Summary of Policy Revisions

UHAP 1.01 Mission and UHAP 1.03 Organization: Repeal recommended: These policies do not reflect the current Never Settle strategic plan nor the current organization of the University. ........................................................................................................3

UHAP 2.06.05 Absences from Duty: Revision recommended. The provision to report all absences of appointed personnel to the dean is not followed in practice and is impracticable to enforce. The remaining policy statement revised to reflect current procedure........................................................................................................6

UHAP 2.07.02 Rooms: Privilege Cards, Keys, Scheduling, Help-dogs, Use Fees: Repeal recommended. Room privilege cards no longer required. The remaining information is out-of-date and more current information is available on unit websites........................................................................................................8

UHAP 2.08 International Agreements and Grant Opportunities: Repeal recommended. The Research Review, Research Support Office, and UA Advisory Committee on Affirmative Action no longer exist.................................................................11

UHAP 2.14 Retirement Status: Repeal recommended. The information in this policy duplicates UHAP 10.02 Retirement Programs and Long-Term Disability. .........................................................................................13

UHAP 8.03.03 Externally Supported Research Assignments: Revision recommended. Remove paragraph B, re: a list of prestigious awards maintained at the College level. These lists are not consistently maintained........................................................................................................................................15

UHAP Chapter 9. Recognition: Repeal recommended. This content is not policy in the sense of “a governing principle that mandates or constrains actions.” It is more easily kept up-to-date on unit websites........................................................................................................17

9.01 Awards
9.01.01 University Staff Awards For Excellence
9.01.02 The Billy Joe Varney Award For Excellence
9.01.03 University Distinguished Professorships
9.01.04 Honorary Degrees
9.01.05 University Awards For Outstanding Achievement In Teaching
9.01.06 Other Awards
9.02 Funds
9.02.01 International Visitors Fund
9.02.02 Provost’s Author Support Fund
9.02.03 Foreign Travel Grants
UHAP 10.06 Employee Assistance/UA Life & Work Connections: Repeal recommended.
   This content is not policy in the sense of “a governing principle that mandates or
   constrains actions.” It is more easily kept up-to-date on unit websites...................... 22

UHAP 10.07 Automobile Insurance and 10.01 Discounts: Repeal recommended.
   Information of this nature changes frequently, so it is not appropriately included in a
   policy manual..........................................................................................................................24

UHAP Chapter 11 Links to University Resources: Repeal recommended. The entire chapter consists
   of: “The University of Arizona’s web site, is an excellent resource for all employees.”..........26

Classified Staff HR Policy Manual 317.0 Permanent Salary Savings: Repeal recommended. This is
   a budgetary not an employment policy....................................................................................27

Classified Staff HR Policy Manual 410.0 Dress Code: Repeal recommended. Policy is redundant
   with Policy 401.1 Classified Staff Rules of Conduct, which empowers supervisors to enforce
   “appropriate appearance or dress”............................................................................................30

Classified Staff HR Policy Manual 409.0 Religious Holidays: Replacement recommended. This
   policy has been superseded by the University-wide Religious Accommodation Policy, effective
   10/26/2015....................................................................................................................................32
University Policy Impact Statement

**Proposed Policy Title:** REPEAL OF UHAP 1.01 Mission and Objectives and UHAP 1.03 Organization

**Policy Sponsor:** A. Vaillancourt

**Cabinet Review Date:**

**Policy Statement** (What are we trying to do?)

**Reason for Repeal** (Why are we trying to do it?)

1. The University Handbook for Appointed Personnel should be primarily an employment policy manual, not a collection of information about the University.
2. Both of these sections were last revised in 2005. They do not reflect the current Never Settle strategic plan nor the current organization of the University.

**What will be the major impact of repealing the policy?**

More current information is presently available on the Executive Office of the President’s website. This will remove outdated information.

**What concerns might be expressed by stakeholders?**

Stakeholders may wish updated information drafted to replace the removed sections.

**Will there be a financial cost to implement? Describe.**

No

**Will the policy affect any of the following?**

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<th>X</th>
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Describe the impact on any items that are checked YES.
1.01 Mission And Objectives

Policy Number: 1.01
Revised Date: August, 2005

Our Mission:
To discover, educate, serve and inspire

Our Vision:
An exceptional learning environment
A place of possibility
A destination for the world's best thinkers

Our Commitments:

Extend the frontiers of knowledge, discovery, and creativity
Prepare and inspire students for their future roles in the world as thinkers, learners, leaders and responsible citizens.
Serve as a model for linking scholarship and creative expression to our land-grant mandate to serve our communities.

