

University of Miami



CIMAS Handbook



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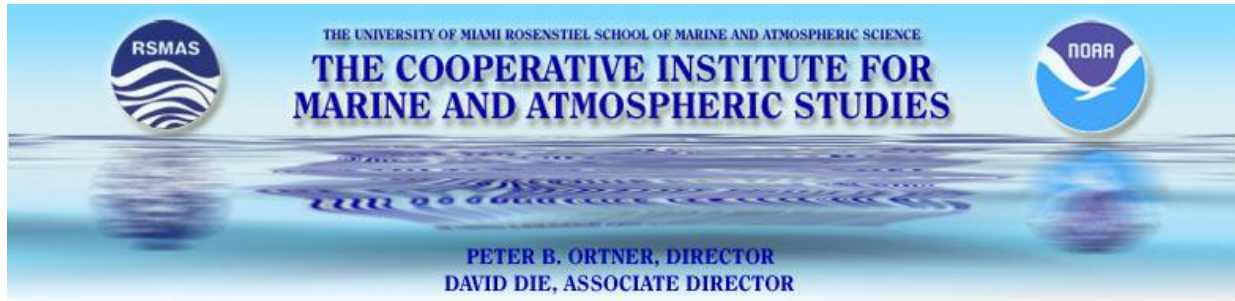
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SECTION I



INTRODUCTION TO CIMAS

This document contains information about the institute, its organization, and its relationship to the University and to the local NOAA organizations. It provides a brief summary of the research themes in CIMAS and the types of research carried out under these themes.

The Cooperative Institute for Marine and Atmospheric Studies (CIMAS) is a research institute of the University of Miami (UM) hosted in the Rosenstiel School for Marine and Atmospheric Sciences (RSMAS). CIMAS is sponsored jointly by the University of Miami (UM) and the National Oceanic and Atmospheric Administration (NOAA) through NOAA's Office of Oceanic and Atmospheric Research (OAR), a line office in NOAA also known as "NOAA Research". CIMAS was established in 1977 through a Memorandum of Understanding (MOU) between NOAA and the University of Miami. It is one of sixteen such Institutes nationwide. As an Institute of the University, CIMAS operates under the same policies and procedures as those that apply to the other units of the University. Uniquely CIMAS is a consortium including not only UM but also FAU, UF, USF, FIU, NOVA, FSU, UVI and UPR.

CIMAS serves as a mechanism to serve as a synergism between University scientists and those in NOAA as to develop a center of excellence in research that is relevant to understanding the dynamics of the Earth's ocean-atmosphere-land system. Most of our research is related to programs in Office of Oceanic and Atmospheric Research (OAR) and in the National Marine Fisheries Service (NMFS). Over recent years we have had increasing interactions with NOAA's National Weather Service (NWS), National Ocean Service (NOS) and National Environmental Satellite Data and Information Service (NESDIS). Many activities in CIMAS are associated with research programs at the local NOAA Atlantic Oceanographic and Meteorological Laboratory (AOML) and the Southeast Fisheries Science Center (SEFSC) both of which are located on Virginia Key in close proximity to the CIMAS/RSMAS campus and the National Hurricane Center located in Miami on the FIU campus.

CIMAS addresses issues of national interest within context of NOAA's missions of environmental prediction and stewardship. CIMAS accomplishes this:

- By fostering joint projects between University of Miami scientists and those employed at the NOAA laboratories;
- By providing a mechanism for engaging graduate students and post-doctoral fellows in the research at these laboratories;
- By arranging for visiting scientists to enhance the general effort in relevant research areas through short term consultations and seminars or by arranging for their involvement in ongoing projects for longer time periods; and
- By providing training for personnel in various areas of research in marine and atmospheric science.

CIMAS enhances NOAA-University cooperation and thus promotes both the quality and attractiveness of the local NOAA laboratories as a scientific working environment, and it increases the breadth of University activities in research areas that are complementary to NOAA's and thereby enhances the Universities education mission and contributed to NOAA workforce development.

SECTION 2

HOW TO CONTACT CIMAS STAFF

CIMAS STAFF LIST

Dr. Peter Ortner
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CIMAS - Room 304/308
305-421-4619
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SECTION 3

THE ORGANIZATION OF CIMAS

CIMAS has the status of a non-academic division in the School and, as such, it has no faculty. School faculty participate in CIMAS activities in many ways, but they hold their appointment primarily in their academic divisions. Similarly, graduate students who work on CIMAS programs have their primary affiliation with an academic division which has the ultimate responsibility for overseeing the students' academic performance and the degree-granting degrees.

Some faculty participate in CIMAS as Fellows who play a role in the governance of the Institute. The Fellows act much like a Board of Directors. At present there are 27 CIMAS Fellows. Fellows are scientists of established national or international standing who either hold regular teaching or research faculty appointments at one of the Universities in the CIMAS consortium or who are staff scientists of the local NOAA sponsoring facilities (AOML, SEFSC and NHC). Some Fellows who are NOAA staff members also serve as adjunct faculty in the various academic divisions of the School in accordance with standard University procedure and others as adjunct faculty at other Universities in the CIMAS consortium.

The Director of CIMAS (Peter B. Ortner) is responsible for the scientific leadership and administration of CIMAS. He is assisted by the Associate Director (David Die).

The Administration in CIMAS is carried out by a staff of 5 full time employees, including the Director and Associate Director.

TASK ORGANIZATION

Task 1 provides the administrative structure for the Institute and includes support for graduate students and limited-term collaborating research scientists from outside Miami. It also includes funding NOAA provides for access to research infrastructure (e.g. shiptime, super computing, Internet access etc), education and outreach. The University contributes to the administrative support of CIMAS in its role as a Division in the School. Task 1 also provides travel expenses and honoraria for short-term visits by scientists. CIMAS has an active Visiting Scientist program. During a typical year, CIMAS hosts about five scientists who reside in CIMAS for periods of a week to several months. A few visiting scientists have multiyear appointments

Task 2 provides support for highly specialized researchers who are employed by CIMAS to complement existing expertise at NOAA and the University in the collaborative research themes of the Institute. The University of Miami employment policy incorporates a well-delineated series of employment categories that allow for professional advancement in the research (see Section 7 for more details). All Task 2 employees are University of Miami employees working off-campus at NOAA facilities.

Task 3 and Task 4 encompass the individual research projects of CIMAS. These provide support for research on CIMAS themes by University faculty, scientists and students. Support for specific projects under these tasks is based both upon competitive proposals submitted to NOAA programs offices such as the Climate Program Office or Center for Sponsored Coastal Ocean Research or solicited proposals requested by NOAA research (e.g. OAR/AOML or NMFS/SEFSC) or operational (NOAA/NWS or NOAA/NESD/C) entities. All Task 3 projects are funded by NOAA. CIMAS “scientists” (see Section 7) and faculty at any member University in the CIMAS consortium may write either competitive or solicited Task 3 proposals to NOAA. Task 4 project awards are funded by federal agencies other than NOAA, state or private entities. Only CIMAS “scientists” write Task IV proposals and do so since that is their only option for submitting such proposals since that is their only University affiliation.

SECTION 4

CIMAS RESEARCH THEMES

CIMAS conducts research, support research and education and provides outreach services with respect to the following scientific topics. These Research Themes were defined by NOAA in the request for proposals (RFP) to which we responded in the recompetition process.

