

University Facilities

EMPLOYEE HANDBOOK



Montclair State University
FACILITIES

**The current version of this Handbook is available on the
University Facilities web page**

www.montclair.edu/facilities

Version 2

October 21, 2020

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INTRODUCTION

Welcome to the Division of University Facilities at Montclair State University!

The Division of University Facilities is committed to providing high-quality, customer-focused services to support the University's mission. The Division strives to deliver exceptional customer service through establishing and maintaining strong partnerships, the development and maintenance of a high-performing work team, and the creation of effective and efficient work systems.

The University Facilities Customer Service Center serves as the main conduit for around-the-clock facilities service and support. It is our customers' first point of contact for service information and requests, and it serves as the University Facilities communications hub for both routine and emergency maintenance work.

As a customer-focused service organization, how we support our customers is as critical as the services we provide to the campus community. University Facilities employees must conduct themselves professionally at all times and observe the rules of professional conduct in the field and all Montclair State University facilities.

This Handbook informs and guides employees working for the Division of University Facilities at Montclair State University. It addresses the procedures, policies, and standards most often applied in daily University Facilities work activities.

Where a provision of this Handbook may be in direct conflict with a provision of a valid collective bargaining agreement or existing law, the provision of a valid collective bargaining agreement or existing law, the provisions of that agreement or the law shall prevail.

This document supersedes any previous versions issued by the Montclair State University Division of University Facilities.

Please direct questions regarding division-specific information in this document to your department head or the Office of Facilities Human Resources

Contact Information

Facilities Human Resources

973-655-6872

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Office of the VP for University Facilities Capital Planning & Project Management

973-655-5457

•

Environmental Health & Safety

973-655-3863

•

Facilities Logistic Support

973-655-7005

•

Facilities Maintenance & Engineering

973-655-5217

•

Facilities Services

973-655-3448

•

Fire Safety

973-655-5401

Montclair State University

FACILITIES

Vision

To be a provider of exemplary facilities management services in public higher education.

Mission

To plan, design, construct, maintain and operate the buildings, grounds, and physical infrastructure of Montclair State University and to provide related services that support the University's mission of research, education, and public service in a high-quality, customer-focused, cost-effective and safe manner.

Guiding Principles and Critical Success Factors

We are committed to creating and sustaining a work environment that:

- ✓ Provides excellent customer service;
- ✓ Values our employees and fosters collaboration, teamwork, and communication;
- ✓ Ensures an inclusive work environment that embraces the diversity of our workforce and where each employee is respected and valued;
- ✓ Promotes safety and environmental responsibility in all of our work processes;
- ✓ Seeks customer feedback and continuously looks for ways to improve our work processes and service offerings; and
- ✓ Values leadership, accountability, professionalism, transparency, and fiscal responsibility.

In order to do this we must:

1. Promote universal understanding of and commitment to the vision, mission, critical success factors, goals, and objectives of the University and the Division of University Facilities;
2. Deliver exceptional customer service through strong partnerships;
3. Develop a high-performing work team;
4. Create effective and efficient work systems;
5. Provide strong planning and change management processes;
6. Work within University and regulatory system frameworks in the best way to enable and support the achievement of our mission; and
7. Ensure strong measurement systems.

SECTION ONE

GENERAL INFORMATION

1.1 University Facilities Departments

Office of the Vice President

The Office of the Vice President is responsible for the overall strategic direction, operation, and administration of the departments that comprise the Division of University Facilities. Within this office, the Director of Facilities Financial Management provides general oversight of all divisional budget and financial activities, processes all capital project procurement, and assists AVP's, Managers, and Supervisors with budgeting, fiscal, procurement, and contract management.

The Director of Energy Management works collaboratively with departmental administrators and maintenance supervisors to advance the overall operations of the Division, with specific responsibility for evaluating current energy usage, and developing and implementing cost-effective plans to reduce energy consumption campus-wide.

The Director of Facilities Human Resources oversees the management and administration of programs, policies, and procedures related to recruitment, compensation, classification, employee benefits, labor relations, and all employment processes administered by the Division of Human Resources.

The Vice President is assisted by the Director of Facilities Strategic Operations with the development of divisional business processes, organizational management, and the completion of individual divisional projects. The Associate Director of Learning and Development oversees initiatives and functions related to employee training and professional development, and maintains compliance with all applicable job-related University, state and federal regulations.

Capital Planning & Project Management

The Department of Capital Planning and Project Management consists of licensed professionals in the fields of architecture, engineering, landscape architecture, interior design, and physical planning. It is responsible for the development of the University Capital Master Plan, capital project planning, and space management for all 252 acres, 69 buildings, and approximately 4.4 million gross square feet. It provides professional and technical consulting and project management services to the University community as it relates to the initiation, design, capital construction, and facility renewal initiatives.

Environmental Health & Safety

The Office of Environmental Health & Safety develops, establishes and administers the University's policies and procedures for campus environmental management, ensuring the University's compliance with all federal, state and local laws, regulatory guidelines and industry standards. This office provides technical support, information/training programs, consulting services, and the periodic auditing of campus environmental, safety and health practices.

Facilities Logistic Support

The Department of Facilities Logistic Support consists of the following units: Fleet Services, Shuttle Services, Parking Services, and Facilities Information Technology, which oversees Access Control. These groups are responsible for providing and managing the infrastructure with which University Facilities and the campus may operate efficiently.

Facilities Maintenance & Engineering

The Facilities Maintenance & Engineering department is comprised of the Facilities Customer Service Center and the maintenance and repair trades. This department manages maintenance work requests, emergency off-hours response, preventive and routine maintenance, and maintenance and repair of the systems serving campus customers.

Facilities Services

The Facilities Services department manages the University's Grounds and Landscaping, Housekeeping, Postal and Warehouse Services, and Move and Waste Management operations. This group is responsible for cleaning, waste removal and recycling, room set ups, residential and academic moving, pest management, field maintenance, snow removal and outdoor maintenance.

Fire Safety

The Office of Fire Safety is responsible for all aspects of life safety throughout the University. This includes fire and life safety inspections of campus buildings to ensure compliance with fire and life safety codes, as well as reviewing plans for construction and renovation projects. Preventive activities include fire prevention training for University personnel, conducting fire and evacuation drills, testing of fire detection and protection equipment, providing educational programs, evaluating materials and establishing guidelines for fire-safe materials.

1.2 Chain of Command

The Vice President for University Facilities provides oversight of the Division of University Facilities (UF). Associate or Assistant Vice Presidents (AVPs) and Directors who are responsible for individual departments or offices comprised of one or more business units assist the VP in his or her role.

"Managers" are executive directors, directors, associate, and assistant directors who are responsible for managing operations, formulating operational policies and practices, and directing the effectuation of such for a particular business process or unit. "Supervisors" report to managers and they are responsible for assigning and overseeing work in a unit. "Crew Supervisors" supervise a group of employees, particularly in a large business unit, and they may report to either a manager or a supervisor. Managers and supervisors work in conjunction to provide performance evaluations for department personnel.

The Immediate Supervisor" is the manager, supervisor, or crew supervisor to whom an employee reports directly.

UF staff may receive directives or requests for services from any Supervisor, Manager, or AVP within the organizational hierarchy (chain of command) in their business unit. In such occurrences, employees are expected to comply.

Employees will initially direct questions, issues, and concerns to his or her immediate supervisor. If the immediate supervisor is absent or unavailable, the employee will then contact the next highest supervisor or manager in his or her chain of command. In unusual or extenuating circumstances, where no supervisor or manager is available to employees within a business unit, the division vice president reserves the right to delegate that authority to any University Facilities supervisor, manager, or AVP outside that business unit.

1.3 Work Schedules and Assignments

1.3.a Work Shifts and Hours

The daily, weekly, planned, and emergency work schedules are developed and assigned by unit supervisors, in accordance with the operational needs of the University, the work unit, and the collective bargaining agreements (CBAs). Work schedules are determined and maintained based on. If there are any changes in the core hours of the department, the department shall notify the Division of Human Resources before taking any action. When schedule changes occur, the affected employees shall receive notice as outlined in the CBAs, with consideration to his or her convenience as a factor.

Work schedules for employees in the CWA and IFPTE Bargaining Units shall provide for a 15-minute rest period during each one-half shift.

An employee whose shift has changed shall be given notice pursuant to the CBAs, except in the case of an emergency. Should such advance notice not be given, an employee affected shall not be deprived of the opportunity to work the regularly scheduled workweek.

Work Schedule and Assignment Policies and Governance

- Employees are required to work the regularly scheduled hours established by their supervisor.
- Start and end times are determined by the department associate/assistant vice president or other designated manager.

- No schedule is permanent or fixed. Pursuant to the relevant CBAs, employees may be required to work different shifts, including weekends, 2nd shift, overnights, or holidays, to meet the needs of the University and the department.
- The Division will post vacant shifts within the IFPTE Bargaining Unit pursuant to the CBA.
- Employees must notify their immediate supervisor if they leave their assigned work area or duties for personal reasons. Unless the absence is for University business, the employee must clock out when going and clock back in upon return to work.
- Clean up and travel time to return to a shop is not to begin more than 15 minutes before the end of a shift.
- Employees should fuel, return to the shop, complete the Vehicle Inspection Form, park, and secure all vehicles, assigned tools, and equipment at the end of their assigned shift.