Our Core Values:
Our core values describe who we are and how we fulfill the University's mission.

- A diverse and inclusive community: People are the source of our strength. Their different perspectives, backgrounds and experiences make us stronger. We treat people with respect and share decision making to create a climate that supports the success of all who learn and work here.
- Excellence: We hold to the highest standards in all we do and we invest our resources accordingly.
- Innovation and entrepreneurial action: We explore new approaches, challenge the status quo, and foster creative endeavor.
- Integrity: We honor our commitments; take responsibility for our actions; are honest, fair and just in all we do; and stand ready to make informed decisions for the good of the community.
- Partnerships: We create synergies and expand opportunities through collaborative and interdisciplinary approaches. As Arizona's land-grant university, we embrace the opportunity to enable communities to share new knowledge to benefit Arizona and the world.

The full text of the University's strategic plan is available online as follows:

- 5-Year Strategic Plan, FY 2012-2016
  http://provost.arizona.edu/files/UA_Strategic_Plan_12_15_2010.pdf
1.03 Organization

Policy Number: 1.03

Revised Date: August, 2005

The University of Arizona's colleges include: Agriculture and Life Sciences; Architecture and Landscape Architecture; Eller College of Management; Education; Engineering; Fine Arts; Humanities; James E. Rogers College of Law; Medicine; Nursing; Optical Sciences; Pharmacy; Mel and Enid Zuckerman Arizona Public Health; Science; Social and Behavioral Sciences; the Graduate College; and the Honors College. The University of Arizona South, a branch campus, is located in Sierra Vista, Arizona. Colleges are headed by a dean, assisted by department heads and other administrators.

Other academic divisions of the University include University School, Continuing Education and Academic Outreach, and the University Library.
# University Policy Impact Statement

<table>
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<th>Proposed Policy Title: REVISION OF UHAP Policy 2.06.05 Absences from Duty</th>
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<td>Cabinet Review Date:</td>
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**Policy Statement** (What are we trying to do?)

**Reason for Revision** (Why are we trying to do it?)
The provision to report all absences of appointed personnel to the dean is not followed in practice and is impracticable to enforce. The remaining policy statement does not reflect current procedure.

**What will be the major impact of repealing the policy?**
Minimal impact is expected, as most units have absence-reporting protocols in place.

**What concerns might be expressed by stakeholders?**
No major concerns are expected.

**Will there be a financial cost to implement? Describe.**
No

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2.06.05 Absences From Duty

Policy Number:

2.06.05

Absence from duty because of illness or accident must be reported to the department head or director, who in turn shall report it to the dean's office within three days following departmental notification procedures. (See also Section 8.02, regarding health-related leaves, and Section 7.01, regarding professional conduct.) For information on sickness and accident benefits, see Chapter 10: Benefits.
University Policy Impact Statement

Proposed Policy Title: REPEAL OF UHAP 2.07.02 Rooms: Privilege Cards, Keys, Scheduling, Help-dogs, Use Fees

Policy Sponsor: A. Vaillancourt

Cabinet Review Date:

Policy Statement (What are we trying to do?)

Reason for Repeal (Why are we trying to do it?)
1. The University Handbook for Appointed Personnel should be primarily an employment policy manual, not a collection of information about the University.
2. Room privilege cards are no longer required. The scheduling protocols described here are no longer accurate.

What will be the major impact of repealing the policy?
No impact is expected.

What concerns might be expressed by stakeholders?
Stakeholders likely already access this information from other sources.

Will there be a financial cost to implement? Describe.
No

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If yes, have steps been taken to publish the Notice of Intended Rule-making in a newspaper of general circulation for 10 days and allow for a 30-day comment period?

