

STAFF HANDBOOK



SAMFORD UNIVERSITY

The policies, practices and benefits described in this handbook are broad internal guidelines only and are not intended to be or to represent a contract of employment. They are subject to change by the administration and/or Board of Trustees of Samford University at any time.

For the full text of any policy, please refer to the Samford University Policy Manual located in your department, or view it online at [www.samford.edu/humanresources](http://www.samford.edu/humanresources).

# **Samford University**

## **Staff Handbook**

Revised July 2008

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The mission of Samford University is  
to nurture persons,  
offering learning experiences and relationships  
within a Christian community,  
so that each participant  
may develop  
personal empowerment,  
academic/career competence,  
social/civic responsibility,  
ethical and spiritual strength;  
and  
to continuously improve the effectiveness  
of the community.

## WELCOME FROM THE PRESIDENT

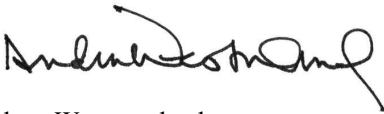
Welcome to Samford University! You have now begun a new chapter in your career in an institution that we hope is different from any other institution in which you have worked. Samford is different because we consciously and openly seek to apply our Christian faith on a daily basis to the ways in which we conduct business.

We seek to encourage and support each other in our faith and in our work. Our goal is to use the gifts that God gave us to make this university the best that it can be and to be the best possible stewards of all the resources that God has given to us.

Your job is critical to the success of Samford. Each of us has a role that supports the primary function of this university—providing to our students an outstanding educational experience in a Christian environment.

I ask that you aspire to be the best that you can be in doing your work. Know your job, know the work of those around you and know how your work is a part of the whole. Think of ways you can do your job more effectively, more efficiently, and make suggestions when you see the opportunity.

We are glad that you are here and hope that your experience working at Samford University is deeply rewarding spiritually, personally and professionally. I look forward to meeting you and working with you to continue the legacy that Samford University enjoys; a university of which we can all be proud.

A handwritten signature in black ink, appearing to read "Andrew Westmoreland". The signature is fluid and cursive, with a prominent loop at the end.

Andrew Westmoreland  
President

## HISTORY OF SAMFORD UNIVERSITY

Samford began as Howard College in 1841. It was located about 90 miles southwest of Birmingham, at Marion, in the heart of the rich farmland of west Alabama. It was named for John Howard, a famous British prison reformer of the 18th century. Howard College began as a men's college, across town from Judson, a women's college that was started a few years earlier. Both Howard and Judson were started by concerned Baptists who wanted to provide a college education in an environment of Christian values.

In 1887, Howard College moved to the young boomtown of Birmingham, where it hoped to find better financial support. The college built a modest campus in the bustling East Lake section northeast of town, just about three miles north of where Century Plaza shopping center is today. Soon, it became a co-ed school. The electric streetcars passed nearby, and Howard College became a fixture of 20th-century Birmingham life.

There were more changes during the next few years—Howard added the study of pharmacy and teacher education. It even played Auburn and the University of Alabama in football and enjoyed a long sports rivalry with cross-town opponent, Birmingham-Southern College.

In the post-war era, Howard College set its sights on bigger goals. With the campus surrounded on all sides by residential development, it had to look elsewhere for elbowroom. What it found was a spectacular campus between Red Mountain and Shades Mountain on Lakeshore Drive in Homewood. Here, in 1957, a dramatic architectural adventure began to build one of the most beautiful college campuses in America. The campus was carefully planned, and it was built to last for all the generations to come. Now, almost 55 years later, it's worth \$200 million and the task isn't over yet. In 1961, Howard College acquired the historic Cumberland School of Law and moved it from Tennessee to become Alabama's only accredited private law school. From that small beginning, Cumberland has grown to become one of the leading centers for preparing attorneys in America.

In 1965, Howard College was renamed Samford University, honoring long-time Trustee Chairman Frank Samford and his family and reflecting the schools' growing mission. In 1973, the Ida V. Moffett School of Nursing at Baptist Medical Centers of Birmingham, became part of the university. And in 1988, a history-making gift from Birmingham businessman, Ralph W. Beeson, made possible the launching of the Beeson School of Divinity.

Today, Samford University is Alabama's leading private educational institution. It offers the state's only privately supported law school and pharmacy school, its only divinity school, plus schools of education, business, music and nursing. And of course, the original Howard College of Arts and Sciences still grows after over 157 years of service. In all, these eight schools of Samford enroll more than 4,400 students from 39 states and 30 foreign countries.

## SAMDOR UNIVERSITY ORGANIZATIONAL STRUCTURE

Samford University is organized into administrative divisions.

### BOARD OF TRUSTEES

#### PRESIDENT

- Assistant to the President • Provost and Executive Vice President

#### VICE PRESIDENT FOR OPERATIONS AND PLANNING

- University Engineer • Energy Management • Sodexo Campus Services
  - Campus Safety • Information Center and Campus Events
- Director of Residence Life • Director of Institutional Research

#### ACADEMIC AFFAIRS

- Associate Provost • Dean of School of the Arts
  - Dean of Howard College of Arts and Sciences
- Dean of Brock School of Business • Dean of Beeson School of Divinity
- Dean of Orlean Bullard Beeson School of Education and Professional Studies
- Dean of Cumberland School of Law • Dean of Ida V. Moffett School of Nursing
- Dean of McWhorter School of Pharmacy • Academic Services and Registrar
  - Director of University Libraries

#### VICE PRESIDENT OF UNIVERSITY RELATIONS

- Samford Auxiliary Coordinator • Director of Donor Relations
  - Director of Planned Giving • Major Gift Officers
- Executive Director of Communication • Director of Annual Giving
  - Director of Alumni and Parent Programs

#### VICE PRESIDENT OF STUDENT AFFAIRS

- Associate Dean for Student Services and Values Advocate
- Director of Student Involvement and Leadership Education
  - Minister to the University

#### VICE PRESIDENT OF BUSINESS AFFAIRS

- Chief Information Officer, Academic and Administrative Computing
- Internal Auditor • Director of Human Resources • Director of Investments
- Director of Finance • Director of Business Services • Director of Athletics

#### DEAN OF ADMISSION AND FINANCIAL AID

- Director of Admission • Director of Financial Aid

## YOUR RELATIONSHIP WITH SAMFORD UNIVERSITY

### **EQUAL OPPORTUNITY EMPLOYER**

Except as specifically exempted by federal law requirements, Samford does not unlawfully discriminate on the basis of race, color, sex, national or ethnic origin, disability, or age in the administration or application of its educational programs and policies, admissions policies, employment policies, scholarship and loan programs.

