

5. ADMINISTRATIVE SERVICES, POLICIES, AND PROCEDURES

5.1 COMMUNICATIONS

5.1.1 Access to Public Records

The University of Wisconsin Superior has designated a Custodian of Public Records to meet its obligations under Wisconsin public records laws. The University of Wisconsin Superior may bill those requesting copies of public records a fee of \$.25 for each copy made. In addition, a location fee may be charged if the cost to locate the record(s) in question is \$50.00 or more. Requests which exceed a total cost of \$5.00 may require prepayment. All requests will be processed as soon as practicable and without delay.

Clarification of campus policy or appeals should be directed to the Custodian of Public Records.

5.1.2 Bulletin Boards and Display Cases

Bulletin boards and display cases are the responsibility of the various Departments, centers, administrative offices and student associations. Department chairs have the authority to post materials on the bulletin boards within the areas for which they are responsible. Individuals, organizations or offices wishing to post notices on bulletin boards other than those assigned to them must obtain permission to do so from the responsible offices.

Meeting notices and other official University announcements or notices will be posted on the two official notice boards located (1) on the second floor of Old Main by Room 204 and (2) in the concourse of Yellowjacket Union.

5.1.3 News, Announcements, Publications

Faculty appointments, research, student projects, new academic programs, and campus-wide events are among the types of information disseminated by University Relations. Individuals are encouraged to forward news from their area and as they plan events so that publicity time lines may be established in advance.

University Relations also is the center for University printing. Due to requirements of local and state contracts, lead time of three weeks to two months may be required for the printing of some projects. Contact the print manager when planning complex printing jobs. University Relations staff also take photographs for internal publications.

University Relations maintains a Visual Identity System for the faculty and staff to reference when using the campus name, image or logos. Individuals are encouraged to seek counsel on the visual images they project on behalf of the institution, and to follow the Visual Identity System in production of such images.

The official communication for campus news and events is the student and faculty/staff digest. To submit information to be posted in the faculty and staff digest, send an email to Digest_Staff@uwsuper.edu. In accordance with the Open Meeting Law, notices of meetings of University related bodies are to be published the week in which the meeting is to be held.

5.1.4 Signs

Signs will conform with the written Campus Signage Policy, copies of which are available from Facilities Management.

Name signs may be obtained by submitting a work order to Facilities Management for desk or wall display.

5.1.5 Telephones

Telephones are provided for the use of faculty and staff members. Classes of service include State Telephone Service (STS), local and campus. Charges for phone calls are accrued to the office from which the call is placed. A charge will apply on all directory

assistance calls. University personnel should attempt to place calls without resorting to directory assistance.

Instruction on the use of the telephone system can be found <http://www.uwsuper.edu/technology/services/phones/index.cfm>. Any questions not answered by these sources can be referred to the IT Help Desk, extension 8300.

On-campus extensions are reached by dialing the four-digit extension number. No charge is made for on-campus calls. Local calls (Superior-Duluth) are made by first dialing "9" and then the desired number. Personal calls on the STS long distance lines are illegal under state and federal laws.

5.1.6 Mail Services

Main deliveries and pickup are made daily. Bulk mailing, UPS services and labeling in zip code order is also provided. For outgoing off-campus mail, zip codes, and the name and Department of the sender are required.

5.2 COPYRIGHT POLICY

5.2.1 Permission

Copyright, Ownership and Use of Instructional Materials is delineated in the UW-System General Policy Statement. Materials subject to copyright include: books, journal articles, texts, glossaries, bibliographies, theses, study guides, laboratory manuals, syllabi, tests and proposals; programmed instructional materials, lectures, musical or dramatic compositions, and unpublished scripts; films, film strips, charts, transparencies, and other visual aids; video and audio tapes and cassettes, live video or audio broadcasts, and computer programs.

It is the policy of the University that copyrightable materials belong solely to the author, artist, or other creator.

In situations where the interested parties expect copyrightable materials to evolve, the creation of a written agreement shall be considered. Materials produced with substantial University support or during released time shall be the subject of a written understanding or agreement between the author, artist, or other creator, and the Chancellor or his/her designee, that equitably determines copyright and ownership rights. If the University chooses not to copyright materials to which it has a right, the faculty member may do so in his/her own name if he/she wishes. The University may copyright these materials when it is agreed upon by the interested parties that such protection is appropriate. Whenever copyrightable materials are produced with extramural support, the agreement with the extramural sponsor shall determine the copyright and ownership rights of the parties.

