

# Facilities Department

*Facilities, Planning, Design and Construction  
& Operations and Services*



## Orientation Handbook



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## Facilities Department Employee Handbook

Facilities Planning, Design and Construction & Operations and Services Units

Last Revised: December 2020

*This Handbook contains policies and procedures primarily for State Classified Staff (ex: CSEA). Information contained within has been primarily derived from CSEA contract agreements and the NYS Department of Civil Service. The materials in this handbook are condensed, therefore employees are encouraged to read the [CSEA Contract Agreement: Operational Services Unit \(OSU\)](#) or the [CSEA Contract Agreement: Administrative Services Unit \(ASU\)](#). If there are any discrepancies between this Handbook and the contract agreements and/or NYS Department of Civil Service, the contract agreements and Civil Service policies will govern. Please contact Mark Poupore, CSEA Local 647 President, with questions and/or to request a hard copy of the CSEA Contract Agreements. ([mpoupore@esf.edu](mailto:mpoupore@esf.edu)).*

## General Information

### Empathy, Collaboration and Positivity

The Facilities Department is committed to fostering an empathetic, collaborative and positive environment. We strive to create an environment where every member of the team feels that they have a voice and are valued. Please treat one other with respect and refrain from spreading gossip or rumors. Think before you speak! Don't talk about your co-workers in a way that would make them feel hurt, embarrassed or uncomfortable if your words found their way back to them. If you have a problem with how one of your co-workers is treating you or others, either talk to them directly about it (in a non-confrontational way) or bring it to your supervisor to request assistance. Please speak up if you feel that you are being treated unfairly by *any* member of the campus community. We are here to advocate for one another!

### Items to be Completed by New Hires

#### *Human Resources Paperwork, College ID and Parking Pass*

New employees will report to Human Resources (216 Bray Hall) on their first day of work. They will complete their I-9 Form and a variety of other forms (W2 and payroll). Employees will also be able to set up an appointment to review their benefits. HR will also provide directions for obtaining an ESF ID card and parking pass.

#### *Email Setup*

Once a new employee obtains their ESF ID card they should visit the Computing and Network Services Help Desk in 317 Baker Lab to set up their email access. **It is important that employees check their email on a daily basis, as this is the primary means of communication at the College.** Important notices will also be printed and hung in common spaces (ex: Facilities Department main desk and 2<sup>nd</sup> floor of the Old M+O Building)

#### *Radio*

Employees will be provided with a radio by their supervisor, as needed.

#### *Emergency information card*

Direct supervisors will provide employees with an Emergency Contact Form. Once completed, this information will be stored electronically.

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Direct supervisors will provide employees with an Emergency Contact Form. Once completed, this information will be stored electronically.

### *Keys*

For members of the Custodial Division: Most employees will be assigned a key/s each day by their supervisor. Employees must return keys to a location designated by their supervisor at the end of the day. Some keys may be assigned to staff on a case by case basis (Ex: Staff that work a 5:00am shift and need to gain access to the Old M+O Building to sign in).

Other members of the Facilities team may have keys assigned directly to them.

### Work Hours

#### *Starting Time*

Most classified employees start their shift at 5:00am, 6:00am or 7:00am. Employees should sign in (paper and electronic) at their designated location, recording the actual time they reported to work (even if tardy), then proceed to their assigned area and commence working immediately.

#### *Morning Break*

The New York State Department of Civil Service Attendance and Leave policies state that rest periods of a reasonable duration may be granted, as appropriate, at the discretion of the college. These break periods are paid. The policies state that more than two such periods per day, or periods greater than 15 minutes each, would be considered excessive under normal working conditions. The Facilities Department combines the two break periods into one 30-minute break, which is observed from 9:30am-10:00am each day. Employees should not leave their work area prior to 9:30am and must be back in their work area by 10:00am. Exceptions are made for those employees who may need to spend a few minutes cleaning up (ex: washing grease off their hands or securing tools) prior to starting their break. Supervisors will communicate with an employee/s if operational needs do not permit an employee to take their break. Every effort will be made to re-schedule the missed break before lunch break, if possible. Employees must remain on campus during breaks.

#### *Lunch Period*

Lunch is a 30-minute non-paid period, observed between 12:00 and 12:30pm. Some flexibility exists, as long as meal periods are consistently taken at the same time every day. Such arrangements may be made with an employee's direct supervisor on a case by case basis. Employees should not leave their work area prior to 12:00 and must be back in their work area by 12:30pm. Exceptions are made for those employees who may need to spend a few minutes cleaning up (ex: washing grease off their hands or securing tools) prior to starting their lunch break. Supervisors will communicate with an employee/s if an emergency arises (e.g. flood) and the employee is unable to take their meal period at 12:00. Every effort will be made to reschedule the missed lunch period, if possible. If this is not possible, the supervisor must indicate the reason for the emergency on the employee's electronic time sheet and may be required to submit justification for why the lunch period could not be taken later that day.

#### *Ending Time*

Most classified employees end their shift at 1:30pm, 2:30pm or 3:30pm. Employees may leave their work areas a few (5 or 10) minutes early, so they are able to get to their designated sign out

area. Employees should sign out (paper and electronic) at the actual time they end work, and should also record the time of their daily meal period at this time. Employees must not be in their car and/or leaving campus prior to their end time (ex: 1:30pm, 2:30pm or 3:30pm).

### Appropriate Attire

The following is intended to ensure that all Facilities Department employees maintain a professional appearance on campus. Appropriate attire is also required to provide some form of protection to employees as they carry out their work assignments.

#### *Footwear*

All employees are required to wear footwear that fully encloses the foot and is in good condition\*. It is recommended that employees engaged in the building trades, mechanical trades, grounds, receiving and motor equipment repair wear safety shoes. It is recommended that custodial personnel wear shoes which incorporate slip resistant soles. Sandals, open toed footwear, etc. are unacceptable for the workplace.

#### *Pants*

Employees are required to wear long pants that do not restrict movement, are in good condition\*, and are not overly loose fitting. Skirts and dresses are unacceptable for custodial, grounds and trades staff.

#### *Shorts*

Shorts maybe worn by all employees within the Facilities Department, except for those whose job description and duties necessitate that they work with and around power tools, hot pipes and equipment that would cause injury to bare legs.

