



UNIVERSITY OF DALLAS
Facilities Department

<http://www.udallas.edu/aboutus/offices/facilities>

Handbook of Policy & Procedure

Compiled by the Facilities Services Administrator

The Director of Facilities has authorized all policy, regulations, & procedures listed herein

ISSUED TO: _____

DATE OF ISSUE: _____

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Preface

The "*University Employee Handbook*" issued by the Office of Human Resources binds all University of Dallas staff to follow a standard university-wide policy.

This Facilities "*Handbook of Policy and Procedure*" is specific to the Facilities Department staff members.

1.0 ALCOHOL OR NARCOTICS

In the interest of safety; staff who operate University vehicles, equipment and/or interface with machinery or electricity, may not consume alcoholic beverages or narcotics during working hours or on their approved breaks. Employees are subject to random drug screening, & all employees involved in a work related accident shall be required to submit to a drug screening.

2.0 STAFF WORKING AS A CONTRACTOR

No employee of the University Facilities Department shall accept money from another department for work done on University property. All work performed on University property shall go through the work request procedure. No University Facilities employee shall act as a contractor on University property.

3.0 DESTRUCTION OF PROPERTY

Supervisors must remind all staff reporting to them that when they deface and destroy property, memos, etc., they prevent their co-workers from benefiting from the information. Facilities staff must have a signed University Property Waiver on file at the Office of Human Resources. This form states that the staff member shall be responsible for payment of all unreturned or damaged university property that had been issued to them. Depending on a director's decision, some equipment shall be reimbursed fully by the employee before he / she is issued replacement equipment.

4.0 EXCAVATION (Any digging, shovel, backhoe, trencher, etc.)

Prior to the start of any project that involves the excavation of any amount of dirt a pre-construction meeting shall be held. Those who should be in attendance are the Facilities directors, the affected and responsible supervisor(s), the electrician or other responsible person who is trained in the use of a cable locator, and the contractor if one is used. Contact the Work Order Office two days in advance of the start of any excavation works so that "Dig-Tess" can be notified. Dig-Tess shall notify the possible underground utility and each company shall contact the work order office to advise Facilities whether they do, or do not have any utilities in the specified area. Excavation should commence only after all underground lines have been located.

5.0 MILITARY LEAVE

The University of Dallas supports the Department of Defense Total Force Policy. On occasion there is a necessity of additional "priority" military tasking beyond the minimum federally mandated requirements.

However, it is essential that there be a balance between dedication to the University, and the desire to serve our country. Please adhere to the following steps when seeking University approval for military duty:

1. All requests for military leave are to be submitted to the Director of Facilities for review and approval.
2. Prior to departure, a copy of your orders must be submitted to Facilities.
3. It is acceptable to have your military unit FAX these orders directly to the Facilities Department. The FAX number is 972-721-5162.

6.0 OVERTIME

The State of Texas defines overtime as labor hours that are worked in excess of forty (40.00) hours per workweek. Time plus ½ pay rate is paid for each labor hour worked over forty (40.00) hours.

- 6.1 Accrued vacation hours are counted towards overtime pay. Accrued sick hours are not counted towards overtime pay.
- 6.2 No one is authorized overtime unless prior approval has been obtained from a supervisor.
- 6.3 Purposely logging-in/out someone else's time records constitutes fraud and the perpetrator shall be subject to dismissal.
- 6.4 Dates left blank must be verified by the craft supervisor for time actually worked.
- 6.5 Call-Outs are defined as an occasion where an employee is called and requested to report for duty during his / her off time or normally scheduled days off. The employee shall automatically receive four (4.00) labor hours of pay. If the repair time on the call-out exceeds four (4.00) hours, the employee must then log-out when their assignment is complete so that the appropriate amount of labor hours shall be credited.

7.0 PAYROLL BUSINESS RULES

Holiday Pay - When a holiday falls on normally scheduled workday, employees shall be paid for eight hours. If the employee is required to work, they shall be paid eight hours plus the number of labor hours actually performed. This is referred to as, "double time and a half".