Faculty are responsible for the clearance of previously copyrighted materials which are included in recorded materials. The University will provide guidelines, release forms, and legal assistance as needed.

Faculty are responsible for compliance with the copyright law and clearance of materials which they reproduce and use in instructional settings.

5.2.2 Computer Software Use Policy

1. The University of Wisconsin System legally licenses the use of computer software from vendors and developers. It does not normally own this software or the related documentation. Unless specifically authorized by the vendor or developer, no individual has the right to copy this software or documentation for educational or other purposes.
2. University of Wisconsin System employees also acquire computer software on their own and not through the University of Wisconsin System that they may wish to use on University equipment.

3. The University of Wisconsin System does not require, request, or condone unauthorized copying or use of computer software. Such unauthorized copying or use is not considered to be within the scope of employment.
4. All employees (unclassified, classified, limited-term, student, or contract temporary) shall use software only in accordance with the applicable license agreement. Only software used in accord with the applicable licensing agreement shall be run on University equipment.
5. Violations of this policy are to be reported to the supervisor/Department chair, or the chancellor's office.
6. According to U.S. Copyright Law, illegal reproduction of software can be subject to civil damages and criminal penalties, including fines and imprisonment. University employees who knowingly or willfully make, acquire, or use unauthorized copies of computer software are subject to disciplinary action up to and including dismissal, consistent with the provisions of Chapters UWS 4, 6, 11, 13, or 17, Wisconsin Administrative Code, as appropriate.
7. If the University of Wisconsin System is sued or fined because of unauthorized copying or use by its employees, it may seek repayment from the individuals for associated costs. If an individual is sued in a civil action alleging that he or she has made or used a copy of computer software without authorization, liability protection under Wisconsin Statutes applies when an employee is operating within the scope of his or her employment responsibilities. Each case will be evaluated on its own merits. In the event of a claim of unauthorized copying or use of computer software, therefore, the university must evaluate facts associated with the particular claim to determine if the employee is acting within the scope of employment, for purposes of extending the state's liability protection.

5.3 EMERGENCIES

5.3.1 On-Campus Emergencies

The University of Wisconsin-Superior has implemented an Emergency Response Plan that is a recognized policy on campus. The Plan contains a number of closely associated plans including emergency action plans, pandemic planning, and continuity of operations. The Plan is readily available on line to all students and employees of UW Superior at <http://www.uwsuper.edu/emergency/index.cfm>.

All employees are required to be familiar with their role in emergency procedures in place at UW Superior (Annex A, Emergency Procedures), including but not limited to building evacuation, sheltering-in-place, fire, severe weather and others.

5.3.2 Reporting Emergencies

Any and all individuals witnessing an emergency are expected to:

- Dial 911 to report any life-threatening emergency. Life threatening emergencies include fire, fire alarms in buildings, rescue, bomb or mail threats, physical assaults or threats, violent or criminal acts, or medical emergencies.
 - Remain on scene if safe to do so.
 - Initiate evacuation procedures if appropriate.
 - If uninjured, and it is safe to do so, please remain available to provide information to Campus Safety or emergency responders.
- Contact Campus Safety, ext. 8114 (394-8114 from off campus) to report all other non-threatening Public Safety incidents. Examples of non-life threatening emergencies could include internal spills, power outages, stuck elevators, suspicious individuals or objects, harassment, and technological emergencies.

- Notify his/ her supervisor or cabinet representative regarding incidents of scandal, work stoppage and functional changes in operations.

Be aware of situational procedures for evacuation, communication, etc. as outlined in Annex A of this plan.

5.3.3 Communicating Emergency Information

Communication methods that can be used to alert the campus community during an emergency may include:

- Telephone call trees or phone group message lists
- E-mail and web pages
- Weather hotline messages
- Television and radio broadcast
- Personal interaction
- Campus safety car loudspeakers
- Building fire-alarm audio systems (or public address systems if available)
- Cell phones or text messaging (opt in program)

Detailed information about the mass communication procedures used at UW Superior, including the Crisis Communication Plan, can be found in Annex B of the Emergency Response Plan.

