

2021

OFFICE OF FACILITIES MANAGEMENT



POLICIES AND PROCEDURES MANUAL

University of Texas Arlington
2/1/2021

POLICIES AND PROCEDURES
MANUAL

Signature Approval Sheet

Upon signing below, I have read and agree with the Facilities Management Procedures Manual.

Don Lange

Assistant Vice President, Facilities and Campus Operations

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Statement

Employees at The University of Texas at Arlington (UT Arlington) are expected to be aware of and comply with applicable provisions of the rules and regulations included in the University's Policies and Procedures, the Regents' Rules and Regulations, and the System-wide Policies. These documents, along with several others used as reference material, are included in the University Policies and Procedures website at www.uta.edu/policy.

Topics listed below are intended to help departmental employees understand how certain procedures are handled within their department and to provide the location of the topic in the document(s) mentioned above.

Mission Statement

The mission of the University of Texas at Arlington, Office of Facilities Management (OFM) is to ensure the physical facilities are suitable to serve the needs of the University's educational programs and research efforts. This mission will be accomplished by providing well-maintained and improved facilities and grounds in a timely, cost-efficient manner, thereby providing an environment that attracts and retains students and encourages them to pursue knowledge, truth, and excellence. Additionally, OFM will work with University Administration, Faculty, and Staff to identify and define Capital Improvement Projects (CIP), necessary for the continued growth and sustainability of the campus.

Mutual Respect

We, as members of The University of Texas at Arlington community, are committed to the advancement of knowledge and the pursuit of excellence. Realization of this commitment requires awareness and active participation by every member of the community. We achieve the goals of the University when we instill, nurture, and practice the following principles:

MUTUAL RESPECT

CONSTRUCTIVE COMMUNICATION

A SUPPORTIVE ENVIRONMENT

COLLABORATIVE RELATIONSHIPS

LEADERSHIP AND SERVICE

INCLUSION AND DIVERSITY

For full description and other information visit
<https://www.uta.edu/strategicplan/plan/poc.php>

Organizational Chart

See attached, Appendix A

Physical Address, Mailing Address, and Phone Numbers

Physical Location:

Office of Facilities Management
1225 West Mitchell St., Suite 205
Arlington, TX 76019-0228

Mailing Address, Telephone Numbers, and Fax Number:

Office of Facilities Management
Box 19228
1225 West Mitchell St., Suite 205
Arlington, TX 76019-0228

817-272-3571 Office/Reception

817-272-2000 (24-hour service calls and emergencies)

Emergencies

- 1) Refer to the University's Emergency Management Plan
<https://police.uta.edu/emergency-management/>
- 2) Emergency Contacts:
 - 817-272-2000 (Facilities Management Emergencies)
 - 817-437-3278 (Don Lange, Assistant Vice President, Facilities and Campus Operations)
 - 817-798-8456 (Jeff Johnson, Director, Maintenance Operations and Special Projects)
 - 817-648-3915 (Troy Yoder, Director, Institutional Construction)
 - 682-559-0678 (Sharon Carey, Director, Auxiliary Operations and Logistics)
 - 817-542-5206 (Ragenna Prince, Director, Facilities Services)
- 3) The Coordinator will maintain a current list of employees and the telephone numbers used to contact them for after-hours assistance. This will be on file in the Thermal Energy Plant (TEP) office and UTA Police Department at all times.

Telephones, Wireless Devices, and Electronic Mail

- A. According to *ETHICS and the University of Texas at Arlington a Brief Practical Guide*, state law requires that UTA's telephones and e-mail be used for institutional purposes. Incidental use for local personal calls or messages not interfering with work responsibility, however, is not considered a misapplication of state resources. Personal long distance telephone calls should not be charged to the institution and must be reimbursed by the employee if charged inadvertently. UTA telephone logs, records, and e-mail are public property and may be subject to open information requests.
- B. Reimbursement for inadvertent personal long distance telephone calls should include the cost of the call, plus 3% for taxes. Specific procedures used for reimbursement of personal long distance telephone calls in the Office of Facilities Management follow:
 1. Tracking, collecting, and depositing require separation of duties. The Administrative Assistant II will provide staff members with a receipt and gives the reimbursement to the Accountant III who makes a deposit into the appropriate account through the University Bursar Services.
 2. Reimbursement for lost or damaged radios, on-call cell phones or iPads.
 - a. Each employee is responsible for the radio, iPad or on-call cell phone (if applicable) that is assigned to him/her. If the radio is lost, the University *may* replace it at no charge to the employee once per year. A Police incident report may be required by the Assistant Vice President, and a record of the loss will be kept in the individual's file for loss of radios. If the radio is lost twice or more within a twelve-month period, the employee will be responsible for the replacement cost. For example, if an employee loses a radio on September 5th, the University will replace this. If the employee loses the radio on December 2nd, the employee will now pay the cost to replace the radio.
 - b. If a radio or iPad is damaged due to the employee's negligence, the employee may pay the cost to replace it.
 - c. Wireless Devices/Cell Phones
 1. University Funds may not be used to purchase personal wireless communication devices and service fees, i.e. cell phones, PDAs, iPhones, and wireless communication adapters/internet cards. Purchase of software applications for these devices and software applications

for iPads and all Smartphones is also prohibited unless approved.

2. While at work, employees are expected to exercise discretion in using personal cellphones. Excessive personal calls during the workday can interfere with employee productivity and be distracting to others. Employees are encouraged to make any personal calls during non-work time.
3. Reading, sending text messages or talking without a hands-free device while driving is strictly prohibited.
4. Employees who are charged with traffic violations resulting from use of their phone while driving will be solely responsible for all liabilities that result from such actions.

Ethical and Legal Use of Software

- A. Virtually all commercial computer software is produced under a claim of copyright protection and is distributed subject to the terms and conditions of license agreements intended to protect the proprietary rights of the copyright owners. Even though it may be relatively easy for computer users to produce unauthorized copies of copyrighted proprietary software, such unauthorized copying is not permitted under the federal copyright law and will not be condoned by the administrations of The University of Texas at Arlington or The University of Texas System. Furthermore, the unauthorized copying of computer software can provide the basis for finding of copyright infringement and the imposition of civil and criminal penalties under federal law. Questions concerning permissible uses of proprietary software in specific cases should be directed to the Office of the Provost for forwarding to the General Counsel of The University of Texas System if necessary.
- B. The Senior System Analyst assigned to Facilities Management performs computer software audits on a periodic basis. If unauthorized computer software is found on a staff member's computer, the software will be removed and disciplinary action may be taken against that staff member.
- C. The Office of Facilities Management has a license for 16 concurrent logins on the TMA Maintenance Solutions. This is a web based system and can be accessed on all computers in the Facilities Management Office, Facilities Management Shops, Mav Express, Key Shop, Safety and Classroom Support. The Office of Facilities Management also has 6 licenses for the Siemens Energy Management System, and this software is installed in the HVAC Shop and in the Thermal Energy Plant.

