

# UNIVERSITY OF NORTH DAKOTA FACILITIES MANAGEMENT EMPLOYEE HANDBOOK



Revised 12/1/2022

## TABLE OF CONTENTS

Mission & Vision Statements.....	3
Purpose of Manual.....	4-6
Receipt & Acknowledgement	
What You Can Expect from Facilities Management	
What Facilities Management Expects from You	
Code of Conduct .....	7-10
General Conduct	
Probationary Period	
Evaluations	
Payroll	
General Department Policies.....	11-14
Breaks/Lunch Break	
Uniform/Dress/Badges	
Turning in Uniforms	
Overtime	
Call Back Procedures	
Institutional Closure Procedures	
Solid Waste Management/Recycling/Salvage	
University Policies.....	15-19
University Holidays	
Emergency Preparedness	
Possession or Use of Weapons/Destructive Devices on Campus	
Alcohol and Drugs	
Alcohol and Drug Testing	
Tobacco-Free Campus	
Vehicle Parking and Use	
Building Access and Key Control	
Assigned Keys- Building Service Technicians	
IT Policy	
Leave.....	20-22
Long Term Medical Leave/ Family Medical Leave Act (FMLA)	
Call in/Leave Procedure	
Discipline/ Termination.....	23
Job Discipline	
Job Dismissal	
Safety & Accident Reporting.....	24-27
Safety in the Workplace	
Employee Training/Programs.....	27-29
Required Training	
Other Training/Educational Opportunities	
Employee Assistance Program	
Staff Senate	
Labor and Payroll Information.....	30-31
AIM/ Asset Works	
Employee Self Service	



### ***DEPARTMENT MISSION STATEMENT***

Facilities Management makes UND Exceptional by committing to fiscal responsibility, outstanding customer service and excellent workmanship, and by delivering clean and comfortable buildings and exterior spaces that are aesthetically pleasing.

#### ***Core Values***

- Excellent quality of service
- Excellent customer services
  - Excellent teamwork
- High level of sustainable performance

### ***DEPARTMENT VISION STATEMENT***

The vision of the Facilities Department is to achieve its mission with efficiency and amiability.

### ***DIVISION OF FINANCE AND OPERATIONS VISION STATEMENT***

We are engaged employees aspiring to deliver a superior experience and environment for our students, colleagues and communities.

**Receipt & Acknowledgement of  
UND Facilities Management Employee Manual**

This Manual has been prepared to inform you about UND Facilities Management philosophy, employment practices, and policies, as well as the benefits provided to you as a valued employee and the conduct expected from you. This Employee Manual is an important document intended to help you become acquainted with UND Facilities Management and for all employees to know, reference, understand, and follow. This Manual will serve as a guide; it is not the final word in all cases, it is not all-inclusive. Individual circumstances may call for individual attention. Any discrepancies between the Facilities Management Manual and the UND Staff handbook, UND, NDUS, SBHE Policies the UND Staff Handbook, UND, NDUS, SBHE Policies take precedence.

Because the general business atmosphere of Facilities Management and economic conditions are always changing, the contents of this Manual may be changed at any time at the discretion of Facilities Management. No changes in any benefit, policy or rule will be made without due consideration of the mutual advantages, disadvantages, benefits, and responsibilities such changes will have on you as an employee and on UND Facilities Management.

Please read the following statements and sign below to indicate your receipt and acknowledgment of the Facilities Management Employee Manual.

I have received and read a copy of the UND Facilities Management Employee Manual. I understand that the policies, rules, and benefits described in it are subject to change at the sole discretion of UND Facilities Management at any time. I understand that this manual replaces (supersedes) all other previous manuals for UND Facilities Management as of *January 2023*. If, and when provisions are changed or added, you will be notified by email of the changes made online to this manual. A paper copy is available upon request from the Human Resources Manager.

I understand that, should the content be changed in any way, UND Facilities Management may require an additional signature from me to indicate that I am aware of and understand any new policies.

I understand that my signature below indicates that I have read and understand the above statements and have reviewed the UND Facilities Management Employee Manual.

\_\_\_\_\_  
Employee's Printed Name

\_\_\_\_\_  
Position

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date



## What You Can Expect from Facilities Management

The UND Facilities Management Department has a commitment to employees whose job performance enables us to fulfill our mission to the campus. This commitment is to:

1. Provide a positive employer/employee environment.
2. Provide a fair day's wage for a fair day's labor.
3. Provide safety training, safety tools and equipment for employees to accomplish their assigned work in a safe and productive manner.
4. Provide opportunities to develop skills through education, training and/or work experience.
5. Provide positive recognition for a job well done.
6. Provide employees, after talking with their supervisor, an opportunity to discuss any problem with managers of Facilities Management.
7. Expect employees to understand and meet our objectives, and accept with open minds the ideas, suggestions, and constructive criticisms of fellow employees.
8. Respect individual rights and treat all employees with courtesy and consideration.
9. Maintain mutual respect in our working relationship.
10. Provide buildings, grounds and offices that are attractive, comfortable, orderly, and safe.
11. Make promotions or fill vacancies from within Facilities Management whenever possible.
12. Keep all employees informed of the progress of Facilities Management and the University, as well as their overall aims and objectives.
13. Do all these things in a spirit of friendliness and cooperation so that Facilities Management will continue to be known as "a great place to work!"



## What Facilities Management Expects from You

Employees of the Facilities Management Department are a part of the University team employed to maintain UND's Physical Buildings and Grounds. Employees are expected to perform their job with competence and confidence and present a positive image of the Facilities Management Department at all times by respecting the rights and property of the University faculty, staff, students, and visitors, as our actions contribute to the effectiveness and reputation of the University.

The department expects its employees to perform their jobs satisfactorily while:

- Following all University policies.
- Following department rules, policies, and practices.
- Following generally accepted workplace behavior and performance standards.
- Maintaining a satisfactory working relationship with fellow employees and supervisors.
- Maintaining a good attendance record.
- Participating in an annual performance review and goal setting.

Your first responsibility is to know your own duties and how to do them promptly, correctly, and pleasantly. Secondly, you are expected to cooperate with management and your fellow employees and maintain a good team attitude. How you interact with fellow employees and those whom Facilities Management serves, and how you accept direction can affect the success and reputation of your unit. In turn, the performance of one unit can impact the entire services offered by Facilities Management. Consequently, whatever your position, you have an important assignment: perform every task to the very best of your ability. The result will be better performance for the department overall, and greater personal satisfaction for you.

You are encouraged to pursue opportunities for personal development that are offered to you. This Manual offers insight on how you can positively perform to the best of your ability to meet and exceed department expectations.

We strongly believe you should have the right to make your own choices in matters that concern and control your life. We believe in direct access to management. We are dedicated to making Facilities Management a department where you can approach your supervisor, or any member of management, to discuss any problem or question. We expect you to voice your opinions and contribute your suggestions to improve the quality of Facilities Management. We are all working towards the same objective, so please communicate with each other and with management to provide solution-focused feedback.

Remember, you help create the healthy, pleasant, and safe working conditions that the University intends for you. Your dignity and that of fellow employees, as well as that of our customers, is important.

Facilities Management needs your help in making each working day enjoyable and rewarding!

## UND CODE OF CONDUCT

Individuals should understand that the University encourages reporting of violations and makes available numerous options for reporting. Individuals are encouraged to report violations to their immediate supervisor, but may also report to senior management. Please read our policy's below, you may click on the links to view the full policy.

## GENERAL CONDUCT

The University of North Dakota (University/UND) is committed to ethical and professional conduct. The University's leadership expects that everyone performing any activities on behalf of UND will adhere to those standards in the performance of her/his duties.

