Welcome to UMD!

This packet of information has been created to acquaint you with the services and programs at the University of Minnesota Duluth campus. In addition, you will find easy access to university policies and procedures, cultural and leisure activities, and parking facilities.

As an employer, the University of Minnesota Duluth is committed to providing a safe working environment that promotes equal opportunity and values diversity among its employees.

I wish you success in your career at the University of Minnesota Duluth and hope that you take advantage of the services and programs that are described in this packet. I am sure that you will find UMD a stimulating and rewarding experience.

Again, welcome!

Lendley C. Black
Chancellor

Enclosure
UMD HR&EO TEAM
(http://www.d.umn.edu/umdhr/About/contact.htm)

Melissa Honkola, Director, 218-726-6326, mhonkola@d.umn.edu

Mary Cameron, Associate Director, Non-Academic HR, 218-726-7912, mcameron@d.umn.edu

TBA, Associate Director, Academic HR

Betsy Behning, Admin Director, 218-726-6520, fax 218-726-6590, behni001@d.umn.edu

Deb Herstad, Employment, Benefits & Training Coordinator, 218-726-7202, dherstad@d.umn.edu

Steve Johnson, HR Generalist, john2141@d.umn.edu

Catherine Rackliffe, Coordinator: OEO Intake, Workers' Comp, HIPAA & Security Badges, 218-726-6827, fax 218-726-8827, cracklif@d.umn.edu

Maria Rinne, Administrative Professional, 218-726-8545, mrinne@d.umn.edu

Katie Roche, Personnel Document Analyst, 218-726-8505, kjroche@d.umn.edu

Jie Gooder, Personnel Document Analyst, 218-726-6849, jgooder@d.umn.edu

Sarah Yang, Student Employment Specialist, 218-726-7822, yang2510@d.umn.edu

EMPLOYEE HEALTH & WELLNESS CENTER TEAM

Rachel Gilbertson, Lifestyle Management Health Coach, 218-726-6753, rmgilber@d.umn.edu

Keri Hager, Pharm.D., BCPS, Director, MTM Clinic, 218-726-6757, mtm@d.umn.edu
Welcome to TOS!
Congratulations on being hired as a TOS Employee! You are now a University of Minnesota employee working for the Department of Human resources & Equal Opportunity under the Temporary Office Service (TOS) Program.

What is TOS?
TOS is the University’s own temporary help agency managed by UMD Department of Human Resources & Equal Opportunity. TOS provides University departments with qualified, dependable temporary office help for over 30 years. We maintain a pool of skilled employees to meet the temporary help needs of University departments on a short notice. TOS employees fill job requests for many different departments for periods of time.

Job Assignments
It is up to you to let the TOS Coordinator know when you are available and be sure to keep your telephone number and address updated. Assignments will be given to available employees based on the skills and qualifications listed on application forms. Skills will be matched as closely as possible with those required for job assignments.

At the time an assignment is made, you will be given the following information: department name, supervisor name and phone number, location, starting date, length of assignment, work hours and rate of pay. You are expected to accept and complete assignments that match your skills for the length of time specified and be available most of the time except when prior arrangement of non-availability has been discussed with the TOS Coordinator. Continued refusal of appropriate jobs will result in an employee being dropped from active status.

Only medical reasons or being offered employment outside the TOS Program are acceptable reasons for not completing an assignment. Even when offered employment, it is ideal to give the department two weeks’ notice.

Work Hours
You will be given the work hours for each assignment – usually 8:00 A.M. to 4:30 P.M. with 30 minutes for lunch. A 15-minute paid rest period is usually granted for each 4 hours of work. University pay policies apply to TOS employees. Time worked in excess of 40 hours in a week is paid at time and one-half. TOS employees are paid only for hours worked and are not paid for holidays unless work is performed on the holiday.

Pay Rates
TOS employees are assigned pay rates equivalent to the starting classifications. TOS employees are not eligible for performance pay increases. There are two job classifications and salary rates: General Typist/Clerical and Computer related duties.

<table>
<thead>
<tr>
<th>Type of Duties:</th>
<th>Pay for TOS Staff</th>
<th>Pay for UMD Retirees TOS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clerical</td>
<td>$9.50 / hr.</td>
<td>$12.00 / hr.</td>
</tr>
<tr>
<td>Computer</td>
<td>$11.00 / hr.</td>
<td>$12.00 / hr.</td>
</tr>
<tr>
<td>People Soft</td>
<td>$14.00 / hr.</td>
<td>$14.00 / hr.</td>
</tr>
</tbody>
</table>

You may be compensated the two pay rates in one day worked. However, it is your responsibility to keep track of the hours you worked in each pay category.
**Timesheets**
Timesheets are submitted online using MyU. Please use the following steps:
1. Login to MyU.
2. Click on the tab labeled “My Time”.
3. Click on “Submit Timesheet”.
4. Enter your time worked into the right day.
5. In the “Time Reporting Code” column, select “01 Regular Pay” from the drop down menu.
6. Click “Submit”.
7. Check if the time you enter is correct.