Use of Log-on IDs and Passwords

According to the *Employee Security Manual*, “Don’t share your password, it authenticates your ID and you are responsible for all actions taken with your ID. Likewise, don’t use someone else’s ID and password.” State law provides “punishments for: (1) sharing of passwords, (2) unauthorized access, (3) exceeding one’s authorized access, (4) disruption of service, (5) computer worms and viruses, and more.”

Tobacco-free Campus

The use of tobacco products (including cigarettes, cigars, smokeless tobacco, electronic cigarettes, or other tobacco products) is prohibited.

- A. In all interior space on UT Arlington campuses
- B. On all outside property or grounds of UT Arlington campus including partially enclosed areas such as walkways, breezeways and bus shelters (“campus” includes the main campus, all satellite locations, and all other buildings or facilities leased off the main UT Arlington campus).
- C. In UT Arlington vehicles, including buses, vans, and all other university vehicles.
- D. In all indoor and outdoor athletic facilities, as well as the grandstands of outdoor facilities.
- E. The prohibition includes sidewalks, parking lots, walkways and attached parking structures.

Uniforms

The purpose of these guidelines is to establish the standard best practices of all Office of Facilities Management (OFM), Dress and Appearance Requirements. It is intended to assist OFM to accomplish its mission and reach its goals effectively and efficiently.

- A. Uniforms are provided to all employees based on the specific job requirements established by each Director, while maintaining consistency throughout OFM.
- B. Uniform requirements vary by job duties and location. Taking into account all aspects of each position, each Director establishes whether uniforms are mandatory for daily wear are optional, as well as the quantity and type of garments that will be provided within the parameters of these guidelines.
- C. The uniform is defined as consisting of the following items:
 - 1. Headgear: Headgear is optional, but if worn, must be the OFM provided headgear for positions designated as mandatory wear.

2. Shirts: Many options exist, suitable to individual job requirements.
3. Pants: Several options within either “jeans” or “Dockers type” work pants are available, suitable to individual job requirements. Pants shall not be excessively baggy nor be adorned with decorations.
4. Shoes: Leather work boots with protective toe cap are required for many non-administrative positions.

For additional Facilities Personnel Uniforms, Dress and Appearance Guidelines
<http://www.uta.edu/campus-ops/facilities/docs/OFM%20Uniform%20Guideline%20Mar.%202016.pdf>

Wellness Program

The University offers a Comprehensive Wellness Program for full-time and part-time employees who are benefits eligible and retirees of the University.

- A. Up to 1.5 hours of release time may be granted each week for the purpose of participation in physical activities to Living Well Release Time members who are full-time employees. Participation must have supervisory approval and approval will be based on operational needs. Participation shall not interfere with job performance. Part-time employees are not eligible for the release time. Release time requires annual enrollment expiring August 31st of each year. A new release time form must be submitted for renewal.
 1. The release must be recorded on employee’s time sheet as “O” (Other Absence – Paid).
 2. The time must be spent in physical activities or a structured Campus Recreation Program, class or Food for Thought.

Travel

- A. Procedures for handling travel are found in Request for Travel Authorization, Obtain Permission to Travel, Travel Services, Meals, Lodging, Incidental Expenses, other fees regarding Travel for State and Local Funds and all other travel rules can be found at [University of Texas Arlington Public Portal \(compliancebridge.com\)](http://www.compliancebridge.com)
- B. Specific travel procedures used in the Office of Facilities Management follow.
 1. All travel out-of-town must be approved by the Assistant Vice President. The staff person requests permission from his/her supervisor to attend a conference, seminar, or training session. If permission is given, the staff person works with the Administrative Assistant II to

- make travel arrangements. The Administrative Assistant II prepares a request for travel and sends it through the UT SHARE system for approval by the Facilities Management Director.
2. Upon the staff person's return, travel receipts and information are given to the Administrative Assistant II. The Administrative Assistant II prepares the travel voucher and sends it through the UT SHARE system for approval. The Administrative Assistant II sends the Travel Voucher Cover Sheet, which has been signed by the staff person who took the trip, along with all original trip receipts to the Travel Desk for reimbursement.
 3. The staff person is reimbursed by check either directly deposited to his/her account or sent to the home address.
 4. The travel expenses are reconciled by the Administrative Assistant II on the monthly Statement of Accounts.
- C. The use of personal vehicles will not be allowed when traveling for the University if a state vehicle is available. Any exception and personal reimbursement must be approved in advance by the Assistant Vice President.
- D. Travel within the Office of Facilities Management is limited based on available funds. The first priority for travel and conference attendance is for individuals that must attend to retain/update specialized licensing for compliance requirements. The second priority is for The University of Texas System conferences, with Employee Educational Development being the third priority, for which every attempt should be made to locate local conferences prior to consideration being given for long distance travel.
- E. Procedures for handling non-travel reimbursements are found at <https://secure.compliancebridge.com/utaprod/utaportal/WOPIremoteTest.php?key=67&edit=0&tag=c9d98a5ad>
- F. Specific procedures for handling non-travel reimbursements in the Office of Facilities Management follow.

The staff person presents original receipts to Director of Business Operations and explains the benefit of the purchase to the University. If the purchase includes any food or entertainment, an Official Occasion form is completed and attached to the receipts. Sales tax will not be reimbursed for any purchases of tangible items or for food that is picked up or delivered. Tips are reimbursable up to 15% except on food that is picked up or delivered. The Administrative Assistant II prepares a voucher payment document in UT SHARE and sends it through the Accountant III or the Director of Business Operations for approval. The original

receipts and other information as needed are then delivered to Accounting and Business Services. The staff person is reimbursed by check either directly deposited to his/her account or sent to the home address.

Physical Inventory

- A. Procedures for tracking University property are found in *Fiscal Regulations and Procedures*, Sections 2-41 and 2-47, Property Management. [University of Texas Arlington Public Portal \(compliancebridge.com\)](http://www.compliancebridge.com)

Guidelines for using and safekeeping University property in accordance with applicable laws and rules. This procedure describes the various responsibilities of University officials and employees and acquaints all University personnel with current state laws and University rules, regulations and procedures to be followed in using and safeguarding University property.

- B. Specific procedures for tracking University property in the Office of Facilities Management follow.
1. On an annual basis, all inventory is tracked using UT Share to update the location of assets. The Accountant III and the System Analyst makes any changes as needed and forwards the inventory certification to the Assistant Vice President who certifies the inventory and sends the listing with his signature to Property Management.
 2. If any University-owned assets that are part of the physical inventory are to be taken to Surplus Property, the Director of Business Operations is notified and asked to complete the "Inventory Transaction Form". The form is sent to the Asset Management with a request to have Central Receiving pick up the assets. The "Inventory Transaction Form" then accompanies the assets. A copy of the "Inventory Transaction Form" is put in the inventory file. If the asset is a computer, the System Analyst will take all software, documents, and e-mail off of the computer prior to its being sent to Surplus.
 3. If a University-owned asset that is not on inventory is to be taken to Surplus Property, the staff member notifies the Director of Business Operations and takes the item to Surplus.

