



EMPLOYEE HANDBOOK

CHAPTER 14 – INTELLECTUAL PROPERTY

Effective Date: June 1, 2015

Contact: Cynthia Escamilla,
General Counsel

PURPOSE

The purpose of this document is to communicate UIW’s policy related to patentable processes, inventions, and the creation of other intellectual property.

SCOPE

Unless otherwise noted in this policy and within a specific policy, all references to “UIW” in the policies and in this document are applicable to and inclusive of St. Anthony Catholic High School (SACHS).

This policy was developed in compliance with the By-Laws of the University of the Incarnate Word, including all Amendments thereto, which stipulates that the UIW Board of Trustees shall formulate and determine such general policies as shall be deemed necessary for the development and administration of UIW.

DEFINITIONS

None.

LEGAL STATUS

UIW establishes policies that govern the conduct and activities of UIW and its employees, students, and others while they are on the main campus or other UIW sites, conducting UIW business off-campus, or otherwise representing UIW.

UIW policies are not intended to be contractual in nature and will not under any circumstances be construed as creating a contract with any person, firm or entity, nor to provide terms or conditions of employment which are binding on UIW.

In the event of any interpretive differences between UIW policies and division or department policies, UIW policies will take precedence. UIW retains the right at its sole discretion to resolve all issues, including interpretation and resolution of all issues arising under these policies. All interpretations and resolutions made by UIW regarding UIW policies are binding upon UIW employees and any affected non-employees.

UIW policies are effective on their publication date unless otherwise specifically noted, and remain in effect until modified, superseded, withdrawn, or cancelled in writing, or expire on their own terms.

OVERSIGHT RESPONSIBILITIES FOR THIS POLICY

1. Oversight of this policy is assigned to the General Counsel.

2. The policy will be published as a chapter in the Employee Handbook and placed online as a public web resource.
3. The General Counsel will assure its compliance, and report results to the President.
4. This policy will be reviewed at least every three years for possible updates.

First Approved: June 1, 2015

Revised:

Revised:

CHAPTER 14 – INTELLECTUAL PROPERTY

Section 14.1 – Intellectual Property Policy

Subsection 1 - Philosophy and Objectives

While the discovery of patentable processes or inventions and the creation of other intellectual property is not the primary objective of UIW, for any such discoveries or creations, it is the objective of the Board of Trustees to provide an intellectual property policy that will encourage the development of inventions and other intellectual creations for the best interest of the public, the creator, and the research sponsor, if any, and that will permit the timely protection and disclosure of such intellectual property whether by development and commercialization after securing available protection for the creation, by publication, or both. This policy is further intended to protect the respective interests of all concerned by ensuring that the benefits of such property accrue to the public, to the inventor, to UIW and to sponsors of specific research in varying degrees of protection, monetary return and recognition, as circumstances justify or require.

Subsection 2 - General Policy

- 2.1 The intellectual property policy shall apply to all persons employed by UIW, to anyone using UIW facilities under the supervision of UIW personnel, to undergraduates, to candidates for masters and doctoral degrees, and to postdoctoral and pre-doctoral fellows.
- 2.2 Except for intellectual property included in Subsections 2.3 and 2.4, this policy shall apply to, and UIW may assert ownership in intellectual property of, all types (including, but not limited to, any invention, discovery, trade secret, technology, scientific or technological development, and computer software) regardless of whether subject to protection under patent, trademark, copyright, or other laws.
- 2.3 Property that is subject to ownership: Scholarly or educational materials, art works, musical compositions and dramatic and nondramatic literary works related to the author's academic or professional field, regardless of the medium of expression.
- 2.31 Students, professionals, faculty and researcher authors – UIW shall not assert ownership of works covered by this Subsection authored by students, professionals, faculty, and non-faculty researchers. UIW encourages these authors to carefully manage their copyrights.
- 2.32 Software – UIW will normally assert ownership in software as an invention; however, original software which is content covered by Subdivision 2.31, or that is integral to the presentation of such content, shall be owned in accordance with Subdivision 2.31.
- 2.4 Notwithstanding the provisions of Subsection 2.3, UIW shall have sole ownership of all intellectual property created by an employee who was hired specifically or required to produce it or commissioned by UIW. Except as may be provided otherwise in a written agreement approved by the President the provisions of Subdivision 5.23 relating to division of royalties shall not apply to intellectual property owned solely by UIW pursuant to this Subsection 2.4.

- 2.5 Any person who as a result of his or her activities creates intellectual property that is subject to this Policy, other than on government or other sponsored research projects where the grant agreements provide otherwise, should have a major role in the ultimate determination of how it is to be made public, whether by publication, by development and commercialization after securing available protection for the creation, or both.
- 2.6 UIW will provide review and management services for patentable inventions as well as other intellectual property either by its own staff or by other means.
- 2.7 It is a basic policy of UIW that intellectual property be developed to serve UIW and the public interest. This objective usually will require development and commercialization by exclusive licensing, but the public interest may best be promoted by the granting of nonexclusive licenses for the period of the patent. These determinations will be recommended and made in accordance with the administrative procedures hereinafter set out and with the approval of the Board of Trustees.
- 2.8 Other than incidental use, neither the facilities nor the resources of UIW may be used (i) to create, develop or commercialize intellectual properties unrelated to an individual's employment responsibilities (See Subsection 4.1); or (ii) to further develop or commercialize intellectual properties that have been released to an inventor (See Subdivision 5.22) except as the President may approve where UIW retains an interest under the terms of the release.

Subsection 3 - Management Responsibilities

- 3.1 Intellectual Property Advisory Committee. To help administer the intellectual property policy and to make recommendations to the President for referral to the Board of Trustees (in those cases when action by the Board of Trustees is required), an Intellectual Property Advisory Committee may be established.
- 3.2 University Counsel. University Counsel will have responsibility for all legal matters relating to intellectual property. Among other responsibilities, University Counsel will secure protection for intellectual property when appropriate and will police infringements; maintain central databases and files of patent applications, issued patents, copyrights, licenses and agreements; negotiate and preparing license and other agreements; review and approve as to form all agreements relating to intellectual property.
- 3.3 The Chief Financial Officer and VP of Administrative Services will assist in business and financial matters relating to intellectual property, coordinate evaluating royalty and/or equity transactions, and review and approve agreements relating to equity transactions; represent UIW on boards of directors of entities in which UIW holds equity and the right to a Board of Trustees position; serve as a repository for certificates of shares in entities in which UIW holds equity and represent UIW's interest with respect thereto; and coordinate with and cooperate with University Counsel in all such matters.

Subsection 4 - Classification of Discoveries by Source of Support

- 4.1 Intellectual property that is unrelated to the individual's employment responsibility and which has been developed as a result of the individual's efforts on his or her own time with no UIW support or use of UIW's facilities.

- 4.2 Intellectual property that is related to the individual's employment responsibility, or has resulted either from activities performed by the individual on UIW time or from using UIW facilities.
- 4.3 Intellectual property that has resulted from research supported by a grant or contract with the Federal Government or an agency thereof, a nonprofit or for profit nongovernmental entity or by a private gift to UIW.

Subsection 5 - Property Rights and Obligations

- 5.1 Intellectual property unrelated to the individual's employment responsibility that is developed on an individual's own time and without UIW support or use of UIW facilities (See Subsection 4.1) is the exclusive property of the creator and UIW has no interest in any such property and no claim to any profits resulting there from. Should the creator choose to offer the creation to UIW, the President shall recommend whether UIW should support and finance a patent application or other available protective measures and manage the development and commercialization of the property. If the creator makes the offer after obtaining a patent or other protection, the President shall recommend whether UIW should reimburse the creator for expenses in obtaining such protection. If the President so recommends and the creation is accepted for management by UIW, the procedures to be followed and the rights of the parties shall be those set out in Subdivision 5.23.
- 5.2 Intellectual property either related to the individual's employment responsibility, or resulting from activities performed on UIW time or from using UIW facilities is subject to ownership by UIW. (See Subsection 4.2 and Subsection 2.2.)
- 5.21 Before intellectual property covered by Subsection 4.2 is disclosed either to the public or for commercial purposes, and before publishing same, the creator shall submit a reasonably complete and detailed disclosure of such intellectual property to the President of UIW for determination of UIW's interest. In those instances, however, where delay would jeopardize obtaining the appropriate protection for the property, the creator may request the approval of the President and University Counsel, to file a patent application or take other steps to obtain available protection prior to the administrative review provided in the following two subdivisions (See Subsection 5.22 and Subsection 5.23). If the request is granted, the creator may proceed with the filing of a patent application or other available protective measures pending the determination of UIW's interest; provided, however, that the creator shall be reimbursed for reasonable expenses in filing the patent application or taking other steps to obtain protection if the decision of UIW is to assert and exploit its interests. Either the Chairman of the Intellectual Property Advisory Committee or the President shall notify University Counsel of any such application.
- 5.22 If the President recommends that UIW not assert and exploit its interest, and that recommendation is approved by University Counsel, the creator shall be notified within ninety (90) days of the date of submission that he or she is free to obtain and exploit a patent or other intellectual property protection in his or her own right and UIW shall not have any further rights, obligations or duties with respect thereto except that, in some instances UIW may elect to impose certain limitations or obligations or retain income rights, dependent upon the degree of UIW support involved in the creation of such property.

5.23 With respect to intellectual property in which UIW asserts an interest, University Counsel in consultation with the President (or his/her designee) shall decide how, when, and where the intellectual property is to be protected. If UIW decides to patent or seek other available protection for such intellectual property, it may proceed either through its own efforts or those of an appropriate private firm or attorney to obtain protection and manage the intellectual property. It shall be mandatory for all employees, academic and nonacademic, to assign the rights to intellectual property and patents to UIW when such creations fall within Subsection 5.2. In those instances where UIW licenses rights in intellectual property to third parties, the costs of licensing and obtaining a patent or other protection for the property on behalf of UIW shall first be recaptured from any royalties received by UIW, and the remainder of such royalty income (including license fees, prepaid royalties and minimum royalties) shall be divided as follows:

50% to Creator

50% to UIW

With the prior approval of the Board of Trustees the allocation of royalties set forth herein may be adjusted, but in no event shall the creator receive more than 50% or less than 25% of such proceeds. The division of royalties from patents or other intellectual property managed by an intellectual property management concern will be controlled by the terms of UIW's agreement with such concern, as approved by the Board of Trustees. Any other deviation from this rule requires the prior approval of the Board of Trustees.

- 5.3 Intellectual property resulting from research supported by a grant or contract with the Federal Government, or an agency thereof, with a nonprofit or for profit nongovernmental entity, or by a private gift or grant to UIW shall be subject to ownership by UIW (See Subsection 4.3).
- 5.31 Administrative approval of application requests to, and acceptance of grants or contracts with, the Federal Government or any agency thereof, with a nonprofit or for profit nongovernmental entity, or a private donor that contain provisions that are inconsistent with this policy, or other policies and guidelines adopted by the Board of Trustees from time to time imply a decision that the value to UIW of receiving the grant or performing the contract outweighs the impact of any nonconforming provisions of the grant or contract on the intellectual property policies and guidelines of UIW.
- 5.32 The intellectual property policies and guidelines of UIW are subject to, and thus amended and superseded by, the specific terms pertaining to intellectual property rights included in Federal grants and contracts, or grants and contracts with nonprofit and for profit nongovernmental entities or private donors, to the extent of any conflict.
- 5.33 In those instances where it is possible to negotiate UIW-wide intellectual property agreements with the Federal agencies or nonprofit and for profit nongovernmental entities or private donors and thereby obtain more favorable treatment for the creator and UIW, every effort will be made to do so with the cooperation and concurrence of University Counsel after consultation with the President.
- 5.34 Employees of UIW whose intellectual property creations result from a grant or contract with the Federal Government, or any agency thereof, with a nonprofit or for profit nongovernmental entity, or by private gift to UIW shall make such assignment of such

creations as is necessary in each case in order that UIW may discharge its obligation, expressed or implied, under the particular agreement.

- 5.35 In the event that two or more persons are entitled to share royalty income pursuant to Subdivision 5.23 (or equity pursuant to Section 6) and such persons cannot agree on an appropriate sharing arrangement as evidenced by a clear and unequivocal written agreement transmitted to University Counsel, that portion of the royalty income to which the creators are entitled under this Policy will be distributed to such persons in such portions as the Chief Financial Officer may deem appropriate under the circumstances and such decision shall be binding on the creators.
- 5.36 A decision by UIW to seek patent or other available protection for intellectual property covered by Subsection 5.2 shall not obligate UIW to pursue such protection in all national jurisdictions. UIW's decision relating to the geographical scope and duration of such protection shall be final.

Subsection 6 - Equity Interests

- 6.1 In agreements with business entities relating to rights in intellectual property owned by UIW, UIW may receive equity interests as partial or total compensation for the rights conveyed.
- 6.2 With the approval of the Board of Trustees, employees of UIW who conceive, create, discover, invent, or develop intellectual property may hold an equity interest in a business entity that has an agreement with UIW relating to the research, development, licensing or exploitation of that intellectual property.
- 6.3 UIW may negotiate, but shall not be obligated to negotiate, an equity interest on behalf of any employee as a part of an agreement between UIW and a business entity relating to intellectual property conceived, created, discovered, invented, or developed by the employee and owned by UIW.
- 6.4 Dividend income and income from the sale or disposition of equity interests held by UIW pursuant to agreements relating to intellectual property shall belong to UIW and shall be distributed in accordance with the provisions of Section 10.
- 6.5 Dividend income and income from the sale or disposition of an equity interest held by a UIW employee pursuant to an agreement between UIW and a business entity relating to rights in intellectual property conceived, created, discovered, invented or developed by such employee shall belong to the employee.

Subsection 7 - Business Participation

- 7.1 Any UIW employee who conceives, creates, discovers, invents or develops intellectual property shall not serve as a member of the Board of directors or other governing Board, or as an officer or an employee (other than as a consultant) of a business entity that has an agreement with UIW relating to the research, development, licensing, or exploitation of that intellectual property without prior review by University Counsel and approval by the President and the Board of Trustees.
- 7.2 When requested and authorized by the Board of Trustees, an employee may serve on behalf of the Board of Trustees as a member of the Board of directors or other

governing Board of a business entity that has an agreement with UIW relating to the research, development, licensing or exploitation of intellectual property.

Subsection 8 – Reporting

- 8.1 Any employee covered by Subsections 6.2, 7.1, or 7.2 shall report in writing to the President or to such other person as may be designated by the President, the name of any business entity in which the person has an interest or for which the person serves as a director, officer or employee and shall be responsible for submitting a revised written report upon any change in the interest or position held by such person in such business entity. These reports shall be forwarded to the Chief Financial Officer and University Counsel by October 1 of each year for filing with the Board of Trustees.

Subsection 9 - Approval of and Execution of Legal Documents Relating to Rights

- 9.1 Agreements that grant an interest in UIW intellectual property may be executed and delivered in accordance with the provisions of this policy following any required review by University Counsel.
- 9.2 Any document altering substantially the basic intellectual property policy of UIW as set out in the preceding Sections and other policies and guidelines that may be adopted by the Board of Trustees shall have the advance approval of the President and the Board of Trustees as an agenda item. Such an alteration in a sponsored research agreement shall not be considered substantial and the agreement may be executed and delivered as set forth in Subsection 9.1 if, in the judgment of the President the benefits from the level of funding for the proposed research and/or other consideration from the sponsor outweigh any potential disadvantage that may result from the policy deviation.
- 9.3 The President may execute, on behalf of UIW, legal documents relating to UIW's rights in intellectual property, including, but not limited to, declarations, affidavits, powers of attorney, disclaimers, and other such documents relating to patent applications and patents; applications, declarations, affidavits, affidavits of use, powers of attorney, and other such documents relating to trademarks; and other documents approved pursuant to Subsections 9.1 or 9.2. The President or designee may execute, on behalf of UIW, institutional applications for registration or recordation of transfers of ownership and other such documents relating to copyrights.

Subsection 10 - Income from Intellectual Property

- 10.1 The portion of the net income UIW retains from royalties and any other intellectual property-related income shall be used for purposes approved by the Board of Trustees in accordance with standard budgetary policies. With the approval of the Board of Trustees such income may be accumulated in an endowment fund with the income to be distributed as may be approved by the Board of Trustees.
- 10.2 With the prior written approval of the President future royalties payable to a faculty member pursuant to Subdivision 5.23 may be assigned to UIW by the faculty member and designated for use in research to be conducted by such faculty member.

Subsection 11 - Implementation of Intellectual Property Policy

University Counsel shall prepare and distribute such model agreements and recommended procedures as may be considered appropriate for the implementation of the provisions of this policy as well as other policies and guidelines adopted by the Board of Trustees.

Subsection 12 - Construction of Documents

Unless otherwise required by law or UIW's Rules and Regulations, each intellectual property agreement approved hereunder shall be construed in accordance with the Intellectual Property Policy in existence as of its approval date.

Section 14.2 – UIW Intellectual Property Policy *in Plain English*

This Policy Statement answers fundamental questions about intellectual property, such as What is it? To whom does this Policy apply? Who owns intellectual property created by UIW employees and under what circumstances must the owner share royalties? It will also answer other questions like How does UIW identify and evaluate intellectual property? May UIW employees own equity interests in companies that commercialize intellectual property? Who is responsible for obtaining patent protection? Who must approve license agreements? If you have a question about intellectual property that is not answered here, you may refer to the Official Policy or contact the Office of the University Counsel.

What is intellectual property subject to this Policy

This Policy covers all types of intellectual property. The following examples are not exhaustive: the Policy applies to other types not listed here, regardless of whether they may be protected by patent, copyright, trademark, trade secret or other law.

- Inventions
- Discoveries
- Trade secrets
- Trade and service marks
- Writings
- Art works
- Musical compositions and performances
- Software
- Literary works
- Architecture

To whom does this Policy apply

- All UIW employees
- Anyone using UIW facilities under the supervision of UIW personnel
- Undergraduate and graduate students
- Postdoctoral fellows

Ownership: The Starting Point

This is the starting point for understanding this Policy: UIW owns the intellectual property created by its employees under the conditions stated below.

When does UIW own employee-created intellectual property

Any one of these circumstances will result in UIW ownership:

1. If intellectual property is created by an employee within the scope of employment; or
2. If intellectual property is created on UIW time, with the use of UIW facilities or state financial support; or
3. If intellectual property is commissioned by UIW
 - Pursuant to a signed contract; or
 - If it fits within one of the nine categories of works considered works for hire under copyright law
4. If intellectual property results from research supported by Federal funds or third party sponsorship.

When does an employee own intellectual property

1. If it is unrelated to the employee's job responsibilities *and* the employee made no more than incidental use of UIW resources; or
2. If it is an invention that has been released to the inventor in accordance with this Policy; or
3. If the intellectual property is embodied in a professional-, faculty-, researcher- or student-authored scholarly, educational, artistic, musical, literary or architectural work in the author's field of expertise (from here on, a "scholarly work"), even though such a work may be within the scope of employment and even if UIW resources were used –

UNLESS it is a scholarly work (i) created by someone who was specifically hired or required to create it or (ii) commissioned by UIW or a component institution of UIW, in either of which cases, UIW, not the creator, will own the intellectual property.

Who are professionals and researchers

The use of the terms "professionals" and "researchers," together with faculty members and students, is intended to encompass all those individuals who routinely create scholarly works.

For example, if a library administrator writes a book about Texas History, his/her field of expertise, UIW will not assert ownership of the book.

In the case of educational materials that involve significant institutional resource contributions, UIW retains rights, for example, to use the work and to recover its investment. And in some cases, (see below) UIW may be a joint author and owner of such works.

What is considered to be within the scope of my employment

Works related to an employee's job responsibilities, even if he or she is not specifically requested to create them, will belong to UIW as works-for-hire. A copyright work is related to your job responsibilities if it is

the kind of work you are employed to do and you do it, at least in part, for your use at work, or for use by fellow employees, your employer or your employer's clients. The work should be performed substantially at work using work facilities, but your use of personal time or other facilities to create the work will not change its basic nature if it is related to your job as described above. Works that have nothing to do with job duties will remain the property of the employee, so long as he or she makes no more than incidental use of UIW facilities.

For example, if your job is "Safety Engineer", a software program that you create on your own initiative to run on each employee's computer to show a graphic of their nearest fire exits is related to your job duties and will belong to UIW, even if no one asked you to create it and you did some of the programming at home on your own computer. A program that you create that does not relate to your job, that neither you nor others use at work, and that you created on your own time would belong to you.

How do I know if I have been "specifically hired or required to create" a work

In some cases this will be clear from your job description. For example, faculty members are required by their institutions to create certain materials for use by their departments. In other cases a faculty member may be hired to create specific materials, such as online course materials for a specific class or department. In such a case, UIW will own the copyright in the materials and any other resulting intellectual property.

There are several ways to clarify circumstances that are confusing or are exceptions to the more general rules.

1. Professionals, faculty members, researchers or students employed to create specific intellectual property, or hired to create intellectual property generally, should review and sign a single-page acknowledgement to clarify ownership of the works they create. The acknowledgment also applies to other employees who are hired to create intellectual property (i.e. adjunct faculty) and to whom the royalty sharing provisions may not apply as discussed below. UIW has agreed to pay a royalty to full-time faculty for development of online courses and the Work for Hire Acknowledgement will be used to acknowledge the ownership and royalty agreement.
2. In general, it's always better to ask questions about the ownership of intellectual property before its creation to avoid misunderstandings.

May a work be jointly owned by an employee and UIW

This is very likely to be the case for works protected by copyright such as multimedia courseware products and distance learning materials. Anyone who contributes the kind of expression protected by the law is a joint author if the contribution is intended to be part of an integrated whole. UIW's employees who work as programmers, graphic artists, video technicians, script writers, etc., create just this kind of expression. When added to a faculty member's contribution, the result is a jointly-authored work, owned by UIW and the faculty member. There can be other author-owners as well. The article, [*Who Owns What?*](#) explains this more thoroughly.

When must the owner of intellectual property share royalties or other benefits from commercialization

In the vast majority of cases, the owner, whether UIW or an employee, will retain all royalties or other benefits from any commercialization of intellectual property. These are the exceptions:

- An employee owner must share benefits with UIW
- From commercializing a UIW invention released to him or her; or
- If the work embodying the intellectual property required significant resource contributions from UIW or a component to create or develop the intellectual property. In this case, the parties should execute an agreement regarding the sharing arrangement before starting the project that will result in creation of the intellectual property.
- UIW will share royalties from commercialization of intellectual property it owns if the work is an invention, discovery, trade secret, trade or service mark, or software, regardless of how protected
- **UNLESS** the employee creator was hired specifically or required to create the intellectual property or the work was commissioned by UIW or a component institution of UIW/ SACHS, in either of which cases the royalty-sharing provisions of this Policy shall not apply and the owner shall retain all benefits from commercialization.

What should I do if I think I have created intellectual property subject to the Policy

As noted above, intellectual property includes works protected by copyright, patent, trade secret and other laws, but we do not handle all intellectual property in the same way. Scholarly works are handled differently from inventions, discoveries and ideas because our concerns about protecting them are different, as explained below.

Inventions: UIW will normally own all inventions created by employees within the scope of their employment and must be sure that it can legally protect the invention if it hopes to license it. Since publication of the idea embodied in the invention bars the filing of a patent application in every country in the world except the United States, and starts a one-year clock running on the right to file a patent application in the United States, publication is a very important event - one UIW would like to know about *before* it happens! Because of these concerns, the Policy requires that inventors disclose their inventions to the Intellectual Property Advisory Committee well before they submit any information about the invention for publication, make any public disclosure or even a private disclosure to a commercial entity.

The Intellectual Property Advisory Committee reviews disclosures to decide whether UIW should assert its interest in an invention or release the invention to the inventor. Sometimes this process may take some time, so that occasionally, the inventor may wish to file a patent application while the Committee's review is proceeding. If the institution authorizes such a patent application and the UIW decides later to assert its interest, the inventor will be reimbursed for patent expenses.

Scholarly works: Scholarly works are owned by their authors if the author is a professional, faculty member, a non-faculty researcher or a student. Their scholarly works do not have to be disclosed to or reviewed by the institution. Scholarly works are usually protected by copyright rather than patent. Copyright protects works of authorship from the moment of their fixation in a tangible medium of expression, that is, instantly and automatically. As a result, the rigorous institutional review given to possibly patentable inventions is unnecessary to protect an interest in copyright works.

Our main concerns with scholarly works owned by professionals, faculty, non-faculty researchers and students are to allocate and recover resources that may be contributed to the creation of such works. If a project involves the use of significant UIW resources, the creator and UIW should agree before the

project begins on use of facilities, allocation of rights to use the work, and recovery of expenses and/or sharing of benefits from commercialization of the work.

Who secures patents or other legal protection

If intellectual property belongs to UIW, UIW will secure patent or trademark protection. Individuals who own a copyright work or invention must secure protection themselves, at their own expense.

Who may take an equity interest in or serve as an officer, director or employee of a company that commercializes UIW intellectual property

Although UIW is free to take an equity interest in a licensee as partial or full consideration for the license of UIW intellectual property, it could be a conflict of interest for an employee of UIW or a component institution to also be an employee, officer, director or stockholder in a corporation or other business entity that licenses UIW intellectual property. Because of this possible conflict of interest UIW or component institution employees may hold equity interests in licensees or be employees, officers or directors only after approval by President of UIW.

Approval and Execution of Documents

1. Patent, technology and software license agreements and other agreements that convey an interest in UIW intellectual property are reviewed by the University Counsel and executed by the Chief Financial Officer.

Work-for-hire Acknowledgment

The UIW Intellectual Property Policy contains two provisions (Subsection 2.3 and Subdivision 5.23) that do not apply if the individual who created the property was required or hired specifically to create it, but there may be times when it is unclear to either the employee, the employer or both, whether an employee was required or hired to create intellectual property. The purpose of this acknowledgment is to help identify individuals who have been required or hired to create intellectual property, discuss the application of the Rules with them, and record that they understand.

There are two circumstances likely to cause confusion:

- Professional, faculty, researcher or student employees required or hired specifically to create the kinds of works they would normally own under Subsection 2.3 of the Intellectual Property Policy (scholarly, educational, artistic, musical, literary or architectural works).
- Any employee required or hired specifically to create the kinds of works for which royalty-sharing incentives are usually provided under Subdivision 5.23 of the Intellectual Property Policy (inventions, discoveries, trade secrets, trade and service marks, and software).

UIW may discuss and execute acknowledgments with these two types of employees and any other employees in similar circumstances where confusion may be likely.



EMPLOYEE HANDBOOK

CHAPTER 15 – REASONABLE ACCOMODATION

Effective Date: June 1, 2015

Contact: Annette Thompson,

Associate Vice President for Human Resources

PURPOSE

The purpose of this document is to communicate UIW’s policy regarding requests from employees, students, or visitors for reasonable accommodation.

SCOPE

Unless otherwise noted in this policy and within a specific policy, all references to “UIW” in the policies and in this document are applicable to and inclusive of St. Anthony Catholic High School (SACHS).

This policy was developed in compliance with the By-Laws of the University of the Incarnate Word, including all Amendments thereto, which stipulates that the UIW Board of Trustees shall formulate and determine such general policies as shall be deemed necessary for the development and administration of UIW.

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OVERSIGHT RESPONSIBILITIES FOR THIS POLICY

1. Oversight of this policy is assigned to the Associate Vice President for Human Resources.
2. The policy will be published as a chapter in the Employee Handbook and placed online as a public web resource.
3. The Associate Vice President for Human Resources will assure its compliance, and report results to the General Counsel.
4. This policy will be reviewed at least every three years for possible updates.

First Approved: June 1, 2015

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CHAPTER 15 – REASONABLE ACCOMMODATION

Section 15.1 – General

Title I of the Americans with Disabilities Act requires an employer to provide reasonable accommodation to qualified individuals with disabilities who are employees or applicants for employment, except when such accommodation would cause an undue hardship. UIW is committed to guiding employees and affected departments through the accommodation process paying particular attention to the needs of all effected by the outcome.

Section 15.2 – Application

UIW accommodates reasonable requests from qualified individuals unless the requested accommodation would pose an undue hardship, result in a fundamental alteration in the nature of the service, program or activity, or pose an undue financial or administrative burden. The term “reasonable accommodation” is used in its general sense in this policy to apply to employees, students, and visitors.

