Student/Teacher Orientation

A Human Resources guide to a successful research experience at NRAO

6/5/03
HR Staff

Tavia Dillon, HR Assistant 296-0312

Roy Norville, SR. HR Rep. 296-0265

Denise Utley, HR Assistant 296-0318

Bob D'Angio, HR Mgr. 296-0234

6/5/03
Notices and Announcements

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

6/5/03
<table>
<thead>
<tr>
<th>Equal Employment Opportunity</th>
<th>Federal Minimum Wage</th>
<th>Virginia Occupational Safety and Health</th>
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</thead>
<tbody>
<tr>
<td>Virginia Worker’s Compensation</td>
<td>Unemployment Insurance (not applicable)</td>
<td>Family Medical Leave Act (not applicable)</td>
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6/5/03
Non-Discrimination and Sexual Harassment

The Director’s Statement [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** – Misuse will result in loss of privileges.

- **Patent Agreement** – What’s yours is ours.

- **Image Use Agreement** – Glamour Shots Only.
Ombuds Program

NRAO’s Ombuds program can be found at

www.nrao.edu/administration/personnel_office/docs/Ombuds_Web_Page.shtml
Emergency Medical Services

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)
**Emergency Medicine, Martha Jefferson Hospital**
459 Locust Ave
Charlottesville, Albemarle County 22902
(434) 982-7150

**Charlottesville Free Clinic**
1138 Rose Hill Drive, Suite 200 - Charlottesville, VA 22903-5128
434-296-5525 - 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.

**The Minor Emergency Area**
University Hospital - UVA
1215 Lee Street
Charlottesville, VA 22908
(434) 924-3627 OR (800) 251-3627

6/5/03
Safety
Safety Policies

The NRAO safety manual is online at www.nrao.edu/internal/safety/safety2.shtml

Charlottesville specific safety information is online at 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 – Central Development Lab (CDL)

Bill Porter - 296-0313 – Edgemont Road & Old Ivy Road offices

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

<table>
<thead>
<tr>
<th>Fire Drills/ Evacuations</th>
<th>Environmental Protection</th>
<th>Chem Lab</th>
<th>(PPE's) Personal Protective Equipment</th>
<th>Other Sites</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>You must evacuate immediately.</strong></td>
<td><strong>All hazardous chemicals must have an MSDS</strong></td>
<td><strong>Located at the CDL</strong></td>
<td><strong>Some jobs or tasks require the use of PPE’s and training</strong></td>
<td><strong>Antenna access is strictly limited</strong></td>
</tr>
<tr>
<td><strong>Check your facility bulletin board for the evacuation plan.</strong></td>
<td><strong>Do not introduce a chemical into the workplace without an MSDS and ES&amp;S review</strong></td>
<td><strong>Only authorized trained personnel are permitted to use the Lab</strong></td>
<td><strong>Consult your local safety contact for directions</strong></td>
<td><strong>Access other than visitor status requires additional training</strong></td>
</tr>
<tr>
<td></td>
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<td><strong>Consult your local safety contact for details</strong></td>
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</table>
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!