### **NO HARASSMENT**

Samford University is committed to Christian purposes and values. The university desires a strong spirit of community among its faculty, staff, administration and students, a spirit characterized by truth, grace, mercy, encouragement, righteousness and brotherly love. Each member of the Samford community should work and act in ways which model these values and promote the full development of each individual's God-given potential. No one should act in ways inconsistent with or harmful to this spirit of community.

Samford University does not and will not tolerate harassment of our employees. The term "harassment" includes, but is not limited to, slurs, jokes, pranks, signs and other verbal, graphic or physical conduct relating to an individual's race, color, sex, national origin, citizenship, age or disability. Although statutory and constitutional laws exempt Samford University from the legal prohibition against discrimination in employment based on religion, this policy prohibits harassing conduct based on an employee's religion. Harassment also includes sexual advances, requests for sexual favors, unwelcome or offensive touching or any other unwelcome or offensive verbal, graphic or physical conduct of a sexual nature. Violation of this policy by an employee will subject said employee to disciplinary action up to and including immediate discharge.

The university's management is responsible for taking action against acts of harassment and investigating all complaints. If you believe that you have been harassed in any way by an employee, supervisor or manager, customer or vendor, you should report such conduct to your immediate supervisor or your supervisor's immediate supervisor or the Director of Human Resources.

### **NEW EMPLOYEE ORIENTATION**

All new employees are introduced to Samford University through a general orientation program conducted by the Office of Human Resources. New employees should be advised at the time of employment or by their supervisors when and where to report for the orientation meeting. Personnel policies and

benefits are discussed, and benefits enrollment, tax forms and I-9 forms are completed. New employees also receive information regarding their computer sign-on, password, parking and identification cards.

## **EMPLOYMENT STATUS**

*Full-time employees* are those who are hired to work a standard workweek of at least 37½ hours and whose employment is not for a specifically limited period. Full-time employees receive benefits when they satisfy the eligibility requirements.

*Part-time employees* are those hired to work less than the standard workweek and are not eligible for benefits or paid vacation, sick leave or holiday pay.

*Temporary employees* are those hired to work a standard workweek of 37½ hours but whose employment has an expected termination date of less than one year from the initial date of employment. Temporary employees are not eligible for benefits.

*Full-time employees who work less than 12 months per year* are those who regularly work a standard workweek for at least nine months but less than 12 months. They are eligible to receive most benefits.

## **INITIAL EMPLOYMENT PERIOD**

The first six calendar months of employment of all non-academic employees is the initial employment period. Your performance and adherence to policies and procedures will be monitored, and you will be counseled and disciplined when necessary as an ongoing part of this new employment period. During this time, you will be able to learn about your assignment and will be able to determine whether you are satisfied with the position. If you decide that you are unhappy with your position or cannot adjust properly to the work assignment, you may resign with proper notice. At the same time, your supervisor will have the opportunity during the initial six months of employment to determine your suitability for your position, and if performance is not satisfactory, your employment may be terminated at any time.

If your job performance is less than satisfactory but your supervisor decides that discharge is not justified, the initial employment period may be extended for up to 90 calendar days. At the conclusion of this extended period, you will be re-evaluated and your employment will either be terminated or continued based on your performance.

## **EMPLOYEE TRANSFER**

An employee who desires to apply for a transfer to a posted position may do so by applying in the Office of Human Resources. To be eligible for transfer you must have completed at least six (6) months of employment in your current position. If you are chosen to fill the position, it is your responsibility to notify your current supervisor of your intent to transfer, and you are expected to give at least two weeks' notice prior to transferring.

## **PERFORMANCE REVIEWS**

An evaluative counseling session and performance planning review should be completed at the end of your initial six months employment period. Performance planning and counseling may be conducted periodically thereafter. The purpose of the review is to provide feedback and an opportunity for discussing goals for future performance.

## **PERSONNEL RECORDS**

Your official, permanent personnel file is maintained in the Office of Human Resources. Matters affecting you and your relationship with Samford University are maintained so that information is available for reference. Any change of name, telephone or address should be reported promptly to Human Resources in writing or by e-mail. Beneficiary changes and health insurance information should be reported to the Benefits Coordinator.

## **DISCIPLINARY PROCEDURES**

Regulations and procedures are necessary for the orderly progress of every organization. Samford University policies and regulations are intended to facilitate productivity and satisfactory working relationships based on trust, self-discipline, and respect for the rights of others. Depending on the gravity of the situation and whenever possible and feasible, the university will work with an employee through a "progressive disciplinary" process which means that the least severe level of discipline applicable to the situation will be explored before invoking harsher levels of discipline. The goal of progressive discipline is to retain employees and to improve an employee's performance, while at the same time documenting the efforts of the employer. The following are approved progressive disciplinary steps:

### **ORAL WARNING**

The first step in most disciplinary actions is oral warning. This may be given by an employee's supervisor for substandard performance, poor attendance and other types of minor offenses or misconduct that occur for the first time.

**WRITTEN WARNING**

A written warning may be given by an employee's supervisor for substandard performance, poor attendance, misconduct and other types of more serious offenses that occur after the first oral warning. A written warning may be given instead of an oral warning for first-time gross misconduct or major offense. All written warnings should be addressed to the employee in memorandum format, signed by the employee as proof of having received it and a copy sent to the Office of Human Resources. An employee who receives three written warnings during an 18-month period may be terminated without proceeding through the remaining steps in the disciplinary process.

