

INSTITUTIONAL GENERAL POLICIES

**UNIVERSITY OF NORTH TEXAS
HEALTH SCIENCE CENTER AT FORT WORTH**

SEPTEMBER, 2005

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Policy Name: Founders' Activity Center Rules
Policy Date: 09/1/2005
Revision Date: 9/1/97, 5/15/98
Revision Date: 9/17/89
Initiating Department: HRS
Policy Number: 1.00
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For your safety and enjoyment, as well as the safety and enjoyment of others, the following policies will be enforced at Founders' Activity Center.

General Policies

- No smoking, use of tobacco products is allowed in Founders' Activity Center. Alcoholic beverages may be served at UNTHSC-sanctioned functions. A request to serve alcohol must be made to and approved by the President and/or Health Promotion Manager prior to the scheduled event.
- No food or drinks, except water bottles, are allowed in the Founders' Activity Center areas.
- Gambling in the Founders' Activity Center is prohibited.
- Individuals or groups using the Founders' Activity Center are limited to internal groups and non-profit organizations. Events must be requested and scheduled with the Health Promotion Manager at extension 2209. No fees or charges will be levied for campus related business/events. Events that are not institutional business will follow the fee schedule which is available from the Health Promotion Manager.
- Groups reserving space in the Founders' Activity Center will be responsible for the behavior of their members.
- Users of the Foundation's Activity Center shall not bring onto, or possess, on UNTHSC premise firearms, weapons, explosives, or other dangerous materials or substances, animals (unless a "seeing Eye Dog"), alcohol or illegal drugs. Decorations, displays, or exhibits which require flame or water cannot be used in UNTHSC facilities.
- Users of the facility may not bring into the building or ride inside the building bicycles, skateboards or roller skates/blades.
- All Founders' Activity Center employees and members of the UNTHSC are responsible for assisting with the enforcement of the House Rules of the Activity Center.
- Any event held at the Founders' Activity Center must end no later than 12:00 a.m. or at a time agreed and approved by the Health Promotion Manager in advance.
- No animals other than those assisting the disabled are allowed at Founders' Activity Center.
- All Founders' Activity Center members must comply with all UNTHSC stated policies.
- All Founders' Activity Center members must comply with all closings and established hours of operation.
- Specific facility policies are posted at the entrances. Users are responsible for observing and following these policies.

Eligibility for Facility Use

- All currently enrolled students, currently employed or retired faculty and staff and alumni are eligible to use the facilities during operating hours. Faculty/staff, retirees and alumni must purchase a membership and currently enrolled students who pay the Founders' Activity Center fee, are automatically members of the Founders' Activity Center. All users must present a current UNTHSC ID card to the Founders' Activity Center staff to gain access to the facility. Users are allowed to forget their ID card one time. Alumni will be given an UNTHSC Activity Center ID Card.

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- All guests must be at least 16 years old. No one under the age of 16 is allowed to use any of the equipment except by the approval of the Health Promotion Manager. All guests under the age of 16 must be accompanied by a parent or other adult for supervision.
- Any spouse of currently enrolled students and spouses of current and retired faculty and staff may purchase a membership or pay a guest fee to use the Founders' Activity Center. The eligible user must present his/her UNTHSC ID card to obtain the guest pass.
- Dependents (children, up to age 24, living at home) of currently enrolled students and current faculty and staff may purchase a guest pass of \$5. Children under the age of 16 must be accompanied by their parent or legal guardian. Dependents age 16-24 are allowed to purchase a membership.
- Guests of an eligible user may use the recreational facilities by paying an \$5 guest fee. All guests must be sponsored by an eligible user. The guest is valid only for the date listed on the receipt. The sponsor of the guest is responsible for the guest while using the facilities. Members may sponsor up to two guests per day.

Policy Name: Interdepartmental Communications
Effective Date: 09/1/2005
Revision Dates: 11/27/90, 9/1/98
Initiating Department: Institutional Advancement
Policy Number: 2.00
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1. These guidelines have been prepared to help both users and readers more clearly understand the purpose, source and form of different printed means of interdepartmental communication at the UNT Health Science Center and to help ensure the appropriate, timely and cost-effective production of those messages.

2. The **FYI** is utilized for all interdepartmental communication of an urgent or quasi-urgent nature that affects all units of the health science center. **FYI** content is generated and approved by the institution's administration and is produced and distributed by the Office of Marketing and Communications. The content generally concerns administrative or facilities-oriented news. Examples: notice of construction, repair or access to campus; shutdown or curtailment of utilities or services; severe weather warnings or procedures; or notice of fire drills or testing of safety mechanisms.

3. **The Communicator:** The **Communicator** is utilized for interdepartmental communication of institution-sponsored information, events or circumstances that relate to faculty/staff/student activities, personnel issues, employee morale and individual members of the health science center family. The **Communicator** content is gathered, approved, produced, and distributed by the Department of Human Resource Services. Examples: notice of institution-sponsored receptions or parties; reminders of employee benefit-oriented deadlines; call for volunteers or participants in institution-sponsored events; notice of retirements of those employees covered by an institution-sponsored retirement program; or appeals for donations. Individuals or departments with information that may qualify for inclusion in the **Communicator** should contact Human Resource Services at ext. 2690.

4. **For Other Communications:** Other interdepartmental communications of concern to limited audiences and/or not institution-sponsored are the responsibility of the originating department or organization and should be in a format other than that used for **FYI** and the **Communicator** (such as a memorandum or flier). The originating department or organization is responsible for writing, reproducing and distributing the communication. Examples: invitations or notices for department/organization-sponsored events (such as bake sales, sports events or parties); memos outlining procedures or services (such as this memo). With advance planning in these cases, Print Services can reproduce copies more economically than the convenience copiers on campus, and other service departments within the health science center (Publications, Medical Arts, Photography) can help ensure the desired appearance and effectiveness of the messages.

Originators are encouraged to seek input on wording, style and distribution from the Office of Marketing and Communications and input on design from Medical Arts. Those units that generate notices on a regular basis are encouraged to contact Medical Arts for assistance in developing easy-to-use and recognizable forms for their communications.

Policy Name: External Communications
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1. Media Contact: All contacts with members of the media for purposes of gaining media attention for a health science center program, project, individual or organization must be initiated by the Office of Marketing and Communications. The institution's media-relations officer is the official spokesperson for the institution with the media. Media contact independent of the Marketing and Communications office is strictly prohibited. If a member of the media contacts an individual, department, or organization for an interview, that member of the media should be directed to contact Marketing and Communications to set up an official interview.

2. Advertisement: All advertisements placed in local, state and national media representing the health science center and/or its departments, programs and organizations must be approved by the Office of Marketing and Communications. Personnel advertisements must be approved by Human Resource Services. Advertising on behalf of the health science center and/or its departments, programs and organizations without proper approval is strictly prohibited. The Office of Marketing and Communications, with the assistance of Medical Arts and Photography, handles all writing, designing and placing of advertisements.

3. Publications:

- Any printed publications (brochures, fliers, newsletters, etc.) intended for mailing/distribution to external audiences, must be approved by the Office of Marketing and Communications and designed professionally by Medical Arts or an outside designer. Marketing and Communications coordinates planning and producing of publications. There is no charge for these services.

4. Web Policy Guidelines: The creation, maintenance, and content of World Wide Web sites at the UNT Health Science Center are governed by the University of North Texas Health Science Center Web Policy. Since World Wide Web sites are defined as state publications, they must also conform to Texas State policy. These Guidelines were written to assist Web authors in interpreting these and associated policies, and to highlight some of the more important and/or most frequently overlooked design issues.

A. Ownership:

An "owner" is defined as "a person responsible for a business function; and for determining controls and access to information resources supporting that business function." Texas Department of Information Resources. Information I TAC 201.13(b) G.3, *Adopted August 13, 1998.*)

All *owners* and others responsible for developing Web documents are required to adhere to all applicable state and federal regulations and UNT Health Science Center policies and guidelines associated with accessibility, security, risk measures, and copyright.

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B. Privacy

All UNT Health Science Center Web sites must provide a Privacy Statement on their top-level web page (also called home or index pages). Each Privacy Statement must identify the information collected from site visitors, describe its use, and assure site visitors of the integrity of their information during transmission and storage.

