

WESTERN MICHIGAN UNIVERSITY

FACILITIES MANAGEMENT

**NON-BARGAINING
EMPLOYEE HANDBOOK**



FACILITIES MANAGEMENT NON-BARGAINING EMPLOYEE HANDBOOK

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INTRODUCTION

The Facilities Management Department provides this policy handbook to its entire non-bargaining staff.

This handbook should be used in conjunction with the Employee Handbook provided by the WMU Department of Human Resources, which can be found online at: <http://www.wmich.edu/hr/handbook/index.html>

Please review this handbook thoroughly. It is suggested that a thorough review of the Employee Handbook provided by Human Resources also be made. Questions should be directed toward your supervisor and/or your Human Resources representative.

The Facilities Management Department endeavors to provide the best possible services for all members of the University community. This cannot be accomplished without a dedicated, collective effort from the professional staff. Your meaningful contributions ensure success for us all.

Peter J. Strazdas, Associate Vice President
Facilities Management Department

YOUR ROLE AS A WMU AMBASSADOR

University employees can be the best public relations officers on campus. Often prospective students and visitors have their first contact with WMU through employees. Efficient, knowledgeable staff members with pleasant smiles and friendly greetings can do a great deal for Western. We encourage you to acquaint yourself with the campus and various departments so you can assist students and visitors.

The primary mission of the University is to provide a quality education for its students. Our employees help fulfill this mission. Students are our most important asset—they are the primary paying customers of the University. As a WMU employee, you are expected to do your best to be helpful, courteous, and respectful of students' needs and legitimate purposes. Friendliness and helpfulness go a long way in maintaining a successful relationship between your particular work and the overall mission of providing students with a quality education in a positive environment.

—You are an ambassador for Western Michigan University—

AMERICANS WITH DISABILITIES ACT

WMU supports and complies with the Americans with Disabilities Act (ADA). WMU prohibits discrimination against individuals with disabilities in hiring, promotion, and other terms of employment provided that individual is otherwise qualified for the position and able to perform the essential functions of the position, with or without reasonable accommodation for that disability.

The Office of Institutional Equity (<http://www.wmich.edu/oie/>) administers the Americans with Disabilities Act (ADA).

For the full Western Michigan University ADA policy, please visit the Office of Institutional Equity's Disability Web page (<http://www.wmich.edu/oie/disability.html>).

Please contact the Office of Institutional Equity (www.wmich.edu/oie/) should you have a concern related to the Americans with Disabilities Act.

BUILDING FIRE ALARM RESPONSE

First Shift Procedure

1. DPS responds to all fire alarms by dispatching an officer to the building.
2. DPS calls Maintenance Services and the fire department if necessary.
3. The MS zone supervisor or the supervisor on duty will go immediately to the following buildings only:
 - Chemistry
 - CEAS (College of Engineering and Applied Sciences)
 - Haenicke Hall
 - Power Plant
 - Rood Hall

Maintenance Services personnel will NOT go immediately to any other building unless DPS requests assistance. At that time, the zone supervisor will arrive with one mechanic and one electrician to assist the fire department **IF** there is a need to shut down utilities in the building.

4. In the event there is no fire and there is a problem with the fire alarm system and the officer is unable to reset or a trouble exists, the DPS officer will then call Environmental Safety and Emergency Management (ESEM) to determine if our T&M contractor must be called in to make a repair. ESEM would at that point call Shannon Sauer-Becker (or Ron Robyn in Shannon's absence) to schedule the repairs.
5. If the building is without fire protection, ESEM will call the T&M contractor to come in and restore the building to a safe condition.

AT NO TIME WILL ANY MAINTENANCE PERSONNEL ADJUST, RESET, OR REPAIR FIRE ALARM SYSTEMS.

Second and Third Shift Procedure

Same as above, except DPS will call the T&M contractor if the system will not come back to normal after resetting the panel.

BENEFITS

Western Michigan University offers many benefits to its employees. Human Resources administers your employee benefits, including all group insurance plans (health, life, and long-term disability), leave plans (including FMLA), and other benefits.

All staff compensation employees may find more information about benefits online at:

<http://www.wmich.edu/hr/staff-scs.html>

BREAK/LUNCH PERIODS

The work schedule for the University is complex. No set pattern applies to all employees, but most operations are scheduled for five days, forty hours per week. Regular business hours for most offices are 8 a.m. to 5 p.m., Monday through Friday. Generally, offices remain open and fully operational during the one-hour lunch period provided by University policy.

Certain University units, including "essential services" units, have special schedules established by the President's Office due to the nature of their services to students and the University community. These units may also have other schedule provisions that affect emergency/weather closings and winter closure (see "Winter Closure" and "Emergency or Weather Shutdown"). Your supervisor will let you know if your unit has special hours and/or is considered an "essential service."

Under University policy, non-exempt (hourly paid) employees are entitled to take breaks as outlined below and as scheduled by their supervisor. Breaks are not cumulative—employees may not "bank" unused breaks to take later or in combination with other breaks, lunch periods, or paid time off.

- One 15-minute break for each four hours worked.
- Two 15-minute breaks in a day when working six or more hours, with one break during the first half of the workday and one during the second half of the workday.
- One lunch period during regular University hours. Lunch schedules may vary by department and can be adjusted to meet departmental needs. A lunch period of 30 minutes or more is non-paid time.
-

Exempt (salaried) staff should take breaks as needed, when appropriate, in a similar fashion to non-exempt employees.

Exempt employees may take a lunch break up to one hour in length, as long as this does not interfere with the essential functions or responsibilities of their job, and does not place an undue burden upon other staff members.

