Dear new student employees,

We are delighted that you have chosen to work with the Office of Information Technology (OIT) while pursuing your academic career at UNLV. Our student employees make valuable contributions that ensure the continued success of our department. During your time with us, you will find there are many advantages of student employment. Just ask the many student employees who have continued their careers with UNLV following graduation.

In OIT, we believe student employment serves three primary purposes:

1. To provide meaningful financial assistance while students further their education.
2. To build meaningful relationships with students, faculty, and staff.
3. To provide learning opportunities that will develop students professional skills, responsibilities, habits, attitudes, and self-confidence that will contribute to their future success.

We are excited about you joining our team and want to ensure that you are successful in your new role. Our dedicated HR liaison for student employees within OIT is available to help you with any questions, or you can ask any member of our team.

Welcome aboard! I hope this is the beginning of a memorable and satisfying experience that you will cherish as part of your college career at UNLV!

Lori L. Temple

Vice Provost for Information Technology
HWB 105A
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702-895-3628
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Purpose

The Office of Information Technology (OIT) student handbook serves as a guide to help student employees become familiar with the policies and procedures for student employment in OIT.

Student Responsibility for Handbook Information

Each student is responsible for being familiar with the information contained in this handbook. Failure to read the handbook will not be considered an acceptable excuse for non-compliance. All students must read and sign an acknowledgment of receipt. By signing the acknowledgement, you are declaring that you have read and have been informed of the contents of the OIT student handbook. OIT reserves the right to change policies and revise this document as necessary and will keep you informed of changes as they occur.

About OIT

OIT Mission and Values

The primary mission of OIT is to support and enhance teaching, research, scholarly and creative production, and administration through the effective management and use of information technology resources. The Office of Information Technology also provides leadership in helping faculty, students, and staff utilize innovative technologies that result in genuine benefits to the university.

Our department has a set of core values that are the foundation of our mission to support and enhance the IT needs of our campus. These values include service, competence, innovation, integrity, and collegiality.

<table>
<thead>
<tr>
<th>Service</th>
<th>Competence</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Recognize and meet campus needs.</td>
<td>● Possess the knowledge, skills, and temperament to handle the special demands of complex situations.</td>
</tr>
<tr>
<td>● Solve customer problems with a smile.</td>
<td>● Understand the basic operations of UNLV.</td>
</tr>
<tr>
<td>● Listen to customers and understand their needs.</td>
<td></td>
</tr>
<tr>
<td>● Demonstrate an eagerness to help.</td>
<td></td>
</tr>
<tr>
<td>● Meet deadlines and provide status updates for customers.</td>
<td></td>
</tr>
<tr>
<td>● Take ownership of inquiries and assignments.</td>
<td></td>
</tr>
<tr>
<td>● Serve UNLV enthusiastically.</td>
<td></td>
</tr>
</tbody>
</table>
Commitment to Diversity

As Rebels, we value being different, daring, and diverse. OIT student employees are expected to demonstrate support for diversity, equity, and inclusiveness as well as participate in maintaining a respectful, positive work environment.

OIT often places a “techy” spin on the UNLV values of different, daring, and diverse, and we celebrate the intersection of our geekiness and our Rebel pride. We are Rebels. We are geeks.

Student Appreciation

OIT recognizes the hard work and dedication of our student employees and takes every opportunity to express our appreciation for their efforts.

Employment and Eligibility

Employment Eligibility

OIT students must meet minimum enrollment and GPA requirements. GPA and credit hours will be verified at the beginning of each semester and after drop/withdrawal dates. If a student is unable to meet the OIT eligibility requirements, their employment will be terminated immediately.
<table>
<thead>
<tr>
<th>Student Type</th>
<th>Minimum Credits Registered Per Semester*</th>
<th>Minimum Cumulative GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Domestic Undergraduate</td>
<td>6</td>
<td>2.0</td>
</tr>
<tr>
<td>International Undergraduate</td>
<td>12</td>
<td>2.0</td>
</tr>
<tr>
<td>Domestic Graduate</td>
<td>3</td>
<td>3.0</td>
</tr>
<tr>
<td>International Graduate</td>
<td>9</td>
<td>3.0</td>
</tr>
</tbody>
</table>

*Audited courses do not count towards eligibility.

