

**University of Alabama at Birmingham**

**POLICY REFERENCE MANUAL**

**General UAB-wide Policies Issued Since August 1985**

The on-line version of the "UAB Policy Reference Manual" may be updated with more current information; however, if the contents of the on-line version are in conflict with official UAB policies, the official policies will take precedence.

Office of Planning and Analysis

Issued November 1, 1993  
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## Manual Update Record

Whenever changes are made to this manual or to the policies in it, revised or replacement pages for the manual will be designated with Update Numbers and will be circulated to all department/unit heads as the official recipients of this manual. In order to maintain updates to this manual, it is important that the manual remain in the department/unit to which it was originally distributed. Personnel changes should not result in the manual's leaving the department/unit.

Record on this page the date and the name of the person incorporating into this copy of the manual changes that are distributed by the Office of Planning and Analysis. Out-of-date material should be replaced and destroyed.

<b>Update Number</b>	<b>Date This Copy of Manual Was Updated</b>	<b>Name of Person Incorporating Update Into This Copy of Manual</b>
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Update Number	Date This Copy of Manual Was Updated	Name of Person Incorporating Update Into This Copy of Manual
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## **I. Introduction**

### **A. General**

It is important to UAB that its leadership be able to refer to official UAB policy quickly and conveniently. The purpose of this policy manual is to provide, in one location, ready access to recently created or revised UAB-wide policies. In addition to the full text of recent general UAB-wide policies, this manual also contains a list of other UAB-wide policy manuals (See Section III), and the index contains cross-references to policies in those other policy manuals (See Section IV). The UAB Office of Planning and Analysis is responsible for the maintenance and distribution of UAB-wide policies and hopes that this manual will be useful.

This manual is primarily a reference manual, and any policies contained herein are subject to change at any time by the UAB administration or the Board of Trustees. Because this manual contains campus implementations of certain Board of Trustees Rules, the following should be noted:

*Although this handbook intends to reflect currently any policies or rules of the Board of Trustees of the University of Alabama referred to or incorporated herein, users are cautioned that changes or additions to such policies or rules may have become effective since the publication of this material. In the event of such a conflict, the current statements of Board policy contained in the official minutes and manual of rules, bylaws, and guidelines shall prevail.*

(Board of Trustees Rule 306)

### **B. Official Copy of “Policy Reference Manual”**

The official, master copy of this manual is on file in the Office of Planning and Analysis. It is the official copy for maintenance and legal referencing purposes.

### **C. Definitions of “Policy” and “Procedure”**

A “policy” is a written decision made by those in authority to govern the actions of UAB's employees, faculty, students, visitors, and others who come in contact with UAB. Policies are management's decisions concerning routine matters. Policies contain guidelines to govern UAB, and they set limits within which people are expected to operate. Policies relieve top management from having to make the same routine decisions continually.

“Procedures” are standardized, documented administrative practices. Procedures are the means by which policies are implemented. They are the step-by-step processes followed to implement the policies of UAB.

In summary, a policy is *what* management wants, while the related procedure is *how* it is to be accomplished.

Procedures are not included in this policy manual except in cases in which steps or procedures are an integral part of the policy itself (for example, in the “Centers” policy).

See Exhibit I-A for additional explanations of “policies” and “procedures.”

### **D. Definition of “UAB-wide”**

“UAB-wide” relates to the areas of the campus covered by a policy, not necessarily to the types of groups covered. For example, a policy such as the Immunization Policy applies to a subset of the UAB population (students) but is considered a UAB-wide policy because it applies to all UAB students.

All of the policies included in this manual are UAB-wide in nature and apply UAB-wide. A policy initiated by, or created to apply to, one area of UAB may, during the course of its development, be changed or expanded to cover other areas of UAB. At that point the policy would become a “UAB-wide” policy.

### **E. Other UAB Policies and Policy Manuals**

This manual should be used as a companion to other UAB manuals such as student catalogs and handbooks. It should not be used as the sole indication of whether there is a policy at UAB covering a particular subject. This manual does *not* contain all the policies governing UAB. Other approved policies are published in other manuals (for example, student catalogs and handbooks and employee and

faculty handbooks). This manual should be used as a companion to other UAB manuals which contain policies and which have been distributed previously to appropriate offices and departments. Also, there may be policies governing UAB which are not yet published in any manuals. This manual may contain some of those policies before they are published in other manuals. (See also Section III “Other Documents Containing UAB Policies.”)

See Exhibit I-B concerning the appropriate department or unit to contact for additional information about different types of UAB policies.

This manual does not contain city, state, or federal regulations or laws with which UAB must comply, but it may contain internal campus policy which implements such laws.

This manual *replaces* the policy book maintained by some departments using the “Index” distributed December 10, 1991, for the purpose of helping departments organize the policies they receive. That older index will no longer be maintained and updated.

#### **F. Maintenance of Policy Reference Manual and Suggestions for Changes**

The Office of Planning and Analysis should be contacted with any questions concerning this manual or the policies in it. When an update for the manual is circulated (including distribution of new or revised UAB-wide policies), the holder of the manual is responsible for updating his or her copy using instructions which will be included with the update. The manual holder also is responsible for maintaining the log of updates for his or her copy of the manual (See “Manual Update Record”).

Updates to this manual may be in the form of distribution of new or revised policies. A current version of this manual also is maintained on the web site of the Office of Planning and Analysis: <http://www.iss.uab.edu>.

Suggestions for changes to the manual should be submitted to the Office of Planning and Analysis.

Suggestions for changes to policies contained in this manual should be submitted to one's supervisor or manager who may decide to forward them to the next highest administrative level for consideration. (See also Section II.C.)

**EXHIBIT I-A**

**Policy Development at UAB**

<b>Policies</b>		<b>Procedures</b>	
They are guidelines/rules/"laws."		They are the means by which policies are implemented.	
They are edicts that govern behavior.		They are processes that describe actions and steps to be taken.	
They describe "what" management wants.		They describe "how" something is to be accomplished.	
They allow for some latitude.		They do not allow for much latitude.	
They guard against excess behavior. "Where there is excess, policy will follow."		They control excess behavior.	
They may be UAB-wide, departmental-wide, or within a unit.		Primarily, they are departmental- or unit-based.	
Centralized development		Decentralized development	
	Written		
	Distributed		
	Published		
<b>Manager/Supervisor Responsibilities Concerning Policies</b>			
<b>Task</b>	<b>Department/Unit Policies</b>		<b>UAB-wide Policies</b>
Initiate Policies	Yes		
Develop Policies	Yes		
Distribute Policies	Yes		Yes
Interpret Policies	Yes		Yes
Enforce Policies	Yes		Yes

## **EXHIBIT I-B**

### **Who To Contact Concerning Different Types of UAB Policies**

#### **UAB-wide Policies**

Office of Planning and Analysis, 4-2090

#### **Personnel Policies**

*You & UAB Handbook for Administrative, Support, and Professional Personnel*

*Human Resource Management Personnel Policies and Procedures Manual*

Appropriate Human Resource Management office

#### **Faculty Policies**

*UAB Faculty Handbook and Policies*

Office of the Provost

Offices of the academic deans, as appropriate

#### **Academic Policies**

Office of the Provost

Offices of the academic deans, as appropriate

#### **Student Policies**

Office of the Vice President for Student Affairs

#### **Policies of a Specific Department**

Contact the supervisor, manager, or director of the appropriate department or unit.

## **II. Development of UAB-wide Policies**

### **A. Characteristics of an Effective Policy**

1. It is sanctioned, published, promulgated, and given visible support by top management.
2. It covers all the pertinent requirements of management concerning the subject matter.
3. It does not include operational details that may vary from time to time or situation to situation.
4. It meets the test of uniformity (that is, it applies consistently across all areas of UAB or among all groups to which it applies).
5. It meets the test of observance (that is, people know about it and follow its prescriptions).
6. It meets the test of longevity (that is, it should seldom need to be changed), but it is revisable as conditions or requirements change.

### **B. Responsibilities for Policy Development**

Authority to issue UAB-wide policies is limited to the approval signature of the President. Policy statements emanating from a source other than the Office of the President should be submitted to the appropriate Vice President/Provost/CEO of the UAB Health System for preliminary review.