It is the responsibility of everyone—faculty, staff member, or student employee acting on behalf of the University—to comply with legal and regulatory requirements, policies, and procedures that apply to her/his particular duties. In addition, it is the responsibility of supervisors to adequately train individuals and to monitor their compliance.

There may be instances when a policy or regulation appears difficult to interpret or to apply. In those cases, clarification should be sought through the normal supervisory channels. If necessary, further questions should be directed to the administrative office that has responsibility for the oversight of that policy, [University Code of Conduct](#).

Staff members of the Facilities department are expected to conduct themselves in a courteous and professional manner in their contacts with other members of the university community. Therefore, the use of malicious or profane language towards others (including co-workers and any member of supervision), or any type of conduct or language that tends to the development of a hostile environment will not be tolerated.

## Sexual Misconduct

### **Policy Statement**

The University of North Dakota (UND/University) prohibits sexual misconduct, including sexual harassment, sexual assault, domestic violence, dating violence, and stalking that occurs within or in connection with a UND program or activity and is against a person in the United States. UND prohibits retaliation by its employees and students against a person who exercises their rights or responsibilities under any provision of state or federal law, including Title IX and the Violence Against Women Reauthorization Act (VAWA), or this policy. For more information you may go the website directly at: <https://und.policystat.com/policy/11804149/latest>

## Sexual Misconduct

The University encourages anyone who experiences sexual misconduct to report the incident to the University. Any person may report sexual misconduct (whether or not the person making the report is the victim of the alleged behavior). The report may be made in any of the following ways:

- Facilities Management Human Resources Office: In Person /email: **Misty Johnson**, Email: [misty.m.johnson@und.edu](mailto:misty.m.johnson@und.edu)
- In person: Equal Opportunity & Title IX Office, 102 Twamley Hall, Grand Forks, ND
- By mail: 264 Centennial Drive Stop 7097, Grand Forks, ND 58202
- By email: [UND.EO.TitleIX@UND.edu](mailto:UND.EO.TitleIX@UND.edu)

- By using the on-line EO/Title IX report (see Forms)
- By any other means that results in the Title IX Coordinator receiving the report, regardless of the time of day.

A complainant who wishes to pursue criminal action in addition to, or instead of, making a report under these procedures should contact law enforcement directly:

- 911 (for emergencies)
- University Police: 701.777.3491 (for non-emergencies) or anonymous crime report (See Forms)
- Grand Forks Police Department: 701.787.8000 (for non-emergencies)

## **Discrimination and Harassment**

### **Policy Statement**

The University of North Dakota (University/UND) is committed to the principle of equal opportunity in education and employment. UND does not discriminate on the basis of race, color, national origin, religion, sex, age, disability, sexual orientation, gender identity, genetic information, pregnancy, marital or parental status, veteran's status, political belief or affiliation, or any other status protected by law or UND/North Dakota University System/State Board of Higher Education policy.

UND prohibits discrimination, harassment, student-on-student discriminatory harassment, and student-on-student harassment, as defined by this policy. UND also prohibits retaliation by its employees and students against a person who exercises their rights or responsibilities under any provision of state or federal law, including Title VI, Title VII, Title IX, the Americans with Disabilities Act, or the North Dakota Human Rights Act, or this policy.

Employees or students who violate this policy may face disciplinary action up to and including separation from the University. Third parties who commit discrimination or harassment may have their relationships with the University terminated and/or their privileges of being on University premises withdrawn.

The University's policy for addressing sexual harassment as defined by Title IX is set forth in UND's Title IX Sexual Misconduct Policy. (See Related Information).

The University's policy for addressing sexual harassment occurring outside the scope of Title IX is set forth in UND's Sexual Misconduct Policy (See Related Information). For more information you may go the website directly at: <https://und.policystat.com/policy/11804102/latest>

### **PRINCIPLES**

UND will not tolerate discrimination or harassment. UND utilizes procedures that provide prompt, fair, and impartial investigation and resolution of cases of discrimination or harassment. Individuals found to have violated University policy may be subject to appropriate campus adjudication processes and disciplinary action.

UND reserves the right to address inappropriate behavior through education or other non-punitive means before the behavior becomes a policy violation.



## **Privacy and Confidentiality**

The EO/Title IX office is not under an obligation to ensure confidentiality of complaints and cannot promise to do so. However, certain parts of a complaint file may be protected by the Family Educational Rights and Privacy Act (FERPA), or state or federal law protecting personally identifiable information.

The EO/Title IX office does attempt to maintain the privacy of complaints to the extent possible consistent with its obligation to enforce the discrimination and harassment policy. Information related to a report of discrimination or harassment will be shared with a limited circle of University employees who need to know in order to assist in the assessment, investigation, and resolution of the report and related issues. During an investigation, information may be disclosed to participants as necessary to facilitate the investigation.

Confidentiality exists in the context of laws that protect certain relationships, including with medical and clinical care providers (and those who provide administrative services related to the provision of medical and clinical care), mental health providers, counselors, and ordained clergy, all of whom may engage in confidential communications under North Dakota law. The University has designated individuals who have the ability to have privileged communications as "confidential employees." When information is shared by an individual with a confidential employee or a community professional with the same legal protections, the confidential employee (and/or such community professional) cannot reveal the information to any third party except when an applicable law, professional standard or a court order requires or permits disclosure of such information.

## **Confidential Resources**

Consistent with the definition of confidential employees and licensed community professionals, there are a number of resources within the University and Grand Forks communities where students and employees can obtain confidential support.

These resources include:

*University Counseling Center (for students)*

*McCannel Hall Room 200*

*701.777.2127*

<https://UND.edu/student-life/counseling-center/>

*Student Health Services (for students)*

*McCannel Hall Room 100*

*701.777.4500*

<https://UND.edu/student-life/student-health/>

*CVIC at UND (for all)*

*McCannel Hall, Room 200*

*Campus Confidential Advisor: 701.777.6550*

*Main Office: 701.746.0405*

*24/7 Crisis Line: 701.746.8900 or 866.746.8900*

<https://UND.edu/student-life/violence/cvic.html> or <http://cviconline.org>

*Employee Assistance Program (for employees)*

800.627.8220

<http://VillageEAP.com>

*Conflict Management Services (for all)*

701.261.6805

<https://UND.edu/academics/provost/conflict-management.html>

#### PROBATIONARY PERIOD

New employees are in a probationary status until a satisfactory evaluation is completed prior to the end of the initial six months of employment per NDUS Human Resources Policy 4, Probationary Period. During such period, the employee may be terminated with one week's notice with no right to appeal. One week's pay may be given in lieu of notice. Employees who elect to resign during the probationary period are requested to give one week's notice. Employees not in probationary status who are promoted or transferred to another staff employee position at the same institution or agency are not subject to a probationary period for the new position.

The original probationary period may be extended for a specific period of time not to exceed six months upon recommendation by the supervisor to the appropriate campus official per NDUS Human Resources Policy 4.1, Probationary Period. The reasons for the extension shall be in writing, signed by the supervisor, and a copy given to the employee and the appropriate campus official.

Annual leave during your probationary period is allowed, with prior approval, but it must be earned before it can be used. If you have no annual leave accumulated, the time off will be leave without pay. In all cases of Leave without Pay (LWOP), a written request and approval must be received in advance of actual leave. Sick leave and/or annual leave will not be advanced to any employee.

#### EVALUATIONS

New employees are evaluated by their supervisor upon the completion of the six-month probationary period. Building Service Technician Staff are evaluated at one, three- and six-month intervals during the probationary period. Benefited employees are then evaluated annually.

#### PAYROLL

Pay days are the 15th of each month (or the last workday prior to the 15th) and the last workday of each month. The payroll dates for the given year can be found at <https://und.edu/finance-operations/human-resources-payroll/managers-toolbox/calendars.cfm>. The first pay date for new employees may take 2-4 weeks depending on their start date. The University of North Dakota only pays employees by direct deposit. Employees can view their paychecks online through [HRMS Self-Service site](#).