- C. Use of University Equipment and Materials

Facilities Management equipment or materials cannot be used for personal use. Employees may not take University equipment or materials (this includes salvage and/or abandoned equipment or materials) off the campus. Exception: Employees that do take lap tops or cell phones off campus for on-call coverage must complete the proper form for approval before leaving the campus with the equipment.

1. Equipment Inventory

Each University employee is responsible for using University equipment only for University purposes and to exercise reasonable care for its safekeeping. The term "reasonable care" means that, at a minimum, steps are taken to maintain the asset in an acceptable manner, ensure the security of an asset, ensure that an asset can be located at any time requested, and ensure that the person responsible for the asset is known. At no time should state property be used for personal gain.

1. If the property risk management committee upholds the determination of negligence, the negligent employee will be notified to replace the property or reimburse the University for the determined value of the property.
2. Report Lost or Stolen Property

If an employee misplaces, loses, or otherwise fails to maintain possession of a set of University building keys that employee will be disciplined up to including termination. ([University of Texas Arlington Public Portal \(compliancebridge.com\)](http://University of Texas Arlington Public Portal (compliancebridge.com)))

If an employee misplaces, loses, or otherwise fails to maintain possession of an assigned or issued magnetic access card that is programmed to access buildings and/or off-line card readers, that employee may be required to reimburse the cost of reprogramming all University off-line card access readers.

If property is lost or stolen, employee must:

- a. Notify their supervisor immediately. The supervisor will complete the Lost/Stolen/Damaged Equipment Report.
- b. Route the form through the Chain of Command for review. Each member of the employee's Chain of Command will review the circumstances and make a recommendation on further action.
- c. Cross Reference: Tex. Gov't Code §§ 403.275, 2203.004; Property Inventory and Management (17.14)

Mail

Procedures for sending and dispersing mail are found in *Fiscal Regulations and Procedures*, Campus Support Services [University of Texas Arlington Public Portal \(compliancebridge.com\)](http://University of Texas Arlington Public Portal (compliancebridge.com))

- A. Specific procedures for sending and dispersing mail in the Office of Facilities Management follow.
 - 1. Mail to be sent from Facilities Management is given to the Administrative Assistant II. The Administrative Assistant II counts the number of pieces that need postage, puts that information in the Mail Log, and puts a mailing bar code card with the mail.
 - 2. When the mail is delivered, the Administrative Assistant II date stamps the mail and distributes to the appropriate individuals. All checks that are received in the mail are given to the Administrative Assistant I to be entered into the department's electronic check log before depositing.

Long Distance Authorization Codes

- A. Procedures regarding long distance authorization codes are found in [University of Texas Arlington Public Portal \(compliancebridge.com\)](https://www.compliancebridge.com)
- B. Specific procedures that are used in the Office of Facilities Management regarding long distance authorization codes follow.
 - 1. When a new employee requires a long distance authorization code, the Director of Business Operations authorizes the Accountant III to e-mail Telecommunications and request an authorization code for the new employee. When the authorization code card is ready, the new staff person goes to Telecommunications and picks it up. The employee is told to keep the card in a safe place and not to share the code with anyone else.
 - 2. If a long distance authorization code card is lost or stolen, the Accountant III should be contacted so the card can be canceled. The Accountant III will notify Telecommunications in writing to cancel this card.
 - 3. When a staff member who has a long distance authorization code leaves the department, the Accountant III e-mails Telecommunications and asks them to either cancel the long distance code (if the staff person is leaving UTA or no longer needs a code) or to transfer the code to another UTA department (if the staff person is transferring to another department and will need a long distance authorization code in their new position).

Copier Use

The copy machine can be used at any time for official University business only.

Keys

The only keys that are authorized to be removed from the campus are the keys that are necessary to gain access to the office/work area where the employee normally reports for duty. All other keys should be returned at the end of each shift to their secured key box in the person's work area. Reference [University of Texas Arlington Public Portal \(compliancebridge.com\)](https://compliancebridge.com)

- A. Keys remain the permanent property of UT Arlington. Individuals may not loan keys to anyone. Only a UT Arlington locksmith may duplicate a UT Arlington key(s). No employee will unlock a door for any person unless they are certain the individual is authorized in the building/room/area.
- B. Each employee must wear a 2 point security safeguard. Safeguards will be a tactical keyring holder and a self-retracting key reel. See the Coordinator for replacements.
- C. Employees shall keep their assigned keys on them at all times while on duty. Keys are not to be detached from the employee while in the field.
- D. Missing keys: All lost, stolen or missing keys will be reported immediately to their supervisor, the Key Control Office at 817-272-2209 and a LOST OR MISSING UNIVERSITY KEY REPORT FORM must be completed. A \$25.00 charge per key will be assessed for lost or missing keys from the Key Control Office.
- E. Upon termination of employment or when a change in space assignment occurs, key(s) must be returned to the Key Control Office. A fee of \$25.00 will be charged for each unreturned key plus the cost to replace each core the lost key operates. (Master keys open many cores)

Vehicles

- A. Motor vehicles owned by University of Texas at Arlington will be used solely for University official business. Official business is defined as use that supports and provides a direct benefit to this institution. The University of Texas at Arlington accepts no liability when one of its vehicles is being used in violation of this policy. Vehicles will not be used for travel to and from personal residences, nor will they be used to transport the personal effects of staff or faculty members to and from the campus, except during inclement weather conditions relating to severe storms, snow and ice conditions. This exception will be authorized by the Assistant Vice President and Directors. Any abuse of these provisions will result in discipline up to including termination and could result in fines.
[University of Texas Arlington Public Portal \(compliancebridge.com\)](https://compliancebridge.com)
- B. It is the responsibility of the assigned personnel to maintain the cleanliness of their assigned vehicle. It is the responsibility of the driver to report accidents to the UT

Arlington Police Department at 817-272-3381, their direct supervisor and the Automotive Shop.