- Undergraduate students in their final semester of school must continue to meet the required six credit hours. Supervisors may request an exception to this requirement from OIT HR on a case-by-case basis.
- Students not enrolled in the summer term may work during the summer term if they were enrolled for the minimum number of credits the previous spring semester and are enrolled for the minimum number of credits for the following fall semester, by no later than May 31st.

Student Employment Categories

<table>
<thead>
<tr>
<th>Student Employees</th>
<th>Student employees are considered non-exempt part-time employees and may not work more than 20 hours per week. If the student works multiple jobs on campus, the combined hours worked must not exceed 20 hours per week.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Temporary Employees</td>
<td>Temporary employees (1,000-hour) are graduates working a temporary one-time contract while seeking full-time employment in their chosen career field. To be eligible, graduates must have supervisory approval and a letter confirming their graduation from the registrar’s office. Employees in this category must not exceed 19 hours per week.</td>
</tr>
</tbody>
</table>
FICA Exemption
The Federal Insurance Contributions Act (FICA) created a payroll tax to fund Social Security and Medicare programs. By meeting the OIT eligibility requirements outlined above, student employees receive an exemption from paying these taxes during the academic year. This exemption does not apply to the summer break unless a student is enrolled in at least one credit hour. Please note that Temporary 1,000-hour employees are not FICA exempt.

Payroll Information
Student employees are paid on the 10th and 25th of each month. If a payday falls on a weekend, students will be paid on the preceding Friday. If a payday falls on a Monday, students will be paid over the preceding weekend.

Direct Deposit
Students must enroll for direct deposit during the onboarding process in Workday, for their first paycheck to be directly deposited. Students can view their paychecks in Workday to confirm hours, pay, etc.

Work Schedules and Timekeeping
Students must provide their class schedule to their supervisor each semester to coordinate their work schedule. Students may not work more than eight hours in one day or 20 hours in one week from all UNLV employment sources (i.e., other jobs the student may have on campus). Overtime is prohibited.

Academic Focus
Academics should be the primary focus of every student at UNLV. While employed with OIT, student employees are expected to maintain a balance between their work and educational responsibilities. Failing to maintain the balance can jeopardize the student’s employment eligibility.

- Students are prohibited from working during their scheduled class times. It is the responsibility of the student’s supervisor to ensure compliance with this policy.
- If a supervisor or the HR liaison determines a student’s academic success may be jeopardized by their work schedule, the supervisor may adjust the student’s work schedule at their discretion.
Students must maintain an ongoing dialog with their supervisor regarding their availability and work schedule in order to safeguard study time and participation in extracurricular activities.

Breaks and Meal Periods

Student supervisors are responsible for ensuring their students are afforded breaks and meal periods as required by the NSHE Procedures and Guidelines Manual (Title 17, Chapter 2.2):

- For every four consecutive hours worked, students are afforded a 15-minute break, preferably in the middle of their shift. Fifteen-minute breaks are paid and students do not need to clock out for these breaks.
- For every six consecutive hours scheduled, students must be provided a 30-minute, uninterrupted lunch break. Lunch breaks are unpaid. Students must remember to clock in and out for their lunch break.

During breaks and meal periods, students must be relieved of all work activities, including remaining at their work area, carrying out responsibilities, etc.

For example, if a student is scheduled for:

- One to Three consecutive hours: No breaks are required.
- Four to Five consecutive hours: The student is afforded one 15-minute break.
- Six to Seven consecutive hours: The student would be afforded one 15-minute paid break and provided one 30-minute unpaid lunch break.
- Eight consecutive hours: The student would be afforded two 15-minute paid breaks and provided one 30-minute unpaid lunch break.

Breaks should be taken evenly throughout the student’s shift. Supervisors are encouraged to provide their staff with set break schedules for each shift.

If hours worked between two calendar days would result in excess of 8 hours in a 24 hour period, a minimum eight hours of unscheduled time between the end of their last shift and the beginning of the next scheduled shift is expected.

