



SOUTHEAST ARKANSAS COLLEGE

Changing Lives... One Student at a Time

ACKNOWLEDGEMENT FORM

Please initial by each area, sign and return this form to Personnel

_____ **Faculty Staff Handbook Acknowledgement.** The Faculty Staff Handbook for Southeast Arkansas College is formatted in an

Initial electronic version, available on-line via the internet at <http://www.seark.edu>. This policy is not the complete text of all plan descriptions for employee benefits or of all of SEARK or State rules and regulations. The Personnel Office or Administrative Officers can provide employees with further information about matters referred to in the faculty and staff handbook. In order to comply with the terms and conditions of this form, employees will be given use of a computer to review the revised faculty and staff handbook on-line and to review changes or additions to the employee handbook as they occur. Employees without direct computer access may request assistance to print individual faculty and staff handbook or sections of the policies as necessary.

_____ **Drug-free Workplace Policy.** As an employee of Southeast Arkansas College I hereby certify that I have received a copy of this agency's policy regarding the maintenance of a drug-free workplace. I understand that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited on this agency's premises and violation of this policy can subject me to discipline up to and including termination. I understand that as a condition of employment by a federal contractor, I must abide by the terms of this policy and shall notify my employer of any criminal drug conviction for a violation occurring in the workplace no later than five (5) days after such a conviction. I further understand that Federal law mandates that my employer communicate this conviction to the federal agency, and I hereby waive any and all claims that may arise for conveying this information to the federal agency.

I understand it is my responsibility to review the on-line faculty and staff handbook and become familiar with the policies and procedures included. I understand that this handbook contains information about SEARK policies and procedures but is not intended to contain contractual promises or constitute a contract of employment between Southeast Arkansas College and me. I recognize that SEARK may change or depart from these policies when it considers such changes or departures to be in the best interest of Southeast Arkansas College. I agree to work under and abide by the policies and procedures in this guide and by any revisions or amendments made to the faculty and staff handbook in the future.

_____ **Direct Deposit.** It is the practice of Southeast Arkansas College to deposit employee pay directly to a financial institution that receives electronic transfers. Net pay can be deposited in up to five separate accounts. The accounts can be at the same financial institution or as many as five different ones. Employees should complete a direct deposit form, specifying the financial institution(s) and the account(s) to which they want their paychecks deposited. Employees can receive their Earning Statements by e-mail; contact Personnel at 543-5959 to enroll.

_____ **Repayment of Overpayment.** I understand that if, for any reason, I am overpaid by Southeast Arkansas College either through SEARK error or my own error, I will be required to repay the overpayment. I further understand that the College may deduct said overpayment from my future earnings.

_____ **Overtime.** I understand that cash payment for any overtime worked is the least desirable method of compensation for overtime. I understand that if I am employed in a non-exempt position and work overtime, I will be compensated for this overtime worked with the accrual of compensatory time unless my department chooses to provide a cash payment. All overtime worked requires prior approval by my immediate

supervisor.

Initial **Maximum Hours for Hourly Employees.** I understand that by Arkansas state law I can only work in an hourly position for a maximum of 1,500 hours in a fiscal year. I understand that by working up to the maximum of 29 hours per week that I am not eligible for benefits and holiday pay.

Initial **Benefits Eligibility.** I understand that if I am employed in a full time position I am eligible for employee benefits. I also understand that certain benefits, Basic Life Insurance, and employer contributions to retirement, are mandatory benefits for all benefits-eligible employees. I further understand that I must complete all necessary benefits paperwork within 31 days of my benefits-eligible appointment date.

Initial **Health Coverage Enrollment Deadline.** I understand that I have 31 days from my benefits eligible appointment date to enroll in health coverage. I understand that after this 31-day window has passed, I will **not** be eligible to enroll unless I have a qualifying family or HIPAA event, or unless Southeast Arkansas College offers an Open Enrollment period.

Initial **Retirement Participation.** I understand that if I am employed by the College in a full time position I am eligible for employee benefits. I also understand that certain benefits, Basic Life Insurance and employer contributions to retirement, are provided automatically by the employer. I understand that if I am employed in an full time position that it is mandatory that I make employee contributions on a pre-tax or post-tax basis to Southeast Arkansas College Retirement Plan. I understand that I must complete all necessary paperwork no later than the last working day of the month prior to the month in which I wish to start my contributions.

Initial **Tobacco/Smoke Free Campus.** Effective July 1, 2008, Smoking and the use of tobacco products (including cigarettes, electronic cigarettes, cigars, pipes, smokeless tobacco and other tobacco products) by students, faculty, staff and are prohibited on all Southeast Arkansas College properties.

Initial **Electronic Benefits Plan Documents.** I understand that I can access the Summary Plan Descriptions (SPD) of Southeast Arkansas College on the ArBenefits website <http://www.arbenefits.org> or I may elect a hard copy.

Name (print) Employee ID

Signature Date

Upon completion, return to: Personnel

03/05/2014