University of Utah Employee Resources

Family Medical Leave
The Family Medical Leave Act (FMLA) (https://www.hr.utah.edu/absenceMgt/fmla.php) provides eligible employees with up to 12 weeks of unpaid, job-protected leave per year. FMLA is designed to help employees balance work and family responsibilities by allowing them to take reasonable unpaid leave for certain family and medical reasons.

Qualifying reasons to request FMLA include:
- Medical leave when the employee is unable to work because of a serious health condition
- The birth and care of a newborn child of an employee
- Placement of a child for adoption or foster care with an employee
- To care for an immediate family member (e.g., spouse, child, or parent) with a serious health condition

For instructions on how to apply for FMLA, visit: https://www.hr.utah.edu/absenceMgt/fmla.php. If you have questions about FMLA, you may contact the Absence Management Team at 801-581-7447 or AbsenceManagement@utah.edu.

Non-Health Related Leave of Absence
Under special circumstances, the University may permit a Benefit-eligible Employee to take a special leave without pay (https://regulations.utah.edu/human-resources/5-201.php). These special circumstances may include, but are not limited to, personal convalesces, the serious health condition of a parent-in-law, or continued education. A request for special leave without pay must be submitted in writing to the employee's supervisor. To request a non-health related leave of absence, you may find the request form at: https://www.hr.utah.edu/forms/lib/Request_for_Non_Health_Related_LOA.pdf. For questions about a non-health related LOA, you may contact the Absence Management Team at 801-581-7447 or AbsenceManagement@utah.edu.

Worker’s Compensation
All employees of the University are covered by workers compensation insurance in the event of a work-related injury or illness. When a workplace injury occurs, immediately seek appropriate medical attention. Then, complete the Employer’s First Report of Injury or Illness Form (https://www.hr.utah.edu/forms/lib/E1.pdf) and submit it to the Absence Management Team within 24 hours. For questions about worker’s compensation, you may contact the HR Absence Management Team at 801-581-7447 or AbsenceManagement@utah.edu.

Disability (ADA) Accommodations
Employees may request a reasonable accommodation due to a disability (https://www.hr.utah.edu/accommodations/ada.php), including modification or adjustment to job duties, schedule, work environment, or other reasonable accommodations that would enable the employee to perform their essential job functions. To request an accommodation, complete the disability accommodation form: https://www.hr.utah.edu/forms/lib/ADA-Accommodation-Request.pdf or contact the ADA Specialist, Anabel Reyes, at 801-213-1346 or hr-ada@utah.edu.

Pregnancy Accommodations
Employees who are pregnant or have a pregnancy-related condition, are entitled to reasonable accommodations (https://www.hr.utah.edu/accommodations/pregnancy.php) to allow them to continue
employment pursuits. If you wish to request accommodations due to pregnancy or pregnancy-related conditions, please complete the Pregnancy Accommodation Request form found here: https://www.hr.utah.edu/forms/lib/pregnancy_accommodation-request.pdf. If you have questions about pregnancy accommodations, you may contact the ADA Specialist, Anabel Reyes, at 801-213-1346 or hr-ada@utah.edu.

Religious Accommodations
Employees may request a religious accommodation (https://www.hr.utah.edu/accommodations/religious.php) to accommodate religious practices or observances. If you would benefit from a religious accommodation, please complete the Religious Accommodation Request Form found here: https://www.hr.utah.edu/forms/lib/ADA-Religious-Accommodation-Request-Form.pdf. If you have questions about religious accommodations, you may contact the ADA Specialist, Anabel Reyes, at 801-213-1346 or hr-ada@utah.edu.

Employee Assistance Program
The Employee Assistance Program (EAP) (https://www.hr.utah.edu/benefits/eap.php) is a confidential counseling service available to employees and their immediate family members by the University of Utah Health. It was created to help with a variety of personal concerns including family and relationship issues, stress, grief, depression, anxiety, alcohol/drugs, workplace issues, management consultation and more. The EAP can also provide advice and referrals to help resolve legal, financial, child-care and eldercare concerns. There is no charge for the EAP. Services may be obtained through the EAP by calling (801) 587-9319 or (800) 926-9619.