Shorts maybe worn in accordance with the guidelines listed below:

- Shorts must be an appropriate length (to the top of a person's knees) and maintain a professional appearance\*<sup>1</sup>
- All shorts should be hemmed and free of holes and patches
- Shorts must be of a proper fit and style for work. They should not interfere with an employee's ability to work or with their professional appearance. The following is a list of unacceptable styles: excessively tight or baggy shorts, gym shorts, cut offs, knit sweat pant style shorts, boxer shorts, shorts made out of stretch or knit fabrics, nylon, flannel or spandex.

For safety reasons, garage staff are never able to wear shorts.

Grounds staff may wear shorts, except when using a weed eater, string trimmer or chain saw.

Custodial staff may wear shorts, except when using stripper to refinish floors.

#### *Shirts/blouses*

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<sup>1</sup> \*Not ripped, torn, cut or altered and not bearing excessive or unsightly patches.

Employees are able to wear long or short sleeve shirts/blouses, providing that such clothing does not contain obscene or offensive graphics, is in good condition\*, does not restrict movement, and is not overly loose fitting.

### *Outer Clothing*

Employees should wear outer clothing pertinent to the prevailing weather condition. This includes gloves, boots, jackets, parkas, etc., which should be in good condition\*, and provide adequate protection from the elements.

\*Not ripped, torn, cut or altered and not bearing excessive or unsightly patches.

### Cell Phones

Employees who carry personal cell phones should not use them during working hours for regular phone conversations with family, friends, or for outside business calls. If an employee needs to receive an urgent, time-sensitive call (ex: doctor's office, child's school) they are permitted to take the call, as long as the practice is not abused. Employees should contact Human Resources at x6613 for any ongoing issues that may require accommodation (ex: intermittent medical).

### Email and Communication

All employees should regularly monitor their esf.edu email address. This is the primary means of communication for the majority of the campus community and will be a main source of information regarding mandatory trainings and other important happenings on campus. Every attempt will be made to print and hang important notices (by the sign in/out location at Old M+O and/or the Facilities Department administrative desk) that are emailed to the campus community. However, employees must to check their email for important notices. If an employee is unable to use a computer or needs an accommodation for any reason, they should speak to their supervisor.

### Campus and Parking Map

There are some instances when parking on campus is restricted due to events at the Dome. University Police will alert campus to these restrictions via email. The Appendix section of this Handbook includes a Campus Map.

### Assigned Work Location

All employees are expected to remain in their assigned work or job location/s, except for emergencies, authorized breaks and meal periods. Employees who need to conduct personal business in other areas of the College must make prior arrangements with their supervisor. Custodial employees who must leave their assigned building for any reason, even College related business, must alert their building Janitor.

Employees shall perform their assignments in open view, unless required to work behind closed or locked doors for security or to maintain a controlled environment. Employees should notify their supervisor if they must work in a space that requires the door be closed or locked. When work is complete, employees should return the door to the position and condition (locked or unlocked) that it was when they started their work.

Equipment, tools, cleaning carts, etc. should be kept in the immediate area where an employee is working. These items should not be left unattended.

## Safety

### General Safety

The Facilities Department is committed to maintaining a safe and hazard free work environment. Employees should report accidents and/or hazards to their supervisor immediately. They should leave any work area that presents the potential for injury or life-threatening hazard immediately and contact their supervisor. If an employee is unable to contact their supervisor, they should call the Facilities Department office (470-6588) or University Police (470-6666). Injuries that happen on the job must be reported to a supervisor and an incident report must be completed. The Injury and Illness Response and Reporting Procedure is included in the Appendix section of this Handbook.

ESF is a tobacco and smoke free campus. This Policy, and the College's Alcohol and Other Drug Use Policy, can be viewed in its entirety in the Appendix section of this Handbook.

An extensive, but not necessarily exhaustive, list of safety procedures is outlined below. Please always consult with your supervisor if you have questions about health, safety or environmental compliance issues. The College's Director of Environmental Health and Safety is John Wasiel. He can be reached by emailing [jrwasiel@esf.edu](mailto:jrwasiel@esf.edu) or by calling 470-6896

### Animal Waste Disposal

Animal waste can be placed in the regular trash, provided the waste is double bagged, sealed, does not contain free liquids, and does not exceed 30 pounds per bag. When a member of the campus community needs to dispose of animal waste they will alert the Grounds staff. Staff will pick up animal waste directly from laboratory/classroom spaces. The full disposal procedure is available on the [EH&S](#) website.

### Asbestos

Asbestos is present in many building materials on campus. If damaged or disturbed, asbestos can present an inhalation hazard over time. At SUNY ESF, asbestos containing materials are identified with yellow stickers (see below). These stickers may be located directly on the asbestos containing materials or might be placed on an entry door to a space where it would be impractical to label every asbestos containing material. In non-occupied areas such as mechanical spaces, asbestos containing materials are typically painted with a yellow dot. Annual asbestos awareness training covers these topics in detail.





### Battery Recycling

Battery recycling containers are available in most campus buildings. The appendix section of this Handbook contains battery recycling information. Used batteries can be deposited in these containers, where they will be collected, sorted, and transported to a recycling facility. All types of batteries generated at ESF are accepted including alkaline, Nickel Cadmium, Nickel Metal Hydride, Lead Acid, and Lithium Ion.

### Bloodborne Pathogens

Bloodborne pathogens are infectious microorganisms in human blood that can cause disease in humans. These pathogens include, but are not limited to, hepatitis B (HBV), hepatitis C (HCV) and human immunodeficiency virus (HIV). Needlesticks and other sharps-related injuries may expose workers to bloodborne pathogens. Only properly trained members of the custodial staff are permitted to clean up blood spills on campus. Detailed information is provided during annual bloodborne pathogens training.

### Confined Space

A confined space refers to an area that has limited or restricted means for entry or exit and is not designed for continuous occupancy. Confined spaces include, but are not limited to, tanks, vessels, silos, storage bins, hoppers, vaults, pits, manholes, tunnels, equipment housings, ductwork, pipelines, etc. A permit confined space is a confined space that has an additional hazard present, such as a hazardous atmosphere, etc. Any confined space work should be discussed in advance with Environmental Health & Safety.

### Electronics Recycling

Electronics waste, such as obsolete computers, computer peripherals, audio/visual equipment, etc. cannot be disposed in the regular trash. Recycling electronics diverts thousands of pounds of waste from landfills and incinerators, keeps toxins such as lead and cadmium from being released to the environment, and helps to conserve resources by reclaiming and recycling valuable materials. Electronics waste at ESF are collected by the Grounds Department.

