University of Nevada, Reno
Statewide • Worldwide

New Hire Policy Acknowledgement

I herby certify that I have received and reviewed the following Policy Statements:

_____ Initial here Computing & Network Use Agreement

_____ Initial here I acknowledge that I am required to attend Sexual harassment/discrimination prevention Training and have received the NSHE Policy Against Sexual Harassment and Complaint Procedure (May 2003).

_____ Initial here Nevada Workplace Safety

_____ Initial here Policy Statement Alcohol/Drug Free Workplace

Name (print clearly):_____ _____
First Name, MI, Last Name Date

Signature: _____

I acknowledge these policies as a condition of employment with the State of Nevada. I understand I can contact UNR Human Resources if I have any questions about these policies.

This form is to be returned with the employee's New Hire Documents to their department. The form will be retained in employee's file with UNR Human Resources. The attached policy information (listed above) should be retained by the employee for their records.

Revised 06/2010lmt

Computing & Network Use Agreement

Standards for Using the Computing and Network Resources
University of Nevada, Reno

Last updated: August 2009

- These policies are based on, but not limited to, the policies set forth in the *Nevada System of Higher Education (NSHE) Computing Resources Policy*. Appendices listed below specify additional, particular documents for each user group.
- Users of University of Nevada, Reno network resources must agree and adhere to the terms of all applicable policies.

Improper Conduct

Improper conduct regarding the use of University computers falls into three categories:

1. **Academic Dishonesty**
   Dishonesty is not allowed. Examples of this type of behavior regarding computers include, but are not limited to:
   - Submitting another person's programs, documentation, or program results as your own work
   - Obtaining or attempting to obtain unauthorized access to information stored in electronic form
   - Submitting false results of a program's output or falsifying the results of program execution
2. **Disruption and Destruction of Computer Facilities**
   The disruption or destruction of computer facilities is prohibited. Examples of this type of behavior include, but are not limited to:
   - Using computers or networks in a fashion that causes harassment, abuse, or intimidation of another person
   - Damaging or stealing University-owned equipment or software
   - Viewing, distributing or printing patently offensive mail, documents, or images
   - Causing false computer system messages to display
   - Maliciously causing computer system slowdowns or rendering systems inoperable and denying access to users
   - Changing, removing, or destroying any data stored electronically (or attempting the same) without proper authorization
   - Gaining or attempting to gain access to accounts without proper authorization
   - Putting viruses or worms into a computer system
   - Sending or receiving large files on a sustained and frequent basis that negatively impacts the network
3. **Violation of Licenses and Copyright Agreements, University Policy, and State or Federal Laws**
   Most software used on University computers is covered by copyright, license, and/or nondisclosure agreements. Violation of these agreements puts the University of Nevada, Reno/NSHE and the individual in jeopardy of civil penalties. Examples of such violations include, but are not limited to:
   - Making copies of copyrighted or licensed software without proper authorization
   - Using software in violation of copyright, license, or non-disclosure agreements
   - Using University computers for unauthorized private or commercial purposes

Appendices

Faculty and Staff Appendix

- **Faculty:** Academic dishonesty and the disruption or destruction of computer facilities is covered in Chapter 6.2, "Prohibited Activity," of the NSHE Code.
- **Classified Staff:** Dishonesty and the disruption or destruction of computer facilities is covered in Section 284.650, "Causes for Disciplinary Action," of the Nevada Administrative Code.

Student Appendix

Academic dishonesty and the disruption or destruction of computer facilities is covered in Sections I, II and III of the Student Judicial Code, University of Nevada, Reno.

General Public Appendix

Dishonesty, theft, unauthorized use of computer facilities, as well as destruction, modification, and similar computer crimes are detailed in Nevada Revised Statutes 205.473-205.491 (Unlawful Acts Regarding Computers).

