ADMINISTRATIVE MANUAL

Address
Telephone Number:
Fax Number:
Insert Website Link

Updated
12/1/2020

INTRODUCTION TO THE ADMINISTRATIVE MANUAL

The (Department Name) Administrative Manual includes the following:

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All policies and procedures established by the University of Kentucky are considered the minimally acceptable standard for employees of this department. The guidelines documented in this manual shall be consistent with the University of Kentucky's policies and procedures.

Table of Contents

I.   BUSINESS FUNCTIONS

This section applies to business functions that are carried out by (Department Name).

II.   TRAINING AND PROFESSIONAL DEVELOPMENT

All (Department Name) employees are trained professionals. This section discusses the types of training opportunities that are expected and available. For more training information, the Human Resources department can be contacted: https://www.uky.edu/hr/training.

III.   FINANCIAL ACTIVITY

Business functions include procurement, travel, parking and transportation, and repayments. This section will review each of these functions as it relates to the department and include all related University policies and procedures.

Related policies:

- Business Procedures Manual Section E-2-10 *Collection of Amounts Owed to the University from Overpayment*

Business Travel

All business travel must be pre-approved.

Procurement

ProCard

A Procurement Card (ProCard) is a University issued credit card. The card is utilized for purchases of goods and services to be used by staff from authorized University vendors only, such as travel agencies, subscriptions, office supplies and books.

IV.   (DEPARTMENT) HR POLICIES

The purpose of this section is to establish guidelines to comply with federal, state and University regulations regarding paid time off, overtime and compensatory time. Procedural discussions will focus on; (1) University regulations that comply with federal and state laws, and (2) process for adherence and restrictions. This section will also highlight a few relevant policies and procedures. For more information on HR policies: https://www.uky.edu/hr/policies.

Related Policies:

- Human Resources Policy & Procedure #7.0: Grievances
- Human Resources Policy & Procedure #72.0: Voting
- Human Resources Policy & Procedure #73.0: Jury Duty
- Human Resources Policy & Procedure #82.0: Temporary Disability Leave
- Human Resources Policy & Procedure #83.0: Holiday Leave
- Administrative Regulations 6.1: Policy on Discrimination and Harassment
- Administrative Regulations 6.2: Policy and Procedures for Addressing and Resolving Allegations of Sexual Assault, Stalking, Dating Violence, Domestic Violence, and Sexual Exploitation

Human Resources

Payroll
Non-exempt Employees
Overtime is defined as the amount of time worked over 40 hours in the same workweek (Sunday – Saturday).

Benefits
Eligibility
Please visit UK's Human Resources website – Policy 82.0: Temporary Disability Leave.

Voting Leave HR P&P #72.0

Any employee who is eligible to vote in national, state or local elections, is encouraged to exercise those voting privileges. Work schedules normally permit adequate time for an employee to vote, either before or after normal working hours.

Jury Duty HR P&P #73.0

Any employee who is called for jury duty shall be granted time off to fulfill this responsibility. Please visit the HR website - Policy and Procedure Number 73.0: Jury Duty.

TDL- Sick Leave - Temporary Disability Leave HR P&P #82.0

Pertinent information regarding the University Temporary Disability Leave (TDL, or sick leave) can be found on UK Human Resources' website, Policy #82.

Holiday Information HR P&P #83.0

(Department name) recognizes certain holidays, as well as additional bonus days announced by the University President, in accordance with UK Human Resources Policies and Procedures #83.0 – Holiday Leave. Updates to the calendar can be found on UK's Human Resources website's Official Staff Holiday Schedule.

Reporting Concerns

If an employee believes that they have a legitimate concern, they are encouraged to report it. Ideally, concerns should be reported to the department's supervisor first. If, for whatever reason, the employee does not feel comfortable talking with their supervisor, they can raise the issue directly with a higher authority. If after notifying his office, the employee is not satisfied with the response, they may contact the Comply Line.

The Comply-Line is a toll-free phone number that is staffed 24 hours a day, seven days a week, every day of the year by an independent contractor. The contractor is professionally trained to take calls about possible misconduct or to arrange for you to receive answers to any questions that may arise about compliance issues. You may call UK HealthCare's toll-free Comply-Line at **(877) 898-6072**. Any compliance issue may be reported anonymously. The issues raised will be addressed promptly and professionally.

Grievances HR P&P #7.0

In the event of a grievance against a supervisor or a fellow employee, you are expected to follow UK's Human Resources policy. Complete information regarding this policy can be found on the UK Human Resources website – Policy 7.0: Grievances.

Harassment AR 6.1 and 6.2

Please visit UK's Human Resources website to review Human Resources' policies on harassment:

AR 6.1: Policy on Discrimination and Harassment.

AR 6.2: Policy and Procedures for Addressing and Resolving Allegations of Sexual Assault, Stalking, Dating Violence, Domestic Violence, and Sexual Exploitation

Separation from Employment

Regular staff employment termination may be initiated at any time by either the employee or by the University in accordance with HR Policy 12.0 Separation from Employment.

All employees separating from employment with the University shall be required to complete an exit interview, whereupon they will be required to turn in UK keys and devices (e.g., security key, flash drives, laptops). Additionally, IT will de-provision the employee to prevent inappropriate access after separation.

Media & Public Records

Media Contact
In the event you are contacted by a member of a Media Outlet your standard response should be to forward the individual in Public Relations for an appropriate response.

Media Interviews
UK Public Relations will arrange all internal and external interview sessions with the media.

