Western Michigan University Auxiliary Enterprises’ Employee Handbook
Welcome to Our Team
We would like to warmly welcome you to Western Michigan University Auxiliary Enterprises. It is our goal to have you become a successful team member — you are a key part of making Auxiliary Enterprises a success. This handbook has been created to familiarize you with Auxiliary Enterprises work rules and policies.

University Mission Statement
Western Michigan University is a student-centered research university, building intellectual inquiry, investigation, and discovery into all undergraduate, graduate and professional programs. The university provides leadership in teaching, research, learning, and public service. Nationally recognized and internationally engaged, the university:

- Forges a responsive and ethical academic community
- Develops foundations for achievement in pluralistic societies
- Incorporates participation from diverse individuals in decision-making
- Contributes to technological and economic development
- Engenders an awareness and appreciation of the arts

Three Pillars of the University
- Learner centered
- Discovery driven
- Globally engaged

Business and Finance Mission Statement
The mission of the Office of Business and Finance is to provide leadership and stewardship over WMU’s fiscal, physical, and human capital so that all members of the University community can accomplish their learning, teaching, research and public service goals in safe, healthy, sustainable and attractive settings at reasonable costs.

Auxiliary Enterprises Vision and Mission Statement
Vision — Auxiliary enterprises is the resource of choice providing services and venues that positively impact life of our students and University’s global community by continuously adapting within a changing environment and improving University resources to advance its mission.

Mission — As WMU’s self-supporting business units, auxiliary enterprises enriches the professional and personal lives of our university, local, and global communities by providing cost-effective, innovative, creative services and venues which enhance learning, health, recreation, and sustainability.

University Goals
Western Michigan University’s mission is characterized by its pursuit of the following institutional goals:

- To foster a safe, civil, and healthy university community
• To provide access to academic programs at reasonable cost and in multiple settings
• To strengthen interdisciplinary collaboration and international programs
• To increase diversity within the student body, faculty, and staff through institutional practices and programs
• To recognize excellence in the teaching, research, earning, creative work, scholarship, and service contributions of students, faculty, and staff
• To conduct ongoing assessment activities and engage in continuous improvement initiatives within the university
• To establish lifelong relationships between alumni and the university
• To advance responsible environmental stewardship
• To support community and regional partnerships that elevate civic, cultural, social, and economic life

What is Auxiliary Enterprises?

Major universities, like WMU, provide more to students than academic programs. In fact, tuition dollars are only part of the monies received by WMU to keep the university running. The university also receives monies from the State of Michigan and by providing services, which support the academic mission of WMU.

Most of these revenue-generating segments of the university are part of the business and finance division of WMU. The majority of these business segments are grouped and directed by the auxiliary enterprises (AE) office. These businesses receive no monetary support from the state or special fees that students pay. Each time you purchase a good or service from one of these departments, you receive a high-quality product at a competitive price, while helping WMU grow and replenish the resources necessary to continue the excellent collegiate programming found at Western Michigan University.

Auxiliary Enterprises Main Office

The auxiliary enterprises main office is made up of three different areas: computer support, marketing and services and customer relations.

Auxiliary Enterprises Administration Team!

Vice President of Business & Finance .......................................................... Jan Van Der Kley
Assistant VP of Business & Finance ............................................................... Patti Van Walbeck
Director of Auxiliary Enterprises ................................................................. Baiba Stepe
Associate Director of Auxiliary Enterprises ............................................... Rob Pennock
Manager of Computer Support ................................................................. Jacob Lonc
Director of Marketing and Creative Development ..................................... Lisa Knutson
Manager of Services and Customer Relations .......................................... Stacy Lindner-Travis

Departments

WMU Bookstore .......................................................................................... Follett Inc.
Bronco Transit ............................................................................................. Indian Trails
Fetzer Center ............................................................................................... Connie Peruchietti
Eligibility for Employment

Students
To be eligible for employment in auxiliary enterprises, you must meet the following criteria:

- Currently enrolled as an undergraduate student at WMU, taking at least six credit hours for the fall or spring semester, or at least one credit hour for the summer I or summer II sessions.
- A graduate student currently enrolled at WMU, taking at least one credit hour per semester/session.
- Have a social security number/card. International students should note that the 900 number issued at enrollment is not acceptable for employment.
- Be a citizen of the US or an international student on an educational Visa (F-1 D/S) enrolled at WMU.
- In special circumstances a temporary application status can be given with the approved by the director of auxiliary enterprises

Probation Periods
All student employees are subject to a 30-day probationary period. Students will be evaluated at the end of the 30-day period and continuation of employment will be determined at that time.

