

 <p>Policies of the University of North Texas Health Science Center at Fort Worth</p>	<p>Chapter 4 Finance and Operations</p>
<p>4.201 Campus Operations</p>	

Policy Statement and Purpose.

The University of North Texas Health Science Center (HSC) is dedicated to promoting the comfort, health, and safety of our campus community.

Application of Policy.

This policy shall apply to all HSC Property and to all faculty, staff, students, clinic patients and visitors.

Definitions.

Address: “Address” means (1) the location to which the United States Postal Service is to deliver or return a mailpiece. It consists of certain elements such as recipient name, street name, house number, city, state, and ZIP code; (2) the portion of an envelope or parcel which shows the delivery location of the recipient of the mail piece.

Hazardous material: “Hazardous material” means any article or substance designated by the U.S. Department of Transportation as posing an unreasonable risk to health, safety, or property during transportation.

HSC Property: “HSC Property” means the property owned, operated, leased, occupied, or controlled by the HSC including buildings, structures, sidewalks, parking lots, parking garages, vehicles, and walkways.

Facilities: “Facilities” means any building, structure or outdoor space which is owned by HSC or operated under HSC authority.

Mailpiece: “Mailpiece” means a single addressed card, letter, flat, or parcel.

Operation (of a vehicle): Operation of a vehicle is defined as the intentional manipulation of some mechanical or electrical component of a vehicle which, alone or in sequence, will set the vehicle in motion.

Service Animal: “Service animal” means animals that are individually trained to perform tasks for people with disabilities such as guiding people who are blind, alerting people who are deaf, pulling wheelchairs, alerting and protecting a person who is having a seizure, or performing other special tasks. Service animals are working animals, not pets.

Smoking: “Smoking” means to give off or emit smoke, as in burning; to draw into the mouth and puff out the smoke of; to smoke tobacco; or to use (a pipe, cigarette, e-cigarette, etc.) in this process.

Tobacco: "Tobacco" means all forms of tobacco products, including but not limited to cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, and chewing tobacco.

Vehicle (Motor): "Vehicle," and specifically "motor vehicle," is defined as a machine, typically with wheels and a source of locomotive power (combustion or electric), used to transport people or goods, including but not limited to cars, trucks, vans, busses, and motorized carts. Non-road legal equipment such as forklifts, tractors, and riding lawn mowers are not included in the definition of "vehicle" for this guidance.

ZIP Code: "ZIP Code" means the system of 5-digit codes that identifies the individual Post Office or delivery station associated with an address.

Policy and Responsibilities.

Mail Services:

Campus Mail Services is available to serve the postal needs of all HSC departments, and the departments are encouraged to make full use of this service.

Services Provided:

1. **Pickup and Delivery:** Campus Mail Services provides scheduled carrier pickup and delivery service to the Health Science Center departments and clinics. Inter-departmental mailpieces are picked up by Mail Services personnel. However, large packages should be brought to Mail Services for dispatch.
2. **Campus Mail:** Campus inter-departmental mail requires no postage. Official Campus Mail envelopes are available through Mail Services and should be used for all such mail. Campus mail is restricted to official State of Texas business mail.
3. **Postage Metering:** Mail Services provides postage metering service. Pursuant to section 2203.002 of the Government code, the mail carried by the postage is official state mail and there is a penalty for the unlawful use of the postage meter for a private purpose. Billing for postage is made with inter-departmental transfers. The use of State appropriated funds is prohibited for the mailing of Christmas, Get Well, Sympathy, and Birthday cards. The mailing of matter to influence legislation is also prohibited. The use of postage stamps for official mail is prohibited except with special permission granted from the State Comptroller's office. Postal regulations state that all mail metered by the HSC must have a return address which contains department name and the title name. HSC Mail Services requires a department ID number in addition to the return address.
4. **Prepaid Postage:** Prepaid postage may be obtained by business reply mail or metered mail. Business reply envelopes must comply with format requirements of the U.S. Postal Service.
5. **Hazardous, Restricted, or Perishable Matter:** All outgoing and incoming mail must conform to the United States Postal Service requirements for acceptance of hazardous, restricted, or perishable matter. Consult a United States Post Office or Campus Mail Services.
6. **Incoming Mail:** Departments are responsible for giving complete address information including department or individual recipient's name for mail which is to be sent to the HSC.

