

*Department of  
Wildlife, Fisheries, and  
Conservation Biology*

**Office Procedures Handbook**



Department of Wildlife, Fisheries, and Conservation Biology  
College of Natural Sciences, Forestry and Agriculture  
University of Maine

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This document has been compiled to provide guidance for the administrative-related responsibilities of the Faculty, Staff, and Graduate Students within the Department of Wildlife, Fisheries, and Conservation Biology.

Since University and College policies and procedures change frequently, please check the website for an updated version.

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## I. GENERAL INFORMATION FOR GRADUATE STUDENTS

### A. Address

If you are having items shipped or mailed, please use the following address:

Your Name  
Department of Wildlife, Fisheries, and Conservation Biology  
5755 Nutting Hall, Room 210  
Orono, ME 04469-5755

This way all mail and packages are collected in the main office and can be sorted directly into your mailbox or if a larger package is delivered, an email notification will be made.

### B. Audio-Visual Equipment (Molly Langlais-Parker)

The Department of Wildlife, Fisheries, and Conservation Biology has slide, LCD, and overhead projectors, and a laptop for instructional and research-related use (instructional use has priority). All projectors and equipment must be signed out on the Google Calendars and the equipment is stored in the main office room 210 Nutting.

Be sure to receive instruction in the use of this equipment if you are not completely familiar with its operation. Also, please report any damage, missing cords, etc. immediately so they can be addressed.

Audio-visual equipment and laptop computers may also be signed out through UMaine Media Services with a valid MaineCard. The equipment can be picked up at Fogler Library Circulation Desk -  
<http://ursus.maine.edu/search~S1/?searchtype=r&searcharg=audio%2Fvideo+equipment+%28oro%29&sortdropdown=-&SORT=D&extended=0&SUBMIT=Search&searchlimits=&searchorigarg=audio%2Fvideo+equipment+%28oro%29>

### C. Computer Facilities

There are computer clusters in Nutting Hall with a broad assortment of software applications including word processing, spreadsheets, database management software, statistical applications, and various specialized software. The computers are Windows based and are connected to the College of Natural Sciences, Forestry, and Agriculture network with direct access to the Internet. All students are assigned a College network computer account - see Louis Morin in Nutting 208. The computers in Nutting 254 are available only for students enrolled in surveying, remote sensing and GIS courses or related research.

### D. Fax Machine (Katherine Goodine)

The copier in Room 210A is also a fax machine. The phone number for incoming faxes is (207) 581-2858. If you are requesting a fax, please ask the sender to include a cover sheet as this is a shared fax machine for the entire department. If a fax comes in with your name on it, it will be put in your mailbox.

The fax machine uses the same dialing/long distance rules as the telephone. There is an instruction sheet hanging on the bulletin board by the machine to jog your memory. If you need to send a non-research related fax, there is a machine available for students at the Union.

### **E. Hiring Undergraduate and Graduate Field/Lab Technicians**

Work with your supervisor to determine if you are allowed to hire field technicians. You will initiate the hiring process by submitting a REQUEST FORM and select Student Employment/Technicians – See APPENDIX I. Your supervisor must sign and provide an account number. The Department put together a CHECKLIST to help you be sure all the necessary paperwork has been submitted – See APPENDIX II.

When hiring a technician you need to determine the appropriate Job Classification and Pay Scale. These can be found on the Office of Student Employment website as seen on the checklist. Once you have the proper Job Classification, you can advertise that your job is available by posting flyers, having Molly send an email to Wildlife undergrads and other departments on campus, and/or by having Molly post the job opening on the Office of Student Employment website.

Not every student at UMaine is eligible to be a student employee. In order to be considered a student employee, the student must be: 1) Enrolled or accepted in a degree-granting or certificate program and 2) Enrolled at least half time - 6 credits for undergraduates, 3 credits or 1 thesis credit for graduates. If they do not meet the requirements, you have to hire them through the temporary employee process.

#### 1. STUDENT EMPLOYEES (Molly Langlais-Parker)

If you determine that the applicant can be hired as a student, there are forms that need to be completed. A STUDENT EMPLOYEE AUTHORIZATION FORM is required for every student – See APPENDIX III. The form can be found and printed from the Office of Student Employment website or you can obtain a copy from Molly Langlais-Parker. A SAFETY WORKSHEET needs to be completed as well – See APPENDIX IV. Please review the checklist to be sure that the other required forms are filled out. Please see Molly if you have specific questions.

