

# staff handbook







Dear UK Staff Employee:

On behalf of our colleagues across campus and throughout the Commonwealth, welcome to the University of Kentucky. By joining the staff of Kentucky's flagship university, you become a vital part of our community of learners, teachers, researchers, and employees dedicated to serving the greater good.

As a member of our community, we know you will take pride in our traditions and find inspiration in our shared goals and values. Founded in 1865, our institution has a proud history of academic excellence and a dedication to helping elevate the quality of life for all Kentuckians. Providing "one great place to work" for all employees is how we enable great things to happen here. You will see we value excellence in everything we do, while also respecting the essential balance between work and personal responsibilities.

Whether your work involves maintaining our beautiful campus, ensuring our facilities operate smoothly or supporting our research, teaching, and patient care missions, we appreciate your commitment. As a new employee, you'll see how we celebrate our accomplishments while always striving to innovate and improve. The amazing work being done by our faculty and staff - from pioneering advances in medical care, technology, and agriculture to milestones in scientific research and the arts - calls for no less.

The wide variety of work being done at our University is matched by the diversity of our employee and student populations. This diversity is a source of strength. As a member of our staff, I trust you will share the value we all place on mutual respect and collaboration.

This handbook highlights policies and practices related to our workplace, as well as benefits and other information that may be helpful to you as an employee. Going forward, I encourage you to make the most of your career with the University of Kentucky, including opportunities for professional development. Please know the work you do every day supports the vital advancements in education and research that are bringing positive change to our Commonwealth.

Sincerely,

A handwritten signature in cursive script that reads 'Kim'.

Kim Wilson  
Chief Human Resources Officer



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# Introduction

## The University and You

The University of Kentucky is first and foremost an educational institution engaged in the primary functions of instruction, research, and service. Every employee of the University has an essential part in the overall accomplishments of the University's major goals and objectives.

At UK, we believe that this team effort can best be carried out within the framework of a sound, equitable human resources program that will result in harmonious employee-employer relationships. We strive to employ capable, well-qualified, and industrious employees who will accept the responsibilities of their positions and perform their services in a courteous and efficient manner. In exchange, we seek to establish suitable working conditions based upon equitable and reasonable standards that make UK one great place to work.

## Purpose and Use of This Handbook

The purpose of this handbook is to acquaint you with general University of Kentucky policies, procedures, and practices that govern and affect your employment. As a part of this handbook, you will find information on the benefits available to you as an employee. You may obtain further details related to items in this handbook by talking with your supervisor or other appropriate officials in your department, by contacting Human Resources, and by consulting the following references from which the information in this handbook was obtained:

- 1) Governing Regulations of the University: [www.uky.edu/Regs/GR/](http://www.uky.edu/Regs/GR/).
- 2) Administrative Regulations (AR) of the University: [www.uky.edu/Regs/AR/](http://www.uky.edu/Regs/AR/).
  - a) AR I through X;
  - b) Human Resources Policy and Procedure AR (HRP&P), formerly known as Staff Personnel Policy and Procedure AR: [www.uky.edu/HR/policies](http://www.uky.edu/HR/policies).

Some units may also have supplementary policies and procedures applicable only to employees of those particular units such as those affecting attendance, for example. Your supervisor or Human Resources can tell you where these reference documents may be found. You are encouraged to read this handbook and keep it for future reference. The insert at the back of this handbook is designed for you to sign as verification that you received a copy of the handbook. Turn this receipt into your department manager to send to Human Resources Employee Records, Room 21 Scovell Hall. As an employee, you are responsible for being knowledgeable of the information in this handbook and of updates published on the University's regulation and policy Web sites.

**THIS HANDBOOK EXPLAINS UNIVERSITY HUMAN RESOURCES POLICY AND PROCEDURE IN GENERAL TERMS. IN CASE OF ANY CONFLICT OR ANY DIFFERENCE IN INTERPRETATION BETWEEN THIS HANDBOOK AND THE HUMAN RESOURCES POLICY AND PROCEDURE ADMINISTRATIVE REGULATIONS (FORMERLY KNOWN AS STAFF PERSONNEL POLICY AND PROCEDURE ADMINISTRATIVE REGULATIONS), THE LATTER IS THE CORRECT AND FINAL AUTHORITY.**

# General

## **Equal Opportunity, Discrimination and Harassment**

### **(Human Resources Policy and Procedure Number 2.0)**

We believe that all persons are entitled to equal employment opportunity. We do not discriminate in recruitment, appointment, promotion, payment, training, or other employment practices against anyone because of race, color, ethnic origin, national origin, creed, religion, political belief, sex, sexual orientation, marital status, or age.

Additionally, we do not discriminate against any employee or applicant for employment because of Vietnam-era veteran status, disabled veteran status, or physical or mental disability in regard to any position for which the employee or applicant otherwise meets minimum qualifications. Kentucky law also requires that it is unlawful for the University to fail or refuse to hire or to discharge any individual, or otherwise to discriminate against an individual, with respect to compensation, terms, conditions, or privileges of employment, because the individual is a smoker or nonsmoker, as long as the person complies with any workplace policy concerning smoking.

In a work environment free from all forms of discrimination, we believe that all employees should also be free of any form of sexual harassment. Because it undermines the integrity of any relationship, no employee shall be subject to unwelcome sexual advances, request for sexual favors or other verbal or physical actions of a sexual nature when:

- Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used or is basis for an employment decision; or
- Such conduct is sufficiently severe or pervasive to interfere with an individual's work, or creates an intimidating, hostile or offensive working environment.

Sexual harassment violates state and federal laws as well as University policy. We encourage any employee who feels sexually harassed to seek assistance either through the formal supervisory channels and/or by contacting the University Office of Institutional Equity and Equal Opportunity.

Employees found in violation of the University policy on sexual harassment or other forms of discrimination shall be dealt with under appropriate University corrective action procedures.

If you have questions regarding the University's Affirmative Action Program, you may talk with your supervisor or other appropriate officials. If your concern involves a possible occurrence of discrimination (including sexual harassment), speak with your supervisor immediately or feel free to contact the Office of Institutional Equity and Equal Opportunity at (859) 257-8927 or the Employee Relations Office in Human Resource Services at (859) 257-8758.



## **Employee Status**

### **(Human Resources Policy and Procedure Number 4.0)**

This handbook and the Human Resources Policy and Procedure Administrative Regulations (hereafter referred to as HRP&P) apply to all staff employees of the University, and, in certain cases, faculty. You are a staff employee if you are not faculty, postdoctoral scholar, resident, clinical fellow, or teaching or research assistant.

Staff employees are either regular or temporary. All staff employment is at will.

- a. Regular staff employees are in positions which are funded on a recurring basis or are expected to be funded for one year or longer and have an employment period of at least nine months.
- b. Temporary staff employees are in positions designated as temporary or in a regular staff position on a temporary basis. It is anticipated that an individual will not be in a temporary status beyond one year without review and a recommendation from Human Resources to the Provost or the appropriate Executive Vice President.

Faculty and regular and temporary staff employees are defined by the number of hours worked in a normal work week.

- a. Full-time staff employees are normally scheduled to work one hundred percent (100%) or more of the unit's normal work week.

Note: Benefits eligibility for faculty and regular employees is determined by full-time equivalency (FTE). Employees with a FTE of 0.75 or greater are eligible to receive the University's health plan credit and retirement match (10%), Employee Education Program, Long-Term Disability Program, and Basic Life Insurance. Regular employees with a FTE of 0.5 or greater may receive University paid leave benefits

- b. Part-time staff employees normally work less than one hundred percent (100%) of the unit's normal work week.

Employees whose primary, official status is that of a student is a student employee. Student employees are temporary employees. A student employee is generally paid out of funds designated for student wages.

Federal and state law provides that all staff positions are either "exempt" or "nonexempt." Exempt means that you are exempt from the overtime pay provisions of the state wage and hour law. Nonexempt means that you will receive overtime pay for any hours over forty, which you work in any week.

## **Employee Files**

### **(Human Resources Policy and Procedure Number 6.0)**

An official Human Resources file for all staff employees will be retained in Human Resources. Other Human Resource files may be maintained as appropriate in the following locations: within the unit in which the staff member works, Unemployment Insurance Office, Employee Benefits Office and other appropriate locations. Various appropriate University offices maintain files containing this information. Since we obtain this information in confidence, each of these offices has a responsibility to release information about you only to those who have a legitimate need to know. You have the right to review your own employee files during business hours. If you wish to review your files, you may contact Human Resources. If you believe that there is incorrect or incomplete information in your files, you may request that a correction or an amendment be made. The request for correction

or amendment shall be submitted in writing to the Associate Vice President of Human Resources, and shall state (a) the exact correction or amendment which the employee wishes to make and (b) the reason why such correction or amendment should be made. If you are not satisfied with the Human Resource official's response, you may appeal in writing, to the Provost, appropriate Executive Vice President or other appropriately designated official. The appeal, however, must take place within 10 working days after receipt of the previous written decision.

The Human Resources Employee Records Office may release limited information about you without your authorization, including the verification of the dates of your employment and your position or title.

It is important that your employee records are accurate and up to date. Please have your department notify the appropriate University office if any changes take place, e.g., changes in marital status, number of dependents, address, or telephone number. Also, be sure to contact the Employee Benefits Office if you wish to change your beneficiaries for the University's various benefit plans, such as life insurance.

## **Grievances**

### **(Human Resources Policy and Procedure Number 7.0)**

Even in a university employment setting, some misunderstandings and problems may arise. For this reason the University has a grievance procedure for regular staff employees with a full-time equivalent (FTE) of 0.5 or greater. Our grievance procedure is designed to deal with problems and misunderstandings in a prompt and equitable manner. No employee shall be subjected to reprisals from a supervisor or other employees for using the grievance procedures. You may request a copy of the grievance procedure from the Employee Counselor in the Office of Institutional Equity and Equal Opportunity by calling (859) 257-8927 or visiting [www.uky.edu/EVPFA/EEO/](http://www.uky.edu/EVPFA/EEO/) or the Employee Relations Office in Human Resources at (859) 257-8758 or visit [www.uky.edu/HR/emprel/](http://www.uky.edu/HR/emprel/). If you have a grievance, you have 30 calendar days to file a complaint. The 30-day limit is from the date of the aggrieved act or commencement of the aggrieved act if such act is of a continuing nature.