Section 15.3 – What Are Considered Reasonable Accommodations

Reasonable accommodations may include, but are not limited to:

- Making existing facilities readily accessible and usable by individuals with disabilities;
- Job restructuring;
- Part-time or modified work schedules;
- Reassignment to a vacant position *if qualified*;
- Acquisition or modification of equipment or devices;
- Adjustment or modification of examinations, training materials or policies;
- Providing qualified readers or interpreters; and
- Modifying policies, practices and procedures.

Section 15.4 – Requesting an Accommodation

With the exception of student academic matters, all requests for reasonable accommodation should be directed to the Office of Human Resources. Reasonable accommodation with respect to student academic matters should be referred to the Office of Student Disability Services. An employee seeking accommodation(s) may be requested to submit information establishing the existence or extent of a covered disability and/or the need for the accommodation(s).

Section 15.5 – Discriminatory Treatment

An individual who wishes to file a complaint regarding discrimination due to a disability may file that complaint with the Associate Vice President for Human Resources in accordance with the discrimination grievance procedures found in Chapter 12.



EMPLOYEE HANDBOOK

CHAPTER 16 – COMMERCIAL DRIVER’S LICENSE (CDL) ALCOHOL AND CONTROLLED SUBSTANCES TESTING

Effective Date: June 1, 2015

Contact: **Annette Thompson,**
Associate Vice President for Human Resources

PURPOSE

The purpose of this document is to communicate UIW’s policy related to alcohol and controlled substances testing for employees required to hold a commercial driver’s license.

SCOPE

Unless otherwise noted in this policy and within a specific policy, all references to “UIW” in the policies and in this document are applicable to and inclusive of St. Anthony Catholic High School (SACHS).

This policy was developed in compliance with the By-Laws of the University of the Incarnate Word, including all Amendments thereto, which stipulates that the UIW Board of Trustees shall formulate and determine such general policies as shall be deemed necessary for the development and administration of UIW.

DEFINITIONS

None.

LEGAL STATUS

UIW establishes policies that govern the conduct and activities of UIW and its employees, students, and others while they are on the main campus or other UIW sites, conducting UIW business off-campus, or otherwise representing UIW.

UIW policies are not intended to be contractual in nature and will not under any circumstances be construed as creating a contract with any person, firm or entity, nor to provide terms or conditions of employment which are binding on UIW.

In the event of any interpretive differences between UIW policies and division or department policies, UIW policies will take precedence. UIW retains the right at its sole discretion to resolve all issues, including interpretation and resolution of all issues arising under these policies. All interpretations and resolutions made by UIW regarding UIW policies are binding upon UIW employees and any affected non-employees.

UIW policies are effective on their publication date unless otherwise specifically noted, and remain in effect until modified, superseded, withdrawn, or cancelled in writing, or expire on their own terms.

OVERSIGHT RESPONSIBILITIES FOR THIS POLICY

1. Oversight of this policy is assigned to the Associate Vice President for Human Resources.
2. The policy will be published as a chapter in the Employee Handbook and placed online as a public web resource.
3. The Associate Vice President for Human Resources will assure its compliance, and report results to the General Counsel.
4. This policy will be reviewed at least every three years for possible updates.

First Approved: June 1, 2015

Revised:

Revised:

CHAPTER 16 - COMMERCIAL DRIVER'S LICENSE (CDL) ALCOHOL AND CONTROLLED SUBSTANCES TESTING POLICY

Section 16.1- Policy and Regulation Basis

This policy is established to comply with the United States Department of Transportation (DOT) regulations which require UIW to conduct various alcohol and drug tests of its employees who are required to hold a commercial driver's license (CDL). These procedures are established to comply with The Omnibus Transportation Employee Testing Act of 1991 and corresponding regulations found in title 49, Code of Federal Regulations requiring that UIW conduct alcohol and controlled substance tests of certain transportation workers. The broad purpose of these regulations are to detect and deter conduct which may jeopardize the individual health, safety and well-being of UIW employees, students, and the public; and to enhance their overall safety by establishing an alcohol misuse and drug prevention program.

Section 16.2 – Application

This policy applies to all UIW employees required to hold a CDL and who operate a commercial motor vehicle (CMV) as defined below:

- Has a gross combination weight rating of 26, 001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds;
- Has a gross vehicle weight rating of 26, 001 or more pounds;
- Is designed to transport 16 or more passengers, including the driver; or
- Is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act.

Section 16.3 – Prohibited Activity

Covered employees are prohibited from:

- Reporting for duty or remaining on duty requiring the performance of safety-sensitive functions while have an alcohol concentration of 0.02 or greater;
- Being on duty or operating a CMV while possessing alcohol;
- Using alcohol while on the job, including during breaks or meals;
- Performing safety-sensitive functions within four hours after using alcohol;
- Using alcohol within eight (8) hours following an accident, or until he or she undergoes a post-accident alcohol test, whichever occurs first, where the individual is require to take a post-accident test under these procedures and Federal law;
- Refusing to submit to a post-accident alcohol or controlled substance test, a random alcohol or controlled substance test, a reasonable suspicion alcohol or controlled substance test, or a follow-up alcohol or controlled substance test required under this Policy and Federal law. Adulteration or dilution of a specimen during the testing procedure will be considered refusal to submit to a test;
- Reporting for duty or remaining on duty requiring the performance of safety-sensitive functions when the covered individual uses any controlled substance, except when the use is pursuant to the instructions of a physician who had the advised the covered individual that the substance does not adversely affect the covered individual's ability to safely perform a safety-sensitive function; and
- Reporting for duty, remaining on duty or performing a safety-sensitive function if the covered individual tests positive for a controlled substance.

Section 16.4 – Required Tests

Employees are required to submit to drug and/or alcohol testing, including but not limited to urinalysis, breath, and blood screens under the following circumstances. Before performing a test, the Office of Human Resources must notify the employee that the test is being performed pursuant to the D.O.T. regulations:

- **Pre-Employment.** An applicant for (or a current employee moving to) a position subject to the Federal Highway Administration (FHWA) testing requirements (i.e. jobs requiring a “CDL”) must undergo a drug test and receive a negative result.
- **Reasonable Suspicion.** Where management has reasonable suspicion to believe that an employee is under the influence of alcohol or a prohibited substance while on duty, an employee will be required to submit to testing. Management’s determination that reasonable suspicion exists must be based on specific observations concerning the appearance, behavior, speech, or body odors of the driver. The observations must be made during, just preceding, or just after the period of the workday that the driver is required to be in compliance.

When a supervisor has reasonable suspicion under this part, he/she must record in writing, the observations that led to these conclusions within a reasonable time of the observed behavior. The supervisor should attempt to secure second supervisors to witness the observed employee. The second supervisor should collaborate their observations in writing within a reasonable period of time. The supervisor must then accompany and escort the employee to the designated collection site.

If for some reason a supervisor is unable to obtain a reasonable suspicion test, he/she shall nonetheless not permit an employee to remain on duty if the driver is under the influence or impaired by alcohol or controlled substance as indicated by the behavioral, speech, and performance indicators of such misuse. In this case, the employee will be permitted to return to work when:

- An alcohol test shows a concentration of less than 0.02;
- Twenty-four hours have elapsed since the reasonable suspicion observations: or Substance abuse testing shows/demonstrates that the person is no longer under the influence of a controlled substance.
- **Post-Accident.** As soon as practicable following an accident involving a commercial motor vehicle, the driver of the vehicle must be tested for alcohol and controlled substances if:
 - There was a death involved;
 - The driver receives a citation for a moving traffic violation arising from the accident and the driver or other person required immediate medical treatment away from the scene of the accident; or
 - The driver received a citation for a moving traffic violation and one of the vehicles had to be towed from the scene of the accident.

An alcohol test should be administered within two (2) hours (and must be administered no later than eight (8) hours) following the accident. A controlled substance test must be administered within thirty-two (32) hours following the accident. If the tests are not administered within these time frames, a report must be prepared to explain why the test(s) were not promptly administered.

A driver who is subject to post-accident testing must remain readily available for the testing (unless injury prevents), or shall be deemed to have refused to submit to testing.

Section 16.5 – Random Selection

As part of a random selection process, the random testing of drivers will be unannounced and spread reasonably throughout the year. Upon being ordered by a supervisor, the driver must proceed to the test site. The order will be made and the testing will be performed during the work hour of the employee. The minimum annual percentage rate for random alcohol testing is ten percent of the average number of commercial drivers. The minimum annual percentage rate for random controlled substance testing is fifty percent of the average number of commercial drivers. In the event the employee does not have access to transportation to the collection site, the supervisor will be responsible for arranging it. The covered employees will be randomly selected using a scientifically valid method such as social security numbers.

Section 16.6 – Return-To-Duty and Follow-Up Testing

Before a driver returns to duty requiring the performance of a safety-sensitive function after engaging in prohibited behavior regarding alcohol or controlled substances, or have tested positive for controlled substances, the driver must undergo a return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02 and/or a return –to-duty for controlled substance test with a result indicating a verified negative result for controlled substance use. Following a determination that a driver is in need of assistance in resolving problems associated with alcohol misuse and/or use of controlled substances, the driver will be subject to unannounced follow-up alcohol and/or controlled substance testing as directed by a substance abuse professional for up to sixty (60) months. The number and frequency of the tests will be determined by the professional, but will consist of at least six tests in the first twelve months following the driver’s return to duty and may continue for up to five years.

Section 16.7 – Positive Test

The law requires that an employee will not be permitted to perform safety-sensitive functions, including driving a commercial motor vehicle, if the employee tests positive for alcohol. In addition, an employee will not be permitted to return to work until he/she:

- Has undergone a return to duty alcohol or controlled substance test (see “Return to duty and follow up testing” section above); and
- Has been evaluated by a substance abuse professional who will determine what assistance, if any, the employee needs in resolving problems associated with alcohol misuse and controlled substance use.

If the driver is identified as needing assistance, and a rehabilitation program has been prescribed, the driver will be evaluated to determine that he/she has properly followed the treatment/program. The substance abuse professional will determine that the employee has successfully complied with any recommended course of treatment. UIW will provide information on contacting substance abuse professionals, counseling and treatment programs.

Management will follow UIW policies and procedures regarding sanctions for violation of this policy, including but not limited to the applicable policies and procedures.

Section 16.8 – Payment for Testing

UIW will pay for all drug and alcohol testing with the exception of:

- Split specimen testing -If an employee tests positive to a controlled substance test, he/she may request that the split specimen be tested. The employee must pay for this test.
- Return to duty and follow-up testing. The employee must pay for all return-to-duty and follow-up testing that is required.

Section 16.9 – Access to Test Results

Except as required by law or federal regulation, or where the employee authorizes release of information, UIW will not release specific information about alcohol and controlled substance testing to outside parties without written permission from the employee. An employee is entitled, upon written request, to obtain copies of any records pertaining to his/her use of alcohol or controlled substance, including any records pertaining to his/her alcohol or controlled substances tests.

Section 16.10 – Records Maintenance

The university is required to maintain records of its alcohol misuse and controlled substance prevention program in a secure location with controlled access as follows:

- Five year record retention requirement: Records of any employee alcohol test results indicating an alcohol concentration of 0.02 or greater; documentation of refusals to take required alcohol or controlled substance tests; verified controlled substance test results; equipment calibration documentation; and documentation of employee evaluations and referrals;
- Two year record retention requirement: Records related to collections and training; and
- One year record retention requirement: Records of any negative test results.

Section 16.11 – Supervisor Training

All supervisors of drivers performing safety-sensitive functions will receive at least sixty minutes of training on alcohol misuse and an additional sixty minutes of training on reasonable suspicion. This training will cover the physical, behavioral, speech, and performance indicators of probable alcohol misuse and use of controlled substances. It will also cover available methods of intervening when an alcohol or a controlled substances problem is suspected including confrontation, referral to appropriate agencies, and/or referral to Management.



**UNIVERSITY OF THE
INCARNATE WORD**

EMPLOYEE HANDBOOK

CHAPTER 17 – COPYRIGHT

Effective Date: June 1, 2015

Contact: Tracey Mendoza,
Dean of Libraries

Purpose:

The purpose of this document is to communicate UIW’s policy related to the use of copyright protected resources. Employees, students, and all UIW affiliates, in any role or relationship to or for the university, will abide by United States Copyright Law.

Scope:

Unless otherwise noted in this policy and within a specific policy, all references to “UIW” in the policies and in this document are applicable to and inclusive of St. Anthony Catholic High School (SACHS). This policy was developed in compliance with the *Bylaws* of the University of the Incarnate Word, including all amendments thereto, which stipulate that the UIW Board of Trustees shall formulate and determine such general policies as shall be deemed necessary for the development and administration of UIW. This policy applies to anyone using UIW’s technologies and systems such as computers, software, licenses, networks, data, and other related facilities. This policy adopts the resource [UIW Libraries Copyright & Fair Use LibGuide](#) as if fully set forth in this policy.

Definitions:

Copyright – Is considered to be one form of intellectual property. The U.S. [Copyright Office](#) [defines](#) copyright as a “*form of protection grounded in the U.S. Constitution and granted by law for original works of authorship fixed in a tangible medium of expression. Copyright covers both published and unpublished works.*” U.S. Copyright applies to any work with a “modicum of creativity” fixed in a tangible medium of expression from the moment of creation. An author/creator does not need to register a work with the U.S. Copyright Office, although, there are benefits to doing so. Factual information such as a list of numbers and figures, titles, and names do not have copyright protection.

[Fair Use](#) – is an exception to the [exclusive rights of a copyright owner](#) in that it allows the use of a copyrighted work without permission based on four factors. There is no specific definition or “safe harbor” for what constitutes fair use. Each use must be analyzed on a case-by-case basis. Use of copyrighted resources in higher education may have factors that support a fair use claim, but not all educational use is fair use, and one factor may weigh more heavily in determining a fair use claim. Applicable guidelines and other information concerning fair use are located on the [UIW Libraries Copyright & Fair Use LibGuide](#).

Public Domain – [Works in the public domain](#) are free to use without permission. They have no copyright protections. Authors/creators can release their work directly to the public domain and works fall into the public domain after a certain number of years. Some works do not meet the criteria for copyright protections.

Intellectual Property “IP” - There are four main types of intellectual property: patents, trademarks, copyright, and trade secrets. The UIW Policy on Intellectual Policy covers how IP ownership is managed by the University. The UIW Policy on Intellectual Property is located in Chapter 14 of the Employee Handbook.

Licensing – Content owners (including content vendors) license their work to defined users for defined purposes. There are limitations on this usage, but the license allows this defined usage by authorized users without seeking permission per the licensed terms. Other kinds of licensing allow work to be shared openly. [Creative Commons](#) licensing, [GNU Licensing](#) (for software), and other open licensing allow the content owner to specify how a work will be openly shared with specific usage in the licensed terms.

Legal Status:

UIW establishes policies that govern the conduct and activities of UIW and its employees, students, and others while they are on main campus and other UIW sites, conducting UIW business off-campus, or otherwise representing UIW. UIW policies are not intended to be contractual in nature and will not under any circumstances be construed as creating a contract with any person, firm or entity, not to provide terms or conditions of employment which are binding on UIW. In the event of any interpretive differences between UIW policies and division of department policies, UIW policies will take precedence. UIW retains the right at its sole discretion to resolve all issues, including interpretation and resolution of all issues arising under these policies. All interpretations and resolutions made by UIW regarding UIW policies are binding upon UIW employees and any affected non-employees. UIW policies are effective on their publication date unless otherwise specifically noted, and remain in effect until modified, superseded, withdrawn, or cancelled in writing, or expire on their own terms.

OVERSIGHT RESPONSIBILITIES FOR THIS POLICY:

1. Each community member is responsible for compliance with this policy and U.S. Copyright Law.
2. Oversight and review of this policy is assigned to the Dean of Libraries and will be reviewed every 3 to 5 years.
3. Oversight responsibilities for receipt of copyright infringement complaints is assigned to the [Office of General Counsel](#).
4. The Dean of Libraries, through the programs and services of UIW Libraries, will partner in providing education and resources for the development of general knowledge and understanding of copyright. Referrals to the Office of General Counsel may be made when specific questions of legality of use and possible infringement arise.

First Approved: June 1, 2015
Revised: September 1, 2022
Revised:

CHAPTER 17 – COPYRIGHT

Section 17.1 – General

It is the Board of Trustees' intent that all UIW employees, all students, and all UIW affiliates in any role or relationship to or for the university abide by U.S. Copyright Law ([Title 17, U.S.C., Section 101, et. seq.](#)) Each member of the UIW community is responsible for understanding and complying with this policy and related laws.

To that end, employees, students, and affiliates, as well as affiliates who are work for hire, are:

- Forbidden to make copies of copyrighted works (including software, digital resources, or any other form of work) unless the actions and uses are authorized under law such as **(a)** fair use, **(b)** special exemption described in federal law, **(c)** are licensed for the specific action taken, **(d)** have written permission for the specific use by the copyright owner.
- Cannot perform copyrighted works unless the performance has been licensed, purchased with performance rights, can be considered fair use, or written permission has been obtained by the copyright owner OR the performance is authorized under [Title 17, U.S.C., Sections 110 \(1\), \(2\), \(4\), or \(8\)](#).
- Forbidden to show, display, or play any copyrighted audio/visual works in public unless the work has been licensed commercially or with open access licensing or purchased with *non-theatrical, public performance rights*. Public viewing is defined as the screening, streaming, or playing of media content to individuals in an environment that is *not direct, mediated instruction by an instructor to students in a course for academic credit*; and
- Forbidden to use university equipment and other provided resources that violate copyright law. This policy covers photocopy equipment, audio/visual recording equipment, digital recording and duplication equipment, computers, systems and software, networks, Internet access, any unlisted and developing technologies, and personnel.

For more information about U.S. Copyright Law including any amendments to the law, visit the [U.S. Copyright Office website](#) and the [UIW Libraries Copyright and Fair Use LibGuide](#).



EMPLOYEE HANDBOOK

CHAPTER 18 – MISCELLANEOUS POLICIES

Effective Date: June 1, 2015

Contact: Annette Thompson,

Associate Vice President for Human Resources

PURPOSE

The purpose of this document is to communicate UIW's policies related to several unrelated topics that cannot be incorporated into the preceding chapters.

SCOPE

Unless otherwise noted in this policy and within a specific policy, all references to "UIW" in the policies and in this document are applicable to and inclusive of St. Anthony Catholic High School (SACHS).

This policy was developed in compliance with the By-Laws of the University of the Incarnate Word, including all Amendments thereto, which stipulates that the UIW Board of Trustees shall formulate and determine such general policies as shall be deemed necessary for the development and administration of UIW.

DEFINITIONS

None

LEGAL STATUS

UIW establishes policies that govern the conduct and activities of UIW and its employees, students, and others while they are on the main campus or other UIW sites, conducting UIW business off-campus, or otherwise representing UIW.

UIW policies are not intended to be contractual in nature and will not under any circumstances be construed as creating a contract with any person, firm or entity, nor to provide terms or conditions of employment which are binding on UIW.

In the event of any interpretive differences between UIW policies and division or department policies, UIW policies will take precedence. UIW retains the right at its sole discretion to resolve all issues, including interpretation and resolution of all issues arising under these policies. All interpretations and resolutions made by UIW regarding UIW policies are binding upon UIW employees and any affected non-employees.

UIW policies are effective on their publication date unless otherwise specifically noted, and remain in effect until modified, superseded, withdrawn, or cancelled in writing, or expire on their own terms.

OVERSIGHT RESPONSIBILITIES FOR THIS POLICY

1. Oversight of this policy is assigned to the Associate Vice President for Human Resources.
2. The policy will be published as a chapter in the Employee Handbook and placed online as a public web resource.
3. The Associate Vice President for Human Resources will assure its compliance, and report results to the General Counsel.
4. This policy will be reviewed at least every three years for possible updates.

First Approved: June 1, 2015
Revised: June 1, 2018
Revised:

CHAPTER 18 – MISCELLANEOUS POLICIES

Section 18.1 – Smoking Policy

See Chapter 20 for the Smoke and Tobacco Free Campus Policy or visit the [UIW Smoke and Tobacco Free web page](#).

Section 18.2 – Employee’s Children on Campus

UIW celebrates the presence of children in the lives of our large campus family and is committed to ensuring the health, safety and wellbeing of children. UIW encourages safe, supervised campus visitations by children for the purposes of making decisions about their academic future, attending music classes, educational, cultural, or sporting events and camps.

General

UIW campus grounds and infrastructure are designed to provide an environment conducive to academic and occupational activities performed by students and employees. For reasons that include safety of children, and assuring professional efficient performance of academic pursuits, operations, and services, UIW cannot routinely accommodate employees’ children in campus workplaces and classrooms. The University acknowledges that employees’ children may be present in the workplace in some circumstances, and for a limited amount of time.

Allowable Circumstances

- Short, non-routine, occasional visitation by children when accompanied by the employee parent/guardian;
- Infrequent visitation due to a temporary circumstance or unforeseen emergency and only when the employee parent/guardian is present and able to attend to the care and welfare of the child; and
- For guardian/employee’s children attending summer camps, before you drop off or after you pick up, and only for a short period of time such as one hour.

Non-allowable Circumstances

- As an alternative to regular childcare, e.g., childcare during summers and holidays;
- When the child is too ill to be sent to regular childcare or school or camp;
- As a provision of regular and routine childcare after school has dismissed, regardless of duration; and
- When the presence of the child interferes with normal operations.

Off Limits Areas

Children are not permitted in any campus facility where obvious danger is present, including:

- Where there is any possible exposure to potentially harmful agents and substances, including, but not limited to chemicals, biological materials, or radiation sources;

- Where any shop activity is conducted including fabrication of instruments and laboratory apparatus, welding, machinery operation, or renovation activities.
- In any kitchen, warehouse, garage area, storehouse or grounds maintenance facility.

Supervisors are responsible and accountable for ensuring that the provisions of this policy are met. To that end, UIW expects the full cooperation of all faculty, staff and students in observing this policy, which applies to all children under the age of 18 who are not otherwise enrolled as students at UIW.

Section 18.3 – Performance Evaluation

The purpose of this policy is to ensure that dialogue between supervisors and employees:

- Includes professional development, expectations, objectives, and appropriate recognition; and
- Promotes development through encouragement, motivation, recognition, and appropriate rewards.

Objectives

The employee performance evaluation process will be administered in such a way as to accomplish the following objectives:

- To provide employees with full and accurate information concerning their performance;
- To identify performance elements that employees do well and those elements which require improvement;
- To establish plans to correct performance shortcomings; and
- To provide a basis for linking employee performance to merit increases in wage or salary.

Scope

This administrative directive applies to all Administrator and Staff employees of UIW.

Procedures

Each supervisor is responsible for conducting performance evaluations for each employee assigned to his or her work area in accordance with the following schedule:

- All regular, full-time Administrator/Staff employees will receive at least one formal evaluation during a calendar year;
- Evaluations will occur during the first quarter of the next calendar year; and
- For newly-hired employees, a special evaluation will occur at 3 months and at 6 months during the introductory period.

The Human Resources Office will maintain a system to initiate the process, assist supervisors in completing performance evaluations on a timely basis, and collect the completed forms for inclusion in the employee's personnel file. The timely processing of performance evaluations is the responsibility of the supervisor.

Approvals of all performance evaluations are required by the employee's immediate supervisor plus the next management level.

Evaluation Discussion

Supervisors will hold discussions with their employees regarding their performance evaluations. These discussions should be held at pre-arranged times in private locations free from interruptions. Employees will be asked to review and sign their performance evaluation forms.

Key elements of the evaluation discussion are:

- Review of the performance evaluation – the supervisor will be prepared to discuss the evaluation on each of the rated factors and the summary. Both performance strengths and shortcomings will be covered.
- Review in detail any necessary steps that must be taken by the employee to improve their performance during the next evaluation period.
- Supervisors should make every effort to involve the employee in the discussion of the evaluation. Gaining agreement and commitment is the best way to ensure that improvement plans are understood and increases the likelihood that actual improvement will result.

Appeals

In cases where an employee disagrees with an evaluation, the employee should discuss their concerns with their immediate supervisor in an attempt to reach a satisfactory resolution. If a satisfactory resolution is not reached, the employee may appeal the rating in writing to their respective Vice President. The Vice President will respond in writing back to the employee with the decision. The decision of the Vice President is final. Performance evaluations are not covered by the Grievance process found in Chapter 12.

Section 18.4 - Web-Time Entry

The purpose of this policy is to establish a consistent practice and procedure regarding the use of web-time entry at UIW as well as provide notice to all UIW Staff (non-exempt) employees and their supervisors regarding the use of web-time entry.

Responsibilities

- A. The Payroll Office and the Human Resources Office:
 - The Payroll Office and the Office of Human Resources will be responsible for monitoring this policy and will provide interpretations as needed.
- B. Divisions and Departments:
 - Each divisional Vice President shall be responsible for ensuring compliance with this policy.
- C. Each department shall be responsible for:
 - Monitoring time actually worked for pay;

- Ensuring that all non-exempt employees comply with this policy; and
- Approving the time of non-exempt employees in web-time entry.

D. Non-exempt employees are responsible for:

- Clocking-in and out on a daily basis in web-time entry; and
- Reporting any mistakes on their time by adding a comment in the comment box.
- Non-exempt employees may not work any overtime hours unless those hours are pre-approved by their supervisor.

Definitions

Work Week: A work period that is seven days in length and goes from midnight, Sunday to 11:59 p.m., Saturday. This is the standard for calculating overtime.

Pay Cycle: The time period that an employee is compensated in their paycheck. Staff employees have two pay cycles in a month. The first pay cycle is completed on the 15th and paid on the 22nd of the month. The second pay cycle is completed on the last day of the month and paid on the 7th of the next month.

Actual Hours Worked: Time that an employee actually works and is not on paid or unpaid leave. These are the only hours that count toward overtime.

Bona Fide Meal Periods: The employee must be completely relieved from duty for the purpose of eating regular meals. Bona fide meal periods are not worktime. If the employee is required to or even voluntarily performs duties while they are at lunch, for example, this would be considered time worked.

Breaks: Coffee breaks or time for snacks are not bona fide meal periods. These are fifteen (15) minute rest periods that, while not required by law, UIW/SACHS allows employees to enjoy twice a day when work duties permit them to do so.

Web-Time Entry: Electronic time keeper to record and document employee hours.

Procedures

A. Web-Time Entry:

- Staff employees must submit their hours through Web-Time Entry to be approved;
- Staff employee should indicate any type of paid or unpaid leave in Web-Time Entry, this would include: sick, vacation, worker's compensation, FMLA, holidays, etc.;
- Supervisors must approve the hours on the 16th and the 1st of each month;
- If there are any correction to the hours, the staff employee must add a comment; and
- Employees receiving a bona fide meal period such as lunch will be required to indicate the time they departed and when they returned.

B. Authorization for Overtime:

Employees are prohibited from working beyond their scheduled shift unless expressly authorized by their supervisor. Violation of this provision shall be considered failure to follow instructions and shall be subject to disciplinary action.

Disciplinary Action

Failure to comply with the provisions of this policy shall result in disciplinary action up to and including termination of employment. Please be advised that employees may not clock in or out for other employees. Doing so will result in disciplinary action up to and including termination of employment.

Questions regarding this policy should be directed to the Payroll Office at extension 6090.

Section 18.5 – Student Employment

All students employed by the University shall be subject to the following rules:

- Students are eligible for a student employment position when they are enrolled as a student at the University of the Incarnate Word. Students must be authorized to work in the United States. Proof of authorization must be provided to the Office of Human Resources within 72 hours of hire.