Timekeeping

For timekeeping purposes, OIT currently utilizes Workday software. All students are expected to clock in and out promptly utilizing Workday’s time clock. The time entered in Workday must be reported accurately and in a timely manner and then verified by both the student and their supervisor for payroll processing.
Students are responsible for:

- Clocking in and out on time, at their designated time, and in accordance with required breaks and/or when leaving the work site for any reason other than assigned work duties.
- Selecting the appropriate position numbers information for each entry to Workday.
- Reviewing and submitting their time entries daily.
- Reporting (using the communication method established by the supervisor) any discrepancies to their supervisor immediately.
- Reporting (using the communication method established by the supervisor) missed clock in or clock out events to their supervisor immediately upon discovery. Supervisors may edit time history records, however, no one else may clock in or out on behalf of a student.

Examples of improper timekeeping procedures include:

- Failure to clock in or out.
- Purposely falsifying or altering the beginning or end of shift time.
- Using another employee’s Workday account or identity.
- Entering time from a location other than the student’s designated time clock or computer terminal.

Work Performance Standards

Work performance standards (WPS) seek to clarify the performance standards and expectations for each job element outlining an employee’s role. These standards will be updated by supervisors as needed to accurately reflect the job duties and responsibilities of each role.

Dress Code

Workplace attire should reflect the professionalism with which student employees carry out their duties:

- No explicit T-shirts
- No cutoff shirts or shorts
- No shorts shorter than mid-thigh
- No tank tops
- No spaghetti strap tops
- Footwear must be worn at all times
- Swimming/water footwear is not permitted
• The wearing of sandals is acceptable in general, but may not to be worn when driving a cart, picking up heavy equipment, and/or working in hazardous areas.

Please review the OIT Dress Code policy for more information.

In addition, some units may have additional expectations regarding appropriate dress.

Attendance and Punctuality
Student employees are expected to be at work on time and ready to perform the duties of their position.

In the case of an unexpected absence (e.g., sickness or emergency), students are expected to notify their supervisor immediately. Supervisors will advise student workers of their preferred contact methods.

In some units within OIT, it is the student’s responsibility to find coverage for their shift. Likewise, some units may have additional expectations regarding attendance and punctuality.

Time Off
Student employees do not accrue vacation, sick leave, or other paid time off. Arrangements for time off must be submitted and approved by supervisors, including time off during academic break periods. Student employees should contact their supervisor as instructed and as soon as possible in the event of illness.

Workplace Conduct
While on duty, student employees are expected to use their time first and foremost on work-related activities. On occasion, students may find themselves with idle time. If all responsibilities have been fulfilled, students should find other productive activities to occupy their time, such as reviewing OIT and university news, managing email, completing job-related online tutorials, or studying.

Idle time should not be used for:
• non-work related web browsing, including excessive checking of personal email and/or social media
• playing games
• watching materials that could create a hostile work environment.
Per the UNLV Acceptable Use of Computing and Information Technology Resources Policy, limited personal or non-university use of UNLV computing and information technology resources is allowable only if ALL of the following conditions are met:

a) the use does not interfere with an employee’s duties  
b) the cost and value related to use is nominal  
c) the use does not create the appearance of impropriety or UNLV endorsement  
d) the use is otherwise consistent with this policy.

Using university equipment for peer-to-peer file sharing of copyrighted materials, duplication or sharing of copyrighted materials, or mining of cryptocurrency is expressly prohibited.

Additionally, students are required to maintain a clean and tidy workplace.

Customer Service Expectations

OIT’s customer service expectations ensure campus constituents have the technological resources and assistance they need to meet their many responsibilities.

To provide excellent services, all employees will:

- listen to others and seek to understand their needs
- solve problems
- demonstrate an eagerness to help
- exhibit a professional disposition
- be approachable, respectful, and team-oriented
- take ownership of inquiries and assignments
- provide timely updates on assignments and requests
- be familiar with the basic operations of the university in order to better serve constituents.

In addition to OIT’s service expectations, the REBELS Way service philosophy was developed as a campuswide strategic vision for service delivery throughout campus that is positive, memorable, and authentic. Visit the REBELS Way to learn more.

Orientation and On-the-Job Training

Each supervisor will conduct hands-on orientation and on-the-job training for the students who report to them. Specific elements may include the following:

- Introduction to OIT staff, organizational structure, services, and major projects
- Work performance expectations
● Unit location, hours, scheduling, protocol, and procedures
● Regularly scheduled meetings (staff, departmental, one on ones, etc.)