**Pay Checks**
Pay checks will be paid through direct deposit and will be processed directly to your account. Follow the below steps to set up your direct deposit:
1. Login to MyU.
2. Click on “My Pay”
3. Underneath your paycheck summary, find “Direct Deposit Set-Up”
4. Click “Add Account” to add the account you’d like to have your check direct deposited into.
5. Once everything is entered, click “Submit”
6. You should then see your desired account listed. Update as necessary.

**Benefits**
TOS employees are eligible to attend, on their own time, computer classes offered by UMD Information Services and the Professional/Personal Development workshops offered by the Department of Human Resources & Equal Opportunity
TOS employees are hired on a temporary, non-scheduled, intermittent basis and are not eligible for vacation and sick leave benefits, medical/dental insurance, or Regents’ Scholarship privileges. TOS employees are covered by MSRS (the Minnesota State Retirement System) and by Social Security, and appropriate deductions will be made from paychecks. TOS employees are not paid for holidays, unless they work on a holiday.
TOS employees may apply for UMD job postings which state: “Internal Only” after working 67 work days.
TOS employees will be classified as AFSCME union employees after working 67 work days and union dues will be deducted.
There is no guarantee of hours worked nor a guarantee for a continuing or permanent job.

**Checklist for Success as a TOS Employee**
- Let the TOS Coordinator know when you are available for assignment
- Be punctual
- Dress appropriately
- Be friendly
- Be adaptable
- Ask for help when you need it
- Fulfill your time commitment to each job
- Keep in touch with the TOS Coordinator
- Observe timesheet instructions and due dates
- Always be productive

**What Does TOS Expect of You?**
A job well done! TOS Program takes pride in maintaining a qualified and dependable work force. The reputation of TOS depends on YOU. Do your best, observe your scheduled work hours and be flexible to the routines of each department. Departments can request a replacement if they are not satisfied with the performance of the TOS employee assigned to them.
My U – Self Service Center

Employee Center

My Pay
- Compensation History
- Direct Deposit
- Notice of Appointment
- Reimbursements/Payments
- View/Print all Pay Statements
- View W-2/W-2c Forms
- W-2/W-2c Consent
- W-2 Reprint (2014 & before)
- W-4 Tax Information

My Benefits
- Benefits Enrollment
- Benefits Summary
- Retirement Savings Summary
- Retirement Plan Funds
- StayWell Online
- Wellness Program

My Current Profile
- Historical Profile
- Skills & Accomplishments

My Resources
- Employment Verification
- I-9 Form for New Employees
- Jobs
- TXT-U Emergency Notification
- ULearn

My Recruitment Tasks
- Recruiting Home
- Referral Confirmation
- Referral Status
- Routing Response

Professional Development
Career Resources—Whether you’re looking to advance in your profession, simply expand your knowledge, or increase your job networking skills, Career Resources has an array of tools to help.

UMD Training and Development—Workshops offered throughout the year can be found here.

Office of Equal Opportunity—HR&EO offers educational programs on...

Resources, Services & Perks
Human Resources & Equal Opportunity—Find helpful information and links for all of your employment needs.

Parking Services—Information on parking, bus passes, and more.

Technology Help—Call 218-726-8847, email itshelpdesk.umn.edu, chat online, or visit a walk-in location for answers to all your technology questions.

Duluth Campus Map

Health & Wellness
Quick Care Clinic—Offers health care services on campus for UMD faculty, staff, and their dependents who are enrolled in a UPlan medical plan.

Employee Assistance Program—Confidential counseling and referrals, by phone or in-person, for any personal or work concern affecting wellbeing.

Farmers Market—Eat fresh and local with a farmers markets on campus.
EMPLOYEE ASSISTANCE PROGRAM (EAP)
(http://www.d.umn.edu/umdhhr/About/eap.html)

FAMILY AND MEDICAL – FMLA LEAVE

Effective Date: September 2002
Last Update: March 2013

POLICY STATEMENT

In accord with federal law, the University provides to eligible employees a leave of absence pursuant to the provisions under the Family and Medical Leave Act (FMLA).

Reasons for FMLA Leave

Eligible faculty and staff are able to use up to a total of 12 weeks of leave in any fiscal year with proper medical or other documentation for the following types of absences:

- An employee's own serious health condition
- The serious health condition of an employee's immediate family member
- Caring for a newborn or newly-placed adopted child or foster child
- Qualifying exigency arising out of an employee's immediate family member who is a covered service member on covered active duty

Eligible faculty and staff who are immediate family members or next of kin of covered service members are able to use up to a total of 26 weeks of leave during a single 12-month period to care for the service member with a serious illness or injury incurred or aggravated in the line of duty.

Eligible Employees

All types of University faculty and staff members, including graduate assistants and student employees, are eligible for FMLA leave if they have worked at the University for at least 12 months. These 12 months need not be consecutive; however, if an employee has had a break in University service of greater than seven years, prior periods of employment will not be counted subject to certain exceptions.

In addition, to be eligible, employees must have worked at least 1,250 hours in the 12 months preceding commencement of the leave. Employees returning from Uniformed Services Employment and Reemployment Rights Act (USERRA)-covered service are credited with hours of service that would have been performed but for the USERRA-covered service.

