Employee Information Guide

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Commitment to my HSC Colleagues

As your colleague with a shared goal of providing excellent service to our students, I commit to the following:

- I will establish and maintain a relationship of functional trust with you and every other member of this staff. My relationships with each of you will be equally respectful, regardless of job titles or levels of educational preparation.
- I will accept responsibility for establishing and maintaining healthy interpersonal relationships with you and every other member of this staff. I will talk to you

promptly if I am having a problem with you. The only time I will discuss it with another person is if I need advice or help in deciding how to communicate with you appropriately.

- I will not complain about another team member and ask you not to as well. If I hear you doing so, I will ask you to talk to that person.
- I will accept you as you are today, forgiving past problems and ask that you do the same with me.
- I will be committed to finding solutions to problems and ask that you do the same with me.
- I will affirm your contributions to quality customer service.
- I will remember that neither of us is perfect, and human errors are opportunities, not for shame or guilt, but for growth and forgiveness.

General Building Information

Hours of Operation

Monday - Friday (Sept - Mid-May)

Doors open: 7:00 am - 9:00 pm (Mon - Thurs)

Doors open: 7:00 am - 6:00 pm (Fri)

All students must leave by 10:00 pm

Monday-Friday (Mid-May - August)

Doors open: 7:00 am - 6:00 pm

All students must leave by 10:00 pm

Employees have card access to the HSC 24/7. Students have card access on weekends as follows:

Saturday: 7:00am-7:00pm (need to leave by 7:30pm)

Sunday: 7:00am-7:00pm (need to leave by 7:30pm)

Weekend Events

Weekend events need to be coordinated through the Consortium Office to arrange for room reservations, lighting, custodial coverage, etc. using the weekend event request form on the website or by emailing hscinfo@westerntc.edu.

Lighting

The HSC has an automated lighting system that regulates the timing of overhead lights in the building. Main lights shut off at 11:00 pm Monday thru Friday (security lights stay on 24/7). If you experience lights going out while working late, most timed lights can be overridden with a nearby light switch.

Classrooms

Each lecture room has a default table layout. If you change the table layout for your class, it is your responsibility to return it to the default layout before leaving.

Classroom doors should be locked after each class. The only exception is when the instructor for the next class is present.

Each lecture classroom is equipped with a computer, document camera, white board and projection system with screen. Please bring your own dry erase markers. Please turn off all equipment, including the projector system, when leaving the classroom.

Copy Machines

One HSC staff copier (Copier B) is located on the 4th floor and is accessible by an access code, obtainable through your academic or research program. To obtain a new access code, please contact the Consortium Office 785-5150 or by email at hscinfo@westerntc.edu.

Each access code is charged monthly to the assigned department based on usage (cost is $.035 per copy).

Office Supplies

All departments are responsible for their own individual office supplies.

HSC Bulletin Boards

General use/Community bulletin boards are located on main floor by entry doors and in 2nd floor atrium for displaying **community materials and miscellaneous advertising**. Community posters must be removed within 30 days. Outdated items will be removed on a regular basis. HSC employees have the right to remove any materials that are deemed inappropriate. At the end of the semester (January 1 and June 1), bulletin boards will be completely cleared of all materials.

HSC bulletin boards are located on 3rd, 4th, and 5th floors and are limited to HSC-related research and program announcements. Please do not post community or personal announcement here.

Please do not post flyers or posters on walls, in bathroom stalls, on doors, or in elevators. Any items found posted outside of a bulletin board will be removed.

Research posters are allowed on corridor walls with appropriate hangers and must be posted by an academic or research program.

Outgoing Mail

Please use the follow address for deliveries:

Health Science Center

Attn: (Contact Name)

1300 Badger Street

Room #

La Crosse, WI 54601

Outgoing mail can be placed in the open mail bag in the 4th floor mail room.