7. Personal Mail: Use of the HSC address for receiving personal mail is prohibited. Campus Mail Services will not be responsible for outgoing delivery of personal stamped mail. Campus Mail Services personnel are prohibited from accepting cash for the purchase of stamps for personal use by faculty, staff, or students.
8. Student Mail: All student mail must be of academic nature. Use of the HSC facilities for personal mail is prohibited.

Details of services provided are listed in the [University of North Texas Health Science Center Mail Services Guide](#).

Tobacco-free Campus:

1. HSC prohibits smoking and the use of all tobacco products on all University Property including the following:
 - a. buildings and vehicles owned, leased, or under the supervision of HSC;
 - b. outdoor grounds including open spaces, parking garages and surface lots;
 - c. personal and other vehicles parked on University Property.
2. "No-smoking," "Tobacco-free," or similar signs will be conspicuously displayed at appropriate locations on University Property.
3. Department heads, managers, and supervisors are responsible for communicating and enforcing this policy in their workplace and buildings.
4. The Office of Student Affairs is responsible for communicating this policy to all students and enforcing the policy with students.
5. Participants in academic research projects involving tobacco products are exempt from this policy if approved by the Institutional Review Board on Human Subjects and the Vice President for Research and Innovation.
6. The university expects that all HSC community member and others who smoke or use tobacco products will voluntarily comply with this policy's spirit and intent.
7. Adherence to this policy is the responsibility of all HSC students, faculty, staff, and visitors.
8. Members of our campus community are empowered to respectfully inform others about the policy in an ongoing effort to enhance awareness and encourage a culture of compliance.
9. An individual who feels that there has been a violation of this procedure may invoke the following actions:
 - a. The individual should attempt to resolve the problem informally by requesting that the individual comply with the policy.
 - b. If direct appeal fails and the behavior persists, the individual should contact the HSC Human Resource Office or the Division of Student Affairs for referral to the appropriate administrative official.
 - c. Repeat offenses by the same person shall be dealt with through established administrative/disciplinary policies and procedures. Violations could result in referral to the appropriate university officials for disciplinary action in accordance with established student, staff, and/or faculty codes of conduct and procedures.
10. Information on tobacco use cessation services is available to all faculty, staff, students, and visitors through the [HSC Human Resource Office](#).

Inclement Weather Advisories:

There are two types of winter weather conditions that negatively affect facilities use or travel to the HSC. Primarily, these are icing/sleet and snow conditions. Some of the campus parking lots have grades that increase the hazard of driving or walking on them when they are covered with ice and/or snow. To ensure the safety of patients, students, and employees; parking lots, sidewalks, and steps must be cleared of ice and snow. Campus facilities will close and operations will be suspended when adverse weather conditions and/or safety hazards exist on HSC Property as the result of such weather.

