

WORK RULES AND REGULATIONS

FOR MAINTENANCE-SERVICE EMPLOYEES

Employees are subject to discipline for just cause. Among the reasons for discipline are the following listed reasons.

The following rules and regulations are for the maintenance of equitable discipline, order, and efficiency in operations and services. For violation of these rules, employees shall be subject to discipline ranging from a warning up to discharge, depending on the seriousness of the violation and the person's work record.

1. Poor work performance, inefficiency, incompetence, or negligence in the performance of duties will not be tolerated.
2. Employees are expected to be at work on time, fulfill their obligation of employment and maintain reasonable attendance. Employees will adhere to the established starting and quitting time for their shift. Do not leave your regularly assigned work location without notification to your supervisor. Except in cases of emergency, you must notify your supervisor as soon as possible, but no later than the start of your shift, when you will be absent or tardy.

For any absence, other than those requested in advance, the supervisor must be telephoned prior to the start of the shift at 331-3258 or other numbers provided by the supervisor. If the supervisor is unavailable, leave a message where you may be contacted. Leave may be used only for the purpose outlined in the agreement. Any anticipated absence requires prior approval of the supervisor on a Request for Time Off form.

3. All employees are required to scan their staff ID cards, not a facsimile of their cards, in/out with the UltraTime card reader. Failure to scan in or out will result in disciplinary action. Employees will scan out and in when leaving campus on non-University related matters, including lunch periods. No person will scan an id card, or facsimile of an id card other than his/her own.
4. Rest breaks will be limited to 15 minutes, including the time to get to and from the area of the rest break. For employees assigned to work in a building, breaks must be taken within the building in which they are working. For employees assigned to work outside, breaks are to be taken in the nearest building in the area they are working. Take your rest period at a time and in a manner which does not interfere with efficiency of the department.
5. Lunch Breaks will be limited to 30 minutes, including the time it takes to get to and from the area of break.
6. Insubordination or refusal to comply with the University's instructions will not be tolerated, unless such instructions would require the employee to perform work which is "unduly hazardous" as defined by Section 3.3 of the contract.
7. Commission of any illegal act shall be a violation of these rules. Immoral or indecent conduct on University property or while working shall not be tolerated.
8. Do not falsify personnel records, Ultra Time records, request for time off forms, or any other University record/form.

9. Theft, misappropriation, destruction or defacing of any University property or property of another will not be tolerated.
10. Deliberate or careless conduct endangering the safety of self or others, including the provocation or instigation of a fight during working hours or on University property, will not be tolerated.
11. Employees are required to use care in their work to minimize the safety hazards to themselves and others. No employee may operate equipment without the proper guards, rests, and safety equipment installed and in proper use. Employees must use all designed safety equipment and procedures in performing their work including: safety shoes, safety glasses or goggles, and hard hats.
12. Employees must report all accidents and resulting injuries which occur while at work to their supervisor or the duty officer for off-shift employees within 24 hours of the occurrence. An injury report form shall be completed at the time of the injury or illness, or as soon as possible, and must be signed by the supervisor. Failure to file a report within the time period may jeopardize workers' compensation coverage.
13. Possession and/or consumption or use of a use of alcoholic beverages or other controlled substances which may impair performance is not permitted on the property of the University or during working hours, except as authorized by the University at University functions. No employee will report to work under the influence of alcohol or other substance which impairs performance. Prescription medication which impairs balance, alertness, or in any way interferes with one's performance should be reported to the supervisor. The supervisor may choose to reassign the employee while on such medication.
14. Do not loiter, loaf, or sleep during assigned working hours. All job assignments are to be carried out promptly and without unnecessary, unrelated activity. Do not restrict output by yourself or by delaying other workers.
15. Do not waste University supplies or other materials.
16. No property of the University (tools, equipment, supplies, buildings, etc.) may be used for personal reasons, either on or off campus, at any time. Any damage to vehicles, equipment, or property shall be reported to the employee's supervisor immediately. Vehicle accidents require a police accident report and the employee involved will immediately notify campus security.
17. Lost keys / key cards must be reported to the supervisor immediately. Keys / key cards will be used only to enter rooms or areas of assigned work. Employees who are terminating employment must turn into the supervisor all property of the University (keys, uniforms, etc.) before final pay check is issued.
18. University and personal vehicles on campus will be operated and parked in accordance with current Grand Valley State University Traffic and Parking Ordinance. Personal vehicles are not allowed in buildings. Valid Michigan driver's (or chauffeur's if applicable) license is required to operate University owned vehicles. Employees are personally responsible for any citations issued while vehicles are assigned to them. Employees are required to use seatbelts when using University vehicles.