YES  NO

Describe the impact on any items that are checked YES.
2.07.02 Rooms: Privilege Cards, Keys, Scheduling, Help-dogs, Use Fees

Policy Number: 2.07.02

Revised Date: February, 2006

Room Privilege Cards. Each academic year, the deans or their designated representatives issue room privilege cards to faculty, staff, and students authorizing their use of particular rooms. The use of an assigned room for a scheduled class does not require a room privilege card. Room privilege cards serve as identification cards, which the University police are authorized to check at any time. If University police are requested to open a room in any building, and the requestor does not have a key to the room, he or she must display a room privilege card showing authorization to use the room.

Keys. Keys are issued by Facilities Management. Guidelines and procedures for obtaining keys may be found online as follows:

1. Key and Lock Services


Classroom Scheduling. Scheduled classes use assigned rooms. To use rooms on the Main Campus for other purposes, individuals must obtain authorization from the Room and Course Scheduling Office, Office of Curriculum and Registration. Similar authorization to use Arizona Health Sciences Center rooms must be obtained from the Room Scheduling Office, Arizona Health Sciences Center. See online information as follows:

- Room and Course Scheduling Office, Main Campus
  http://www.registrar.arizona.edu/rooms.htm

- Room Scheduling Office, Arizona Health Sciences Center
  http://roomscheduling.ahsc.arizona.edu/

Help-dogs. See Section 2.24 regarding animals in the workplace.

Use Fees. Appointed personnel and staff members are sometimes called upon to proctor or administer examinations or tests for organizations other than the University. When the examination is proctored or administered for another educational institution or for a nonprofit agency such as a national testing association or a governmental agency, no room rental fee will be charged. Regardless of whether the appointed personnel or staff member receives an honorarium, a rental fee must be charged for the use of campus facilities if the proctoring or administering of the test is done for a business, industry, or other for-profit organization. Arrangements for paying such fees must be made with the Room and Course Scheduling Office at the time the room is scheduled.

University facilities are primarily for instruction and research. When used for other purposes, the employee in charge assumes responsibility for proper supervision. The Room and Course Scheduling Office should be consulted about the availability of general equipment such as chairs, tables, lecterns, and blackboards. No equipment should be transferred from one room to another without authorization.
All repairs needed in classrooms, laboratories, offices, or other facilities of the University should be reported to the dean, director or other administrator in charge of the facility. If a request for alterations/renovation or painting of University facilities is approved by the dean, director, or other administrator, the request must be forwarded to Facilities Management for approval. The policy for alterations and renovations of University buildings may be found online as follows:

- Policy for Alterations and Renovations of University Buildings
  [http://policy.arizona.edu/alterations-renovations](http://policy.arizona.edu/alterations-renovations)

Questions about room and equipment policies should be referred to the University Teaching Center.
University Policy Impact Statement

Proposed Policy Title: REVISION OF UHAP 2.08 International Agreements and Grant Opportunities

Policy Sponsor: A. Vaillancourt

Cabinet Review Date:

Policy Statement (What are we trying to do?)

Reason for Repeal (Why are we trying to do it?)

1. The Research Review, Research Support Office, and UA Advisory Committee on Affirmative Action have not existed for several years. The entire content of this policy is out of date.

2. This topic is not related to employment, so should be addressed somewhere other than UHAP.

What will be the major impact of repealing the policy?

No impact is expected.

What concerns might be expressed by stakeholders?

Will there be a financial cost to implement? Describe.

No

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If yes, have steps been taken to publish the Notice of Intended Rule-making in a newspaper of general circulation for 10 days and allow for a 30-day comment period?

YES NO

Describe the impact on any items that are checked YES.
2.08 International Agreements And Grant Opportunities

Policy Number: 2.08

Revised Date:
August, 2000

In order that appointed personnel may compete for contracts, agreements, or grants with other countries, the Vice President for Research shall publish opportunities in Research Review and on the Research Support Office web site. Each announcement shall include the foreign country and agency involved, the University administrative unit in charge of the project, and the subject area. No hiring, contracting for, or assigning of personnel to a project, other than the project's principal or co-principal investigators, may be done for at least thirty (30) days after publication of such information.

If circumstances do not permit the use of the standard notification procedures described above, such as when a project must be undertaken within one month of the initial contact by a foreign agency, the University administrators in charge of the relevant unit(s) shall make a good faith effort to inform personnel who might be interested in such a project.

The Research Support Office and the Office of the Vice President for Research maintain a database of persons who have expressed an interest in given activities and furnish to each of these persons announcements of subsequent opportunities.