Types of Student Employment

- Undergraduate student employees (Student Assistants and Work Study Students) may work up to a maximum of 20 hours per week and are limited to working for one department at a time. Undergraduate students are paid on an hourly basis. The maximum applies both during the semester and between semesters. From May 16 through August 15, student employees may work up to 40 hours per week.
- SGA and CAB student leaders may work up to 25 hours per week and may work for two departments. They are paid on an hourly basis.
- Resident Assistants (RA) work less than 25 hours per week on average and receive a stipend, room and board. RA's must report actual hours worked to the Director of Residence Life on a weekly basis. RA's can only work in one department.
- Graduate student employees may be classified as part-time or regular graduate student employees and can only work in one department
 - Part-time graduate student employees work less than 25 hours per week and may be paid via stipend or hourly assignment. Compensation may be in the form of tuition benefits and/or salary.
 - Regular graduate student employee's work 25 or more hours per week, receive compensation in the form of a stipend and tuition benefits. In addition, the University subsidizes the cost of the employee health insurance to ensure affordability.
- Undergraduate student employees paid on an hourly basis must utilize the Banner Web-Time Entry System.

International Student Employment

- International students with an F1 or J1 Visa, may apply for student employment and can only work in one department;
- International students in F-1 visa status are generally permitted to work part-time on the premises of the school that issued their currently valid I-20, while they are attending that school and maintaining their F-1 status. Employment is “incident to status” and does not require authorization. International students in J-1 status must be in good standing to be eligible for on-campus employment and need to be authorized in advance and in writing by the Director or Assistant Director of the International Student and Scholar Services; and
- In order to work at the University, international students must obtain a Social Security Number. It will be necessary to visit the Social Security office with a letter from the Director of International Student and Scholar Services, and apply for a Social Security card. Upon receipt of the card, present the card to the Office of Human Resources to obtain authorization to begin work.

Please refer to the Student Employment Handbook (Appendix 5) for additional details.



EMPLOYEE HANDBOOK

CHAPTER 19 – ANIMALS ON CAMPUS

Effective Date: June 1, 2015

Contact: **Sam McDaniel, Director for
Environmental Health Safety &
Risk Management**

PURPOSE

The purpose of this document is to communicate UIW’s policy related to the bringing of animals on campus.

SCOPE

Unless otherwise noted in this policy and within a specific policy, all references to “UIW” in the policies and in this document are applicable to and inclusive of St. Anthony Catholic High School (SACHS).

This policy was developed in compliance with the By-Laws of the University of the Incarnate Word, including all Amendments thereto, which stipulates that the UIW Board of Trustees shall formulate and determine such general policies as shall be deemed necessary for the development and administration of UIW.

DEFINITIONS

None

LEGAL STATUS

UIW establishes policies that govern the conduct and activities of UIW and its employees, students, and others while they are on the main campus or other UIW sites, conducting UIW business off-campus, or otherwise representing UIW.

UIW policies are not intended to be contractual in nature and will not under any circumstances be construed as creating a contract with any person, firm or entity, nor to provide terms or conditions of employment which are binding on UIW.

In the event of any interpretive differences between UIW policies and division or department policies, UIW policies will take precedence. UIW retains the right at its sole discretion to resolve all issues, including interpretation and resolution of all issues arising under these policies. All interpretations and resolutions made by UIW regarding UIW policies are binding upon UIW employees and any affected non-employees.

UIW policies are effective on their publication date unless otherwise specifically noted, and remain in effect until modified, superseded, withdrawn, or cancelled in writing, or expire on their own terms.

OVERSIGHT RESPONSIBILITIES FOR THIS POLICY

1. Oversight of this policy is assigned to the Director, Environmental Health Safety & Risk Management.
2. The policy will be published as a chapter in the Employee Handbook and placed online as a public web resource.
3. The Director, Environmental Health Safety & Risk Management will assure its compliance, and report results to the UIW Board of Trustees.
4. This policy will be reviewed at least every three years for possible updates.

First Approved: June 1, 2015

Revised:

Revised:

CHAPTER 19 – ANIMALS ON CAMPUS

Section 19.1 – Purpose

The purpose of this policy is to provide for the health and safety of UIW students, faculty, staff, and visitors and for the protection of UIW property. In order to meet the needs of pet owners while protecting UIW students, faculty, staff, and visitors who may use service animals, have fears, allergies, or which could cause a pet to interfere with that person's ability to work or study, the following rules will apply when an animal is brought onto university-controlled property.

Section 19.2 – Scope

This policy applies to all university-controlled properties, including all athletic facilities.

Section 19.3 – Definitions

University-Controlled Property: Property that is owned, leased, operated, and/or maintained by UIW.

Service Animal: Service animals as defined by the Americans with Disabilities Act of 1990, and all amendments thereto, including a guide or signal dog, or other animal individually trained to do work or perform tasks for the benefit of an individual with a disability. Police K-9s are considered a service animal as well as other animals that work for emergency personnel.

Service Animals in Training: Individuals qualified to train animals to aid and guide persons with disabilities are afforded the same rights to those individuals who require the assistance of a Service Animal. If you are training an animal to aid and guide persons with disabilities, you must contact Environmental Health Safety & Risk Management Office and comply with the requirements set forth in this policy. References in this policy to “Service Animals” includes “Service Animals in Training”.

Comfort Animal: Comfort Animal is an animal that provides emotional support which alleviates one or more identified symptoms or effects of a resident's documented disability. Some, but not all, animals that assist residents with disabilities are professionally trained. Other Assistance Animals are trained by the owners. In some cases, no special training is required for a Comfort Animal. The important consideration for Housing is whether or not the Comfort Animal provides the benefit needed as a reasonable accommodation to the resident with the disability. Unlike a Service Animal, a Comfort Animal does not assist a resident with a disability with activities of daily living, nor does it accompany a person with a disability at all times. Comfort Animals may be considered for access to university housing, however, they are not permitted in other areas of the university (e.g. libraries, academic buildings, classrooms, labs, student center, etc.).

Pet: A pet is an animal kept for ordinary use and companionship. A pet is not considered a Service or Comfort Animal. Pets are not covered by this policy. Residents are not permitted to keep pets, other than fish, on university property or in university housing

Research and Teaching Animals: Approved animals used directly in support of UIW’s mission of teaching, research, and or clinical programs.

Section 19.4 – Health and Safety Concerns

Pets in campus buildings can pose sanitary and health related problems to the campus community, including, but not limited to: fear, allergies associated with pet hair or urine, animal to human disease transmission (i.e., fleas, ticks, parasites, viruses, etc.), excessive noise, animal bites, and property damage.

Individuals with a disability that require the use of a service animal are at particular risk. For example, a dog running at large poses a hazard to an individual using a service dog, should there be a confrontation between the two animals.

Section 19.5 – Permitted Animals on University-Controlled Property

Buildings: Domesticated pets (dogs, cats, birds, other pets etc.) are not permitted inside any university-controlled building except for those animals that are specifically exempted by this policy. Specifically, animals are prohibited from being in residence halls, offices, classrooms, hallways, and all other areas in any academic or administrative building.

Campus Grounds: Domesticated pets are permitted outside on campus grounds when leashed, caged to otherwise secured, and properly attended at all times. The University reserves the right to require the individual with a leashed or otherwise secured domesticated pet to present documentation from a veterinarian that the pet is in good health, has appropriate immunizations, and is in compliance with all applicable state and local health laws, especially in the case of a medical emergency such as an animal bite. The individual may be asked to present updated documentation annually.

Residence Halls: Students residing in residence halls are not permitted to have pets inside the residence hall.

Special Events: Pets are not allowed (leashed or unleashed) at any special events or University functions with the exception of any specific event that has been approved for pets in advance by the Office of Safety and Risk Management.

Responsibility, removal & behavior of permitted animal

- Pets must not disrupt others (i.e. noise, odor, squawking, excessive barking, etc.).
- Pet owners are responsible for cleaning up any mess made by their pet. Anyone who brings a pet on university-controlled property assumes all financial responsibility for any damages to property or injury to individuals caused by the animal.
- A pet may be removed from University property for violation of this policy at the discretion of the Office of Safety and Risk Management. The Office of Safety and Risk Management has final say in the revocation of the permitted animals on campus privileges.
- Pets may not be tethered to University buildings, structures, motor vehicles, trees, railings, light poles, benches, posts, or other structures.

Section 19.6 – Prohibited Animals

Undomesticated and/or “other” animals: Animals such as poisonous reptiles, constricting snakes and other potentially dangerous or aggressive animals are prohibited from all University-controlled property (inside and outside) at all times, except research and teaching animals.

Certain breeds of dogs: The following breeds of dogs on this non-exhaustive list are prohibited from all University-owned property:

- Pit Bulls
- Rottweiler’s

- Any hybrids that are mixed with the breeds mentioned above
- Dogs with a history of aggressive behavior

Feeding and reporting of stray animals: It is the desire of the University for stray animals to be treated humanely. Due to the increase in rabies cases in the San Antonio area and in compliance with municipal and state laws regarding licensing and the care and control of animals, feeding of stray animals is not permitted. This allows for greater control of the animal population, including skunks, bats, raccoons, urban coyotes, or stray dogs and cats, and will better provide for the health and safety of the UIW community, especially those on the campus late in the evening when nocturnal animals wander. Stray animals should be reported to the Office of Facilities Management at 210.829.6023 or the Office of Safety and Risk Management at 210.829.6035 for removal of the animal to a no kill shelter or to wildlife rescue groups.

Section 19.7 – Failure to Comply

Prohibited animals: Prohibited animals on University-controlled property must be removed immediately. If a prohibited animal is observed on university-controlled property, the owner may face disciplinary measures by appropriate authorities or departments which include Campus Police, Human Resources, and Student Success.

Unattended or unrestrained animals: If an unrestrained/unattended animal is observed, a reasonable attempt will be made to locate the animal’s owner. If the owner is located, he/she may face disciplinary measures by appropriate office which includes Campus Police, Human Resources, and Student Success. If attempts to find the animal’s owner are unsuccessful, the City of San Antonio Animal Control will be contacted for removal of the animal from university-controlled property.

Property damage or personal injury: The University will seek restitution for any animal-related damage to University-controlled property, facilities, or grounds, or injury to any person. The repair or replacement cost of damaged property or expenses in connection with a personal injury is the sole responsibility of the owner of the animal that caused the damage.

Section 19.8 – Exempted Pets and Other Animals

The animals listed below are permitted inside University-controlled property:

- Service animals and Service Animals in Training (see below for more detail);
- Research and teaching animals;
- Domestic pets owned by the executive administration who maintain a permanent residence on campus;
- Employees residing in university housing as set out in Pet Policy for Employees Living in University Housing.
- Persons residing in university housing in possession of an animal in compliance with city, state, and federal housing laws.

Although these animals are permitted within the buildings, the animal must remain under the control of the owner at all times. The care or supervision of an exempted animal is solely the responsibility of the owner. UIW reserves the right to exclude an exempted animal whose behavior poses a threat to the health or safety of others.

Section 19.9 - Service Animals

Service animals and service animals in training are permitted on University-controlled property and in University buildings while they are performing tasks for the individual they accompany. Any animal being used as a service animal or service animals in training inside any University-controlled building should wear a harness or other identifying device to identify it as a service animal.

Employees may contact the Office of Human Resources and students may contact the Office of Student Disability Services for inquiries about the use of service animals on campus. Visitors wishing to utilize a service animal or discuss usage of service animals on the campus are directed to contact the Office of Safety and Risk Management. The Office of Safety and Risk Management will investigate any complaint that a service animal is disruptive or threatening. If it is determined that the animal is disruptive or threatening and acting outside the appropriate scope of its duties as a service animal, the individual will be instructed to remove the animal until the individual produces appropriate documentation indicating that sufficient training has taken place to bring the animal under control.

UIW reserves the right to require the individual to present documentation from the individual's health care provider as well as from a veterinarian that the service animal is in good health and has current and up-to-date immunization records and is in compliance with all applicable state and local health laws. The individual may be asked to present updated documentation annually. The University reserves the right to request documentation that the animal has been trained to act as a service animal.

The individual with the service animal takes full responsibility for the needs and behavior of the animal. Animal waste must be picked up and disposed of properly.

Section 19.10 – Reporting

To report a violation of this policy or for general questions, please contact the Environmental Health Safety & Risk Management Office at 210.829.6035. To report a problem with an animal on campus, such as an unattended animal, contact the Office of Facilities Management at 210.829.6023 or the Environmental Health Safety & Risk Management Office at 210.829.6035. To report an injury or property damage in connection with an animal on campus, contact Campus Police at 210.829.6030.



EMPLOYEE HANDBOOK

CHAPTER 20 - SMOKE AND TOBACCO FREE POLICY

Effective Date: August 1, 2018

Contact: Sam McDaniel, Director for Environmental Health Safety & Risk Management

PURPOSE

University of the Incarnate Word smoke and tobacco free policy purpose is (1) to protect the public health and welfare by prohibiting smoking and the use of tobacco products, including electronic cigarettes, on all University of the Incarnate Word campuses and (2) to encourage a healthier, more productive living/learning environment for all members of our campus community.

SCOPE

Unless otherwise noted in this policy and within a specific policy, all references to “UIW” in the policies and in this document are applicable to and inclusive of St. Anthony Catholic High School (SACHS).

DEFINITIONS

- A. “Campus” means all domestic (United States) UIW facilities, property, and vehicles, owned or leased, regardless of location and the Skybridge pedestrian bridge over US 281.
- B. “Electronic Smoking Device” means any product containing or delivering nicotine or any other substance intended for human consumption that can be used by a person in any manner for inhaling vapor or aerosol from the product. The term includes any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, or vape pen, or under any other product name or descriptor.
- C. “Hookah” means a water pipe and any associated products and devices that are used to produce fumes, smoke, and/or vapor from the burning of material including, but not limited to, tobacco, shisha, or other plant matter.
- D. “Smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated tobacco or plant product intended for inhalation, including hookahs and marijuana, whether natural or synthetic, in any manner or in any form. “Smoking” also includes the use of an electronic smoking device that creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking in this Article.
- E. “Tobacco Product” means any substance containing tobacco leaf, including but not limited to, cigarettes, cigars, pipe tobacco, hookah tobacco, snuff, chewing tobacco, dipping tobacco, bidis, blunts,

clove cigarettes, or any other preparation of tobacco; and any product or formulation of matter containing biologically active amounts of nicotine that is manufactured, sold, offered for sale, or otherwise distributed with the expectation that the product or matter will be introduced into the human body by inhalation; but does not include any cessation product specifically approved by the U.S. Food and Drug Administration for use in treating nicotine or tobacco dependence.

LEGAL STATUS

UIW establishes policies that govern the conduct and activities of UIW and its employees, students, and others while they are on the main campus or other UIW sites, conducting UIW business off-campus, or otherwise representing UIW.

UIW policies are not intended to be contractual in nature and will not under any circumstances be construed as creating a contract with any person, firm or entity, nor to provide terms or conditions of employment which are binding on UIW.

In the event of any interpretive differences between UIW policies and division or department policies, UIW policies will take precedence. UIW retains the right at its sole discretion to resolve all issues, including interpretation and resolution of all issues arising under these policies. All interpretations and resolutions made by UIW regarding UIW policies are binding upon UIW employees and any affected non-employees.

UIW policies are effective on their publication date unless otherwise specifically noted, and remain in effect until modified, superseded, withdrawn, or cancelled in writing, or expire on their own terms.

OVERSIGHT RESPONSIBILITIES FOR THIS POLICY

1. Oversight of this policy is assigned to the Chief Financial Officer and VP of Administrative Services.
2. The policy will be published on UIW's public web resources.
3. UIW Vice-Presidents will assure its compliance, and report results through the President's Advisory Council.
4. This policy will be reviewed at least every three years for possible updates.

First Approved: June 1, 2018

Revised:

Revised:

Chapter 20 - Smoke And Tobacco Free Policy

Section 20.1 - General

Smoking and the use of tobacco products shall not be permitted on UIW campuses in any enclosed place, including, but not limited to, all offices, classrooms, hallways, waiting rooms, restrooms, meeting rooms, community areas, performance venues and private residential space housing. Smoking and the use of tobacco products shall also be prohibited outdoors on all campus property, including, but not limited to, parking lots, sidewalks, paths, fields, sports/recreational areas, and stadiums, as well as in all personal vehicles while on campus. This policy applies to all students, faculty, staff, and other persons on campus, regardless of the purpose for their visit.

Section 20.2 - Compliance

1. UIW expects that all employees, students, volunteers, contractors, or other persons performing services on behalf of the university, visitors or others on the campus for any reason who use tobacco products to comply with this policy.
2. Students who violate this policy will be subject to the UIW student code of conduct disciplinary processes as defined in the Student Handbook.
3. Employees who violate this policy shall be subject to disciplinary procedures up to and including dismissal as outlined in the Employee Handbook, Chapters 7 and 11.
4. Visitors, volunteers, contractors or other service providers who violate this policy shall be asked to leave campus and/or may be prohibited from returning to campus.

Note: Policy is also viewable on the Environmental, Health, Safety, and Risk Management website at: <http://www.uiw.edu/safety/smoking-policy.html>.



CHAPTER 21 - TELEWORK AND ALTERNATIVE WORK SCHEDULE POLICY

Effective Date: September 1, 2022 - May 31, 2024
Contact: Annette Thompson,
Associate Vice President for Human Resources

PURPOSE

The purpose of this document is to establish UIW's policy on telework and alternative work schedules and to provide the guidelines and criteria to be used to determine, review, and manage telework and alternative work schedules.

This policy provides a general framework for teleworkers and employees approved for alternative work schedules. It does not attempt to address all employees' special conditions and needs, nor is it intended to interfere with existing faculty schedules driven by teaching, research, service, and/or clinical responsibilities, which can vary daily.

SCOPE

Unless otherwise noted in this policy and within a specific policy, all references to "UIW" in the policies and in this document are applicable to and inclusive of St. Anthony Catholic High School (SACHS).

This policy was developed in compliance with the Bylaws of the University of the Incarnate Word, which stipulate that the UIW Board of Trustees shall formulate and determine such general policies as shall be deemed necessary for the development and administration of UIW.

DEFINITIONS

These definitions apply to the following terms as they are used in this policy:

- **Alternate Workplace:** A worksite other than the employee's primary workplace. The alternate workplace may include the employee's home
- **Alternate Work Schedule:** A work schedule other than the core operating hours.
- **Core Operating Hours:** Each school or department may establish core operating hours according to the school or department's operational needs. The core operating hours are when employees would normally be expected to be present, and the offices are to be open for business and are adequately staffed.
- **Flextime:** A work period for an individual that varies from the core operating hours established for a school or department, with the start and end times adjusted to ensure a forty (40) hour workweek.

- **Compressed Workweek:** Working the equivalent hours of a full-time workweek in fewer than five (5) days.
- **Mobile Worker:** An employee who travels continuously and whose current work location is their home or an assigned office. The duties of these positions generally require the employee to meet and work off-site with clients/customers who are dispersed throughout a geographic territory. For the purposes of this policy, mobile workers are not considered teleworkers.
- **Occasional Telework:** A work arrangement for an employee who works at an alternate workplace on an infrequent basis with the approval of their supervisor. Approval is usually task or project-specific and normally approved at least the day before the employee teleworks. Occasional teleworkers do not telework on a scheduled basis. The occasional teleworker doesn't need to complete the formal Teleworking Agreement.
- **Primary Workplace:** The employer's usual and customary place of business and worksite.
- **Telework:** A work arrangement for an employee who works at an alternate workplace, usually home, at least one day per work week with the approval of their supervisor and divisional vice president. Teleworkers work on a scheduled basis. All teleworkers must complete the Telework Agreement.
- **Teleworker:** An employee who engages in telework and occasional telework. A teleworker is not a mobile worker.

LEGAL STATUS

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UIW policies are effective on their publication date unless otherwise specifically noted, and remain in effect until modified, superseded, withdrawn, or canceled in writing, or expire on their own terms.

OVERSIGHT RESPONSIBILITIES FOR THIS POLICY

1. Oversight of this Policy is assigned to the Associate Vice President for Human Resources.
2. The policy will be published as a chapter in the Employee Handbook and placed online as a public web resource.

3. The Associate Vice President for Human Resources will assure its compliance.
4. This policy will be reviewed for possible revisions in the first 18 months of implementation.

First Approved: July 5, 2022

Revised:

CHAPTER 21 – TELEWORK AND ALTERNATIVE WORK SCHEDULE POLICY

Scope: University Staff and Administrators. Also applies to all University facilities and locations. This policy does not replace workplace requirements, conduct, and other policies set out in the Employee Handbook and other applicable UIW policies. The University reserves the right to consider workplace regulations of local, state, national, and international locations in determining and approving the applicability of the Telework and Alternative Work Schedule Policy.

Section 21.1 – General

Telework and alternative work schedules are voluntary options that are appropriate for some employees and positions. No university employee is entitled to or guaranteed the opportunity to telework or have an alternative work schedule. Certain positions are ineligible for telework and/or alternative work schedules, and certain positions may be eligible for one or both telework and alternative work schedules. An employee's eligibility for telework or an alternative work schedule is determined on a case-by-case basis and taking into consideration an evaluation of the likelihood of the employee succeeding in telework or an alternative work schedule and an evaluation of the supervisor's ability to manage the employee. Telework or an alternative work schedule must be approved by the supervisor and divisional vice president.

Employees who are approved for telework or alternative work schedules will be required to sign a Work Agreement with UIW consistent with this policy.

All telework employees perform the same work they would in their primary workplace and with the same performance expectations. Telework agreements may be established for long-term or short-term periods.

All employees working alternative work schedules perform the same work they would if they were working during core operating hours and with the same performance expectations. Alternative Work Schedule agreements may be established for long-term or short-term periods.

An employee's classification, compensation, and benefits will not change if the employee is approved for telework or an alternative work schedule.

The University may establish telework as a condition of employment based on the University's business needs. In such cases, this requirement should be included when the position is advertised and in correspondence offering employment.

Divisional vice presidents and supervisors are responsible for ensuring UIW Mission integration of engagement for their departments and divisions for all employees, including employees on a telework or alternative work schedule.

Employees on telework or alternative work schedule options will comply with applicable federal and state laws and all UIW regulations, rules, policies, and practices.

Section 21.2 – Telework

Eligible Positions and Employees

Several factors should be considered in determining the feasibility of telework, including the supervisor's ability to supervise the employee adequately and whether any duties require the use of certain equipment,

tools, or ergonomic needs that cannot be replicated at home. Other critical considerations include whether:

- The telework arrangement will not impact service quality, hinder operations, or increase the workload for other employees;
- The position is structured to be performed independently of others with minimal need for support and little face-to-face interaction;
- Performance can be measured by quantitative or qualitative results-oriented standards and not time spent doing the job;
- There is not a need for face-to-face interaction and coordination of work with other employees;
- In-person interaction with outside colleagues, clients, or customers is not necessary;
- The position does not require the employee to have immediate access to documents or other information located only in the workplace;
- Specific equipment needs that may not be available to the employee in their alternate workspace, such as a printer;
- Appropriate security conditions for the type of work, such as confidential student records, are not available; and
- Local, state, national, and international regulations of the alternative workspace are met.

Telework eligibility can be partial or full-time at an alternate workplace, but all telework employees must have an established and predictable schedule.

Positions that are not eligible for telework include, but are not limited to, direct service and place-specific positions; such as, police officers, facilities workers, parking support staff, student health employees, residence life employees, coaches, athletic support and operation positions, receptionist positions, administrative assistant positions, library paraprofessional staff, reference and research librarians, vehicle services, and postal operation employees. This list of positions is not exhaustive, and the Office of Human Resources reserves the right to identify other positions that are not eligible for telework.

If an employee is in an eligible position and requests approval for telework, the supervisor first will determine whether the employee is eligible in consultation with Human Resources. Generally, the following conditions must be met prior to approving an employee for teleworking:

- The employee has no active formal disciplinary actions on file;
- The employee's annual evaluation is current, and the employee meets or exceeds expectations;
- The employee has a demonstrated ability to work productively on his/her own and is self-motivated and flexible;
- The employee's alternate worksite is conducive to productive work;
- The employee has completed the Telework Self-Assessment form; and
- The primary workplace is appropriately staffed and can remain open during core operating hours.

Supervisors must ensure that telework decisions are made for appropriate work-related and non-discriminatory reasons.

General Expectations and Conditions

The teleworker's conditions of employment remain the same as for non-teleworking employees. Teleworkers understand that they must still comply with UIW rules, policies, practices, and instructions. Failure to comply may result in the termination of the telework agreement and/or disciplinary action, up to and including dismissal. As in the physical workplace, telework is not intended to permit employees to

attend to personal business, such as performing outside employment or providing child or adult care, while they are working.

Teleworkers must meet the same level of productivity as employees at the primary workplace.

Hours of Work

Teleworkers shall work during the core operating hours unless an alternate work schedule is submitted in advance to the employee's supervisor in writing, and the supervisor agrees in writing to the alternative work schedule. While working, the teleworker is expected to maintain contact with the office as specified in the work schedule, department policy, the supervisor, and the telework agreement. Reasonable amounts of time for breaks and meal breaks are permitted as would be allowed in the primary workplace.

Supervisors may require teleworkers to report to the primary workplace upon reasonable notice of at least two (2) hours for work-related meetings or other events as needed to discuss work progress or other work-related issues.

A teleworker's personal activities outside the time of work will be deemed to be in the employee's own personal time, unconnected with work activities.

Nonexempt employees (staff) engaging in telework will record their time and attendance through Banner web time entry to ensure that such time is accurately reported as hours worked. As would be required in the primary workplace, staff employees must obtain approval from their supervisors before performing overtime work. A staff employee working overtime without such approval may cause the department to terminate the teleworking agreement and/or take other appropriate or disciplinary action.

Use of Leave

Teleworkers must obtain approval in advance from their supervisor before taking leave during a designated telework day, as would be required in the primary workplace.

Teleworkers must notify their supervisors if they are not able to work their regular schedule, just as they would if they were in the primary workplace. Attendance will be monitored for teleworkers in the same manner as employees in the primary workplace. Attendance issues may result in the termination of the telework arrangement and/or disciplinary action up to and including termination of employment.

When child(ren) or adults are sick, and the teleworker will be responsible for the care of the child or adult at the alternate workplace, the employee will be required to use the appropriate accrued leave.

Employees cannot use telework in place of sick leave, Family and Medical Leave (FMLA), or other types of leave. However, the Human Resources office may determine whether or not it is appropriate to offer telework as an opportunity for a partial or full return to work following an injury or illness under the ADA or Workers' Compensation.

Child and Adult Care

Teleworking is not a substitute for childcare or adult care. The teleworker shall continue to plan for child or adult care to the same extent as if the teleworker were working at the primary workplace.

If child(ren) or adults in need of care are in the alternate workplace during employees' work hours, another person must be present to provide the care.

As noted in the **Use of Leave** section above, when child(ren) or adult for which the teleworker provides care is sick, and the employee will be responsible for the care at the alternate workplace, teleworkers are required to use the appropriate accrued leave time.

If the supervisor is concerned that another person is not present to provide primary care for the child(ren) or adult during the teleworker's work schedule. In that case, the teleworker may be asked to demonstrate that another individual is present to provide the care. Managers may request reasonable verification they find acceptable, such as a good faith representation by the employee, a credible representation from the care provider, or other confirmation of the care.

Liability

UIW assumes no responsibility for injuries occurring in the teleworker's alternate workplace outside the scheduled work hours or for injuries that occur during working hours but do not arise out of and within the course and scope of employment. UIW also assumes no liability for damages to a teleworker's real or personal property or to third persons who may sustain injury resulting from the teleworker's participation in the telework program.

Workers' compensation coverage is limited to designated work areas in employees' homes or alternate work locations. Employees agree to practice the same safety habits they would use at UIW and maintain safe conditions in their alternate workplace.

If an injury occurs during teleworking work hours, the teleworker shall immediately report the injury to their supervisor. The employee and supervisor should follow UIW's policy regarding reporting work-related injuries.

UIW is not responsible for any injuries to family members, visitors, and others in the employee's home. The teleworker may not have business guests at the alternate workplace.

Safety Guidelines

As part of the application for telework, the employee will need to complete a self-certification checklist. The self-certification checklist assists in surveying the overall safety and adequacy of the alternate workplace. Safety deficiencies, if any, are the teleworker's responsibility, and the teleworker shall repair any deficiencies in a timely manner at their own expense. Teleworkers should present any safety concerns in writing to their supervisor to determine if telework is suitable.