- Climate Research and Impact
- Tropical Weather
- Sustained Ocean and Coastal Observations
- Ocean Modeling
- Ecosystem Modeling and Forecasting
- Ecosystem Management
- Protection and Restoration of Resources

Research Themes

1. Climate Research and Impacts - *Research focused upon understanding oceanic and atmospheric processes associated with global and regional climate change on various temporal scales as well as the impacts of climate variability and change. Activity under this theme also includes both research to determine effective regional adaptation strategies, and the development of new climate information products and tools appropriate for evolving user needs, particularly in the Southeast United States and the Caribbean.*

Theme 1 activities contribute primarily to NOAA Mission Goal 2: Understand climate variability and change to enhance society's ability to plan and respond.

2. Tropical Weather – *Research conducted under this theme encompass the collection and analysis of hurricanes and other tropical weather system observations. Research activities include identifying and validating observational needs, developing instrumentation, obtaining observations, studying the optimum configurations for observation networks, modeling and data assimilation, expediting and facilitating the transition of research to operations, and developing analysis and forecast applications for operations.*

Theme 2 activities contribute primarily to NOAA Mission Goal 3: Serve Society's Needs for Weather and Water Information

3. Sustained Ocean and Coastal Observations - *Research focused on the collection and analysis of observations of the ocean and coastal environment important for understanding and monitoring on a range of timescales, particularly in the Gulf of Mexico, Caribbean and Atlantic. This includes the development and improvement of ocean and coastal observation platforms and instruments that measure biological, physical, and chemical parameters; studying the optimum*

configurations for observation networks; modeling, data assimilation, and diagnostic analysis of local, regional, and global marine data sets; and information product development.

Theme 3 activities contribute to multiple NOAA Mission Goals:

Goal 1: Protect, Restore, and Manage the Use of Coastal and Ocean Resources through Ecosystem-based Management

Goal 2: Understand climate variability and change to enhance society's ability to plan and respond.

Goal 3: Serve Society's Needs for Weather and Water Information

4. Ocean Modeling – *Research focused upon improved model representation of ocean processes particularly those processes governing sea surface temperature, upper ocean heat content, and salinity variability including air-sea exchanges, heat-flux, lateral ocean advection, and entrainment at the base of the ocean mixed layer that play a significant role in controlling short-term variability in ocean and coastal circulations as well as long-term variations. It also includes modeling of the ocean from the surface to the ocean floor to improve understanding and, eventually, forecasting of climate variability and climate change.*

Theme 4 activities contribute to multiple NOAA Mission Goals:

Goal 1: Protect, Restore, and Manage the Use of Coastal and Ocean Resources through Ecosystem-based Management

Goal 2: Understand climate variability and change to enhance society's ability to plan and respond.

Goal 3: Serve Society's Needs for Weather and Water Information

5. Ecosystem Modeling and Forecasting – *Research focused upon improved forecasting of the structure and function of marine ecosystems including the provision of ecosystem services, particularly in the Southeast U.S. coastal ocean, the Caribbean Sea, and Gulf of Mexico Large Marine Ecosystems. These regions are the primary geographic focus of this and the following two research theme areas. Modeling and forecasting topics include: human health (e.g., beach closings, fish contaminants, and harmful algal blooms), fish recruitment and productivity, and protected species sustainability and recovery, all of which are deemed relevant to NOAA's responsibilities with respect to the assessment and management of living marine resources and their habitats.*

Theme 5 activities contribute primarily to NOAA Mission Goal 1: Protect, Restore, and Manage the Use of Coastal and Ocean Resources through Ecosystem-based Management

6. Ecosystem Management – *Research focused upon promoting sustainable coastal development, facilitating community resiliency, and enabling NOAA's ecosystem approach to management in the Southeast U.S. coastal ocean, the Caribbean Sea, and Gulf of Mexico marine ecosystems by enhancing scientific understanding of the interconnections between the marine ecosystem and the adjacent watershed including their human health and resource stewardship*

implications. This research theme (as well as the one following) specifically includes human dimensions science in addition to the natural sciences.

Theme 6 activities contribute primarily to NOAA Mission Goal 1: Protect, Restore, and Manage the Use of Coastal and Ocean Resources through Ecosystem-based Management

7. Protection and Restoration of Resources – *Research focused upon the prototype development of technology, tools, and effective approaches to restoration, as well as biogeographical characterizations, intended to enable improvements in defining and protecting components of marine protected areas and restoring habitats and populations. A wide range of problems are addressed from removing contaminants to providing new materials and techniques to protect underwater cultural resources.*

Theme 7 activities contribute primarily to NOAA Mission Goal 1: Protect, Restore, and Manage the Use of Coastal and Ocean Resources through Ecosystem-based Management

SECTION 5

INFORMATION FOR CIMAS RESEARCH PERSONNEL

Operations and Procedures in CIMAS

This document outlines many of the terms and conditions of your employment at CIMAS. Additional information is available in the University of Miami's *Personnel Policies for Research Employees*. A copy of the manual can be found on the UM web site at <http://www.miami.edu>; under the section Faculty/Staff, click on Human Resources; then select Policies and Procedures; then click on Research, where you will find extensive information on employment, benefits, pay and other descriptions of work place requirements. The portion of the manual dealing with Research Employee positions descriptions is found under Section B. Employment of the website. (This information can also be found in Section 7 of this Handbook.) If you require further information, call the Director's Office at CIMAS: 305-421-4619. The information below refers to such Research Employees all of who are "exempt" with respect to UM Policy and the Fair Labor Standards Act.

1. Working Hours

Monthly paychecks are issued on a basis of 163.75 hours per month. This works out to approximately 37.5 hours of work required per week. This does not include a minimum of 30 minutes of uninterrupted time provided for lunch. Nominal working hours at RSMAS are 8:30 to 5:00p.m. Those working at the AOML location should conform to AOML business hours or to a schedule that is worked out in agreement with the AOML advisor. Those working at SEFSC should do the same with their advisor. In some cases, CIMAS employees are supported with funds from two or more local NOAA sources and they may be responsible to more than one advisor; in such cases, working hours must be apportioned according to the level of salary support provided. Where more than one advisor is involved, it is the responsibility of the employee to work out a suitable working schedule with the advisors and to keep the advisors informed of any changes in the employee's working schedule. **Employees should be prepared to document their working hours. The employee and advisors should agree with CIMAS administration beforehand as to what constitutes satisfactory documentation.**

2. Payroll

Paychecks are distributed on the last working day of each month. All paychecks are direct deposited electronically to a checking or savings account designated by the employee. This transaction takes place on the last working day of each month. Be sure to verify that the deposit has been made before writing checks on your account. CIMAS cannot be responsible for any penalties for bad checks. If you wish to increase or decrease withholding, you must fill out a W4 form. This form may be accessed by logging into MyUM at <https://caneid.miami.edu>. To view your payroll deductions go the Payroll website: <http://www.miami.edu/payroll>. From the Payroll menu, click on View Paystub/W4 Information. For additional information relating to taxes, deductions or other payroll matters, call the University of Miami Payroll Office directly, at 305-284-3664

Payroll information can also be viewed by logging into MyUM which is accessible from the University of Miami webpage: <http://www.miami.edu>

3. Benefits

Full time CIMAS employees are entitled to medical insurance through the University. You will be eligible to sign up for coverage under the University medical and dental plans 60 days after the date of your job acceptance letter. (If you start your employment before this 60-day period has elapsed, you can NOT obtain any medical/dental coverage from the University until the 60 days have elapsed; you will have to make alternative arrangements for the interim.) There are several options for medical coverage; the amount that you pay will depend on the coverage you wish to have, including various options for the inclusion of family members. Subsequent to your initial selection,

you will have the opportunity to change your coverage or insurance carrier once a year during the annual sign-up period (usually in October/November).