CELL PHONES

WMU cell phone/PDA policy

General Policies and procedures:

1. Cellular phones and related devices are provided to improve customer service and to enhance business efficiencies. University owned cell phones should only be provided to employees who have a substantial business need. Possessing a university owned cell phone is a privilege and all employees are expected to use it responsibly. Misuse of your university owned cell phone will result in its revocation and possible disciplinary action, up to and including discharge and/or criminal charges.
2. 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. The allowance is paid via an incidental pay entry into the workflow system each month by the respective department. Allowances in excess of \$50 will automatically be routed for approval by the appropriate vice president.
3. All requests for a University owned cell phone or an allowance for business use of a personally owned cell phone must be approved by the employee's supervisor. No employee may approve his/her own cell service allowance/benefit.
4. Each department may add additional stipulations regarding their department's use of cell phones, plan limitations, allowance determinations, equipment, etc., at their discretion, with the approval of the appropriate vice president. No conditions specified herein may be set aside.
5. Employees who do not have a University owned cell phone and do not receive an allowance may be reimbursed only for specific business calls made on their personal cell phone. The calls must be detailed and documented with the related invoice in order to be reimbursed.

Taxation of allowance/benefit

University owned cell plans - The fair market value of the provided service and equipment will not be added to the employee's compensation as a taxable benefit provided 1) there is a substantial business need to have a University cell phone and 2) provision of a University cell phone is not compensatory in nature (i.e. the cell phone is not provided in lieu of additional salary or wages).

Personally owned cell plans - Western Michigan University offers a taxable allowance to employees who use their personally owned cell phone for both University and personal business. The allowance should reasonably represent the cost of the business use and may not exceed the amount actually paid by the employee for the service. The allowance will be paid through payroll and will be added to the employee's compensation on a monthly basis. All applicable payroll taxes will be applied to the allowance amount. This allowance does not increase the employee's base salary and will not be included in the calculation of any University benefits, such as pension.

Those who use a personally owned cell phone for business use are able to deduct the business portion of their bill as a miscellaneous itemized deduction on their federal income tax return. However, miscellaneous itemized deductions are deductible only to the extent they exceed two percent of adjusted gross income. The employee is responsible to document the business versus personal use. Please see your personal tax advisor for additional information.

COMPUTING DEVICES USAGE

1. Download of Program Applications - World Wide Web (WWW) Usage Policy:

Respect for the health of the computer network is vital to all of Facilities Management users.

A virus may invade a network station or a stand-alone station through the simple process of downloading a program, application, or document to a computer or opening a suspicious e-mail. The vast array of information and software programs external to our computing environment offers a great temptation that could create a habit of downloading programs and games to individual workstations. This provision of the operating policy prohibits any downloading of programs to the Facilities Management Network or to any individual employee work station.

It is a standing policy of the Facilities Management division that users of the Facilities Management Local Area Network, (LAN) and individual work station users, may not download or install any external programs without prior approval of Facilities Management IT staff. Violation of this provision of the Facilities Management policy is unacceptable.

2. Games on the Facilities Management network computing devices or employees' University-owned stand-alone workstations:

Efficient use of computer time and computer resources is necessary while working toward the achievement of the overall goals of the Facilities Management division of Western Michigan University.

It is a standing policy of the Facilities Management division that its employees may not use University computers or resources to play games. This includes using University resources to access games on other computer systems. Violation of this policy is unacceptable and is considered grounds for disciplinary action.

As an employee, you also are subject to, and must comply with, Western Michigan University's "WMUnet Acceptable Use Policy." This policy is subject to change, and it is the responsibility of the end user to maintain compliance whenever the policy is modified or enhanced.

(Link to the WMUnet Acceptable Use Policy, the text of which follows on the next page: <http://www.wmich.edu/oit/policies/wmunet-acceptableuse.html>)

WMUnet Acceptable Use Policy

Scope

This policy applies to everyone using network services of Western Michigan University, whether on campus, at regional sites, or through dial-up services.

Policy Statement(s)

- Network services and wiring may not be modified or extended beyond the area of their intended use. This applies to all network wiring, hardware, and jacks.
- The network may not be used to provide Internet access to anyone outside of the University community for any purposes. WMU-specific or commercially obtained network resources may not be retransmitted outside of the University community.
- The network is a shared resource. Thus, network use or applications which inhibit or interfere with the use of the network by others are not permitted. (For example, using an IP address not registered to you, or applications which use an unusually high portion of the bandwidth for extended periods of time, thus inhibiting the use of the network by others, are not permitted). Use of the network must comply with all University's policies.
- Forgery or other misrepresentation of one's identity via electronic or any other form of communication is a violation. Prosecution under State and Federal laws may also apply.
- Only those computer accounts for which the resident has authorization may be used.

You are NOT allowed to use your connection to:

- Run a business or organization for profit or non-profit purposes.
- Monitor data on the network by means of any monitoring or "sniffing" software.
- Provide a pass-through site to other campus hosts, provide remote login (e.g. telnet access) on your computer for others than yourself.
- Set up a router to provide wireless connections.
- Provide information to others on the Network such as newsfeeds, Anonymous FTP site, BBS, UUCP site, web hosting, etc.
- Harass, libel, or slander anyone or fraudulent representations. Copy or transmit copyrighted material.
- Post or send obscene, pornographic, sexually explicit, or offensive material.
- Post or send material that is contrary to the mission or values of the University.

Justification

The Office of Information Technology at Western Michigan University provides wired and wireless connection services in support of the educational mission of the University. It is the responsibility of each person utilizing these services to use them appropriately and in compliance with all University, City, County, State, and Federal laws and regulations.

Enforcement

The Office of Information Technology reserves the right to terminate any network connection without notice should it be determined that network traffic generated from said connection drastically inhibits or interferes with the use of the network by others.

Failure to comply with the above policy may result in termination of network services and loss of computing resource privileges. In addition, any person found to be in violation of this policy will be subject to appropriate disciplinary action as defined by current University policy.