Equipment and Information Security

UIW provides equipment and materials needed by employees to perform their duties effectively at the primary workplace. UIW will not duplicate resources between the primary workplace and the alternate workplace. However, teleworkers will be provided certain basic office supplies (e.g., pens and paper) by their department. Teleworkers should pick up the basic office supplies at the primary workplace.

Teleworkers are responsible for providing space, furniture, telephone, printing, networking and/or internet capabilities at the alternate workplace and shall not be reimbursed by UIW for these or related expenses.

Teleworkers are responsible for transporting and installing computing equipment and returning it to the primary workplace during days scheduled to work onsite or for repairs and service. The telework agreement may authorize employees to use their own computing equipment upon written request to the Chief Information Officer or designee authorizing the use of such specific computing equipment.

When teleworkers have been authorized to use their own computing equipment, UIW is not responsible for the employee's personal equipment's cost, repair, or services.

Employees must secure and safeguard university information used or accessed while teleworking, according to UIW's Acceptable Use Policy and other applicable policies and regulations to ensure confidentiality and security of data.

All equipment, records, and materials provided by UIW shall remain the property of the University.

Telework employees are responsible for protecting university-owned equipment from theft, damage, and unauthorized use. Employees must report to their supervisor any incidents of loss, damage, or unauthorized access immediately.

Personal vehicles may not be used for university business unless specifically authorized in writing by the employee's supervisor and approval from the vehicles services department in advance of such use.

All UIW owned equipment, records, and materials will be returned within seven (7) business days of termination of the Telework Agreement.

Teleworkers are responsible for tax consequences, if any, of working remotely and in accordance with any zoning regulations.

Costs of Teleworking

UIW is not obligated to assume responsibility for operating costs, home maintenance, or other costs incurred by teleworkers working from their homes or any other alternate workplace.

Telework Agreement

The Telework Agreement is intended to identify all the specifics of the telework arrangement. The Telework Agreement must be approved and signed by the supervisor, divisional vice president and human resources. The Telework Agreement will be kept on file within the department and in Human Resources Office as part of the employee's personnel file. Any changes to the agreement will require an updated agreement to be completed.

Termination of the Telework Agreement

The opportunity to telework is a management option and is not an employee right. Unless telework is a condition of employment in the job description, an employee's participation in the telework program is entirely voluntary. The Telework Agreement can be terminated by the supervisor or the employee at any time without cause unless telework is a condition of employment, or as otherwise set out in this policy and the Employee Handbook.

When terminating the Telework Agreement, unless a termination date was agreed upon in advance, the employee will be provided seven (7) business days' notice unless extenuating circumstances make such notice impracticable.

If the employee seeks to end the Telework Agreement, the employee must provide a seven (7) business days' notice to their direct supervisor in writing.

Any notice of termination of a Telework Agreement must be sent to the Human Resources Office at uiwhr@uiwtx.edu, concurrent with the notice to or from the employee.

Section 21.3 – Alternative Work Schedule

Flextime

Flextime is a type of alternate work schedule. It allows employees to adjust their arrival and departure times from the department's core operating hours. The individualized start and end times should remain constant each workday. Flextime does not reduce the total number of work hours in a given week.

Compressed Work Week

A compressed workweek is a type of alternate work schedule. It allows employees to work longer days for part of the week in exchange for one additional day off or half a day off each week. Compressed workweeks are most appropriate in situations in which employees do not need to keep pace with incoming work daily or where several employees perform the same job function. The compressed workweek option available to employees is to work four 10-hour days or four 9-hour days and one 4-hour day. The schedule must be fixed for the term of the agreement, and the day or half-day off cannot vary week to week or month to month.

Eligibility

An alternative work schedule is subject to the operational business needs of the department. It shall not interfere with the primary workplace to remain open during core operating hours. An alternative work schedule will not be granted automatically but considered on a case-by-case basis. It should not negatively affect the workload or productivity of coworkers either by shifting burdens or creating delays or additional steps in a workflow. Therefore, a flextime or compressed work schedule is not appropriate for all positions, in all settings, or for all employees.

In addition, because working an alternative work schedule is regarded as a privilege, to be eligible for consideration, the employee must meet the following criteria:

- The employee has no active formal disciplinary actions on file;
- The employee's annual evaluation is current, and the employee meets or exceeds expectations;
- The employee must meet deadlines, produce quality work, and have sustained acceptable work performance, conduct, behavior, and attendance.

Employees interested in being considered for flextime or compressed work schedule should discuss the option with their supervisor. If the supervisor agrees to the arrangement, the employee and supervisor shall complete the Alternative Work Schedule Agreement and obtain the appropriate approvals and signatures. The agreement must be sent to the office of Human Resources to be maintained in the employee's personnel file.

General Expectations

Supervisors must ensure that alternative work schedule decisions are made for appropriate, non-discriminatory reasons.

Any changes to an employee's approved alternative work schedule; a new agreement must be completed and signed with appropriate signatures and sent to the Office of Human Resources to be maintained in the employee's personnel file.

The supervisor shall maintain open communication, ensure that the employee's work hours do not fall below the normal workweek hours, and discuss with the employee any concerns as they arise.

The employee shall work the hours agreed upon, and staff employees must obtain approval from the supervisor in advance of working any overtime.

The employee must be willing and able to alternate their work hours as requested by the supervisor to attend to operational needs. Therefore, there may be times when they will be required to work or travel outside of the scheduled work hours.

In emergency situations, supervisors may require employees working an alternative work schedule to report to the primary workplace during core operating hours upon reasonable notice for work-related urgent meetings as needed.

Employees on an alternative work schedule understand that they must still comply with UIW rules, policies, practices, and instructions.

Use of Leave

Employees on an alternative work schedule taking leave, i.e., sick or vacation time, would take off the number of hours they were scheduled to work that day. For paid holidays, employees receive 8 hours of holiday pay.

Staff employees who would have normally worked more than 8 hours on holiday can accept the 8 hours of pay or can:

- elect to use however many hours of accrued vacation time that would cover the normally scheduled time beyond 8 hours that day; or
- With the approval of their supervisor, request to work the additional hours on a different day during the same workweek.

If a holiday occurs on a day when the staff member is not scheduled to work. The staff member has eight hours of holiday time available to apply to other days during the same pay period before, during or following the holiday. This allows for the equitable benefit of holiday time for all in the work environment.

Termination of the Alternative Work Schedule Agreement

The supervisor reserves the right to immediately suspend or terminate the alternative work schedule in case of circumstances regarding employee performance, attendance, or operational needs.

When terminating the Alternative Work Schedule Agreement, unless a termination date was agreed upon in advance, the employee will be provided seven (7) business days' notice unless extenuating circumstances make such notice impracticable.

Any notice of termination of the Alternative Work Schedule Agreement must be sent to the Human Resources Office at uiwhr@uiwtx.edu.

APPENDIX 1 - HEALTH AND SAFETY PLAN

Chapter 1 - Injury and Illness Prevention Program

Written Plan

Every employer should have a written Injury and Illness Prevention plan. This is our plan. Please read it carefully. While no plan can guarantee an accident free work place, following the safety procedures set forth in this manual will significantly reduce the risk of danger to you and your co-workers. Thank you for all our safety.

Introduction to Our Program

State and federal law, as well as, company policy, make the safety and health of our employees the first consideration in operating our institution. Safety and health in our institution must be a part of every operation, and every employee's responsibility at all levels. It is the intent of UIW/SACHS to comply with all laws concerning the operation of the institution and the health and safety of our employees, students, and the public. To do this, we must constantly be aware of conditions in all work areas that can produce or lead to injuries. No employee is required to work at a job known to be unsafe or dangerous to his or her health. Your cooperation in detecting hazards, reporting dangerous conditions and controlling workplace hazards is a condition of employment. Inform your supervisor immediately of any situation beyond your ability or authority to correct. Employees will not be disciplined or suffer any retaliation for reporting a safety violation in good faith.

Safety First Priority

The personal safety and health of each employee is of primary importance. Prevention of occupationally-induced injuries and illnesses is of such consequence that it will be given precedence over operating productivity. To the greatest degree possible, management will provide all mechanical and physical protection required for personal safety and health, but our employees must bear primary responsibility for working safely. A little common sense and caution can prevent most accidents from occurring.

Individual Cooperation Necessary

UIW/SACHS maintains a safety and health program conforming to the best practices of our field. To be successful, such a program must embody proper attitudes towards injury and illness prevention on the part of supervisors and employees. It requires the cooperation in all safety and health matters, not only of the employer and employee, but between the employee and all co-workers. Only through such a cooperative effort can a safety program in the best interest of all be established and preserved. Safety is no accident; think safety and the job will be safer.

Safety Program Goals

The objective of UIW/SACHS is a safety and health program that will reduce the number of injuries and illnesses to an absolute minimum, not merely in keeping with, but surpassing the best experience of similar operations by others. Our goal is zero accidents and injuries.

Safety Policy Statement

It is the policy of UIW/SACHS that accident prevention shall be considered of primary importance in all phases of operation and administration. It is the intention of UIW/SACHS administration to provide safe

and healthy working conditions and to establish and insist upon safe practices at all times by all employees. The prevention of accidents is an objective affecting all levels of our institution and its operations. It is, therefore, a basic requirement that each supervisor make the safety of all employees an integral part of his or her regular management function. It is equally the duty of each employee to accept and follow established safety regulations and procedures. Every effort will be made to provide adequate training to employees. However, if an employee is ever in doubt about how to do a job or task safely, it is his or her duty to ask a qualified person for assistance. Employees are expected to assist management in accident prevention activities. Unsafe conditions must be reported immediately. Fellow employees that need help should be assisted. Everyone is responsible for the housekeeping duties that pertain to their jobs. Every injury that occurs on the job, even a slight cut or strain, must be reported to your supervisor and/or Health Services as soon as possible. Under no circumstances, except emergency trips to the hospital, should an employee leave the work site without reporting an injury. When you have an accident, everyone is hurt. Please work safely. Safety is everyone's business.

Safety Rules for All Employees

It is the policy of UIW/SACHS that everything possible will be done to protect you from accidents, injuries and/or occupational disease while on the job. Safety is a cooperative undertaking requiring an ever-present safety consciousness on the part of every employee. If an employee is injured, positive action must be taken promptly to see that the employee receives adequate treatment. No one likes to see a fellow employee injured by an accident. Therefore, all operations must be planned to prevent accidents. To carry out this policy, the following rules will apply: 1. All employees shall follow the safe practices and rules contained in this manual and such other rules and practices communicated on the job. All employees shall report all unsafe conditions or practices to the proper authority, including the supervision on the project, and, if corrective action is not taken immediately, a governmental authority with proper jurisdiction over such practices. 2. The RSO shall be responsible for implementing these policies by insisting that employees observe and obey all rules and regulations necessary to maintain a safe work place and safe work habits and practices. 3. Good housekeeping must be practiced at all times in the work area. Clean up all waste and eliminate any dangers in the work area. 4. Suitable clothing and footwear must be worn at all times. Personal protection equipment (hardhats, respirators, eye protection) will be worn whenever needed. 5. All employees will participate in a safety meeting conducted by their supervisor once every ten working days. 6. Anyone under the influence of intoxicating liquor or drugs, including prescription drugs which might impair motor skills and judgment, shall not be allowed on the job. 7. Horseplay, scuffling, and other acts which tend to have an adverse influence on safety or well-being of other employees are prohibited. 8. Work shall be well planned and supervised to avoid injuries in the handling of heavy materials and while using equipment. 9. No one shall be permitted to work while the employee's ability or alertness is so impaired by fatigue, illness, or other causes that it might expose the employee or others to injury. 10. There will be no consumption of liquor or beer on the job. 11. Employees should be alert to see that all guards and other protective devices are in proper places and adjusted, and shall report deficiencies promptly to the RSO. 12. Employees shall not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties, unless they have received specific instructions. 13. All injuries should be reported to the RSO so that arrangements can be made for medical or first aid treatment. 14. When lifting heavy objects, use the large muscles of the leg instead of the smaller muscles of the back. 15. Do not throw things, especially material and equipment. Dispose of all waste properly and carefully. Bend all exposed nails so they do not hurt anyone removing the waste. 16. Do not wear shoes with thin or torn soles.

Agreement to Participate

Every employer is required to provide a safe and healthful workplace. UIW/SACHS is committed to fulfilling this requirement. A safe and healthful workplace is one of the highest priorities of

UIW/SACHS. The information in this manual constitutes a written injury and illness prevention program. While UIW/SACHS cannot anticipate every workplace hazard, the following general principals should guide your conduct. To be safe, you must never stop being safety conscious. Study the guidelines contained in this manual. Discuss the workplace situation with your supervisor and/or the Human Resources Office. Attend all University sponsored training and safety meetings. Read all posters and warnings. Listen to instructions carefully. Follow the Code of Safe Work Place Practices contained herein. Participate in accident investigations as requested. Accept responsibility for the safety of others. Maintain all required documentation.

Accident Free Workplace

To help us all meet our goal of an accident free workplace, we have instituted a contest: we will offer a prize for each month in which there is not a single time-loss accident at work. The prize will be awarded at random. Each month, the prize will be announced in advance. All employees who worked more than 1 hour in the month are eligible. Failure to report an industrial injury will suspend the prize for two months.

Training

Employee safety training is another requirement of an effective injury and illness prevention program. While UIW/SACHS believes in skills training, we also want to emphasize safety training. All employees should start the safety training by reading this manual and discussing any problems or safety concerns with your direct supervisor.

Safety and Health Training

Training is one of the most important elements of any injury and illness prevention program. Such training is designed to enable employees to learn their jobs properly, bring new ideas to the workplace, reinforce existing safety policies and put the injury and illness prevention program into action. Training is required for both supervision and employees alike. The content of each training session will vary, but each session will attempt to teach the following: a) the success of UIW/SACHS's injury and illness prevention program depends on the actions of individual employees as well as a commitment by the Company. b) each employee's immediate supervisor will review the safe work procedures unique to that employee's job, and how these safe work procedures protect against risk and danger. c) each employee will learn when personal protective equipment is required or necessary, and how to use and maintain the equipment in good condition. d) each employee will learn what to do in case of emergencies occurring in the workplace. Supervisors are also vested with special duties concerning the safety of employees. The supervisors are key figures in the establishment and success of UIW/SACHS's injury and illness prevention program. They have primary responsibility for actually implementing the injury and illness prevention program, especially as it relates directly to the workplace. Supervisors are responsible for being familiar with safety and health hazards to which employees are exposed, how to recognize them, the potential effects of these hazards, and rules and procedures for maintaining a safe workplace. Supervisors shall convey this information to the employees at the workplace, and shall investigate accidents according to the accident investigation policies contained in this manual.

Periodic Safety Training Meetings

UIW/SACHS has safety meetings periodically. The purpose of the meeting is to convey safety information and answer employee questions. The format of most meetings will be to review, in language understandable to every employee, the content of the injury prevention program, special work site hazards, serious concealed dangers, and material safety data sheets. From time-to-time, the RSO may review a portion of the University's safe work practices contained in this booklet, or other safety related

information. Whenever a new practice or procedure is introduced into the workplace, it will be thoroughly reviewed for safety. A sign-up sheet will be passed around each meeting. Employee attendance is mandatory and is compensable.

Employee Responsibility for Training

Teaching safety is a two-way street. UIW/SACHS can preach safety, but only employees can practice safety. Safety education requires employee participation. Periodically, a meeting of all employees will be conducted for the purpose of safety instruction. The employees will discuss the application of the University's injury and illness prevention program to actual job assignments. They may also read and discuss a section of the manual and review application of general safety rules to specific situations. Remember, the following general rules apply in all situations: a) no employee should undertake a job that appears to be unsafe. b) no employee is expected to undertake a job until he/she has received adequate safety instructions, and is authorized to perform the task. c) no employee should use chemicals without fully understanding their toxic properties and without the knowledge required to work with these chemicals safely. d) mechanical safeguards must be kept in place. e) employees must report any unsafe conditions to the job site supervisor and/or the Human Resources Office. f) any work-related injury or illness must be reported to management at once. g) personal protective equipment must be used when and where required. All such equipment must be properly maintained.

Communication

Employers should communicate to employees their commitment to safety and to make sure that employees are familiar with the elements of the safety program. UIW/SACHS communicates with its employees orally, in the form of directions and statements from your supervisor, written, in the form of directives and this manual, and by example. If you see a supervisor or management do something unsafe, please tell that person and/or the Human Resources Office. We sometimes forget actions speak louder than words.

Accident Prevention Policy Posting

Each employee has a personal responsibility to prevent accidents. You have a responsibility to your family, to your fellow workers and to the University. You will be expected to observe safe practice rules and instructions relating to the efficient handling of your work. Your responsibilities include the following: * Incorporate safety into every job procedure. No job is done efficiently unless it has been done safely. * Know and obey safe practice rules. * Know that disciplinary action may result from a violation of the safety rules. * Report all injuries immediately, no matter how slight the injury may be. * Caution fellow workers when they perform unsafe acts. * Don't take chances. * Ask questions when there is any doubt concerning safety. * Don't tamper with anything you do not understand. * Report all unsafe conditions or equipment to your supervisor immediately.

Accident Prevention Policy Posting

It is the policy of UIW/SACHS to provide a safe and clean workplace and to maintain sound operating practices. Concentrated efforts shall produce safe working conditions and result in efficient, productive operations. Safeguarding the health and welfare of our employees cannot be stressed too strongly. Accident prevention is the responsibility of all of us. Department heads and supervisors at all levels shall be responsible for continuous efforts directed toward the prevention of accidents. Employees are responsible for performing their jobs in a safe manner. The observance of safe and clean work practices, coupled with ongoing compliance of all established safety standards and codes, will reduce accidents and make our University a better place to work.

Hazard Identification & Abatement

This written safety and health plan sets out a system for identifying workplace hazards and correcting them in a timely fashion. Please review it carefully with your supervisor. Remember, safety is everyone's responsibility.

Safety Audits

The best method to establish a safer workplace is to study past accidents and worker compensation complaints. By focusing on past injuries, UIW/SACHS hopes to avoid similar problems in the future. Therefore, whenever there is an accident, and in many cases upon review of past accidents, you may be requested to participate in a safety audit interview. During the interview, there will be questions about the nature of the investigation and the workplace safety related to the incident. Please answer these questions honestly and completely. Also, please volunteer any personal observations and/or suggestions for improved workplace safety. Based upon the study of past accidents and industry recommendations, a safety-training program has been implemented. In addition to other preventative practices, there will be a group discussion of the cause of the accident and methods to avoid the type of accidents and injury situations experienced in the past. Work rules will be reviewed and modified based upon the study of these accidents. In addition to historical information, workplace safety depends on workplace observation. Your supervisor is responsible for inspecting your working area daily before and while you are working, but this does not mean you are no longer responsible for inspecting the workplace also. Each day, before you begin work, inspect the area for any dangerous conditions. Inform your supervisor of anything significant, so other employees and guests are advised. You may also be given written communications regarding unsafe conditions or serious concealed dangers. Review this communication carefully and adjust your workplace behavior to avoid any danger or hazards. If you are unclear or unsure of the significance of this written communication, contact your supervisor and review your planned actions before starting to work. It is better to wait and check, then to go ahead and possibly cause an injury to yourself and others. Managers must provide written notice to employees of any serious concealed dangers of which they have actual knowledge. In addition to providing written notice of all serious concealed dangers to employees managers are required to report serious concealed dangers to either OSHA or an appropriate administrative agency within fifteen days, or immediately if such danger would cause imminent harm, unless the danger is abated. Merely identifying the problem is not sufficient. The danger must be reported to the appropriate supervisor and the Director of Human Resources, who then will correct the problem. If the danger cannot be corrected, then all employees will be warned to take protective action so that the danger will not result in any injuries.

Workplace Inspections

In addition to the examination of records, work place safety inspections will occur periodically, when conditions change, or when a new process or procedure is implemented. During these inspections, there will be a review of the injury and illness prevention policy and UIW/SACHS code of safe work practices.

Accident Investigation

A primary tool used by UIW/SACHS to identify the areas responsible for accidents is a thorough and properly completed accident investigation. The results of each investigation may be reduced to writing and submitted for review by management and UIW/SACHS 's insurance risk management advisors, and, if the accident resulted in serious injury, to the University's Legal Counsel. If the accident resulted in serious injury, the procedure will be directed by the University's Legal Counsel to provide the most reliable evidence or description legally permissible. All investigations pursuant to the directions of legal counsel will be protected by all applicable privileges, if any. The attorney will provide more detail on this topic during the investigation. A written report should be prepared from notes and diagrams made at the

scene, or a portable tape recorder will be used to record direct eyewitness statements as near to the actual time of observation as possible. All statements should include the time and date given, and the physical location where the statement was made. If the statement is intended to be used in court proceedings, a suitable jurist is required, otherwise, a simple statement that the description is sworn to be true under penalty of perjury with the date, place and time should be included. All pictures should be similarly identified. Let people know on tape that they are being recorded. Also, make sure that the names and addresses and day and evening phone numbers of all eye witnesses are noted or recorded. If a formal police report or other official investigation is conducted by any government agency, get the name and badge number of the official, or a business card, and find out when a copy of the official report will be available to the public. If you are requested to make a statement, you have the right to have the University's Legal Counsel attend your statement at no cost to you. A satisfactory accident report will answer the following questions: 1. What happened? The investigation report should begin by describing the accident, the injury sustained, the eyewitnesses, the date, time and location of the incident and the date and time of the report. Remember: who, what, when, where and how are the questions that the report must answer. 2. Why did the accident occur? The ultimate cause of the accident may not be known for several days after all the data are analyzed. However, if an obvious cause suggests itself, include your conclusions as a hypothesis at the time you give your information to the person in charge of the investigation. 3. What should be done? Once a report determines the cause of the accident, it should suggest a method for avoiding future accidents of a similar character. This is a decision by the appropriate Administrators. Once a solution has been adopted, it is everyone's responsibility to implement it. 4. What has been done? A follow up report will be issued after a reasonable amount of time to determine if the suggested solution was implemented, and if so, whether the likelihood of accident has been reduced.

Records

UIW/SACHS maintains records of employee training, hazard identification and abatement, and accident investigation.

OSHA Records Required

Copies of required accident investigations and certification of employee safety training shall be maintained by the Human Resources Office. A written report will be maintained on each accident, injury or on-the-job illness requiring medical treatment. A record of each such injury or illness is recorded on OSHA Log and Summary of Occupational Injuries Form 200 according to its instructions. Supplemental records of each injury are maintained on OSHA Form 101, or Employers Report of Injury or Illness Form 5020. Every year, a summary of all reported injuries or illnesses is posted no later than February 1, for one month, until March 1, on OSHA Form 200. These records are maintained for five years from the date of preparation.

General Statement on Safety

UIW/SACHS strives to maintain a safe place to work and to employ safe workers. It is your responsibility to conduct your work in a safe, responsible manner. Immediately report all accidents occurring on the University premises to your supervisor.

General Statement on Safety

Each employee has an individual responsibility to prevent accidents. It is to the benefit of all employees and UIW/SACHS that you report any situation or condition you believe may present a safety hazard, including any known or concealed dangers in your work area. UIW/SACHS encourages you to report

your concern either to your immediate supervisor or the Human Resources Office. The supervisor or Human Resources Office will take immediate action to investigate the matter.

Safety Equipment

Proper safety equipment is necessary for your protection. The University provides the best protective equipment it can afford. Use all safeguards, safety appliances, or devices furnished for your protection and comply with all regulations that may concern or affect your safety. Wear your gear properly -- all snaps and straps fastened, cuffs not cut or rolled. Your supervisor will advise you as to what protective equipment is required for your job. Certain jobs require standard safety apparel and appliances for the protection of the employee. Your supervisor is aware of the requirements and will furnish you with the necessary approved protective appliances. These items shall be worn and effectively maintained as a condition of your continued employment and part of our mutual obligation to comply with the Occupational Safety and Health Act. Safety goggles, glasses and face shields shall correspond to the degree of hazard, i.e., chemical splashes, welding flashes, impact hazard, dust, etc. Do not alter or replace an approved appliance without permission from your supervisor. Rubber gloves and rubber aprons shall be worn when working with acids, caustics or other corrosive materials. Specified footwear must be worn. No jewelry shall be worn around power equipment. Hearing protection appliances (approved muffs or plugs) shall be worn by all employees working within any area identified as having excess noise levels. Your supervisor will instruct you in the proper use of the appliance.

Reporting

All serious accidents must be reported to OSHA. In cases of hospitalization or death, a full investigation with copies to governmental authorities may be required. In less serious cases, the investigation report must be presented to the University for disclosure to its insurance carrier and for remedial action at the work site.

Chapter 2 - General Code of Safe Work Practices

General Fire Safety

Our local fire department is acquainted with our facility, its location and specific hazards. All fire doors and shutters must be maintained in good operating condition. Fire doors and shutters should be unobstructed and protected against obstructions, including their counterweights. Fire door and shutter fusible links must be in place. All automatic sprinkler water control valves, if any, air and water pressures should be checked routinely. The maintenance of automatic sprinkler systems is assigned to the Responsible Safety Officer. Sprinkler heads should be protected by metal guards if they could possibly be exposed to damage. Proper clearance must be maintained below sprinkler heads. Portable fire extinguishers are provided in adequate number and type and are located throughout the facility. Fire extinguishers are mounted in readily accessible locations. Fire extinguishers are recharged regularly and the date of last inspection noted on their tags. All employees are periodically instructed in the use of extinguishers and fire protection procedures. Notify the Responsible Safety Officer of any damage to fire protection equipment.

Hazardous Substances Communication

When hazardous substances are used in the workplace, a hazard communication program dealing with Material Safety Data Sheets (MSDS), labeling and employee training will be in operation. MSDS materials will be readily available for each hazardous substance used. A training program plus regular question and answer sessions on dealing with hazardous materials will be given to keep employees informed. The program will include an explanation of what an MSDS is and how to use and obtain one;

MSDS contents for each hazardous substance or class of substances; explanation of the "Right to Know"; identification of where employees can see the employer's written hazard communication program and where hazardous substances are present in their work area; the health hazards of substances in the work area, how to detect their presence, and specific protective measures to be used; as well as informing them of hazards of non-routine tasks and unlabeled pipes.

Electrical

The workplace will be aware of the OSHA Electrical Safety Orders and will comply with the same. Employees will be required to report any hazard to life or property that is observed in connection with a job, electrical equipment or lines. Employees will be expected to make preliminary inspections or appropriate tests to determine conditions before starting work. When equipment or lines are to be serviced, maintained or adjusted, employees must be aware of open switches. Lockouts must be tagged whenever possible. Equipment such as electrical tools or appliance must be grounded or of the double insulated type. Extension cords being used must have a grounding conductor. The workplace supervisor must be aware if multiple plug adaptors are prohibited. If ground-fault circuit interrupters are installed on each temporary 15 or 20 ampere, 120 volt AC circuit at locations where construction, demolition, modifications, alterations or excavations are being performed, temporary circuits must be protected by suitable disconnecting switches or plug connectors with permanent wiring at the junction. Electricians must be aware of the following: Exposed wiring and cords with frayed or deteriorated insulation must be repaired or replaced. Flexible cords and cables must be free of splices or taps. Clamps or other securing means must be provided on flexible cords or cables at plugs, receptacles, tools, equipment. The cord jacket must be held securely in place. All cord, cable and raceway connections must be intact and secure. In wet or damp locations, electrical tools and equipment must be appropriate for the use or location, or otherwise protected. The location of electrical power lines and cables (overhead, underground, under floor, other side of walls) must be determined before digging, drilling or similar work is begun. All metal measuring tapes, ropes, hand lines or similar devices with metallic thread woven into the fabric are prohibited for use where they could come in contact with energized parts of equipment or circuit conductors. The use of metal ladders is prohibited in areas where the ladder or the person using the ladder could come in contact with energized parts of equipment, fixtures or conductors. All disconnecting switches and circuit breakers must be labeled to indicate their use or equipment served. A means for disconnecting equipment must always be opened before fuses are replaced. All interior wiring systems must include provisions for grounding metal parts or electrical raceways, equipment and enclosures. All electrical raceways and enclosures must be fastened securely in place. All energized parts of electrical circuits and equipment must be guarded against accidental contact by approved cabinets or enclosures. Sufficient access and working space will be provided and maintained around all electrical equipment to permit ready and safe operations and maintenance. All unused openings (including conduit knockouts) in electrical enclosures and fittings must be closed with appropriate covers, plugs or plates. Electrical enclosures such as switches, receptacles, and junction boxes must be provided with tight-fitting covers or plates. Disconnecting switches for electrical motors in excess of two horsepower must be capable of opening the circuit when the motor is in a stalled condition without exploding. (Switches must be horsepower rated equal to or in excess of the motor hp rating.) Low voltage protection must be provided in the control device of motor driven machines or equipment which could cause injury from inadvertent starting. A motor disconnecting switch or circuit breaker must be located within sight of the motor control device. Motors: a) must be located within sight of their controller; b) must have their controller disconnecting means capable of being locked in the open position; c) or must have separate disconnecting means installed in the circuit within sight of the motor. A controller for a motor in excess of two horsepower must be rated equal to but not in excess of the motor it services. Employees who regularly work on or around energized electrical equipment or lines will be instructed in cardio-pulmonary resuscitation (CPR) methods. Employees will be trained on how to work on energized lines or equipment over 600 volts.