### **Policy Governing Access to and Use of University of Kentucky Computing Resources**

Access to and use of University Computing Resources is contingent upon adherence to the Policy Governing Access to and Use of University of Kentucky Computing Resources. All users are entitled to reasonable privacy and a fair share of the University's computing network resources. At the same time, however, all users have a responsibility to adhere to the computing policy to ensure the rights of all members of the community. To guarantee equal access for all, computing and network access is based on fair use and respect for the rights of all users. The entire policy with comments, explanations and examples can be found at: [www.uky.edu/UKIT/policies.htm](http://www.uky.edu/UKIT/policies.htm).

# Employment

## **(Human Resources Policy and Procedure Number 10.0)**

The University strives to recruit and select the best qualified candidates to support the University's vision and mission. Employees are selected based on their interest in positions, knowledge, skills and abilities.

The University of Kentucky encourages and promotes career advancement with various personal and professional development opportunities available to University employees. If you are interested in new career opportunities, you may initiate the process through Human Resources and the UK Jobs online system. Opportunities for advancement are also enhanced by self-improvement through other training and development programs (see Training & Development for more details).

The University job postings may be viewed on the UK Jobs Web site at [www.uky.edu/HR/UKjobs](http://www.uky.edu/HR/UKjobs) or you may phone (859) 257-2608.

## **I-9 Process**

The Immigration Reform Control Act (IRCA) requires that all employees complete an I-9 establishing their identity and employment eligibility. Additionally, employees returning to employment with the University after an absence of one year or longer shall be required to complete an I-9 under University policy. The I-9 document must be completed on or before the employee's first day of work.

Only officials in Human Resources and at various Agriculture Extension offices throughout the state may certify I-9s.

Employees fall into one of three categories for I-9 purposes:

- 1) A citizen or national of the United States;
- 2) An alien lawfully admitted for permanent residence; or
- 3) An alien authorized by U.S. Citizenship and Immigration Services (USCIS) to work in the United States.

Each category requires different identification and employment eligibility documentation. Certain international I-9s will expire at the end of an employment eligibility period as authorized by INS. International workers with expiring I-9s may be issued new I-9s with a new expiration date, if their employment eligibility is extended. Specifics of this policy and a list of acceptable documentation to establish identity and employment eligibility may be viewed by contacting any of the previously mentioned offices that accept and certify I-9s.

## **Separation from Employment**

### **(Human Resources Policy and Procedure Number 12.0)**

The University has hired you as a staff employee to work for an indefinite period of time. Therefore, we say that your employment is "at will," which means that your employment may be terminated at any time by either you or the University, in accordance with the procedures within the Human Resources Policy and Procedure. Separation from University employment is "voluntary," through resignation, or "involuntary," through termination, layoff, or elimination of positions. A layoff is a separation from employment when the department or Human Resources reasonably anticipates your recall within one year. Other forms of involuntary separation may include termination, suspension, or corrective action, which may result from misconduct or from job-related performance reasons based on the nature and severity of the act or problem.

- 1) Misconduct reasons, for which no advance notice of termination need be given, are not limited to, but include the following:
  - a) Insubordination, which includes, but is not limited to, unwillingness to perform assigned duties;
  - b) Violation of University or department rules;
  - c) Falsification of the application for employment, time records, or other University records;
  - d) Any act which serves to defame or malign the reputation of the University;
  - e) Dishonesty on the job;
  - f) Imperiling the safety of University employees or the public, or possession of a deadly weapon on University property or while on University business other than by a staff employee authorized to possess a deadly weapon, i.e., police, security, or military personnel;
  - g) Gambling on University property or while on the job;
  - h) Negligent destruction of University property;
  - i) Drug abuse, or the influence thereof, or the unauthorized use or consumption of, while on University property;
  - j) Alcohol abuse, or the influence thereof, or the unauthorized use or consumption of, while on the job or while on University property;
  - k) Acts that constitute a violation of local, state, or federal law on University property or while on the job;
  - l) Incarceration in jail following a conviction by a court of law, which results in missing at least five consecutive working days
  - m) Job abandonment
  - n) Any action or creation or participation in a situation which recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into or affirmation with any organization;
  - o) Fighting and/or physical assault, physical violence or the threat of physical violence on University property or while on the job; or
  - p) Other misconduct on University property or while on the job;
- 2) Termination of a regular staff employee for reasons stated in this paragraph requires documentation of performance issues. Grounds for termination or other corrective action may include, but not be limited to, the following:
  - a) Failure or neglect, to perform assigned duties;
  - b) Inappropriate or unsuitable job performance;
  - c) Inability to perform assigned duties;
  - d) Failure to act in a courteous or appropriate manner toward the public or University employees;
  - e) Excessive absences or tardiness;
  - f) Failure to appropriately inform the unit/department head or supervisor of absences or expected tardiness.

In the event you voluntarily leave employment with UK, certain procedures and courtesies should be observed. To leave “in good standing,” you must give advance notice of two weeks if you are a nonexempt employee and four weeks if you are an exempt employee. You must leave “in good standing” to be eligible for future employment with the University.

## **Drug Policy**

### **(Human Resources Policy and Procedure Number 13.0)**

The University of Kentucky is committed to providing a healthy and safe workplace for its employees. Conduct which is a violation of the drug policy, poses unacceptable risk and disregard for the health, safety, and welfare of coworkers, students, and the total University community.

The unlawful possession, use, dispensation, distribution or manufacture of controlled substances by employees while on University of Kentucky property and/or on University of Kentucky business is prohibited.

Any employee who engages in the unlawful possession, use, dispensation, distribution, or manufacture of controlled substances while on University of Kentucky property and/or University of Kentucky business, or who is convicted of a criminal drug statute violation which occurred in the workplace or while on University business, is subject to corrective action up to and including termination.

The legal use of prescribed medicines under the direction of a licensed physician is permitted. Employees in selected positions, designated by the University of Kentucky, are required to make such use known to an appropriate University of Kentucky representative (see departmental operating procedures). Employees using prescribed medicines should consult a physician regarding the safe use of the drug during work hours.

## **Alcohol Policy**

### **(Human Resources Policy and Procedure Number 14.0)**

The University of Kentucky is committed to providing a healthy, safe, and alcohol-free workplace for its employees.

Conduct which is a violation of the alcohol policy poses unacceptable risk and disregard for the health, safety and welfare of coworkers, students and the total University community.

Alcohol abuse, or being under the influence or the unauthorized use or consumption of alcohol on University of Kentucky property or while on University business, is prohibited and is subject to corrective action up to and including termination.

Reporting for work under the influence of alcohol is prohibited and is subject to corrective action, up to and including termination.

## **Reinstatement**

### **(Human Resources Policy and Procedure Number 15.0)**

The University recognizes that former regular staff employees with a full-time equivalent (FTE) of 0.5 or greater may be recalled or rehired to a University position or may elect to reapply for University employment. Under certain conditions defined within this policy and within one year (365 days) from the date of separation, a recalled, rehired, or reemployed employee shall have certain benefits reinstated to them.

## **Employment of Minors**

### **(Human Resources Policy and Procedure Number 16.0)**

We normally employ only persons eighteen (18) years old and older in regular full-time positions. However, if you are under eighteen (18) years of age, you may be employed as a temporary, or student employee in accordance with provisions of Kentucky State Law and this policy. Anyone under fourteen (14) years old will not be employed by the University of Kentucky.

## **Student and Temporary Employment (STEPS)**

### **(Human Resources Policy and Procedure Number 17.0)**

We are able to fill many of our temporary staff employment needs through the Human Resources Student Employment and Temporary Employment services. If you are considering leaving full-time employment at the University and wish to pursue temporary employment opportunities, you may review available positions on the UK Jobs Web site at <http://ukjobs.uky.edu>.

If you have a need to hire temporary staff in your area, contact UK Temporary Employment at (859) 257-9518 or visit [www.uky.edu/HR/tempjobs/](http://www.uky.edu/HR/tempjobs/).

If you are interested in hiring student employees in your area, contact UK Student Employment at (859) 257-9542 or visit [www.uky.edu/HR/studentjobs/](http://www.uky.edu/HR/studentjobs/).

## **Outside Employment**

### **(Human Resources Policy and Procedure Number 18.0)**

If you decide to seek additional employment outside of the University, you shall adhere to the following guidelines:

- 1) The hours of your outside employment shall not coincide with your University hours of scheduled work.
- 2) Your outside employment shall not conflict with your University job responsibilities or affect your ability to perform satisfactorily in your University position.
- 3) Your outside employment shall not cause you to arrive late for, or leave early from, your scheduled work shift or hours.
- 4) Your outside employment shall not constitute a conflict with University interests.

## **Nepotism**

### **(Human Resources Policy and Procedure Number 19.0)**

For employees related by blood or marriage to work at the University in the same department or division, we require specific approval of an appropriate University official. In a case where we employ you and a person related to you by blood or marriage, neither of you can have supervisory or line authority over the other. Further, the University strongly urges those in positions of authority not to engage in conduct of an amorous or sexual nature with a person they are, or are likely in the future to be, in a position of evaluating.

Under University policy, persons related by blood or marriage include parents and children, husbands and wives, brothers and sisters, brothers- and sisters-in-law, mothers- and fathers-in-law, sons- and daughters-in-law, uncles, aunts, nieces, nephews, and half-or step-relatives in the same relationships.

## **Sales and Solicitation**

### **(Human Resources Policy and Procedure Number 63.0)**

So that employees may perform their duties free from interruptions, the University prohibits staff employees from making unauthorized sales to or solicitation of employees and/or the general public on University property. Unauthorized sales or solicitation may include collection of money, political campaigning, solicitation of subscriptions, or the sales of merchandise such as house wares, cosmetics, food, tickets, raffles, etc.

Various charitable organizations may, from time to time, conduct on campus solicitations of contributions from University employees. These charitable solicitations may be carried out by (1) use of the University mail service and/or (2) access to the payroll deduction system.

The Dean of Students must authorize solicitation by a staff employee on behalf of any agency, other than the United Way of the Bluegrass. Any solicitation by a staff employee for any kind of merchandise, publications, or services, or solicitation of subscriptions, etc., other than by a staff employee whose job description includes sales by authorized stores, food services places, departments, or divisions is prohibited except upon permission by the Dean of Students.