Part-time employees are not entitled to insurance, but they do earn prorated vacation and sick time. The University Benefits Office (305-284-6830) will be pleased to answer your questions concerning these matters.

4. Vacation and Sick Leave

Full time Research Personnel earn:

- 10 vacation days per year during the first 2 years of service
- 15 vacation days per year for years 3-10
- 22 vacation days per year after the 11th year.

It is to your advantage to take this vacation time as you earn it. The maximum carry over of vacation days is 22 days counted from June 1 of each year. If you do not use accrued days beyond 22, you lose them.

You should only take vacation days after consultation with your advisor(s). Once the dates have been approved an email stating the dates you will be away should be sent to the CIMAS Administrative Assistant with a copy to your advisor(s). You should also notify them if there are any changes to the dates previously approved.

Since you are located at a federal facility you must take the regularly scheduled federal holidays; The University also grants 2 "floating holidays" which may be taken at your own discretion with advisor approval in addition to the above "vacation days".

You also earn:

- 12 days of sick leave for the first 2 years of service
- 15 days of sick leave for years 3-10
- 22 days of sick leave after the 11th year

You can accrue sick days up to a maximum of 132 days.

On a monthly basis, you are required to submit to the CIMAS Administrative Assistant a monthly attendance report indicating the number of vacation/sick time you have used. This report must be signed by your NOAA advisor.

For further information concerning vacation and sick time please visit our website at:

http://www.miami.edu/index.php/hr/policies/policies_and_procedures/research_employees/

5. Appointments

Appointments are made according to a classification system that is described in the University of Miami *Policies and Procedures Manual*. See Section 7 of this Handbook. You can also find this information on the UM website at:

http://www.miami.edu/index.php/hr/employee_handbooks_policies/policies_and_procedures/research_employees/

If you have any questions about position descriptions, qualifications, etc. contact the Administrative Assistant at CIMAS.

6 Salaries

All salaries are set by the CIMAS Director in consultation with the Dean and with advice from NOAA personnel when appropriate. CIMAS must follow RSMAS guidelines when setting salaries and there

is a specific pay band associated with each of the research line appointments. Normally increases take place once a year on June 1, the beginning of the University Fiscal Year. The actual salary budgeting and negotiating process begins in January/February of the calendar year. See Section 8 – Procedures for Promotions and Raises at RSMAS. If an employee has a specific salary request they should make this information known to the NOAA advisor early in the process. Salary increases are limited to a University “raise pool” which generally fluctuates between 2 to 4%. Larger increases can be made at the time of promotions (changes in classification status).

7. Support Services/Travel

The CIMAS Office Assistant (305-421-4196) can advise you regarding travel arrangements made through our offices. Your NOAA advisor must approve your travel. Once approval is obtained, you must fill out a travel request form through the CIMAS office. To make travel arrangements, you have two options:

- 1) You can make your own travel reservations and pay travel related expenses i.e. registration, lodging with your personal credit card – you will be reimbursed later through CIMAS. The reimbursement process typically takes approximately 10 days.
- 2) You can obtain a Travel Card which can be used to pay for your airline and hotel costs (see the CIMAS Office Assistant for details on applying for the Travel Card). The travel costs will be borne directly by the University. You will, however, be required to submit receipts to the office assistant to reconcile the charges made to this card within 30 days of the purchase.

The Office Assistant will assist you in preparing the necessary University forms. For trips of more than 14 consecutive days or for locations where the Travel Card is not accepted, CIMAS can provide you with a travel advance. The Office Assistant will help you to prepare the forms that will be needed to reimburse you if you purchase your airline ticket on your own personal credit card. The Office Assistant will also prepare your travel reimbursement when you return but you will need to provide her with the appropriate receipts and documentation. You must submit the actual invoice or detailed receipt; credit card statements alone are not acceptable. It is recommended that you make your travel plans well in advance so that you can obtain less expensive airfares and also ensure that there is sufficient time to process the request for an advance in the event that an advance is required. If you do not follow the guidelines set forth by the University of Miami, the University is not obligated to reimburse you for travel expenses. These restrictions are particularly crucial in the case of overseas travel.

Prior to travelling overseas, employees are required to provide details of their trip via the RED 24 insurance program (<https://www.red24.com/affiliate/chartis/um/>). This is mandatory and the processing of your travel expenses will be significantly delayed if this form was not submitted prior to the start of the travel.

Car Rental

Use the link below for travel related questions and information about renting cars for university business.

http://www.miami.edu/finance/index.php/travel_management/car_rentals/

NOTE: When traveling overseas you must comply with the fly America Act which prohibits the use of non-American carriers. However, there are exceptions to the rules. For more information please visit <http://www.tvlon.com/resources/FlyAct.html>

8. Parking

If you wish to park at RSMAS, consult the CIMAS Office Assistant who will advise you of the procedure to obtain a parking permit. The current charge is \$30.00 per year. If you park inside the

RSMAS gates without a valid parking permit, your car may be towed. A substantial fine will be imposed before you can recover your car.

9. Submission of proposals through CIMAS

CIMAS “scientists” may with permission from the CIMAS Director submit proposals through the University to federal, state or private funding agencies in accordance with standard University policy and procedures. Please see Section 6 for instructions.

CIMAS indirect cost recovery rates:

Proposals funded under (or associated with) CIMAS are currently (FY15) subject to the following Indirect Cost Recovery rates: Task 3, 40%; Task 4, 57%.

10. CIMAS Activities

CIMAS is a multidisciplinary Institute and it sponsors general as well as specialized seminars. Communication through these seminars is the scientific lifeblood of the Institute. Consequently, you are encouraged to participate in those seminars that are relevant to your research.

11. Scientific Publications

Scientific papers and presentations are the Institute’s primary “product.” The performance of both the Institute and individuals in CIMAS is judged to a large degree by these publications. When you publish a paper, please bear in mind that **your affiliation is with CIMAS**; you must **NOT** represent yourself as a Federal Government employee, nor as being employed by any NOAA Laboratory. In the author list, your affiliation should be listed as follows:

(Your name)

Cooperative Institute for Marine and Atmospheric Studies

Rosenstiel School for Marine and Atmospheric Science

University of Miami

Miami FL 33149

In the acknowledgement section of the paper, the following statement should be inserted:

This research was carried out [in part] under the auspices of the Cooperative Institute for Marine and Atmospheric Studies (CIMAS), a Cooperative Institute of the University of Miami and the National Oceanic and Atmospheric Administration, cooperative agreement #NA10OAR4320143

The wording “in part” is used to reflect the distribution of authorship in multi-authored papers in cases where one or more co-authors are not affiliated with CIMAS. At your discretion, and if appropriate, you may include a NOAA (or other agency) logo along with a CIMAS logo on any presentation slides.

When you receive reprints of your paper, please send two copies to the CIMAS Staff Associate who will place them in your personnel file and the CIMAS reprint file. It is to your advantage to keep your file current; reference is made to it during the annual performance/salary exercise. If CIMAS is paying for page charges, please send all order forms, etc. through the CIMAS office (421-4196) for processing and payment. Again if you do not follow the University guidelines for payment, the University is not obligated to pay for page charges.