Usage Agreement

In addition to agreeing to abide by the Standards for Using Computing and Network Resources of the University of Nevada, Reno, and the Appropriate Use of the Internet, I agree to the following statements:

1. I understand that networked computing is a cooperative effort and will make every attempt to be prudent and considerate in my use of University computers and network resources.
2. I will not willfully destroy, damage, tamper, alter, steal, misappropriate or use without permission any system, program or file of the University and Community College System of Nevada (NSHE).
3. So that others may not use my account, I agree to use my account for my own work and to keep my password confidential. I agree to report the use of my account by others to the appropriate Network Systems Administrator.
4. I understand that while the University of Nevada, Reno/NSHE makes every attempt to preserve the integrity of my data and files stored on the system, if a conflict arises between keeping the system operational and maintaining the integrity of my data, keeping the system operational takes precedence. The University/NSHE is not responsible for any loss of data.
5. I agree to indemnify and hold harmless the University/NSHE, its employees, and agents from any claim, demand, liability, cause of action, suit judgment or expense (including attorney fees), arising out of my breach of this agreement.
6. I understand that I do not own my computing account, but do have exclusive access to the account under normal circumstances. The University/NSHE owns the account and gives me the privilege of using it. The University/NSHE reserves the right to access the account if an incident occurs that affects service or threatens the protection of the rights or property of the University/NSHE. This access is solely for correcting service or a threat.
7. I understand and agree that each time I access the University/NSHE computing network that I am bound by these terms of the agreement, along with any changes or additions to this agreement, and the terms of all the University policies that are in effect at the time I access the system.
8. I understand that violations of this agreement may result in the revoking of all my computer and network access privileges.

I agree and acknowledge that any infractions will result in disciplinary action from the University and appropriate local, state and federal agencies. Nevada Revised Statutes 205.473-205.491 (Unlawful Acts Regarding Computers) and applicable statutes in the Appendices are fully enforceable.

University of Nevada, Reno
Equal Opportunity/Affirmative Action Office
Jones Center, Suite 103
http://www.unr.edu//eoaa/
775-784-1547

Mandatory Sexual Harassment/Discrimination Prevention Training Notice For Student, Faculty and Staff Employees

As an employee of the University of Nevada, Reno, Nevada Administrative Code 284.496 (1.) (2.) requires that you attend a mandatory Sexual Harassment/Discrimination Prevention Training ***within six months*** of your initial appointment into state service. This mandatory training is provided by the UNR Equal Opportunity/Affirmative Action Office and is approximately one hour in length.

Faculty and staff who attend New Hire Benefits Orientation receive this training during orientation.

Please call Barbara Nirenberg at 784-1547 to register for either New Hire Benefits Orientation or Sexual Harassment/Discrimination Prevention Training.

NSHE Policy
Against Sexual Harassment
And
Complaint Procedure

Effective May, 2003
Revised April, 2010

University of Nevada, Reno

NSHE POLICY AGAINST SEXUAL HARASSMENT
AND COMPLAINT PROCEDURE
BOARD OF REGENTS HANDBOOK
Title 4, Chapter 8, Section 13

Policy Against Discrimination and Sexual Harassment; Complaint Procedure

Introduction

This Policy is divided into three parts:

Section A states the NSHE policy against discrimination.

Section B states the NSHE policy against sexual harassment.

Section C contains the complaint and investigation procedure for discrimination and sexual harassment complaints. These procedures are in addition to disciplinary complaints brought against professional employees or students under Title 2, Chapter 6 of the NSHE Code (or if applicable, institution student codes of conduct),or against classified employees under the Nevada Administrative Code. However, information gathered as part of the complaint process under this section may be used in connection with disciplinary proceedings.

A. NSHE Non-Discrimination Policy

1. Policy Applicability and Sanctions.

The Nevada System of Higher Education (NSHE) is committed to providing a place of work and learning free of discrimination on the basis of a person's age, disability, whether actual or perceived by others (including service-connected disabilities), gender (including pregnancy related condition), military status or military obligations, sexual orientation, national origin, race, or religion. Where discrimination is found to have occurred, the NSHE will act to stop the discrimination, to prevent its recurrence, and to discipline those responsible.
No employee or student, either in the workplace or in the academic environment, should be subject to discrimination.

It is expected that students, faculty and staff will treat one another and campus visitors with respect.

2. Policy Applicability and Sanctions.

All students, faculty, staff, and other members of the campus community are subject to this policy. Students, faculty, or staff who violate this policy are subject to discipline up to and including termination and/or expulsion, in accordance with the NSHE Code (or in the case of students, any applicable student code of conduct) or, in the case of classified employees, the

Nevada Administrative Code. Other lesser sanctions may be imposed, depending on the circumstances. Complaints may also be filed against visitors, consultants, independent

contractors, service providers and outside vendors whose conduct violates this policy, with a possible sanction of limiting access to institution facilities and other measures to protect the campus community.