University Equal Employment Opportunity/Affirmative Action/ADA policy governs employment practices in the administration of agreements in other countries. The University of Arizona Advisory Committee on Affirmative Action has jurisdiction over hiring for such contracts, agreements, and grants involving the University and parties in other countries. At the time of signing of an agreement, contract, or grant document with a foreign agency, whether governmental or private, all signatories or their representatives must be given a copy of the EEO/AA ADA statement. (See Section 2.01.) Departments, schools, colleges, or other units must monitor compliance and report any violations to the Affirmative Action Advisory Committee.
University Policy Impact Statement

Proposed Policy Title: REPEAL OF UHAP 2.14 Retirement Status

Policy Sponsor: A. Vaillancourt

Cabinet Review Date:

Policy Statement (What are we trying to do?)

Reason for Repeal (Why are we trying to do it?)
The information in this policy is included in Retirement Programs and Long-Term Disability (UHAP Policy 10.02 and Classified Staff Human Resources Policy Manual 222.1).

What will be the major impact of repealing the policy?
To remove redundant information.

What concerns might be expressed by stakeholders?
No concerns expected

Will there be a financial cost to implement? Describe.
No

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If yes, have steps been taken to publish the Notice of Intended Rule-making in a newspaper of general circulation for 10 days and allow for a 30-day comment period?

YES NO
2.14 Retirement Status
Policy Number: 2.14
Revised Date: October, 2005

Appointed personnel may elect to participate in either the Arizona State Retirement System or the Optional Retirement Plan within the time limits established by statute. Eligibility for retirement varies depending upon the specific retirement plan requirements.

Persons who intend to retire should notify their department head, who in turn will notify the Human Resources Department by completing a termination report. Prior to retirement employees should also consult Benefits Services for an explanation of benefit options.

Official University Retirement Benefits
To be eligible to receive official University retirement benefits, an individual must:

- Be considered in retirement status by any recognized State of Arizona retirement program in which the individual is participating;

- Be at least 50 years of age;

- Have completed five years of continuous, full-time employment in the Arizona University System (or approved leave of absence or long-term disability) immediately preceding retirement; and

- Have not been terminated for cause by the University.

Notwithstanding these provisions, university peace officers who have retired before age 50 pursuant to the provisions of the Arizona Public Safety Personnel Retirement System but have completed five years of continuous, full-time employment in the Arizona University System (or approved leave of absence or long-term disability) immediately preceding retirement shall also be eligible for this benefit.
University Policy Impact Statement

Proposed Policy Title: REVISION OF UHAP 8.03.03 Externally Supported Research Assignments

Policy Sponsor: A. Vaillancourt

Cabinet Review Date:

Policy Statement (What are we trying to do?)

Reason for Revision (Why are we trying to do it?)

Paragraph B refers to a list of prestigious awards maintained by each college, and the process for petitioning to add awards to this list. Colleges do not uniformly maintain such a list, as it is a cumbersome process.

What will be the major impact of repealing the policy?

No impact is expected.

What concerns might be expressed by stakeholders?

Will there be a financial cost to implement? Describe.

No

Will the policy affect any of the following?

Existing UA Policy  YES  NO  X

Existing UA Procedures  YES  NO  X

Existing Board Policy  YES  NO  X

Compliance with federal regulations/laws  YES  NO  X

Compliance with state regulations/laws  YES  NO  X

General public  YES  NO  X

If yes, have steps been taken to publish the Notice of Intended Rule-making in a newspaper of general circulation for 10 days and allow for a 30-day comment period?  YES  NO

Describe the impact on any items that are checked YES.
A. An externally supported scholarly and/or creative activity may be granted within the discretion of the administration to enable appointed personnel to accept prestigious external fellowships or awards for research or creative activity that do not provide the recipient's normal full salary during the period of the award. An externally supported research assignment permits the recipient to retain the portion of his or her University salary necessary to receive the full salary that would otherwise have been received during the period of the award. The individual's primary responsibilities during the period of an externally supported research assignment will be those research or creative activities described in the fellowship or award application. This assignment may be carried out while the individual is not in residence at the University.

B. For the purposes of this policy a "prestigious external fellowship or award" is one that is included on a list of such awards to be developed and maintained by each college. A faculty member who receives a prestigious award not included on the list may petition a designated college committee (i.e., Committee on Faculty Status, Promotion and Tenure Committee, Sabbatical Committee, etc.) to add that award to the list. Strong petitions would have the support of the individual's department head.

