ASBC Expectations

Dress Code

The Business Center dress code is designed to help us all provide a consistent professional appearance to our customers and colleagues. Our appearance reflects on ourselves and the Business Center. Employees are expected to dress in business casual attire (unless the day’s tasks require otherwise). Everyone is expected to wear clothing that is free of holes, rips or tears. Clothing should not be too revealing. Clothing styles dictated by religion or ethnicity are exempt.

Requesting Time Off

- Vacation requests need to be submitted at least five business days in advance of requested time off to ensure adequate coverage in the office(s).
- Leave requests need to be submitted in the MyUK portal for regular employees.
- STEPS employees should email their supervisor with the request.
- If a request is made less than five business days, it is up to the discretion of the supervisor if vacation will be approved.
- If an employee cannot make their shift because due to sickness, the employee should call or email their supervisor before their shift is to begin.

Flexible Work Arrangements

Regular working hours are from 8:00 am to 5:00 pm with an hour lunch from 12:00 – 1:00 pm.

A flexible work arrangement (FWA) is an adjustment to an employee’s regular work schedule on a recurring basis to respond to work-life needs of an employee. The FWA must work for the employee and the needs of the unit. An agreement for a FWA may be revised or revoked by the unit with appropriate length of notice as needed.