3. Training.

All employees shall be given a copy of this policy and each institution's Human Resources Office shall maintain documentation that each employee received the policy. New employees shall be given a copy of this policy at the time of hire and each institution's Human Resources Office shall maintain documentation that each new employee received the policy.
Each institution shall include this policy and complaint procedure in its general catalog.
Each institution shall have an on-going non-discrimination training program and shall designate a person or office to be responsible for such training.

4. Discriminatory Practices.

It is illegal to discriminate in any aspect of employment, such as:

- hiring and firing;
- compensation, assignment, or classification of employees;
- transfer, promotion, layoff, or recall;
- job advertisements;
- recruitment;
- testing;
- use of employer's facilities;
- training programs;
- fringe benefits;
- pay, retirement plans, and disability leave; or
- other terms and conditions of employment.

Determining what constitutes discrimination under this policy will be accomplished on a case by case basis and depends upon the specific facts and the context in which the conduct occurs. Some conduct may be inappropriate, unprofessional, and/or subject to disciplinary action, but would not fall under the definition of discrimination. The specific action taken, if any, in a particular instance depends on the nature and gravity of the conduct reported, and may include non-discrimination related disciplinary processes as stated above.

Discriminatory practices also include:

- discrimination on the basis of a person's age, disability (including service-connected disabilities), gender (including pregnancy related condition), military status or military obligations, sexual orientation, national origin, race, or religion;

- retaliation against an individual for filing a charge of discrimination, participating in an investigation, or opposing discriminatory practices; and

- employment decisions based on stereotypes or assumptions about the abilities, traits or performance of individuals of a certain age, disability (including service-connected disabilities), gender (including pregnancy related condition), military status or military obligations, sexual orientation, national origin, race, or religion;

- conduct that has the purpose or effect of substantially interfering with an individual's academic or work performance, or of creating an intimidating, hostile or offensive environment in which to work or learn.

This behavior is unacceptable in the work place and the academic environment. Even one incident, if it is sufficiently serious, may constitute discrimination. One incident, however, does not necessarily constitute discrimination.

B. Policy Against Sexual Harassment

1. Sexual Harassment is Illegal Under Federal and State Law.

The Nevada System of Higher Education (NSHE) is committed to providing a place of work and learning free of sexual harassment. Where sexual harassment is found to have occurred, the NSHE will act to stop the harassment, to prevent its recurrence, and to discipline those responsible in accordance with the NSHE Code or, in the case of classified employees, the Nevada Administrative Code. Sexual harassment is a form of discrimination; it is illegal.
No employee or student, either in the workplace or in the academic environment, should be subject to unwelcome verbal or physical conduct that is sexual in nature. Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior of a sexual nature that is not welcome, that is personally offensive, and that interferes with performance.

It is expected that students, faculty and staff will treat one another with respect.

2. Policy Applicability and Sanctions

All students, faculty, staff, and other members of the campus community are subject to this policy. Individuals who violate this policy are subject to discipline up to and including termination and/or expulsion, in accordance with the NSHE Code (or applicable Student Code of Conduct)

or, in the case of classified employees, the Nevada Administrative Code. Other, lesser sanctions may be imposed, depending on the circumstances.

3. Training.

All employees shall be given a copy of this policy and each institution's Human Resources Office shall maintain documentation that each employee received the policy. New employees shall be given a copy of this policy at the time of hire and each institution's Human Resources Office shall maintain a record that each new employee received the policy.
Each institution shall include this policy and complaint procedure in its general catalog.
Each institution shall have an on-going sexual harassment training program for employees.

4. Sexual Harassment Practices.

Under this policy, unwelcome sexual advances, requests for sexual favors, and other visual, verbal or physical conduct of a sexual or gender bias nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic status;

2. Submission to or rejection of the conduct is used as a basis for academic or employment decisions or evaluations, or permission to participate in an activity; or

3. The conduct has the purpose or effect of substantially interfering with an individual's academic or work performance, or of creating an intimidating, hostile or offensive environment in which to work or learn.

Sexual harassment may take many forms—subtle and indirect, or blatant and overt. For example,

- It may occur between individuals of the opposite sex or of the same sex.

- It may occur between students, between peers and/or co-workers, or between individuals in an unequal power relationship (such as by a supervisor with regard to a supervised employee or an instructor regarding a current student).

- It may be aimed at coercing an individual to participate in an unwanted sexual relationship or it may have the effect of causing an individual to change behavior or work performance.

- It may consist of repeated actions or may even arise from a single incident if sufficiently severe.