12. Reports

CIMAS must prepare various reports for the University and for NOAA. While the major part of this is an administrative function that is performed by the Director, the technical information for these reports must originate with the scientific staff. You are therefore expected to periodically provide reports of your current research activities and your future plans. CIMAS makes every attempt to minimize the burden of this reporting. The most important report is an annual report which CIMAS is

obligated to submit to NOAA each year. To this end we will request an annual report from each CIMAS employee in June every year. This information serves two purposes: it allows the Director to prepare research summaries accurately and comprehensively, and it provides a method to gauge progress and productivity for consideration in setting annual salary increases. CIMAS administration also needs to be copied on all mandated provides provided to any program or agency providing you funding.

13. Use of University Stationery and Electronic Communications

The following is excerpted from the Policies and Procedures Manual (Sections B092 and A055) and deals with the use of University stationery and electronic media.

B092 Use of University Stationery (Revised 11/06)

Purpose:

To state the University's position on the unauthorized use of official University stationery.

Definition:

Official University Stationery - Letterheads, brochures, business cards, envelopes, and other materials officially adopted to represent the university.

Policy:

Official University stationery is not to be used for non-University activities, unless authorized by the President or the appropriate Vice President. Examples of non-university usage that must be approved include, but are not limited to, personal, political, solicitation activities or conflicts of interest.

For additional information visit:

https://umshare.miami.edu/web/wda/policieshr/Administrative_Professional/B-EmploymentPoliciesandProcedures/B092.pdf

A055 Use of Electronic Communications (Revised 1/18/07)

I. Purpose

To provide the University community with procedures and policies for access to and disclosure of electronic messages sent or received by University of Miami personnel or other users of the electronic messaging systems. It also sets forth policies on the proper use of the electronic messaging systems provided by the University of Miami to inform users of the expected standards of conduct and the disciplinary measures for not adhering to them.

II. Definitions

A. Authorized User: Any person registered to access or use the University of Miami voice and data network or computer services with a valid account, including those individuals or organizations authorized to use the University's domain name "miami.edu" or "umiami.edu."

B. Electronic Messages: Electronic messaging is the generic name for a message that may be transmitted between a sender and designated recipient(s) by systems utilizing telecommunication links. An electronic message may contain text as well as attachments containing image files, sound files, data files or hypertext links to Internet sites.

III. Applicable Policies

Users are subject to all policies and procedures of the University, including but not limited to this policy and those policies referenced below. Individuals using the University's computing facilities should particularly refer to the policy on Use of University Computing Facilities (A046), which

provides guidance on standards of conduct for computer users. In addition, users will be notified of their electronic mail access rights and responsibilities when they receive their account approval and ID. Copies and updates of the University of Miami policies are posted on the World Wide Web and are available by clicking on the University of Miami home page.

IV. Policy

The University of Miami provides access to electronic messaging to employees, students, faculty and other authorized users in support of the University's mission of teaching, research, and other duties of the University, including all related business. Users of University electronic communications are not only subject to University policies, but to applicable local, state, and federal laws. Use of University electronic messaging facilities is a privilege, and may be administratively suspended with or without notice when, in the University's judgment, continued use of University resources may interfere with the work of others, places the University or others at risk, or violates University policy.

Every effort is made to protect the confidentiality of network communications, however, recipients should be aware that the nature of electronic communications is such that privacy cannot be guaranteed. The University does not warrant that the files, data, or communications on its system will be secure from access by third parties.

The University of Miami electronic messaging systems may be used by faculty, employees, students, and other authorized third parties for purposes supporting the functions of the University. It is understood that occasional and incidental personal use may occur, but excessive use of the systems for personal purposes is not permitted.

A. Authority of Systems Administrators:

The University reserves the right to review or access electronic messages, subject to the guidelines and limitations established in the following policies: Use of University Computing Facilities, section V.B., (A046) and Systems Administrators (A050). In addition, within those parameters, the University may disclose the contents of electronic communications to: 1) an addressee or intended recipient in the ordinary course of business; 2) to an authorized employee; or 3) as may be necessarily incident to the rendition of service or to the protection of the rights or property of the University.

B. Unauthorized or Illegal Use of Electronic Messaging:

Electronic messaging systems shall not be used (1) in violation of any federal, state or local law or regulation, or (2) to send (upload) copyrighted materials, trade secrets, proprietary financial information, or similar materials without appropriate prior authorization. In addition, the electronic messaging systems shall not be used for unauthorized applications, such as commercial uses, SPAM, or excessive personal use.

It is a violation of University policy for an employee or user of the systems, to use electronic messaging to monitor or tamper with the communications of others. Authorized University officials may access communications on the systems only as necessarily incident to the rendition of the communications service, for the protection of the rights or property of the University, or to investigate specific complaints about violations of University policies or applicable law. Employees engaged in unauthorized access will be disciplined appropriately and may be terminated. System administrators may only examine transmissions, files, or data within the guidelines of the following policies: Systems Administrator (A050) and Use of Computing Facilities, Section V.B. (A046). In addition, violations which are referenced in the policy on Use of University Computing Facilities, section V.A., (A046), may also constitute a violation of this policy.

V. Sanctions

Accounts and network access may be administratively suspended with or without notice by the University when, in the University's judgment, continued use of the University's resources may interfere with the work of others, places the University or other at risk, or violates University policy.

Any violation of this policy by a student may lead to disciplinary charges under the appropriate student disciplinary policy. Faculty and staff violations will be addressed by appropriate disciplinary procedures.

All known and/or suspected violations must be reported to the applicable Systems Administrator, who will report, as appropriate, to Information Technology's Security Department and to the Department of Human Resources. All such allegations of misuse will be investigated by the appropriate University administrative office with the assistance of the Department of Information Technology and the Department of Human Resources. Penalties may include:

- A. suspension or termination of access to computer and/or network resources;
- B. suspension or termination of employment;
- C. expulsion, or suspension of student status;
- D. breach of contract for computer and/or network services; or
- E. criminal and/or civil prosecution.

Disclaimer

You might want to add a variation of this to the end of your personal opinion statement.

"The views and opinions expressed are those of the author only".

Additional information on Computer Network Internet Policies can be obtained by logging on to: http://www.miami.edu/index.php/it/information_technology_policies_and_procedures/

14. Mail

You will have a mailbox at CIMAS from which you can retrieve mail at your convenience. If you receive registered mail, Federal Express mail, etc., we will contact you via phone or email.

Your mailing address at CIMAS is:

University of Miami, RSMAS/CIMAS
4600 Rickenbacker Causeway
Miami, FL 33149-1031

For your own convenience, you may use the address of the local NOAA laboratory where you carry out your research. However, you should first obtain permission from the administrator of the NOAA laboratory. If such arrangements are made, please be sure to inform the CIMAS staff of your government mail code, e-mail, fax, address, phone number, etc. **Bear in mind that if you arrange to use the NOAA laboratory as your mailing address, you should nonetheless routinely check your CIMAS mailbox because University interoffice mail will continue to be delivered to your CIMAS box.**

15. Working from Alternate Locations

The University of Miami does not have an institution-wide policy on telecommuting. Some units within the University have instituted pilot telecommuting programs but RSMAS has not yet done this.

