

JACKSONVILLE STATE UNIVERSITY
Business Procedures Manual

Section: BA I:01:01
GENERAL INFORMATION

USE OF THE MANUAL

The Business Procedures Manual has been developed to elaborate on the Manual of Policies and more specifically, to document the general business management procedures of the University. In some instances the procedures relate to laws and agency regulations. The Manual provides an accessible source of information regarding the procedural steps, flow charts, and forms required in each specific instance. In addition, the Manual provides the University with a training aid that personnel can use to obtain an understanding of their duties and responsibilities.

ORGANIZATIONAL CHARTS

Organizational charts for the President and each Vice President are included in the Manual to assist the reader in understanding the University's organizational structure (Exhibits 1 through 5).

AUTHORITY OF THE MANUAL

The Manual is applicable to the business procedures of the University. This publication supersedes all previous instructions, whether they be written, oral, or established by common practice, but is subordinate to Board of Trustees and University policies.

CONTROL AND MAINTENANCE OF THE MANUAL

All copies of the Manual are the property of the University and will be returned to the Office of the Vice President for Administrative and Business Affairs when no longer required for use by the employee to whom it is issued.

DISTRIBUTION OF THE MANUAL

As a rule, the Manual and revisions thereto, are distributed to the following:

- * President
- * Vice Presidents
- * Deans
- * Directors
- * Department Heads

However, copies are distributed to other interested parties when requested by one of the above officers.

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REVISIONS TO THE MANUAL

The Business Procedures Manual can only function as a useful management tool if it is constantly reviewed and revised to meet new situations that occur at the University. Once it is determined that a revision to the Manual is required, the responsible individual prepares the request for the change in accordance with the following:

1. Prepare and submit the Request for Revision of the Business Procedures Manual (BA Form #25). Attach a written draft of the new or revised procedure.
2. Submit to the Office of the Vice President for Administrative and Business Affairs for processing.

The Vice President for Administrative and Business Affairs will review the proposed revision. The revised procedure will then be reviewed by appropriate University personnel, adopted, or discussed with the initiating individual.

DATA PROCESS INPUT INSTRUCTIONS

Several business transactions are processed utilizing data processing equipment to record data as well as prepare information. A list of DSMD manuals available to assist users in processing data via the automated financial management systems is in Appendix "A" of this manual.

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Business Procedures Manual

Procedure No: BA I:01:03:01

Effective Date: March, 2003

Supersedes Procedure No: BA I:01:03:01

Dated: August 1, 1997

Reference Policy No: I:01:06

Dated: June 1991

SUBJECT: UNIVERSITY FLOWER FUND

The following policy and procedure has been established for the University Flower Fund.

- I. **POLICY:** Flowers or a memorial amount (in the form of a contribution to the General Scholarship Fund of JSU) will be sent at the death of an employee, their spouse or child. The amount spent for flowers or the memorial amount cannot exceed \$75. Funding for this policy will be provided by an external source and will not require a contribution from any employee.

- II. **PARTICIPATION:** This policy covers all full-time faculty and staff members of the University with regular appointments but applies only to the death and not hospitalization of an employee, their spouse or child. Flowers will also be sent at the death of a retired employee.

- III. **PROCEDURE:** The Office of Human Resources will be responsible for ordering all flowers and memorial payments. Anyone who becomes aware of the need for flowers or a memorial amount should contact the Office of Human Resources immediately. Before flowers or memorials can be sent, the following information will be required.
 - A. Name of Employee
 - B. Name of Deceased
 - C. Date of Death
 - D. Place of Burial (city, state, funeral home handling arrangements)
 - E. Date of Burial
 - F. Whether or not flowers are to be sent or memorial contribution made.

It is imperative that the Office of Human Resources be notified of the need for flowers in order for our fund to work as it should. It will be the responsibility of the employee's department to gather the above information and forward it to the Office of Human Resources. The number is 8568.

If a need for flowers occurs on a weekend or a holiday, please notify Cheryl Norred at 435-4335.

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JACKSONVILLE STATE UNIVERSITY
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Procedure No: BA I:01:10
Supersedes Procedure No: BA I:01:10
Reference Policy No:
SUBJECT: BULLETIN BOARDS

Effective Date: March, 2003
Dated: August 1, 1997
Dated:

Federal regulations require that certain notices be placed on bulletin boards in conspicuous places so as to permit employees to readily observe them. In compliance with this requirement, each Building Manager shall designate an official bulletin board (or section of a bulletin board) in his/her building for the posting of notices as follows:

I. OFFICIAL BULLETIN BOARDS

- A. Each bulletin board in the following offices must contain a poster prescribed by the Wage-Hour Division of the Department of Labor pertaining to minimum wage and overtime: Office of Human Resources, Physical Plant, and Affirmative Action Officer. The Office of Human Resources is responsible for seeing that this poster is maintained on the official bulletin board. Copies of this poster may be obtained from the Office of Human Resources.
- B. Other notices as prescribed by the administration, mandated by statute, or approved by the Building Manager shall also be posted on the official bulletin board in each building.
- C. Non-official notices such as personal ads, notices of coming events, or other personal information may not be posted on the official bulletin board.

