The objectives of this manual are to document office standards and to provide administrative guidelines and procedures for the College of Education (COE). All policies and procedures established by the University of Kentucky are considered the minimal acceptable standard for employees of COE. The guidelines documented in this manual shall be consistent with the University of Kentucky’s policies and procedures. This manual will provide guidance, but is not intended to be all inclusive.

The COE faculty and staff are expected to adhere to the standards and procedures set forth in this Administrative Manual. The manual is purposely written so as to avoid the restriction of creativity and originality while providing the guidance necessary to promote consistency. Suggestions for changes to these guidelines should be discussed with the dean and/or the college business officer. Suggestions will be evaluated and adopted based on their applicability.

The policies and procedures that lie within the manual will be reviewed on an annual basis.

Rosemary Waters
Fiscal Year 2012
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I. UNIVERSITY AND COE ADMINISTRATION AND ORGANIZATION

A. Mission, Vision, and Values

Mission Statement

The College of Education endeavors to expand the knowledge of teaching and learning processes across a broad educational spectrum. The college fosters a culture of reflective practice and inquiry within a diverse community of students, faculty and staff. As part of a research-extensive university, the college advances knowledge through research. As part of a land grant institution, the college prepares professionals for a variety of roles in educational settings and community agencies and provides leadership in the improvement of the education, health, and well being of citizens in the Commonwealth, the nation and the world.

B. University of KY Regulations

University of Kentucky Governing Regulations

Governing Regulations define the university, its structure, and the processes for appointing and approving administrative and academic personnel. They also define the tenure process and conditions of employment for faculty. Changes to the Governing Regulations must be approved by the Board of Trustees. (http://www.uky.edu/Regs/GR/)

Administrative Regulations

Administrative Regulations define specific administrative functions and processes of the university. These are primarily regulations that have a university-wide impact. They also define many administrative committees. Changes to Administrative Regulations must be approved by the president. (http://www.uky.edu/Regs/AR/)

Business Procedures

Business Procedures include processes related to the purchasing of goods and services, payroll activities, and accounting for financial transactions; present policy statements to aid in decision-making and procedural steps for implementation; and assist all university departments in handling their daily business transactions. (http://www.uky.edu/Regs/BPM/)

Human Resources Policy and Procedures

HR Policies and Procedures are administrative policies related to human resource functions and the status of staff employees at the university. (http://www.uky.edu/HR/policies/)

C. Strategic Plan Link

http://education.uky.edu/site/StrategicPlans
D. College of Education Organization Chart
E. Administration Contact Information

Education Administration
University of Kentucky
103 Dickey Hall
Lexington, KY 40506-0017
Phone (859) 257-6076
Fax (859) 323-1046

Administrative Contacts for the dean’s office

Mary John O’Hair, dean 103 DH 257-2813 mjohair@uky.edu
Tricia Adolph, dean’s admin support 103 DH 257-2813 paadol2@uky.edu

Business Office

Rosemary Waters, business officer 103 DH 257-4268 rwate00@uky.edu
Cindy Jennings, admin coordinator 44 DH 257-2812 cynthia.jennings@uky.edu

P20

Linda France 51DH 257-4145 linda.france@.uky.edu
Eve Proffitt 125DH 257-4771 eve.proffitt@.uky.edu

Academic Services and Teacher Certification

Undergraduate 166TEB 257-7971 166teb@coe.uky.edu
Graduate 107TEB 257-7975 michelle.traynor@uky.edu

F. Office Responsibilities & Assignments

The individuals in the dean’s office operate very much as a team, with the understanding that certain tasks need to be performed and backup provided if necessary to ensure that office objectives are met. Below are descriptions of employee assignments by position, with indication of individual’s names of those currently filled positions.

The administrative structure of the college includes the following:

- Dean, Mary John O’Hair

The dean is considered chief executive officer of the College of Education (COE), who reports to the provost. The dean is responsible for the leadership and general management of the college. The role of the dean is defined in the University of Kentucky Governing Regulations (Section VII.B.3.)
• **Tricia Adolph, Educational Services Assistant Sr.**

Serves as assistant to the dean. Works collaboratively with the dean, associate deans, dean’s office staff, department chairs, and faculty to assist in the activities of the college; manages all personnel issues related to faculty – particularly appointments, sabbaticals, promotion and tenure, and performance reviews; maintains the faculty database; and coordinates and organizes all events on behalf of the dean.

• **Gwen Winder, Administrative Services Assistant**

Serves as administrative assistant to the dean’s office and the business office; coordinates daily office functions and traffic for the dean’s office and the business office; serves as “help desk” contact for questions related to building maintenance, SRM, and SAP (in coordination with the administrative coordinator); prepares and processes all payment documents for the dean’s office; performs time entry and records absences for COE employees; and manages copier operations/billing for the college.

• **Associate Deans**

For a detailed description of each associate dean’s responsibilities, please see:


- Robert Shapiro, Associate Dean for Research and Innovation
- Steve R. Parker, Associate Dean for Academic and Student Services
- Rosetta Sandidge, Associate Dean for Accreditation, Assessment, & Planning
- Parker Fawson, Associate Dean for International Engagement

• **Academic Unit Chairs**

Each chair is appointed by the dean of the College of Education after consultation with and/or recommendation by the faculty of the unit and in keeping with the University of Kentucky’s *Governing Regulations* (GR VII A.4, VII B.4 & 5; VIII A.1; VIII A.3; and VIII A.4.a), which also requires a student’s participation. All appointments for chairs must be approved by the provost and the UK Board of Trustees. The term of a department chair appointment shall be four years. A chairperson may be reappointed when a faculty advisory committee, appointed by the dean to review the work of the chair, finds that the particular circumstances and needs of the department make such a reappointment desirable. Reappointment beyond the second term may occur under
exceptional circumstances when it is deemed to be in the best interest of the university. The chair must be a tenured faculty member. The chair reports to the dean of the college.

The chair, as the chief administrative officer, promotes the unit’s mission; supervises faculty and staff; administers academic and fiscal affairs; and is the spokesperson for the unit.

- **Business Office**
  - **Rosemary Waters, Administrative Staff Officer**
    
    The administrative staff officer is responsible for budget development, planning, and management; provides leadership and guidance for budget development and operations to all departments and units in the college; also serves as active liaison on budget, payroll, and other financial and administrative matters for college deans, departments, the Collaborative Center for Literacy Development, the Reading Recovery Training Center, and the Early Childhood Lab; and serves as office manager for the college budget/business office.
  
  - **Cindy Jennings, Administrative Coordinator**
    
    Serves as the HRS coordinator for the college, develops college-related training materials on all UK systems, and in collaboration with the department chairs determines income estimates on all income-supported accounts of the college; works with General Accounting in projecting interest rates to determine income estimates for ledger “5” scholarship accounts, tracks donations made to the college, and assures that all gifts are expended according to the wishes of the donor; and enters salaries as approved by the dean and budget officer as part of the annual budget process, supervises and advises staff as to the budget and expenditure process as related to the Collaborative Center for Literacy Development, and serves as aide to the state director for SACS.

- **Advancement**
  - **Mary Ann Vimont, Director of Public Relations and Alumni Affairs**
    
    The director is responsible for all public relations and alumni affairs for the College of Education. The director works with the UK Public Relations office on press releases and other media stories to promote the work of the college as well as publications, videos, and social media designed for faculty and alumni. The director plans events for alumni and works closely with UK Alumni Affairs to connect and inform College of Education alumni.
Jeff Francisco, Director of Development

The dean is the chief fundraising officer for the College of Education. The director of development assists the dean in fundraising by coordinating the development activities within the college and its units. The director reports to the dean, and works in cooperation with the University of Kentucky Office of Development, the department chairs/directors, and other staff or faculty involved in fundraising activities. The dean establishes the fundraising priorities of the college and determines the director's role in each project. The director’s involvement should include:

- Managing campaigns within the college in its entirety
- Development of her/his own prospect portfolio including identification, cultivation, and solicitation of major gifts.
- Clearing corporate or individual prospects for cultivation
- Consulting on fundraising events or materials
- Conducting research on prospects

Brad Duncan, Information Specialist

The information specialist provides public relations support for the COE, development and fundraising, and alumni affairs. This includes writing and editing the COE Alumni Magazine, Research Briefs, Annual Report, Fact Booklet, and other information published by the college. The information specialist also coordinates with the director of public relations regarding college PR needs; is responsible for inventory and updating of information on the college website as it relates to public relations, alumni affairs and development; and writes and designs multimedia information for the Video Communication Systems.

Katie Adler, Administrative Support Associate

Serves as receptionist and support for the director of development and the director of public relations and alumni affairs; assists with COE events such as Teacher Who Made a Difference, Scholarship Banquet, Innovation Summit, Preview Nights, etc.; and coordinates the Student Ambassador Program and other COE student groups. The administrative support associate tracks donations and handles mailings to alumni and donors.
II. General Information

A. Calendar and Holidays

1. Academic Year Calendar 2012
   
   http://www.uky.edu/Registrar/AcademicCalendar.htm

2. University Holidays
   
   New Year’s Day
   Martin Luther King Day
   Memorial Day
   Independence Day
   Labor Day
   Presidential Election Day (every four years)
   Thanksgiving Day
   Day after Thanksgiving
   Christmas Day

   *Additional bonus days may be announced by the president. Updates to the calendar can be found at the following site: http://www.uky.edu/Regs/calendar.com.

B. Safety

The University of Kentucky would like to ensure that all of its employees are safe by managing environmental health and safety processes with the same strength and leadership skills as other fundamental processes. Employees are expected to take personal responsibility for their own safety and to help identify potential safety hazards so that they can be corrected. All potential safety hazards or risks should be reported immediately to your supervisor. COE employees are required to read the University of Kentucky’s “Employee Safety Handbook” and adhere to the safety regulations therein. This can be found at the following site: http://ehs.uky.edu/handbook. In addition, COE faculty, staff, and students are expected to participate in COE annual safety training.

