Agenda

• EHS Update – Angela Dees

• Department Updates

• University Update – Dr. Calvin Jamison
• hr@utdallas.edu – issues relating to general HR concerns.
• employverify@utdallas.edu – to request employment verification.
• compensation@utdallas.edu – issues relating to compensation including PRR, reclassifications, job descriptions, FLSA, and reorganizations.
• jobs@utdallas.edu – issues relating to jobs including access to PA7 and job postings.
• visashr@utdallas.edu – issues relating to jobs including (but not limited to) J-1 (for scholars) and H1-B requests, travel signatures, and I-765 completion.
• benefits@utdallas.edu – issues relating to benefits.
• hcm-timereporting@utdallas.edu – issues relating to timereporting.
• loa@utdallas.edu – questions relating to long-term leaves.
• employeerelations@utdallas.edu – employee relations related questions.
• serviceawards@utdallas.edu – questions related to service awards.
• appraisals@utdallas.edu – questions relating to appraisals and to submit appraisals.
• hrtraining@utdallas.edu – questions relating to training or to request specific training.
ENVIRONMENTAL HEALTH & SAFETY
SERVICES

Business Continuity

Emergency Management

Environmental Management

Facilities Inventory

Fire & Life Safety

Occupational Safety & Industrial Hygiene

Occupational Health

Risk Management & Insurance

Records Management

Workers Compensation
Faculty and Staff

• If you are injured at work:
  – Even if the injury is not severe, you must report it immediately to your supervisor and EHS (972-883-4111/workerscompensation@utdallas.edu).

• Injured employees will need to complete an Employee’s First Report of Injury. Forms are found on the EH&S website: http://www.utdallas.edu/ehs/programs/workers/

• For work injuries that occur after hours, contact the After-Hours Hotline at 972-883-4100.

• Minor Injuries (CareNow, Concentra, PrimaCare)
  – EH&S must authorize treatment prior to being seen.

 Serious or Life-threatening Injuries (Call 9-1-1)
If a **Student** or **Visitor** is injured on campus, **report it to EH&S at 972-883-4111**.

**Students**

- Can seek treatment at the Student Health Center for minor injuries.
- Injured **Students** will need to complete an **Incident Report**.

**Visitors**

- Injured **Visitors** will need to complete an **Incident Report**.

Serious or Life-threatening Injuries (Call 9-1-1)
Staying Informed

- UTDAlert
- Outdoor Warning System
- Fire Alarm System
- University Webpage
- Official UT Dallas Social Media (Twitter/Facebook)
- Local News
- City of Dallas Community Emergency Notification System
- NOAA Wireless Emergency Alert System
Troubleshooting

1. Go to https://www.utdallas.edu/textme/ and log in to Galaxy.
   a. Make sure your cell phone number is in the ‘Mobile’ field.
2. Check with your cell phone provider to ensure they are not blocking short code texting.
3. If you are still not receiving alerts, contact utdalert@utdallas.edu or call 972-883-2103.

Visitors & Parents:
Text ‘UTDAalert’ to 888-777 to enroll into the UTDAalert system.
EMERGENCY RESPONSE PROCEDURES

SEEK SHELTER >>>
WHEN OUTDOOR WARNING SOUNDS

- ENTER a safe place in the building
- SEEK interior rooms away from doors & windows
- LISTEN for instructions from indoor warning system or KEEP TUNED to media
- WAIT for the “all clear” from campus officials
EMERGENCY RESPONSE PROCEDURES

EVACUATE >>>
WHEN BUILDING ALARMS SOUND

- LEAVE the building immediately
- DO NOT use elevators
- ASSIST the disabled
- TAKE valuables & cell phone with you
EMERGENCY RESPONSE PROCEDURES

RUN. HIDE. FIGHT.® >>>
WHEN THERE IS A VIOLENT INTRUDER

- ASSESS the threat, respond appropriately
- RUN if it is safe to do so
- HIDE if you can’t run
- FIGHT if you must

“Run. Hide. Fight.” ©2012 City of Houston
Used with permission from the City of Houston Mayor’s Office of Public Safety and Homeland Security.
FIRE & EVACUATION DRILLS

Staying Informed

• Strobe/Alarm (Some building have voice)
• MANDATORY Evacuation
• Each building on campus must complete one fire drill annually.

Drills are conducted weekly usually on Friday mornings at 11:00 a.m.

