



TO: University Council

FROM: Lori Erickson, Assistant Vice President for Human Resources
Dr. Mark Jee, Director of Environmental Health and Safety
Kay Lennon-McGrew, Assistant University Counsel and Policy Counsel

DATE: November 9, 2021

RE: Flex Time Policy
Leave Policy-Holidays
Leave Policy-Air Force Auxiliary Civil Air Patrol
Contractor Workplace Health and Safety Policy
Laboratory Closeout Policy

I. Introduction.

A. Human Resources Policies.

1. Flex Time Policy.

This policy specifies the parameters related to flex time privileges for Regular Employees who request to work temporarily on a schedule that differs from ETSU's core operating hours or the employee's regularly scheduled shift. This policy was posted for public comment from 10/12/2021 to 10/26/2021.

2. Leave Policy-Holidays.

This policy specifies how the institution designates holidays and the authority to designate additional closings. This policy was posted for public comment from 10/12/2021 to 10/26/2021.

3. Leave Policy-Air Force Auxiliary Civil Air Patrol.

The purpose of this policy is to provide leave for service as a member of the U.S. Air Force Auxiliary Civil Air Patrol. This policy was posted for public comment from 10/12/2021 to 10/26/2021.

B. Facilities Management Policies.

1. Contractor Workplace Health and Safety Policy.

The Contractor Workplace Health and Safety Policy specifies the processes and procedures all contractors are required to follow while working at ETSU. The policy was posted from for public comment from 10/04/2021 to 10/18/2021.

2. Laboratory Closeout Policy.

The Laboratory Closeout Policy specifies the procedures necessary to ensure the safe and compliant transfer or disposal of hazardous materials or equipment occasioned by ETSU laboratory closures, renovations, or transitions in occupancy. The policy was posted from for public comment from 9/27/2021 to 10/11/2021.

II. Public Comments.

Below is a summary of the comments and/or questions received during the public comment period, as well as the applicable response from the policy originator. We did not receive any comments for the following policies: Flex Time, Leave Policy-Holidays, Leave Policy-Air Force Auxiliary Civil Air Patrol.

A. Contractor Workplace Health and Safety Policy.

Comment from Theresa McGarry: There should be a rule specifying how close they can drive to the trunk of a tree. They kill trees by driving over their root system.

Policy Originator's Response: Section II of the policy addresses vehicles on campus and specifically vehicles in grass areas. In addition, Section III of the policy states contractors are responsible for damage to any ETSU property. This would include damage to green space/trees.

B. Laboratory Closeout Policy.

Comment from Raven Ragsdale: Under procedure, section E states that "Peroxide- forming materials should be disposed of if the container has been opened and is more than 12 months old, or if it has not been opened and is more than one year old." This seems to mean that all peroxide-forming materials should be disposed of after one year, regardless of if they are open or not. Can this be clarified?

Policy Originator's Response: This section has been revised and clarified to read: "Check containers for expiration dates and signs of corrosion

crystallization. Peroxide-forming materials should be disposed of by the expiration date listed by the supplier.”