## **UK is a Tobacco-Free Campus**

### **As of November 19, 2009, the University of Kentucky is tobacco-free**

In the interest of providing a healthy place to live, work and learn, the University of Kentucky is now tobacco-free. The University's tobacco-free policy prohibits the use of all tobacco products (including cigarettes, cigars, pipes, as well as smokeless tobacco products) on all University grounds and parking areas. This policy applies to all areas of the contiguous UK campus in Lexington, indoors and out.

For those interested in quitting tobacco use, UK Health & Wellness can provide information on cessation resources. For details, call (859) 257-9355 or visit [www.uky.edu/HR/wellness/tobaccofree.html](http://www.uky.edu/HR/wellness/tobaccofree.html).

# Compensation

## Compensation Administration

### (Human Resources Policy and Procedure Number 30.0)

The University of Kentucky intends to attract, motivate, and retain qualified employees. It is our further intent to maintain a compensation system for you and your fellow staff employees that is externally competitive and internally consistent.

If you are in a regular position, your position is a part of our job classification system (See HRP&P #30.0). In accordance with specific factors, we have classified your position as either nonexempt or exempt. The University utilizes a salary structure consisting of 24 job grades that establishes a salary range for each regular staff position. These salary ranges shall be compared to the external marketplace applying published market data surveys used to establish rates for specific types of work. Market analysis normally occurs at least every other year and shall consider factors such as pay for similar kinds of work in the appropriate area of the market, pay for comparable benchmark universities, salary surveys, and availability of funds.

### Working Time (for pay purposes)

If you are a nonexempt (hourly) employee, normally your work week is 37.5 or 40 hours. If you are an exempt (salaried) employee, normally your workweek is a minimum of forty hours (40) per week or more when more time is required to perform the responsibilities of your job.

State law defines hours worked as any time a nonexempt employee is suffered or permitted to work, all time spent by an employee in physical or mental exertion, whether burdensome or not, that is controlled, required, or permitted (although perhaps not requested) by the employer and pursued necessarily and primarily for the benefit of the employer. Your authorized rest periods of fifteen (15) minutes are paid working time. A meal period when you are completely relieved from duty is not paid time. The time you spend traveling between your home and the University is not working time. However, time that you spend traveling as a part of your duties is working time. Time when the employee is available but not working is working time if the employee is required to be at the University and thus not free to use the time as the employee pleases.

### Overtime

As a nonexempt (hourly) employee, you shall receive your normal hourly rate of pay for up to forty (40) hours worked each week. Therefore, you shall receive your normal hourly rate of pay for time, up to two and one half (2.5) hours that you may work in addition to your normal work week of thirty-seven and one half (37.5) hours. You shall receive the overtime rate for hours in excess of forty (40) for any work week.

As a nonexempt employee, you shall be compensated for overtime in that you shall receive time and a half your normal rate of pay for the hours you work in excess of forty hours. For budget purposes, your supervisor may adjust your scheduled work hours to accommodate previous overtime pay.

All overtime work will be authorized in advance by the appropriate official. All paid working time, except accrued temporary disability leave, vacation leave and holiday leave, is counted as hours worked for purposes of computing eligibility for overtime. Unless authorized to work overtime, you may not work any hours in excess of your regularly scheduled work time.



## **Supplemental Pay**

We recognize the need for supplemental pay for some specifically designated positions and/or for hours of work, which may be in periods of time or in circumstances other than those considered normal. The Human Resources Office is responsible for establishing and administering supplemental pay policies.

## **Pay Periods and Pay Days**

Receipt of an employee's first payment in a timely manner depends upon the submission of proper forms by your department. You must supply information for completion of these forms, such as current address and number of dependents.

The majority of UK employees receive payment biweekly, every other Friday, for a total of twenty-six (26) paychecks per year. Each biweekly pay period ends 7 a.m. Sunday for all units. Hours worked in each two-week period are recorded and forwarded for payroll processing for the appropriate alternate weeks. Paychecks are issued the following Fridays.

Many exempt employees are on a monthly payroll schedule and receive a total of 12 payments annually. Monthly-paid employees receive payments on the last working day of each month. When the last day of the month falls on a Saturday or Sunday, the payment is issued on the preceding Friday.

## **Direct Deposit**

Your net pay will be directly deposited to your personal bank account via the Automated Clearing House (ACH) electronic payment delivery system. As a new employee, the University permits you to designate any commercial bank, savings and loan institution and/or credit union that are a member of the National Automated Clearing House Association (NACHA). You will receive a statement of earnings each pay period. Direct deposit is required for all individuals employed by the University after July 1, 1998.

## **Paycheck Deductions**

University pay stubs list gross pay, the amount and purpose of each deduction, and net pay after deductions are made. In addition to federal income tax, social security, Kentucky income tax, city occupational taxes, and other deductions may be made for retirement; life, health, and accident insurance; parking; charitable contributions to the University; payments to the UK Credit Union; U.S. Savings Bonds; Spindletop Club; and contributions to the United Way. Questions regarding your paycheck may be discussed with your supervisor.

## **Re-evaluation of Positions**

### **(Human Resources Policy and Procedure Number 30.0)**

We recognize that your job may change in work content or responsibilities. Therefore, we may review and re-evaluate your position when there has been a significant change in required job skills or responsibilities. A request to establish a new staff position or to re-evaluate an existing position shall be initiated by the department, division head, or unit administrator and submitted to the HR Compensation Office.

# Employee Development

## Staff Training and Development

### (Human Resources Policy and Procedure Number 50.0)

The University provides training to help staff members maintain or develop skills and enhance their career development opportunities. Human Resources Training and Development (HRT&D) offers a broad range of programs designed to meet the developmental needs of UK employees. From professional development to supervisory training, software and computer systems courses, and leadership development, HRT&D offers training programs that can help you reach your goals. If you desire advice regarding where and how you can prepare yourself for advancement, or information on current programs that may be helpful to you in performing your job, you can call HRT&D at 859-257-9623. A description of all T&D training programs and certificate series is available online at the department's Web site at <http://hr.uky.edu/TandD>. HRT&D's training calendar is also available online and updated regularly.

## Employee and Family Education Programs

### (Human Resources Policy and Procedure Number 51.0)

The University is proud to offer opportunities for employees to further their undergraduate or graduate education with the Employee Education Program (EEP), which provides a limited tuition waiver for eligible employees. Beginning in fall 2007, the Family Education Program (FEP) also allows eligible employees to transfer this benefit, in the form of a tuition discount, to spouses or dependents. Eligible employees and family members must complete the admission and registration procedures and deadlines established by the University Senate Rules.

For more detailed information on the Employee Education Program and Family Education Program, visit [www.uky.edu/HR/benefits/eep\\_overview.html](http://www.uky.edu/HR/benefits/eep_overview.html).

### Employee Education Program

Through EEP, regular full-time employees are eligible for tuition waiver for up to a maximum of eight hours per semester and a maximum of 18 hours per academic year. The academic year is defined as the period beginning with the fall semester and continuing through the eight week summer session.

Only one course may be taken during work hours with approval by your supervisor and department head. You must make up your missed time within the same work week, which may include taking only a half-hour lunch break or changing your starting and/or ending times. Vacation time cannot be used to take a class or make-up the work hours missed.

**Family Education Program**

You may ease tuition costs by utilizing the tuition and mandatory fee discount now available to eligible family members of regular full-time employees. The discount is applied toward undergraduate coursework only and is determined by the employee's years of service.

For more information on the Employee and Family Education programs, including forms, deadlines and program details, visit the UK Benefits Web site at [www.uky.edu/HR/benefits](http://www.uky.edu/HR/benefits). You may also contact Employee Benefits by phone (859) 257-9519, option 3 or e-mail at [benefits@email.uky.edu](mailto:benefits@email.uky.edu) with any questions.

# Employee Performance

## New Hire and Transfer Orientation

### (Human Resources Policy and Procedure Number 8.0)

We believe that there is a need for orientation periods, wherein the University, as the employer, and you, as the employee, jointly assesses your initial job performance. Thus, we have two types of orientation: (1) new regular staff employee orientation and (2) transfer staff employee orientation.

New regular staff employee orientation is a period beginning the date of employment and continuing 90 calendar days. You may find the first few months of your employment at UK to be a critical and even a confusing time. We find that it takes concerted efforts by you and your supervisor for you to learn the new tasks and adapt to the new environment. During this orientation period, you and your supervisor mutually assess your job performance relative to your job requirements. During this period you may not use accrued vacation leave, but may use accrued temporary disability leave (sick leave). At any time during this period, either party may terminate the employment relationship in accordance with the University's separation from employment policy. (See HRP&P #8.0 and #12.0.)

If you assume a new position as a result of a transfer within the University, you shall serve a transferred staff employee orientation period (See HRP&P #8.0).

## Performance Evaluation

### (Human Resources Policy and Procedure Number 61.0)

The University's performance evaluation (PE) system offers a consistent approach and operating philosophy for providing feedback and assessment of employee performance through annual evaluation.

The PE system is designed to

Promote and document performance assessments based on essential job functions and clear, realistic job standards; and

Promote a high level of employee performance through consistent feedback from supervisors via annual or semi-annual performance assessments. Evaluation is an ongoing process that results in a year-end review. A midyear review is optional.

The first two steps of a PE involve a review of a) the employee's performance during the last review period as conducted by the supervisor; and b) the essential functions of the position held by the employee and the amount of time spent performing each function of the job. This will be conducted jointly by the employee and supervisor. If changes are necessary, adjustments to the Job Analysis Questionnaire (JAQ) for the position will be made.

A Performance Evaluation Form, consisting of essential job functions with job related standards, shall be prepared by the supervisor with revisions made jointly with the employee. Completion of this form is the responsibility of the supervisor. An optional Self Evaluation may be submitted to the supervisor by the employee. The supervisor completes the PE and reviews the evaluation with higher level(s) of management prior to final discussion with the employee. The supervisor then holds the year-end PE meeting with the employee. As applicable the annual pay increase is determined and subsequently communicated to the employee by the appropriate administrator. Pay adjustments shall normally take effect July 1 or October 1, as appropriate.