Drills may be canceled for inclement weather.

The University of Texas at Dallas
Environmental Health & Safety

Attention:

Fire Drill

Scheduled for Friday
11:00 a.m. September 16, 2016
at the Facilities Management building (FM)

Instructions:

• If you hear the fire alarm, please stop what you are doing and immediately evacuate.
• Take your valuables with you and simply leave through the nearest exit and continue at least 75 feet away from the building and away from fire lanes and first responders.
• As you are leaving your area, please encourage your colleagues to vacate the building.

For More Information Contact Us at (972)-883-4111
UT Dallas retains and disposes all official records in accordance with records and information management policies and procedures.

- **To Dispose of Records:**
  - Submit a Request for Disposal of State Records form to the Records Retention Officer.
  - The Records Retention Officer will notify you once your request is approved.
  - Dispose of your records via the scheduled EH&S Secured Shredding Service.

The law defines a state record as:

“...any written, photographic, machine-readable, or other recorded information created or received by or on behalf of a state agency...that documents activities in the conduct of the state business or use of public resources.”

All shredding must go through EHS.
To Request Storage for Records:

- Submit a Request for Records Storage to the Records Retention Officer.
- The Records Retention Officer will notify you once your request is approved.
- Schedule a time to meet with Records Retention Officer to have your records properly inventoried before being moved into the Records Management storage space.
- Arrange to have your records moved into the Records Management storage space.

If you have any questions about Records Management, please contact the EH&S Records Retention Officer at RecordsManagement@utdallas.edu or 972.883.4111.

http://www.utdallas.edu/ehs/programs/records/
**VEHICLE COMPLIANCE**

<table>
<thead>
<tr>
<th>Step 1</th>
<th>Golf Cart</th>
<th>Defensive Driving</th>
<th>15-Passenger Van</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Email <a href="mailto:safety@utdallas.edu">safety@utdallas.edu</a> to request training.</td>
<td>Send completed Exhibit A &amp; B forms to <a href="mailto:safety@utdallas.edu">safety@utdallas.edu</a>.</td>
<td>Send completed Exhibit A &amp; B forms to <a href="mailto:safety@utdallas.edu">safety@utdallas.edu</a>. Specify that you would like 15-passenger van training.</td>
</tr>
<tr>
<td>Step 2</td>
<td>Training information will be sent to you within 3 – 5 business days.</td>
<td>EH&amp;S will run a Motor Vehicle Report (MVR) and notify you if the driver passes.</td>
<td>EH&amp;S will run a Motor Vehicle Report (MVR) and notify you if the driver passes.</td>
</tr>
<tr>
<td>Step 3</td>
<td>Complete and pass a 30 minute online module and test.</td>
<td>If the driver is eligible, training information will be sent to you within 3 – 5 business days.</td>
<td>If the driver is eligible, training information will be sent to you within 3 – 5 business days.</td>
</tr>
<tr>
<td>Step 4</td>
<td>Register for hands-on at <a href="https://www.utdallas.edu/ehs/tools/training/">https://www.utdallas.edu/ehs/tools/training/</a>.</td>
<td>Complete and pass the online module and test.</td>
<td>Complete and pass the online module and test, then notify EH&amp;S. EH&amp;S will register you for hands-on training.</td>
</tr>
<tr>
<td>Step 5</td>
<td>Complete the hands-on training.</td>
<td>Notify EH&amp;S that training has been completed.</td>
<td>Complete the hands-on training.</td>
</tr>
</tbody>
</table>

*Recertification is required every 3 years for all trainings*
The Campus Community Emergency Response Team is a trained group of faculty, staff, and student volunteers who have pledged to assist UT Dallas in the event of a disaster or crisis.

Open to faculty, staff, and students.

SAFE Leaders and Floor Monitors assist in evacuating campus buildings during fire alarms and scheduled fire drills.

Open to faculty and staff only.