II. NON-OFFICIAL BULLETIN BOARDS

Each Building Manager will be encouraged to designate one or more bulletin boards (or section of a bulletin board) to be used by students, faculty, and staff to post notices of student activities, coming events, classified ads or other personal notices.

- III. Notices posted on all bulletin boards are expected to conform to University rules and legal statutes.

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Procedure No: BA I:01:11
Supersedes Procedure No: BA I:01:11
Reference Policy No:
SUBJECT: RISK MANAGEMENT

Effective Date: March, 2003
Dated: August 1, 1997
Dated:

GENERAL:

“Risk Management” refers to the process of reviewing the University’s exposure to liability and taking the necessary steps to eliminate or cover that liability. The term “risk” does not refer to physical danger but to financial liability which can accrue to the University due to accident, illness, injury or a “wrongful act.” It involves the evaluation of our exposure to risk and recommendation of steps to take to either alter the circumstances which create the risk or provide financial resources to cover expected losses. This financial coverage can take many forms, the most common of which are commercial insurance and self insurance.

Risk management is a university wide endeavor and will impact every employee in some form or another. Administration of the risk management function at JSU has been assigned to the Director of Human Resources (hereinafter referred to as the “Risk Manager”), however input will be required from many others. The risk management program involves the following:

I. RISK EVALUATION:

- A. The first step in risk management is to identify the areas which can cause potential liability for the University. Identification of these problem areas can be accomplished by the following:
 - 1. Visual observation -- such things as physical hazards and impediments can be identified visually.
 - 2. Review of changing laws, regulations and University policies.
 - 3. Complaints from students, parents, employees, job applicants, and others.
 - 4. Review of audit reports, accreditation reviews, and other regulatory authority investigations.
 - 5. Internal procedures such as statistical analysis, program reviews, and long range planning.
- B. Responsibility for identification - Every employee at the University has the responsibility of reporting any situation which could cause

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financial liability. The following administrators are responsible for functions which are particularly susceptible to risk:

1. Affirmative Action Office
2. Comptroller
3. Director, Athletics
4. Director, Human Resources
5. Director, Physical Plant
6. Director, Public Safety
7. Director, Student Health
8. Director, University Housing

After an area of potential risk has been identified, it should be discussed with the appropriate Vice-President. If it is decided that the risk cannot be removed, it should be discussed with the Risk Manager who will investigate possible coverage under existing insurance policies, the Board of Adjustment, or other source. Some situations may be covered by self-insurance and some by Sovereign Immunity. The Risk Manager, with the approval of the Vice President for Administrative and Business Affairs, may consult attorneys, tax consultants, insurance consultants, or others to identify the most effective way to cover the risks in question.

II. RISK AVOIDANCE: Constant attention should be paid to risk avoidance since this is usually much easier and more economical than buying insurance. Absolute risk avoidance is impossible, but there are certain steps which can be taken to reduce risk, such as:

- A. Training - Training may be conducted within a department or may be requested from the Office of Human Resources.
- B. Removal of physical barriers - The Physical Plant Department should be contacted concerning removal of physical barriers.
- C. Installation of protective/corrective equipment and devices.
- D. Consistent and fair application of University rules and regulations. This is especially true of admissions policies, student grading, student discipline, handicapped accommodations, employment procedures and personnel policies.
- E. Not assuming risk which should not be assumed.

III. INSURANCE AND RISK ASSUMPTION: The schedule below indicates the University's position with regard to risk assumption:

- A. Risks assumed or covered by insurance:
1. Employee benefits - These risks/costs have been assumed by the University as described in the Faculty and Staff Handbooks.
 2. Workers' Compensation claims - There are two alternatives for covering these claims. Each case will be reviewed by the Director of Human Resources and one or both of the methods below will be used:
 - a. On-the-job-injuries - Employees injured on the job are to use their health insurance for any medical treatment necessary. Under certain conditions, employees may be eligible for on-the-job injury leave. Out of pocket expenses (co-pays) may be reimbursed through the Board of Adjustment.
 - b. Board of Adjustment claims - These claims are decided by the State of Alabama Board of Adjustment.
 3. Professional liability insurance - All regular employees of the University are covered by an "Educators Legal Liability" policy. This policy covers faculty and staff members while performing their duties as educators. Additional information is available in the Office of Human Resources.
 4. Vehicle liability - University vehicles are covered by liability insurance.
 5. Property and casualty insurance - The physical property of the University is covered through the State of Alabama Insurance Fund.
 6. Fidelity and Notary Bonds - Certain officers and employees of the University with responsibility for handling money are covered by fidelity bonds. Any budget manager who believes there are employees in his/her area who should be covered by a fidelity bond should contact the Director of Human Resources.