**IMPOSED PROBATION**

Depending on the gravity of the situation, if after an oral warning and a written warning an employee continues to demonstrate substandard performance, poor attendance, misconduct and other types of offenses, the employee may be placed on probation for a period not to exceed 90 calendar days. If an employee fails to progress through, or satisfactorily complete, guidance and counseling based on goals set during the imposed probation period, further disciplinary action up to, and including discharge, may occur. Employees should not receive merit wage increases nor be allowed to use vacation days during this period of imposed probation.

**SUSPENSION**

Continued substandard performance, poor attendance, insubordination, misconduct and other serious offenses or behavioral problems may result in a suspension without pay not to exceed ten working days. Suspension may occur after one written warning for minor or major offenses or as the first step if the infraction is serious enough. Employees arrested and charged with a felony, if not discharged, may, at the option of Samford University, be suspended without pay pending disposition of the case. All suspension notices will be given in writing by the appropriate supervisor, will be approved by the department head, and will be sent to Human Resources to be placed in the employee's official, permanent personnel record. No vacation, holiday or sick leave benefits will be paid by the university during suspension, nor will such benefits accrue during suspension if the suspension exceeds a pay period. Administrative suspension, without pay, may be imposed in cases in which the operation of Samford University warrants such action. Administrative suspension most often is used when it is believed that normal operations or safety would be affected or when Samford University officials need time to gather information for determining the

specific disciplinary action that needs to be taken. The Director of Human Resources should be consulted before administrative suspension is imposed and should concur with the decision. The fact that administrative suspension has been imposed should be documented in writing and should be sent to Human Resources to be placed in the employee's official permanent personnel record.

### **DISCHARGE**

Continued substandard performance, poor attendance, insubordination, misconduct, and other serious offenses or behavioral problems that continue after other disciplinary actions have been taken may result in discharge from Samford University. Discharge also may occur immediately and without prior notice and/or without pay in lieu of notice. Discharge will occur after a careful review of the case with the appropriate administrator, the appropriate dean, or the appropriate department head and a review of the case by Human Resources.

### **DEMOTION**

Sometimes demotion may be used as a remedy and not as a step in the progressive disciplinary process when an employee cannot perform assigned job duties satisfactorily. It is most often used when an employee's skills are not matched to the job assignment. It may be possible to demote the employee into a position of lower classification in the same department with a resultant decrease in salary.

### **CONFLICT RESOLUTION**

Samford University encourages the voluntary resolution of employee complaints. If an employee feels that he/she has been treated unfairly, he/she should bring the situation to the supervisor's attention immediately. If the supervisor does not resolve the situation to the employee's satisfaction, the employee should then present the problem in writing to the Department Chair/Head, Dean or Vice President. If the employee is not satisfied with the solution he/she may discuss the matter with the Director of Human Resources.

## LEAVES OF ABSENCE

A full-time staff member may make a written request for a leave of absence without pay for reasons determined to be in the best interest of the University and the employee. The standard reasons and usual maximum allowable time are as follows:

- |                             |             |
|-----------------------------|-------------|
| 1. Family and Medical Leave | 12 weeks    |
| 2. Study or Research        | 3 months    |
| 3. Personal                 | 3 months    |
| 4. Military Leave           | as required |

The university may grant a leave of absence without pay if, in the opinion of the university, such a leave would serve the best interests of the university and the employee. All leaves of absence without pay must be approved by the immediate supervisor. The maximum times established for leaves of absence may not be extended by the use of vacation, sick leave, or personal time at the beginning or at the end of a leave of absence. If accrued time is used, the length of the leave without pay is reduced so that the time away from the job does not exceed the maximum leave time. A supervisor must require that an employee use all accrued vacation before going on leave without pay. In the case of medical leave, all accrued sick leave should be used before beginning leave without pay.

If you are requesting a leave of absence, you should contact the Office of Human Resources for information regarding the status of your benefits during the leave. Health, dental and life insurance may be continued, with the total cost to the employee depending on whether the employee is on leave with or without pay. Disability coverage cannot be carried while on leave without pay and other fringe benefits may be subject to suspension.

Vacation and sick leave do not accrue during leave without pay, but the time already accrued is carried forward. Time spent on leave of absence does not count toward completion of the initial employment period.

A department granting a leave of absence agrees to reinstate the employee on the date accepted as the termination of leave into a position comparable in salary and requirements to that previously held. Employees taking leave, however, should realize that they have no greater right to continued employment than other employees within their departments who remain on active employment.

Employees must notify their department heads in advance of the expected date of return. Overstaying a leave of absence without approval constitutes an automatic resignation and the loss of the right to reinstatement.

## FAMILY AND MEDICAL LEAVE

A family and/or medical leave of absence shall be defined as an absence available to eligible employees for a maximum of 12 weeks of leave per 12-month period. To be eligible for leave under this policy, you must have been employed at Samford for a total of at least 12 months and must have worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave. If a husband and wife are both employed by Samford, they are limited together to a total of 12 weeks for the birth or adoption of a child or to care for a parent. They are each entitled to 12 weeks of separate leave for their own serious medical illness.

Leave may be taken for the following reasons:

1. Birth of the employee's child.
2. Placement of a child with the employee for adoption or foster care.
3. Serious health condition of the employee.
4. Serious health conditions of the employee's spouse, dependent child or parent.

An eligible employee who wants to request a family/medical leave should notify his/her supervisor and contact the Office of Human Resources to complete a Family and Medical Leave of Absence Request Form.

For eligible **employees with less than two years continuous full-time employment** at Samford:

1. The first portion of the 12 weeks of leave will be paid by utilizing any accrued sick and vacation leave in accordance with sick and vacation leave policies.
2. In the event that accruals have been exhausted, the employee may be eligible for sick leave donation, in accordance with Samford University policy 3.24, or the remainder of the leave may be without pay.
3. In the event that an employee reaches the two-year employment anniversary while out on Family and Medical Leave, the employee will be covered as defined in Section I, Paragraph One, of this policy definition. There will be no prorated amount of leave with pay granted upon reaching two years of employment.
4. The 12-month period is a rolling 12-month period, measured backward from the date the faculty or staff uses any Family and Medical Leave.
5. For 9-month, 10-month, and 11-month faculty and staff, the weeks not worked do not count toward the 12 weeks of leave.