1.3.b Breaks and Lunches

For University Facilities CWA and IFPTE Bargaining Unit employees, work schedules shall provide for a 15-minute break during each one-half shift. Work schedules shall also provide for a 30-minute unpaid lunch at or near the midpoint of an employee's work shift.

The time it takes to travel to and from the break/lunch location is included in the allotted time. Employees are encouraged, but not required, to take their break and lunch periods close to their work sites.

UF employees in the AFT Bargaining Unit and managerial staff are not entitled to breaks during the workday; however, a one-hour unpaid lunch is provided at or near the midpoint of an employee's work shift.

Breaks and lunches are scheduled around the needs of the department, or work unit, and are taken at the discretion of the supervisor based on business demand and workload.

Employees may not:

- Use or combine the morning and afternoon breaks for one 30-minute rest period during the workday, except under special circumstances and with the prior authorization of a supervisor or manager.
- Combine the morning and afternoon breaks in order to arrive late or leave early to reduce the assigned workday.
- Add the morning and afternoon breaks to lengthen the lunch period, except under special circumstances and with the prior authorization of a supervisor or manager.
- Break up the morning and afternoon rest periods into multiple breaks during the workday.

If remaining on University property, employees may only take their breaks in areas that are open and accessible to the public or in locations designated and approved by a supervisor or manager.

Employees may not take breaks or lunch in the following areas, whether unoccupied or not:

- Classrooms
- Residence Hall rooms
- Offices of others
- Supply closets
- Electrical rooms
- Mechanical rooms

An employee must take his or her breaks and lunch during the time(s) approved by the supervisor. Any deviation from the established schedule must be approved in advance by the supervisor.

1.3.c Reassignment

The Division of University Facilities reserves the right to reassign an employee to another department, work unit, supervisor, or work location based upon the operational needs of the division, department, or work unit, pursuant to the collective bargaining agreements.

1.3.d Essential Service Employees and Emergency Personnel

Essential Service Employees are required unless otherwise instructed by their supervisor or other employee designated by the University, to report to work during a campus closure, or in a situation that requires a delayed opening or early dismissal. Examples of such circumstances include, but are not limited to:

- Inclement weather;
- Utility failures;
- Fire;
- Forced evacuations of the campus, and;
- Major catastrophic events when the University is designated an Emergency Point of Distribution site.

The State of New Jersey requires the provision of appropriate notification to Montclair State University employees classified in titles deemed as Essential. Such notification shall be made to affected employees no later than July 1 and is valid for the upcoming fiscal year.

Within University Facilities, designated administrative support positions may be deemed Essential, since the work activities associated with those titles support the efforts of critical UF staff. Administrative support Essential Service Employees may not be called-in to work in every instance of an emergency or other closure. Every effort will be made to make this a rotational situation or invoked on an as-necessary basis.

During periods when the campus is closed for non-emergencies, such as winter break, certain holidays, etc., administrative support coverage may also be required. Compensatory time will be provided to administrative support employees who work during these particular periods, subject to collective bargaining agreements and University policy.

Professional staff within the AFT Bargaining Unit are required, unless otherwise instructed by their supervisor or other employee designated by the University, to report to work when the campus is closed or is in a situation that requires a delayed opening or early closure.

Failure to report to work, unless otherwise expressly instructed, will lead to a "without pay" status for hours during the regularly scheduled shift that the employee did not work, and may also lead to disciplinary action. Action may also be taken for those instances in which an Essential Service Employee fails to report to work for periods outside of the regular work shift when obligated to do so. This provision will be enforced in a manner consistent with applicable requirements of valid collective bargaining agreements.

1.3.e On-Call Personnel

Managers and directors are on-call 24/7 and are designated as such to ensure the safe and orderly operation of the campus after business hours and during University closures. A schedule of manager-on-call shifts is compiled six months in advance and distributed to designated University Facilities personnel and campus partners for reference and emergency use.

1.3.f Emergency Contact Information

The nature of facilities operations requires that our business units function on a 24/7/365 basis. Every University Facilities employee is required to provide their supervisor or manager with contact information for emergencies, including University closures.

1.3.g Snow Events

During snow or ice events, University Facilities employees must report to work for their regular shift unless otherwise directed by their supervisor. An employee will be notified by his or her supervisor or manager if they are needed to work snow duty or overtime within his or her department.

1.4 General Policies and Procedures

University Facilities employees are subject to all Montclair State University policies and procedures. The following summaries of University policies are determined to be particularly important to UF employees and are included in this Employee Handbook for reference purposes only.

1.4.a General Montclair State University Policies and Procedures

1.4.a.1 Equal Opportunity, Affirmative Action, and Tolerance

University Facilities employees are subject to Montclair State University policies and procedures regarding Equal Opportunity, Affirmative Action, and Tolerance. Detailed information about these policies is in the [Compliance and Policies section of the Human Resources webpage](#).

1.4.a.2 Smoke-Free Workplace

Montclair State University is subject to NJSA 26:3D-15 through 21 on smoking in public places (Health and Vital Statistics). In compliance with this law, smoking, vaping, or carrying of lighted cigars, cigarettes, pipes, or any matter or substance that contains tobacco is prohibited in all indoor spaces on the Montclair State campus. Prohibited smoking areas include classrooms, storage rooms, conference rooms, gymnasiums, offices, restrooms, auditoriums, locker rooms, lecture halls, pool, libraries, hallways, eating areas, stairways, laboratories, elevators, campus-owned vehicles, residence halls, and chartered, rented, or leased vehicles.

The department head or unit manager is responsible for administering and enforcing this policy within his or her area.

Any member of the campus community may ask an individual to comply with the provisions of this regulation or may file a complaint with University Police, who may issue a summons. Any individual who fails to comply is subject to a fine as determined by the local court where the summons is filed (typically \$25-\$200).

Montclair State University will be 100% smoke, tobacco, and vapor product-free by September 2020. Presently, University policy restricts the use of all tobacco products to on-campus designated smoking areas, which are at least 25 feet from all entries, outdoor air intakes, and operable windows. Tobacco products should only be used within 10 feet of each designated location.

University Facilities employees are subject to Montclair State University policies and procedures regarding smoking on campus. Detailed information about these policies is in the MSU [Tobacco-Free Policy](#). Please refer to the [List of Designated Smoking Areas](#) on the University website for information about locations in which smoking is permitted on campus until September 2020.

1.4.a.3 Policy on Drugs and Alcohol

Montclair State University is committed to providing a safe and productive work environment for all employees. To achieve this goal and to comply with the Drug-Free Workplace Act of 1988, employees are prohibited from possessing, distributing, manufacturing, consuming, or being under the influence of alcohol, illegal drugs, or controlled substances while on University premises.

University Facilities employees are subject to Montclair State University policies and procedures regarding drugs and alcohol in the workplace. Detailed information about these policies is in the University's [Drug and Alcohol-Free Workplace Policy](#).

1.4.b General University Facilities Policies

1.4.b.1 Visitors in the Workplace

The Division of University Facilities seeks to provide a safe, professional, and distraction-free workplace for all employees.

Workplace visitors are non-employees who may or may not have official business with the University. Visitors in the workplace may include but are not limited to vendors, children, spouses, relatives, and friends of employees. A workplace visitor is also a University employee who is present in any office or work area during a time in which he or she is not conducting official University business.

Department heads, managers, or unit supervisors may impose restrictions on visitors in the workplace, which are appropriate for the successful operation of that department or unit.

Except when approved in advance by the department or unit supervisor, visitors may be restricted from visits to the workplace. Union officials/representatives may be guaranteed access consistent with the terms outlined in their respective collective bargaining agreements.

Employees who bring children into the workplace must maintain supervision of the children in their care at all times when they visit.

1.4.b.2 Computers and Telecommunications

The computing resources at Montclair State University support the instructional, research, and administrative activities of the University. Examples of these computing resources include, but are not limited to, the central computing facilities, the campus-wide network, local-area networks, electronic mail, and access to the Internet/Web, voice mail, departmental networks, public computing facilities, shared file storage, and related services. University Facilities (UF) employees must comply with all computing and telecommunication regulations as outlined in the Montclair State University [Policy on Responsible Use of Computing](#). It is the responsibility of supervisors and managers to ensure that these guidelines and policies are properly enforced. Access to computers and telecommunication equipment for UF employees will be determined and granted according to the needs of the individual's job title or work unit.

1.4.b.3 University Facilities Policy on Handheld and Mobile Computing Devices

Notebook computers and mobile computing devices offer users more flexibility than standard desktop computers because of their portability; however, this portability also introduces further security challenges and entails additional employee obligations and responsibilities.