FOR COMPLETE POLICY, SEE , http://www.policy.umn.edu/Policies/hr/Leaves/FMLA.html
HOLIDAY CALENDAR 2016-2017

2016-2017

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Holiday</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 4, 2016</td>
<td>Monday</td>
<td>Independence Day</td>
</tr>
<tr>
<td>September 5, 2016</td>
<td>Monday</td>
<td>Labor Day</td>
</tr>
<tr>
<td>November 24, 2016</td>
<td>Thursday</td>
<td>Thanksgiving Day</td>
</tr>
<tr>
<td>November 25, 2016</td>
<td>Friday</td>
<td>Floating Holiday*</td>
</tr>
<tr>
<td>December 23, 2016</td>
<td>Friday</td>
<td>Floating Holiday*</td>
</tr>
<tr>
<td>December 26, 2016</td>
<td>Monday</td>
<td>Christmas Day Observed</td>
</tr>
<tr>
<td>December 27, 2016</td>
<td>Tuesday</td>
<td>Floating Holiday*</td>
</tr>
<tr>
<td>December 30, 2016</td>
<td>Friday</td>
<td>Floating Holiday*</td>
</tr>
<tr>
<td>January 2, 2017</td>
<td>Monday</td>
<td>New Year’s Day Observed</td>
</tr>
<tr>
<td>January 16, 2017</td>
<td>Monday</td>
<td>Martin Luther King Day</td>
</tr>
<tr>
<td>May 29, 2017</td>
<td>Monday</td>
<td>Memorial Day</td>
</tr>
</tbody>
</table>

*Floating holidays are calculated per fiscal year (July 1 - June 30), are set in consultation with civil service employees (bargaining unit and non-bargaining unit) and are subject to change.*

<table>
<thead>
<tr>
<th>Biweekly Calendar 2015-2016</th>
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</thead>
<tbody>
<tr>
<td>Pay Period</td>
</tr>
<tr>
<td>01/26/2015 - 02/08/2015</td>
</tr>
<tr>
<td>02/09/2015 - 02/22/2015</td>
</tr>
<tr>
<td>02/23/2015 - 03/08/2015</td>
</tr>
<tr>
<td>03/09/2015 - 03/22/2015</td>
</tr>
<tr>
<td>03/23/2015 - 04/05/2015</td>
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<tr>
<td>04/06/2015 - 04/19/2015</td>
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<tr>
<td>04/20/2015 - 05/03/2015</td>
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<tr>
<td>05/04/2015 - 05/18/2015</td>
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<tr>
<td>05/18/2015 - 05/31/2015</td>
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<tr>
<td>06/01/2015 - 06/14/2015</td>
</tr>
<tr>
<td>06/15/2015 – 06/28/2015</td>
</tr>
<tr>
<td>06/29/2015 - 07/12/2015</td>
</tr>
<tr>
<td>07/13/2015 - 07/26/2015</td>
</tr>
<tr>
<td>07/27/2015 – 08/09/2015</td>
</tr>
<tr>
<td>08/10/2015 - 08/23/2015</td>
</tr>
<tr>
<td>08/24/2015 - 09/06/2015</td>
</tr>
<tr>
<td>09/07/2015 - 09/20/2015</td>
</tr>
<tr>
<td>09/21/2015 - 10/04/2015</td>
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<tr>
<td>10/05/2015- 10/18/2015</td>
</tr>
<tr>
<td>10/19/2015 - 11/01/2015</td>
</tr>
<tr>
<td>11/30/2015 - 12/13/2015</td>
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<tr>
<td>12/14/2015 - 12/27/2015</td>
</tr>
</tbody>
</table>
Employee Discounts = USave

Businesses in the Duluth community that offer discount to faculty, staff, and/or students with valid UCard
http://www.d.umn.edu/umdhr/usave/

University of Minnesota UPerks Discount Program
http://www1.umn.edu/ohr/benefits/uperks/discounts/

UPerks offers University employees a variety of savings opportunities. Proof of University employment is required, either with a UCard or a pay stub. All discounts offered through UPerks, whether they are listed at http://www1.umn.edu/ohr/benefits/uperks/discounts/ or with MERSC, are given without any endorsement or guarantee from the University of Minnesota. The University is not liable for businesses not honoring discounts.

CAR RENTAL

SEASONAL DISCOUNT TICKETS State Fair, Renaissance Festival, Minnesota Zoo and Imax Theatre, and Valleyfair are available at the University of Minnesota campus student unions (the information desks in Coffman Union and the St. Paul Student Center and at Gopher Express West.) For more information, call 612-624-4636.

MERSC Discounts - The University is a member of the Minnesota Employee Recreational Services Council. MERSC offers discounts to numerous Twin Cities businesses. Contact the vendor directly, not MERSC, if you have a question about a particular discount.

UofM UTech Mart - http://www.techmart.umn.edu/
An Inclusive and Collaborative Planning Process

The UMD Strategic Plan is the product of an inclusive, collaborative process involving the entire campus as well as Duluth community leaders. Because UMD’s planning is “rolling,” the document will be reviewed, assessed, and refined annually.