Each Privacy Statement must identify both passive and active information collected from site visitors and describe its use. *Passive information* is collected without alerting the site visitor, while *Active information* is that purposely provided by the site visitor. Examples of *passive information* include:

- browser detection: browser type and browser version
- remote host name: the DNS entry for the computer accessing the web site
- cookies: hidden identifiers used to store data during a visit, and cumulatively over time

Examples of *active information* include:

- name, address, or social security number of the site visit or email address of the site visitor
- comments or answers to questions provided by the site visitor

C. Security of Private Information

Each web site at UNT Health Science Center will assure site visitors of the integrity of their information, in transit and in storage. This assurance should include whether or not the data is encrypted in transit via Secure Socket Layers (SSL) or Transport Layer Security (TLS), the positions or UNT Health Science Center employees that will be able to access the information, and under what conditions that information will be accessed. The UNT Health Science Center has special responsibilities to protect students' information under the Family Educational Rights and Privacy Act (FERPA). Therefore, any UNT Health Science Center Web site collecting data falling under FERPA guidelines must carefully review its handling of such data and insure that its procedures adhere to the act.

D. Commercial Sales, Solicitations and Advertisements via UNT Health Science Center Department or Organization Web Pages

All commercial sales, solicitations or advertisements by UNT Health Science Center departments or organizations, including student organizations, on UNT Health Science Center web sites must reflect the mission and purpose of the UNT Health Science Center and conform with its contract policy. A formal contract between a commercial organization and the UNT Health Science Center must be in place before a sale, solicitation, or advertisement is published on a UNT Health Science Center Web page unless the sale is of products produced by academic or administrative departments within the UNT Health Science Center.

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Before posting advertising or solicitations, student organizations, alumni associations, the UNT Health Science Center Foundation, and other affiliated or outside organizations with web pages hosted by the University must receive written permission from the Information Resources Steering Committee (IRSC) through submission to the Information Resources Working Group (IRWG). Such advertising or solicitations must have a demonstrable benefit to the health science center for approval.

Unauthorized solicitations by individuals for commercial or personal gain are prohibited.

Corporate logos and external links advertising products under a contract may not exceed 10% of any web page as viewed on a single computer screen. Exemptions to the use of corporate logos and/or advertising may be made in designing UNT Health Science Center Web sites that provide links to free software downloads that provide necessary functionality for viewing Web content, such as Adobe Acrobat files and RealVideo streaming video files.

E. Accessibility, Web Page Standards, HTML Coding Requirements, and Common Links to Information and Resources

UNT Health Science Center Web pages must conform to the State of Texas World Wide Web Design Standards and Coding Guidelines that specify certain Web page design criteria.

F. Design Guidelines:

a. Use the UNT Health Science Center word mark on each home page.

The UNT Health Science Center's word mark provides continuity and cohesiveness to the many Web sites on the campus. It is necessary that each home page indicate the UNT Health Science Center's name in the word mark format, which is the UNT Health Science Center's name in a special form (Images approved by Marketing and Communications or Biomedical Communications to assure web-readiness). For text-only browsing, an alternate tag with the UNT Health Science Center's name should be provided with the link to the word mark image file. Various sizes of the word mark image are located at <http://www.hsc.unt.edu/logosa>.

b. Sign each home page with the name and title of person responsible for the document.

It is important that you identify who is responsible for the content, and that you provide any copyright information, if there is any. In some cases, you may want to reference both the author of the original document and the person who is responsible for the electronic version. You should include the following:

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- The name of the person in your department who can answer questions about information found on the Web site.
- The complete telephone number of the contact person.
- The physical address of your department (your building and office number, etc.)
- The mailing address of your department if it's different from the physical address.
- The e-mail address of someone who will respond to questions about your Web site (and be sure that someone at that address checks for messages frequently)!

c. Review the information on your Web site regularly and date each page to show when it was created, updated, or reviewed.

“Owners” of information on the Web site must routinely review the official information placed on the Web to ensure its timeliness and accuracy. The frequency with which you should review the content will vary by the type of information it contains, but remember that users expect to find recent, correct information about the UNT Health Science Center on our Web site.

Be realistic about what you are able to publish and maintain on the Web. Review the links on each of your pages at least every month and update links and contents as needed. Software to perform the link checking is available to assist with that task. Check with the UNTHSC Web Administrators for recommendations about the best product to use.

Putting the date on the page tells them when the site was last updated so they have some indication whether to trust the information or not. Spell out the date (i.e., *Last updated/reviewed on April 20, 2000*). While the United States uses month/day/year, the rest of the world uses day/month/year so it is best to spell out the date to avoid confusion.

Check the spelling and grammar on all material before you publish it on the Web. Poor spelling and bad grammar give a very negative impression of an educational institution!

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d. Include internal navigation links on your pages

Some people might go directly to a page on your Web site through a Web search or by following links from off campus, so you should make it easy for them to find additional information about your department or the university. Departmental home pages must link to the UNT Health Science Center home page. All other Web pages should have links that take the user back to the departmental home page or to the UNT Health Science Center home page. You should also consider linking to UNT Health Science Center site search page (so that users can easily search within the UNT Health Science Center site for additional information. Any UNT Health Science Center Web document may provide access to any *official information* that is on the Web, but this should be accomplished by a link to the information, rather than a duplicate copy of that information. In other words, managers of Web documents should not duplicate information that they do not manage, but instead should refer the reader to the original copy.

A feedback link on each Web page is a useful tool for comments, suggestions, and corrections. Visitors to your Web page may have questions or comments and if you make it easy for them to contact you, they are more likely to have a positive impression of your Web page as well as of the UNT Health Science Center.

e. Design your page for accessibility.

State and Federal regulations require that Web pages comply with certain accessibility standards. The State has Web Accessibility Guidelines that are very helpful in assuring that your Web pages serve all visitors to your site. Look at that site for specific requirements, but some of the key points to remember are:

- Avoid the use of frames unless you are an advanced designer who can assure no priority 1 or 2 accessibility errors (see the site above for definitions of these terms) occur when persons with visual impairments use your site. Although there are some instances where the use of frames is necessary, usually frames are used to provide consistent navigation and provide a framework for the site. Several alternatives to frames provide consistent navigation without decreasing the usability of the site.
- Keep the load time for your Web pages short, generally less than 20 seconds using a 28.8 Kbps modem (and remember that images contribute to the download time of your pages, and that images can be large files).
- Keep graphics small in both size and number to reduce the load time for your site, especially over dial-up lines. Various UNTHSC logos may be

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found at <http://www.hsc.unt.edu/images/>. Also, remember that most clip art is copyrighted and you must obtain permission before using it. If you do use it with permission, give the proper credit to the artwork by showing the owner's name.

- Assign alt tags to all images, including images such as horizontal lines, graphical bullets, image maps, and hot spots. The alt tags should describe the content of the graphic, but if the images do not convey content, simply use a “null tag” (“alt = “ “). Otherwise the images will cause confusion with speech readers.
 - If you post document image files (such as Adobe PDF files) to your site, you must also provide accessible versions of those same pages that will work with screen readers (a few document types are exempt from this state rule – see TAC 201.12.b.1.C.). Provide a link on your pages to the site where users can obtain free copies of the software needed to view the document image files.
 - If you require the use of special plug-ins (such as “Flash”) to Web browsers that defeat the functionality of screen readers, provide an alternate way of obtaining the information, such as plain text.
- f. Link to the UNT Health Science Center's affirmative action, equal opportunity employer and Americans with Disabilities statement or abbreviation.**
Each college or department home page should have a link to the Health Science Center’s AA/EOE/ADA statement or abbreviation, which can be found at: <http://www.hsc.unt.edu/aboutunthsc/policies/aaeoeada.cfm>.
- g. Add required metatags to each page.**
The State requires that every Web page meeting the definition of a state publication, which includes most UNT Health Science Center pages, have four tags added to enhance their retrievability:
- Title – page topic or subject (if you have a standard title tag for your page already, you do not need to duplicate it as a metatag).
 - Description – brief description of the subjects covered.
 - Keywords – topic words specific to the page subject, not to exceed 25 words.
 - Author – including “State of Texas” and “University of North Texas Health Science Center”, and your department’s name if appropriate.