In lieu of such a RSMAS program, CIMAS employees will be required to inform in advance both their NOAA advisors (and the appropriate NOAA Division Director) as well as the CIMAS Director if they will need to work from another location for a specific period and provide us with the details of that location.

In addition, for those who are not US citizens, when a CIMAS employee goes on international travel (even personal travel) please notify in advance both the NOAA advisor and CIMAS Director since unanticipated work requirements may arise during such a trip and there may also be visa implications with such travel.

16. Off-Campus Consulting Supervisors (OCCS)

The OCCS will serve as a point of contact for CIMAS employees in the off-campus work place. They provide help to CIMAS employees by identifying sources of information and guidance as to where the employee can seek assistance. They do not have the authority to supervise but they can provide information to CIMAS employees who have a question or a problem. The OCCS for AOML is Lindsey Visser and for SEFSC it is Estrella Malca.

17. CIMAS Staff and Research Personnel

Staff - CIMAS

Dr. Peter Ortner, Director
Dr. David Die, Associate Director
Dr. Joseph M. Prospero, Professor and Director Emeritus
Ms. Isabel Castro, Sponsored Programs Specialist
Ms. Marva Loi, Administrative Assistant
Ms. Laila Graham, Office Assistant

Staff – NOAA

Ms. Lourdes Arteta, Administrative Assistant (SEFSC)
Ms. Nathalia Bahamon, Secretary (SEFSC)
Ms. Lillian Estefan, Administrative Assistant (AOML)
Mr. Michael Jankulak, Systems Administrator (AOML)
Mr. Russell St. Fleur, Programmer (AOML)

Contact information for all CIMAS Administrative and Research personnel can be found on the CIMAS website (www.ci-mas.org) by clicking on the Personnel tab.

SECTION 6

SUBMISSION OF PROPOSALS THROUGH CIMAS

The Proposal Process for CIMAS Employees

As a University employee, any proposals that you submit must pass through CIMAS and be processed through the University. This is a University requirement. Failure to follow this procedure will result in the proposal's rejection at the University level. The University could refuse to administer funds even if they are granted by the agency.

University regulations limit the ability of employees in some classifications to write proposals. For information on these limitations please refer to Section 7: **EMPLOYMENT STATUS AND CLASSIFICATION**. Although Section 7 does not address the issue of Post Doctoral fellows, they are permitted to write proposals under some conditions, with the approval of the Director. All extramural proposals being submitted by a Post Doctoral Fellow must have a co-PI who is employed by the University of Miami and resident on the Rosenstiel Campus. In all cases, employees should consult with their NOAA advisors prior to starting the proposal process in that the work performed will in part be dependent upon the NOAA facilities provided to them.

All proposals submitted by CIMAS employees must be reviewed and approved by the CIMAS Director after which they are passed through several levels in RSMAS and ultimately through the Dean of the School. **The Director of CIMAS and the Dean MUST sign all proposals.**

To begin the proposal submission process, please make an appointment with the Director well in advance of the anticipated proposal submission date. All proposal budgets should first be reviewed by the CIMAS Research to make certain that they meet CIMAS and RSMAS criteria. Allow at least one week for the internal processing of proposals at RSMAS. Although in an emergency RSMAS can process a proposal in a matter of a day or so, this can present problems, which could adversely affect the proposal submission.

Identifying CIMAS links in proposals

For proposals submitted to NOAA and funded through CIMAS, it is critically important to clearly identify that the proposal is coming through CIMAS. If this linkage is not specified, the proposal could get delayed in the processing phase; it could be taken out of the Cooperative Institute track and shunted to the regular processing apparatus in which case the CIMAS reduced indirect cost recovery rate would not apply to NOAA proposals. In the best case there would merely be a substantial delay in receiving funding. To avoid this problem, CIMAS proposals carry a special cover page and cover letter. The CIMAS Administrative Assistant will provide this format to you as well as the requisite cover letter. The indirect cost rate for proposals submitted through CIMAS Task 3 is 40%, for Task IV it is 55%. For proposals submitted directly through the University of Miami (not through CIMAS) the indirect cost rate through fiscal year 2015 is 55% and fiscal year 2016 is 57%.

In addition, when you write a NOAA proposal you must insert a clear reference to the CIMAS linkage in the text. This is best done up front of the proposal where one normally presents a brief description of the background of the program, its scope and its relevance to broader issues. You should also make reference to the CIMAS linkage in the abstract, if any, that accompanies the proposal. Examples are provided at the end of this section.

Proposals submitted through CIMAS should specifically identify the context in which the proposed research fits under the CIMAS themes. A reminder that the seven themes are:

1. Climate Research and Impact
2. Tropical Weather
3. Sustained Ocean and Coastal Observations
4. Ocean Modeling
5. Ecosystem Modeling and Forecasting

6. Ecosystem Management
7. Protection and Restoration of Resources

1. Climate Research and Impacts – *“Research conducted under this theme is focused on understanding oceanic and atmospheric processes associated with global and regional climate change on various temporal scales and the impacts of climate variability and change. Activities under this theme include research to determine effective regional adaptation strategies, and developing and studying new climate information products and tools appropriate for evolving user needs, particularly in the Southeast United States and the Caribbean.”*

2. Tropical Weather – *“Research conducted under this theme will result in the collection and analysis of observations of hurricanes and other tropical weather systems. Research activities include identifying and validating observational needs, developing instrumentation, obtaining observations, studying the optimum configurations for observation networks, modeling and data assimilation, expediting and facilitating the transition of research to operations, and developing analysis and forecasting applications for operations.”*

3. Sustained Ocean and Coastal Observations – *“Research conducted under this theme will result in the collection and analysis of observations of the ocean and coastal environment that are important for understanding and monitoring geophysical, chemical, and biological processes for all timescales, particularly along the Southeast U.S. coasts, in the Gulf of Mexico, the Caribbean, and the high-seas Atlantic Ocean. Research activities under this theme include the development and improvement of ocean and coastal observation platforms and instruments that measure the ocean and coastal environments including biological, physical, and chemical characteristics; studying the optimum configurations for observation networks; modeling, data assimilation, and diagnostic analysis of local, regional, and global data sets; and information product development”*

4. Ocean Modeling – *“Research conducted under this theme will result in improved model representation of ocean processes and particularly the processes governing sea surface temperature, upper ocean heat content, and salinity variability including air-sea exchanges, heat-flux, lateral ocean advection, and entrainment at the base of the ocean mixed layer that play a significant role in controlling short-term variability in ocean and coastal circulations as well as long-term variations of the climate system that affect biological, chemical, and geophysical processes in the Southeast U.S. coastal areas, the Caribbean, the Gulf of Mexico, and the high seas Atlantic Ocean. Also required are observations and modeling of the ocean from the surface to the ocean floor to improve understanding and, eventually, forecasting of climate variability and climate change.”*

5. Ecosystem Modeling and Forecasting – *“Research will lead to improved forecasting of the structure and function of marine ecosystems including the provision of ecosystem services, particularly in the Southeast U.S. coastal ocean, the Caribbean Sea, and Gulf of Mexico Large Marine Ecosystems. Model research and forecasting topics include: human health (e.g., beach closings, fish contaminants, and harmful algal blooms), fish recruitment and productivity, and protected species sustainability and recovery, all of which will be used in the assessment and management of living marine resources and their habitats. Research under this theme will also identify and improve the understanding of climate variability and change, as well as anthropogenic impacts on ecosystems and the effect of these changes on the interactions between people and natural systems at the global, regional, and local levels”*

