

NC STATE UNIVERSITY



# Biological and Agricultural Engineering

## Standard Operating Procedures

Revised 5/12/11

# **Biological and Agricultural Engineering Employee Handbook**

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## **Section I: Day One - Departmental Orientation**

### **Step 1. General Administrative Orientation (Room 102, Betsy Maness)**

Report to room 102 Weaver Administration Bldg. to ensure all necessary employment forms have been completed. Proof of Identify will be required.

You will be given information on campus parking, the all campus ID card, and for permanent employees, a letter of introduction to establish an account with the State Employees Credit Union.

You will be provided a copy of the departmental orientation manual and you will receive orientation on departmental administrative policies.

*Ms. Maness and the employee will certify that this orientation has been completed by signing Section I of the Managers Checklist.*

Upon completing this orientation, you will be issued an office key (if applicable) that will also provide after hours access to Weavers Labs. (Only permanent employees and graduate students are assigned office space – see office and key policies below).

BAE Office Assignment Policy: <http://www.bae.ncsu.edu/resources/forms/bae-sop-006-office.pdf>

D.S. Weaver Key Policy: <http://www.bae.ncsu.edu/resources/forms/bae-sop-007-key.pdf>

A request will be made to University OIT to assign you a Unity ID login and password, along with your email address (requires 1-2 days to be processed.)

Once you have received your unity ID and password, you will need to complete several employee forms online at: <https://portal.acs.ncsu.edu>

- Login using your Unity ID and password
- Select the tab named Employee Self Service
- The following forms must be completed online:
  - Enroll your direct deposit information
  - Federal and state tax withholding
  - Information Security Acknowledgement (ISA)

You can view and print your pay stubs, update your home address, phone numbers, and emergency contact information at this same website.

## **Step 2. Building and state owned vehicle orientation and safety (Room 130, David Buffaloe)**

Proceed to room 130 (David Buffaloe) to schedule general building safety training and receive instructions for use of state owned vehicles.

*Mr. Buffaloe and the employee will certify that this training has been completed by signing and returning Section II of the Manager Checklist to room 102.*

## **Step 3. Work area assignment and supervisor safety training**

You will report to your supervisor for work area assignment and associated safety training.

*The immediate supervisor and the employee will certify that this training has been completed by signing and returning Section III of the Manager Checklist to room 102. This training and certification must be completed before beginning any activities in lab areas of Weaver Labs.*

Once departmental safety training has been completed, you will return to room 102 where keys to access your work area(s) will be assigned. (Note: NO keys to work areas will be issued until all required safety training has been completed).

## **Step 4. Benefits Orientation (Permanent employees working 30 or more hours per week)**

All permanent employees paid for working 30 hours or more per week (i.e.  $\frac{3}{4}$  time or higher) are entitled to university benefits and must be scheduled for the University Benefits Orientation – a day long session. In preparation for benefits orientation, you are encouraged to review the following link: [http://www.fis.ncsu.edu/hr/benefits/ben\\_select.asp](http://www.fis.ncsu.edu/hr/benefits/ben_select.asp)

## **Step 5. Off campus work assignments and associated safety training**

Any employee or student whose research or work responsibilities are associated with a remote field location (i.e. off campus location) must complete field orientation and safety training which will be provided by the immediate supervisor. The supervisor **MUST** accompany the employee to the field site (employee's first visit) to conduct the field safety training onsite.

*The supervisor and employee will certify that the field safety training has occurred by returning the field safety certification to room 102.*

## **Administrative Section**

### **Section I – Time Sheets and Attendance reports**

Bi-weekly employee timesheet:

[http://www.ncsu.edu/hr/forms/hrim/timesheet\\_tempemp.pdf](http://www.ncsu.edu/hr/forms/hrim/timesheet_tempemp.pdf)

Dorothy Lee processes Bi-weekly payroll for the BAE department She is located in room 107 Weaver Administration Bldg. Please note you are required to sign and date your timesheet. Your supervisor must review for accuracy and also sign and date to acknowledge his/her approval.

