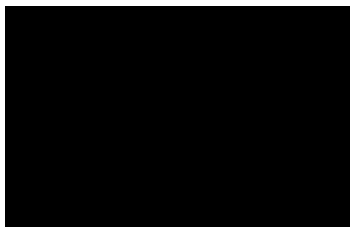




2021



Employee Guide



TABLE OF CONTENTS

| | |
|--------------------------------|-----------|
| Table of Contents | 2 |
| Welcome | 6 |
| Introduction | 6 |
| General Information | 6 |
| Directory And Campus Map | 6 |
| Get Connected | 6 |
| Single Sign-On Credentials | 6 |
| [REDACTED] Onboarding Site | 6 |
| [REDACTED] | 7 |
| [REDACTED] Email and Tools | 7 |
| [REDACTED] | 7 |
| Phone and Voicemail | 7 |
| Website and Intranet | 8 |
| Get Situated | 8 |
| [REDACTED] Card | 8 |
| Parking Permits | 8 |
| Building Information | 9 |
| [REDACTED] | 9 |
| Building Manager | 9 |
| Work Orders | 9 |
| Building Emergency Plan | 10 |
| Building Evacuation | 10 |
| Building Policies | 10 |
| Access and Keys | 11 |
| [REDACTED] Lounge | 11 |
| Workroom and Mailboxes | 11 |
| Emergency Contacts | 12 |
| Campus Closures | 12 |
| Get Training | 13 |
| Required Training - [REDACTED] | 13 |
| Training Access and Completion | 13 |

| | |
|---|-----------|
| Title IX Training | 14 |
| Workplace Harassment Prevention | 15 |
| Behavior Based Safety | 15 |
| FERPA Training | 15 |
| Copyright Information | 15 |
| Professional Development | 16 |
| Get Evaluated | 16 |
| █ Evaluations | 16 |
| █ Evaluations | 17 |
| █ I | 17 |
| █ | 17 |
| █ | 17 |
| █ | 18 |
| Get Support | 18 |
| Office and Printer Supplies | 18 |
| Office Supplies Order Form | 18 |
| Office Supplies Standard Operating Procedure | 18 |
| Printer Cartridge Standard Operating Procedure | 18 |
| Supply Deliveries | 19 |
| █ | 19 |
| Service Departments | 20 |
| Facilities Maintenance and Operations (FMO) | 20 |
| Facilities Planning and Construction (FPC) | 20 |
| Environmental Health and Safety, Risk Management Support (EHSRMS) | 20 |
| Emergency Management (EM) | 21 |
| Information Technology Services (ITS) | 21 |
| General ITS Information | 21 |
| █ Tech Portal | 21 |
| Core Tools and Software | 22 |
| Hardware | 22 |
| General Support Services (GSS) | 23 |
| Copy and Print Center | 23 |
| Parking Services | 23 |
| Recycling Services | 23 |

| | |
|---|------------|
| [REDACTED] | [REDACTED] |
| [REDACTED] | 42 |
| Get More Information | 42 |
| [REDACTED] | 42 |
| Events and Planning | 42 |
| Travel | 43 |
| Room Scheduling [REDACTED] | 43 |
| Event Services and Policies | 44 |
| Catering | 44 |
| Custodial Services | 44 |
| Human Resources | 45 |
| Onboarding and Offboarding | 45 |
| HR Portal and Knowledge Base [REDACTED] | 45 |
| Grievances | 46 |
| Health and Wellness | 46 |
| Employee Health and Wellness | 46 |
| [REDACTED] | 47 |
| [REDACTED] | 48 |

WELCOME

INTRODUCTION

Welcome! The [REDACTED] Guide is intended to provide you with general and procedural information as it pertains to [REDACTED]. After consulting the topics in this handbook, if you have not found an answer to your question(s), check the reference page at the back of the guide for information on who to contact for help.

GENERAL INFORMATION

[REDACTED]

DIRECTORY AND [REDACTED] MAP

[REDACTED]

GET CONNECTED

SINGLE SIGN-ON CREDENTIALS

You have what we call a single sign-on (SSO) for all [REDACTED] technology that requires login credentials. This consists of a username and password. Your [REDACTED] SSO account is created and managed by Information Technology Services (ITS). Please check with ITS for the status of your account.

UAA ITS:

- Location: [REDACTED]
- Address: [REDACTED]
- Phone: [REDACTED]
- Email: [REDACTED]
- URL: [REDACTED]
- [REDACTED]

UAA ONBOARDING SITE

[REDACTED] has a website dedicated to [REDACTED] onboarding. Please bookmark [REDACTED] as a resource for onboarding tasks that need to be completed. Some of the foremost accounts you must set up and acquaint yourself with include:



Please see the following sections for additional information.

Redacted Section Header

Your personal information in [REDACTED] s how the [REDACTED] contacts you for general purposes, administrative purposes, emergencies, and weather closures. [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

EMAIL AND TOOLS

Your SSO is also your email account. It will provide access to [REDACTED] email accounts are hosted on Google and come with the complete suite of Google tools. Email is the primary means of communication within [REDACTED] you are required to check your messages regularly. Your account will be added to various email distribution lists used within [REDACTED] dependent on what [REDACTED] Please speak to the [REDACTED] if you have questions regarding email distribution lists. [REDACTED]

Redacted Section Header

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

PHONE AND VOICEMAIL

Each office has a phone with a [REDACTED] phone number. Information for how to dial within and without campus is available [REDACTED]. You will need to set up your voicemail. [REDACTED] has voicemail set up to go to your email so you will be able to listen to voicemail online. ITS has [REDACTED] about [REDACTED] phones and voicemail online.

WEBSITE AND INTRANET

[REDACTED]

[REDACTED]

GET SITUATED

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

PARKING PERMITS

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

BUILDING INFORMATION

[REDACTED]

[REDACTED] is in the [REDACTED] building. In [REDACTED], you can find the [REDACTED] on the third floor, and [REDACTED] on the second floor. [REDACTED] are spread between the second and third floors according to the departments to which they belong.

[REDACTED] floor plan:



BUILDING MANAGER

[REDACTED] play an important role in the day-to-day operations on [REDACTED] by communicating occupant needs and assisting [REDACTED] services departments. A building manager is nominated then appointed by the [REDACTED] [REDACTED] with the approval of the nominee's direct supervisor.

[REDACTED]

RH Building Manager

- Name: [REDACTED]
- Location: [REDACTED]
- Address: [REDACTED]
- Phone: [REDACTED]
- Email: [REDACTED]

WORK ORDERS

If something breaks or you need maintenance assistance, you can place a [REDACTED] When requesting a work order, please have a description of the issue, room number, contact information, and your [REDACTED] before submitting.

[REDACTED]

For maintenance requests that fall outside your department, please contact the fiscal manager for the correct funding information.

[REDACTED] Fiscal Manager

- Name: [REDACTED]
- Phone: [REDACTED]

- Email [REDACTED]

BUILDING EMERGENCY PLAN

[REDACTED] has a Building Emergency Plan, which is part of the [REDACTED]. Emergency preparedness is coordinated by the Emergency Manager. The Incident Management Team (IMT) provides immediate comprehensive response to situations that may adversely affect the safety of the [REDACTED] community. The IMT serves as advisors to the [REDACTED]. If you have questions regarding your Building Emergency Plan, the Emergency Operation Plan, or wish to seek additional training, please contact the emergency manager.

Emergency Management:

- Phone: [REDACTED]
- Email: [REDACTED]
- URL: [REDACTED]

BUILDING EVACUATION

If [REDACTED] needs to be evacuated, please use the following guidelines:

1. Evacuate the building calmly and quickly.
2. If you are in class, ensure that ALL students evacuate the building.
3. Use the closest exit when leaving the building.
4. Do not use elevators during an emergency evacuation of the building.

BUILDING POLICIES

Food and Beverages: It is preferred that all food/beverages remain outside of classrooms except when an event is catered. Cooking on-site within [REDACTED] is not allowed, this includes mobile burners, griddles, etc.

