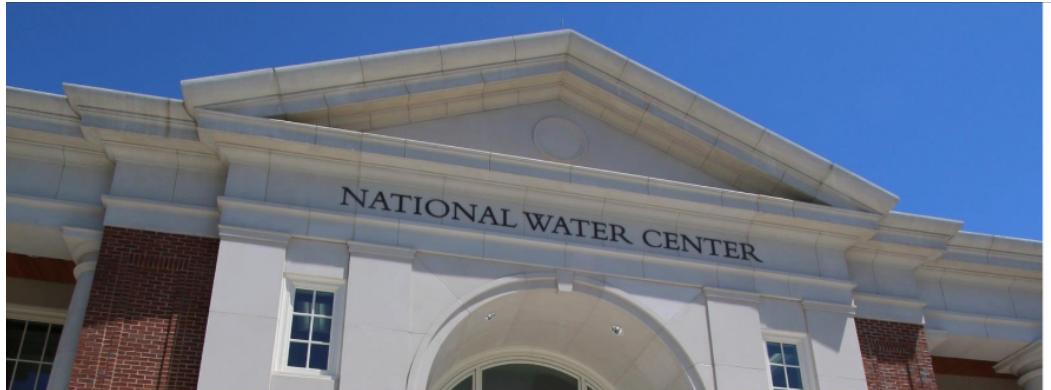


National Water Center

UCAR Employee Guide



Tuscaloosa, Alabama



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Arrival at the NWC

Tasks to completed

On your first few days of your arrival at the NWC, several important tasks need to be completed

Completion of your I-9 form for employment authorization

Form I-9 is required by the Department of Homeland Security for verifying the identity and employment authorization of individuals hired for employment in the United States, including citizens and noncitizens.

More information about the I-9 can be found here: <http://www.uscis.gov/i-9>

The I-9 must be completed within 3 days of your first day of hire at the NWC. The UCAR onboarding portal will provide guidance and information on completing this form. Additional assistance will be provided by the UCAR I-9 processing officer at the NWC.

Fingerprinting

Fingerprinting must be completed by all UCAR employees as early as possible so that NOAA can perform a preliminary background check for felony, other criminal charges, and outstanding warrants. Guidance on how to initiate this process will be provided by the Executive Officer onsite. The best location for fingerprinting is the Tuscaloosa Police Department located at 3801 Mill Creek Lane in Tuscaloosa. The contact number is (205) 349-2121. Fingerprinting is not done daily, and only during certain hours. Call ahead of time to verify hours of operation. A map with driving directions to the Tuscaloosa Police Department is found in the Appendix.

Social Security Number

A social security number must be applied for as soon as possible for all employees who do not yet have one. The Tuscaloosa Social Security office is located in the US Federal Building and Courthouse at 2005 University Boulevard #1200. In order to apply for a SSN, documents including your passport, work visa, and 1-94 admission record are required. Receipt of your social security number takes place 2-3 weeks after your application.

University of Alabama Action Card

The University of Alabama Action Card provides you with access to the NWC building and some secured locations within the NWC. It is issued free of charge, on the same day of application, by the University of Alabama Action Card Office at 451 Campus Drive E.

You will require an employee ID from the Executive Officer prior to obtaining your card. Once you have been issued your Action Card, you must notify the NWC Facilities Manager so that your card can be recognized by the NWC security system and enable you to pass secured entrances through the building.

Additional advantages of being issued a University of Alabama Action Card include the ability to purchase Bama Cash, Dining Dollars and meal plans for use on campus. Numerous national and local vendors also provide discounts on products and services to U of Alabama Action Card holders. Please consult the University of Alabama website for more details.

UCAR Onboarding Portal

It is important that you complete all UCAR Onboarding Portal tasks assigned to you before their due date. Many tasks are dependent on the completion of earlier tasks. The UCAR Onboarding Portal provides you with information about UCAR policies and procedures, Intellectual property, payroll, medical benefits plans, personal time off and medical leave, among others.

Working at the NWC

Hours of operation

The NWC is open from 6:30 am to 6:00 pm Monday to Friday.