## General Department Policies

### BREAKS /LUNCH BREAK

In accordance with NDUS SBHE Human Resource Policy 18.1, Employees may be allowed a rest period of fifteen minutes each half day to be arranged by the department head. The workday may not be shortened, and lunch periods may not be lengthened by omitting rest periods. Also, within accordance of NDUS SBHE Human Resource Policy 18.2, employees who work more than four hours in any one day shall be allowed a minimum of thirty consecutive unpaid minutes for one meal.

### UNIFORM/DRESS/BADGES

Good personal grooming is most important for the image you create and the uniforms we provide give a professional appearance and should always be clean and neat.

Designated staff will be given an annual one-time stipend that they will be able to use to purchase uniforms;

1. The amount of the given stipend will be taxed through each employee's paycheck;
2. Staff have the option of wearing any current UND branded logo shirt as uniform;
3. ID badges must be worn and visible while working in public areas at all times;
4. New hire BST staff will receive three t-shirts at the request of their supervisor until the completion of their probationary period when the stipend will be applied to their paycheck to purchase uniforms;
5. Student, temporary and part time staff will be issued t-shirts or other uniforms at the request of their supervisor;
  - a. For every 8 hours scheduled per week non-benefitted staff are to be issued 1 t-shirt;
  - b. For issuing of uniforms other than t-shirts supervisors will need to get Director approval;
6. Uniforms, t-shirts, and all other clothing purchased through the portal will be kept by the employee upon termination;
7. Supervisors shall be responsible for ensuring employees are wearing a presentable uniform while on-duty. Employees are not allowed to wear any offensive or unprofessional apparel. Failure to wear the uniform or acceptable pants may result in the following actions:
  - a. Employee will be sent home to change into a presentable uniform;
  - b. Full time employees will use annual leave for the time they are absent from work to change clothes.
  - c. Temporary staff will use leave without pay;
8. No shorts may be worn;
9. Hard sole shoes will be worn by staff in the trades' area.
  - a. Tennis shoes are acceptable for the Building Services Technicians, Supply Room, Parking, Transportation, and Administrative Staff.
  - b. Roofers may require different footwear on certain job;
10. Building Services Technicians are required to wear a belt to hold the key chain.

### OVERTIME

Over time compensation at a time-and-one-half rate shall be provided to all non-exempt employees when hours worked exceed forty hours in a work week. Overtime needs to be directed and approved by the immediate supervisor, or designee, prior to work being performed. Overtime can be paid to the employee, or the employee can choose to take it as compensatory time. A person can accumulate a maximum of 40 hours of compensatory time. This time must be used within a year of earning it, or it will be paid out at that time. No compensatory time will be allowed for callbacks. When a non-exempt (overtime eligible) employee uses any type of leave or compensatory time in a work week, and the total of hours worked and leave or compensatory time hours exceed 40 hours, hours greater than 40 will be paid out at straight time until hours worked exceed 40 hours. Only hours worked, holidays and institutional closure hours will be used to determine overtime.

**Example** - An employee uses 8 hours of leave or comp time and works 36 hours in a workweek (44 hours total). Payroll will adjust the 4 hours that exceed 40 to HP1 which will allow the staff to be paid the additional 4 hours at straight time.

**Example** - An employee uses 8 hours of leave or comp time and works 41 hours in a workweek (49 hours total). Payroll will adjust their hours to include: 40 hours regular time, 8 hours HP1 and 1 hour of overtime.

**\*\* Supervisors will not have to S approve for a second time\*\***

It is very important that your leave/time is submitted into AIM on a timely basis, so that a correct calculation can be made for the pay period. Supervisors are reminded to review employee leave/time for any overtime and leave taken in the same week and request the employee to adjust their overtime to regular time and payroll will adjust to the proper pay code.

### CALL BACK PROCEDURES

Employees are hired with the knowledge that they are required to work overtime or take callbacks on a 24-hour basis including weekends and holidays. Employees from designated trades who are on call are required to keep their work phone on and be available when off duty. Callbacks occur when an Operation Center staff personnel contacts a staff person to return to work after the normal working day has ended and more than 2 hours before their normal working day is to commence. Callbacks are compensated at a guaranteed minimum pay of 2 hours at 1 1/2 times (unless callback occurs less than 2 hours before regular schedule time to report for work). No compensatory time will be allowed for callbacks.

If callbacks occur within 2 hours of the regular starting time for the day, the employee will be required to stay on duty and begin normal work duties. The employee will receive up to 2 hours at 1 ½ times (depending on what time they begin work) and up to 8 hours regular time. Telephone calls for technical assistance from the Operations center staff or other authorized staff will be paid a minimum of 15 minutes at 1 ½ times. If call is longer than 15 minutes, the call time will be increased in 15- minute intervals.

Due to safety concerns, unless an emergency exists, employees will not be allowed to return to work until 10:00am if they have responded to more than one callback after midnight or a callback that last 4 hours or more. The employee will be compensated for the first two hours of their normal workday at regular time. All employees must check in with the Operations Center and punch in and out when responding to a callback. Employees are responsible for finding a replacement in advance if unable to be on call. If this cannot be done due to an emergency or special circumstance, the employee must contact the Operations Center with as much notice as possible to arrange for a replacement.

### INSTITUTIONAL CLOSURE PROCEDURES

When the decision is made to close the University due to weather conditions, buildings should remain closed, and faculty and staff should not be on campus at work (except for staff designated as essential personnel). For safety purposes, individuals who are not designated as essential personnel that must be at work in a campus building during a closure should notify the UND Operations Center (701-777-2591) of their location.

In accordance with NDUS Human Resource Policy 20.4.3, only employees designated by the department head may be required to work during the period when the institution is officially closed. All other benefitted employees shall be granted leave with pay for hours they would normally work during a closure. If an employee is not normally scheduled to work, the employee is not entitled to the additional paid leave. All employees properly authorized to work shall receive additional pay for hours worked during the official closing.

Personnel on call in each trade and the snow removal crew must be available to report to campus during a closure.

Other weather-related call-backs can include supervisors' time making calls to staff to report to work at a time other than Campus opening. In these situations, the supervisors will receive call-back time for the first hour and regular time thereafter for the total time it takes to make the phone calls.

In the event the University remains open during bad weather and you do not feel safe getting to work, you must alert the operations center and use annual leave for time missed.

In summary:

1. Student or non-benefitted (temporary) employees only receive compensation for hours worked during the closure.
2. The number of hours reported are NOT prorated for part-time, benefitted employees.
3. Salaried and contract employees that are not required to work during the closure will receive their regular pay.
4. All employees that were required to work during the closure are to be compensated for the number of hours actually worked (H01- Regular or H14-Workstudy). If these hours of compensation cause the employee to exceed 40 hours for the week, these hours can either be overtime or comp time, whichever is designated on the timesheet and approved by the supervisor.
5. Benefitted employees with pre-approved leave (sick, vacation, etc.) will not be able to use the applicable leave during the closure.

Memos will be emailed out to staff when the institution closes with guidance on how to enter time for the closure.

### SOLID WASTE MANAGEMENT/RECYCLING/SALVAGE

For safety and sanitation reasons, entering, rummaging through, or playing in or on any University-owned dumpster or designated trash or recycling receptacle is prohibited. Sorting through trash is hazardous and can cause personal injury and possible disease or infection if a cut or open sore is exposed to contaminated materials. Should an injury occur due to unnecessary rummaging through trash, all involved employees may be subject to disciplinary action.

The materials collected from construction, demolition, recycling, or disposals are the property of the University of North Dakota or the State of North Dakota. These materials are to be disposed of according to the surplus property procedure through the Central Warehouse. Employees are prohibited from removing any materials off campus.