Hourly, Contracted, Salaried and Temporary Employees
Hourly, contracted, salaried and temporary employees will follow the contracted agreement set up with the human resource (hr) at the time of their employment. For more information visit wmmich.edu/hr.

Substance Abuse
Showing up for work under the influence of drugs or alcohol is grounds for immediate dismissal.

Employment Forms
Employee Withholding Allowance Certificate; W-4 Form
This form is for income tax purposes. It asks for information on citizenship, marital status, allowances you are claiming, and exemptions. W2 are found online at GoWMU.wmich.edu under the Self Service tab.

Employment Eligibility Verification; I-9 Form
This form verifies your citizenship and eligibility for work as required by Federal law. You will need to show your

1. Social security card and
2. A valid driver’s license or birth certificate when completing this form.
If you are an international student,

1. You must have your passport with your entry Visa attached to it.
2. The Visa must state your name, entry number, status, and expiration date.

Confidentiality and Non-disclosure Agreement

As an employee of Western Michigan University’s Auxiliary Enterprises, you may be asked to work on or be privy to confidential materials including but not limited to sensitive University data, new product development and roll-outs, marketing materials and plans, departmental business and other information disclosed or submitted orally, in writing or by any other media. Therefore we may ask that all employees sign a confidentiality agreement, which states that you understand that all work is the intellectual property of the University and that supporting material such as data and files etc. are for the sole purposes of daily business. You also agree to not disclose, publish or otherwise reveal any intellectual or confidential information to any third party whatsoever except with specific prior written authorization by your supervisor. Breach of this agreement may lead to disciplinary action, termination of employment, and possible legal action.

Uniform and Personal Appearance

Many of AE’s visitors are high-level university administrators and business partners. A certain level of professionalism and business etiquette is expected from our professional and student staff. The Auxiliary enterprises office therefore adheres to a business casual dress code. If you hold a high profile position or are attending a meeting you are to adhere to a professional dress code.

Business and Finance Professional Dress Code

Jan Van Der Kley (3/29/2011)

Non-bargaining hourly and salaried staff members are expected to wear clothing that reflects a positive, professional business orientation. Employees must exert a certain amount of judgment in their choice of clothing to wear to work. Consideration should be given to particular situations such as meetings and whom they are with, locations, certain events and visitors to campus as well as weather conditions. This policy does not cover all contingencies, however, it defines what is considered unacceptable for professional dress. Staff members will be in compliance, if they do wear items deemed unacceptable. All questions should be referred to unit managers and directors.

Unacceptable Dress for Professional Dress Code:
(The following lists are provided as guidelines as to what is acceptable or not acceptable attire. However, unacceptable attire is not limited to the examples provided.)

- Pants—jeans, sweatpants, shorts, exercise pants, overalls, spandex, or other form-fitting pants.
- Skirts and dresses—short/tight skirts, mini-skirts, skorts, beach dress, spaghetti strap dresses.
- Shirts, tops, blouses, Jackets: Tank tops, midriff tops, any item with potentially offensive terms, words, logos (non-WMU), cartoons, pictures or slogans, halter tops (anything with bear shoulders), open backs and t-shirts.
- Shoes and footwear: thongs, flip-flops, slippers and athletic shoes.
AE Business Casual Dress Code

Employees may be asked by their supervisor to return home to change on the employee’s own time if apparel is not acceptable. Many of the auxiliary enterprises department are exempt for the business casual dress code do to their business needs.

Shoes
Shoes must be worn at all times. Visibly worn or those with holes are not acceptable foot-ware.

Pants/Skirts
• Dockers or dress pants are acceptable.
• Items must be clean and in good condition — no frays or holes.
• Cut-offs, sweat pants and running pants and form fitting pants, are not acceptable.
• Female employees may wear a skirt must be at least finger tip length

Shirts/Dresses
• Shirts must be clean and in good condition.
• Dressy t-shirts are acceptable.
• Clothing with offensive sayings, beer or alcohol slogans or promoting other colleges or universities are not allowed.
• Pepsi is the university’s exclusive beverage supplier. Only Pepsi apparel is acceptable.
• Tops must have at least 1” straps on both sides of shoulders. (Bare shoulders are not acceptable.)