C. Externally supported research assignments will be granted only under the following conditions: (1) the assignment is in the best interests of the University; (2) the individual receives a prestigious fellowship or award from an external agency to support research or creative activity for which the University will provide a matching value up to a maximum of 50% of the faculty member's salary for the period of the leave; (3) the individual returns to the University following the leave for a period of further service equal to the length of the leave; (4) funds are available within the college both to support both the University portion of the individual's salary and to cover instructional duties comparable to those the individual would have been assigned; and (5) the leave is approved by the department head, dean and Provost.

D. The timing of sabbatical leaves and retention, tenure, continuing status, and promotion reviews is not affected by externally supported research assignments.
University Policy Impact Statement

Proposed Policy Title: REPEAL OF UHAP Chapter 9. Recognition, see individual policies below

Policy Sponsor: A. Vaillancourt

Cabinet Review Date:

Chapter 9: Recognition

- 9.01 Awards
  - 9.01.01 University Staff Awards For Excellence
  - 9.01.02 The Billy Joe Varney Award For Excellence
  - 9.01.03 University Distinguished Professorships
  - 9.01.04 Honorary Degrees
  - 9.01.05 University Awards For Outstanding Achievement In Teaching
  - 9.01.06 Other Awards

- 9.02 Funds
  - 9.02.01 International Visitors Fund
  - 9.02.02 Provost’s Author Support Fund
  - 9.02.03 Foreign Travel Grants

Policy Statement (What are we trying to do?)

Reason for Repeal (Why are we trying to do it?)

This content is not policy in the sense of “a governing principle that mandates or constrains actions.”

What will be the major impact of repealing the policy?

The awards available to appointed personnel are listed on the Office of the Provost website http://provost.arizona.edu/awards.htm

The awards relevant to Classified Staff are listed on the Classified Staff Council website: http://csc.arizona.edu/awards

Information on international grants is available at the Global Initiatives Website: https://global.arizona.edu/ifs

We believe that these websites are more appropriate venues for disseminating and maintaining current information than is a policy manual.

What concerns might be expressed by stakeholders?

We anticipate no concerns.

Will there be a financial cost to implement? Describe.

No

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9.01.01 University Staff Awards For Excellence
Policy Number: 9.01.01

University Staff Awards for Excellence are presented to at least 12 members of the classified staff and the academic professional staff, without respect to their length of service, classification or pay grade, in recognition of outstanding contributions to the University. These awards are designed to recognize outstanding achievements beneficial to all or a large part of the University. These honors carry with them monetary awards. A notice is sent out for nominations once a year and is directed to the Employee Recognition Committee. The President of the University presents the awards at the Employee Recognition Ceremony.

9.01.02 The Billy Joe Varney Award For Excellence
Policy Number: 9.01.02

The Billy Joe Varney Award for Excellence is presented to one employee who has at least 15 years of employment at the University, and who merits special recognition for a career of dedicated service to the University, its employees, and the community. Nominees can be chosen from any employment category. This honor carries a monetary award. A notice is sent out for nominations once a year and is directed to the Employee Recognition Committee. The President of the University presents the awards at the Employee Recognition Ceremony.

9.01.03 University Distinguished Professorships
Policy Number: 9.01.03

Revised Date: August, 2005

The Distinguished Professorship is intended for individuals who have made substantial contributions to undergraduate education at the University. Appointed individuals will have demonstrated outstanding commitment to undergraduate education in the following ways: a minimum of 10 years teaching at the University, at least 50% of which has been undergraduate teaching; a record of creative scholarship (research); the application of scholarship in the undergraduate classroom; evidence of the highest standards of teaching; evidence of effective advising and mentoring of undergraduates; involvement in undergraduate curriculum innovation within his/her discipline and/or in the University general education, and evidence of extracurricular activities or extramural service related to the undergraduate experience. Individuals holding any faculty rank are eligible, although emeritus faculty are not eligible. Up to two awards will be made each year. The Office of the Provost has further information on this award. Information also is available online as follows:

- University Distinguished Professorships
  [http://provost.arizona.edu/university_distinguished_professors]
9.01.04 Honorary Degrees