The Office of Planning and Analysis provides support in the policy review process. It also distributes approved policies for inclusion in the *UAB Policy Reference Manual* and maintains a copy of that document on the UAB web site.

### **C. Distribution of Signed Policies**

Once a new or revised policy has been signed by the President, it is publicized and distributed by the Office of Planning and Analysis through the following mechanisms:

1. Distribution to the administrative head of the department or unit responsible for implementation of the policy.
2. Distribution to the administrative heads of all UAB departments and units as an update to the *UAB Policy Reference Manual*.
3. Update to the copy of the *UAB Policy Reference Manual* on the World Wide Web.
4. Distribution to the Chair of the Faculty.
5. Notice in the "Policy Announcements" column of the *UAB Reporter* as appropriate.
6. Notification to any department which maintains an area-specific policy manual covering the subject matter of the policy for inclusion in the next update of its manual.
7. If appropriate, notification to the administrative contact persons for student catalogs or other publications in which the policy appears or will appear.

EXHIBIT II-A

Policy Review and Approval Form

UAB Policy Development	POLICY REVIEW AND APPROVAL	Date
<p>FROM: <u>Glenna G. Brown</u></p> <p>COPIES FOR ACTION TO BE TAKEN:</p>		<p>COPIES FOR INFORMATION PURPOSES:</p>
<p>PLEASE COMMENT ON, AND/OR INDICATE CONCURRENCE WITH, THE ATTACHED POLICY</p> <p>TITLE OF POLICY:</p> <p><input checked="" type="checkbox"/> DRAFT DATED _____ <input type="checkbox"/> FINAL DATED _____</p> <p>TYPE OF POLICY:</p> <p><input checked="" type="checkbox"/> NEW POLICY <input type="checkbox"/> REVISION OF SIMILAR POLICY DATED _____</p> <p>Reason(s) for revision:</p>		
<p>Instructions: Written comments may be noted below or on the attached copy of the Policy. Please check one of the following, sign, and return.</p> <p><input type="checkbox"/> I concur with this policy as written.</p> <p><input type="checkbox"/> I concur in general but have suggestions or comments as indicated below or on an attached copy of the policy.</p> <p><input type="checkbox"/> I do not concur. See my comments below.</p> <p><input type="checkbox"/> I defer comment and approval to the department or unit of primary interest.</p> <p>Signature _____ Date _____</p>		
<p>PLEASE RETURN TO: Glenna Brown, Office of Planning and Analysis, AB, Room 420, Zip 0104</p>		

### III. Other Documents Containing UAB Policies

Some of the policies in this manual make reference to departmental or area-specific policy manuals and to other policy-related documents. The index included in Section IV is an index for the policies in this manual and is a cross-reference to policies which are not duplicated in this reference manual because they appear elsewhere in other UAB policy manuals. The following list identifies where to find documents mentioned in this manual or cross-referenced in its index.

<b>Policy Documents Referenced in this Manual</b>	<b>Office/Department/Unit Responsible for Maintaining Document</b>
Animal Use Manuals: <ol style="list-style-type: none"> <li>1. Animal Care Procedures Manual</li> <li>2. Animal Use in Research and Teaching (Booklet)</li> <li>3. Information Manual</li> </ol>	Animal Resources Program
Athletic Department Staff Handbook	Athletic Department
Biosafety Manual	Occupational Health and Safety
The Board of Trustees of the University of Alabama Board Manual	The University of Alabama System Office (The Office of the President and the UAB vice presidents maintain campus copies.)
Chemical Safety and Waste Management Manual	Occupational Health and Safety
Direction Student Handbook	Office of the Vice President for Student Affairs
Division of Student Affairs Policies and Procedures Manual	Office of the Vice President for Student Affairs
Emergency Response Planning (Brochure)	Occupational Health and Safety
Facts and Figures	Office of Planning and Analysis
Faculty Handbook & Policies	Office of the Provost

<b>Policy Documents Referenced in this Manual</b>	<b>Office/Department/Unit Responsible for Maintaining Document</b>
Financial Management Manuals: 1. Equipment Accounting Reference Manual 2. Financial Accounting Reference Manual 3. Payroll Reference Manual 4. Purchasing/Accounts Payable Reference Manual 5. Reference Guide	Office of the Vice President for Financial Affairs and Administration
Fleet Operations and Maintenance Handbook	Business Services
General Health and Safety Management Program	Occupational Health and Safety
Grant Information Notices (Bulletins issued periodically)	Grants and Contracts Administration
Hospital Policy and Procedure Manual	Office of the Executive Director of the UAB University Hospital
Human Resource Management Policies and Procedures Manual	Human Resource Management
Medical and Dental Staff Bylaws, Procedures, Hearing Plan, Rules, and Regulations of the University of Alabama Hospital	Office of Chief of Staff, UAB University Hospital
Parking Handbook	Transportation Services
Radiation Safety Procedures Manual	Occupational Health and Safety
Stationery Specifications	Office of Public Relations and Marketing
Stationery Specifications (Hospital): UAB University Hospital Style Guide and Visual Standards	Office of Chief of Staff and the Office of Public Relations and Marketing

<b>Policy Documents Referenced in this Manual</b>	<b>Office/Department/Unit Responsible for Maintaining Document</b>
Student Catalogs: 1. Undergraduate Programs 2. Graduate School 3. School of Dentistry 4. School of Health Professions 5. School of Medicine 6. School of Nursing 7. School of Optometry 8. School of Public Health	Creative Services
Supervisor's Guide to Hiring at the University of Alabama at Birmingham: For Non-Hospital Supervisors	Human Resource Management
UAB & FLSA (Fair Labor Standards Act): Supervisors Guidelines (Brochure)	Human Resource Management
You & UAB Handbook for Administrative, Professional, and Support Personnel	Human Resource Management

## IV. Policy Index and Cross-reference

This section is designed to be an index to the policies included in this manual (see alphabetic tabs) and a cross-reference to other UAB-wide policies published elsewhere in area-specific policy manuals. See Section III for additional information concerning policy manuals referenced here.

<b>Subject (This also is the way policies are filed at alphabetic tabs.)</b>	<b>Full Name of Policy Included in This Manual (See alphabetic index tabs.)</b>	<b>Cross-reference to Another Manual</b>
<b>A</b>		
Absences, Employee		You & UAB Handbook
Academic Chairs--SEE Chairs and Professorships		
Academic Discipline (Student)-- SEE Student Discipline, Academic		
Academic Freedom		Faculty Handbook & Policies
Academic Misconduct (Student)-- SEE Student Discipline, Academic		
Academic Progress, Student		Division of Student Affairs Policies and Procedures Manual
Acceptable Use of Computers	Acceptable Use of Computer and Network Resources Policy	
Acceptance of Awards--SEE Acceptance of Benefits		
Acceptance of Benefits	Acceptance of Benefits, Awards, and Prizes from External Entities	
Acceptance of Gifts--SEE Fund Raising		
Acceptance of Prizes--SEE Acceptance of Benefits		

**Policy Index and Cross-reference**

**Issued 11/1/93  
Revised 3/18/02**

<b>Subject (This also is the way policies are filed at alphabetic tabs.)</b>	<b>Full Name of Policy Included in This Manual (See alphabetic index tabs.)</b>	<b>Cross-reference to Another Manual</b>
Accidents (Employees)--SEE On-the-Job Injury/Illness		
Accounting and Financial Reporting		Financial Accounting Reference Manual and Board of Trustees Board Manual
Accounts Payable Policies		Purchasing/Accounts Payable Reference Manual and Financial Management Reference Guide
Activity Fee, Student		Division of Student Affairs Policies and Procedures Manual and student catalogs
Activity Fee, Waiver of Student		Division of Student Affairs Policies and Procedures Manual and student catalogs
Administrative "Hold" on Student Records		Division of Student Affairs Policies and Procedures Manual
Admission of Foreign Professionals and Foreign Students to Undergraduate and Graduate Programs		Division of Student Affairs Policies and Procedures Manual and student catalogs
Admission of Graduate Students		Division of Student Affairs Policies and Procedures Manual and UAB Catalog: Graduate School
Admission of Health Profession Students		Division of Student Affairs Policies and Procedures Manual and student catalogs of the health profession schools