Reference

Rules of Use of Computing Resources at Western Michigan University,
<http://www.wmich.edu/oit/policies/computing-rules.html>

DRIVER'S LICENSE

It is understood that Michigan Law requires individuals to possess a valid driver's license to operate a motor vehicle. There are many jobs in each FM Division that require employees (including temporary and student employees) to use a motor vehicle to perform their job functions. It is the responsibility of all FM employees to report to their supervisor if they lose their right to drive a motor vehicle. The notification will be in writing and submitted to the supervisor on the employee's first working day following the change in the validity of the license.

If there is a change in the status of an employee's ability to safely operate a University vehicle due to physical limitations, this must be reported in writing to the supervisor on the first working day following a change. Any such limitations will be reviewed in relation to the impact on the essential functions of the job. Reasonable accommodations will be made when possible.

DRUG-FREE WORKPLACE

The University prohibits the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the workplace. All employees must abide by the terms of this Drug-Free Workplace policy. Employees violating such prohibitions will be subject to disciplinary action, up to and including discharge. The term "controlled substance" refers to all illegal drugs and to legal drugs used without a physician's order. It does not prohibit taking prescription medication under the direction of a physician.

FACILITY AND EQUIPMENT USAGE

To secure and protect buildings, personnel, and property of Western Michigan University, Facilities Management employees are not to be in or use any University facilities except at approved times and during employees assigned working hours. Those present at other times must have that presence authorized by the appropriate supervisor or manager.

Facilities Management employees may not use University tools, equipment, facilities or time to accomplish personal projects.

HEALTH AND WELLNESS

The University is proud of the fact that it has been one of the leaders in establishing employee wellness programs, activities and benefits to promote better health for all employees. Running tracks, swimming pools, exercise equipment, and aerobic exercise classes are just a few of the health and wellness opportunities offered to employees through the Zest for Life Program, West Hills Athletic Club, Student Recreation Center (SRC), and the Office of Health Promotion and Education (Sindecuse Health Center).

Spouse and guest policies and fees vary for all programs and facilities; contact the appropriate service/facility for more information.

The Office of Health Promotion and Education offers workshops, interactive health resources, service learning, and personal appointments with an interdisciplinary team of health professionals to provide education to strengthen individual and community health. Resources are available on a variety of key health risks, including stress, depression, alcohol and other drugs, sexually transmitted infections, nicotine dependency recovery, nutrition, body image, and disordered eating. Questions regarding health promotion programs for staff can be directed to the Office of Health Promotion and Education at 387-3263.

Zest for Life is an employee wellness program that offers fitness classes, personalized fitness programs, nutrition and weight management programs, massage therapy, stress management programs...as well as other health promotion programs and activities. Examples of offerings include aerobics, water exercise, yoga, fitness testing, and exercise program development. Information is published and distributed to employees each semester. Contact Zest for Life at University Recreation at 387-3543 for information on getting started and program offerings.

Gabel Pool and Lawson Ice Arena - Free open lap swim time at Gabel Pool is available during scheduled hours for employees with a valid Bronco Card. Open ice time at Lawson Ice Arena is available during scheduled hours at a minimal fee for employees and the general public. Schedules are published each semester with Zest for Life and are also available on a recorded phone line (387-3046). For more information, call 387-3050.

West Hills Athletic Club is open to the general public and serves the local community. Employees and their spouses have several discounted membership options, which vary by access hours and cost. Limited access membership options only require employees to pay taxes for the value of the membership; full access membership may also be purchased at a discounted rate. Services and facilities include Microfit physical assessment, equipment orientation, fitness

center, locker room, sauna and whirlpool, and towel service. Tanning, childcare, personal training, and tennis-related facilities and services are also available at a fee. Questions regarding membership options, services, and facilities can be directed to the West Hills Athletic Club at 387-0410.

The University's Student Recreation Center (SRC) is a premier, state-of-the-art University fitness center. Some of the facilities available include a recreational track, fitness/weight room, pool, saunas, climbing wall, aerobics room, and courts for basketball, volleyball, badminton, racquetball, walleyball, and tennis. Fitness classes and intramural sports are also offered. Employees may activate a free membership which only requires employees to pay taxes for the value of membership. Spouses may purchase a membership. Contact the membership desk at University Recreation for membership and other information at 387-3115. Tours of the Student Recreation Center are available during regular business hours. Stop by the main office on the 2nd level of the SRC.

HEALTH CENTER VISITS

1. Work injuries must be addressed with the appropriate documentation and procedures.
2. If you wish to be seen for a **work-related injury**, you must talk with your supervisor and complete **both** the ACCIDENT/INJURY REPORT FORM (Form 311) and the MEDICAL TREATMENT FOR ON THE JOB INJURY FORM (Form P210).
3. Prior to going to Sindecuse Health Center, you and your supervisor must discuss and complete BOTH of these forms if you wish to be seen at Sindecuse for a work related injury. **The P210 must be taken with you to Sindecuse at the time you are seen**, and the 311 form will be sent to Environmental Safety by your supervisor.
4. If there is a serious injury of an emergency nature, you should contact your supervisor by radio so that s/he can meet you at Sindecuse and complete these forms there.
5. If you have been injured while working but **do not** wish to be seen at the Health Center, you and your supervisor still must fill out the 311 form and forward it to Environmental Safety so they can document the injury.
6. If you wish to be seen as a private patient at Sindecuse Health Center for a **non-work-related** issue, you are welcome to do so **on your own time**. **It is not appropriate to stop by Sindecuse Health Center to make appointments, pick up prescriptions, etc., for non-work-related treatment during work hours.**

HOLIDAYS/WINTER CLOSURE

The University pays employees for eight (8) days away from work for holiday observance. The actual dates are specified and published by Human Resources each year and distributed to all departments for posting. The holiday schedule can also be found on the HR Web site. Holiday pay is received for:

- Independence Day
- Labor Day
- Thanksgiving Day
- The day after Thanksgiving
- One (1) day at Christmas
- One (1) day at the New Year
- Martin Luther King, Jr. Day
- Memorial Day

Employees may use annual leave to celebrate religious holidays on days the University operates under normal business hours (see "Annual Leave").