Signs and Flyers: Designated bulletin boards and easels are available throughout the building for the posting of flyers and signs. You may attach materials to these surfaces with either staples or thumb-tacks; do *not* use tape, adhesive, nails, or screws. Do not attach materials to doors, glass, walls, stairs, or furniture; any notices posted outside of designated areas will be immediately removed.

Furniture: Do not remove tables, stools or chairs from the lobby area, [REDACTED]. If you rearrange furniture in a [REDACTED], you must return it to the original arrangement after your [REDACTED] meeting. If you bring a table and/or chairs, you must remove them within 24 hours or they will be [REDACTED].

Property Damage: Any damage or excessive cleaning needed because of a group's activity will be charged to that group

Custodial Services: Custodial staff performs a variety of duties during the day. If you host an event between 6:00 PM Saturday and 7:00 AM Monday, custodial services will charge overtime for cleanup. Please see the *Information* (last) section of this document for more services.

ACCESS AND KEYS

Card readers are situated at the east and west exterior entrances to the building (all others require an exterior key, which must be authorized by the building manager). Use your [REDACTED] to access the building at the appropriate entrances.

[REDACTED] building hours:

- 7:00 AM – 11:00 PM Monday through Friday,
- 7:00 AM – 10:00 PM on Saturday and Sunday.
- Holiday closures [REDACTED]

You will also receive a key for the suite to which your office is located, and your office key. If key access to other parts of the building is deemed necessary, you must complete a [REDACTED] which must be approved by your supervisor/building manager, and submitted to [REDACTED].

All keys are requested and authorized through the [REDACTED]. The keys issued are numbered and you are the assignee of record. If you lose a key, please notify the [REDACTED] immediately. In most cases, a new key can be made and reissued. If it is determined that there is a security issue, an area may be rekeyed, in which new keys will be issued.

FACULTY AND STAFF LOUNGE

Small kitchenettes with microwaves and refrigerators/freezers are available for use by [REDACTED].

[REDACTED] Please do not offer the use of these rooms to [REDACTED].

Please do your part to help keep the lounge(s) clean:

- WASH YOUR HANDS.
- Keep the table(s) clean and clear when not in use; clean up after yourself.
- Remove food items over a week old from the refrigerator(s) and freezer(s).
- If something you are reheating explodes or overflows in the microwave, clean it out.
- Promptly dispose of waste in the appropriate receptacles; recycling bins are available in the main hallway.
- Do not leave dirty dishes or food items in the sink (*or your office*); this is a service to your colleagues as well as an effort to reduce pests (mice do get into the building).
- Notify the building manager if an appliance stops working, if there is a leak, or there is no soap.

WORKROOM AND MAILBOXES

All [REDACTED] have a mailbox in the workroom, [REDACTED] [REDACTED] mail is delivered once a day. Mail that is too large for mailboxes are placed in marked cabinets. This is the mailroom for the *entire building*, so it is important to **check your mailbox daily** – it is required of you as an employee to maintain all forms of communication in use by the [REDACTED], and to reduce mail clutter in this group use area.

The following resources are also available in the workroom [REDACTED]

- Copier/scanner
- Shredder and paper recycling bins
- Comb binder machine and binders
- Electric pencil sharpeners
- Staplers and removers
- Tape/adhesives
- 2- and 3-hole punches
- Miscellaneous office supplies

Please do your part to keep the workroom clean:

- Dispose of unwanted mail/packaging in the garbage and/or recycling bins provided.
- Do NOT remove any of the aforementioned resources from the workroom; these tools are for everyone.
- When you are done using a resource, please return it to the location you found it.
- Please keep the worktables clear for general use.
- If the copier/scanner is out of paper, retrieve paper from the storage cabinet and refill it.
- If the copier/scanner is jammed, please follow the on-screen prompts to resolve the jam.
- If the copier/scanner is broken (or screen prompts don't help), [REDACTED]
- If the copier/scanner is out of ink, [REDACTED].
- Report missing or stolen items to the [REDACTED]

EMERGENCY CONTACTS

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

CAMPUS CLOSURES

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

- **Email:** The [REDACTED] distribution list is a primary distribution channel and will be used to send notifications. All employees are included in this distribution list.
- **-Radio:** [REDACTED] has a parking/emergency radio transmitter that operates on [REDACTED]. Usually devoted to basic visitor/parking information, this radio station will be used for bulletins and warnings concerning snow closures and emergencies. This signal can be received on campus and in the surrounding area.
- **Website:** [REDACTED]
- **Phone:** Both the Events Hotline [REDACTED] and the general [REDACTED] will be updated.
- **Radio/Television:** [REDACTED] notifies all major broadcast outlets of closures as rapidly as possible. [REDACTED] should be aware that not all outlets have 24-hour phone numbers, and that [REDACTED] cannot control the content of broadcasts. [REDACTED]

To help expedite notification of broadcast outlets and to speed campus notification, please do not personally call [REDACTED]. Check your email, tune to [REDACTED] Radio, and check the website for accurate information.

GET TRAINING

REQUIRED TRAINING - [REDACTED]

The required training courses for all employees are:

- Title IX - completed annually, July 1 through September 30
- Workplace Harassment Prevention - One time
- Behavior Based Safety - One time
- FERPA - recommended and often required per position

As part of your appointment, you are required to participate annually in scheduled mandatory initial organization or orientation meetings and other [REDACTED] training(s). The organization and orientation meetings will include training to ensure [REDACTED] compliance with applicable federal and state regulations, including provisions of Title IX (Education Amendments of 1972) and the Family Educational Rights and Privacy Act (FERPA).

TRAINING ACCESS AND COMPLETION

In addition to directly accessing [REDACTED] you can log into [REDACTED] to access training:

- Go to Employee Services
- Click on "Employee E-learning"
- Click on "Employee Training (FERPA, Risk, Title IX and more)"
- [REDACTED]

At any time, on [REDACTED] click on “About Me” and “Training and Development” to see what training is available, in progress, or completed. You can also “Explore Library” to find additional training.

When completing training, please note:

- Use your name as it appears in your employee record. This is important in order [REDACTED] to update your certification.
 - Type your name *exactly* as it’s spelled and punctuated in your employment records. Do not use a nickname or preferred name, or substitute your middle name, or add a middle initial. Please do not omit or add punctuation, blank spaces, or extensions that don’t match your employment records. If you do have an extension such as III, type your last name, then one space, then the extension.
 - If you don’t know the manner of which your name is listed in your employment record, login to [REDACTED] click on the “Personal Information” section, and use the [REDACTED] and “Username” [top-most] link.
- Upon completion, provide your training certificate to your supervisor via email, and save a copy for your records.

TITLE IX TRAINING

[REDACTED] is an Affirmative Action and Equal Opportunity (AA/EO) employer, thus [prohibits illegal discrimination](#) on the basis of race, religion, color, national origin, citizenship, age, sex, physical or mental disability, status as a protected veteran, marital status, changes in marital status, pregnancy, childbirth or related medical conditions, parenthood, sexual orientation, gender identity, political affiliation or belief, genetic information, or other legally protected status.

This policy therefore affects employment policies and actions, as well as the delivery of educational services at all levels and facilities of the [REDACTED]. [REDACTED] suggests using the following non-discrimination statement in syllabi and other such documents and correspondence:

[REDACTED] is an affirmative action/equal opportunity employer and educational institution. The [REDACTED] does not discriminate on the basis of race, religion, color, national origin, citizenship, age, sex, physical or mental disability, status as a protected veteran, marital status, changes in marital status, pregnancy, childbirth or related medical conditions, parenthood, sexual orientation, gender identity, political affiliation or belief, genetic information, or other legally protected status. The [REDACTED] commitment to nondiscrimination, including against sex discrimination, applies to students, employees, and applicants for admission and employment. Contact information, applicable laws, and complaint procedures are included on [REDACTED] statement of nondiscrimination available at [REDACTED].”