For eligible **employees with at least two years continuous full-time employment** at Samford:

1. The first six weeks of leave will be leave with pay.
2. Time taken beyond the six paid weeks will be paid by utilizing any accrued sick and vacation leave in accordance with sick and vacation leave policies.
3. In the event that accruals have been exhausted, the employee may be eligible for sick leave donation, in accordance with Samford University policy 3.24, or the remainder of the leave may be without pay.
4. The 12-month period is a rolling 12-month period measured backward from the date the faculty or staff uses any Family or Medical Leave.
5. For 9-month, 10-month, and 11-month faculty and staff, the weeks not worked do not count toward the 12 weeks of leave.

The full text of this policy is available in the Office of Human Resources or may be viewed online at [www.samford.edu/humanresources](http://www.samford.edu/humanresources).

## **TERMINATION OF EMPLOYMENT**

Termination of employment may be voluntary (resignation or retirement) or involuntary (dismissal).

### *VOLUNTARY TERMINATION*

If you decide to resign from your employment at Samford, you are expected to give at least two weeks' notice of resignation prior to termination. In some instances it may be necessary to give a longer notice. If you have completed the initial six-month employment period, you will be eligible for payment of all vacation time earned but not taken at the time of termination, up to the maximum accrual allowed.

### *INVOLUNTARY TERMINATION*

Samford University in its own best interests necessarily reserves the right to determine the duration of employment of any individual and hence to dismiss any employee with or without cause. In instances of dismissal not related to misconduct, an employee will be given appropriate notice.

Dismissal of faculty members is covered in the Samford University Faculty Handbook.

Involuntary termination based on policy violations or misconduct will generally follow progressive disciplinary procedures outlined in Policy 3.01.8 of the Samford University Policy Manual. However, the following acts are cause for immediate dismissal without notice.

Since a complete list of specific offenses is impossible, discharge is not limited to the situations described below.

- Substance abuse—defined as the use of illegal drugs, or any substance, whether prescription or not, that interferes with your ability to do your job. If you are suspected of being under the influence of alcohol or drugs, you may be immediately referred for testing. If you refuse to be tested, you could be terminated immediately.
- Falsification of personnel or pay records, including application for employment or transfer, or other official university records
- Incompetence or inefficiency
- Neglect of duties, disobedience or insubordination
- Interference with others' work
- Absence of three or more days without appropriate notification
- Theft or unauthorized use of university, employee or student property
- Unauthorized possession of weapons or explosives
- Immoral or indecent conduct on campus, or conviction of such behavior off-campus
- Discourteous treatment of other employees, students or visitors
- Fighting on campus, other than for self-protection
- Loitering, loafing, hiding or sleeping during working hours
- Leaving your work area or the university without permission except on your lunch hour
- Excessive absences or tardiness
- Improper use of time sheets or time cards, including clocking the time card of another employee
- Negligence or abuse of university property or equipment
- Smoking in unauthorized areas
- Violation of safety, fire or common safety regulations and practices
- Any other conduct deemed improper by the university
- Unauthorized release of confidential or official information
- Harassment related to an individual's race, sex, national origin, age, disability or religion

## GENERAL INFORMATION AND POLICIES

### ABSENCES OR TARDINESS

You are expected to report to work on time and to be prepared for duty at the beginning of your workday. If you are unable to report to work at the scheduled time, you should notify your supervisor prior to that time, or in emergency cases, as soon thereafter as possible. Being repeatedly absent from work or late for work may jeopardize your performance review and will present grounds for disciplinary action, which may include termination.

### CONFIDENTIALITY-SECURITY AGREEMENT

All employees are required to sign a Confidentiality-Security Agreement as a condition of employment at Samford University. The form is completed, signed by the employee and submitted to Human Resources during employee orientation. The purpose of the Confidentiality-Security Agreement is to notify employees of University policies regarding confidentiality of information and conduct regarding rights and ownership of others.

### DRUG AND ALCOHOL USE

Samford University seeks to foster the development of Christian character, scholastic attainment and a sense of personal responsibility. To fulfill this purpose and to protect and promote the health and welfare of its faculty, staff and students, Samford University is committed to maintaining a drug- and alcohol-free campus. Use of illicit drugs or alcohol by faculty, staff or students on campus or property owned by the university, or in connection with or affecting any school-related activity, is strictly prohibited. Violations of this policy will result in the imposition of disciplinary sanctions up to and including termination of faculty and staff, and expulsion of students.

Under the Samford University Drug & Alcohol Testing Policy, an employee may be requested to undergo a urinalysis, blood test or other diagnostic test. Samford University reserves the right to test on the following occasions:

1. As a condition of the employment application.
2. After the occurrence of any work-related injury while on Samford University property or during work hours that requires off-premises medical treatment.
3. When there is reason to believe, in the opinion of authorized representatives of Samford University, that an employee has reported to work or is on university property with a measurable quantity of intoxicants, drugs or narcotics in blood or urine.
4. On a random basis.
5. As part of any periodic medical examination provided or required by Samford University.

**EMPLOYMENT OF RELATIVES**

Employees who are members of the same immediate family may not work in the same department or budgetary unit if they have the same supervisor or there is a supervisory relationship between them. Additionally, the above employees may not work in the same department or budgetary unit if their job assignments result in a work relationship at any time.

No family member may interpret policy and procedures or make any work-related decisions regarding hiring, promotion, salary compensation level, job assignment, performance evaluation, discipline or termination affecting another member of his or her immediate family.

Immediate family includes spouse, child (including stepchildren), grandchild, son- or daughter-in-law, parent (including stepparent), grandparent, father- or mother-in-law, sibling (including stepbrother or stepsister), or brother- or sister-in-law.

**EXIT SURVEY**

Should you decide to leave the university, upon receipt of a Termination of Employment Form, the Office of Human Resources will contact you and request completion of an Exit Questionnaire. You may complete the questionnaire in person in the Office of Human Resources or receive one and return it by mail. Information contained in the Exit Questionnaire informs the university of the employee's opinion of the workplace environment provided by Samford.

