be excused at time of occurrence.

Departments may develop their own guidelines for addressing absences, tardies, and missed punches. Departments must be consistent with application of the guidelines within the department.

UAB Hospital and The Kirklin Clinic of UAB Hospital

(The following is effective October 1, 2014. This policy supersedes any previous attendance policies.)

PURPOSE

Maintaining a stable and reliable workforce is critical to the effective and efficient delivery of health care services. Excessive tardiness and absenteeism negatively affect patient care and employee morale and are therefore unacceptable. It is recognized that unplanned time away from work will be necessary. This policy sets forth the expectations for attendance, communication requirements, and establishes corrective action standards for unacceptable attendance.

DEFINITIONS

Due to the different operational needs between ambulatory clinics and an inpatient hospital environment, definitions related to absences and tardies will vary. When an employee has an unplanned absence due to illness, a physician's statement may be required. A healthcare provider/physician's certification does not automatically "excuse" the absence and is subject to being counted as an occurrence under the Attendance Policy. Consideration will be given as to whether the absence(s) qualify under the Family and Medical Leave Act.

Unplanned Absence**Unplanned Absence - Ambulatory**

An unplanned absence is a scheduled shift or series of consecutive scheduled shifts where the employee fails to report for work or fails to work more than one half of the assigned shift and such time was not approved in advance by the supervisor. For the consecutive shifts scheduled, the absence will be counted as one occurrence if the time off is for the same illness/reason.

Unplanned Absence - Inpatient Departments

An unplanned absence is a scheduled shift or series of consecutive scheduled shifts where the employee fails to report for work or when the employee is not at work more than one (1) hour after the start of the assigned shift or departs from work more than one (1) hour before the end of the scheduled shift and such time was not approved in advance by the supervisor. For the consecutive shifts scheduled, the absence will be counted as one occurrence if the time off is for the same illness/reason.

A healthcare provider/physician's certification and/or employee health referral may be required for such absences to be paid.

Tardy**Tardy - Ambulatory**

A tardy is any time an employee fails to be at their work station ready to work at their scheduled start time, as well as returning late from lunch or break.

Tardy - Inpatient Departments

A tardy is any time an employee fails to be at their work station ready to begin work at the scheduled start time. For consistency, tardy is defined as being more than five (5) minutes past the scheduled start time. Other unscheduled and non-approved absences such as returning late from a meal or rest break and leaving early may also be considered as occurrences of tardy and/or unplanned absences and counted accordingly.

Failure to Clock in and/or out or Mis-Badge, Mis-Punch

Employees are expected to follow the established guidelines for recording their actual hours worked. Failure to properly badge/clock in or out will result in a mis-badge/mis-punch for the shift and will be counted in the same manner as a tardy.

Misrepresentation of Time Worked/Failure to be at Assigned Work Station As Scheduled

Misrepresentation of time worked (previously referred to as "ramping") is when an employee may clock in but does not directly report to his/her assigned work area to begin work or clocks in and leaves the work area. For example, an employee clocks in and then subsequently leaves to park his/her car, or leaves the designated work area to obtain food, put up personal items, etc. and fails to begin work in the assigned work area as scheduled. Managers may also address, through progressive disciplinary action, a pattern of not being at the workstation, ready to begin work by the scheduled shift start time. Misrepresentation is also when an employee clocks in/out for another employee. Misrepresentation of work is subject to disciplinary action up to and including immediate termination of employment without prior warnings.

No Call/No Show and Job Abandonment/AWOL

Employees are expected to notify their department in accordance with their department's procedures for absences and/or tardies in the event he/she cannot be at work as scheduled. An employee who fails to call or report to work is considered a no call/no show. Any one incident of failure to call/show may result in disciplinary action up to and including termination of employment. Three (3) consecutive scheduled shifts of failure to be at work as scheduled and failure to notify the department will be considered job abandonment/AWOL and subject to termination of employment.

Scheduled Work Shift

Any time that an employee is scheduled to work includes: voluntary, mandatory overtime shifts, and/or scheduled shifts. Because of the various types of shifts and hours of operation, each department may have different procedures for calling in and reporting off.

CALL-IN GUIDELINES

Should an employee need to be absent or late reporting to work, it is the employee's responsibility to notify the department in accordance with the department's notification process. Employees are required to report in on a daily basis when absent (this is not required for employees on an approved continuous leave of absence).

Requests in advance are recommended when employees are requesting time off for vacation, personal holiday and/or planned sick time based on department guidelines. Should the employee fail to receive approval in advance, the time off will be counted as an unplanned absence.

PROGRESSIVE DISCIPLINE PROCESS

Attendance will be monitored on a regular basis and unsatisfactory attendance will be addressed in a timely and consistent manner. If the employee demonstrates a pattern or practice of absenteeism or tardiness in an attempt to circumvent the policy or fails to begin work as scheduled thereby affecting patient care and/or business, additional disciplinary action may be taken and may be outside the steps listed below. Examples of such practices are: an employee always calls in on a Friday or Monday; the employee always calls in for two consecutive days off; or, employee clocks in at the closest clock to the entrance to the building and is not at the assigned work area ready to begin work.

