

NOTIFICATION OF POLICIES

The following information is critical for you to read and understand as an employee of The University of Arizona. You are encouraged to review University policies that govern the conditions of your employment. Classified Staff may access the Classified Staff Policy Manual at http://www.hr.arizona.edu/09_rel/clsstaffmanual.php. Appointed Personnel may access the University Handbook for Appointed Personnel (UHAP) at <http://w3.arizona.edu/~uhap/>.

Pre-Employment Screening Requirements

Employment with the University is contingent upon the satisfactory outcome of any pre-employment screening activities or criminal background checks that may be required under University policy.

Probation (Classified Only)

Newly hired or rehired Regular Classified Staff and Extended Temporary Employment employees shall serve a six (6)-month probationary period. Employees who are promoted or transfer to a different department will serve a three (3)-month probationary period in the new position.

Time In Position Requirements (Classified Only)

Newly hired Regular Classified Staff and Extended Temporary Employment employees must complete their six (6)-month initial or reemployment probation period before seeking employment with another University department.

Family Medical Leave Act (FMLA)

The University provides Family Medical Leave to eligible employees in accordance with the federal Family and Medical Leave Act of 1993. Qualifying employees are entitled to a total of up to twelve (12) workweeks of Family and Medical Leave during a twelve-month period.

Overtime

Supervisors are responsible for authorizing and scheduling overtime; therefore, a nonexempt employee shall not work overtime unless authorized in advance by his/her supervisor. Employees are expected to work overtime when requested to do so. Generally, compensatory time off is the preferred means of compensating nonexempt employees for overtime hours worked.

Equal Opportunity and Affirmative Action

It is the policy of the University to ensure equal employment opportunity without regard to race, color, age, religion, sex, national origin, disability, veteran's status or sexual orientation. As such, the University is committed to ensuring that its policies and practices are non-discriminatory. Reference: *The Arizona Board of Regents (ABOR) Policy 6-808*.

Sexual Harassment

The University's Sexual Harassment Policy prohibits sexual harassment by University employees, students, contractors and agents of the University. The University will take prompt and appropriate action to prevent, correct, and if necessary, discipline behavior that violates this policy. Reference: *ABOR policy 6-707*.

Approved Use of University Computers

Employees shall not knowingly use University computers to access, download, print, or store information that depicts nudity, sexual activity, sexual excitement, or sexual acts except to the extent required in conjunction with a bona fide, University-approved research project or other University undertaking. New employees may view the *Approved Use of University Computing* policy in its entirety at <http://w3.arizona.edu/~policy/comp equip.shtml>.

COBRA

Under the Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1985, the University offers employees and their eligible dependents the opportunity for temporary extension of continuous insurance coverage in instances where coverage under the plan would otherwise end. Eligible employees have sixty days from the date of the notice to elect COBRA coverage.

I have read and agree to abide by the policies and conditions of employment outlined above. I have been advised about how to access the policy manuals and/or handbooks that govern the conditions of my employment with The University of Arizona.

Employee Name (Please Print) _____

Employee Signature: _____ **Date:** _____