Building Layout

Lower Level (Basement)

Biology Labs - UWL

Dental Assistant – Western

General Classrooms – 0018 and 0096

Health Science Academy Classroom - 0096

Radiography Labs – Western

Biology Faculty Offices – UWL

Physician Assistant – UWL

Main Floor

Dental Lab - Western

Student Health Center

2nd Floor

General Classrooms

Recreational Management/Recreation Therapy Faculty Offices – UWL

Western Community Corner (2058)

3rd Floor

Anatomy Lab

Consortium Offices (3065)

LIMS - Biomechanics Lab - UWL

PT/PTA Labs – UWL and Western

4th Floor

Faculty Offices – UWL and Western

General Classroom – 4024

OT/OTA Labs – UWL and Western

5th Floor

Medical Lab Technician Labs (Western)

Emplify Research Labs

Interdisciplinary Skills Lab

Western Food Science Lab

UWL Biology Labs

Trash & Recyclables

Routine building waste and rubbish will be collected by custodians on Tuesdays and Fridays. If you have your own paper shredder, you are responsible for emptying it and making sure the bag is secured.

All recyclables can be thrown in recyclable containers (paper, plastic, metal, glass). All trash should be placed in the trash can. If you need a container, please contact the HSC custodian at 608-386-2518.

Cardboard boxes should be broken down and taken to the back dumpster or to the bin on the loading dock.

Lost and Found

Items that are found can be given to the Consortium Office (Room 3065). Unclaimed lost and found items are donated on a regular basis.

HSC/Classroom Telephone Lines

- Outside local calls: Dial 7 + 1 (if not local) + area code + phone number
- 800 numbers: Dial 7 + 1 + 800 number
- 911: Dial 911 (no "7" required)
- UWL Police (provides security services for entire HSC):
    - Emergencies: (608) 785-9999 (or 9999 on UWL phones)

- Non-emergencies: (608) 785-9000 (or 9000 on UWL phones)

Parking

The HSC parking lot is monitored from 7:00 am - 7:00 pm Monday thru Friday. Hourly parking is available through the Passport Parking app for $1.00/hour. Please note there may be a transaction fee with credit cards or paying via the Passport app (Zone 371).

There is one 15-minute courtesy spot available on the west side of the lot.

Parking areas are also available in areas surrounding HSC, and shown on this parking map.

Parking in HSC lot

- Pay by Passport app
- $1.00/hr (plus transaction fee)
- Zone 371

Offstreet Parking in HSC Lot

For frequent guests and visitors to your department, see your Program Assistant for information about providing parking accommodation through your department budget. This may be used for invited guests, program clients, and others whose parking costs are assumed by the department. Offstreet links are monitored monthly and should not be used by faculty or staff housed at the HSC or for personal use. To obtain an Offstreet Parking app link, work with your Program Assistant.

Street Parking on Perimeter of HSC (13th St., Pine St., Badger St.)

Street parking is monitored by the City of La Crosse, which uses the ParkMobile app. The HSC does not have any control over street parking procedures or citations.

- Pay by ParkMobile app
- Zone 29109

- $1.00/hr (plus transaction fee)

Loading and Unloading

Loading and unloading vehicles are allowed either in the circular drive (pull-out area) or near the service elevator on the east side of the building. Vehicles involved in loading and unloading are to be moved out of these areas immediately when finished. A cart is available for loading or unloading and can be found on the south side of the Information Desk area across from the elevators.

Security

For emergencies, call 911 or contact UWL Emergency Dispatch at 608-789-9999 (9999 on UWL phones). UWL Police can be contacted for non-emergencies at 608-789-9000, 24 hours a day. Incident investigation and reporting, along with crime prevention activities, are also provided.

Keys

All HSC staff will receive keys for their individual office, classrooms, labs and shared areas. Staff will need to complete a key request form, available at the Consortium Office or by emailing hscinfo@westerntc.edu.

Individual staff members are responsible for all keys assigned to them. Keys should be kept in staff's personal possession and not lent out. Custodians are not permitted to unlock your door for you.

If locked out:

- Contact UWL Police at 608-785-9000 to send over an officer
- If no phone available: 1) There is a "call" button on the left front wall of each elevator connecting you directly to UWL Police Dispatch or 2) Outside Badger St. entrance to the building, there is a blue-light call box that also links directly to UWL Police.

Lost or Replacement Keys

Immediately report any lost or stolen keys to the Consortium Office at 608-785-5150 or at hscinfo@westerntc.edu. A new key request form will need to be completed to receive a replacement key. Costs associated with key replacement and re-keying will be charged to the individual or department.

Returning Keys

When staff leave the HSC, their key(s) should be returned to the Consortium Office for documentation purposes. This includes leave of absence, resignation, retirement or relocation of offices. Keys should not be transferred to the next employee; transfers will be completed through the Consortium Office.