1. Emergency Shelter

   At work, in case of a tornado warning, please seek shelter in your department’s designated area. The safest place during such an event is the lowest floor away from windows.
2. Evacuation Plan and Location

In the case of fire or other emergency where evacuation is necessary, proceed immediately out of the building to your department’s designated area.

3. Emergency Closing

In case of an emergency closing or delay, all employees should follow the guidelines as announced by the university. COE employees are NOT considered Plan B. In cases of severe weather where the university does declare an emergency closing, employees should use their best judgment in determining the safety of the work place. Employees who deem their travel unsafe should notify their supervisor by phone or e-mail. Appropriate leave balances should be utilized.

http://www.uky.edu/HR/PlanFAQ.html

4. E-Alert

It is recommended that all staff and faculty sign up for the e-mail alert system, the university alert system regarding weather emergencies, closings, etc.

5. University of Kentucky and COE Safety Numbers

Campus Police
Police Dispatch (859) 257-1616

Office of Environmental Health and Safety
Phone: (859) 257-1376
Fax: (859) 257-8787

To report an employee injury, call UK Workers’ Care at (800) 440-6285.

6. UK Comply Line

The UK Comply Line is used as a means of anonymous reporting to the university. The Comply Line phone number is (877) 898-6072. The website can be accessed at this link: http://www.mycompliancereport.com.asp?fid=11&cid=uok&rpt=1.

C. COMPUTERS

Everyone is responsible for becoming familiar with all University of Kentucky’s computer usage policies. The following are links to policies. If at any point a violation to UK policy is identified, corrective action will occur.

NOTE: Capital equipment may not be permanently removed from university-owned premises. However, capital equipment may be temporarily removed upon written justification, proper approval, and notification of the Office of Controller and Treasurer.
TO USE EQUIPMENT (COMPUTERS, IPADS, LAPTOPS, AND OTHER EQUIPMENT) OFF-CAMPUS, ALL EMPLOYEES ARE REQUIRED TO SUBMIT AN OFF-CAMPUS FORM.

THE FORM CAN BE FOUND AT:  http://www.uky.edu/eForms/forms/offcamp.pdf

Additional information can be found at: http://www.uky.edu/UKIT/about.htm.

- Information Systems Use Policy (*PDF)
- Acceptable Usage Policy (*PDF)
  http://www.uky.edu/UKIT/files/AcceptableUsagePolicy.pdf
- Policy Governing Computer Security and Resource Allocation (*PDF)
- Patch Management and Virus Protection (*PDF)
- Electronic File Sharing Policy (*PDF)
  http://www.uky.edu/UKIT/security/policy_riaa.htm
- Microsoft Campus Agreement for faculty and staff (*PDF)
  http://www.uky.edu/UKSoftware
- Password Policy (*PDF)
  http://www.uky.edu/IT/CustomerService/Accounts/PasswordPolicy.html

1. COE Instructional Technology Center (ITC)

   The director of ITC should be contacted on all computer-related matters and purchases. The director of ITC is assigned to COE administration for computer support services.

2. Computers

   Computing resources and information are provided to COE employees to support the university’s business functions. Any use of these resources that interferes with these functions or maligns or defames the image or reputation of the University of Kentucky is prohibited. Computers are to be used for the UK work function only. Please refer to the University of Kentucky's Code of Conduct and Ethical Principles in regard to use of university property.

3. Computer Access

   The department chair, center director, and departmental business officer will approve and request access rights for the staff members. Although COE staff members have been granted access rights to University of Kentucky data, these access rights are to be used only when conducting university business and performing the duties of the position. Any other use is strictly prohibited. Inappropriate use is subject to corrective action up to and including termination of employment.
4. Computer Security

The COE faculty and staff have many sensitive files. At the end of the work day, all users should fully log off their computer to ensure no unauthorized access. It is recommended that employees set their workstation settings to utilize a password-protected screensaver.

5. General Computer Usage

Employees may use college computers for homework and personal work during lunch hour and rest periods, with their supervisor’s approval. Any deviation from this policy must be approved by the employee’s supervisor.

It is the policy of COE that a faculty or staff member’s e-mail account be suspended when it is determined that he/she is no longer an employee of the university. Upon request from the department chair or center director, a retired faculty or staff member may be permitted to retain his/her e-mail account. Requests should be routed through Terry Edin in COE ITC.

Retirees or former employees who are not performing official work for the department and the College of Education are prohibited from using college computing resources. This includes desktop workstations, network servers, and other computer-related resources.

It is the responsibility of each COE department business officer to notify Terry Edin that an employee has left the college. He will then give the department adequate time to move any files that may be needed. After all files have been moved, the user account and directories will be deleted.

6. Internet Usage

It is the responsibility of every employee to follow acceptable standards when using the Internet. The university has established standards in the following document: Policy Governing Access and Use of University of Kentucky Computing Resources (ukcc.uky.edu/policy.html). COE employees should adhere to these standards and the departmental standards set forth in this policy. The following are some of examples of unacceptable Internet usage:

a. Websites relating to pornography, militant extremist groups, gambling and illegal activities, and others deemed inappropriate by the dean.

b. Use of chat and newsgroups for purposes other than official university business.

The department has the right to limit and block any employee’s Internet access in accordance with the university policy. Your usage may be monitored. During the
lunch hour and rest periods, employees may use the Internet provided that they do not go to any sites that are deemed inappropriate by the university or department.

D. Cell Phone Policy

UK’s cell phone policy can be viewed at http://www.uky.edu/IT/CNS/products/cellphon.html. In order for employee cell phones to be reimbursed, the following three criteria must be met.

- The employee's job requires him/her to be readily accessible for frequent contact with the public or with university faculty, staff or students and
- The employee's job limits his/her access to regular land-line telephones that would satisfy the required business communication needs; and
- Monthly usage for business purposes is consistently 95% or more of tier selected for cash allowance.

Employees being compensated for cell phones that fall under item #3 above, need to review each monthly invoice to determine that the criteria of 95% has been met and must provide detailed monthly cell phone invoices to their business office. In addition, each phone call will need to be justified (per policy). If at any point the 95% usage has not been met, employees should contact their business office to discontinue payment or to reimburse COE for the monthly charges.

E. Media and Public Records Policies

The University of Kentucky Administrative Regulation II-1.2-5 states that “the president is responsible for the oversight, planning, and coordination of public relations programs for the university and for the coordination of public relations plans developed by the leaders for their sectors.” The University of Kentucky’s public relations staff is on-call 24 hours a day at (859) 257-3303 or through the UK paging operator at (859) 323-5321 in the event advice is needed. This media policy applies in the instances in which you are representing the university only.

Media Contact

In the event you are contacted by a member of a media outlet, it is our policy not to comment or discuss issues. Your standard response should be to forward the individual to Public Relations for an appropriate response.

Public Access

As a state funded university, all records within the university are available to the public.
F. Office Standards

1. Conduct

All employees of the COE are expected to act in a professional and courteous manner to one another and to anyone contacting the COE. Respectful and courteous communication (both verbal and written) with one another is a requirement for all professional staff. COE employees are expected to encourage and cultivate an atmosphere of teamwork.

Faculty and staff will be held accountable for behavior deemed to be unprofessional by the supervisor, department chair, director, or dean of the College of Education in accordance with HR Policy.

All staff members are expected to comply with the university’s Code of Conduct and Ethical Principles.

2. Attire

A professional image is encouraged. All COE Administration employees are encouraged to dress in at least a business-casual manner and look professional. If there are any concerns or if the employee needs guidance, he/she should discuss this with his/her supervisor.

References: UK’s Code of Conduct (http://www.uky.edu/Legal/ethicscode.htm)

3. Office Hours

The College of Education dean’s office is an administrative unit that reports to the provost and operates Monday through Friday, 8:00 a.m. to 5:00 p.m. Employees are generally expected to take their one-hour allotted lunch-time between the hours of 11:30 a.m. and 2:00 p.m. Deviations to these office hours must be approved by your supervisor in advance and in accordance with HR 70.0 policies and procedures.

4. Mail

Mail is sorted once a day and placed in each department’s/office’s box in the mail room on the first floor of Dickey Hall. It is then picked up by a designated employee or student worker and is distributed to the individual’s mailbox located in the department. Outgoing mail should be placed in the campus, metered, or stamped tubs in the first floor mail room.

5. Office Supplies

Office supplies are located in the individual departments/support units. Requests for supplies should be submitted to the departmental designee.
6. Telephone Usage

*Long Distance Access Code*

College of Education/administration employees will have an 8-digit long distance telephone code assigned to them. To make a long distance call, dial 9 + numbers. After the beep, enter your 8-digit code.

*Making Personal Long-distance Calls*

All personal long-distance telephone calls must be paid for by the employee with a personal credit card or calling card. The department’s telephone bill may be monitored each month by the director and individual section managers.

*Collect Calls*

Collect calls cannot be accepted. An employee who has a family emergency should consult their department head about handling collect calls.

*Moving Phones*

Please do not move telephones from their current locations without contacting the business office. When 911 is dialed, emergency workers are notified via a database that is maintained by UK Communications regarding the exact building location and room number from which the call is generated. A database that is not updated could slow down emergency response time.

G. Inventory

Definition of capitalized equipment: All nonexpendable movable equipment costing $2,000 ($1,000 for computers) will be capitalized and recorded in the Physical Facilities Inventory System.

In accordance with university policy and Commonwealth of Kentucky regulations, all equipment must be physically inventoried annually, and reported to Plant Assets Inventory, Office of the Treasurer, by the assigned deadline. Annual inventory will be conducted using scanners for verification and reconciling capital equipment posted in the fixed asset system. The online version of capital equipment inventory is located at the following link: [http://app.mc.uky.edu/ebars/UserLogon.aspx](http://app.mc.uky.edu/ebars/UserLogon.aspx). The user must have a login ID and password.