**FIREARMS AND WEAPONS**

No firearms or weapons are allowed on campus, and any employee who brings a weapon on campus may be subject to immediate dismissal. The only exception to this policy is Campus Safety Officers who are authorized to be armed and have a weapon on campus while performing job related duties.

**IDENTIFICATION CARDS**

All employees are required to have an employee identification and activity card. You may secure the required ID at the Office of Campus Safety. When you leave the university, you should surrender your ID to your supervisor.

**INCLEMENT WEATHER**

Occasionally the Birmingham area experiences bad weather with snow and ice on the roads, making it difficult for employees to get to work. In the event of bad weather, you should listen to local radio and television stations for announcements regarding the closing of Samford University. Most employees are not

required to report to work when the university is closed; however, some departments operate on an around-the-clock, seven-day-per-week schedule providing essential services that cannot be suspended. Employees providing essential services should make every effort to get to work even if the university is closed. If this applies to you, your supervisor will notify you.

The university does not pay for work not performed due to inclement weather. If you are delayed or unable to reach the campus due to weather conditions, you are expected to contact your supervisor and report your situation. Employees should use good judgement, exercise caution and not take unnecessary risks when traveling to work during bad weather conditions.

### **KEY ISSUANCE AND RECOVERY**

If you are assigned an office with a door that has a key lock, you will be issued a key to provide access to that office. Employees who are issued university keys may not duplicate them and should abide by the university key policy and surrender keys when transferring departments within the university or when terminating from the university. Lost keys should be reported as soon as possible to the Facilities Office. Depending on the circumstances, you may be required to pay replacement costs for keys and locks.

University keys should be returned to your Dean, Director or Department Head upon request, transfer or when you leave the university.

### **OFFICE HOURS AND LUNCH BREAKS**

The university business offices normally are open from 8 a.m. to 4:30 p.m., Monday through Friday. Some employees, because of the nature of their work, may be required to work other schedules. Employees will work the shifts assigned by their supervisors. Each employee will be scheduled for work hours and meal breaks by his or her supervisor. Lunch hour is normally scheduled between the hours of 11 a.m. and 1 p.m.

### **OUTSIDE EMPLOYMENT**

The university does not wish to interfere with full-time employees' personal affairs or control time away from the job. However, your job at Samford is expected to be your primary one if you are a full-time employee. Outside employment is allowed if it does not interfere with your Samford function and performance of your Samford responsibilities and is compatible with the interests of Samford University. Before accepting outside employment, it is advisable to discuss the matter with your supervisor. Outside consulting requires prior written approval from the employee's department head.

## **PARKING**

Parking lots and parking spaces are designated by color zones and marked by signs. Between the hours of 7 a.m. and 5 p.m., Monday through Friday, student parking is permitted only in the specific designated parking area of their color-coded decal. If all parking spaces are full in the employee lots near your building, then faculty/staff are encouraged to utilize blue zone parking spaces. Faculty/staff are expected to abide by the parking regulations and pay fines if they receive a citation for illegal parking. Parking on yellow curbs, fire lanes, loading zones, streets, grass and sidewalks is prohibited.

All motor vehicles operated on campus must be registered with the Campus Safety Office and the appropriate hang tag must be affixed to the vehicles as prescribed by the Campus Safety Office. Temporary permits may be obtained from the Campus Safety Office when the anticipated use of the vehicle will not exceed 30 days. Changes in motor vehicles should be reported to the Campus Safety Office as soon as possible. Upon termination of employment with the university, you should turn your hang tag in to your Dean, Director or Department Head.

## **POLITICAL ACTIVITY**

Samford University, as a tax-exempt public charity is subject to certain restrictions regarding carrying on propaganda or attempting to influence legislation. Any employee anticipating engaging in such activities should first present a summary of such activities to the Vice President for Business Affairs, who may seek legal advice regarding the scope of allowable activities under the circumstances.

Samford University is also subject to certain restrictions regarding participation in political campaigns for public office. Tax-exempt public charities are prohibited from participating in, or intervening in any political campaign on behalf of (or in opposition to) any candidate for public office. This restriction includes the publishing or distributing of statements on behalf of (or in opposition to) any candidate for public office.

This policy is not meant to interfere with an employee's own personal political activities. Employees of Samford may fulfill their civic and political rights and responsibilities as private citizens by seeking and holding public office so long as they make it clear that they are acting in a private and individual capacity, and that their activities have neither university sponsorship nor support. Any employee who anticipates seeking election to public office or accepting appointment to one must confer with the employee's immediate supervisor to explore the possibilities of conflict of interest or interference with the ability to devote sufficient time and energy to employment responsibilities.

In writing “Letters to the Editors” and in making public statements as a citizen, employees are expected to exercise discretion and sensitivity in using the Samford University name. Such opinions should be clearly presented as the viewpoint of the employee acting as an individual. They should not be written on university stationery, and the university address should not be used as an identification.

### **SAFETY AND LOSS CONTROL**

Samford University will endeavor to maintain a safe and healthful work place. It will seek to provide safe working equipment and necessary personal protection. In the case of injury, first aid and medical service will be provided, and if necessary, transportation to a medical care facility. The university provides worker’s compensation insurance to pay the expenses of on-the-job accidents. Any work-related injury must be reported to the supervisor immediately. The supervisor will then report the injury to Risk Management, and assistance will be given for obtaining emergency treatment.

Creating and maintaining a safe working environment requires the interest and cooperation of every person throughout our university. The observation of Safety and Security procedures must be an integral part of our daily working hours. Failure to abide by safety rules may be cause for disciplinary action up to and including discharge.

Fire, theft or otherwise dangerous situations should be reported immediately by calling Campus Safety at extension 2020 and giving the location and other pertinent information.

### **SICK LEAVE DONATION**

In the event of a catastrophic illness, under certain circumstances, you may voluntarily donate to another Samford employee, or receive from another employee, accrued sick leave time under a sick leave donation plan. This policy applies to Samford employees, including faculty, who are eligible to accrue sick leave time based on their employment category.

The full text of this policy is available online at [www.samford.edu/admin/humanres](http://www.samford.edu/admin/humanres). Specific questions should be directed to the Office of Human Resources.