The steps of documented progressive discipline are as follows:

- Step 1: Documented Verbal Warning
- Step 2: 1st Written Warning
- Step 3: 2nd Written Warning (May include a suspension without pay and/or imposed probation)
- Step 4: Termination

Once an employee reaches the documented verbal warning stage, progressive steps will be issued for attendance occurrences that continue within the rolling 12-month period.

An employee who has accumulated at least three (3) written warnings in an eighteen (18) month period is subject to termination without proceeding through the remaining steps of progressive discipline. These warnings may be for any reason to include attendance, performance, behavior, etc.

TIME PERIOD FOR ATTENDANCE MANAGEMENT

A rolling twelve (12) month period will be considered in monitoring attendance. Attendance will be monitored with the most recent occurrence and subsequent disciplinary action taken for additional occurrences.

COUNTING OF OCCURRENCES

Unplanned absences, tardies (including late return from lunch/break), and unscheduled early departures and missed punches will be counted as occurrences as follows:

Unplanned Absence - Attendance issues that meet the definition of an unplanned absence (as noted above) will count as one (1) occurrence.

Tardy - Late arrival/returning from lunch/break, leaving early or mis-punches (as noted above) will count as a half occurrence (1/2).

Occurrences will be counted as follows:

- Total of five (5) occurrences (for any reason) = Documented Verbal Warning
- Additional Full Occurrences (s); total of six (6) occurrences for any reason = Written Warning
- Additional Full Occurrences; total of seven (7) occurrences (for any reason) = 2nd Written warning (may include suspension and/or imposed probation)
- Additional Full Occurrences' total of eight (8) occurrences (for any reason) = Termination

NOTE: Movement through the steps above are to be executed in full increments of an occurrence(s) and not with a half (1/2) occurrence. For example, if an employee receives a verbal warning at 5.5 occurrences, then a written warning could not be given until the employee had reached 6.5 or more occurrences.

Double Occurrences for Absences Before/After/On a Recognized Holiday or Scheduled Vacation Day(s)

An employee who is scheduled to work the shift before, the shift after, or on a recognized holiday and fails to do so may forfeit the holiday pay and will receive a double occurrence for the missed shift unless a legitimate reason for the absence is approved in writing by the department head/director. Also, an unplanned absence for a scheduled shift(s) immediately before or after an approved vacation/personal holiday day(s), will also be subject to a double occurrence. Double occurrences may be reduced to a single occurrence if medical documentation is provided to substantiate the need for the absence adjacent to the holiday or scheduled vacation shift.

An employee who is denied a requested day off and calls in on that day will be subject to disciplinary action up to and including termination of employment.

EXCLUDED ABSENCES

Absences that are generally not counted in the absenteeism and tardiness guidelines under this policy include:

1. Approved absences under the Family and Medical Leave Act (FMLA).
2. Pre-approved vacation, personal holidays, scheduled sick time, bereavement leave, jury duty, and military leave, or pre-approved absences in accordance with department guidelines.
3. Hospital confinement, including same day surgery.
4. Absences due to a work-related injury and approved as an on-the-job (workers' compensation) injury.
5. Tardies which have been approved by the CEO, AVP, or designee, in writing, for extraordinary circumstances such as weather related emergencies.
6. Tardies due to malfunctions of ID badge readers/Kronos verified by the department supervisor or Personnel Support Services/Payroll.

INITIAL EMPLOYMENT PERIOD/PROBATIONARY EMPLOYEES

An employee, in the initial employment/probationary period, who has two (2) occurrences, may receive a written warning. If the employee has one or more additional occurrences within the remainder of the initial employment/probationary period or extended initial employment/probationary period, the employee may be subject to termination of employment. This excludes those employees who are in a probationary period due to a transfer.

If an initial employment/probationary warning is given and the remainder of the initial employment is completed successfully, the employee will be at the written warning step of the disciplinary process at the end of the initial employment/probationary period.

WHAT EVERY TEMPORARY EMPLOYEE SHOULD KNOW

LENGTH OF TEMPORARY ASSIGNMENT

Temporary employees are assigned part-time or full-time to any one department for any required period of time usually not to exceed 365 business days. If a department needs to retain your services for longer than the 365-day maximum, an extension may be granted.

ID BADGES

As a temporary employee, you will receive a temporary employment ID badge that should be worn at all times while at work. Replacement cards will be available at the expense of the employee.

PARKING

Temporary Employees have the option to apply and pay (\$11/month) for UAB Remote Parking. Remote Parking is located to the facilities east of 15th Street with a Blazer Express buses running from 5:30 a.m. to 12:00am. You can read more about bus routes and times at www.uab.edu/blazerexpress/. After 12:00am, Parking and Transportation Services operates a late nite on-demand transport service (205-934-8772) that will take employees to the remote lots. The Late Nite On-Demand Service can also pick you up and accompany you to your car anywhere on campus including areas that are not UAB parking facilities.

For more information on parking, visit www.uab.edu/parking or call 205-934-3513. The Parking Office is located at 608 8th Avenue South.

TELEPHONE CALLS

Each department will have its own procedures for handling incoming telephone calls. You should always answer the phone by giving your department's name, your name and any other identifying information as requested by your department supervisor. You should be courteous and project a warm, sincere, and clearly understood voice. If you are unfamiliar with the telephone equipment, ask your department supervisor.

Personal telephone calls should be kept to an absolute minimum. You are expected to exercise the same discretion in using mobile phones and personal electronic devices. The use of the University's WATTS line for personal telephone calls and/or charging personal long-distance calls to the University is strictly prohibited.

***** This new policy does not apply to those Temporary Services employees on assignment within the UAB Campus.***

DRUG-FREE WORKPLACES

Unlawful possession, use (either during or prior to reporting to your position), manufacture, distribution, or dispensing of illicit drugs, controlled substances, or alcoholic beverages by any UAB employee, during his or her work period, whether on the premises of UAB or at any other site where the employee is carrying out assigned UAB duties, is prohibited.

In certain situations, the University is required to report the activities prohibited by this policy to appropriate law enforcement authorities. In all cases, the University may report activities prohibited by this policy to appropriate law enforcement authorities if it appears that the activity is a violation of law.

DRESS CODE

Temporary Employees should dress appropriately and professionally at all times with particular care given to personal hygiene. Dress code may vary from department to department and you should check with your department supervisor regarding appropriate dress.

TEMPORARY EMPLOYEE RECRUITMENT SERVICES WORK RULES

As temporary employee of UAB Recruitment Services, you will follow certain rules of conduct and performance. Any one, or several of the following actions, will be justification for UAB Recruitment Services to terminate your employment. These behaviors include but are not limited to:

1. Unsatisfactory performance of duties
2. Failure to report to assignments, leaving assignments early, tardiness or excessive absences
3. Failure to contact your supervisory or your Recruitment Services Designated Contact when absent, tardy or needing to leave the job early
4. Smoking in areas designated "No Smoking"
5. Failure to maintain a neat, clean appearance; failure to wear ID badge while on assignment; failure to conform to a department uniform or dress code policy
6. Use of profane or abusive language
7. Failure to adhere to UAB or department safety policies or procedures, including failure to immediately report an accident on UAB premises involving on-the-job injury or property damage
8. Insubordination, including refusal to accept and follow instructions from supervisors
9. Loud and boisterous conduct which may be discourteous or harmful
10. Fail to adhere to the UAB policy on non-solicitation
11. Refusal to accept instructions of security officers, and in emergency situations, civil defense personnel or other proper authorities
12. Sleeping on the job

13. Unauthorized or improper use of UAB property
14. Unauthorized use of UAB identification badges or passes; permitting another person to use your identification
15. Unauthorized use of computers and/or the internet for non-business purposes
16. Reporting to work in an unfit condition and/or working under, or suspected of working under the influence of drugs or alcohol
17. Commission of any crime on UAB premises such as theft: unauthorized removal of or willful damage to property; unauthorized possession of alcohol/weapons/explosives; gambling; being found in possession of illegal drugs; and charging personal long distance phone calls to UAB without authorization
18. Behavior which compromises another's safety or privacy, or discloses confidential information, including medically-related records
19. Any activity which violates federal or state standards regulating the provision of professional services, or violation of regulations affecting continue licensure, commissioning or certification in a profession
20. Failure to appropriately interact with anyone on UAB premises (including patients, their families, students, visitors, customers or other employees), when such behavior violates another's privacy or dignity, including sexual harassment.
21. Falsifying or forgery of UAB records (such as employment application, time sheets, etc); improperly recording hours worked on time sheets
22. Threats, fighting, or physical actions against another person on UAB property
23. Willful damage to UAB property
24. Conducting personal business in the workplace or interrupting other employees from their scheduled work
25. Use of another's computer sign-on or computer access code or providing another the use of an individual's sign-on code with proper authorization to gain unauthorized access to confidential or privileged information
26. Personal use of electronic mail including solicitations, chain letters, sexual or ethnic jokes and slurs, defamatory statements and idle gossip is forbidden

UAB TEMPORARY SERVICE EMPLOYEE HANDBOOK SUMMARY

- Report to your assignment every day and on time
- Introduce yourself to the individual your supervisor and coworkers
- Have a positive attitude
- Be courteous and cooperative
- Dress neatly and wear your UAB temporary services ID badge at all times
- Be sure you understand the expectations of your position and ask questions when necessary
- Be accurate and proof your work
- Avoid making personal phone calls
- Respect the confidentiality of each job assignment
- Take every opportunity to learn a new skill
- If your address or telephone number changes, notify your Recruitment Services Designated Contact immediately.
- Contact your Recruitment Services Designated Contact when your employment status changes or when your work assignment ends
- Call UAB Recruitment Services if any problems arise at 934-4030

NOTES

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.