All University employees are expected to participate in recycling acceptable materials. Containers are labeled for source separation of materials. Trash is not to be placed in recycling containers. Construction debris is to be taken to the container located in the Facilities yard.

The collection of aluminum cans or other materials for personal use is prohibited. Trash and recyclables are to be removed from containers and placed directly into the dumpsters or recycling containers. All metal and wire suitable for scrap are to be taken to the scrap metal container located in the Facilities yard. Employees should take care in placing metals in the containers to best utilize available space.

Staff employees, or any other official connected with the University of North Dakota, who observes any person or persons in violation of this policy, should:

- Please notify your Supervisor so they can take appropriate action



## University Policies

### UNIVERSITY HOLIDAYS

**Holiday** - The following holidays are officially recognized by The University of North Dakota as staff holidays. University offices will be closed on these days.

Thanksgiving	Martin Luther King Day	New Year's Day
**Christmas Eve	President's Day	Labor Day
Christmas Day	Good Friday	Memorial Day
Independence Day	Veterans Day	

\* NDUS HR Policy 19.2: If such holiday falls on Saturday, the preceding Friday shall be the holiday or if the holiday falls on Sunday, the Monday following shall be the holiday.

\*\* NDUS HR Policy 19.3: Institution offices must be closed at twelve noon on December 24, Christmas Eve Day, which is an office closure and not a holiday; however, if December 25, Christmas Day, falls on a Saturday, institution offices must be closed all day on the preceding Friday, which is then a holiday as indicated in Section 19.2. Special religious holidays may be observed with the advance approval of the department head.

Such time shall be charged to accumulated annual leave. A holiday is an eight-hour day for a full-time employee and a prorated part of an eight-hour day for employees who work less than full-time.

## EMERGENCY PREPAREDNESS

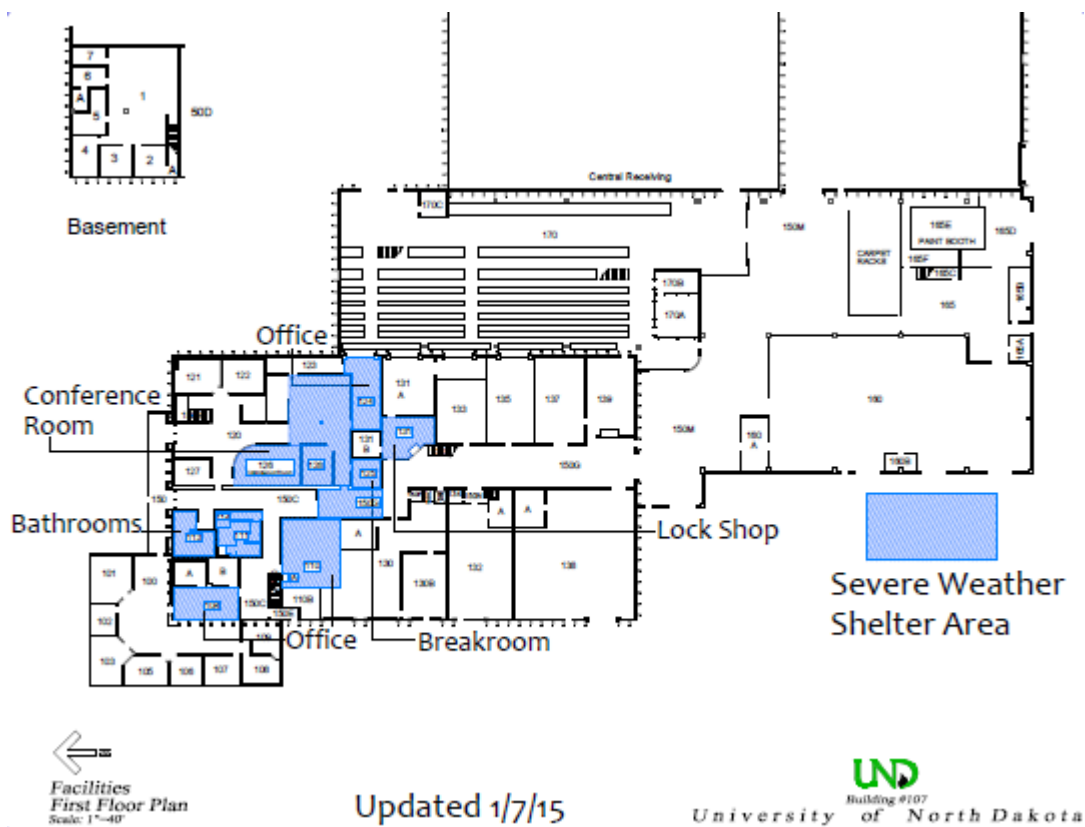
Every building on campus has at least one BSSR (Safety Rep) assigned that will assist in evacuating or letting all occupants know where the safe areas are during an emergency.

### **Facilities BSSR (Safety Rep):**

Rhonda Saxberg: 701-777-3152

In the event of severe weather that requires you to seek shelter you can also find:

[severe weather shelter maps here.](#)



←  
Facilities  
First Floor Plan  
Scale: 1"=40'

Updated 1/7/15

UND  
Building #107  
University of North Dakota

### **In the event of a major, campus wide power outage:**

- Remain calm.
- Follow directions from Facility Management for immediate action.
- If evacuation of a building is required, seek out people with special needs and provide assistance.
- Laboratory personnel should secure all experiments and unplug electrical equipment before evacuating. All chemicals should be stored in their original locations. Provide natural ventilation by opening all windows and doors. If this is not possible or natural ventilation is inadequate, evacuate the laboratory until power is returned.
- Do not use candles or other types of open flame for lighting.



- Unplug all electrical equipment including computers and turn off light switches.
- Do not use elevators.
- Emergency lighting for exit pathways will function for fifteen to thirty minutes following a power outage. In areas with poor natural light, evacuate promptly.

All other emergency planning and resources can be found at <http://und.edu/public-safety/emergencies/>.

#### POSSESSION OR USE OF WEAPONS/ DESTRUCTIVE DEVICES ON CAMPUS

In accordance with NDCC Section 12.1-01-04(6)(10) and Chapter 62.1-01, the unlawful possession, storage, or use of weapons are prohibited on UND property. Lawful possession of unloaded firearms secured within personal vehicles parked on campus is allowed in accordance with NDCC Chapter 62.1-02-13(1)(a). This applies to all faculty, staff, students, visitors, and residents on University property. This policy shall apply to all faculty, staff, and students of UND and to all visitors and/or residents of the campus, on property of the University. Thus, the possession of weapons, or the unreported knowledge of such items, on the University's premises or during University programs, on or off campus, is considered a serious offense subject to disciplinary actions.

The University of North Dakota Police Department offers to all students, free, secure storage for weapons. For information contact the Department at 777-3491. Access to this service is provided 24/7, year around.

The University policy does not apply to authorized law enforcement officials in the lawful discharge of their duties. Temporary exemption may be granted with advance written permission, by the University's Chief of Police or authorized designee for job related, educational or demonstration purposes. Concealed weapons permits are not valid on the property of the University of North Dakota or at sanctioned events.

#### ALCOHOL AND DRUGS

UND prohibits the unlawful or unauthorized manufacture, distribution, dispensation, possession, use, or sale of alcoholic beverages, controlled substances, and illegal drugs on campus. The impairment by alcohol or drugs of any employee while participating in an academic function, or of employees when reporting for work or engaging in work – during normal work hours or other times when required to be at work – is also prohibited.

Employees are prohibited from being impaired or under the influence of alcohol and/or legal drugs, including prescription medication, if such impairment or influence adversely affects the employee's work performance, the safety of the employee or others, or creates an unnecessary risk for the University. If taking necessary medication could compromise workplace safety or affect work performance, the employee is responsible for communicating with his/her supervisor to evaluate temporary job modification/re-assignment during the course of the treatment.