In addition to the above methods that can be used for campus-related emergencies, the community may receive emergency information via:

- FIRSTCALL 24-hour telephone warning system for the City of Superior and Douglas County. FIRSTCALL will provide citizens with critical information, warnings and advisories concerning an emergency affecting their location.**
- Weather alert radio broadcasts
- Television and radio broadcast
- Police patrol car loudspeakers

5.3.4 Expectations of All Employees During Emergency Situations

All members of the campus community may be expected to participate in emergency preparedness and response activities. An emergency can strike at any time, therefore:

- All administrative and academic units are expected to maintain methods to communicate with their staff during emergencies, such as call trees, email and phone message distribution lists, alternate phone numbers and emergency contact information. This information must be shared with the Emergency Coordinators each time a revision is prepared.
- All employees and students have a personal responsibility to know how to respond before, during, and after an emergency to safeguard their safety, the safety of those in their charge, and the safeguarding of the campus facilities.
- All employees and students should be familiar with and follow the procedures found in the Emergency Response Plan.
- All employees and students are expected to participate in official University emergency training and drills, including fire drills and severe weather drills.
- Everyone on campus is expected to identify and report hazards and suspicious occurrences
- All employees and students are expected to account for individuals under their supervision or in their classes, their co-workers, classmates,

and friends during an emergency. Taking roll-call (documented) or using sign-in sheets is required after an evacuation or when sheltering in place.

- Employees are asked to remain at the scene during an emergency. At the scene employees should report factual information about the incident to Campus Safety. Information about individuals remaining within the danger zone should be conveyed immediately to the emergency responders.
- Any employee may be called upon to assist in a response or recovery effort and may be expected to perform assigned tasks or report to individuals that are outside of their normal job description.
- Employees and volunteers who are assisting in the response effort are expected to follow the direction of the individual they are assigned to report to regardless of rank and seniority.
- All individuals are asked to have patience with others as they attempt to work under emergency circumstances. Communication may be more difficult, and work conditions may not be typical.

5.3.5 Procedures for Curtailment of Normal Operations

In the event of unusually bad weather conditions, such as a snow or ice storm, the Chancellor, or his/her designee, will consider curtailment of normal university operations. Two levels of curtailment are possible: 1) cancellation or postponement of classes and 2) closing of the campus.

Employees are asked not to call Public University Campus Safety in the event of bad weather conditions. Updated information will be available on the Weather Hotline, 394-8400.

Information on curtailment of classes will be communicated by the Chancellor, or his/her designee, to University Relations, who will communicate with the broadcast media. Cancellation of classes, or delay in starting of classes, will be broadcast on local radio and television. Instructional staff with evening and off-campus teaching responsibilities should establish a telephone network to inform students of class cancellations or prepare a voice mail message for students to access.

Information on closing of the campus will be communicated by the Chancellor through the respective Administrative Officers and their designees to all staff.

Unless informed otherwise by an appropriate supervisor (or designee), staff should assume that the university is "open" and make a reasonable effort to get to work on time, even if classes are canceled, or the media reports that the campus is "closed". Supervisors should be contacted directly at the office or at home when it is not possible to get to work on time or at all.

When the University is closed, staff should not report to work unless explicitly called in to meet some operational need or emergency situation.

When work time is "lost" by a classified employee because of inclement weather, payment for or scheduling of "make-up" time will occur in accordance with the civil service and/or labor agreement language appropriate for each employee group.

5.4 FACILITIES

5.4.1 Assignment and Reservations

The use of classroom facilities for regularly scheduled academic activities is made through the Registrar's Office. Procedures for reservation of University facilities for special programs are given below. There are separate regulations for the use of University facilities by outside organizations.

5.4.2 Holden Fine and Applied Arts Center

Anyone interested in the use of classrooms, other facilities or equipment in the Holden Fine and Applied Arts Center should contact the office of the appropriate department chair, to determine availability and to obtain the proper request form.

5.4.3 Thorpe Langley Auditorium Regulations

Anyone interested in the use of Thorpe Langley Auditorium, stage, or equipment should consult the Music Department for reservation information.