*NOTE: In the College of Education, ALL laptop computers MUST have an off-campus form on file in the appropriate department. This must be done, even if the computer is never removed from the office or UK’s campus.*

All inventory sheets are to be returned to Terry Edin in the COE Instructional Technology Center (ITC).
The following website can be used to find additional information on EBARS, Lost and Stolen Equipment, which G/L Codes to use, Fabricated Equipment, Capital Transfers, etc. (http://www.uky.edu/EVPFA/Controller/files/BPM/E-12-3.pdf)

**Types of Equipment Tags:**

1. Computer equipment purchased on UK’s eBuy Dell website will arrive from the factory with a J tag already attached.
2. All other equipment should be tagged with an "A" tag.
3. Equipment acquired with federal funds **AND** purchased under a WBS element (2XXXXXXXXX or 3XXXXXXXXX) should be tagged with an additional Federal Funds tag from Plant Assets. (Not all WBS elements use federal funds.)

**H. Minor Equipment**

**Effective January 1, 2011**, all minor equipment will be tagged and entered into the EBARS system (this includes iPads and other minor electronic items). Tags can be obtained by contacting Plant Assets at 257-8638. The cost of the tags will be charged to the department.

A current expense G/L account must be used when the cost of moveable equipment does not exceed the capitalization amounts (minor equipment). Minor equipment should be purchased using the following expense G/L account.

- 540300 Office Furniture costing less than $2,000 or computers costing less than $1,000.
- 540301 Other Moveable Equipment costing less than $2,000.

**I. Conference Room Scheduling**

The following rooms can be scheduled by e-mailing Keri Puckett in ITC.

- 109 Dickey Hall
- 122 TEB - Conference Room/Classroom
- 140 TEB - Windows Classroom
- 151 TEB - Computer Lab and work areas
- 151F TEB - Conference Room
- 158 TEB - Auditorium
- 240 TEB - Macintosh Classroom
- 245 TEB - Multifunction Classroom
- 246 TEB - Windows Classroom
- Area 51 - Preview Room located in 151 TEB
J. **Key Requests**

Key requests should be sent electronically to Rosemary Waters in the COE business office. Each department should have a designated person who is responsible for determining the keys that an employee should receive. Under no circumstances will a master key be issued. Sub-masters will be given to department chairs, center directors and business officers.

*Surrendering Keys*

An employee is expected to surrender all keys to their business office upon the termination of employment with the department. It is the section manager’s responsibility to ensure that employees turn in their keys when they terminate.

*Off-Campus Procedures*

Off-campus employees should ask about obtaining keys at their particular location.

*Keeping Keys Secure*

1. Keys are valuable and must be kept secure at all times. Do not leave keys hanging in your office door.
2. Do not allow others to borrow your keys.
3. Report a lost key and request a replacement through the appropriate business office.

K. **PARKING**

http://www.uky.edu/Parking/index.html

L. **UK Regulations Library**

Governing Regulations, Administrative Regulations, UK Senate, Professional Code of Conduct, HR Policy, Business Procedures Manual, etc.

http://www.uky.edu/Regs/

M. **RECORDS RETENTION**

The Commonwealth of Kentucky mandates by statute that all public records be retained or disposed of according to state guidelines. In 1994, the state archives developed the first installment of a [model schedule](http://www.kdla.ky.gov/recmanagement/schedules/kyuniversitymodel.pdf) for public records generated by state universities. The schedule calls for the timely destruction, or permanent preservation, of all university public documents. Please consult your controller’s division departmental “GreenBook” for questions regarding records management.

Listed below is a summary of the retention policy for financial records and personnel files.
RECORDS MANAGEMENT POLICY

as of 8/16/11

<table>
<thead>
<tr>
<th>Document</th>
<th>Minimum Length of Retention</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time Sheets/Absence Records</td>
<td>3 years</td>
</tr>
<tr>
<td>Personnel Files</td>
<td>5 years after the employee terminates</td>
</tr>
<tr>
<td>Payroll Labor/Salary Distribution Reports</td>
<td>3 years*</td>
</tr>
<tr>
<td>Travel Requests/Reimbursements/Vouchers</td>
<td>3 years*</td>
</tr>
<tr>
<td>Ledgers/DAV's/JV's/Requisitions/PO's</td>
<td>3 years*</td>
</tr>
<tr>
<td>Cash/Check Transmittals/Pro Card Receipts</td>
<td>3 years, if no audit; or 3 years after audit</td>
</tr>
</tbody>
</table>

Destroy when maintenance is approved and completed

*Before personnel file destruction, you must establish that these records were transferred to UK Human Resources during the employee’s years of employment.

*Any document or record funded by a grant must be retained 3 years after submission of final financial report, closure of account, and audit, unless otherwise specified by the terms of the grant contract.

NOTES:

- A record is the same record with the same retention period whether it is in a hard copy format or an electronic format.
- The State University Records Retention Schedule is the university’s guide for retaining records. It can be found at: http://kdla.ky.gov/records/recretentionschedules/Documents/State%20Records%20Schedules/KYUniversityModel.PDF
- After retention has been met (or because office storage space is limited), there are two options:
  - Transfer the non-permanent records to the offsite storage facility; or
  - Destroy via a locked UK recycle bin.
- Contact Nancy DeMarcus in the UK Archives and Records Program at uarp@lsv.uky.edu in order to send records to the offsite storage facility or before the annual review period and non-permanent records destruction are considered.
N. MOTOR POOL

Information regarding the Motor Pool can be found at: http://www.ca.uky.edu/fm/uk_motorpool.php.

Rental Fleet

Please see Vehicle Reservations for types of vehicles and rates.

Helpful information:

1. Who may drive a University of Kentucky Motor Pool vehicle? See E-14-2 in the UK Business Procedures Manual
2. UK Motor Pool vehicle insurance policy: See E-14-1 in the UK Business Procedures Manual
3. In addition to the Business Procedures Manual, the Motor Pool has the following regulations:
   o A valid driver’s license is required to pick up a Motor Pool vehicle.
   o An MVR (Motor Vehicle Record) release form must be on file with UK Risk Management.
   o Pets are not allowed in Motor Pool vehicles unless a service animal.
   o Smoking is not allowed in university vehicles.
   o Drivers of the 12-passenger vans must be a certified van driver and meet the driver requirements outlined in the Business Procedures Manual. Additionally, 12-passenger van drivers MUST pick up the vehicle in person.

Rental Fleet Accidents/Emergencies

If an accident or emergency occurs, please contact the Motor Pool 24/7 at (859) 257-3119 to report the incident and obtain help. In the case of an accident, the driver is responsible for filling out an accident report within 24 hours.

III. HUMAN RESOURCES & EMPLOYMENT

A. New employee Orientation

PROCESS: All University of Kentucky employees are required to attend university new employee orientation. The one-day orientation may be attended the first day of employment, or as soon as possible thereafter. Overall, the goals of this orientation are to:

- Welcome new employees to the university;
- Help new employees develop positive working relationships by building a foundation of knowledge about the university’s history, mission, vision, values and culture;
Administrative Manual

- Help new employees understand their roles and how their contributions help achieve university goals;
- Provide information about university policies, procedures, benefits, and pay;
- Offer resources, help, and growth for employees;
- Help create a sense of excitement about an employee’s new position.

During new employee orientation, important information pertaining to university policies, benefits, retirement, parking, UK safety, campus layout, and other vital information will be explained. The employee’s supervisor will register the new employee for the university new employee orientation session at the link: [http://hr.uky.edu/TandD/classes/MS001.html](http://hr.uky.edu/TandD/classes/MS001.html).

Information regarding the time, place, and parking for new employee orientation will be provided by the university Human Resources office. The Human Resources offices may be contacted at [www.uky.edu/HR](http://www.uky.edu/HR) or 859-257-2608.

New employees may submit employee benefits forms (e.g., healthcare, insurance, retirement forms) during orientation if this was not done through Human Resources prior to orientation. To complete the employee benefits forms, bring Social Security numbers, birth dates, and addresses for any dependents and beneficiaries.

Application for a UK main campus parking permit (if needed) and Federal Form I-9 may be completed at orientation as well. Federal and state withholding forms, an Authorization Agreement for Direct Deposit form for payroll, and a Drug-Free Workplace Agreement will also be filled out by new employees on or before the first work day.

All university employees are required to participate in direct deposit of paychecks. An Authorization Agreement for Direct Deposit form is available in Human Resources (112 Scovell Hall) at the main campus payroll office (Room 340, Peterson Service Building) or online at [http://www.uky.edu/eForms/forms/dirdepos.pdf](http://www.uky.edu/eForms/forms/dirdepos.pdf). A deposit slip or voided check for the bank account receiving the pay check deposit is required for completion of the Agreement for Direct Deposit form. Employees will receive documentation for each pay period that includes an indication of salary and deductions.

Employees are responsible for notifying the university Benefits Office of an address change. Contact the Employee Benefits office at 859-257-9519, 1-800-440-6285, or at [www.uky.edu/HR/benefits](http://www.uky.edu/HR/benefits) to report change of address.

Supervisors of new employees should review the information pertaining to New Employee’s Orientation and Follow-up Letter. Checklists to ensure new employees complete appropriate training and steps to provide a smooth new employee transition are available at: [http://hr.uky.edu/TandD/documents/neo_checklist.pdf](http://hr.uky.edu/TandD/documents/neo_checklist.pdf) and [http://hr.uky.edu/TandD/documents/neo_checklisttwoweek.pdf](http://hr.uky.edu/TandD/documents/neo_checklisttwoweek.pdf)

The checklists contain valuable information for orienting new employees. These related checklist forms should be completed and maintained in the employee’s departmental file. Supervisors should complete these forms within two weeks of the employee’s university new employee orientation.
The COE New Employee Checklist (see next page) will be completed for new employees, in addition to the UK Supervisor’s Checklist, in order to help ensure appropriate intake processes are accomplished.

