



# Student/Teacher Orientation

A Human Resources guide to a  
successful research experience at NRAO  
Charlottesville, Virginia

6/8/2005

# HR Staff



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296-0234



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6/8/2005

# NRAO Human Resources



Stone Hall

520 Edgemont Road

Charlottesville, VA 22903

(434) 296-0312

[www.nrao.edu](http://www.nrao.edu)

6/8/2005



# Employment Policies

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# Notices and Announcements

Bulletin Boards with  
Legal postings and  
NRAO announcements  
are located at each  
facility



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# Federal & State Laws

Equal Employment Opportunity	Federal Minimum Wage	Virginia Occupational Safety and Health
Virginia Worker's Compensation (non-stipend)	Unemployment Insurance (not applicable)	Family Medical Leave Act (not applicable)

# HR Policies

## ✧ Non-Discrimination and Sexual Harassment

The Director's Statement [www.nrao.edu/internal/hr/directors\\_statement.pdf](http://www.nrao.edu/internal/hr/directors_statement.pdf)

- You have the right to work in an environment free from sexual harassment;
- You have the responsibility not to engage in behaviors that constitute sexual harassment;
- If you feel you are being harassed, you have the right and responsibility to communicate this directly to the appropriate party;
- You can review the complete NRAO Non-Discrimination policy on the HR web page under “Supervisor’s Manual.”
- You have a responsibility to stop all forms of inappropriate behavior **before** such behavior becomes sexual harassment;
- You have a responsibility to report all information concerning inappropriate behavior or sexual harassment that is observed or reported to you directly or indirectly; and
- NRAO prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

# Policies cont'd.

- ✦ *Stipend* – Funds provided to assist you during your research experience. NRAO is not required to report this to the IRS
- ✦ *Computer Use Policy* – Misuse will result in loss of privileges (*Form*)
- ✦ *Patent Agreement* – What's yours is ours (*Form*)
- ✦ *Image Use Agreement* – Glamour Shots Only (*Form*)
- ✦ *Summer Wellness Program* – Contact the HR Office (if available) (*Form*)



# Summer Wellness Program

- ✦ Temporary fitness center passes are available to NRAO students on a short term basis.
  - Request an employment verification letter from Tavia Dillon
  - Apply at the Aquatic Fitness Center adjacent to Scott Stadium, 2<sup>nd</sup> floor Business Office
    - Mon. – Fri., 8:00 A.M. – 5:00 P.M.
    - \$75 Full Semester (June 1 – Aug. 31)
    - \$45 Half Semester (June 1 – Jul. 15 or Jul. 11 – Aug. 24)

# Ombuds Program

NRAO's Ombuds program can be found at

[www.nrao.edu/administration/personnel\\_office/docs/Ombuds\\_Web\\_Page.shtml](http://www.nrao.edu/administration/personnel_office/docs/Ombuds_Web_Page.shtml)

- ✦ Listen to you and discuss your problems/concerns, identifying and evaluating with you options to resolve problems.
- ✦ Provide information on resources within NRAO that may help you.
- ✦ Open avenues of communication, investigate complaints, and gather information.
- ✦ Serve as a neutral party to solve problems and resolve conflict. The ombuds representative does not take sides, but works to achieve fair outcomes.
- ✦ Identify problem areas facing employees, visitors, contractors, and students, and suggest changes in NRAO policies and procedures.



# EAP

The EAP program is a free resource for counseling and support services. It's provided by the NRAO to help you resolve issues and problems quickly - so you can stay healthy, happy and productive.