- It may also rise to the level of a criminal offense, such as battery or sexual assault.

Determining what constitutes sexual harassment under this policy is dependent upon the specific facts and the context in which the conduct occurs. Some conduct may be inappropriate, unprofessional, and/or subject to disciplinary action, but would not fall under the definition of sexual harassment. The specific action taken, if any, in a particular instance depends on the

nature and gravity of the conduct reported, and may include disciplinary processes as stated above.

Examples of unwelcome conduct of a sexual or gender related nature that may constitute sexual harassment may, but do not necessarily, include, and are not limited to:

Sexual assault;

Sexually explicit or gender related statements, comments, questions, jokes, innuendoes, anecdotes, or gestures;

Other than customary handshakes, uninvited touching, patting, hugging, or purposeful brushing against a person's body or other inappropriate touching of an individual's body;

Remarks of a sexual nature about a person's clothing or body;

Use of electronic mail or computer dissemination of sexually oriented, sex-based communications;

Sexual advances, whether or not they involve physical touching;

Requests for sexual favors in exchange for actual or promised job or educational benefits, such as favorable reviews, salary increases, promotions, increased benefits, continued employment, grades, favorable assignments, letters of recommendation;

Displaying sexually suggestive objects, pictures, magazines, cartoons, or screen savers; Inquiries, remarks, or discussions about an individual's sexual experiences or activities and other written or oral references to sexual conduct.

Even one incident, if it is sufficiently serious, may constitute sexual harassment. One incident, however, does not usually constitute sexual harassment.

C. Complaint and Investigation Procedure.

This section provides the complaint and investigation procedure for complaints of discrimination or sexual harassment (except that complaints against students may be referred to student disciplinary processes). The Chancellor (for the System Office) and each president shall designate no fewer than two administrators to receive complaints. The administrators designated to receive the complaints may include the following: (1) the Affirmative Action Program Officer; (2) the Human Resources Officer; or (3) any other officer designated by the president. The President shall also designate a primary investigating officer (Primary Officer) to process all complaints. The Primary Officer may be any of the individuals identified above. All complaints, whether received by the Affirmative Action Officer, Human Resources Officer or other designated officer, must immediately be forwarded to the Primary Officer.

An individual filing a complaint of alleged discrimination or sexual harassment shall have the opportunity to select an independent advisor for assistance, support, and advice and shall be notified of this opportunity by the Primary Officer, or by her designee. It shall be the choice of the individual filing the complaint to utilize or not utilize the independent advisor. The independent advisor may be brought into the process at any time at the request of the alleged

victim. The means and manner by which an independent advisor shall be made available shall be determined by each institution or unit.

If anyone in a supervisory, managerial, administrative or executive role or position, such as a supervisor, department chair, or director of a unit, receives a complaint of alleged discrimination or sexual harassment, or observes or becomes aware of conduct that may constitute discrimination or sexual harassment, the person must immediately contact one of the individuals identified above to forward the complaint, to discuss it and/or to report the action taken.

Complaints of discrimination or sexual harassment should be filed as soon as possible, but no later than three hundred (300) calendar days after the discovery of the alleged act of discrimination or sexual harassment with the supervisor, department chair, dean, or one of the administrators listed above and/or designated by the president to receive complaints of alleged sexual harassment or discrimination. Complaints of prohibited conduct, including discrimination or sexual harassment, filed with an institution's administrative officer pursuant to NSHE Code Chapter 6, Section 6.8.1, are not subject to this 300 day filing requirement.

1. Employees.

a. An employee who believes that he or she has been subjected to discrimination or sexual harassment by anyone is encouraged—but it is neither necessary nor required, particularly if it may be confrontational—to promptly tell the person that the conduct is unwelcome and ask the person to stop the conduct. A person who receives such a request must immediately comply with it and must not retaliate against the employee.

b. The employee may also choose to file a discrimination or sexual harassment complaint with his or her immediate supervisor, who will in turn immediately contact one of the officials listed above.

c. If the employee feels uncomfortable about discussing the incident with the immediate supervisor, the employee should feel free to bypass the supervisor and file a complaint with one of the other listed officials or with any other supervisor.

d. After receiving any employee's complaint of an incident of alleged discrimination or sexual harassment, the supervisor will immediately contact any of the individuals listed above to forward the complaint, to discuss it and/or to report the action taken. The supervisor has a responsibility to act even if the individuals involved do not report to that supervisor.