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5. If you collect data about the visitors to your site (including logging hits), the State of Texas requires that you include a Privacy Statement on your home page as well as on each page where that information is collected (especially forms). You must also be sure to protect the security of any sensitive data you collect.

- Refer to the Privacy and Security policies associated with Web page development given above for more specific information.
- Internal access information (intranet), information concerning such things as academic/curriculum matters, meeting notices or event announcements, and links to other websites not representing the health science center or its constituents is excluded from this restriction. Approval request forms for adding new sites to the health science center homepage are available from Information Technology Services. (See web policy for additional information on website requirements and restrictions.)

Principles of Internet Use

The University of North Texas Health Science Center World Wide Web site serves as the institution's 'electronic front door', providing attractive, convenient, and logical access to services, materials published by its constituent schools, departments, programs, and other resources. The Web site represents the health science center to audiences both within the institution and far beyond it. Consequently, the content of the Health Science Center Web site should adhere to the same professional standards as its printed publications.

The University of North Texas Health Science Center upholds an individual's constitutional right to freedom of speech and the faculty's right to academic freedom no matter the format or medium of expression.

The UNT Health Science Center Web site will be a work in progress, continuously growing and evolving to meet the needs of the health science center and its electronic visitors. This policy represents a conscious effort to balance good stewardship of institutional assets with the need for individual freedom and creative expression.

Purpose

The purpose of this policy is to guide those on the UNT Health Science Center campus in the creation, maintenance and use of Internet resources. The UNT Health Science Center Web site exists to further the institution's mission by providing vital information and services to members of the UNT Health Science Center community, prospective students, and the general public. Consequently, the structure of information and functionality of the Web site are of importance to the health science center.

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UNT Health Science Center Web Structure

www.hsc.unt.edu is the official Internet site for the UNT Health Science Center. Its primary goal is to provide an attractive, clear and easily navigable point of entry to the services and resources provided by the health science center. The institution also hosts Web sites for approved groups that further its mission. The Information Resources Working Group (IRWG) has oversight for the UNT Health Science Center Web site with the support, representation, and input of Information Technology Services and Marketing and Communications. The IRWG establishes guidelines and standards for the structure and operation of UNT Health Science Center Web services, including policies and procedures for the creation, maintenance, and use of Web resources. These are then submitted to the Information Resources Steering Committee (IRSC) for review and recommendation for final action.

Types of Information

For the purposes of this policy there are two types of information:

Official information refers to the governing or authoritative documents of the UNT Health Science Center, including information published as part of the normal course of conducting the Health Science Center's business, or that is consistent with or related to its mission and goals. Web pages containing *official information* generally are authored by or for the departments, schools or administrative offices of the health science center.

Personal information is published by individuals and is unrelated to the person's official work role at the Health Science Center. Examples of personal information are student personal pages, faculty members' vitas published independently of their department, and staff members' pages that represent personal interests such as hobbies.

Responsibility for Official Information

The responsibility for *official information* resides with the official "owner" of that information as defined by the State of Texas. Because official information represents the health science center to the world, it must be timely, accurate, and consistent with UNT Health Science Center policies and local, state, and federal laws. Furthermore, publication of *official information* should adhere to the same professional standards as its printed publications. The UNT Health Science Center World Wide Web Guidelines, approved by the IRWG, were written to assist Web authors in preparing materials that meet these standards.

Responsibility for Personal Information

Personal publishers are responsible for the contents of the pages they create, and the views and opinions expressed on a personal page are strictly those of the page author and do not represent the Health Science Center. However, personal publishers must comply with all UNT Health Science Center rules and policies as well as state and federal laws concerning appropriate use of computers. To make a clear distinction from institutional or *official information*, appropriate disclaimer notices (or prominent links to the disclaimer) will appear on all personal Web pages.

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Associated Policies:

All “owners” and others responsible for developing Web documents are required to adhere to all applicable state and federal regulations and UNT Health Science Center policies and guidelines associated with accessibility, security, risk measures, and copyright. Owners and developers are referred to the [UNT Health Science Center World Wide Web Guidelines](#) for detailed information on these policies, appropriate use of disclaimers, and design requirements.

6. Trade Show/Exhibits: The Office of Marketing and Communications oversees reservations of the institution’s exhibit booth for trade show/exhibit use, provides writing assistance for copy and photo panels and supplies institutional literature for distribution at trade shows where the health science center is represented. Each group or department will be responsible for the cost of materials such as copy and photo panels. Each group or department will be responsible for registering for their trade show/exhibit and paying for the cost of registration.

Policy Name: Campus Connection Publication
Effective Date: 09/1/2005
Revision Dates: 10/11/89, 9/1/95, 9/1/98
Initiating Department: Institutional Advancement
Policy Number: 4.00
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1. **Campus Connection** is the official internal newsletter of the UNT Health Science Center. Its mission is to help all staff, faculty and students be more aware of each others' activities, accomplishments and concerns and of events and issues that affect the institution.

2. **Production and Distribution:**
 - Campus Connection is published on the 15th of every month by the Office of Marketing and Communications. The Marketing and Communications staff determines the publication schedule and can make changes as needed due to staffing and budget allocations, special events, and important issues requiring immediate or extra notification of the health science center community.
 - Campus Connection is distributed to all staff, faculty, students and retirees. It is also distributed externally to appropriate affiliated constituents as determined by the Office of Marketing and Communications and the administration of the health science center (such as selected University of North Texas officers, Board of Regents, and Alumni Association officers).. Distribution lists are continually updated.
 - The Office of Marketing and Communications determines the Campus Connection format, content and presentation style.

3. **Content:**
 - All material considered for use in Campus Connection is subject to editorial revision for clarity, style, institutional appropriateness and space requirements. All material is subject to institutional administrative review.
 - In matters of editorial style, the prevailing standards of all Office of Marketing and Communications-produced publications--including Campus Connection --are those found in The Associated Press Stylebook.
 - All staff, faculty and students are encouraged to submit information about their professional accomplishments and activities. Significant non-job related news of employees such as marriages, births, awards and honors is also considered for publication. Personal messages and advertisements are not published in Campus Connection.
 - The inclusion of externally generated, appropriate information does not necessarily represent official endorsement of those activities by the health science center.

Policy Name: Facilities Use Coordination
Effective Date: 9/1/05
Revisions Dates: 9/19/89, 2/5/92, 4/1/96, 9/1/04
Initiating Department President's Office
Policy Number: 5:00
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I. GENERAL POLICY

- A. The facilities of the University of North Texas Health Science Center at Fort Worth are intended to be used to the fullest in keeping with the purposes of the institution -- education, research, patient care and community service. Use of space is coordinated to attain maximum benefits to the Health Science Center community. The facilities are the property of the University of North Texas Health Science Center at Fort Worth and the State of Texas.
- B. All persons should have easy access to information explaining the use of all facilities. The active promotion of the use of facilities is encouraged.
- C. A single contact point and person is established in the President's Office through the Facilities Coordinator (EAD-841, 735-2556) for recording the scheduling of all Health Science Center classroom and meeting facilities with the exception of the Activity Center which is scheduled through the Activity Center Coordinator (735-2209) and which is addressed in a separate policy. No person should be denied the use of facilities because of administrative structure or procedure. The process should be simple and congenial.
- D. Users of facilities will include regents, administration, faculty, students, staff and community groups. Requests by Health Science Center related groups and community groups must receive prior approval through the Office of the President. Requests by students and student organizations must initially be made through the Student Development Office. The request will then be forwarded to the President's Office.
- E. Facilities are assigned to organizational units, classified for specific Health Science Center functions such as classroom use, laboratory instruction, institutional meetings, student activities, institutional events, and scheduled for maximum utilization.
- F. First priority in assigning space within education and general buildings goes to academic needs and then to research programs and their related activities. *Effective January 1, 1996 classes shall not be scheduled in rooms 810 and 868 without prior approval from the President's Office.* Prior to the beginning of each semester, and following assignment of classroom space, all remaining public use space will be assigned by the Facilities Coordinator through the President's Office.
- G. Some areas on campus are assigned to a specific unit and are not available for scheduling. These areas include offices, research areas, laboratories, lounges, warehouses, stockroom, shops, general service areas, and mechanical rooms.