**Policy Index and Cross-reference**

**Issued 11/1/93  
Revised 4/30/98**

<b>Subject (This also is the way policies are filed at alphabetic tabs.)</b>	<b>Full Name of Policy Included in This Manual (See alphabetic index tabs.)</b>	<b>Cross-reference to Another Manual</b>
Admission of Undergraduate Students		Student Affairs Policies and Procedures Manual; Undergraduate Programs Catalog; School of Health Related Professions Catalog; and School of Nursing Catalog
Affiliation Agreements, The University of Alabama School of Medicine		Board of Trustees Part II Board Rules
Affirmative Action (See also Equal Opportunity)		Affirmation Action Plan; Human Resource Management Personnel Policies and Procedures Manual; and Faculty Handbook & Policies
Affirmative Action for Individuals with Disabilities (See also Equal Opportunity)		Affirmative Action Plan
Affirmative Action for Vietnam Era Veterans (See also Equal Opportunity)		Affirmative Action Plan
AIDS	Policy Concerning AIDS and HIV Infection	
Airline Ticket Purchasing, Employee	Employee Airline Ticket Purchasing Policy	
Alcohol and Drug Testing for Reasonable Cause (Hospital)		UAB University Hospital Policy and Procedure Manual
Alcoholic Beverages	General Policy Regarding the Use and Consumption of Alcoholic Beverages	See also area-specific policies maintained by the Vice Presidents/Provost/Director of Health Systems offices.
Animal Facilities, Access to		Animal Resources Program Manuals
Animal Use		Animal Use in Research and Training

**Policy Index and Cross-reference**

**Issued 11/1/93  
Revised 6/21/05**

<b>Subject (This also is the way policies are filed at alphabetic tabs.)</b>	<b>Full Name of Policy Included in This Manual (See alphabetic index tabs.)</b>	<b>Cross-reference to Another Manual</b>
Animal Users Training Policy		Animal Resources Program Manuals
Animals, Use of Laboratory		Animal Resources Program Manuals
Application for Employment--SEE Employment Application Policies		
Appointment Status, Faculty		Faculty Handbook & Policies
Appointments, Academic		Faculty Handbook & Policies
Appropriation Requests, Legislative		Board of Trustees Board Manual
Architect/Engineer Agreements and Construction--SEE Facilities Planning and Management		
Arena Policies		Division of Student Affairs Policies and Procedures Manual
Asset Management Policy SEE Investment Management Policy		
Athletics, Intercollegiate		Athletic Department Staff Handbook
Auditing (See also Auditing, Internal)		Board of Trustees Board Manual
Auditing, Internal	Internal Audit Policy	
Automobiles, Use of--SEE Vehicles, Use of University; and Vehicles, Use of Personal		

**Policy Index and Cross-reference**

**Issued 11/1/93  
Revised 4/20/98**

<b>Subject (This also is the way policies are filed at alphabetic tabs.)</b>	<b>Full Name of Policy Included in This Manual (See alphabetic index tabs.)</b>	<b>Cross-reference to Another Manual</b>
Auxiliary Aids for Students with Disabilities		Division of Student Affairs Policies and Procedures Manual
Awarding of Certificates--SEE Certificates		
Awards, Acceptance of--SEE Acceptance of Benefits		
<b>B</b>		
Bad Weather Policy--SEE Inclement Weather Policy		
Bartow Arena Policies--SEE Arena Policies		
Benefits, Employee		Human Resource Management Personnel Policies and Procedures Manual
Benefits, Faculty--SEE Faculty Benefits		
Benefits Offered by Commercial Enterprises, Acceptance of--SEE Acceptance of Benefits		
Beverages, Alcoholic--SEE Alcoholic Beverages		
Biosafety		Biosafety Manual
Board of Trustees Agenda		Board of Trustees Board Manual
Board of Trustees Bylaws		Board of Trustees Board Manual
Board of Trustees Recognition of Faculty and Staff		Board of Trustees Board Manual
Board of Trustees Resolutions		Contact the Board Liaison in the Office of the President

**Policy Index and Cross-reference**

**Issued 11/1/93  
Revised 9/10/08**

<b>Subject (This also is the way policies are filed at alphabetic tabs.)</b>	<b>Full Name of Policy Included in This Manual (See alphabetic index tabs.)</b>	<b>Cross-reference to Another Manual</b>
Board of Trustees Rules, Adoption, Amendment, or Repeal of		Board of Trustees Board Manual
Body Donation--SEE Organ and Body Donation		
Bomb Threats--SEE Emergency Response		
Bomb Threats, Arena		Division of Student Affairs Policies and Procedures Manual
Bomb Threats, Hill University Center		Division of Student Affairs Policies and Procedures Manual
Bomb Threats, Hospital		Hospital Policy and Procedure Manual
Breaks, Work--SEE Work Breaks		
Budgeting		Financial Management Reference Guide
Building Fees		Division of Student Affairs Policies and Procedures Manual and student catalogs
Buildings, Naming of		Board of Trustees Board Manual
Bulletins, Student--SEE Student Catalogs		
<b>C</b>		
Campus Mail System, Use of	Policy Concerning Use of the UAB Campus Mail System	
Campus Safety	Policy on Clery Timely Warning Notices (Campus Safety/Crime Alerts)	
Cash Receipts	Cash Receipts Policy	See also Financial Accounting Reference Manual

**Policy Index and Cross-reference**

**Issued 11/1/93  
Revised 9/10/08**

<b>Subject (This also is the way policies are filed at alphabetic tabs.)</b>	<b>Full Name of Policy Included in This Manual (See alphabetic index tabs.)</b>	<b>Cross-reference to Another Manual</b>
Catalogs (Student)--SEE Student Catalogs		
Cellular Telephones	Cellular Telephones Policy	
Centers	Establishment of Centers and Institutes	See also Board of Trustees Board Manual
Centers: Instruction, Research, or Public Service--SEE Centers		
Certificates	Policy on the Awarding of Certificates	
Chain Letters--SEE Campus Mail System, Use of		
Chairs and Professorships (See also Fund Raising)		Board of Trustees Board Manual
Chemical Safety		Chemical Safety and Waste Management Manual
Chemical Waste Management		Chemical Safety and Waste Management Manual
Child Labor Provisions		Human Resource Management Personnel Policies and Procedures Manual and UAB & FLSA (Fair Labor Standards Act)
Citizenship of Employees		Human Resource Management Personnel Policies and Procedures Manual
Clery Act	Policy on Clery Timely Warning Notices (Campus Safety/Crime Alerts)	
Clinical Research Billing Compliance	Integrated Policy for Clinical Research Billing Compliance	
Coffee Breaks--SEE Work Breaks		
Collection and Disposition of Trash--SEE Trash, Collection and Disposition of		

**Policy Index and Cross-reference**

**Issued 11/1/93  
Revised 4/18/01**

<b>Subject (This also is the way policies are filed at alphabetic tabs.)</b>	<b>Full Name of Policy Included in This Manual (See alphabetic index tabs.)</b>	<b>Cross-reference to Another Manual</b>
Communicable Diseases, Handling of (Hospital)		Hospital Policy and Procedure Manual
Compensation Policies (See also Fixed Increment Compensation Payment)		Human Resource Management Personnel Policies and Procedures Manual and Faculty Handbook & Policies
Compliance--SEE Equal Opportunity		
Compulsory Retirement		You & UAB Handbook and Faculty Handbook & Policies
Computer Program Development -- SEE Computer Software, Development and Ownership		
Computer Security--SEE Data Processing Security		
Computer Software, Copying	Computer Software Copying and Use Policy	
Computer Software, Development and Ownership	Computer Software Policy	
Conduct, Employee Code of--SEE Employee Conduct		
Confidentiality and Privacy of Employee Records		Human Resource Management Personnel Policies and Procedures Manual
Conflicts of Commitment	Conflicts of Commitment	See also You & UAB Handbook and Faculty Handbook & Policies
Conflicts of Interest	Conflicts of Interest	See also You & UAB Handbook; Faculty Handbook & Policies; Board of Trustees Board Manual
Consensual Romantic Relationships	Policy Concerning Consensual Romantic Relationships	