SPA employee timesheet: <http://www.ncsu.edu/hr/forms/hrim/timesheet.xls>

SPA employees are paid on a monthly basis. Timesheets are required to be turned in by the 10<sup>th</sup> of the month following time earned signed by the employee and their supervisor. Kristel Page in room 194, Weaver Labs Bldg. will accept your completed timesheet.

The departmental policy for Overtime and Compensatory Time Rules and Procedures (revised 7/11/2007) are attached.

EPA employees are not required to complete timesheets but they are required to certify consulting activities.

All leave is submitted through the University Leave system and approved by the supervisor for EPA and SPA employees.

Any other questions should be addressed by your supervisor.

# **Overtime/Compensatory Time Rules and Procedures for SPA Employees**

## **Biological and Agricultural Engineering Department**

**Adopted December 8, 2005**

**Revised July 11, 2007**

### **Definitions:**

**Overtime** - any time above forty hours worked during a week (a week starts at 12:01 AM on Saturday and goes until midnight on the following Friday)

**Compensatory Time** - time-off allowed in compensation for overtime work

### **Rules Regulating Overtime/Compensatory Time:**

1. Any overtime hour is to be compensated for by one and a half hours of compensatory time except for those employees who have agricultural exemptions. Employees having agricultural exemptions are to be compensated on an hour-for-hour basis.
2. Compensatory time must either be allowed/taken during the twelve month period following earning the time or the time must be paid.

### **Departmental Procedures Concerning Overtime/Compensatory Time:**

1. Each SPA employee should have a defined “normal” forty hour work week based on an 8 hour work day. This should be agreed upon by the employee and his/her supervisor. It will normally be 8:00 AM to 5:00 PM (with one hour for lunch) Monday through Friday. However, other schedules may be considered on a case by case basis.
2. No more than 30 minutes credit will be allowed towards the normal workday for “working during the lunch hour”.
3. **No work above forty hours per week is permitted by “non-exempt” SPA employees unless there are extraordinary situations and prior written approval of the supervisor is obtained.** (Note: For employees with agricultural exemptions there may be a standing agreement between the employee and the supervisor allowing for the overtime work and compensation on an hour-for-hour basis during the next twelve months.)

4. Work outside scheduled hours (but less than forty hours in a week) is to be pre-approved by supervisor.
5. Any approved/accumulated compensatory time must be allowed/taken during the following twelve months. (Note: There is no state money budgeted for payment of overtime. Thus compensatory time must be taken during the allowed twelve months. Exceptions could be made if overtime is to be paid from non-state funds and the employee and supervisor are in mutual agreement.)
6. The web-based leave system is to be used to account for sick leave, vacation/annual leave, bonus leave, and overtime/compensatory time when approved in advance. (Note: The employee should enter the compensatory time in the leave system. i.e. 1.5 times the overtime worked for non-agriculturally-exempt or 1.0 times the overtime worked for agriculturally-exempt employees.). This should be entered in a timely manner (at least by the tenth of the following month). The web-based leave system will begin warning the employee and the supervisor about two months in advance of required dates for taking compensatory time.
7. A monthly – Time/Leave Record must also be submitted to the supervisor by the tenth of the following month. The supervisor should verify that the timesheet record and the web-based leave system are in agreement concerning leave and compensatory time.

## **Section II – Travel**

University guidelines should be observed at all times.

Travel overnight and outside the state of North Carolina requires an online travel authorization be submitted PRIOR to the date of the travel and approved by the Department Head or his Designee.

Access through: <https://portal.acs.ncsu.edu> = Click the financial system section = click on travel = last click - travel authorization

Once travel has been completed and within 30 days, form (BAE SOP-001) must be filled out ENTIRELY. All original receipts must accompany this form. Missing information will cause the form to be returned to you and may delay reimbursement.

University Subsistence Allowance Policies, Regulations and Rules:

<http://www.ncsu.edu/policies/finance/travel/REG07.65.8.php>

Travel reimbursement forms can be obtained on the BAE webpage under –

<http://www.bae.ncsu.edu/resources/forms/bae-sop-001-travel.xls>

## **Section III – Reimbursements**

All business related purchases should be made using a Purchase Authorization (PA) form. These are available for research/academic in room 100 or extension in room 201A in the Weaver Administration Building.