UF staff who have a notebook computer or a mobile computing device must use these resources in a manner, which is consistent with professional standards and University policies. Use must adhere to law and University policy regarding intellectual property, ownership of data, copyright, system security mechanisms, and individuals' rights to privacy and to freedom from intimidation and harassment. Users must take necessary precautions to ensure the device is properly protected from theft, loss, and damage. Users must abide by all applicable restrictions, whether or not they are built into the operating system or network and whether or not they can be circumvented by technical

means. All data, information, records, and material maintained on Facilities-issued mobile computing devices by University Facilities employees is the property of the University.

This policy establishes standards for employee usage, responsibility, and personal liability for the security of mobile computing devices, governs the procedure for issuance of these devices, and outlines the actions to take to minimize the risks and costs associated with theft, loss, and damage. All UF staff are required to read and acknowledge receipt of these guidelines before acquiring and using these devices.

Mobile computing devices include but are not limited to Notebooks (PC and Mac) and mobile devices such as tablets, iPads, and smartphones purchased by Montclair State University, and Notebooks and mobile devices loaned to staff by MSU IT for temporary use.

All users must adhere to the following guidelines:

1. Mobile computing devices are intended solely for official Montclair State University business, including, but not limited to:
 - a. As a primary computing device on campus;
 - b. As a primary or alternate computing device while traveling on official University business such as to conferences and workshops;
 - c. As the primary method for issuing, distributing, assigning and completing work and Work Orders within University Facilities;
 - d. Any other university work-related tasks.
2. Notebooks and mobile devices are issued to employees because they are essential tools required for successful job performance. As such, employees who have a University-owned mobile device are required to have them on their person while at work.
3. If an employee forgets to bring their assigned device to work or fails to charge it, he or she should inform their supervisor and obtain a loaner device for that day. Repeated failure to bring a mobile computing device required for work activities may be cause for progressive disciplinary action.
4. If the device remains on campus, it is the employee's responsibility to lock it in the assigned charging cabinet at the end of each day.

Procedure for Device Acquisition, Inventory Tracking, and Disposal:

- Mobile computing devices are issued based on job titles and responsibilities. New employees receive the equipment upon hire.
- To receive a new computing device, staff must turn in their existing computing device(s) to MSU IT.
- Users are not permitted to remove, move, or in any way alter the asset tag stickers or serial numbers.

- Upon resignation or retirement, the employee must return the equipment, and all accompanying peripherals and accessories to the issuing department on or before the final day of work.

All UF staff who use Division mobile computing devices must abide by the [Policy on Responsible Use of Computing](#), the Montclair State University [Policies Governing the Use and Acquisition of Computers Provided to University Personnel](#), and all other directives governing University-owned or leased IT equipment access and use.

All users of mobile computing devices are responsible for ascertaining, understanding, and complying with the applicable laws, rules, and policies governing their computing activities.

Users must only use those devices that they are authorized to use, and only in the manner and to the extent permitted. NetId's, accounts, and passwords may not be shared with, or used by, persons other than those to whom the University or the Division has assigned them.

Facilities staff must exercise care to guard against theft and damage to mobile computing devices. In situations where negligence or policy violations result in damage or loss of equipment, the cost for its repair or replacement will be the responsibility of the employee. The lease vendor determines negligence.

Users of mobile computing devices must abide by the standards of acceptable and ethical use as outlined in the University Policy on Responsible Use of Computing.

The use of Facilities mobile computing devices is not private. Detailed information on the parameters under which the University operates regarding individual user account monitoring and access is available in the Montclair State University Policy on Responsible Use of Computing.

All MSU-owned tablets must be managed by Montclair State University's mobile device management software. Users should not attempt to uninstall, disable, or reconfigure software. The installation of non-work-related applications such as games and other types of entertainment is prohibited. Users should lock their computers, laptops, mobile devices, and cell phones or log off when they are not actively using the device.

Employee Liability for University-Owned Devices:

- Facilities staff are personally responsible for the security and safety of the university-owned devices.
- In the event the device must be repaired or replaced because it has been made inoperable due to intentional or willful misuse or negligence, employees are personally responsible for reimbursing the University for the cost to repair or replace the device.
- Facilities staff should exercise care so that their devices do not become inoperable due to misuse or negligent acts including, but not limited to:
 - Spilling food or beverages onto the device;

- Dropping the device;
- Allowing the device to come into contact with water or other liquids;
- Misplacing or losing the device; and
- Failing to protect the device from theft.
- Notebooks, tablets, and mobile devices should not be left unattended inside of vehicles as they are easy targets for theft, and severe temperatures can damage the equipment.
- In cases of theft, employees must file a police report in the jurisdiction where the theft occurred on a timely basis and submit a copy to his or her manager.

1.4.b.4 Housekeeping Closet and Storage Policy

The primary duties of the housekeeping staff include maintaining assigned areas in a clean and safe condition and maintaining cleaning supplies.

The areas assigned to the housekeepers include all storage spaces and housekeeping closets within that designated area. As part of regularly assigned duties, each housekeeper is responsible for the upkeep and control of all storage spaces and housekeeping closets within their work area. Monitor every area for safety hazards, and if any danger is discovered, it must be promptly remedied or reported to the area supervisor. Housekeeping personnel are required to inspect each closet in their work area daily and ensure that:

- Closets are neat and orderly.
- Closets are adequately stocked.
- Supplies are correctly stored.
- Equipment is stored safely and in good working condition.
- Electrical cords are in good condition and stored correctly.
- Chemical containers are appropriately labeled, diluted, and stored.
- Visible hazards are identified, remedied, or reported.
- No unauthorized products or supplies are present.
- No unauthorized equipment, apparatus or appliances are present.
- Electrical panels are free of obstruction.
- Flammable and combustible materials are properly stored.
- All universal waste is packaged, labeled, and stored.

It is the responsibility of the housekeepers to lock and secure all storage spaces and housekeeping closets before leaving the work area or ending the work assignment. Do not leave housekeeping closets open or unlocked for unauthorized persons to gain access to cleaning supplies. Resident Assistant storage areas are for the use of students, and the availability of equipment and supplies for them is restricted to those areas.

Do not use housekeeping closets as break or rest spaces. Non-work-related items, equipment, apparatus, and appliances are not to be stored within. Physically altering

housekeeping closets or their utility infrastructure without the permission of the department head is prohibited.

1.4.b.5 Grounds Storage Area Policy

The primary duties of the grounds staff include maintaining assigned areas in a clean and safe condition and maintaining tools, supplies, and equipment.

The areas assigned to the grounds staff include all storage spaces within that designated area. As part of regularly assigned duties, each employee is responsible for the upkeep and control of all storage spaces within their work area. Monitor every area for safety hazards, and if any danger is discovered, it must be promptly remedied or reported to the area supervisor. Grounds personnel are required to inspect the storage spaces in their work area daily and ensure that:

- Spaces are neat and orderly.
- Tools are properly maintained and secured.
- Supplies are correctly stored.
- Equipment is stored safely and in good working condition.
- Electrical cords are in good condition and stored correctly.
- Chemical containers are labeled, diluted, and stored.
- Visible hazards are identified, remedied, or reported.
- No unauthorized products or supplies are present.
- No unauthorized equipment, apparatus or appliances are present.
- No gas-powered engines are present unless adequately ventilated.
- Electrical panels are free of obstruction.
- Flammable and combustible materials are properly stored.
- All universal waste is packaged, labeled, and stored.

It is the responsibility of the grounds staff to lock and secure all storage spaces before leaving the work area or ending the work assignment. Do not leave grounds storage spaces open or unlocked for unauthorized persons to gain access to tools, equipment, or supplies.

Do not use grounds storage spaces as break or rest spaces. Non-work-related items, equipment, apparatus, or appliances are not to be stored within. Physically altering grounds storage spaces or their utility infrastructure without the permission of the department head is prohibited.

1.4.b.6 Use of Bulletin Boards

Within University Facilities, bulletin boards are for the sharing of job-related information of importance to employees, including, but not limited to, federal, state and local guidelines, policies and procedures; work rules and scheduling; job opportunities; and notices of University or Division activities, events or information.

Department and shop bulletin boards are maintained exclusively by the department head (ranking manager). They are in areas accessible to all employees. No employee shall post information on a Facilities-maintained bulletin board without having received prior permission and approval from the department head. It may be permissible for employees to post informal staff news, including thank-you notes and invitations to employee functions; however, approval to post such notices is at the discretion of the department head. Each notice shall be dated and initialed by the ranking manager. In instances where bulletin boards are locked, access is granted by the department head or their designee.

Examples of prohibited posting materials include:

- Commercial solicitation for outside companies/organizations.
- Materials of obscene, sexually harassing, threatening or libelous content
- Lottery, gambling, and betting pool information
- Personal sale items
- Organizational meetings or membership solicitations
- Fund drives
- Political announcements

1.4.b.6.a Bargaining Unit Bulletin Boards

As negotiated between the State and the three bargaining units represented within University Facilities, the Division will provide bulletin board space for the exclusive use of the unions. These spaces are reserved for posting official business or other written material as approved for posting by the union. Facilities departments, business units, and employees may not post content of any kind within the union-designated bulletin board spaces.