UK Public Relations is responsible for coordinating media interviews, photography and preparing all news releases. The Public Relations staff can be reached individually during weekday work hours. Their contact information can be accessed through this link: https://www.uky.edu/prmarketing/staff/.

In the event advice is needed during weekday evenings or weekends, the Public Relations staff can be reached on their on-call phone number of (859) 230-9086. This media policy applies in the instances in which you are representing the University only.

Open Record Requests

All open records requests should be forwarded immediately.

Professionalism Regarding Politics

While the UK campus is always a center of civic involvement and political discussion, there are restrictions, based on federal and state laws and UK regulations, on political activities that may occur on the campus.

V.   INFORMATION SYSTEMS & DATA SECURITY

These policies and procedures are a living document and reflect the most accurate assessment of campus policies and best practices at the time of their incorporation. They are subject to change over time, and one should always consult the appropriate official or resource to verify the continued accuracy of the following policies.

Failure to adhere to these policies and procedures may result in:

- Removal of security permissions
- Notification of direct supervisor
- Disciplinary action
- Civil or criminal prosecution

Abuse or inappropriate use of University technology resources is subject to corrective action up to and including termination of employment.

Related Policies:

- [Administrative Regulations 10:1: Policy Governing Access to and Use of University Information Technology Resources](#)
- [Governing Regulations XIV: Ethical Principles and Code of Conduct](#)

Access

You may be granted temporary access to certain University data to help you complete your work, this access is to be used only for conducting official University business and must remain confidential.

Acceptable Use

Computing resources and information are provided to employees to support the University's business functions. Any use of these resources that interferes with these functions or to malign or defame the image and reputation of the University of Kentucky is prohibited. Appropriate personal computer use is allowed during breaks and lunchtime. Please refer to UK Administrative Regulation [AR 10:1](#) and [UK Legal Ethical Principles and Code of Conduct](#) for information on the use of University resources.

Administrator Rights

strictly adheres to the best practice principle of "least privilege" when determining access rights. Generally, most staff will not be provisioned with administrator rights. Software installation and update requests should be sent to the IT Auditors helpdesk: InternalAudit-IT@uky.edu.

Staff should never use mail-enabled, privileged accounts on their devices. This particularly includes IT Audit staff.

Users with local administrator rights are permitted to:

- Install appropriately licensed software
- Update existing, approved software
- Affect own user data and desktop settings
- All actions available to a standard user account

Without explicit permission users with local administrator rights will not:

- Create, modify, and access local user accounts and local user account groups
- Affect other users' data or desktop settings
- Install new hardware
- Modify existing hardware
- Install unlicensed or pirated software
- Uninstall IT approved software
- Modify operating system settings (e.g., network settings, access control, file/resource sharing, firewall, virus protection, services configuration, Group Policy, etc.)
- Modify boot sector or install additional operating systems
- Other malicious or subversive activity

Data Security

Unattended, unlocked devices increase the risk of unintended disclosure of University data. Windows devices can be locked by pressing Ctrl-Alt-Del simultaneously, then clicking on the "Lock" button. Mac devices can be locked by pressing Control + Shift + Eject simultaneously. Additionally, Group Policy forces Windows devices to lock after five minutes of inactivity.

Data Storage

Staff are expected to store all work-related files that are critical to their job function on the aforementioned file servers rather than on local drives or mobile USB drives.

Devices

IT resources are provided to staff to support University business functions. Any use of these resources that interferes with these functions or maligns or defames the image or reputation of the University of Kentucky is prohibited.

Encryption

Both University-owned and personally owned devices that store or have access to private or confidential University data should be encrypted. This includes computers, mobile devices (e.g., tablets, phones), USB storage devices.

Internet Use

It is the responsibility of every employee to follow acceptable standards when using the Internet. The following are some examples of unacceptable Internet usage:

- Web sites relating to pornography, militant extremist groups, gambling and illegal activities, and others deemed inappropriate.
- Use of chat and newsgroups for purposes other than official University business.

The department has the right to limit and block any employee's Internet access in accordance with the University policy. Your usage may be monitored.

Theft/Loss

Theft or other unauthorized access to devices should be reported immediately to the appropriate officials.

VI.   SAFETY INFORMATION

The University is committed to ensuring the safety of all of its employees. Below are the (Departments) building emergency action plan, safety guidelines, evacuation plan, and contact information for emergency personnel.

Building Emergency Action Plan

- Emergencies may include but are not limited to the following:
  - Fire
  - Severe Weather
  - Earthquake
  - Utility Outage
  - Workplace Violence/Terrorism
  - Bomb Threat
  - Medical Emergency

Safety Guidelines

UK would like to ensure that all of its employees are safe by managing environmental health and safety processes with the same strength and leadership skills as other fundamental processes. All potential safety hazards or risks should be immediately reported to your supervisor. Every employee must be committed to working in a safe environment.

Campus Police
- Emergencies: 911
- Police Dispatch: (859) 257-1616

Emergency Shelter
At work, in case of a hurricane or tornado warning, please seek shelter.

Evacuation Plan and Location
In the case of a fire or other emergency where evacuation is necessary, proceed immediately out of the building to the designated meeting area located in the (insert location).

UK Alert
All staff must sign up for the E-mail alert system, the University alert system regarding weather, emergencies, closing, etc. Please visit the UK Emergency Management website under UK Alert.

VII.   BUSINESS CONTINUITY PLAN

VIII.   APPENDICES