#### ALCOHOL AND DRUG TESTING

After a conditional offer of employment, applicants for positions that require a Commercial Driver's License (CDL) will be required to take a drug and alcohol test. These tests will be conducted in the manner prescribed by the Department of Transportation (DOT). Transportation and Landscaping staff are also subject to random quarterly drug and/or alcohol screening and must participate in the annual reporting required by FMCSA (Federal Motor Carrier Safety Administration).

### TOBACCO-FREE CAMPUS

The University of North Dakota shall be a tobacco-free campus. The use of tobacco is prohibited within university buildings, parking structures, walkways, arenas, in university or state fleet vehicles, and on

university owned property, not otherwise leased to another organization. (Certain university-owned properties have been leased to other organizations and, as such, these properties are not covered under this UND policy. Tenants of such properties are encouraged to establish tobacco-free worksite policies for their own employees.) Otherwise, this policy applies to all faculty, staff, students, contractors, vendors, and visitors at all UND sites. In support, the University of North Dakota provides comprehensive tobacco cessation and prevention services (see [Tobacco Cessation](#)). Tobacco use includes the possession of any lighted tobacco product, or the use of any oral tobacco product.

### VEHICLE PARKING AND USE

**Personal Vehicles** - Permits must be purchased online through Employee Self-serve. Permits cannot be sold, gifted, traded, or shared. Permits are virtual and your license plate must be current and kept updated, you may have more than one vehicle on a permit but only one vehicle can be on campus at any given time.

**State Fleet Vehicles** - Personal use of state fleet vehicles or driving off campus for lunch, etc. is strictly prohibited. Parking trucks, vans, etc. on sidewalks is strictly prohibited. If unloading something into a building, remove the vehicle immediately when done. There are several disabled students, faculty, and staff who must use the sidewalks as the only way to get between buildings. Use designated service vehicle parking spaces. Do no leaving vehicles running in cold weather – after initial warm-up in the morning, vehicles are to be turned off when not being used. The exception to this policy is for diesels only. Seat belts are to be worn at all times and smoking in State Fleet Vehicles is strictly prohibited.

### BUILDING ACCESS AND KEY CONTROL

The keys in the Operations Center are for use by Facilities personnel only. There are some exceptions, but are limited to UND Telecommunications, IT, pest elimination personnel and approved contractors.

1. Each key must be listed and signed for by the requestor. All areas of information on the Key Check-Out Sheet must be included.
2. These keys are for temporary issue only and must be returned at the end of each day of issuance.
3. Keys may be issued only for valid work request, documented either by a work order or a project request.
4. Usage of these keys by non-Facilities personnel, other than those listed in #1, requires authorization by the Director of Facilities or other administrative personnel designated.
5. Notification to the corresponding supervisor is required when keys are issued from the Facilities Operations Center file cabinet after hours.
6. A separate notification form must be routed to the appropriate trade supervisor and the Supply Room supervisor when the key for the Supply Room or Tool Crib is issued after normal business hours.
7. Audits of the checkout sheet will be conducted each weekday before 16:30. Reminder calls are to be placed to the staff member with keys that have not yet been returned that day. If that employee is not available, remind the supervisor to have their employee return the key before leaving work.
8. Staff members will be responsible for the keys issued to them. Lost keys will be charged to the person signing them out.
9. The policies and procedures for the File Keys fall under the guidelines of the General UND Key Control Policy.

### ASSIGNED KEYS – BUILDING SERVICE TECHNICIANS

Please follow this procedure when keys are issued to you to complete your daily duties.

1. All keys must be signed out on key check out sheet.
  2. Report Lost Keys Immediately.
  3. All keys must be returned to the supervisor or work lead at the end of your shift and they will sign them back in.
  4. When cleaning apts. you will need to get a key from the lock box in the maintenance room. Unlock your assigned apt. and then immediately return the key to the box as other UND staff needs to use this key also. When apt. is completed go get the key and lock the door. If the key is not in the lock box, please report it to your supervisor or work lead immediately.
  5. All Building Service Technicians are required to wear a belt to hold the key back.
  6. Upon termination, all assigned keys and your name tag must be returned by you to your supervisor in charge or to the Operations Center (if after hours).
- \*\* All Building Service Technicians are required to wear a belt to hold the key back.

All keys must be kept in a locked box or a secured area if not on your person. If a key is stuck in a lock and cannot be removed, break it off and call Facilities immediately at 777-2591 and then inform your supervisor. NEVER leave the key ring in the door that has the defective lock. Upon termination, all assigned keys and your name tag must be returned by you to the Operations Center (if after hours).

Keys should be requested by the supervisor prior to a new staff member start date, the request form can be found in the FAC Public Info Drive, under forms. The request form will then need to be routed to your administrator or Facilities Administrative Assistant EDA and outside doors, labs, restricted areas, grand master keys, building master keys or specialty keys should be on a separate form as you must also obtain the signature of the BSSR and AVP for Public Safety.

### IT POLICY

Procedures and standards for securing University computers and data are outlined in [UND IT Security Policy](#) as well as [North Dakota University System \(NDUS\) Procedures](#), specifically NDUS 1901.2 Computer and Network Usage and NDUS Data Classification and Information Technology Security Standards. For questions, concerns, or additional information, contact the UND IT Security Officer at [itsecurity@und.edu](mailto:itsecurity@und.edu), UND Tech Support at <http://und.edu/tech-support/>, or your local IT support personnel.

**Below are IT practices that should be used by employees:**

- DO NOT SHARE YOUR PASSWORD WITH ANYONE
- Do not store sensitive data on your personal devices
- Computers should be used for work only
- If you must store sensitive data on your computer or device, consider encrypting it.
- Secure your accounts.
- Make passwords long and strong
- Unique account, unique password
- Keep your passwords safe
- Avoid suspicious links, email attachments, downloads, and websites
- Protect your finances

## Leave

[DIRECT LINK: NDUS Policy 6 Annual Leave](#) & [NDUS Policy 7 Sick Leave](#)

### ANNUAL LEAVE

Annual leave with pay is earned by benefited staff employees. Annual leave for full-time staff accrues based on rate per hour and is earned based on continuous service from date of employment as follows:

<u>Leave Type</u>	<u>Years of Service</u>	<u>Monthly Earnings</u>	<u>Accrued Leave Time</u>
<b>Annual</b>	1-3 Years	8 hrs	12 Days Per Year
	4-7 Years	10 hrs	15 Days Per Year
	8-12 Years	12 hrs	18 Days Per Year
	13-18 Years	14 hrs	21 Days Per Year
	18+ Years	16 hrs	24 Days Per Year

### SICK LEAVE

Sick leave, dependent care, is a benefit granted by the institution to staff employees and is not a benefit considered to be earned by the employee such as annual leave. It is an insurance benefit allowing employees to build a reserve of days they can use for their extended illnesses.

<u>Leave Type</u>	<u>Years of Service</u>	<u>Monthly Earnings</u>	<u>Accrued Leave Time</u>
<b>Sick</b>	All Years of Service	8 hrs	12 Days Per Year

### DEPENDENT CARE (SICK LEAVE)

The employee wishes to attend to the needs of an eligible family member who is ill or to assist them in obtaining other services related to their health. (See policy for eligibility)

An employee may take 80 hours of dependent care/ (earned) sick leave (per calendar year) to care for a dependent who is ill or who needs to go to a physician, dentist, eye doctor, mental health practitioner.

Additionally, an employee may use up to four hundred (400) hours of (earned) sick leave (per calendar year) to care for a seriously ill dependent, spouse, or parent.