#### 2. TEMPORARY EMPLOYEES (Rena Carey)

If you cannot find a student employee that can work for you, you can hire hourly paid staff through the temporary employee system. This process uses a different list of Job Descriptions and a higher Pay Scale. You are also required to pay a fee to Human Resources of \$0.75 per hour for them administering the system and you are required to pay 8% COLT benefits. If you are required to pursue this venue, please work with Rena Carey on processing the required paperwork. Temporary Employees are also required to have a SAFETY WORKSHEET completed – See APPENDIX IV.

### **F. Insurance Coverage (Rena Carey)**

#### 1. HEALTH INSURANCE

If you are receiving a stipend as a Research Assistant, Teaching Assistant, Fellow, or Trainee and you are automatically enrolled (unless proof of comparable medical insurance is provided) in The University of Maine Student Injury and Sickness Plan. Fifty percent of the insurance premium will be paid by your assistantship during the period that you are appointed. You may make arrangement with the Bursar's Office to pay the insurance premium through payroll deduction. Dependent coverage is also available for an additional charge. Graduate students not supported under any financial aid through the University are eligible for the health insurance coverage at their own expense. Check the Graduate School website for more information.

## 2. WORKERS' COMPENSATION

All University employees on official business are covered under provisions of the Workers' Compensation Act. Volunteer laborers and those graduate students on fellowships, scholarships, or self-supported have no coverage. They must provide their own. This also includes those participating in student activities. Any graduate student having an accident of any type should notify her/his supervisor immediately and fill out and return proper paperwork to the Payroll and Accounting Office.

## 3. AUTO LIABILITY COVERAGE

The University System Auto Liability Policy covers all vehicles owned by, or leased to, the University of Maine System. If any accident occurs, immediately notify your supervisor, Graduate Advisor and the Administrative Assistant. Collision coverage is required on vehicles leased to the University. The premium for collision coverage will be paid by the project account responsible for the lease of the vehicle. Collision costs are covered by the Motor Pool for any vehicle signed out from them. These guidelines are valid regardless of the user's status (staff, graduate teaching assistant, graduate research assistant, student volunteer.

If you need to rent a vehicle from an outside vendor to conduct University business, you must rent through Enterprise or use a University Travel Card to pay for the rental in order to automatically be covered by liability insurance. If you do not have a University Travel Card, Enterprise Rental Car accepts University of Maine Purchase Orders - work with Katherine Goodine to pay for a rental. If you cannot rent from Enterprise or use a University Travel Card, you must contact Helen Chamberland at (207)973-3332 to discuss your options for liability insurance.

### **G. Keys (Katherine Goodine)**

#### 1. BUILDING AND OFFICE

Exterior doors and computer labs require MaineCard access which should be obtained from the Building Manager (currently Louis Morin). To obtain office keys or lab keys, students must complete a sign-out card for each key. The cards can be obtained from the office staff in Room 210. Only the Department Chair can assign and sign for graduate office keys. Your Graduate Advisor and the Building Manager must sign for lab keys or other room keys. Loss of keys should be reported immediately to Campus Police, Building Manager, and Graduate Advisor. When you graduate or leave the program, all keys must be turned in to the office in person.

#### 2. POLE BARN AND DEER PEN

If you require access to the Pole Barn or the Deer Pen, there are general keys available from Katherine Goodine or Molly Langlais-Parker in Room 210 that you can borrow.

If needed, your advisor may grant you permission to obtain your own key. Please see Katherine to obtain a key sign-out card and keys.

### **H. Mail Boxes (Molly Langlais-Parker)**

Each graduate student is provided with a box located in 248 Nutting Hall. The mailboxes are arranged in alphabetical order by last name. The mail comes in to Nutting Hall around noon time and is distributed to the individual mailboxes shortly after. Outgoing mail can be left in the slot marked "outgoing mail" and it will be taken to the mail drop off around 11:00 am each day.