There are times when it is not possible to use the PA system:

- If you are in the field and need something immediately and do not have access to a phone to call and request a PA.
- If it is after hours and no one is available to issue a PA.
- If the vendor will not accept a PA.

If any of these situations occur, it may be necessary to purchase the item and request reimbursement from the university. Bring the ORIGINAL receipts to Dorothy Lee and Kathleen Berding for reimbursement.

#### **Section IV – Purchase Authorizations (PA’s)**

PA’s must be obtained in advance of any purchase made on any department account. The person requesting the PA MUST be authorized to use the account. ALL requested information MUST be provided, and all account numbers must be valid. If the PA is not used, it should be voided and returned to the bookkeeper. If any changes are made in vendors or account numbers, the bookkeeper should be immediately notified.

#### **Note:**

Any invoice received without a PA having first been issued will be returned to the vendor.

Shipping and office supplies are not permitted on “5” accounts.

Estimated costs are a required entry on the PA form.

Purchases in excess of \$4,000 for services or goods that are not readily available with published “on-the-shelf” pricing require quotes from at least two vendors.

A purchase order must be processed through University Procurement for any expenditure \$5,000 or over.

#### **Section V – State Owned Vehicles**

There are nine state owned vehicles of varying sizes available for use in the department. There is a sign-out sheet located in room 130 or 203 where vehicles can be reserved. Employees paid from extension funds have priority use of extension vehicles (room 203). Employees paid from research or teaching funds have priority for use of research vehicles (room 130). Priority use means vehicle can be reserved more than 48 hours (2 business days) in advance. Within 48 hours of use, all vehicles are available on a first come basis.

In addition to the State Motor Vehicle (DMV) laws that govern use of all vehicles (state owned or private), there are a number of rules and regulations that specifically govern use of state owned vehicles. (See: State Vehicle Guidelines: <http://www.bae.ncsu.edu/resources/forms/bae-sop-002.doc>)

It is each driver's responsibility to review and be familiar with the State rules and policies. Drivers are accountable for obeying all policies and regulations. In particular, drivers are responsible for all violations and fines.

In addition to State laws and University policies summarized above, there are Departmental policies that have been adopted to ensure reliable, safe, courteous and efficient use of state owned vehicles by all BAE faculty, staff and students. Each user of a State owned vehicle assigned to BAE is responsible for abiding by the departmental policies governing use of said vehicle. These policies govern such issues as: vehicle sign out, fueling, parking, cleanliness, etc. A copy of the departmental vehicle policy can be found at: <http://www.bae.ncsu.edu/resources/forms/bae-sop-003.doc>

Prior to driving any state owned vehicle, each employee shall review the State and Departmental policies governing use of state owned vehicles and file a driver certification of compliance by signing departmental form BAE.SOP-002. This certification will be retained in the employee's personnel file.

## **Section VI – SAFETY AT NCSU and BAE**

All NCSU (BAE) employees are required to have safety training. Additionally, all persons who are not on payroll but who use NCSU facilities should receive appropriate safety training. Principal Investigators (PIs) and employee supervisors are responsible for implementation of and compliance with NCSU's safety training requirement. Safety training is an ongoing procedure that includes, but is not limited to, required annual updates of Safety Plans, Safety Self Assessment, chemical inventories, and employee training. Supervisors, regardless of title or appointment, are those employees who have the responsibility of direct oversight of other employees, conduct performance reviews, sign timesheet and leave records, sign accident reports, and/or are the Principal Investigator on a Safety Plan. **No one is permitted to work alone when using power equipment, flammable or hazardous materials.**

For more information about Safety in BAE, contact the departmental safety representative:  
Dr. Grant Ellington: [grant\\_ellington@ncsu.edu](mailto:grant_ellington@ncsu.edu)

For safety concerns about Weaver Labs or your work location, contact the Building Liaison:  
Mr. David Buffaloe, [david\\_buffaloe@ncsu.edu](mailto:david_buffaloe@ncsu.edu)

### **A. Required New Employee Safety Training**

**Steps 1 and 2 below should be completed by all employees.**

Step 3 should be completed by employees who work in areas covered by Safety Plans (Lab – BAE SOP 004 or Field – BAE SOP 005).