Additional Training

OIT offers workshops on Microsoft Office applications, UNLVMail (Gmail), and other software programs. Training workshops are offered to student employees when space allows. Most workshops are 1-2 hours in duration and are located in CBC-307 unless otherwise noted. For more information visit the IT Training homepage.

As a member of the UNLV community, students have free and unlimited access to the vast Linkedin Learning training library. Linkedin Learning is an award-winning web-based training service available for free to UNLV students.

Evaluations and Pay Increases

While students should receive continuous feedback on their performance throughout their employment, evaluations allow supervisors to consistently communicate feedback on job responsibilities and expectations. Evaluations are based on the most up-to-date WPS for the position. Evaluations are also an opportunity to formally document and address performance-related issues, if necessary.

Supervisors are required to provide student employee performance evaluations at the end of each fall and spring semester. If a student is hired after the midterm of the semester an evaluation is not required.

When warranted, a student may receive a pay increase based on their evaluation ratings.

<table>
<thead>
<tr>
<th>Current overall evaluation ratings and respective hourly pay increases:</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNACCEPTABLE</td>
</tr>
<tr>
<td>NEEDS IMPROVEMENT</td>
</tr>
<tr>
<td>MEETS POSITION REQUIREMENTS**</td>
</tr>
<tr>
<td>EXCEEDS POSITION REQUIREMENTS</td>
</tr>
<tr>
<td>OUTSTANDING</td>
</tr>
</tbody>
</table>
Students who perform at an exceptional level should be considered for the higher level jobs in their unit, which will move them to a higher wage category.

Pay Rates and Pay Increases

OIT strives to offer competitive pay rates. In 2021, OIT conducted a thorough evaluation and analysis of student pay rates in comparison to market rates and OIT rates were adjusted for equity. OIT will continue to evaluate student pay rates on an ongoing basis to ensure pay rates are competitive and commensurate with job duties. All changes to pay rate structure and wage increases are subject to OIT leadership’s approval.

We encourage students to understand the different pay structures for each job classification, allowing them to pursue promotional opportunities and areas of interest.