Card Access

Staff Card Access to Building and Labs

The HSC now provide proximity card access for all staff. ID cards assigned to you by your employing institution are programmed for after-hours/weekend entry to the building and secured areas assigned to you. You are responsible for keeping your ID card secure. Please do not lend it to others.

To request card access, please contact your department. Departments can arrange new access or modify existing access through the Consortium Office (608-785-5150 or hscinfo@westerntc.edu).

Student Card Access

To assign after-hour or weekend access to the HSC and/or secured labs or other areas for students in academic programs or student workers in labs, department faculty or research supervisors should provide a list to the Consortium Office at hscinfo@westerntc.edu. Please provide students' names, rooms needing access, and expiration date for access.

All students will have card access to secured conference rooms 3076 and 4106 (but not 2076) to use on a first-come, first-served basis when the rooms are not reserved. Accessing one of these rooms incurs responsibility for keeping the room clean and reporting any spills or damage. A guide to conference room use will be provided in each conference room and in the Student HSC Handbook.

Lost or Stolen Access Cards

Immediately report any destroyed, damaged, stolen, or lost access cards to the Consortium Office and the issuing institution. If you are leaving employment at the HSC, please notify the Consortium Office so your swipe card can be deactivated.

Emergency Procedures

Emergencies

- Dial 911 for a life-threatening emergency
- Dial 608-789-9999 for other emergencies (9999 from UWL phones)
- The HSC follows UW-La Crosse's Emergency Response and Preparedness Plan
- Excerpts of this plan most applicable to the HSC

Hazards

The HSC has adopted a building-wide set of safety standards that outlines safe practices and response procedures for working with hazards in the building. If a safety-related incident occurs, please complete an Incident Report. If you witness an activity, practice, or condition in the HSC that appears to violate the Safety Standards, or that could pose a risk to building users, please submit a Safety Violation Report, which can be submitted anonymously.

AED and Nalox-Zone Boxes

An automated external defibrillator (AED) is available on the main floor near the Badger Street entrance across from the Student Health Center and on the third floor where the two main corridors meet. If the AED door is opened, an alarm will sound, but this will NOT alert emergency personnel. The unit is not connected to 911 or to the UW-La Crosse Police department. If an emergency situation requires use of the AED, please also contact 911 or UWL Police (9999, or 608-789-9999) to request assistance.

A Nalox-Zone box is located near the Badger St. entrance across from the Student Health Center, along with a Stop The Bleed kit.

Catering and Food Policies

Catering

Faculty and staff in the HSC (including UWL) may contract with any caterer for HSC-based events . Contact custodians in advance to arrange for tables, chairs, and/or extra garbage cans for your event.

Food consumption is not allowed in any areas of the 5th floor due to safety concerns about proximity to potentially harmful chemical/biological agents. Please restrict food consumption to the staff break room available for all HSC staff in room 5102.

Student Food Policy

We want the HSC to be a welcoming place for all students and ask everyone to exercise courtesy by helping us keep rooms clean and available. Student food consumption is restricted to the atrium and study areas on 2nd, 3rd, 4th floors; in the lower level (basement) eating area; and in conference rooms 3076 and 4106. Food and beverages are not allowed in classrooms or labs unless faculty make an exception and take responsibility for cleanup. In conference rooms, beverages must have a cover to prevent spills. Students are responsible for cleaning up any spills and reporting any damage (including spills) to furnishings.

Accessing a locked conference room incurs responsibility for the cleanliness of the room until the next cardholder accesses the room, so please ensure that students know to close the door when exiting a locked conference room so the next user can assume responsibility upon entering. Spills and damage should be reported to the Consortium or a custodian as soon as possible, as conference room access will be discontinued if secured rooms are misused.

Faculty has the right to make an exception for students to eat/drink in rooms they are teaching in, especially if the class is held for a large block of time. In turn, faculty is responsible for the following, prior to leaving the classroom:

- Ensure all tables are clean
- Ensure garbage is placed in garbage cans with liners
- Ensure all spills are wiped up

- As a courtesy to the next user, please remove any garbage that is too large for the waste basket (such as pizza boxes) or food that will leave a lingering smell
- Garbage bags may be placed outside the room – please contact custodian to dispose

Break Rooms

There is a refrigerator for employees located in both break rooms on the 4th and 5th floor. The 4th floor refrigerator is cleaned out once a month, and items will be discarded that are not labeled. Please read and follow the guidelines posted on the door.