**Policy Index and Cross-reference**

**Issued 11/1/93  
Revised 9/10/08**

<b>Subject (This also is the way policies are filed at alphabetic tabs.)</b>	<b>Full Name of Policy Included in This Manual (See alphabetic index tabs.)</b>	<b>Cross-reference to Another Manual</b>
Consulting, Internal and External (See also Personal Services Approval and Payment)		You & UAB Handbook; Human Resource Management Personnel Policies and Procedures Manual; and Faculty Handbook & Policies
Consulting Services, Acquisition and Use of	Consulting Services Acquisition and Use Policy	
Consumption of Alcoholic Beverages--SEE Alcoholic Beverages		
Contracts Accounting--SEE Grants and Contracts Accounting		
Contracts, Execution and Review of--SEE Execution and Review of Contracts		
Controlled Substances--SEE Drug- free Campus; and Drug-free Workplace		
Copyrights--SEE Ownership of Intellectual Property Rights		
Cost Reimbursement, Indirect-- SEE Indirect Cost Reimbursement		
Crime Alerts	Policy on Clery Timely Warning Notices (Campus Safety/Crime Alerts)	
<p style="text-align: center;"><b>D</b></p>		
Data Processing Security	Data Protection and Security Policy	
Deceased Students		Division of Student Affairs Policies and Procedures Manual and Board of Trustees Board Manual
Degrees, Honorary		Board of Trustees Board Manual

**Policy Index and Cross-reference**

**Issued 11/1/93  
Revised 8/16/99**

<b>Subject (This also is the way policies are filed at alphabetic tabs.)</b>	<b>Full Name of Policy Included in This Manual (See alphabetic index tabs.)</b>	<b>Cross-reference to Another Manual</b>
Degrees, Posthumous		Division of Student Affairs Policies and Procedures Manual and Board of Trustees Board Manual
Degrees, Requirements for		See student catalogs.
Departmental Faculty Policies		Faculty Handbook & Policies and faculty policies of each department
Deposit of Funds, Timely--SEE Cash Receipts		
Disabilities, Individuals with--SEE Equal Opportunity; Affirmative Action Plan; and Auxiliary Aids for Students with Disabilities		
Disaster Plan--SEE Emergency Response		
Disaster Recovery (Hospital)		Hospital Policy and Procedure Manual and Hospital Disaster Plan Manual
Discharge, Employee		Human Resource Management Personnel Policies and Procedures Manual and You & UAB Handbook
Discipline, Employee		Human Resource Management Personnel Policies and Procedures Manual and You & UAB Handbook
Discipline, Student--SEE Student Discipline		

**Policy Index and Cross-reference**

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<b>Subject</b> <b>(This also is the way policies are filed at alphabetic tabs.)</b>	<b>Full Name of Policy Included in This Manual</b> <b>(See alphabetic index tabs.)</b>	<b>Cross-reference to Another Manual</b>
Discrimination--SEE Equal Opportunity		
Dismissal, Faculty		Faculty Handbook & Policies
Dress Codes		Human Resource Management (Personnel) Policies and Procedures Manual and You & UAB Handbook
Drug-free Campus (Students)	Drug-free Campus Policy for Students	
Drug-free Workplace	Drug-free Workplace Policy	
Drug Testing for Reasonable Cause (Hospital)		UAB University Hospital Policy and Procedure Manual
<b>E</b>		
Early Admission to UAB		Division of Student Affairs Policies and Procedures Manual
Educational Assistance (Employee and Dependents)		Human Resource Management (Personnel) Policies and Procedures Manual and You & UAB Handbook
Educational Leave--SEE Leaves of Absence, Employee		
Electrical Power, Loss of--SEE Emergency Response		
Electronic Data Processing Security--SEE Data Protection and Security		
Emergency Response (Contact University Police Department in case of emergency)		Emergency Response Planning (See also plans for specific areas or buildings.)

**Policy Index and Cross-reference**

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Revised 6/26/05**

<b>Subject (This also is the way policies are filed at alphabetic tabs.)</b>	<b>Full Name of Policy Included in This Manual (See alphabetic index tabs.)</b>	<b>Cross-reference to Another Manual</b>
Emergency Leave--SEE Leaves of Absence, Employee		
Employee Airline Ticket Purchasing Policy--SEE Airline Ticket Purchasing, Employee		
Employee Benefits		Human Resource Management (Personnel) Policies and Procedures Manual and You & UAB Handbook
Employee Classification System		Human Resource Management (Personnel) Policies and Procedures Manual
Employee Conduct		Human Resource Management (Personnel) Policies and Procedures Manual and You & UAB Handbook
Employee Death Report		Human Resource Management (Personnel) Policies and Procedures Manual
Employee Equal Opportunity--SEE Equal Opportunity		
Employee Exempt and Non-exempt Status Determination		Human Resource Management (Personnel) Policies and Procedures Manual
Employee Exposure to Infection (Hospital)		Hospital Policy and Procedure Manual
Employee Identification Cards and Name Badges		Human Resource Management (Personnel) Policies and Procedures Manual and You & UAB Handbook

<b>Subject (This also is the way policies are filed at alphabetic tabs.)</b>	<b>Full Name of Policy Included in This Manual (See alphabetic index tabs.)</b>	<b>Cross-reference to Another Manual</b>
Employee Initial Six Months Probationary Period		Human Resource Management (Personnel) Policies and Procedures Manual and You & UAB Handbook
Employee Discrimination—SEE Equal Opportunity		
Employee Probationary Period		Human Resource Management (Personnel) Policies and Procedures Manual and You & UAB Handbook
Employee Reference Requests		Human Resource Management (Personnel) Policies and Procedures Manual
Employment Application Policies		Human Resource Management (Personnel) Policies and Procedures Manual
Employment Categories		Human Resource Management (Personnel) Policies and Procedures Manual and You & UAB Handbook
Employment Investigation by UAB Police		Human Resource Management (Personnel) Policies and Procedures Manual
Employment of Aliens		Human Resource Management (Personnel) Policies and Procedures Manual
Employment of Minors		Human Resource Management (Personnel) Policies and Procedures Manual
Employment of Relatives--SEE Nepotism		

**Policy Index and Cross-reference**

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<b>Subject (This also is the way policies are filed at alphabetic tabs.)</b>	<b>Full Name of Policy Included in This Manual (See alphabetic index tabs.)</b>	<b>Cross-reference to Another Manual</b>
Employment of Students, Student Assistants, and Graduate Assistants		Human Resource Management (Personnel) Policies and Procedures Manual
Employment Status Determination		Human Resource Management (Personnel) Policies and Procedures Manual
Endowed Chairs--SEE Chairs and Professorships		
Endowment Spending	Policy Concerning Separately Invested Endowments	
Equal Educational Opportunity SEE Equal Opportunity		
Equal Employment Opportunity SEE Equal Opportunity		
Equal Opportunity (See also Affirmative Action entries)	Equal Opportunity Policy	
Equipment Accountability	Equipment Accountability Policy	See also Equipment Accounting Reference Manual
Equipment Inventory		Equipment Accounting Reference Manual
Equipment Purchases, Acquisition, Transfer, and Disposal		Purchasing/Accounts Payable Reference Manual and Board of Trustees Part II Board Rules (for major equipment)
Essential Services, Employees Involved in		You & UAB Handbook
Ethical Standards--SEE Conflicts of Interest; and Misconduct in Research and Scholarly Activities		

**Policy Index and Cross-reference**

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Revised 3/31/04**

<b>Subject (This also is the way policies are filed at alphabetic tabs.)</b>	<b>Full Name of Policy Included in This Manual (See alphabetic index tabs.)</b>	<b>Cross-reference to Another Manual</b>
Evacuation--SEE Emergency Response		
Execution and Review of Contracts	Execution and Review of Contracts for the University of Alabama at Birmingham	
Exempt Employment Classification		UAB & FLSA (Fair Labor Standards Act)
Expenditure Approval	Expenditure Approval Policy	
Extramurally Sponsored Programs (Faculty)		Faculty Handbook & Policies
Facilities Renovations, Modifications, and Additions	Policy Concerning Facilities or Utilities Renovations, Modifications, and Additions	
Facilities Planning and Management		Board of Trustees Board Manual
Faculty and Staff, Board Recognition of		Board of Trustees Board Manual
Faculty Appointment Policies		Faculty Handbook & Policies
Faculty Benefits		Human Resource Management Personnel Policies and Procedures Manual; You & UAB Handbook; and Faculty Handbook & Policies
Faculty Categories		Faculty Handbook & Policies and Board of Trustees Board Manual
Faculty Committees, UAB-wide		Faculty Handbook & Policies
Faculty Grievance		Faculty Handbook & Policies