Winter Closure

The period between Christmas and New Year's is designated as Winter Closure. Employees receive regular pay for designated closure days should their department be closed and they not be required to work.

Some University departments, including those designated "essential services," must remain open during Winter Closure due to the nature of their services. Employees in these departments who are required to work on closure days will receive regular pay and will be provided paid time off at a later date, as arranged by their supervisor. Your supervisor can tell you if your department remains open or is closed during Winter Closure.

HUMAN RESOURCES

Human Resources mission and guiding principles

We contribute to the University community's success by building partnerships in order to maximize the development and allocation of both human and fiscal resources.

As Human Resources we provide:

- exemplary HR services, processes and outcomes
- expert advice and counsel
- accurate information for decision-making
- proactive leadership on University initiatives

We endeavor to be inclusive, equitable, and responsive.

Human Resources services include the following:

- Benefits
- Compensation
- Employee Relations
- Employment
- HR Information Processing
- HR Information Systems
- Labor Relations
- Performance Management
- Retirement

How to contact Human Resources

By phone

(269) 387-3620

By fax

(269) 387-3441

In person

Our office is located in the Seibert Administration Building, Room 1300. We are open from 8 a.m. to 5 p.m., Monday through Friday.

By mail:

Western Michigan University
Human Resources
1903 West Michigan Avenue
Kalamazoo, MI 49008-5217

INJURIES (WORK-RELATED)

Work injuries must be addressed with the appropriate documentation and procedures. As instructed by your supervisor, immediately report to the Sindecuse Health Center for evaluation. If the injury or accident occurs when the Sindecuse Health Center is closed, you may seek medical attention at another health care facility. You and your supervisor will complete both the "Accident/Injury Report Form (Form 311)" and the "Medical Treatment for On-The-Job Injury Form (Form WC-210)". The WC-210 must be taken with you at the time you are seen, and the 311 will be sent to Environmental Safety and Emergency Management by your supervisor.

If there is a serious injury of an emergency nature, call 911.

If you have been injured while working but do not wish to be seen at Sindecuse Health Center, you and your supervisor still must fill out the 311 form and forward it to Environmental Safety and Emergency Management so they can document the injury.

*If you want to be seen as a private patient at Sindecuse for a non-work-related issue, you are welcome to do so on your own time. It is not appropriate to make appointments, pick up prescriptions, etc. for non-work-related treatment while you are on the time clock.

KEYS

Key Requests

FM employees canll be issued keys as follows:

1. When a key is issued to an individual, the key will be signed for by the employee and the record will be kept on file. Supervisors should maintain and update regularly a shop key inventory.
2. When an employee is assigned to a specific shop, appropriate keys for the classification will be issued to the employee. This would include specialty keys, along with shop, vehicle, and other keys as required.
3. If an employee has a need for any key other than those typically issued to that classification, they must request it from their immediate supervisor. The supervisor will then determine if the need is warranted.

Key Security

All employees issued University keys are expected to maintain reasonable possession of them. **Under no circumstances shall an employee loan any assigned keys.**

Loss of Keys

The loss of any University key shall be documented as follows:

1. Immediately notify your immediate supervisor. If he/she is unavailable, contact a manager.
2. Report the loss of keys to WMU Department of Public Safety at 387-5555.
3. Make a diligent search of your work area in an effort to locate the keys.
4. Failure to return keys by the end of the shift or lost keys may result in disciplinary action.

LOST AND FOUND

Any and all item(s) found by employees will be immediately reported to and turned in to the supervisor on duty. The supervisor will immediately take them to the Western Michigan University Department of Public Safety and turn the item(s) in to "lost and found".

If your supervisor is absent you should contact the supervisor/manager covering for that person.

WMU Department of Public Safety: 387-5555

NON-DISCRIMINATION

Western Michigan University prohibits discrimination or harassment which violates the law or which constitutes inappropriate or unprofessional limitation of employment opportunity, University facility access, or participation in University activities, on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age, protected disability, veteran status, height, weight, or marital status.

PERFORMANCE MANAGEMENT

Your annual performance management plan will include target objectives and competencies for the assessment period. These target objectives and competencies serve as criteria for your annual performance appraisal and also help you develop a plan for your on-going success, growth, and development. You and your supervisor will meet to discuss your performance and make written appraisals on the form at mid-year and year-end.

Each fiscal year, Staff Compensation System employees work with their supervisors to determine personal job objectives and targeted competencies. This interactive process continues throughout the year and includes periodic feedback sessions and a written year-end review.

Timeline for Performance Management Process	
June - August	Determine objectives and competencies; complete form.
Throughout Year	Supervisor provides employee with informal feedback and direction.
May 1 - 15	Supervisor conducts year-end review with employee. Employee notes comments and supervisor notes comments and ratings on form.

PROFESSIONAL DRESS

Facilities Management staff members are expected to wear clothing that reflects positive, professional business attire. This policy defines what is considered acceptable for professional dress.

Staff members are expected to abide by this policy during the business hours associated with the particular shift they work. Additionally, those who participate in after-hour activities that have a direct or indirect connection to the University are expected to dress in a manner that promotes a positive image of WMU.

In order to promote a professional image, please know the following examples are considered unacceptable. There are some exceptions which would be specific to particular positions. All questions relating to exceptions should be referred to unit managers and/or directors.