2. Students.

a. A student who believes that he or she has been subjected to discrimination or sexual harassment by anyone is encouraged—but it is neither necessary nor required particularly if it may be confrontational—to promptly tell the person that the conduct is unwelcome and ask the person to stop the conduct. A person who receives such a request must immediately comply with it and must not retaliate against the student.

b. The student may also choose to file a complaint with his or her major department chair or director of an administrative unit, who will in turn immediately contact one of the officials listed above.

c. If the student feels uncomfortable about discussing the incident with the department chair or director of an administrative unit, the student should feel free to bypass the person and file a complaint with one of the above officials or to any chair, dean, or director of an administrative unit who will in turn immediately contact one of the officials listed above to forward the

complaint, to discuss it and/or to report the action taken. The chair, dean or director of an administrative unit has a responsibility to act even if the individuals involved do not report to that person.

3. Non-Employees and Non-Students

Individuals who are neither NSHE employees nor NSHE students and who believe they have been subjected to discrimination or sexual harassment by a NSHE employee during the employee's work hours or by a NSHE student on campus or at a NSHE-sponsored event may utilize any of the complaint processes set forth above in this section.

4. Investigation and Resolution.

a. After receiving a complaint of the incident or behavior, the Primary Officer, or designee, will initiate an investigation to gather information about the incident. If the Primary Officer is unable to initiate an investigation, due to a conflict or for any other reason, the President shall designate another individual to act as Primary Officer for the matter. Each institution may set guidelines for the manner in which an investigation shall be conducted. The guidelines shall provide for the prompt investigation and resolution of complaints, and shall identify the appropriate management level with final decision-making authority. The guidelines shall, at a minimum, provide the person subject to the complaint with information as to the nature of the complaint, and shall further provide that the person filing the complaint and the person who is the subject of the complaint have a right to be interviewed, identify witnesses and provide documentation pertaining to the complaint. In most cases, an investigation should be completed within 45 calendar days of receipt of the complaint.

b. At the completion of the investigation, a recommendation will be made to the appropriate management regarding the resolution of the matter. The recommendation is advisory only.

c. After the recommendation has been made, a determination will be made by appropriate management regarding the resolution of the matter. If warranted, disciplinary action up to and including involuntary termination or expulsion will be taken. Any such disciplinary action shall be taken, as applicable, in accordance with NSHE Code Chapter 6 (or applicable Student Code of Conduct), or, in the case of classified employees, NAC Chapter 284. Other appropriate actions will be taken to correct problems, if any, caused by the conduct. If proceedings are initiated under Chapter 6, the applicable Student Code of Conduct, or the Nevada Administrative Code, the investigation conducted pursuant to this policy may be used as part of such investigations. The administrative officer, in his or her discretion, may also supplement the investigation with additional investigation.

d. After the appropriate management has made a determination regarding the resolution of the matter, and depending on the circumstances, both parties may be informed of the resolution.

e. In the event actions are taken against an individual under NSHE Code Chapter 6 (or applicable Student Code of Conduct) or NAC Chapter 284, such matters generally remain confidential under those sections, except that final decisions following hearings or appeals of

professional employees and State of Nevada personnel hearings involving classified employees are public records. Student matters generally remain confidential under FERPA.

5. Prompt Attention.

Complaints of discrimination or sexual harassment are taken seriously and will be dealt with promptly. Where discrimination is found to have occurred, the NSHE institution or unit where it occurred will act to stop the discrimination or sexual harassment, to prevent its recurrence, and to discipline those responsible.

6. Confidentiality.

The NSHE recognizes that confidentiality is important. However, confidentiality cannot be guaranteed. The administrators, faculty or staff responsible for implementing this policy will respect the privacy of individuals reporting or accused of discrimination or sexual harassment to the extent reasonably possible and will maintain confidentiality to the extent possible. Examples of situations where confidentiality cannot be maintained include, but are not limited to, necessary disclosures during an investigation, circumstances where the NSHE is required by law to disclose information (such as in response to legal process), or when an individual is in harm's way.

