

2008 Annual Notification of Policies

Safety-Related Issues

DESIGNATED MEDICAL PROVIDER. UND participates in the Workforce Safety and Insurance (WSI) Risk Management Program. This allows the Risk Management Workers Compensations Program (RMWCP) to designate health care providers to treat your workplace injuries and illnesses. WSI may not pay for medical treatment to another provider unless you are either referred to this provider by the Designated Medical Provider or you designated in writing prior to the injury that you wanted to be treated by a different medical provider. Emergency care is exempt from this requirement. **UND employees injured on the job must seek medical treatment as follows:**

IN GRAND FORKS

Primary DMP: Altru Occupational Health, phone 780-1546, 1300 South Columbia Road, Altru Health Institute Building. *Can be utilized by all employees for any injuries, including but not limited to those of a serious nature.*

Alternate DMP: UND Student Health Services, phone 777-2605, McCannel Hall. *For minor injuries only, such as cuts/scrapes likely requiring only ONE visit.*

OUTSIDE GRAND FORKS

MedCenter One Occupational Health: Bismarck, with satellite clinics in Jamestown and Dickinson.

Trinity Health Occupational Medicine: Minot, with satellite clinics in Mohall, Sherwood, Parshall, Cando, Stanley, Bottineau, Velve, Westhope, Garrison, New Town, Kenmare, and Williston.

MeritCare Occupational Health: Fargo, with satellite clinics in Enderlin, Hillsboro, Mayville, Wahpeton, Valley City, Edgeley, Lisbon, Jamestown, Grafton, and Park River.

Altru Health Occupational Medicine (Grand Forks): Satellite clinics in Drayton, Cavalier, and Devils Lake.

OUTSIDE THE STATE OF NORTH DAKOTA

If working outside the state of North Dakota for more than 30 days, contact Safety and Environmental Health at 777-3341.

Employees intending to see a medical provider other than these DMPs must designate this in writing before utilizing that provider's services. This is accomplished by filling out a DMP form. You are not required to designate an additional DMP, but **you must sign and return a DMP form** regardless. The DMP form can be accessed online at www.safety.und.edu. Submit the signed form to Safety and Environmental Health, or call 777-3341 if you have questions.

SEVERE WEATHER. In the event of severe weather, official closing of the University or cancellation of classes will be announced after 6:30 a.m. over local radio and television stations. The announcement will be repeated on successive news broadcasts.

The use of voice mail, e-mail, UND's home Web page and UND Cable Channel 3 all will be used to inform employees of University weather reports.

EMERGENCY ALERTS. The Grand Forks community has an Emergency Alert System that all persons need to understand. This alert system may be activated for many different reasons. Some examples include: tornadoes, floods, wind storms, terrorist/war threat, or chemical spills. These emergencies often occur with little or no warning. Because of this urgency, all persons need to know what to do in the event of emergency. Typically, notification of emergencies having immediate potential for injury or death will be initiated by the sounding of the civil defense 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.).

FIRE. It is important that everyone familiarize themselves with the procedures of fire reporting. Never presume that these procedures have been written for the other person only. They exist for the benefit of all members of the campus.

In the event of a fire disaster, even the best-developed plans may go wrong because people tend to panic. Four simple rules to follow in the event of a fire are:

1. **Safety of the People.** Evacuate people as readily as possible. Close doors to isolate the fire. A person with an ambulatory disability should move to the opposite end of the building near a stairway and away from the fire, and wait for fire fighters to arrive. Exit strategies should be discussed with supervisors.
2. **Send the Alarm.** Call the Fire Department, 911, and relay all information pertaining to the fire, i.e., location, floor, room, building, etc. If the building is equipped with the fire pull boxes, break the glass, and pull the bar.
3. **Notify Others in the Area.** Use any alarm provided for this purpose. Move out to a safe area to give firefighters a clear field.
4. **Assist Campus Police or Firefighters.** Relate to them what is burning, i.e., special chemicals, radiation hazards, or any other pertinent information.