Examples of unacceptable attire:

Pants: Blue jeans, sweatpants, shorts, exercise pants, overalls, spandex or other form-fitting items

Skirts and Dresses: Short and/or tight skirts/dresses, skorts, strapless dresses

Shirts and Tops: Tank/midriff/halter tops, bare shoulders or open-back tops, t-shirts

Footwear: flip-flops

The University has designated the first Friday of each month as *Spirit Day*. On *Spirit Day* employees are allowed to wear a top that promotes WMU but does not fall into the categories deemed unacceptable. Non-Western apparel is prohibited. This includes political, sports and any other apparel that could be interpreted as inappropriate.

Directors/supervisors are responsible for ensuring the professional dress policy is followed.

PROFESSIONAL DEVELOPMENT

As a Facilities Management staff member, you are expected to be active in on-going professional development. Professional development is a broad category. Each staff member should focus on their area of expertise, but should not discount other areas which may have an indirect relation to specific job responsibilities. For example, you may not have a direct connection to collective bargaining issues, but you are expected to stay abreast of current and/or updated information in order to understand how it affects your daily work.

Additionally, all staff members are encouraged to participate in a meaningful way in any practical development opportunity, whether it be networking, attending conferences, reading current industry literature, or subscribing to e-mail discussion groups. All questions as to the viability of a specific development opportunity should be referred to your immediate supervisor.

Finally, the WMU Department of Human Resources also offers many different professional development opportunities, including free online computer training. Please refer to the HR site for more information:

<http://www.wmich.edu/hr/development/index.html>

PURCHASING/PROCUREMENT CARD USE

1. If you have been assigned a University purchasing (procurement) card, you are responsible for knowing and observing the University policies and procedures, which can be accessed at:

<http://www.obf.wmich.edu/logistical-services/purchasing/procurement.html>

(Please note prohibited purchases.)

2. To maintain controls and protect against inappropriate usage of purchases with the procurement card please observe the following procedures for documenting all purchases:
 - a. Enter the purchase on a Purchasing Log and sign any supporting documentation at the time of the purchases.
 - b. In the Comment section of the Purchasing Log, please provide the available identifying information:
 - i. work order number
 - ii. project number
 - iii. fund and cost center to be billed
 - iv. AD number
 - c. Give your supervisor the Purchasing Log with any supporting documentation, either daily or weekly as designated by supervisor.
 - d. Your shop supervisor must approve and sign (or initial) all supporting documentation and the Purchasing Log, and forward to the Facilities Management Business Office.

Stockroom Purchases

When purchasing items from Maintenance Stores (the stockroom), only a work order number or AD number can be used to make the purchases. As of March 1, 2011, Maintenance Stores no longer accepts Fund/Cost Center numbers.

RADIO (TWO-WAY) USAGE

The following procedures will be followed when using the radios*:

- Radios are to be used for direct, short, and to-the-point communications related to work and safety only. Messages that can be delayed and made by personal contact or phone should be communicated in that fashion.
- Plan what you are going to say before keying in your radio. Be as brief and direct as possible in your message.
- Before keying in your radio, listen to be sure that you are not interrupting some other transmission already in progress.
- When finished with your transmission, be sure to “clear” the channel for someone else to use. Only the originator of the transmission needs to “clear” the channel.

Example:

Originator: “416 to 422”

Receiver: “422”

Originator: “I need help to unload a truck at Sangren loading dock, can you help?”

Receiver: “Yes, I’ll be over in less than five minutes.”

Originator: “416 clear”

- When switching from one talk group to another, report as if you are leaving the campus.** Also, report when finished using alternate talk groups (channels).
- The main theme of radio usage is to be businesslike, brief, and concise in your transmissions. Be thoughtful of others; be sure to “clear” the channel when you have terminated your transmission.
- Unnecessary “chit chat”, cat calls, animal noises, and similar unauthorized transmissions cause frustrations to ALL radio users and will not be tolerated. Transmissions should be limited to convey important information or emergency messages that may involve life and safety.

*Maintenance Services, Landscape Services and the Projects and Construction Division employees are expected to have radios at all times while on duty

**BCSS radio communication should be communicated through each appropriate supervisor

RECYCLING/ SURPLUS COMMODITIES

Any surplus commodities, salvageable/recyclable goods, scrap, or worthless equipment must be disposed of per the University guidelines as defined by the WMU Surplus Policy Statement:

<http://www.obf.wmich.edu/logistical-services/stores-docs/surpluspolicy.pdf>

Any surplus commodity identified and/or collected by any employee must be reported to the employee's immediate Supervisor. Employee(s) will then work with the Supervisor, using the Surplus Equipment Disposal Form (SEDF) when applicable, to determine the appropriate method for disposal.

Link to SEDF: <http://www.obf.wmich.edu/logistical-services/stores-docs/SurplusEquipment.pdf>

Employees are prohibited from leaving campus with surplus commodities with the intent to sell, or otherwise distribute or re-use.

Employees who obtain surplus commodities as direct result of an assigned task will take these items to the central scrap/recycling dumpster located at the Campus Services Building. If there are questions as to whether or not surplus commodities should go in this dumpster or be turned over using a SEDF, the employee will consult with their immediate Supervisor before proceeding, as defined above.

Failure to adhere to these guidelines will be considered a violation of this policy and may result in disciplinary action.

SAFEGUARDING UNIVERSITY INFORMATION AND PROPERTY

In the course of their work, staff members have access to information about WMU operations. Western Michigan University is a public university and as such welcomes public accountability. However, some information is legally, medically, or personally privileged and/or confidential. Discretion and the maintenance of confidentiality are expected of all employees.

Western employees are asked to be careful to turn out lights and lock doors and windows. Equipment breakdowns should be reported to your supervisor. Employees are not to remove equipment, office supplies, or other University property from campus without proper authorization. All lost, stolen, or missing items should be reported to the Department of Public Safety.