Policy Number: 9.01.04

Effective Date: August, 2005

The Provost issues a call for nominations for honorary degrees each fall. Nominations are reviewed by the Advisory Committee on Honorary Degrees and are approved by the President and Provost, Faculty Senate and ABOR. The Office of the Provost has further information on this award. Information also is available online as follows:

- Honorary Degrees
  
  http://provost.arizona.edu/awards.htm#Honorary_Degrees

9.01.05 University Awards For Outstanding Achievement In Teaching

Policy Number: 9.01.05

Revised Date: August, 2005

Undergraduate education teaching awards are available through support of The University of Arizona Foundation, the Vice President for Research, the Provost and other private sources. Descriptions and criteria for several of these awards are available online as follows:

- University Awards for Outstanding Achievements in Teaching
  
  http://provost.web.arizona.edu/teaching.html

9.01.06 Other Awards

Policy Number: 9.01.06

Revised Date: January, 2000

Individual colleges and units present other employee recognition awards to appointed personnel. Information on these awards is available through the appropriate dean, director or vice president.

9.02.01 International Visitors Fund

Policy Number: 9.02.01

Revised Date: August, 2005

The International Visitors Fund is administered by the Office of International Affairs, with funding from the Office of the Vice President for Research. Funds are available to assist departments in bringing distinguished international scholars as visitors to Tucson. Disbursements will generally be
limited to covering Tucson-related airfare for persons who already are planning travel to one or more locations in the United States. Requests are made through the Office of International Affairs. Additional information is available from the Office of International Affairs or online as follows:

- **International Visitors Fund**
  
  [http://international.arizona.edu/oed/ivf.shtml](http://international.arizona.edu/oed/ivf.shtml)

- **9.02.02 Provost's Author Support Fund**
  
  **Policy Number:** 9.02.02
  
  **Revised Date:** August, 2005
  
  The Office of the Provost has established the Author Support Fund. The purpose of this fund is to help defray publication charges to faculty members who have written book manuscripts which, if published, would likely bring distinction to the author(s) and to the University. Funds are awarded on a competitive basis. Only manuscripts accepted for publication and accompanied by formal reviews initiated and implemented by the publishing house will be considered. Persons eligible to apply for funds are faculty or academic professionals whose position responsibilities include the expectation of research and publication, and who hold appointments in units reporting directly or indirectly to the Provost. Additional information regarding the Author Support Fund is available from the Office of the Provost or online as follows:

- **Provost's Author Support Fund**
  
  [http://facultyaffairs.arizona.edu/authorsupport](http://facultyaffairs.arizona.edu/authorsupport)

- **9.02.03 Foreign Travel Grants**
  
  **Policy Number:** 9.02.03
  
  **Revised Date:** September, 2002
  
  The Vice President for Research has made funds available to assist in supporting travel of faculty members presenting their work at international conferences. The Foreign Travel Grant Program is administered by a faculty committee chaired by the Executive Director of International Affairs. Additional information is available from the Office of International Affairs or online as follows:

- **Foreign Travel Grants**
  
  [http://www.international.arizona.edu/oed/foreigntravel.shtml](http://www.international.arizona.edu/oed/foreigntravel.shtml)
University Policy Impact Statement

**Proposed Policy Title:** REPEAL OF UHAP 10.06 Employee Assistance/UA Life & Work Connections

**Policy Sponsor:** A. Vaillancourt

**Cabinet Review Date:**

**Policy Statement** (What are we trying to do?)

**Reason for Repeal** (Why are we trying to do it?)

This content describes the function of a UA program, it is not policy. Including this information in a policy manual may imply that Life & Work Connections services cannot be modified to better meet employees’ needs without formal policy approval.

**What will be the major impact of repealing the policy?**

None. Detailed information about Life & Work Connections services is available at http://lifework.arizona.edu/

**What concerns might be expressed by stakeholders?**

None anticipated. Removal of this policy in no way affects current Life & Work Connections services.

**Will there be a financial cost to implement? Describe.**

No.

**Will the policy affect any of the following?**

<table>
<thead>
<tr>
<th>Existing UA Policy</th>
<th>YES</th>
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<th>X</th>
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Describe the impact on any items that are checked YES.
10.06 Employee Assistance/UA Life & Work Connections

Policy Number: 10.06

The University provides a variety of health promotion, employee assistance, child care and elder care programs for University employees who are benefits-eligible. These services are provided by trained and certified helping professionals.