To report a fire on campus, dial 911. If off campus, dial 911, or be familiar with any specific dialing instructions.

The fire alarm systems installed in buildings on campus, when sounded, will not summon the Fire Department. They are for alerting occupants of the building only. The Fire Department must still be called.

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 similar situations, you should do the following:

1. Call the police immediately. On campus call the UND Police Department (UND-PD), 777-3491, or for an emergency call 911.
2. 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.
3. 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.
4. Students should contact the UND Counseling Center at 777-2127. The Counseling Center may be able to help ease trauma you may feel as a victim or witness of a crime. Faculty and staff should contact the Employee Assistance Program at 1-800-327-7195 for counseling.

BOMB THREATS. Whoever receives a bomb threat call should try to keep the person(s) on the line and get as much information as possible.

When is the bomb going to explode?	Where is it right now?
What does it look like?	What kind of bomb is it?
What will cause it to explode?	Did you place the bomb? Why?
What is your address?	What is your name?

Note the time of the call.

Be alert to background noises

Note distinguishing voice characteristics.

Note if the caller indicated knowledge of the premises by his description of location.

Dial 911 to reach the UND Police Department.

Use of the University of North Dakota Police Department's bomb threat questionnaire is recommended. Questionnaires are available from the University Police Department and may be obtained at any time.

(OVER)

HOSTILE WORK ENVIRONMENT. Harassment of an individual or group that is related to their status in a protected class that is sufficiently severe, persistent, or pervasive so as to interfere with or limit the ability of the individual or group to participate in or benefit from UND's employment, programs, or activities is prohibited. Harassment may take the form of oral, written, graphic, or physical conduct that is related to an individual's or group's protected class status. This includes gender, race, national origin, color, disability, or other protected classes.

SEXUAL ASSAULT. The University of North Dakota will not tolerate sexual offenses in the work or academic settings. Offenders may be subject to appropriate campus adjudication processes, disciplinary action, and/or criminal proceedings. UND's sexual assault policy is designed to specifically address "the public well-being" of UND's students, faculty, and staff. For a complete copy of the sexual assault policy, visit the UND Police Department Web site at <http://www.police.und.edu>, or call 777-3491.

SECURITY COMPLIANCE. The University of North Dakota complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) formerly known as the Crime Awareness and Campus Security Act of 1990. For more information, contact the UND Police Department at (701) 777-3491, visit the Police Department's Web page at <http://www.police.und.edu>, or e-mail: undpolice@mail.und.edu.

Human Resources-Related Policies

DRUG-FREE WORKPLACE / SUBSTANCE ABUSE.

Policy – SBHE 615: All North Dakota University System institutions, officers and employees shall comply with the Drug-Free Workplace Act of 1988. The Chancellor and institutions shall adopt and enforce policies and procedures implementing that Act and this policy.

Procedures – SBHE 615:

1. In accordance with the Drug-Free Workplace Act and SBHE Policy 615, the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in the workplace is prohibited. Every employee is required to abide by applicable law and SBHE Policy 615 as a condition of employment.
2. An employee who is convicted of violation of any federal or state criminal drug law for conduct in the workplace must notify the employee's supervisor of the conviction within five days of the conviction. A conviction means a finding of guilt (including a plea of guilty or nolo contendere or its equivalent) or the imposition of a sentence. The supervisor must within 24 hours of receiving notice of a conviction notify the institution's or System's human resource officer.
3. Each new employee, at the time of hiring, shall receive a copy of SBHE Policy 615 and this procedure, and acknowledge in writing that the employee has received and reviewed the policy and procedure. Institutions and the University System office shall document on an annual basis that each benefited employee has received a copy of SBHE Policy 615 and this procedure. This may be done as part of an annual evaluation, in-service training, electronically, or other appropriate procedure.
4. Any employee who violates SBHE Policy 615 or this procedure is subject to discipline up to and including termination.