SCAVENGING/SALVAGING

As part of the Sustainability Program, Facilities Management is implementing a new policy that will benefit the entire campus community. All returnable bottles and cans will be deposited in one central location at the parking area of the Office for Sustainability. The area will be expanded at a future date as need arises. It is accessible 24/7, 365 days for deposits. All returnable bottles and cans found on campus are the property of WMU. All previous policies pertaining to bottles and cans are null and void. We anticipate cooperation from all employees with this new important practice. Each Division may have a specific procedure regarding collection. Each Director will distribute this information to all employees.

Western Michigan University does not allow employees to rummage through trash, salvage items from dumpsters, or put aside/save discarded objects whether on or off the clock. This does not present a positive image for University employees.

Violation of this policy may result in disciplinary action.

SOCIAL SECURITY NUMBERS

The Michigan Social Security Number Privacy Act (MCL §445.81 et seq.) requires that universities institute a policy that protects the privacy of Social Security numbers. Western Michigan University recognizes the importance and sensitivity of an individual's private and personal information, including an individual's Social Security number. The University, in its capacity as an employer and an educational institution, collects a variety of personal and private information, including Social Security numbers. The University strives to ensure the proper handling of all private, personal information, including compliance with all legal requirements regarding such information.

Please review the full social security number policy at:
<http://www.wmich.edu/hr/ppm/20-ssn.html>

SMOKING

Policy

In recognition of environmental tobacco smoke health risks, the University will provide as close to a smoke free environment as is practicable for its faculty, staff, students and visitors. The right of a non-smoker to protect his or her health and comfort will take precedence over another's desire to smoke.

Regulations

1. Smoking is prohibited in all University facilities, **including University vehicles,** except as indicated below.
2. In order not to interfere with access or the rights of others, smoking is not permitted within 25 feet of all building entrances, air intakes, and operable windows. There may be some buildings where smoking will not be permitted at certain building entrances and/or the distance from buildings may be further than 25 feet; such information will be posted accordingly.
3. Individuals who smoke on University premises will be responsible for the proper disposal of smoking products.
4. The sale of tobacco products is prohibited on University premises.
5. Smoking is prohibited in all housing facilities with the exception of resident apartments that have not been designated as non-smoking.
6. Smoking will be permitted for controlled research, theatrical, educational or religious ceremonial purposes, with prior approval of the dean or director for the facility.
7. Departments are encouraged to assist employees with smoking cessation. Assistance is available through the Sindecuse Health Center "Stop Using Tobacco Program". This program provides for reimbursement of costs if the employee and/or his/her dependents remain smoke free.

Procedures

The success of this policy depends upon the thoughtfulness, consideration, and cooperation of smokers and non-smokers. All faculty, staff, students and visitors share the responsibility for adhering to and enforcing the policy. Any concern should be brought to the attention of the individuals responsible for the operation of the University facility in question such as the building coordinator, facility manager or department supervisor responsible for the work area.

(Required by state law; approved by president January 1987; amended December 1991, January 2000, March 2008)

SUB-CONTRACTING

When outsourcing work related to

1. Lack of Labor Resources in house
2. Lack of technical resources or
3. Lack of equipment to perform work

Please use the required online forms located at
<http://www.fm.wmich.edu/intranet/forms>

If you need assistance on utilizing these forms, please ask your supervisor.

Project Labor Request Form FM 110
AFSCME Subcontracting Form FM -111

When notifying Conn Macomber for outsourcing, FM -111 must be used.

TIME CARDS/SWIPE CARDS

Bronco Cards

Bronco cards will serve as an employee's "swipe card" or "time card". Given the multiple uses of Bronco cards (library card, building access card, etc.) and associated security issues, employees will be expected to assume responsibility for their own Bronco card. The University will not provide on-site locations for Bronco card storage.

Card Replacement Policy

In the event an employee's "swipe card" or "Bronco card" is lost or damaged, it will be replaced according to the policy outlined below. Abuses of this benefit will be addressed through progressive discipline.

- Employees will be allowed one (1) free replacement card per fiscal year.
- Additional replacement cards beyond one (1) per fiscal year will be available to employees for a fee.

TIMESHEETS/OVERTIME

Non-exempt (hourly paid) employees record their work hours either on a time report or by using a time clock. Your supervisor will tell you which method is used in your department. If a paper time report is used:

- All hours worked, including those in excess of forty (40) in one week, must be reported.
- The time report should be completed daily.
- Every absence must be explained.
- The report is to be signed by the employee and turned in for the supervisor's signature; your department will tell you when they are due.
-

Time reports are part of each department's records and must match the biweekly time reported in Kronos. Detailed instructions for filling out the time report are on the reverse side of the report form. Non-exempt employees are eligible for overtime pay (see "Overtime Pay").

Exempt (salaried) employees must record and certify their hours worked. Your department will instruct you on their policy for reporting time. All absences and use of leave must be recorded on this report. Detailed instructions for filling out this report are available from the Payroll Department. Overtime pay is not paid to salaried employees.

Overtime pay is required whenever a **non-exempt (hourly paid)** employee works more than forty (40) hours in one week. Overtime pay is paid at one-and-one-half (1-1/2) times the employee's regular hourly rate for the amount of time worked over forty hours in one week.

Exempt (salaried) employees are not eligible for overtime pay.

TUITION DISCOUNT

The University encourages you and members of your family to pursue a formal education. Western offers a discount program for benefits-eligible employees and a remission program for the spouse and dependent children of employees with full time benefits eligibility. Tuition remission is also available to individuals designated by the employee under the Designated Eligible Individual program. The discount and remission programs are outlined below. Contact Human Resources.