- B. Risks not assumed by the University:
 - 1. Student health insurance - The university does not assume this risk and students are responsible for providing their own health insurance.
 - 2. General liability - The University does not have a general liability policy. We rely on the State Board of Adjustment to settle claims of this nature.
 - 3. No risk will be assumed for any event, activity, practice, procedure, or policy not listed in III.A. above unless specifically approved by a Vice President.

- C. Special events - Special events are especially prone to have risk associated with them and will be evaluated on a case by case basis. Examples of these events are concerts presented by the SGA, parades, demonstrations, or any gathering which involves a large group of people. Anyone preparing for an event such as those listed above should contact the Director of Human Resources to determine if insurance coverage is provided or should be purchased.

IV. PROCEDURES: Information about how to obtain insurance for any “risk” activity is available in the Office of Human Resources.

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Procedure No: BA I:02:07

Effective Date: Sept. 22, 1997

Supersedes Procedure No:

Dated:

Reference Policy No: I:02:07

Dated: May 1, 1987

SUBJECT: Procedures for Appointing Search Committees

PURPOSE:

University policy now requires that a representative of Personnel Services serve as an ex-officio member of each search committee, whether for a faculty or staff position. Listed below are instructions for compliance with that policy.

PROCEDURE:

1. When the Request to Post a Vacancy form has been signed by the President, the original form is returned to the Office of Personnel Services.
2. Personnel Services will call the Department Head or Supervisor to notify him/her of the approval of the request. A copy of the request form for faculty positions will also be sent to the Vice President for Academic and Student Affairs.
3. When the Vice President, Dean, or Department Head has selected the individuals to serve on the search committee, the administrator making the selection will send a list of the committee members and the date, place, and time of the first meeting to the Office of Personnel Services.
4. A representative of the Office of Personnel Services will attend the first meeting and is to be notified of all meetings of the search committee. The Office of Personnel Services representative will advise the committee concerning employment procedures and EEO matters.
5. University policy requires that the chair of any academic search committee meet with the Associate Vice President for Academic Affairs prior to the beginning of the search to be briefed on search procedures and compliance with statutes. It is the responsibility of the chair to contact the Associate Vice President and arrange this meeting.
6. Complete employment policies and procedures are found in the University Policy I:02:07.

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Procedure No: BA I:02:08 _____

Effective Date: December, 2002

Supersedes Procedure No: _____

Dated:

Reference Policy No.: I:02:07:01

Dated: December, 2002

SUBJECT: PROFESSIONAL SERVICES CONTRACTS

The positions listed below have been determined to be independent contractors and may be paid via the accounts payable system rather than through the payroll. However, no individual or entity may be engaged as a consultant until the appropriate contract has been approved (complete contract portion only of Form BA 20).

Athletic officials (referees, umpires, time keepers, etc)

Attorneys

Ayers lecturers

Corporations

Guest speakers for

 Commencement

 Commemorations

 Cultural events

 Diversity issues

 Historical observances

Stipends*

Judges for:

 Beauty contests

 Art exhibits

 Musical competition

 Oratorical contests

 Talent contests

 Other competitions

National and local on-air TV personalities

Nationally syndicated columnists

Partnerships

Performing artists (but not to teach)

Public address announcers

Radio announcers

State Cabinet members

State legislators

Vocational rehabilitation interpreters

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* Note: Individuals may be paid an honorarium or stipend for a speech or a visit but only if they are not required to teach or perform any work. The IRS considers an honorarium to be a gift and represents a token payment for an individual who would otherwise be compensated substantially more for services rendered. If they are part of the instruction program, they must be paid as employees.

Complete the top portion of the Professional Services Contract and hold until the service is completed. When the service is complete, the Budget Manager should sign the *Fulfillment of Services* portion of the Professional Services Contract and forward to the Office of the Comptroller for payment. Enter the contract as a requisition in the system. Do not approve the requisition in the system.