The plan includes these elements:

**UMD’s Core Values** articulate the essential principles that guide our decision-making.

**UMD’s Mission Statement** defines our purpose for being. It succinctly states why the institution exists.

**UMD’s Vision Statement** describes our ideal future and the institution’s aspirations. It guides institutional decision-making and priority setting. The year 2020 serves as our target for achieving this new vision.

**UMD’s Campus Goals** define the six major initiatives leading to the realization of our new vision. They focus on the primary programs and activities for moving us forward within the next three to five years.

**UMD’s Campus Action Plan** delineates specific measurable steps for achieving the six goals. Some are short-term, to be completed within a year or two, while others are long-term, intended to be accomplished over a period of several years.

Campus Goals

Goal 1: Promote integrated curricular, co-curricular, and living-learning undergraduate experiences that achieve UMD’s student learning goals and prepare students for lifelong learning, globally engaged citizenship, and success in their academic, personal, and professional lives.

Goal 2: Create a positive and inclusive campus climate for all by advancing equity, diversity, and social justice.

Goal 3: Establish UMD as a center of excellence for graduate studies in the Upper Midwest.

Goal 4: Advance UMD’s stature as a major campus for research and creative activities, leveraging our region’s unique natural, human, and cultural resources.

Goal 5: Strengthen ties with Duluth and surrounding communities in an intentional, visible, and mutually beneficial partnership.

Goal 6: Utilize UMD’s infrastructure; technologies; and information, human and financial resources to support the campus in a sustainable manner.

http://www.d.umn.edu/chancellor/planning/plan.html
COMPLYING WITH THE JEANNE CLERY ACT
http://www.d.umn.edu/police/clery.html

What is the Clery Act?

The "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act" (known as "the Clery Act") is a federal law that requires institutions of higher education in the United States to disclose campus security information, including crime statistics for the campus and surrounding areas. It was first enacted by Congress in 1990 and amended in 1992, 1998, 2000 and 2008.

Institutions must publish and disseminate an annual campus security report containing various security and institutional policies and three years worth of crime statistics. Other requirements include issuing timely warnings of crimes and maintaining a daily crime log at the police/security department.

CREATING A RESPECTFUL WORKPLACE

<table>
<thead>
<tr>
<th>Respectful Workplace</th>
<th>Disrespectful Workplace</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Felt listened to</td>
<td>• Gossip or negative talk</td>
</tr>
<tr>
<td>• Direct/honest communication</td>
<td>• Bullying or intimidating behavior</td>
</tr>
<tr>
<td>• Inclusion of different ideas</td>
<td>• Sarcasm</td>
</tr>
<tr>
<td>• Positive focus</td>
<td>• Racism, sexism, or homophobia</td>
</tr>
<tr>
<td>• Limits are set</td>
<td>• Putdowns or hurtful humor</td>
</tr>
<tr>
<td>• Cooperative vs. confrontational attitudes</td>
<td>• Not being listened to</td>
</tr>
</tbody>
</table>

Resources

• Talk to your supervisor

• Employee Assistance Program (confidential consultations):
  The Sand Creek Group, Ltd.
  612-625-2820, 888-243-5744
eap@umn.edu, www.sandcreekeap.com

• Office of Equal Opportunity & Affirmative Action, 218-726-6827

The University wants you to be successful and satisfied in your job.
ABSENCE FOR RELIGIOUS HOLIDAYS
(http://www.d.umn.edu/umdhr/Policies/Absence.html)

To: UMD Campus Community
From: Lendley C. Black, Chancellor
Subject: Absence for Religious Holidays

**Students:**

The University of Minnesota permits absences from class for participation in religious observances. Students are responsible for:

1. Informing instructors of absences at the beginning of the semester.
2. Meeting with instructors to reschedule any examinations affected by this policy.
3. Obtaining class notes from other students.

Instructors are requested to assist students in obtaining course materials and assignments distributed during class sessions.

**Employees:**

The University of Minnesota permits absences from work for employees to participate in religious observances. Employees are responsible for giving supervisors a notice of at least two weeks that they will be taking time for this purpose. Employees are also responsible for informing supervisors how this time will be handled. Three options are available.

1. Take time off as paid vacation;
2. Take time off without pay;
3. Make up for lost time during the same week as the holiday occurs.

Employees covered under collective bargaining agreements will be treated in accordance with those agreements.
Welcome to UMD Department of Human Resources & Equal Opportunity
University of Minnesota Duluth

The UMD Department of Human Resources & Equal Opportunity is available to all UMD employees, students, and participants in University-related activities to discuss issues or concerns regarding University policies or practices involving potential bias, discrimination, harassment or retaliation that an individual may have experienced or observed.