### Fire Safety and Evacuation Plan

This plan covers prevention methods for all Employees, students and visitors and lays out priorities in case of a fire. The EH&S Department maintains a copy of this plan.

### Fluorescent Bulb Recycling

Many older fluorescent bulbs contain mercury and cannot be disposed in the regular trash. These bulbs must be collected, stored in an appropriate shipping container, and labeled

“Universal Waste – Lamps”. Full boxes of bulbs should be submitted to the Grounds Department for pick up. EH&S coordinates shipment of all collected bulbs to a recycler on an annual basis.

### Hazardous Waste Disposal

If a waste material meets specific definitions for the characteristics of ignitability, corrosivity, reactivity, and/or toxicity then the material is characterized as a hazardous waste. Hazardous wastes can be generated from laboratory, custodial, trades, or grounds operations. Hazardous wastes require special methods of collection, storage, and disposal and cannot be disposed in the regular trash or down the drain. For additional information, please refer to the [EH&S website](#) or contact Environmental Health & Safety.

### Hot Work

Hot work is any work that involves burning, welding, cutting, brazing, soldering, grinding, using fire- or spark-producing tools, or other work that produces a source of ignition. A hot work permit is required before any hot work can begin on ESF campus. Permits are required for SUNY ESF staff as well as independent contractors. Once a permit has been completed, it is reviewed by either a trained supervisor or member of EH&S. The full policy and permit form are available on the [EH&S website](#).

### Lockout/Tagout

Lockout, tagout procedures are designed to protect workers from unexpected energization or startup of machinery and equipment. Items that pose this risk are tagged with labels indicating hazard. Never remove labels communicating important safety information and never touch or handle equipment that is tagged in this way. If you think a piece of equipment is malfunctioning please bring this to the attention of your supervisor immediately.

Lockout/tagout operations should be planned in advance with a supervisor. Each trades member working on a lockout/tagout project should have their own lock and should never share the keys. An example of a lockout tag is pictured below.



### Respiratory Protection Plan

This plan has been established to coordinate the use and maintenance of respiratory protection equipment, which is used to reduce employee exposure to air contaminants. In addition, it will allow employees to work in potentially hazardous environments. The EH&S Department

maintains a copy of this plan.

### Silica Dust Plan

This plan describes tasks involving exposure to respirable crystalline silica, Engineering controls, work practices, and respiratory protection for each task, housekeeping measures used to limit exposure and procedures used to restrict access when necessary to limit exposures. The EH&S Department maintains a copy of this plan.

### Trash in Labs

Trash in labs may contain sharps and other materials that could cause bodily harm. It is important to exercise caution when handling these materials. Employees should never reach their hand into a bag blindly. They should always take time and care to be certain that they are handling materials in a safe way. Lab trash cans that are specifically designated for glass collection should be lined with thicker bags, as the materials contained within are heavy and/or pose a safety risk. If an employee is unsure of how to safely handle lab materials (or any material on campus) they should ask their supervisor for guidance.

## Time and Attendance

All Facilities Department classified employees are required to sign in and sign out at the beginning and end of their shift and for meal periods.

Meal periods are unpaid. Meals are generally taken from 12:00-12:30pm, but some flexibility exists as long as meal periods are consistently taken at the same time every day. Such arrangements may be made between an employee and their supervisor on a case by case basis.

Permanent employees fill out their timesheets online. Computers are available in designated locations (see your supervisor for this information). Supervisors monitor timesheets, issue radios and keys, and give out daily work assignments. In addition to completing their online time sheet, employees are also required to sign in and out daily on their section's paper daily log sheet.

Employees must complete their online and paper timesheets on a daily basis, recording the actual time in, time out, meal periods and any leave time taken. Electronic timesheets must be submitted at the end of the payroll period for approval.

Prior to submittal, it is the employee's responsibility to double check their record of accruals and sign in/out times for accuracy. Any timesheet discrepancies will be brought to the employee's attention so they may correct the timesheet. A timesheet is a legal document. Falsification of this record may be grounds for disciplinary and/or legal action.

If an employee is unable to complete an electronic timesheet, they should discuss possible accommodations with their supervisor.

The following section provides step by step instructions for completing an electronic time sheet.

Employees will sign into the Time and Attendance System (TAS) using the link below and enter their existing user id and password.

<https://www.suny.edu/time>

## TAS Homepage:

The screenshot shows the SUNY Secure Time & Attendance (TAS) homepage. At the top, there is a navigation bar with "SUNY SECURE" on the left and "Welcome: VUMBACTI Campus: 28850 - SYSTEM ADMINISTRATION" in the center. On the right, there are links for "Return to Employee Portal" and "Sign Off". Below this is a large blue header with "The State University of New York | Time & Attendance". A "Home" link is visible on the left. A dark blue bar contains a "Menu" button on the left and the date and time "Tuesday, January 13, 2015 • 11:17:08 AM" on the right. Below this, the user's name "Jane Doe" is displayed in a text box, along with "Sunny ID: 1234" and "Local Campus ID:". A section titled "Employment Roles" contains a table with columns for "Status", "Role Type", and "Effective Dates". The table shows one role: "Regular State Employee" with a status of "Current" and effective dates of "12/06/2001 - [No End Date]". Below the table, it says "Displaying single result." and a "Time and Attendance" button is visible.

Status	Role Type	Effective Dates
<input checked="" type="radio"/> Current	Regular State Employee	12/06/2001 - [No End Date]

Select your current employment role (shown above). If you only have one role, the selection will default to the current role.

Click on the “Time and Attendance” button to access your time record or to submit a time off request. Click “Time Record” under the employee sub heading.

### To Complete Your Timesheet:

Select the Accrual Period (pay period) from the drop-down menu that you wish to enter and then click the “Change Period” button.

Once time record is complete, check the box to certify that the information entered is accurate before submitting to supervisor (shown on next page).

If time record is complete and you wish to send it to your supervisor, click on “Submit to Supervisor”. If time record is not complete, click “Save”, which will allow you to go back into your time record to add or update before submitting to supervisor.

If you do not wish to save or submit your time record simply click Cancel/Return to Home.

If a Time Record is disapproved by a supervisor, the time record will show back up in the “Accrual Period” drop down menu. You will then be able to make changes as appropriate and resubmit to your supervisor.



