

Manual Revision Record

UEM Employee Policy Manual
Effective: February 2009

2014

Date	Policy	Summary of Change
04/07/2014	5.1: Cellular Phones/Communication Devices (rev 2)	Added personal emergency calls with university-issued cell phones, restricted personal cell phones to Mechanical Distribution, limiting texts to emergency related communication only, added information on Campus Emergency System. Removed push-to-talk function (feature no longer available).

2012

Date	Policy	Summary of Change
04/18/2012	4.3 : Cart Policy (rev 2)	Added all forms of tobacco products to existing nonsmoking reference in carts.
04/18/2012	4.8 : Use and Safe Operation of Vehicles (rev 3)	Added all forms of tobacco products to existing nonsmoking reference in vehicles.
04/18/2012	5.5 : Rest Periods/Lunch Breaks (rev 2)	Smoking and all forms of tobacco now prohibited on university property and added link to the university's new campus policy.

2011

Date	Policy	Summary of Change
10/04/2011	4.8 : Use and Safe Operation of Vehicles (rev 2)	Revised university vehicle usage and defined cell phone communication.
10/04/2011	5.1 : Cellular Phones/Communication Devices Use	Added emergency communication and communication devices form required annually.
10/04/2011	5.11 : Higher Ed Courses	Changed policy name to Higher Ed Courses. Revised class types to include online courses and extended classes to associated job fields within Utilities. Evidence of course completion to supervisor now required and class materials are now covered. Also reduced employment time eligibility and removed specific fee limit.
10/04/2011	5.12 : Taking Course Work During the Workday	Revised benefit type chart.

2010

Date	Policy	Summary of Change
01/12/2010	3.3 : Pay Increases	Revised evaluation categories.
01/27/2010	4.3 : Cart Policy	Defined authorized driver and specified where carts may be driven and parked.
06/22/2010	5.5 : Rest Periods/Lunch Breaks	Referenced nonsmoking policy.

2009

Date	Policy	Summary of Change
10/29/2009	4.6 : Security	Added data security safeguard and personal identification cards to personal security. Also added other related security link resources and removed vehicle security and uniform safeguards.
10/29/2009	4.8 : Use and Safe Operation of Vehicles	Expanded helpful tips and reworded helpful tip number 16.