You are a “responsible employee” under Title IX. Being a responsible employee means that you must report all relevant details regarding alleged incidents of harassment or sexual assault that you become aware of to your campus [REDACTED] within 24 hours.

To complete the required training, log into the [REDACTED], and search for “Title IX” if it’s not listed on your dashboard.

Office of Equity and Compliance:

- Location: [REDACTED]
- Address: [REDACTED]
- Phone: [REDACTED]
- Email: [REDACTED]
- URL: [REDACTED]

WORKPLACE HARASSMENT PREVENTION

A workplace free from harassment fosters a positive work environment, builds a sense of community, and reinforces the shared mission that is unique to educational institutions. This learning program offers two courses to help learners recognize and prevent unlawful harassment.

The Google Chrome browser is recommended for use with this training module. To complete the required training, log into the [REDACTED] and search for “Workplace Harassment Prevention” if it’s not listed on your dashboard.

BEHAVIOR BASED SAFETY

Behavior Based Safety is a program designed to influence employee actions toward safer outcomes, ideally by preventing an accident or injury before it occurs.

The Google Chrome browser is recommended for use with this training module. To complete the required training, log into the [REDACTED], and search for “Behavior Based Safety” if it’s not listed on your dashboard.

FERPA TRAINING

All faculty and staff who have access to student records must know and accept their responsibilities with regard to the release of student information. As such, these employees are required to complete FERPA training when they first join the [REDACTED] system. Employees are asked to complete FERPA training annually thereafter to refresh their knowledge and help avoid FERPA violations. [REDACTED]

To complete the required training, log into the [REDACTED] and search for “FERPA” if it’s not listed on your dashboard.

COPYRIGHT INFORMATION

[REDACTED]

GSS Copy and Print Center:

- **Location:** [REDACTED]
- **Address:** [REDACTED]
- **Phone:** [REDACTED]
- **Email:** [REDACTED]
- **URL:** [REDACTED]
[REDACTED]

PROFESSIONAL DEVELOPMENT

[REDACTED] offers a variety of resources for professional development:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

GET EVALUATED

[REDACTED] EVALUATIONS

The central tasks of the [REDACTED] [REDACTED] are expected to possess intellectual and professional integrity, show respect for the opinions of others, maintain accepted standards of civility and professionalism, cooperate effectively with others, and to consider the welfare of the total institution.

[REDACTED] performance is based on two factors - job duties and job competencies. Both are critical to long-term employee effectiveness:

- **Job Duties:** *What* the employee is hired to do.
- **Job Competencies:** *How* effectively the employee completes the job duties.

There are three parts to performance evaluation:

- Discuss job duties, competencies and establish performance period goals.
- Meet and document mid-cycle conversations between supervisor and employee on goals and competencies.
- Assess performance and achievements.

There are two options for completing performance reviews. [REDACTED]
[REDACTED]
[REDACTED]

GENERAL

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

GET SUPPORT

OFFICE AND PRINTER SUPPLIES

OFFICE SUPPLIES ORDER FORM

To accommodate [REDACTED] office supply needs, please see the *Office Supplies Standard Operating Procedure (SOP)* and *Printer Cartridge SOP* below, and bookmark the [REDACTED]

OFFICE SUPPLIES STANDARD OPERATING PROCEDURE

1. Please check the mail/workroom [REDACTED] first to see if what you need is already in stock.
2. Fill out the [REDACTED] if what you need is not stocked.
3. You will receive a confirmation email when your request is received.
4. Orders are placed *once a week on Thursdays*.
 - a. If a request is received after that week's order, then it will be in the following week's order.
5. Please see the *Supply Deliveries* section below for delivery instructions.


PRINTER CARTRIDGE STANDARD OPERATING PROCEDURE

It is preferred that employees use the network printer located in the mail/workroom on the 3rd floor [REDACTED], or one of the network printers available on the 2nd floor. [REDACTED] offers limited support for personal/office printers outside of the aforementioned primary network printers.

1. If one of the network printers runs out of ink, please check with the [REDACTED], as network printer cartridges are generally kept in stock.
2. If you want a cartridge for a personal/office printer, please use the [REDACTED].
3. Please submit your order *immediately after the printer warns you of low ink* (generally occurs at ~20%).
4. [REDACTED] cannot emergency-order or expedite shipments for printer cartridges because you failed to notify us in advance of a printer running out of ink. This is cost-prohibitive for [REDACTED].

- ## SUPPLY DELIVERIES

Postal Express:

- 
- SERVICES

[illegible]

- Location: [REDACTED]
- Address: [REDACTED]
- Phone: [REDACTED]

- URL: [REDACTED]

SERVICE DEPARTMENTS

There are several service departments available to the [REDACTED] community, including:

- Facilities Maintenance and Operation
- Facilities Planning and Construction
- Environmental Health, Safety and Risk Management Support
- Emergency Management
- Information Technology Services
- General Support Services

General and contact information is provided for each of these below.

FACILITIES MAINTENANCE AND OPERATIONS (FMO)

FMO provides day-to-day maintenance and building operations of campus' physical infrastructure. FMO services include plumbing and HVAC maintenance, electrical maintenance, carpentry and painting services, locksmithing (including ADA door systems), building automations and energy management, fire systems maintenance (including fire extinguishers), grounds and landscaping, transportation and shuttle services, custodial services, fleet maintenance, and snow/ice operations.

Facilities Maintenance and Operation:

- Location: [REDACTED]
- Address: [REDACTED]
- Phone: [REDACTED]
- Email: [REDACTED]
- URL: [REDACTED]
[REDACTED]

FACILITIES PLANNING AND CONSTRUCTION (FPC)

FPC leads planning, design, and construction project management, space management, and small projects staff. FPC also manages the planning, development and execution of the capital projects for [REDACTED]. FPC uses architect/engineer support for master planning, design, and construction document development as well as retaining a small-jobs contractor on contract for immediate delivery of construction services. FPC is responsible for designing, ordering, and installing new exterior and interior building signage. If you need safety signage for your building equipment, first contact the building manager.

ENVIRONMENTAL HEALTH AND SAFETY, RISK MANAGEMENT SUPPORT (EHSRMS)

The purpose of [REDACTED] EHSRMS is to advocate and champion sound environmental, occupational, employment, and other business practices in order to safeguard the valuable human, property, program and financial resources of [REDACTED]. [REDACTED] routinely evaluate workplace hazards to reduce the potential of injuries for [REDACTED]. Emphasis is on engineering controls first and behavioral controls second.

Environmental Health and Safety, Risk Management Support

- Location: [REDACTED]
- Address: [REDACTED]
- Phone: [REDACTED]
- Email: [REDACTED]
- URL: [REDACTED]

EMERGENCY MANAGEMENT (EM)

EM provides an enhanced state of readiness for students, staff, faculty, and infrastructure to handle the effects of natural and manmade emergencies. EM does this by providing training, developing, and exercising response plans, and building relationships with other agencies.

Emergency Management:

- Phone: [REDACTED]
- Email: [REDACTED]

INFORMATION TECHNOLOGY SERVICES (ITS)

GENERAL ITS INFORMATION

[REDACTED] is responsible for telecommunications, network infrastructure, and technology support services; ITS provides audio/video resources, equipment and expertise to employees on [REDACTED] as well as for distance work.

Information Technology Services:

- Location: [REDACTED]
- Address: [REDACTED]
- Phone: [REDACTED]
- Email: [REDACTED]
- URL: [REDACTED]

TECH PORTAL

Any inquiry submitted via any method (phone call, email, [REDACTED] etc.) generates an ITS ticket, which is tracked in the [REDACTED]. Log in using your SSO credentials to submit new ticket(s) or check the status of, or add additional information to, existing ticket(s).