	If no accruals, 1/4 hour will be deducted as lost-time from pay
24-37 minutes	1/2 hour deducted from accruals If no accruals, 1/2 hour will be deducted as lost-time from pay
38-52 minutes	3/4 hour deducted from accruals If no accruals, 3/4 hour will be deducted as lost-time from pay
53-60 minutes	1 hour deducted from accruals If no accruals, 1 hour will be deducted as lost-time from pay
61-120 minutes	1/4 hour increment deductions plus 1 hour, up to 2 hours

### Leave Requests and Call In Procedures

Leave requests may be denied due to the operational needs of the College. However, the Facilities Department strives to ensure equal and timely consideration of employee leave requests. Employees must submit time off requests via the *electronic* time and attendance system (as outlined below on Page 15). Requests for time off are to be submitted three (3) full working days in advance. Your supervisor will approve or disapprove your request within five (5) working days of your submittal. The SUNY Time and Attendance system will notify you, either via email or when you log in to the time and attendance portal, when your supervisor has taken action on your request. The electronic system will also update your timesheet to indicate that your leave request has been approved. Employees are encouraged to provide as much notice as possible for optimal consideration. **Employees MUST receive approval from their supervisor prior to taking vacation or personal time off.**

Employees must withdraw their online time off request if they wish to cancel a previously approved leave request and **must** alert their supervisor in writing with as much advance notice as possible. To be considerate of other employees, as much advance notice as possible should be given when cancelling a leave request. Employees should avoid withdrawing time off requests on the day that they were schedule to take time off. Excessive withdrawals of time off requests with less than 24 hours' notice may result in counseling and/or progressive discipline. Excessive is defined as three (3) instances of withdrawal with less than 24 hours' notice within 3 months or nine (9) instances of withdrawal with less than 24 hours' notice within 12 months.

Various types of leave and associated procedures are outlined below.

#### *Sick*

New employees are able to begin using sick leave accruals as they are accrued. There is not a wait period until accruals of this type are able to be used. However, unlike vacation, personal and compensatory leave accruals, sick leave accruals are **not** meant to be used/exhausted each year. Approved absences necessitated by personal illness or other disability, personal visits to a

doctor or dentist, and illness or death in the employee's immediate family (lives in your home, parents, siblings, grandparents) may be charged to sick leave. Employees must use personal or vacation accruals for illness and/or death in their extended family. Employees are eligible to accrue up to a maximum of 200 sick days. Sick leave for medical and dental appointments is limited to the duration of time needed for the appointment. If an employee wishes to take additional time that day, a request for vacation or personal time must be electronically submitted and approved. If an employee is absent for four (4) or more days, they must submit medical documentation to Ellen Brown (315-470-6613 or [ebrown@esf.edu](mailto:ebrown@esf.edu)) upon return to work.

Satisfactory medical documentation generally meets the following criteria:

- It contains a brief statement of diagnosis.
- It specifies the inclusive dates of disability covered by the doctor's note and the date or dates of treatment during the period covered.
- It certifies that the employee was unable to perform their job duties during the period of their absence.
- It specifies that the employee has no limitations on the performance of their job duties. The "No limitations" statement must indicate that an individual can perform all the job duties associated with their specific title. A job description will be provided to the physician to review an employees work activities in light of their illness, injury, etc.
- It is signed by and appropriate medical practitioner.
- Indicates the anticipated date of return.

This documentation may also be required during periods of sick leave monitoring and/or may be outlined as a proposed remedy during counseling sessions. Employees may use up to a maximum of 25 accumulated sick leave days per calendar year for absences necessitated by a death or illness in the employee's immediate family.

Employees on sick-related medical leave for a period of more than 10 days (State employees) or 5 days (Research Foundation employees) must submit medical documentation to Human Resources. Human Resources will determine an employee's eligibility for the **Family Medical Leave Act (FMLA)**. Employees on an approved medical leave (FMLA or other) will be required to submit medical documentation to HR periodically. Employees may also be required to submit medical documentation to HR for their review before being approved to return to work. Any medical restrictions must also be reviewed and approved by HR before employees can return to work. Absences attribute to an approved FMLA leave must be documented on an employee's electronic time sheet, regardless of it if was scheduled in advance or occurs as a result of a call in. If an employee calls in and wishes to use FMLA, they must tell their supervisor that they are using FMLA when they call in. Otherwise, a call in will be documented as an unscheduled absence. If you have questions about FMLA, please contact Ellen Brown in Human Resources at 315-470-6613 or [ebrown@esf.edu](mailto:ebrown@esf.edu).

It is very important to maintain a good attendance record. Reliable attendance may also be a factor in appointment (probation completion) and/or promotion decisions. **Unscheduled absences** are of particular concern to the Department and are monitored. Any absence that occurs with less than 24 hours advance notice from the start of an employee's shift is deemed unscheduled (ex: sick, inclement weather, transportation problems etc.). Full or partial day call

ins can be deemed unscheduled. (Ex: Full day - call in before work resulting in entire day being taken off or Partial day - leaving work early for illness). Employees must use sick or emergency personal leave if they call in with less than 24 hours' notice. Regardless of what accrual type is used, their absence will be deemed unscheduled. If an employee has exhausted their sick leave accruals and calls in to work with less than 24 hours' notice, they are able to use vacation or personal accruals in lieu of sick leave. However, in this instance, vacation and/or personal accrual use will be marked as an unscheduled absence.

The Facilities Department has set standards that define acceptable time and attendance. If an employee surpasses three (3) unscheduled absences within a three (3) month period or nine (9) unscheduled absences within a 12-month period, they have exceeded the Departments standards. Employees will be notified when they are in danger of exceeding these standards. If improvements are not made, employees may be counselled and/or be subject to progressive discipline.

Employees are required to notify their supervisor within 2 hours of the start of their shift if they are going to be absent from the worksite. Employees calling in should call and speak to their supervisor. They must leave a voicemail if their supervisor does not answer. Employees may also follow up with an email message to their supervisor (copy your supervisor's supervisor too). Speaking with a co-worker is not sufficient. You must communicate with your supervisor or someone in your supervisor's chain of command. Unless an employee is incapacitated, they must personally contact a supervisor in their chain of command. It is not acceptable for a spouse or family member to make these calls. This communicative process must also be followed if an employee wishes to leave work early.

An employee's failure to appear for a scheduled work assignment or to notify a supervisor/designee of their inability to work (no call/no show, late calling within the established time frame, calling in for previously denied time off) constitutes an unauthorized absence. This type of absence may result in leave without pay and/or administrative action.