For complete details on the PE policy, see complete text of policy 61.0. For more information on the process, including forms, visit the Performance Evaluation section of the UK Training & Development Web site at <http://hr.uky.edu/TandD/pe.html>.

# Attendance

## Attendance and Hours of Work

### (Human Resources Policy and Procedure Number 70.0)

The University maintains work hours that are compatible with state law, departmental functions, and the maintenance of effective work schedules.

The University's official workweek is 12:01 a.m. Sunday through 12:00 a.m. the following Sunday. The normal workweek for a nonexempt full-time staff employee is 37.5 hours per week, usually distributed over 5 consecutive days, Monday through Friday. The normal workweek for an exempt full-time staff employee averages at least 40 hours per week, and it is anticipated these staff employees may average more than 40 hours per week. The normal hours for University offices are 8:00 a.m. to 12:00 noon and 1:00 p.m. to 5:00 p.m., with nonexempt staff usually working 8:00 a.m. to 12 noon and 1:00 p.m. to 4:30 p.m. and exempt staff usually working 8:00 a.m. to 12:00 noon and 1:00 p.m. to 5:00 p.m.

A staff employee is obligated to report for each and every scheduled working day or shift, to report for work on time, and to complete all scheduled hours. Being absent from work, leaving work early, or reporting to work after the scheduled beginning time requires the employee to properly notify the supervisor and to utilize appropriate leaves which may be available, or to lose payment for time not worked. Normally, staff employees are in a no-pay status only after using all vacation leave in accordance with HRP&P #80.0 and/or, if applicable, temporary disability leave in accordance with HRP&P #82.0. Exceptions to the policy of using paid leaves may be made by the department head (1) if the employee has an unexcused absence and/or (2) if an exception is in the best interest of the University, with approval by Human Resources.

## Work Schedules

Your department head shall establish your work schedule, as operational needs demand.

Staff employees shall not receive pay for unauthorized absences and may be subject to corrective action up to and including separation from employment as follows:

- 1) Failure to report to work as scheduled;
- 2) Failure to notify the designated supervisor of an unanticipated absence, unless adequate justification for absence is presented upon return to work; and/or
- 3) Failure to present adequate justification for an absence upon return to duty.

## Work Arrival

As a staff employee, it is your responsibility to arrive and be prepared to start work at the beginning of the scheduled workday or shift. Your supervisor will inform you of your expected arrival time.

It should be noted that for purposes of tardiness (not pay purposes) arrival ANY time after your scheduled arrival time is considered late and thus subjects you to possible corrective action.

For pay purposes, if you are a nonexempt employee, your arrival will be recorded on the basis of fifteen-minute (15) periods by the following methods: you shall be paid for a full 15 minute pay period if you arrive before the eighth minute following a scheduled arrival time. You shall not be paid for the 15 minute pay period if you arrive on the eighth minute or later into the 15-minute (15) period after your scheduled arrival. For pay purposes only, your arrival is late after the seventh (7) minute of the first fifteen minute (15) period and during all subsequent fifteen-minute (15) periods; you shall not be paid for each fifteen-minute period which you miss.

For the loss of each 15 minute period missed by late arrival, your supervisor may, if possible, elect to let you make up this time by working additional time within the same workweek.

## **Work Departure**

A staff employee scheduled to work is expected to remain on the job performing the duties of the job until the completion of the scheduled workday or shift. Your department may allow you time during the final fifteen minutes (15) of the final hour of your shift for the purpose of cleaning up personally and replacing equipment and materials without loss of pay.

For pay purposes, if you are a nonexempt staff employee, your departure shall also be recorded in a fifteen minute (15) period in the following method: your departure before the eighth minute (8) following scheduled departure time shall not constitute paid work time. Your departure on the eighth minute (8) or later into the fifteen minute (15) period following your scheduled departure time shall constitute paid work time.

It should be noted that this policy applies only for pay purposes. If you depart any time before your scheduled departure time, you are making an unauthorized departure from work and thus may be subject to possible corrective action.

Exempt staff employees are subject to the measure of time required to perform the responsibilities of the job, usually a minimum of 40 hours per week or more

## **Rest Periods**

You are not required to work more than four hours without being permitted a rest period of at least 15 minutes. Your rest period is in addition to your regularly scheduled meal period. You receive no reduction in pay for the rest period(s). Your rest period is arranged in a manner that does not disrupt the services of the department.

Your rest period time, which is counted as time worked and, therefore, cannot be added to your lunchtime or other off-duty time is scheduled as nearly as possible to the middle of the period for which the rest period is given.

If you are scheduled to work a 7.5 hour day, you are permitted two fifteen minute (15) rest periods, one near the middle of the shift before your meal period and one near the middle of the shift after your meal period.

## **Meal Periods**

Your meal period is scheduled as near as possible to the middle of a workday or shift of more than 5 hours. If you are scheduled to work a 7.5 or 8 hour day or shift, your meal period shall commence no sooner than the third hour and no later than the fifth hour of work. During your meal period, you are to be free from all work of any type; your meal period normally is not less than 30 minutes, or more than sixty 60 minutes. Your meal period is unpaid and not counted as hours worked.

## **Flextime**

In its continuing effort to increase job satisfaction, morale of employees, and effective operation, University policy permits flexible work hours scheduling. With the concurrence of your supervisor and the approval of your dean or director, as a nonexempt employee, you may propose the hours that you prefer to work. The total hours that you work per pay period [not to exceed 40 hours per week] shall equal the total hours you currently work per pay period.

Normal flextime hours are subject to starting work not earlier than one (1) hour before the department starting time and ending not later than two (2) hours past the department ending time. The revised schedule for each employee shall be consistent for a designated period of time. Once a schedule is approved, it shall not be changed without the concurrence of the supervisor and approval of the dean or director.

## University Emergencies

### (Human Resources Policy and Procedure Number 71.0)

Although the University does not officially close, normal operations of the University in Lexington (except UK HealthCare Chandler or Good Samaritan Hospitals and certain departments) may be curtailed by declaration of the President or the administrator acting for the President. This curtailment may be done for unusual conditions such as severe weather, fuel shortages, or other events. Upon employment, you should check with your supervisor to determine your responsibilities in case of a University emergency.

Employees are generally categorized as essential or non-essential in the event of an emergency or weather-related delay, closure or cancellation. In such a case, non-essential employees would follow instructions obtained via the UK Infoline at (859) 257-5684, UK TV Cable Channel 16, the UK Web site or through the local media.

***Essential employees, on the other hand, must report to work on a normal schedule.*** To avoid confusion in such an event, it is important that essential employees clearly understand this expectation.

Essential-status employees include but are not necessarily limited to:

- All UK HealthCare Chandler or Good Samaritan Hospital employees,
- All Physical Plant Division (Medical Center and campus) employees,
- Food service employees working in hospital and student facilities,
- Information Technology employees such as telephone operators, Data Center operations staff, and designated network specialists.

It is the responsibility of the unit administrator to designate and inform essential employees of their responsibilities in the event of a University emergency.

If you have questions about your responsibilities during a university emergency, please ask your supervisor.

## Voting

### (Human Resources Policy and Procedure Number 72.0)

If you are eligible to vote in national, state, or local elections, we encourage you to exercise your voting privileges. Your work schedule normally permits adequate time for you to exercise your voting privilege, either before or after normal working hours. However, in the case where voting cannot be accomplished in off-duty hours, the University grants a regular staff employee with a full-time equivalent (FTE) of 0.5 or greater time off with pay, not to exceed 4 hours, to vote on Election Day.

If you desire time off to vote, normally you shall submit a request to the department head at least five working days (Saturdays and Sundays excluded) in advance of the election. Upon receipt of your request, the department head normally schedules such time off and advises you of your revised work schedule at least three 3 days in advance of the election. If you do not submit your request for time off to vote five days in advance, normally you may receive time off without pay to vote.

## Jury Duty

### (Human Resources Policy and Procedure Number 73.0)

If you are called for jury duty, you shall be granted time off with pay to fulfill that responsibility. You shall submit to your department head a copy of the call to jury duty as soon as possible after receipt.



Upon completion of jury duty, you shall report as soon as practical with travel time considerations to complete your work shift. If you are dismissed too late to return to your work shift, or if you work a second, third or other variable work shift, normally you would report to work at the beginning of the next assigned work shift. You should receive instructions from your supervisor, in advance of your assigned jury duty, for any specific reporting expectations. If you receive jury duty pay, you are entitled to keep it.

## **Court Appearance**

### **(Human Resources Policy and Procedure Number 74.0)**

Normally, a court appearance by an employee requires use of vacation leave or leave without pay. If you are summoned, subpoenaed, or requested to appear as a party or a witness in a civil or criminal court case in which the University is a party and for which the President, Provost or the University Legal Counsel requests your attendance, you are granted time off with pay to fulfill such responsibilities.

However, under unusual circumstances and upon recommendation of Human Resources, the appropriate Executive Vice President or the Provost may approve time off with or without pay for a court appearance. Unusual circumstances mean that some compelling University interest in the case justifies the employee's absence from the University job.

Immediately upon receipt of a summons, subpoena, or request to appear in court, you shall present a copy of the document to your department head and request vacation leave or time off with or without pay, whichever is applicable.

Upon completion of a court appearance, you shall report to work at the beginning of the next regularly scheduled work period. If your court appearance does not require the full work period, you shall report for work as soon as possible with travel time consideration.

## **Uniformed Services Leave (formerly Military Leave)**

### **(Human Resources Policy and Procedure Number 75.0)**

If you perform service in the uniformed services, you shall not be discriminated against in the area of hiring, job retention, and advancement. This right is equally applicable if you serve in the armed forces as well as the reserve components. If you are in the uniformed services, you have certain employment, reemployment, and benefit rights in accordance with the provisions of federal and state laws and University policy.

Generally, if you take leave for the uniformed services, you are granted the same rights as other University employees who are on approved leaves of absence. When you return to University employment from uniformed service, you shall be provided the same benefits which you would have received if your University employment had been continuous. This right includes any benefits you may have received as a result of your seniority at the University.

If you are a regular employee (faculty and staff) and must fulfill a uniformed services obligation, either active duty or training, you shall be granted Uniformed Services Leave. Your rights while you are on Uniformed Services Leave and your rights when you return from Uniformed Services Leave are in accordance with state and federal law.