**I. Office and Desk Space (Chair/Rena Carey)**

It is the Department of Wildlife, Fisheries, and Conservation Biology's policy to assign each Post Doc, Teaching Assistant, Research Assistant, and MWC student a desk when available. The Department currently has four graduate student offices in Nutting Hall: Rooms 202, 220, 232A, and 244. The Department currently has one Research Assistant office shared with SFR on the first floor. All space assignments will be made by the department chair and no changes in office allocation will be made without prior authorization. There will be chances to request a move in desk space or a graduate student offices at least once a year. Students should not leave valuables unattended in their desk space.

**J. Office Supplies (Katherine Goodine)**

Limited office supplies may be available for research projects and can be requested with your supervisor's or Graduate Advisor's approval. Because these supplies must be charged against a specific account, some discretion is urged.

**K. Ordering Field Equipment and Supplies (Katherine Goodine)**

Any orders of equipment, supplies, local hotel rooms, or services must be initiated by using the REQUEST FORM – [see APPENDIX IV](#). The form must include an account number, must include shipping and handling costs – even if \$0, and must be approved by the supervisor before the purchase is made. The approval is made by the supervisor signing the request form but in the rare case where the supervisor is not available, approval may be via email or the supervisor may call in verbal approval directly to Katherine Goodine.

Please fill out your name, employee ID, phone number, and shipping information. If this is not filled out, it may come back to you. Please include item numbers or part numbers if needed. This information is important or we wouldn't ask you to submit it.

1. PURCHASE ORDERS

**YOU** must find out if the company you want to purchase items from will accept University of Maine Purchase Orders. If they will, you must find out if they have received a Purchase Order in the past three (3) years, if not you must collect a completed [W-9 form](#) and we must request that the company be set up as a University of Maine System vendor.. This could take 3-5 days to process so please plan accordingly.

Upon receipt of the merchandise, the packing slip should be compared with goods received and the packing slip forwarded to Katherine for further processing. If there is NO packing slip, you must still let Katherine know you received the package or the vendor WILL NOT get paid. A quick email or a note on scratch paper will suffice.

2. CREDIT CARD ORDERS

Only orders LESS than \$500 can be purchased with a departmental credit card online or over the phone. This is one reason that it is imperative that you actually include shipping and handling costs. Orders will only be made on a website that has secure online ordering and Katherine may decline to order if the website looks suspicious or has a very "unprofessional" name.

The completed form should be submitted to Katherine Goodine. Be sure to indicate the type of request you are making and include a note if this is to be picked up at a local vendor or if it is to be delivered. All orders requesting use of a credit card must



be approved by Katherine's supervisor – Rena Carey – in writing. Feel free to put request forms signed by PI directly in Rena's mailbox for a signature.

Upon receipt of the merchandise, the packing slip should be compared with goods received and the packing slip forwarded to Katherine for further processing. If there is NO packing slip, you **must** still let Katherine Know you received the package or the vendor WILL NOT get paid. A quick email or a note on scratch paper will suffice.

3. IDO (Interdepartmental Order)

An IDO is used for purchasing supplies, equipment, or for paying certain fees on campus – software and computer supplies from Computer Connections, dry ice from Chemistry Department, pay Cutler Health for CPR/First Aid training, printing to the plotter, etc. Please include item numbers or part numbers if needed. Make sure a receipt is issued and returned to Katherine Goodine.

4. PETTY CASH/CHECK REQUEST

This is for emergency purposes only and the request may be denied by the University so please plan accordingly. This is for items you purchased with your own money and your supervisor agreed to reimburse you. You must first use the PO or P-Card option to make the purchase. Receipts must accompany this request. The University will NOT reimburse for sales tax. The request must be submitted through the Concur travel reimbursement system as a non-travel related reimbursement and you must upload copies of all receipts. You must get the full chartfield of account numbers from your supervisor.

**L. Photocopying (Katherine Goodine)**

There is large copier/printer located in Room 248 Nutting that requires an access code to use. Research Assistants requiring the use of the photocopier will have to obtain an access code from their advisor or one can be set up by Katherine Goodine with permission from your advisor. Teaching Assistants will obtain an access code from the professor for whom they are assisting. Please do NOT share this number with others.

Report any problems to the staff in Room 210. The copier paper in Room 248 is only for use in that copier. If you need copy paper for some purpose, please contact your advisor.

**M. Printing (Katherine Goodine)**

The large copier in Room 248 is also a printer that you can print to over the network – Louis Morin has to set this up for you.