Indications of excessive or inappropriate use of sick leave that may cause a closer look to be taken at an individual's time and attendance record include:

- Frequent use of sick leave accruals, consistently low accrual balance, and/or usage of sick leave accruals as they are earned;
- Usage of sick leave to extend weekends, excessive absenteeism on Mondays and Fridays;
- Usage of sick leave to extend Holidays, absenteeism on the day before or after a Holiday;
- Usage of sick leave on days previously request and denied as vacation;
- Failure to produce requested medical documentation;
- Three (3) instances of unscheduled sick leave in a three (3) month period, or nine (9) instances of unscheduled sick leave in a 12-month period (as described in the preceding paragraph).

An employee who uses accruals as they are earned or misuses their leave credits may be subject to counseling, sick leave monitoring and/or other administrative action. **Sick leave monitoring** triggers frequent assessments of employee's time and attendance record and may result in the requirement of a health care provider's certification of the need for absence. Employees on sick leave monitoring may be required to submit to a fitness for duty medical



exam from the NYS Employee Health Service.

Facilities Department supervisory staff will attempt to correct inappropriate use of sick time via informal discussions whenever possible. However, if issues persist, supervisors will follow Departmental procedures and consult with Human Resources for further direction on appropriate next steps, such as counseling, sick leave monitoring and/or other administrative action.

Accurate time and attendance records are essential in monitoring the use of paid leave. Regular review of accrual usage is the first step in addressing excessive or inappropriate sick leave use. This allows for interventions and corrective action when needed. Employees on Probation will receive frequent (at least every other month) assessments of their time and attendance record. All other employees will receive written assessments of their time and attendance record during their yearly evaluation period and as needed throughout the year.

Sick leave accruals are a valuable asset! Employees are encouraged to save their sick days. They protect employees from economic losses during illness. Upon retirement, unused sick leave can be converted to help pay for the cost of your health insurance. It is to your advantage to accumulate sick leave accruals as insurance for the future!

### *Vacation*

During the Spring, employees complete a form to indicate their first and second choice vacation preferences for the months of June, July and August. Employees should pay attention to the due date listed on that form. Forms returned by the due date will be considered based upon seniority and the operating needs of the College. Forms returned after the deadline will be considered on a first come first serve basis. Vacation requests will be approved or disapproved in mid-May.

Vacation requests must be submitted electronically, in the manner explained on Page 15 of this handbook. Vacation requests may be denied for operational needs, but Facilities Department supervisors should seek to approve vacation requests (submitted with appropriate advance notice) whenever possible. Vacation leave can never be used if an employee calls in with less than 24 hours' notice from the start of their shift (sick or personal leave must be used). Vacation leave must be scheduled and **approved** prior to being taken. Employees that must leave work early (without prior notice) will be marked with an unscheduled absence, regardless of the accrual type used or the amount of time taken.

### *Personal*

Personal leave is intended to provide employees with time off without loss of pay for personal business. Classified employees are credited with 5 days of personal leave each year on their anniversary. This leave type is not cumulative; therefore, the balance of personal leave that remains at the close of business on the business day immediately preceding the employee's anniversary day will expire. Personal leave is separated into two categories: emergency leave and non-emergency leave. Emergency leave may be used in the event of an unexpected personal emergency which requires absence from work for all or part of a shift without the opportunity for prior approval. Employees should follow the procedure for unscheduled absences. Non-emergency leave may be used in the event of a planned absence for personal business. The

employee should follow the procedure outlined above for scheduled leave requests.

Employees that must leave work early (without prior notice) will be marked with an unscheduled absence, regardless of the accrual type used or the amount of time taken.

### *Holiday (including floating)*

Holiday accruals are earned by employees when State holidays fall on weekends or pass days and the State does not elect to observe them on another day. They are also earned when an employee works on a holiday and has elected to receive a day off in lieu of holiday pay. This election generally takes place during the month of May, upon notification from the Human Resources Office. Holiday accruals are generally governed by the same rules that apply to vacation accruals. They are carried for one year from the date earned and are lost if not taken within that time. Holiday accruals are not available for use until the beginning of business on the day after the holiday on which they are earned. The campus community is notified of holiday observance dates in an annual Administrative Bulletin. When the College is open and classes are in session on regular holidays, the Facilities Department requires a minimum staffing level to maintain operations. Seniority is used for the purposes of maintaining minimum staffing.

Regular holiday accruals may be taken in ¼ hour increments and floating Holiday accruals may be used in full shift increments. Washington's Birthday, Juneteenth, Columbus Day (Indigenous People's Day) and Veteran's Day are regular holidays. Lincoln's Birthday and Election Day are designated as floating holidays. They are no longer observed as holidays and are to be treated as regular work days. However, employees will accrue a day of leave for each. Employees are not entitled to NYS Voting Leave Rights (2 hours of paid time off to vote), as they do have sufficient time to vote (employees have four consecutive hours to vote either from the opening of the polls to the beginning of their work shift, or have four consecutive hours between the end of a working shift and the closing of the polls).

### *Military*

Requests for military leave should be submitted to supervisors as soon as the leaves dates are known. Requested leave should be submitted to your supervisor prior to scheduled leave.

### Submitting a Time Off Request:

The Time Off Request function allows employees to request time off from their supervisor. To complete a Time Off Request

- Select "Request Time Off" from the menu bar located at the top of the screen, below your name.
- Double click on the day you wish to request and/or update on the calendar.

**SUNY SECURE** The State University of New York | Time & Attendance

Home

Thursday, December 11, 2014 • 7:48:00 AM

Employee: Time Record | History | Request Time Off | Home | Supervisor/Approver: Work Roster | Facilitator: Search | Work Roster | Campus Rules

**Time and Attendance Record for**  
Jane Smith (12345)

Employee Info | Time Record | History | Request Time Off | Work Schedule | Adjust Balances | Manage Holidays | Setup Designee

Campus: 28650 Department: 853010: System Administration Human Resources Supervisor: John Doe

**Time Off Request**

**Entitlement Balances**

Name	Vacation	Sick*	Family Sick Used	Voluntary Reduction	Personal	Comp Time	Over 40	Floater	Holiday Regular	40+ (2)
Current	100	150	0	0	0	0	0	0	0	0
Post-Request* (on 12/22/14)	111.50	157.50	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0

\* - Estimated Post-Request Balances are based on the current accrual and employment information and may not reflect the actual balance on that date. These amounts are for planning purposes only.