SECTION TWO

STAFFING & EMPLOYMENT INFORMATION

2.1 Employee Classifications

2.1.a Part-Time Employees

It is often necessary for University Facilities to hire part-time employees to supplement our workforce to meet the demands of our growing, dynamic campus..

2.1.a.1 Temporary Service Employees

Temporary Service Employees (TSEs) may be used to fill a vacancy temporarily until a regular replacement can be found, to cover the duties of a person who is on an approved leave of absence, or to perform a limited duration service.

TSEs may be terminated at any time, with or without cause, during their assignment. Employment as a TSE conveys no entitlement or promise of full-time employment at the University.

2.1.a.2 Student Employment

A Student Employee is an individual whose employment is incidental to the pursuit of a full-time course of study at the University. Individuals who have been admitted as graduate students must register for, and maintain enrollment in, a minimum of six credits per semester to be employed on-campus as a Student Employee.

University Facilities is committed to providing meaningful on-campus employment opportunities for students. These opportunities are intended to enable students to earn a portion of their educational expenses, enhance their development and growth, and provide experiences that may be of vocational value in post-college years.

2.1.b Full-Time Employees

2.1.b.1 Managerial

Managerial employees are non-bargaining unit aligned persons who formulate management policies and practices and are responsible for directing the effectuation of such management policies and practices.

2.1.b.2 Unclassified/Professional Staff

Unclassified employees are faculty, librarians, and professional staff aligned in the American Federation of Teachers (AFT) Bargaining Unit subject to annual or multi-year reappointment.

2.1.b.3 Classified Staff

Classified staff are those employees who are governed by the Civil Service Commission guidelines, as found in the Administrative Code. In University Facilities, this classification includes clerical support staff in the Communications Workers of America (CWA) Bargaining Unit, and maintenance staff in the International Federation of Professional and Technical Engineers (IFPTE) Bargaining Unit. These are New Jersey Civil Service employees, who, upon satisfactory completion of a working test period, are permanent employees.

2.2 Job Openings and Postings

University Facilities follows Montclair State University and applicable collective bargaining agreement posting and hiring guidelines for all positions. Announcements of available classified position shifts will be posted for a minimum of two weeks. All postings will be available for viewing on the [Human Resources web site](#). All applications should be electronically directed to Human Resources through the official job application process unless otherwise stated in the job posting.

2.3 Job Descriptions

All new University Facilities employees will receive a copy of their job description, which they will sign, on the first day of work. Subsequently, an employee will receive a copy of their current job description at the beginning of each performance evaluation cycle. The document will be signed by both the employee and his or her supervisor or manager. Job Descriptions for classified and unclassified employees will adhere to parameters as defined by the State of New Jersey; however, the University reserves the right to assign specific duties or responsibilities according to departmental needs.

2.4 Employment Offers

2.4.a Part-time employees

To qualify for employment eligibility within University Facilities, new part-time workers will possess the required skills and experience for the position before they are hired. It is the responsibility of the supervisor or manager, as the hiring authority, to ensure that prospective part-time employees complete all of the paperwork and activities required by the Division of Human Resources on time. No part-time employee may begin work until the supervisor receives notification from Human Resources that the candidate is approved to work. Part-time employees will be paid at a rate commensurate with the candidate's skills and education, and the requirements of the position. Student employees will be paid at the rates established in the [Student Employment Policy](#).

2.4.b Full-time employees

To qualify for employment eligibility within University Facilities, candidates for full-time positions will possess the required skills and experience as detailed in the job description before they are hired. It is the responsibility of the supervisor or manager, as the hiring authority, to ensure those prospective candidates for full-time employment complete all of the paperwork and activities required by the Division of Human Resources on time. All employees are paid in alignment with the compensation schedules established for their particular positions. For bargaining unit employees, these compensation schedules are composed of salary ranges and steps. Managerial salary ranges include only a minimum and maximum. The Division of Human Resources provides full-time employees with a formal letter of appointment before their start date.

2.5 Anniversary Date

The first day of actual work performance at Montclair State determines an employee's starting date of employment. This date is the anniversary date for performance evaluations, pay raises, retirement eligibility, and like purposes.

2.6 New Employee Acculturation

2.6.a Part-Time Employees

New part-time employees at Montclair State University will meet with their hiring manager or supervisor for introductory activities on the first day of work.

2.6.b Full-Time Employees

2.6.b.1 Human Resources Office Hours

The Division of Human Resources provides office hours for new employees to clarify any new employment-related questions. Office hours are available on the [HR website](#).

2.6.b.2 Facilities Education Workshops

The Facilities Staff Training Team is responsible for providing information to employees about University Facilities and our operating departments. Educational activities include, but are not limited to

- A tour of campus facilities and work area
- Presentation of the University Facilities Employee Handbook and its procedures
- Ethics presentation and acknowledgment (employees without computer access)
- Enrollment in the Kronos Timekeeping System (if applicable)
- Distribution of keys and work tools (if applicable)
- Scheduling, training and employee safety information
- Division structure, mission, and goals
- Job performance and expectations
- Information regarding breaks and lunch periods

- Workflow and paper requirements

2.6.b.3 Union Orientation

Pursuant to the collective bargaining agreements, University Facilities will include the opportunity for employees to attend sessions for union orientation, where the distribution of membership information and bargaining agreements may occur.

2.7 Probationary Work Period

Facilities employees are subject to the Montclair State University Division of Human Resources policies and procedures regarding probationary employment, as may be modified by law and applicable Collective Bargaining Agreements.

2.8 Performance Evaluation

2.8.a Classified Employee Performance Evaluation

Classified employees (2.1.b.3) are evaluated annually consistent with the process set forth by the NJ Department of Personnel and any applicable negotiated agreement. The calendar year rating period is from January 1 to December 31. An interim evaluation is completed at the end of June, and a final evaluation is completed at the end of December. Detailed information about the Performance Assessment Review process may be found in the CWA and IFPTE contracts.

2.8.a.1 Unsatisfactory Evaluation: Performance Assessment Review (PAR)

Employees whose overall work performance is deemed unsatisfactory for any given evaluation period shall be placed on a structured improvement plan and re-evaluated at the midpoint of the next evaluation cycle. Employees who fail to perform satisfactorily during their initial evaluation period or who exhibit a pattern of unsatisfactory evaluations in a subsequent year(s) shall be subject to termination at the end of the current assessment period, or before if warranted.

2.8.a.2 Performance Improvement Plan

Standards of performance shall be established for all major job tasks so that employees know what is expected of them in the performance of their job duties. When an employee has not performed to expectations a Performance Improvement Plan will be utilized.

A Performance Improvement Plan is a formalized, structured plan of action designed to assist employees in bringing their level of performance up to standards required for their particular jobs. A Performance Improvement Plan is required whenever a gap exists between the employee's actual performance and the expected levels of achievement as described in the established performance standards.

If serious performance deficiencies persist after the appropriate intervention, the department head will initiate action for failure to perform job duties, up to and including termination.

2.8.b Unclassified Employee/Professional Staff Performance Evaluation

The unclassified/professional staff (2.1.b.2) performance evaluation process is a critical part of the reappointment process. It begins with a self-evaluation consisting of a brief description of job duties and an analysis of accomplishments for the assessment period that demonstrates the staff member's personal and professional growth and development. Additionally, the professional staff member specifies his or her goals for the next evaluation period. The evaluation document is reviewed at each level of supervision, and a written evaluation and recommendation concerning reappointment is made up through the divisional vice president. The MSU president reviews the document and has final approval authority concerning reappointment.

2.8.c Managerial Performance Evaluation

The performance evaluation process for managerial staff (2.1.b.1) occurs in the first quarter of each calendar year. University Facilities includes a self-evaluation in which the manager provides a written analysis of accomplishments for the previous year and suggested goals for the upcoming year. Additionally, the supervisor outlines the areas in need of improvement for the coming year, if necessary.

The evaluation document is reviewed at each level of supervision, and a written evaluation and recommendation concerning reappointment made up through the divisional vice president. The MSU president reviews the document and has final approval authority concerning reappointment. This document also informs the decision concerning salary increases for the manager.

2.9 Licenses and Certifications

In those instances where a job description requires licensure or certification, it is the responsibility of the employee to provide verification that he or she is appropriately licensed to perform said duties. The employee is further obliged to fulfill any requirements to keep any mandatory licenses or certifications current.

Job Titles

To work within University Facilities, prospective employees must meet all criteria and possess all licenses and certifications as required for the job by the University, by the state, and by federal regulations, where applicable.

Motor Vehicles

Some employees are required to operate a motor vehicle as part of their job duties. These employees are required to possess a driver's license valid in the State of New Jersey. A copy of the employee's driver's license must be obtained annually by the employee's supervisor. A

copy of the driver's license and a completed Driver Authorization Form (copies are available in the Treasurer's Office) must be submitted to the Treasurer's Office for processing.