For more information or to sign up please email: emergencymanagement@utdallas.edu
http://www.utdallas.edu/ehs/
<table>
<thead>
<tr>
<th>Mail Stop: SG 10</th>
<th>Fax: 972.883.6115</th>
</tr>
</thead>
<tbody>
<tr>
<td>CERT: <a href="mailto:CERT@utdallas.edu">CERT@utdallas.edu</a></td>
<td>Records Management: <a href="mailto:RecordsManagement@utdallas.edu">RecordsManagement@utdallas.edu</a></td>
</tr>
<tr>
<td>Environmental Health &amp; Safety: <a href="mailto:safety@utdallas.edu">safety@utdallas.edu</a></td>
<td>Risk Insurance: <a href="mailto:RiskInsurance@utdallas.edu">RiskInsurance@utdallas.edu</a></td>
</tr>
<tr>
<td>Emergency Management: <a href="mailto:EmergencyManagement@utdallas.edu">EmergencyManagement@utdallas.edu</a></td>
<td>Workers’ Compensation: <a href="mailto:WorkersCompensation@utdallas.edu">WorkersCompensation@utdallas.edu</a></td>
</tr>
</tbody>
</table>
Division Update

BENEFITS
• Review your benefits and deductions on your October 2 paychecks. Inform the Benefits Office of any discrepancies by October 31.
**FLU SHOTS**

FREE for Employees, Retirees and Students with accepted insurances  
**Oct. 30-31**

For retirees and students without insurance, flu shot is $20.

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**UT Dallas FLU CLINIC LOCATION AND SCHEDULE**

<table>
<thead>
<tr>
<th>Facility</th>
<th>Date</th>
<th>Time</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facilities Management - Conference Room 1.702</td>
<td>10/30/2017</td>
<td>9:00 a.m. - 4:00 p.m.</td>
<td>UTD Campus - 800 W. Campbell Road, Richardson, TX 75080</td>
</tr>
<tr>
<td>Callier Center - Dallas Campus - Room A 229</td>
<td>10/30/2017</td>
<td>9:00 a.m. - 12:00 p.m.</td>
<td>1966 Inwood Road, Dallas, TX 75235</td>
</tr>
<tr>
<td>ECS North Atrium</td>
<td>10/30/2017</td>
<td>9:00 a.m. - 4:00 p.m.</td>
<td>UTD Campus - 800 W. Campbell Road, Richardson, TX 75080</td>
</tr>
</tbody>
</table>

**Tuesday, October 31, 2017**

<table>
<thead>
<tr>
<th>Facility</th>
<th>Date</th>
<th>Time</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Founders - 2nd Floor - Atrium</td>
<td>10/31/2017</td>
<td>9:00 a.m. - 4:00 p.m.</td>
<td>UTD Campus - 800 W. Campbell Road, Richardson, TX 75080</td>
</tr>
<tr>
<td>Research and Operations Center (ROC) 2.102</td>
<td>10/31/2017</td>
<td>12:30 p.m. - 2:30 p.m.</td>
<td>17217 Waterview Parkway -- Dallas, TX 75252</td>
</tr>
<tr>
<td>Center for Vital Longevity - Brain Room</td>
<td>10/31/2017</td>
<td>10:00 a.m. - 11:00 a.m.</td>
<td>1600 Viceroy Drive, Suite 800, Dallas, TX 75235</td>
</tr>
<tr>
<td>Center For Brain Health - Classroom 1.604</td>
<td>10/31/2017</td>
<td>1:00 p.m. - 3:00 p.m.</td>
<td>2200 W. Mockingbird Lane, Dallas, TX 75235</td>
</tr>
</tbody>
</table>
You’ll be teaming up with colleagues to compete against other UT System institutions for the coveted traveling trophy. Keep up your healthy habits throughout the four-week challenge to earn your Living Well rewards: a portable phone charger and a resistance exercise band.

Registration Period
September 25 - October 16
Challenge Dates (4 weeks)
October 9 - November 5
REGISTER NOW!  www.utlivingwell.com
UT System Retirement vendors will be available to help employees with voluntary retirement questions and enrollment opportunities.

When: October 16, 17, 18 and 20
Where: Founders, 2nd Floor Atrium
Time: Tentative: 9-5 (awaiting schedule from vendors)
Division Update

EMPLOYEE RELATIONS/
ORGANIZATIONAL DEVELOPMENT
COMING SOON!
Recipients are posted on HR website.

Save the Date:

**Friday, November 17, 2017**
**2:00 PM**
**Edith O’Donnell Arts and Technology Lecture Hall**

Questions contact
ServiceAwards@utdallas.edu
Employee Service

UTD Employee Name

Below you will find information regarding your UT Dallas Service Award status.