## **Public Office**

### **(Human Resources Policy and Procedure Number 76.0)**

If you become a candidate for an elective public office demanding full-time service, for the Kentucky General Assembly, or for the United States Congress, you may be granted time off without pay for public office unless the

University position that you vacate demands uninterrupted employment. You shall make a timely application for the leave, and the requested leave must be limited to a reasonable time. The terms of the leave of absence shall be set forth in writing. The Board of Trustees must approve any such leave.

If your request for time off for public office is denied, you shall resign from your University employment at the time candidacy is announced.

Time off for public office campaigning shall become effective on the date candidacy is filed or otherwise declared and shall continue throughout the election campaign.

# Leaves

## Vacation Leave

### (Human Resources Policy and Procedure Number 80.0)

If you are a regular staff employee with a full-time equivalent (FTE) of 0.5 or greater, the University provides you vacation with pay. Your vacation shall be scheduled at times that are convenient to the department with due consideration given to your preference.

The University encourages you to schedule at least five days of annual vacation allowance in succession, thereby resulting in at least one full week of meaningful time off.

If you are a regular full-time staff employee employed on or after July 1, 1983, you shall receive annual vacation allowance as follows (with a portion of total annual leave accrued at the end of each pay period):

- 1) As an administrative and professional exempt staff employee you earn vacation with pay at the following rate:
  - a) 15 days each year during the first five years of continuous service.
  - b) 20 days each year during the sixth year and each year of continuous service thereafter.
- 2) As an office and clerical, service and maintenance, or technical and scientific nonexempt staff employee you earn vacation with pay at the following rate:
  - c) 10 days each year during the first three years of continuous service.
  - d) 15 days each year during the fourth and through ninth year of continuous service.
  - e) 20 days each year during the tenth year and each succeeding year of continuous service thereafter.

If you are a regular staff employee with a FTE of 0.5 or greater, but less than 1.0, employed on or after July 1, 1983, you shall be provided annual vacation allowances as listed above in proportion to the percentage of time worked per week compared with the departmental normal workweek. If the scheduled workweek is not consistent throughout the year, your pro-rata percentage to full-time will be calculated on an annualized basis.

If you are a regular staff employee employed with a FTE of 0.5 or greater prior to July 1, 1983, you are eligible for vacation allowance in accordance with policies at the time of your employment in effect prior to July 1, 1983. Changing your employment position at the University may change your vacation allowance. Your supervisor, department head, or a Human Resources official can answer your questions concerning your vacation allowance.

For campus employees, vacation leave shall be taken within the 12-month period following the close of the fiscal year (July 1- June 30) in which it is earned. Employees within the UK Healthcare enterprise must use accrued vacation leave within the 15-month period following the close of the fiscal year (July 1 – June 30) in which it is earned. Vacation leave may only be taken after it has been earned and with the department head's approval.

## Terminal Vacation Pay

### (Human Resources Policy and Procedure Number 81.0,)

As a regular staff employee with a full-time equivalent (FTE) of 0.5 or greater who is separating from employment with the University, you shall be eligible to receive wages or salary for accumulated vacation leave which is unused at your date of separation, provided that you meet the following criteria:

- 1) You shall have successfully completed the new orientation period.
- 2) You shall separate either (a) "in good standing," i.e., advance notice of two weeks for a nonexempt employee or four weeks for exempt employee, or (b) involuntarily for reasons other than stated in HRP&P #12.0 when the Associate Vice President for Human Resources Services or designee determines the reason not to be misconduct.

You shall receive terminal vacation pay in the amount equal to your current balance of vacation leave as of your date of separation. The amount you receive shall not exceed one year of your annual vacation leave allowance.

Your date of separation is the last day that you actually work, even if terminal vacation pay is granted. Terminal vacation pay shall be granted in the event of an employee's death.

## **Temporary Disability (Sick) Leave**

### **(Human Resources Policy and Procedure Number 82.0)**

As a regular staff employee with a full-time equivalent (FTE) of 0.5 or greater, you shall be granted temporary disability leave (TDL), if you suffer temporary sickness or incapacitation, thus, making you unable to perform your assigned duties. It is our intent to provide you with leave for a temporary disability occurrence, which normally has a reasonably predictable time frame encompassing an onset and end of a condition.

As a regular full-time staff employee, you accrue paid TDL at the rate of one day per month when paid on a monthly basis. For regular full-time employees who are paid on a bi-weekly basis, TDL accrues at the rate of 0.46 days per pay period. As a continuing employee, the TDL earned per pay period is available for use at the beginning of the next pay period. There is no maximum on the amount of paid TDL that you can accumulate.

If you are a regular staff employee with an assignment of less than 1.0 FTE but at least 0.5 FTE, you accrued paid TDL based on the FTE for the position. If your scheduled work week is not consistent throughout the year, the pro rata percentage to full-time shall be calculated on an annualized basis.

You shall give appropriate notice to your supervisor to use paid TDL for medical or dental appointments.

TDL for necessary time off due to an illness or injury of a family member may be used in accordance with this policy. For the purposes of this policy, a family member is defined as:

- a. Spouse,
- b. Child,
- c. Grandchild,
- d. Mother/Father,
- e. Grandmother/Grandfather,
- f. Brother/Sister,  
(Note: b. - f. include steps, halves and in-laws of the same relationship)
- g. Aunt/Uncle,
- h. Niece/Nephew,  
(Note: g. - h. include relationships created by marriage)
- i. Legal dependent of the employee,
- j. Other persons with whom the employee has a "loco parentis" relationship,
- k. Another who resides in the employee's household,
- l. Parent of a person who resides in the employee's household, and
- m. Child of a person who resides in the employee's household.

If you are a regular staff employee with a full-time equivalent (FTE) of 0.5 or greater and have accrued and maintained a minimum of sixty-six (66) days of TDL you have a conversion option for extra vacation leave or credit toward retirement.

TDL for childbearing purposes normally shall not exceed 30 working days (six calendar weeks).

Accrued TDL or vacation leave SHALL be used during a period of temporary disability. An employee may be in a leave without pay status when accrued TDL and vacation leave are exhausted. This unpaid leave must be approved by the Office of Employee Relations.

If you are absent from work on a frequent or regular basis or have attendance patterns which interfere with accomplishment of assigned job responsibilities, you are not entitled to the provisions of this policy and may be subject to corrective action.

## **Holiday Leave**

### **(Human Resources Policy and Procedure Number 83.0)**

The University recognizes certain holidays to be observed by the curtailment of functions and services of all departments and offices except where continuous service is essential: New Year's Day, Martin Luther King, Jr. Day, Memorial Day, Independence Day, Labor Day, Presidential Election Day (every four years), Thanksgiving Day, Day after Thanksgiving (The hospital is excluded from the day after Thanksgiving) and Christmas Day. Hospital employees receive an annual floating holiday that may be scheduled with their supervisor.

As a regular staff employee with a full-time equivalent (FTE) of 0.5 or greater, you are entitled to regular pay on a holiday. If you are scheduled to work on a holiday that falls on a Saturday or Sunday, the Saturday or Sunday shall be considered the holiday for purpose of granting equivalent time off. If you are scheduled to work and are normally scheduled off, but required to work on any University holiday, you shall be granted equivalent time off with pay on another scheduled work day, normally within a specified period of six weeks at the convenience of your department.

If you are in a no-pay status on the scheduled day immediately before or after a holiday, you will not be paid for the holiday. If a holiday occurs while you are on authorized vacation leave, you shall not be charged vacation leave for the holiday. Special holidays ("bonus days") may be granted by action of the Board of Trustees or the President. When granted, special holidays shall be taken in accordance with a schedule arranged by the departments within the time period outlined by the President. A department with special scheduling and staffing problems may schedule the special holidays at the department's convenience, as close to the holiday as possible, but normally within six weeks. A department with special scheduling and staffing problems has the option to grant an employee time off with pay or to reschedule the special holiday.

## **Funeral Leave**

### **(Human Resources Policy and Procedure Number 84.0)**

An employee with a full-time equivalent (FTE) of 0.5 or greater shall be granted funeral leave, with pay, in accordance with this policy.

An employee shall be allowed funeral leave with pay for attendance to funeral matters.

1) An employee shall be allowed funeral leave up to five working days for the death of a:

- a. mother/father,
- b. brother/sister,  
(Note: a. & b. includes steps or halves of the same relationship; in the case of a step-parent, s/he must have been directly responsible for the employee)
- c. spouse,
- d. child (step-child if the employee is directly responsible),
- e. person who resides in the employee's household, or

- f. Other persons with whom the employee has a “loco parentis” relationship.

(Note: “In loco parentis” means the employee has the day-to-day responsibilities for the care and financial support of a child or persons who had such a responsibility for the employee when the employee was a child. A biological or legal relationship is not necessary.) In cases requiring extensive travel time, the employee may be granted an additional two days off with pay. The total funeral leave with pay shall not exceed seven working days. (Note: Extensive travel is defined as travel distance greater than 100 miles, one way.)

2) An employee shall be allowed funeral leave up to two working days for the death of a:

- a. Step-mother/Step-father;
- b. Step-child;  
(Note: a. & b. employee/step-parent is/was not directly responsible)
- c. Grandparent;
- d. Grandchild;  
(Note: c. & d. include steps, halves and in-laws of the same relationship)
- e. Aunt/Uncle;
- f. Niece/Nephew;  
(Note: e. & f. include relationships created by marriage)
- g. Mother in-law/Father in-law;
- h. Brother in-law/Sister in-law;
- i. Son-in-law/Daughter-in-law;
- j. Legal dependent of the employee;
- k. Parent of a person who resides in the employee's household; or
- l. Child of a person who resides in the employee's household.

3) An employee may be allowed funeral leave up to one-half a working day, at the discretion of the department head, for other relatives, associates or close friends.

Note: A "day" for funeral leave purposes is defined as the number of hours an employee works in a regularly scheduled work-week, divided by five.

The department head is responsible for receiving requests for funeral leave and scheduling time off, as appropriate. An employee shall notify the department as soon as possible of a request for funeral leave.