Employees in these positions are required to notify their supervisor and the Division of Human Resources if their driver's license is suspended or revoked, or if they permanently or temporarily lose their driving privileges. Failure to notify may result in disciplinary action, up to and including termination.

2.10 End of Employment

Facilities employees are subject to the Montclair State University Division of Human Resources policies and procedures regarding the end of employment. Detailed information about voluntary or involuntary separation and retirement is on the [Leaving Montclair State University](#) webpage. For detailed information about the retirement process, please refer to the [New Jersey Division of Pension and Benefits](#) website.

All employees voluntarily separating from the University are required to submit a signed letter of resignation (including the final work date) to their immediate supervisor before their last day of employment. A minimum of two weeks' notice is requested. When a supervisor receives written notification that an employee is leaving, he/she must notify the department head, who will then inform the Vice President for University Facilities. The department head begins the [separation process](#) by [terminating the employee in Workday](#). Human Resources will contact the employee about the next steps.

Surrender of University Property

Employees, irrespective of whether termination is involuntary or voluntary, will work with their direct supervisor to ensure the return of all university equipment and property used during their employment. The employee's unit head is responsible for collecting all University property before the official separation date. Designated University departments will contact separating employees if there is a need to retrieve items or collect fines.

Retirement

It is the responsibility of the employee to file for retirement. The New Jersey Division of Pension and Benefits requires that employees enrolled in the Public Employees' Retirement System (PERS) submit retirement applications online no more than one year before the requested retirement date. Four to six months of advance filing is recommended.

Upon confirmation of the retirement date by the state, the employee must submit written notice of retirement to his or her supervisor and the HR Benefits Office.

SECTION THREE

ATTENDANCE & PAYROLL

3.1 Attendance and Punctuality

Facilities employees are subject to the Montclair State University Division of Human Resources policies and procedures regarding the eligibility and governance of Administrative, Sick and Vacation Leave. Detailed information about accruals and the types of leave available to MSU employees is in the collective bargaining agreements for each union.

University Facilities (UF) provides critical support to the infrastructure and operation of the Montclair State University campus. It is, therefore, important that UF employees fulfill their work schedules and are punctual for work shifts. Employees are expected to maintain satisfactory attendance by reporting to work as scheduled and keeping unscheduled absences to a minimum.

Further, not inclusive of approved lunch or break periods, an employee may not be absent from his or her workstation or the work site for extended periods during the workday for any reason without prior authorization from his or her supervisor. If an employee is determined to be absent without approval without explanation during the workday, he or she may be subject to disciplinary action.

Supervisors and managers will discuss attendance expectations with employees and take appropriate corrective action if needed, when absences and tardiness are excessive, when patterns of use suggest possible abuse of leave, or when an employee fails to follow divisional procedures for reporting absences.

3.1.a Start time and Work Readiness

UF employees are required to arrive at work, clock in (if applicable), and be ready to work at their workstation at the start of the workday or shift.

It is expected that all employees will be at their work location at the start of their shift, or after punch in. It is also expected that employees will not leave their work location early before the end of their shift. Employees will be allowed a 15-minute exception for a delayed start time with a reasonable excuse.

Employees required to record their time using a time clock are required to punch in and out at the start and end of their assigned work shift.

Employees may not:

- Punch and park: Park your personal vehicle at a punch location, punch in, and then move your car to an appropriate parking lot.
- Retrieve vehicles: Employees are not allowed to retrieve their personal cars and punch-out before the end of their shift.

3.1.b Lateness

Lateness is defined as arrival at work after the designated start time or after the end of the designated break or lunch period. Employees are expected to know and adhere to his or her schedule, including break periods, and supervisors and managers must enforce compliance. Employees who will be late are required to contact their supervisor per the department's reporting procedures.

Patterns of repeated or excessive lateness will be tracked and may result in the docking of pay. Ongoing abuse of the lateness policy, or failure to follow divisional procedures for reporting lateness, may result in disciplinary action.

3.1.c Absences

The ability of University Facilities to achieve its mission and provide first-rate customer service to the campus community depends upon the regular attendance of our employees. Work shifts must be fully staffed to ensure efficient business operations. It is essential that each employee realizes his or her valuable contribution and accepts the responsibility of good attendance to maximize that contribution.

Each employee is responsible for providing advance notification to his or her supervisor when he or she is going to be absent from work. Failure to provide notice of absence may result in a request to the employee's local police department to perform a welfare check at the employee's residence.

An absence shall be unauthorized under the following conditions:

- Failure to call in or request an absence using established divisional procedures before the beginning of the work shift.
- Absence with no reason given.

An unauthorized absence shall result in the employee placed in "Leave without Pay" status for the duration of that absence, and may subject the employee to disciplinary action.

3.1.c.1 University Facilities Statement on the Use of Sick Leave Absences

Regular attendance from all employees is a requirement of employment. University Facilities will not permit any abuse of sick leave privileges. Supervisors and managers will review the overall attendance of their employees regularly and monitor the sick leave practices of all employees to detect and address instances of abuse. No legitimate use of sick leave shall be denied; however, sick leave may be denied when

there is a reason to believe that abuse has occurred. Abuse of sick leave may result in disciplinary action up to and including termination.

Doctor's Note Restriction

The University may require proof of illness or injury when there is a reason to believe that an employee is abusing sick leave. Documentation may be requested when employees have been absent on sick leave for five or more consecutive workdays, or an employee has been on sick leave for more than 15 days in 12 months and is required to provide a doctor's note for all subsequent absences. The calculation on sick leave for more than 15 days for CWA members will follow a 12 month calendar year cycle. When requested, doctor's notes must be submitted to the HR Benefits Office on the day the employee returns to work. No doctor's note will be accepted beyond 24 hours from the day of return from sick leave.

Doctor's notes will only be accepted via:

1. **Benefits Office Email-** hr-benefits@montclair.edu
2. **The Benefits Office Lock Box** in the Overlook Building 3rd floor lobby
3. **Benefits Office Fax-** (973) 655-4351

Failure to follow these procedures will result in non-payment for sick time used.

3.1.c.2 Facilities Statement on the Use of Vacation Leave Absences

Vacation leave absences must be requested in advance and approved by the supervisor before they are used. Approval of vacation time is subject to operational requirements, the needs of the business unit, and seniority (where applicable). Management reserves the right to deny any vacation request that does not adhere to divisional procedures for requesting an absence or is determined to present a hardship conflict with the needs of the business unit. Vacation requests shall be granted within reason. See the [University Facilities Policy on Vacation Leave](#) for detailed information.

3.1.c.3 University Facilities Procedures for Reporting or Requesting an Absence from Work:

3.1.c.3.a Scheduled Absences

Scheduled Late In / Early Out

An employee must personally provide his or her supervisor, or a person designated by the supervisor, with at least 24 hours' notice that he or she plans to arrive after the start or depart before the end, of an upcoming shift. If the immediate supervisor is unavailable, it is permissible to contact the next highest supervisor in his or her chain of command.

Scheduled Sick Leave Absence

An employee must personally provide his or her supervisor, or a person designated by the supervisor, with at least 24 hours' notice of a planned sick

leave absence for an upcoming shift. If the immediate supervisor is unavailable, it is permissible to contact the next highest supervisor in his or her chain of command.

Vacation Leave Absence

1. The employee will obtain a blank copy of the Montclair State University Vacation Leave and Sick Leave Time Form from his or her supervisor. Once the form is completed and signed by the employee, he or she will hand-deliver or electronically submit the completed form to his or her supervisor or designee.
2. The supervisor or his or her designee will have two working days (48 hours) to review and respond to the employee's hand-delivered or electronically submitted request. A response is a reply of approval, denial, or further review. If further review is requested, the supervisor should not exceed one week to respond. When a supervisor or designee makes a decision on the leave request and the employee is not scheduled to work on that day, the response will be given the next working day he or she is scheduled to work.
3. If the supervisor approves the employee's request, he or she will date and sign the request form and forward it to the appropriate manager who will have the final approval. The manager will review, date, and sign the form within two working days. If further review is requested, the supervisor and manager should not exceed one week to respond. A copy of the completed form with all signatures will be given to the employee, and the original will be filed by the supervisor.
4. No request shall be unreasonably denied. If an employee is denied his or her request, it will be due to the operational needs of the department, as follows:
 - a) Unit staff is below 80 percent of the general daily coverage requirements. On any given week of a calendar year, excluding the blackout period mentioned in section 4b and the holidays discussed in section 4c, each specific department within University Facilities will need to operate at 100 percent of staffing to a minimum of 80 percent of daily full-time employee staffing.
 - b) Requests for Blackout Period:
 - i. The Facilities Maintenance & Engineering department will not grant any vacations or days off to repairers, senior repairers, trades mechanics and supervisors during the last week of August and the first two weeks of the start of the fall semester.
 - ii. The Facilities Services department will not grant any vacations or days off to employees and supervisors from August 15 through September 7.