5.4.4 Recreational Facilities**5.4.4.1 Marcovich Wellness Center**

The Marcovich Wellness Center is available for use by students, faculty, staff and community members through open hours, reservation, or planned programming. A membership is required for faculty, staff, and community members. Facilities include:

- Fieldhouse- Basketball, Tennis, Volleyball, Walking/Running Track and other recreational sports.
- Fitness Center & Weight room
- Swimming Pool
- Dance Studio
- Climbing Wall
- Racquetball Courts
- Classrooms & Conference Room

University equipment is available for check out. Individuals must leave a valid I.D. with the Marcovich Wellness Center Welcome Desk staff for use of University equipment (balls, racquets, nets, etc.).

5.4.4.2 Siinto S. Wessman Arena

Siinto S. Wessman Arena is available for use by students, faculty, staff, and community members through specific planned programming. The facility is utilized year round accommodating both ice and dry floor events.

5.4.4.3 Outdoor Athletic Facilities

Outdoor Athletic Facilities are available for use by students, faculty, staff, and community members by reservation or during specified open hours. Facilities include:

- Ole Haugsraud Football Field*
- Soccer Field*
- Baseball Field*
- Multipurpose Fields
- Superior Challenge Ropes Course*
- Outdoor Track
- Four outdoor tennis courts & basketball courts

*Denotes that the facility is only available by reservation.

All recreation facilities require that a current student I.D. or valid membership is presented at facility check-in.

5.4.4.4 Yellowjacket Student Union Center

Meeting rooms and equipment in Yellowjacket Union may be reserved by contacting the Yellowjacket Union.

5.4.5 Use of University Facilities by Outside Speakers and Organizations

5.4.5.1 Use of University Facilities by Non-University Groups:

Facilities of the University are primarily for University purposes of instruction, research and public service; they are not available for unrestricted use by non-university groups. If, in the judgment of a University Department or organization, the meetings or activities of a non-University group will contribute to and serve the University's purposes, University facilities, when available, and subject to necessary routine procedures may at the invitation of or under the sponsorship of a University program area or organization be used.

5.4.5.2 Use of University Facilities By Governmental and Public Educational Groups:

University facilities may be used by governmental and public educational agencies when they are available subject to necessary routine procedures administered by the Chancellor or his designee.

5.4.5.3 Use of University Facilities by Political Parties or Candidates for Public Office:

Leaders of political parties and candidates for public offices may hold public meetings on each campus, if facilities are available, and subject to necessary routine procedures administered by the Chancellor or his designee. During any election campaign a University auditorium may be made available for one public meeting on behalf of each recognized candidate for public office. In a general election year, each political party may use a University auditorium for one public meeting on behalf of its candidates for statewide office. State conventions of recognized political parties may also use University facilities. Members of the audience should be given a reasonable opportunity, in appropriate situations, to ask questions at the end of the presentation.

5.4.5.4 Use of University Facilities for Political Solicitations:

The use of state facilities for the purpose of making or receiving political contributions is strictly prohibited by state law.

Any contract drawn between the University and a non-University group under the above policies shall:

- Provide for recovery of costs for such usage to insure that the State will not be required to spend any public funds to accommodate those renting the premises during the period authorized.
- Note that authorized use of facilities does not in any way constitute University or State endorsement of the using organization, its views or objectives, nor program content.
- Be limited to uses that do not interfere with primary University uses for which the facilities were intended

5.4.6 Use of University Facilities for Programs Which May Include Religious Topics

Chancellors or their designees may authorize registered student groups, official campus committees and outside groups under terms of this policy to sponsor programs which include religious topics in University facilities, and use of such facilities may be granted for the purpose of conducting religious worship services, which must be primarily for University students, faculty and staff, provided such services shall not be conducted on a regular or continuous basis.

5.5 FOOD

Staff should only commit to providing food items at University functions after contacting the Business Office. The UW-System policy regarding when food items may be provided, together with the compliance procedures, can be found on the Web at <http://www.uwsa.edu/fadmin/meetguid/> or by contacting the Business office. Staff should not commit to providing food items without first obtaining this information. Staff who commit to unauthorized food provisions will be held personally responsible for the expense.

5.6 PRIVATE FUND RAISING POLICY

All fund development, membership or sponsorship activities at the University of Wisconsin-Superior will be coordinated through the Office of University Advancement to ensure that the University and its donors are satisfying Internal Revenue Service and UW System policies. Prior to any fund raising activities, contact the Office of University Advancement for a copy of Fund Development Procedures.