24-Hour Crisis Line
The Crisis Line (https://healthcare.utah.edu/uni/programs/crisis-diversion.php) operated by the University of Utah Neuropsychiatric Institute is a 24/7 service staffed by mental health professionals. Licensed clinicians provide prompt and compassionate crisis intervention, suicide prevention, information and referrals, follow-up services, emotional support, and assistance to individuals experiencing emotional distress or psychiatric crisis. Call the Crisis Line at 801-587-3000.

National Suicide Prevention Lifeline
The Lifeline (https://suicidepreventionlifeline.org) provides 24/7, free and confidential support for people in distress, prevention and crisis resources for you or your loved ones, and best practices for professionals. Call 801-581-8255 for assistance.

University Counseling Center Crisis Services
The University Counseling Center (https://counselingcenter.utah.edu) offers crisis services (https://counselingcenter.utah.edu/services/crisis.php) Monday – Friday from 8:00 am – 5:00 pm. Services are available to students, staff, and faculty. Call 801-581-6826 or walk into the Center in the Student Services Building (201 S 1460 E, Rm 426; Salt Lake City, UT 84112).

University of Utah Hospital
The University of Utah Hospital (https://healthcare.utah.edu/locations/hospital) is open 24/7 and provides the full gamut of health care services, ranging from routine screenings, outpatient visits, to trauma emergencies. Call 801-581-2121 or visit the hospital at 50 N. Medical Drive, Salt Lake City, UT 84132.
Equal Opportunity and Affirmative Action
The Office of Equal Opportunity and Affirmative Action (OEO/AA) (https://oeo.utah.edu) is dedicated to the University of Utah’s commitment to provide a fair and equitable environment for individuals to pursue their academic and professional endeavors and to equally access University programs. In order to further this commitment, the OEO/AA is responsible for ensuring University practices and nondiscrimination policies are in full compliance with all federal, state and local anti-discrimination laws, and provide processes to fairly and effectively resolve complaints, provide reasonable accommodations, and to make appropriate corrections. Reports of discrimination, harassment, or sexual misconduct may be reported online on the OEO/AA website or by calling 801-581-8365.

Ethics and Compliance Hotline
The Ethics and Compliance Hotline is a resource provided by the Internal Audit department for all University faculty and staff to ask questions, raise issues, seek advice, and report concerns related to proper business conduct and ethical dilemmas. Reports may be made anonymously. The EthicsPoint service (https://secure.ethicspoint.com/domain/en/default_reporter.asp) offers independence, confidentiality, and 24 hours per day, 7 days per week availability at 888-206-6025. You may also access our Ethical Standards and Code of Conduct here: https://www.hr.utah.edu/ethicalstandards/index.php.

Behavioral Intervention Team
Any University of Utah campus community member or visitor who encounters a student, faculty, staff or campus visitor whose behaviors are concerning, disruptive or threatening toward themselves or others may report the incident to the University of Utah’s Behavioral Intervention Team (BIT) (https://deanofstudents.utah.edu/bit/behavioral.php) at 801-581-7066 or online here: https://utah-advocate.smplicity.com/care_report/index.php/pid363801.

Ombudsman – Main Campus
The Academic Affairs Faculty Ombudsman (https://academic-affairs.utah.edu/office-for-faculty/facultyombuds) is an independent faculty member who provides confidential, impartial, and informal conflict resolution and problem-solving services for Staff, Faculty, Students, and Postdoctoral fellows at the University of Utah. The Academic Affairs Faculty Ombudsman’s Office is a safe place to voice and clarify concerns, understand conflict situations, and find effective ways to respond. You may contact the Ombudsman at 801-585-3482 or ombudsman@utah.edu.

Ombudsman - Health Academics
The Office of the Ombuds (https://medicine.utah.edu/academic-affairs-faculty-dev/ombudsman) is a resource for members of the University of Utah’s Health community (faculty and trainees) with a problem or concern. The Ombudsman serves as a neutral, independent resource; all requests and consultations are treated in the strictest confidence. The only exception to confidentiality is when there is indication of possible harm to someone or as required by law. To schedule an appointment with the Ombudsman, please complete the visitor intake form here: https://redcap01.brisc.utah.edu/ccts/redcap/surveys/?s=FEPAEKCMA3 or email facultyombudsman@hsc.utah.edu.