### **SMOKING**

Smoking is prohibited in all campus buildings and violation of this policy may result in disciplinary action.

## **SOLICITATION**

Solicitations either by the public in general or among employees are not allowed on the premises of Samford University. Prohibited solicitations include the general public selling retail goods to employees or any employee trying to sell any item to another employee. Regular vendors of the university will conduct their business through authorized company personnel. Students, faculty, staff, university organizations and offices shall conduct themselves in accordance with policy 4.13, Sale of Items. University approved functions, such as the United Way Campaign, are exempt from this policy. Questions concerning the no solicitation policy of the university should be directed to the Vice President and Dean of Students or the Vice President for Business Affairs to determine if a particular function or campaign is authorized by the university.

## **COMPENSATION AND PAYROLL**

### **PAY PERIODS**

If you are a non-exempt or hourly paid employee, you will be paid every other Friday. The pay period ends every other Saturday and pay is distributed the following Friday. Time sheets are required for all employees on the biweekly payroll.

If you are an exempt or salaried employee you will be paid on the last working day of each month.

### **RECEIPT OF PAY**

All employees should participate in direct payroll deposit. This means that your pay will be deposited directly to your account at a participating banking institution each payday. Enrollment forms are available in the Payroll Office.

If a payday falls on a holiday, pay will normally be distributed the business day prior to the holiday. Payroll advice (a statement showing gross pay, itemized deductions and net pay) is e-mailed to your secure Samford e-mail address each payday.

Deductions may be made as follows: group health and dental insurance, United Way, group life insurance, accidental death insurance, optional accident insurance, credit union, gifts to the university, tax-deferred annuities, U.S. Savings Bonds and garnishment. Required deductions are federal withholding taxes, state withholding taxes, Jefferson County occupational taxes and Social Security taxes. In the event of errors in deductions or Social Security number the Payroll Office should be notified immediately.

## **TIME SHEETS**

Time sheets are furnished by the Payroll Office and must be accurately completed by the employee. You must sign out for your meal break and sign in afterward. If no meal break is taken, give an explanation. When working an irregular schedule, you should always sign in and out. Absences on regular workdays must be explained; such as “vacation,” “sick leave—self,” “sick leave—illness in family,” “sick leave—funeral,” etc. An employee must use all accrued vacation time before being off without pay, and in the case of illness, all accrued sick and vacation leave must be used before being off without pay. You should record your time exactly as it is worked, sign the time sheet and have your department head or immediate supervisor sign it. Your time sheet must be in the Payroll Office by 3 p.m. on the Friday before the biweekly payroll period ends.

## **ATTENDANCE REPORT FORMS**

If you are a monthly paid employee who earns vacation time, you must submit an Attendance Report Form to Payroll by the 15th of each month to report absences of a full day or more or to report that you had no absences. Salaried employees on nine-month contracts (faculty) must submit an Attendance Report Form reporting utilization of sick leave only.

## **OVERTIME**

Your workload should be planned so that overtime is not normally necessary. It is your supervisor’s responsibility to determine when overtime work is necessary. All non-exempt (hourly paid) employees who are required to work more than 40 hours per week must be paid at the rate of one and one-half times their regular rate of pay for those hours which exceed 40 in a work week. Hours worked cannot be accrued or banked for utilization in a work week other than the one in which they were worked. Holidays, vacation time and paid sick leave are not counted as time worked in computing overtime pay.

## **SALARY ADJUSTMENTS**

Depending on the availability of funds and Board of Trustee action, at the beginning of each new fiscal year salary adjustments may be awarded on the basis of individual merit. You may be recommended for a salary adjustment in accordance with the budget implementation guidelines for the new fiscal year. The Board of Trustees and Samford University do not recognize across-the-board or cost of living increases. People who have been employed for less than six months at the beginning of the fiscal year are not eligible for a salary increase at that time but may receive one after the successful completion of six months of employment.

## YOUR BENEFITS AT SAMFORD UNIVERSITY

### INSURANCE AND PENSION BENEFITS

#### HEALTH INSURANCE

Upon employment as a full-time employee, you are eligible for Samford's health insurance plan. The plan covers hospitalization, doctors' services, surgery and prescription drugs. You must enroll in the health plan during your first 30 days of employment, or you will have to wait until the open enrollment period to enroll.

#### DENTAL INSURANCE

You are eligible for Samford's dental plan upon employment as a full-time employee and must enroll within your first 30 days of employment or you will have to wait until the open enrollment period to enroll. The dental plan covers diagnostic and preventive care, fillings, oral surgery, prosthetics and orthodontic treatment.

#### LIFE INSURANCE AND ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE

Full-time employees are eligible for Samford's group life insurance plan. The amount of coverage is equal to two and one-half times your annual salary (rounded to the next higher \$1,000 of benefit) up to a maximum benefit of \$600,000. This amount reduces at age 65 if you are still actively employed. You can also purchase life insurance coverage for your spouse and dependent children. In the event of accidental death, the amount of your life insurance benefit is doubled.

#### LONG-TERM DISABILITY INSURANCE

If you are a full-time employee and you become sick or disabled, after a period of 90 days of continuous disability you will be eligible to receive a monthly benefit. The amount of your benefit will be 60% of your pre-disability earnings, reduced by other income benefits such as Social Security disability.

#### BUSINESS TRAVEL ACCIDENTAL DEATH INSURANCE

Samford University provides, at no cost to its employees, a benefit in the event of the employee's death occurring while traveling on university business. The benefit for full-time staff is based on the individual's position and annual salary and ranges from \$200,000 to \$500,000. The benefit for part-time staff is \$50,000.

**PENSION PLAN**

If you are at least 21 years of age and have completed one year of membership service (1,000 hours worked in the 12-month period from the date of hire or in any calendar year), you will participate in the Samford University Pension Plan. The SU Pension Plan is a defined benefit plan and is designed to provide a financial benefit to you at retirement. It is completely funded by the university. Employees make no contributions. You become vested in this plan after five years of vesting service. Normal Retirement is the first day of the month on or following your 65th birthday. Early retirement is allowed at age 55 if you are vested. For more information refer to your Summary Plan Description of the Samford University Pension Plan.