The COE Employee Exit Checklist (see page 26) will be completed just prior to an employee’s termination and departure, in addition to the UK Employee Separation Sheet, to ensure appropriate out-processing tasks are completed. Responsible parties are indicated on the forms. Completed forms should be kept in the employee’s COE personnel file.
UNIVERSITY OF KENTUCKY
College of Education

New employee Name ___________________________ Date ___________________________

Department ___________________________

Supervisor’s Name ___________________________

Section to be completed by Supervisor:

<table>
<thead>
<tr>
<th>Task</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ UK orientation scheduled</td>
<td></td>
</tr>
<tr>
<td>□ UK 1st Day Supervisor’s Checklist</td>
<td></td>
</tr>
<tr>
<td>□ UK 2nd Day Supervisor’s Checklist</td>
<td></td>
</tr>
<tr>
<td>□ COE Administrative Manual reviewed with employee</td>
<td></td>
</tr>
<tr>
<td>□ Computer Access – education e-mail account</td>
<td></td>
</tr>
<tr>
<td>□ Computer assigned, if needed</td>
<td></td>
</tr>
<tr>
<td>□ Building keys</td>
<td></td>
</tr>
<tr>
<td>□ Add employee to UK and COE Directory</td>
<td></td>
</tr>
<tr>
<td>□ Assign mailbox if needed</td>
<td></td>
</tr>
<tr>
<td>□ Instruct on how to use phone/voice mail</td>
<td></td>
</tr>
<tr>
<td>□ Assign long distance code, if needed</td>
<td></td>
</tr>
<tr>
<td>□ Assign copier code, if needed</td>
<td></td>
</tr>
<tr>
<td>□ Professional development Information</td>
<td></td>
</tr>
<tr>
<td>□ Order business cards, if needed</td>
<td></td>
</tr>
<tr>
<td>□ Order name tag/name plate, if needed</td>
<td></td>
</tr>
<tr>
<td>□ Office supplies</td>
<td></td>
</tr>
<tr>
<td>□ Discuss time sheets and due dates, if needed</td>
<td></td>
</tr>
<tr>
<td>□ Procard training, if needed</td>
<td></td>
</tr>
<tr>
<td>□ Contact COE business office to determine other training needs</td>
<td></td>
</tr>
<tr>
<td>□ UK 2 Week Supervisor’s Checklist</td>
<td></td>
</tr>
<tr>
<td>□ Completed I-9 form to have citizenship &amp; employment eligibility verified on or before the first day of work</td>
<td></td>
</tr>
<tr>
<td>□ Employee signs the UK Drug Free Workplace form after reading and having any questions answered</td>
<td></td>
</tr>
<tr>
<td>□ Completed the necessary personnel, payroll and tax forms</td>
<td></td>
</tr>
<tr>
<td>□ □ □ □ □ □</td>
<td></td>
</tr>
</tbody>
</table>

Please list keys that are being assigned to employee:

______________________________

______________________________
Administrative Manual

UNIVERSITY OF
KENTUCKY
College of Education
Exit Checklist

Employee Name: ___________________________ Date: ______________
Department: ______________________________
Supervisor’s Name: _______________________
Resignation or Termination Date: _____________

Section to be completed by Supervisor:

☐ Written notice of termination or resignation
☐ Phone code deleted and messages erased
☐ Return all equipment (off campus computers, IPADS, etc.)
☐ Return parking tag to Parking & Transportation
☐ Ensure termination of employee’s access to computer systems,
  e-mail accounts, accounting, budget, payroll, personnel systems, etc.
☐ Remove employees name from authorized signature lists, including
  payroll distribution, payroll voucher, checking accounts, security
  rosters, etc.
☐ Remove employee from all e-mail distribution lists and directories
  (on-line web page, phone book)
☐ Procard returned
☐ Determine which keys the employee has had issued and either
  return to key shop or to the business office
☐ Prepare and submit UK Employee Separation Sheet indicating
  employees forwarding address for W-2 purposes
☐ Verify payroll annual leave and sick leave balances
☐ Verify that all the employee’s personal items have been removed
  from the office and any other work space
☐ If leaving the university, get UK ID card.
☐ Remove name from all accounts (ledger sheets, etc.)

☐
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☐

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□
□
B. Time Reporting

1. Time Reporting-Staff

The COE staff is expected to comply with Human Resources policy related to attendance/hours of work (HR Policy and Procedure 70.0: http://www.uky.edu/HR/policies/hrpp070.html). Additional clarification specifically related is as follows:

   a. Staff members are expected to be present and performing the functions of his/her job during the hours of operation (Monday – Friday, 8 a.m. to 4:30 or 5:00 pm, depending on position hours). Exceptions to this include staff on reduced FTE schedules. Reduced FTE schedules must be reviewed and approved by the supervisor, the department chair or center director, and the dean to ensure job responsibilities are met.

   b. Additional hours beyond the normal hours of operation are not uncommon for both monthly and biweekly staff. However, overtime for biweekly staff should be approved in advance by the supervisor. Overtime in excess of 10 hours in a given pay period should be approved by the department chair or center director and COE business officer. Full-time (hours/day) monthly employees are expected to work the hours necessary to accomplish the tasks they have been assigned. This may include elongated hours beyond the normal 8 hour day.

2. Notification of Absence

Employees should contact their immediate supervisor via e-mail or through phone with notification of absence from work for any reason. Notification should be done in advance when possible. If an absence is known in advance, the employee should prepare an absence form and submit to the appropriate supervisor. NOTE: Some departments may require a phone call for absences that are not known in advance.

3. Making Up Time from Short Time Absences

If any employee should miss short intervals of time from work, such as a doctor’s appointment, and chooses to make up the hours missed in lieu of taking Temporary Disability Leave (TDL), the following guidelines should be followed. This policy is at the discretion of the department and supervisor.

   a. A request should be sent in advance when possible to your immediate supervisor.

   b. The following should be included:

      (1) The reason for the absence

      (2) The time you leave work
(3) The time you return
(4) The intended time(s) of the day you plan to work to make up for lost time

c. The employee will also be required to communicate if anticipated times for making up lost time do not work. A revised schedule for make-up time should be provided to your supervisor. If the employee is biweekly, the makeup time needs to be within the same pay period as the time missed and the approval and makeup schedule should be attached to the timesheet.

4. Vacation Policy- STAFF

The university Vacation Leave Policy can be found at [http://www.uky.edu/HR/policies](http://www.uky.edu/HR/policies).

The following is pertinent information regarding vacation from the HR Policy Manual (revision 6/7/06) HR Policy 80.0.

The university provides vacation with pay to any regular staff employee with a full-time equivalent (FTE) of .5 or greater. Vacations are to be scheduled at times that are convenient to the department and with consideration of the employee’s preference.

NOTE: The university encourages an employee to schedule at least five days of vacation leave consecutively, resulting in at least one full week of meaningful time off.

5. Vacation Allowances-STAFF

Regular full-time employees in the following groups, and employed on or after 7/1/83, are provided annual vacation allowances as follows.

a. Any administrative and professional staff employee earns vacation as follows:
   (1) 15 days each year during the first five years of continuous service, and
   (2) 20 days each year during the sixth year and each year of continuous service thereafter.

b. Any office or clerical, service and maintenance or technical and scientific staff employee earns vacation as follows:
   (1) 10 days each year during the first three years of continuous service;
   (2) 15 days each year during the fourth through the ninth year of continuous service; and
   (3) 20 days each year during the tenth year and each year of continuous service thereafter.

NOTE: The accrual rate is based on the established FTE for the position compared to the departmental normal work week. In cases where the scheduled work week is not consistent throughout the year, the pro rata percentage to full-time shall be calculated on an annualized basis.
6. Vacation Allowances-FACULTY

a. Nine-month faculty members do not receive vacation allowances.

b. Any ten-month, eleven-month, or twelve-month full-time faculty employees shall be entitled to twenty-two (22) working days of vacation leave with pay per assignment period.

c. The twenty-two (22) days of vacation leave shall be credited annually to the faculty employee on the first day of the new fiscal year.

d. With prior administrative approval, faculty employees may take vacation leave during the period in which they are eligible to take such leave. However, faculty with instructional responsibilities, which typically include responsibilities for advising and graduate supervision, shall be available to fulfill those instructional duties at least until after Commencement and until all reports have been made, and at least five (5) working days prior to the first day of class each semester, unless for special reasons leave is approved.

e. Vacation leave, if used, shall be taken in the assignment period in which it is credited, or the vacation leave shall be forfeited.

Exceptions:
When extraordinary business-related circumstances prevent a faculty employee from using his or her annual vacation leave, the faculty employee’s chair may request permission to carry forward the unused vacation leave. A request shall be made in writing and requires the approval of the appropriate dean and the provost. Final approval to carry forward unused vacation leave shall be granted by the provost on a case-by-case basis. Circumstances warranting a decision to permit a faculty employee to carry over unused vacation leave must be related to work demands placed on the faculty member by his or her chair, the dean, or the institution and be clearly beyond those experienced in the normal course of employment.

7. Vacation Approval, Notification and SAP Entry

Vacation time must be approved in advance by the supervisor. Office coverage should be considered when approving vacation requests. Vacation requests should be requested using the university Absence Record (http://www.uky.edu/eforms/forms/absences3.pdf). Prior to approval, supervisors should verify that the appropriate vacation balance is available or will be available at the time of the leave date. No vacation requests should be approved if balances are unavailable. Vacation requests should be given to your departmental business office. Approved requests will be kept in the department employee record for documentation purposes. No vacation leave should be keyed in SAP without documented supervisor approval.
8. Temporary Disability Leave

Temporary Disability Leave (TDL) is available for regular employees with a full-time equivalent (FTE) of .5 or greater. It is the intent of this policy to provide leave for employees who have an illness or injury which prevents them from performing their jobs on a temporary basis, or to care for eligible family members within the guidelines of this policy, HR policy 82.0, [http://www.uky.edu/HR/policies/hrpp082.html].