There is a coffee maker available for use in the 4th floor break room. Coffee is not provided by the HSC.

Scheduling Process

Room Scheduling

Classrooms, conference rooms, and labs should be reserved prior to use. Please contact your program assistant or the Consortium Office to request room reservations. If a room is no longer needed, please cancel any open reservations so others may reserve the room and so your program is not charged for use of the room. It is the individual making the request's responsibility to check the system for approval and accuracy of the reservation.

If you need to schedule an ongoing class for a semester, please refer to the HSC Room Scheduling Procedures and the HSC class schedule.

If you need to use a room last minute and you have not reserved one, you may use a room that isn't already scheduled, but **you must still submit a room request afterward**. This information is to track and budget building usage.

Conference rooms. Students and others may use conference rooms when they are not reserved. Conference rooms are available for use if the room is not reserved, so if you have reserved a conference room find it occupied, please inform those using the room of your reservation and politely ask them to leave the room. HSC faculty and staff have priority over student use, and conference rooms may not be reserved for student use. There is a QR code on every room calendar that shows the most current reservation schedule, which takes precedence over the printed calendar.

Mobile Computer Cart

The mobile computer card holds a laptop, projector and speakers and can be used in rooms that do not have AV equipment. The cart needs to be reserved through the EMS scheduling system in the same way you would reserve a room.

Cart must be put back to their home location at the end of each use. Please coordinate cart placement with your program assistant, not with the custodial staff.

Podiums

Podiums need to be reserved through the EMS scheduling system in the same way you would reserve a room. Please move podiums well ahead of when you need them. Do not disturb a class in session in room 2002 or 2016. Once you are finished with the podium, please return it to its location:

Room 2002 - Podium 1 – wheels

Room 2006 - Podium 2 - no wheels

Technology

Classroom Technology Assistance

For immediate technology assistance, or to report and outage or ongoing issue in a classroom or teaching lab, please contact Western Technical College's PC Support for **all** IT or AV support in HSC the classrooms--even if you are with a different HSC institution.

Monday thru Friday: 608-785-9107 pcservice@westerntc.edu

Student Computer Lab (Western)

Student computers (room 2058) are part of the Western Community Corner. Hours are Monday thru Friday 7:30 am – 7:30 pm. The lab is not staffed. Western students have printing accounts through Western, where they can add funds for printing purposes. Paper is supplied by Western and their program assistant monitors usage.

For assistance contact Western Technical College at: 608-785-9107
or pcservice@westerntc.edu

Personal Office Computer

Call the IT desk of the institution you are employed by:

Emplify:	608-775-3070
UWL:	608-785-8774
Western:	608-789-6266

Maintenance

Custodian Contact

There is one custodian available during the day and two on second shift: 608-386-2518.

Placing Work Orders

All work orders run through the Consortium office--Room 3065 or hscinfo@westerntc.edu.

Tobacco-Free Grounds

All tobacco products are prohibited on HSC premises.

Ash receptacles are located at the main entry points to the HSC property. It is expected of all individuals to be respectful when using tobacco products and ensure waste is placed in the proper containers.

Policy enforcement focuses on positive reinforcement and is the responsibility of all staff and students. The goal is self-enforcement. Repeat violations of the policy will be addressed as needed.

La Crosse Medical Health Science Consortium (LMHSC)

The LMHSC is a collaborative partnership whose mission is "fostering collaboration for healthier communities."

The Consortium owns and operates the Health Science Center (HSC) building, with expertise provided through the HSC Management Group, Capital Projects Team, UWL Facilities, and Western Technical College PC Services. The HSC was the first completed collaborative project of the Consortium and opened in June 2000.

The Consortium's five founding partners are

- Emplify Health by Gundersen
- Mayo Clinic Health System
- University of Wisconsin-La Crosse
- Viterbo University
- Western Technical College

The Consortium board of directors is composed of two representatives from each founding partner along with representation from the La Crosse County Health Department and the School District of La Crosse.

The Consortium has two full-time staff, housed in Room 3065:

Catherine Kolkmeier, Executive Director: ckolkmeier@uwlax.edu or 608-785-5151

Kat Anderson, Administrative Coordinator: kanderson3@uwlax.edu or 608-785-5150

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