Useful ITS links:



- [REDACTED]

CORE TOOLS AND SOFTWARE

Most of the time, the tools you need are available via [REDACTED] ITS and do not require purchase outside of the [REDACTED]. ITS has a [REDACTED] with support resources for [REDACTED] and productivity tools including Google Workspace, Microsoft 365, and [REDACTED]. They also offer support for some third party tools including Google Chrome and Mozilla Firefox internet browsers, Zoom, VLC media player, and Adobe Acrobat Reader.

Before submitting a software request, check [REDACTED] ITS for supported software options:



HARDWARE

IT Desktop Services offers installation, maintenance and repair for desktop and laptop systems, mobile devices and peripheral network equipment. IT Desktop Services is a certified Apple and Dell authorized service provider, but also works on other brands of equipment. Services are provided to [REDACTED] for both work and personal devices.

[REDACTED] issued Equipment: Work-related devices are eligible for pickup or onsite service, or can be dropped off at the IT Services Suite [REDACTED]

Personal Equipment: Customers requesting work on their personal computers and other devices should bring their equipment to ITS. Personal equipment is not eligible for onsite service or pickup and is billable at an hourly rate, plus parts.

Computer Labs: There many computer labs, [REDACTED] [REDACTED] for use by [REDACTED]. These computer labs are generally operated under the control and management of their [REDACTED] department, but are serviced by ITS, which may in some cases result in charges against the [REDACTED], etc.

Printers: There are a number of options for printing on [REDACTED], including the General Support Services [REDACTED] [REDACTED] which offers print services for a variety of business needs. ITS enables [REDACTED] to print over wirelessly via a network printer, managed print stations, [REDACTED].

- Contact ITS to start a work request to get connected to a network printer if your workstation is not already set up.
- Managed print stations are available across [REDACTED] employees can print with their [REDACTED] card. You can also print over wireless from your laptop using mobile print. See the managed print article in the knowledge base for details.
- You can enable your office printer as a [REDACTED] printer to run reports.

GENERAL SUPPORT SERVICES (GSS)

GSS operates [REDACTED] printing, parking, recycling, mail, surplus and relocation services.

COPY AND PRINT CENTER

The Copy and Print Center provides a variety of services including - but not limited to - business cards, letterhead, folding, book binding, brochures, large format posters, banners, etc.

Copy and Print Center:

- **Location:** [REDACTED]
- **Address:** [REDACTED]
- **Phone:** [REDACTED]
- **Email:** [REDACTED] [u](#)
- **URL:** [REDACTED]
[REDACTED]

PARKING SERVICES

[REDACTED] provides parking permits and enforcement for [REDACTED] campus. All employees and students are required to either use a parking permit or pay for parking at provided kiosks in each parking lot.

Parking Services

- **Location:** [REDACTED]
- **Address:** [REDACTED]
- **Phone:**
 - [REDACTED]
 - [REDACTED]
- **Email:**
 - [REDACTED]
 - [REDACTED]
- **URL:** [REDACTED]

RECYCLING SERVICES

Recycling pick up is provided on an as needed/request basis. Departments that have recycling bins to be emptied should contact recycling services to request pick up.

Recycling Services

- **Location:** [REDACTED]
- **Address:** [REDACTED]
- **Phone:** [REDACTED]
- **Email:** [REDACTED]

- URL: <https://www.uaa.alaska.edu/about/administrative-services/departments/business-services/general-support-services/recycling/>

POSTAL EXPRESS

Seawolf Postal Express:

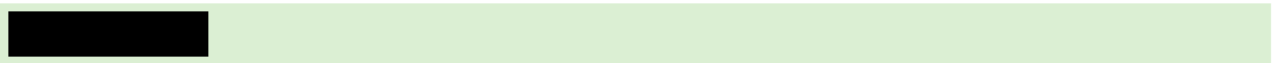
- Location: [REDACTED]
- Address: [REDACTED]
- Phone: [REDACTED]
- Email: [REDACTED]
- URL: [REDACTED]

SURPLUS AND RELOCATION

Surplus and relocation services are available under certain conditions. Surplus property does *not* include office supplies, trash, or personal items and will not be picked up. Electronics for surplus will be assessed an electronics recycling surcharge fee and an org/fund must be provided prior to pick up. They provide disposal services to the landfill at a billable hourly rate for approved items. Submit requests via the [REDACTED]; allow at least one to two weeks for your surplus request to be met.

Surplus and Relocation:

- Location: [REDACTED]
- Address: [REDACTED]
- Phone: [REDACTED]
- Email: [REDACTED]
- URL: [REDACTED]



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████████████████████

[illegible]

© 2006 The Authors

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© 2006 The Authors

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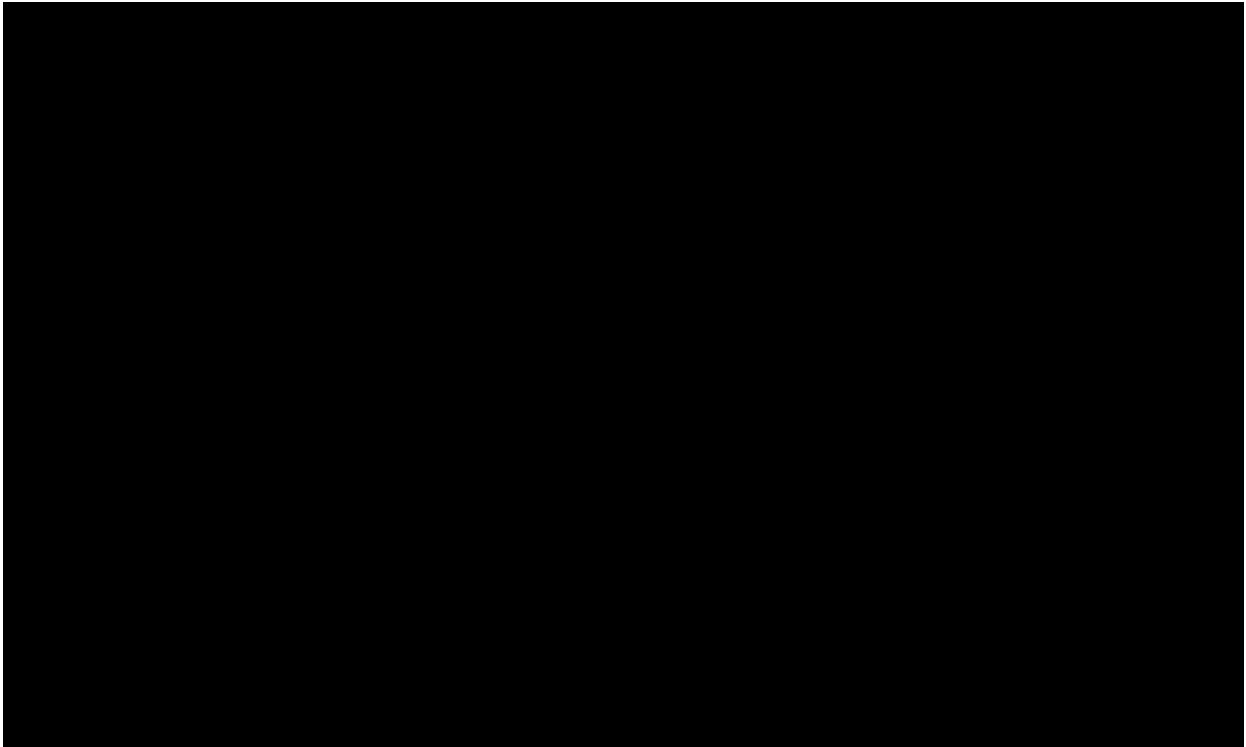
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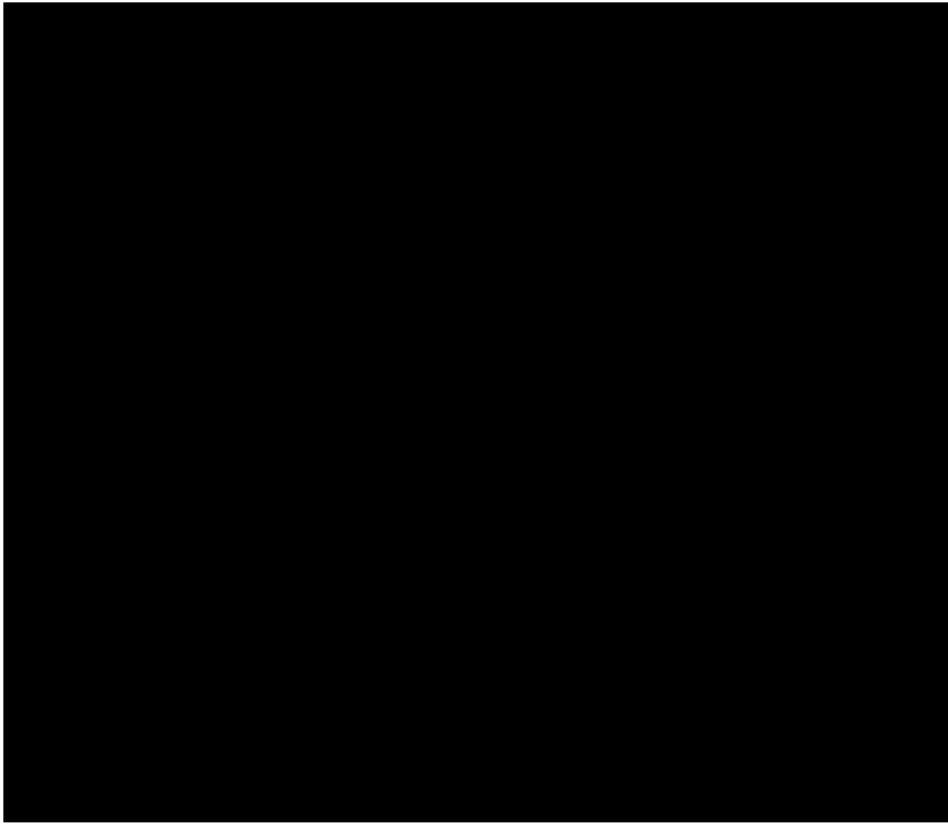
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- [Redacted list item]
- [Redacted list item]
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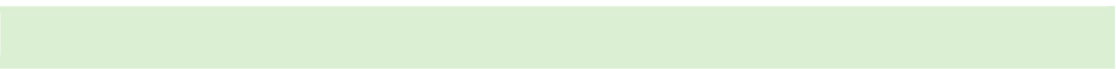
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Sign in with your SSO credentials:



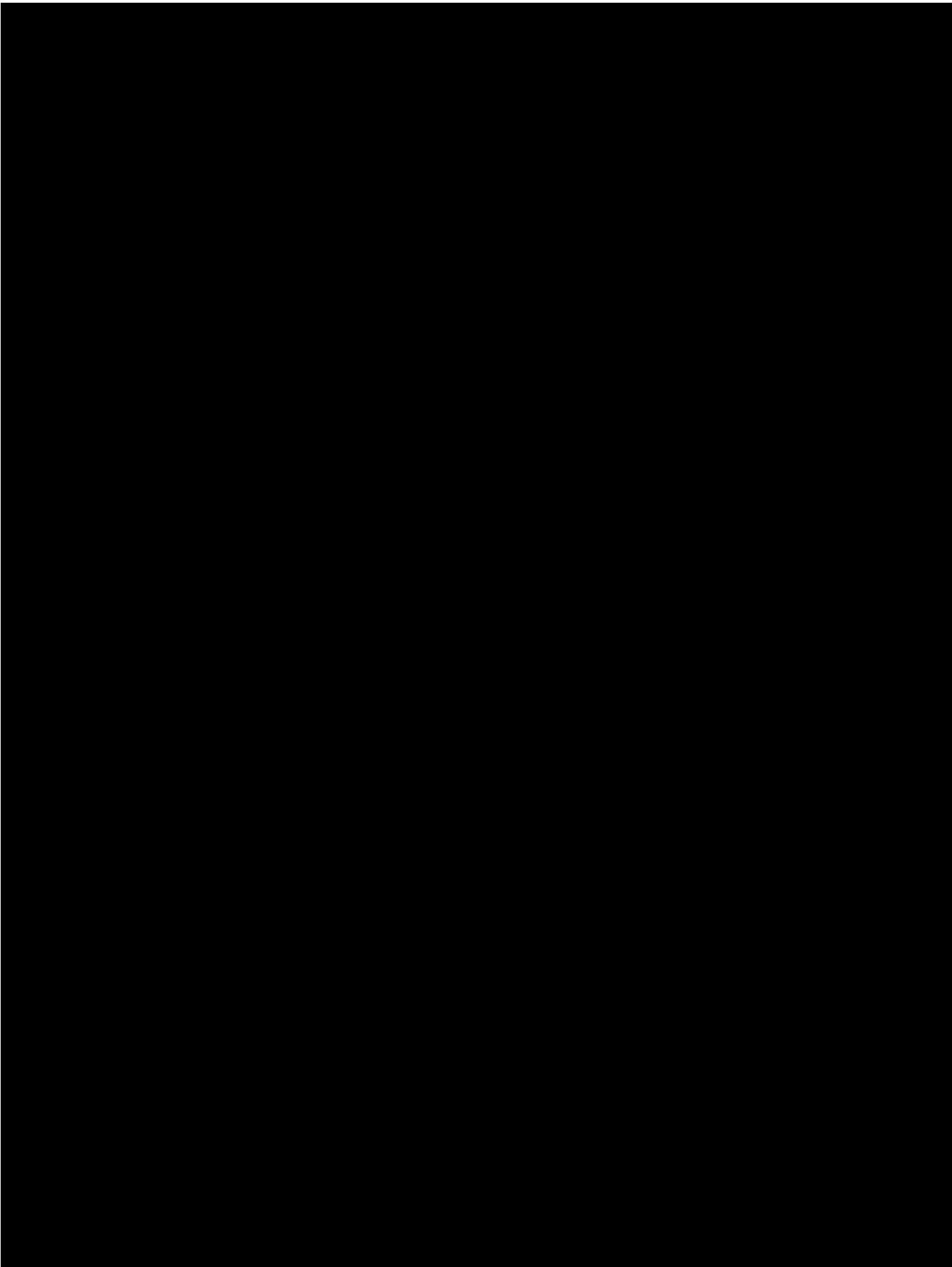
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[REDACTED]