The following is the procedure for hiring consultants:

1. The Dean/Director determines if individual or entity is employee or independent contractor by using BA Form #20. If there is any uncertainty about the classification, contact the Office of Human Resources or the Payroll office.
2. If the individual or entity is an employee, payment is made through the normal employment process. The Dean/Director should keep BA Form #20 for their files.
3. If it is determined that the individual or entity is an independent contractor:

Complete the top portion of the Professional Services Contract and hold until the service is completed.. When the service is complete, the Budget Manager should sign the *Fulfillment of Services* portion of the Professional Services Contract and forward to the Office of the Comptroller for payment. Enter the contract as a requisition on the system. Do not approve the requisition in the system.

NOTE: State of Alabama Act #2001-955 requires the vendor disclosure statement be completed and notarized in duplicate for contracts in excess of \$5,000. Two copies of this form must be completed and notarized. Send these forms to the Comptroller with the Professional Services Contract for payment.

JACKSONVILLE STATE UNIVERSITY
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Procedure No: BA I:02:10

Effective Date: August 1, 1997

Supersedes Procedure No: BA I:02:10

Dated: May 1, 1987

Reference Policy No: I:02:10

Dated: May 1, 1987

SUBJECT: EMPLOYEE DISCIPLINE

PURPOSE: Most employees perform their job in a satisfactory manner without the need for disciplinary action. However, if such action becomes necessary, it should be done promptly and clearly. The proper action to take when disciplining employees after they attain regular status is outlined below:

1. **EMPLOYEE WARNING:** If an employee violates a University rule, a warning should be given. If the violation is a serious infraction, it should be put in writing and recorded on an Employee Warning Form (BA Form #30). The form should be placed in the employee's personnel file, a copy given to the employee, and a copy retained by the supervisor.

2. **EMPLOYEE SUSPENSIONS - WITH ADVANCED NOTICE:** The supervisor may, from time to time, temporarily suspend any employee without pay or other compensation, and without the right of a hearing, for disciplinary or other just cause, but such suspension shall not exceed thirty (30) days during any twelve (12) month period. Such suspension with loss of pay may be effected only by service upon the employee by the supervisor of written charges setting out clearly the delinquency for which suspension was made.

In special or unique circumstances, suspension with pay may be appropriate. Each suspension with pay must be fully documented and approved by the President.

A copy of any suspension notice, whether with or without pay, must at the time of the suspension be delivered to the Director of Personnel Services. The suspended employee shall have the right to file with the supervisor and the Director of Personnel Services a written answer or explanation of such charges, which written answer or explanation of the suspended employee shall be kept with and be a part of the service record of such employee in the office of the supervisor and the Office of Personnel Services.

3. **IMMEDIATE SUSPENSION - WITHOUT NOTICE:** Immediate suspension without notice may be effected for neglect of job responsibilities, willful infractions of departmental or University regulations to include but not be limited to knowingly:

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- A. Possess, use, transmit, or be under the influence of any narcotic, hallucinogenic drug, barbiturate, alcoholic beverage or intoxicant of any kind.
- B. Insubordination to include repeated and/or intentional defiance of any valid authority.
- C. Damage to institutional property, steal or attempt to steal JSU property or the property of a student or another employee.
- D. Cause or attempt to cause physical injury to another employee.
- E. Possess or transmit any firearms, knife, explosive, or other dangerous object to or at work.
- F. Sleeping on the job.
- G. Indecent exposure.
- H. Use of abusive or objectionable language, or conduct of any nature which is detrimental to the reputation or purposes of the University.

The reason or reasons for immediate suspension will be documented by the supervisor and placed in the personnel file of the suspended employee. A copy of the charges will be given to the supervisor in charge of the area.

4. **DISMISSAL:** Each case of immediate suspension will be referred to the next level of supervision in the area of employment, and immediate discharge may be recommended and/or effected by him. If discharged for cause, employee will not be entitled to accrued annual leave, and action taken will become part of employee's employment record.

If dismissal is for incompetence or inability to perform the prescribed work satisfactorily, a regular employee may be given two (2) weeks notice prior to termination and will be entitled to any accrued benefits.

Although it may be very awkward, a supervisor who dismisses an employee should remember to complete an Exit Interview Form for a dismissed employee.

It is very important to collect any keys given to the employee and to account for any University property which has been assigned to the employee.

In any case of dismissal (except during the six (6) months probationary period unless for discrimination because of race, color, religion, sex, age, or national origin) the affected employee may, at any time within ten (10) work days after the effective date of dismissal, request an investigation by the Grievance Committee.

The committee shall make an investigation in any manner it deems desirable or necessary in accordance with the Grievance Procedure, and shall file with the President (with a copy to the Director of Personnel Services) its report approving the dismissal or recommending reinstatement of the employee.