Examples of when Dependent Care may not be used (not an all-inclusive list):

- No Childcare
- No School
- Parent/Teacher Conferences

### MATERNITY/PATERNITY

Maternity and Paternity leave is available at the beginning of employment with UND. 6 Weeks of leave (unpaid or accrued sick leave) is available to both mothers and fathers.

This leave is for the employee when caring for a newborn child or for a child placed with the employee, by a licensed child-placing agency, for adoption or as a precondition to adoption, but not both. Sick leave in such cases is limited to six (6) weeks during the first six (6) months from birth or placement.

### LEAVE WITHOUT PAY

May be requested to an administrator for an extended absence in the interest of the University, due to illness or other important matters. Benefits paid for by the University will continue to be covered during leave without pay. Upon your return to work any additional benefits that are paid for by the employee will be taken out of their paycheck.

### LONG TERM MEDICAL LEAVE/ FAMILY MEDICAL LEAVE ACT (FMLA)

FMLA an unpaid leave of absence of up to 12 weeks available to all eligible employees

- an eligible employee is an individual that has been employed by the state for at least 12 months and who has worked at least 1250 hours over the previous 12 months

Employee notifies supervisor that they need time off for a medical/ military reason. The supervisor and/or employee notifies Facilities HR of the request. Facilities HR then assists the employee with filling out the long-term medical request form. The employee then provides his/her doctor with Certification of Health Care Provider form to be returned to Human Resources within 15 calendar days. The FMLA coordinator determines if employee qualifies for FMLA and then complete the long-term medical leave response form and give it to the employee. The employee must provide updates to Facilities HR at least every 30 days. Upon return, the employee must present a Workability Assessment form listing any or no restrictions. The employee may use sick leave, annual leave, or leave without pay to cover the absence. Time that is recorded in Aims/AssetWorks must be reported to the Facilities HR Manager that is used in regard to FMLA. Donated leave may also be requested and is approved by the FMLA Coordinator.

### LEAVE SHARING PROGRAM (DONATED LEAVE)

All benefited, non-probationary, staff with over six months of continuous service with the State are eligible to receive shared leave pursuant to the following conditions:

1. The appropriate campus official has determined that the employee meets the criteria described in this section.
2. The employee must have abided by University system policies regarding the use of sick leave.
3. The employee's use of shared leave, including both annual and sick leave, does not exceed four months in any twelve-month period.

### FUNERAL LEAVE

A benefited employee is eligible for up to 24 hours of funeral leave to attend or make funeral arrangements because of a death in the employee's family or in the family of an employee's spouse

- Family means husband, wife, son, daughter, father, mother, stepparents, brother, sister, grandparents, grandchildren, stepchildren, foster parents, foster children, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, and son-in-law
- Notify Facilities HR of a Funeral for a staff member's immediate family member to have a plant sent from the President's Office. \*\*Immediate family includes children, parent, sibling, or spouse

### JURY DUTY

An employee will be allowed leave with pay for jury or other legal duty when subpoenaed for such service. Any compensation received for such duty may be retained by the employee.

The employee must bring a copy of summons prior to the date of service to have a work order issued to them to charge time to.



### CALL IN/LEAVE PROCEDURE

All leave must be requested and approved through completion of the official Facilities Request for Leave forms available for such use.

- The employee must complete this form and submit it to his/her immediate supervisor.
- The supervisor must sign the form (or disapprove if appropriate) before returning a copy to the employee.
- All approved (or disapproved) leave requests will be returned to the employee.

All annual or vacation leave (unless for emergency, personal, or family reasons) must be requested and approved in advance of leave date.

Sick leave is provided as an insurance against loss of pay when an individual is unable to work due to his or her own personal illness or injury. Sick leave may also be used for staff member's personal medical and dental appointments, when these appointments cannot be scheduled before or after working hours, provided appropriate advance notice is given. In the case of pre-planned appointments, a request must be submitted in advance.

Employees must call into the Operations Center at 701-777-2591 if they are unable to make it in for their scheduled shift. The employee should call as soon as they know that they will not be able to attend work, and at least an hour prior to their shift start time. This must be done each scheduled work day. Facilities management realizes that emergencies do come up, so please work directly with your supervisor in these cases. Supervisors may also provide employees specific contact information or call in procedures for their areas.

## Discipline/ Termination

### JOB DISCIPLINE

Progressive discipline is a process of dealing with job-related behavior that does not meet expected and communicated performance standards. The primary purpose for progressive discipline is to alert the employee that there is a performance, conduct, or attendance problem and that an opportunity for improvement exists. Outlined below are the steps of Facilities Management's progressive discipline policy and procedure:

1. Verbal Warning
2. [Employee Development Form](#)
3. Written Reprimand
4. Suspension with or without pay
5. Termination

\*Subject to Pre-Action Review in accordance with NDUS Policy 25

The level of disciplinary intervention may also vary. Some of the factors that will be considered depend upon whether the offense is repeated despite coaching, counseling and /or training, the employee's work record and the impact the conduct and performance issue have on the organization. The progressive discipline policy and procedure is designed to provide a structured corrective action process to improve and prevent a reoccurrence of undesirable behavior and/or performance issues. This process is a guideline and UND reserves the right to combine or skip steps depending upon facts of each situation and the nature of the offense.

### JOB DISMISSAL

In accordance with NDUS Policy 25 Job Discipline/Dismissal, a regular staff employee may be dismissed from employment, suspended without pay, or changed to a lower pay rate for just cause. Just cause includes conduct related to the employee's job duties, job performance, or working relationships which is detrimental to the discipline or efficiency of the institution in which the employee is or was engaged. The employing department shall notify the employee and the appropriate campus official of the proposed action in writing. The written notice must include:

1. A statement that the supervision intends to dismiss, suspend, or demote the employee;
2. A statement identifying any policies violated by the employee;
3. A statement of the specific charges against the employee; citing the employee's behavior, dates and/or occurrences, witnesses, and other evidence against the employee;
4. Notice that the employee may provide the supervisor with evidence, explanation, or other information in writing which contradicts the allegations and evidence; and
5. Notice of the employee's status until the final decision is made (i.e. whether the employee is to continue working or be placed on leave of absence with pay).

A regular staff employee who is being suspended without pay, dismissed, or changed to lower pay rate for disciplinary reasons shall be entitled to a pre-action review. This review may be limited to the written record including the employee's written response to the allegations, or at the option of the institution, may be conducted in person. The pre-action review shall be held no sooner than three working days from the time notice was provided to the employee. The reviewing authority shall consider all evidence and will determine whether there remain reasonable grounds to believe the charges against the employee are true and support the proposed action. The employee must be notified, in writing, of the final decision. A notice of dismissal, suspension without pay, or change to lower pay rate must include a written, detailed statement of the basis for the action and inform the employee of the right to appeal.


## Safety and Accident Reporting

### SAFETY IN THE WORKPLACE

**Emergency Alerts** - The Campus Emergency Notification System is used to notify students, faculty, and staff. All staff and faculty members are automatically registered when completing onboarding. In case of a campus emergency, the Campus Emergency Notification System can be used to send out a message by telephone or text. Additionally, emergency information will be communicated using e-mail, UND's website, cable channel 3 and residence hall channel 17, and the local media. Information on the status of UND activities can also be obtained by calling 777-6700. To read more about The Campus Emergency Notification System, please visit the UND Alerts website at <https://campus.und.edu/safety/emergencies/und-alerts.html>. The Grand Forks community has an Emergency Alert System that may be activated for many different reasons. Some examples include: tornadoes, floods, windstorms, terrorist/war threat, or chemical spills. These emergencies often occur with little or no warning. Typically, notification of emergencies having immediate potential for injury or death will be initiated by the sounding of the city sirens. Whenever you hear these sirens, immediately go inside and turn on either a radio or television. Local stations will provide the appropriate instructions relative to the emergency. These instructions may be to evacuate the area/neighborhood or seek shelter inside a building. For special hazards, specific instructions also will be provided (place wet towels under doors, turn off furnace, etc.). UND's campus siren system functions like the city system, except UND will activate its siren independently from the city. The UND Siren has the capability of broadcasting audible messages after the warning tone is sounded. This audible message capability is used by UND to communicate special instructions when needed.