The UMD Department of Human Resources & Equal Opportunity can assist with:

- Training for your department or organization that focuses on prevention
- Consultation regarding issues of possible bias, discrimination, harassment or retaliation
- Filing a formal or informal complaint
- Education concerning equal opportunity, diversity issues, disability access policies, and religious accommodations
- Resolving conflicts related to possible bias, discrimination and harassment
- Consultations with supervisors, administrators, human resource professionals and others about situations that might involve bias, discrimination, harassment or retaliation. The University is its people. We want you to feel comfortable reporting what you see or experience. Fostering a climate of safety and respect is a critical campus priority. We can only achieve our best in a campus environment that is safe, civil, and inclusive.

The prevention and resolution of bias, discrimination and harassment complaints is a Campus-wide obligation, and requires the participation of all members of the UMD community.

http://www.d.umn.edu/umdoeo/
EQUAL OPPORTUNITY STATEMENT
https://diversity.umn.edu/eoaa/equalopportunitystatement

Long Form (for use in collegiate bulletins, employee handbooks and application forms)

The University of Minnesota shall provide equal access to and opportunity in its programs, facilities, and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression.

Inquiries regarding compliance may be directed to the Director, Office of Equal Opportunity and Affirmative Action, University of Minnesota, 274 McNamara Alumni Center, 200 Oak Street S.E., Minneapolis, MN 55455, (612) 624-9547, eoaa@umn.edu. Website at www.eoaa.umn.edu.

Medium Form

(Recommended for most other publications and advertising for positions)

The University of Minnesota shall provide equal access to and opportunity in its programs, facilities, and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression.

Short Form (for posters and cases of severe space limitation)

The University of Minnesota is an equal opportunity educator and employer.

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BOARD OF REGENTS POLICY
CODE OF CONDUCT

Section I. SCOPE.

The Code of Conduct (Code) applies to the following members of the University of Minnesota (University) community:

- Members of the Board of Regents;
- Faculty and staff;
- Any individual employed by the University, using University resources or facilities, or receiving funds administered by the University; and
- Volunteers and other representatives when speaking or acting on behalf of the University.

Students taking courses, attending classes or enrolled in academic programs are governed by Board of Regents Policy: Student Conduct Code.

This code is intended to reflect other Board and University policies and procedures. It does not create any additional or different rights or duties of a substantive or procedural nature.

POLICY STATEMENT

Faculty, staff, students and sponsored drivers should use University owned, leased or rented vehicles for University business, when the cost and convenience are acceptable. University vehicle drivers must meet eligibility requirements and agree to operate University vehicles in a safe and responsible manner, with respect for other drivers and with awareness that they are acting as a representative of the University. University owned, leased, or rented vehicles may only be used for official University business.

Use of University Vehicles

Departments must authorize use of University vehicles. Drivers must meet eligibility requirements. Smoking is not allowed in University Vehicles.

Drivers are strongly encouraged to refrain from use of mobile devices while driving University owned or rented vehicles. Use includes receiving or placing business or personal calls or any other access to digital media. Employees are strongly encouraged to pull off the road to a safe location so that they may safely use a cell phone or other device. This includes personal vehicles being used on University business. A personal vehicle is considered used on University business whenever an employee is traveling between locations during their workday, regardless of whether or not the trip is reimbursed by the University. Texting, receiving or responding to email, or internet use is prohibited under Minnesota state law.

State law, where more restrictive, supersedes this policy.

Use of a Rented or Leased Vehicle for University Business

If it is necessary to rent or lease a vehicle, departments are encouraged to use Fleet Services for local rentals or through contracted vendors (see Administrative Procedure: Renting or Leasing a Vehicle for University Business). If a vehicle is not available using these options, drivers should consider whether it is appropriate to use a personal vehicle before leasing one from a company that does not have a contract with the University.

Renting or Leasing 12- and 15 Passenger Vans

The use of 12-and 15-passenger vans is prohibited. For the health and welfare of University community members, Fleet Services recommends renting/leasing the appropriate number of 7-passenger vans or contracting with a professional transit service.
Use of Personal Vehicle for University Business

Departments may authorize drivers to use a personal or other private vehicle for official University business. Employees who are authorized drivers will be reimbursed in accordance with University policy: Traveling on University Business, for University business-related expenses provided the following conditions are met:

- The driver must be prepared to provide proof of personal automobile insurance.
- The driver/vehicle's personal auto insurance provides primary insurance with minimum liability coverage of $100,000 per person/$300,000 per incident.
- The driver is responsible for the personal auto insurance deductible(s).
- A University accident report must be filed if there are personal injuries to anyone involved in the accident or if non-University property is damaged, other than the driver's vehicle.

Traffic Offenses and Accidents

Drivers are personally responsible for all traffic offense fines, violations, etc., incurred.

All accidents involving University vehicles used for University business must be reported to Fleet Services, as set forth in Administrative Procedure: Reporting Accidents involving University Vehicles.

The Traffic Accident Review Board, located in Fleet Services, may review situations of unsafe driving practices including motor vehicle accident(s). The outcome of these reviews may result in required driver training or withdrawal of the privilege of driving University vehicles, in addition to any departmental and/or human resources consequences.