Further information pertaining to UK’s TDL and TDL insurance can be obtained from the Human Resources website.

Temporary Disability Leave (TDL) or sick leave often cannot be approved in advance if it is directly related to the employee’s health. However, it should still be documented. For biweekly employees, this should be accounted for and documented on the timesheet and a university Absence Record. For monthly employees, this should be documented by a university Absence Record. TDL should not be recorded until documented approval is obtained.

*Unauthorized absence(s) are subject to corrective action up to and including employee termination.*

9. Family Medical Leave (FMLA)

Extended Temporary Disability Leave or Family Medical Leave as detailed in HR Policy and Procedure 88.0 [http://www.uky.edu/HR/policies.hrpp088.html] should be reviewed by the supervisor. Employees and supervisors are expected to comply with the university’s FMLA and TDL policies. Any employee who is out of the office due to illness for him/herself or an immediate family member as defined by the FML policy for an extended period of time should be advised of FML policy and given the appropriate forms to begin the process. If additional assistance is required, supervisors should contact their department business office or the college business office and then HR when necessary.

10. Biweekly Time Sheet Review and Approval

All timesheets must be reviewed and approved by the supervisor. After time has been keyed in SAP, the department chair, center director, Department business officer and/or his/her designee shall review the time entered in SAP and the actual time sheets. The department chair, center director, or his/her designee will review the labor distribution after each pay period for biweekly and monthly employees to ensure the data transferred is consistent with the data appearing on the labor distribution report. Discrepancies will be investigated and discussed with the supervisor.
11. Telecommuting (Working from Home)

The COE departments are staffed 8:00 a.m. to 5:00 p.m. on site. However, there may be situations which may require working from home. These should be exceptions to the rule and not the “normal” routine. If the employee requests to work from home for any portion of the day (again this should be the exception, not the rule), the employee should obtain advance approval (generally 24 hours in advance) from their supervisor AND either the department chair or center director. The employee should have an identified work plan to include specific tasks. This plan must be reviewed and approved by the supervisor and the department chair or center director. Checking e-mail and phone messages alone does not constitute “working from home”. Unapproved telecommuting time will require the employee to use the appropriate sick/vacation leave as approved by the supervisor (HR policy related to leave balances apply). Extreme situations, which may require an altered regular “at-office” work schedule, would be reviewed on a case by case basis in the context of work responsibilities, office need, and HR policy. These extreme situations must be approved by the dean. Requests should be e-mailed to Rosemary Waters at rwate00@uky.edu.

12. Leave Balances/Absence Reports

Employees are encouraged to check their leave balances regularly utilizing the myUK self-service portal. Prior to approving vacation requests, supervisors should confirm leave balances with the department business officer or by utilizing SAP transaction PT_50.

C. Individual Assessment

In the context of Human Resources Policy and Procedure (HR Policy and Procedures 61.0, http://www.uky.edu/Hr/policies/hrpp061.html), performance evaluations are to be conducted by the supervisor in January/February of each year after the closing of the previous calendar year, utilizing the university’s Performance Evaluation form.

1. Employee Expectations: employees are expected to keep their Performance Evaluation form updated with current responsibilities. Goals and objectives should be set and reviewed with the supervisor.
2. Supervisor Expectations: Supervisors are to meet at least annually with employees to go over the previous year’s performance and to review the responsibilities, goals, and objectives for the new performance year.
3. Once Performance Evaluations are completed, they should be signed by the employee, the supervisor, and the next level management. The dean of COE may request a review of the performance evaluation before the supervisor discusses it with the employee.
4. The COE business officer will deliver all evaluations for the COE to Employee Records by the deadline set by Human Resources each year, to maintain confidentiality.

D. Training and Professional Development

1. Training & Certification Courses

The University of Kentucky offers a number of training and certification courses to employees through the Office of Training and Development (http://hr.uky.edu/TandD/welcome.php). Classes are offered in areas of workplace skills, professional development, leadership, technology and certifications. Specific information can be found through the Office of Training and Development website.

2. Employee Education Program (EEP)

UK offers regular full-time employees a tuition waiver of up to 18 credit hours per year at any state-funded Kentucky college or university. Information regarding this program can be obtained through the Human Resources website at, http://www.uky.edu/benefits/eep_overiew.html.

3. Professional Development

The College of Education encourages continuing professional development. Employees are encouraged to seek out new training opportunities that will assist them in the performance of their job. Human Resource Development is an excellent source for training. Employees are encouraged to check the training course schedule before looking outside the university.

E. Staff Overtime

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

As a non-exempt employee, you shall be compensated for overtime in that you shall receive time and one-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 shall be authorized in advance by the appropriate official. All paid time, except for accrued temporary disability 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.
All overtime on general funds MUST be approved by the dean’s office, in advance. Supervisors should send an e-mail to the business office stating the name of the employee, dates of the overtime, and purpose.

Per HR Policy & Procedure 30.0, employees can be disciplined for working overtime if it has not been pre-approved. More information on HR Policy and Procedure 30.0

F. Staff Overloads

Information on staff overloads can be found at http://www.uky.edu/Regs/files/ar/ar032.pdf. All staff overloads must be approved in advance by the dean’s office.

G. Grievances

Human Resources Policy & Procedures 7.0 describe the employee grievance procedure (http://www.uky.edu/HR/policies/hrpp007.html).

H. Benefits

The University of Kentucky administers a wide array of benefit offerings for UK employees and their families. Additional information can be found on their website at http://www.uky.edu/HR/benefits.
# University Benefits Eligibility Grid

**Last Updated 5/31/05**

<table>
<thead>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>I. Active Employees</strong></td>
<td></td>
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<td>Regular full-time and WEPP</td>
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<td>X</td>
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<td>93.1, AR2-1.1-5, AR2-1.5-1</td>
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<tr>
<td>Reg. 75 &amp; above FTE</td>
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<td>X</td>
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<tr>
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I. Workers’ Compensation

Any university employee who is injured or incurs an occupational disease or death, normally without regard to fault, as a result of university employment, is covered by the Kentucky Workers’ Compensation Act, the University of Kentucky Workers’ Compensation Program, and the University of Kentucky Workers’ Care Program Managed Care Organization.

Process

Administration of the university’s Workers’ Compensation Program is a function of Employee Benefits.

1. Any work-related injury or hazardous exposure shall be immediately reported to the supervisor.
2. All work-related injuries or exposures shall be immediately reported by calling the Workers’ Care Program at 1-800-440-6285.
   a. When an employee returns to work, the supervisor or employee shall immediately telephone or send written notice to Employee Benefits. The report should include exact date and time the employee returned to work.
   b. Failure to report a work-related injury or exposure within 3 days may result in denial of a claim and/or appropriate corrective action for the responsible employee and/or supervisor. For repetitive motion and similar injuries, the injury must be reported within 3 days of learning the injury is work-related.

Post Accident Drug and Alcohol Screenings (NEW 7/1/11)

1. The University of Kentucky is a Drug-Free Institution and requires drug and alcohol screening for all accidents or injuries sustained, except as specified in subsection 2 below:
   a. During the conduct of the employer’s business,
   b. During work hours, or
   c. Involving employer supplied motor vehicles or personal vehicles conducting university business, or
   d. During an employment-related accident where there is a fatality of anyone involved in the accident, or
   e. During an employment-related accident that causes bodily injury to the employee and/or another person, or
   f. During an accident that requires a drug and alcohol screening by federal or state law including, but not limited to, drivers of commercial motor vehicles.
1. **Sabbatical Leaves**

   **College of Education Procedures**

   To request a sabbatical, the faculty member submits to their chair a sabbatical proposal which may be contained in or attached to a memo. The proposal must include, at a minimum:

   a. A well developed sabbatical plan that describes how the leave will assist in the individual's professional development, and what benefits will accrue to the college as a result of the sabbatical.
   b. Documentation of prior correspondence with the host institution(s) clearly stating whether or not the host institution(s) will be providing any financial support for the candidate during the sabbatical.
   c. A signed sabbatical leave application (form attached)

   The department chair forwards the proposal and signed application to the dean with their memo of endorsement, including a plan for the maintenance of instructional activities in the faculty member's absence and a clear explanation of any funds required to meet these obligations. With the dean’s support, the sabbatical request is forwarded to the provost for approval.

   The College of Education sabbatical leave policy as well as the portion of Governing Regulation X which deals with sabbatical leave is attached as is the sabbatical leave application required by the provost.

   All documentation should be sent to Patricia Adolph. She will enter the sabbatical as a board action in the faculty database.
SABBATICAL LEAVE

APPLICATION

Name: ____________________________  College: Education

Academic Title: ____________________________

Department: ____________________________

Period(s) of Leave: Check below the option for which you choose to apply:

□ Fall 201__ (full pay)  □ Spring 201__ (full pay)

□ Full Year 201__-201__ (half pay)

□ Fall 201__ (half pay)  □ Spring 201__ (half pay)

□ Divided leave*

*Please specify all periods (with dates) in 201X-201Y and subsequent academic years. These dates should add up to either one-half year at full salary or one full year at half salary.

Signature of Applicant/Date: ____________________________

I have reviewed and agree to abide by the restrictions on outside employment during sabbatical leave stipulated in GR X.B.2(d)(i).

A faculty employee’s signature on the sabbatical leave application form constitutes a legally binding agreement that, in the event the faculty employee does not return to the University of Kentucky for at least one year of service immediately following the sabbatical leave, the faculty employee will repay the University of Kentucky for compensation and fringe benefits paid to the individual during the sabbatical leave.
University Guidelines

GR X- 11, 12 Sabbatical Leave

The purpose of sabbatical leave is to provide opportunities for study, research, creative effort, improvement of instructional or public service capabilities and methods, and related travel in order that the quality of each recipient's service to the university may be enhanced.