Gifts offered with special restrictions or designated to initiate a new program, scholarship or research fund must be discussed with the Assistant Chancellor for University Advancement. Only the Chancellor may accept such gifts for the University.

Gifts of equipment, property and other capital items must also meet approval of the Department Chair and the Assistant Chancellor for University Advancement. These items must be reported to the Board of Regents. (NOTE: Please report any equipment purchased individually for a department and meant as University property. These items are tax-deductible and should be reported to the University.)

All gifts from private sources for the University, the University's Departments or for University activities must be reported to the Assistant Chancellor for University Advancement.

No fund monies will be approved for purposes that personally benefit or are for the personal use of individuals except as part of an award, recognition program or event formally recognized by either the University or the Foundation for teaching excellence awards, scholarships and donor recognition programs.

5.7 WISCONSIN OPEN MEETINGS LAW

Chapter 426 (Laws of 1975) requires that meetings of governmental bodies shall, with certain narrowly defined exceptions, be open to the public. The purpose of the law to open the decision-making process in all governmental agencies to public scrutiny. In order to comply with this law, the following guidelines are now in effect:

5.7.1. Open Meeting Requirements

- a. The term "governmental bodies" includes, but is not limited to, universities, colleges, schools, Departments (or their functional equivalents), and committees created by or pursuant to rules and regulations of the Board of Regents.
- b. Accordingly, all meetings of the University, its Departments, the graduate faculty, the Graduate Council, the Faculty Senate, the Academic Staff Senate, the University Student Senate, and all councils and committees responsible to any of the above shall be open to the public.
- c. "Meeting" means the convening of a governmental body including, but not limited to, those enumerated in 1.1, in a session such that the body is vested with authority, power, duties, or responsibilities not vested in the individual members; this would include meetings at which decisions could be made, or formal recommendations made to the administration for possible action, but would not include staff meetings which are advisory and consultative in nature.
- d. An "open session" means the meeting which is held in a place reasonably accessible to members of the public, which is open to all citizens at all times, and

which has received public notice; for purposes of compliance, all open meetings will be held in appropriate University facilities after proper notice has been given.

- e. A "closed meeting or session" is defined as any meeting that is not an open session.

5.7.2. Notice of Meetings of University-Related bodies Shall be Given As Provided Below:

- a. The Department of Justice recommends posting the notice in at least three different locations on campus. Notices shall be posted on bulletin boards generally observed by students and staff in the departmental bulletin board, Yellowjacket Student Union and Old Main; notices of meetings shall also be made available to the Digest_Staff@uwsuper.edu and the news media provided a written request for such notice has been filed with the Office of the Chancellor.
- b. In the event that the notice required by 2.0 a. is not possible, because of the emergency nature of the meeting or for other good and sufficient reason, notice of the meeting shall be posted at least 24 hours in advance of the proposed meeting on bulletin boards specified in 2.0 a.
- c. Departments are exempt from the notice requirements except that they shall provide notice that is "reasonably likely to apprise interested persons, and news media who have filed written requests for such notice." UW-System Legal Counsel interprets this to mean that a general notice in a University publication or a posted bulletin board notice will meet the test and that news media filing written requests would have to specify particular Departments or meetings for which they desire notice. Consequently, Departmental meeting notices will continue to be published in the Digest_Staff@uwsuper.edu.
- d. Every public notice of a meeting of a governmental body shall set forth the time, date, place and subject matter of the meeting, including that intended for consideration at any contemplated closed session, in such form as is reasonably likely to apprise members of the public and the news media thereof.
- e. Separate public notice shall be given for each meeting of a governmental body at a time and date reasonably proximate to the time and date of the meeting by use of the designated official meeting notice boards in Old Main and Rothwell Student Center. It shall be the responsibility of the person calling such a meeting to see to it that the required notice is posted.

5.7.3 Closed Meetings

"Closed meetings" or sessions of University-related bodies may be held under the following circumstances:

- a. To deliberate after a judicial or quasi-judicial trial or hearing.
- b. To consider employment, dismissal, demotion, retention, non-retention, tenure, promotion, compensation or discipline of any public employee.
- c. To investigate charges against any public employee, unless an open meeting is requested by the employee or person charged, investigated, or otherwise under discussion.
- d. To confer with university lawyers concerning pending or possible lawsuits involving the university or its members.
- e. To discuss financial, medical, social, or personal histories and disciplinary data which may unduly damage reputations.
- f. To conduct public business which, for competitive or bargaining reasons, requires closed sessions.