1. *Responsibilities of HSC Police:* HSC Police will notify the Executive Director of Facilities Management and the Chief Medical Officer of UNT Health or designee when weather conditions have made travel around campus hazardous or might impact campus/clinic operations. HSC Police will ensure an emergency notification roster, with pager and telephone numbers, is current and available. All campus areas (roads, parking lots, sidewalks, entrances, and exits) shall be assessed for potential risks. HSC Police and the Chief Medical Officer shall advise the Vice President for Operations (or designee) of weather, facility, and operational conditions to determine if the campus should remain open or should close.
2. *Responsibilities of Facilities Management:* Facilities Management is responsible for snow removal and ice control. This department is responsible for clearing sidewalks, parking lots, steps, and driveways. Facilities Management will maintain an emergency notification roster in conjunction with HSC Police. Response team personnel will review procedures and receive training. The response team consists of the Executive Director of Facilities or his designee, and individuals from Facilities Management as designated by the Executive Director. Other personnel will be called as needed. The priority of work will be clinical areas and then as designated. The Executive Director of Facilities Management or his designee will evaluate campus conditions and recommend to the Chief of Police or his designee a corrective course of action, and whether the campus should remain open.
3. *Responsibilities of the Chief Medical Officer:* The Chief Medical Officer for HSC, along with HSC Police, shall advise the Vice President for Operations, or designee, concerning the closing of clinics due to bad weather. All clinic closures because of bad weather will be coordinated with the Chief Medical Officer. Clinics are to remain open until coordination with the Chief Medical Officer has been accomplished.
4. *Responsibilities of Clinical Departments:* Each clinic's telephone messaging system shall be updated when clinics close for bad weather. Clinic managers/supervisors shall facilitate rescheduling of canceled appointments. Assigned clinical staff should attempt to contact patients to cancel appointments. Rescheduling canceled appointments shall be covered by Institutional policy 14.101, Leave Request Process and Coverage of Clinical Assignments. Patients' appointments canceled due to bad weather shall be contacted and rescheduled within seven (7) working days after the clinic reopens. The clinic director and clinic manager/supervisor shall facilitate the time needed to accommodate patient rescheduling.
5. *Campus Closing Decision:* When HSC is unable to clear parking lots or sidewalks, or hazardous driving conditions exist, the Vice President for Operations, or designee, will initiate the consideration process with HSC Police and the Chief Medical Officer about campus closure decisions. Closure of the Fort Worth Independent School District, due to bad weather, will be one of the factors considered when formulating a recommendation on campus closure to the President. The President (or designee) will make the final decision on closure of the campus, including clinical operations. The Vice President for Operations, or designee, will notify the Chief of Police, and the Chief Medical Officer of the President's decision. The Chief Medical Officer, or designee, shall notify all clinical departments of clinic closures or recommendations. The Chief of Police, or designee, shall notify Brand & Communications and Telecommunications Services.

6. *Public Notification:* In the event HSC plans to close, Marketing & Communications is responsible for reporting campus closure to the following media no later than 5:00 a.m.: KDFW-TV (channel 4), KXAS-TV (channel 5), WFAA-TV (channel 8), KTVT-TV (Channel 11), KRLD-AM 1080 and WBAP-AM 820. Telecommunications Services shall update the telephone system's automated message. The HSC's main number, (817)-735-2000, and Web page will be updated to correctly relay all necessary information involving overnight weather events to employees and students no later than 6 a.m. The center's telephone system or Web page should be relied upon as the most direct source of information. In the event inclement weather develops during the class day, the HSC will try to announce closing before 5:00 p.m. The timing will of course depend on the conditions.
7. *Faculty and Staff:* During periods of severe weather, unless there has been an official announcement of the HSC closing, all faculty and staff members are expected to make every reasonable effort to report to the HSC, while relying on their best judgment regarding hazardous conditions affecting their ability to travel to and from work.

Absence and Leave

If HSC is open, faculty or staff members who believe they cannot travel safely to the HSC campus are expected to notify their department head by phone. Absences by staff members who decide they cannot travel to the HSC will be charged to leave or pay will be docked. Absences by faculty members will be processed in accordance with current academic policies. If the HSC is declared officially closed for the day, all faculty and staff, unless required to provide essential services, are considered relieved of duty until 12:00 midnight of the same day. As of 12:01 a.m. of the following day, unless the HSC is again declared closed, faculty and staff will be expected to return to work according to their usual schedules.

Driving a HSC Vehicle:

HSC equipment may be used only for official center business. The use of HSC motor vehicles for other than official business is strictly prohibited. Only authorized individuals will be permitted to drive HSC vehicles.

1. HSC vehicles: Individuals wishing or required to drive HSC vehicles must satisfy the following criteria:
 - a. Individuals who drive HSC vehicles must be lawfully licensed to operate the vehicle and must complete a Driver Request Form (DRF).
 - b. Individuals requesting authorization to drive HSC vehicles must agree to abide by all appropriate State laws and center regulations. Prior to driving a HSC vehicle, they will be provided a copy of the [HSC's Driver Safety Regulations](#) and complete [drivers application form](#).
 - c. Facilities Management shall screen individuals requesting authorization to drive HSC vehicles. This screening will include a driver's license check and a review of their Moving Violations Report (MVR) from the Department of Public Safety upon submission of a DRF and annually thereafter. Facilities Management may grant driving privileges on a temporary basis, up to 45 days, during the application process. Any change in driving status (moving violations, accidents or driving privileges) must be reported to Facilities Management.
 - d. If at any time an individual's driver's license check or MVR does not meet the standards established for a good driving record, HSC may deny/revoke the individual's privilege to drive a HSC vehicle.
 - e. If necessary, the department head may consult with Human Resource Services to evaluate options available to an ineligible driver whose position requires driving a HSC vehicle.