Faculty members who have full-time non-tenured or tenured appointments in the regular, special title, extension, or librarian series with the rank of assistant professor (or librarian III) or higher, are eligible for sabbatical leaves after six (6) years of continuous service in the rank of instructor (or librarian III) or higher at the university, or for sabbatical leaves under a different option after three (3) years of continuous service. All such sabbatical leaves shall be approved by the president or the president's designee.

After six (6) years of continuous eligible service, a faculty member may apply for one (1) year's sabbatical leave (academic year for appointees on academic year, ten-month, or eleven-month assignments) at one-half salary or six (6) months' sabbatical leave (academic semester for appointees on academic year, ten-month, or eleven-month assignments) at full salary. After three (3) years of continuous eligible service, an appointee may apply for six (6) months' sabbatical leave (academic semester for appointees on academic year, ten-month, or eleven-month assignments) at one-half salary. Normally "continuous service" is interrupted by a sabbatical leave; that is, no service prior to a sabbatical leave may be credited toward eligibility for future sabbatical leave. However, in the event that it becomes necessary for an individual to postpone a sabbatical leave at the request of and/or for the benefit of the university or one of its educational units, the period of postponement shall be counted as part of the six (6) years of service necessary for the individual to again become eligible for sabbatical leave. The request for and/or agreement that the sabbatical leave be postponed shall be made in writing by the dean, and be approved by the provost. The request or agreement shall specify the period of postponement and the reason for it. In no case shall cumulative sabbatical leave be granted for a single period longer than one (1) full year at full salary.

Sabbatical leave shall not be used as a means of augmenting personal income. A recipient may not accept gainful employment during a sabbatical leave (for an individual on an academic year assignment basis, this does not include the period of May 16 through August 15; for an individual on a ten-month or eleven-month assignment basis, this does not include the period of vacation and the one (1) or two (2) months outside the assignment period each fiscal year; for an individual on a twelve-month assignment basis, this does not include the one-month vacation period) except as follows:
A fellowship, grant-in-aid, or government-sponsored exchange lectureship may be accepted for the period of the leave if acceptance shall promote the purpose of the leave and is approved by the president or the president's designee. For those on one-year sabbatical leave, additional salary not to exceed one-half of the regular academic salary may be accepted for (1) work performed during the sabbatical leave on research projects administered by the university with funds from government or private grants or contracts when the terms of the grant or contract authorize the usage of such funds, and when the work to be performed is significantly related to the studies planned for the leave; (2) work on a research grant at another university; (3) research work in a government laboratory; or (4) work as a research professor or associate professor in another university. Any such arrangements pursuant to this paragraph must be approved by the president or the president's designee.

In neither of the above instances shall a recipient's total income, attributable to a sabbatical leave project, exceed the individual’s regular academic salary. Sabbatical leave shall be granted with the understanding that the recipient, following the sabbatical leave, will continue service at the university for at least one (1) academic year.

2. **Entrepreneurial Leave**

**GR, Part X, REGULATIONS AFFECTING EMPLOYMENT:**


This regulation is regarding an entrepreneurial leave for faculty employees who wish to take time off from their university position to pursue entrepreneurial activities. Faculty employees desiring to take entrepreneurial leave must submit a completed and signed Entrepreneurial Leave form and all attachments. The leave must be recommended by the faculty employee’s unit administrator and approved by the dean of the college and the provost. Specific terms and conditions for entrepreneurial leave are found in the Governing Regulation and the Entrepreneurial Leave form. The form may be obtained from the Office of the Provost.

*Entrepreneurial Leave*

The university encourages faculty employees to engage in entrepreneurial activities and strives to support the efforts of faculty who wish to commercialize their discoveries. Therefore, the pursuit of entrepreneurial endeavors is a valid reason for application for a faculty leave of absence.

The request for entrepreneurial leave, submitted by the faculty person to his or her unit administrator, shall be accompanied by a completed and signed Entrepreneurial
Leave form and all attachments. The period of the leave shall not normally exceed one academic year. However, the leave may be extended for a second and final year by the provost upon the recommendation of the dean. The Entrepreneurial Leave form enumerates additional terms and conditions of such leaves. The unit administrator shall review the proposal and forward the materials to the dean of the college along with their recommendation. The dean shall forward his or her recommendation to the provost for approval. Entrepreneurial leaves shall be reported to the Board of Trustees. Time spent on entrepreneurial leave shall not apply toward eligibility for sabbatical leave or count as probationary period service unless the university is granting the leave and the individual accepting it agrees to the contrary. Time spent on entrepreneurial leave shall not otherwise be considered as an interruption of continuous service.

The form may be obtained by contacting the provost’s office.

K. College of Education Buy-out Policy

Faculty members may buy-out of teaching one or more courses each semester. To purchase release time, the faculty member should provide the following:

- At least 12.5% of the academic salary for each semester courses. Departments may use higher percentages, as long as the percentages are not varied between employees, and
- NOTE: Overloads to teach courses will count against the 12.5%.

Only under exceptional circumstances and with the dean’s approval, will a faculty member be allowed to buy out of all semester instructional activity.

L. Wethington Awards

The Wethington Awards program serves five purposes that are linked to our efforts to move the university toward national prominence:

- Increase the number of applications to extramural funding agencies;
- Increase the level of grant and contract funding;
- Provide enhanced opportunities for graduate student and postdoctoral training;
- Enhance the level of indirect costs revenue for redistribution and investment; and facilitate the recruitment and retention of research-oriented faculty.

Units may use salary reimbursement funds generated through shifting of general fund salary costs to extramural grants and contracts (i.e., ledger 4 accounts). Units may not use salary savings funds nor may they use state funds budgeted for current operating expenses. Salary reimbursement funds for the Wethington Awards cannot be generated from salary amounts covered by endowment or gift accounts.
IV. BUSINESS PROCEDURES

UK’s Business Procedures Manual should be used for a complete list of business procedures. Information listed in this manual is for items that are used frequently.


UK’s Forms Page [http://www.uky.edu/eforms](http://www.uky.edu/eforms)

A. Approvals

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### B. Purchasing, Procards & Travel, etc.

In cases where the Procurement Card is allowed, it is the preferred method for payment. See Business Procedures Manual, Section B-3-2-1.

<table>
<thead>
<tr>
<th>Procurement Card Purchases less than $5,000 (Preferred Method)</th>
<th>Requisition through Purchasing</th>
<th>Departmental Authorization &amp; Voucher (DAV)</th>
<th>Payroll</th>
<th>Travel Voucher</th>
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<td>X</td>
</tr>
<tr>
<td>Stipends and grants to UK students</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Storage, temporary</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Students payments/cash disbursements</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Procurement Card Purchases less than $5,000  (Preferred Method)</td>
<td>Requisition through Purchasing</td>
<td>Departmental Authorization &amp; Voucher (DAV)</td>
<td>Payroll</td>
<td>Travel Voucher</td>
<td>Comments</td>
</tr>
<tr>
<td>---------------------------------------------------------------</td>
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<td>----------</td>
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<tr>
<td>Student orientation and reception activity expenses</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sub Awards</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subscriptions to newspapers, magazines and journals for official university purposes</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tangible Goods and Items (Less than $5,000)</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tangible Goods and Items (More than $5,000)</td>
<td></td>
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<td></td>
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<tr>
<td>Temporary Help</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Training</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td>Transcription Services</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transportation Services (Chartered Buses, Taxi, Aircraft, Watercraft, etc.)</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel - employees</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel - Guests</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel - Students</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Utility payments</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water for human consumption - bottled or cooler</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical Supplies patient related with cost center (1058XXXXXX)</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Purchasing needs to review any agreements

Procurement card if no written agreement is required.

Refer to BPM - E-5-1 thru E-5-3

Refer to BPM - E-5-1 thru E-5-3

Refer to BPM - E-5-1 thru E-5-3

Refer to BPM - B-3-2-2
1. Discretionary Policy


2. Procurement Cards

   The University of Kentucky Procurement Card (Procard) Program was implemented to increase the efficiency of the purchase and payment of small dollar transactions. Purchases on the Procard must adhere to the university’s price contracts. The Procard may not be used for any personal charges under any circumstances.

   All Procard users must be familiar with the university’s PCI compliance plan. This plan is located at the following link: http://www.uky.edu/EVPFA/Controller/pcidss.htm.

   For details on Procard procedures, please go to the attached link: http://www.uky.edu/EVPFA/Controller/files/pay/CardholderManual.pdf

   See Departmental Administrative Manual for other COE departmental Procard procedures.

   Forms

   Procard Application (PDF)
   Application Instructions (DOC)
   Dispute Form (PDF)
   Cardholder User Agreement (DOC)

   Registration Forms

   FedEx (PDF)
   UPS (PDF)
   OfficeMax (PDF)

   Cardholder Manuals

   Card Holder Manual/Policies (PDF)
   Cardholder Editing Manual (PDF)
   Cardholder Master Data Manual (PDF)

   Procurement Card Policies

   Restricted Purchases (PDF)
   Procard Mass Deletion Schedule (PDF)
3. DAV’s

The DAV shall be used for the categories identified on the following website (http://www.uky.edu/EVPFA/Controller/files/BPM/B-3-2-2.pdf). The purchasing division must review and sign all contracts or agreements required by the vendor/contractor as a supplementary document to the DAV. Departmental employees or officials may NOT sign such supplementary agreements or contracts on behalf of the university except as expressly authorized in accordance with the Contract and Transition Approval Authority (AR 8:3). Transactions requiring the signing of contracts or agreements by university employees shall be forwarded to the purchasing division for their review and official university signatures prior to processing the DAV to the contractor.

Transactions and requirements that cannot be completed under the limits and categories of the procurement card or the DAV shall be processed via an on-line requisition in SAP. DAV numbers are unique to each document. A log of DAV numbers for the dean’s area is maintained by the business office. The business office will assign a number to each document. The log shows the DAV number, the vendor on the DAV, date issued, cost center, general ledger and other relevant data for tracking the DAV.