When a holiday falls on a day that is a normally scheduled day off; time can be taken off after the holiday. If it is not possible for the employee to take time hours off, and the employee agrees, compensatory time may be taken in later pay periods.

Pay Advances - Are not encouraged. Authorization must come from the Director of Facilities and is handled on a case-by-case situation.

Early release of paycheck is not authorized. Staff shall participate in the UD direct deposit program.

Facilities administrative staff shall retrieve both the staffs & student workers hard copy paychecks from the business office on payday Wednesday mornings after 8:30AM. Checks shall be sorted by craft and made available to supervisors for distribution as appropriate. Supervisors shall distribute the checks to their crews on payday.

8.0 PURCHASING PROCEDURE

- 8.1 Bid supplies, & deferred maintenance items with at least three vendors.
- 8.2 Submit a completed Purchase Requisition to your supervisor for signature.
- 8.3 Take your signed Purchase Requisition to the Facilities Accounts Administration Clerk (remember that the packing slip, receipt, or invoice shall also be given to the Accounts Clerk once the purchase/service has been accomplished).
- 8.4 A computerized purchase order system is available for Facilities staff use. The access terminal is located at the work order counter, and craft supervisors shall use their individual PC's. See the Accounts Administration Clerk for instructions regarding the access & use of the system. All purchase order requisitions must be approved by the craft supervisor (*see 8.2*).

9.0 PETTY CASH POLICY

Any Petty Cash voucher over the amount \$30.00 must be signed by either the Director, or Associate Director of Facilities. The receipt or the cash (change) must be returned the same day issued. This policy must be followed strictly. Petty cash transactions not settled within 72 hours might not be reimbursed. Petty cash transaction claims may also be accomplished via payroll deduction so the university can clear transactions with the employee. The University is a tax-exempt institution; make sure that a tax ID form is presented to the vendor.

10.0 SICK LEAVE

If illness prevents reporting for duty, Facilities staff must call-in thirty minutes prior to the beginning of their shift to report sick leave. The craft supervisor or the work order office should be notified. Voice mail is available if the work order office is unable to answer the line personally. A staff leave form must be completed and signed by both the employee and the supervisor on the employee's first day back to work. Sick leave shall be granted only to staff following the call-in policy.

11.0 TIME RECORDS POLICY (*see the Banner web time entry SOP book*)

Departmental policy first requires each employee to log in at the beginning of the shift, & second log out at the end of the shift. Everyone shall log in and out personally. No one shall log another person in or out. All supervisors shall check the time records of their crew to insure all entries logged are correct. Other than emergency call-out work, a supervisor shall approve all overtime in advance. Vacation requests shall be submitted and approved prior to vacation days taken. Sick leave request shall be submitted the first day back from an illness. These forms must be submitted to the University payroll clerk as soon as possible. The staff leave forms are located either in the work order office, or on the University web site.

- 11.1 The cut-off time that freezes the employee Banner-web time record and will not allow any changes is 23:59 hours on Monday night following the last day of the pay period. By this time employees must have submitted their time record for approval to their supervisor. The craft supervisor has until Wednesday, before noon to approve the time records. Wednesdays after 12 noon, approved Banner time records are processed by the University payroll office.
- 11.2 The craft supervisor is responsible for the approval of their employee's time entries.
- 11.3 The supervisor shall check the accuracy of the time entries. If time is missing or is incorrect, the supervisor must document it by correcting and noting the correction on the comments section of the time records. Sick leave forms are due on the first day back to work.
- 11.4 Vacation leave, & Jury Duty forms (jury duty summons is required as well) are due before the leave is taken. Funeral leave requires an obituary or funeral service program.
- 11.5 Craft supervisors are responsible for the accuracy of the information on the time records.
- 11.6 The Facilities Services Administrator is responsible for the reporting of overtime pay to the Director of Facilities provided that the craft supervisors have submitted an overtime report to the services administrator.