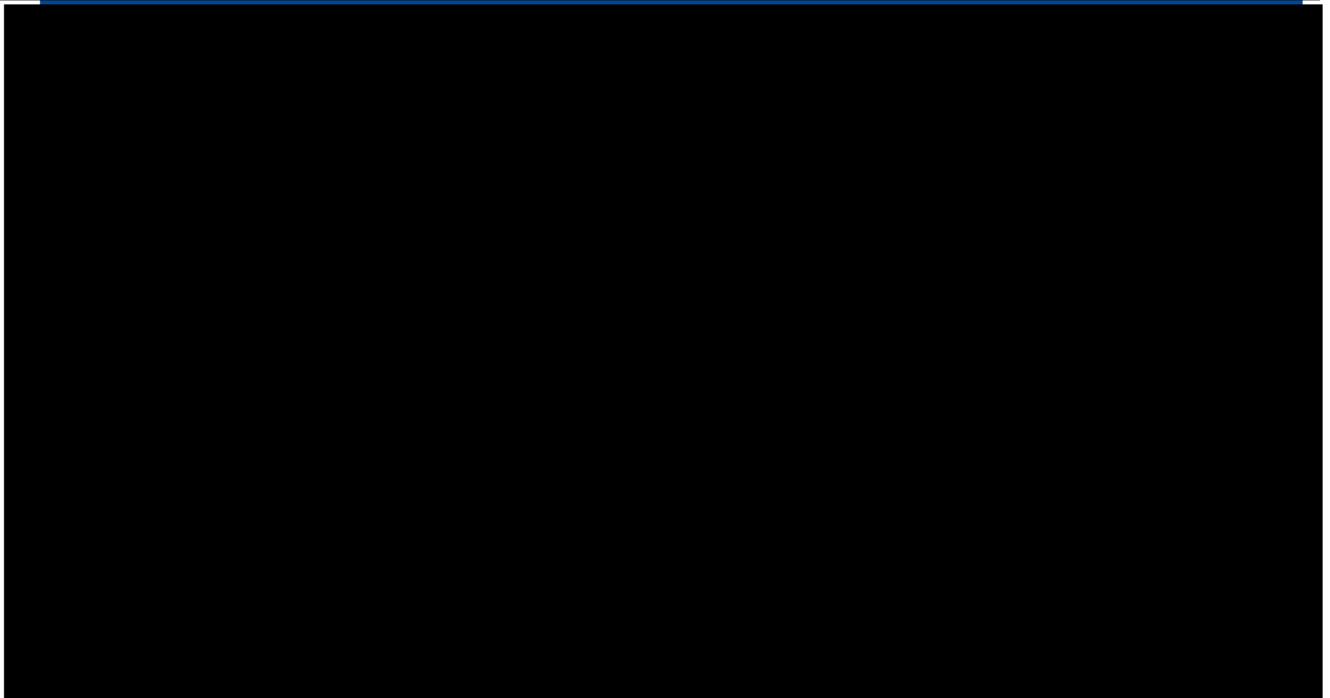
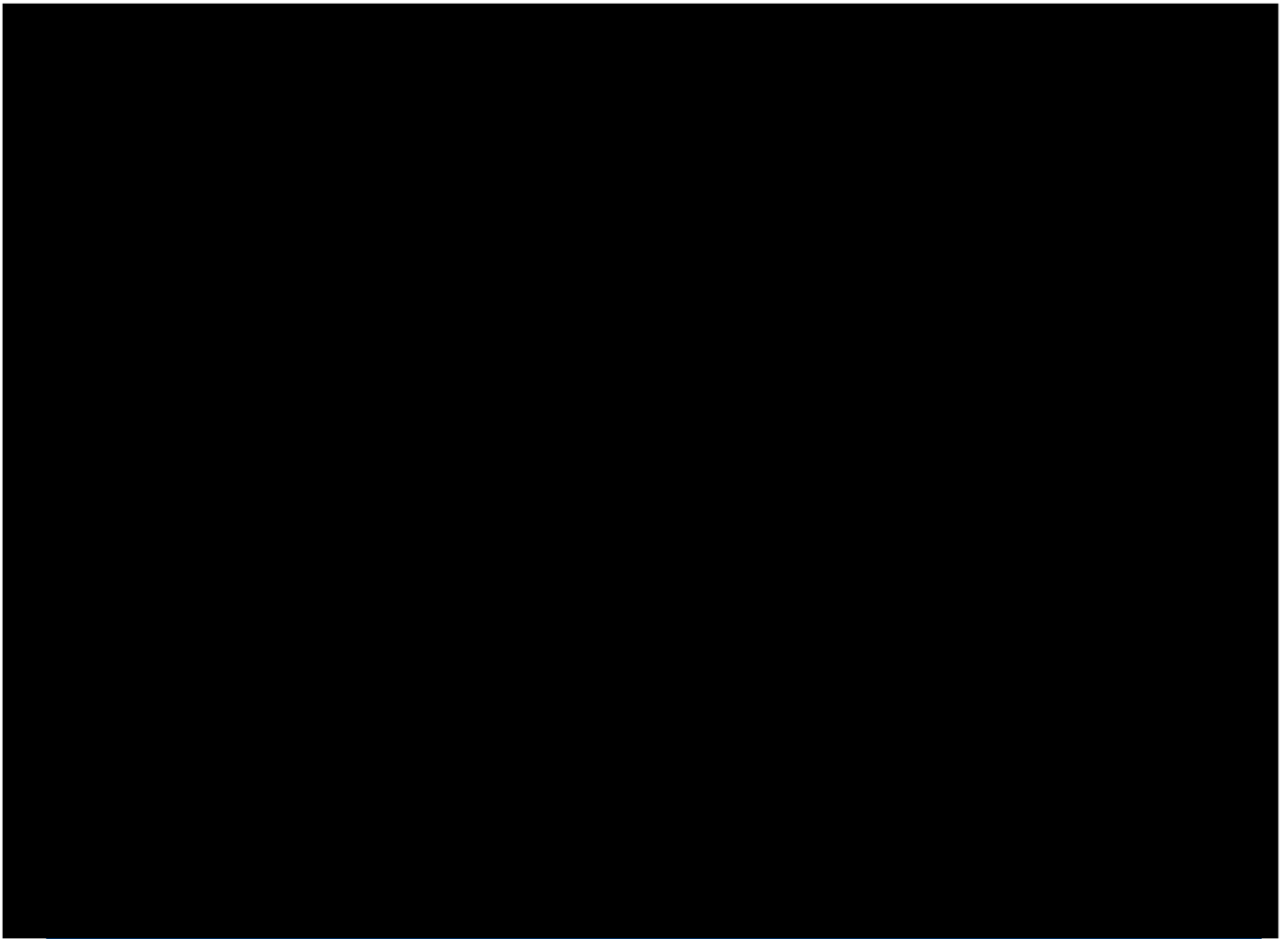
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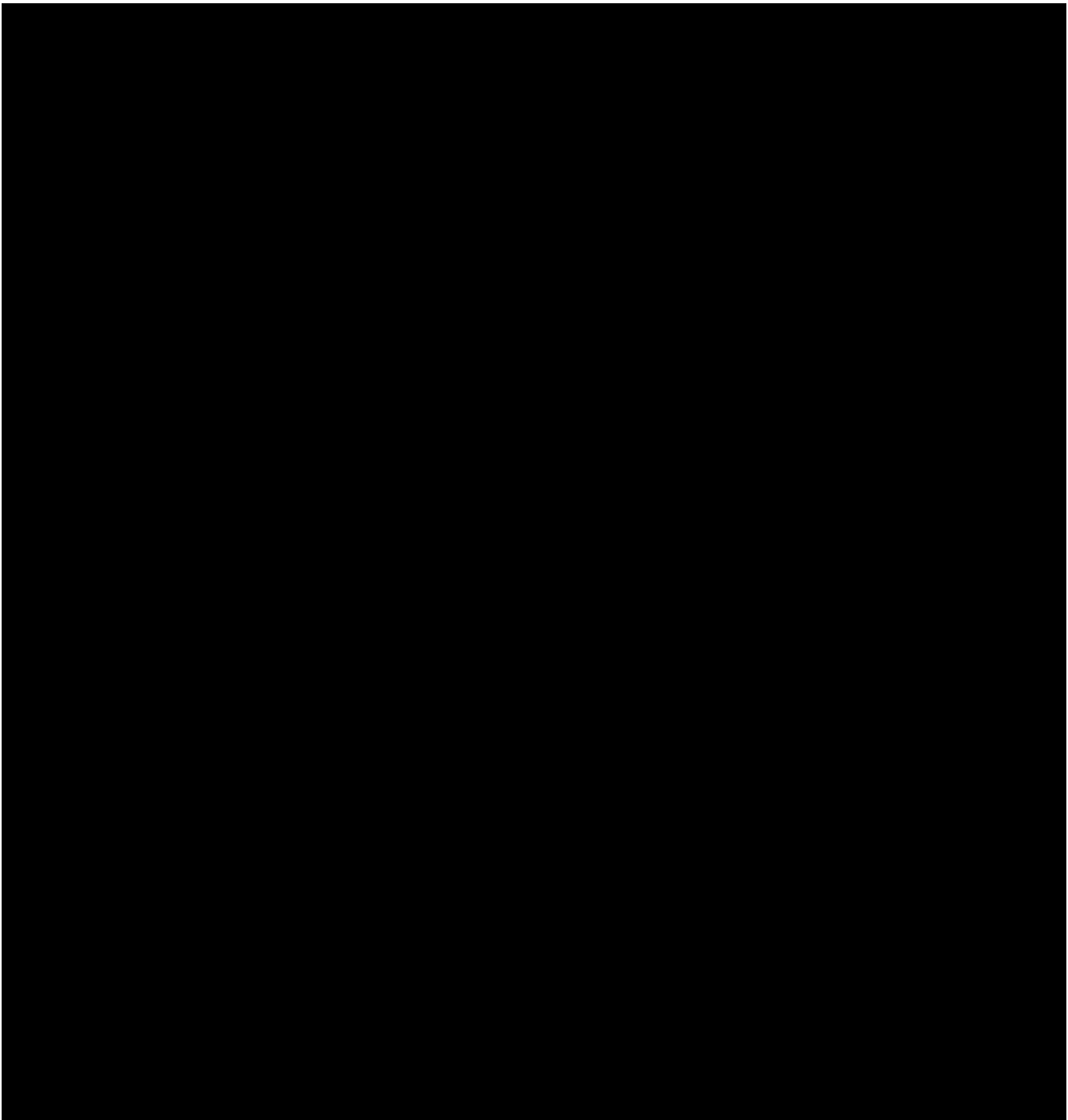
[REDACTED]