19. The GVSU Smoking Policy prohibits smoking in any University vehicle, or within 25 feet of any building on campus.
20. Employees are responsible for their own personal possessions. Property of other persons (e.g. radios, tape recorders, record players, coffee pots, books, magazines, etc.) or of the University which is not required for the performance of assigned work will not be used by the employees. Offices, desks, phones, or computers of other people/departments will not be used for any purpose. The use of office phones for personal reasons is not permitted, except in the case of an emergency. During breaks, public telephones may be used.
21. Each employee is responsible for the general order and cleanliness of his/her work area, including equipment and assigned vehicles.
22. Employees are expected to maintain their personal and financial affairs so as to not involve the University in them. Wage assignments will result in disciplinary action.
23. Employees must wear uniforms during working hours as the outer garment, except when weather conditions require additional clothing, such as outdoor work duties etc. Nothing shall be removed or added to the uniforms, nor shall they be altered or modified without the prior approval of the supervisor.

Facilities Services staff who consistently work in unair-conditioned areas may wear shorts under the following conditions:

1. There is no overriding safety reason for prohibiting their use.
2. The shorts must be khaki or navy blue and solid in color. Cotton or cotton poly blend, appropriate uniform style. Dark blue denim is not acceptable.
3. Cut-offs are not acceptable. Shorts must be hemmed.
4. Shorts may not be shorter than just above the upper edge of the knee-cap. The shorts should also not fall below the knee-cap.
5. Those wearing shorts must have a pair of long pants in case they are assigned work that would require long pants for safety reasons.

Please remember we are often the first people that visitors to the campus see and it is important that we project a professional, as well as comfortable, image. Shirts must be worn at all times! If you work consistently in air-conditioned space, you are expected to wear long pants.

24. Employees will present and maintain a cooperative attitude and behavior towards co-workers, faculty, staff, students, and visitors. We will act with integrity, communicate respectfully, and accept responsibility for our words and actions.
25. Do not solicit or promote subscriptions, pledges, memberships or other support for any drives, campaigns, causes or organization on University premises during working hours, except those authorized by the University. The distribution or circulation of leaflets, pamphlets, circulars, cards, or other literature is not permitted during your working hours, or in work areas while others are at work. Do not sell or offer for sale any article or service without written permission from the University.
26. Do not sexually harass students, employees, supervisors, or anyone else. Sexual harassment is a federal offense.
27. Do not threaten, or coerce students, employees, supervisors, or anyone else.

28. Do not participate in gambling or any other game of chance/luck on the University premises.
29. Do not have any gun or weapon in your possession on University premises.
30. Do not post unauthorized materials on walls or bulletin boards; or deface or remove any authorized material from bulletin boards.
31. Do not admit unauthorized person or persons into any locked or restricted buildings or area of campus. During their non-working hours, employees will not be permitted in campus areas, including the Central Utilities Building, which are not generally open to the public at that time, without the permission of the supervisor of that area at that time.
32. Employees shall give written notice to Human Resources and their supervisor of any changes in their home address or telephone number.
33. Misuse of University time for which the employee is being paid will not be tolerated.
34. Any other offense of equal magnitude to the above.