- C. Operators are personally responsible for parking citations, moving violations, vehicle repairs or other costs resulting from authorized driver negligence and/or misuse of vehicle. No parking the vehicle in a manner that reflects unfavorably upon the University or violation of the University parking policies such as fire lanes, sidewalks, Handicap/ADA spaces, reserved parking spaces, etc.
- D. Operators are to adhere to the Safe Backing Procedures at all times. Each vehicle is equipped with two (2) orange traffic cones. The driver shall place a safety cone at the rear and front of the parked vehicle as follows:
 - 1. When parking along a roadway, driver shall place the safety cones on the street side of the vehicle near the front and rear of the vehicle. Ensure the cones are not placed in the adjacent roadway.
 - 2. When parking in a parking space that backing is required. Safety cones do not need to be utilized if parking in a pull through drive through parking space.
 - 3. Prior to re-entering the vehicle to leave the parked location, driver shall completely walk around the vehicle, picking up the cones, checking for other vehicles, obstacles, and any persons in the area.
- E. Upon exiting the vehicle, driver shall remove keys and secure vehicle. At no time shall the vehicle be left running and unattended.
- F. When accessing pedestrian areas, any motorized vehicle with two or more wheels will operate at 5 mph (walking speed) to ensure pedestrian safety is not jeopardized. Pedestrians have the right-of-way. Vehicles must not block pedestrian walkways, fire exits, fire connections and access routes and or handicapped ramps. University vehicles must not park within 30 feet of an intersection or within 15 feet of a fire hydrant.
- G. Service vehicles will not be permitted access to interior campus pedestrian areas between the hours of 11 a.m. and 2 p.m. with the exception of emergency situations. Special permission from the UTA Police Department is necessary to drive or park on the mall area. [University of Texas Arlington Public Portal \(compliancebridge.com\)](https://www.compliancebridge.com)
- H. The use of tobacco products is prohibited in all campus vehicles. [University of Texas Arlington Public Portal \(compliancebridge.com\)](https://www.compliancebridge.com)
- I. Individuals licensed by the state to carry a concealed handgun (License Holder) may not store firearms or other weapons in University owned vehicles.

Underground Storage Tank Release Detection Procedures

Release Detection Records

Print daily Tank Release Detection Records from the Automatic Tank Gauging & Inventory Control System (ATG). Place printed readings in a file by corresponding month. Records will be kept for 5 years per TCEQ rules. (Ref. form: *Record of Release Detection Walkthrough Inspections*; [UST Compliance Notebook for Texas](#))

Release Detection Method for Underground Storage Tank

Automatic Tank Gauging & Inventory Control (ATG) test passing within 30 days of the previous passing ATG test, when the tank was at the proper level.

30-day inventory control with reconciliation.

Perform monthly walkthrough inspections of release detection equipment. Preventative Maintenance task is set up in TMA (work order system) for monitoring. Once inspection is performed, documentation will be uploaded to equipment file in TMA and hardcopy kept in corresponding month for documentation purposes. (Ref. form: *Record of Release Detection Walkthrough Inspections*; [UST Compliance Notebook for Texas](#))

- Check release detection equipment to ensure it is operating with no alarms or unusual operating conditions present (unusual operating conditions may include: erratic behavior of product dispensing equipment, sudden loss of product from the PST system, or unexplained water in the tank).
- Review and keep current release detection records.

Perform yearly walkthrough inspections of release detection equipment. Preventative Maintenance task is set up in TMA for monitoring. Once inspection is performed, documentation will be uploaded to equipment file in TMA and hard copy kept in corresponding month for documentation purposes. (Ref. form: *Record of Release Detection Walkthrough Inspections and Record of Release Detection Annual Testing*; [UST Compliance Notebook for Texas](#); [Rule Citation 334.4\(h\)](#))

- Check all hand-held release detection equipment for operability and serviceability.
- Inspect all groundwater bailers.
- Inspect tank gauge sticks.
- Test alarm; verify system configuration; test battery backup for ATG system.
- Inspect for residual buildup; ensure floats move freely; ensure shaft is not damaged; ensure cables are free of kinks and breaks; test alarm operability and communication with controller for ATG system.

- Test to ensure device can detect any release from the piping system of 3 gallons per hour at 10 pounds per square inch within one hour by simulating a leak for ATG system.
- Ensure proper communication with sensors and controller for ATG system.
- electronic sampling equipment associated with groundwater or vapor monitoring.

If a suspected release, within 24 hours of discovery you must report it to TCEQ Remediation Division at 512-239-2200. A system tightness test is required within 30 days of the suspected release.

Roof Access

- A. Employees accessing building roofs on campus must contact the Service Call Center (SCC) via radio or call 817-272-2000. Requestor will provide name, shop, building location, and estimated time on the roof. The SCC will record the date, employee name, shop/vendor, time the call was received and time the requestor returned the call to the SCC, to let them know they are no longer on the roof. In turn, the SCC will ask if the roof access is locked and the information will be documented.
- B. If calling from a campus radio, make sure you call from your shop channel and identify yourself (first and last name) and the shop you work in. For instance, “Base come in, this is Sam Maverick in the HVAC Shop”. This gives the SCC enough information to turn to the designated shop and reply back. The SCC is setup to all the channels and therefore, will need to turn over to the individual shop channel.

Purchasing

- A. Purchasing procedures are found in UT Arlington’s Procedures Index, Section 4, Procurement Services [University of Texas Arlington Public Portal \(compliancebridge.com\)](https://www.compliancebridge.com)
- B. Purchasing procedures used in the Office of Facilities Management follow:
 1. Procedures for making purchases under \$4,000:
 - a. If vendor accepts credit cards, use the UTA ProCard.
 - b. If the vendor does not accept credit cards, the staff person requests a purchase order number from Accounting Clerk III or Administrative Assistant II. Accounting Clerk III checks vendor status with the State’s Comptroller’s Office, and if cleared, enters a requisition in UT SHARE. Accounting Clerk III then provides purchase order number to the staff person.
 - c. Once items are received and/or services are rendered, the invoice, packing slip, etc. for the purchase is forwarded to the

Accounting Clerk III for payment.

- d. Accounting Clerk III or Administrative Assistant II processes the invoice for payment in UT SHARE after it is approved by Director or Assistant Director of Business Operations.
- e. See Section XVII for ProCard reconciliation procedures.

2. Purchases under \$15,000 are processed in our office. It is the same as above with Accounting Clerk III entering the requisition and paying the invoice. Procedures for making purchases between \$4,000 - \$15,000:

- a. When submitting a Request to Purchase (RTP), please include the following on your request:
 - Work order number and/or Project ID Number (required for all purchases except for inventory, tools and office supplies)
 - Cost center to be charged
 - Name of the vendor and vendor contact information
 - Items to be purchased
 - Specification, location, and/or cost proposal or quote (except for inventory, tools, and office supplies)
- b. Accounting Clerk III or Administrative Assistant II completes a Request to Purchase. The Request to Purchase is approved by (1) a Director of Facilities Management, and (2) Director of Business Operations, and (3) Assistant Vice President. Accounting Clerk III or Administrative Assistant II **prepares the Purchase Order and sends it to Vendor. Refer to Fiscal Regulations and Procedures, Section 4, Procurement Services for specific purchasing regulations.**
- c. The staff member making the purchase lets the Accounting Clerk III know when all items are received and/or services are rendered. The Accounting Clerk III or the person making the purchase contacts Central Receiving and releases the Purchase Order for payment.
- d. The original invoice is approved by the Director or Assistant Director of Business Operations and is then sent by Accounting Clerk III to Accounts Payable for payment.
- e. See Section XVII for account reconciliation procedures.