You will need your supervisor to give Katherine an account number to use to charge your printing and you will be issued a seven-digit PIN NUMBER from the System Office that you will use for copies and printing. Copies are \$0.03 each (two sided copies are charged per side). There is no charge to scan and email documents.

A color printer is available in Room 210A that Molly, Katherine, and Rena can access. Small print jobs of 10 or less pages are no charge. If you have a larger job, please provide a request form and select IDO, get an account number and signature from your advisor. Copies are \$0.10 each.

If there is a printer in your office, you must check with your supervisor about ordering paper and toner or ink. Do NOT take paper from Room 248.

There is a color plotter in Nutting Hall that may be available for poster printing. You must work with Louis Morin to get your item printed. You will need to fill out a request form for an IDO – see Ordering Field Equipment and Supplies above.

**N. Rooms for Meetings (Molly Langlais-Parker)**

The ONLY rooms that the office staff can schedule are Room 106, Room 204, and Room 218 all in Nutting Hall.

If you still need to find a meeting room, please contact Classroom Scheduling at 581-1299 or classroom\_scheduling@umit.maine.edu.

**O. Safety Training Guidelines (Katherine Goodine)**

University, USGS, and departmental safety polices require all employees to complete required Safety Training. A SAFETY WORKSHEET can be obtained from Katherine Goodine – See APPENDIX IV. A worksheet must be completed annually for every employee with a separate form needed for every job and supervisor that employee has in the department. You will be notified monthly when your current training has expired and will be asked to renew your training if still required and proof of re-training must be on file with Katherine.

- a) The faculty supervisor will answer the questionnaire and it will be given to Katherine for processing. Katherine will compile a list of required training based on the answers to the questions. If you are a USGS supervised student, you will be given a JHA with links to required DOI specific training.
- b) The University of Maine workplace safety and hazardous materials policies were developed to satisfy compliance with federal and state laws and regulations. By Maine law, you are obligated to comply with all University safety regulations, policies, and procedures. Failure to do so may result in disciplinary action, including loss of privileges for the use of University research facilities.

**P. Scanning (Molly Langlais-Parker)**

The copiers in Room 248 and Room 210A have the capability to scan documents in color that can be sent to you via email. These scans can be sent as jpg, pdf, tiff, xps, or OCR. If you have the need to use this option frequently, we can set you up in the address book so you do not have to type your email every time. Please see Molly for instructions.

**Q. Shipping a Package (Molly Langlis-Parker)**

If you are sending something out for official University Business, you MUST have an account number (get from your advisor) in which to charge the shipping expenses.

1. US POSTAL SERVICE

The mailroom uses a barcode label for its billing system. Package up your shipment and give to Molly with the account number. A barcode label will be printed and applied to the package. If the package is large, you may be required to deliver it to the mailroom, otherwise it will be put down in the outgoing mail box. The mailroom will apply the correct postage, mail out the package, and charge the account the amount of postage. If you want to insure it or track it, you would have to put a note on the package with instructions for the mailroom.

## 2. FEDEX

The University of Maine has a discount program with FedEx. FedEx picks up Express Packages at the University mailroom every afternoon, they are reasonably priced, they provide a tracking number, and you can see who signed for the package if there is a dispute. If the package is rather small (about the size of a paper box), you can put a FedEx shipping label on it and put the box with the outgoing mail. We have pre-printed supplies in Room 210 with a tracking number. Make sure you give Katherine a copy of the shipping label and the account number you want to use.

If we miss the daily mail pickup at around 11:15, you can take it to the mailroom before 3:00 pm or we can call FedEx for a pick up. We must call before 3:00 pm. If the package is to go FedEx Ground, we must call for a pick up and they will not come until the next day. If you have a Next Day Air envelope, there is one drop box on campus outside of the Memorial Gymnasium that gets picked up at 4:45 Mon-Friday.

## 3. UPS

The Department has a UPS account but no automatic daily pickup is offered – you must call them for a pick up. As long as you call by 3:30 pm, they will pick up ANY package the same day you call. Again, you must reference an account number on the shipping label and be sure Rena gets a copy for the accounting files. If you have a UPS Air Letter or Pak, there are two drop boxes on campus. One is located outside of the Memorial Gymnasium, and one is located in the basement of Winslow Hall, that get picked up at 4:30 pm Monday-Friday.