7. Retaliation

Retaliation against an individual who in good faith complains of alleged discrimination or sexual harassment or provides information in an investigation about behavior that may violate this policy is against the law, will not be tolerated, and may be grounds for discipline. Retaliation in violation of this policy may result in discipline up to and including termination and/or expulsion. Any employee or student bringing a discrimination or sexual harassment complaint or assisting in the investigation of such a complaint will not be adversely affected in terms and conditions of employment and/or academic standing, nor discriminated against, terminated, or expelled because of the complaint. Intentionally providing false information is also grounds for discipline. "Retaliation" may include, but is not limited to, such conduct as:

- the denial of adequate personnel to perform duties;
- frequent replacement of members of the staff;
- frequent and undesirable changes in the location of an office;
- the refusal to assign meaningful work;
- unwarranted disciplinary action;
- unfair work performance evaluations;
- a reduction in pay;
- the denial of a promotion;
- a dismissal;
- a transfer;
- frequent changes in working hours or workdays;
- an unfair grade;
- an unfavorable reference letter.

8. False Reports

Because discrimination and sexual harassment frequently involve interactions between persons that are not witnessed by others, reports of discrimination or sexual harassment cannot always be substantiated by additional evidence. Lack of corroborating evidence or "proof" should not discourage individuals from reporting discrimination or sexual harassment under this policy. However, individuals who make reports that are later found to have been intentionally false or made maliciously without regard for truth, may be subject to disciplinary action under the applicable University and Board of Regents disciplinary procedures. This provision does not apply to reports made in good faith, even if the facts alleged in the report cannot be substantiated by subsequent investigation.

9. Supervisors' Responsibilities.

Every supervisor has responsibility to take reasonable steps intended to prevent acts of discrimination or sexual harassment, which include, but are not limited to:
Monitoring the work and school environment for signs that discrimination or harassment may be occurring;

> Refraining from participation in, or encouragement of actions that could be perceived as discrimination or harassment (verbal or otherwise);
>
> Stopping any observed acts that may be considered discrimination or harassment, and taking appropriate steps to intervene, whether or not the involved individuals are within his/her line of supervision; Taking immediate action to minimize or eliminate the work and/or school contact between the two individuals where there has been a complaint of sexual harassment, pending investigation.

If a supervisor receives a complaint of alleged discrimination or sexual harassment, or observes or becomes aware of conduct that may constitute discrimination or sexual harassment, the supervisor must immediately contact one of the individuals identified above to forward the complaint, to discuss it and/or to report the action taken.

Failure to take the above action to prevent the occurrence of or stop known discrimination or harassment may be grounds for disciplinary action.

10. Relationship to Freedom of Expression.

The NSHE is committed to the principles of free inquiry and free expression. Vigorous discussion and debate are fundamental rights and this policy is not intended to stifle teaching methods or freedom of expression. Discrimination or sexual harassment, however, is neither legally protected expression nor the proper exercise of academic freedom; it compromises the integrity of institutions, the tradition of intellectual freedom and the trust placed in the institutions by their members.

Stop and Learn Your Rights and Responsibilities

The Division of Industrial Relations of the Nevada Department of Business & Industry helps employers provide a safe and healthful workplace. This document explains the rights and responsibilities of both employers and employees in creating a safe working environment.

EMPLOYEE RIGHTS AND RESPONSIBILITIES

The Nevada Occupational Safety and Health Act was created to allow you to do your job in a safe and healthy workplace. But it is up to you to make sure that job safety works. Here are some tips to help you stay safe on the job.

Know and follow all safety rules set by:

- Your employer
- The Nevada Occupational Safety and Health Act
- The Division of Industrial Relations, Occupational Safety and Health Enforcement Section

You can get copies of all Nevada safety and health standards from the Safety Consultation and Training Section of the Division of Industrial Relations or on the web at www.4safenv.state.nv.us. Also, your employer may be required to have a written workplace safety program.

If your employer requires personal protective equipment, such as hard hats, safety shoes, safety glasses, respirators, or ear protection, you are responsible to wear and/or use the equipment.

If you do not know how to safely use tools, equipment or machinery, be sure to ask your supervisor. If you see something that's unsafe, report it to your supervisor.

That's part of your job. Give your employer a chance to fix the problem. If you think the unsafe condition still exists, it is your right to file a complaint with the Occupational Safety and Health Enforcement Section of the Division of Industrial Relations. The Division will not give your name to your employer.

There are laws that protect you if you are punished for filing a safety and health complaint. If you feel you have been treated unfairly for making a safety and health complaint, you have 30 days from the date of the punishment to file a discrimination complaint with the Occupational Safety and Health Enforcement Section of the Division of Industrial Relations. Most on-the-job injuries are covered by Workers' Compensation Insurance - from cuts and bruises to serious accidents. Coverage begins the first minute you're on the job. It is your responsibility to report any on-the-job Injury immediately.