## **Special Leave**

### **(Human Resources Policy and Procedure Number 85.0)**

As a regular staff employee, you may be authorized special leave from University employment for reasons other than those normally provided by other policies within this handbook. The primary consideration for authorizing such special leave shall be the best interest of the University of Kentucky.

Special leave may include leaves for reasons such as necessary additional education, care of a relative in the immediate family, attendance at a professional meeting, or service temporarily with an outside agency. Other special leaves may be considered as requested, whenever unusual circumstances exist not otherwise provided for in these policies. The President, the Provost or the appropriate executive vice president may grant special leave with pay for a period not to exceed 30 working days. The Board of Trustees must approve a leave of absence with pay for more than 30 days. The President, the Provost or the appropriate executive vice president may approve special leave without pay. Ordinarily, such leave shall not be granted for a period in excess of one year.

## **Flex Leave**

### **(Human Resources Policy and Procedure Number 86.0)**

We provide flex leave for a regular full-time staff employee in positions that have been established as a nine-month or more, but less than a twelve-month (12) position. A position determined eligible for flex leave shall be justified as being in the best interest of the University.

When you are in an established flex leave position, you will be on flex leave during the period of scheduled time off without pay. Employees in a flex leave position are considered as regular full-time employees for all Human Resources policy purposes in accordance with the following provisions:

- 1) You are not eligible to receive unemployment compensation while on flex leave.
- 2) You do not accrue vacation and temporary disability leave during flex leave.
- 3) Participation in benefit plans shall continue during flex leave under the same conditions in effect during the year when you are working.
- 4) Other privileges you are afforded, e.g. eligibility for UK Credit Union and the use of the Staff Identification Card, continue and may be used during flex leave.

## **Family and Medical Leave**

### **(Human Resources Policy and Procedure Number 88.0)**

The Family and Medical Leave (FMLA) policy provides you (upon eligibility) with up to 12 weeks of job-protected leave in a 12-month period, paid or unpaid in accordance with other University leave policies, for certain family or medical reasons. In order to be eligible you must have worked for the University at least 12 months and over the previous twelve months you must have worked 1,250 hours.

FML leave shall be granted for any of the following reasons:

- 1) For the birth of your child and;
- 2) For placement for adoption or foster care of a child;
- 3) To care for your spouse, child, or parent who has a serious medical condition; or
- 4) For a serious health condition that makes you unable to perform your job.
- 5) In order to care for a service member with a serious illness or injury if the employee's spouse, son, daughter, parent, or next of kin is on covered active duty in the Armed Services.
- 6) Because of a qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is on (or has been notified of an impending call to) "covered active duty" in the Armed Forces.

Your accrued vacation and temporary disability leave must be substituted for unpaid leave with the Human Resources policies that are applicable to those leaves.

You shall provide advance notice and medical certification.

- 1) Ordinarily you shall provide 30 days' advance notice when the leave is "foreseeable."
- 2) You shall provide a medical certification to support a request for leave because of a serious health condition. The University may require second and third opinions (at the University's expense) and a fitness for duty report to return to work.
- 3) During a period of FML, the University continues to contribute the employer credit portion to your health insurance plan. You shall continue to contribute any portion toward any health plan or other voluntary benefits beyond the University credit.

- 4) Upon your return from FML, you will be restored to the original or equivalent positions with equivalent pay, benefits, and other employment terms.
- 5) Your use of FML leave shall not result in the loss of any employment benefit accrued prior to the start of your leave.



# Employee Benefits Policy

## Employee Benefits Policy

### (Human Resources Policy and Procedure Number 90.0)

It is the intent of the University to provide you a benefits program with a broad foundation upon which you may build the security and well being of your family. You are encouraged to visit the Benefits Web site at [www.uky.edu/HR/benefits/](http://www.uky.edu/HR/benefits/) to review the benefits offered through the University.

An annual Total Compensation Statement providing you with information regarding your benefit plans is mailed to your home address during the open enrollment period that occurs each year in April-May. The statement includes the benefits plans in which you participate and the amount you and the University contribute towards the plans. You are strongly encouraged to thoroughly review your Total Compensation Statement each year in order to compare your current benefit plans with those available in the new plan year.

One important aspect of these benefits plans is the right to enroll during the first thirty (30) days of employment. **FAILURE TO ENROLL IN THE FIRST THIRTY (30) DAYS MAY RESULT IN THE LOSS OF YOUR RIGHT TO ENROLL IN THE BENEFIT PLANS UNTIL THE NEXT BENEFITS OPEN ENROLLMENT. IT IS THE EMPLOYEE'S RESPONSIBILITY TO COMPLETE THE ENROLLMENT PROCESS.**

Changes to health, dental, life and AD&D, flexible benefits plans program and certain voluntary benefits may be made throughout the plan year (July 1 through June 30) only in the event of one of the qualifying family status changes:

- Marriage or divorce.
- Birth or adoption of a child.
- Loss of coverage under another plan.
- Family relations judgment, decree or order.
- Change of employment status of you or your spouse.
- End or start of your or your spouse's work.
- Spouse's open enrollment coverage changes.

You have thirty days from the date of the qualifying family change of status to make changes to your coverage elections.

**THE NARRATIVE AND OTHER DESCRIPTIONS OF THE VARIOUS PROGRAMS AND PLANS CONTAINED HEREIN ARE INTENDED TO PROVIDE YOU WITH AN OVERVIEW OF THE BENEFITS. THE DETAILED PROVISIONS OF EACH PLAN ARE COVERED BY THE RESPECTIVE CONTRACTS.**

Every attempt has been made to be as accurate as possible, however, should there be a difference between the individual plan contract and this staff handbook, the benefits coverage is governed by the specific contracts that are provided by each plan administrator. Please read these contracts in order to understand the full extent of your coverage.

Generally, with the exception of life insurance and the Group IV & V retirement, this brief explanation is directed primarily to the University employee who is not covered by the U.S. Civil Service benefit package.

For additional information on the benefit plans available to employees and retirees, you should read the information in the UK Benefits Booklet. The UK Benefits Booklet is available to new employees in the Employee

Benefits Office, 112 Scovell Hall. You may obtain additional benefits information by contacting the Employee Benefits Office at 859-257-9519 or visiting our Web site at [www.uky.edu/HR/benefits](http://www.uky.edu/HR/benefits).

## **Life Insurance**

### **(Human Resources Policy and Procedure Number 91.0)**

Life insurance provides protection for those who depend on you financially. Needs vary greatly, depending on age, number of dependents, dependent's age and your financial situation.

As a regular full-time employee of the University, you are insured under the basic, University-provided life insurance plan for an amount equal to one time your base annual salary. Optional life insurance coverage, up to one, two, three, four or five times your basic annual salary to a maximum of \$1,000,000 (medical evidence of insurability may be necessary in some cases), may be purchased to supplement your basic life insurance. The premium for optional life insurance is a monthly amount based on your age and the amount of coverage you select. The premium is deducted from your paycheck automatically. The basic life insurance coverage begins as of your hire date. If you elect optional life insurance, your optional life insurance coverage will begin on the first day of the month following your hire date.

Optional life insurance may be purchased or level of coverage increased during the open enrollment period (completion and approval of a Medical Evidence of Insurability Form may be required in some cases) or other times throughout the year in the instance of certain qualifying events. The life insurance carrier reserves the right to deny the increase in life insurance coverage.

This life insurance is term insurance and no cash value accumulates. This insurance ends as of the last day of the month following the month that you are no longer eligible for coverage, or when you retire or separate employment from the University, whichever is earlier.

## **Accidental Death and Dismemberment (AD&D) Insurance**

### **(Human Resources Policy and Procedure Number 92.0)**

AD&D insurance provides a benefit to you or your beneficiary if you are seriously injured or die in an accident. You may purchase coverage for any principal sum between the minimum of \$10,000 and maximum of \$375,000, in increments of \$5,000. You may enroll in the single or family plan providing dependent coverage.

As a regular full-time employee of the University, you are eligible for the AD&D plan. You may also enroll your dependents for family AD&D coverage. Eligible dependents include your spouse and unmarried children under age 19 or 23 if full-time students. AD&D coverage is effective as of the date the Employee Benefits Office receives your enrollment form. AD&D coverage terminates when you end your employment with the University or retire or are no longer in an eligible employee status.

## **Self-Funded Health Plans**

### **(Human Resources Policy and Procedure Number 93.0)**

The University offers you various health care plans. The plans available may vary from year to year and may include options such as a Health Maintenance Organization (HMO), a Preferred Provider Organization (PPO), an Exclusive Provider Organization (EPO), a consumer-driven health plan and an indemnity plan. The plans available to you are determined by the county in which you reside. The HMO and EPO plans are based on a network of providers you must use in order to receive benefits unless you have a life or limb threatening medical emergency. A PPO is also based on a network of providers with one important difference; you may use a physician outside of the network and receive a benefit. However, the benefit is lower than the benefits received when using network

providers. The indemnity plan allows you the freedom to choose any physician. There is an annual deductible to meet before any benefits are paid. The consumer-driven health plan provides a limited to covered 100% of health care costs, after which a deductible must be met.

You are eligible to enroll in the UK health plans if you are a regular full-time employee, regular half-time employee, regular part-time employee with an assignment of at least 0.20 FTE or a temporary part-, half-time or full-time employee with an assignment of at least 0.20 FTE and sufficient earnings to make necessary premium payments. Eligible dependents include your spouse and unmarried children up to age 25, as well as mentally or physically disabled children at any age who were disabled before the age limit and already covered by the plan.

If you are a regular full-time employee, the University contributes an amount (health credit) to the monthly cost of your health plan. Additional premiums are paid through pre-tax (with the exception of certain local taxes) payroll deductions. All other eligible employees pay the entire premium through pre-tax payroll deductions.

A Medicare Advantage plan is available for retirees age 65 and over and for certain long-term disability participants. Eligibility for the Medicare Advantage plan is determined by your eligibility for Medicare Part B. The health credit is available to retirees meeting certain retirement criteria hired prior to January 1, 2006. UK retirees who return to work at the University on a temporary basis may be eligible to receive a credit toward the cost of health plan coverage similar to that provided to active employees.