Steps 1 and 3 below are the basis for the supervisor's discussion of safety issues with employees new to the work unit or area.

#### **Step 1) Departmental Training**

a. Complete the **Manager's Departmental Checklist for Employees Safety Training**.

**This form must be reviewed and completed for all new employees by their manager prior to the commencement of work activities.** The department will retain the signed original of this document in the employee's personnel folder; the supervisor and employee should each retain a copy. (Department routing: signed original returned to Human Resources Rep who will forward to graduate program office or bi-weekly payroll office.)

After the Manager's Departmental Checklist is completed, the employee should browse the Environmental Health and Safety website which contains safety presentations and fact sheets on numerous topics. Specific topics applicable to BAE employees include:

Health and Safety Manuals: [http://www.ncsu.edu/ehs/healthsafety\\_man.htm](http://www.ncsu.edu/ehs/healthsafety_man.htm),

Safety Training Programs: <http://www.ncsu.edu/ehs/training.htm>,

Biological Safety Manual: <http://www.ncsu.edu/ncsu/ehs/www99/left/bioSafe/index.html>

b. It is a University requirement that all employees who drive a 15-passenger van be trained in the safe loading and operation of this vehicle. An online training module is available at <http://www.ncsu.edu/ehs/www99/right/training/online.html>

After completing the module, a quiz must be passed before driving a 15-passenger van. The driver should submit a copy of the quiz results to their supervisor and retain a copy for their personal record. The quiz results (and therefore proof of training) are automatically sent to the Department of Environmental Health and Public Safety Center and kept on file.

### **Step 2) Orientation & Hazard Communication Training**

**This mandatory training is presented by NCSU Environmental Health and Safety.** Permanent employees need to complete this training once during employment at NCSU. Training is arranged by the departmental Personnel Rep and is completed during employee orientation.

Other employees such as graduate students, post docs, visiting scientists and biweekly staff should go to the website and complete the Hazard Communication online training module at this link: <http://www.ncsu.edu/ehs/hazcom/hazcom.htm>

Volunteer staff at the University should also be trained in safety practices and procedures by the supervisor of their work unit.

### **Step 3) Safety Plan Training**

Employees who work in areas covered by approved Safety Plans (Lab or Field) must be given additional training for the specific hazards and protocols as specified in that Plan. This training must be conducted by the Supervisor (PI or a qualified designated person such as a laboratory manager or senior technician). Certification of this training must be documented by the trainer and the employee (**BAE SOP 004**) and copies retained by the Supervisor and employee as specified in the plan.

Employees working off campus must certify that they have read the departmental Field Safety Guidelines (**BAE SOP 005**) and understand their responsibilities to ensure their own and co-worker's safety when working at off campus locations.

Additional safety training information can be found at:  
[http://harvest.cals.ncsu.edu/applications/calswebsite/filelibrary/safety\\_train.pdf](http://harvest.cals.ncsu.edu/applications/calswebsite/filelibrary/safety_train.pdf)

# **Safety Information and Continuing Responsibilities for All Employees**

**The following websites contain useful information concerning the safety responsibilities of all employees.**

**EH&S Home page:** <http://www.ncsu.edu/ehs/>

**EH&S Health and Safety Manual:** [http://www.ncsu.edu/ehs/healthsafety\\_man.htm](http://www.ncsu.edu/ehs/healthsafety_man.htm)

**Employee Safety Responsibility:** <http://www.ncsu.edu/ehs/www99/right/training/meeting/emplores.html>

**Supervisor Responsibilities:** <http://www.ncsu.edu/ehs/supervisor.htm>

**Getting Help or Reporting an Emergency:** [http://www.ncsu.edu/ehs/emerg\\_proc.htm](http://www.ncsu.edu/ehs/emerg_proc.htm)

**Campus Police and Public Safety:**  
[http://www.ncsu.edu/ncsu/public\\_safety/campussafety.html](http://www.ncsu.edu/ncsu/public_safety/campussafety.html)