**Emergencies/Severe Weather** - Although such occurrences are rare, severe weather conditions and other emergencies sometimes require the University of North Dakota (UND) to suspend services to protect public health and secure the campus. Each individual has the ultimate responsibility of deciding for himself or herself whether conditions are safe. The exercise of common sense is urged. UND's Severe Weather Policy considers the situation of the campus as a whole. The University will suspend services only under extreme circumstances so that the minimum number of students will lose educational time or opportunity. Official closing of the University or cancellation of classes will be announced through the UND Emergency Alert process. Conditions will be monitored regularly by emergency personnel, regularly check the UND website regarding delayed openings and closures. To read additional information about Severe Weather Emergencies, please visit this site: <https://und.edu/public-safety/emergencies/weather.cfm>





**Workplace Violence** - Workplace violence is any physical assault, threatening behavior or verbal abuse occurring in the work setting. It includes, but is not limited to, beatings, stabbings, suicides, attempted suicides, shootings, rapes, psychological traumas such as threats, obscene phone calls, an intimidating presence and harassment of any nature.

If you are the victim or witness to any of the above situations, or others not mentioned, you should do the following:

- Call the police immediately. On campus call the UND Police Department (UND-PD), 701-777-3491, or for an emergency call 911.
- Try to remember details so you can describe the offender(s), including sex, age, race, hair, clothing, and distinguishable features. Also attempt to obtain a description and license number of any vehicles involved. Note the direction taken by the offender(s) or vehicles and report these to police.
- Where possible, preserve the crime scene. Do not touch any items involved in the incident. Close off the area of the incident and do not allow anyone in the crime area until police arrive.
- Students should consider contacting the UND Counseling Center at 701-777-2127. The Counseling Center may be able to help ease trauma you may feel as a victim or witness of a crime. Employees can contact the Employee Assistance Program at 1-800-327-7195 for counseling.

**Incident Reporting** – incidents, near miss or close calls occurring on campus must be reported immediately to the Office of Safety at 701-777-3341. Follow-up written reports are required. All injuries or near misses/close calls must be reported without delay to the supervisor or person in charge. When notified of the injury/incident, the supervisor must immediately initiate any applicable corrective actions and is responsible for seeing that a written report is filled out by the injured person (or on their behalf) and given to Facilities Human Resources who will send it to the Office of Safety. Upon notification of an injury that requires time away from work, Facilities Human Resources will set up a work order for the employee’s time to be charged to.

**Injury/Incident Investigations** - All injuries/incidents must be investigated to determine the cause to avoid future injuries/incidents. Minor injuries/incidents (e.g., only first aid) must be investigated by the supervisor or person in charge. After the investigation, the supervisor or person in charge must complete the Incident Investigation Form online and submit to Facilities HR within 24 hours.

**Incident Report Requirements** - All injuries/incidents must be reported to the Office of Safety within 24 hours via Facilities Human Resources. Incidents do not need to result in an injury or property damage to be reported. Near miss/close call incidents must also be reported. Such information is critically important in shaping the safety efforts and priorities at UND.

- Do not assume somebody else is reporting the injury/incident. Even if you were not involved in the incident, please complete an online Incident Investigation Form for any injury/incidents you observe. Workers compensation or liability insurance could be delayed or denied based on improper or delayed incident reporting.
- The full Incident Reporting Policy is located online at:  
<https://und.policystat.com/policy/7714873/latest>
- The Incident Reporting Form is located online at:  
<https://campus.und.edu/safety/resources/forms.html#d20e84-2>.

**Designated Medical Provider (DMP)** - If an incident requires medical treatment and if the injured person is a UND employee, medical treatment must be obtained from the University's Designated Medical Provider (DMP) or optional alternative DMP per employee request through DMP form. The University's primary DMP is Altru Occupational Health. Employees can designate alternate DMP's by naming specific medical providers in advance on their DMP form. DMP forms for all employees are maintained at Office of Safety and can be modified/re-submitted at any time.

DMP forms are available at: <chrome-extension://efaidnbnmnibpcjpcglclefindmkaj/https://campus.und.edu/safety/files/docs/dmp-form-2022.pdf>. You can also modify your DMP online through the Employee Self-Service portal.

**Workforce Safety and Insurance (WSI)** - The Office of Safety files the Workforce Safety and Insurance (WSI) claim for benefits online for all injured employees that received medical treatment related to a work injury. Once the claim has been filed, the injured employee will be notified by the Office of Safety regarding the claim number, instructions, and the WSI first report of injury that will be sent through postal mail. If additional information regarding the incident or any medical treatment received becomes available after the initial incident report is submitted, please provide such information to the Office of Safety as soon as possible by phone or by scanning/emailing information.

**Claims Management** - When an injured employee is notified by the Office of Safety regarding the submission of the WSI application for benefits, they will be informed of their assigned claim number. The injured employee is responsible for providing this claim number to their medical care provider. The injured employee is responsible for informing the medical care provider that modified duties/transitional work may be available and may be assigned. If work restrictions are put into effect by the medical care provider, the injured employee must adhere to the work restrictions 24 hours a day, 7 days a week. All work restrictions must be provided immediately to the injured employee's supervisor and the Office of Safety. The supervisor, injured employee, and the Office of Safety will communicate with each other throughout the claims/injury recovery process. The injured worker will be notified by mail by WSI whether their claim has been accepted or denied.

**Reporting and Eliminating Unsafe Work Practices and Hazardous Conditions** - Near misses and/or hazardous conditions and/or practices must also be promptly reported to the person in charge, even if personal injury or property damage are not apparent. If the person in charge cannot resolve the problem, advice from Environmental Health and Safety must be requested. It may appear that some near incidents, hazards, and hazardous practices are of such a trivial nature that no report on them is necessary. If the report of the near incident or hazard can be of service in detecting and eliminating an unsafe condition, a report must be made.

## Employee Training/Programs

### REQUIRED TRAINING

**Vector Solutions** - As employees of a public institution of higher education, we are each responsible to complete various safety training programs, as well as designated federally mandated training. You will receive an email within a week of your start date from: University of North Dakota Administrator@safecolleges.com. This email will provide a list of the trainings you will need to complete and the link to the Vector Solutions website.

### OTHER TRAINING/EDUCATIONAL OPPORTUNITIES

**Learning and Development** - The goal of UND's Human Resources Learning & Development program is to make UND a living and learning community, an organization that puts its people first and one where staff are given opportunities to improve themselves, opportunities to learn, connect, and grow. To that end Learning & Development offers many classes throughout the year to encourage growth and development for all staff. All training and development should be discussed with your supervisor first.

Our Training Resources/Websites (“click” on the following links below):

#### [TTaDa-Teaching Transformation and Development Academy](#)

Virtual, Hybrid, and In-person. Covers Microsoft training, Blackboard, Relationships and more.

Full Hyperlink: <https://und.edu/academics/ttada/index.html>

#### [HooNult](#)

Workshops, Recorded Sessions, Self-Paced Learning. Covers, Zoom, Microsoft, Jaggaer, Navigating Conflict, and Having Difficult Conversations and more.

Full Hyperlink: <https://und.edu/academics/ttada/staff-resources.html>

**Employee & Family Member Tuition Waivers**-Tuition waivers apply to all benefitted employees of UND and of affiliated organizations\* of UND.

