

Welcome to the Utilities and Energy Management Department (herein after referred to as “Utilities” or “Utilities Department”) at The University of Texas at Austin!

This manual is provided to assist you in making the transition from a “new” to an “informed” employee. We also want you to be safe and work safely in the workplace, and have a successful work experience.

This manual covers the basic employee rules which you should follow. After reading it, you will be asked to sign an acknowledgment stating that you have read it. Besides these general rules for the entire Utilities Department, you should also become familiar with your shop or work section’s other rules and procedures that apply specifically to your work situation.

In writing this manual, we have tried to collect in one place most of the rules which are important to you for handy reference. It is subject to change at any time and is not to be construed as a contract of employment. Please keep in mind that this manual does not take the place of the official university policy sources such as the Regents’ Rules, Presidential Policy Memoranda, the Handbook of Operating Procedures, and the Handbook of Business Procedures for The University of Texas at Austin.

If you are a new employee in Utilities, your first-line supervisor will be working with you in completing an Orientation Checklist. This will give you information about your job and your working environment to start you off on the right foot.

It is hoped that your association with the Utilities Department will be long and mutually beneficial.

This manual belongs to:
