ARDC POLICIES AND PROCEDURES

revised January 1993

GENERAL STATEMENT:

The ARDC Director/Superintendent is responsible for policy, safety, appearance, and image issues on the ARDC. Departments, faculty, managers, and others are expected to work closely with the Director/Superintendent in addressing these issues.

The ARDC Director/Superintendent and the ARDC Facilities Manager are responsible to the IANR Facilities Director for all facilities and infra-structure on the ARDC. The ARDC Facilities manager is responsible for all maintenance, repair, changes, etc... in ARDC facilities. Departments are expected to work closely with the ARDC Facilities Manager on these issues.

University of Nebraska employees are expected to follow all published rules, policies, and procedures of the University of Nebraska, the University of Nebraska-Lincoln, the Institute of Agriculture and Natural Resources, and the ARDC. The manual "Business Policies and Procedures" is available in the ARDC office. It is an excellent reference and its use is strongly encouraged.

UNIVERSITY OF NEBRASKA POLICIES AND PROCEDURES SPECIFIC TO THE ARDC:

- Employees are expected to know and follow all published ARDC policies and procedures (see attachments).

- There shall be no personal use of University of Nebraska equipment or facilities.

- Items not owned by the University of Nebraska will not be stored, operated, or maintained on the ARDC.

- Work day schedules will be set by individual units. ARDC office and facility crew hours are 8:00 a.m. to 4:30 p.m. with a lunch break from 12:00 to 12:30 p.m. (summer hours are 7:30 to 4:00). Units shall inform the ARDC office of "special" work schedules for security reasons.

- Hourly employees are expected to be at work and ready to perform assigned duties during the scheduled work day. Employees are expected to leave the ARDC at the end of the assigned work day unless work circumstances require longer hours. All compensatory time shall be approved by supervisors in advance (excluding emergency situations).
• ARDC weight room hours will be during the scheduled lunch break and for one hour after the end of the scheduled work day. Only University of Nebraska employees are allowed in the weight room.

• Abusive and/or obscene language is not acceptable.

• Discrimination of any kind is not acceptable.

• Harassment of any kind is not acceptable.

• Abuse of equipment and facilities is not acceptable.

• Employees are expected to conduct themselves in a professional manner. Malicious gossip, rumor, or innuendo are not acceptable. Unsubstantiated allegations are not acceptable. Employees are expected to pay close attention to their assigned duties and not those of others.

• Employees are expected to conduct their activities in a manner that ensures the safety of themselves, other employees, the public, and the environment.

• Vacation and other leave requests shall be made in advance according to departmental requirements. Emergencies will be handled according to circumstances.

• Employees are encouraged to take ideas and concerns to the immediate supervisor.

• Position vacancies will be filled by the most qualified applicants.

• Unauthorized access to buildings, offices, files, etc... is not acceptable.

• Employees should expect:
  • A reasonably clean, safe, and equitable environment in which to perform their assigned duties.
  • A reasonable and consistent supervisor.
  • To be treated with respect and common courtesy.
Minutes from ARDC Policy & Procedures Meeting
Tuesday, February 2, 1993

The ARDC Policy and Procedures meeting was held in the Program Center at 2 p.m., Tuesday, February 2, 1993. All ARDC Unit Managers were present along with some UNL department supervisors and assistants.

Alan Moeller, Assistant Vice Chancellor IANR, opened the meeting with an overview of six issues all employees of the University should be aware of: 1) time reporting, 2) use of University property, 3) property inventory, 4) safety, 5) appearance and image, and 6) fuel logs.

1) Time records should reflect an accurate account of the actual time worked by University employees. A supervisor who signs a time record is acknowledging that the payroll time report is correct and is responsible for any questions that may arise. Falsification of time reports can result in dismissal. An excellent reference available to all employees regarding various personnel questions is the University of Nebraska-Lincoln Employee’s Handbook for Office/Service and Managerial/Professional Staff.

2) Use of University facilities and property is restricted to certain uses which are approved through the University. University facilities and property are not to be used for personal benefit. All property belongs to the University as a whole and not to the individual departments or units. Use of government property is a violation of State statutes and raises liability issues. Violation of policy could be cause for dismissal.

3) All excess property must be processed through Inventory and disposal must be approved. When there is a sale of surplus property, no preference is given to University employees. Financial reimbursement for surplus is made to the departments. Regarding scrap disposal, it may be sold directly to salvage dealer without Inventory approval. Funds from items sold at auction are usually used for research and extension supplies. Auction monies may come back into the departments if request for such funds is approved.

4) Safety checks of various areas of the University property should be done regularly. It is vital that the storage of chemicals and other hazardous products be inspected carefully. Look for situations that the EPA might find unacceptable and try to correct problem. Mark Schroeder, chair of the ARDC Safety Committee, is working with the units on implementation of safety plan.

5) The appearance and image University employees portray to the general public is how the tax payers perceive the University as a whole. Standards of work and behavior reflect on the ARDC and the University. As custodians of public funds, University employees are judged more critically than employees at other places of work. A positive image is important to create a positive Center.
6) Fuel logs are important in monitoring fuel use at the University and ARDC. When accurate records are kept it is much easier to determine if fuel is disappearing through theft or possible tank leakage.

Moeller summed up the six issues stating that these may be small items but are important to efficient operation of the ARDC and the University.

Dan Duncan covered the use of personal property for University operations. Using personal property at work raises liability questions. Because of the liability issue, it has been decided if we need it we should own it; the employee should not supply personal property except in very special cases which should be cleared with the director.

Alan Moeller spoke on the University's sexual harassment policy. All women and men are to be treated fairly and equally with dignity and respect. Sexual harassment will not be condoned. Supervisors should report any harassment noted and are liable if they know of an occurrence that was not reported.

A question was asked on who can legally sign contracts. Only the Board of Regents has that authority but authority has been delegated to others in certain circumstances. Contact University if in doubt when confronted with a contract situation.

Next, Dan spoke on the use of government vehicles. The public is watching you and how you drive. Employees who drive vehicles from Lincoln to ARDC to and from work and have their principal reporting station at ARDC may have this benefit taxed by the IRS. An employee's position description should document the reporting work site of employee.

In regard to safety, employees should refrain from driving too fast or recklessly. It is very crucial that chemicals in the igloos at ARDC be cleaned up. Appearance and image of ARDC is important. There is a need to continue cleaning up buildings, cutting weeds and grass, disposing of junk, etc.

Dan stated that the ARDC Policies and Procedures from last year was revised. Handouts available at the meeting were the ARDC policies and procedures, sexual harassment policy, ARDC hunting policy, ARDC policy on firearms and ARDC on-site resident policy.

It was stressed by Dan that open communication between all units, departments and individuals at the ARDC is important. Anyone with questions should not hesitate to contact Dan on any ARDC policy or concern.

Tom Johnson, UNL Facilities Management, spoke to the group on facilities management policies. In order to avoid liability problems, projects must have the University's written approval. At the ARDC, Mac is the facilities manager and any questions on building, maintenance and repairs have to go to him. Liability is the big issue when dealing with construction projects.