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Procedure No: BA I:02:11

Effective Date: August 1, 1997

Supersedes Procedure No: BA I:02:11

Dated: May 1, 1987

Reference Policy No: I:02:11

Dated: May 1, 1987

SUBJECT: SEPARATION FROM SERVICE

- I. **RESIGNATIONS:** Upon voluntary separation from the classified service, an employee shall submit to his/her supervisor a letter of resignation. If an employee resigns with proper notice (a minimum of two (2) weeks for general non-exempt staff and one (1) month for administrative exempt staff), he/she will be entitled to all benefits accrued, provided he/she has completed the six (6) months' probationary period.
- II. **LEAVE WITHOUT NOTICE:** If an employee resigns or quits without minimum notice, all accrued annual leave will be forfeited and this action becomes a part of his/her employment record. Under special conditions, minimum notice may be waived by employee's supervisor. Persons not giving proper notice will be regarded as ineligible for rehire.
- III. **RETIREMENT:** At the time of retirement an employee may request payment of accrued annual leave not to exceed two years' accumulation in one monthly or bi-weekly payment (as appropriate). Benefits and additional leave accumulation will not accrue during the period of annual leave payoff.

Employees wishing to retire should notify the Office of Personnel Services at least 90 days before their anticipated retirement date so that necessary information can be compiled and prepared to avoid a delay in retirement compensation. Such retiring employees will be advised concerning any continuing benefits which may be available to them after retirement.

- IV. **REDUCTION IN LABOR FORCE:** A supervisor may lay off an employee in the classified service whenever he deems it necessary by reason of shortage of work or funds or the abolition of a position or other material change in duties or organization. Seniority and service ratings shall be considered in determining the order of layoffs. A person with seniority over another in the same class or position may not be laid off first unless such person requests a layoff.

The names of all persons laid off in good standing remain on a re-employment list for a period of one (1) year. Such person shall be given preference over persons applying for vacancies in his/her class in the department from which he/she was laid off.

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- V. **SUSPENSIONS:** Covered in Procedure No. BA I:02:10.
- VI. **DISMISSAL:** Covered in Procedure No. BA I:02:10.

An exit interview should be conducted for any separation from service. All University equipment and keys should be returned by the employee at that time. An Exit Interview Form (BA Form #43) must be completed by the supervisor and forwarded to the Office of Personnel Services. When the final exit interview is conducted, benefit coverage will be explained to the exiting employee. The exiting employee must turn in his Staff Handbook, identification card, and American Express Card at that time.

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Procedure No: BA I:02:12

Effective Date: March, 2003

Supersedes Procedure No: I:01:12

DATED: 8/1/97

Reference Policy No: I:02:12

DATED: 5/1/97

SUBJECT: FACULTY/STAFF/DEPENDENT IDENTIFICATION CARDS

When a new employee is hired at Jacksonville State University, he/she must have an identification card made. The ID card gives the user access to the Library, Stephenson Gym, and Mathews Coliseum.

The following individuals are eligible for ID cards:

- Full time employees
- Part time employees
- Temporary employees for the duration of their employment authorization
- Service retirees
- Physicians with contracts with the Student Health Center, if provided for in their contract
- Campus Ministerial Association
- Spouses and unmarried dependent children of regular, full-time employees or service retirees under the age of 25

The new employee must first obtain a properly completed form from the Office of Human Resources in Bibb Graves Hall. The new employee will take the completed form to the ID office located near the food court on the second floor of the Theron Montgomery Building. The ID office will make the employees' picture and ID card.

The ID card must be turned in when the employee leaves the University. If the employee is leaving the University as a service retiree, the retiree will be allowed to have an ID card made indicating that he/she is a retiree.

Faculty, staff, and dependents may receive a replacement card by using the same procedure.

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Procedure No: BA I:02:16

Effective Date: March, 2003

Supersedes Procedure No: BA I:02:16

Dated: August 1, 1997

Reference Policy No: I:02:16

Dated: August, 1990

SUBJECT: EMPLOYEE OF THE MONTH/YEAR PROGRAM

In order to provide recognition of outstanding employees, an awards program has been implemented to recognize these employees on a monthly basis. All employees are eligible for consideration except administrators (President, Vice Presidents, Associate Vice Presidents, Deans, Associate Deans and Directors who report to a Vice President or the President, Assistant Directors, and faculty.

EMPLOYEE OF THE MONTH

I. NOMINATION

- A. Nominations may be made by anyone. All nominations must be in writing to the Office of Human Resources.
- B. Each nomination must be supported by a letter of recommendation from the employee's supervisor.
- C. Letters of recommendation from other employees will be used as support documentation for the nomination.
- D. Nominations will be active for six months and those nominated but not selected should be reconsidered renominated at a later date.