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- H. Only space that is of public nature is available for scheduling by the Facilities Coordinator and includes areas in the following facilities: Education and Administration Building (EAD), Research and Education Building (RES), Library Building (LIB), Patient Care Center (PCC), Center for BioHealth (CBH) and outdoor space.
- I. Functions that are institutionally sponsored are to be scheduled through the Facilities Coordinator or the Activity Center Coordinator. Functions that are personal in nature can only be scheduled with approval of the President's Office.
- J. Programs pertaining to medical or medical education topics that award credit or non-credit Continuing Education Units to participants require special prior approval of the Executive Vice President or his designee. Requests will then be forwarded to the President's Office.
- K. Use of Health Science Center facilities by any organization does not imply endorsement of that organization or its activities by the Institution.

II. GENERAL DEFINITIONS

The term "facilities" is used to describe all structures and open areas on the campus or in areas under control of the Health Science Center.

The term "assign" means to give primary jurisdiction over use of space to a specific using unit for an extended period of time.

The term "schedule" means to give use of a space to a using group for a limited time period for a specific event or purpose.

III. PRIORITIES AND SCHEDULING CAMPUS FACILITIES

- A. Classroom instruction is given first priority.
- B. Official Health Science Center functions are given second priority.
- C. Official Health Science Center groups and individuals have third priority.
- D. Community groups receive the lowest priority, unless given special consideration by the President or his designee.

IV. COORDINATION AND SCHEDULING RESPONSIBILITY

- A. All academic and non-academic requests for use of facilities are to be directed to the Facilities Coordinator in the President's Office (735-2556).

Policy Name: Facilities Use Coordination
Effective Date: 9/1/05
Revisions Dates: 9/19/89, 2/5/92, 4/1/96, 9/1/04
Initiating Department President's Office
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- B. The Facilities Coordinator will counsel groups and individuals to avoid scheduling conflicts of major events.
- C. Every approved event **must** have a designated campus coordinator (Health Science Center employee or students) to serve as a liaison between the Facilities Coordinator and the events sponsor. In the event a community group has no affiliation with any Health Science Center employee or student, the Facilities Coordinator may act as the campus coordinator and have direct communication with the group.

V. ON-CAMPUS CONFERENCE SCHEDULING

All conferences on campus **must** be arranged through the Facilities Coordinator who will counsel conference planners regarding meeting space, parking, recreation, entertainment, transportation, and any other special services the President's Office can provide to facilitate a successful conference.

VI. OFFICIAL HEALTH SCIENCE CENTER SCHEDULE OF EVENTS

The Facilities Coordinator in the President's Office must keep a master schedule for all facilities by date and name of event. **NO EVENT WILL BE RECOGNIZED BY THE HEALTH SCIENCE CENTER AS AN OFFICIAL EVENT OR AS HAVING RECEIVED FINAL APPROVAL FOR SCHEDULING IN HEALTH SCIENCE CENTER FACILITIES UNTIL IT IS RECORDED ON THE OFFICIAL HEALTH SCIENCE CENTER SCHEDULE OF EVENTS AND CONFIRMATION, IN WRITING, HAS BEEN RECEIVED FROM THE FACILITIES COORDINATOR.**

Any reservation for facilities use scheduled under this policy in which the sponsor does not fill out each and every line on the reservation form or omits reporting the status of outside organizations, including the invitations of profit organizations which charges fees, will be subject to cancellation.

PROCEDURES FOR FACILITIES SCHEDULING

I. RESERVATIONS

- A. Once the academic schedule is determined, classroom space will be assigned, for any given semester. **NO SPACE MAY BE CONFIRMED FOR ACTIVITIES OTHER THAN OFFICIAL HEALTH SCIENCE CENTER CLASSES UNTIL THE ACADEMIC CLASS SCHEDULE IS COMPLETED. IN THE EVENT CLASS SCHEDULES ARE CHANGED OR REVISED, THOSE CHANGES TAKE PRIORITY.**

Policy Name: Facilities Use Coordination
Effective Date: 9/1/05
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- B. Requests for use of the Health Science Center facilities should be made via the Health Science Center internet room request form (located at www.hsc.unt.edu). This request must be made at least 10 working days prior to the date of intended use. Exceptions may be made if the reservation does not require special services or support from other departments.
- C. Requests by community groups will be handled on first-come, first-serve basis, according to the priorities established in this Policy. An e-mail confirmation will be sent confirming the reservation. No request is final until a confirmation is received.
- D. If the requested space is not available, the Facilities Coordinator will attempt to locate an alternative campus facility or provide information on appropriate off-campus facilities.
- E. Request for reservation of the Activity Center facilities are to be directed to the Activity Center Coordinator (735-2209) and are subject to rules and regulations as set forth in the Activity Center Policy.

II. QUALIFIED FACILITIES USERS

- A. Health Science Center related organizations and individuals (with approval of their chairperson) may directly schedule Health Science Center public-use facilities.
- B. Community groups will be permitted the use of Health Science Center facilities only with the prior approval of the President or his designee. The policy encourages cooperative programs with outside organizations which will benefit the institution in its major goals-- medical education, research, patient care and community service. The UNT Health Science Center offers no support or endorsement to any religious or political organization of any kind. It is the policy of the institution to permit certain non-profit groups to meet on the Health Science Center property as long as the institution's name is not used and there is no implied endorsement by the Health Science Center.

Profit or Non-Profit groups who request use of the facilities for programs or events will be charged a fee for use of the facilities based on an hourly rate with a minimum fee. Fees will be determined by the Facilities Coordinator and will be based on the following:

\$25.00 hourly charge per room with a minimum charge of \$50.00 and a maximum charge of \$300.00 per day.

- C. On-campus parking is limited during hours the Health Science Center is open for normal operation. Persons sponsoring events during those hours cannot be guaranteed parking will be available and should plan on finding suitable off-campus parking for participants. The Facilities Coordinator and the Campus Police Chief will review requests to determine if parking can be provided and what parking lots will be available.

Policy Name: Facilities Use Coordination
Effective Date: 9/1/05
Revisions Dates: 9/19/89, 2/5/92, 4/1/96, 9/1/04
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- D. Department chairperson should carefully scrutinize any organization and proposed activity before assuming responsibility and liability as a co-sponsor of an event with any non-college related group.
- E. In scheduling facilities and providing special events counseling, the Facilities Coordinator will always work with the appointed campus coordinator or representative of the involved off-campus group.
- F. All programs pertaining to educational topics that award credit or non-credit Continuing Education Units (C.E.U.s) to participants shall be reviewed in advance to determine that adequate steps have been taken by the program planners to ensure program quality commensurate with the standards customarily required by regional and professional accrediting bodies.

Any such program requested to be held in the Health Science Center facilities and/or under joint sponsorship with the Health Science Center if held off-campus shall be reviewed by the Executive Vice President or his designee to ensure adequacy in the following areas: 1) Needs Identification, 2) Learning Outcomes, 3) Instructional Staff, 4) Contents and Methodology, 5) Completion Requirements, 6) Assessment of Learning Outcomes, and 7) Program Evaluation.

III. SPECIAL CONDITIONS

- A. Use of audiovisual equipment is available through the Department of Biomedical Communication. Requests must be made directly through the Audiovisual Coordinator (735-2481). No fee for use of equipment will be charged for academic, student or official college functions. Community groups will be charged a fee for use of equipment through the department, and information on specific charges can be obtained through their office.
- B. Food/drink/smoking
 - 1. There is to be no smoking anywhere on the UNT Health Science Center campus, including clinics, classrooms, office buildings, state owned vehicles, and outside property.
 - 2. There is to be no food or drink anywhere in the Health Science Center buildings except in specifically designated areas or as approved by the Facilities Coordinator.

Policy Name: Facilities Use Coordination
Effective Date: 9/1/05
Revisions Dates: 9/19/89, 2/5/92, 4/1/96, 9/1/04
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Food and drink for special events will be considered when the request is presented in writing to the Facilities Coordinator in the President's Office at least ten days prior to the event. The request should contain approval by the appropriate department chairperson and source of funding. It is the responsibility of the department to make sure the premises are clean after an event and provide assistance with food service as needed.