FOR COMPLETE POLICY, SEE http://www.policy.umn.edu/Policies/Finance/Travel/VEHICLES.html
POLICY STATEMENT

Computers and other information technology resources are essential tools in accomplishing the University's mission. Information technology resources are valuable community assets to be used and managed responsibly to ensure their integrity, confidentiality, and availability for appropriate research, education, outreach and administrative objectives of the University of Minnesota. University community members are granted access to these resources in support of accomplishing the University's mission.

All users of University information technology resources, whether or not affiliated with the University, must follow University policies; federal, state and local laws; and contractual obligations. These include but are not limited to information security, data privacy, commercial use, and those that prohibit harassment, theft, copyright and licensing infringement, and unlawful intrusion and unethical conduct.

Units that grant guest access to information technology resources must make their guests aware of their acceptable use responsibilities.

REASON FOR POLICY

The purpose of this policy is to outline the acceptable use of information technology resources at the University of Minnesota in order to:

- Comply with legal and contractual requirements.
- Protect the University against damaging legal consequences.
- Safeguard these resources.

For complete policy, please see: http://www.policy.umn.edu/Policies/it/Use/ITRESOURCES.html
Using Information Technology

Related Policy: Acceptable Use of Information Technology Resources

Use of IDs and Passwords

- Do not share the password assigned to you.
- Select an obscure password and change it frequently.
- Understand that you are responsible for all activities on your username/account ID.
- Ensure that others cannot learn your password.
- If you have reason to believe that your username/account ID or password has been compromised, contact your System/Network Administrator immediately.

Use of Information/Data

- Access only accounts, files, and data that are your own, that are publicly available, or to which you have been given authorized access. Secure information that is in your possession.
- Maintain the confidentiality of information classified as private, confidential or data on decedents.
- Use University information for tasks related to job responsibilities and not for personal purposes.
- Never disclose information to which you have access, but for which you do not have ownership, authority, or permission to disclose. Keep your personal information/data current.
- Accurately update your own records through University self-service systems and other processes provided for you.

Use of Software and Hardware

- Use University e-mail, computers, and networks only for legal, authorized purposes. Unauthorized or illegal uses include but are not limited to:
  - Harassment;
  - Destruction of or damage to equipment, software, or data belonging to others;
  - Unauthorized copying of copyrighted materials; or
  - Conducting private business unrelated to University activities.
- Never engage in any activity that might be harmful to systems or to any information/data stored thereon, such as:
  - Creating or propagating viruses;
  - Disrupting services or damaging files; or
  - Making unauthorized or non-approved changes.
- When vacating computer workstations, sign-off or secure the system from unauthorized use.
- Use only legal versions of copyrighted software on University of Minnesota owned computer or network resources, in compliance with vendor license requirements.
- Be aware of any conditions attached to or affecting the provision of University technology services:
  - Consult with the system administrator for any questions about system workload or performance.
  - Refrain from monopolizing systems, overloading systems or networks with excessive data, or wasting computer time, connect time, disk space, printer paper, manuals, or other resources.
No Smoking Policy

Adopted September 2007
Updated July 2014

IN THE INTEREST OF SHOWING RESPECT FOR PEOPLE, HEALTH AND SUSTAINABILITY,
UMD DOES NOT PERMIT SMOKING, VAPING OR THE USE OF COMMERCIAL TOBACCO PRODUCTS ON ITS CAMPUS

In response to recommendations from the UMD Student Health Advisory Committee and the UMD Campus Safety, Health and Emergency Preparedness Advisory Committee, most of the campus went smoke free in September 2007. Beginning May 31, 2008, the campus went entirely smoke free. As of July 1, 2014, UMD extended its no smoking policy to include a ban on the use of commercial tobacco products and electronic cigarettes on all University property.

The administrative policy reflects the University’s commitment to promoting and protecting the health and well-being of all campus community members and fostering an environment of respect for people and property through education and practice.

SMOKING, VAPING AND THE USE OF COMMERCIAL TOBACCO IS PROHIBITED ON ALL UMD PROPERTY

The ban includes all indoor facilities, the entire campus grounds and all University vehicles.

Exemptions to the use of tobacco include:

1. Peer-reviewed, approved scientific studies
2. Traditional Native American spiritual or cultural ceremonies
3. Approved theatrical productions
4. Enclosed, privately-owned vehicles on University property

Note: To process an exemption request (1-3), please contact the Office of the Vice Chancellor for Finance and Operations at vcfo@d.umn.edu.
Knowing this may pose hardship for some individuals and therefore, assistance to quit is offered as follows:

For questions concerning policy development and implementation, please contact BreAnn Graber at bgraber@d.umn.edu or 218-726-7102.
POSSESSION AND CARRYING OF WEAPONS

http://regents.umn.edu/sites/regents.umn.edu/files/policies/Possession_CarryingWeapons.pdf

Adopted July 11, 2003

SECTION I. POLICY STATEMENT

The Board of Regents (Board) is charged with the constitutional responsibility to adopt laws and policies for the governance of the University of Minnesota (University). In order to achieve the University's teaching, research, and public service missions, the Board considers it essential that all persons feel safe and be free from violence, threats, and intimidation when on University property or attending University functions and events. Accordingly, the Board hereby regulates the possession and carrying of weapons by members of the University community and by others when on University property.