**Policy Index and Cross-reference**

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<b>Subject (This also is the way policies are filed at alphabetic tabs.)</b>	<b>Full Name of Policy Included in This Manual (See alphabetic index tabs.)</b>	<b>Cross-reference to Another Manual</b>
Faculty Personnel Records		Human Resource Management Personnel Policies and Procedures Manual
Faculty Policies		Faculty Handbook & Policies and faculty policies of each school and department
Faculty Promotions		Faculty Handbook & Policies
Faculty Ranks		Faculty Handbook & Policies
Faculty Resignation		Faculty Handbook & Policies
Faculty Rights and Responsibilities		Faculty Handbook & Policies
Faculty Status Policies		Faculty Handbook & Policies
Faculty Tenure		Faculty Handbook & Policies
Fair Labor Standards Act		Human Resource Management Personnel Policies and Procedures Manual and UAB & FLSA (Fair Labor Standards Act)
Falsification of Application for Employment--SEE Falsification of Records		
Falsification of Records	Policy Concerning Employee Falsification of UAB Records and Documents	
Family and Medical Leave of Absence (See also Medical Leave)	Family and Medical Leave of Absence Policy	You & UAB Handbook (Medical Leave provisions)
Fees, Student--SEE type of fee (Activity Fee, Building Fee, Service Fee, etc.)		

**Policy Index and Cross-reference**

**Issued 11/1/93  
Revised 6/21/01**

<b>Subject (This also is the way policies are filed at alphabetic tabs.)</b>	<b>Full Name of Policy Included in This Manual (See alphabetic index tabs.)</b>	<b>Cross-reference to Another Manual</b>
Financial Accounting and Reporting		Financial Accounting Reference Manual and Board of Trustees Board Manual
Financial Aid Policies, Graduate		Division of Student Affairs Policies and Procedures Manual
Financial Aid Policies, Health Profession Schools		Division of Student Affairs Policies and Procedures Manual
Financial Aid Policies, Undergraduate		Division of Student Affairs Policies and Procedures Manual
Financial Policies		Financial Management Manuals
Fire Safety/Alerts/Drills (See also Emergency Response)		You & UAB Handbook and Emergency Response Planning
Fire Safety/Alerts/Drills (Hospital)		Hospital Policy and Procedure Manual; You & UAB Handbook; and Emergency Response Planning
Firearms	Policy Concerning Firearms, Ammunition, and Other Dangerous Weapons	
Firearms, Students Carrying--SEE Firearms		
Fixed Increment Compensation Payment	Fixed Increment Compensation Payment Policy	
Foreign Travel, UAB-related	Employee UAB-related Foreign Travel	
Fraternity-related Policies		Division of Student Affairs Policies and Procedures Manual
Fund Raising	Fund Raising Policy and Gift Acceptance Guidelines	

**Policy Index and Cross-reference**

**Issued 11/1/93  
Revised 8/16/99**

<b>Subject (This also is the way policies are filed at alphabetic tabs.)</b>	<b>Full Name of Policy Included in This Manual (See alphabetic index tabs.)</b>	<b>Cross-reference to Another Manual</b>
Funds, Deposit of University (See also Cash Receipts)		Board of Trustees Board Manual
Funds Policies		Board of Trustees Board Manual
<b>G</b>		
Garnishments and Levies Against Employees		Human Resource Management Personnel Policies and Procedures Manual
Gift Policy--SEE Fund Raising		
Gifts from Commercial Enterprises--SEE Acceptance of Benefits		
Grading Policies		See student catalogs.
Graduate Programs, Review of Existing		Board of Trustees Board Manual
Graduate Student Policies		Graduate School Catalog and student catalog of any applicable health profession school
Grants and Contracts Accounting		Financial Management Reference Guide
Grants and Contracts Information		Grant Information Notices
Grievance, Employee		Human Resource Management Personnel Policies and Procedures Manual and You & UAB Handbook
Grievance, Faculty		Faculty Handbook & Policies

**Policy Index and Cross-reference**

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Revised 2/17/97**

<b>Subject (This also is the way policies are filed at alphabetic tabs.)</b>	<b>Full Name of Policy Included in This Manual (See alphabetic index tabs.)</b>	<b>Cross-reference to Another Manual</b>
<b>H</b>		
Handbooks		Board of Trustees Part II Board Rules
Handicapped Students, Employees, or Visitors--SEE Equal Opportunity		
Hazardous Wastes		Contact the UAB Department of Occupational Health and Safety
Hazardous Weather--SEE Inclement Weather Policy		
Hazing Policy for Student Organizations		Division of Student Affairs Policies and Procedures Manual
Health and Safety (See also Safety Inspections)		You & UAB Handbook; Biosafety Manual; Chemical Safety and Waste Management Manual; Emergency Response Planning; General Health and Safety Management Program; and Radiation Safety Procedures Manual
Health Care (Internationals)	Health Care Policy for International Students and Scholars	
Health Insurance (Student)--SEE Student Health Insurance, Requirements for Having		
Hill University Center Policies		Division of Student Affairs Policies and Procedures Manual

<b>Subject</b> (This also is the way policies are filed at alphabetic tabs.)	<b>Full Name of Policy</b> <b>Included in This Manual</b> (See alphabetic index tabs.)	<b>Cross-reference to</b> <b>Another Manual</b>
Hiring Approval	Hiring Approval Policy	Supervisor's Guide to Hiring at the University of Alabama at Birmingham: For Non-Hospital Supervisors
Hiring Individuals with Disabilities		Human Resource Management (Personnel) Policies and Procedures Manual and Supervisor's Guide to Hiring at the University of Alabama at Birmingham: For Non-Hospital Supervisors
Holidays		Human Resource Management (Personnel) Policies and Procedures Manual; You & UAB Handbook; and Faculty Handbook & Policies
Honorary Degrees--SEE Degrees, Honorary		
Hospital Policies		Hospital Policy and Procedure Manual
House Staff (Hospital)		Hospital Policy and Procedure Manual and Hospital Medical and Dental Staff Bylaws and Procedures
Housing, Student		Division of Student Affairs Policies and Procedures Manual and Student Housing and Residential Life Handbook
Human Resource Management Policies		Faculty Handbook & Policies; Payroll Reference Manual; Human Resource Management (Personnel) Policies and Procedures Manual; and You & UAB Handbook

**Policy Index and Cross-reference**

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Revised 4/23/07**

<b>Subject (This also is the way policies are filed at alphabetic tabs.)</b>	<b>Full Name of Policy Included in This Manual (See alphabetic index tabs.)</b>	<b>Cross-reference to Another Manual</b>
Human Subjects in Research	Policy on the Protection of Human Subjects in Research	
Human Use Criteria for Radioactive Research--SEE Radiation Safety		
<b>I</b>		
Identification Cards and Name Badges		Human Resource Management (Personnel) Policies and Procedures Manual and You & UAB Handbook
Identification Cards, Student--SEE Student Identification Cards		
Immigration Reform and Control Act of 1986		Human Resource Management (Personnel) Policies and Procedures Manual
Immunization (Students)	Immunization Policy	
Impairment and Chemical Substance Abuse		See the student catalogs of the Health Affairs schools.
Inclement Weather Policy		Human Resource Management (Personnel) Policies and Procedures Manual and You & UAB Handbook
Indirect Cost Reimbursement	Indirect Cost Reimbursement Policy	