6. Ecosystem Management – *“Research will focus on promoting sustainable coastal development, facilitating community resiliency, and enabling an ecosystem approach to management in the Southeast U.S. coastal ocean, the Caribbean Sea, and Gulf of Mexico marine ecosystems. These foci are based upon enhanced scientific understanding of the interconnections between the marine ecosystem and the adjacent watershed including their human health and resource stewardship implications including the effects of climate change.”*

7. Protection and Restoration of Resources – *“Research that leads to prototype development of technology, research tools, and scientific approaches to effective restoration, as well as biogeographical characterizations, will enable improvements in defining, observing, forecasting, and protecting*

components of marine protected areas and restoring habitats and populations to form healthy productive systems. Research under this theme will cover a wide range of problems from removing contaminants to providing new materials and techniques to protect underwater cultural resources, focused on the Southeast U.S. coastal ocean, the Caribbean Sea, and Gulf of Mexico marine ecosystems.”

Identifying Links to the NOAA Strategic Plan

NOAA requires that you show in your proposal the relevance to the NOAA Goals as listed in the NOAA Strategic Plan. Cite one or more of the four NOAA strategic science goals and the appropriate sub-goal.

- ***Climate Adaptation and Mitigation:*** *An informed society anticipating and responding to climate and its impacts*

- Improved scientific understanding of the changing climate system and its impacts
- Assessments of current and future states of the climate system that identify potential impacts and inform science, service, and stewardship decisions
- Mitigation and adaptation efforts supported by sustained, reliable, and timely climate services
- A climate-literate public that understands its vulnerabilities to a changing climate and makes informed decisions

- ***Weather-Ready Nation:*** *Society is prepared for and responds to weather-related events*

- Reduced loss of life, property, and disruption from high-impact events
- Improved freshwater resource management
- Improved transportation efficiency and safety
- Healthy people and communities due to improved air and water quality services
- A more productive and efficient economy through environmental information relevant to key sectors of the U.S. economy

- ***Healthy Oceans:*** *Marine fisheries, habitats, and biodiversity sustained within healthy and productive ecosystems*

- Improved understanding of ecosystems to inform resource management decisions
- Recovered and healthy marine and coastal species
- Healthy habitats that sustain resilient and thriving marine resources and communities
- Sustainable fisheries and safe seafood for healthy populations and vibrant communities

- ***Resilient Coastal Communities and Economies:*** *Coastal and Great Lakes communities that are environmentally and economically sustainable*

- Resilient coastal communities that can adapt to the impacts of hazards and climate change
- Comprehensive ocean and coastal planning and management
- Safe, efficient and environmentally sound marine transportation
- Improved coastal water quality supporting human health and coastal ecosystem services
- Safe, environmentally sound Arctic access and resource management

Identifying the Appropriate Task in Your Proposal

Principal Investigators seeking to use CIMAS as a funding mechanism must specify either Task 3 or Task 4. In either case the research must fall within one of the seven CIMAS research themes. The selection is made according to the following criteria:

TASK 3

(40% Indirect Cost Recovery Rate in FY15):

Applies to NOAA proposals whether submitted to NOAA competitive programs or solicited by NOAA from CIMAS scientists or from University faculty at one of the nine partner Universities in the CIMAS

consortium so long as that research activity is truly collaborative with NOAA and is to a considerable extent relies upon NOAA facilities, data or resources provided to the applicant. The CIMAS Director is charged with determining if the proposed research meets this criteria.

Task 4

(55% Indirect Cost Recovery Rate in FY15)

Applies to proposals from CIMAS scientists to non-NOAA federal, to state or to private funding sources.

NOTE: If a P.I. or any Co-PI is an employee of any academic division of RSMAS, *ALL* proposal salaries are subject to current UM fringe benefit rates plus the appropriate Indirect Cost Rate. Moreover, *ALL* travel, materials, non-capital equipment, outside or inside services, etc. are then subject to the full Indirect Cost Recovery Rate appropriate for the Task.

SUMMARY

All CIMAS proposals to NOAA

- Must have a CIMAS-format cover page. (see example below)
- Must make reference to CIMAS in the abstract or the opening paragraph
- Identify scientific goals as listed in the NOAA Strategic Plan
- Identify a CIMAS Research Theme
- Must follow normal UM/RSMAS Sponsored Programs procedures

All CIMAS proposals to non-NOAA funding sources

- Identify the relevant CIMAS Research Theme
- Be pre-approved by the NOAA advisor

Call the CIMAS Administrative Assistant with any questions in advance of submitting proposal. If a scientific issue is involved, contact the Director.

We also provide an example of an abstract which contains the appropriate language showing the CIMAS linkage and the NOAA Goals.

CIMAS COVER PAGE EXAMPLE

UNIVERSITY
OF MIAMI
ROSENSTIEL
SCHOOL of MARINE &
ATMOSPHERIC SCIENCE



Cooperative Institute for Marine and Atmospheric Studies
Rosenstiel School of Marine and Atmospheric Science
University of Miami
4600 Rickenbacker Causeway, Miami, FL 33149



To:
AOML/NOAA
4301 Rickenbacker Causeway
Telephone Number: (305) 361-4300
Fax Number: (305) 361-4449
robert.atlas@noaa.gov

From: Peter Ortner
University of Miami-RSMAS-CIMAS
4600 Rickenbacker Causeway
Telephone Number: (305) 421-4619
portner@rsmas.miami.edu
CIMAS Adm. Contact: Isabel Castro icastro@rsmas.miami.edu

The attached proposal is being submitted to you for your consideration by a NOAA Cooperative Institute. Should you recommend funding for this proposal, we request that the funding be transferred through our current NOAA cooperative agreement # NA10OAR4320143. The NOAA contact (described below) for this cooperative agreement should be contacted immediately if this proposal is accepted for funding.

Title of Proposal:

Principal Investigator(s):

Proposal #

Period of Performance:

Funding (by year, if multi-year):

Task #: 3

Theme(s):

NOAA Goal:

DUNS #: 152764007

EIN# 59-0624458

Congressional District: FL-027

Research Administration Contact: Bonnie Townsend
Tel #: (305) 421-4084
Fax #: (305) 421-4876
E-mail: btownsend@rsmas.miami.edu

NOAA Administrative Contact: AOML or SEFSC
Tel #: (305) 361-
Fax #: (305) 361-
E-mail:

Please answer all questions

1. Is there a former DOC employee working for the CI host institution who represented or will represent the host institution before DOC or another Federal agency regarding this proposal? Yes No
2. Does this award include any sub award to a Minority Serving Institution? Yes No
3. Does the proposed award require any non-federal employees or sub awardees to have physical access to Federal premises for more than 180 days or to access a Federal information system? Yes No
4. Is PROGRAM INCOME anticipated being earned during performance of this project? Yes No
5. Will a VIDEO be created for public viewing be part of this project? Yes No
6. Will DOC/NOAA owned equipment be provided to any investigator for use outside a Federal location for this project? Yes No
7. Are any permits required to conduct this project? Yes No
(If yes, please provide the name of the issuing agency and the permit number.)