Desktop computer and phone

NWC employees are issued a desktop computer and desktop VOIP phone within 48 hours of arrival. All computers are preloaded with a default set of software common to NWC functions. Prior to clearance from the preliminary NOAA background check, new UCAR employees are granted access to a guest network which enables them access to the internet. After preliminary clearance is complete, new UCAR employees will be issued a NOAA email account.

Use of laptops, mobiles, cameras, and other personal electronic devices

According to federal regulation, foreign nationals are forbidden from bringing and using their laptops, mobiles, cameras, and other personal electronic devices on the NWC premises. Upon arrival, a contract is signed by all employees confirming understanding and adherence to this policy. Please consult the Executive Officer for more details on this policy.

Your hours of work

Please consult the UCAR NWC liaison and/or your UCAR supervisor to discuss details on your work plan per pay period.

Vacation, personal time off, sick leave, family sick leave, and other absences

Please consult the UCAR NWC liaison and/or your UCAR supervisor to discuss details on absences from work. More information about this is provided through the UCAR Onboarding Portal and on the UCAR employee information website.

COMMON ACCESS CARD (CAC)

The common access card is a federally-issued access card you will be eligible to receive once additional security clearance has been completed. The CAC is the standard identification for active duty uniformed service personnel, Selected Reserve, DoD civilian employees, and eligible contractor personnel (UCAR visiting scientists are categorized as contractors). It enables you to access secure location additional NOAA facilities and higher-security IT systems. If this access is required for you, a member of NWC management will be responsible for guiding you through the process for CAC clearance.

Additional Information

Manuals and documents

Numerous documents on the NWC mission, a NWC station duty manual, and project-specific documents are available for all employees. Please speak to the NWC portfolio manager about access to these documents.

Life on the University of Alabama Campus

Parking at the NWC

The parking lot for regular staff is the Rivereast Parking Deck, directly north of the National Water Center. A parking permit is required to park here without incurring a fine. A faculty/staff parking permit is available for employees of the National Water Center and can be obtained from Campus Services. The permit is renewed annually in August, but can be purchased at a pro-rated fee inclusive of the month in which you purchase the permit.

Access to the University of Alabama Library

This section is currently being updated.

The University of Alabama Student Activity Center

The University of Alabama offers recreational, fitness, and athletic facilities at the Student Activity Center.

Employees of the NWC have access to the Student Activity Center at the faculty/staff monthly fee.

Please consult the Student Activity Center website for more information.

Life in Tuscaloosa

Homes & apartments

Apartment and real estate listings for Tuscaloosa and the surrounding area are available through websites including

Tuscaloosa Apartment Guide

<http://www.tuscaloosaapartmentguide.com/>

Apartment Finder

<http://www.apartmentfinder.com/Alabama/Tuscaloosa-Apartments>

Realtor

http://www.realtor.com/realestateandhomes-search/Tuscaloosa_AL

Apartment and real estate guides are also available in hardcopy throughout hotels and at the Alabama Chamber of Commerce.

Driving in Alabama

Driver resources

The office for driver license testing and license issuing is on Skyland Boulevard.

<http://local.dmv.org/alabama/tuscaloosa-county/tuscaloosa/2645-skyland-blvd.-e./dmv-office-locations.php>

Alabama has a reciprocal relationship with other states and some countries (including Canada) whereby you will be issued an Alabama driver's license upon showing a valid out-of-state (or out-of-country) license.

If you or your family members need to take the Alabama driving test (this may happen if you/they don't have a valid out-of-state or foreign license), you can find the driver's manual here:

<http://dps.alabama.gov/Documents/Manuals/DriverLicenseManual.pdf>

The manual is comprehensive of the material that will be covered on the knowledge and driving tests.

Practice tests are available here:

<http://driving-tests.org/alabama/alabama-permit-practice-test/>

Booking a knowledge and driving test

You can complete the knowledge exam and driving test in one day. You must book a knowledge exam (at least 48 hours in advance). If you pass the exam, you can wait at the office for the next available time for a driving test. Prepare to block off at least 4-5 hours if you plan to do both tests in one day (arrive as early as possible in the morning).

Purchasing and registering a vehicle in Alabama

According to Alabama state law, in order to purchase a vehicle in Alabama and register it in your name, you must hold a valid Alabama driver's license.

