# **Title:** UOP Title

## Overview

A brief summary of the operating procedure.

## Applicability of the Procedure

This section answers these three questions: (1) “Who needs to comply with this UOP?”, (2) “Who is affected by this UOP?”; and (3) “Who has operational responsibilities under this UOP?” Examples include:

* This Operating Procedure applies to all employees of the University of Vermont.
* This Operating Procedure applies to all [staff, faculty, students] of the University of Vermont.
* This Operating Procedure applies to all members of the University community, including, without limitation, individuals who are faculty, staff, students, contractors, consultants, temporary employees, and affiliates of the University.

## Definitions

*Definition:* Use this section to list any technical or significant terms used in the UOP and define these words within the context of the UOP’s intent. List out terms alphabetically.

## Procedures

This section identifies actions required for a particular University operational purpose. The procedures outlined in a UOP are different than the procedures section of a Policy. A UOP is a freestanding operational rule or set of steps that all persons engaged in the activities that are the subject of the UOP must uniformly follow while the procedure section of a Policy exist to ensure consistent and efficient application of the Policy.

## Contacts

|  |
| --- |
| **Questions concerning the daily operational interpretation of this UOP should be directed to the following:** |
| **Title(s)/Department(s):** | **Contact Information:** |
| List out as many as needed. |  |
|  |  |
|  |  |
|  |  |

## Forms/Flowcharts/Diagrams

* All forms, flowcharts or diagrams related to the UOP are listed here. If the forms are web based, this section will link to the form. If the forms are not web based, provide information on how/where one can obtain copies.

## Related Documents/Policies

* Any related documents or policies that the University community should be aware of in the context of this UOP should be listed in this section. If you are cross-referencing other policies or UOPs, list those here. If a web-based version exists, it should be linked here. If the related documents/policies are not web based, provide information on how/where one can obtain copies.

## Training/Education

*If training is required under this UOP:*

Training related to this policy is as follows:

|  |  |
| --- | --- |
| **Training Topic:** | What is the topic for which training is required? (i.e., Driver’s Safety Training, Health and Safety Risk Management Workshop) |
| **Training Audience:** | Specific positions, classes of employees, etc. i.e., “All UVM Faculty and Staff” or All UVM Faculty, Staff or Students Operating a University Vehicle | **Delivered By:** | Department providing training (i.e., Professional Development & Training, Risk Management & Safety, Office of Compliance Services) |
| **Method of Delivery:** | In-Person, On-Line, Hybrid. If on-line, provide link to training. | **Frequency:** | How often? (i.e., Within 30 days of hire and annually thereafter.) |

*If training is not required:*

Training will be provided on an as-needed basis as determined by the Approval Authority or the Responsible Official.

## Testing/Licensure/Certification

*If testing, licensure or certification is required under this policy:*

Testing/Licensure/Certification related to this policy is as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Audience:** | Specific positions, classes of employees, etc. i.e., “All UVM Faculty and Staff” or All UVM Faculty, Staff or Students Operating a University Vehicle | **Type of Testing, License or Certification Required:** | Competency Test, Special Class Driver’s License, CPR Certification |
| **Delivered/ Administered by:** | State of Vermont, OSHA, Red Cross | **Frequency:** | How often? (i.e., Within 30 days of hire and annually thereafter.) |

*If testing, license or certification is not required:*

This section is removed from the UOP.

## About This Procedure

|  |  |  |  |
| --- | --- | --- | --- |
| **Responsible Official:** | Generally a Vice President | **Approval Authority:** | Generally the same as the Responsible Official |
| **Affiliated Policy Number(s):** | If this UOP is directly related to a Policy/Policies, list those numbers here. | **Effective Date:** | The date the UOP is effective. |
| **Revision History:** | Dates that the UOP was substantially revised. Do not list minor or housekeeping revision dates. |

## Effective Date

Approved:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Name of Responsible Official Date

Title of Responsible Official

*University of Vermont Policies and Operating Procedures are subject to amendment. For the official, approved, and most recent version, please visit UVM’s* [*Institutional Policies Website*](http://www.uvm.edu/policies/)*.*