

6. GENERAL POLICIES

6.1 INCLEMENT WEATHER AND EMERGENCY CLOSINGS

If the UA System Office officially closes due to inclement weather or other emergency reasons, employees will be granted administrative (paid) leave. Otherwise, if the UA System Office remains open, employees are expected to report to work as usual. Each campus will notify local media sources and post announcements on their websites as determinations are made regarding closings.

The UA System Office operates in multiple locations. Emergency closures, including closures due to inclement weather, may differ by location:

- Campus-based employees should follow campus procedures and advice.
- Montgomery-based employees should follow state office procedures and advice.
- Sid McDonald Hall and other System-only locations in Tuscaloosa should follow UA campus

keys, supplies, computers, credit cards, parking permits, furniture, office décor, etc. Employees should contact Human Resources for instructions on returning all UA System Office property upon separation from service.

6.3 RESPONSIBLE USE OF ELECTRONIC RESOURCES

All electronic media systems, including, but not limited to, voicemail, electronic mail, the Internet, voice and video networks, fax machines, hardware, software, local area networks, files, and all information composed, transmitted, accessed, received, or stored in these systems are the property of the UA System Office. These systems are to be used primarily for conducting UA System Office business. Only limited, occasional, or incidental use of electronic media resources (sending or receiving) for personal, non-business purposes is allowable as is the case with personal calls.

These systems are not to be used in ways that violate UA System Office mission or policies or local, state or federal laws or other legislation. They should not be used for soliciting outside business ventures, nor for soliciting for non-System Office related purposes.

The UA System Office reserves the right, at its discretion, to review any employees electronic files and messages and usage to the extent necessary to ensure that electronic media resources are being used in compliance with applicable guidelines, policies, and laws.

The UA System Office may exercise its right to review, audit, intercept, access and disclose all matters on its systems at any time, with or without employee notice, during or after working hours. Employees should have no expectation of privacy in connection with the use of these systems. In addition, the UA System Office may be required to provide information stored in its electronic media resources to someone other than the user as a result of a court order or a civil, criminal or internal investigation or an open records request.

Employees shall always respect intellectual property rights when obtaining information over the Internet or using e-mail. Illegal or unauthorized downloading, uploading, copying or distribution of f1.6 (,)-1 (c)8.9(f)

with the concept of least privilege meaning that an individual shall be granted access to information required to perform their job and nothing more where technically possible.

Upon employment, most users are given access to a UA System Office email account and a single sign-on

- Use that may involve disclosure of passwords or identifying data that attempts to circumvent system security or in any way attempts to gain unauthorized access
- Use that misrepresents oneself or the UA System Om Ocf.5 (in)2 (rit)7. (S)12 (r in)2.3 (an)1(c)-1.9 (ain)2. (r i

Further, the UA System Office believes that frequent or extended presence of visitors in the workplace has the potential to result in the risk of harm to the visitor and possible liability to the UA System Office.

It is not appropriate for children to be in the workplace on a regular basis. No child with an infectious disease should be brought to the workplace under any circumstances. If UA System Office employees must attend to their children, they should, T7.8 (y)-hohv o t anneal lht4 (h)2.3 8.2 (as)-1.9 (a2-6.6 (p)2. (t)11 ro)-6.6 (p)