3. The serving of alcoholic beverages in any building owned or leased by the Health Science Center is prohibited. Exceptions to this policy will be considered, provided a letter requesting permission to serve alcoholic beverages is received in the President's Office no later than one week prior to the scheduled event. This letter must be accompanied by completed "Request to Serve Alcohol" form which is available through the Special Events office (EAD-808).
 - (a) The request contains the following information:
 - (1) Event, date, and exact time the event will begin end;
 - (2) Name of group or association sponsoring the event;
 - (3) Name of individual in charge of event;
 - (4) Exact location of event (building and room number);
 - (5) Number of people expected at the function;
 - (6) Acceptance of responsibility as stated on the form.
 - (b) The group sponsoring the event must arrange in advance, through the President's office, to have an off-duty campus policy officer present if the expected number of persons attending is over seventy-five (75). The sponsoring group is responsible for the overtime pay of the officer.
4. Each special request will be considered on its own merits by the President or his designee. If approved, the sponsoring group will be expected to **CLEAN UP** after the meeting or event and will be held **RESPONSIBLE** for physical damage that may occur to buildings, furnishings, audiovisual equipment, etc., as a result of the group's activities.

C. Posting of meeting announcement flyers/posters.

Health Science Center Policy states that no notices, advertisement or memoranda may be tacked, or otherwise affixed to walls, doors, or windows. Directories and bulletin boards are provided throughout the buildings, and all notices of events will be placed on the bulletin boards or in faculty and student mailboxes. All material not properly displayed will be removed.

Policy Name: Facilities Use Coordination
Effective Date: 9/1/05
Revisions Dates: 9/19/89, 2/5/92, 4/1/96, 9/1/04
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LIST OF ROOMS TO BE SCHEDULED

Scheduled by calling the Facilities Coordinator at 735-2637

Education and Administration (EAD)

Atrium, EAD -108 (Luibel Hall), EAD 291, EAD 406, EAD 506,
EAD 810 (Stokes Conference Room), EAD (Foundation Board Room)

Research and Education (RES)

RES 100 (Everett Hall), RES 114 (Beyer Hall), RES 218, RES 318, RES 434, Kiva Lobby area

Library Building (LIB)

LIB 110 (Mini Auditorium), LIB 302, LIB 304, LIB 306, LIB 316, LIB 318, LIB 320, LIB 428, LIB
434, LIB 450, LIB 460, and LIB 462

Patient Care Center (PCC)

PCC 172

Center for BioHealth (CBH)

CBH 200, CBH 201, and CBH 372

**This list may be changed at any time at the discretion of the President or through his designee.

Policy Name: Bulletin Boards/Posting Notices
Effective Date: 09/1/2005
Revision Dates: 5/17/90, 9/1/95
Initiating Department: Institutional Advancement
Policy Number: 6.00
Application: All Faculty, Staff, and Students
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1. It is the policy of UNT Health Science Center that no notices, ads, or memos may be affixed to walls, doors, or windows.
2. Five locked “In the News” bulletin boards are under the jurisdiction of the Office of Marketing and Communications. Two other locked boards are under the jurisdiction of Human Resource Services. These boards serve as official instruments to display official health science center policies and postings which are required by law.
3. The free-standing easel bulletin boards in hallways are provided for information that is institution-wide in nature. They may be used by student organizations and departments and for announcements of activities that are open to all students or employees.
4. Free bulletin boards are provided for the use of all students and employees in various locations on campus. These may be used to advertise items for sale or for any activity. All announcements must be in good taste. The health science center does reserve the right to remove information from these bulletin boards if it is not considered to be beneficial to the health science center, its students or employees.
5. Bulletin boards are provided for student classes and organizations. Notices of interest to the particular class can be posted on these bulletin boards. They are under the jurisdiction of the Student Affairs Office and the Graduate School.
6. Some departments, offices and clinics have control over the postings on bulletin boards located in their areas.

Policy Name: Inclement Weather Advisories
Effective Date: 09/01/2005
Revision Dates: 12/21/93, 1/3/97, 1/2/01, 11/28/01
Initiating Department: Institutional Advancement
Policy Number: 7.00
Application: All Faculty, Staff, and Students
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1. **POLICY:** It is the policy of the University of North Texas Health Science Center at Fort Worth to provide a facility that is safe. There are two types of winter weather conditions that negatively affect facilities use or travel to the University of North Texas Health Science Center at Fort Worth. Primarily, these are icing/sleet and snow conditions. Some of the campus parking lots have grades that increase the hazard of driving or walking on them when they are covered with ice and/or snow. To ensure the safety of patients, students, and employees; parking lots, sidewalks, and steps must be cleared of ice and snow. Campus facilities will close and operations will be suspended when adverse weather conditions and/or safety hazards exist on health science center property as the result of such weather.

2. **EVALUATION OF CAMPUS CONDITIONS:**

A. **Responsibilities of Campus Police:** Campus Police will notify the Director of Facilities Management and the Medical Director or designee when weather conditions have made travel around campus hazardous or might impact campus/clinic operations. Campus Police will ensure an emergency notification roster, with pager and telephone numbers, is current and available. All campus areas (roads, parking lots, sidewalks, entrances, and exits) shall be assessed for potential risks. Campus Police and the Medical Director shall advise the Senior Vice President for Finance and Administration (or designee) of weather, facility, and operational conditions to determine if the campus should remain open or should close.

B. **Responsibilities of Facilities Management:** Facilities Management is responsible for snow removal and ice control. This department is responsible for clearing sidewalks, parking lots, steps, and driveways. Facilities Management will maintain an emergency notification roster in conjunction with Campus Police. Response team personnel will review procedures and receive training. The response team consists of the Director of Facilities or his designee, and individuals from Facilities Management as designated by the Director. Other personnel will be called as needed. The priority of work will be clinical areas and then as designated. The Director of Facilities Management or his designee will evaluate campus conditions and recommend to the Chief of Police or his designee a corrective course of action, and whether the campus should remain open.

C. **Responsibilities of the Medical Director:** The Medical Director, along with Campus Police, shall advise the Senior Vice President for Finance and Administration, or designee, concerning the closing of clinics due to bad weather. All clinic closures because of bad weather will be coordinated with the Medical Director. Clinics are to remain open until coordination with the Medical Director has been accomplished.

Policy Name: Inclement Weather Advisories
Effective Date: 09/01/2005
Revision Dates: 12/21/93, 1/3/97, 1/2/01
Initiating Department: Institutional Advancement
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- D. Responsibilities of Clinical Departments:** Each clinic's telephone messaging system shall be updated when clinics close for bad weather. Clinic managers/supervisors shall facilitate rescheduling of cancelled appointments. Assigned clinical staff should attempt to contact patients to cancel appointments. (Rescheduling cancelled appointments shall be covered by another policy.) Patients' appointments cancelled due to bad weather shall be contacted and rescheduled within seven (7) working days after the clinic reopens. The clinic director and clinic manager/supervisor shall facilitate the time needed to accommodate patient rescheduling.
- 3. Campus Closing Decision:** When the health science center is unable to clear parking lots or sidewalks, or hazardous driving conditions exist, the Senior Vice President for Finance and Administration, or designee, will initiate the consideration process with Campus Police and the Medical Director about campus closure decisions. Closure of the Fort Worth Independent School District, due to bad weather, will be one of the factors considered when formulating a recommendation on campus closure to the President. The President (or designee) will make the final decision on closure of the campus, including clinical operations. The Senior Vice President, or designee, will notify the Chief of Police, and the Medical Director of the President's decision. The Medical Director, or designee, shall notify all clinical departments of clinic closures or recommendations. The Chief of Police, or designee, shall notify Marketing & Communications and Telecommunications Services.
- 4. Public Notification:** In the event the University plans to close, Marketing and Communications is responsible for reporting campus closure to the following media no later than 5:00 a.m.: KDFW-TV (channel 4), KXAS-TV (channel 5), WFAA-TV (channel 8), KTVT-TV (Channel 11), KVIL-FM103.7, KRLD-AM 1080 and WBAP-AM 820. Telecommunications Services shall update the telephone system's automated message. The health science center's main number, (817)-735-2000, and Web page will be updated to correctly relay all necessary information involving overnight weather events to employees and students no later than 6 a.m. The center's telephone system or Web page should be relied upon as the most direct source of information. In the event inclement weather develops during the class day, the University will try to announce closing before 5:00 p.m. The timing will of course depend on the conditions.
- 5. Faculty and Staff:** During periods of severe weather, unless there has been an official announcement of the University closing, all faculty and staff members are expected to make every reasonable effort to report to the University, while relying on their best judgment regarding hazardous conditions affecting their ability to travel to and from work.