- iii. The Facilities Logistic Support department will not grant any vacations or days off to employees and supervisors during the last week of August and the first two weeks of the start of the fall semester.
- c) Requests for Specific Holiday Coverage:
- i. Day after Thanksgiving: The Friday after Thanksgiving, University Facilities will operate each department with a minimum of 25 percent of full-time employees.
 - ii. Christmas to New Year's Day: The week between Christmas Day and New Year's Day, University Facilities will operate each department with a minimum of 50 percent of full-time employees per day.
- d) Vacation Scheduling:
- i. All Local 195 employees working in University Facilities must submit their vacation week requests on or before March 1 of each calendar year. The approval of these requests will be based on operational needs and seniority.
 - ii. Any requests made after March 1 will be approved on a "First Come-First Served" basis. Seniority will not be considered when making vacation and days off requests after March 1.
 - iii. As per union contract, on or before October 1, any remaining vacation and personal time more than what may carry over will be reviewed and scheduled in advance by each employee with their supervisor. Granting of this time will be the same as listed in this procedure.

3.1.c.3.b Unscheduled Absences

Unscheduled Late In / Early Out

An employee must personally contact his or her supervisor or a person or phone number designated by the supervisor at least one hour before the start or end of the work shift (if feasible) to report that he or she will be unexpectedly coming in late or leaving early. If the immediate supervisor is unavailable, it is permissible to contact the next highest supervisor in his or her chain of command. Unless a reasonable excuse is given as to why the employee was not able to contact their supervisor, failure to make proper notification may result in denial of pay for that day and may result in disciplinary action.

Unscheduled Sick Leave Absence

An employee must personally contact his or her supervisor, or a person or phone number designated by the supervisor, within one hour of the start of the work shift to report illness and request approval for the use of sick leave for the

day. If the supervisor is unavailable, it is permissible to contact the next closest supervisor in the chain of command. Unless a reasonable excuse is given as to why the employee was not able to reach their supervisor, failure to make proper notification may result in denial of pay for that day and may result in disciplinary action.

3.1.c.4 Supervisor Responsibilities

Supervisors will monitor all employees for attendance and identify patterns or abuses in leave*. Attendance records shall be analyzed for evidence of possible abuse, and the employee shall be notified of possible corrective or disciplinary action. Supervisors will consider how the employee's attendance has affected his or her ability to complete their job responsibilities and whether or not there is an adverse effect on business operations. The supervisor will endeavor to counsel the employee and document attendance issues in timely and progressive verbal and written communications and conduct an attendance review, which will inform the decision to escalate the issue for discipline. Supervisors shall note attendance issues on the employee's annual performance review.

*Examples of patterns of attendance abuse include, but are not limited to

- Failure to give proper notice of absence before the start of the work shift.
- Friday or Monday sick day patterns
- Sick days taken before or after Holidays or payday.
- Frequent scattered (e.g., calling out on the first of every month) sick days.
- Frequent lateness or early departures

*Supervisors shall provide fair and consistent treatment of each individual in monitoring absences and providing counseling sessions.

3.2 Time Reporting

3.2.a Managerial and Administrative Employees

Managers and unclassified employees are required to report their time through the University's official online timekeeping system, using the University's established procedure. It is the employee's responsibility to adhere to all timekeeping deadlines.

3.2.b Timeclock Employees

Classified University Facilities employees whose time is tracked and reported on an hourly basis are required to use the Kronos Timekeeping System

Supervisors are responsible for coordinating all personnel management activities in Kronos. No new part-time or full-time employee is to begin his or her first day of work before he or she is entered and biometrically enrolled in Kronos.

Handwritten timesheets and manual time cards may not be used unless authorized in advance by a manager. See the [University Facilities Kronos Missed Punch Form](#) for instructions on how to record time outside Kronos.

Classified employees must register their time at the Kronos clock by swiping the MSU ID badge and placing their finger on the biometric scanner at the terminal. Timecards must be approved by the employee no later than the end of his or her shift on the Monday following the pay period close. If the employee fails to do so, supervisors may approve the timecard without employee approval; however, Kronos will indicate that the employee did not approve his or her time for that pay period. Any employee that consistently fails to approve his or her timecard may be subject to progressive disciplinary action.

The department head will designate the primary and secondary time clocks at which an employee shall clock-in and out. The secondary time clock should only be used if the first time clock is out of service.

Kronos is the system of record for University Facilities in managing time, clock punches, and other forms of attendance management for classified employees.

Kronos time clocks use Bioscript biometric technology, which does not store an image of a fingerprint. Instead, it converts points from the fingertip into an encrypted representation of biometric data using numerical coding. There is no hard-copy storage of the actual fingerprint image, and it cannot be reversed once encrypted.

Montclair State University values the privacy of all employees. None of the encrypted biometric data can be used for a purpose other than to validate an employee's presence and location at the time of his or her punch.

3.3 Payroll Information

All employees are paid in accordance with compensation schedules established for their particular positions. For bargaining unit employees, these compensation schedules are composed of salary ranges and steps. Management salary ranges include only a minimum and maximum. Detailed information about University Payroll is available on the MSU [Human Resources Payroll Services website](#).

3.3.a Types of Pay

3.3.a.1 Regular Biweekly Payroll

All employees are paid on the regular biweekly payroll. Paychecks are direct-deposited one week after the pay period ends. Payday is Friday unless it is a holiday. Please refer to the Human Resources [Payroll Schedules](#) for specific dates.

3.3.a.2 University Facilities Statement on Overtime Pay

No overtime-eligible UF employee will work overtime unless directed or authorized in advance by their supervisor. Working overtime hours without the prior approval of a supervisor may result in disciplinary action. Professional staff aligned with the

American Federation of Teachers Bargaining Unit and managers are not eligible for overtime pay.

3.3.b Paycheck Distribution

Effective May 1, 2014, the State of New Jersey mandated that all state employees enroll and receive payment using [Direct Deposit](#). Direct Deposit allows the paycheck to electronically transfer to a bank account of the employee's choice. Employees may view their pay stub information in Workday to verify the information and that the direct deposit was made.

Employees who do not provide viable direct deposit account information for their paychecks will receive their pay by Bank of America Pay Card.

SECTION FOUR

EMPLOYEE RESPONSIBILITIES, CONDUCT & ETHICS

4.1 University Facilities Employee General Code of Conduct

It is the responsibility of each employee to follow the General Code of Conduct to work harmoniously with others and to ensure the integrity and safety of the buildings and grounds at Montclair State University.

University Facilities employees will:

- Read and follow all policies and procedures as outlined in the University Facilities Employee Handbook.
- Arrive at work each scheduled day on time and ready to perform their assigned duties.
- Conduct themselves in a manner that conveys the ethics, and integrity expected of workplace professionals.
- Refrain from refusing work assignments and complete all tasks within the assigned timeframes.
- Be visible, available, attentive, and professional during the work shift.
- Attend all required scheduled meetings, training, and workshops.
- Have current knowledge of safety guidelines and rules.
- Treat all students, faculty, staff, and the public with courtesy and respect.
- Respect and assist fellow employees.
- Complete and sign all required personnel paperwork.
- Report all accidents to their immediate supervisor within 24 hours.
- Follow the chain of command.
- Adhere to the divisional uniform standards and dress code.

Employees may not:

- Disclose confidential, proprietary, or sensitive data or information to unauthorized persons.
- Access or view confidential, proprietary, or sensitive data or information without prior authorization from their supervisor.
- Remove University property of any kind from the campus of Montclair State University.
- Make personal use of University property or resources at any time.
- Use audio/visual equipment and classroom or office computers of others for any reason.

- Be absent from the workstation or work site for an extended time without having received prior authorization from their supervisor.
- Take breaks or rest periods in locations not authorized by the University.
- Use University washers and dryers for personal belongings.
- Tamper with or remove the personal property of others.
- Pilfer or steal.
- Bully, intimidate, or harass fellow employees or otherwise engage in disruptive workplace behavior.
- Enter areas to which they have not received prior access authorization.
- Gain entry to any locked University building or room via any means other than MSU-distributed keys or access cards.
- Gamble while on duty.
- Deliberately misuse supplies and equipment.
- Sleep or avoid work while on duty.
- Use, possess, or be under the influence of any illegal drug, narcotic, or alcohol while on duty.
- Engage in improper interactions with students.
- Disturb faculty, staff, students, and visitors in any way. Good judgment should be used when operating equipment around offices and classes in areas where people are working or faculty is teaching.
- Use a personal vehicle for the storage or transport of University equipment, resources, and tools.
- Use University bulletin boards for personal use. Except for designated posting areas for the exclusive use of the bargaining units, bulletin boards are for official University use only, and they are to be maintained and utilized professionally at all times.

4.2 Appearance, Dress and Uniform Standards

Unlike other divisions at the University, the nature of the work performed within various Facilities departments requires that our employees adhere to specific industry standards, which ensure safety, convey employment status, and maintain professionalism.

4.2.a University Facilities Dress Standards

Employees are responsible for being appropriately attired according to position requirements at the beginning of each workday or shift.