## R. Telephone (Rena Carey)

Each graduate office has a shared telephone; please decide among fellow office mates proper telephone procedures. The office has pink phone message pads available if your office would like to use these. Please let Rena know if there are any issues with phones.

1. On Campus Calls            dial 1 + 4 digit extension (1-1234)
2. IN-State calls             dial 8 + 7 digit number (8+123-4567)
3. OUT-of-State calls       dial 8 + 1 + area code + 7 digit (8+1+(xxx)+123-4567)

## S. Travel Policies and Procedures (Rena Carey)

### 1. APPROVAL OF TRAVEL

Your supervisor must be notified and approve all business related travel (even if you are not requesting reimbursement) for insurance purposes. You must submit a travel request in the Concur Travel System and have your supervisor approve before you actually travel. You must get the account number to use from your supervisor.

### 2. TRAVEL ADVANCE

Employees may request a travel advance through the Concur Travel System at the time they submit the request to travel. The cash advance will be disbursed to the employee 14 days prior to the trip dates. When you return from the trip, you will need to incorporate the cash advance into the travel expense report. Even if you are not owed money, you must submit a travel expense report to report how you spent the advance. You must get the account number to use from your supervisor.

### 3. TRAVEL REIMBURSEMENT

You must create an expense report for all pre-approved travel in the Concur System. Receipts are required to be uploaded into the Concur system for all expenses except for meals. You must get the account number to use from your supervisor. Training for the Concur Travel and Expense Reimbursement System can be found online - <https://www.sites.google.com/a/maine.edu/strategic-procurement/home/travel-and-expense-reimbursement-system-training>.

## T. Vehicle Policies (Katherine Goodine)

Graduate students can use the University motor pool vehicles for official university business. All students must have a valid driver's license to drive any University vehicles. Before you can use a University vehicle, a copy of your driver's license must be on file in the Motor Pool office and you must have a signed "University Student Vehicle Driver Information and Agreement Form" on file with Motor Pool. Motor Pool will actually conduct a driver's background check. If you have an out of state driver's license, a copy of your license must be sent with the form and Motor Pool charges a fee for out-of-state driver's license checks. You must provide a request form for an IDO to Motor Pool. See Katherine Goodine for the appropriate Motor Pool form.

### 1. MOTOR POOL VEHICLES

Check with your advisor to get an account number for vehicle use. Call the Motor Pool office (1-2645) to reserve a vehicle. Complete the Vehicle Requisition Form that can be downloaded from the Motor Pool Website – [See APPENDIX V](#). Have Katherine Goodine sign for the department and be sure you include an account number. You can pick-up the keys and credit cards from the Motor Pool office at the time you need the vehicle. If you need the car during off-hours (e.g., before 7:00 a.m., after 3:00 p.m., on weekends, etc.), the keys will be with Public Safety. After using the vehicle, indicate the ending mileage, sign the slip, and return the keys to the Motor Pool office or to the drop-box at the Motor Pool. You do not need to fill the gas tank when you return the motor pool vehicle. Policies and regulations for the use of motor pool vehicles are described in "Vehicle-Use Policy and Regulations for University Motor-Pool Vehicles."

### 2. USGS VEHICLES

If you are working on a project supported by the USGS, you may be given access to one or more of the USGS vehicle. All drivers must have a copy of their driver's license and the signed "University Student Vehicle Driver Information and Agreement Form" on file with Motor Pool, all drivers must read and sign the "USGS Vehicle Use Guidelines", and all drivers must receive Driver Safety training on DOI Learn and proof that they did. All drivers *and* passengers must have a signed "USGS Volunteer Agreement" on file. Work with Katherine Goodine on meeting the requirements. You must fill the gas tank when you return the vehicle and indicate the correct information on the gas receipt per the USGS Vehicle Use Guidelines.

- APPENDIX I – REQUEST FORM STUDENT EMPLOYMENT – coming soon
- APPENDIX II – STUDENT EMPLOYMENT HIRING CHECKLIST – coming soon
- APPENDIX III – STUDENT EMPLOYMENT AUTHORIZATION FORM – coming soon
- APPENDIX IV - SAFETY WORKSHEET – coming soon
- APPENDIX V – REQUEST FORM PURCHASE ORDER/P-CARD – coming soon
- APPENDIX VI – VEHICLE REQUISITION FORM – coming soon