Hair
• Hair must be clean, dry and well groomed.
• Hats are not allowed in the office.
• Facial hair must be clean and neatly trimmed.

Hygiene and Work Habits
Good personal hygiene is conducive to a positive first impression and good working relationships. Keeping a neat, clean appearance is an important part of being an auxiliary enterprises employee. This includes bathing, brushing teeth, trimming hair and nails, and using deodorant.

Computer Usage
Auxiliary Enterprises employees are allowed to use office computers and equipment for work-related activities. Any abuse can result in loss of privilege and/or termination of position. Computer usage policies, directions and service requests can be found atwmich.edu/auxiliary/computer.

Saving Files
All data should be stored on the network. All network servers are backed up nightly.

H drive or Home Directory — accessed from My Computer is for individual personal use. Each user has
a home Directory that only they can see & use. S:\ drive or Share Drive _ accessed from My Computer is for Sharing resources. It is designed for departmental use.

(For MAC users the set up is a little different. See you supervisor for details.)

No music, picture (jpg, .gif, .bmp), movie (.mpg) or files that are not work related, should be saved on the server or on the pc hard drive. Music will be removed without prior notice. Please notify AE PC support if there are needs for work related music files.

Hardware and Applications
Unauthorized and/or unlicensed hardware and software found on computers will be deleted. Illegal software can generate large fines to the university, to the individuals who are authorized to use machine containing the illegal software and to the I.T. Department that manages the hardware and software.

Please note: Fines have been know to be from thousands to millions of dollars, depending on the severity of infractions and illegal software may also result in termination of employment with the university.

If you have software or hardware needs please talk with your supervisor. Demos and trial versions may be used until their expiration date. Please make computer support aware of any downloaded software on your computer.

Printers
The use of the office printers is for work-related output only. Homework and/or personal use is not allowed unless approved by your supervisor. A charge may be incurred.

User Names and Passwords
All employees will be assigned user names and passwords for their computer, email and specialty systems. Accounts should not be shared unless authorized by the department supervisor. Proper use of assigned systems are the responsibility of each person. Regular password changes are required and enforced.

Transmission and Receipt of Information
The transmission, receipt or distribution of obscene or indecent material is prohibited. If unsolicited files are received please forward to abuse@wmich.edu. All correspondence via the use of University equipment and or system is the property of the university.

WMU Office of Information Technology (OIT) Regulations & Policies
WMU OIT regulations and policies govern all AE computer usage. Please familiarize yourself with these regulations and policies wmich.edu/it/policies. The following:
Computing Resources Acceptable Use Policy

Purpose

Access to computing resources is a privilege, not a right, and is granted with restrictions and responsibilities for use. This policy sets forth the rules for using computing resources at Western Michigan University.

Scope

These rules apply to all users of University computing resources and all computing accounts on University computers.