Employee Assistance Counseling/Consultation provides free, voluntary and confidential consultation, short-term counseling when appropriate, and referral to community resources. Elder Care and Life Cycle Resources offers assistance to employees providing care for aging family members or anticipating their own needs as they approach retirement. Worksite Wellness provides educational presentations on nutrition, fitness, body image, cancer prevention, conducts worksite health screenings and lifestyle consultations, provides referrals to community resources, and offers CPR training. Child Care and Family Resources provides child care services and information to faculty, staff and students. These programs include resource and referral services, a sick child care program and a financial assistance program for child care expenses.

Additional information is available from UA Life & Work Connections or online as follows:

- UA Life & Work Connections
  [http://lifework.arizona.edu/](http://lifework.arizona.edu/)
University Policy Impact Statement

Proposed Policy Title: REPEAL OF UHAP 10.07 Automobile Insurance and 10.01 Discounts

Policy Sponsor: A. Vaillancourt

Cabinet Review Date:

Policy Statement (What are we trying to do?)

Reason for Repeal (Why are we trying to do it?)

1. The University Handbook for Appointed Personnel should be primarily an employment policy manual, not a collection of information about the University.

2. Information of this nature changes frequently, so it is not appropriately included in a policy manual.

What will be the major impact of repealing the policy?

More current information is presently available on the Human Resources website and, for the home/auto insurance discounts, also on the Arizona Department of Administration site. This will remove outdated information.

What concerns might be expressed by stakeholders?

None expected

Will there be a financial cost to implement? Describe.

No

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10.07 Automobile Insurance

Policy Number: 10.07

Revised Date: September, 2002

All full-time employees are eligible to participate in a group (mass marketing) program for personal automobile insurance. Premiums are paid through payroll deductions. Further information, including procedures for obtaining rate quotations, can be obtained from Human Resources.

10.10 Discounts

Policy Number: 10.10

Revised Date: September, 2002

Full-time employees may purchase season tickets for major athletic events, attend cultural events, make purchases from a University bookstore, and purchase membership for use of Campus Recreation facilities at discounted rates.

A California Visitors Package with discount coupons is available from Human Resources.
University Policy Impact Statement

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<th>Proposed Policy Title: REPEAL OF UHAP Chapter 11 Links to University Resources</th>
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Policy Statement (What are we trying to do?)

Reason for Repeal (Why are we trying to do it?)

The content has already been removed from this chapter, leaving effectively a blank placeholder.

What will be the major impact of repealing the policy?
None expected. UA appointed personnel already know how to access the University website.

What concerns might be expressed by stakeholders?
None expected

Will there be a financial cost to implement? Describe.
No

Will the policy affect any of the following?

| Existing UA Policy  | YES | NO | | Compliance with federal regulations/laws  | YES | NO |
|---------------------|-----|----|| | | | |
| Existing UA Procedures | YES | NO | | Compliance with state regulations/laws | YES | NO |
| Existing Board Policy | YES | NO | | General public | YES | NO |

Chapter 11: Links To University Resources And Related Information

The University of Arizona’s web site, is an excellent resource for all employees
# University Policy Impact Statement

**Proposed Policy Title:** REPEAL OF Classified Staff HR Policy Manual 317.0 Permanent Salary Savings

**Policy Sponsor:** A. Vaillancourt

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**Policy Statement (What are we trying to do?)**

**Reason for Repeal (Why are we trying to do it?)**

This is a budgetary not an employment policy. University units differ in how they utilize salary savings.

**What will be the major impact of repealing the policy?**

No impact on current budgeting processes

**What concerns might be expressed by stakeholders?**

None expected

**Will there be a financial cost to implement? Describe.**

No

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Describe the impact on checked YES. any items that are
Permanent Salary Savings

Policy Number: 317.0

Effective Date: June, 1993

The University encourages its management to organize, structure and administer each unit's operations with creativity, innovation and fiscally responsible planning, consistent with University and Arizona Board of Regents policies. To encourage efforts to attain and compensate improved productivity, recognize evolving skills, and promote employee effectiveness through reorganization, restructuring, consolidating and administering the department’s operations, units shall be authorized to retain permanent salary savings from budgeted local and state general appropriation funded classified staff positions that accrue as a result of the unit's actions. Permanent salary savings as referred to in this policy are intended to be used to address classified staff compensation related problems.