**Existing Time Off Requests** Double-click a day to add or update a Leave Request

December 2014 << Year < Month Today Month > Year >>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 7.5 - Vacation Leave (P)	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25 Christmas Day	26	27
28	29	30	31			

- S - Saved Time Off Request
- P - Pending Time Off Request
- A - Approved Time Off Request

**Previously Submitted Leave Requests**

Status	Requested Leave Dates	# of Hours	Type	Scheduled?		Reason	Date Submitted	Date Approved	Submit	Actions		
				Yes	No					Withdrawn	Approve	Deny
Pending	12/02/2014	7.5	Vacation Leave				12/10/2014			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pending	11/07/2014	7.5	Vacation Leave				12/10/2014			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pending	10/30/2014	7.5	Vacation Leave				12/09/2014			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Submit Actions Reset

A separate pop up box will open to enter a single day time off request. The from date will be automatically populated from the date that was selected on the calendar.

Enter the appropriate number of hours (increments of quarter hours) in the accrual category you wish to charge.

To submit multi day requests, click on the “Show Multi-Day” button on the upper right-hand corner of the pop-up box (see figure on top of Page 4). The “From Date” field will be populated with the date you selected from the calendar. A “To Date” field will now be available. Enter your requested date range. Enter number of consecutive days and select the accrual/leave type from the drop down.

For Non-Chargeable time, enter appropriate number of days (increments of .25 hours) and select the non-chargeable type from the drop-down selection.

Time Off Request	
<b>Notes:</b>	
<ul style="list-style-type: none"> <li>Please enter comments if charging less than a full day."</li> </ul>	
As submitted at 9:46:32 AM	
<b>Single Day Leave (using quarter units)</b>	
<a href="#">Show Multi-Day</a>	
From Date:	03/18/2015
Vacation:	<input type="text" value="0"/>
Sick:	<input type="text" value="0"/>
Family Sick:	<input type="text" value="0"/>
Holiday:	<input type="text" value="0"/>
Floater:	<input type="text" value="0"/>
Voluntary Work Reduction:	<input type="text" value="0"/>
Deficit Reduction:	<input type="text" value="0"/>
Lost Time:	<input type="text" value="0"/>
Military Leave:	<input type="text" value="0"/>
Non-Chargeable:	<input type="text" value="0"/>
Non-Chargeable Type:	Administrative Leave
Adjustment Reason:	Select ...
Comments (g) :	<input type="text"/>

(Note: Pressing <Alt> and an underlined character will focus the cursor on the associated form field.)

[Save](#) | [Save And Submit](#) | [Cancel](#)

Click on “Save” if you wish to save your request and do not wish to submit it to your supervisor at this time. Or click “Save and Submit”, to submit your request to your supervisor for action (approve or deny).

The day/s requested will now appear on your time off request calendar and will be listed below, under Previously Submitted Leave Requests.

If you saved your request and would now like to submit or withdraw it, click on the circular button next to the appropriate time off request. Then click “Submit Actions”

Previously Submitted Leave Requests										
Status	Requested Leave Dates	# of Hours	Type	Scheduled?		Reason	Date Submitted	Date Approved	Submit	Actions
				Yes	No					
Saved	12/26/2014	7.5	Vacation Leave						<input type="radio"/>	<input type="radio"/>
Pending	12/12/2014	7.5	Vacation Leave				12/11/2014			<input type="radio"/>
Approved	11/28/2014	7.5	Vacation Leave				12/11/2014	12/11/2014		<input type="radio"/>

[Submit Actions](#) [Reset](#)

Saved – time off request has been saved, not yet submitted to supervisor.

Pending – submitted to supervisor pending approval.

Approved – time off request has been approved by the supervisor.

#### Important Notes:

You must submit a Time Off Request if you wish to take time. Pending time off requests will automatically appear on the appropriate time record. If you need to change a time off request and it has not been approved by your supervisor, you can go back into your Time Off Request calendar to make changes. Employees are able to submit a timesheet that has pending time off requests.

## Summer Hours and Liberal Leave

The College may observe “summer hours” between mid-May and mid-August each year. This is a voluntary compressed work week schedule, where members of the College community can opt to work an extra hour Monday-Thursday in order to work a half day Friday. The College Leadership releases the summer hour schedule early each calendar year. The current summer hours schedule is included in the Appendix.

The State designates Liberal Leave dates each calendar year. These dates indicate that office coverage is not required unless deemed necessary by the President or appropriate Vice President. Employees are encouraged to take Liberal Leave days off, but must charge appropriate accruals to do so. Supervisors are encouraged to approve these leave requests. Employees who plan to work on these days must notify their supervisor, who will then in turn send a list of employees working to UPD. The heat and air conditioning are cut back on Liberal Leave dates to achieve energy savings. Liberal Leave dates typically take place the days preceding and/or following Thanksgiving and Christmas. Liberal Leave dates for this calendar year are included in the Appendix.

Summer hours and Liberal Leave dates are both subject to change and/or may not be observed each year. College leadership decides to renew these practices on a year by year basis. Summer hours and Liberal Leave are not considered past practice and are not guaranteed to continue into the future.

## Essential Employees

Employee’s designated as essential will vary based on the weather incident and/or interruption to building services.

- Snow/Ice Event – Grounds Division staff would be considered essential, along with garage staff for snow equipment failures.
- Flood – Custodial and select trades’ staff would be considered essential.
- Wind Storm – May include grounds staff for downed trees, and/or custodial staff for water penetrations into buildings.

Essential employee designations are fluid and are dependent upon operational needs. An employee may be deemed essential for one circumstance (ex: cleaning and disinfection during a pandemic) but may not be deemed essential for a separate, distinct circumstance (ex: snow removal).

The Appendix section contains the Office Coverage and Weather Events Procedures Policy.

## Seniority

For CSEA Operational Services Unit employees, seniority is used to determine:

- Vacation scheduling, overtime scheduling, work location, shift and pass days are determined by (length of service at ESF).

- Some job vacancies/promotions (length of service within bargaining unit)

### Minimum Staffing

Minimum staffing is required when classes are in session on Holidays and/or weekends and for some special events. Staffing levels may vary based upon operational needs. Whenever possible, volunteer signup sheets will be used to achieve optimal staffing and will be hung with as much advance notice as possible. If necessary, shifts will be assigned in reverse seniority order based upon operational needs per Article 27 Distribution of Overtime.