**Policy Index and Cross-reference**

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<b>Subject (This also is the way policies are filed at alphabetic tabs.)</b>	<b>Full Name of Policy Included in This Manual (See alphabetic index tabs.)</b>	<b>Cross-reference to Another Manual</b>
Individuals with Disabilities--SEE Equal Opportunity; Affirmative Action Plan; and Auxiliary Aids for Students with Disabilities		
Infection, Employee Exposure to --SEE Employee Exposure to Infection (Hospital)		
Information Disclosure	Information Disclosure and Confidentiality Policy	
Initial Six Months Probationary Period, Employee		Human Resource Management Personnel Policies and Procedures Manual and You & UAB Handbook
Injuries, Job-related--SEE On-the-Job Injury/Illness		
In-state Travel--SEE Travel Guidelines and Policies		
Institutes, Establishment of--SEE Centers		
Institutional Memberships	Policy Concerning Approval and Payment of Institutional Memberships in Local Civic Organizations	
Insurance [See also Health Care (Internationals)]		Human Resource Management Personnel Policies and Procedures Manual; You & UAB Handbook; and Faculty Handbook & Policies
Intellectual Property Rights, Ownership of		You & UAB Handbook
Internal Auditing--SEE Auditing and Auditing, Internal		

<b>Subject</b> (This also is the way policies are filed at alphabetic tabs.)	<b>Full Name of Policy</b> <b>Included in This Manual</b> (See alphabetic index tabs.)	<b>Cross-reference to</b> <b>Another Manual</b>
Internal Funding Advances	Policy Concerning Internal Funding Advances Among Major Units of the University	
Internal Transfers/Promotions-- SEE Transfers (Employee)		
Investment Earnings	Policy Concerning Investment Earnings	
Investment Management Policy		Board of Trustees Part II Board Rules
Investment Policies		Financial Management Reference Guide
<b>J</b>		
Job-related Injuries		Human Resource Management (Personnel) Policies and Procedures Manual and You & UAB Handbook
Job Vacancies, Filling of		Human Resource Management (Personnel) Policies and Procedures Manual
Jury Duty		Human Resource Management (Personnel) Policies and Procedures Manual and You & UAB Handbook
<b>K</b>		

**Policy Index and Cross-reference**

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Revised 6/21/05**

<b>Subject</b> (This also is the way policies are filed at alphabetic tabs.)	<b>Full Name of Policy</b> <b>Included in This Manual</b> (See alphabetic index tabs.)	<b>Cross-reference to</b> <b>Another Manual</b>
<b>L</b>		
Laboratory Emergency Notification Labeling	Laboratory Emergency Notification Labeling Policy	
Land Acquisitions and Dispositions		Board of Trustees Board Manual and Financial Management Reference Guide
Leaves of Absence, Employee		Human Resource Management Personnel Policies and Procedures Manual; You & UAB Handbook; and Family and Medical Leave of Absence Policy
Leaves of Absence, Faculty		Faculty Handbook & Policies; Human Resource Management Personnel Policies and Procedures Manual; You & UAB Handbook; and Family and Medical Leave of Absence Policy
Library Designation	Library Designation Policy	
Limited Purchase Orders		Purchasing/Accounts Payable Reference Manual
Logo, Official UAB		UAB Stationery Specifications and UAB University Hospital Style Guide and Visual Standards

**Policy Index and Cross-reference**

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<b>Subject (This also is the way policies are filed at alphabetic tabs.)</b>	<b>Full Name of Policy Included in This Manual (See alphabetic index tabs.)</b>	<b>Cross-reference to Another Manual</b>
<b>M</b>		
Mail System, Personal Use of UAB--SEE Campus Mail System, Use of		
Maintenance of High Ethical Standards in Research and Other Scholarly Activities--SEE Misconduct in Research and Scholarly Activities		
Management Audits--SEE Auditing, Internal		
Management Rights		You & UAB Handbook
Manuals--SEE Handbooks		
Materials Transfer Agreements		"Grant Information Notice 1-11" dated July 24, 1989
Maternity Leave--SEE Leaves of Absence, Employee		
Medical and Dental Staff (Hospital)		Hospital Medical and Dental Staff Bylaws and Procedures and Hospital Policy and Procedure Manual
Medical Leave--SEE Leaves of Absence, Employee (See also Family and Medical Leave of Absence)		
Medical Records (Hospital)		Hospital Policy and Procedure Manual
Merit Salary Increases--SEE Salary Adjustments		

**Policy Index and Cross-reference**

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<b>Subject (This also is the way policies are filed at alphabetic tabs.)</b>	<b>Full Name of Policy Included in This Manual (See alphabetic index tabs.)</b>	<b>Cross-reference to Another Manual</b>
Mileage Reimbursement--SEE Travel Guidelines and Policies		
Military Leave--SEE Leaves of Absence, Employee		
Military Training, Reserve--SEE Leaves of Absence, Employee		
Minimum Wage Provisions		Human Resource Management (Personnel) Policies and Procedures Manual and UAB & FLSA (Fair Labor Standards Act)
Minors in Labs	Minors in Laboratories and Animal Facilities	
Misconduct in Research and Scholarly Activities	Policy Concerning the Maintenance of High Ethical Standards in Research and Other Scholarly Activities	
<b>N</b>		
Named Chairs and Professorships-- SEE Chairs and Professorships (See also Fund Raising)		
Nepotism		Human Resource Management (Personnel) Policies and Procedures Manual; You & UAB Handbook; and Faculty Handbook & Policies
Network Connection	Policy for Connecting Devices to the UAB Voice, Data, and Video Network	
New Programs, Guidelines for Establishing		Board of Trustees Part II Board Rules

**Policy Index and Cross-reference**

**Issued 11/1/93  
Revised 3/18/02**

<b>Subject (This also is the way policies are filed at alphabetic tabs.)</b>	<b>Full Name of Policy Included in This Manual (See alphabetic index tabs.)</b>	<b>Cross-reference to Another Manual</b>
Nonacademic Misconduct (Student)		Direction Student Handbook and student catalogs
Nondiscrimination--SEE Equal Opportunity		
Nonexempt Employment Classification		UAB & FLSA (Fair Labor Standards Act)
Nonresident Tuition	Nonresident Tuition Policy	Board of Trustees Nonresident Tuition Policy
Nonsmoking	Nonsmoking Policy	
Nursing Services (Hospital)		Hospital Policy and Procedure Manual
<b>O</b>		
Off-campus Real Estate--SEE Real Estate		
Off-campus Solicitation by Students		Division of Student Affairs Policies and Procedures Manual
On-the-Job Injury/Illness		You & UAB Handbook
Operating Budgets, Guidelines and Formats for		Financial Management Reference Guide
Organ and Body Donation (Hospital)		Hospital Policy and Procedure Manual
Organizational Chart of the University		Facts and Figures and Office of the President
Out-of-state Travel--SEE Travel Guidelines and Policies		

**Policy Index and Cross-reference**

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<b>Subject (This also is the way policies are filed at alphabetic tabs.)</b>	<b>Full Name of Policy Included in This Manual (See alphabetic index tabs.)</b>	<b>Cross-reference to Another Manual</b>
Outside Employment—SEE Consulting		
Outstanding Accomplishments, Board Policy on Recognition for		Board of Trustees Part II Board Rules
Overtime Provisions		Human Resource Management (Personnel) Policies and Procedures Manual; You & UAB Handbook; and UAB & FLSA (Fair Labor Standards Act)
Ownership and Preservation of Records and Files		Board of Trustees Part II Board Rules
Ownership of Intellectual Property Rights (See also Patent Policy)		You & UAB Handbook and Faculty Handbook & Policies
<p style="text-align: center;"><b>P</b></p>		
Parking Business Permits		Contact the UAB Department of Transportation Services
Parking Policies		Parking Handbook
Parking Requirements	Policy Concerning Parking Requirements and Funding Responsibilities for New Construction, Building Additions, Building Function Changes, and Leased Space	
Patient Care (Hospital)		Hospital Policy and Procedure Manual

**Policy Index and Cross-reference**

**Issued 11/1/93  
Revised 3/17/00**

<b>Subject (This also is the way policies are filed at alphabetic tabs.)</b>	<b>Full Name of Policy Included in This Manual (See alphabetic index tabs.)</b>	<b>Cross-reference to Another Manual</b>
Patient Condition, Release of Information Concerning (Hospital)		Hospital Policy and Procedure Manual and You & UAB Handbook
Patient Nondiscrimination--SEE Equal Opportunity		
Patent Policy (See also Ownership of Intellectual Property Rights)		Board of Trustees Board Manual
Pay Periods		Human Resource Management Personnel Policies and Procedures Manual and Payroll Reference Manual
Payroll Policies		Payroll Reference Manual
Personal Leave--SEE Leaves of Absence, Employee		
Personal Service, Request for		Human Resource Management Personnel Policies and Procedures Manual
Personal Services Approval and Payment	Personal Services Approval and Payment Policy -- NON-UAB EMPLOYEE Personal Services Approval and Payment Policy -- UAB EMPLOYEE	
Personnel Files, Inspection of		Human Resource Management Personnel Policies and Procedures Manual
Personnel Policies		Faculty Handbook & Policies; Payroll Reference Manual; Human Resource Management Personnel Policies and Procedures Manual; and You & UAB Handbook

