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## Accident Reporting



All work related accidents resulting in injury to Engineering Services personnel shall be reported regardless of the perceived severity. An injured individual shall report the accident to his / her immediate supervisor and complete a University of Iowa Hospitals and Clinics **Workers Compensation - First Report of Injury** on line form found under Benefits on the Self Service web page, immediately or within 24 hours after needed treatment is received. Failure to complete this form may result in loss of treatment benefits for future problems related to an injury. Workers' Compensation will be handled through the Departmental HR Representative and the HHR.

## Employee Appearance

Each employee is expected to present a clean and professional appearance while on duty.

### Uniforms

Six sets of uniforms, which can be laundered and mended through the hospital, shall be supplied to each employee. Uniform colors and type are at the discretion of the Department Leadership. All shop staff will have the same color uniform. The addition of a coat or outerwear will be assessed based on the Employee's job function. The uniforms will remain the property of University of Iowa Hospitals and Clinics and shall be returned upon termination of the employee. All employees are required to be ready for work in a clean uniform daily. Anyone reporting for work out of uniform should notify their supervisor prior to starting the shift. Reporting for work without the proper attire may result in dismissal for the work day or until the proper clothing is obtained. If a uniform becomes dirty, greasy or otherwise has a poor appearance, it shall be changed before assuming new duties. After the first set of uniforms are issued the following is the procedure for acquiring replacements: A person from the uniform shop may advise a Supervisor or the Assistant Director that a new shirt or pants are needed for an Employee. A requisition will be filled out by the Supervisor and signed then given to the Assistant Director to sign. **If the Assistant Director is not available then the Director can sign it. If neither of them are available then have the person left with Point of Contact responsibility sign it.** There will be some cases when a person from the uniform shop will send a Requisition. In this case the Supervisor will need to verify that it came from the Uniform Shop, sign it then have the Assistant Director sign or follow the bold instructions above. The Employee will then take the requisition to the Hospital Uniform Shop. If the Employee does not have their uniforms cleaned by the UI Laundry Service and they have a shirt or pants that need to be replaced they should show their Supervisor the article of clothing that needs to be replaced. A requisition will be filled out by their Supervisor and have all proper signatures affixed, then given to the Employee who will take it to the Uniform Shop.

Copies of all fully executed requisitions will be kept in a file either electronically (preferred) or paper with copy stamped on it.

Employees that go to the Uniform Shop without a signed requisition will not receive uniform replacement service at that time.

Size changes will only be made with authorization of the requesting Employee's Supervisor, Assistant Director & Director.

A fluctuation in weight does not warrant a complete new set of uniforms.

Blue Denim Jeans are highly discouraged and cannot be worn in place of issued uniform pants.

Issued Uniforms will be regular slack style pants and the Employee will have the discretion to request short or long sleeved shirts.

Employees may purchase their own pants, however the pants must be the same color as the issued uniform pants and the purchase is not reimbursable.

## Footwear

Employees are expected to wear sturdy shoes that are appropriate for their job and provide adequate protection from injury. Athletic shoes are discouraged and the Employee may not be reimbursed for this type of footwear. If an Employee has a condition that prevents them from wearing the suggested type or is limited to an athletic type shoe, he/she must produce a medical professional's excuse or exception before being reimbursed. This excuse or exception may be required for each reimbursement. Employees will be reimbursed 1 (one time) per year or if the footwear becomes damaged or otherwise while at work. To obtain reimbursement the Employee must produce a purchase receipt from a reputable store or other place of business with their Supervisor's signature on the document to the front office staff in charge of entering P-Reqs into the UI Workflow system. The type of payment made by the Employee to purchase the footwear (check, cash or credit card) should also be written on the receipt.



## Safety Glasses

If a prescription is needed, the eye exam is to be paid for by the employee however the actual eyewear is paid for by the Department. New eyewear, replacements and repairs as the need arises will be paid for by the Department provided that the eyewear **was purchased at the UI Optical Shop located in the Hospital**. Otherwise all expenses are the responsibility of the Employee. The proper form for procuring this eyewear can be obtained from the front office staff but will have to be requested by the Employee's Supervisor. The Employee's Supervisor must also sign the form before it can be fully executed.