Child care

This section is currently being updated.

Banks

This section is currently being updated.

Cellphone providers and ISPs

This section is currently being updated.

Public Transportation

Information about public transportation in Tuscaloosa is provided by the Tuscaloosa Transit Authority.

<http://www.tuscaloosatransit.com/>

Additional Sources of Information

Tuscaloosa Chamber of Commerce

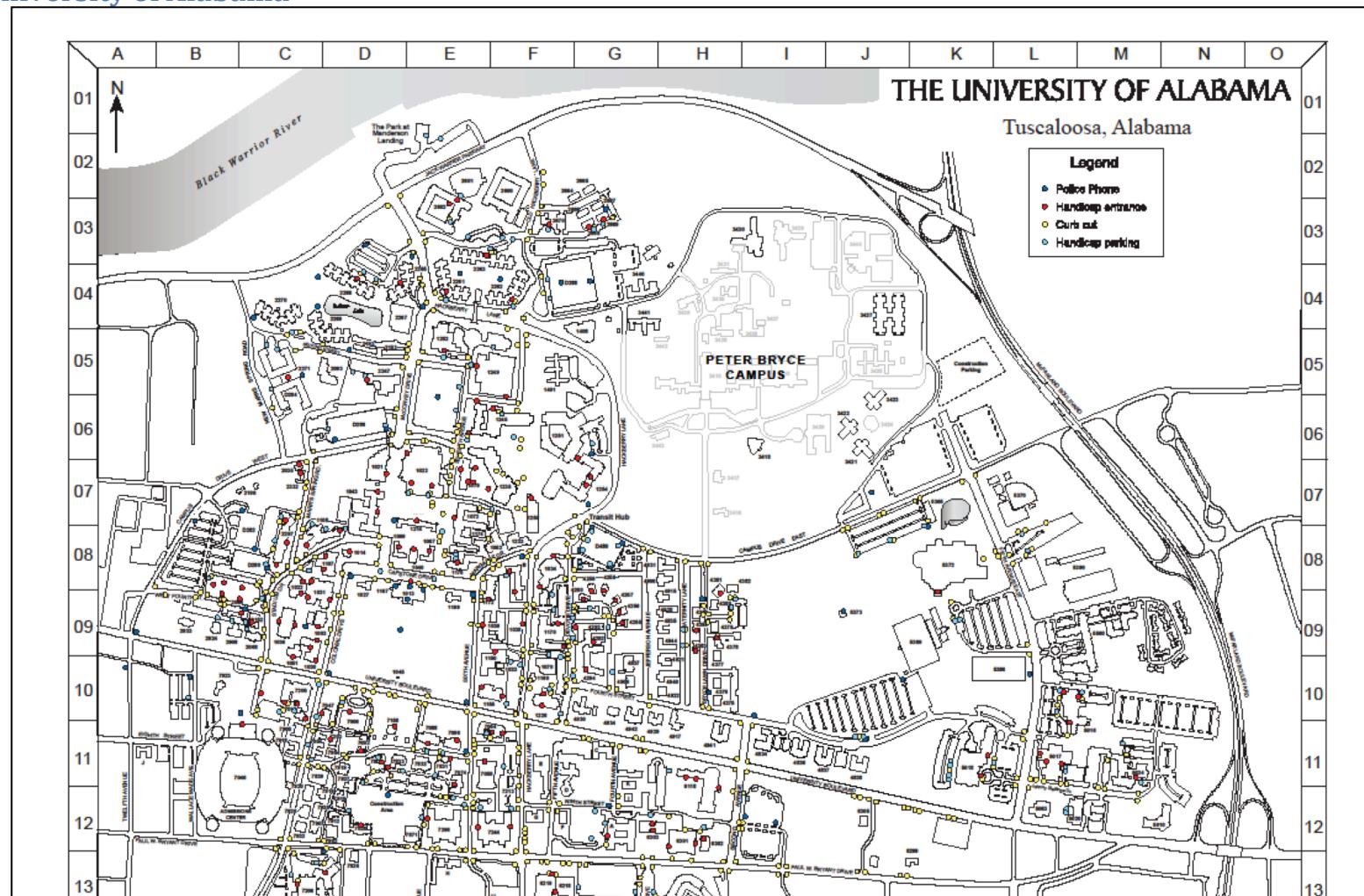
<http://www.tuscaloosachamber.com/>

Tuscaloosa Tourism

<http://visittuscaloosa.com/>

Maps

University of Alabama



BUILDING #	LOCATION	6025	Law Center	14-I	OTHER BUILDINGS	LOCATION	SORORITIES	LOCATION			
3430	1 North	3-I	1039	11-F	A	12-G	Alpha Chi Omega	11-C			
5020	600 University Blvd.	11-L	2035	9-F	B	7839	Alpha Delta Pi	11-E			
5024	700 University Blvd.	11-M	2332	7-C	C	7832	Alpha Gamma Delta	11-D			
7090	A. B. Moore Hall	11-E	1099	7-C	D	7833	Alpha Kappa Alpha	12-D			
7203	Adams Hall	11-D	1032	8-D	St. Francis University Parish and Catholic Student Center	7912	Alpha Omicron Pi	11-C			
1252	AIME (Ala. Institute for Mfg. Excellence)	5-E	1038	8-C	Canterbury Chapel Episcopal Church and Student Center	7905	Alpha Phi	12-E			
6202	Alumni Hall	12-H	1051	9-F	University Lutheran Chapel	7871	Chi Omega	12-D			
1013	Amelia Gayle Gorgas Library	9-E	1401	9-C	F	11-F	Delta Delta Delta	11-D			
1036	Angelo Bruno Business Library	9-E		5-F	G	7831	Delta Gamma	11-E			
6219	Aquatic Center	13-F	2106	7-B	H	12-F	Delta Sigma Theta	8-G			
1043	B. B. Comer Hall	7-D	1107	8-D	I	13-E	Delta Zeta	12-C			
6116	Baylor Track Stadium	15-G	6218	13-F	J	7016	Gamma Phi Beta	12-C			
7028	Berry Hall	12-G	1408	4-G	University Presbyterian	7907	Kappa Alpha Theta	11-C			
1031	Bridgwood Hall	9-E	D282	8-C	Student Association	11-A	Kappa Delta	11-D			
1034	Biology Building	8-E	1150	8-C	Temple Emanuel	11-G	Kappa Kappa Gamma	12-C			
1027	Brount. John T. Oliver Academic House	8-D	1033	10-E		7926	Phi Mu	12-C			