Discount for employees

- Discount is one hundred percent (100%) of tuition and required fees (records initiation fee, enrollment fee, student assessment fee, and EUP technology fee) for courses offered and taken for academic credit at WMU.
- Discount is available to full- and part-time benefits-eligible employees (see "Employment Status").
- Discount applies to undergraduate and graduate courses.
- To receive discount, employees must be on *active* or *paid leave of absence* employment status by the final day of registration.
- Discount is automatically reflected on the employee's student billing.
- Discount does not apply to courses taken as an "audit," nor miscellaneous fees.
- Any WMU or external award that is limited to paying tuition and required fees will be applied to the employee's account prior to use of discount funds. Following application of other awards, discount will cover only up to the remaining tuition and required fees, if any.
- Discount for *non-job-related graduate courses* may create tax liability for the employee.
- Discount applies to credit hours according to the following schedule:

Tuition Discount for WMU Non-Bargaining Employees –Credit Hours Eligible for 100% Discount–				
	Fall Semester	Spring Semester	Summer I Session	Summer II Session
Full-time Staff	8 credit hours	8 credit hours	4 credit hours	4 credit hours
Part-time Staff	4 credit hours	4 credit hours	2 credit hours	2 credit hours

Note: For benefits eligibility purposes, an FTE of .69 or greater is considered full-time. An FTE of at least .50, but less than .69, is considered part-time benefits eligible.

Remission for spouses, dependent children, and designated eligible individuals

- Remission is seventy-five percent (75%) of tuition and required fees (records initiation fee, enrollment fee, student assessment fee, and EUP technology fee) for courses offered and taken for academic credit at WMU.
- Remission is available to the current spouse and dependent children of employees with **full time** benefits eligibility. It is also available to individuals designated by an employee under the Designated Eligible Individual program. Note: For benefits eligibility purposes, an FTE of .69 or greater is considered full time (see "Employment Status").
- A dependent is a person who qualifies as a dependent for federal income tax purposes and is so reported for the period for which tuition remission is granted.
- The student must meet all University admission requirements and maintain Satisfactory Academic Progress. Eligibility will not exceed 183 credit hours. View the Satisfactory Academic Progress Standards or contact Student Financial Aid (387-6000), for more information.
- Employees must establish eligibility annually by submitting an application for remission to Human Resources. An employee must also complete the Designated Eligible Individual enrollment form, if applicable.
- Remission appears on the student's billing.
- Remission does not apply to tuition for graduate or audited courses, nor to miscellaneous fees.
- Any WMU or external award that is limited to paying tuition and required fees will be applied to the student's account prior to use of remission funds. Following application of other awards, remission will cover only up to the remaining tuition and required fees subject to the benefit, if any.

Please note:

- Employees eligible for both tuition discount and tuition remission (e.g. by virtue of a spouse who is also employed by the University) may elect one or the other but may not receive both discount and remission in the same semester or session.
- See PPM Section 11-Reduction in Force-Benefits for tuition discount and remission provisions for employees who receive Layoff Notice.

UNIVERSITY CLOSURE

PURPOSE: To maintain minimal, but essential, services to our customers within the Campus community during closure periods not related to inclement weather (i.e., tornado, flood, etc.). Attention will be focused in residence halls, campus apartments, dining services and buildings open for essential services.

The following process will occur when the University announces the University will be closed due to inclement weather:

1. The director is contacted by the appropriate University office.
2. The director notifies the two labor managers.
3. One of the labor managers will contact the on-call supervisor.

The manager will be responsible to:

Commit one person from each of the following trades for first shift duties, based on the manager's determination of need. These employees shall be called on the basis of the manager's discretion, with consideration of various factors related to the emergency, including primarily their qualifications and, secondarily, their proximity to the University.

- Carpenter
- Electrician
- Plumber
- pipe fitter (for heat calls)
- maintenance mechanic
- environmental controls person

The on-call supervisor will supervise the trades persons called in by the manager for essential services during first shift hours.

The decision will be made by the manager about the need for essential services trades persons for second and third shift as the day progresses.

Reduction, Suspension, or Closure of University Operations

University operations may be reduced, suspended or closed due to weather conditions, facility damage, or other emergency conditions that prevent normal operations.

The decision to reduce, suspend, or close all or part of the University for reasons of weather, building conditions, disruptive actions, or health risks will be made by the President or his/her designee. The Office of the Vice President for Business and Finance and the Department of Human Resources will handle details and questions regarding this policy.

In cases of complete or near complete closure or shut down, the University's Website—www.wmich.edu—and local news media will be used under normal circumstances for notification purposes. The first notice will be posted on the WMU Home page, and the University will make every reasonable attempt to notify local news media by 6 a.m. in such instances. The emergency and information number for the university is 387-1001. Employees may call that number to find out the status of the University. If only selective operations are involved, or if the situation develops after the beginning of the 8 a.m. workday start, each affected department will be notified. The lack of specific notification to the contrary should be interpreted to mean that normal operations are to be maintained.

It is recognized that certain conditions may cause problems for some employees in arriving to or leaving the University. In such circumstances, this policy should be observed as outlined. Specific cases and varying conditions or circumstances may require special action or decisions. However, some basic policy statements regarding suspension, reduction, or closure decisions are presented herein. This policy will be instituted in the following manner:

- I. Employee and operational designation definitions.
 - A. Essential Services: Those offices/ departments which must maintain staff on duty regardless of the conditions.
 1. Public safety—As designated by the Director of Public Safety.
 2. Power Plant
 - B. Conditional Essential Services: Those offices/ departments which may be required to maintain staff during certain conditions. These authorizations are at the direction of the President/ Provost/or Vice President for the designated area(s).
 1. Maintenance Services—as designated by Associate VP for Facilities Management.
 2. Building Custodial—As designated by type of emergency/condition as listed by buildings on a roster maintained by the Associate VP for Facilities Management.
 3. Landscape Services—As designated by the emergency/condition per the instructions from the Landscape Services Director or Supervisor, or as authorized by the Associate VP for Facilities Management.
 4. Dining Services—As designated by the emergency/condition per list of Dining Service Units maintained by and designated by the Dining Services Director or managers as authorized by the Director of Dining Services.
 5. Office of Information Technology—As designated by the Chief Information Officer.
 6. Any other department or unit designated via the President or his/her designee.