**TAX-DEFERRED ANNUITIES**

Tax-deferred annuity programs are available to full-time employees and part-time employees who work a minimum of 20 hours per week. Choices of tax-sheltered annuities are limited to plans in effect at the university. Employees wishing to begin a tax-sheltered agreement or wishing to change an existing agreement should complete a Salary Reduction Agreement for Tax Sheltered Contributions. Salary Reduction Agreements may be made or changed throughout the year and contributions may be stopped at any time during the year. Effective dates will be based on payroll cycle deadlines. For more information or to enroll, contact the Payroll Office or Human Resources.

**PAID TIME OFF****VACATION**

Vacation leave begins to accrue with the first pay period following your full-time service date and may be taken after completion of three months of continuous full-time employment. It is your responsibility to schedule vacation with the approval of your supervisor as far in advance as possible. On occasion, your requested date of vacation may not permit the continuous operation of your department and another date may have to be selected. It is your supervisor's responsibility to schedule vacations in a manner that ensures adequate coverage of departmental operations.

Vacation leave with pay may be taken up to the amount accrued. It will not be advanced. The maximum vacation leave that may be accumulated is 10 days greater than the vacation earned per year. You will be credited with vacation leave each pay period and your leave balances will be printed on your paycheck statements. When vacation leave is taken it should be recorded on either a biweekly time sheet or a monthly Attendance Report Form. Vacation leave balances are updated each pay period and maintained by the Payroll Office. You will be paid for any unused vacation leave upon termination from the university if you have completed three months of employment.

Vacation benefits for regular full-time Staff accrue as follows:

- 1 year of continuous employment, 12 days per year
- 2 years of continuous employment, 14 days per year
- 4 years of continuous employment, 16 days per year
- 6 years of continuous employment, 18 days per year
- 11 years of continuous employment, 20 days per year
- 16 years of continuous employment, 24 days per year

## **SICK LEAVE**

Sick leave begins to accrue with your full-time service date, and may be used after the completion of three months of full-time employment. All full-time employees earn 12 days sick leave per year to a maximum of 90 working days. Biweekly paid employees accrue sick leave over 26 pay periods and monthly paid employees accrue at the rate of one day per month.

Sick leave may be used for your personal injury (either on or off the job), personal illness or for the illness of a spouse, dependent child or parent. Sick leave may also be used for visits to the doctor and dentist. You may be required to furnish a doctor's statement when five continuous days or more are missed from work. However, supervisors have the right to require a doctor's statement for any absence regardless of the duration. You may use sick leave with pay only up to the total amount accrued, after which time, vacation leave will be charged. Sick leave may not be advanced; neither is it paid out upon termination from Samford.

If you are off work due to personal or family illness, it is your responsibility to maintain regular communications with your supervisor. If you anticipate being off work for an extended period of time, a letter should be submitted to your supervisor indicating the anticipated duration of leave and the expected date of return to work. For more information regarding short term or long term personal or family illness, please also refer to the Family and Medical Leave Policy.

Sick leave should be noted appropriately on time sheets for biweekly paid employees and on Attendance Report Forms for monthly paid employees. Sick leave balances are maintained by the Payroll department and are printed on your paycheck statements.

## **HOLIDAYS**

Holidays observed by the university are New Year's Day, Martin Luther King, Jr. Day, Easter Monday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the following Friday, and Christmas Day. Additional days off at holiday seasons are decided upon by the administration on a year-to-year basis. These days and the conditions under which they are given are announced as each season approaches. It is understood that the declaration of additional holidays on these occasions by the administration does not establish a binding policy or practice for future holidays.

Full-time employees receive pay for the holidays, provided they have been in the university's employ at least since the first day of the month during which the holidays are declared and occur. Part-time and temporary employees are not paid for the holidays. A terminated employee shall not be paid for any holidays occurring after the last day actually worked.

## **LEAVE FOR DEATH IN IMMEDIATE FAMILY**

Full-time employees may use up to three days (per occurrence) of their accrued sick leave to attend or arrange funerals for the members of their immediate families. Immediate family is limited to spouse, child, parent, step-parent, sibling, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, grandparent and grandchild. You should notify your supervisor as soon as possible when taking leave due to death in the family. Upon return to work, an official record, obituary notice, or other form of documentation to substantiate the request for paid leave may be required.

## **JURY DUTY/VOTING**

The university encourages employees to fulfill all civic duties. If an employee is called to serve on a jury, the university will pay his or her regular salary or wages during the time required to be lost by active service as a juror.

All employees are encouraged to vote. Time off to vote can be scheduled with the permission of the supervisor. Any time off must be made up within the same workweek and time not made up within this period will be without pay or may be charged to vacation or personal leave.

**MILITARY LEAVE**

Leave for performing military service will be granted, consistent with and subject to the provisions of the Uniformed Services Employment and Reemployment Rights Act of 1994, and Alabama Code Section 31-2-13 (as amended June 26, 1995). To the extent that such notice is possible, written or oral notice of the impending military service is to be provided to the employer.

Employees will receive up to five days regular pay per calendar year while on military leave. Accrued vacation time may be used to cover all or part of the remaining leave. Questions concerning the rights and obligations of both employee and employer under federal and state laws should be directed to the Director of Human Resources.

## GENERAL EMPLOYEE BENEFITS

### DEPENDENT-CARE SPENDING ACCOUNTS

Full-time employees can participate in dependent care spending accounts and be reimbursed for certain dependent-care expenses with pre-tax dollars. Enrollment in this program is open in December each year with a January 1 effective date.

### EMPLOYEE TUITION BENEFIT FOR EMPLOYEES

The Employee Tuition Benefit (ETB) is available to employees and to their spouses and dependent children when they meet the university's admission requirements. Qualified recipients of this benefit are: (1) full-time employees, (2) legal spouses of full-time employees, (3) sons and daughters of full-time employees who may be claimed as legal dependents for the current calendar year for federal income tax purposes. To receive the ETB, you should obtain an application and an Alabama Student Grant form from the Human Resources Department.