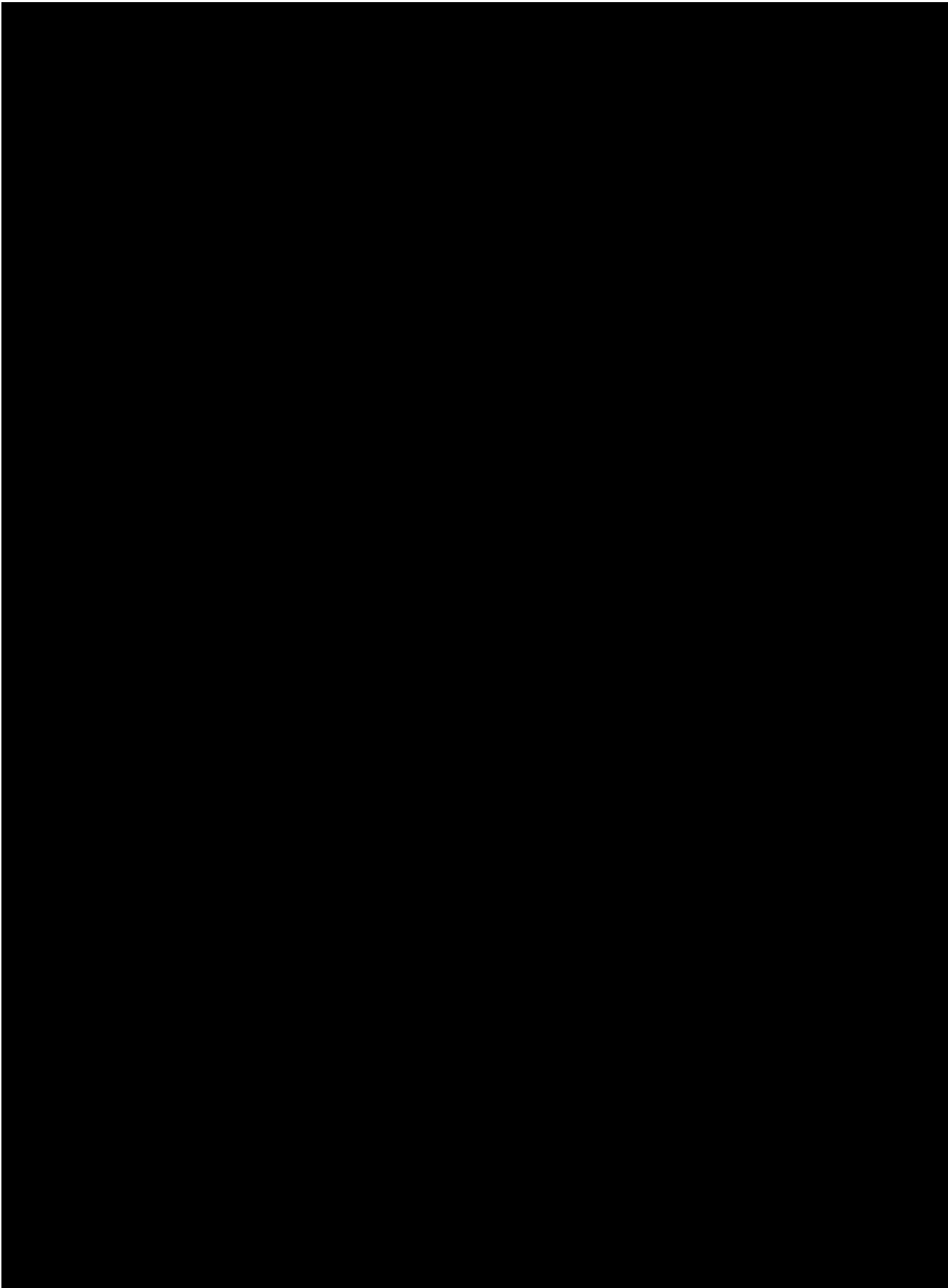
[REDACTED]

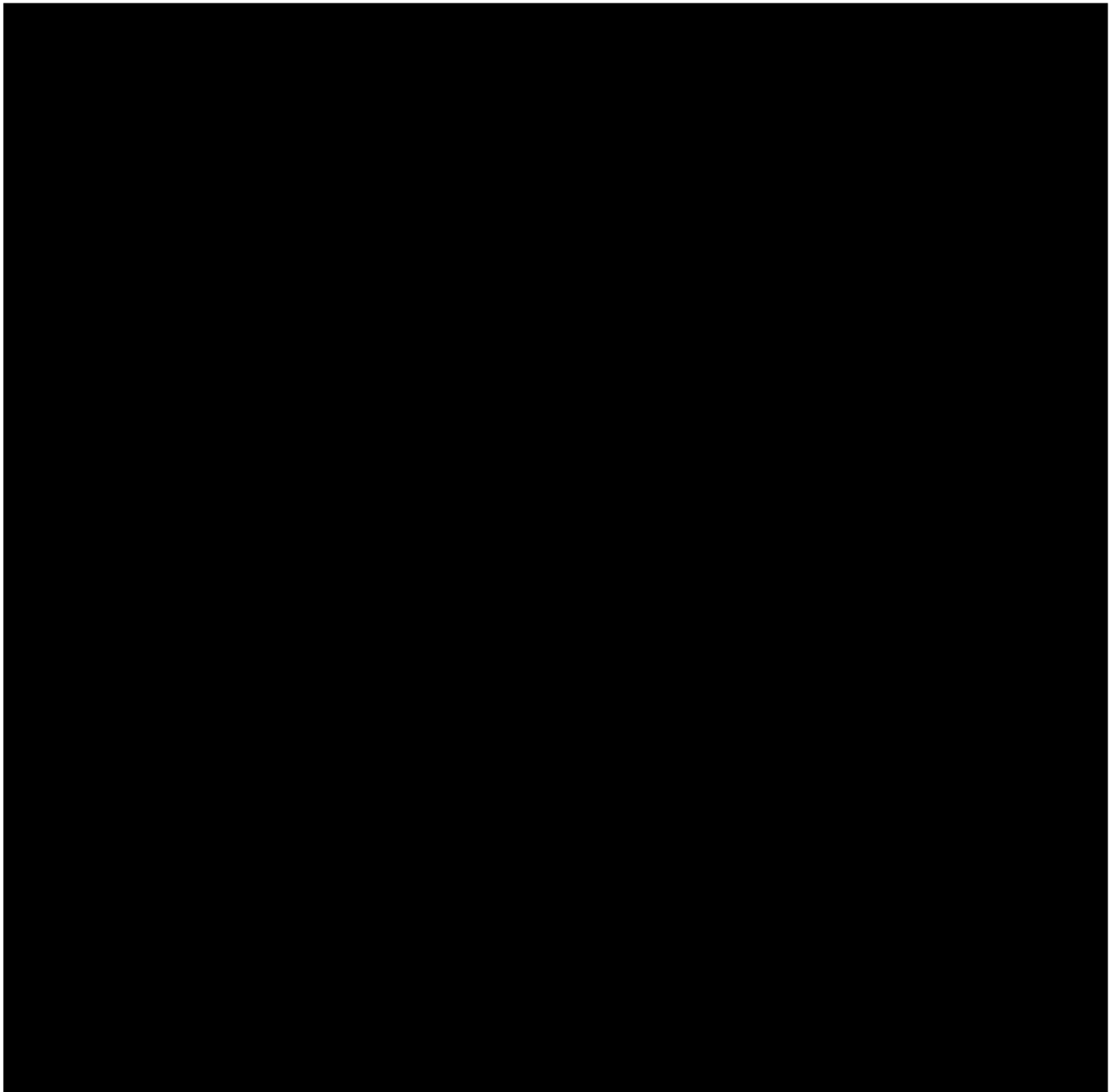
[REDACTED]