II. REVIEW/SELECTION

Once the selection has been made, the supervisor of the person chosen will be notified.

III. AWARD

- A. Each Employee of the Month will receive a JSU pin, a framed certificate, a check for \$25.00, and a coffee mug.
- B. The selection will be announced by the News Bureau.
- C. A letter will be sent to the employee and the employee's supervisor.

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IV. PRESENTATION

- A. Each department will be responsible for planning its own presentation ceremony.
- B. Awards will be presented as follows:
 - Pin - President (or his/her designee)
 - Certificate - Chair, Staff Advisory Council (or his/her designee)
 - Check - Vice President (or his/her designee)
 - Mug - Director, Human Resources (or his/her designee)

EMPLOYEE OF THE YEAR

I. SELECTION

- A. The Employee of the Year will be selected from the twelve Employees of the Month for that year.
- B. The Staff Advisory Council will make the selection based on the information originally submitted.

II. AWARD

- A. The Employee of the Year will receive a check in the amount of \$500.00 and an engraved plaque.
- B. The Employee of the Year will be announced by the News Bureau.
- C. Each recipient's name will be engraved on the Employee of the Year plaque.

III. PRESENTATION

- A. The presentation will be made at the Annual Service Awards Banquet in December.

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Procedure No: BA I:02:17 **Effective Date: June 1, 2003**
Supersedes Procedure No: I:02:17 **Dated: April 1, 2000**
Reference Policy No: I:02:17 **Dated: February 1991**
SUBJECT: FACULTY/STAFF CONSULTING

PURPOSE:

Coordination of outside or non-University consulting activities can be beneficial to the University. The involvement of the Department Head, Dean, and Vice President enhances control and quality of consulting services and advances the public service and/or research missions of the University. Consulting also establishes valuable contacts with industry and government units, which can prove valuable to our students and to faculty/staff extramural funding.

PROCEDURE:

Faculty/staff members may arrange consulting activities directly with an outside agency and receive payment directly from that agency as outlined in the faculty and staff handbooks. Alternately, the activities can be coordinated through the University, whereby the University receives the income and reimburses the faculty/staff member. The faculty/staff member gains through increased contributions to TRS, FICA, and TIAA. The University receives the current indirect cost rate on the activity. The outside agency check will be distributed in the following priority: Indirect costs, benefits, travel or other operating expenses, and fee to consultant.

The procedure allows payment of FICA, TRS, TIAA and similar benefits for consulting agreements administered by the University using only funds derived from the agency receiving the consulting service.

A Employee Contract for Extra Compensation (BA Form 46) must be completed prior to the beginning of the work and the amount included on the appropriate payroll payment authorization form (Biweekly/Monthly Service Report) to authorize payment to the faculty or staff member.

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Procedure No. BA I:02:25

Effective Date: August 1, 1997

Supersedes Procedure No: BA I:02:25

Dated: June 9, 1990

Reference Policy No:

Dated:

SUBJECT: EMPLOYEE SUGGESTION PROGRAM

One of the goals of Jacksonville State University is to provide quality service at a reasonable price. In order to do this, we must constantly look for better ways to do things. As a means of encouraging suggestions from faculty and staff members, an awards program has been established. Awards will be made for suggestions which improve morale, reduce costs, save time or otherwise benefit the University. Suggestions that have already been tried, that are illegal, that are contrary to JSU or public policy, or that merely shifts work from one area to another, will not be considered.

I. MAKING A SUGGESTION

- A. A suggestion form (BA Form # 27, available in the Office of Personnel Services) must be completed for each suggestion.
- B. The completed form must be forwarded through appropriate channels, as indicated on the form.
- C. After securing all of the necessary signatures, the form is sent to the Office of Personnel Services.

II. EVALUATION OF SUGGESTIONS

- A. The Staff Advisory Council, in conjunction with the Director of Personnel Services, will be responsible for evaluating suggestions.
- B. Once the Staff Advisory Council accepts a suggestion, it is sent to the Administrative Council for review.
- C. The Administrative Council may request additional information, consult other departments, or consult other institutions before making a final decision.

III. AWARDS

- A. An award will be presented by a person to be designated by the Administrative Council.
- B. Employees whose suggestions are accepted and approved will be given:

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1. A framed certificate
 2. A coffee cup with the JSU logo and the phrase "JSU Liked My Idea"
 3. A cash award in the amount of \$50.00
- C. Recipients of all awards will be publicized in the campus news media.