According to our records, you have 4 years and 8 months of service. If you agree with the information, click the yellow "I agree" button. If you disagree, please provide detailed information as to why. A member of the Human Resources team will respond via the portal.

Thank you for your continued contributions to the success of UT Dallas.

Service: 4.67

Years

0 2 4 6 8 10

I agree my service record is correct

Enter your comments and click Submit to save

Submit

Administrative Messages

You have no Administrative Messages

COMING SOON!
Training

Admin U Session 2 – October 4
Admin U Session 3 – October 18
Admin U Session 4 – November 1

6 Thinking Hats – October 5

Session 2 - The 4 R’s of Leadership – October 10
Session 3 – Performance Management – October 24
Session 2 – October 12
Session 3 – October 26

Practicum 1 – October 30

Anger Management – October 26

Trainer Alliance Training Fair – October 27 (Faculty/Staff Dining Hall)
New Team Members

• Silvia Perez, Immigration Specialist
  – Responds to visashr@utdallas.edu
  – J-1 scholar program manager
  – Initiates and manages employment-based visa applications
  – Coordinates with outside counsel to complete Permanent Residency applications
  – HR review for I-765 OPT

• Bian Philip, Sr. Compensation Analyst
  – Responds to compensation@utdallas.edu
  – Manages compensation program
  – Consult with school/department managers regarding compensation matters
  – Manages job descriptions and pay plan
  – Consult with school/department managers regarding restructures and reorganizations.
Changes in Immigration Program

• Federal guidelines and programs are changing daily.
  – Changes will be posted to the HR website as we are made aware.

• Internal changes
  – Increased security when distributing J-1 DS-2019
  – Communication from department regarding change in program dates
  – New visa management software
  – New forms and guidance coming soon.
Changes in Talent Acquisition Process

- Postings can be posted for a minimum of five (5) business days.
- The salary field will be removed from the applicants view of the posting.
- If you complete the eCAT prior to the ePAR, please notify HR so UTD-ID is not created.
Q & A
HR Forum Update

Presented by: Calvin D. Jamison, Ed.D.
Vice President for Administration
University of Texas at Dallas
Oct. 4, 2017
• Estimated 27,781 students enrolled for fall 2017; more than 5,000 live on campus
• More than 3,500 faculty and staff members
• 137 academic programs across eight schools
• More than 300 clubs and student organizations
• More than 90,000 alumni
• More than 3.5 million sq. ft. in interior space & $1 billion in development added to campus since 2007
• Campus gross square footage (GSF): 5,936,620
• Campus acres: 479.3 (Collin: 263.9, Dallas: 215.44)
Corporate Challenge 2017

Closing Ceremony
• Luncheon Oct. 12
Please join us for a Fundraiser

2160 N. Coit Rd.
Richardson, TX
Thursday, Oct. 5
Between 11 am – 10 pm

When you show the “UT Dallas Team Fundraiser” flier on the UT Dallas Corporate Challenge website, Mooyah will donate a portion of the proceeds to Special Olympics Texas.
SPN Fitness Classes

Monday-Friday

Yoga Fusion Mondays
Strong by Zumba Tuesdays
Fusion Pilates/Cardio Dance Wednesdays
TKO Fight Class Thursdays
Kung Fu Fridays
Save the Date!
April 27, 2018
• Endowments valued at more than $520,000
UT Dallas Scholarship Golf Tournament

Pay to the Order of U.T. Dallas Scholarship Fund c/o Dr. Benson

$120,000.00

For Patti Henry Nash, Betty Clifford Johnson

of Academic Bridge Scholarships

Date July 7, 2017

Authorized Signature

Administration
Office of the Vice President
Vape, Smoke & Tobacco-Free Campus

Breathe Easy

UT Dallas is Tobacco-Free

- Updated campus tobacco-free policy
- Updated campus signage
- Focus on Education, Cessation Resources
- Freedom from Smoking Class
  - October 4 – Nov. 15
  - Open to employees and students

www.utdallas.edu/tobaccofree
SPN Art Gallery,
1st Floor, Now Open
• UTD Alumni exhibit to run through November 11
Alumni Center Ribbon-Cutting
Save the Date!
Canyon Creek Heights North & South Ribbon-Cutting
• Thursday, October 19, 2017 - 10:30 a.m.
Cricket Field
Northside American Tap Room
Northside Phase 2
Thank You for Listening! Questions? Comments?

Email administration@utdallas.edu