3. Procedures for purchases between \$15,000 up to \$25,000:

Purchase of goods and/or services costing **less than \$15,000, including freight**, may be placed without competitive bids. The ProCard is the

preferred method of placing orders that are \$4,000 or less. If the ProCard is not accepted by the vendor, or is not an allowable ProCard purchase, then make the purchase with a PBO. Obtain the source of detailed pricing (i.e. fax or e-mail from vendor, copy of web site, catalog page, etc.).

4. Procedures for purchases over \$15,000 and up to \$25,000:

These purchases will require a minimum of three (3) quotes to be taken by the Office of Procurement. At least two (2) quotes must be obtained from HUBs (companies owned by women or minorities). The Office of Procurement Services will approve exceptions to these procedures only when circumstances warrant deviation.

5. Procedures for purchases over \$50,000:

These purchases will require formal written bids or proposals in response to a written solicitation issued by the Office of Procurement. At least two (2) bids or proposals must be obtained from HUBs (companies owned by women or minorities). The Office of Procurement Services will approve exceptions to these procedures only when circumstances warrant.

6. If the purchase of a good or service **exceeds \$15,000** and an equivalent good or service specified is not available or is limited to one (1) manufacturer of the good or service provider, then a written **justification of sole-source or proprietary purchase**, must be provided to the Office of Procurement and must include the following information:

- An explanation of the need for the sole-source or proprietary specification (part or parts of the stated specification which restrict the purchase to one good, manufacturer or provider)
- The reason competing goods or services are not satisfactory
- Any other relevant information available to document the sole-source or proprietary nature of the purchase

7. The following emergency procurement procedures have been implemented by the Assistant Controller of Procurement Services:

- a. Assess Needs: Determine if immediate remedy is absolutely required, or if some other action could be taken if non-emergency. What constitutes an emergency? A purchase of goods or services so badly needed that an agency will suffer financial or operational damage unless they are secured immediately.
- b. Contact Vendor: Contact vendor to inquire if immediate delivery is available.

- c. Contact Procurement: Call Procurement with the following information to possibly secure a Purchase Order number:
 - 1. Nature of emergency
 - 2. Account number to be used
 - 3. Vendor contacted and their time line for delivery
 - 4. Dollar amount of product and/or service
- d. Contact Vendor Again: Furnish a Purchase Order number to vendor. Then, if possible, immediately submit a Request to Purchase to Procurement with the following information:
 - 1. Detailed justification of emergency
 - 2. Name of individual contacted at company
 - 3. Service dates, if necessary
 - 4. Final cost of product/service
- e. After Hours/Weekend/Holiday Emergencies:
 - 1. Follow steps a. and b. above
 - 2. Contract with vendor, telling him/her that the Purchase Order number will be given to them on the next business day
 - 3. Contact Procurement immediately on the first business day following the emergency procurement to obtain a Purchase Order number
 - 4. Call the contracted vendor and give them the Purchase Order number
 - 5. If possible, immediately submit a Request to Purchase with the following:
 - a. Detailed justification of emergency
 - b. Name of individual contacted at company
 - c. Service dates, if required
 - d. Final cost of product/service
- f. Presidential/Administrative Emergencies:
 - a. Is this a true emergency or a request for work to be performed? If an emergency, follow procedures above. If not, send Request to Purchase to Procurement for processing.
 - b. If submitting a Request to Purchase for processing by Procurement, include a time line for desired completion date.
- 8. When budget issues are a concern due to unexpected expenses within the fiscal year, an interim additional purchasing procedure may be implemented by the Assistant Vice President as follows:
 - a. Each purchase up to \$500 must have prior approval from a

Director.

- b. All purchases in excess of \$500 must have prior approval from the Assistant Vice President.
- c. All work that is classified as “emergency” must have approval from the Assistant Vice President. If the AVP cannot be reached immediately, the staff member requesting this emergency purchase should use their best judgment. Most emergency work is clearly an emergency and does not need approval due to the nature of the problem. Emergencies usually mean there is an immediate consequence to delaying the repair, either to the physical asset or to people.

Purchasing Card (referred to as “ProCard”)

A. Purchasing Card procedures are found in *Fiscal Regulations and Procedures*, Section 4-11, Purchasing Card Program. [University of Texas Arlington Public Portal \(compliancebridge.com\)](https://www.utexas.edu/procurement/procurement-portal/compliance-bridge)

B. Specific Purchasing Card procedures used in the Office of Facilities Management follow.

- 1. Employees who purchase supplies, materials, and equipment for the department are issued UTA Purchasing Cards to make purchases under \$4,000.00.

Before an employee requests a Purchasing Card, he/she must read *Fiscal Regulations and Procedures*, Section 4-11, and sign a copy to be filed with the application. The appropriate Director must request the Purchasing Card for the employee.

To request a Purchasing Card, contact the Director of Business Operations to complete an application. The Assistant Vice President must approve all requests. When the Purchasing Card arrives, each employee must attend Purchasing Card Training provided by Procurement prior to signing for the individual card. The employee must pick up his/her card in person. No one may pick up another employee’s card. No one may use another employee’s card.

- 2. When making a purchase the following rules apply:
 - a. The purchase cannot exceed \$4,000.00, including all expenses and freight.
 - b. The purchase must be for business use only.
 - c. A purchase cannot be split in order to keep the amount less

than \$4,000.00. If the purchase is \$4,000.00 or larger, a Request to Purchase must be completed and sent to Procurement.

- d. No taxes should be on the charge. Provide the vendor with a Tax Exemption Certification if necessary.
 - e. Use a HUB whenever possible.
 - f. Be sure to check the vendor status to be sure the vendor is not on hold (see Vendor Hold List sent by the Administrative Assistant II).
 - g. Refer to the list of items that cannot be purchased on the Purchasing Card. This list can be found in *Fiscal Regulations and Procedures*, Section 4-11.
 - h. If using a State account, the State Contract must be used.
3. When the cardholder makes a purchase, he/she must record the purchase on the Purchasing Card Transaction Log. A detailed receipt must be attached to the log to verify each item. If the order is placed by phone, ask the vendor to provide a sales receipt and mark the package using the employee's name, department, phone number, and the code PCP (Purchasing Card Purchase). This will provide a receipt for the log. Work Order Numbers and Project Identification and Cost Center must be noted on the log if applicable.
 4. On a monthly basis and the end of August, all Purchasing Card charges will appear in UT SHARE. The Administrative Assistant will send the Procard billing statement document with billing cycle information and send this document to the cardholder.
 5. The cardholder will contact the Administrative Assistant to make an appointment to reconcile these statements monthly. The cardholder will bring the log and all receipts to the Administrative Assistant. For every charge on the log, there must be an itemized document and the employee must verify that the goods have been received. An itemized document may consist of a sales receipt, packing slip, or merchandise advertisement. An itemized document must list the vendor, a breakdown of all charges, and a detailed list of the costs.
 6. If there are any discrepancies, the cardholder should contact the vendor to try to resolve any problems. If the problem cannot be resolved, a Purchasing Card Statement of Dispute must be completed and faxed to the bank with supporting documents.
 7. For each item that appears on the Procard billing statement document, check the log showing it has been reconciled. If an item appears on the log and does not appear on the Procard billing statement document, it must be listed on the Purchasing Card Reconciliation Log. Both the cardholder and the person reconciling the log must sign both logs.
 8. After all expenses have been reconciled and all logs signed, the

Administrative Assistant will approve the document in UT SHARE. Any cost center and/or account number changes or corrections will be made at this time. All verifications will be given to the Director or the Assistant Director of Business Operations in order for the document to be approved. All logs and paperwork will then be given to the appropriate Director for their signature, and then reviewed by the Assistant Vice President. After completion of all phases, the logs and support documentation will be stored in a file cabinet in the Office of Facilities Management for two fiscal years.

