

## Table of Contents

<b>Mission, Roles, and Responsibilities</b>	
Management Roles	1.1
Organization of the Utilities Department	1.2
Responsibilities of Supervisors	1.3
Responsibilities of Employees	1.4
Mission, Vision, Core Values and Values of Utilities Department	1.5
<b>Teamwork</b>	
Working Together	2
<b>Compensation/Pay Issues</b>	
Leave of Absence Without Pay (LWOP)	3.1
Outside Employment Activities of Utilities Employees	3.2
Pay Increases	3.3
Paychecks	3.4
Workers' Compensation Insurance	3.5
<b>Stewardship of University Facilities and Property</b>	
Administrative Computer Networks, Hardware, and Software	4.1
Care of Tools and Equipment	4.2
Cart Policy	4.3
Procedures for Handling Lost or Abandoned Property	4.4
Procurement Cards	4.5
Security	4.6
Use and Care of University Keys	4.7
Use and Safe Operation of Vehicles	4.8
Use of University Bulletin Boards	4.9
Use of University Property or Services	4.10
<b>Professional Conduct</b>	
Cellular Phones/Communication Devices Use	5.1
Employee Assistance Program	5.2
Hours of Work	5.3
Resolving Work-Related Problems	5.4
Rest Periods/Breaks/Lunches	5.5
Safety	5.6
Training and Travel	5.7
Uniforms, Dress, and Appearance	5.8
Handling Administrative Issues	5.9
On-Call Program Procedures	5.10
Higher Ed Courses	5.11
Taking Course Work During the Workday	5.12
<a href="#">UT Systems Driving Policy: UTS157</a>	5.13