In addition, the DAV shall be used when approved vendors will not accept the University of Kentucky Procard or when the transaction is not authorized on the Procard (example: discretionary expenditure). A DAV request for payments must be properly documented, including the purpose of the purchase. Original receipts and invoices must be included and approved by the delegated department authorizer.

For COE Departments:

The following is a list of expenditures that are paid on DAV, but require approval from the Dean’s Office:

- All Discretionary Purchases including:
  a. Gifts to friends & donors
  b. Appreciation gifts
  c. Memorial
  d. Special occasions
  e. Alcohol

- Employee Meals
  a. On grants
  b. Faculty recruitment
  c. Planning/admin meetings
  d. On-campus work meals
  e. memberships dues (individuals)
NOTE: All promotional items must be purchased from approved vendors. A list of approved vendors is located at the following link:  [http://www.uky.edu/Purchasing/pcts.html](http://www.uky.edu/Purchasing/pcts.html)

4. Honoraria and Visiting Speakers  

5. Employee Meals (Require approval from dean’s office)  

6. On-Line Requisitions  

   Used for acquisition of supplies, equipment, and services that cannot be purchased with the procurement card.

   Major Equipment purchases over $200,000 must be on the legislatively approved budget (purchase, leased, lease-purchase).

7. Single and Sole Source Purchases  

   Single and sole source purchases and price contracts exceeding $40,000 require justification. The responsible individual or department requesting the single or sole source shall complete the Single/Sole Source Justification form and submit it to the purchasing division prior to the purchase. The Single/Sole Source Justification Form is located on the university forms page at [http://www.uky.edu/Purchasing/forms/ssapproval.pdf](http://www.uky.edu/Purchasing/forms/ssapproval.pdf).

8. Personal Services Contracts  

   Complete information on Personal Services Contracts can be found in the Business Procedures Manual.

   A few things to note:

   Contracts must be approved and issued prior to contract work being performed. Legislation in Frankfort states that any Personal Service Contract ($10,000 or less) must be reported to the Government Contract Review Committee (GCRC) in Frankfort within 30 days of the effective date.

   Contracts with a total dollar scope of $10K or less need the one-page PSC contract form and needs to be reported to GCRC by the purchasing division within 30 days of the contract start date.

   Contracts, which are greater than $10K, are contracted using the standard UK personal service contract document and a competitive solicitation through a Request for Proposal.
Additional information can be found at http://www.uky.edu/EVPFA/Controller/files/BPM/B-4.pdf

9. Plant Funds

Unexpended Plant Fund WBS elements shall be established for:

- All construction, renovation, repair, and replacement projects estimated to be $100,000 or more;
- All construction, renovation, repair, and replacement projects funded by special state appropriations (e.g. deferred maintenance pools, state grants) and related matching funds, regardless of scope - for renovations of less than $100,000, see E-3-2; and
- All major equipment purchases when an individual item costs $200,000 or more - equipment costing less than $200,000 per item should be purchased on departmental cost centers.

Procedures and additional information are in the Business Procedures Manual.

http://www.uky.edu/EVPFA/Controller/files/BPM/E-3-1.pdf

10. Computer and Computer Related Equipment

All computers for COE Administration are purchased through Instructional Technology Center. An e-mail with the supervisor’s approval should be sent to Terry Edin in ITC.

NOTE: Apple computers over $1,000 cannot be purchased on the Procard. All computers over $1,000, that are NOT Dell, should be purchased through the requisition process.

11. Surplus Property


12. Rebates


Rebates associated with university purchases are the property of the University of Kentucky and may not be used for personal or non-university purposes. Rebates will generally be recorded as a reduction of expense to offset the cost of acquiring the original goods and/or services. The reduction of expense will be posted to the account originally charged with the purchase transaction.

13. Student Payments

Payments to students for scholarships, grants, tuition remission, tuition waivers and any portion of an assistantship that is not considered to be compensation must be credited to the student’s account through the ProSAM financial aid system using a SAG form. NOTE: SAG forms are not required for units with ProSAM data entry access.
Fellowships provide students with monetary support, often both for tuition and a stipend. The student in most cases has no obligation during the academic year other than making good progress in his or her academic research program. Fellowship payments for tuition and fees must be paid following the policy stated above. Departments should make students aware that these payments could be considered taxable income by the Internal Revenue Service if used for nonqualified educational expenses.

Fellowship stipend payments must be processed through payroll and are not considered compensation. However, Student Financial Aid must be notified of the award prior to the first disbursement. Departments should make students aware that these payments could be considered taxable income by the Internal Revenue Service if used for nonqualified educational expenses.

**Payments for group student travel:**

If travel is part of a course curriculum or is to provide a supplemental educational experience related to a course, payments may be paid directly to the vendor by the department using the DAV form or procurement card **only** when:

- The fees for the travel are included in tuition or course fees, OR
- A special fee is paid directly to the department by the student.

Payments on behalf of students traveling as members of an athletic team, band or other group representing the university should be paid directly to the vendor by the department using the DAV form or procurement card.

The Procard must **NOT** be used by departments to make payments on behalf of students for individual travel, organizational memberships or fees, subscriptions or any other type of expense except for group travel as noted above.


14. **Treasury**

- **Cash and Checks**

  **UK’s Deposit Policy**

  Deposits must be made with the Treasury Services in Lexington or the authorized depository bank in out-of-town locations according to the following policies:

  1. Daily, if cash receipts accumulate to $200, although more than one deposit a day is not required, plus
  2. Each time during the week deposits accumulate to $200 if receipts are less than $200 per day, plus
3. On the last working day of the week if cash is on hand, plus
4. Before 11 a.m. (Treasury Services) or the local bank’s cut-off time (out-of-town locations) on the last working day of the month if cash is on hand. This is to insure that activity is included in the correct accounting period.

Check Deposit Preparation

1. Prepare a check transmittal
2. Prepare a deposit slip and include the department number at the top if it is not already pre-printed. Do not list the checks singly. Put one total amount on the 3rd line of entry as well as the bottom and to the left.
3. Verify all checks are made to the order of the University of Kentucky. Stamp or endorse the back of each check with the department name/number and UK’s restricted account number (4212788889).
4. Add all checks twice to verify the accuracy. Include this adding machine tape in the deposit envelope.
5. Place the checks, adding machine tape, and the first two copies of the deposit slip into an envelope labeled: PNC with the total amount and the department number listed. This envelope will not be opened and counted by the treasury cashiers. It will go directly to the bank.

**TREASURY WILL PROVIDE DEPOSIT SLIPS AND ENDORSEMENT STAMPS. THE CASH TRANSMITTAL FORM IS ON UK’S FORM PAGE:**
[http://www.uky.edu/eforms](http://www.uky.edu/eforms)

**Helpful Hints:** [http://www.uky.edu/EVPFA/Controller/ treasury.htm](http://www.uky.edu/EVPFA/Controller/ treasury.htm)

**COLLEGE POLICIES:** Each department prepares and submits their cash and checks to treasury. **NOTE:** All GIFT funds must be forwarded to Betty Hickey in the development office.

b. Wire Transfers

Please contact your departmental business office for instructions on wire transfers. The form can be found at: [http://www.uky.edu/eForms/forms/WireTransForm-iris.pdf](http://www.uky.edu/eForms/forms/WireTransForm-iris.pdf)

**NOTE:** After April 1, 2011, paying banks will no longer be able to remit funds using the National City Bank routing number (RTN/ABA) for wire transfers (083000056). If you have not done so already, it is extremely important to contact all remitters/originators and provide them with the below PNC Bank wire instructions to ensure funds are credited to the correct University of Kentucky deposit account after this date.
<table>
<thead>
<tr>
<th>Electronic Funds Transfer Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Type</td>
</tr>
<tr>
<td>Receiving Bank</td>
</tr>
<tr>
<td>RTN/ABA</td>
</tr>
<tr>
<td>Beneficiary</td>
</tr>
<tr>
<td>Beneficiary Account #</td>
</tr>
<tr>
<td>SWIFT ID</td>
</tr>
<tr>
<td>Reference</td>
</tr>
</tbody>
</table>

c. Procedures for Credit Card Merchants


C. Capital Projects & Renovations

*Unexpended Plant Fund Policy*

**Policy:**

Unexpended Plant Fund WBS elements shall be established for:

- All construction, renovation, repair, and replacement projects estimated to be $100,000 or more;
- All construction, renovation, repair, and replacement projects funded by special state appropriations (e.g. deferred maintenance pools, state grants) and related matching funds, regardless of scope - for renovations of less than $100,000, see E-3-2; and
- All major equipment purchases when an individual item costs $200,000 or more - equipment costing less than $200,000 per item should be purchased on departmental cost centers.
Procedures:

Establishment:
1. Three forms shall be completed for all projects and major items of equipment as follows:
   a. Project Request Form ([http://www.uky.edu/eForms/forms/ProjectRequestForm-iris.pdf](http://www.uky.edu/eForms/forms/ProjectRequestForm-iris.pdf)) shall be completed for all projects and for major items of equipment and shall indicate the total scope and sources of funding for the project;
   b. Capital Budget Form ([http://www.uky.edu/eForms/forms/CapitalBudgetForm-iris.pdf](http://www.uky.edu/eForms/forms/CapitalBudgetForm-iris.pdf)) shall be completed to establish the budget for the project.
   c. A journal voucher shall be completed using IRIS transaction code FV50 to transfer necessary funds to the project. Journal vouchers funding existing projects shall be completed and parked by the department for posting by General Accounting. When journal vouchers for new projects are created, the department will not know the WBS element number; therefore, these journal vouchers should be saved only. General Accounting will complete the journal voucher and post after the WBS element has been created.

2. Forms shall be approved by the department chair or center director and submitted to the business office for approval. The business office will forward to the provost’s budget office for final approval.