### Mandatory Overtime

The College has historically designated the following items as mandatory overtime:

- Annual College events determined each academic year by Facilities Administration
  - Parents/alumni weekend/Fall BBQ
  - Admissions open houses (Fall and Spring)
  - Commencement
- Special events (Ex: President inauguration)
- Snow removal
- Asbestos team
- Scheduled overtime communicated as “mandatory” by Supervisor
- Emergencies as communicated by Supervisor

For the purposes of earning and payment of overtime compensation, an absence charged to sick leave accruals during a work week shall be treated as follows:

- When mandatory overtime is worked, a scheduled absence charged to sick leave accruals is time worked;
- When mandatory overtime is worked, an unscheduled absence charged to sick leave accruals is overtime worked;
- When voluntary overtime is worked, a scheduled absence charged to sick leave accruals is time worked;
- When voluntary overtime is worked, an unscheduled absence charged to sick leave accruals is not time worked with respect to all hours of voluntary overtime worked up to the amount of absence charged to sick leave accruals in that work week.

### Emergency Overtime

Every Fall, operations staff will be sent a memo asking them if they would like to participate in the voluntary emergency roster for snow removal and other emergencies. The roster is updated annually in the Fall.

During an emergency, the person designated as on call will receive a call. Attempts will be made to first call staff that typically performs that specific duty or tasks. If staff who typically do the work do not respond to the call, staff who have the skill to perform the work will be called next. If these staff members do not respond to the call, the least senior staff person who normally does the work will be mandated to report to work for overtime.

## Standby On-Call Roster

Standby On-Call Rosters can be developed to ensure provide coverage during extended periods of time where assistance is known to be needed (ex: snow season). An employee will receive formal notice from HR when they are placed on a Standby-On Call Roster. The notice will detail the duration of time that an employee remains on call (ex: a series of weekends over a period of months). Employees that are on call will be paid an amount equal to 25% of their daily rate of compensation. If an employee that is on call is actually called into work, they will receive the appropriate overtime compensation. Holidays are included in the on-call program.

## Administrative

### Probation

New State employees are placed on Probation for their first year of employment at the College. This period enables both the College and employee to assess mutual benefit and fit. Employees that are on Probation will receive frequent (typically every other month) written Probation Reports from their supervisor. These reports will outline aspects of the job that are going well and will offer suggestions for improvement. Items discussed in a Probation Report will not be a surprise to an employee, as issues will be addressed and corrected soon after they occur. The Probation Report will serve to reinforce these conversations and will also alert employees if they are close to violating the Department's time and attendance thresholds.

If an employee does not correct areas of improvement that are outlined in Probation Reports, they may fail Probation and will no longer be employed by the College. If an employee is absent for an extended period of time, it is possible that their Probation will be extended by the same amount of time.

### Performance Programs

Every employee will be given a Performance Program within the first week of their employment with the College. This Program details job expectations and serves as a roadmap for expected duties. Employees are encouraged to ask questions about their Program and are invited to request additions/alterations, as needed.

### Performance Evaluations

Once an employee successfully completes Probation, they will begin receiving yearly assessments of their performance. Performance Evaluations are guided by Performance Programs. Employees will receive written assessments of how well they are performing tasks included within the Program. Suggestions for improvement will be made and areas of good performance will be noted. This Evaluation will also detail the employee's time and attendance record for the year.

### Counseling and Disciplinary Action

Once an employee has successfully completed Probation, violations of College or Departmental procedure will result in counseling and/or disciplinary action. Attempts will be made to resolve performance issues without involving a formal Human Resources process, however repeated or

severe breaches of procedure will result in formal action being taken.

## Work Orders

### Work Orders

The campus community submits Work Orders to request help from the Facilities Department for a variety of tasks, such as putting together furniture, moving furniture, pest control, light bulb replacement or deep cleaning. There may be instances where you have to submit a Work Order and your supervisor will direct you when and how to do so. The Appendix outlines the Work Order process and shows a sample Work Order.

## Use of Property, Vehicles and Equipment

### Prohibition of Personal Use of State Property

State property can never be used for non-governmental purposes. This includes vehicles, tools and equipment, as well as any other form of State property. See the Appendix for the full Policy.

### Gem Car Guidelines

Gem cars are licensed and insured, like all other College owned vehicles. They can legally be operated on public roads, with a speed limit posting of 35 mph or less. Gem vehicle users must follow all laws and rules for operating other motor vehicles.

Gem cars, for the most part, are silent. People do not hear you approaching. Be extra aware of pedestrian activity near you and be on the lookout for people stepping into your path.

Gem cars can be parked in regular parking spaces, if available. For short stops, they can be parked in out-of-the-way places, but should not block sidewalks or be parked in a location that would hamper exiting from one of the buildings. Remove keys when parking the vehicle. Parking brake must be applied. A beeping sound will remind you.

The gem cars are for work related uses only, such as moving parts, equipment and employees to different work locations. They are not a toy and are not to be used inappropriately, such as gem car races in the parking lot.

Users of gem cars outfitted with a stake-rack must be aware that the box limit is 100 pounds. The box should not be used to transport people.

When fully charged, a Gem car's digital display will read 100%. When it gets down to 40% you will see that you are losing power. If the display drops below 30% the battery pack should be put on recharge as soon as possible.

An illuminated wrench icon means that there is an error code. The codes are as follows: 1) parking brake is not fully released, 2) battery voltage is too low – charge vehicle for 8-10 hours, 3) you have put your foot on the pedal but have not selected a direction of travel (forward-reverse), and 4) high voltage on battery pack – turn headlights on for 30 seconds and then turn key.



Please contact the garage if you see other trouble indicators.

There is a master disconnect switch under the passenger seat. This should be turned off when performing maintenance work on the car. It should also be turned off when the vehicle will not be used for a period of two weeks or longer. The switch must be in the “on” position when charging the vehicle.

When the battery nears 40%, gem cars should be charged overnight so that they will be available for the next day.

There is a toggle switch that allows the vehicles to operate for turf or road use.

The toggle switch for forward and reverse should only be switched when the vehicle is standing still.

If the key is turned on and there is no activity for thirty seconds, the car will go to standby mode. You will hear an audible click. When you resume motion, the relay will close with another click.

## Training

The Facilities Department encourages its staff to take advantage of training opportunities and to suggest programs that they are interested in bringing to campus or making available online. NYS and CSEA offer an education and training partnership that provides a multitude of free online and in person training opportunities to CSEA union members. Visit [nyscseapartnership.org](https://nyscseapartnership.org) for more information.