Noise

An ongoing preventive health program will be utilized to educate employees in safe levels of noise, exposure, effects of noise on their health, and use of personal protection. Approved hearing protective equipment (noise attenuating devices) will be available to employees working in areas where continuous noise levels exceed 85 dB. To be effective, ear protectors must be properly fitted and employees will be instructed in their use and care.

Ventilation for Indoor Air Quality

HVAC systems should provide at least the quantity of outdoor air. The HVAC systems should be inspected annually for any potential problems and there should be an approved inspection certificate available for review. Records should be retained for a minimum five-year period.

Work Environment

Work sites must be clean and orderly. Work surfaces must be kept dry or appropriate means taken to assure the surfaces are slip-resistant. Spills must be cleaned up immediately. All combustible scrap, debris and waste must be stored safely and removed promptly. Combustible dust must be cleaned up with a vacuum system to prevent the dust from going into suspension. The accumulated combustible dust must be removed routinely. Metallic or conductive dust must be prevented from entering or accumulating on or around electrical enclosures or equipment. Waste containers must be covered. Oily and paint soaked rags are combustible and should be discarded in sealable metal containers only. Paint spray booths, dip tanks and paint areas must be cleaned regularly. All oil and gas fired devices should be equipped with flame failure controls that will prevent flow of fuel if pilots or main burners are not working. Ask your supervisor where these controls are located. Make sure all pits and floor openings are either covered or otherwise guarded.

Walkways

All aisles and passageways must be kept clear. Also, aisles and passageways should be clearly marked. Wet surfaces must be covered with non-slip material and all holes properly covered or marked with warning guards. All spills must be cleaned up immediately, and a caution sign placed on all wet or drying surfaces. In cases of passageways used by forklifts, trucks or other machinery, use a separate aisle for walking, if available. If no separately marked aisle is available, use extreme caution. Remember, walking in a passageway used by machinery is like walking in the middle of a street used by cars: You may have the right of way, but the heavier vehicle can't always see you and can't always stop in time. The key to moving around in such circumstances is to stop, look and listen and then to move when there is no danger. Make eye contact with the drivers of moving vehicles so that you know that they know you are there. Equipment must be properly stored so that sharp edges do not protrude into walkways. Changes in elevations must be clearly marked, as must passageways near dangerous operations like welding, machinery operation or painting. If there is a low ceiling, a warning sign must be posted. If the walkway or stairway is more than thirty inches above the floor or ground, it must have a guardrail. If an employee is aware of any breach of these standards, please inform the workplace supervisor.

Floor and Wall Openings

Be careful when working near floor and wall openings. All floor openings (holes) should be guarded by a cover, guardrail or equivalent barrier on all sides except at the entrance to stairways and ladders. Toe boards must be installed around the edges of a permanent floor opening. Skylights must be able to withstand at least 200 pounds pressure. Glass used in windows, doors, and walls (including glass block) must be able to withstand a human impact, and if required by code, be shatterproof "safety glass." Before

beginning work at a new location, inspect it to insure that all floor openings which must remain open, such as floor drains, are covered with grates or similar covers. In roadways and driveways, covers with capacity to carry a truck rear axle load of at least 20,000 pounds must protect all manholes and trenches. In office buildings, fire resistive construction requires that the doors and hallway closures be properly rated and be equipped with self-closing features. Be sure that there are at least two fire emergency exits accessible from your location at all times.

Work Area

Fire extinguishers must remain accessible at all times. Means of egress should be kept unblocked, well-lighted and unlocked during work hours. Excessive combustibles (paper) should not be stored in work areas. Aisles and hallways must be kept clear at all times. Workplaces are to be kept free of debris, floor storage and electrical cords. Adequate aisle space is to be maintained. File cabinet drawers should be opened one at a time and closed when work is finished. Proper lifting techniques are to be used by employees to avoid over exertion and strain when carrying loads. No alcohol or any intoxicating substance may be consumed prior to or during work.

Tool Maintenance

Faulty or improperly used hand tools are a safety hazard. All employees shall be responsible for ensuring that tools and equipment (both University and employee-owned) used by them or other employees at their workplace are in good condition. Hand tools such as chisels, punches, etc., which develop mushroom heads during use, must be reconditioned or replaced as necessary. Broken or fractured handles on hammers, axes and similar equipment must be replaced promptly. Worn or bent wrenches should be replaced regularly. Appropriate handles must be used on files and similar tools. Appropriate safety glasses, face shields, etc., must be worn while using hand tools or equipment which might produce flying materials or be subject to breakage. Eye and face protection must be worn when driving in tempered spuds or nails. Check your tools often for wear or defect. Jacks must be checked periodically to assure they are in good operating condition. Tool handles must be wedged tightly into the heads of tools. Tool cutting edges should be kept sharp enough so the tool will move smoothly without binding or skipping. When not in use, tools should be stored in a dry, secure location.

Ladders

Check ladders each and every time before you climb. Ladders should be maintained in good condition: joints between steps and side rails should be tight; hardware and fittings securely attached; and movable parts operating freely without binding or undue play. Non-slip safety feet are provided on each ladder. Ladder rungs and steps should be free of grease and oil. Employees are prohibited from using ladders that are broken, missing steps, rungs, or cleats, or that have broken side rails or other faulty equipment. It is prohibited to place a ladder in front of doors opening toward the ladder except when the door is blocked open, locked or guarded. It is prohibited to place ladders on boxes, barrels, or other unstable bases to obtain additional height. Face the ladder when ascending or descending. Be careful when you climb a ladder. Do not use the top step of ordinary stepladders as a step. When portable rung ladders are used to gain access to elevated platforms, roofs, etc., the ladder must always extend at least 3 feet above the elevated surface. It is required that when portable rung or cleat type ladders are used, the base must be so placed that slipping will not occur, unless it is lashed or otherwise held in place. All portable metal ladders must be legibly marked with signs reading "CAUTION" - "Do Not Use Around Electrical Equipment." Employees are prohibited from using ladders as guys, braces, skids, gin poles, or for other than their intended purposes. Only adjust extension ladders while standing at a base (not while standing on the ladder or from a position above the ladder). Metal ladders should be inspected for tears and signs of corrosion. Rungs of ladders should be uniformly spaced at 12 inches, center to center.

Portable Power Tools

Portable power tools pose a special danger to employees because they are deceptively small and light, yet they can do great bodily harm if used improperly or poorly maintained. These rules apply to all power tools, but are especially important when handling portable saws, drills and power screwdrivers. Check your equipment before you use it. All grinders, saws and similar equipment should be equipped with appropriate safety guards. Power tools should not be used without the correct shield, guard, or attachment, recommended by the manufacturer. Portable circular saws must be equipped with guards above and below the base shoe. Circular saw guards should be checked periodically and before each use to assure they are not wedged up, thus leaving the lower portion of the blade unguarded. All rotating or moving parts of equipment should be guarded to prevent physical contact. All cord-connected, electrically-operated tools and equipment should be effectively grounded or of the approved double insulated type. Effective guards must be in place over belts, pulleys, chains, sprockets, on equipment such as concrete mixers, air compressors, etc. If portable fans are provided, they must be equipped with full guards or screens having openings 1/2 inch or less. Do not attempt to lift heavy objects without proper equipment. Hoisting equipment will be made available for lifting heavy objects, with hoist ratings and characteristics appropriate for the task. Power tools are either battery operated or wired. If battery operated, don't underestimate their power. A small electric drill or power screwdriver can cause a severe injury if it lands in the wrong place. While not usually a shock hazard, the battery pack contains toxic chemicals and does emit a low voltage electric current. Don't drop or incinerate the battery pack, or a tool with a self-contained power source. Hard-wired equipment can be portable or fixed. Typically used with extension cords, the more powerful hard-wired equipment presents a double safety problem: the actual equipment plus its electrical power source. Ground-fault circuit interrupters must be provided on all temporary electrical 15 and 20 ampere circuits used during periods of construction. Pneumatic and hydraulic hoses on power-operated tools should be checked regularly for deterioration or damage.

Combustible Materials

All combustible scrap, debris and waste materials (oily rags, etc.) must be stored in covered metal receptacles and removed from the work site promptly. Proper storage to minimize the risk of fire, including spontaneous combustion must be practiced. Only approved containers and tanks are to be used for the storage and handling of flammable and combustible liquids. All connections on drums and combustible liquid piping, vapor and liquid must be kept tight. All flammable liquids should be kept in closed containers when not in use (e.g., parts-cleaning tanks, pans, etc.). Bulk drums of flammable liquids must be grounded and bonded to containers during dispensing. Storage rooms for flammable and combustible liquids must have explosion-proof lights. Storage rooms for flammable and combustible liquids should have mechanical or gravity ventilation. Liquefied petroleum gas must be stored, handled, and used in accordance with safe practices and standards. No smoking signs must be posted on liquefied petroleum gas tanks. Liquefied petroleum storage tanks should be guarded to prevent damage from vehicles. All solvent wastes and flammable liquids should be kept in fire-resistant, covered containers until they are removed from the work site. Vacuuming should be used whenever possible rather than blowing or sweeping combustible dust. Fire separators should be placed between containers of combustibles or flammables when stacked one upon another to assure their support and stability. Fuel gas cylinders and oxygen cylinders must be separated by distance, fire resistant barriers, etc., while in storage. Fire extinguishers are selected for the types of materials and placed in areas where they are to be used.

These fire extinguishers are classified as follows: Class A - Ordinary combustible materials fires. Class B - Flammable liquid, gas or grease fires. Class C - Energized-electrical equipment fires. Appropriate fire extinguishers must be mounted within 75 ft. of outside areas containing flammable liquids, and within 10 ft. of any inside storage area for such materials. All extinguishers must be serviced, maintained and tagged at intervals not to exceed one year. Extinguishers should be placed free from obstructions or

blockage. All extinguishers must be fully charged and in their designated places unless in use. Where sprinkler systems are permanently installed, are the nozzle heads arranged so that water will not be sprayed into operating electrical switchboards and equipment? Check to see that heads have not been bent or twisted from their original position. "NO SMOKING" rules will be enforced in areas involving storage and use of hazardous materials. "NO SMOKING" signs have been posted where appropriate in areas where flammable or combustible materials are used and/or stored. Safety cans must be used for dispensing flammable or combustible liquids at point of use. All spills of flammable or combustible liquids must be cleaned up promptly. Storage tanks should be adequately vented to prevent the development of excessive vacuum or pressure as a result of filling, emptying, or atmosphere temperature changes. Storage tanks are equipped with emergency venting that will relieve excessive internal pressure caused by fire exposure.

First Aid Kits

First-aid kits and required contents are maintained in a serviceable condition. Unit-type kits have all items in the first-aid kit individually wrapped, sealed, and packaged in comparable sized packages. The commercial or cabinet-type kits do not require all items to be individually wrapped and sealed, but only those which must be kept sterile. Items such as scissors, tweezers, tubes of ointments with caps, or rolls of adhesive tape, need not be individually wrapped, sealed, or disposed of after a single use or application. Individual packaging and sealing shall be required only for those items which must be kept sterile in a first-aid kit. First-aid kits shall contain at least the following items: 10 Package Kit: 1 Pkg. Adhesive bandages, 1" (16 per pkg.) 1 Pkg. Bandage compress, 4" (1 per pkg.) 1 Pkg. Scissors* and

tweezers (1 each per pkg.) 1 Pkg. Triangular bandage, 40" (1 per pkg.) 1 Pkg. Antiseptic soap or pads (3 per pkg.) 5 Pkgs. of consulting physician's choice 16 Package Kit: 1 Pkg. Absorbent gauze, 24" x 72" (1 per pkg.) 1 Pkg. Adhesive bandages, 1" (16 per pkg.) 2 Pkgs. Bandage compresses, 4" (1 per pkg.) 1 Pkg. Eye dressing (1 per pkg.) 1 Pkg. Scissors* and tweezers (1 each per pkg.) 2 Pkgs. Triangular bandages, 40" (1 per pkg.) 1 Pkg. Antiseptic soap or pads (3 per pkg.) 7 Pkgs. of consulting physician's choice 24 Package Kit: 2 Pkgs. Absorbent gauze, 24" x 72" (1 per pkg.) 2 Pkgs. Adhesive bandages, 1" (16 per pkg.) 2 Pkgs. Bandage compresses, 4" (1 per pkg.) 1 Pkg. Eye dressing (1 per pkg.) 1 Pkg. Scissors* and tweezers (1 each per pkg.) 6 Pkgs. Triangular bandages (1 per pkg.) 1 Pkg. Antiseptic soap or pads (3 per pkg.) 9 Pkgs. of consulting physician's choice 36 Package Kit: 4 Pkgs. Absorbent gauze, 24" x 72" (1 per pkg.) 2 Pkgs. Adhesive bandages, 1" (16 per pkg.) 5 Pkgs. Bandage compresses, 4" (1 per pkg.) 2 Pkgs. Eye dressing (1 per pkg.) 1 Pkg. Scissors* and tweezers (1 each per pkg.) 8 Pkgs. Triangular bandages, 40" (1 per pkg.) 1 Pkg. Antiseptic soap or pads (3 per pkg.) 13 Pkgs. of consulting physician's choice Scissors shall be capable of cutting 2 layers of 15 oz. cotton cloth or its equivalent. The first-aid kits are maintained at the ten, sixteen, twenty-four or thirty-six package level. Where the eyes or body of any person may be exposed to injurious chemicals and/or materials, suitable facilities for quick drenching or flushing of the eyes and body are provided, within the work area, for immediate emergency use. A poster shall be fastened and maintained either on or in the cover of each first-aid kit and at or near all phones plainly stating, the phone numbers of available doctors, hospitals, and ambulance services within the district of the work site.

First Aid Station

If a fixed establishment employs more than 200 employees at one central location, First-aid stations shall be located as close as practicable to the highest concentration of personnel. First-aid stations shall be well marked and available to personnel during all working hours. One person holding a valid first-aid certificate shall be responsible for the proper use and maintenance of the first-aid station. First-aid stations shall be equipped with a minimum of two first-aid kits, the size of which shall be dependent upon the number of personnel normally employed at the work site. One first-aid kit may be a permanent wall-

mounted kit, but in all cases the station shall be equipped with at least one portable first-aid kit. When required by the circumstances, the station shall be equipped with two wool blankets and a stretcher in addition to first-aid kits. A roster, denoting the telephone numbers and addresses of doctors, hospitals and ambulance services available to the work site, shall be posted at each first-aid station.

Chapter 3 - Chemical Safety

Introduction

The objective of this chapter is to provide guidance to all UIW/SACHS employees and participating guests who use hazardous materials so that they may perform their work safely. Many of these materials are specifically explosive, corrosive, flammable, or toxic; they may have properties that combine these hazards. Many chemicals are relatively non-hazardous by themselves but become dangerous when they interact with other substances, either in planned experiments or by accidental contact. To avoid injury and/or property damage, persons who handle chemicals in any area of the University must understand the hazardous properties of the chemicals with which they will be working. Before using a specific chemical, safe handling methods must always be reviewed. Supervisors are responsible for ensuring that the equipment needed to work safely with chemicals is provided. The cost of this equipment is borne by the University.

Hazcom Plan

On May 25, 1986 the Occupational Safety and Health Administration (OSHA) placed in effect the requirements of a new standard called Hazard Communication (29 CFR 1910.1200). This standard establishes requirements to ensure that chemical hazards in the workplace are identified and that this information, along with information on protective measures, is transmitted to all affected employees. This section describes how UIW/SACHS employees are informed of the potential chemical hazards in their work area so they can avoid harmful exposures and safeguard their health. Components of this program include labeling, preparing a material safety data sheet (MSDS), and training. With regard to MSDS, UIW/SACHS has limited coverage under the OSHA Hazard Communication Standard. The University is required to maintain only those sheets that are received with incoming shipments for the following reasons: the University commonly uses small quantities of many different hazardous materials for short periods of time; that the hazards change, often unpredictably; many materials are of unknown composition and most workers are highly trained. Responsibilities of Supervisors/Management Identify hazards for respective work areas. Ensure hazards are properly labeled. Obtain/maintain copies of material safety data sheets, as required, of each hazardous material used in the work area and make them accessible to employees during each work shift. Have the written Hazard Communication Program available to all employees. Provide hazard-specific training for employees. Identify hazardous materials in the hazard review section of the UIW/SACHS purchase requisition form. Employees must: Attend safety-training meetings. Perform operations in safe manner. Notify management immediately of any safety hazards or injuries. When ordering materials, identify hazardous chemicals in the hazard review section of the UIW/SACHS purchase requisition form. The Responsible Safety Officer must: Develop a written Hazard Communication Program. Maintain a central file of material safety data sheets. Review and update UIW/SACHS stock safety labels. Provide generic training programs. Assist supervisors in developing hazard-specific training programs. Oversee the Hazard Communication Standard written policy and implementation plans. Alert on-site contractors to hazardous materials in work areas. Alert on-site contractors that they must provide to their employees information on hazardous materials they bring to the work site. The number of hazardous chemicals and the number of reactions between them is so large that prior knowledge of all potential hazards cannot be assumed. Therefore, when the chemical properties of a material are not fully known, it should be assumed hazardous and used in as small quantities as possible to minimize exposure and thus reduce the magnitude of unexpected events. The

following general safety precautions should be observed when working with chemicals: Keep the work area clean and orderly. Use the necessary safety equipment. Carefully label every container with the identity of its contents and appropriate hazard warnings. Store incompatible chemicals in separate areas. Substitute less toxic materials whenever possible. Limit the volume of volatile or flammable material to the minimum needed for short operation periods. Provide means of containing the material if equipment or containers should break or spill their contents. Follow the requirements of this manual, if systems that can generate pressure or are operated under pressure are involved. Provide a back-up method of shutting off power to a heat source if any hazard is involved. Obtain and read the Material Safety Data Sheets.

Chapter 4 - Electrical Safety

Policy

It is the policy of UIW/SACHS to take every reasonable precaution in the performance of work to protect the health and safety of employees and the public and to minimize the probability of damage to property. The electrical safety requirements contained in this chapter are regulations set forth by UIW/SACHS .

Employee Responsibility

All UIW/SACHS personnel are responsible for all aspects of safety within their own groups. The Responsible Safety Officer is responsible for providing information, instruction, and assistance, as appropriate, concerning UIW/SACHS electrical safety requirements and procedures. Individual employees are responsible for their own and their co-workers' safety. This means: Become acquainted with all potential hazards in the area in which they work. Learn and follow the appropriate standards, procedures, and hazard-control methods. Never undertake a potentially hazardous operation without consulting with appropriate supervision. Stop any operation you believe to be hazardous. Notify a supervisor of any condition or behavior that poses a potential hazard. Wear and use appropriate protective equipment. Immediately report any occupational injury or illness to the Responsible Safety Officer, any on site Medical Services Department and the appropriate supervisor. Each employee acting in a supervisory capacity has specific safety responsibilities. These include: Developing an attitude and awareness of safety in the people supervised and seeing that individual safety responsibilities are fully carried out. Maintaining a safe work environment and taking corrective action on any potentially hazardous operation or condition. Ensuring that the personnel he/she directs are knowledgeable and trained in the tasks they are asked to perform. Ensuring that safe conditions prevail in the area and that everyone is properly informed of the area's safety regulations and procedures. Ensuring that contract personnel are properly protected by means of instructions, signs, barriers, or other appropriate resources. Ensuring that no employee assigned to potentially hazardous work appears to be fatigued, ill, emotionally disturbed, or under the influence of alcohol or drugs (prescription, over the counter medicinal or otherwise). Management at every level has the responsibility for maintaining the work environment at a minimal level of risk throughout all areas of control. Each manager: Is responsible for being aware of all potentially hazardous activities within the area of responsibility. May assign responsibility or delegate authority for performance of any function, but - Remains accountable to higher management for any oversight or error that leads to injury, illness, or damage to property.

Working with Energized Equipment

This section contains safety requirements that must be met in constructing electrical equipment and in working on energized electrical equipment. Special emphasis is placed on problems associated with personnel working on hazardous electrical equipment in an energized condition. Such work is permissible, but only after extensive effort to perform the necessary tasks with the equipment in a securely de-energized condition has proven unsuccessful, or if the equipment is so enclosed and protected that contact with hazardous voltages is essentially impossible. Definitions: The following definitions are

used in this discussion of electrical safety. **Authorized Person:** An individual recognized by management as having the responsibility for and expertise to perform electrical procedures in the course of normal duties. Such individuals are normally members of electronic or electrical groups. **Backup Protection:** A secondary, redundant, protective system provided to de-energize a device, system, or facility to permit safe physical contact by assigned personnel. A backup protective system must be totally independent of the first-line protection and must be capable of functioning in the event of total failure of the first-line protective system. **Companion:** A co-worker who is cognizant of potential danger and occasionally checks the other worker. **Electrical Hazard:** A potential source of personnel injury involving, either directly or indirectly, the use of electricity. **Direct Electrical Hazard:** A potential source of personnel injury resulting from the flow of electrical energy through a person (electrical shocks and burns). **Indirect Electrical Hazard:** A potential source of personnel injury resulting from electrical energy that is transformed into other forms of energy (e.g., radiant energy, such as light, heat, or energetic particles; magnetic fields; chemical reactions, such as fire, explosions, the production of noxious gases and compounds; and involuntary muscular reactions). **First Line Protection:** The primary protective system and/or operational procedure provided to prevent physical contact with energized equipment. **General Supervision:** The condition that exists when an individual works under a supervisor's direction but not necessarily in the continuous presence of the supervisor. **Grounding Point:** The most direct connection to the source of a potential electrical hazard such as the terminals of a capacitor. Such a point must be indicated by a yellow circular marker. **Grounds, Electrical:** Any designated point with adequate capacity to carry any potential currents to earth. Designated points may be building columns or specially designed ground-network cabling, rack, or chassis ground. Cold water pipes, wire ways, and conduits must not be considered electrical grounds. **Grounds, Massive:** Large areas of metal, concrete, or wet ground that make electrical isolation difficult or impossible. **Implied Approval:** Approval is implied when a supervisor, knowing the qualifications of an individual, assigns that individual a task, or responsibility for, a device, system, or project. **Qualified Person:** An individual recognized by management as having sufficient understanding of a device, system, or facility to be able to positively control any hazards it may present. **Must, Should, and May:** Must indicates a mandatory requirement. Should indicates a recommended action. May indicates an optional or permissive action, not a requirement or recommendation. **Safety Watch:** An individual whose sole task is to observe the operator and to quickly de-energize the equipment, using a crash button or circuit breaker control in case of an emergency, and to alert emergency personnel. This person should have basic CPR training.

Type of Hazards

The degree of hazard associated with electrical shock is a function of the duration, magnitude, and frequency of the current passed by the portion of the body incorporated in the circuit. The current that can flow through the human body with contacts at the extremities, such as between the hand or head and one or both feet, depends largely on the voltage. Body circuit resistance, even with liquid contacts (barring broken skin) will probably be not less than 500 ohms. The current flow at this resistance at 120 volts is 240 milliamperes. Recognition of the hazards associated with various types of electrical equipment is of paramount importance in developing and applying safety guidelines for working on energized equipment. Three classes (in order of increasing severity) of electrical hazards have evolved.

Class C Hazard

Class C electrical hazard classifications prevail for all situations when one or more of the limitations set in Class B is exceeded.

Employee Attitude

The attitudes and habits of personnel and the precautions they routinely take when working on energized equipment are extremely important. There are three modes of working on electrical equipment.

Protective Systems

Equipment must be designed and constructed to provide personnel protection. First-line and backup safeguards should be provided to prevent personnel access to energized circuits. Periodic tests must be established to verify that these protective systems are operative.

Electrical Lock-out/Tag-out Procedures

When you have to do maintenance work on a machine, take these four steps to protect yourself and your co-workers from injury: 1. De-energize the machine if possible. Positively disconnect the machine from the power source. If there is more than one source of power, then disconnect them all. 2. If possible, lock out all disconnect switches. You must be given a lock and a key for each disconnect before you begin working on the machine. 3. Tag all disconnect switches. Use the yellow or Red safety tags which state in large letters -- "Danger...Do Not Operate," or "Danger...Do Not Energize" and which give the name of the individual who locked out the equipment, date and time. The tag must also state "DO NOT REMOVE THIS TAG". (The person who placed the tag may remove it only after the machinery maintenance has been completed.) 4. Test the equipment to insure it is de-energized before working on it. First, attempt to operate the equipment by turning it on normally. Next, check all electrical lines and exposed areas with test equipment or a "lamp". Finally, short to ground any exposed connections using insulated grounding sticks. This test must be done even if the electrical connection is physically broken, such as pulling out a plug, because of the chance of discharging components. A TAG OUT ONLY PROCEDURE MAY BE USED IF THE MACHINE CANNOT BE LOCKED OUT. IF THE MACHINE IS SUPPLIED ELECTRICAL POWER FROM A SINGLE SOURCE, WHICH IS UNDER THE EXCLUSIVE CONTROL OF A TRAINED AND QUALIFIED REPAIR PERSON AT ALL TIMES AND THERE ARE NOT ANY OTHER PERSONS IN THE REPAIR AREA WHO COULD BE HARMED BY THE ACCIDENTAL ENERGIZING OF THE MACHINERY, THEN TAG OUT MAY BE USED INSTEAD OF LOCK-OUT/TAG OUT. Be aware that many accidents occur at the moment of re-energizing. If the machinery is to be re-energized, all persons must be kept at a safe distance away from the machinery. The re-energization can be performed only by a person who either performed the lock-out/tag out, a person acting under the immediate and direct commands of the original lock-out/tag out person, or in the event of a shift change, or other unavailability of the original person, then the original shall, before leaving, appoint a surrogate original person and show him or her all steps taken to lock-out/tag out the equipment.

Chapter 5 - Emergencies

Organization

UIW/SACHS requires that during every emergency an organized effort be made to protect personnel from further injury and to minimize property damage. All of UIW/SACHS 's resources can be made available to respond to an emergency. Each supervisor must know what to do during an emergency in his or her area and must be certain that his or her employees understand their roles.

Supervisors Responsibilities

During an emergency, the supervisor must: Ensure that those under his or her supervision are familiar with the plan for the building, particularly the recommended exit routes and how to report an emergency. Render assistance to the person in charge during an emergency, as required. Maintain familiarity with the shutdown procedures for all equipment used by those under his or her supervision. Know the location and use of all safety equipment on his or her floor. Keep employees from reentering an evacuated area until reentry is safe.

No Loitering Policy

Employees not involved in the emergency must stay away from the scene and follow the instructions issued over the public address system or directly from the person in charge. The sounding of a fire bell means immediate evacuation by the nearest exit. Employees must not reenter an area that they have evacuated until notified that it is safe to return.

Employee Responsivities

Employees, other than emergency-response groups, involved in any emergency greater than a minor incident are expected to act as follows: If there is threat of further injury or further exposure to hazardous material, remove all injured persons, if possible, and leave the immediate vicinity. If there is no threat of further injury or exposure, leave seriously injured personnel where they are. Report the emergency immediately by phone. State what happened, the specific location, whether anyone was injured, and your name and phone number. Proceed with first aid or attempt to control the incident only if you can do so safely and have been trained in first aid or the emergency response necessary to control the incident. Show the ranking emergency-response officer where the incident occurred, inform him or her of the hazards associated with the area, provide any other information that will help avoid injuries, and do as he or she requests.