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Procedure No: BA I:02:26

Effective Date: March, 2003

Supersedes Procedure No: BA I:02:26

Dated: August 1, 1997

Reference Policy No:

Dated:

SUBJECT: EMPLOYEE DISCOUNTS

Frequently local businesses wish to offer discounts to JSU employees as part of "Teacher Appreciation Week" or simply as a promotional tool. The University will allow distribution of these discount coupons as a benefit to employees under the guidelines explained below.

I. All discounts offered to JSU employees through the Campus Distribution System must adhere to the following requirements:

- A. The discount must be a true discount not available to the general public.
- B. The discount must be offered on a single coupon or sheet of paper and must clearly indicate the terms and conditions associated with the discount. Discount coupons may also be distributed to JSU employees through e-mail.
- C. The University reserves the right to approve or disapprove all discounts.

II. Discounts will be made available by the Office of Human Resources through one of the following methods:

- A. Discount Coupons for theme parks or other entertainment such as Six Flags, Sea World, Tennessee Aquarium, etc. are available in the Office of Human Resources and may be picked up at any time by an employee.
- B. Discount coupons from retail stores will be delivered by the stores to the Office of Human Resources. The Office of Human Resources will review the coupons for compliance with standards established in 'I' above and will then deliver the coupons to the Mail Center. The Mail Center will deliver the coupons to each office.

III. Approval Process:

- A. The Office of Human Resources will maintain a list of businesses approved to distribute discounts.

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- B. Any business wishing to be added to the approved list must submit a request to the Director of Human Resources. The request must then be approved by the Administrative Council.
- 4: The Office of Human Resources sponsors a Benefits Fair annually. This event is an opportunity for businesses to advertise directly to our employees. Human Resources will send invitations and announcements to businesses and those wishing to display at the fair must register in advance. The fair is open to all businesses; however, Human Resources does retain the right to limit the number or type of businesses as the best interests of the University dictate.

JACKSONVILLE STATE UNIVERSITY
Business Procedures Manual

Procedure No: BA I:03:02

Effective Date: August 1, 1997

Supersedes Procedure No: BA I:03:02

Dated: April, 1989

Reference Policy No: I:03:02

Dated: April, 1989

SUBJECT: TUITION ASSISTANCE PROCEDURE

Employees wishing to obtain assistance under the University's Tuition Remission Policy should follow the procedure below:

1. Complete a Request for Tuition Remission form (BA Form #44) available in the Office of Personnel Services.
2. The form must be signed by the immediate supervisor (usually the budget manager) and forwarded to the Office of Personnel Services.
3. The Office of Personnel Services will review the request to verify eligibility of the person requesting tuition remission and forward the form to the Financial Aid Office where the appropriate amount will be credited to the student's account.
4. The form is then forwarded to the Bursar's Office where budgetary entries are made to cover the expenditure in the proper department.
5. At the end of the semester, grades will be reviewed by the Bursar's Office and any recipients of tuition remission who did not maintain the proper grade point average for the semester will have his/her tuition remission reversed.
6. The reversed tuition must then be paid by the student.

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JACKSONVILLE STATE UNIVERSITY
Business Procedures Manual

Procedure No: BA I:04:03

Effective Date: May 15, 2001

Supersedes Procedure No:BA I:04:03 Dated: August 1, 1997

Reference Policy No: I:04:03

Dated: 12/88; 3/92; 5/97; 4/2001

SUBJECT: USE OF UNIVERSITY VEHICLES FOR OFF-CAMPUS TRAVEL

This procedure defines the steps for obtaining use of a University vehicle as established in Policy I:04:03. A forty-eight passenger bus, a mini bus, and several vans, are available for use by faculty and staff on official University business.

I. RESERVING VEHICLES

Vehicles should be reserved as far in advance as possible to avoid scheduling conflicts.

- A. **Bus and Mini Bus:** The bus or mini bus may be scheduled (when not reserved for athletic events) by completing a Vehicle Control Form (BA Form #14) in duplicate and forwarding it to the Athletic Office in the Field House.
- B. **Athletic Vans:** These vans may be scheduled (when not reserved for athletic events) by completing a Vehicle Control Form (BA Form #14) and forwarding it to the Athletic Office in the Field House.
- C. **Academic Van:** These vans may be scheduled (when not reserved by an academic or support department) by contacting the Biology Department (5642). A Vehicle Control Form (BA Form # 14) must be completed and forwarded to the Biology Department or the Visitor Center (5260) for the Student Affairs van. Other, undesignated vans, may be scheduled by contacting the Physical Plant Department (5453) and sending the completed Vehicle Control Form to them.