## Key Initiatives

### Green Cleaning

The College has adopted a Green Cleaning Policy (see Appendix) to ensure a healthy built environment.

### Sustainable Materials Management and Path to Zero Waste

The College has set an aggressive goal of achieving 90% diversion from landfill and incineration by 2025. This means that 90% (by weight) of the materials that come to campus should be recycled or composted. Better yet, the College hopes to reduce the weight of its trash by 90% by 2025 (compared to a 2019 baseline). This places a priority on stopping waste at the source, by reducing the amount of single use, disposable items that come to campus. This program challenges members of the campus community to rethink the concept of waste and to instead see the materials that we use on campus as valuable. It challenges each person on campus to be deliberate about what they bring to, purchase for and dispose of on campus.

The operations staff are critical to this initiative, as they manage our campus trash, recycling and compost. Every floor of every building is equipped with matching trash, recycling and compost bins. These bins all contain educational signage. It is important that custodial and grounds staff understand what belongs in campus trash, recycling and compost bins. As of April 2020, the Syracuse campus has achieved a diversion rate of 48%. The Appendix section of this

Handbook contains flyers outlining what belongs in trash, recycling and compost bins throughout campus.

### Diversity, Equity and Inclusion

The College expects that all faculty, staff, students and alumni will create a welcoming and inclusive community for people of every background on campus. The Facilities Department echoes this expectation and asks that its employees come to campus with an open mind, which will enable them to challenge their own preconceived notions about that which may be unfamiliar to them. The Department seeks to elevate and give power to voices that are traditionally underrepresented in decision making on campus and to welcome diverse viewpoints, backgrounds and lived experiences into our community.

ESF has a robust Office of Inclusion, Diversity and Equity. Their website can be found by visiting [esf.edu/ide](http://esf.edu/ide). Employees, faculty and staff are able to report instances of bias, discrimination and/or hate on campus by submitting a form ([esf.edu/ide/bias.htm](http://esf.edu/ide/bias.htm)). Hard copies of this form are available in Moon Library, Admission Offices, Student Affairs and Human Resources. You may also call Rebecca Hoda-Kearse, Title IX Coordinator and Affirmative Action Offices, at 315-565-3012 or email her at [rahodake@esf.edu](mailto:rahodake@esf.edu). The Appendix contains workplace violence, mandatory reporting of child sexual abuse and workplace harassment policies. Employees should familiarize themselves with these policies and routinely monitor their email, as there are a number of related mandatory training programs each year.

## Key Contacts

### **Administration**

Gary Peden, Director of Facilities (ext. 4907 or 315-247-5441), [gspeden@esf.edu](mailto:gspeden@esf.edu)  
Brian Boothroyd, Assistant Director of Facilities (ext. 6814), [bdboothr@esf.edu](mailto:bdboothr@esf.edu)  
Rex Giardine, Assistant Director of Facilities (ext. 6731), [rgiardin@esf.edu](mailto:rgiardin@esf.edu)  
Sue Fassler, Sustainable Facilities Manager (ext. 6701 or 315-729-8635), [scfassle@esf.edu](mailto:scfassle@esf.edu)

### **Custodial**

Deb Faust, Supervising Janitor (ext. 4756), [dafaust@esf.edu](mailto:dafaust@esf.edu)

#### *Janitors, by building:*

Illick Hall: Paul Baumes  
Bray Hall: Kelly McConnell  
Walters Hall: Jeff Tafel  
Moon Library: Dan Christen  
Baker Lab: Al Clark  
Jahn Lab: Annette Bellucci  
Gateway Center: Michelle Scibilia  
Project Crew: Bob Gilmore, Mark Poupore and Rashad Love  
Marshall Hall: Vacant, undergoing construction

#### *FOA 1's, by building:*

Greg Bresett, Baker Lab and Physical Plant

Matt Pede, Baker Lab  
Marie McGuire, Jahn Lab

*Cleaners, by building:*

Brian Sherwood, Bray Hall  
Chanelle Lewis, Illick Hall  
Anthony Ragonese, Illick Hall  
John Barletta, Baker Lab

**Grounds**

Gerry Pinkley, Grounds Supervisor (ext. 6952), [gpinkley@esf.edu](mailto:gpinkley@esf.edu)  
Mike Vargason, FOA 2  
Shane Wehr, FOA 1  
Jeff Demperio, FOA 1  
Andy Saunders, FOA 1

**Garage**

Jason Chagnon, Maintenance Supervisor 1, Motor Equipment (ext. 6590), [jmchagno@esf.edu](mailto:jmchagno@esf.edu)  
Mike Faust, Service and Repair Mechanic, Motor Equipment, (ext. 6799), [mmfaust@esf.edu](mailto:mmfaust@esf.edu)

**Mailroom, Stockroom, Shipping & Receiving**

Linda Bacon, Sr. Clerical Specialist (ext. 6922), [lbacon@esf.edu](mailto:lbacon@esf.edu)  
Kyle Merriam, FOA 2 Mailroom (ext. 6940), [kmerrim@esf.edu](mailto:kmerrim@esf.edu)  
Henry Gaspe, FOA 2 Shipping & Receiving (ext. 6582), [hsgaspe@esf.edu](mailto:hsgaspe@esf.edu)  
Loteryer Mitchell, FOA 1 Mailroom and Shipping & Receiving, [lsmitche@esf.edu](mailto:lsmitche@esf.edu)

**Trades**

Andy Marshall, Trades Supervisor (ext. 6584), [amarsh@esf.edu](mailto:amarsh@esf.edu)  
Andy Criss, Maintenance Assistant, Painter  
Bill Frawley, Trades Generalist  
Bob Kelly, Trades Specialist, Machinist

**Appendix**

Campus Map

Tobacco and Smoke Free Campus

Alcohol and Other Drug Use Policy

Injury & Illness Response and Reporting Procedure

Office Coverage and Weather Events Procedure

Summer Hours Administrative Update

Liberal Leave Administrative Update

Work Order Process and Sample

Prohibition Against Personal Use of State Property

Green Cleaning Policy

Trash, Recycling and Compost Educational Flyers

Mandatory Reporting and Prevention of Child Sexual Abuse

Domestic Violence and the Workplace Policy

Sexual Harassment, Assault, and Violence Prevention Policy