<b>Subject</b> (This also is the way policies are filed at alphabetic tabs.)	<b>Full Name of Policy</b> <b>Included in This Manual</b> (See alphabetic index tabs.)	<b>Cross-reference to</b> <b>Another Manual</b>
Physical Facilities, Planning and Management of--SEE Facilities Planning and Management		
Policy Development		See introductory sections of this Policy Reference Manual.
Political Activities of University Personnel		Human Resource Management (Personnel) Policies and Procedures Manual; You & UAB Handbook; Faculty Handbook & Policies; and Board of Trustees Part II Board Rules
Posthumous Degrees--SEE Degrees, Posthumous		
Pre-employment Drug Testing (Hospital)		Hospital Policy and Procedure Manual and Human Resource Management (Personnel) Policies and Procedures Manual
Pre-employment Physicals (Hospital)		Hospital Policy and Procedure Manual and Human Resource Management (Personnel) Policies and Procedures Manual
Preservation of Records and Files--SEE Ownership and Preservation of Records and Files		
Privacy of Employee Records		Human Resource Management (Personnel) Policies and Procedures Manual

**Policy Index and Cross-reference**

**Issued 11/1/93  
Revised 4/23/07**

<b>Subject (This also is the way policies are filed at alphabetic tabs.)</b>	<b>Full Name of Policy Included in This Manual (See alphabetic index tabs.)</b>	<b>Cross-reference to Another Manual</b>
Prizes, Acceptance of--SEE Acceptance of Benefits		
Probationary Period, Employee Six-month		Human Resource Management Personnel Policies and Procedures Manual and You & UAB Handbook
Professional Services--SEE Consulting		
Professorships--SEE Chairs and Professorships		
Programs (Specialized), Establishment of--SEE Centers		
Promotion and Transfer		Human Resource Management Personnel Policies and Procedures Manual and You & UAB Handbook
Property (Equipment)--SEE Equipment entries		
Property (Land)--SEE Real Estate Acquisition, Lease, and Disposition		
Protection of Human Subjects in Research	Policy on the Protection of Human Subjects in Research	
Purchasing Policies	Purchasing Policies and Guidelines	See also Purchasing/Accounts Payable Reference Manual
<b>Q</b>		

**Policy Index and Cross-reference**

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<b>Subject (This also is the way policies are filed at alphabetic tabs.)</b>	<b>Full Name of Policy Included in This Manual (See alphabetic index tabs.)</b>	<b>Cross-reference to Another Manual</b>
<b>R</b>		
Radiation Safety		Radiation Safety Procedures Manual
Radiation, Personnel Monitoring Control of		Radiation Safety Procedures Manual
Radioactive Materials, Procurement, Handling, and Disposal of		Radiation Safety Procedures Manual
Radioactive Waste Disposal		Radiation Safety Procedures Manual
Real Estate Acquisition, Lease, and Disposition	Real Estate Acquisition Policy	See also Financial Management Reference Guide
Receipt of Funds--SEE Cash Receipts		
Records and Files, Ownership and Preservation of--SEE Ownership and Preservation of Records and Files		
Records Policy (Student)		See student catalogs.
Recruitment for Job Vacancies		Human Resource Management Personnel Policies and Procedures Manual; Affirmative Action Plan; and Supervisor's Guide to Hiring
Recycling--SEE Trash, Collection and Disposition of		
Reemployment (See also Retiree Reemployment)		You & UAB Handbook
Reference Checks		Human Resource Management Personnel Policies and Procedures Manual

**Policy Index and Cross-reference**

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Revised 4/23/07**

<b>Subject (This also is the way policies are filed at alphabetic tabs.)</b>	<b>Full Name of Policy Included in This Manual (See alphabetic index tabs.)</b>	<b>Cross-reference to Another Manual</b>
Refunds of Student Fees		See student catalogs
Release of Information--SEE Information Disclosure		
Religious Witnessing--SEE Solicitation Protection		
Renovations--SEE Facilities Renovations, Modifications, and Additions		
Requests for Personal Service		Human Resource Management Personnel Policies and Procedures Manual
Requisition Review Guidelines		Financial Accounting Reference Manual
Research, Ethical Standards in-- SEE Misconduct in Research and Scholarly Activities		
Research on Human Subjects	Policy on the Protection of Human Subjects in Research	
Reserve Military Training--SEE Leaves of Absence, Employee		
Resident/Nonresident Definitions for the Purpose of Paying Tuition and Fees		Student Affairs Policies and Procedures Manual and student catalogs
Resignation		Human Resource Management Personnel Policies and Procedures Manual; Faculty Handbook & Policies; and You & UAB Handbook
Resources, Use of by External Entities--SEE UAB Resources, Use by External Entities		
Retiree Re-employment	Policy Concerning the Re- employment of UAB Retirees	

**Policy Index and Cross-reference**

**Issued 11/1/93  
Revised 4/18/01**

<b>Subject (This also is the way policies are filed at alphabetic tabs.)</b>	<b>Full Name of Policy Included in This Manual (See alphabetic index tabs.)</b>	<b>Cross-reference to Another Manual</b>
Retirement Policies		HRM Personnel Policies and Procedures Manual; You & UAB Handbook; and Faculty Handbook & Policies
Review of Contracts--SEE Execution and Review of Contracts		
Role and Scope Statement		Facts and Figures
Romantic Relationships--SEE Consensual Romantic Relationships		
Room Numbers	Policy Concerning Official Room Numbers	
<b>S</b>		
Sabbatical Leave, Faculty		Faculty Handbook & Policies and HRM Personnel Policies and Procedures Manual
Safety and Security (See also Safety Inspections) <i>(Contact University Police Department in case of Emergency)</i>		General Health and Safety Management Program; Hospital Policy and Procedure Manual; Emergency Response Planning; and You & UAB Handbook
Safety Inspections	Safety Inspections Policy	
Salary Adjustments		You & UAB Handbook and Board of Trustees Board Manual
Salary Disclosure--SEE Information Disclosure		
Salary Policies		HRM Personnel Policies and Procedures Manual; Faculty Handbook & Policies; and Board of Trustees Board Manual

**Policy Index and Cross-reference**

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Revised 3/25/96**

<b>Subject (This also is the way policies are filed at alphabetic tabs.)</b>	<b>Full Name of Policy Included in This Manual (See alphabetic index tabs.)</b>	<b>Cross-reference to Another Manual</b>
School Faculty Policies		Faculty Handbook & Policies and faculty policies of each school
Scientific Misconduct--SEE Misconduct in Research and Scholarly Activities		
Seals, Official Institutional (See also Logo, Official UAB)		Board of Trustees Part I Bylaws
Search Policy (Employees)		Human Resource Management (Personnel) Policies and Procedures Manual and You & UAB Handbook
Security--SEE Safety and Security		
Service Date Policies		Human Resource Management (Personnel) Policies and Procedures Manual and You & UAB Handbook
Service Fees		Division of Student Affairs Policies and Procedures Manual and student catalogs
Service, Recognition of		Board of Trustees Part II Board Rules and Human Resource Management (Personnel) Policies and Procedures Manual
Severance Pay and Benefits (Nonfaculty Employees)	Severance Pay and Benefits Policy for Nonfaculty Employees	
Severe Weather--SEE Emergency Response; and Inclement Weather Policy		