DEFINITION

Budgeted Local Funds - Budgeted local funds, for purposes of this policy, include investment income, administrative service charges and budgeted indirect cost, and exclude other local funds, indirect costs returned to colleges as a portion of their grant activity under the 70%-30% distribution and Regents’ Professor Awards.

PERMANENT SALARY SAVINGS ACTIONS

Permanent salary savings from a unit's budgeted local and state general appropriations funded classified staff positions may accrue to the unit from such actions as:

a. Filling a vacant position at a lower salary than the previous incumbent
b. Converting a vacant fiscal year position to flex year*
c. Reducing a full-time equivalency
d. Reclassifying a vacant position to a classification of a lower pay grade
e. Eliminating a position as a result of reduced or changed work requirement and reorganizing or consolidating operations.

*Salary savings from conversion of an occupied fiscal year position to flex year cannot be used for salary related purposes.

PERMANENT SALARY SAVINGS USES

Savings, accruing at any level, are intended to be used for:

a. Funding approved classified staff reclassification, career progression and equity adjustments.
b. Supplementing funding on a vacant classified staff line to achieve an appropriate salary consistent with University compensation policy in furtherance of internal equity for newly hired and promoted employees.

c. Meeting funding requirements which may be imposed on the University as a result of internal or external financial constraints.

d. Other purposes as may be approved by the Provost or Senior Vice-President for Business Affairs.
University Policy Impact Statement

Proposed Policy Title: REPEAL OF Classified Staff HR Policy Manual 410.0 Dress Code

Policy Sponsor: A. Vaillancourt

Cabinet Review Date:

Policy Statement (What are we trying to do?)

Reason for Repeal (Why are we trying to do it?)

Policy 401.1 Classified Staff Rules of Conduct empowers supervisors to take disciplinary actions against employees for “failure to maintain appropriate personal appearance or dress, including uniform or style of dress, according to departmental standards.” This policy is effectively redundant.

What will be the major impact of repealing the policy?

No change in supervisors’ authority over classified staff employees is proposed. Enforcing a specific dress code against classified staff but not appointed personnel or student workers creates an unnecessary distinction between employee types.

What concerns might be expressed by stakeholders?

None expected

Will there be a financial cost to implement? Describe.

No

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Describe the impact on any items that are checked YES.
Dress Code

Policy Number: 410.0

Effective Date: September, 1988

Revised Date: March, 2000

Responsible administrators shall have the right to prescribe certain reasonable standards of dress and appearance of their employees. These standards may be established to assure the safety of employees, to maintain an appearance of neatness and cleanliness among employees, or to further other purposes related to the conduct of business.
University Policy Impact Statement

**Proposed Policy Title:** REPEAL OF Classified Staff HR Policy Manual 409.0 Religious Holidays

**Policy Sponsor:** A. Vaillancourt

**Cabinet Review Date:**

**Policy Statement (What are we trying to do?)**

**Reason for Repeal (Why are we trying to do it?)**

This policy has been superseded by the University-wide Religious Accommodation Policy, effective 10/26/2015.

**What will be the major impact of repealing the policy?**

This removes a now out-of-date policy.

**What concerns might be expressed by stakeholders?**

None expected

**Will there be a financial cost to implement? Describe.**

No

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Describe the impact on any items that are checked YES.
Religious Holidays

Policy Number: 409.0

Effective Date: September, 1988

The University of Arizona requires responsible administrators to reasonably accommodate the religious needs of Classified Staff employees in keeping with the following guidelines and limitations.

Employees may not be discriminated against because of their religious belief or practice, or absence of religious belief. Responsible administrators must make a reasonable attempt to accommodate individual religious practices. Refusal to accommodate a Classified Staff employee's request for time off from work to observe religious holidays is justified only when University operations would suffer unduly because of the employee's absence.

Absences from work for the purpose of observance of religious holidays which do not coincide with designated official University holidays shall be charged to accrued vacation, approved absence without pay, accrued compensatory time, or accommodated by an alternate work schedule approved in advance by the responsible administrator.