5.7.3.1 A faculty member being considered for tenure must be given notice of any "evidentiary hearing" which may be held prior to final action and of any meeting at which final action may be taken. That notice must contain a statement that the person has the right to demand that the evidentiary hearing or meeting be held in open session, the exemption to the open meeting law is no longer available. This means that the deliberations, voting and evidentiary portions affecting that person requesting an open session must all be done in open session.

5.7.3.2 If it becomes appropriate for an open meeting to go into closed session, the Chair announces that the body is going into closed session and indicates the nature of the business which is to be conducted in such closed session; no other business can properly be conducted in such closed session; an open meeting which goes into closed session shall not subsequently reconvene into an open session within a twelve-hour period unless public notice of such subsequent open session was given at the same time and in the same manner as the public notice of the initial open meeting.

5.7.3.3 In cases where a Department or other body, meeting as a sub-unit of that Department or body, wishes to exclude some of its members for certain purposes, as for example, to exclude instructors from consideration of promotion recommendations, that Department or body should adopt a specific rule on such matter and this rule should be known to all members of such Department or body.

5.7.4. Voting

5.7.4.1. Secret ballots may not be taken by anybody at any meeting, open or closed, except for the election of the officers of such body.

5.7.4.2. Any member of the body may require that a vote be taken in such manner that the vote of each member may be ascertained and recorded.

5.7.4.3 The motions and roll call votes of each meeting of a governmental body shall be recorded, preserved, and open to public inspection.

5.7.5 Violations

Any violations of the Wisconsin Open Meetings Law (Subchapter IV of Chapter 19), which these guidelines implement, subjects those knowingly participating in such violations, to forfeitures of \$25 to \$300 for each violation.

No member of a governmental body is liable on account of attendance at a meeting held in violation of the law if he/she makes or votes in favor of a motion to prevent the violation from occurring, or if, before the violation occurs, his/her votes on all relevant motions were inconsistent with all those circumstances which cause the violation.

5.8 Notary Public

Notary Public services are available for faculty, staff and students at several locations on campus: Human Resources Office, the Registrar's Office, the Jacket Book & Supply, Jim Dan Hill Library, Chancellor's Office and Parking Services.

5.9 Requisitions

The purchase of supplies, services, and equipment must be made according to the Department of Administration, UW-System Administration, and UW-Superior purchasing policy. University purchases must further comply with several mandatory State of Wisconsin contracts. University staff desiring to purchase any commodity or service should visit the UW-Superior Purchasing Office website at <http://www.uwsuper.edu/business/purchasing/index.cfm> or contact the Business Office.

5.10 Disposal and Acquisition of Surplus Property

State owned material or equipment which is held/used by one Department may be transferred with or without charge to another Department on campus with the knowledge and

consent of the Department Chairs or Directors involved. If such property is capital equipment, its transfer must be reported to the Purchasing Office for Inventory Control.

If surplus is to be transferred to an off-campus agency, institution, or individual, Facilities Management must first declare such material surplus and follow all Wisconsin Department of Administration procedures for disposal. No state owned property may be transferred to a private individual without cost.

Standard purchasing procedures are to be followed in acquiring surplus property from another State agency or from the Federal Surplus Property Depots. However, the bidding process need not be used for these acquisitions.

5.11 Work Orders

To request Facilities Management work, including moving of equipment and furniture, a Work Order Request must be submitted to Facilities Management. Work orders, which will result in a chargeback to the Department, must be approved by the Department Chair or Director before being submitted to Facilities Management. The following is a comprehensive list of services that will result in a chargeback to the Department:

1. Repairs, refinishing, servicing, and reupholstering of furniture and equipment for which Departments are responsible. This includes office furniture and equipment and any other special hardware or apparatus and excludes classroom and general use furniture and equipment not assignable to any Department.
2. Maintenance of science and art laboratory tables and hardware. Maintenance of environmental chambers, freezers, refrigerators, icemakers, water softeners, deionizer and stills.
3. Installation of laboratory apparatus, special laboratory plumbing, and special electrical requirements.
4. Maintenance and installation of Departmental kitchen equipment, appliances, and other Department owned apparatus.
5. Key cutting (except for initial supply of keys) and re-keying of functionally sound locks.
6. Replacement of carpeting installed by Departments.
7. Replacement of carpeting supplied with the building, other than for wear.
8. Installation of automatic door closers by Departments where none exist.
9. Installation and repair of office and desk signs, pictures, projection screens and tack boards in offices.
10. Installation of chalkboards and mirrors in offices.
11. Any change, renovation, or remodeling in the building structure or in its hardware or its mechanical or electrical systems when requested by a Department.
12. Special Department requests for painting of rooms more frequently than the institution's schedule. (This includes classrooms, labs, hallways, offices, Department rooms, and general use areas.)
13. Replacement of glass in doors, windows, or partition walls when the present glass is functionally sound; i.e., change clear partition glass to frosted glass.
14. Remodeling and/or installation of shelving, cabinets, and furniture, and relocation of these items when requested by the Department.
15. Changing window treatment supplied with the building other than for wear (e.g., changing from shades to draperies).

5.12 Risk Management

The Risk Manager is responsible for liability and safety concerns related to University facilities, grounds, activities, equipment, vehicles, and contracts with outside agencies.

5.13 Campus Safety

Security is the responsibility of the Department of Public Safety, which enforces University regulations, civil and state laws and regulations pertaining to safety.

Lost and Found articles are handled by the Department of Public Safety and Yellowjacket Student Center. Any lost article should be reported to the Department of Public Safety and the person suffering the loss should check back for at least two weeks. Every effort will be made to identify and return all found property to its owner. Persons finding articles are urged to turn them in to the Department of Public Safety immediately.

5.14 Identification Cards

Identification cards are available from the Yellowjacket Union Information Desk for all staff members for the purpose of identification, the University Library and Media Resources, and for admission to various University activities. When a staff member leaves the employ of the University, the identification card is turned in to the Human Resources Office.

5.15 Smoking Regulations

It is the intent of the University of Wisconsin-Superior to provide a healthy environment for all employees, students and visitors to the campus.

5.15.1 Policy Statement

- a. Smoking is permitted only in designated smoking areas as indicated by permanently installed smoking receptacles and signage.
- b. Smoking is not permitted anywhere else on campus.
- c. Residence Life has the right to enact and enforce stricter policy statements in and near the residence halls at UW Superior.
- d. Exceptions to this policy may be allowed for ceremonial or other special purposes by the chancellor or his/her designee.
- e. The University reserves the right to enforce stricter standards than required by state statues or other governmental regulations.
- f. Smoking at outdoor events is restricted to designated areas, and not permitted in the seating areas.

5.15.2 Policy Procedures.

- a. The University will install signage in buildings, at entrances and on the grounds of the campus regarding smoking locations.
- b. The University will continue to support smoking-cessation programs for all members of the university community who wish to take advantage of it.

5.15.3 Policy Compliance.

- a. Report violations of this policy to the Public Safety Office
- b. Penalties for violation of this policy will be administered in accordance with governmental laws and university policies.

5.16 Travel Regulations

5.16.1 UW-Superior Travel Procedures

UW-Superior Travel regulations, policies, procedures and guidelines that govern University sponsored travel is available at <http://www.uwsuper.edu/business/travel/>. Any questions not answered by these sources may be referred to the Business Office.

5.16.2 Credit Card

A credit card is available to qualified employees who travel on University business. Employees do not pay an annual fee. Travel reimbursement will be handled in the normal manner.

Employees will be required to turn in their credit cards when they leave University service. For further information, contact the Business Office.

5.17 Parking Services

Campus information, parking permits, and key services are available from the Parking Services office located in the Public Safety Building at the corner of Belknap Street and Catlin Avenue.

5.17.1 Parking Permits

All vehicles parked in UW-Superior parking lots (unless at a meter) must display a valid University issued parking permit. Parking permits are not valid in metered stalls or on city streets posted "Permit Parking Only". Parking areas are identified by signs posted at their entrances. The signs state restrictions and other appropriate information.

A temporary permit must be secured as soon as the vehicle arrives on campus. Persons arriving on campus over the weekend/holiday or after regular business hours must secure a permit or contact the Public Safety Building immediately after the office has opened for normal business hours.