Employees will maintain daily good personal hygiene and grooming. If a staff member reports to work with a less than satisfactory degree of personal cleanliness, the supervisor may relieve the staff member of duty with no pay, with the requirement that the individual correct the problem before returning to work.

Employees' hairstyles shall be worn in such a manner as to present a neat and professional appearance. Oversized and excessively ornamental jewelry and nails may impose safety risks,

and, therefore, are prohibited for specific Maintenance, Services, and Logistic Support employees.

Designated Maintenance, Services, and Logistic Support employees receive a uniform at no charge. Employees are required to wear their uniforms during their work shifts. Maintenance, Services, and Logistic Support employees will wear the uniform so as not to detract from their overall professional appearance. A full-time employee that reports for duty without the proper attire will not be allowed to start work, and he or she will be subject to the University's established progressive discipline procedure.

If a uniform requires laundering, the employee is responsible for depositing it into the appropriate locker in the University Facilities Building. If a uniform is damaged the employee is responsible for filling out a repair tag, which must describe what needs to be performed and be affixed to the clothing. The employee must deposit the uniform into the appropriate locker in the University Facilities Building. Supervisors and managers are responsible for ensuring that their employees are appropriately dressed for work and that uniforms are worn correctly.

An employee found inappropriately dressed will be instructed to punch out, leave the workplace on his or her own time, and return appropriately attired to perform his or her job. The opportunity shall be given to the employee to change into clothes already in the employee's possession prior to punching out for not wearing attire provided by the University. Employees found to be insubordinate, concerning this uniform policy, will be subject to disciplinary action up to and including termination.

4.2.b Dress and Appearance for Employees Not Designated to Wear Uniforms

All University Facilities employees are expected to be clean and neat when reporting for work each day. Clothing will be fitted appropriately and presentable with no rips, tears, tattered edges, or patches. Any MSU hats, belts, or garments worn should be appropriate for the workplace and should not display messages advocating violence, promoting alcohol, drugs, or illegal substances; or contain profanity or any other graphics or words that demean, or ridicule others. Undergarments shall not be visible. Shorts are not considered appropriate work attire and are prohibited.

Office employees are expected to dress in business-appropriate attire. Attire should not distract from or disrupt the work environment. Office employees should dress with safety in mind, and the appropriate footwear- which has been selected for both comfort and professionalism- should be worn at all times. **Office employees wearing open-toed shoes will not be allowed to enter shops and construction work areas.** If the nature of your work necessitates that you visit such locations, do not wear open-toed shoes. Office employees visiting job sites should wear appropriate Personal Protective Equipment. Employee attire should reflect a level of modesty suitable for the workplace.

Guidelines for Acceptable Office Attire <i>these lists are not intended to be all-inclusive</i>	
Acceptable	Not Acceptable
• Collared or Polo Shirts;	• Tops with non-MSU Logos*;

<ul style="list-style-type: none"> • Blouses and Knit Tops; • Sweaters; • Slacks; • Corduroys • Khaki or Twill Pants; • Capri or Gaucho Pants; • Dresses; • Suits or Blazers; or • Skirts • Denim (shop and field work only) 	<ul style="list-style-type: none"> • Sleeveless Shirts (unless layered); • Halter, Tube and Tank Tops; • Midriff-bearing Clothing; • Leggings • Denim (for office work); • Mini Skirts; • Shorts; • Workout Attire; • Athletic Shoes; • Beachwear; or • Flip Flops
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* Clothing bearing union logos is permissible during work time and in UF work areas as long as it is otherwise consistent with a professional environment and Divisional policy.

4.2.c Dress and Appearance for Employees Designated to Wear Uniforms

University Facilities will issue official uniforms to all eligible employees. Uniforms must be worn at all times while an employee is on the clock. The use of divisionally-approved uniforms is intended to give Facilities Maintenance, Services, and Logistic Support employees a neat, presentable, and business-like appearance that conveys a professional attitude towards his or her work and enhances the status of the Division in the campus community. Uniforms also enable students, building occupants, University administrators, law enforcement, and emergency personnel to recognize persons who have authorized access to University property quickly.

Eligible new hires and current employees shall receive work uniforms as designated herein. University Facilities will provide uniforms through approved vendors at no cost to the employee.

Employees are responsible for safeguarding and accounting for all uniforms issued. Uniforms that are damaged, lost, or stolen due to employee negligence must be replaced at the employee's expense.

The term "eligible employees" as used in this policy includes those employees occupying job titles on a list designated by the Vice President for University Facilities or an authorized designee.

All eligible employees shall be required to report to work and perform their work in approved uniforms specified by the Vice President for University Facilities or an authorized designee.

Uniforms are to be kept well maintained and must be clean each workday. Each employee is responsible for maintaining the cleanliness of his/her uniform(s). Complete uniforms must be worn during work hours.

The practice of wearing anything other than prescribed equipment as outer clothing is prohibited. Personal cold weather wear shall be acceptable and is the responsibility of the employee unless issued by the Division of University Facilities.

All protective clothing and accessories that are necessary to ensure the safety and well-being of employees must be provided by University Facilities and are a part of the employees' uniform.

Any employee who reports to work and fails to wear approved safety shoes or wears attire not meeting said criteria shall not be allowed to work. The employee found to be inappropriately dressed will be instructed to leave the workplace on his or her own time and return appropriately attired to perform his or her job. If the employee does not change into the proper attire, he or she will be marked as "absent without pay" for the day and will be processed accordingly.

Employees shall not be relieved of any duty to wear the prescribed uniform due to loss of, damage to, or destruction of any item of the uniform. Replacement uniforms are to be supplied to employees on an "as needed" basis. To receive a replacement uniform, the employee must return the old one. If the uniform has been subject to theft, the employee shall submit a written and signed statement to his or her supervisor.

The uniform and its related accessories may not be worn for recreation or while off duty. University Facilities employees may commute to and from work in the issued uniform.

No employee shall affix, adorn or otherwise alter any work clothing provided by the Division, adding patches, emblems, pins, etc., unless such items are issued, authorized, or provided by the Division or the University. Clothing bearing union logos is permitted during work hours and in UF work areas as long as it is otherwise consistent with a professional environment and Divisional policy.

Upon termination of employment, the employee is responsible for returning all issued uniforms to his or her supervisor.

Uniform Standards

Employees will, while wearing the uniform provided by the Division of University Facilities, maintain the following standards:

- Clothing will be clean, neat, properly fitted, and presentable.
- Undergarments must not be visible.
- Uniform shirts must be worn inside the pants at all times.
- Fingernails must be maintained at a length that will not damage or compromise the utility of safety gloves.
- Caps are optional; however, any headwear worn by employees while on the job must be a Montclair State University or University Facilities official cap. Caps must be clean, in good condition, and worn professionally at all times, i.e., brim facing forward. Knit caps are permissible in cold temperatures only.
- Non-University affiliated headwear (i.e., sports, musical, commercial, etc. hats) and other workplace-inappropriate head coverings are prohibited. Do-rags and stocking caps are permissible only when worn underneath University-affiliated headwear or

other workplace-appropriate head coverings. Accommodations may be extended for religious head coverings unless the article presents a safety hazard to the worker(s).

4.3 Ethics Obligations as State Employees

As State employees, we have an obligation to conduct ourselves with the utmost integrity. The University has adopted the [State Uniform Code of Ethics](#). If you wish to report an Ethics violation or if you have any question regarding your Ethics responsibilities or the application of the Uniform Ethics Codes or other University Policy, please visit the University's [Ethics](#) webpage for more information.

The public must have the highest confidence in our conduct as State employees. Ethical difficulties can usually be avoided if advice is obtained from our Ethics Liaison Officer or University Counsel earlier rather than later. Failure to comply with the established policy may result in disciplinary action for the individual involved.

We must observe the standards outlined in statutes, gubernatorial executive orders, and procurement, personnel, and travel rules. As State employees, however, we also have some particular obligations. Most importantly, all employees must:

- Submit receipts in which they note the date they received New Jersey's Uniform Code of Ethics, the State Ethics Commission's Plain Language Ethics Guide, and the Scholarly Capacity Rule Impact Statement, and acknowledge that they are responsible for reading and are bound by these documents;
- Fill out an outside activity questionnaire at least every other year; and
- Annually review an ethics briefing and regularly undergo ethics training, whether on-site or on-line.

All employees with supervisory responsibilities must annually fill out a Conflict of Interest Certification. Employees must also fill out a Request for Approval for Attendance at Events Form before attending events away from work sponsored by a non-government group when the invitation is extended to them in their official capacity. All individuals involved in purchasing decisions must file and update a Personal and Business Relationship Disclosure Form.

The State of New Jersey mandates these steps, and we must all comply. The State conducts audits of all its agencies, including public universities, to review their compliance with its regulations.

Employees can find a record of whether or not they have completed many of these requirements in Workday:

1. Log into Workday with your Employee ID (or CWID, the 8-digit number used in place of your Social Security number for such tasks as entering working hours or student grades) and PIN (a 6-digit number).
2. In the upper, left-hand corner, in the menu under "Personal Info," click on the link "State Ethics Rules Data." With the one exception of the ethics briefing, compliance with every

requirement listed here is tracked. Click on the link following any report of "Status: Incomplete" to fulfill that requirement. Each one takes a matter of minutes.