Policy Name: Inclement Weather Advisories
Effective Date: 9/01/2004
Revision Dates: 12/21/93, 1/3/97, 1/2/01
Initiating Department: Institutional Advancement
Policy Number: 7.00
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6. **Leave/Compensatory Time Policy:** If the University is open, faculty or staff members who believe they cannot travel safely to the University are expected to notify their department head by phone. Absences by staff members who decide they cannot travel to the University will be charged to leave or pay will be docked. Absences by faculty members will be processed in accordance with current academic policies.

If the University is declared officially closed for the day, all faculty and staff, unless required to provide essential services, are considered relieved of duty until 12:00 midnight of the same day. As of 12:01 a.m. of the following day, unless the University is again declared closed, faculty and staff will be expected to return to work according to their usual schedules.

Compensatory Time:

Those employees who are required or permitted to work when the University is officially closed will earn compensatory time in an amount equal to the hours they work.

Policy Name: Children on Health Science Center Property
Effective Date: 09/1/2005
Revision Dates: 7/80, 3/18/88, 9/1/96
Initiating Department: HRS
Policy Number: 8.00
Application: All Faculty, Staff, and Students
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The UNTHSC has a responsibility to maintain a safe and pleasant working environment. A breach of this responsibility creates a potential liability for the institution by placing its employees and the general public at risk.

In line with this obligation, a policy was first established in July 1980 and is hereby reconfirmed.

Employees and students are directed NOT to bring children to UNTHSC facilities for the purpose of "babysitting" them. Children can be a disruptive factor in the work environment and can potentially harm themselves and others when allowed to remain on the premises, whether supervised or not. The center cannot and will not assume responsibility and/or liability regarding this matter. Employees must, therefore, make other outside arrangements for the care of their children.

Policy Name: Policy on Pets
Effective Date: 09/1/2005
Revision Dates: 7/80, 3/18/88, 9/1/96
Initiating Department: HRS
Policy Number: 9.00
Application: All Faculty, Staff, and Students
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The UNTHSC has a responsibility to maintain a safe and pleasant working environment. A breach of this responsibility creates a potential liability for the institution by placing its employees and the general public at risk.

In line with this obligation, a policy was first established in July 1980 and is hereby reconfirmed.

Employees and students are directed not to bring or house personal pets in center owned or leased facilities. The only animals allowed in UNTHSC facilities are those approved for use in bona fide teaching and research projects.

Policy Name: Recognition for Participation in Outside Activities
Effective Date: 09/1/2005
Revision Dates: 6/16/92
Initiating Department: HRS
Policy Number: 10.00
Application: All Faculty, Staff, and Students
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1. UNTHSC encourages its faculty and staff to participate in activities that enhance the professional role of the individual and contribute to the welfare of the health science center. These activities may include participation in a wide range of symposiums, workshops, seminars and other events. These activities contribute to the faculty and staff member's performance as a teacher and scholar, as well as enhancing UNTHSC'S commitment to public service.

2. It is the policy of this institution that all faculty and staff members who are involved in such outside programs and activities have a responsibility to ensure that the center is also associated with the positive recognition that is given to the faculty and staff member. The preferable method to recognize the center is for the program announcement or advertisement to identify that the faculty or staff member is employed at UNTHSC. In addition, faculty and staff members should also be identified by rank and department.

3. If a UNTHSC faculty or staff member has prior knowledge that UNTHSC may not or does not support the ideology, methods or content of a program, the faculty or staff member should seek appropriate prior approval through the usual administrative chain to determine if the faculty or staff member is to serve as a representative of UNTHSC.

Policy Name: Dissemination of External Advertising/Solicitation Messages
on Campus
Effective Date: 09/1/2005
Revision Dates: 4/8/92, 9/1/95, 9/1/98
Initiating Department: Institutional Advancement
Policy Number: 11.00
Application: All Faculty, Staff, and Students
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1. Targeting Health Science Center Audiences: External entities that wish to disseminate information to the general UNT Health Science Center community should contact the Office of Marketing and Communications.

2. Paycheck Stuffers: The use of paycheck stuffers is restricted to health science center-generated materials that directly relate to employment benefits and salary matters as they are coordinated and monitored by the Department of Human Resource Services. The Vice President for Fiscal Affairs makes all final decisions regarding paycheck stuffers.

Policy Name:	Charge for Public Records
Effective Date:	09/1/2005
Revision Dates:	6/7/94
Initiating Department:	HRS
Policy Number:	12.00
Application:	All Faculty, Staff, and Students
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1. The Texas State Legislature requires state agencies to adopt rules that specify the charges the agency will make for copies of public records. The following Charge Schedule has been adopted as the policy for the health science center.

2. Charge Schedule for Public Records:

- | | | |
|------|----------------------------------|-------------------------|
| (1) | Standard-sized paper copy | \$.10 |
| (2) | Nonstandard-sized copy | |
| | (a) Diskette | \$ 1.00 |
| | (b) Magnetic tape | \$11.00 to \$13.50 |
| | (c) Data cartridge | \$17.50 to \$35.00 |
| | (d) Tape cartridge | \$ 38.00 to \$45.00 |
| | (e) VHS video cassette | \$2.50 |
| | (f) Audio cassette | \$1.00 |
| | (g) Oversize paper | \$.50 |
| | (h) Mylar (linear foot) | \$.85 to \$1.35 |
| | (i) Blueprint/Blueline | \$.20 per linear foot |
| (3) | Personnel Charge | |
| | (a) Personnel | \$15.00 per hour |
| | (b) Program personnel | \$26.00 per hour |
| (4) | Overhead charge | 20% of personnel charge |
| (5) | Microfiche or microfilm charge | |
| | (a) Paper copy | \$.10 |
| | (b) Fiche or film copy | Actual Cost |
| (6) | Remote document retrieval charge | Actual Cost |
| (7) | Computer resource charge | |
| | (a) Mainframe | \$10.00 per minute |
| | (b) Mid-size | \$ 1.50 per minute |
| | (c) Client/server | \$ 2.20 per hour |
| | (d) PC or LAN | \$ 1.00 per hour |
| (8) | Miscellaneous Supplies | Actual Cost |
| (9) | Postage and shipping charge | Actual Cost |
| (10) | Other costs | Actual Cost |

Policy Name: Guidelines On Campus Free Speech Area
Effective Date: 09/1/2005
Revision Dates: 7/21/95
Initiating Department: HRS
Policy Number: 13.00
Application: All Faculty, Staff, and Students
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1. The on-campus free speech area at the University of North Texas Health Science Center at Fort Worth has been designated as the paved non-vehicular area between Medical Education Building 2 and the south entrance to the Gibson D. Lewis Health Science Library.
2. Any person or group desiring to exercise its right of free speech on the health science center campus must use the designated on-campus free speech area described above.
3. Activities that may be conducted in the on-campus free speech area include public speeches, peaceful demonstrations and literature distribution.
4. Any person or group desiring to use the on-campus free speech area must provide in writing to the president of the health science center or his designee the name of the person or group representative and the purpose of the event to be conducted in the on-campus free speech area.
5. The on-campus free speech area will be available for use 9 a.m. to 4 p.m., Monday through Friday on a first come, first-served basis. Use of the on-campus free speech area is limited to two hours per day by an individual or group.
6. Use of sound amplification equipment or devices in the on-campus free speech area is prohibited.
7. Activity prohibited in the on-campus free speech area includes, but is not limited to, the following: use of abusive, indecent, profane or vulgar language; action that abuses or threatens a person; any action that makes unreasonable noise or could be disruptive of the conduct of the health science center's mission; any action that tends to incite an immediate breach of the peace; violation of any criminal or civil law; violation of any person's civil rights.
8. Any violation of this policy will result in a representative of the health science center termination the use of the on-campus free speech by the offending individual or group.
9. Sidewalks adjoining public streets are public areas whose use is governed by city, county, state and federal ordinances, regulations or laws.