Policy statements

- Sharing your Bronco NetID, or any other account is prohibited. You are responsible for all activity conducted with your Bronco NetID or any other account. Bronco NetID/account information must not be given to anyone else. Improper safeguarding of your password that results in unauthorized use of your Bronco NetID/account will not be tolerated.
- Use of computing resources must be in accordance with University policies, and codes of conduct. Files controlled by individual users are considered private. The ability to read, alter, or copy a file does not imply permission to do so. The University reserves the right to access and/or remove any files in violation of University policies. The ability to connect to or make use of other systems through the network does not imply the right to do so unless properly authorized by the owners of these systems. To do so without proper authorization will result in disciplinary action.
- People with security access privileges to confidential data and/or data management systems shall not use those privileges for anything other than fulfillment of official duties. Use of those privileges for any other purpose will result in disciplinary action, up to, and including, termination of employment.
- Do not create or participate in electronic chain mail messages or send unsolicited mass mailings to people using the University network or computing systems. Electronic chain mail and mass mailings cause network congestion and waste computing resources. If you receive electronic chain mail at WMU please delete it.
- Email is not confidential and is subject to disclosure in State laws and court procedures. The University reserves the right to access email information if the University suspects or is advised of possible breaches of security, harassment, or other violations of other University policies, rules, regulations, directives, or law. Once a message has been sent, control over it is lost. It may be forwarded to others or displayed on an electronic bulletin board or in a news group without the author’s knowledge or consent. Never say anything in email that wouldn’t be said publicly. Abusive or insensitive language, in public or in private, is an inappropriate use of computing resources. And, use of electronic means to send or post fraudulent, harassing, obscene, indecent, profane, intimidating, or unlawful messages is prohibited.
- Respect intellectual property rights. Do not access or copy software or data belonging to others without prior written authorization. Unauthorized duplication of copyrighted information, data and/or software is a direct infringement of the federal copyright law. Doing so subjects one to criminal prosecution or civil liability.
- Commercial use prohibited. Computing accounts are provided for non-commercial, academic use only. Accounts found being used for commercial and/or personal gain will be turned off. Electronic advertising using University computing resources is prohibited.
- Do not negatively impact computing resources. Users share many resources including disk space, CPU cycles, printer queues, batch queues, login sessions, dial-up modems, software licenses, etc. Resources also include, but are not limited to, computing facilities, accounts, WMU computing equipment, and network systems and connections. Do not monopolize these resources, especially for non-academic purposes. While computers may be used for email and Internet activities, the machines provided in the computing labs are primarily for academic work. The University reserves the right to limit the use of computing resources.
• Act responsibly and practice due diligence to prevent the spread of computer viruses. Have anti-virus software installed on your computer and keep your Virus Definition File up to date. Perform appropriate security updates for your specific hardware operating system in a timely fashion. The University reserves the right to remove infected or vulnerable computers from the network as well as block malware/spyware infected websites.

Enforcement

• Violations of these rules are subject to the investigative and disciplinary procedures of the University with the Office of Information Technology acting in an advisory role. Complaints against students’ abuse are usually forwarded to and handled by the Office of Student Conduct. Complaints against faculty and staff are forwarded to and handled by the supervisors and/or the appropriate vice president and sometimes, in the case of faculty members, to the provost’s office.

• In some cases the University must act more immediately to protect its interests and resources, or the rights and safety of others. The vice provost and chief information officer, or a delegate within the Office of Information Technology, has the authority to suspend or limit account privileges and access to resources in those situations. When an account and/or access has been suspended in this way, IT shall notify the appropriate office who will handle the complaint and attempt to notify the account or computer owner. Account suspension, or removal from the network is typically temporary while the complaint is handled through the normal investigative and disciplinary procedures of the University.

Reference

In addition to the above rules, all users of computing resources at Western Michigan University are also responsible for adherence to any State or Federal regulations regarding computer use, including, but not limited to the Telecommunications Act of 1996.

Revised: Feb. 2010 Revised: January 2015

Vehicle Driving Policy

A Driver’s License Questionnaire located at wminch.edu/auxiliary/onlineforms must be filled out before you are allowed to drive a university vehicle. All drivers are expected to meet the following criteria in order to drive a university owned or university leased vehicle:

1) Must be 18 years of age
2) Must possess a valid U.S. driver’s license and carry it with you while driving a university vehicle. Changes to your record need to be reported to your supervisor.
3) Have no D.U.I. (Driving while Under the Influence) or traffic violation involving alcohol or drugs may be on the driver’s record. Changes to your record need to be reported to your supervisor.
4) Drivers may not have an at fault accident, reported or unreported on their record. Changes to this status must be reported to your supervisor.
5) Must agree to and pass a background check of their driving record
6) When operating the vehicle:
   A) Always report all accidents to their supervisor and the Department or Public Safety immediately
   B) Never drive or park on sidewalks or grass
   C) Always wear seatbelts
   D) Observe all parking guidelines and speed limits on and off campus
   E) Never smoke in University vehicles
F) Never leave keys in the ignition of a vehicle when the vehicle is unoccupied
G) Never leave a vehicle running when the driver is not in it
H) Always lock all vehicles when they are unoccupied
I) The vehicle registration, proof of insurance, and accident forms in the glove box

7) When making deliveries that require you to back the van up, secure a second person to assist with backing up the vehicle
8) Make sure all items being moved are secured
8) Do not text while driving

The AE van must be reserved using the WebMail vehicle calendar. This central system allows for the minimization of double booking the use of the vehicle. Keys must be checked out from the computer support prior to usage and returned upon arrival back to the office. Abuse of car usage may result in termination of position.