9. If a Purchasing Card is lost or stolen, it must be reported immediately to the bank, Assistant Vice President, Director of Business Operations, and UTA Police Department.
10. An annual refresher training course must be attended by all credit card holders in order to continue use of the card.
11. The Administrative Assistant II maintains a spreadsheet of vendors that accept Procards.
12. On a monthly basis, the Administrative Assistant II checks the vendor's status. If the vendor is on hold the Administrative Assistant II notes this and sends the updated spreadsheet to cardholders on a monthly basis by email.

Cash/Check Receipts

- A. Procedures for handling cash and check receipts are found in *Fiscal Regulations and Procedures*, Section 2-6, Cash Handling; Section 2-15, Check Handling Procedures; Section 2-16, Assessment, Collection, and Depositing Sales Tax. Reference [University of Texas Arlington Public Portal \(compliancebridge.com\)](https://compliancebridge.com)
- B. Specific procedures for handling cash/check receipts in the Office of Facilities Management follow.
 1. If a check is received in the Office of Facilities Management, in person or by mail, the check is logged into the department's electronic check log by Administrative Assistant II. The Administrative Assistant II restrictively endorses the check, prepares a deposit slip, and takes it for deposit at the University Bursar Services or sends to the Contract Specialist to deposit at the University Bursar Services. A copy of the deposit receipt is to be maintained by the Administrative Assistant II.
 2. Receipts are retained in the Office of Facilities Management as confirmation of payment. A copy of the check log is given to the Director of Business Operations on a monthly basis.

Endowments/Gifts

- A. Procedures for handling gifts/endowments are found at [University of Texas Arlington Public Portal \(compliancebridge.com\)](#)
Summary: Do not accept any gift that could appear to influence your official conduct.

The Office of Facilities Management does not receive gifts to the University or endowments.
- B. There are two standards under Texas law governing gifts - (1) a general standard of conduct that applies to all employees and (2) a criminal standard that applies only to those persons who make recommendations or decisions about contracts and other financial transactions.
- C. Under the general standard, you should not accept or solicit any gift, favor, or service that might reasonably tend to influence you in the discharge of official duties or that you know or should know is being offered with the intent to influence official conduct. This standard applies even though the donor is not asking you to do something in exchange for the gift. A gift is anything of value, including tickets to entertainment or sporting events, expenses for a trip, and food. Acceptance or solicitation of a gift in violation of this standard is not a criminal offense, but is grounds for discipline, including termination. Criminal penalties may apply to persons who make recommendations or decisions about UT Arlington financial transactions. If those are your job duties, you may not accept a gift from an individual or entity that is interested in or likely to become interested in that transaction, with limited exceptions. Under those exceptions, it is not a criminal offense to accept the following type of gift if the gift is not given in exchange for your official action (it is never lawful to accept a gift in exchange for official action):
1. Non-cash items worth less than \$50.
 2. A gift from a person such as a relative, friend, or business associate with whom you have a relationship independent of your official status, if the gift is given on account of that relationship rather than your official status.
 3. Food, lodging, transportation, or entertainment in any amount if you accept them as a "guest," which means the donor must be present. (The law provides additional prohibitions if the donor is a lobbyist registered with the [Texas Ethics Commission](#). It is advisable to consult the [Office of General Counsel](#) before accepting a gift from a lobbyist.)
- D. Note that even though you may accept a gift described above without committing a crime, acceptance of the gift may still violate the general standard of conduct and constitute grounds for discipline.

Authorization for Professional Services

- A. Procedures for Professional Services at [University of Texas Arlington Public Portal \(compliancebridge.com\)](https://www.utsystem.edu/documents/docs/contracting-review-procedures/construction-contracting-guidelines), OGC Construction Contracting Guidelines, (<https://www.utsystem.edu/documents/docs/contracting-review-procedures/construction-contracting-guidelines>), and in Vernon's Texas Statutes and Codes (Annotated Government Code), (<https://statutes.capitol.texas.gov/Docs/GV/htm/GV.2254.htm>) Chapter 2254, Article 249a, Section 16, and Article 3271a, Section 19. Also see *Fiscal Regulations and Procedures*, Section 1-19, Payments for Professional Services [University of Texas Arlington Public Portal \(compliancebridge.com\)](https://www.utsystem.edu/documents/docs/contracting-review-procedures/construction-contracting-guidelines)
- B. Specific procedures for authorizing professional services in the Office of Facilities Management follow.

All requests for Professional Services are forwarded to the Assistant Vice President who determines the most appropriate course of action. Generally, the following procedure occurs for authorization of Professional Services.

1. Initially, the request will be coordinated through the Assistant Vice President and then through the Vice President for Administration and Campus Operations to determine priority and potential funding source.
2. After concurrence by the Assistant Vice President and the Vice President for Administration and Campus Operations, an estimate of professional service fees will be accomplished by the Assistant Vice President. Obtaining professional service will be based on the firm's demonstrated competence, qualifications to perform the services, and a fair and reasonable price.
3. The following fee schedule is used to determine the selection process for non-emergency projects using the traditional design-bid or design-proposal process for competitive bid/proposals projects.
 - a. Fees over \$15,000.00: All fees require Procurement Services to issue RFQ posted on Electronic State Business Daily (ESBD). Appoint a selection committee composed of a minimum of the following: Vice President of Administration and Campus Operations (if scheduling permits), Assistant Vice President, Directors, HUB Coordinator, and one representative from the using organization.
 - b. Newer design and construction processes such as design-build, construction manager-agent, construction manager-at-risk, and job order contracting are non-traditional processes using specific procedures for the overall management of the process and the project. These non-traditional areas also have specific procedures described in the reference documents above.