Policy Name: Health Saver Program Release Time
Effective Date: 09/1/2005
Revision Dates: 7/21/95
Initiating Department: HRS
Policy Number: 14.00
Application: All Faculty, Staff, and Students
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1. Benefits-eligible employees may participate in planned “Health Saver” programs as designated by the Health Promotion Manager and Committee and in individual exercise programs. A portion of the time spent in these programs may be contributed by the center. The following stipulations will apply to participation in the Health Saver programs.

- A. Only benefits-eligible employees may participate in this program.
- B. Employees desiring to participate in this program must complete all of their assigned job duties in a timely fashion.
- C. The supervisor is assigned final authority as to whether or not a particular employee may commit to Health Saver activities based on his/her specific duties when such time is requested.
- D. In order to ensure that all eligible employees are allowed to participate, the center must limit its total contribution to the Health Saver programs to no more than 90 minutes per week, per employee.
- E. Health Saver health screens and follow-up sessions may be attended for up to one hour per session on work time.
- F. Health Saver classes, seminars, or workshops offered on a weekly basis may be attended for up to one hour each week.
- G. Benefits-eligible employees may participate in Health Saver exercise activities with the following stipulations.
 - 1) The institution will contribute 30 minutes of release time for each 60 minutes contributed by the employee.
 - 2) Activities will be scheduled at times conducive to the 60/30 minutes session, i.e. 12 noon to 1:30 p.m. or 4:30 to 6:00 p.m.
- H. Individual exercise may be included in this release time, provided it is documented by completing the sign-in sheet at the FAC. The employee’s supervisor may request verification via an individualized exercise log co-signed by the FAC Manager.

Policy Name: Takings Impact Assessment
Effective Date: 09/1/2005
Revision Dates: 9/1/96, 1/21/97
Initiating Department: Office of Legal Affairs
Policy Number: 15.00
Application: All Faculty, Staff, and Students
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1. Pursuant to the Private Real Property Rights Preservation Act ("Act") which is set forth in Chapter 2007 of the Texas Government Code and the accompanying Guidelines issued by the Office of the Attorney General, the University of North Texas Health Science Center at Fort Worth (UNTHSC) has promulgated specific procedures to be followed in making a Takings Impact Assessment and in determining which of its activities, programs, policies, rules or regulations trigger the need for a Takings Impact Assessment. Taking Impact Assessments will be used to ensure that the implications of actions involving private real property are considered before decisions are made and such actions are taken by UNTHSC.

DEFINITIONS:

In the application of this policy, the following definitions shall apply:

1. "Owner" means a person with legal or equitable title to affected private real property at the time a taking occurs.
2. "Market value" means the price a willing buyer would pay a willing seller after considering all factors in the marketplace that influence the price of private real property.
3. "Private real property" means an interest in real property recognized by common law, including a groundwater or surface water right of any kind, that is not owned by the federal government, the State of Texas, or a political subdivision of the State of Texas.
4. "Taking" means:
 - (A) an action on the part of UNTHSC that affects private real property, in whole or in part or temporarily or permanently, in a manner that requires the governmental entity to compensate the private real property owner as provided by the Fifth and Fourteenth Amendments to the United States Constitution or Section 17 or 19, Article I, Texas Constitution; or
 - (B) an action on the part of UNTHSC;
 - (i) affects an owner's private real property that is the subject of the governmental action, in whole or in part or temporarily or permanently, in a manner that restricts or limits the owner's right to the property that would otherwise exist in the absence of the action on the part of UNTHSC; and

Policy Name: Takings Impact Assessment
Effective Date: 09/1/2005
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- (ii) is the producing cause of a reduction of at least 25 percent in the market value of the affected private real property, determined by comparing the market value of the property as if the action on the part of UNTHSC is not in effect and the market value of the property determined as if the action is in effect.

APPLICABILITY

A. This policy shall apply to the following types of actions on the part of UNTHSC:

- (1) the adoption or issuance of an ordinance, rule, regulatory requirement, resolution, policy, guideline, or similar measure; or
- (2) an action that imposes a physical invasion or requires a dedication or exaction of private real property.
- (3) enforcement of an action listed in (1) or (2) above, whether enforcement is accomplished through judicial or quasi-judicial proceedings or other similar actions.

B. This policy shall not apply to the following types of actions on the part of UNTHSC:

- (1) a lawful forfeiture or seizure of contraband as defined by Article 59.01, Code of Criminal Procedure;
- (2) a lawful seizure of property as evidence of a crime or violation of law;
- (3) an action that is reasonably taken to fulfill an obligation mandated by federal law or an action that is reasonably taken to fulfill an obligation mandated by state law;
- (4) the discontinuance or modification of a program or regulation that provides a unilateral expectation that does not rise to the level of a recognized interest in private real property;
- (5) an action taken to prohibit or restrict a condition or use of private real property if UNTHSC proves that the condition or use constitutes a public or private nuisance as defined by background principles of nuisance and property law of this state;
- (6) an action taken out of a reasonable good faith belief that the action is necessary to prevent a grave and immediate threat to life or property;
- (7) a formal exercise of the power of eminent domain;
- (8) an action taken under a state mandate to prevent waste of oil and gas, protect correlative rights or owners of interests in oil or gas, or prevent pollution related to oil and gas activities;

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- (9) a rule or proclamation adopted for the purpose of regulating water safety, hunting, fishing, or control of nonindigenous or exotic aquatic resources;
 - (10) the appraisal of property for purposes of ad valorem taxation;
 - (11) an action that:
 - (a) is taken in response to a real and substantial threat to public health and safety;
 - (b) is designed to significantly advance the health and safety purpose; and
 - (c) does not impose a greater burden than is necessary to achieve the health and safety purpose.
- C. This Policy does not apply to the enforcement or implementation of Subchapter B, Chapter 61, Natural Resources Code, as it existed on September 1, 1995, or to the enforcement or implementation of any rule or similar measure that was adopted under that subchapter and was in existence on September 1, 1995.

REVIEW PROCEDURES

- A. In considering whether to take an action that is covered by this Policy, UNTHSC shall develop a written Takings Impact Assessment of the proposed action. The Takings Impact Assessment shall be conducted in the following manner:
- (1) When an employee believes that a proposed action on the part of UNTHSC may come within the provisions of this Policy, the employee shall notify the UNTHSC Office of the Vice President for Administrative Affairs.
 - (2) The UNTHSC Vice President for Administrative Affairs shall notify the UNTHSC Office of Legal Affairs to consider the proposed action. This meeting may include other parties as determined to be necessary.
 - (3) At the meeting of the appropriate individuals from the UNTHSC Office of the Vice President of Administrative Affairs and the UNTHSC Office of Legal Affairs, and others as may be necessary, the following questions shall be answered:

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- (a) **Is the proposed action to be undertaken an action that is covered by this Policy?**

If the answer is "No": No further compliance with this Policy is necessary.

If the answer is "Yes": the following question should be answered.

- (b) **Does the proposed action result in a burden on "Private Real Property"?**

If the answer is "No": A "No Private Real Property Impact" or No PRPI Determination should be made. No further compliance with this Policy is necessary.

If the answer is "Yes": A Takings Impact Assessment is required.

B. The Takings Impact Assessment must be in writing and must include the following information:

- (1) A description of the specific purpose of the proposed action;
- (2) An identification of the following:
 - (a) whether and how the proposed action substantially advances its stated purpose; and
 - (b) the burdens imposed on private real property and the benefits to society resulting from the proposed use of private real property;
- (3) A determination as to whether engaging in the proposed action will constitute a taking as defined by this Policy;

In making a determination as to whether the proposed action will result in a "taking", the following questions must be answered:

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(a) **Does the Proposed Action Result Indirectly or Directly in a Permanent or Temporary Physical Occupation of Private Real Property?**

Regulation or action resulting in a permanent or temporary physical occupation of all or portion of private real property will generally constitute a "taking."

(b) **Does the Proposed Action Require a Property Owner to Dedicate a Portion of Private Real Property or to Grant an Easement?**

Carefully review all actions requiring the dedication of property or grant of an easement. The dedication of real property must be reasonably and specifically designed to prevent or compensate for adverse impacts of the proposed development. Likewise, the magnitude of the burden placed on the proposed development should be reasonably related to the adverse impacts created by the development.

(c) **Does the Proposed Action Deprive the Owner of all Economically Viable Uses of the Property?**

If an action prohibits or somehow denies all economically viable or beneficial uses of the land, it will likely constitute a "taking."