EXAMPLE

ABSTRACT

We propose to develop and validate algorithms to derive sea-surface temperatures from measurements made from satellite-borne radiometers in the mid-infrared atmospheric window during the day. Such measurements contain significant contributions from reflected sun-light (sun-glitter) and the conventional approach is to discard the data taken on the illuminated part of each satellite orbit. We propose to make use of the measurements from the MODerate-Resolution Imaging Spectrometers (MODIS) on the NASA EOS Terra and Aqua satellites, making use of numerical radiative transfer algorithms as well as an on-orbit data to explore the feasibility of extracting useful SST values in the regions of the sun-lit swath contaminated by the sun-glitter pattern. This research also has applications to the SST retrievals from the GOES Imager on the latest Generation of NOAA geosynchronous satellites and from VIIRS on the NPP and NPOESS spacecraft. *This program will be carried out through the Cooperative Institute for Marine and Atmospheric Studies (CIMAS).*

The measurement of accurate SSTs is critical to understanding ocean-atmosphere energy and water vapor fluxes, critical factors in understanding climate variability. *In this context the proposed research program is consistent with CIMAS Research Theme 1: Climate Variability: Investigate the dynamics of the ocean and the atmosphere and the ways in which they interact on interannual and longer scales and the link to climate variations. This research is related to the NOAA Strategic Goal: **Climate:** Understand Climate Variability and Change to Enhance Society's Ability to Plan and Respond: Climate Observations and Analysis.*

SECTION 7

EMPLOYMENT STATUS AND CLASSIFICATION

The University of Miami employment policy incorporates a well delineated series of employment categories that allow for professional advancement in the research ranks. There are two tracks available to research scientists

TRACK I

Track I appointments are a sequence of positions targeted for technical or scientific staff who are required for the support of research activities at the University. These positions constitute the normal research classification progression at the University of Miami including CIMAS. Advanced education, professional achievement, and/or relevant experience are the basis for the level of an appointment.

Track I appointments are characterized as:

- Appointments approved by the Provost/designee upon recommendation of the respective department chair and dean.
- Annual reappointments approved by the Provost/designee upon recommendation of the respective department chair and dean.
- Appointments confirmed by signed contract as issued by the Provost/designee.
- Appointments with benefits defined for the Research position.
- Appointees who may consult in accordance with University policy (see Consulting Activities, Policy B-65).
- Appointments normally supported by extramural funding.
- Professional achievement may be recognized by participation on University committees and in other University activities.

JOB TITLES IN TRACK I

Research Associate (I, II, & III) Senior Research Associate (I, II, & III), Assistant Scientist, Associate Scientist, and Scientist.

TRACK II

Track II appointments are Visiting Researchers, Post-doctoral Associates and Visiting Scientists. There is no research classification progression in Track II.

Track II appointments are exempt from University recruitment/advertising procedures.

Track II appointments are characterized as:

- Appointments for a limited duration (three years maximum).
- Appointments approved by the Provost/designee upon recommendation of the CIMAS director and dean.
- Appointments confirmed by signed contract as issued by Provost/designee.
- Appointments with benefits defined for the Research position.
- Appointees who may consult in accordance with University policy (see Consulting Activities, Policy B-65).
- Appointments normally supported by extramural funding.

JOB TITLES IN TRACK II

Post-Doctoral Associate, Visiting Researcher, and Visiting Scientist.

EMPLOYMENT STATUS

Employment status refers to the condition under which a Research employee may be employed.

Regular Full-Time

Employment for 100 percent time on a continuing basis for nine months or more each year, without a definite date of termination. Full benefits apply; however, appointees on a contract for less than 12 months do not accrue vacation time.

Regular Part-Time (50 percent or more time)

Employment for less than 100 percent, but at least 50 percent time on a continuing basis. Partial benefits apply.

Regular Part-Time (less than 50 percent time)

Employment for less than 50 percent time on a continuing basis. Benefits do not apply.

Temporary Full-Time

Employment for 100 percent time with a definite date of termination not to exceed 91 calendar days from date of hire. Benefits do not apply.

Temporary Part-Time

Employment for less than 100 percent time with a definite date of termination not to exceed 91 calendar days from date of hire. Benefits do not apply.

Working Retiree

Employment of a University retiree for less than 51 percent time. Partial benefits apply. Retirement benefits will be affected for employment greater than 1000 hours per fiscal year for a working retiree under 70 years of age.

CIMAS Pay Bands and Position Classification Criteria

The CIMAS Salary Ranges and Research Position Classifications document can be accessed here:

<http://cimas.rsmas.miami.edu/documents/CIMAS%20pay-bands.pdf>

SECTION 8

PROCEDURES FOR PROMOTIONS AND RAISES AT RSMAS

The University of Miami follows a well-defined annual salary increase and promotion cycle that all employees must go through. It is geared to the University fiscal year, which begins on June 1. All promotions and salary increases that are awarded under the normal cycle take effect at that time.

All salary increases are awarded on the basis of a common "raise pool" that applies to the entire school and collectively to all classes of employees (i.e. academic faculty, research faculty, research associates, secretarial staff, maintenance staff, etc.). The size of the pool is determined by the University administration and is generally uniform across Schools in the University. The Dean of each school can parcel out the money in the pool in any way that he or she wishes. In practice, at RSMAS during recent years, salary increases have been treated as merit-based. That is, RSMAS raises are not made on the basis of an across-the-board fixed percentage, either in whole or in part. There is no cost of living increase.

The University administration generally develops its salary raise strategy in mid to late January. There is no way to anticipate what the pool will be each year. In recent years the pool has typically been in the range of 3-4%. The pool was not funded for FY 2010 and no raises are being given.

In February the RSMAS dean initiates a series of one-to-one meetings with Division Chairs and Department Heads for the purpose of allocating the raise pool. Each unit (including CIMAS) is allocated a raise pool that is the same percentage as the School raise pool. (The source of the funds that support the employee - i.e. -federal grants, University general funds, foundation money – has no relevance in assigning salary levels.) The unit head must negotiate on a case-by-case basis with the Dean for the raises of individuals in the unit. Thus, it is important that the unit head have sufficient data about the persons in his/her unit to enable the presentation of a persuasive case to the Dean.

At the completion of this process on a school wide level, the Dean presents the package to the Provost along with the request for the special promotion cases. (The Dean can request increases outside the pool amount to provide for promotions and unusual accomplishments, and to rectify inequities.) There is usually some give and take but the final package accepted by the Provost is generally close to the one presented by the Dean.

It is possible to increase salaries outside the normal evaluation cycle, but such changes are normally restricted to changes in employee status work or rank, or due to some change in the university pay band. The administration discourages requests for salary increases outside the normal cycle except for exceptional and well-documented reasons. Therefore it is important for all employees and advisors to pay close attention to the annual evaluation cycle and make their case for raises at that time.

The Director (or Deputy Director) of CIMAS schedules interviews with CIMAS personnel and the AOML/SEFSC person who is most familiar with the CIMAS employee's work as part of the University formalized "e-appraisal" process. To facilitate this the CIMAS employees are asked to prepare a brief statement about his or her activities during the past year and the general nature of their plans for the coming year and to discuss these with their advisor.

The Director of CIMAS will prepare a salary package to present to the Dean after checking with the appropriate individuals at AOML, SEFSC or NHC to ensure that the funds provided by them to CIMAS are sufficient to support the requested increases

Employees will be notified by the RSMAS Human Resources when their individual raise is approved. Salary increases generally take effect on June 1.