Additional information can be found in the Business Procedures Manual ([http://www.uky.edu/EVPFA/Controller/files/BPM/E-3-1.pdf](http://www.uky.edu/EVPFA/Controller/files/BPM/E-3-1.pdf))

D. Fabricated Equipment

Purpose:

Occasionally the university will find it necessary to fabricate specialized equipment within the university system due to lack of availability on the market. Typically when this occurs, several purchases which are individually below the capitalization threshold are made and charged to expense object codes. The result is that a valuable piece of equipment is created but not placed in the capital equipment inventory, and therefore, not insured.

When a department determines the need to fabricate an equipment item whose total cost will be $5,000 or greater, and whose fabrication will cross fiscal years, a plant fund fabricated equipment WBS element should be established.

NOTE: Equipment having a total cost of $100,000 or greater requires legislative approval.
All documents to establish a Fabricated Equipment Account should be routed through the business office for approval.

Procedures to establish an account can be found at: http://www.uky.edu/EVPFA/Controller/files/BPM/E-3-3.pdf.

E. Journal Vouchers

JVs are the official document used to make entries between SAP funds, cost centers, internal orders and WBS Elements. JVs are typically used for four types of transactions:

1. Corrections related to previously recorded transactions;
2. Posting charges for goods or services rendered by a department for another university department when a satellite billing system is not used;
3. Journal entries to record accounting transactions such as accruals for accounts receivable and accounts payable and transfers between business areas; and
4. Allocations of costs to accounts based on a reasonable, verifiable method.

Additional information and instructions can be found in the Business Procedures Manual http://www.uky.edu/EVPFA/Controller/files/BPM/E-4-1.pdf.

V. Travel

(Employees are responsible for knowing UK’s travel regulations.)

All business travel must be approved by the employee’s supervisor. Business travel may include conferences, workshops, or meetings. (Recruiters should notify their supervisor of their travel schedule.) Each employee is responsible for scheduling and arranging travel plans, including flight, hotel, and registration through the university travel system. Dates, time, and special needs should be clearly stated to the supervisor in the planning phase and prior to booking any arrangements. Reminder: Airfare purchased with an alternate vendor will NOT be reimbursed unless a cost comparison is attached to the travel voucher. The cost comparison must be printed on the same day on which the ticket was purchased.

Employees are responsible for maintaining records of all travel expenses that are to be reimbursed. Travel Vouchers should be prepared and submitted to the supervisor within 21 days of the trip. Additional information can be found at http://www.uky.edu/EVPFA/Controller/files/BPM/E-5-1.pdf

Travel for department chairs, center directors, and staff reporting directly to the dean, should be approved by the dean (these can be e-mailed to Rosemary Waters to expedite approval). Departments and centers should submit the travel vouchers for the individuals listed above, to the business office.

Travel for the dean is submitted to the provost for approval.
In the COE, all travel should be pre-approved by the supervisor. Travel vouchers should be prepared by the department and put in the mail box for the business office. The business office will review, approve, and forward the vouchers to Accounts Payable.

**A. Funding Request**

**Travel Approval**

- All travel, regardless of funding, must be approved by the employee’s supervisor. The college of Education requires a prior approval form for out-of-state and foreign travel to be approved by the supervisor and forwarded to the COE business officer.
- Absence forms should be prepared and submitted to the supervisor prior to traveling. This form is the official documentation showing approved travel status/dates/location/contact information for the employee. The employee needs to complete section 7411 on the form- Official University Travel.
- All absence forms are kept in the employees personnel file in administration (for administration employees only). All other employee absence records are maintained in the business office in which the employee works.

**B. Combining Business & Personal Travel**

1. **YOU MUST USE YOUR PERSONAL FUNDS FOR ALL TRAVEL EXPENSES! SEE BELOW.**

   Please contact the business office if you have questions regarding any travel policy.

   In all cases that personal and business travel are combined on an airline ticket, a valid airfare cost comparison as defined in section VI.A.c below, must be secured for what the airfare would cost if the traveler were only flying on official UK business. This cost comparison must be attached to the travel voucher. Any personal choice that is included on an airline ticket regarding travel dates, destinations, detours, upgradeable fares, originating airports other than the traveler’s “work station” airport (for Lexington based employees, Louisville and Cincinnati airports are acceptable as well as Lexington’s), or any other personal choice, must be supported with a “business-travel-only” airline cost comparison.

2. **When combining personal with business travel, all travel expenses must be paid using personal funds, not with a university Procurement Card or any other method using university funds; exceptions are:**

   a. Conference registration fees;
   b. Lodging expenses for the nights related to the business purpose of the trip.

3. Any additional cost resulting from combining personal travel with business travel is the responsibility of the traveler and will not be reimbursed by the university.
4. The traveler must provide documentation substantiating that no additional costs are included in the expenses claimed for reimbursement. Otherwise, the expenses will be allocated on a pro rata basis between official university travel expenses and personal expenses.

VI. OTHER BUDGET AND FUNDING INFORMATION

A. Budget Transactions and Revisions

Budget transfers and revisions are prepared by the college business officer and approved by the provost’s budget office.

B. Cost/Fund Center Create Forms

Cost/Funds Center forms to create/change/delete items are prepared by the college business officer. Please send requests to Rosemary Waters in the COE business office.

C. HR Transactions Requiring Approval from the dean and the provost’s budget office: (Send all requests to the college business office.)

1. Nepotism requests
2. Phased retirement requests
3. Salary Recommendation forms (new hires, lateral, demotion, re-evaluations, transfers, promotions) for over 20% of base, over the mid-point of the salary range, lateral transfers with increases
4. Staff overloads
5. Job Analysis Questionnaires- JAQ (new positions)

D. Faculty Salary Adjustments/Retention Requests

Recent and current university budgets have included designated pools for faculty retention, commonly referred to as “the fighting fund”. The justification for setting aside these funds is to minimize the loss of valued faculty who are being lost to competitive offers at other institutions at an unacceptable rate. The guidelines are intended to be consistent with that justification.

1. Proposals for allocation of fighting funds for a faculty retention offer should be submitted to the dean by the department chair. The dean will then submit via e-mail to the provost for approval.
2. These funds may be used for salary and benefits only and for tenured or tenure-track faculty only.
E. Diversity Incentive Funding

Guidelines from the president Effective from 2008 – present

Objective: The University of Kentucky will aggressively recruit and retain faculty and staff to create an even more diverse campus community.

Eligibility: Although the Diversity Incentive Fund is open to all qualified individuals, consideration will be given to the following categories of race-ethnicity as defined by the U.S. Department of Labor, Office of Federal Contract Compliance Programs Manual. (Black, Hispanic, African-American, American Indian/Alaskan Native), and in addition, an individual who is a new hire to the university and has one of the following full-time appointments: Regular faculty (not research title), lecturer, librarian, administrator (executive, administrative, and managerial)

Amount of Funding:

- Requests will be processed as received.
- Tenure track faculty and librarians – funding will be made available for the annual state-supported salary.
- Lecturer and senior lecturer: Funding will be made available for the annual state-supported salary.
- Administrator: Funding will be made available for the annual state-supported salary, up to $60,000.
- The cost of all benefits will not be a part of the allocation from the minority incentive funding program.
- The term is one year. At the department’s request, the incentive funds may be provided over a two-year timeframe.
- Approval- Units submit request to the provost with the official start date. If approved, the request is sent to the university budget office for coordination and review. The university budget office submits to the VP for Institutional Diversity for final consideration and approval. The budget office will notify the appropriate person of the results and will process a non-recurring transfer to the appropriate unit.
F. Ledger Sheet Reconciliations

A committee has been formed to establish a procedure to standardize ledger sheet reconciliations. This section will be updated when finalized. Currently, each department reconciles their accounts and obtains approval from the department chair or center director.

G. Fixed Price Residuals

The university policy on fixed-price agreements (AR 7.3) allows a residual cash balance to be transferred into an unrestricted general fund discretionary cost center (ledger 3) set up specifically or Fixed Price Residuals (FPR). Additional Information can be obtained from the Administrative Regulations (AR 7.3).

VII. Grants

Associate Dean for Research: Dr. Robert Shapiro (robert.shapiro@uky.edu)

Grants officer: Faith Cordray (faith.cordray@uky.edu)

Conflict of Interest Form: http://www.uky.edu/eForms/forms/discfin.pdf

Other OSPA Forms: http://www.research.uky.edu/ospa/forms.html

College of Education: Grant Procedures

1. Prior to submission, prepare an Internal Approval Form. This is an electronic process submitted through MY UK. Faith Cordray will automatically receive a copy electronically.
2. Contact Faith Cordray to discuss solicitation and budget.
3. Complete the Application Package. After completion, e-mail entire package to Faith for review. The completed package needs to be sent to Faith at least 3 days prior to deadline.
4. NOTE: The package needs to include a Conflict of Interest form. All signatures need to be obtained and an ARD copy given to Faith Cordray or you can attach to the e-AIF form.
5. After Faith reviews, she will send the application to OSPA for submission. (NOTE: Faith does not submit the application.) You can contact OSPA to determine if your application has been submitted. If FASTLANE (NSF) is used for submission, you will receive an automatic confirmation e-mail.

NOTE: As a rule, the College of Education does not cost share when not mandatory.

If cost sharing is required, the department chair and Dr. Shapiro need to approve prior to submission to Faith Cordray.

Examples of approved cost share are academic year release time and in-kind match from industry or 3rd party sources.
VIII. COE EMPLOYEE PROCEDURES CONFIRMATION

The COE Administrative Manual is not a contract. An employee’s success is based on clear expectations matched with personal accountability regarding the procedures. COE core values are reflected throughout, and it is incumbent on each employee to contribute to a positive and productive work environment. Other vital information is contained in the University of Kentucky Staff Handbook and is available online at www.uky.edu/HR or through UK Human Resources.

************************************************************************************

Please go to https://education.uky.edu/Dean/AdminManual to acknowledge (by clicking the SUBMIT button) that you are aware of COE procedures and the University of Kentucky policies and procedures.

Thank you.
Rosemary Waters