Chapter 6 - Building Management and Construction

Introduction

UIW/SACHS 's buildings and equipment must equal or exceed existing legal standards for safety, fire prevention, sanitation, architectural barriers, health protection, and resistance to seismic forces. Safeguards must provide built-in protection against injury to personnel or damage to property and include methods for limiting the consequences of accidents. Protection systems must permit the most effective work conditions consistent with effective safeguards. The following matters related to engineering and construction must be referred to the Facilities Department: New construction or alteration of buildings, building facilities, fixed equipment, outside utilities such as cooling towers, electrical substations, underground pipes, conduits, or vaults, roadways, parking lots, walkways, landscaping, sewers, and drainage systems. Plans under consideration that will affect any structure or physical plant facility because of the size of the project, loads, vibration, temperature requirements, humidity control, radiation background, or ventilation requirements, or any code-related feature of the facility.

Chapter 7 - Fire Safety

Introduction

Policy and planning for fire safety at UIW/SACHS takes into account the special fire hazards for specific operating areas, the protection of high-value property, and the safety of employees. These ends are met by: * Non-combustible or fire-rated materials and construction practices suitable to the assigned uses of buildings and facilities. * Alarm systems and automatic extinguishing systems. * Availability of suitable hand extinguishers and local hose lines for use before firefighters arrive. * Access to professional fire department, always staffed and trained in the control of emergencies that could occur at the University. (The Fire Department makes the initial response to all requests for emergency aid received on the emergency telephone number, 911.) This chapter covers the fire safety responsibilities of employees and supervisors and sets forth the fire safety rules and procedures.

Fire Department

The San Antonio and Alamo Heights Fire Department are responsible for protecting people and property from fires, explosions, and other hazards through prevention and expeditious control of such events. In

addition, the Fire Department provides first-response rescue and transportation services in medical emergencies. The Fire Department's inspection staff is responsible for ensuring university-wide compliance with fire safety and protection requirements and for reviewing all plans and procedures for compliance with these requirements; for inspecting and testing automatic fire protection and alarm systems and ensuring their maintenance and repair; for conducting fire safety and protection inspections; and for providing fire prevention recommendations. Other responsibilities include training employees in fire safety equipment, practices, and procedures. All these fire protection and response functions are performed in conformance with OSHA regulations, State law, UIW/SACHS policies, and nationally recognized standards and guidelines for fire and life safety. The Fire Chief and the Fire Marshall have the authority to enforce applicable requirements of the Uniform Building Code; the Uniform Fire Code; National Fire Protection Association Codes (including the Life Safety Code), Standards, and Recommended Practices; and the fire protection provisions of OSHA Orders. All employees must immediately report fires, smoke, or potential fire hazards to the Fire Department (dial 911). All employees must conduct their operations in such a way as to minimize the possibility of fire. This means applying rules such as keeping combustibles separated from ignition sources, being careful about smoking, and avoiding needless accumulations of combustible materials. Supervisors are responsible for keeping their operating areas safe from fire. The Responsible Safety Officer and the Fire Department will provide guidance and construction criteria with respect to fire and life safety as well as inspections. The provision and maintenance of fire detection systems and both automatic and manual fire extinguishing equipment is the responsibility of the Responsible Safety Officer. But the supervisor, who best knows the day-to-day nature of his/her operations, is responsible for notifying the Responsible Safety Officer of operations that change the degree of fire risk and will therefore require a change in the planned fire protection provisions.

Electrical Fires

There are many combustible materials, including electrical equipment, oxidizing chemicals, fast-reacting or explosive compounds, and flammable metals, which present specialized fire safety and extinguishing problems. Refer to other appropriate chapters of this manual for safe handling advice. If in doubt, request advice from the Responsible Safety Officer.

Portable Heaters

The use of these devices, whether privately or University owned, is allowed only where there is no chance of causing injury to personnel or of creating a fire hazard. This provision obviously requires common sense in safely locating such devices and ensuring that they do not operate when they are unattended. These devices may not be used in locations where: Flammable or explosive vapors or dusts may be present. Smoking, eating, or drinking is prohibited because toxic or radioactive materials may be present. The area has been designated as unsafe for such devices. The following practices should be carried out when operating portable heating appliances: Do not place the appliance on unstable or readily combustible materials. Maintain a clearance of at least 12 inches between the appliance and combustible materials. Ensure that the appliance is approved by either Underwriters Laboratories, Inc., or Factory Mutual Research Corporation. Connect the appliance directly to a proper electrical outlet using only the cord with which it was originally equipped. Do not use extension cords in lieu of permanent wiring. Do not operate appliances during off hours if they are unattended.

Fire Detectors

Several types of automatic fire detectors are used throughout UIW/SACHS, according to particular needs and purposes. All of them will detect fire (by one of several means) and transmit an alarm to the fire station. In the many buildings equipped with evacuation alarm bells, the automatic detectors activate those alarms, as do the manual pull boxes. In some cases, automatic extinguishing systems are activated

by automatic detectors. The Fire Department always dispatches firefighters and apparatus to the scene of any automatically actuated alarm.

Fire Doors

Automatic fire doors and dampers are provided at strategic points to close and block the spread of smoke and fire when these are sensed by automatic detectors. Automatic fire doors must never be blocked or left in disrepair so that they cannot close and latch automatically as intended in the event of a fire. Self-closing fire doors are those doors designed and installed to close each time after being opened. They too must never be blocked, wedged, or tied open. If such doors must be kept open, the self-closers must be replaced with approved automatic smoke-activated release hold-open devices.

Fire Exits

Exit corridors must not be used for storage. The Life Safety Code, NFPA 101, requires that buildings designed for human occupancy must have continuous and unobstructed exits to permit prompt evacuation of the occupants and allow necessary access for responding emergency personnel. The intent of the Code is to keep exits free from obstructions and clear of combustible materials. Attention to housekeeping, therefore, is very important. "Temporary" storage of furniture, equipment, supplies, or anything else is not permitted in exit ways. Combustibles, including recyclable waste paper, are not permitted in exit ways. Metal lockers with ends and tops ferried to the walls and that do not interfere with minimum exit width requirements may be installed in exit corridors when approved by the Fire Department and the Responsible Safety Officer. The following requirements must be met for storage locker/cabinets: Cabinets will be permitted on one side of the corridor only. Cabinets must end at least 6 ft from the corridor exit door. Cabinet ends must be at least 12 in. from the edge of the doorway on the latch side and from the edge of the door leaf when fully opened into the corridor. The cabinets must not be more than 20 in. deep by 37 in. wide by 72-3/4 in. high. The cabinets must be all metal construction with positive latches to prevent spillage of contents in the event of an earthquake. All doors must return automatically to the closed position when not held open manually. A 45 degree-angle fairing must be provided from the wall to the corridor corner of the cabinet. Fairing must be provided at both ends of cabinet or bank of cabinets. * A 45 degree-angle fairing must be provided at the top of the cabinets from the outside corridor edge of cabinet to the wall. All cabinets must be anchored to the wall firmly enough to withstand 0.5g of lateral acceleration (or a lateral load equal to 1/2 the total dead weight of the cabinet and its contents) in the event of an earthquake. Liquids and chemicals are not to be stored in corridor lockers. All cabinets must be kept locked, with one key being retained by the Building Manager. All cabinets must be labeled with the contents and the name, address, and telephone number of the assigned user. Any deviation from the above requirements must be approved by Responsible Safety Officer.

Mechanical Equipment Rooms

Mechanical equipment rooms contain boilers, blowers, compressors, filters, electrical equipment, etc. Such rooms must be separated from other areas of a building by fire-resistant walls and doors. To maintain the integrity of these separations, the fire doors must never be left open. Fan rooms house ventilation equipment which often includes automatic shut down and dampers activated by interlocking with the building smoke and fire detectors. Fire dampers and other automatic shut-down provisions must not be disabled without Fire Department approval (as for temporary maintenance procedures). Mechanical equipment rooms and fan rooms must not be used for storage of any kind.

Life Safety Code

The Life Safety Code of the National Fire Protection Association, NFPA 101, requires that emergency lighting be provided for means of egress in certain areas. The Code states emergency lighting is required

in exit corridors in any office-type building where the building is two or more stories in height above the level of exit discharge. In industrial occupancies such as laboratories and shops, the Code requires emergency lighting in all exit aisles, corridors, and passageways. Emergency lighting may be installed in areas where not required by the Code when such areas present an egress hazard during a power failure. Although elevators are not considered a means of egress within the jurisdiction of the Life Safety Code, they do require emergency lighting. (Titles 8 and 24 require that emergency lighting be maintained in an elevator for a period of at least four hours.) Several types of emergency lights that satisfy the specifications of the Life Safety Code are: Battery Type - Only rechargeable batteries may be used. The rating of the battery must be such that it provides power for illumination for one and one-half hours in the event of a failure of normal lighting. Generator Type - When emergency lighting is provided by an electric generator, a delay of not more than 10 seconds is permitted. Exit sign lights, when burned out, should be reported to Maintenance for service.

Exit Corridors

Exit corridors must not be used for storage. The Life Safety Code, NFPA 101, requires that buildings designed for human occupancy must have continuous and unobstructed exits to permit prompt evacuation of the occupants and allow necessary access for responding emergency personnel. The intent of the Code is to keep exits free from obstructions and clear of combustible materials. Attention to housekeeping, therefore, is very important. "Temporary" storage of furniture, equipment, supplies, or anything else is not permitted in exit ways. Combustibles, including recyclable waste paper, are not permitted in exit ways. Metal lockers with ends and tops ferried to the walls and that do not interfere with minimum exit width requirements may be installed in exit corridors when approved by the Fire Department and the Responsible Safety Officer. The following requirements must be met for storage locker/cabinets: Cabinets will be permitted on one side of the corridor only. Cabinets must end at least 6 ft from the corridor exit door. Cabinet ends must be at least 12 in. from the edge of the doorway on the latch side and from the edge of the door leaf when fully opened into the corridor. The cabinets must not be more than 20 in. deep by 37 in. wide by 72-3/4 in. high. The cabinets must be all metal construction with positive latches to prevent spillage of contents in the event of an earthquake. All doors must return automatically to the closed position when not held open manually. A 45 degree-angle fairing must be provided from the wall to the corridor corner of the cabinet. Fairing must be provided at both ends of cabinet or bank of cabinets. * A 45 degree-angle fairing must be provided at the top of the cabinets from the outside corridor edge of cabinet to the wall. All cabinets must be anchored to the wall firmly enough to withstand 0.5g of lateral acceleration (or a lateral load equal to 1/2 the total dead weight of the cabinet and its contents) in the event of an earthquake. Liquids and chemicals are not to be stored in corridor lockers. All cabinets must be kept locked, with one key being retained by the Building Manager. All cabinets must be labeled with the contents and the name, address, and telephone number of the assigned user. Any deviation from the above requirements must be approved by Responsible Safety Officer.

No Smoking

Smoking is forbidden in all University buildings and also in certain areas for fire safety reasons. Such areas include the following: Where flammable gases or liquids are stored, handled, or used. Where significant quantities of combustible materials, such as paper, wood, cardboard, or plastics are stored, handled, or used. Where liquid- or gaseous-oxygen is stored, handled, or used. Within 20 ft of a smoke detector. In tape and record storage vaults and computer equipment areas. Areas that are designated "No Smoking" areas for fire safety reasons are indicated by large rectangular signs consisting of white backgrounds with red letters stating "NO SMOKING."

Chapter 8 - Materials Handling

Introduction

UIW/SACHS requires that safety planning and practices for commonplace tasks be as thorough as for operations with unusual hazards. Commonplace tasks make up the greater part of the daily activities of most employees and, not unexpectedly, offer more potential sources of accidents with injuries and property damage. Every operation or work assignment begins and ends with handling of materials. Whether the material is a sheet of paper (paper cuts are painful) or a cylinder of toxic gas, accident risks can be reduced with thorough planning. Identifying obvious and hidden hazards should be the first step in planning work methods and job practices. Thorough planning should include all the steps associated with good management from job conception through crew and equipment decommissioning. Most of the material presented in this chapter is related to the commonplace and obvious. Nevertheless, a majority of the incidents leading to injury, occupational illness, and property damage stem from failure to observe the principles associated with safe materials handling and storage. A less obvious hazard is potential failure of used or excessive motorized handling or lifting equipment.

Lifting and Moving

Lifting and moving of objects must be done by mechanical devices rather than by manual effort whenever this is practical. The equipment used must be appropriate for the lifting or moving task. Lifting and moving devices must be operated only by personnel trained and authorized to operate them. Employees must not be required to lift heavy or bulky objects that overtax their physical condition or capability.

Manual Lifting Rules

Manual lifting and handling of material must be done by methods that ensure the safety of both the employee and the material. It is UIW/SACHS policy that employees whose work assignments require heavy lifting be properly trained and physically qualified, by medical examination if deemed necessary. The following are rules for manual lifting: Inspect the load to be lifted for sharp edges, splinters, and wet or greasy spots. Wear gloves when lifting or handling objects with sharp or splintered edges. These gloves must be free of oil, grease, or other agents that may cause a poor grip. Inspect the route over which the load is to be carried. It should be in plain view and free of obstructions or spillage that could cause tripping or slipping. Consider the distance the load is to be carried. Recognize the fact your gripping power may weaken over long distances. Size up the load and make a preliminary "heft" to be sure the load is easily within your lifting capacity. If it is not, get help. If team lifting is required, personnel should be similar in size and physique. One person should act as leader and give the commands to lift, lower, etc. Two persons carrying a long piece of pipe or lumber should carry it on the same shoulder and walk in step. Shoulder pads should be used to prevent cutting shoulders and help reduce fatigue. To lift an object off the ground, the following are manual lifting steps: Make sure of good footing and set your feet about 10 to 15 inches apart. It may help to set one foot forward of the other. Assume a knee-bend or squatting position, keeping your back straight and upright. Get a firm grip and lift the object by straightening your knees - not your back. Carry the load close to your body (not on extended arms). To turn or change your position, shift your feet - don't twist your back. The steps for setting an object on the ground are the same as above, but in reverse.

Load Path Safety

Loads moved with any material handling equipment must not pass over any personnel. The load path must be selected and controlled to eliminate the possibility of injury to employees should the material handling equipment fail. Equipment worked on while supported by material handling equipment must have a redundant supporting system capable of supporting all loads that could be imposed by failure of the mechanical handling equipment. A suspended load must never be left unattended but must be lowered to the working surface and the material handling equipment secured before leaving the load unattended.

Clean Work Areas

All areas controlled by UIW/SACHS must be kept in orderly and clean condition and used only for activities or operations for which they have been approved. The following specific rules must also be followed: Keep stairs, corridors, and aisles clear. Traffic lanes and loading areas must be kept clear and marked appropriately. Store materials in work rooms or designated storage areas only. Do not use hallways, fan lofts, or boiler and equipment rooms as storage areas. Do not allow exits, passageways, or access to equipment to become obstructed by either stored materials or materials and equipment that is being used. Arrange stored materials safely to prevent tipping, falling, collapsing, rolling, or spreading - that is, any undesired and unsafe motion. Do not exceed the rated floor capacity of stored material for the area. The load limit and the maximum height to which material may be stacked must be posted. Place materials such as cartons, boxes, drums, lumber, pipe, and bar stock in racks or in stable piles as appropriate for the type of material. Store materials that are radioactive, fissile, flammable, explosive, oxidizing, corrosive, or pyrophoric only under conditions approved for the specific use by the Responsible Safety Officer. Segregate and store incompatible materials in separate locations. Remove items that will not be required for extended periods from work areas and put them in warehouse storage. Call for assistance. Temporary equipment required for special projects or support activities must be installed so that it will not constitute a hazard. A minimum clearance of 36 inches must be maintained around electrical power panels. Wiring and cables must be installed in a safe and orderly manner, preferably in cable trays. Machinery and possible contact points with electrical power must have appropriate guarding. The controls for temporary equipment must be located to prevent inadvertent actuation or awkward manipulation. When heat-producing equipment must be installed, avoid accidental ignition of combustible materials or touching of surfaces above 60 degrees C (140 F). Every work location must be provided with illumination that meets OSHA requirements. Evaluation of illumination quality and requirements is made by the Responsible Safety Officer, but the supervisor of an area is responsible for obtaining and maintaining suitable illumination. Areas without natural lighting and areas where hazardous operations are conducted must be provided with enough automatically activated emergency lighting to permit exit or entry of personnel if the primary lighting fails.

Chapter 9 – Noise

Introduction

This chapter contains information on the effects, evaluation, and control of noise. For assistance in evaluating a noise problem, contact the Responsible Safety Officer.

Reducing Noise Exposure

Noise exposure can be reduced by using engineering controls, administrative procedures, or personal protective devices. Engineering Controls Reduction of noise production at the source: Proper design of new machines Modification of present machines Proper repair and upkeep of equipment Use of appropriate mufflers Use of vibration dampeners on machines Reduction of noise transmission: Increase distance between noise and personnel exposed Construction of barriers between noise source and personnel Sound treatment of ceilings and walls Administrative Procedures: Job schedule changes Personnel rotation Personnel Protective Devices: Ear plugs Earmuffs Federal and state occupational safety and health regulations require that whenever employees are exposed to excessive noise levels, feasible engineering or administrative controls must be used to reduce these levels. When these control measures cannot be completely accomplished and/or while such controls are being initiated, personnel must be protected from the effects of excessive noise levels. Such protection can, in most cases, be provided by wearing suitable protective hearing devices. The appropriate Medical Services provider and/or the supervisor of the Department will supply ear plugs for employees upon request or before going into a high noise area. There is a need for medical supervision when ear plugs are used because their

effectiveness depends on proper fitting. Only approved plugs should be used. Ear plugs should be cleaned daily to prevent ear infections. Protection greater than that provided by a single device can be obtained by wearing ear plugs under an earmuff. While the reduction provided by wearing both devices simultaneously is considerably less than the sum of the individual attenuations, it is still greater than when either device is worn separately.

Chapter 10 - Ladders and Scaffolds

Ladders

Ladders must be in good condition, made of suitable material, of proper length, and of the correct type for the use intended. Damaged ladders must never be used; they should be repaired or destroyed. Ladders used near electrical equipment must be made of a nonconducting material. Stored ladders must be easily accessible for inspection and service, kept out of the weather and away from excessive heat, and well supported when stored horizontally. A portable ladder must not be used in a horizontal position as a platform or runway or by more than one person at a time. A portable ladder must not be placed in front of doors that open toward the ladder or on boxes, barrels, or other unstable bases. Ladders must not be used as guys, braces, or skids. The height of a stepladder should be sufficient to reach the work station without using the top or next to the top steps. Bracing on the back legs of stepladders must not be used for climbing. The proper angle (75-1/2 degrees) for a portable straight ladder can be obtained by placing the base of the ladder a distance from the vertical wall equal to one quarter of the vertical distance from base to top of ladder's resting point. Ladders must be ascended or descended facing the ladder with both hands free to grasp the ladder. Tools must be carried in a tool belt or raised with a hand line attached to the top of the ladder. Extension ladders should be tied in place to prevent side slip.

Scaffolds

All scaffolds, whether fabricated on site, purchased, or rented must conform with the specifications found in ANSI A10.8, Safety Requirements for Scaffolding. Rolling scaffolds must maintain a 3:1 height to base ratio (use smaller dimension of base). The footing or anchorage for a scaffold must be sound, rigid, and capable of carrying the maximum intended load without settling or displacement. Unstable objects such as barrels, boxes, loose brick, or concrete blocks must not be used to support scaffolds or planks. No scaffold may be erected, moved, dismantled, or altered unless supervised by competent persons. Scaffolds and their components must be capable of supporting at least four times the maximum intended load without failure. Guard rails and toe boards must be installed on all open sides and ends of scaffolds and platforms more than 10 ft above the ground or floor. Scaffolds 4 feet to 10 feet in height having a minimum horizontal dimension in either direction of less than 45 inches must have standard installed on all open sides and ends of the platform. Wire, synthetic, or fiber rope used for suspended scaffolds must be capable of supporting at least 6 times the rated load. No riveting, welding, burning, or open flame work may be performed on any staging suspended by means of fiber or synthetic rope. Treated fiber or approved synthetic ropes must be used for or near any work involving the use of corrosive substances. All scaffolds, bosun's chairs, and other work access platforms must conform with the requirements set forth in the Federal Occupational Safety and Health Regulations for Construction, 29 CFR 1926.451, except where the specifications in ANSI A10.8 are more rigorous.

Chapter 11 - Tools

University Provided Tools

UIW/SACHS provides hand and powered portable tools that meet accepted safety standards. A damaged or malfunctioning tool must not be used; it must be turned in for servicing and a tool in good condition obtained to complete the job. Employees must use the correct tool for the work to be performed; if they

are unfamiliar with the operation of the tool, they must request instruction from their supervisor before starting the job. Supervisors are responsible for ensuring that their subordinates are properly trained in the operation of any tool that they are expected to operate.

Grounding

Tools that are not double-insulated must be effectively grounded and tested. Testing must be accomplished before initial issue, after repairs, and after any incident that could cause damage, such as dropping or exposure to a wet environment. Grounded tools must always be used with an effectively grounded circuit. Any extension cord used with a grounded tool must be a three-wire, grounded type. Electric-powered hand tools used on construction sites, on temporary wired circuits, or in wet environments will be used in conjunction with an approved ground fault circuit interrupter (GFCI). The responsibility for implementing and maintaining this program rests with the individual supervisors involved.

Shop Rules

Any UIW/SACHS facility housing shop tools is defined by OSHA as a shop. It is the responsibility of the person in charge of each shop to ensure compliance with the following practices: Shop machines and tools are to be used only by qualified personnel. It is the responsibility of the person in charge of the shop to render a judgment as to who is qualified. The person in charge will take whatever action is deemed necessary to prevent a personal injury or damage to equipment. Equipment guards and protective devices must be used and must not be compromised. Approved eye protection (visitor's glasses) must be worn by anyone entering and/or passing through shop areas. Approved industrial safety eye protection must be worn by anyone working in a posted shop area. Shoes or boots covering the whole foot must be worn in shop areas. Persons using machine tools must not wear clothing, jewelry, or long hair in such a way as to represent a safety hazard.

APPENDIX 2 - KEY ISSUE AND CONTROL PROCEDURES

PROCEDURES

Other than during normal working hours, all buildings shall be locked in order to maintain the security of both the buildings and their contents. Academic buildings shall be opened by Campus Police to serve student and university needs Monday through Friday from 7:00 a.m. to 8:30 p.m. or until 30 minutes after the final class in that building whichever is later. A waiver may be issued by the Vice President for Academic and Student Affairs for Educational Buildings or by the Vice President for Administration for Buildings under his/her control for different operating hours. When academic buildings have been secured, access may be permitted by a security officer upon presentation of proper UIW identification and a stated reason for access to the building. Except for classrooms, all interior doors to all university buildings will be locked by janitorial personnel upon completion of cleaning operations of each room. Individual classrooms will be locked immediately after the last class of the day/night.

Non-academic activities sponsored by university departments/groups must have prior approval from the appropriate Vice President for area(s) to be used. Each department/group is responsible for coordinating with University Police Department the opening/closing of door(s) to the area(s) they will be using for their activity.

The scheduling of off-campus sponsored activities is the responsibility of the Director of Special Events. Each area to be used for off-campus sponsored activities must be reserved with the appropriate facility coordinator. Security personnel will ensure designated areas are open for off-campus sponsored activities only subsequent to receiving notification from the Director of Special Events.

The Registrar's Office is responsible for scheduling classroom usage and will provide Campus Police with a listing of classroom usage with any changes as they occur. Security personnel will ensure designated doors are opened for special activities involving classrooms only subsequent to receiving notification from the Registrar's Office or from the Office of Instructional Technology in the case of computer labs.

Prior approval must be obtained from the appropriate department chair for activities scheduled in lab areas. The appropriate department chair or his/her designee is responsible for the opening/closing of lab area doors and ensuring that adequate supervision is present.

Keys are not to be issued to students. For those students needing after-hour access to university buildings, a memorandum should be sent through the appropriate dean to the University Police Department listing those students who are to have access, and to what rooms. Proper UIW identification must be presented to the security officer to access.

Special assignment of keys, where required (such as contractors, housekeeping, food service, etc.), may be authorized by the Director of Facilities Management.

Employees may be issued keys to university buildings upon written approval of the department chair/director or designee, and the dean and vice president in accordance with university procedures. The number of keys issued to an employee will be limited to the MINIMUM NEEDED TO DO THEIR JOB!

1. Keys are issued for entry to university buildings for the purpose of conducting university business only.

2. An authorized employee entering or leaving a locked building shall not permit any individual to enter who would not normally be permitted to enter the building during the hours it is locked. An authorized employee may have guests so long as the guests stay in the proximity of the employee having the assigned key. The authorized employee assumes full responsibility for their presence.
3. An individual entering or leaving a locked building shall be responsible for securing the door and may be held responsible for any loss or damage to university property resulting from failure to do so.
4. Individuals transferring to another department or building may be issued new keys upon the written approval of the new department chair / director in accordance with the above and subsequent to the return of all old keys to the Facilities Management Office ATTN: Locksmith.
5. All keys issued remain the property of the University and shall be returned to Facilities Management Office ATTN: Locksmith under the following conditions:
 - a. For employees:
 - Prior to transfer to another department or building.
 - Upon termination of employment.
 - Upon request of the department chair / director, or Dean.
 - Upon being granted a leave of absence without pay for a period of 30 or more calendar days: however, employees granted such leaves may retain their key(s) if they are authorized to have access to the building and / or office during the leave.
 - b. For all individuals:
 - At the request of Security personnel.
 - At the request of personnel authorized to manage or audit this policy.

It is the responsibility of the appropriate department chairperson/director or designee to ensure that all keys are returned to Facilities Management Office ATTN: Locksmith under the provisions above.

IN NO CASE IS A KEY TO BE TRANSFERRED FROM ONE INDIVIDUAL TO ANOTHER, OR TO BE OBTAINED FROM ANY OTHER SOURCE THAN FROM THE FACILITIES MANAGEMENT OFFICE. WHEN ANY TRANSFER OR DUPLICATION OF A KEY IS MADE WITHOUT UNIVERSITY CONSENT, THE KEY SHALL BE RECOVERED AND THE INDIVIDUAL(S) INVOLVED REPORTED TO THE ADMINISTRATIVE HEAD, DEAN, OR VICE PRESIDENT FOR APPROPRIATE ACTION.

Keys to cabinets, lockers and drawers within buildings or to dormitory rooms are not covered under provisions of this policy. The Facilities Management Office will furnish these keys upon request by the director of the facility. The issue, control and recovery of these keys are the responsibilities of the director of the facility. Key issuances for cabinets, lockers, and drawers within buildings/offices are authorized by the department chair/director subject to such policy guidance as may be issued by the division dean/Vice President.

In accordance with this policy the types and number of keys issued will be limited to the **MINIMUM REQUIRED BY REGULAR WORK ASSIGNMENTS.**

1. The permanent issuance of building master keys will ordinarily be limited to the president, vice presidents and those service departments needing access to the facility.
2. The permanent issuance of building sub master keys will ordinarily be limited to deans and department chairs.
3. Two or more keys may be issued to those requiring access to several rooms throughout the entire building.

PROCEDURES FOR THE ISSUANCE AND RETURN OF KEYS MAY BE ALTERED BY THE DIRECTOR OF FACILITIES MANAGEMENT AS NEEDED TO MEET WORK REQUIREMENTS THROUGHOUT ALL OF THE UNIVERSITY CAMPUSES.

The loss or theft of any key is to be reported immediately to the department chair/director, who in turn will notify the Facilities Management Office or the Police Department.

Lost keys turned in to a department are to be forwarded immediately to either the Facilities Management Office or the Police Department.

Application for keys is made on a KEY RECORD form.

1. KEY RECORD forms will be submitted to the Facilities Management Office ATTN: Locksmith.
2. If an individual has a need for more than 1 key, additional keys will be listed in block 5 on the Key Record Form.
3. KEY RECORD forms are available from UIW Intranet web site.