The action's impact on the property as a whole, and not just the impact on a portion of the property, should be considered. It is also important to assess whether there is *any* profitable use of the remaining property available. The remaining use does not necessarily have to be the owner's planned use, a prior use, or the highest and best use of the property. One factor in this assessment is the degree to which the action interferes with a property owner's reasonable investment-backed development expectations.

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- (d) **Does the Proposed Action have a Significant Impact on the Landowner's Economic Interest?**
- (e) **Does the Proposed Action Decrease the Market Value of the Affected Private Real Property by 25% or More? Is the Affected Private Real Property the subject of the Covered Governmental Action?**
- (f) **Does the Proposed Action Deny a Fundamental Attribute of Ownership?**

Governmental actions that deny the land owner a fundamental attribute of ownership--including the right to possess, exclude others and dispose of all or a portion of the property--are potential takings.

- (g) **Does the Proposed Action Serve the Same Purpose that Would be Served by Directly Prohibiting the Use or Action; and Does the Condition Imposed Substantially Advance that Purpose?**

- (4) A description of alternative actions that could accomplish the specified purpose of the proposed action;
- (5) A comparison, evaluation, and explanation regarding:
 - (a) how an alternative action would further the specified purpose; and
 - (b) whether an alternative action would constitute a taking.

C. A Takings Impact Assessment prepared under this policy shall be considered public information.

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PUBLIC NOTICE

- A. If it is determined through the Takings Impact Assessment process that an action may result in a taking, then UNTHSC shall:
- (1) Give at least 30 days' notice of its intention to take action prior to taking the proposed action.
 - (2) Such notice shall be given by filing a reasonably specific summary of the Takings Impact Assessment with the Secretary of State for publication in the Texas Register in accordance with the following manner:
 - (a) During normal working hours, UNTHSC shall deliver to the office of the Secretary of State two certified copies of the document for filing; or
 - (b) UNTHSC shall send to the Secretary of State over dedicated cable or commercial lines between word or data processors one copy of the document to be filed and shall deliver to the Office of the Secretary a letter of certification that is signed by the UNTHSC Vice President for Fiscal Affairs and that contains a statement specifying the type of information electronically sent.
 - (c) The UNTHSC Vice President for Fiscal Affairs shall certify each document that is filed with the Secretary of State for publication.
 - (d) The UNTHSC Vice President for Fiscal Affairs shall act as the liaison through whom all required documents are submitted to the Secretary of State for filing and publication.

LEGALITY

This policy is created in accordance with existing State law and is subject to modification as determined by the Courts and the Legislature.

Policy Name: Access Control Policy
Effective Date: 09/1/2005
Initiating Department: Safety Office
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1. **Purpose:** This policy provides for controlled access to the physical assets of the institution in order to: (1) protect the health and safety of those who enter and utilize the facilities and, (2) to provide an appropriate level of physical security to protect the physical assets of the institution and the State of Texas. It is not the intent of this policy to preempt institutional policies regarding space allocation except as described in exemption #1 below.

2. **Scope:** This policy applies to all health science center faculty, staff, students, volunteers and to the contractors employed by the institution to provide services to the institution including, but not limited to: renovations, painting, mechanical repairs, cabling operations, teaching services, window washing, etc.

This policy applies to all buildings, out buildings and vehicles owned or leased by the institution.

1. Approval to Issue Keys and Cardkeys:

- a. All requests require the prior written approval of the department head in control of the space or vehicle to be accessed by the key or cardkey.
- b. Key requests must be submitted to Campus Police on the current key request form.
- c. Access to state-owned and leased vehicles is subject to further restrictions including, but not limited to: insurance approval, possession of a valid driver's license and driving record check for moving violations including, but not limited to DWI and DUI.
- d. When access is desired to space or vehicles not assigned to the requesting department, the written authorization of the requesting department head AND the controlling department head is required before the key or cardkey can be issued. Please refer to Exemption #1 below for limitations on approvals granted by the director of Facilities Management.
- e. The controlling department for all building entrances that provide access to the public spaces of buildings that house operations of more than one controlling department is Campus Police.

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- f. Requests for grand master keys or other keys that provide access to the space assigned to more than one other controlling department, requires the approval of the cognizant vice president of the controlling department AND the Sr. Vice President for Finance and Administration.
- g. Areas requiring special security that are not subject to individuals listed in #6 above are:

Exception #1: Mechanical rooms, electrical closets, utility chaseways, elevator penthouses and roofs are hazardous work areas that require special security to maintain health and safety of building occupants, adequate access to the devices located in these areas and require special precautions to ensure fire and electrical safety. The controlling department for these areas is Facilities Management.

Only the following organizational units may request keys or cardkeys to these areas: Biomedical Communications, Campus Police, Construction and Renovation, Information Technology Services, Property Control, Safety Office, Telecommunications and Utilities. The controlling department may not unreasonably deny access to these special areas by these departments and their contractors.

The controlling department is not authorized to allow other departments, including the other departments that may have access as specified above in Exception #1, to use these spaces for storage. The Safety Officer must approve all such requests for storage. As a general rule, such requests will be denied.

Exception #2: Nothing in this policy shall be construed as limiting Information Technology Services or Telecommunications from maintaining control over areas such as computer rooms and telephone switch rooms, even when these areas are located inside areas described in Exception #1 above, when these areas have additional controlled access.

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Certain areas require special security due to federal or state laws. These areas include, but are not limited to: patient records, student records, employment files, ethyl alcohol storage and drug/pharmacy areas. These areas shall not be accessible by a key or cardkey such as a department master or grandmaster key. The controlling department has sole discretion regarding keys and cardkeys to these areas and must exercise control to maintain compliance with applicable laws and regulations.

2. Lost Keys and Cardkeys: Campus police may charge a fee to replace lost keys and cardkeys as provided by the appropriate section of the institution's Fiscal Regulations Manual.

5. Return of Keys and Cardkeys: All keys and cardkeys must be returned to Campus Police when: (1) continued access is denied by the controlling department head or cognizant vice president, (2) upon transfer to another department that does not control areas accessed by keys in the possession of the transferring person, and (3) upon termination of employment or graduation.

When a student graduates or transfers to another department or when an employee transfers or terminates and assigned keys are not returned to Campus Police, Campus Police may charge the base account of the requesting department a fee for each key not returned as provided by the appropriate section of the institution's Fiscal Regulations Manual.

Policy Name: Driving a Health Science Center Vehicle
Effective Date: 09/1/2005
Initiating Department: Facilities Management
Policy Number: 17.00
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1. **Policy:** Health science center equipment may be used only for official center business. The use of health science center motor vehicles for other than official business is strictly prohibited.¹ Only authorized individuals will be permitted to drive health science center vehicles.

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

3. **Operation of health science center vehicles:** All health science center vehicles shall be operated in accordance with State laws, rules and regulations.
 - A. Any problems or defects in a health science center vehicle will be immediately brought to the attention of Facilities Management – Motor Pool.
 - B. A daily report on each motor vehicle shall be completed and filed as required by health science center policy and State law.²
 - C. Each health science center vehicle will be equipped with a seatbelt, unless specifically exempted by law. The use of seatbelts is mandatory.

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4. **Vehicle maintenance:** Facilities Management is responsible for the maintenance of all Health Science Center vehicles.
5. **In the event of an accident:**
 - A. A Vehicle Incident Report (VIR) must be completed immediately and delivered to Campus Police within 24 hours.
 - B. The driver shall obtain from the other party all vehicle and insurance information necessary to file an appropriate claim.
 - C. If an accident occurs off campus, the driver of the vehicle must call the police or other authority to get an official report of the accident.
 - D. No comments shall be made about guilt.
 - E. Inquiries about the health science center's insurance shall be directed to Facilities Management.
 - F. All communications with an insurance or automobile rental company shall be made by Facilities Management and/or the offices of the Vice Chancellor and General Counsel.
 - G. If the driver of a health science center vehicle is found to be negligent, the driver and/or his/her personal insurance carrier may be held liable.
6. **Driver Education:** From time to time, the health science center shall conduct defensive driving classes for individuals who drive the institution's vehicles. individuals who drive the center's vehicles may be required to take a defensive driving course.

² Texas Government Code, Chapter 2203