II. KEYS, CREDIT CARDS, AND VEHICLE CONTROL FORM

Individuals using an 'Athletic Van' should obtain the keys, copy of the Vehicle Control Form, and credit cards (if needed) from the Athletic Office in the Field House. Users of the 'Academic Van' should obtain these items from the Biology Department and the 'Student Affairs' van from the Visitors Center. All others should obtain keys, credit cards, and copy of Vehicle Control Form from the Physical Plant Department.

After the vehicle is returned, the keys, credit cards with receipts (including the tag number, the date, the number of gallons of gas purchased and any other pertinent information), and the completed Vehicle Control Form must be returned to the issuing department (Athletics, Biology, Visitor Center, or Physical Plant) no later than the next business day following your return.

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III. OBTAINING AND RETURNING VEHICLES

Vehicles are to be picked up at the Physical Plant Motor Pool at the time of departure and returned immediately upon return. They are for official use only and are not to be taken home or used to run personal errands. It is the responsibility of the driver to make arrangements for travel to and from his/her home.

The Physical Plant is open from 7:30 a.m. to 4:30 p.m., Monday through Friday. Occasionally a vehicle is returned after the Physical Plant closes and departs before it reopens. If you are to pick up a vehicle scheduled for after hours return by another party, you MUST make arrangements with the previous user for the transfer of the keys and credit cards. Both drivers should be sure to make any notations on their Vehicle Control Form (BA form #14) as to the condition of the van, etc., when you assume and/or transfer responsibility from/to the next user. It is the responsibility of the previous user to turn in to the appropriate office, all gas charge slips and the completed Vehicle Control Form (BA Form #14), no later than the next business day following his/her return from their trip.

IV. CHARGES

The cost for the use of the vehicle will be charged to the using department. The rates are as follows:

Passenger Van.....\$ 1.10 per mile
(Minimum daily charge of \$25.00 - waived
for on-campus van use by the Office of
Admissions and Records)

Bus.....\$1.85 per mile
(Minimum daily charge of \$100.00 - Plus
food and lodging expenses of the driver)

V. VEHICLE LIABILITY

All vehicles used primarily to transport passengers are covered by liability insurance.

JACKSONVILLE STATE UNIVERSITY
Business Procedures Manual

Procedure No: BA I:04:15

Effective Date: August 1, 1997

Supersedes Procedure No: BA I:04:15

Dated: October 10, 1990

Reference Policy No:

Dated:

**SUBJECT: USE OF FACULTY AND STAFF MAILING LABELS, LISTS, AND
THE OFFICIAL CAMPUS TELEPHONE DIRECTORY**

I. PURPOSE

The name and address file for faculty and staff of Jacksonville State University is maintained for official use only. Use of gum labels, name and address lists, and campus telephone directories are restricted to those individuals or departments which have a bona fide need for such lists, labels, etc.

II. PERMITTED USES

A. Official Matters: Labels and lists may be obtained free of charge for mailing official letters or notices through campus mail by the following:

The Board of Trustees
The President, any Vice President, Dean,
Director or Faculty Department Head
Any committee appointed by the Board of Trustees,
the President, any Vice President, Dean or Director
Faculty Senate
Student Senate

B. Social/Cultural Use: Labels, lists, or telephone directories may be obtained (in accordance with the fee schedule in Item IV below) by the following:

JSU Retired Teachers Association
JSU Faculty Wives Club
Any Student or Faculty Club sponsored by JSU
Any Fraternity or Sorority
Athletic Boosters Club
Alumni Association
Campus Ministries Association

III. PROHIBITED USES

Mailing labels, lists and official campus telephone directories will not be furnished to the following:

- A. A private person or business
- B. Political, civic or social organizations.

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- C. Religious organizations not associated with Campus Ministries
- D. Charitable organizations which have not been approved by the Board of Trustees
- E. Professional organizations such as AEA, NEA, AAUP
- F. Political subdivisions such as cities, counties, etc.

IV. PROCEDURE

The Director of Personnel Services is responsible for approving all requests for gum labels, name and address lists, and telephone directories. Requests should be made on Form # CSR:01:R1 (Computer Center) and forwarded to the Office of Personnel Services. There will be no charge for official University use. However, the following charges will apply to social/cultural, (i.e., those referred to in II B above):

Gum Labels	-	\$5.00 plus \$.02 per label
Name & Address Lists	-	\$5.00 plus \$.01 per name
Telephone Directories	-	\$1.00 each

Labels/Lists for official use will be sent directly to the requesting individual. Labels, lists, and telephone directories for social/cultural use may be picked up at the Personnel Office after they have been prepared. Payment must be made when the requested items are picked up.

- V. Only persons or organizations on the approved list may receive names and addresses of employees. In order to be added to the approved list, a written request must be made to the Director of Personnel Services.