- **Employees:** Courses taken at the campus of employment regardless of delivery type: 100% tuition and fee waiver are provided. For courses taken at another NDUS campus, regardless of delivery type: 50% employer paid tuition assistance, with the employee paying the remaining 50% of tuition and 100% of all fees. Employee Tuition Waiver forms must be completed and submitted to the UND HR Office no later than the last day to add a class of the semester in which the class is taken.
- **Family Members:** Courses taken at the campus of employed parent regardless of delivery type: 50% tuition only waiver is provided. Family member Tuition Waiver forms must be submitted no later than 30 calendar days prior to the start of each semester in which the student is enrolled.

\*Classes excluded from the tuition waiver program include professional programs Law (JD) and Medicine (MD). Internships, study abroad/exchange and other situations where the tuition flows to an outside entity are also excluded from this policy. Physical therapy and occupational therapy classes are not part of the medicine exclusion.

Training request forms must be completed and signed by supervisor prior to signing up for or attending trainings. You can find the form online at Facilities website: <https://campus.und.edu/facilities-management/facilities-forms.html>

#### EMPLOYEE ASSISTANCE PROGRAM

The Employee Assistance Program (EAP) is a confidential assessment/counseling/referral service staffed by trained professionals who can help you and members of your household evaluate your challenges and take positive action to resolve them.

The University of North Dakota provides employee assistance services to all employees and members of their household. When you or members of your household contact EAP, a staff member will assess your situation and provide the assistance needed to resolve it. This may include personal contacts with the counselor and/or referral to a professional who is specially trained in your area of difficulty. All contact with the EAP is confidential.

- Alcohol and Drug Concerns
- Family or Marriage Concerns
- Emotional Concerns
- Work-Related Concerns and Financial Concerns

Contact Information: 1.800.627.8220

[Employee Assistance Program \(EAP\)](#)

#### STAFF SENATE

The Staff Senate is an elected body that represents each job category. These dedicated people have a substantial impact in making specific recommendations for changes. The Staff Senate has been involved in numerous professional development initiatives and proposals. Staff Senate has several committees that are made up of Staff Senate members.

1. The Senate is comprised of elected members representing each Division in the 1000-7000 broad bands as follows:
  - Academic Affairs
  - Finance & Operations
  - President
  - Research & Economic Development
  - Student Affairs
  - School of Medicine & Health Sciences
  - University & Public Affairs
2. Membership is based on approximately 3% of each Division rounding to a minimum of one representative from each, to be reviewed annually prior to the general election.
3. An eligible member is a full-time or part-time benefited employee who is off probation at the time of the nomination and is a UND employee.
4. The Officers shall be elected from the membership of the Senate.



5. The Director of Human Resources or the Director's designated representative shall serve as a non-voting ex-officio member of the Staff Senate and Executive Committee.

Senate membership shall be for a three (3) year term, with approximately one-third (1/3) of the members elected each April. A member shall not serve more than two (2) consecutive full terms, unless elected to the office of Vice President/President Elect.

## Labor and Payroll Information

### AIM/ ASSETWORKS

Facilities Aim/ AssetWorks is a work order software system that helps track equipment and facilities. Employees are accountable for entering their own labor into Aim daily. An email will be sent to the employee with their username and temporary password. Once the employee logs on, a new password must be chosen. Every employee must account for 40 hours per week (holidays, benefit leave, and closures). Supervisors approve and verify their employees' labor.

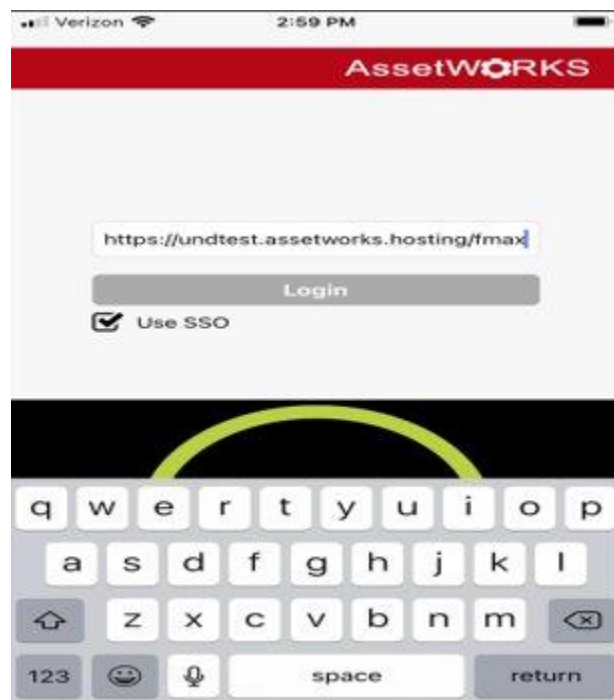
To log in, navigate to the UND Facilities Management Website for current link. Enter your NDUS (PeopleSoft) login credentials.

Aim Work Desk:

<https://ndusnam.ndus.edu/nidp/saml2/sso?id=und-assetworks&sid=18&option=credential&sid=18>

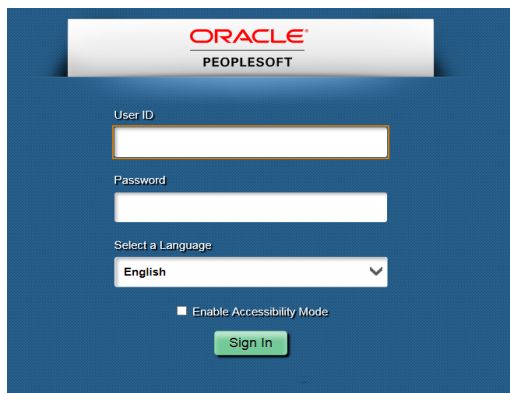
For all questions and user guidance, please refer to the Aim Go Training Manual:

<https://campus.und.edu/facilities-management/files/docs/assetworks-aim-go-training-manual.pdf>



## EMPLOYEE SELF SERVICE

Log in to the [Human Resource Management System \(HRMS\)](#) using your system-issued User ID and Password. These are case sensitive. If you have a problem with your User ID and/or password, please call the NDUS help desk, 701-777-6305, option #0. Self Service gives all employees a chance to see basic salary, pay advice (stub), and benefits information from anywhere they have access to an internet.



Personal Data is protected in Employee Self Service through DUO Authentication. All staff must enroll to be able to access personal information including which includes all aspects of Payroll and Compensation, Personal information, and Benefits. The enrollment instructions can be found on [Facilities Management Website under Human Resources Forms](#).

### Payroll and Compensation

- View Paycheck
- Voluntary Deductions
- Direct Deposit
- My Total Rewards
- Compensation History
- W-4 Tax Information
- State W-4 Tax Information
- View W-2/W-2c Forms
- W-2/W-2c Consent
- NDW-R Form

### Personal Information

- Personal Information Summary
- Home and Mailing Address
- Phone Numbers
- Email Addresses
- Emergency Contacts
- Ethnic Groups
- Form I-9
- Veteran Status
- Disability
- Name Change - Preferred
- Life Event Change
- Data Privacy

### Benefits

- Affordable Care Act Form
- Benefits Summary
- Flexible Spending Accounts
- Leave Balances
- 1095-C Consent
- View Form 1095-C
- Holiday Calendar

### To View and/or Print Your Paycheck

1. Log in to HRMS
2. Click on Payroll
3. Click on the Pay Check Period  
*Tip: To view the PDF file, you may need to disable your browser's popup blocker.*
4. Optional: If desired, use the print icon in the top right corner to print the paycheck.

### To View and/or Print Your W-2

1. Log in to HRMS
2. Click on Payroll
3. Click on W-2/W-2c Forms tile
4. Select Tax Year  
*Tip: To view the PDF file, you may need to disable your browser's popup blocker.*
5. Optional: If desired, use the print icon in the top right corner to print the paycheck.