Account Reconciliation Procedures

- A. Procedures for reconciling accounts are found at [University of Texas Arlington Public Portal \(compliancebridge.com\)](https://www.compliancebridge.com/university-of-texas-arlington-public-portal)
- B. Specific procedures for reconciling accounts in the Office of Facilities Management follow:
 - 1. The Director of Business Operations receives the “Monthly Financial Statements” from Accounting and Business Services.
 - 2. The Accountant III reconciles all payroll, fringe, and income statements. The Accountant III reconciles all encumbrance balances and charges on M&O statements. The Accountant III, Administrative Assistant II and/or Accounting Clerk III reconcile all M&O expenses against invoices. The Administrative Assistant II reconciles all travel accounts.
 - 3. After the Accountant III, Administrative Assistant II and/or Accounting Clerk III have verified all M&O expenses, the Accountant III signs the statements and forwards them to the Assistant Vice President who checks all statements and signs.
 - 4. The Director of Business Operations reconciles the Check Log.

Vacation/Sick Leave/Holidays

- A. Procedures regarding vacation and sick leave are found at [University of Texas Arlington Public Portal \(compliancebridge.com\)](https://www.compliancebridge.com/university-of-texas-arlington-public-portal)
- B. Specific vacation and sick leave procedures that are used in Office of Facilities Management are as follows:
 - 1. Vacation leave accrues from the first day of employment but may not be taken until the benefits-eligible employee has completed six months of continuous service. The employee requests vacation leave from their immediate supervisor.
 - 2. A benefits-eligible employee is eligible for paid sick leave from the first day of employment. When a staff member is sick and cannot come to work, the employee must inform their immediate, supervisor in a timely manner. The University may require employees to submit a doctor's statement for any absence due to illness or injury.
 - 3. If a staff member uses all their sick leave accrual, their vacation accrual leave will be used before being placed on leave without pay, provided the employee has completed the six month probationary period. The immediate supervisor and the Coordinator II monitors this in order to

know when/if a staff member must be taken off the payroll. The Coordinator II will remove the employee from payroll, if necessary, until the employee is able to return to work. Individual supervisors will monitor time and excessive absenteeism.

4. Holiday Schedule can be found at:
<https://www.uta.edu/hr/leave-services/holidays-vacation-2020-2021.php>
OFM is required to maintain a skeleton workforce for each holiday. See direct supervisor regarding schedules.
5. Compensatory time will be used prior to vacation time. Administrative officials or supervisors shall schedule employee vacations in accordance with departmental needs for the maintenance of adequate staffing giving as much consideration as possible to employee preferences. The administrative official may designate time periods during which vacation leave is to be taken. Appropriate advance notice of designated periods should be given to affected employees.
6. Vacation leave should be requested in advance and approved in accordance with departmental policies. Failure to do so may result in a reduction of the employee's earnings for the pay period in which the absence occurred.
7. An employee shall not be allowed to carry a negative vacation or sick leave balance. Employee will be disciplined up to including termination for excessive time used.

Inclement Weather and Campus Emergency

- A. When a decision is made to close the University for Inclement Weather, **selected** OFM staff are required to report to work to prepare for the opening of the University. Employees required to work when University offices are closed will receive compensatory time, or if an hourly wage, their regular pay.
- B. During inclement weather, particularly relating to severe storms, snow, and ice conditions, the Office of Facilities Management may deploy a limited number of vehicles, either four-wheel drive, or front-wheel drive, to transport staff workers who live within a reasonable distance from the campus, and are unable to drive their own vehicles, for the purpose of performing services to re-open the campus. Authority for this decision resides with the Assistant Vice President and Directors.

Payroll and Time Sheets

- A. Procedures regarding payroll and time sheets are found at

<https://www.uta.edu/hr/leave-services/holidays-vacation-2020-2021.php>

- B. Payroll procedures for The Office of Facilities Management are as follows:
1. Facilities Management non-exempt employees use a timekeeping system that accounts for hours worked for the pay period. Timesheets must accurately reflect the total number of hours worked and the total number of hours absent from work during any given work week. Facilities Management exempt employees use a Monthly Administrative timesheet to account for the total number of hours absent from work during an given work month.

Timesheets must be submitted by the Supervisor and approved by both the employee and Supervisor. All submitted time will be keyed into the UT Share system by OFM's timekeepers.
 2. Payroll Services encourages all employees to enroll in Direct Deposit
 - a. Paychecks are distributed in accordance with the Payroll Calendar
 - b. Earnings statements are available online through UT Share Employee Self Service.
<https://idp.uta.edu/idp/profile/SAML2/Redirect/SSO?execution=e1s1>
 - c. The employee should always verify the deposit with his/her bank on payday.
 3. Monthly checks are available for pickup in Payroll Services after 8 a.m. on the first workday following the end of the month.
 4. Semi-Monthly checks are available for pick up in Payroll Services after 8 a.m. on the fifth workday following the 15th and the last day of each month.
 5. Overtime payments will be processed on the employee's regular pay cycle. For monthly employees, overtime earned and reported before the payroll cutoff date will be included on their regular monthly check. Overtime earned after the payroll cutoff date will be reported and included on their next monthly pay.

Compensatory Time and Overtime

- A. Procedures regarding compensatory time are found at [University of Texas Arlington Public Portal \(compliancebridge.com\)](#) OFM will follow the policy's practice of awarding compensatory time rather than overtime pay in most cases where the overtime is non-emergency and can be scheduled at least 24 hours in advance. This is required in order to "live within our means (funded

budget)” since there is not a funding source dedicated to paying overtime. Employees are to understand that the nature of their role as a member of Office of Facilities Management will require non-standard work hours from time-to-time. However, OFM is not obligated nor funded to pay overtime in many situations, as defined in the referenced University policy.

B. Reimbursement for on-call response in the Office of Facilities Management is as follows:

1. Travel time each way (not to exceed 30 minutes each way) plus amount of time spent correcting the emergency **or** minimum of 2 hours.

For example:

a. If travel time is 30 minutes each way and a person spends 30 minutes correcting the emergency, that is a total of 1 ½ hours. However, the person gets paid for a minimum of 2 hours, *not* the 2 hour minimum plus the 1 hour travel time.

b. If travel time is 30 minutes each way and a person spends 2 hours correcting the emergency, they would then get paid for 3 hours.

2. Individual’s on-call will receive 4 hours per week for carrying the on-call cell phone. This is in addition to the remuneration as described in item 1.

C. Specific procedures regarding compensatory time and overtime in the Office of Facilities Management follow: [University of Texas Arlington Public Portal \(compliancebridge.com\)](http://www.compliancebridge.com)

Exempt Employee refers to an employee who, because of his/her position classification, qualifies as being exempt from the overtime provisions of the Fair Labor Standards Act. Exempt employees may not be required to maintain weekly time cards and generally do not receive overtime pay for work performed in excess of the normal workweek.

Nonexempt Employee refers to an employee, who, because of his/her position classification, is subject to the overtime provisions of the Fair Labor Standards Act. This employee is required to maintain bi-monthly/monthly time cards and will be paid at one and one-half times the hourly rate or will be granted compensatory time for work performed in excess of 40 hours during the normal work week.