- C. **Critical Services:** Those services that must be maintained during a prolonged closure for an emergency situation such as a pandemic, terrorist attack, or massive tornado damage to the University. These critical services are required to preserve either human or animal lives, maintain the physical infrastructure, or continue essential business services until the emergency has been mitigated. They will be determined by vice presidential approval of a department's completed business continuity survey.
 - D. **Non-Essential Services (during emergency type conditions):** All classes and other University operations and events unless designated and announced via the President or his/her designee.
 - E. **General Closure:** All classes, activities, events, and offices closed. Conditional Essential Services staff report as designated.
 - F. **Specific Closure:** Specific classes, activities, events, and offices will be closed or cancelled as announced. Conditional Essential Services staff report as designated.
- II. **Notification of type of closure and duration.**
- A. **Closure:** Begins at the time of the President's (or her/his designee's) announcement and ends when announced or at the start of the next day. All employee work schedules within the period of the closure, would qualify for the holiday period pay designation. Closure will be announced via local news media, the University Website, University access telephone, and Vice Presidential "phone trees" down through the departmental level.
 - B. **Classes, operations, events and offices will be closed at the time of the official notification.**
 - C. **Students, faculty, staff, and visitors will be advised as to any needed precautions prior to being dismissed or sent home.**
- III. **Staff needed for closure.**
- A. **Essential and Conditional Essential staff should report on their scheduled shifts/work schedules.**
 - B. **All employees deemed as Essential Services will be required to remain at work. All employees deemed as Conditional Essential Services will be informed of the need for their services as required by the type of emergency condition.**
- IV. **Pay status for "Reduced /Suspended" operation of the University.**
- A. **Employees required to work per item III above, will be placed on a "holiday pay" status from the time of the declared emergency until the end of their shift/ workday or until such time as the emergency period ends, then such pay status is curtailed.**
 - B. **Prior to official closure/reduction/suspension of operations, employees unable to report for work may utilize annual leave for any period prior to the official time of the announced closure/reduction suspension of operations.**

- C. Employees forced to remain off work due to the prolonged closure of the University will be informed of their pay status and or options as soon as the closure situation is evaluated.
- D. Any employee who, prior to the announcement of closure, who has reported in as “sick,” was scheduled to be on annual leave, or who decides to leave work early or to not come to work due to weather or other emergency related reasons will be paid as though there were no closure and thus will be charged for sick leave, annual leave, or leave without pay for the period not worked.

VEHICLE ACCIDENTS

If an employee is involved in an accident or damage to a University vehicle, the following procedure must be adhered to:

- Report all accidents or damages immediately. If the accident occurs on campus, call WMU's Department of Public Safety 387-5555; call 911 if off campus.
- Notify supervisor immediately by radio or phone call. Stay at the accident site and do not move vehicles or modify the scene until DPS, police or emergency responders arrives, assesses the situation and releases the individuals involved. (If the accident occurs on private property, such as a parking lot, and the police decline to take a report, obtain the following information from any individuals involved:
 - Name and address of vehicle owner
 - Vehicle year/make/model/license plate number and state
 - Extent of damages to the other vehicle
 - Name and address of insurance company
 - Name and address of driver (if different from vehicle owner)
 - Driver's operator license number and state where issued (if applicable)
- Provide insurance and vehicle information as requested but do not make any statements regarding your or the University's responsibility or liability.
- Respond to any personal injury concerns.
- Be prepared to assist staff in accident clean-up or equipment removal as directed by supervisor.
- Report the accident to the Transportation Services office as soon as possible. Transportation Services acts as the agent for the insurance company providing coverage for the University. A prompt report will aid the University liability exposure. Either come into the office or call 387-8510 to report.
- An accident investigatory meeting may be scheduled to gather facts concerning the incident regardless of the severity or circumstances of the accident.

VEHICLE USAGE/MILEAGE/PARKING

Employees may obtain a WMU permit to park in faculty/staff parking lots, which are designated as "R" lots. Employees may select either a window sticker permit or a hanging tag permit. Employees also may obtain a permit for a second vehicle.

Bring your WMU Bronco ID, driver's license, and a current vehicle registration certificate to Parking Services to obtain your first permit.

Permits are renewed each year and may be renewed in person, by mail, or online. You will receive a notice and instructions when it is time to renew your permit.

1. Facilities Management vehicles may **NOT** drive on grass or sidewalks **at any time unless authorized.**
2. Employees are responsible for parking violations issued by DPS.
3. Facilities Management vehicles **CAN** park in the following locations:
 - Parking spots designated with signs for Facilities Management use
 - Meters
 - Lots designated as R, W, A, B, C, D, E, F, G, K, L
4. Facilities Management vehicles **CANNOT** park in the following locations:
 - Archer Drive (in front of the Bernhard Center)
 - Lawn or grass anywhere on campus
 - Sidewalks
 - Handicap parking
 - Trustees parking
 - Spots designated for University administrators (vice presidents, deans, directors, etc.)
 - Any location designated Tow-Away Zone
 - Designated Goldsworth Apartment parking spaces
 - Lot 30 (parking lot adjacent to the Seibert Administration Building)
 - Lot 66 (parking lot between Siedschlag and Siebert Administration Building)
5. Facilities Management vehicles must observe all posted speed limits and traffic laws.
6. Do not leave the Facilities Management vehicle running for extended periods of time when not driving (for example, do not leave the vehicle running during breaks and lunch. Do not leave running on cold mornings to warm the interior, etc.)

7. At the end of each shift, all Facilities Management vehicles must be parked in the designated area for each shop.

As a Facilities Management staff member, if you use your personal vehicle for business purposes you may receive a mileage reimbursement – please see your immediate supervisor for details.