**Policy Index and Cross-reference**

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<b>Subject (This also is the way policies are filed at alphabetic tabs.)</b>	<b>Full Name of Policy Included in This Manual (See alphabetic index tabs.)</b>	<b>Cross-reference to Another Manual</b>
Sexual Harassment	Sexual Harassment Policy	
Sick Leave Donation	Sick Leave Donation Policy	
Sick Leave		Faculty Handbook & Policies; HRM (Personnel) Policies and Procedures Manual; and You & UAB Handbook
Six Months Probationary Period, Initial (Employee)		Human Resource Management (Personnel) Policies and Procedures Manual and You & UAB Handbook
Smoking--SEE Nonsmoking		
Social Security		Human Resource Management (Personnel) Policies and Procedures Manual and You & UAB Handbook
Software Copying--SEE Computer Software, Copying		
Software Development and Ownership--SEE Computer Software, Development and Ownership		
Solicitation by Students (On-campus and Off-campus)		Division of Student Affairs Policies and Procedures Manual
Solicitation Protection		Human Resource Management (Personnel) Policies and Procedures Manual and You & UAB Handbook
Sorority-related Policies		Division of Student Affairs Policies and Procedures Manual
Specialized Programs, Establishment of--SEE Centers		
Staffing--SEE Hiring Approval		

<b>Subject (This also is the way policies are filed at alphabetic tabs.)</b>	<b>Full Name of Policy Included in This Manual (See alphabetic index tabs.)</b>	<b>Cross-reference to Another Manual</b>
Standby Pay		You & UAB Handbook
Stationery		Stationery Specifications
Stationery (Hospital)		UAB University Hospital Style Guide and Visual Standards
Student Academic Policies		See student catalogs.
Student Accounts		Financial Management Reference Guide and Direction Student Handbook
Student Activities, Scheduling of		Division of Student Affairs Policies and Procedures Manual
Student Admission Policies		Division of Student Affairs Policies and Procedures Manual and student catalogs
Student Athletes, Policies Pertaining to		Athletic Department Staff Handbook
Student Catalogs		See Undergraduate Programs Catalog, Graduate School Catalog, and student catalogs of each of the Health Affairs schools.
Student Discipline (Academic)		See student catalogs.
Student Discipline (Nonacademic)		Direction Student Handbook
Student Enrollment Policies		See student catalogs.
Student Equal Opportunity--SEE Equal Opportunity		
Student Fees--SEE type of fee (Activity Fee, Building Fee, Service Fee, etc.)		

**Policy Index and Cross-reference**

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<b>Subject (This also is the way policies are filed at alphabetic tabs.)</b>	<b>Full Name of Policy Included in This Manual (See alphabetic index tabs.)</b>	<b>Cross-reference to Another Manual</b>
Student Firearms Policy--SEE Firearms		
Student Grievances		See student catalogs.
Student Health Insurance, Requirements for Having		See student catalogs of the Health Affairs schools.
Student Housing		Division of Student Affairs Policies and Procedures Manual and Student Housing and Residential Life Handbook
Student Identification Cards		Division of Student Affairs Policies and Procedures Manual
Student Identification Cards, Spouse		Division of Student Affairs Policies and Procedures Manual
Student Nondiscrimination Policy-- SEE Equal Opportunity		
Student Organizations, Policies Pertaining to		Division of Student Affairs Policies and Procedures Manual and Direction Student Handbook
Student Permanent Records		Division of Student Affairs Policies and Procedures Manual
Student Records, Maintenance of Current		Division of Student Affairs Policies and Procedures Manual
Student Records Policy		See student catalogs.
Student Tuition and Fees (See also Fees, Student)		Division of Student Affairs Policies and Procedures Manual and student catalogs
Students, Posthumous Degrees-- SEE Degrees, Posthumous		

**Policy Index and Cross-reference**

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<b>Subject (This also is the way policies are filed at alphabetic tabs.)</b>	<b>Full Name of Policy Included in This Manual (See alphabetic index tabs.)</b>	<b>Cross-reference to Another Manual</b>
Substance Abuse--SEE Drug-free Campus; and Drug-free Workplace		
Suspension (Employee)		You & UAB Handbook
Suspension (Faculty Member)		Faculty Handbook & Policies
Suspension (Student)		See student catalogs.
<b>T</b>		
Tardiness (Employee)		You & UAB Handbook
Tenure		Faculty Handbook & Policies and Board of Trustees Board Manual
Tenure for Administrative Officers		Board of Trustees Board Manual
Termination of Employment (Employee)--SEE Discharge, Employee		
Termination of Employment (Faculty)--SEE Faculty Termination		
Testamentary Gifts--SEE Fund Raising		
Testing, Standardized Student		Division of Student Affairs Policies and Procedures Manual
Timely Deposit of University Funds--SEE Cash Receipts		

**Policy Index and Cross-reference**

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<b>Subject (This also is the way policies are filed at alphabetic tabs.)</b>	<b>Full Name of Policy Included in This Manual (See alphabetic index tabs.)</b>	<b>Cross-reference to Another Manual</b>
Transfer of Credit from Other Institutions		Division of Student Affairs Policies and Procedures Manual and student catalogs
Transfers (Employee)		Human Resource Management Personnel Policies and Procedures Manual; You & UAB Handbook; and Supervisor's Guide to Hiring
Trash, Collection and Disposition of	Collection and Disposition of Trash	
Travel Guidelines and Policies (See also Foreign Travel, UAB-related)		Board of Trustees Board Manual and Financial Accounting Reference Manual
Travel, Payments for		Financial Accounting Reference Manual
Tuition, Nonresident--SEE Nonresident Tuition		
Tuition and Fees--SEE Student Tuition and Fees		
<b>U</b>		
UAB Bartow Arena Policies--SEE Arena Policies		
UAB-related Foreign Travel--SEE Foreign Travel, UAB-related		
UAB Resources, Use by External Entities	Policy Concerning Use of UAB Resources by External Entities	
UAB-wide Policy Development		See introductory sections of this Policy Reference Manual

**Policy Index and Cross-reference**

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<b>Subject (This also is the way policies are filed at alphabetic tabs.)</b>	<b>Full Name of Policy Included in This Manual (See alphabetic index tabs.)</b>	<b>Cross-reference to Another Manual</b>
Uniforms		Human Resource Management Personnel Policies and Procedures Manual and You & UAB Handbook
University Chair or Professorship-- SEE Chairs and Professorships		
Use and Consumption of Alcoholic Beverages--SEE Alcoholic Beverages		
Use of UAB Resources by External Entities--SEE UAB Resources, Use by External Entities		
Utilities Renovations--SEE Facilities Renovations, Modifications, and Additions		
<b>V</b>		
Vacation		Human Resource Management Personnel Policies and Procedures Manual; Faculty Handbook & Policies; and You & UAB Handbook
Vehicles, Use of Personal		Board of Trustees Board Manual and You & UAB Handbook
Vehicles, Use of University		Board of Trustees Board Manual; You & UAB Handbook; and Fleet Operations and Maintenance Handbook
Vendor Visitation (Hospital)		Contact UAB Purchasing Department

**Policy Index and Cross-reference**

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<b>Subject (This also is the way policies are filed at alphabetic tabs.)</b>	<b>Full Name of Policy Included in This Manual (See alphabetic index tabs.)</b>	<b>Cross-reference to Another Manual</b>
Verification of Employment		Human Resource Management Personnel Policies and Procedures Manual
Voting, Time Off for		Human Resource Management Personnel Policies and Procedures Manual and You & UAB Handbook
<b>W</b>		
Wage and Salary Policies--SEE Salary Policies		
Waste Disposal, Radioactive--SEE Radioactive Waste Disposal		
Waste Disposal, Chemical--SEE Chemical Waste Management		
Weapons--SEE Firearms		
Weather Policy, Inclement--SEE Inclement Weather Policy		
Web Pages--SEE World Wide Web Pages		
Witness in Court Case		Human Resource Management Personnel Policies and Procedures Manual and You & UAB Handbook
Work Breaks		Human Resource Management Personnel Policies and Procedures Manual and You & UAB Handbook

**Policy Index and Cross-reference**

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<b>Subject (This also is the way policies are filed at alphabetic tabs.)</b>	<b>Full Name of Policy Included in This Manual (See alphabetic index tabs.)</b>	<b>Cross-reference to Another Manual</b>
Workmen's Compensation		Human Resource Management Personnel Policies and Procedures Manual
Working Hours and Attendance		Human Resource Management Personnel Policies and Procedures Manual and You & UAB Handbook
World Wide Web Pages	World Wide Web Pages Policy	
<b>X</b>		
<b>Y</b>		
<b>Z</b>		