1199	Brount. Toumey Academic House	8-E	4378	10-F	RESIDENCE HALLS AND APARTMENTS	7927	Pi Beta Phi	11-D			
6301	Bryant Conference Center	12-H	7074	9-H		7902	Unoccupied	12-D			
4294	Bryant Hall	10-G	5365	11-E	Blount Undergraduate Initiative	7904	Unoccupied	11-D			
7046	Bryant Denny Stadium	11-B	6003	7-K	Living-Learning Center	5-D	Unoccupied	12-C			
3527	Bryce Medical Center	4-J	3418	12-G	Bryant Dining	5-D	Unoccupied	12-C			
D480	Campus Drive Parking Deck / Action Card / Transportation Services	8-G	3440	6-I	Bryant Dormitory	9-G	Zeta Tau Alpha	12-C			
5010	Capstone College of Nursing	12-N	7158	4-G	405 Bryce Lawn Apartment	8-H	FRATERNITIES	LOCATION			
5520	Capstone Village Retirement Center	9-M	5373	11-G	411 Bryce Lawn Apartment	8-H	Alpha Kappa Lambda	10-H			
1003	Cappella Hall	9-E	5386	11-H	422 Bryce Lawn Apartment	9-H	Alpha Phi Alpha	9-G			
6305	Center for Community-Based Partnerships	12-J	D288	10-K	423 Bryce Lawn Apartment	9-H	Beta Tau Omega	10-G			
1052	Ceramics	8-F	1250	4-C	500 Bryce Lawn Apartment (Spanish House)	9-H	Beta Theta Pi	9-B			
1160	Child and Family Research Clinic	10-E	7006	10-C	508 Bryce Lawn Apartment	9-H	Chi Phi	10-G			
5016	Child Development Research Center	10-L	1175	10-D	(French and German House)	9-H	Delta Chi	9-H			
1040	Clark Hall	8-E	ROTC and A&S Programs Building	8-E	511 Bryce Lawn Apartment	10-H	Delta Kappa Epsilon	9-C			
6082	Coleman Coliseum	15-G	1167	8-D	601 Bryce Lawn Apartment	10-H	Delta Sigma Phi	8-G			
6086	Crisp Indoor Practice Facility	14-G	1108	8-C	607 Bryce Lawn Apartment	10-H	Delta Tau Delta	9-H			
7826	Dance Studio on Bryant	13-D	1226	10-F	Friedman Hall	9-B	Harris Hall	11-H			
1045	Denny Chimes	10-D	1254	7-G	7004	4917	Kappa Alpha	9-G			
7047	Doster Hall	10-D	3441	4-G	2664	4260	Kappa Alpha Psi	9-G			
7202	East Annex	11-D	6369	13-H	2665	4921	Kappa Sigma	10-H			
1070	East Quad Energy Plant	11-D	1172	8-E	2666	4922	Lambda Chi Alpha	10-H			
3421	Environmental Health and Safety	10-F	5359	10-K	2667	4255	Lambda Sigma Phi	9-G			