[REDACTED]









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GET ADVISING

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GET MORE INFORMATION

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[Redacted text block]

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EVENTS AND PLANNING

TRAVEL

██████████ has a travel coordinator to assist you with travel arrangements. Travel arrangements are managed in the ██████████, which you can access using your SSO credentials. Additional resources are available below:

1. [REDACTED]

Travel Portal:

- Phone: ()
- Email:
- URL:

ROOM SCHEDULING

██████████ is a scheduling and space management system that is the central scheduling system for ██████████. Anyone with active SSO credentials has access to ██████████. It allows ██████████ across the ██████████ to:

- See information and availability of [REDACTED] spaces, equipment and services.
- Reserve or request rooms and other spaces on [REDACTED]. (The ability for you to reserve or request a space depends on how it has been set up by the department that schedules it.)
- Publish events and important dates to various [REDACTED] web calendars. This includes calendars tied to the [REDACTED] publications sent by email.
- Reserve equipment and services provided by [REDACTED] ITS. This includes technical assistance before your event.
- Request equipment and services provided by conference services. Fees do apply and vary depending on equipment and services requested.
- Request parking fees be waived in parking lots and garages during your event (fees may apply).
- Some other departments have equipment specifically for use in their rooms that can also be reserved or requested.

For more information regarding access and use of [REDACTED]

| Category | Percentage |
|------------|------------|
| Category 1 | 15% |
| Category 2 | 10% |
| Category 3 | 12% |
| Category 4 | 18% |
| Category 5 | 45% |

- **Contact:** [REDACTED]
- **Phone:** [REDACTED]
- **Email:** [REDACTED]

- **URL:** [REDACTED]

EVENT SERVICES AND POLICIES

In addition to reserving spaces via [REDACTED], you can reserve larger [REDACTED] venues - as well as rent additional equipment - via [REDACTED]. For example, [REDACTED] can accommodate up to 926 guests!

Basic event policies:

- Neither [REDACTED] provides tables for events outside of what is already available in [REDACTED]s or conference rooms upon reservation.
- For events outside of the [REDACTED] (e.g., lobby) or other locations on [REDACTED], you will need to coordinate with [REDACTED] Events and Conferences Services for table rentals including arrangements for drop-off, setup, and pick-up.
- You must remove all empty alcohol containers from the premises (see alcohol waiver permit). If your event involves catering, you must make sure your catering services return to pick up remaining food and associated items by the end of your event.

Events and Conferences Services:

- **Location:** [REDACTED]
- **Address:** [REDACTED]
- **Phone:** [REDACTED]
- **Email:** [REDACTED]
- **URL:** [REDACTED]

CATERING

[REDACTED] catering service [REDACTED] provides services during the [REDACTED]. If you wish to use their services, contact them well in advance of the event to plan for catering. Please note, food set-up must be placed outside classrooms.

Dining and Catering:

- **Name:** [REDACTED]
- **Phone:** [REDACTED]
- **Email:** [REDACTED]
- **URL:** [REDACTED]

CUSTODIAL SERVICES

The majority of the [REDACTED] cleaning work is performed by [REDACTED] during the night shift when facilities are vacant. However, [REDACTED] custodial staff performs a variety of duties during the day including cleaning and vacuuming restricted areas, wet and dry clean ups, maintaining restroom supplies, emergency

response (flood or fire), etc. If you host an event between 6:00 PM Saturday and 7:00 AM Monday, custodial services will charge overtime for cleanup.

Work orders for emergencies or routine requests may be submitted through Facilities operations between 7:00 AM and 3:30 PM on weekdays. Please contact the [REDACTED]

Custodial Services:

- Location: [REDACTED]
- Address: [REDACTED]
- Phone: [REDACTED]
- Email: [REDACTED]
- URL: [REDACTED]

HUMAN RESOURCES

ONBOARDING AND OFFBOARDING

[REDACTED] (HR) provides procedures and resources for [REDACTED] employees. Whether you are beginning or terminating your employment with [REDACTED], these websites provide useful information to help you through the process.

[REDACTED] Human Resources

- Location: [REDACTED]
- Address: [REDACTED]
- Phone: [REDACTED]
- Hotline: [REDACTED]
- Email: [REDACTED]
- HR Portal: [REDACTED]
- URL: [REDACTED] [p](#)

HR PORTAL AND KNOWLEDGE BASE [REDACTED]

[REDACTED] is HR's portal for handling HR queries. With [REDACTED], employees can easily access answers to HR questions and request assistance with HR services. All [REDACTED] employees automatically have access to [REDACTED]. To use [REDACTED] [REDACTED] employees have several options:



When you submit a query, [REDACTED] will "learn" which questions should be assigned to specific teams within [REDACTED] HR; as it learns, users may receive email notification that a request has been reassigned. Most queries will be

addressed by an HR employee within two business days. If you ever want to see the status of your question or request, you can easily log into [REDACTED] to view the status of it in your “sent” folder.

[REDACTED] and Knowledge Base

- HR Portal: [REDACTED]
- HR Knowledge Base: [REDACTED]
- URL: [REDACTED]

GRIEVANCES

[REDACTED] has processes for handling grievances such as complaints or disputes arising out of the possible misapplication, misinterpretation, or violation of [REDACTED] policy or regulation, or an abuse of discretion, and [REDACTED] disputes such as those concerning the assignment of a grade or other determination related to a [REDACTED] status.

The handling of grievances is governed by the [REDACTED]. The official copy of [REDACTED] is located at the [REDACTED].

[REDACTED]

- Location: [REDACTED]
- Address: [REDACTED]
- Phone: [REDACTED]
- Email: [REDACTED]
- URL: [REDACTED]

HEALTH AND WELLNESS

EMPLOYEE HEALTH AND WELLNESS

[REDACTED] provides medical, pharmacy, dental, and vision benefits, as well as [REDACTED] options. For help navigating these benefits, contact [REDACTED].

Additionally, [REDACTED] offers all employees and spouses/financially interdependent partners enrolled in the [REDACTED] the opportunity to earn a rebate of up to \$600 (each) on their fiscal year health care contributions. To be eligible for the rebate payout, employees must meet the following criteria: 1) Be currently employed by the [REDACTED] and 2) Be enrolled in a [REDACTED] when the rebate is awarded.

[REDACTED] Wellness Program

- Email: [REDACTED]
- URL: [\[REDACTED\]](#)

[REDACTED]

[REDACTED]

- [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Health and Wellness Benefits:

- URL: [REDACTED]

[REDACTED] [REDACTED] [REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]

- [REDACTED]
[REDACTED]
[REDACTED]
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