Attendance/Hours of Work

Auxiliary enterprises office hours are from 8 a.m.–5 p.m., Monday through Friday. We offer flexible work times that fit around your busy schedule. Hourly, temporary and contracted employees may not work outside of the official office hours unless approved by their supervisor and/or the director of auxiliary enterprises. (See Overtime, After-hours and Weekend Work Policy below.)

- Salaried 40+ hours (what it takes to get the job done).
- Temporary and or contracted employees are allowed to work 40 hours a week.
- Student employees are allowed to work a maximum of 28 hours a week.
  - Summer hours if no classes a maximum of 39 hours a week
  - Summer with classes maximum of 20 hours a week.
- International student employees are allowed to work a maximum of 20 hours a week.
- Work-study student hours are dependent on their award but may not exceed 28 hours a week.

It is your responsibility to keep track of hours worked on a daily/weekly basis and not exceed the maximum number of hours listed above.

Overtime, After Hour and Weekend Work Policy

Office hours are 8 a.m.–5 p.m. Any hours worked past 5 p.m. and/or on weekends must be approved prior to hours being worked unless you are a salaried employee. If prior approval has not been given, hours worked will not be paid. Also, for any time spent after 5 p.m. you may be asked to submit a status report must be emailed to your supervisor before leaving detailing the hours worked and what was accomplished. Non-Auxiliary Enterprises employees are not allowed in the office after 5 p.m. Any abuse of this policy may result in loss of privilege and/or termination of position. Nonbusiness related guest are not allowed in the office after business hours.
Breaks

Lunch Breaks
Lunch breaks typically are scheduled from noon–1 p.m. Depending on the area, employees may be required to stagger their lunches to insure office coverage.

Eating in the Workplace:
Drink and snacks at your desk is up to the discretion of your supervisor. Lunches may be eaten in the break room. Please make sure that you clean up after yourself. A refrigerator and microwave are available in the break room for you to bring items from home.

Shift Breaks
For every four-hour shift you work, you are entitled to one 15 minute paid break (4 hours = 15 minutes). If you work less than four hours you are not entitled to a break. Employees that work an eight-hour shift are entitled to two 15 minute paid breaks (8 hours = 2x15 or one 30 minute break). Break periods do not accumulate nor may you work late or leave early to make up for additional or missed breaks. Breaks should be indicated on your timesheet and your supervisor should be notified when checking out and upon return from break.

Smoke Breaks:
Western Michigan is a tobacco-free campus. For more information visit wmich.edu/tobaccofree.

Schedules
Assignment of job duties and scheduling and flextime approval will be based on position requirements, work performance and attendance. Student employees must supply their supervisor with a class schedule and a preferred work schedule before the start of each semester.

Absences
If a day off which is referred to as annual leave or extended sick leave such as with a schedule surgery is required, an auxiliary enterprises Absence Form (which can be downloaded from wmich.edu/auxiliary/onlineforms) must be filled out and approved by your supervisor at least 24 hours in advance. All approved absences should then be indicated on the AE office AL WebMail calendar.

Sick Days
If you are ill your supervisor must be contacted prior to your scheduled time. Unexcused absences or tardiness (more than 15 minutes past your scheduled work start time) will be given an occurrence. Individuals with three occurrences annually will be placed on probation for 90 days. During that probation period an occurrence may result in termination.

If you need to leave before your scheduled end time, you must have approval by your supervisor. If your supervisor is not available you must let one of the other AE supervisors know of your departure and leave a note for your supervisor with explanation of your departure.
Receptionist
If you are unable to work your scheduled shift, it is your responsibility to find an auxiliary enterprises employee substitute who is capable of doing your job. A phone list of current student employees can help and is available from your supervisor.

University Holiday Closure
The Auxiliary Enterprises Office is closed on all University Holidays. They are as follow:

- Dr. Martin Luther King Jr. Day
- Memorial Day
- 4th of July
- Labor Day
- Thanksgiving Day and the day after
- Winter Closure (December 25–January 1)

Emergency Procedures
First Aid Kits
First aid kits can be found in the break room in the second left hand drawer by the sink.

Please note: All injuries need to be reported to your supervisor. In some cases you will be required to seek medical attention at Sindecuse Health Center. When doing you will be required to fill out a couple forms found on the human resources’ web site wmich.edu/hr/forms

- Physical capabilities form
  (Print and have injured employee bring to Sindecuse Heath Center with WC-210 “Report of Claimed Occupational Injury or Illness” form.)
- Report of claimed occupational injury or illness
  (Print and have injured employee bring to Sindecuse Heath Center with WC-504 “Physical Capabilities” form.)