Your employer must file an "Employer's Report of Injury" (C-3 Form) within six working days after the receipt of a "Claim for Compensation" (C-4 Form) from a physician or chiropractor.
Remember, it is fraud to file an industrial insurance claim if you are not injured on the job. Filing a false claim will result not only in a loss of benefits, but could mean costly fines and/or jail time.

Any employee who does not understand this document should contact his or her supervisor, employment representative or the Division of Industrial Relations of the Nevada Department of Business & Industry.

Las Vegas: (702) 486-9140 Reno: (775) 824-4630 Elko: (775) 778-3312 Toll Free: (877) 4SAFENV

EMPLOYER RIGHTS AND RESPONSIBILITIES

The Safety Consultation and Training Section of the Division of Industrial Relations, Nevada Department of Business & Industry, was created to assist employers in complying with Nevada laws which govern occupational safety and health.

A Nevada employer with 11 or more employees must establish a written workplace safety program. If you have more than 25 employees or if an employer's employees are engaged in the manufacture of explosives, the establishment of a safety committee is also required. The Safety Consultation and Training Section of the Division of Industrial Relations is available to provide a workplace hazard assessment. This service can assist employers in minimizing on-the-job hazards, and is provided at **no charge.** The Division also offers no cost safety training and informational programs for Nevada employers.

You must maintain a workplace that is free from unsafe conditions. As an employer you are responsible for complying with all Nevada safety and health standards and regulations found in:

- The Nevada Occupational Safety and Health Act, and the
- Occupational Safety and Health Standards and Regulations.

Copies of all occupational safety and health standards and regulations are available from the Division of Industrial Relations (Safety Consultation and Training Section and the Occupational Safety and Health Enforcement Section) or on the web at www.4safenv.state.nv.us.

You are also responsible for ensuring that your employees comply with these same rules, standards and regulations. You must select someone to administer and enforce occupational safety and health programs in your workplace. Before assigning an employee to a job, you must provide proper training in:

- Safe use of equipment and machinery
- Personal protective gear
- Hazard recognition
- Emergency procedures

You must also inform all employees of the safety rules, regulations and standards which apply to their respective duties. It is your responsibility to maintain accurate accident, injury and safety records and reports. These files must be made available, upon request, to the affected employee and representatives of the Division of Industrial Relations, Occupational Safety and Health Enforcement Section. The Nevada Safety and Health Poster, provided by the Division of Industrial Relations, must be posted in a prominent place on the job site.

Report immediately to the Division of Industrial Relations (Occupational Safety and Health Enforcement Section) all job-related fatalities, as well as those accidents where three or more employees require hospitalization. Employers must acquire and maintain Workers' Compensation Insurance at all times. You are responsible for filing any workers' compensation claims with your employer.

The law requires that employers shall provide newly-hired employees with a copy of this document or with a video setting forth the rights and responsibilities of employers and employees to promote safety in the workplace.

Employers shall keep a signed copy of the attached receipt in the employee's personnel file to show he or she has been made aware of these rights and responsibilities.

ADDITIONAL INFORMATION

If you require further information or would like to obtain copies of safety and health standards and regulations, contact the following:

State of Nevada Department of Business & Industry
Division of Industrial Relations Safety Consultation and Training Section

In Northern/Central Nevada
4600 Kietzke Lane,Suite E-144
Reno, NV 89502
775--824-4630
FAX: 775-688--1478

In Southern Nevada
1301 N. Green Valley Pkwy., Suite 200
Henderson, NV 89074
702-486-9140
FAX: 702-990-0362

In Northeastern Nevada Or Call, Toll-Free
350 W. Silver Street, Suite 210 1-877-4SAFENV
Elko, NV 89801 (1-877-472-3368)
775-778-3312 www.4safenv.state.nv.us
FAX: 775-778-3412

State of Nevada Department of Business & Industry
Division of Industrial Relations Occupational Safety and Health Enforcement Section

In Northern Nevada
4600 Kietzke Lane,
Suite F-153
Reno, NV 89502
775-824-4600
FAX: 775-688-1378

In Southern Nevada
1301 N. Green Valley Pkwy.,
Suite 200
Henderson, NV 89074
702-486-9020
FAX: 702-990-0358

A video of this information is available in English and Spanish through the Division of Industrial Relations, Safety Consultation and Training Section.

This document may be copied. For additional copies, contact the Division of Industrial Relations or visit www.4safenv.state.nv.us.