12.0 TOWING: Campus Safety Office (CSO) is responsible for the towing of vehicles on campus.

13.0 UNIFORMS

The uniform appearance of Facilities staff reflects on the entire department.

- Staff should arrive at work neatly groomed, with clothing clean and in good repair.
- Wearing non-uniform clothing is discouraged but may be approved by your crafts supervisor.
- Items such as hats, or rain gear should be in good condition and clean.
- The employee's name and the "University of Dallas" logo must be visible at all times.
- No open-toed footwear is authorized for wear during work hours unless medically required and under a doctor's authority. Safety footwear shall be worn while on duty.
- Safety gear (PPE) shall be worn correctly and as required by the job hazard level.

14.0 VEHICLES

The Facilities Department maintains a fleet of university owned vehicles; In order to use them the operator must first be placed on the authorized insured drivers list.

- Vehicle operators shall check all fluid levels and fuel at the start of the shift.
- Drivers should inspect the vehicle before using it.
- Any repairs needed should be reported immediately on a work request.
- Keys are not to be taken home.
- Idling or running vehicles unattended is prohibited. The keys should be removed each time the vehicle is exited.
- All trips off campus should be planned & called-in.
- Wasting of gasoline is discouraged in any form.
- Cellular phones should not be used while driving; however radios must be monitored and answered when conditions make it safe to do so without endangering the public.
- Ask the work order office clerk for a copy of the department driver's regulations. Read them & follow them.

15.0 WORKER'S COMPENSATION POLICY / INJURIES ON THE JOB

Report all injuries as soon as possible to your supervisor and the safety coordinator. Craft supervisors, or the safety coordinator shall complete the workers compensatory E-1 First Report of Injury form. The Office of Human Resources shall also be notified. Submit all doctor's reports and disability notices to the Human Resources office as they are received. The safety coordinator shall call to advise Nova Health Care Center (214) 350-9800 for transport, and treatment of the injured employee. The injured staff member must submit to a drug screening at Nova Health Care Center or Concentra Health Center within 48 hours of his / her on the job injury.

Note: Texas law dictates that employee's may choose any medical provider they wish for treatment; University policy stipulates that if the employee uses a provider not on the current UD insured coverage provider list, the staff member shall be responsible for payment of all medical costs incurred.

Regardless of where treatment occurs, a drug screen must be performed within 48 hours of the injury at Nova Center or Concentra Health Center. Nova Center is the default treatment agency as well as Concentra Health Care Center; both are members of our coverage group. Employees with life threatening injuries shall by default be transported via ambulance either to Irving Baylor Hospital, or Parkland Hospital.

16.0 VEHICLE MAINTENANCE

If an employee notices any changes in the operation of their University vehicle (noises, loss of brake pressure, power, steering, etc.) they should recognize this as the machine needing attention and discontinue using the vehicle.

- 16.1 A work request form must be submitted. After it has been dispatched to the Facilities mechanic, the mechanic shall resolve the issue on site or he shall send the vehicle to an outside shop for needed repairs. This includes heavy-equipment, gas powered equipment, tractors, scooters, & pick-up trucks.
- 16.2 Do not attempt to operate the vehicle until it has been released by the mechanic. This includes "tagged-out" equipment.

17.0 ENGRAVING OF TOOLS

It is a necessity for all an employee's tools to be engraved and/or stenciled as being UD's. Additionally, each supervisor below director level is to have an inventory of the tools and equipment that they are responsible for. All tools should be engraved with U.D. on the tool.

- 17.1 If a tool is assigned to an individual's toolbox, the radio call sign of the individual should also be added.
- 17.2 Small hand tools need to only be engraved in one location.
- 17.3 Larger tools such as drills, saws, and shovels should be engraved in at least two locations.
- 17.4 Things like generators should be engraved in at least three locations.

17.1 EXPENSES FOR TOOLS & EQUIPMENT

All staff must be sure to annotate on PO's; tools and equipment expenses. This includes equipment replacements and upgrades (ex: cloth blower bags, gas tanks to mowers etc.) saw blades, drill bits, and of course new tools. Please note that there is a difference between "supplies", and "equipment".