Severe Weather Closing
When the university closes due to severe weather conditions, the Auxiliary Enterprises office will also be closed. If classes are cancelled this doesn’t necessarily mean that University offices are closed; the Auxiliary Enterprises office may still be open for business. For closure information please visit wmich.edu or tune into WWMT channel 3. Many of the radio stations also carry closure information. If the University closes due to weather, you will not be paid for the time you were scheduled to work unless you are a salaried employee. Your supervisor will make an effort to offer you a chance to make up for missed hours.

Fire Procedures
In the event of a fire alarm, please exit the building as quickly and safely as possible. Our reassembly point is the northeast corner of the back parking lot. In the event of inclement weather, the reassembly point is the Waldo
Library atrium. It is also good for you to familiarize yourself with the General Evacuation Procedures for University Building:

**BEFORE A FIRE**
1. Know the location of
   * All fire alarm pull stations
     i. Located by the elevator near the door to the stairs
     ii. By computer support room 4001 near the hall stair 1, level 4 exit door.
   * The nearest exit and at least one alternate exit in your area
   * The evacuation re-assembly area for your building mentioned about (please refer to emergency information signs near building exits)
   * Know the location of fire extinguishers in your area, which is by the receptionist desk in between 4042 and 4044 custodial closets. Contact Environmental Safety and Emergency Management at 7-5590 for fire extinguisher training. Fire extinguishers are used to extinguish small fires (trashcans, cloth, small appliances, etc.). Only if the fire is small and you have received fire safety training should you try to extinguish it.
2. Call 911 if you need special assistance during an evacuation.

**IF YOU DISCOVER A FIRE**
1. Sound the Alarm. Pull the nearest fire alarm pull station. The fire alarm will sound throughout the building. It will not alert either the Fire Department or in many cases the WMU Department of Public Safety. Generally, pull stations are located near egress points: entrances to stairwells and exit doors.
2. Evacuate. Follow the evacuation procedure described below under “When the Fire Alarm Sounds.”
3. Call Public Safety. Dial 911 on any campus phone, including pay phones, from a safe location to notify the WMU Department of Public Safety that there is a fire in your building. If using a cell phone, please dial 387-5555.

**WHEN THE FIRE ALARM SOUNDS**
1. Automatically Assume There is a Fire. When the fire alarm rings, follow these evacuation procedures:
   * Close doors. If time permits, close doors as you exit. This helps confine the fire and protect your possessions from smoke damage.
   * Leave the building. Evacuate the building quickly by using the nearest stairway and exit. Walk - do not run out of the building.
   * **DO NOT USE ELEVATORS** – if you need assistance, dial 911 and tell Public Safety your location. They will notify the Fire Department that you need assistance.
   * Go to your re-assembly area. Let your professor, supervisor, or the emergency/building coordinator know you are there.
   * Do not go back into the building until the Fire Department or Public Safety says it is safe to do so.

Once you have evacuated, dial 911 from a safe location on a campus phone to notify the WMU Department of Public Safety that the fire alarm is ringing in your building. If using a cell phone, please dial 387-5555.
IF YOU ARE UNABLE TO LEAVE
Feel Doors Before Opening. Before opening any door, feel the metal doorknob or the back of the door. If it is hot, do not open the door. If it is cool, open the door slightly; if heat or heavy smoke is present, close the door and stay in the room. Seal the cracks around the door with towels or other materials. If a telephone is available, dial 911 and let Public Safety know your location and that you are unable to exit. Open the windows and keep the doors closed. Hang an object (like a jacket or shirt) out the window to attract the Fire Department’s attention.

FIRE FIGHTING EQUIPMENT
1. Keep Fire Doors Closed. Stairway and hallway fire doors will confine smoke if they are closed and will help protect you until you can get outside. Fire doors are never to be blocked open.

2. Report Damaged or Missing Fire Equipment. To maintain all fire equipment in operating condition, immediately report any damaged or missing fire equipment to Environmental Safety and Emergency Management at 7-5590.