SECTION II. DEFINITIONS

Subd. 1. University Property. University property means all real property, buildings, and facilities under the primary control of the University through ownership, lease, or other means. This includes all public or private locations, arenas, stadiums, and halls that the University has leased for University events, including, but not limited to, academic and administrative meetings, intercollegiate and intramural sporting events, and student, faculty, and staff activities. University property also includes all places of residence owned by the University in which students reside.

Subd. 2. Employee. Employee means any individual employed by the University, including a student employee, when acting within the course and scope of employment.

Subd. 3. Weapon. Weapon means a firearm or a dangerous weapon as defined by Minnesota law.

Subd. 4. Firearm. Firearm means a gun, whether loaded or unloaded, that discharges shot or a projectile by means of an explosive, a gas, or compressed air.

Subd. 5. Student. Student means an individual taking one or more University courses or classes, credit or noncredit, or participating in any program administered in part or wholly by the University.

Subd. 6. Visitor. Visitor means any person who is on University property, except an employee or a student.

SECTION III. POSSESSION OR CARRYING OF WEAPONS

No person, whether a student, employee, or visitor, shall possess or carry a weapon while on University property, except as authorized in Section IV of this policy.

FOR COMPLETE POLICY, SEE
http://regents.umn.edu/sites/regents.umn.edu/files/policies/Possession_CarryingWeapons.pdf
Effective Date: September 1995
Last Update: March 2012

POLICY STATEMENT

The University is committed to providing a healthy learning and working environment for all students and employees and strives to meet this commitment through prevention and awareness programs. Alcohol abuse and illegal drug use endangers the health and safety of all students and employees.

Students, faculty, and staff are prohibited from engaging in:

- the illegal possession, use, or distribution of alcohol, drugs, and drug paraphernalia on all University premises, in University-supplied vehicles, and as part of University activities and business; and
- the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on all University premises, in University-supplied vehicles, and as part of University activities and business.

University students, employees, and others who conduct research and teaching activities with controlled substance must comply with Administrative Policy: Using Controlled Substances for Research in order to ensure that they follow all applicable regulations and safely handle and prevent diversion of controlled substances.

University community members are expected to refer suspected illegal situations to University police or local law enforcement agencies for criminal investigation leading to possible prosecution.

FOR COMPLETE POLICY, SEE http://policy.umn.edu/Policies/Operations/Safety/DRUGFREE.html
FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974

Federal law prohibits the disclosure of personally identifiable information from the education record of a student with the following general exceptions:

- The release of information for students who have given written consent;
- The release of information which has been designated by the University as Directory Information (except for those students who have requested to have this information withheld).

Detailed information regarding students' rights, as set forth in FERPA, is available in the Student Affairs Handbook (www.d.umn.edu/student). If you have questions, please contact the Office of Financial Aid and Registrar (218/726-8000).

The University of Minnesota Duluth has designated the following information as Directory Information. This information may be released to a third party unless the student has requested that his/her Directory Information be withheld. If the student has not requested that his/her Directory Information be withheld, UMD may (but is not required to) release any of the following information:

- Student's name, local address, local telephone number, and e-mail address
- Student's home address and home telephone number
- Parent's or legal guardian's name, address and telephone number
- Student's date and place of birth
- Major field of study
- Class standing and enrollment status (full-time or part-time)
- Participation in officially recognized sports and activities
- Weight and height of members of athletic teams
- Dates of attendance at UMD
- Degrees and awards received
- Most recent previous educational institution attended by the student
- Photographs of student

The University of Minnesota Duluth does not release lists of student names or other information to off-campus businesses or agencies except as required by law.

Some "Do's" and "Don'ts" for Faculty and Staff

- Do not post grades publicly by name or student UMD id number.

  This includes individual exam grades and semester grades. For example, you cannot hang lists of grades on your office door if students or others can figure out who earned what grade. If you post grades, assign confidential codes to your students in advance and inform them that grades will be listed by these codes. Do not share grades or class schedule information with a third party, including parents.

- Do not tell another person what a student's class schedule is or what grade the student earned in your class.

You can, however, share information with others on campus who have legitimate educational reasons to know; for example, you can tell a student's academic advisor how the student is performing in your class. You cannot share confidential information with parents of a student, unless you know the student is a dependent of the parents.
8 Simple Rules for Faculty/Staff FERPA Compliance

FERPA Compliance - Basics

1. **Be aware of FERPA.** It is not necessary for faculty and staff to understand every nuance of FERPA and its administration. It is critically important that they understand that it exists and governs much of what they do.

2. **Be aware that FERPA is everyone's responsibility.** Faculty and staff must understand that every employee of every higher education institution can subject the entire school to FERPA liability, if s/he has access to student education records.

3. **Understand that almost all student records are subject to FERPA.** Faculty and staff have access to lots of student records. Teachers often believe that only "academic records" are subject to FERPA. They sometimes believe that they have the authority to decide whether records fall under the law, or not. In fact, the law itself defines student records, and the definition is very inclusive.