<table>
<thead>
<tr>
<th>OIT Unit</th>
<th>Student Job Classifications</th>
<th>Hourly Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>LOW</td>
</tr>
<tr>
<td>Computer Labs</td>
<td>Lab Monitor</td>
<td>$9.75</td>
</tr>
<tr>
<td></td>
<td>Senior Lab Monitor</td>
<td>$11.25</td>
</tr>
<tr>
<td></td>
<td>Lab Specialist</td>
<td>$11.75</td>
</tr>
<tr>
<td></td>
<td>Lab Coordinator</td>
<td>$12.75</td>
</tr>
<tr>
<td>Classroom Technology Services (CTS)</td>
<td>Classroom Support Tech 1</td>
<td>$9.75</td>
</tr>
<tr>
<td></td>
<td>Classroom Support Tech 2</td>
<td>$11.25</td>
</tr>
<tr>
<td>Position</td>
<td>Position 2</td>
<td>Amount 1</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>Classroom Support Tech 3</td>
<td>$12.75</td>
<td>$14.25</td>
</tr>
<tr>
<td>Classroom Support Tech 4</td>
<td>$14.25</td>
<td>$15.75</td>
</tr>
<tr>
<td><strong>Endpoint Services (EPS)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Desktop Support Tech 1</td>
<td>$10.75</td>
<td>$12.75</td>
</tr>
<tr>
<td>Desktop Support Tech 2</td>
<td>$13.75</td>
<td>$15.75</td>
</tr>
<tr>
<td><strong>Computer Lifecycle Management (CLM)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer Lifecycle Tech 1</td>
<td>$10.25</td>
<td>$12.25</td>
</tr>
<tr>
<td>Computer Lifecycle Tech 2</td>
<td>$12.50</td>
<td>$14.75</td>
</tr>
<tr>
<td>Computer Lifecycle Tech 3</td>
<td>$15.00</td>
<td>$15.75</td>
</tr>
<tr>
<td><strong>Client Services (CS)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IT Help Desk Student Tech Trainee</td>
<td>$10.75</td>
<td>$11.75</td>
</tr>
<tr>
<td>IT Help Desk Student Tech 1</td>
<td>$11.75</td>
<td>$13.75</td>
</tr>
<tr>
<td>IT Help Desk Student Tech 2</td>
<td>$13.75</td>
<td>$15.75</td>
</tr>
<tr>
<td>Graphic Design Specialist</td>
<td>$10.75</td>
<td>$13.75</td>
</tr>
<tr>
<td>Communication Support Specialist</td>
<td>$10.25</td>
<td>$12.75</td>
</tr>
<tr>
<td><strong>Network Development &amp; Engineering (NDE)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Network Tech 1</td>
<td>$12.75</td>
<td>$14.75</td>
</tr>
<tr>
<td>Student Network Tech 2</td>
<td>$15.25</td>
<td>$17.75</td>
</tr>
<tr>
<td>Department</td>
<td>Position</td>
<td>Rate</td>
</tr>
<tr>
<td>------------------------------------------</td>
<td>-----------------------------------</td>
<td>--------</td>
</tr>
<tr>
<td>Systems Engineering (SE)</td>
<td>Student Support Administrator</td>
<td>$10.75</td>
</tr>
<tr>
<td></td>
<td>Student Systems Administrator</td>
<td>$13.75</td>
</tr>
<tr>
<td>Internal Operations Support (IOS)</td>
<td>Supply Support Specialist 1</td>
<td>$10.25</td>
</tr>
<tr>
<td></td>
<td>Supply Support Specialist 2</td>
<td>$10.75</td>
</tr>
<tr>
<td>Human Resources (HR)</td>
<td>Receptionist</td>
<td>$9.75</td>
</tr>
<tr>
<td>Rebelcard Services (RCS)</td>
<td>Office Support</td>
<td>$9.75</td>
</tr>
<tr>
<td></td>
<td>Office Lead</td>
<td>Varies</td>
</tr>
<tr>
<td></td>
<td>RebelCard Student Tech Support</td>
<td>$10.75</td>
</tr>
<tr>
<td></td>
<td>Social Media Specialist</td>
<td>Varies</td>
</tr>
<tr>
<td>Enterprise Applications (EA)</td>
<td>Applications Support</td>
<td>$10.75</td>
</tr>
</tbody>
</table>

2021 Pay Rates by Unit and Student Job Classification

Progressive Discipline

OIT’s process for progressive discipline offers communication strategies for supervisors to address issues of unsatisfactory performance or conduct from student employees. The OIT disciplinary process requires supervisors to take into consideration
the severity of employee issues and ensures consistency in the administration of disciplinary actions across the unit.

Students are employed on an at-will basis. The university or student may terminate their employment at any time without cause or notice for lawful reasons as indicated in the Nevada System of Higher Education (NSHE) Procedures and Guidelines Manual in Chapter 17, Section 3.

Reprimand guidelines:
- Verbal reprimand: issued for minor infractions.
- Written reprimand: issued after previously delivering verbal reprimand or for infractions of a more serious nature, but that do not warrant immediate dismissal.
- Final written reprimand: issued if a written reprimand has been given within the last 12 months or for a subsequent serious offense.

In addition to a written reprimand, student supervisors must include an action plan that outlines measurable performance objectives and a timeframe for student employees to correct unsatisfactory performance. These plans help create a formal “check-in” process for supervisors to meet with student employees and reflect on past behavior and how to improve.

Documentation serves to help facilitate a dialogue about behavioral or performance issues or struggles.
- Students will be allowed to present their version of the events in question.
- Students should always receive an explanation of the reasoning behind any documented student discipline as well as the consequences if improvements are not made.
- Every effort will be made to investigate and/or research issues in a timely fashion.
- Students may receive an action plan to help guide them to an acceptable level of behavior or performance.
- Students will be provided with copies of all documentation for their personal records.
Policies and Regulations

OIT Proximity Cards, Keys, and RebelCards
Proximity cards and RebelCards should be carried and worn at all times while on duty. Proximity cards are not to be loaned, transferred to any other individual, or used to provide access to others outside the scope of work-related duties. Employees are responsible for the replacement cost of lost proximity cards, keys, or RebelCards.