2. All HSC vehicles shall be operated in accordance with State laws, rules and regulations.
3. Any problems or defects in a HSC vehicle will be immediately brought to the attention of Facilities Management – Motor Pool.
4. A monthly mileage log will be maintained in each registered vehicle, to be filled out every time the vehicle is driven. This log will include starting and ending mileage of every trip, number of passengers carried, purpose of the trip, and any other information necessary to properly record the use of the vehicle. This log will be turned into Facilities Administration every month and replaced with a new log in the vehicle.
5. Each HSC vehicle requiring registration for legal road operation will be equipped with a seatbelt, unless specifically exempted by law. The use of seatbelts is mandatory.
6. Vehicle maintenance: Facilities Management is responsible for the maintenance of all HSC vehicles.
7. In the event of an accident:
 - a. A [Vehicle Incident Report \(VIR\)](#) must be completed immediately and delivered to Campus Police within 24 hours.
 - b. The driver shall obtain from the other party all vehicle and insurance information necessary to file an appropriate claim.
 - c. If an accident occurs off campus, the driver of the vehicle must call the police or other authority to get an official report of the accident.
 - d. No comments shall be made about guilt.
 - e. Inquiries about the HSC's insurance shall be directed to Facilities Management.
 - f. All communications with an insurance or automobile rental company shall be made by Facilities Management and Office of General Counsel, when necessary.
 - g. If the driver of a HSC vehicle is found to be negligent, the driver and/or his/her personal insurance carrier may be held liable.
8. Driver Education: From time to time, HSC shall conduct defensive driving classes for individuals who drive the institution's vehicles. Individuals who drive the center's vehicles may be required to take a defensive driving course.

Pets on Campus:

Faculty, staff and students shall not bring or house personal pets in HSC owned or leased facilities. The only animals allowed in HSC facilities are those approved for use in bona fide teaching and/or research projects, or service animals.

Safety at HSC Campus:

Faculty, staff, students, and visitors who work with hazardous materials (biological, chemical, radioactive and fire) at the HSC campus must adopt the corresponding manual listed below as policy and procedures and must be utilized in conjunction with all activities involving the listed hazards.

Biological hazard – UNTHSC Biosafety Manual- <http://www.unthsc.edu/safety/wp-content/uploads/sites/29/UNTHSC-BM-1.5-version-2022-1.pdf>

Chemical hazard – UNTHSC Chemical Safety Manual - <http://www.unthsc.edu/safety/wp-content/uploads/sites/29/CM1.4-2022-version-2.pdf>

Radiation hazard – UNTHSC Radiation Safety Manual- <http://www.unthsc.edu/safety/wp-content/uploads/sites/29/RM1.1-4-2021-1.pdf>

Fire hazard - UNTHSC Fire Safety Manual. - <http://www.unthsc.edu/safety/wp-content/uploads/sites/29/Fire-Safety-Manual-FINAL-April-2022.pdf>

Reference.

Applicable Laws, Rules and Regulations:

- Texas Government Code, Chapter 2203.
- Fair Labor Standards Act Of 1938, As Amended
<https://www.dol.gov/sites/dolgov/files/WHD/legacy/files/FairLaborStandAct.pdf>

Related Policies and Procedures:

- University of North Texas Health Science Center Mail Services Guide
<https://www.unthsc.edu/operations/central-services/mail-services/>
- Vehicle Incident Report (VIR):
<https://www.unthsc.edu/operations/wp-content/uploads/sites/24/VEHICLEINCIDENTREPORT.pdf>
- Driver Requirements:
<https://www.unthsc.edu/operations/facilities-management/fleet-management/>
- Driver Application Form:
https://www.unthsc.edu/operations/wp-content/uploads/sites/24/DRIVERREQUESTFORM_000.pdf

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Policy Owner: Chief Financial Officer and Executive Vice President, Operations

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