The ETB is available beginning with the next academic term following the date of your full-time employment. If, upon employment, you are currently enrolled at Samford University, the ETB will become effective at the beginning of the next academic term. This benefit applies to full-time and part-time undergraduate studies through the attainment of one bachelor's degree, utilizing the university's Employee Tuition Benefit, and part-time graduate studies deemed beneficial to the employee's job at Samford, through the attainment of one master's degree, utilizing the university's Employee Tuition Benefit at Samford. It does not apply to charges for room, meals, books, special course fees, or any charges other than tuition as established by the Board of Trustees.

Full-time employees are permitted to audit, or take for credit, up to two undergraduate courses or two graduate courses at a time as long as there are sufficient non-employee students in the class which meet the criteria for the minimum number of students necessary to teach the class, and as long as no paying student will be denied access to the class. An employee may not take more than one course at a time during one's normal working hours. If you are given permission by your Vice President/Provost to take a course during normal work hours, you must make up the lost work time during the same workweek and on the university work premises.

Employee Tuition Benefits are also available to retirees with 15 years or more of service. The full text of this policy is available in the Office of Human Resources or may be viewed online at [www.samford.edu/admin/humanres](http://www.samford.edu/admin/humanres).

## **EMPLOYEE TUITION BENEFIT FOR SPOUSES AND DEPENDENT CHILDREN**

The ETB is available to the spouse and dependent children beginning with the next academic term following the date of the employee's full-time employment. If, upon employment, the spouse or dependent children are currently enrolled at Samford University, the ETB will become effective at the beginning of the next academic term. This benefit applies to full-time and part-time undergraduate studies through the attainment of one bachelor's degree utilizing the university's Employee Tuition Benefit. It does not apply to charges for room, meals, books, special course fees, or any charges other than tuition as established by the board of Trustees, nor does it apply to graduate studies or to courses in any degree program beyond those normally designated as undergraduate level courses.

During the first two years of the employees' full-time employment, spouses and dependent children shall receive tuition remission equal to 50% of the cost of tuition. Beginning with the third year of the employees' full-time employment, spouses and dependent children shall receive tuition remission equal to 75% of the cost of tuition. Beginning with the employees' fourth year of full-time employment (following three consecutive years of full-time employment), spouses and dependent children shall receive tuition remission equal to 100% of the cost of tuition.

Should an employee leave the employment of the university before the end of the term during which he or his spouse or dependent received the ETB, the student will be billed pro rata for the remaining value of the ETB for that term.

The ETB is available to the dependent children of an employee with 10 or more years of benefit eligible service, who is eligible for the benefit and dies while employed by the university. The full text of this policy is available in the Office of Human Resources or may be viewed online at [www.samford.edu/admin/humanres](http://www.samford.edu/admin/humanres).

## **TUITION EXCHANGE PROGRAM**

Samford University is a member institution of The Tuition Exchange, Inc., a reciprocal scholarship program for dependent children of full-time faculty and staff at over 480 U.S. colleges and universities. Institutions participating in this program have agreed to remit tuition for participants from other member institutions. The primary obligation of each member institution is to maintain a balanced exchange of students going to other schools (exports) and students coming to Samford from other schools (imports). For more information, contact the Office of Financial Aid. The full text of this policy may be viewed online at [www.samford.edu/admin/humanres](http://www.samford.edu/admin/humanres).

## **ON-THE-JOB INJURY OR WORKERS' COMPENSATION**

If you are injured on the job, you are covered under the Alabama Workers' Compensation Law. Should an injury occur, notify your supervisor immediately. Your supervisor must then notify the Associate Director of Business Services who is responsible for Risk Management. The Associate Director of Business Services will direct you to approved medical facilities for treatment of your on-the-job injury or illness and discuss procedures for payment for time off due to the injury, medical bills, and returning to work after the injury.

No worker's compensation shall be allowed if, at the time of or in the course of entering into employment or at the time of receiving notice of the removal of conditions from a conditional offer of employment, an employee knowingly and falsely misrepresents in writing his or her physical or mental condition, and the condition is aggravated or reinjured in an accident arising out of and in the course of his or her employment. **Misrepresentations as to pre-existing physical or mental conditions may void your workers' compensation benefits.**

## SERVICES AVAILABLE TO EMPLOYEES

### **ATHLETIC EVENTS**

Free admission to most home events.

### **BOOKSTORE**

A 10% discount is offered on books and some other items with your current ID.

### **CAFETERIA AND FOOD COURT**

Food service facilities are located in the University Center for use by employees, students and visitors.

### **CHAPEL FACILITIES**

Reid Chapel is available, for a fee, for weddings and other events. Call ext. 2752 for scheduling.

### **CHECK CASHING**

Personal checks, up to \$50, may be cashed with proper identification in the Bursar's Office (located in Samford Hall) or in the Bookstore (located in the University Center).

### **CHILDREN'S LEARNING CENTER**

The Children's Learning Center, located on South Lakeshore Drive, enrolls children ages six weeks through four years and offers discounts to Samford University faculty, staff and students.

### **CREDIT UNION**

Payroll deductions for savings accounts and loans are available through First Educators Credit Union.

### **EMPLOYEE SERVICE AWARDS**

Employees are recognized at our Annual Service Awards Luncheon for each five years of full-time service.

### **LIBRARIES**

You are welcome to use the university libraries but will first need to have your ID coded by the library. Employees are responsible for the payment of fines when returning overdue books and materials.

### **POST OFFICE**

An official branch of the United States Post Office is located on the ground floor of the Beeson University Center.

### **RECREATION FACILITIES**

Weight room, swimming pool, racquetball court and indoor track facilities are available to faculty and staff when classes are not in session. For dates and times of availability, please contact ESSM.

### **SAMFORD AFTER SUNDOWN**

Employees receive a 20 percent discount on tuition for Samford After Sundown (noncredit) classes.

### **SAMFORD UNIVERSITY THEATRE**

Free tickets are available for most productions. Call the Theatre Box Office, ext. 2853, between the hours of 1:30 p.m. and 4:30 p.m.

Samford University is an Equal Opportunity  
Institution and does not discriminate in its educational  
and employment policies on the basis of race, color,  
sex, age, disability, or national or ethnic origin.

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