State of Nevada Department of Business & Industry
Division of Industrial Relations Safety Consultation and Training Section
Las Vegas: (702) 486-9140
Reno: (775) 824-4630
Elko: (775) 778-3312
Toll-Free: (877) 4SAFENV

POLICY STATEMENT: ALCOHOL/DRUG FREE WORKPLACE

Alcohol and drug abuse and the use of alcohol and drugs in the workplace are issues of concern to the State of Nevada and the University of Nevada, Reno. It is the policy of this State and the University to ensure that its employees do not: report for work in an impaired condition resulting from the use of alcohol or drugs; consume alcohol while on duty; or unlawfully possess or consume any drugs while on duty, at a work site or on State property. Any employee who violates this policy is subject to disciplinary action. The specifics of the policy follow:

1. As provided by statute, any State and/or University employee who is under the influence of alcohol or drugs while on duty or who applies for a position approved by the Personnel Commission as affecting public safety is subject to a screening test for alcohol, drugs, or both.

2. Emphasis will be on rehabilitation and referral to an employee assistance program when an employee is under the influence of alcohol or drugs while on duty. The appointing authority shall, however, take into consideration the circumstances and actions of the employee in determining appropriate disciplinary action.

   - The Employee Assistance Program (EAP) provides help to university employees and their families with an alcohol and/or drug problem. This help is available by calling (800) 873-2243 statewide or (702) 364-1484 in the Las Vegas area. This assistance is provided by off-campus agencies and is completely confidential. Administrative leave may be granted for two visits to the agency. Staff at the EAP are trained to evaluate and refer individuals to the appropriate educational and support groups, or more structured and organized chemical dependency treatment programs.

   - All of the health insurance plans include coverage for treatment programs. Coverage differs so please contact your health care provider to find out what benefits are specific to your plan.

   - Faculty and staff can refer students to receive help through the University Substance Abuse Program in the Thompson Student Services building, room 202, 784-4648. Programs are available for training university personnel in recognition of alcohol and drug abuse behaviors and in referral and intervention strategies.

3. Any State employee who is convicted of violating a federal or state law prohibiting the sale of a controlled substance must be terminated as required by NRS 193.105, regardless of where the incident occurred.

4. Any State employee who is convicted of driving under the influence in violation of NRS 484.379 or of any other offense for which driving under the influence is an element of the offense is subject to discipline up to and including termination if the offense occurred while he was driving a State vehicle or a privately owned vehicle on State business.

5. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in the workplace is prohibited. Any State employee who is convicted of unlawfully giving or transferring a controlled substance to another person or who is convicted of unlawfully manufacturing or using a controlled substance while on duty or on the premises of a State agency will be subject to discipline up to and including termination.

6. The term, "controlled substance" means any drug defined as such under the regulations adopted pursuant to NRS 453.146. Many of these drugs have a high potential for abuse. Such drugs include, but are not limited to, heroin, marijuana, cocaine, PCP, and "crack". They also include "legal drugs" which are not prescribed by a licensed physician. The University willingly complies with the Omnibus Anti-Drug Abuse Act of 1988 (the “Drug Free Workplace” Act) and the Drug Free Schools and Communities Act as amended in 1989.

7. Each State employee is required to inform his or her employer in writing within five days after he or she is convicted for violation of any federal or state criminal drug statute when such violation occurred while on duty or on the employer's premises.

8. Any agency receiving a federal contract or grant must notify the federal agency which authorized the contract or grant within ten days after receiving notice that an employee of the agency was convicted within the meaning used in paragraph 7, above.

This policy is applicable to all classified and unclassified employees of agencies in State government. Specific federal guidelines, statutory provisions and regulations applicable to this policy are set down in the Drug Free Workplace Act and Chapter 284 of the Nevada Revised Statutes and Nevada Administrative Code.

The policy does not restrict agencies, such as the University, from augmenting the provisions of this policy with additional policies and procedures which are necessary to carry out the regulatory requirements of the Drug Free Workplace Act.

In accordance with the *Governor’s Alcohol and Drug-Free Workplace Policy and the University of Nevada Reno’s Alcohol and Other Drug Abuse Policy*, all new employees must receive a copy of this policy. They are required to sign a form acknowledging receipt of the policy for inclusion in their personnel file. A copy of the Governor’s Alcohol and Drug-Free Workplace Policy should be posted at the employee’s worksite.