UNIVERSITY OF CENTRAL OKLAHOMA

Policy ID:	ADM-PHY-1 Minor Revision 4
Title:	Underground Utilities Identification and Repair
Description:	Identification of underground utilities is required prior to construction or repair work being conducted.
Category:	Physical Plant
Applies to:	department
Contact:	Physical Plant
Purpose:	To locate and mark underground utility lines, including cable and/or fiber prior to excavating on the University of Central Oklahoma (UCO) campus, and for reporting and repairing lines that are cut or damaged.

Policy Statement:

1. Existing utilities are shown based upon information supplied by the various utility owners and UCO. Information provided is based upon generally accepted tolerances and variations in actual location and depth of utilities. Due to the variation in actual location and depth of utilities, Contractor (or Physical Plant Department - PP) shall take measure to prevent damage to utilities from occurring during or after excavation and shall notify the Architect of Record immediately upon discovering any conflicts between the proposed work and any utility.

2. Prior to the start of construction/excavation of any kind, the Contractor shall request a Campus Excavation Permit(s) from the PP to be prepared a minimum of five working days before the requested date of excavation. The permit shall identify areas proposed for excavation, time(s) requested for excavation to begin, and anticipated duration of excavation(s). Contractor shall not proceed without an approved permit. Contractor shall call OKIE Locate a minimum of four working days prior to excavating for identification of all known utilities within the construction/excavation site or in other areas as necessary. Due to site activities, delays, or weather, multiple utility locates may be required for the safe and proper execution of the work. OKIE Locate shall notify various utility owners including UCO PP and Telecommunications Department. If a Contractor should need locate immediately before flagging update comes out, then the PP may charge a service fee.

3. In response to the OKIE Locate, Telecommunications and PP Department shall request locates for utilities from their respective areas. Telecommunications and PP shall coordinate with the locate service company to ensure utilities are documented on a new UCO Campus map either manually or computerized in AutoCAD format. Updated copies shall be provided to PP and Telecommunications.

4. The Contractor shall be responsible for and pay any and all costs associated with the damage, repairs or replacements to the utilities, including cable/fiber, cut or damaged by contractors or subcontractors activities during the performance of the contract, whether located and marked correctly or in error by the various utility owners. The PP shall request the utility company (gas, electric, water, sewer, etc.) to repair utility lines that are damaged on campus. Costs for repairs for gas, water, electric, sewer, etc., will be forwarded directly to the Contractor for payment. If FM personnel cut or damage utility lines, PP shall be responsible for and pay any and all costs associated with the damage, repairs or replacements to the utilities cut or damaged. The PP (or a PP staff member) shall ensure other utility lines are repaired.

5. Due to the critical need for continuing telecommunications service, any, and all damage, repairs or replacement to telecommunications cable and/or fiber shall be provided by UCO and its authorized agents. When the Contractor personnel cut or damage telecommunications cable and/or fiber while on campus, the costs for the corrective work shall be borne by the Contractor and shall be deducted from the next scheduled payment application. When a Contractor's invoice/application for payment is reduced to pay for telecommunications cable and/or fiber damages, Architectural and Engineering Services (AES) shall provide copies of the invoice/application for payment and repair work order to the Office of UCO Accounts Payable Department. Accounts Payable shall make an additional copy of the payment documentation and request Accounting to prepare a journal transaction so the Telephone

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Holding Account is reimbursed for the previously paid telecommunications repair costs and to charge the project account from which the contractor is paid. When a Contractor or PP personnel cut or damages on-campus telecommunications cable and/or fiber, Telecommunications Department, shall request a service company to repair the cable and/or fiber. the Telecommunications Department shall ensure the cable and/or fiber is repaired.

6. After the service company completes the telecommunications cable and/or fiber repair, Telecommunications shall sign the company's work order and retain the original. The work order shall contain the labor and materials assessed for the repair and their total, the specific work site where the repair was made, and the purchase order number from which the repair is to be paid. Telecommunications shall ensure a copy of the work order is sent to Central Receiving, PP, and AES if construction related, or the PP department if PP personnel cut or damage the cable and/or fiber.

7. When Contractor or PP personnel cut or damage telecommunications cable and/or fiber while on-campus digging, Telecommunications (or in the Director's absence, a Telecommunications technician) shall complete a Utility Damage Incident Report. If Contractor personnel cut or damage the cable and/or fiber, Telecommunications shall ensure a copy of the complete Incident Report is sent to PP or if its construction-related, AES so the cable and/or fiber repair can be deducted from the Contractor's invoice/application for payment. AES personnel shall provide a copy of the Incident Report to the Contractor when repair expenses are deducted from an invoice/application for payment. If PP personnel cut or damage the cable and/or fiber, Telecommunications shall ensure a copy of the completed Incident Report is provided to the PP department so the repair expenses can be paid form PP funds. When other utility lines are cut or damaged, the PP department (or PP staff) shall complete an Incident Report to document the circumstances including who damaged the utility lines.

Glossary of Terms:

Legal Citation:

Campus Links:

FAQs:

Formerly known as: Underground Utilities Identification and Repair

Approved on: 07/01/2000

Effective date: 07/01/2000

Keyword(s): underground, utilities, fiber, telephone, electric, gas, water, sewer, contractor

Last review date: 09/02/2011

Date posted:

Policy ID: ADM-ERD-7 Minor Revision 1

Title: Discharge

Description: Process to be followed after all positive discipline has failed.

Category: Employee Relations & Development

Applies to: staff,faculty,student

Contact: Employee Relations and Development

Purpose:

Policy Statement: This is not a step in the positive discipline procedure. It is one that may be taken when positive steps have been used but performance has not changed, or when an employee has committed a major offense.

A major offense is one that involves dishonesty or seriously threatens University operations or the safety and well being of the individual or other employees. This represents behavior that is unacceptable to the institution. Examples would include theft or willful destruction of University property, threatening or hitting another person, fighting, falsifying University records, insubordination or other acts of misconduct, or any violation of state or federal statutes, knowingly or unknowingly, any of which may result in the immediate

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discharge of an employee. Any University faculty/staff member or student employee found to be in violation of the concealed weapon policy is subject to immediate termination of employment.

Recommendation for discharge should be documented in writing and a copy sent to the Employee Relations & Development Director for review before any further actions are taken. Docu-menta-tion should include the employee's name, date of the incident, explanation of the circumstances resulting in the recom-menda-tion for discharge, and reference to all previous disciplinary steps taken. Prior to discharge, the affected employee should be given an opportunity to review the documentation and explain his or her actions. When appropriate, the Employee Relations & Development Director will conduct the hearing, which includes the following steps:

1. Review of documentation;

2. Interview the employee;

3. Interview the supervisor, department director and any other relevant employees; and

4. Final meeting with employee providing an opportunity to present any additional information and question statements.

The positive discipline and discharge procedures are to be used as guidelines in making disciplinary decisions. These procedures do not alter the at-will employment relationship. The University reserves the right to terminate an employee at any time and for any legal reason.

Glossary of Terms:	
Legal Citation:	
Campus Links:	
FAQs:	
Formerly known as:	
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Keyword(s):	
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