## Tools



The Engineering Services Department will furnish all tools and supplies necessary for the employee to successfully perform his/her work assignments. All hand tools required to perform repair or installation activities will be supplied to each employee. Specialty tools are at the discretion of the section Supervisor. These tools become the responsibility of the employee. If a tool is broken or worn out, it should be turned into your Supervisor for replacement. The shop supervisor or designee may conduct a tool inspection annually to verify availability. This inspection can be a spot check or a total inspection.

An employee, upon termination, shall return all tools supplied by the department. When an Employee is no longer employed by the department, his/her cart should not be "stripped" of tools or supplies. This will only lead to further departmental expenses.

## Training and Development

The Engineering Services Department recognizes staff development and training as a key element in expanding the performance potential of all staff members. This Department encourages all staff to take advantage of the opportunities in training and development offered by the University Human Resources Organizational Effectiveness.

## Sectional Training and Development



Engineering Services will use in-service and on the job training to ensure the employees are properly trained on the operation and repair of currently installed equipment.

Monthly Training is held in each shop and may cover a variety of subjects from safety, products, tools, and standard procedures. This training is documented and kept within the department or at each shop.

The department may pay for specialized training and certifications.

## Annual Hospital Training and Screenings

There are reoccurring annual training that all Employees are required to take. The vast majority are found on the ICON web site <https://icon.uiowa.edu/> or in Self Service. This training includes but is not limited to: ACTIVE SHOOTER, FIRE EXTINGUISHER SAFETY TRAINING, H.I.P.A.A. TRAINING, MANDATORY HAND HYGIENE TRAINING, PATIENT CONFIDENTIALITY (HIPAA) & INTERNET USE ATTESTATION, SAFETY / INFECTION CONTROL TRAINING, BLOOD BORNE PATHOGENS HOSPITAL WIDE TRAINING, TB SCREENING (completed by birth date, month and day), SERVICE EXCELLENCE, UIHC SEXUAL HARASSMENT, SECURITY AWARENESS TRAINING, CONFLICT OF INTEREST STATEMENT OF DECLARATION.



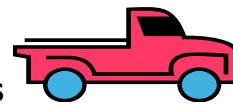
## License, Continuing Education Credits



Some jobs within the department require license or certifications. After the employee takes and pays for the initial testing for the particular license or certification the department may pay for any annual fees or dues associated depending on the type and job qualification needs. In addition the department may pay for Continuing Education credited classes that are offered as a condition to keep the license or certification. Travel for additional training or time off to attend a class or seminar may also be paid for by the department depending on the budget restrictions as well as the type of class or seminar that is requested. This is on a case by case review and the discretion of the Department Director and Assistant Director. The department may have the option to pay for the Employee's time away from work without taking vacation or compensatory time. Documentation of attendance or certification may be required. If you have further questions please contact your Supervisor, Assistant Director or Department Director.



## Departmental Vehicles



Travel may require using one of the departmental vehicles. A valid Driver's License is required to be authorized by UI Fleet Services to operate these vehicles. Additionally, the Employee's Driver's License number will be on file at UI Fleet Services. All insurance and registration information is kept current and in the vehicle. If an Employee is involved in an accident that is deemed his/her fault or if a traffic citation, other than a Parking Ticket, is given to the Employee while driving the departmental vehicle, the Employee may have their driving privileges revoked for these vehicles. If an Employee loses his /her Driver's License at any time, they cannot operate any UI vehicle.

## Performance Appraisals

Annually between November 1<sup>st</sup> and March 31<sup>st</sup>, all Employees receive an assessment of their work during the previous year. This evaluation is given by the staff member's Supervisor and is placed in the Employee's file.

If an Employee has a question or does not understand what is expected of them they should consult with their Supervisor. All conflicts or requests are to be addressed in a chain of authority manner. That is; the Supervisor is notified, if no resolution then the Assistant Director, if no resolution then to the Department Director, if no resolution then Human Resources.