Faculty, staff, and students can report any safety concerns, complaints, suggestions or comments on safety issues by phone, fax or e-mail. Your concerns can be treated anonymously. Safety Hotline Number: 515-5445 Fax: 513-2690 [SafetyHotline@NCSU.edu](mailto:SafetyHotline@NCSU.edu), <http://www.ncsu.edu/ehs/hotline.htm>

**Emergency Preparedness and Response:** [http://www.ncsu.edu/ehs/emerg\\_info.htm](http://www.ncsu.edu/ehs/emerg_info.htm)

**Accident Reporting:** <http://www.ncsu.edu/ehs/accident.htm>

**Administrative Area Health and Safety Assessment**  
<http://www.ncsu.edu/ncsu/ehs/www99/left/cklist/admin.pdf>

**Ergonomics:**  
<http://www.ncsu.edu/ehs/www99/right/handsMan/office/ergonomic.html>

**Computer safety:**  
<http://www.ncsu.edu/ehs/www99/right/training/meeting/compsaf.html>

**Back safety:**  
<http://www.ncsu.edu/ehs/www99/right/training/meeting/back.html>

**Personal Protective Equipment:**  
[http://www.safety.ncsu.edu/directory/ehssearch\\_results.asp?Program\\_Name=PPE&submit=Go&AdvSearch=AdvSearch](http://www.safety.ncsu.edu/directory/ehssearch_results.asp?Program_Name=PPE&submit=Go&AdvSearch=AdvSearch)

**Single Page Safety Fact Sheets:**  
<http://www.ncsu.edu/ehs/www99/right/handsMan/factsheet/index.html>

**Guidelines for Travel Away from Workplace:**  
<http://www.ncsu.edu/ncsu/ehs/www99/right/handsMan/worker/forms/field%20trip%20ch1st.pdf>

**Pandemic influenza information:**  
<http://www.ncsu.edu/ehs/pandemic/index.htm>

**Violence in the Workplace:**  
[http://www7.acs.ncsu.edu/hr/er/conduct/wrk\\_violence.asp](http://www7.acs.ncsu.edu/hr/er/conduct/wrk_violence.asp)

# **Safety Information for Supervisors**

**The following websites contain useful information concerning the safety responsibilities of supervisors for ensuring their own safety and the safety of the employees they supervise.**

**Supervisor Responsibilities:** <http://www.ncsu.edu/ehs/supervisor.htm>

**Accident Reporting Forms: First Report of Injury; Physician's Report and Pharmacy Guide; Employer's Report of Injury or Occupational Disease:**  
<http://www7.acs.ncsu.edu/hr/Employer'forms/Default.asp?id=20&type=fd>

**Vehicle Accident Reporting Forms:**

Your NC State owned vehicle should have a packet containing accident and insurance reporting forms in the glove box. Request the packet from Insurance and Risk Management: contact Donna Gaddy, 515-6135, [donna\\_gaddy@ncsu.edu](mailto:donna_gaddy@ncsu.edu)

**Manager's Departmental Checklist for New Employees Safety Training:**  
<http://www.bae.ncsu.edu/resources/forms/bae-sop-004.pdf>

**This form must be reviewed and completed for all new employees by their manager prior to the commencement of work activities.** Retain signed original of this document in the employee personnel folder; 2 copies, one to the employee and one to the supervisor. (Department routing: signed original retained by Human Resources Rep, graduate program office, or bi-weekly payroll office.)

**Safety Self Assessment:**

Note: **Annual Self-assessments must be completed and signed as part of the lab safety plan approval process.** It is important that self-assessments be completed accurately and reflect changes that may have occurred with the lab work processes.