7054	Farnish Hall	11-F	1235	7-F	2668	4834	Phi Delta Theta	11-B			
D286	Ferguson Center Parking Deck	6-D	9180	14-K	2669	2068	Phi Gamma Delta	9-B			
1022	Ferguson Student Center	7-E	D280	8-C	2670	7023	Phi Kappa Psi	10-B			
6085	Football Complex	14-G	5017	11-L	2287	4054	Phi Sigma Kappa	10-G			
7059	Foster Auditorium	11-E	6119	14-G	2685	4941	Pi Kappa Alpha	11-H			
6118	Frank M. Moody Music Building	11-H	2601	3-E	2286	4838	Pi Kappa Phi	11-J			
2152	Frederick R. Maxwell Hall	9-C	1174	Student Center at Presidential Village	2286	4930	Sigma Alpha Epsilon	11-G			
1233	Fresh Food Company	8-F	3422	8-E	2708	Martha Parham Hall	12-E	Sigma Chi	11-H		
1155	Gallilee Hall	10-E	5372	Student Engineering Projects Building	6-J	2744	Mary Burke Hall	12-F	Sigma Nu	9-B	
1067	Gastard Hall	8-E	1021	Student Media Building	8-K	2153	2933	Sigma Phi Epsilon	8-H		
1170	Gordon Palmer Hall	9-E	7012	Student Recreation Center	7-D	2247	Palmer Hall	5-D	Sigma Pi	8-H	
1014	Gorgas House	8-D	2297	Student Services Center	10-C	2600	4931	Theta Chi	11-H		
1020	Gow Hall	9-E	5391	Temples Tutwiler Hall	8-C	2602	4906	Theta Tau	8-G		
1245	H.M. Comer Hall (Mineral Industries Building)	6-E	3423	tan Hoar Hall	8-L	2602	4837	Theta Tau	9-H		
1072	Hardaway Hall	7-E	1249	Theatre and Dance Set Design Studio	6-J	2270	2270	Unoccupied	10-G		
7213	Haydon-Harris Hall	11-F	5018	Tom Bovil Energy, Mineral, and Materials Science Research Building	5-F	2271	Ridgecrest West Residential	6-C	Unoccupied	9-H	
3418	HES Design House	6-J		University Medical Center and Student Health Center	11-K	2284	Ridgecrest South Residential	6-C	Unoccupied	10-G	
1079	Houser Hall	7-E	6208	University Police Center	15-J	2263	Ridgecrest Parking Deck	6-C	4929	Theta Chi	9-H
1251	Interdisciplinary Science Building - Shelby Hall	6-F	5370	Women's Softball Complex	7-L	2261	Riverside East	6-C	4935	Zeta Beta Tau	10-G
6299	ISSR Building	13-K	1214	Woods Hall	7-E	2193	Riverside North	3-E			
					7206	Tutwiler Hall	5-D				
							5-D				

Tuscaloosa Police Department