SECTION 9

Sexual Harassment Policy

It is the policy of the University of Miami that sexual harassment of or by any administrator, faculty member, employee, or student is strictly prohibited.

The University's detailed policy and definitions and procedures are provided online at: http://www.miami.edu/index.php/wep/sexual_harassment-1/

A violation of the sexual harassment policy shall constitute grounds for disciplinary action up to and including dismissal from CIMAS. We are committed to the concept of non-discrimination and to providing a work environment free of sexual harassment. We urge all CIMAS employees to promptly report any sexual harassment experienced in the workplace or while otherwise conducting CIMAS business (e.g. while on field missions or attending scientific meetings) directly to the CIMAS Director or Associate Director. It is not sufficient to simply advise your NOAA advisor if you are working at a NOAA facility. Timely accurate reporting will enable us to rigorously investigate and thereby avoid repeated instances of inappropriate behavior.

University of Miami **Consensual/Amorous Relationship Policy**

Employees have a responsibility to avoid any apparent or actual conflict of interest between their professional responsibilities and their personal interests in their relationships with those whom they supervise, evaluate or over whom they exercise power or authority. In order to ensure that the supervision and evaluation of subordinates is conducted fairly and without perception of favoritism or bias, consensual relationships that may raise such problems are discouraged and prohibited as outlined in this policy.

Consensual relationships may have both legal and ethical implications both for those engaging in such behavior and the University. Examples of potentially disruptive outcomes include increased risk of hostile work environment or other sexual harassment claims, disparate treatment, unjust evaluations, and an increased potential for workplace conflict, disruptive behavior, confrontations and violence.

All supervisors must maintain complete professionalism and shall not allow the existence of a consensual relationship to affect workplace decisions concerning his or her subordinate employee or other employees. The existence or termination of any consensual relationship shall not be the basis for any employment decisions by the supervisor. Relationships between a supervisor and a subordinate are strongly discouraged and should not occur while the supervisory employment status is in effect. If a supervisor enters into or engages in a consensual relationship with a subordinate employee, the supervisor is to notify his or her supervisor, or the Director of Human Resources immediately regarding the existence of the relationship so that any conflict of interest may be addressed. Information pertaining to a case is to be treated in a confidential manner to the extent possible and appropriate to the circumstances.

Procedure

1. A supervisor who enters into or engages in a consensual relationship with a subordinate employee will be expected to inform his or her immediate supervisor or the Director of Human Resources immediately in order to develop a plan to avoid a conflict of interest. Steps will be taken to eliminate this conflict. This may include transferring the supervisor or subordinate. These steps should be taken in a way that does not disadvantage the subordinate. Failure to notify can result in appropriate disciplinary measures, up to and including dismissal of the supervisor. Refer to policy B-070 or B-025, Professional Conduct/Performance.

2. Employees who believe that their employment status is or could be adversely affected by a potential or actual conflict of interest deriving from the existence of a consensual relationship should notify their supervisor or department head, the appropriate Vice President, or the Director of Human Resources of the expressed concern. The Director of Human Resources will take appropriate action to resolve the matter.

RISK MANAGEMENT

POLICIES REGARDING THE DRIVING OF NON-UM VEHICLES AND BOATS

CIMAS employees are sometimes required to drive non-UM-owned (for example, government-owned) vehicles and boats as a part of their job. As a result of discussions with UM Risk Management we have instituted the following policies and procedures.:

- University of Miami Risk Management states that UM employees are provided with insurance coverage while driving vehicles or piloting boats as long as these activities are carried out as a part of the employment. This coverage applies not only to the government-owned vehicles or boats but to all vehicles or boats that might be used in your work. These activities are covered by insurance either through a UM insurance policy or through UM self-insurance.
- All CIMAS employees who are required to drive a vehicle or a boat as a part of their job must first fill out a form which can be obtained from the CIMAS staff.
- The following information must be provided before CIMAS employees can begin driving:
 - 1) Employee name
 - 2) Employee drivers license number
 - 3) The type of vehicle(s) and/or boat(s) they will be driving
 - 4) The vehicle/boat identification number
 - 5) The vehicle/boat license tag number
 - 6) The approximate value of the vehicle
 - 7) The approximate frequency that the vehicle/boat will be driven.

It is **NOT** necessary to fill out the "For Insurance Purposes Only" form for such work-related driving trips except for foreign travel.

CIMAS employees driving NOAA vehicles and boats must also fulfill any requirements that NOAA may impose on them with regard to the use of their vehicles and boats.

The following page shows the form which must be filled out by all persons who anticipate driving a non-UM vehicle. Note that this form need only be filled out once to cover all driving associated with the task described in the form. If any of the conditions change (a different boat or truck, a different project) a new form should be filled out.

IF YOU HAVE AN ACCIDENT YOU MUST IMMEDIATELY INFORM YOUR NOAA ADVISOR AND CIMAS.

Request for Permission to Drive a Non-UM Vehicle or Boat

University of Miami Risk Management states that UM employees driving government vehicles or piloting government small boats are covered by insurance either through a UM insurance policy or through UM self-insurance. To ensure this coverage, the following information must be provided before any employee can drive a government owned vehicle or boat:

Employee Name: _____ S.S.: _____
Drivers License No.: _____ Drivers License State: _____
Type of Vehicle/Boat: _____ VIN: _____
Vehicle/boat license tag No.: _____ Approx. value of vehicle: _____

Brief description of the general purpose of the driving/boating (i.e., sample collection in the Florida Keys) and the destination(s): _____

Approx. frequency that the vehicle/boat will be driven: _____

UM Employees driving NOAA vehicles/boats must also fulfill any requirements that NOAA may impose on them with regard to the use of their vehicles and boats.

Employee Signature

Signature of NOAA Advisor

PROFESSIONAL DEVELOPMENT AND TRAINING OFFICE



ABOUT PDTO

PROFESSIONAL DEVELOPMENT AND TRAINING OFFICE (PDTO) PURPOSE/MISSION

The Professional Development and Training Office (PTDO) exists to ensure professional development activities designed and implemented at the University of Miami meet or exceed research based standards for effective professional development. Effective professional development is defined as curriculum that meet the strategic initiatives of the University.

TRAINING OFFICE LOCATIONS

The Professional and Development Training Office (PDTO) have two locations. You can also contact any member of our staff for imediate assistance:

Coral Gables

Max Orovitz
Building, Room 138
1507 Levante Avenue
LC: 1418
Coral Gables, FL 33124
Phone: (305) 284-5110
Fax: (305) 284-2351
Office Hours: 8:30 to 5pm

Medical Campus

55 Dominion Parking Garage
1051 NW 14th Street
LC: M-852
Miami, FL 33136
Phone: (305) 243-3090
Fax: (305) 243-3093
Office Hours: 8:30 to 5pm

You can map the location by using the following links for the [Coral Gables office](#) or the [Medical Campus Office](#).

For additional details about about PDTO Services and Programs, visit their website at:
http://www.miami.edu/index.php/professional_development_training_office/about_pdto

End User Support

End User Support (EUS) is dedicated to providing premium application training and desktop computer support to the University of Miami community. In addition, EUS administers the Gables Central Exchange email system.

For questions on support or training please call the EUS Helpline at (305) 284-2944 or email microtrainers@miami.edu.

For additional details, visit the End User Support website at: <http://www6.miami.edu/eus/>