Keys can only be obtained in person directly from the Facilities Management Office or Locksmith.

1. Masters and sub masters must be picked up by the employees to whom the keys are to be issued.
2. All other keys may be picked up by an appropriate department representative.

The department is responsible for the key collection procedure. Departments collecting keys will transfer them to the Facilities Management Office.

NOTE: Departments failing to deliver keys to the Facilities Management Office expeditiously will cause a delay in the release of a terminating employee's final paycheck.

Prior to the end of each academic semester, each department will review their list of individuals assigned keys to areas under its jurisdiction and ensure that all keys no longer needed by any individual in the department (full time, part time, or adjunct) are collected and returned to Facilities Management as appropriate.

NOTE: This review will aid the department in identifying those keys to be returned by employees having an ending date of appointment as of the end of each academic semester.

Annually, each department must check and certify the accuracy of their inventory list of keys issued to individuals under its jurisdiction. A copy of the verified list will be provided to the Facilities Management Office ATTN: Locksmith.

Keys must be surrendered at the request of any campus police or security representative or other law enforcement official in the performance of his/her duty.

PROCEDURES: ISSUANCE OF KEYS

Department

Upon request for key, initiate UIW KEY RECORD form, completing items no. 1-7. Approve KEY RECORD form (item no. 6) and forward to dean or vice president for approval (item no. 7). Make and keep copy of the key record form.

The KEY RECORD form (item no. 5 Remarks) must be completed to justify the issuance of a master or a grand master and must be approved by the Chief Financial Officer.

Forward or deliver the approved Key Record form to the Facilities Management Office ATTN: Locksmith for processing. The applicant will be notified when the key is ready for pickup.

1. Master and sub master keys must be picked up by the applicant who will be asked to sign for the key on item 8 of the form.
2. All other keys may be picked up by the applicant or department representative designated by the applicant. If the representative is picking up the key, the applicant must sign the form, item 8 prior to the form being delivered or forwarded to the Facilities Management Office.

Facilities Management Office

1. Produce key and obtain applicant's signature on KEY RECORD form (item no. 8) if not already signed.
2. Give key and a copy to applicant/department representative.
3. Update the key issuance data base computer program. File Facilities Management Office copy.

PROCEDURES: RETURNING KEYS

Department

Upon determining that an individual is transferring or terminating employment with the university, review department files (list) to see what keys are to be returned by that individual. SEND THE INDIVIDUAL TO THE FACILITIES MANAGEMENT OFFICE TO TURN IN HIS/HER KEY WITH A CLEARANCE FORM.

The Facilities Management Office will acknowledge receipt of key(s) by completing the KEY RECORD (item no.10). Key Returned.

Maintain copy of KEY RECORD until deletion of issue record is verified by department annual review, after which time the copy can be destroyed.

PROCEDURES: LOST OR STOLEN

Department

Notify the Facilities Management Office or Police Department immediately by telephone when a key is reported lost or stolen.

Pull department copy of appropriate KEY RECORD from file. Enter “Lost” or “Stolen” in item no. 10 and forward to the Facilities Management Office.

Inform individual that he/she will need to pay the key replacement fee per the Key Replacement Fees schedule as published herein.

Departments/Divisions will be charged key replacement fees, per the Key Replacement Fees schedule, if keys lost by respective faculty members/staff results in the need to re-key a building/room(s).

If a reissue is approved by the department chair/director follow section on Procedures: Issuance of Keys

Facilities Management Office

Enter “Lost” or “Stolen” in item no. 10 of Facilities Management Office copy.
Update the data base program as appropriate to reflect the missing key status.

PROCEDURES: RECOVERED KEYS

Department

Notify the Facilities Management Office immediately by telephone when a key is recovered. Initiate a new KEY RECORD form if a reissue has not occurred. Complete items no. 1-7. Obtain the signature of the key holder (item no.8) and distribute copies in accordance with these guidelines. If a reissue has already occurred turn in the recovered key to the Facilities Management Office.

Facilities Management Office

When a key is reported as recovered, request the department to complete a new KEY RECORD form if a reissue has not occurred.

1. Request the department that has the recovered key obtain the employee’s signature in item no. 8 of the KEY RECORD form. Request the department give a copy to the employee and send the Facilities Management Office the original.
2. If a duplicate key has already been issued request the recovered key be forwarded immediately to the Facilities Management Office ATTN: Locksmith.

Destroy duplicate KEY RECORDS marked “Lost” or “Stolen” for the recovered key.
Update the data base program as appropriate to reflect the key’s current status.

KEY REPLACEMENT FEES

Replacement of a lost or stolen key or failure to return an issued key by its due date or upon an employee's last day of employment is subject to a fee as stated below:

1. A replacement fee of \$10.00 per door opened, up to a maximum of \$100.00, for each master or sub-master key not returned.
2. A replacement fee of \$20.00 will be charged for each key other than master or sub-master key not returned.
3. A department will also be charged \$10.00 a key for each door that a sub-master or master key opens with a maximum cap of \$500.00.

Key replacement fees will be deducted from the employee's final paycheck for each key not returned.

This Key Issue and Control Procedures applies to all building/rooms on all campuses of the University of the Incarnate Word.

APPENDIX 3 – HIRING PROCESS

(Revised by the Director of Human Resources, 12/20/16, 06/2022)

The process described in this document is intended to assure that all those who participate in selecting new hires are fully informed and exercise judgment that is fair and unbiased.

This process is applicable to hiring UIW/SACHS administrators, staff, and faculty (full-time, and part-time). Faculty searches are also governed by Appendix 15 and 16 of the *Faculty Handbook*.

Posting a Position

A position becomes available due to incumbent departing or a newly created position.

Each position must have its own requisition.

2. The hiring manager creates a requisition in the University's applicant tracking system, <http://jobs.uiw.edu/hr>. The position's job description must be in the applicant tracking system for a requisition to be created. Instructions on how to use the applicant tracking system can be found in the Hiring Managers Guide on the Human Resources (HR) department's website.
3. The requisition is sent electronically by the hiring manager to the supervisor.
Please note: the requisition will be sent to the supervisor that is listed in the Supervisor & Hiring Manager field box on the requisition form.
4. Supervisor approves the requisition and sends electronically to the executive for approval.
5. Executive approves the requisition and sends electronically to the Chief Financial Officer and VP of Administrative Services.
6. Chief Financial Officer and VP of Administrative Services confirms the budget account number and budget amount and sends electronically to the HR department for approval.
7. HR will review the requisition and job description and post the position on the University's career opportunities website. Also, upon request from the hiring department, HR will advertise the position on other external websites.

Please note: The process for a requisition to be approved and the position posted on the career opportunities website takes approximately 1-5 business days.

Interviewing Process

1. Positions must remain open for a minimum of 5 calendar days before any interviews can commence. If a close date is listed, interviews cannot commence until after the closing date.
2. Applicants must apply online. The hiring department cannot accept any resumes, cover letters or applications in any other format.
3. The hiring manager is responsible for managing the applicant pool in the applicant tracking system, <http://jobs.uiw.edu/hr>. Hiring managers can change the status to "not hired" of applicants he/she is not interested in interviewing. The applicant will receive an email immediately letting them know they have not been selected for the position. The applicants that are selected for interview, the hiring

manager should change the status to “interview”. This allows applicants to track the status of their application for the position(s) he/she has applied for.

4. When the applicant pool exceeds 20 qualified candidates a minimum of 5 candidates will be selected for interviews. When the applicant pool is equal to or less than 20, a minimum of 3 candidates will be selected for interviews. The initial interview may be made by telephone.
5. Hiring managers, and search committee members conducting interviews will adhere to a strict non-discriminatory procedure. The HR office is available to assist in the interview process including the development of interview questions. All members of the search committee must make every effort to participate in the telephone and on-campus interview of all selected candidates. The hiring manager or the search committee chair, are responsible for summarizing the level of participation of all members of the search regarding any recommendations of hire to the decision maker.
6. All candidates selected for interviews (telephone and on-campus) will be asked the same general questions; however, differing backgrounds and circumstances may require a variation in specific questions asked of the candidates. Samples of questions are included in section “A” & “B”. These questions are illustrative only and may be used as guidelines for developing specific questions for each search. Also, a list of permitted and prohibited questions is included in section “C”. Prior to inviting candidates to campus for interviews, the hiring manager or search committee must check the professional and personal references provided by the candidates.
7. All newly-hired regular full and part-time, staff, administrators, and contracted administrators will be hired with a start date of 1st or 16th of the month. If the 1st and/or 16th is a weekend or holiday, the new employee will start employment on the following work day.
8. Regular full and part-time, staff, administrators, and contracted administrators first day of employment will be dedicated to attending a Day-One Orientation in the Human Resources office.

Offering Employment for Administrator and Staff Positions

1. When a candidate is selected for employment, the hiring manager must complete the Recommend to Hire Form and submit to the HR Office for review and approval.
2. Once the selected candidate is approved to hire, the hiring manager makes the verbal offer to the selected candidate and notifies HR that the candidate has accepted the offer.
3. HR will contact the selected candidate and send him/her the new hire paperwork, which includes the conditional offer letter, authorization for a background check, I-9 form, and W-4 form. HR will also schedule the meeting with the VP of Mission and Ministry.
4. When the background check clears and all the new hire paperwork is complete, HR will email the hiring manager that the candidate is cleared to start work. The email will also include the new hires email address and PIDM.
5. No employee can start work until the background check, the meeting with the VP of Mission and Ministry and I-9 form are complete. For the I-9 form to be complete, the new hire must show original documents to prove he/she can work in the United States. A copy of these documents are kept with the I-9 form in the HR office.

6. New employees must present a Social Security Card as verification of legal name and Social Security number to ensure accurate payroll reporting to the Social Security Administration.
7. HR will notify the hiring manager when the new employee will be eligible to start working which will either be the 1st or 16th of the month.
8. HR will complete the New Hire Payroll Authorization form and submit to the Finance and Administrative Services office for signature.
9. When the payroll authorization form has all the signatures, it is sent to the Payroll office for processing and the President's office will generate the Formal Offer Letter which is sent to the employee.
10. Anticipate that this process takes approximately 2 weeks from the time the hiring manager makes the verbal offer to Payroll receiving the payroll authorization form.
11. Hiring manager should update the status of the remaining applicants on the applicant tracking system and close the position.
12. The new employee will spend their first day of work in the Human Resources office for the Day-One New Employee Orientation.
13. During the Day One – New Employee Orientation, the new employee will receive their employment ID card, parking decal, have a policy review, benefits overview, and complete required training.
14. The new employee will begin their position in their assigned department on the first scheduled work day after completion of the Orientation

Offering Employment for Temporary or Seasonal Positions

1. Steps 1-5 above remain the same. The only exception is the temporary or seasonal hire does not meet with the VP of Mission and Ministry.
2. Hiring department completes the Temporary or Seasonal Payroll Authorization Form and submits for signatures.
3. The Temporary or Seasonal Payroll Authorization form is submitted to the Payroll office for processing and a copy is sent to the HR office.
4. Hiring manager should update the status of the remaining applicants on the applicant tracking system and close the position.

Offering Employment for Full-Time Faculty Positions

1. When a candidate is selected for hire the dean submits the Request for Letter of Offer to the Provost office.
2. The Provost office will send the letter of offer to the candidate.

3. The HR office needs to be notified of the potential new hire along with a copy of the signed offer letter.
4. HR will contact the candidate and schedule a time for him/her to come in and complete the new hire paperwork, which includes the authorization for a background check, I-9 form, direct deposit, and W-4 form.
5. When the background check clears and all the new hire paperwork is complete, HR will email the hiring dean that the new hire is cleared to start work. The email will also include the new hire's email address and PIDM.
6. No employee can start work until the background check, and I-9 form are complete. For the I-9 form to be complete, the new hire must show original documents to prove he/she can work in the United States. A copy of these documents are kept with the I-9 form in the HR office.
7. New employees must present a Social Security Card as verification of legal name and Social Security number to ensure accurate payroll reporting to the Social Security Administration.
8. The dean completes the Request for Contract and submits to the Provost office for approval.
9. The President's office generates the contract and the contract must be signed by the employee and President of the University.
10. The signed contract needs to be sent to the Payroll office for processing and a copy sent to the HR office.
11. Dean or department chair should update the status of the remaining applicants on the applicant tracking system and close the position.

Offering Employment for Part-Time Faculty Positions

1. The new part-time faculty member must sign a part-time faculty contract provided by the Dean's office.
2. Dean's office must contact the HR office of the new hire and send a copy of the signed contract.
3. HR will contact the candidate and schedule a time for him/her to come in and complete the new hire paperwork, which includes the authorization for a background check, I-9 form, direct deposit, and W-4 form.
4. When the background check clears and all the new hire paperwork is complete, HR will email the hiring Dean that the new hire is cleared to start work. The email will also include the new hire's email address and PIDM.
5. No employee can start work until the background check, and I-9 form are complete. For the I-9 form to be complete the new hire must show original documents to prove he/she can work in the United States. A copy of these documents are kept with the I-9 form in the HR office.
6. New employees must present a Social Security Card as verification of legal name and Social Security number to ensure accurate payroll reporting to the Social Security Administration.

7. Dean's office needs to complete the Part-Time Faculty Payroll Authorization form and submit for signatures.
8. The payroll authorization form is sent to the Payroll office for processing and a copy is sent to the HR office.

SECTION A
SAMPLE INTERVIEW QUESTIONS FOR FACULTY

Mission

1. How does its mission distinguish UIW from other universities you are familiar with?
2. What do you think distinguishes an institution in the Catholic tradition?
3. How might the document, *Ex Corde Ecclesiae*, affect what you do in the classroom?

Teaching

4. Describe your philosophy of teaching.
5. How do you engage students in and out of the classroom? For example, what active/collaborative strategies do you use?
6. Describe significant innovations you brought to a recent course you have taught.
7. What is your experience in using a service-learning methodology in a course?
8. What technology applications have you utilized in the classroom? What is most effective in your estimation?
9. If you have developed a new course in the last 5 years, why did you do it and did the implementation live up to your expectations?
10. How do you feel your teaching style can serve our student population; namely, to accept where students are and help them to be successful?
11. How do you adjust your style to be effective with the less-motivated, under-prepared or academically marginal students?
12. What pedagogical changes do you see on the horizon in your discipline?
13. What do you think are your greatest strengths as an instructor? In which areas do you feel you can use some further development?

Scholarship

14. What are your current research interests? How do you see yourself continuing with your research agenda at UIW?
15. What do you see as research possibilities in collaboration with colleagues at UIW?
16. Your work best fits where in the Boyer model of scholarship (teaching, discovery, integration, application)?
17. Describe any grant proposals you are working on or considering.
18. How have you involved your students in your research?

Service

19. How would your background and experiences strengthen this X academic department?
20. How do you see yourself supporting the faculty role in governance through participation on the Senate or other institution-wide committees?
21. What is your top priority for being involved in service to the wider community?

Professional Development

22. What are your priorities for professional development in the next few years?
23. Where would this new position at UIW fit into your career development goals?

Collegiality/Fit

24. Describe your ability to communicate well and work effectively with others.
25. How do you see yourself as responding to teaching what is needed in the discipline, or the Core Curriculum as necessary?

26. Describe what you see as the demands for civility in the academic work environment.

SECTION B

Good Behavior Based Interview Questions

Behavior-based questions provide insight into a candidate's past performance. Here are some effective questions, suggested by Mindy Chapman, author of The HR Specialist's "Case in Point" *employment law* blog:

1. How can we best reward you for a job well done?
2. What have your mistakes taught you?
3. What frustrates you at work, and what do you do about it?
4. How do you like to be managed?
5. What kind of supervisor brings out your peak performance?
6. What's the most useful criticism you've ever received?
7. What one area of your work performance do you struggle with most?
8. Tell me about a time you had to quickly adapt to change.
9. In your position, are you a risk-taker, or do you play it safe?
10. How do you stay current with industry trends?
11. What do you think are key qualities for this position?
12. How has your current position prepared you for this job?
13. What are your three most important business accomplishments?
14. Tell me when your communication skills had an impact.
15. What professional accomplishments are you most proud of and why?
16. What is your greatest professional strength, and how have you used it to overcome a challenge in your career?
17. Can you describe a time when you didn't accomplish a goal and how you rectified the situation?
18. What specifically attracted you to our organization?"
19. Can you describe an example of when you worked with a colleague or group to solve a problem?
20. Walk me through your progression with your current employer, leading me up to what you now do daily.
21. Why would this be a good move in progression for you from a career development standpoint? (i.e., What are you adding to your résumé?)

Technical skills

22. On a scale of 1 to 10 (10 being a perfect match for this job), how would you grade yourself from a technical standpoint? What would make you a 10? (This second question identifies the gap in their current skills.)
23. Where would you need the most support, structure or direction in your first 90 to 180 days? (Ask this instead of the standard, "What's your greatest weakness?" question.)

Achievement

24. What makes you stand out as a rarity among your peers? (This tells you how much self-confidence they have.)
25. What have you done in your present/last position to increase your organization's top-line revenues, to reduce expenses or to save time?
26. Why is your current organization a better place for you having worked there?

27. Tell me about your reputation at work: What are you known for?

Pressure-cooker questions

28. Tell me about your last performance appraisal: In which area were you most disappointed?

29. From an interpersonal standpoint, where do you disagree with your boss most often? What kind of constructive feedback would you give him if he were here right now?

30. What do you know about our organization?

SECTION C
Permitted and Prohibited Questions

The Equal Employment Opportunity Commission issued its *Pre-Employment Inquiry Guidelines* in 1981 and its *Enforcement Guidance: Pre-Employment Disability-Related Questions and Medical Examinations* in 1995. These address the issue of interview questions which, if used in making a selection decision, have a discriminatory effect by screening out minority applicants, female candidates, and older applicants and individuals with a disability, etc., for the particular job in question.

Race – There are no job-related considerations that would justify asking an applicant a question based on race.

Religion - There are no job-related considerations that would justify asking about religious convictions, unless your organization is a religious institution, which may give preference to individuals of their own religion.

Gender – Generally, there are no appropriate questions based on the applicant's gender during the interview process. Specifically:

(a) Women are no longer protected under state wage/hour laws re: number of hours worked, lifting restrictions, etc.

(b) It is unlawful to deny a female applicant employment because she is pregnant, or planning to have a child at some future date.

(c) Questions on marital status, number of children, child care arrangements, etc. are not appropriate.

(d) Questions as to availability to work should be job-related: What hours can you work? What shift(s) can you work? Can you work on weekends and/or holidays?

Sexual Preference - There are no permissible questions regarding an applicant's sexual preferences.

Height and/or weight restrictions – These questions may support gender or national origin discrimination claims unless their relationship to specific job requirements can be demonstrated.

Age –Any question during the interview process that deters employment because of age is unlawful. The Age Discrimination Act of 1967 bars discrimination against persons age 40 or over.

Arrest & Conviction Records – Questions relating to an applicant's arrest record are improper, while questions of an applicant's conviction record may be asked, if job related. The Equal Employment Opportunity Commission and many states prohibit use of arrest records for employment decisions because they are inherently biased against applicants in protected classes. The EEOC has issued a Revised Policy Statement covering the use of conviction records by employers in making employment decisions:

(a) The employer must establish a business necessity for use of an applicant's conviction record in its employment decision. In establishing business necessity, the employer must consider three factors to justify use of a conviction record:

(1) Nature and gravity of the offense for which convicted;

(2) Amount of time that has elapsed since the applicant's conviction and/or completion of sentence; and

(3) The nature of the job in question as it relates to the nature of the offense committed.

(b) The EEOC's Revised Policy Statement eliminated the existing requirement that employers consider the applicant's prior employment history along with rehabilitation efforts, if any. The Revised Policy Statement requires that the employer consider job-relatedness of the conviction, plus the lapse of time between the conviction and current job selection process.

National Origin – You may not ask an applicant where he/she was born, or where his/her parents were born. You may ask if the applicant is eligible to work in the United States. Our application will have already asked this question.

Financial Status – An interviewer should not ask if the applicant owns or rents a home or car, or if wages have been previously garnished, unless financial considerations for the job in question exist. Any employer who relies on consumer credit reports in its employment process must comply with the Fair Credit Reporting Act of 1970 and the Consumer Credit Reporting Reform Act of 1996.

Military Record – You may not ask what type of discharge the applicant received from military service. You may ask whether or not the applicant served in the military, period of service, and rank at time of discharge, and type of training and work experience received while in the service.

Disability – You may not ask whether or not the applicant has a particular disability. You may only ask whether or not the applicant can perform the duties of the job in question with or without a reasonable accommodation.

Although federal EEO laws do not specifically prohibit any pre-employment questions, the EEOC does look with "extreme disfavor" on questions about age, color, and disability, national origin, and race, religion, gender or veteran status. Following is a representative list of unacceptable and acceptable questions. It is NOT all-inclusive.

<u>TOPIC</u>	<u>UNACCEPTABLE</u>	<u>ACCEPTABLE</u>
Reliability	-Number of children?	-What hours and days can you work?
Attendance	-Who is going to baby-sit? -What religion are you? -Do you have pre-school age children at home? -Do you have a car?	-Are there specific times that you cannot work? -Do you have responsibilities other than work that will interfere with specific job requirements such as traveling? -Are you legally eligible for Employment in the United States? - Same as above -Have you ever worked under a different name?
Citizenship/ National Origin	-What is your national origin? -Where are your parents from? -What is your maiden name?	-None -None
For Reference Checking Arrest and Conviction	-What is your father's surname? -What are the names of your relatives? -Have you ever been arrested?	-Have you ever been convicted of a crime? If so, when, where and what was the disposition of the case?
Disabilities	-Do you have any job disabilities?	-Can you perform the duties of the job you are applying for?
Emergency	-What is the name and address of the relative to be notified in case of an emergency?	-What is the name and address of the person to be notified in case of an emergency? (Request only after the Individual has been employed.)
Credit Record	-Do you own your own home? -Have your wages ever been garnished? -Have you ever declared bankruptcy?	-None -Credit references may be used if in compliance with the Fair Credit Reporting Act of 1970 and the Consumer Credit Reporting Reform Act Of 1996. -None
Military Record	-What type of discharge did you receive?	-What type of education, training, Work experience did you receive while in the military?
Language	-What is your native language? Inquiry into use of how applicant acquired ability to read, write or speak a foreign language.	-Inquiry into languages applicant speaks and writes fluently. (If the job requires additional languages)
Organizations	-List all clubs, societies and lodges to which you belong	-Inquiry into applicant's membership in organizations which the applicant considers relevant to his or her ability to perform job.
Race or Color	-Complexion or color of skin. Coloring.	-None
Worker's Compensation	-Have you ever filed for worker's compensation? -Have you had any prior work injuries?	-None -None

Religion or Creed	-Inquiry into applicant's religious denomination, religious affiliations, and church, parish, pastor or religious holidays observed.	-None
Gender	-Do you wish to be addressed as Mr.?, Mrs.?, Miss?, or Ms.?	-None
Addresses	-What was your previous address? -How long did you reside there? -How long have you lived at your current address? -Do you own your own home?	-None -None -None -None
Education	-When did you graduate from high school or College?	-Do you have a high school diploma or equivalent? -Do you have a university or college degree?
Personal	-What color are your eyes, hair? -What is your weight?	-Only permissible if there is a bona fide occupational qualification.

APPENDIX 4 - STUDENT EMPLOYMENT HANDBOOK

(Revised by the Director of Human Resources, 07/15/15; Revised 01/2019, Revised 8/2021, Revised 11/01/2022)

Introduction

This handbook contains information regarding Student Employment at the University of the Incarnate Word. Student employees are responsible for adhering to the policies set forth in this handbook. Student Employment is employment at-will. Information within this handbook is subject to change without notice.

Mission

(Endorsed by the Board, 12/5/14; approved by the Congregation, 2/5/15)

The first Sisters of Charity of the Incarnate Word, three young French women motivated by the love of God and their recognition of God's presence in each person, came to San Antonio in 1869 to minister to the sick and the poor. Their spirit of Christian service is perpetuated in the University of the Incarnate Word primarily through teaching and scholarship, encompassing research and artistic expression. Inspired by Judeo-Christian values, the Catholic Intellectual Tradition, and Catholic Social Teaching, the University of the Incarnate Word aims to educate men and women who will become concerned and enlightened citizens within the global community.

The University of the Incarnate Word is committed to educational excellence in a context of faith in Jesus Christ, the Incarnate Word of God. Thus, through a liberal education the university cultivates the development of the whole person and values of life-long learning. To that end, faculty and students support each other in the search for and communication of truth, thoughtful innovation, care of the environment, community service, and social justice.

The University of the Incarnate Word is a Catholic institution that welcomes to its community persons of diverse backgrounds, in the belief that their respectful interaction advances the discovery of truth, mutual understanding, self-realization, and the common good.

Contact Information

Human Resources

Fifth Floor, Founders Hall
210-829-6019

Campus Police

Clement Hall
210-829-6030

Financial Aid

Chapel Building, Ground Floor
210-829-6008

Residence Life

Third Floor, Student Engagement Center
210-829-6034

Payroll

Fifth Floor, Founders Hall
210-829-5860

Health Services

Ground Level, Agnese Sosa Parking Garage
210-829-6017

Title IX

Fifth Floor, Founders Hall
210-283-6977

Equal Employment Opportunity

UIW is committed to a policy of equal opportunity in employment, without regard to race, color, national origin, disability, genetic information, veteran status, sex, gender, age, pregnancy, or religion (except in limited circumstances when religious preference is both permitted by law and deemed appropriate as a matter of University policy).

Employment of Relatives

Students and Work Study employees cannot work in the same department with a blood relative. See Section 7.5 - Employment of Relatives in the Employee Handbook for additional information.

Reasonable Accommodation

Reasonable accommodation is any change that is made to the work environment or the performance of the job, so someone with a temporary or permanent disability or impairment can perform the essential functions of the job. It is the student's responsibility to inform the supervisor of any needed accommodation. If reasonable accommodation is being requested, the employee must fill out a Reasonable Accommodation form in the HR Office.

Student Eligibility

Students are eligible for a student employment position when they are enrolled as a student at the University of the Incarnate Word. Student employees must be authorized to work in the United States. Proof of eligibility to work must be provided to the Office of Human Resources within 72 hours of hire.

Full-time student enrollment is as follows:

Undergraduate Student – 12 or more credit hours during the fall/spring semester

Graduate Student – 6 or more credit hours during the fall/spring semester

Part-time student enrollment is as follows:

Undergraduate Student - Less than 12 credit hours during fall/spring semester

Graduate Student - Less than 6 credit hours during fall/spring semester

To work during the summer, students must be enrolled in the summer or registered for the fall semester. All student employment positions end upon graduation.

Finding and Applying for a Job

Open student positions may be found at <http://jobs.uiw.edu/hr>. Apply by completing an online application at <http://jobs.uiw.edu/hr> or apply for Work-Study job openings through Student Financial Assistance Office. If you would like to be considered for more than one position, you will need to apply for each position accordingly.

The hiring supervisor will review applications, conduct interviews, and select the best candidate for the job. The selected candidate will need to complete required paperwork at Human Resources before starting to work.

Job Qualifications

Student employees must be able to perform the essential functions of the position with or without reasonable accommodation.

Number of Hours Students Can Work

(Approved by Executive Council, 7/15/15)

1. Undergraduate Student Employees

Students employed as a student assistant and work study, inclusive of US Citizens, Permanent Residents of the US, and International Students (F-1 and J-1) may work up to 20 hours per week from August 16 through May 15. Student employees may work up to 40 hours per week during the summer break, from May 16 – Aug 15.

Employment is limited to one department at a time.

Student employees are paid on an hourly basis and hours worked must be entered into the Banner Web-Time Entry System.

SGA and CAB student officers may work an additional five (5) hours per week in their student leadership role. This may be combined with one other student position for a maximum of 25 worked hours per week.

2. Graduate Student Employees

Graduate student employees (referred to as Graduate Assistant or GA) may be classified as part-time or regular graduate student employees and are limited to working in one department at a time.

- Part-time Graduate Assistants may work up to 25 hours per week.
- Regular Graduate Assistants may work up to 40 hours per week and is limited to one department at a time. All regular graduate student employees receive 18 credit hours of tuition benefits per year, a stipend, and the University will subsidize the cost of the employee health insurance to ensure affordability. Regular GA's must enroll as a full time student in the fall semester. Employment in this category is limited to two years.