Visitors and guests are encouraged to park at the meters whenever possible. If metered space is unavailable, visitors and guests can obtain a temporary permit from Parking Services for a nominal fee. A temporary permit must be secured as soon as the vehicle arrives on campus. Persons arriving on campus over the weekend/holiday or after regular business hours must secure a permit or contact Parking Services immediately after the office has opened for normal business hours.

Convenient parking stalls are posted for use by vehicles which display a disabled license plate or identification card issued by the State of Wisconsin, or another State, in accordance with section 343.51 of the Wisconsin Statutes.

5.17.2 Parking Regulations

All vehicles on university property are subject to University parking regulations. All vehicles parked in UW-Superior parking lots (unless at a meter) must display a valid parking permit for that lot.

Permit and metered parking is enforced from 8:00 AM to 4:30 PM Monday through Friday unless otherwise posted. Reserved spaces are enforced from 7:00 AM to 7:15 PM unless otherwise posted. Some permit areas are enforced 24 hours, 7 days a week, including holidays, and when school is not in session. All other regulations are continuously enforced.

The right is reserved to close any parking area for University purposes. Advanced notice will be given whenever practical.

The University assumes no liability for loss or damage to any vehicle or contents thereof while parked in any University lot.

5.17.2.1 Parking Lot Designations

Vehicles with student permits may park only in lots designated for students. A student residence hall parking permit is required in parking lots serving residence halls.

Vehicles with standard staff permits may be parked in lots. Designated for staff parking. Reserved staff permits are required to park in the upper level of Lot 12 or inspaces designated as reserved by sign in Lots 7 and 11.

Visitor and guest temporary permits entitle them to park in the lots designated on the permit.

The following types of parking are prohibited:

- Parking outside of lines painted to designate proper spacing.
- Parking so as to block another vehicle.
- Double parking.
- Parking without a permit in any space other than a pay meter.
- Parking so as to block access to any University Buildings.
- Parking more than 24 hours in staff lots without prior approval.
Parking without time showing on the meter.
- Parking on sidewalks, grass, sodded areas or where prohibited by signs and curb markings.
- Parking in no parking zones, loading zones, fire lanes, or in a manner which obstructs traffic or pedestrians.
- Parking of recreational vehicles, campers, trailers or other forms of mobile living quarters.

5.17.2.2 Special Parking Regulations

Special permission must be obtained from Parking Services to:

- Park a vehicle in a University lot over a holiday, a break period, or for any extended period of time.
- Park a vehicle overnight in a lot not designated for overnight parking.
- Park a vehicle in any lot without regularly moving it.
- Park a vehicle that is not in mobile condition because of damage or mechanical problems. Permission to temporarily park an immobilized vehicle may also be obtained from the Public Safety Department during times the Parking Services office is not open.

Failure to obtain the required permission may result in the vehicle being towed at the owner's expense.

5.17.2.3 Snow Plowing

Vehicles parked in any lot from November 1 - May 1 must be moved to a different space every 48 hours so as not to impede snow removal.

Cars may not be parked within 50 feet of snow piled for removal.

5.17.2.4 Towing

The University reserves the right to remove motor vehicles at the owner's expense for any of, but not limited to, the following:

- Vehicles incurring three or more unpaid parking citations.
- Vehicles parked in reserved spaces.
- Vehicles parked in disabled spaces without the proper identification.
- Vehicles parked in no parking areas which are impeding traffic or pedestrians.
- Vehicles that pose hazards such as leaking gas or impede necessary maintenance such as snow removal or repaving.
- Vehicles that are not displaying a current registration plate and have their vehicle identification number covered.
- Vehicles that are displaying a permit that has been reported lost, stolen or altered.

5.17.2.5 Appeals

Persons who have received a citation may file a written appeal within three (3) days from the date of the citation. Details and forms are available at Parking Services.

5.17.3 Keys

University issued keys may be obtained from Parking Services by submitting a key authorization form signed by the appropriate supervisor(s). Inquiries regarding keys should be directed to the Key Control Manager.

According to Key Policy, lost or stolen University keys must be reported immediately to the Key Control Manager. An individual may be assessed from \$50 to \$500 per lost or stolen key, depending on the type of key.