

NEW UADA POLICY SUMMARIES – Feb. 12, 2023

UADA 305.1 Bank Depositories Authorization and Collateralization

Impact: Business Office/Financial Staff Only

Summary: This policy outlines the approvals required to open a bank account in the name of UADA, who is authorized to be a signatory on UADA bank accounts, and collateral requirements designed to protect funds on deposit in excess of FDIC insurance limits.

UADA 305.5 Residual Funds

Impact: Principal Investigators (PIs), Department Heads, Administration, and Sponsored Programs/Grants Staff

Summary: This policy establishes the treatment of residual cash balances after the completion of all deliverables under a fixed price sponsored agreement to facilitate grant close-out and future use of residual cash balances.

UADA 306.1 Division of Agriculture Endowment Spending Policy

Impact: Department Heads, Faculty, Administration, and Business Office/Financial Staff

Summary: This existing policy was updated to establish minimum thresholds for UADA-managed endowments and update terminology. This policy does not impact Agricultural Development Council (ADC) or Arkansas 4-H Foundation endowments.

UADA 400.1 Division Employee Performance

Impact: All UADA Employees excluding County Agents, Faculty, and Graduate Assistants

Summary: This policy provides general performance evaluation information, including information regarding core competencies, goals, rating scale definitions, and performance improvement plans. It includes links to Workday Learning that provide instruction on how performance evaluation processes are completed and documented within Workday. This policy was revised 7-1-23 to update Classified and Non-Classified title changes.

UADA 400.2 Division Non-classified Employee Performance Appeals Procedure

Impact: All UADA Employees excluding Faculty and Graduate Assistants

Summary: This policy was revised 7-1-23 to update Classified and Non-Classified title changes.

UADA 421.0 Division Incelement Weather Policy

Impact: All UADA employees.

Summary: Updates were made for situations such as extenuating circumstances and working from home considerations.

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UADA 440.1, 440.1A and 440.1B Division Tuition Waiver / Discount for Employees

Impact: All full-time active employees, not on leave without pay (other than worker's compensation, military or family medical leave), who are employed within the Division as of the final day of regular registration for classes at a higher education institution within the University of Arkansas System, in any particular session or semester, are eligible, as well as the eligible employee's spouse, and dependent children.

Summary: The policy has been updated to correct the names of the all-online components of the UA System as well as other technical corrections.

UADA 445.1 Division Educational Differential Policy

Impact: All Division benefited-appointed employees except all faculty (including instructors) and county extension agents.

Summary: Technical corrections as well as updates to the form.

UADA 910.1 Acceptable Use Policy

Impact: All UADA Employees

Summary: The Acceptable Use Policy aims to explain what employees can and cannot do when using a particular service, system, or network and the expected behavior and actions. This policy helps create a safe and secure user environment while protecting the organization's resources.

UADA 915.1 Access Security and Technology Asset Policy-Procedures

Access Security Impact: Facilities and Information Technology

Technology Asset Impact: All UADA Employees, Volunteers, Students and Residents, Extra Help Workers, Contingent Workers

Summary: The Access Security and Technology Asset Policy-Procedures explains the procedures to follow and who is responsible for protecting information systems that store and process data from hazards such as theft, vandalism, inappropriate physical access, and natural disasters. Technology asset management, specifically focused on electronic devices, explains the types, values, tracking requirements, disposal and repurposing, and the controls and management of assets.

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UADA 915.2 Accessibility Policy and Procedures

Impact: All UADA Employees, Communications, Information Technology

Summary: The Accessibility Policy and Procedures define the standards and procedures of accessibility requirements for the following: websites, web applications, instructional materials, documents, electronic media, software, hardware, systems accessibility, and procurement of software.

UADA 915.3 PHI Security and Clean Desk Policy-Procedure

Impact: All UADA Employees, Volunteers, Students and Residents, Extra Help Workers, Contingent Workers

Summary: The PHI Security and Clean Desk Policy-Procedure explains the definition, initial reporting responsibilities, investigations of reporting, disciplinary sanctions and appeals, and reporting and tracking of breaches. The Clean Desk and Clear Screen Policy helps provide actions to prevent unauthorized access to sensitive data, security and confidentiality of sensitive information, and reduces the risk of information theft, ensuring a clean and secure workspace for employees.

UADA 920.2 Change Management Policy-Process

Impact: Information Technology

Summary: The Change Management Policy-Process Policy governs how changes to the organization's systems, processes, or infrastructure are planned, approved, implemented, and monitored. This policy also ensures that changes are carried out in a controlled and systematic manner to minimize disruptions, mitigate risks, and maintain overall stability and efficiency.

UADA 925.1 Audit Logging and Monitoring Policy

Impact: Information Technology

Summary: The Audit Logging and Monitoring Policy defines how UADA collects, stores, and analyzes log data to monitor and track activities within our systems, networks, or applications and who is responsible for implementing procedures and monitoring and reviewing audit logs.

UADA 930.1 Incident Response Policy

Impact: Information Technology, All UADA Employees, Volunteers, Students and Residents, Contingent Workers

Summary: The Incident Response Policy establishes a structured approach to effectively manage security incidents, protect sensitive information, and enhance UADA's overall security posture. This policy includes reporting security or privacy events, responding to incidents, minimizing damages, and restoring normal operations.

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UADA 935.1 Social Media Users Policy and Procedures

Impact: All UADA Employees

Summary: The Social Media Users Policy and Procedures encourages the use of social media by UADA employees while outlining that social media usage is in line with applicable state and federal laws and regulations. This policy also includes social media procedures for creating and maintaining accounts.

UADA 940.1 Software Development Life Cycle Policy

Impact: Information Technology, All UADA Employees, Volunteers, Students and Residents, Contingent Workers, Vendors, Independent Contractors

Summary: The Software and Development Life Cycle Policy provides requirements for developing and/or implementing new software and systems at UADA. This policy also ensures that all development work is compliant to all regulatory, statutory, federal, and/or state guidelines.