Office for Inclusive Excellence
The Office for Inclusive Excellence (https://inclusive-excellence.utah.edu) is dedicated to engage, support, and advance an environment fostering the values of respect, diversity, equity, inclusivity, and academic excellence in our increasingly global campus community. If you have witnessed or experienced a bias incident within the
University of Utah community, you may report it anonymously or with your name here: https://inclusive-excellence.utah.edu/secure/report-form.php. Any act of intolerance, motivated wholly or in part by bias or prejudice against an individual’s race, color, ethnicity, age, religion, size, disability, national origin, language, gender, veteran status, identity expression, sexual orientation or age—regardless of severity—can be reported using this form. You may also call the Office for Inclusive Excellence at 801-587-7580.

SafeU
SafeU (https://safeu.utah.edu) is a comprehensive website for all safety-related information, reporting and support resources, training and more at the University of Utah.

Department of Public Safety
The Department of Public Safety (https://dps.utah.edu) provides police-related services on campus and security to students, staff, faculty, and visitors. Their officers are fully certified Utah state police officers. Calls for police or security service are answered by the dispatch office, which is always staffed and ready to respond to requests for help or service. Immediate police or security response is available by calling the main dispatch number, 801-585-COPS (2677). In an emergency, call 911.

SafeRide
Students, faculty and staff can request a SafeRide (https://commuterservices.utah.edu/safe-ride) to and from any location on campus, except Research Park.

- Those in Research Park can request a ride by calling 801-231-9058.

SafeRide operates Monday – Friday from 6 p.m. – 12:30 a.m. For more information on SafeRide, call 801-581-6415 during regular business hours or 801-231-9058 after 6 p.m.

Security Services (Courtesy Escort and Vehicle Assistance)
Many students, faculty, and staff need to be on campus at night or at odd hours. In order to increase security throughout campus, we are committed to providing you a courtesy escort (either on foot or in a vehicle) to your dorm, vehicle or buildings on campus. This service is available 24 hours a day, 7 days a week. If possible, call ahead to arrange a courtesy escort. Please note that we do not provide off-campus courtesy escorts. For more information, visit https://dps.utah.edu/security-services.

- To request a courtesy escort, call 801-585-2677 (Main Campus) or 801-581-2294 (University Hospital).

- For vehicle assistance (keys locked in car, jump-start car battery), call 801-585-COPS (2677).

Environmental Health & Safety
Safety concerns that may be reported to Environmental Health and Safety (https://oehs.utah.edu) include lab safety issues, general workplace and office safety, fire safety, and environmental concerns. You may report a concern here: https://oehs.utah.edu/resource-center/forms/hazard-report.

Employee Notices - Federal and Utah State Employment Laws
There are several labor laws with which the University of Utah complies. Posters that employers are required to post are displayed in the University Human Resources building and in the Office of Equal Opportunity and Affirmative Action (OEO/AA) in the Park Building. A list of relevant laws with a link if you wish to view, print, and display the notices may be found here: https://www.hr.utah.edu/serviceTeams/employee-notices.php.
Utah Protection of Public Employees Act (UPPEA)

The Utah Protection of Public Employees Act (https://le.utah.gov/xcode/Title67/Chapter21/67-21-S3.html?v=C67-21-S3_1800010118000101) statute prohibits a public body or public entity that employs an employee from taking adverse action against an employee because the employee, or a person authorized to act on behalf of the employee, communicates in good faith (a) the waste or misuse of public funds, property, or manpower; (b) a violation or suspected violation of a law, rule, or regulation adopted under the law or (c) gross mismanagement, abuse of authority, or unethical conduct as it relates to a state government employer.

Office for Faculty

The Office for Faculty assists with issues related to all categories of faculty and postdoctoral fellows. For a list of services and resources, please visit the website here: https://academic-affairs.utah.edu/office-for-faculty.