Contact Ken Kretchman 5-6860 [ken\\_kretchman@ncsu.edu](mailto:ken_kretchman@ncsu.edu) with questions.  
<http://www2.ncsu.edu/ehs/www99/right/super/NCSUSafetySelfAssesment.pdf>

**EH&S Health and Safety Manual:**  
[http://www.ncsu.edu/ehs/healthsafety\\_man.htm](http://www.ncsu.edu/ehs/healthsafety_man.htm)

**NC State University MSDS Management System:** <http://www.ncsu.edu/ehs/MSDS.htm>

**Personal Protective Equipment:**  
[http://www.safety.ncsu.edu/directory/ehssearch\\_results.asp?Program\\_Name=PPE&submit=Go&AdvSearch=AdvSearch](http://www.safety.ncsu.edu/directory/ehssearch_results.asp?Program_Name=PPE&submit=Go&AdvSearch=AdvSearch)

**Pandemic influenza information:** <http://www.ncsu.edu/ehs/pandemic/index.htm>

**Violence in the Workplace:** [http://www7.acs.ncsu.edu/hr/er/conduct/wrk\\_violence.asp](http://www7.acs.ncsu.edu/hr/er/conduct/wrk_violence.asp)

## **B. Accidents and on the job injuries**

### **1. Seeking medical attention for accidents involving serious injury**

For accidents involving serious injury requiring immediate medical attention, **call 911** regardless of where the accident occurs (on or off campus) and follow the dispatcher's instructions.

If on campus, a Campus Police Officer will arrive at the scene as well as Fire Department Emergency Medical personnel and take responsibility for the accident/illness scene.

If the injury occurs in a remote (hard to find) field location and the injured person can be safely moved, relocate to the nearest public road to meet EMS. If the injured person cannot be moved, try to locate a vehicle or person in a location that it can be spotted by EMS upon their arrival. Be sure to clearly communicate to the dispatcher where EMS should meet the injured person.

Before leaving the medical care facility, the [Medical Authorization & Attending Physician's Report](#) must be completed by the attending physician. The supervisor or accompanying person can contact the BAE HR representative (Betsy Maness 919-515-6701) to have the form faxed, or if after hours, the form can be located online at:  
<http://www.fis.ncsu.edu/hr/forms/benefits/medicalauth.pdf>.

See instructions below for additional forms that must be completed.

### **2a. Non-Serious Accidents requiring medical attention occurring LOCALLY**

If an employee is injured on campus or locally, the supervisor should complete a [Medical Authorization & Attending Physician's Report](#) and call one of the approved urgent care facilities below before sending the employee for treatment.

Rx Urgent Care, 3100 Blue Ridge Rd, Raleigh (919-719-2250)  
Doctor's Urgent Care Center, 1110 Kildaire Farm Road, Cary (919-481-0277)  
Doctor's Urgent Care Center, 801 Highway 70 West, Garner (919-779-5010)

Injured students should report to Student Health Services, NCSU campus (919-513-2563).

If all of the approved urgent care facilities are closed, the injured person should go to REX hospital emergency room.

### **2b. Non-Serious Accidents requiring medical attention occurring OUTSIDE Wake County**

Employees working outside the local area should seek treatment for non-serious injuries at an approved **CorVel Provider**. Contact the BAE HR representative, Betsy Maness at 919-515-6701 or the CorVel Network (1-800-365-5998) for a list of approved medical providers in the vicinity of the accident.

### **3. Reporting Injury or Illness - Workers' Compensation and Benefits**

The supervisor has the responsibility to investigate and report all occurrences (**near misses, accidents, illnesses**) happening in their work area. Once the investigation is complete, the supervisor must fill out the appropriate forms. EH&S will compile all data and disseminate reports as required by law.

Use the [First report of injury](#) (in conjunction with [NCIC form 19](#), if medical treatment is sought) for **every** occupational accident or injury. If an employee is injured during working hours, the supervisor should complete a [Medical Authorization & Attending Physician's Report](#) and call one of the approved urgent care facilities before sending the employee for treatment.

In addition, a [NCIC form 19](#) will be required for W/C consideration. These forms will insure;

- Corrective measures will be taken to prevent a similar accident/incident from recurring
- Compensation claims may be properly processed, and
- Accurate facts and data are compiled.

If medical treatment is sought, the supervisor must collect a completed [Employee Statement](#), a [Leave Options form](#) and [Physician's Report / Pharmacy Guide Form](#) for the employee. To help you with the accident reporting process, the [Post-Accident Checklist](#) is available from the [Accident Reporting Forms](#) link.

Forward all completed applicable forms within **5 days** to the BAE HR representative, Betsy Maness, who will copy and forward them to the Environmental Health and Safety Center.