## **Dental and Vision Insurance Plans**

The University offers you voluntary dental and vision insurance plan options to meet the needs of you and your family. All University dental plans offer a benefit toward basic and preventive services for cleaning and office visits. The vision plan offers coverage for eye exams and glasses or contact lenses. Additional benefits are available based on the plan you select.

The University does not contribute a monthly amount to the dental or vision insurance premiums. Employees pay premiums for dental or vision insurance coverage on a pre-tax basis (with the exception of some local taxes) by payroll deduction.

## **Flexible Spending Account Program**

This program, established under Internal Revenue Code Section 125, allows you to use **tax-free** dollars to pay for eligible health care and dependent care expenses that are not paid by an insurance plan and are considered tax deductible by IRS Publication 502. Your tax sheltering under this plan provides exemption of these expenses from Social Security tax and federal and state income taxes.

You are eligible to participate in the health care account if you are a regular full-time or regular part- employee. As long as you have sufficient earnings to make the necessary deductions, you are eligible to participate in the Dependent Care Spending Account immediately upon hire. To participate, you must enroll within the first thirty days of employment or during subsequent open enrollment periods. You must re-enroll each plan year for continuation of the dependant care and health care spending portions of the plan.

You may obtain enrollment forms and additional information by contacting the Employee Benefits Office at 1-800-999-2183 or 859-257-9519 and select option 3 or visit our Web site at [www.uky.edu/HR/benefits](http://www.uky.edu/HR/benefits).

## **Voluntary Benefit Plans**

The University offers you the opportunity to purchase additional benefits available through an enrollment company selected by the University. These voluntary benefit plans are designed to provide you with additional benefit options that you may find beneficial or necessary. The cost of the plan(s) is paid through payroll deduction.

You may obtain information on the plans available by contacting the Employee Benefits Office at 1-800-999-2183 or 859-257-9519, option 3, or visit our Web site at [www.uky.edu/HR/benefits](http://www.uky.edu/HR/benefits).

## **Deductions for Benefits Coverage**

Premium deductions for your health, dental, vision and life insurance plans are paid during the month in which you begin coverage. Your first paychecks with benefit elections may have premium deductions for more than one month of coverage if the coverage is activated after the prior month's payroll cutoff.

## **Insurance Coverage During Leave Without Pay**

In the event you are in a leave without pay status for part or all of a pay period you are eligible to continue your health care plan, dental plan, vision plan, and life insurance coverage. If your paycheck is not large enough to cover your premiums, it is your responsibility to contact the Employee Benefits Office and arrange for payment of the required premiums in advance or by being billed directly each month. Failure to do so may result in loss of your coverage or retroactive premium deductions upon your returning to work.

## **Continuation of Insurance Upon Termination of Employment - COBRA**

If you and/or your dependents lose coverage under your health plan because of termination of employment, loss of dependent status as defined by the health plan (death, divorce, etc), you and/or your dependents may continue coverage under the group plan as provided by federal law. This entitlement is made available under the Consolidated Omnibus Budget Reconciliation Act (COBRA) regulations.

Information about the continuation of coverage under these provisions may be obtained by contacting the Employee Benefits Office at 1-800-999-2183 or 859-257-9519 or visit our Web site at [www.uky.edu/HR/benefits](http://www.uky.edu/HR/benefits).

## **Long Term Disability Program**

### **(Human Resources Policy and Procedure Number 95.0)**

You are eligible for the long-term disability (LTD) plans effective the first day of the month following twelve (12) consecutive months of regular full-time employment. The University provides the LTD at no cost to you. In order to be eligible and receive payment from this disability benefit, you must be unable to engage in any occupation for which you are reasonably fitted by education, training, or experience due to sickness or bodily injury. The onset of the disability shall have occurred after your coverage becomes effective. Application for disability and corresponding information shall be received in the Employee Benefits Office during the first six (6) months of disability. The disability must also meet the requirements for approval by the University.

This plan provides monthly benefits for as long as you remain totally disabled or until you retire in accordance with University rules. In addition to income benefits, the University contributes to your retirement plan as well as your health plan.

## **Workers' Compensation**

### **(Human Resources Policy and Procedure Number 96.0)**

Your Workers' Compensation plan follows the provisions of the Kentucky Workers' Compensation Act. This entitles you to the benefits prescribed by state statute for injury, occupational disease, or death without regard to fault, if such injury, occupational disease, or death occurs as a result of employment. The University pays the cost of this program that provides benefits in the form of payment of medical expenses, compensation, and death indemnities as may be appropriate to the particular case.

All injuries shall be reported to your supervisor following an on-the-job injury to assure prompt treatment and proper handling of claims. Please report any injury if it occurs on the job, no matter how minor.

For additional information concerning benefits under the Workers' Compensation Act, consult Human Resources Policy and Procedure Number 96.0, or call the Employee Benefits Office at 859-257-9519, 1-800-440-6285 or visit our Web site at [www.uky.edu/HR/benefits/disability/info\\_wc.html](http://www.uky.edu/HR/benefits/disability/info_wc.html).

## **Change of Address**

You are responsible for notifying the Benefits Office in the event of an address change. For information, you may contact the Employee Benefits Office at 859-257-9519, 1-800-440-6285 or visit our Web site at [www.uky.edu/HR/benefits/](http://www.uky.edu/HR/benefits/).

## Health & Wellness Program

The University's Health & Wellness Program helps our employees and retirees and their spouses live long, healthy, productive lives. From weight management to exercise opportunities to one-on-one help with health concerns like preventing diabetes and lowering high blood pressure, many of our programs are free, and the rest offered at a minimal charge. Below is a partial list of our programs. For more information on these or the rest of our offerings, please call us at 859-257-9355 or visit our Web site, [www.uky.edu/HR/wellness](http://www.uky.edu/HR/wellness).

**Healthtrac Rewards. (Free)** UK's nationally recognized Healthtrac Rewards is an online tool that lets you track your healthy habits, set goals, and enjoy your successes. Not only is the program free, but you and your spouse can earn up to \$15/month for specified levels of participation. Enrollment in a University health plan is required for participation.

**Wellness on Wheels. (Free)** WOWs are monthly events that provide free health screenings such as cholesterol, blood pressure, and body fat percentage.

**BeHIP. (Free)** Through UK's Behavioral Health Improvement Programs you can work with a personal health counselor one-on-one over the phone to achieve your goals in leading a healthier life. Counselors are available to help you stop smoking, prevent depression and diabetes, lower stress and blood pressure, lose weight, or increase your exercise.

**Nutrition on Wheels. (Free)** Health & Wellness registered dietitians are available as speakers for departmental meeting, retreats, conferences, brown bag lunches, etc. Presentation topics include "Portion Distortion," "Salt Savvy," and "Fats: The Good, The Bad, & The Ugly," among others.

**Body Shop Fitness.** For \$20 a semester (just \$60/year!), Body Shop Fitness membership includes access to two campus workout facilities and a variety of group exercise classes such as Toning & Sculpting, CardioStep, and Aqua Jog.

**Mind/Body Fitness.** Participating in these fitness classes costs \$20 per class per semester; \$40 per semester (unlimited access); or \$120/year (unlimited access). Classes include Fit Yoga, Tai Chi, and Yogilates (a combination of yoga and Pilates).

**Therapeutic Massage.** Chair massages are offered once a month at various locations for \$5 for a 10-minute appointment. Table massages are available by appointment year-round; prices are \$30 for 30 minutes, \$55 for 60 minutes, and \$82.50 for 90 minutes.

**Weight Loss Matters.** Weight Loss Matters is a 10-week weight-loss program that allows you to set your own goals, and then work toward meeting those goals with the help of registered dietitians. Classes meet once a week. The initial fee is \$50, and participants can re-join subsequent sessions for free as long as they achieve half their weight-loss goal for each 10-week period.

## REFER –Employee Assistance Program

REFER is a resource and referral service for employees experiencing emotional stress, family and marital problems, substance abuse or medical/legal/financial issues. To contact REFER, contact (859) 257-1467 or visit [www.uky.edu/HR/refer](http://www.uky.edu/HR/refer).

## UK Work-Life

The University is committed to providing a supportive work-life environment for all employees, and our culture recognizes the necessary balance between work and personal responsibilities. The UK Work-Life office helps coordinate the University's efforts in this area.

What does work-life mean to you as a UK employee – and as a productive member of your family and community? It may mean making sure that you have time to attend to family obligations. Or it may mean organizing your personal life in such a way that, when you are at work, you can focus your energies on being creative and productive.

The University's work-life initiative began under the leadership of President Todd in 2002 and has been developed further by faculty and staff dedicated to making one great place to work even better. The philosophy of UK Work-Life, in partnership with all employees at our institution, is grounded in a philosophy of respecting people for who they are as well as for what they do within and for the organization that employs them. UK Work-Life objectives include:

- Helping the University ensure that employees feel successful both at work and at home.
- Modeling and advising managers and supervisors on a set of specific organizational practices, policies and programs, as well as a philosophy, which actively supports efforts to help employees achieve success within and outside of the workplace.

UK Work-Life serves employees at all levels to help them better understand and benefit from those resources available to them as University employees, including information on:

- Assistance with caring for dependents (child and adult/elder)
- Personal health and wellness
- Workplace flexibility
- Sources of financial support
- Creative use of paid and unpaid time off
- Opportunities for community involvement
- Opportunities for professional development
- Organizational and management strategies and solutions

For more information, visit UK Work-Life online at [www.uky.edu/HR/WorkLife](http://www.uky.edu/HR/WorkLife).

## Elder Care

Elder Care is a consultation, information, guidance, and referral program regarding services for the elderly. For support and counseling for family members with aging relatives call 859-323-4600 in Lexington, or 1-800-873-8532 toll free, outside of Lexington or visit our Web site at [www.uky.edu/aging/eldercare](http://www.uky.edu/aging/eldercare). A trained specialist is available Monday through Friday from 8:00 a.m. to 5:00 p.m. Eastern Standard Time, except holidays. The service is free and nation-wide for University faculty, staff, and retirees.

# Retirement and Investments

## Retirement

If you are a regular full-time employee and least 30 years old, your participation in the 403(b) retirement savings plan is mandated as a condition of employment (except Groups IV and V). Under the plan, employees contribute 5 percent of their salary on a pre-tax basis, and the University offers a 200 percent match, contributing an amount equal to 10 percent of salary. Regular full-time employees under age 30 may participate on a voluntary basis.

