The purpose of this document is to provide to the Facilities staff a guide on how to secure information associated with policies and procedures of their interest.

**General operating principle:**
The first step for a staff member desiring information on policies and procedures is to ask his/her immediate supervisor. The supervisor is responsible for promptly finding out relevant policy and procedure information and for communicating back with the staff member.

To help staff (including supervisors) secure answers to policy and procedures questions, below is a list of resources for policies and procedures of particular interest to the staff as identified by the employee engagement work group efforts during the summer of 2015. The resource persons listed can be helpful in finding and answering questions on the relevant policy and procedure.

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| Performance Management, Work Plans, Annual Appraisal, Attendance | Human Resources Policies:  
  HR Performance Management Policy                         | Committee, (EHS)            |
| Career Banding                              | Human Resources Policies:  
  Career Banding Policy                                      | Supervisor, HR             |
| Computer, acceptable use, technical assistance, computer security, password and account reset | ITS Policies:  
  UNCG Acceptable Computer Use Policy  
  Facilities Computer Use and Access Policy                    | IT Staff, 6TECH            |
| Training                                    | Facilities Training Policies:  
  Facilities Training Policy  
  Tuition Waiver Program  
  Tuition Waiver Form  
  HR Tuition Reimbursement Policy                             | Supervisor, (Travel Facilities Operations), (Travel FDC), (Travel EHS) |
| Grievance                                   | HR Policy  
  Grievance Policy                                         |                            |
| Work order Procedures                       | Facilities Operations Work Order SOP  
  Work Order SOP                                              | Customer Service Center Staff |
  Facilities Operations Dress Code                             | Supervisor                  |
| Secondary Employment                        | HR Secondary Employment Policy  
  Secondary Employment Policy                                  | Supervisor                  |
| Filing Police Reports                       | Facilities Operations Summary of Policies Applicable to UNCG Vehicles  
  Facilities Operations Vehicle Use                           | Supervisor, Campus Police                                          |
| After hour access                           | Campus Police after hour access policy                  | Supervisor, Campus Police                                          |
| Employee Assistance Program                 | HR EAP Policy:  
  Employee Assistance Program                                 | 1-800-630-4847             |
| Family Medical Leave Act                    | HR FMLA Policy:  
  HR FMLA Policy                                               | Supervisor                  |
| Affirmative Action                          | HR Affirmative Action Policy:  
  HR Affirmative Action Policy                                 | Supervisor                  |
| Sustainability                              | UNC System Sustainability Policy:  
  UNC System Sustainability Policy                             | Supervisor                  |
| Health and Wellness | [HR Health and Wellness Web Page](#) | Supervisor, (FDC), (Facilities Operations), |