18.0 LUNCH POLICY

The following groups shall not have a thirty minute lunch period deducted from their daily pay:

- 18.1 Facilities staff working the evening shift (an evening shift may begin at 11:00 AM or thereafter)
- 18.2 Facilities staff working weekends.
- 18.3 Facilities staff working call outs and /or on university approved holidays
- 18.4 Facilities staff attending a business luncheon, or an off-campus work related training course.

The following groups shall have thirty minutes deducted from their time records daily to cover the lunch period:

- 18.5 All Facilities staff not listed in the above grouping.

19.0 CHILDREN IN THE WORKPLACE

Children are not to be brought to work in any of the Facilities areas or to be transported in department vehicles. The work environment is too hazardous for unsupervised children, the presence of children is a distraction to the parent and co-workers.

20.0 SALVAGE AND SURPLUS MATERIALS POLICY

All Surplus and Salvage materials should be disposed of in a fair and equitable manner. This policy shall apply to large items such as furniture, appliances, vehicles, and other equipment.

20.1 METHOD:

- Only persons at the Director level may designate material in their assigned departments or areas as surplus or salvage. Salvage and surplus materials shall be offered for sale following a determination of the fair market value of the item. The Facilities Director shall determine the fair market value of any surplus or salvage item.
- Notices shall be placed on the Facilities website, UD email, and on approved campus bulletin boards.
- Bids shall be offered in a sealed envelope. On the appointed day, the Facilities Administrative Assistant shall open the bids, stamp them as received, and determine the person(s) making the highest bid above the minimum bid. The Facilities Administrative must tabulate and place these bids on file with a copy of the bid advertisement.
- Bids must be paid in full within one workday. Successful bidders have 48 hours from bid opening to remove their items. Items not paid for or picked up in the allotted time shall be offered to the next highest bidder.
- Funds collected in the sale of these items shall be placed in the University Facilities Scrap Metals account.

20.2 EXCLUDED PARTICIPANTS:

Any person (including their relatives) who participates in the determination of fair market value of any offered item or participated in the collection of bids or participated in the evaluation of any bids are prohibited from bidding on any offered material.

21.0 SMOKING POLICY & LITTER

Facilities Department staff members who smoke are to throw away their cigarette butts in an authorized ash urn, and not on the ground. Staff must abide by the 2007 smoking regulation of the City of Irving and the University of Dallas.

- 21.1 If an employee observes any litter on the ground, he or she is to pick it up and dispose of it properly.
- 21.2 If an employee sees a full trash can, the employee is to notify the Maintenance Base, or the Custodial Supervisor of the full trashcan and its location.

22.0 OPERATION OF PERSONAL VEHICLES ON BEHALF OF UD

Staff members who use their personal vehicles for University of Dallas business may be reimbursed for the actual miles driven.

- 22.1 Use of a personal vehicle for university business must be pre-approved by a supervisor.
- 22.2 Reimbursement forms must be processed at least on a monthly basis. These reimbursement forms must be signed by the employee's supervisor. The director of Business Services sets the current reimbursement rate; contact the business office for the current reimbursement rate.
- 22.3 Staff members who operate a personal vehicle on behalf of the University of Dallas must maintain the State of Texas required minimum level of automobile insurance. Anyone who does not have or maintain the State required automobile insurance is prohibited from operating his or her vehicle on behalf of the University of Dallas.
- 22.4 No employee shall be penalized in any way for choosing to not operate his / her vehicle on behalf of the University.

23.0 WORK REQUESTS

Facilities staff shall complete all work requests assigned to them by their craft supervisor, and shall return the request form to their craft supervisor upon completion.

- 23.1 No Facilities staff member shall purposely destroy a work request without prior authorization of the Facilities Services Administrator.