UNLV Golf Cart Use and Training
Employees must abide by University Cart Rules and Regulations at all times. Anyone operating a cart is required to complete Cart Safety Training and must carry a valid driver’s license. In the interest of safety, smoking and the use of cell phones or other devices while operating carts is strictly prohibited.

For more detailed information about cart usage and policies, please review the OIT Cart Use Policy.

OIT Confidentiality
OIT is committed to protecting the privacy of every individual that we support. University employees, including student workers, may have access and/or exposure to confidential information, such as employee and student records, grades, etc. Information provided to or accessed by employees is to be used appropriately and only with proper authorization. No information or conversation should be shared outside of the workplace, regardless of the method of communication and information transmission and computers must be locked at all times when away from workstations. Students must sign a confidentiality and non-disclosure agreement in order to work in OIT.

Federal Health Insurance Portability & Accountability Act (HIPAA)
Employees who may have access to private health information are expected to maintain the privacy and confidentiality of health information, including personal information such as age, address, telephone, marital status, etc. Helpful information on HIPAA and protected information can be found on the APA HIPAA Frequently Asked Questions page. Some OIT positions require additional training on confidentiality.
Federal Family Education Rights & Privacy Act (FERPA)

FERPA protects the privacy of student education records. As an employee, you are obligated to comply with FERPA and to protect those records according to the law.

For more detailed information about FERPA, please review FERPA Basics and Student Rights under FERPA.

Some OIT positions require additional training on FERPA.

UNLV Acceptable Use of Computing and Information Technology Resources Policy

It is a violation of the UNLV Acceptable Use of Computing and Information Technology Resources Policy to divulge sensitive or personal information. According to the policy, “access to, and integrity of, computing and information technology resources must be protected.”

Sensitive, personal information is defined in the policy as:

“Any information about the individual maintained by the university, including the following: (a) Education, financial transactions, medical history, and criminal or employment history; and, (b) Information that can be used to distinguish or trace the individual's identity, including name, social security number, date and place of birth, mother’s maiden name, or biometric records.”

For more detailed information, please review the UNLV Acceptable Use of Computing and Information Technology Resources Policy in its entirety.

NSHE Sexual Harassment Policy and Training

NSHE is committed to providing a place of work and learning free of sexual harassment, including sexual violence. 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.

NSHE requires all employees to complete training that addresses sexual harassment and sexual misconduct. The training, as stated in the NSHE Board Handbook, must be
completed within six months after an employee is hired and at least once every two years after their initial hiring.

UNLV Substance Abuse Prevention

UNLV’s drug and alcohol abuse prevention program for students is governed by the Student Conduct Code, the Alcohol Response Policy and Guidelines, and the Controlled Substance Response Policy. All three policies are available on the Office of Student Conduct website.

UNLV is a drug-free campus and the unlawful possession, use, sale, manufacture, or distribution of illegal drugs or other controlled substances on the university premises or as part of any university activity is illegal and is strictly prohibited. Any student or employee who violates university policy prohibiting the manufacture, use or possession of illegal drugs on campus will be subject to referral for disciplinary action, up to and including expulsion from school and termination of employment.

Nevada Workers’ Compensation

Workers’ compensation is a state-mandated benefit for employees with work-related injuries and diseases. In most cases, benefits are awarded without regard to fault. The benefits provided under workers’ compensation vary depending on the nature of the particular claim.

All employees need to be informed of their rights and responsibilities in the event of a work-related injury. Please see the Risk Management and Safety webpage regarding employee rights and responsibilities for more information.

Supervisors need to understand their responsibilities in the event of a work-related injury. Please see the Risk Management and Safety webpage regarding department and supervisor responsibilities for more information.

If a supervisor or employee believes that an injury or illness from a work-related accident requires emergency medical treatment, immediately call 911. If the employee needs immediate medical treatment, but it is not a medical emergency, the supervisor should complete all necessary paperwork and direct the employee to visit one of the approved medical providers. If the injury is minor and only requires first aid treatment, please contact the UNLV Student Wellness Center.
If you have any questions about workers' compensation benefits or procedures or need assistance, please contact Risk Management and Safety at 702-895-5404 or 702-895-4226. For more information about workers' compensation benefits, procedures, or assistance, please visit the Risk Management and Safety homepage.