All GA's may work up to 40 hours per week during the summer break, from May 16 – Aug 15.

All GA's may be compensated in the form of hourly pay or stipend, housing assistance, and/or tuition benefits.

3. Payment Method for Wages

- Stipend: If the GA is performing professional duties in the field of their studies, i.e., research assistant, athletic trainer, teaching assistant, etc., they may be paid via stipend.
- Hourly: If the GA is working in a non-exempt position, i.e., clerk, laborer, etc., they must be paid on an hourly basis.

International Students

International students with an F1 or J1 Visa, you may apply for student employment. International students in F-1 visa status are generally permitted to work part-time on the premises of the school that issued their currently valid I-20, while they are attending that school and maintaining their F-1 status. Employment is “incident to status” and does not require authorization. International students in J-1 status must be in good standing to be eligible for on-campus employment and need to be authorized in advance and in writing by the Director or Assistant Director of the International Student and Scholar Services.

In order to work at the University, you must first apply for a Social Security Number. It will be necessary to visit the Social Security office with a letter from the Director of International Student and Scholar Services, and apply for a Social Security card. You will immediately receive a letter from Social Security stating that you have applied for a Social Security Number. As soon the Social Security card is received in the mail, please return to Human Resources with your Social Security card.

Mandatory Paperwork

The following paperwork is required (unless otherwise noted) to be completed **BEFORE** student employees may start work. The paperwork includes the Form I-9, W-4, Background Check and Direct Deposit (if desired). Please read the following information regarding what documents are needed to complete these forms.

A. Form I-9:

Federal law requires that every employer in the United States check the legal status of all employees, including student employees. Students are required to complete the Form I-9 and provide the documentation that is described on the back of the Form I-9 within 3 days of being hired.

There are three categories of documents that are accepted for the Form I-9. From List A, the most common form of identification is a **valid** unexpired United States Passport. If you choose not to use a form of identification from List A, you must have two forms of identification, one from List B and one from List C. The most common form of identification from List B is a **valid** Driver’s License or a Military ID card. The most common form of identification from List C is a Social Security card or an original or certified birth certificate.

Copies of these forms of identification cannot be accepted. **ORIGINAL** documents must be presented to Human Resources.

No student will be allowed to start work, regardless of the department’s need, until they have completed the Form I-9 and presented all of their documentation in person.

B. W-4 Form:

Each student is required by the Internal Revenue Service (IRS) to complete a W-4 form indicating the number of withholding allowances he or she wishes to claim. This form does not need to be updated each year. It should only be updated if the student wishes to change the amount of allowances they want withheld or if they have a change of address. The W-4 form will be kept in the Payroll Office.

A Few Tips for Filling out the W-4:

- use your permanent address (not your campus address)
- make sure to write in your social security number in box number 2
- make sure to check off your marital status in box number 3
- make sure to write in the number of allowances in box number 5:

With “0” allowances claimed, your take-home pay may be slightly lower, but you will either owe less money at the end of the tax year, or you will receive more money back on your tax return, as more money was withheld through the year.

With “1” allowance, you can earn more on each paycheck, but you may owe more money or receive a smaller tax refund at the end of the tax year.

Any pay that you receive as a student employee is considered taxable income, so you will receive a W-2 Form around February each year. You will need this form to complete your taxes. Please note that your W-2 Form will be mailed to the address you have provided on the W-4.

C. Background Checks

Depending on the type of employment, a background check may be required before starting to work. A successful background check will be needed if the duties and purpose of the position is to directly serve students or children. By way of example, typical positions that require a successful background check include RA’s, tutors, mentors, and kids’ camp counselors. The background check will be completed in the Human Resource Office and your supervisor will be notified when the background check is clear.

D. Direct Deposit

Students are encouraged to enroll in Direct Deposit. A voided check or a Direct Deposit Authorization may be provided to Human Resources or directly to Payroll. A deposit slip is not sufficient. The Direct Deposit authorization forms are located in Human Resources.

Harassment

(Approved by the Executive Council and Board of Trustees, 3/16/16)

For the complete policy applicable to student employment, please see Chapter 9 of the Employee Handbook located on the Human Resources webpage at www.uiw.edu/hr. Summarily, please be aware as follows:

- **Harassment-Free Work and Learning Environment**

The University promotes a harassment free work environment. Employment policies including, but not limited to the Harassment Free Work and Learning Policy contained in Chapter 9 of the Employee Handbook protecting employees from unlawful harassment is applicable to all student employees.

- **Policy Against Sexual Harassment**

Sexual harassment is a violation of Title VII of the 1964 Civil Rights Act and should not be tolerated by either students or staff. Sexual harassment in the workplace is defined in the following way:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission is made either explicitly or implicitly a condition of an individual's employment, or educational experience;
2. Submission to or rejection of the overture is used as the basis for employment decisions or academic decisions that affect the individual; or
3. The conduct has the purpose or effect of interfering unreasonably with an individual's work performance, academic performance, participation in extracurricular activities or creating an intimidating, hostile, or offensive working environment.

The supervisor should deal with observed or reported incidences of sexual harassment immediately. If you are unsure of what constitutes sexual harassment or if you cannot discuss the matter with your supervisor, call the Office of Human Resources at 829-6019.

Additional information can be found at

<http://www.uiw.edu/campuslife/documents/uiwstudenthandbook2014.pdf>

Getting Paid

(Revised 11/01/2022)

The minimum starting hourly wage for student employees is \$10.00 per hour. A Payroll Authorization form is submitted by the supervisor each semester. No student employee may begin working until he/she is set up in Banner Web-Time Entry. All student employees must clock in and out in the Web-Time Entry system. Instructions on the use of Web-Time Entry are found at <http://sites.uiw.edu/payroll/web-time-entry-videos/>. It is the student's responsibility to accurately clock in and out.

Sick Time, Vacations and Holidays

Student employees are not eligible for any University benefits. They do not accrue sick or vacation time.

Conduct

It is vital that student employees take their jobs seriously. Student employees are expected to:

- **Arrive on Time**: It is vital that you arrive to work on time. Excessive tardiness and/or unexcused absences may result in disciplinary actions. Your supervisor is counting on you to show up for your scheduled shift on time. If you are going to be late for any reason, make sure to call your supervisor to let them know.
- **Appropriate Dress**: Although the University does not have a dress code, please keep in mind that while you are at work, you are representing the University. Please do not wear cut-offs, tank tops, clothing that has profanity on it, etc. Depending on where you work, you may need to wear safety conscious clothing (facilities, grounds).
- **Plan on Working Your Entire Shift**: Do not intend on doing any homework or studying during your shift. Your employer will have plenty of work for you to do. If for any reason you have some down time, it is up to your supervisor as to whether you may use that time to do some studying.

- Time Off: If for any reason you need a day off, make sure that you have the time off approved by your supervisor first. Supervisors are aware that you are a student first. If you need time off for something that is school related, be honest and let them know what is going on.
- Issues: If you are having any problems with your job, speak to your supervisor. If you are unable to speak to your supervisor, you may speak to someone in Human Resources.
- Phone and Email Etiquette: Please keep in mind the way in which you answer the phone while you are working.
 - o Answering the Telephone: Please be very courteous to anyone you speak to on the phone with. Remember that other people around you can hear you on the phone, so even if you know the person who is calling you, remember to remain professional.
 - o Email: If you compose emails for the department you work in, please remember to be professional in your writing. Check for spelling and proper grammar usage.
 - o Internet Usage: You are not being paid to surf the internet. You are not permitted to be on Facebook, MySpace, Twitter or any other social site while you are at work.

Terminations

Termination of a student employee shall be approved by a supervisor or manager after consultation and approval of Human Resources. Below are some examples as to what constitutes grounds for termination. Please note that these are just some examples and are not exhaustive.

Grounds for termination

1. Excessive tardiness
2. Excessive absences
3. Breach of confidentiality
4. Gross negligence
5. Physical violence or obscene language when dealing with the public or other staff members
6. Being under the influence of drugs or alcohol while on duty
7. Incidence of fraud
8. Violations of the Email/Internet Policy/Responsible Use of University Computing Resources
9. Violation of the Harassment Policy
10. Poor work performance

Injuries on the Job – Worker’s Compensation

In the event of an occupational injury or occupational illness (as defined by Texas Workers’ Compensation Laws) all UIW/SACHS employees, including student employees, are covered by Workers’ Compensation Insurance. If an employee is injured on the job or the employee feels that they have an illness caused by their work, STOP WORKING and report the condition to your direct supervisor immediately.

Failure to report such an injury or illness promptly may disqualify the employee from receiving benefits. Every injury regardless of its severity must be reported by the employee to his/her supervisor. Complete an “Employee Report of Injury/Incident” form found on the Human Resources website at <http://www.uiw.edu/hr/forms.html> and submit it to your direct supervisor and the Human Resources Department.

If an employee receives medical treatment, the employee must provide a Work Status Report provided by the doctor to Human Resources before returning to work.

Confidentiality Agreement

A confidentiality agreement must be signed prior to starting work. This is to ensure that anything seen or heard while working at the University will not be repeated to anyone who is not authorized access to that information. The confidentiality agreement located at the end of this handbook must be signed and returned to the hiring manager.

Computer Policy

Student employees are subject to the policy on “Acceptable Use of Information Resources” found at <http://www.uiw.edu/ird/policies-procedures/index.html>.

Acknowledgement of Receipt of this Handbook

The Acknowledge located at the end of this handbook must be signed and returned to your hiring manager upon receipt of this book.

UNIVERSITY OF THE INCARNATE WORD
Student Statement of Confidentiality

I, _____, understand that I may have access to student and/or personnel records and other types of information that may contain personal and confidential information. I acknowledge that access to this information is necessary for me to do my job for the University. Likewise, I understand that it is against University policy for me to disclose this information to anyone who does not have a specific need relating to the performance of my duties and the University's business to know the information. Therefore, I agree that I will not disclose any information from these records or other sources to anyone except to authorized University personnel who have a specific need to know the information.

If I have any questions regarding whether I should release information learned in connection with my position or found in student and/or personnel records, I should consult my direct supervisor for permission to release the information **before** releasing such information.

I understand that if I violate this Statement of Confidentiality I may be subject to immediate dismissal from my position and may violate certain applicable federal and state laws for which I may have personal responsibility/liability.

Employee's Signature

Date

Supervisor's Signature

Date

Student Acknowledgement of Student Employment Handbook

I acknowledge receipt of the University of the Incarnate Word, Student Employment Handbook. The handbook can be found online at

<http://www.uiw.edu/hr/documents/StudentEmploymentHandbookwithwebtimeentry.pdf> I understand that I must adhere to the guidelines. I further understand that these guidelines are a general guide and that the provisions of these guidelines do not constitute an employment agreement or a guarantee to continued employment. I will read these guidelines carefully and I understand it is my responsibility to ask questions about any of these guidelines that are unclear to me.

Employee's Signature

Date

Supervisor's Signature

Date

Appendix 7 - Human Resources Record Retention

Human Resources Record Retention Guidelines				
Human Resources Documents				
Retention Period	Document Type	Law	Notes	Retention Requirements
Employee File				
Keep documentation for length of employee's service and follow destruction guidelines seven years after employee is terminated. If the employee is involved in an employment-related dispute all documents must be kept until the dispute is reconciled.	Pay Records			
	Offer Letters	EEOC: 29 CFR 1620.32C(c)	Each employer shall preserve for at least two years the records he makes of the kind described in § 1620.32(b) which explain the basis for payment of any wage differential to employees of the opposite sex in the same establishment.	2 Years
	Faculty Contracts Contracted Administrator Contracts PAF - Admin & Staff Adjunct Faculty Temporary Admin Pay Authorizations Temporary Staff Pay Authorizations Student Pay Authorizations Work-study Pay Authorizations Request for Full-Time Faculty Voluntary Resignation Agreement	EEOC: 29 CFR part 516.5 (a)	Payroll records. From the last date of entry, all payroll or other records containing the employee information and data required under any of the applicable sections of this part	3 Years from last date of entry
		FLSA, ADEA, FMLA	Payroll records – name, address, birth, occupation, rate of pay and compensation per week and other information	3 Years
		FLSA	Supplemental back-up data for certain payroll records	2 Years
		Title VII, ADA	General personnel and employment records	1 Year
		29 CFR 1602.14	Payroll status change: hiring, promotion, demotion, and/ or transfer	1 Year after the record is made or 1 Year after the action taken, whichever is later
	Personal information			
	Personal Data Form	FLSA, ADEA, FMLA	Payroll records – name, address, birth, occupation, rate of pay and compensation per week and other information	3 Years
	Change of Name, Address, Telephone	Title VII, ADA	General personnel and employment records	1 Year
	Departure			
	Employee Clearance Form Termination Letters of Resignation Grey Box Memo	Title VII, ADA	General personnel and employment records	1 Year
	Evaluations			
	For existing paper evaluations Electronic evaluations	EEOC: 29 CFR 1620.32C(c)	Each employer shall preserve for at least two years the records he makes of the kind described in § 1620.32(b) which explain the basis for payment of any wage differential to employees of the opposite sex in the same establishment.	2 Years
		EEOC: 29 CFR 516	Employer evaluations, seniority systems, wage rates, merit system, collective bargaining agreements	3 Years
		EEOC: 29 CFR 1602.14	Performance Review	1 Year after the record is made or 1 Year after the action taken, whichever is later
	Letters of Recognition and Reprimand			
	Certifications – Training at UIW Acknowledgements Memo's Personnel Disciplinary Action Documentation Personnel Corrective Action Documentation Grievance Records	Title VII, ADA	General personnel and employment records	1 Year
			If the employer is involved in an employment-related dispute with a terminated employee and this dispute had not yet been reconciled, retain all documents relating to that employee.	
	Applicant Profile			
Resumes/CV Cover letters Application for employment Job Advertisements for H1B Transcripts	Title VII, ADA EEOC	General personnel and employment records	1 Year	
		Keep solicited job applications for at least one year – it is best to keep them at least 4 years, in order to exhaust all possible statutes of limitations for various employment law causes of action, and the application for the successful candidate for at least 7 years; if EEOC investigates and finds that applications have not been kept, that is not only a recordkeeping violation, but also potential evidence of intent to discriminate.	7 Years	
Job Descriptions				
	Title VII, ADA	General personnel and employment records	1 Year	
Documents related to Hiring				
Dispute Resolution Program Memo Workers' Compensation Notice - Notice to New Employee Background Check Disclosure & Release Form Harassment-Free Work & Learning Environment Policy Memo & Receipt Other	Title VII, ADA	General personnel and employment records	1 Year	

Human Resources Record Retention Guidelines

Human Resources Documents

Retention Period	Document Type	Law	Notes	Retention Requirements
Employee File Continued				
Benefit Records				
Keep documentation for length of employee's service and follow destruction guidelines seven years after employee and the plan is terminated.	Payroll Employee Benefit Deduction Form			
	Enrollment/Change Form - Old UIW Benefit/Change Form for Open Enrollment Employee Benefits Deduction Form	EPA	Additions and deductions from wages paid	Recommended to retain for length of employment plus additional five years
	Health Benefits			
	University of the Incarnate Word Vision Enrollment Form (SPECTRA) Humana Web Printouts/Email Correspondence VSP Web Printouts/Email Correspondence Ceridian Benefits Continuation Services Certification of Vital Records - Example: Copy of Birth Certificates National Medical Support Notice and supporting documents AIF - Aetna Evidence of Insurability Statement Life Coverage AIF - Aetna Benefit Information AIF - University of the Incarnate Word Employee Benefits Deduction Form	ADEA		Full period of time plan is in effect and for one year after its termination
		ERISA and HIPAA	Benefit-related information (ERISA and HIPAA) - generally, keep ERISA- and HIPAA-related documents for at least six years following the creation of the documents. UIW is not subject to ERISA but it is recommended we follow ERISA retention recommendation.	6 Years
		COBRA	Continuation of health plan	No set requirement under COBRA Recommend to stay consistent with ERISA - 6 Years
		ERISA: 29 USC 1027	Benefit Plan - UIW is not subject to ERISA but it is recommended we follow ERISA retention recommendation.	6 Years
	Insurance			
	Catholic Life - Email Correspondence Catholic Life - Employee Group Enrollment Card AFLAC - Salary Reduction Agreement AFLAC - Email Correspondence Hartford Long Term Disability AIF - Hartford Life Insurance AIF - Colonial Supplemental Insurance AIF - Colonial Waiver Card	ERISA and HIPAA	Benefit-related information (ERISA and HIPAA) - generally, keep ERISA- and HIPAA-related documents for at least six years following the creation of the documents. UIW is not subject to ERISA but it is recommended we follow ERISA retention recommendation.	6 Years
		ADEA		Full period of time plan is in effect and for one year after its termination
		ERISA: 29 USC 1027	Benefit Plan - UIW is not subject to ERISA but it is recommended we follow ERISA retention recommendation.	6 Years
	Retirement			
	TIAA-CREF - Salary Reduction Agreement Under Internal Revenue Code Section 403b TIAA-CREF - Enrollment Form for TIAA and CREF Retirement Annuity Contracts	ERISA	UIW is not subject to ERISA but it is recommended we follow ERISA retention recommendation.	Records used to determine benefits that are or will become due for each employee participating in the plan must be retained as long as they are relevant.
		ERISA: 29 USC 1027	Benefit Plan -UIW is not subject to ERISA but it is recommended we follow ERISA retention recommendation.	6 Years
	SBS 125 Cafeteria Plan			
SBS Section 125 Cafeteria Plan	EPA	Additions and deductions from wages paid	Recommended to retain for length of employment plus additional five years	
	ADEA		Full period of time plan is in effect and for one year after its termination	
Benefit Plan Records				
Plan Documents	ADEA		Full period of time plan is in effect and for one year after its	
	ERISA: 29 USC 1027	Benefit Plan -UIW is not subject to ERISA but it is recommended we follow ERISA retention recommendation.	6 Years	
	ERISA	UIW is not subject to ERISA but it is recommended we follow ERISA retention recommendation.	Records used to determine benefits that are or will become due for each employee participating in the plan must be retained as long as they are relevant.	

Human Resources Record Retention Guidelines

Human Resources Documents

Retention Period	Document Type	Law	Notes	Retention Requirements
Employee File Continued				
Employee Loans				
Keep loan documentation on active employees and follow destruction guidelines seven years after the employee is terminated.	Request for Employee Loan Email to Business for Approval/Approval Email Promissory Note	EPA	Additions and deductions from wages paid	Recommended to retain for length of employment plus additional five years
Terminated Employees				
Follow destruction guidelines 7 years after employee is terminated. If the terminated employee is involved in an employment-related dispute all documents must be kept until the dispute is reconciled.	All Employee Record Files Inclusive of Benefit Records	EEOC: 29 CFR 1620.32C(c)	Each employer shall preserve for at least two years the records he makes of the kind described in § 1620.32(b) which explain the basis for payment of any wage differential to employees of the opposite sex in the same establishment.	2 Years
		EEOC: 29 CFR part 516.5 (a)	Payroll records. From the last date of entry, all payroll or other records containing the employee information and data required under any of the applicable sections of this part	3 Years from last date of entry
		FLSA, ADEA, FMLA	Payroll records – name, address, birth, occupation, rate of pay and compensation per week and other information	3 Years
		FLSA	Supplemental back-up data for certain payroll records	2 Years
		Title VII, ADA	General personnel and employment records	1 Year
		ADEA		Full period of time plan is in effect and for one year after its termination
		ERISA and HIPAA	Benefit-related information (ERISA and HIPAA) - generally, keep ERISA- and HIPAA-related documents for at least six years following the creation of the documents.	6 Years
		COBRA	Continuation of health plan	No set requirement under COBRA Recommend to stay consistent with ERISA - 6 Years
		EPA	Additions and deductions from wages paid	Recommended to retain for length of employment plus additional five years
		EEOC: 29 CFR 1602.14	Payroll status change, separation agreement, exit interview	1 year from termination date
			If the employer is involved in an employment-related dispute with a terminated employee and this dispute had not yet been reconciled, retain all documents relating to that employee.	
			When eliminating terminated employee records, be sure to create a destruction log and destroy by shredding to ensure that no confidential employee information is inadvertently released.	
Unemployment Compensation				
Follow destruction guidelines 4 years after file is closed.	Unemployment Compensation is kept separate from employees record.	TWC General Recordkeeping Requirement	While some wage and hour records must be kept only two years, others require retention for three years under the federal law, and since the Texas unemployment tax rules require a four-year retention period for payroll records, it is a good idea to keep all wage and hour records for at least four years.	4 Years

Human Resources Record Retention Guidelines

Human Resources Documents

Retention Period	Document Type	Law	Notes	Retention Requirements
INS Form 1-9				
Keep all I-9's on active employees and follow destruction guidelines one year after termination, but no less than three years after date of hire.	Employee Eligibility Verification Form (INS Form 1-9)	Immigration Reform and Control Act 8 USC 1324(b)(3)(A)(B)		3 years after hire date or 1 year after termination (whichever is later)
Tuition Waiver Programs	Employee Tuition Waiver Program			
Keep all documentation on active Tuition files and follow destruction guidelines seven years after file is closed.	UIW Employee and dependent waivers	FICA & FUTA	Basic employee data, compensation, and tax records	4 yr. from date tax is due or tax paid
	Tuition Exchange Programs			
	Council of Independent Colleges The Tuition Exchange Catholic College Cooperative Tuition Exchange			
Family & Medical Leave Act	Forms			
Keep all documentation on active FMLA files and follow destruction guidelines seven years after file is closed.	Certification of Health Care Provider for employee's serious health condition (WH-380-E)	FMLA	Family and Medical Leave (FMLA) - keep all payroll, benefit, and leave-related documentation for at least three years after conclusion of the leave event.	3 Years
	Certification of Qualifying Exigency for Military Family Leave (WH-384)			
	Certification for serious injury or illness of covered service member-for military family leave (WH-385)	29 CFR 825.500(b)	Request for FMLA leave, company response, physician certification, payroll status change, absence report, FMLA tracker	3 Years after leave ends
	Certification of Health Care Provider for Family Member's Serious Health Condition (WH-380 F)	HIPAA		6 Years
	Designation Notice (WH-382)			
	Notice of Eligibility and Rights and Responsibilities (WH-381)			
	Acknowledgment Form			
	Leave of Absence Request form			
	Request for Time off			
	Military			
	Covered Military Active Duty Orders			
	Documentation for Call to Active Duty			
	Notices			
	Your rights under USERRA			
	Employee Rights and Responsibilities Under the Family Medical Leave Act			
Doctor notes				
UIW Return to Duty Status Form				
Doctor notes				
Communication				
Formal Letters related to Leave of Absences				
Note pages				
Email correspondence				
Misc.				
Copies of Premium Checks				
Time sheet print outs				
Leave Balance print outs (PEALEAV)				
Banner print outs				
Leave of Absence Check List				
Short Term Disability paperwork				

Human Resources Record Retention Guidelines

Human Resources Documents

Retention Period	Document Type	Law	Notes	Retention Requirements
Workers' Compensation				
Keep all Workers' Compensation documentation on active cases and follow destruction guidelines 30 years after the case is closed.	Forms	Texas Department of Workers Comp		Health, Medical, Safety Data – Job Related illnesses and injuries: 5 Years Requests for accommodations of disability: 1 year Medical Exams: 30 years Toxic substance exposure records: 30 years Blood-borne pathogen exposure records: 30 years
	Online Claim Notification			
	Employee report of injury			
	Workplace Injury incident report			
	Health Service Injury report			
	Workplace Accommodation Form			
	First report of injury (DWC 1)			
Employer's Wage Statement (DWC 3)				
Supplemental Report of injury (DWC 6)				
Employer's contest of compensability (DWC - 004)				
Employees request to change treating doctor (DWC 53)				
Description of injured employee's employment (DWC 74)				
Employee Acknowledgment of Workers' Compensation Network				
Medical Release of Information				
Work Status/Dr Notes				
Work status reports				
Dr's Notes				
Communication				
Email correspondence				
Formal Letters related to Workers' Comp				
Note pages				
Misc.				
Banner print outs				
Time sheet print outs				
Medical Files				
Keep all DOT documentation on active employees and follow destruction guidelines five years after the employee is terminated for all but the following items:	DOT Driver Qualification File	U. S. Department of Transportation 382.401		Keep all DOT documentation on active employees and follow destruction guidelines five years after the employee is terminated for all but the following items:
	Records of driver alcohol test results indicating an alcohol concentration of 0.02 or great			
	Records of driver verified positive controlled substances test results			
	Records related to the administration of the alcohol and controlled substance testing programs			
After Five years in active file, follow destruction guidelines for the following:				After Five years in active file, follow destruction guidelines for the following:
After Three years in active file, follow destruction guidelines for the following:	The medical examiner's certificate of his/her physical qualification to drive a commercial motor vehicle as required by 391.43(f) or a legible photographic copy of the certificate			After Three years in active file, follow destruction guidelines for the following:
After One years in active file, follow destruction guidelines for the following:	Records of negative and canceled controlled substances test results and alcohol test results with a concentration of less than 0.02 shall be maintained for a minimum of one year.			After One years in active file, follow destruction guidelines for the following:
Other Medical Files				
Keep documentation for length of employee's service and follow destruction guidelines seven years after employee is terminated. If the employee is involved in an employment-related dispute all documents must be kept until the dispute is reconciled.	ADA Accommodation	ADAAA 1630.14	Medical condition or history of the applicant shall be collected and maintained on separate forms and in separate medical files and be treated as a confidential medical record	Disability-related records (ADA) - keep all ADA-related accommodation documentation for at least one year following the date the document was created or the personnel action was taken, whichever comes last.
	Ergonomic Request			
	Long Term Disability	EEOC: 29 CFR 1602.14	Request for reasonable accommodations	1 Year after the record is made or 1 Year after the action taken, whichever is later
	Application for Long Term Disability income benefits	ERISA and HIPAA	Benefit-related information (ERISA and HIPAA) - generally, keep ERISA- and HIPAA-related documents for at least six years following the creation of the documents. UIW is not subject to ERISA but it is recommended we follow ERISA retention recommendation.	6 Years
	Explanation of Benefits-Electronic Funds Transfer			
Other Medical Files				
	Not under FMLA and/or Workers Comp			

Human Resources Record Retention Guidelines

Human Resources Documents

Retention Period	Document Type	Law	Notes	Retention Requirements
OSHA 300 Log				
The OSHA 300 Log, annual summary, and the OSHA 301 Incident Report forms must be saved for five years following the end of the calendar year that these records cover. After the five window items may be purged following destruction guidelines.	Workers Comp OSHA 300 Log - only incidents Hazardous materials records - Kept in Risk and Safety office - 30 years after employee's separation	Occupational Safety & Health Administration 1904.33(a)	and the OSHA 301 Incident Report forms for five (5) years following the end of the calendar year that these records cover.	5 Years
Application/Not Hired				
Keep all application documentation for those not hired and follow destruction guidelines four years from requisition closing.	Applicant Profile Resumes Cover letters Application for employment Job Advertisements for H1B Job Descriptions	EEOC	Keep solicited job applications for at least one year – it is best to keep them at least 4 years, in order to exhaust all possible statutes of limitations for various employment law causes of action.	4 Years
		Additional Notes	No law requires employers to accept resumes or applications if there are no openings, but an employer should either keep all unsolicited applications, or throw them all away – "cherry-picking" can easily lead to disparate treatment claims with the EEOC or a state human rights agency.	No retention
		H1-B		
	Search Committee Files and Documents		Files are maintained in deans office. Must be maintained for 2 years when H-1B is selected to support special handling for permanent residency.	2 Years
Job Advertisements				
Keep all documentation on active advertisements and follow destruction guidelines two years after the advertisement is closed.	Monster	EEOC: 29 CFR 1627.3(b)(1)(vi)	Hiring documentation - under EEOC rules, all records relating to the hiring process must be kept for at least one year following the date the employee was hired for the position in question; if a claim or lawsuit is filed, the records must be kept while the action is pending.	1 Year
	Higher Ed			
	Inside Higher Ed			
	Chronicle			
	SA Express News			
	Job Finder			
	Other			