A complete copy of UND's policy on Drug-Free Workplace and Substance Abuse Policy can be found at the Web site listed at the top of this page.

SEXUAL HARASSMENT. Consistent with federal statutes prohibiting sex discrimination in education programs and in employment, the University of North Dakota prohibits sexual harassment of students, faculty, and staff. The primary goals of this policy are to prevent sexual harassment and to stop objectionable behavior whenever it occurs. All University students, faculty, and staff are expected to comply with this policy. The University will take preventive and corrective action to maintain a working and learning environment free from sexual harassment. Individuals who sexually harass students, faculty, and staff will be subject to appropriate disciplinary action, and University officials will respond to sexual harassment complaints brought to their attention. Retaliation against the person who initiates

an inquiry or complaint is prohibited and any such action will be further cause for disciplinary action. A complete copy of the policy can be found at the Web site at the top of this page.

DISCRIMINATION GRIEVANCE PROCEDURES. As required by federal rules and regulations governing federal contractors and institutions receiving federal financial assistance, the University of North Dakota provides grievance procedures for persons who individually or as a member of a class allege discrimination on the basis of race, color, religion, sex, national origin, age, marital status, disability, Vietnam Era/disabled veteran status or other proscribed category set forth in federal or state regulations. These grievance procedures provide for complaints of discrimination in the area of employment and in the area of educational programs and activities. A complete copy of the policy can be found at the Web site listed at the top of this page.

NEPOTISM. No head of a department may appoint a member of his or her own immediate family to a position under his or her control or direction. Upon offer and acceptance of employment, promotion, or transfer to a different department, or upon change in family status implicating SBHE Policy 603.3, an employee shall report in writing any actual or potential conflict with that policy to the employee's department or institution human resource officer. A complete copy of the policy can be found at the Web site listed at the top of this page.

COMPUTING AND NETWORK USAGE. All employees, students, and other users of North Dakota University System computing and network resources shall comply with applicable laws, policies, and procedures. Computing and network resources include, but are not limited to, computer time, data processing and storage functions; computers, computer systems, servers, networks, and their input/output and connective devices; and any electronic text, graphic, video, digital record, digital signature, or message stored or transported via electronic media. Electronic media includes e-mail and Internet usage.

Users shall not examine, change, or use another person's or institutional files, output, or usernames without explicit authorization. Users shall not represent themselves as another individual in electronic communication. The use of anonymous remailers is prohibited.

Access or attempts to gain access to University System computing facilities for any unauthorized purpose, including attempts to obtain, modify, or destroy information or degrade performance, is forbidden.

Users shall not use computing facilities for any illegal purpose or to enter or send any material that is obscene or defamatory, or to enter or send material that is intended to annoy, harass or alarm another person and serves no legitimate purpose.

Users shall not infringe on the intellectual property of others. All users shall use software only in accordance with applicable license agreements. Users shall not make unauthorized copies of any software under any circumstances. All software must be lawfully purchased or acquired.

Use of computing facilities and databases for the following purposes is prohibited: political purposes, personal or private use, for profit unless such use is specifically authorized, or for other purposes not related to the employee's or other user's duties for which access is granted.

A complete copy of the NDUS Procedure 1901.2-Computer Network and Usage can be found at the Web site listed at the top of this page.

The full policies listed here, as well as links to the North Dakota University System Human Resources Policy Manual, the UND Faculty Handbook, and the UND Code of Student Life, may be viewed at :

www.humanresources.und.edu/html/PoliciesAnnualNotice.htm

Office of Human Resources: (701) 777-4361

Alternative formats: Contact the Office of Human Resources

UND Disability Access Line / TDD 777-2591

TTY / TDD Services 711

UND is an Equal Opportunity / Affirmative Action institution.

UND is a tobacco-free campus.