- Is available to all NRAO employees and resident family members.
- Is completely confidential
- You speak to a trained professional
- Provides you with information and referrals
- Toll free 1-877-622-4327

# Emergency Medical Services

☼ Call 911 for Life-threatening conditions

☼ Prompt Care

1149 Seminole Trail

Charlottesville (at Seminole Sq. on Rt. 29)

978-3998

☼ First Med

125 Riverbend Dr.

Charlottesville (across from Pantops Shopping Ctr., just off US 250 east)

984-4200

# EMS cont'd.



## **Emergency Medicine, Martha Jefferson Hospital**

459 Locust Ave

Charlottesville, Albemarle County 22902

(434) 982-7150



## **Martha Jefferson Urgent Care Center**

595 Peter Jefferson Pkwy

Charlottesville (Pantops)

(434) 982-8500



## **Charlottesville Free Clinic**

1138 Rose Hill Drive, Suite 200 - Charlottesville, VA 22903-5128

434-296-5525 - [cfreeclinic@hotmail.com](mailto:cfreeclinic@hotmail.com)



**Clinic Appointments** - Monday, Tuesday and Thursday evenings 5:15 p.m. to 7:30 p.m. Financial screenings can be done by telephone at 804-296-5525 or in person at the clinic office.



# EMS cont'd.

## **The Minor Emergency Area**

University Hospital - UVA

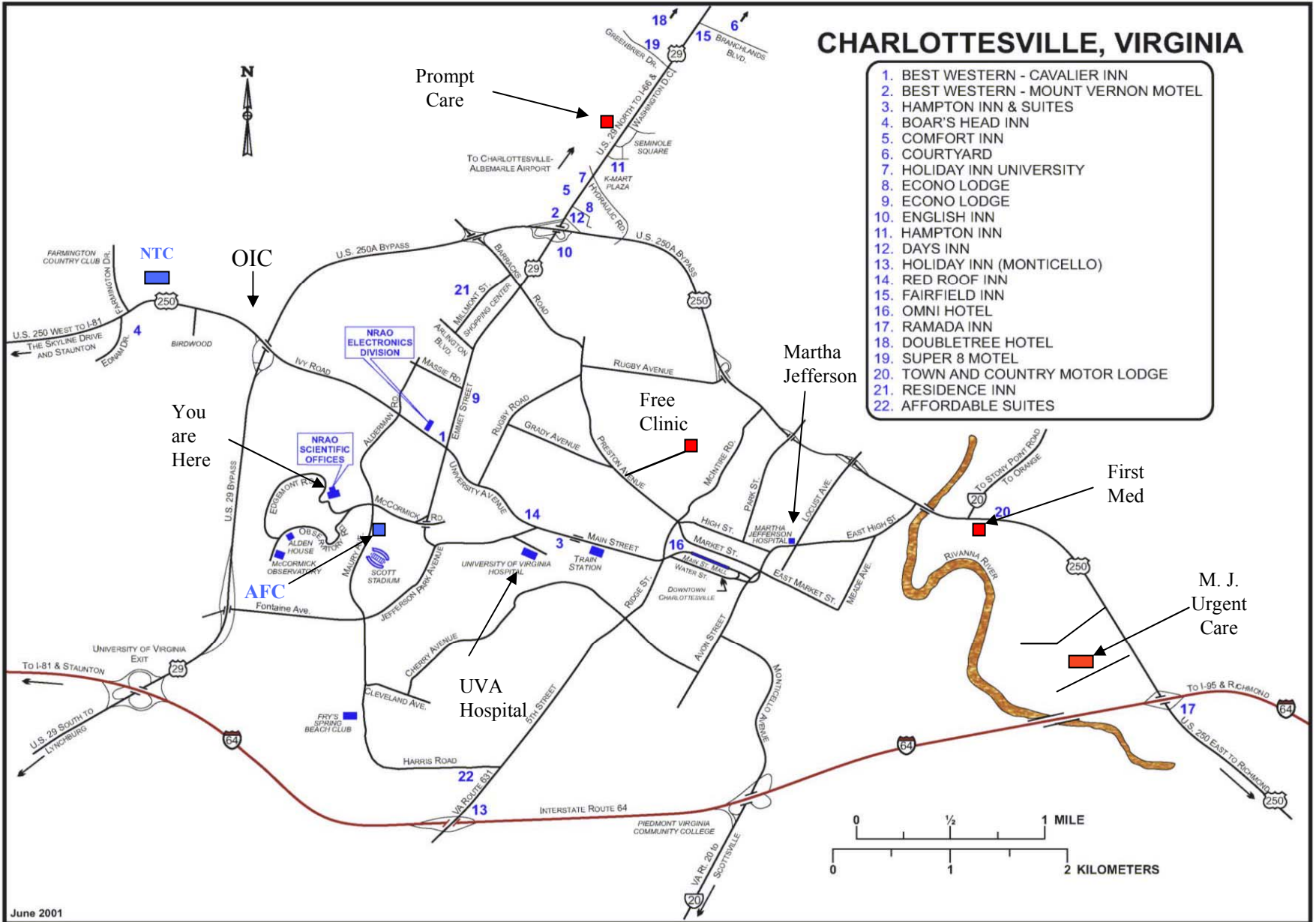
1215 Lee Street

Charlottesville, VA 22908

(434) 924-3627 or (800) 251-3627

# CHARLOTTESVILLE, VIRGINIA

1. BEST WESTERN - CAVALIER INN
2. BEST WESTERN - MOUNT VERNON MOTEL
3. HAMPTON INN & SUITES
4. BOAR'S HEAD INN
5. COMFORT INN
6. COURTYARD
7. HOLIDAY INN UNIVERSITY
8. ECONO LODGE
9. ECONO LODGE
10. ENGLISH INN
11. HAMPTON INN
12. DAYS INN
13. HOLIDAY INN (MONTICELLO)
14. RED ROOF INN
15. FAIRFIELD INN
16. OMNI HOTEL
17. RAMADA INN
18. DOUBLETREE HOTEL
19. SUPER 8 MOTEL
20. TOWN AND COUNTRY MOTOR LODGE
21. RESIDENCE INN
22. AFFORDABLE SUITES





# Safety

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# Safety Policies