D. **TimePro.** Time Management System maintains time keeping for employees. Employees swipe their I.D. cards through card readers or program is installed on area computers located in breakrooms to log in and out.

Performance Evaluations

- A. Procedures regarding Performance Evaluations are found in Handbook of Operating Procedures, Section ADM5-507, and Performance Review Policy.
<http://www.uta.edu/hr/employee-relations/performance-management/performance-management-guide>
- B. Specific procedures regarding Performance Evaluations in Office of Facilities Management follow.
Each year all staff members who are not working in a probationary period or who have not been evaluated within the last six months will be evaluated by their supervisors. After completion of the evaluation, the Director of the supervisor signs off as the Administrative Review. The original Performance Evaluation goes to Human Resources.
- C. The following Standard Comments will be noted on each employee's Personnel Evaluation form by their supervisor:
1. All employees are to adhere to all University Policies & Procedures
 2. Employees are to adhere to work times as well as break and lunch schedules.
 - a. Break periods of not more than fifteen minutes during the first half of a regular workday and not more than fifteen minutes during the second half of a regular workday is a privilege given to full time employees. Part time employees who are scheduled to work four or more hours but less than a full day will be afforded the privilege of one fifteen minute rest period. Ordinarily, rest periods occur between 9 a.m. and 11 a.m. and 2 pm and 4 p.m.. Since rest periods are a privilege and not a right, they cannot be accumulated for use at a later date nor used to shorten the regular workday. Unusual work problems may temporarily restrict use of rest periods. Supervisors should resolve these problems as soon as possible so that restrictions are kept to a minimum. In all instances, the granting of rest periods is subject to the workload demands of the organizational unit.
 3. Employees are to properly maintain all University tools, vehicles and equipment to prevent damage or loss of tools.
 4. Employees are to always work in a safe manner.
 5. Employees are to receive a copy of the Office of Facilities Management Policies and Procedures.

6. Employees are to receive a copy of the Safe Backing Procedure for University Vehicles.
- D. Evaluation Ratings will be done using the following scale:
Outstanding (5): Above Expectations (4): Solid Performer (3):
Improvement Needed (2): Unsatisfactory (1)

Housing

- A. Student Housing Unit Entry
1. The University reserves the right to inspect living spaces at any time and to provide maintenance and repair services. It is also understood that students have a general expectation of privacy while residing on campus.
- B. For general maintenance and repair purposes, staff may enter a student's room without first receiving permission from the occupant(s) only if:
1. The room is unoccupied.
 2. There is an emergency repair needed, and
 3. The staff member is responding to a work order generated by either the occupant(s), Residence Life staff member, the Housing Office, Office of Facilities Management, Police Department or the Environmental Health & Safety Office.
- C. In order to properly enter a living space;
1. Knock on the door loudly, announce "MAINTENANCE", wait a short period of time for response. The occupant(s) may be sleeping, in the shower, or on the phone. Allow sufficient time for the occupants to respond.
 2. If no response after the first knock, again knock on the door loudly, announce "MAINTENANCE", and wait a significant amount of time to allow occupant to open the door.
 3. If there is no response after the second knock, open the door with the key or card and announce "MAINTENANCE" in a loud voice. If it appears that the occupant may be in the bathroom, immediately leave the space and return later.
 4. Staff reserves the right to protect and repair University property. If in their best judgment the work needs to be done promptly to avoid further

damage or delay, they may insist that the work be performed after allowing the occupants some reasonable time to make themselves and their space presentable.

5. Between the hours of 9 a.m. and 5 pm, the University expects that residents will reasonably accommodate efforts to respond to the work order. If the staff is turned away due to a legitimate need, such as illness of a resident, etc. the work will be performed at a later time.

D. Student Housing Abandoned Property

1. If property is left in a resident unit OFM will contact the RD of that building. The RD will contact the resident to verify it is abandoned. If abandoned, OFM will dispose property. If the resident wants to claim it the property will be delivered to the RD's office.
2. OFM will not store the property. At no time should abandoned property be taken home or given to someone. This is considered stealing and discipline will occur up to and including dismissal.

Concealed Carry and Weapons On Campus

Areas of the UTA where carrying a concealed handgun is prohibited include the following exclusion zones:

- A. Locations providing counseling and health services, which include the Counseling and Psychological Services on the third floor of Ransom Hall, the Student Health Services Building, and the second floor of the Maverick Activity Center (MAC).
- B. Locations providing childcare for minor children, which includes the Transforming Lives Child Development Center.
- C. Locations primarily used for NCAA, UIL or professional sports events, which include the College Park Center, Maverick Stadium, Allan Saxe Field, and Clay Gould Ballpark.
- D. The Testing Services Office located in University Hall.
- E. The Maverick Activities Center (MAC).
- F. The Physical Education Building (PEB)
- G. University-owned residence halls when being used for summer camps.

- H. Designated locations where formal disciplinary and grievance actions are conducted. Specific locations will be identified and designated for these disciplinary and grievance hearings.
- I. Other exclusionary areas may include leased spaces on the University Campus as determined by the lessee, including Centennial Court Apartments, Follett Bookstore, and restaurants/shops/office space in the College Park District.
- J. When a polling place for public elections is located on University premises, the area will be restricted during Election Day and while early voting is in progress.
- K. On a case-by-case basis, any location, or specific time period the University President determines creates a unique situation that poses a threat to the safety of the campus community.

Additional information regarding the Concealed Carry and Weapons on Campus can be found at [University of Texas Arlington Public Portal \(compliancebridge.com\)](http://University of Texas Arlington Public Portal (compliancebridge.com))

Requisite Standards of Employee Conduct

Each employee is expected to be acquainted with performance criteria for their particular job and with all rules, procedures and standards of conduct established by the Board of Regents, The University of Texas System, UTA and/or the employee’s department or unit. An employee who does not fulfill the responsibilities set out by such performance criteria, rules, procedures and standards of conduct may be subject to corrective action up to, and including, termination.

https://www.uta.edu/compliance/pdf/conduct_guide.pdf

APPENDICES

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|----------------------|-------------------------------------|
| 1. APPENDIX A | Organizational Chart |
| 2. APPENDIX B | Business Continuity Plan |
| 3. APPENDIX C | Electrical Outage Protocol |
| 4. APPENDIX D | Key Control Procedures |
| 5. APPENDIX E | Campus Design Guideline |
| 6. APPENDIX F | Annual Asbestos Training |
| 7. APPENDIX G | Vehicle Rental Procedures |
| 8. APPENDIX H | Call Center Manual |
| 9. APPENDIX I | On Call Emergency Procedures |

References mentioned in this document can be found under the UTA Policies, Procedures & Forms at [University of Texas Arlington Public Portal \(compliancebridge.com\)](http://University of Texas Arlington Public Portal (compliancebridge.com))