You choose where to invest your funds. The University Retirement Plan offers three carrier options: American Century Investment, Fidelity Investment and TIAA-CREF.

For new employees with official start dates on or after January 1, 2010, a five-year vesting rule will apply. Individuals hired on or after that date must work for the University for a period of five years to have the University-contributed portion of their accounts become vested. New employees (hired on or after January 1, 2010) who leave employment at UK before completing five years of service will not keep any portion of those funds contributed by the University over that time period. Employees will have full access to the employee-contributed portion of their retirement account(s).

Contact Employee Benefits Office for information at 859-257-9519, option 3 or visit our Web site at [www.uky.edu/HR/benefits/retirement\\_overview.html](http://www.uky.edu/HR/benefits/retirement_overview.html).

## Voluntary Retirement Tax–Sheltered Investments

Most employees of the University are eligible to make pre-tax, voluntary 403(b), Roth 403(b) or 457(b) contributions to accounts with any of the three University retirement carriers: American Century Investments, Fidelity Investments, and TIAA-CREF. Normally, separate contracts or accounts are established for voluntary investments.

As an employee of the University, you are also eligible to participate through payroll deduction in the Kentucky Public Employees Deferred Compensation 457(b) Plan (KY Deferred Comp). This plan provides tax sheltering and participation may begin immediately with no waiting period required. Plan enrollment is handled through KY Deferred Compensation. KY Deferred Compensation may be reached at 1-800-542-2667.

## Tax Sheltering

The retirement plans offer advantages to benefit you right now, as well as in the future. Your contributions are set aside from your paycheck before taxes are withheld so you lower the amount of taxable income on your W-2, enjoying a tax break today while you save for tomorrow. You are not taxed on contributions or investment earnings while those dollars remain in your plan account. The account is not taxed until it is paid out. Your savings grow and compound more quickly than in a bank savings account because your contributions and investment earnings grow tax-sheltered.

## Social Security

All employees of the University, except those in Federal Civil Service, are covered by the Old-age and Survivors' Disability Insurance of the Social Security Program and thus are eligible for benefits in accordance with the laws governing this program.

Federal law has brought Federal Civil Service employees under part or all Social Security Programs. Questions on this coverage should be directed to the College of Agriculture at 859-257-2630.



You must have a Social Security card before being employed by the University and supply the University a completed Treasury Form W-4/K4 with Social Security number and the necessary information.

The Social Security Tax (FICA) is deducted from your paycheck, and the University matches this contribution.

# Other Savings & Investments

The University provides you an opportunity to invest in US Savings Bonds and enjoy the many benefits offered through the UK Federal Credit Union through convenient payroll deductions. The payroll deduction method can prove especially helpful for saving money on a regular basis.

## U.S. Savings Bonds

You may decide to have deductions regularly taken from your paycheck for US Saving Bonds. Bonds may be purchased in denominations ranging from fifty (\$50) to one thousand dollars (\$1,000). Any requested amount of one dollar or more may be deducted per paycheck. A bond is issued each time your deductions accumulate sufficiently for the bond denomination you specify. Information for purchasing savings bonds may be made by contacting the Payroll Office at 859-257-3946.

## Credit Union

As a regular full or part-time employee you may join the University of Kentucky Federal Credit Union any time during employment with the University. Once you become a member, your spouse and members of your immediate family are also eligible for membership. To become a member, simply visit the Credit Union office, show your faculty-staff identification card, and open your share (savings) account with a deposit of \$25. You may set up a payroll deduction. Simply designate an amount to be deducted from your paycheck to go automatically into your share (savings), Christmas club, senior or other account of your choice each pay period. Dividends paid on the share accounts are competitive. You may also open a checking account, set up direct deposit of your paycheck, sign up for a ATM debit card, purchase a certificate, ask about IRA programs, and/or apply for a loan. A representative will review benefits available to you as a member of UK Federal Credit Union.

UK Federal Credit Union is independent of the University of Kentucky.

Visit UK Federal Credit Union at one of several convenient locations, including 1080 Export Street in Lexington (near campus, just off Virginia Avenue) and room 245 of the UK Student Center. The Credit Union also offers convenient Hamburg , Reynolds Road and Beaumont branches. For hours of operation or further information, please call 859-257-2678 or e-mail [ukfcu@uky.edu](mailto:ukfcu@uky.edu) or visit [www.uky.edu/UKFCU](http://www.uky.edu/UKFCU).

# **Additional Services & Facilities**

## **Parking**

All staff, faculty, and University affiliated personnel must purchase and display parking permits on their vehicles to park in University controlled areas from 5:00 a.m. to 4:30 p.m., Monday through Friday. Certain employee areas are controlled for permits until 7:30 p.m., Monday through Thursday, while the University is in official session.

All employee permits are issued on an annual basis and become effective April 1 of the year for which issued and expire on March 31 of the following year. Payroll withholding is available to eligible regular full-time employees. Payment through payroll deduction is automatically on a pretax basis, unless you affirmatively indicate otherwise. Permit costs may be paid in advance by check, Visa, or Master Card. Application forms are available from the Parking Office or from departmental staff support. Also visit the Parking Office Web site: [www.uky.edu/Parking](http://www.uky.edu/Parking).

Parking for the disabled is available to University employees, if approved by the Application Review Committee for Parking for Persons with Disabilities. Special application forms for disabled parking are available from the Parking Office.

You are responsible for securing and displaying your valid parking permits on your vehicle in a timely manner and for abiding by the University of Kentucky Motor Vehicle and Traffic Regulations. Parking permits are NONTRANSFERABLE.

You are the only person that may use your parking permit; however, as the owner of the permit, you may use the permit in any of your vehicles. The responsibility for finding a proper parking space rests with you, the vehicle operator. Inability to do so is not a license to violate University parking regulations.

Free shuttle bus service is available to University employees who need to travel around campus during the day. For information on this service, please call 859-257-7433. For information on the UK HealthCare shuttle service, call 859-323-8085.

Parking maps, shuttle bus schedules, and other information are available at Parking and Transportation Services, 721 Press Avenue. Office hours are 7:30 a.m. until 4:00 p.m., Monday through Friday.

Questions regarding permits, regulations, or citations should be addressed to Parking Office staff at 859-257-5757, or visit our Web site at [www.uky.edu/parking/](http://www.uky.edu/parking/).

## **Dining Facilities on Campus**

Through the Dining Services, the University of Kentucky is proud to offer a wide variety of menu items, including everything from apples to ziti! Sandwiches, salads, soup, pizza, burgers, entrées, veggies, pasta, taco salads, Oriental entrées, and frozen yogurt are just a few of the items you can find on campus. We also take great pride in the fact that every location offers numerous low-fat and vegetarian items. No matter where you work on campus, you'll find one of our convenient dining locations nearby! Each Dining Services location accepts cash and checks as well as the Plus-Account Card.

For a complete list of locations, visit UK Dining Services online at [www.uky.edu/DiningServices](http://www.uky.edu/DiningServices).

## **University Club**

The University Club of Kentucky is a 36-hole golf facility on Leestown Road in Lexington. Full-privilege memberships are available for full-time faculty, staff and retirees. You can request more information by calling 1-800-381-8585 or 859-381-8585.

## **Hilary J. Boone Center**

The Hilary J. Boone Center at the University of Kentucky is Lexington's premier meeting and dining facility for UK alumni, faculty and staff. Newly renovated and expanded, Boone Center is located at 510 Rose Street in the heart of campus. The center's elegant décor is ideal for meetings, banquets, cocktail parties, wedding receptions and other special events. Regular business hours are 9 a.m. to 5 p.m., but the center is available outside of normal business hours for special events. Visit the Boone Center's website at [www.uky.edu/BooneCenter](http://www.uky.edu/BooneCenter) for more

## **UKNow**

UKNow is a central online resource for University of Kentucky news and information. The site features University events and other campus news, as well as information for UK employees and more. Visit UKNow online at [uknow.uky.edu](http://uknow.uky.edu).

## **Keys**

You may be responsible for the security of your office, desk, or other University equipment. One or more keys may be needed for this purpose. The University maintains strict control of keys to University locks. A completed key request card and an appropriate deposit are required to obtain a key. Any key issued to you should not be passed on to another employee. The key is registered in your name, and you are responsible for its use and return. The deposit is returned to you in exchange for the key when you are no longer entitled to have it. The duplication of any University key by any store or locksmith other than the University Key Shop is prohibited. If you should find a University key, please return it to the Key Shop. For information call 859-257-4789 or visit our Web site at <http://www.uky.edu/AuxServ/keyshop/keyrequest.html>.

## **Faculty and Staff ID Card**

You will receive your University of Kentucky Faculty and Staff Identification Card during new employee orientation. This card, which is re-issued annually, enables you to participate in or use a variety of services or facilities. Advantages of card usage include the following: qualifying for a 10% discount at the University's bookstore; aiding in personal check cashing on campus; verifying University employment when joining the UK Federal Credit Union; permitting book checkout within the University's library system; utilizing campus recreational services and facilities including Alumni Gym and the Johnson Center; and qualifying for discounts at a variety of off-campus establishments and businesses. A full listing of available discount opportunities is available at the Employee Discount Program Web site located at [www.uky.edu/HR/edp/](http://www.uky.edu/HR/edp/).

If you have questions regarding Faculty and Staff ID Cards, contact Human Resources at 859-257-9555, option 2. The ID card Web site is located at [www.uky.edu/HR/employ/idform.htm](http://www.uky.edu/HR/employ/idform.htm).

In addition to receiving Faculty and Staff ID Cards, employees in UK HealthCare will also be required to wear name badges. For questions regarding UK HealthCare name badges, contact your department and/or the Medical Center Safety, Security, and Parking Department at 859-323-8085

## University of Kentucky Staff Handbook Receipt Confirmation

This handbook is not a contract. The employees of the University are “at will” employees and are subject to lay-off or termination in accordance with university policies and procedures.

**Detach this page and return to Human Resources, 21 Scovell Hall.**

Print Name Legibly: \_\_\_\_\_

Last 4 digits of Social Security Number: \_\_\_\_\_

Department: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

One copy of the University of Kentucky Staff Handbook was received by me, the above-named employee, on the above date.