- ✦ The NRAO safety manual is online at [www.nrao.edu/internal/safety/safety2.shtml](http://www.nrao.edu/internal/safety/safety2.shtml)
- ✦ Charlottesville specific safety information is online at [www.nrao.edu/internal/safety/cvsafety.shtml](http://www.nrao.edu/internal/safety/cvsafety.shtml)
- ✦ You are responsible for working safely and reporting any work related illness or injury.

# Safety Contacts

✦ Dan Boyd - 296-0247 – National Technical Center (NTC)

- ✦ Accident Reporting:
- Personal Injury or Illness
  - Vehicular incident (work related)
  - Damaged Facilities





# Important Rules

Fire Drills/ Evacuations	Environmental Protection	Chem Lab	(PPE's) Personal Protective Equipment	Other Sites
<ul style="list-style-type: none"><li>✦ You must evacuate immediately.</li><li>✦ Check your facility bulletin board for the evacuation plan.</li></ul>	<ul style="list-style-type: none"><li>✦ All hazardous chemicals must have an MSDS</li><li>✦ Do not introduce a chemical into the workplace without an MSDS and ES&amp;S review</li></ul>	<ul style="list-style-type: none"><li>✦ Located at the CDL</li><li>✦ Only authorized trained personnel are permitted to use the Lab</li></ul>	<ul style="list-style-type: none"><li>✦ Some jobs or tasks require the use of PPE's and training</li><li>✦ Consult your local safety contact for directions</li></ul>	<ul style="list-style-type: none"><li>✦ Antenna access is strictly limited</li><li>✦ Access other than visitor status requires additional training</li><li>✦ Consult your local safety contact for details</li></ul>

# Medical Information

✦ For the long-term safety of its employees and associates the NRAO safety program requires physical exams if working in the following areas:

- High Noise
- Asbestos
- Certified Drivers
- Laser Users
- Respirator Use



# Welcome to NRAO

## Have a Great Research Experience!

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