- 23.2 The completion information should be written on the form so that it may be entered electronically into the database. Completion information includes: names of persons who completed the work, labor hours spent per person, information regarding what was done, PO items purchased, and the actual date the order was completed.
- 23.3 The craft supervisor shall determine whether or not the work order has been completed to his satisfaction. If so he shall initial the page on the top right hand corner and return it to the work order desk. By initialing the work order the supervisor affirms that the order has been completed correctly.
- 23.4 Work requests turned-in as completed to the work order desk that do not have the completion information as described in section 23.2 and 23.3 shall be returned to the craft supervisor for completion information.

24.0 RADIO COMMUNICATIONS PROCEDURES

Follow the radio procedures as designated by the authorized SOP documents. If you do not have a copy of these documents, ask the Facilities Services Administrator.

- 24.1 Follow all instructions as dispatched by "Maintenance Base".
- 24.2 "Maintenance Base" is the operator responsible for radio traffic on Facilities authorized frequencies. Follow base instructions at all times. Remember that our frequency is monitored by agencies other than ourselves. It is important to maintain professional radio demeanor while broadcasting.

25.0 SAFETY IN THE WORKPLACE

University Facilities staff shall abide by the safety policies, written standards, protocols and procedures as mandated by the Director of Facilities and/or his appointed subordinates. The Facilities Safety Coordinator shall provide guidance, training, consultation, and equipment to the department. OSHA standards and practices (*OSHA 29 CFR*) shall be followed and inspections by insurance agents conducted to insure that all employees follow best practices.

- 25.1 Safety equipment and PPE shall be worn by staff for their own protection, and the department shall maintain MSDS information on known hazardous chemicals/substances that employees may be exposed to in the normal routines of the workplace.
- 25.2 Regular safety training shall be conducted in a variety of topics and exams given to insure staff understanding of the material studied. Questions regarding safety matters and requests to review safety standards should be directed to the department safety coordinator.
- 25.3 In the event of an emergency or injury; staff shall abide by the emergency guidelines of the Emergency Action Plan, evacuation routes, or emergency call procedures documents. These documents are located in wall-mounted station binders in the Facilities shop and at custodial storage in Haggard building.
- 25.4 The safety coordinator shall prepare and update the department's written safety programs as deemed appropriate by the Department Directors. These programs may be viewed upon request at the Facilities Office.

26.0 ENVIRONMENTAL SAFETY AND RESPONSIBILITY

It shall be the responsibility of each Facilities staff member to appropriately follow the EPA guidelines regarding the safe and proper disposal of materials deemed: regulated, universal wastes, & hazardous wastes in the appropriate containers.

- 26.1 Logs and paperwork shall be kept for display in the event of audit.
- 26.2 The Facilities Associate Director and the Safety Coordinator are the primary persons within the Facilities Department responsible for the education and implementation of best standards and practices.
- 26.3 At all times shall the department use agencies that are certified by the EPA for the hauling, recycling, or disposal of materials deemed not fit for non-regulated waste disposal. Manifest and pick-up tickets shall be turned over to the Facilities Accounts Administration Clerk for proper filing.
- 26.4 It shall be the responsibility of the safety coordinator to purchase / obtain the required items needed for the safe and proper containment of materials stored on campus and used by Facilities department.

As with the safety programs; environmental SPCC plans, FRP, and relevant EPA documentation may be viewed upon request at the Facilities office.

**Disclaimer Notification*

"The University of Dallas is an at-will employer and retains the right to end the employment relationship at any time, for any reason, with or without cause or notice just as employees have the right to end their employment with the University at any time, for any reason, with or without cause or notice to the University."

**Employee Handbook Sec.3.13 pg 30, Office of Human Resources*
END

Detach this page, and return it to the Facilities administrative office

Facilities Staff Member Acknowledgement of Regulations

By signing this document the Facilities staff member agrees that they have read, and that they do understand the regulations described in this handbook, and shall hereby agree to follow the stated regulations and procedures.

Failure to follow stated procedure and regulations could lead to disciplinary action.

Printed Name

Signature

Date

Please note that the Facilities Department and the University of Dallas may change or amend these procedures at any time.