Tornado Procedure
During a tornado warning and/or tornado drill, employees will hear a fohorn indicating that action is needed. If a warning occurs during normal working hours, our emergency volunteer team will sound three short blasts –pause–three short blasts. If there is an emergency during normal business hours, please look to one of our volunteers wearing the bright orange vest. After hours, we will need to rely on public safety’s notification process.

When the warning sound is heard, leave the office immediately and head to the basement of Moore Hall. Do not use the elevators but the take the stairs to the first floor and then proceed to stairs located in the middle of the building that lead the basement. Our reassembly point for AE is room 0101. Employees are to remain in the basement until an all clear is given by one of the Moore Hall emergency volunteer whom are indicated by a bright orange vest. Tornado drills will be conducted at least once a year.

Office Keys
Office keys will be issued at the discretion of the area’s supervisor. When hours are approved outside the official office a key may be checked out from the supervisor. Keys must be returned after work hours have been completed on the next business day.

Locking Door
The front door of the Auxiliary Enterprises Office will be unlocked between the hours of Monday–Friday, 8 a.m.–5 p.m. Times outside of those hours the door should remain locked. It is everyone’s responsibility to make sure that the doors are locked and unlocked at the appropriate time. If you come upon the door unlocked during the times that it should be locked, please lock or find someone to lock the doors accordingly.
Lost Keys
If office keys or keys handed out to Vending Service Vendors are lost, employees must immediately contact the Department of Public Safety. Please note that the implications of losing keys can have huge financial implications as it may result in re-coring of door locks.

Pay Days
Hourly employees
Hourly pay periods are biweekly and you will receive your direct deposit (or perhaps a check) every other Tuesday.

Salaried Employees

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<td>1st–14th of the month</td>
<td>20th of the month</td>
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<td>15th–last day of the month</td>
<td>5th of the following month</td>
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Direct Deposit
Employees must register for direct deposit in person in room 1270 Siebert Administration Building, Monday-Friday 8 a.m.–5 p.m. Picture ID is required.

Time Report Forms
Time Report forms are used for recording time worked. You are to record, on a daily basis, the time at the beginning and end your shift as well as indicated breaks taken during the day. Timesheets are submitted to your supervisor by noon on the Friday corresponding to the week you are paid.

Timesheets must be signed by you and your supervisor in order to be considered valid. If your supervisor is not available another AE supervisor may sign on their behalf. If timesheets are not received by noon, payment may not be guaranteed for that pay period.

Telephone/Fax Usage
Phones and the fax machine are to be used for work related use only. We understand that we all may need to take or make personal telephone calls during the workday. Please keep calls to a minimum. Personal long distance calls may not be dialed directly from an AE phone unless you have your supervisor’s approval.

Cell phone and Mobile Device Usage
General polices and procedures
1. Cellular phones and related devices are provided to improve customer service and to enhance business efficiencies.
2. All requests for a University owned the employee’s supervisor must approve cell phone or an allowance for business use of a personally owned cell phone. No employee may approve his/her own cell service allowance/benefit.
3. A cell phone allowance may be authorized for employees who use their personal cell phone for University business. The recommended allowance is $30, $40 or $50 per month based on individual job requirements.

4. Possessing a University owned cell phone or mobile device is a privilege and all employees are expected to use it responsibly. Misuse will result in its revocation and possible disciplinary action, up to and including discharge and/or criminal charges.

5. Each department may add additional stipulations regarding their department’s use of cell phones, plan limitations, equipment, etc., at their discretion with the approval of the appropriate vice president. However, no conditions specified herein may be set aside.

6. If an employee receiving an allowance no longer uses his/her personal phone for University business, the supervisor is responsible to make sure that the allowance will be discontinued.

University Rules and Regulations
As an employee of the University, you are subject to all applicable rules regarding conduct, including our sexual harassment policy. For more information on University regulations visit wmich.edu/hr/policies/manual.
To our employees:

We have developed this handbook and guide for your knowledge and use. We want to make sure that you know what the work rules and policies are, so that the time you are employed with auxiliary enterprises is both a productive and an enjoyable experience. Please remember that we operate as a team and we want you to have fun, while maintaining professional standards.

By signing this form, you are stating that you have received and are responsible to adhere to the work rules and policies are and that you will abide by them.

Thank you.

__________________________________________________________
Employee’s Signature

__________________________________________________________
Supervisor’s Signature

[PLEASE SIGN AND COPY AND KEEP THIS PAGE FOR YOUR RECORDS.]