4. **Disclosure of student records without student consent** risks a violation of the law. Although FERPA provides for the disclosure of student records without consent to certain designated persons, or under certain specific circumstances, those exceptions are few and narrowly defined.

5. **Students have the right to see their records.** FERPA requires all custodians of student records to accord review of those records to the specified student under almost all circumstances. Schools and school employees are not accorded the prerogative of deciding whether students should see records about them.

6. **The right of school employees to access student records** is very narrow. FERPA accords school employees the right to view student records under certain circumstances, referred to as "legitimate educational interest." In general, this means "the employee needs access to the records to do his/her job." Curiosity is not a legitimate educational interest. The ability to access student records does not confer the right to view student records.

7. **Good intentions, common sense, or innocent mistakes do not mitigate privacy violations.** Most FERPA violations by faculty and staff are unintentional. Nonetheless, it is the responsibility of the school to prevent violations and intent is not a defense.

8. **Ask for help!** Faculty and staff are expected to be experts in their fields. They should expect their schools to support them with resources in the field of student records privacy. When they see a sign and they are not sure what it means, they are professionally responsible to find out before they drive by it!

FERPA Tutorial

http://onestop.umn.edu/external/ferpa_tutorial

http://www.d.umn.edu/onestop/ferpa/compliance.html
HIPAA Privacy & Data Security
(http://privacy.ahc.umn.edu/postcards.html)

Privacy Postcards — Tips for Securing Private Information

The following four postcards are the results of the 2004 President's Emerging Leader's Privacy Project which focused on the institution's culture with regard to data privacy and security and regulatory compliance. In light of the number and complexity of data privacy regulations and the common need for communications and education about the regulations, the Privacy Project researched the possibility of crafting a comprehensive University-wide strategic response to the challenges of compliance that is multidisciplinary in its approach to data privacy.

Forgetting to log out-all the way out-is like sharing your password with the world. Your University Internet ID (X.500) and password is your means of protecting your paycheck, social security number, and other private information.

ALWAYS log out, especially at a public kiosk. Even at home or in your office, a hacker can reach your computer through the Internet, if you leave the door open.

NEVER share your password with other University employees, family, or friends.

CHANGE your password often, and use these rules:

- Use a minimum of seven or more characters
- Mix lower case AND uppercase
- Include at least two numbers or special characters (for example: $, #)

PRIVACY IS EVERYONE'S BUSINESS!

Personal health information is confidential. Making it public on purpose or by accident may violate federal law. And it can expose you and the University to legal liability.

NEVER share personal health information with anyone unless you are authorized to do so.

ONLY authorized personnel who have a legitimate reason to know—e.g. granting leaves of absence or treating a patient—may have access to personal health information.

You should only have access to and use information necessary to do your job. ALWAYS be respectful of others' personal and private information. NEVER use private information learned on the job or elsewhere for unauthorized purposes.

PRIVACY IS EVERYONE’S BUSINESS!

Privy is everyone’s business!
Performance reviews, job applications, social security information, and other employment documents are private. Circulating private HR information is against the law, and it can expose you and the University to legal liability. This is true with real paper as well as digital files.

ALWAYS dispose of documents containing personal information by shredding or placing in secure, confidential recycling bins.

ALWAYS empty the trash or recycling bin on your computer’s desktop, especially at a public kiosk.

ALWAYS log off of your computer, and change your password frequently.

PRIVACY IS EVERYONE’S BUSINESS!

Grades are private. Releasing a student’s grades to unauthorized sources is against the law and University policy, and it can expose you and the University to legal liability.

ALWAYS be careful when posting grades not to use information that could identify a student. It is inappropriate to use identifiers like student id numbers, names, and social security numbers.

NEVER leave finished, graded student papers or tests in an unmonitored location for pick-up.

ALWAYS communicate confidential student information such as grades and results directly to the student—confidentially.

PRIVACY IS EVERYONE’S BUSINESS!
Training

HIPAA Training

The University of Minnesota's Privacy and Data Security Training program is the educational component developed at the University to comply with HIPAA (the Health Insurance Portability & Accountability Act of 1996) regulations. Although the University's data security training courses fulfill the part of the training requirement contained within the HIPAA rule, they also provide the entire University community, including those who do not work with protected health information covered by HIPAA, with information about securing private University data.

The training program consists of individual courses that University employees, students, and volunteers complete online. Individuals who are assigned training receive an e-mail notification containing details about accessing the assigned training.

How to Access Training

Assigned courses are available for completion through ULearn. See the Training Instructions page for step-by-step instructions.

Questions About Training

Privacy Coordinators with questions about proxy enrolling in ULearn can look to these job aids to see if their question is answered in one of the guides created by the Office of Information Technology.

Trainee can get many questions about training answered by contacting Technology Help. Questions that are appropriate to ask Technology Help about include:

- Why am I required to take these training courses?
- Where can I find the training courses?
- I'm having trouble accessing the training - what do I do?
- Where can I see the training courses assigned to me?
- Where is the record showing the training courses I completed?
- Why doesn't the training record show I have completed my courses?
- I'm having trouble with ULearn - what do I do?