4.3.a Exploitation of an Official Position

You may not use your position to secure a job, contract, governmental approval, or special benefit for yourself, a friend, or a family member.

4.3.b Personal Use of University Equipment, Property and Resources

State officers and employees are obligated to conserve and protect resources for the benefit of the public interest rather than their private interests. Responsibility and accountability for the appropriate use of state resources ultimately rest with the individual officer or employee, or with the officer or employee who authorizes such use.

This policy applies to all University resources, including any person, money, service, tools, equipment, or property. It also applies to telecommunications and technological resources such as computers, telephones, photocopiers, printers, network bandwidth, and mechanical and non-mechanical devices.

Private use of University resources which are expressly prohibited include but are not limited to:

- Any use to conduct an outside business;
- Any use for personal privilege or gain for oneself or others;
- Any use to support, promote, or to solicit for an outside organization or group unless provided for by law or authorized by the University President or designee;
- Any campaign or political activity;
- Commercial uses such as advertising or selling;
- Any illegal activity;
- Any use in violation of University or State policy;
- Any personal use of state property that has been removed from state facilities or other official duty stations, even if there is no cost to the state.

Additionally, a University employee may not make private use of any state property that is consumable such as paper, envelopes, fuel, or spare parts, even if the actual cost to the state is minimal.

4.3.c Personal Use of University Computing and Telecommunications Devices

The use of University computing resources for outside business or commercial use, illegal or illicit activity, or the promotion, solicitation, or support of political or outside group/organization activity is strictly prohibited. Please see the MSU [Policy on Responsible Use of Computing](#) for detailed information.

4.3.d Compensation for Official Duties

Your paycheck is your only permitted compensation. You may not accept any other payment for performing your job.

4.3.e Gifts and Favors

You may not accept any gift of more than nominal value (a T-shirt or a pen, for example) from anyone with whom the University conducts business.

Section 14 of the [New Jersey Conflicts of Interest Law](#) prohibits direct or indirect acceptance of anything of value that a State officer or employee knows or has reason to believe is offered with the intent to influence. It also prohibits acceptance through a spouse, any member of the family, or any partner or associate.

4.3.f Attendance at Events

You may not be "wined and dined" by people with whom the University conducts business.

- Except when acting in a scholarly capacity, all employees must fill out a [Request for Approval for Attendance at Events Form](#) before attending events away from campus sponsored by a non-government organization when the invitation is extended to them in their official capacity. When specific meetings are part of an employee's everyday job responsibilities, those meetings are not considered "events" for this rule.
- The ethics liaison officer must approve all such forms before employees' attendance.
- Whenever an employee plans to accept benefits in return for making a speech to an interested party, the ethics liaison officer must forward a copy of the signed Attendance at Events Form to the State Ethics Commission.

Acting in a Scholarly Capacity

- Working in a scholarly capacity, a State employee may attend, participate in, or make presentations at colloquia, seminars, conferences, or similar academic gatherings so long as the State employee notifies his or her department head of his or her attendance, participation, or presentation.
- State employees must annually submit a form detailing any travel, subsistence, or entertainment expenses, honoraria, academic prizes, royalties, or other things of value related to activities performed in a scholarly capacity received in the previous calendar year.

4.3.g Outside Employment

You must disclose to the University any outside employment and secure approval of it.

- Every other year, all employees must fill out an [Outside Activity Questionnaire](#) in which they disclose all secondary employment, outside business interests, and outside activities such as in volunteer boards. Employees must report any changes in their outside activities by submitting a revised Questionnaire.
- Each employee's direct supervisor and the ethics liaison officer must review and approve or disapprove each form to eliminate or prevent conflicts with an employee's official job duties. Employees whose Questionnaires do not receive approval have the right to appeal that decision to the State Ethics Commission.

- It is not necessary to report activity conducted in a scholarly capacity on the Questionnaire.

4.3.h Conflicts of Interest

You may not act in any matter in which you, your family, or your close friends have a direct or indirect personal or financial interest that might tend to conflict with the proper discharge of your official duties. Instead, you should recuse yourself and ask someone else to perform the State task.

- Any employee or State officer who is involved in the procurement process must annually fill out a [Personal and Business Relationships Disclosure Form](#).
- The ethics liaison officer must review these forms to eliminate conflicts of interest if employees have business, personal, or professional relationships with an entity or individual that is seeking to contract with the State. Employees who have conflicts must execute a written recusal.
- All employees must submit recusal letters when they have a personal or financial interest that conflicts with their official duties.
- The ethics liaison officer must copy all recusal letters to the Commission.

4.3.i Confidential Information

You may not accept employment or engage in any activity that might require or induce you to disclose confidential information acquired through your position.

For the Ten Principles of Ethical Conduct visit the [Plain Language Ethics Guide](#).

4.3.j Nepotism and Employment of Relatives

An employee may not hire, promote, or supervise a relative or an individual from whose salary or employment you may receive a financial benefit.

- The NJ State Ethics Commission defines a "relative" as an individual's spouse or the individual's or spouse's parent, child, brother, sister, aunt, uncle, niece, nephew, grandparent, grandchild, son-in-law, daughter-in-law, stepparent, stepchild, step-brother, step-sister, half-brother or half-sister, whether the relative is related to the individual or the individual's spouse by blood, marriage or adoption.
- Employees must not supervise or exercise personnel authority over relatives. To that end, they should fill out the [Supervisory Conflict of Interest Form](#).
- Employees must not supervise or exercise personnel authority over individuals-whether related or not- who share the same household where one individual has a direct personal financial interest in the salary and the continued employment of the other. This example includes, but is not limited to, landlord/tenant relationships. To that end, they should fill out the [Supervisory Conflict of Interest Form](#).
- When nepotism situations are identified, the ethics liaison officer should work with Human Resources to ensure that relatives within the statutory definition are not within each other's direct supervision or personnel authority.

- Further, the NJ State Ethics Commission has determined that where non-related supervisor/subordinate employees share the same household and there is financial interdependence, there must be an intermediate supervisory level between the two and the higher-placed employee should have no supervisory or signing authority regarding personnel matters affecting the subordinate employee.

Employees must disclose relationships that meet the State definition of nepotism upon the hire of a relative or other individual from whose employment would provide a financial benefit. If the University discovers such a relationship after the individual has been hired, those employees may be subject to disciplinary action.

4.3.k Post-Employment Restrictions

"Post-employment" refers to any non-State employment engaged in after you retire or terminate all State employment. It does not apply to your leaving one State position for another.

After you leave public employment, you may not represent or assist a person concerning a particular matter if you were substantially and directly involved in that specific matter while in State employ. Additionally, you may not use or disclose any information gained during your employment if it is not generally available to members of the public.

The State requires that employees submit a signed post-employment restrictions letter before their last day of employment.

4.4 Staff Interactions with Students

The nature of the student/staff relationship imposes particular responsibilities and duties on the staff member. Because of the individual staff and student roles, a staff member may have authority or power over a student even if students are of a similar age to the staff member. Staff must ensure that they exercise this power respectfully and fairly and that they avoid sexual harassment, bullying, favoritism, and exploitation.

Employees are obliged to conduct themselves professionally and appropriately in their interactions with students. Staff members must not enter into an inappropriate close personal relationship with students*. You must ensure that your interactions with students are always of a professional and appropriate nature.

Whether particular conduct is professional and appropriate in the circumstances is a question of subjective judgment, taking into account all the relevant circumstances. By way of guidance, all staff members should:

- Maintain an appropriate physical and emotional distance from students;
- Use their Montclair State University email account, telephone line and internet access for work-related communications with students, avoiding unauthorized use of social media sites (such as Facebook, Instagram, Snapchat, etc.) and internet chat rooms;
- Refrain from exchanging personal contact details including home addresses, private email addresses, and telephone numbers;

- Refrain from divulging intimate personal information about themselves to students and;
- Be mindful that the same guidelines and rules for appropriate conduct apply when staff and students are participating in work-related activities where a student holds a part-time job on campus.

** Where a staff member has a pre-existing close personal relationship with a person who later becomes a student at Montclair State University (for example a staff member's boyfriend, girlfriend, or child enrolls as a student), the pre-existing nature of the relationship would be taken into account in the determination of what conduct is professional and appropriate under this procedure. New hires should disclose pre-existing relationships with students upon hire. Existing staff should disclose pre-existing relationships upon enrollment of the student.*

Professional interactions are different between students and staff members whose primary professional responsibility is the pastoral care of students, such as Residence Life staff and counselors.

Staff members who do not have primary professional responsibility for the pastoral care of students should:

- Ensure that meetings and discussions about work-related matters occur on campus in a public venue;
- Refer students with support needs to a relevant University support service and limit the staff member's role in providing personal support to students as this is not part of their employment duties;
- Refrain from contacting students after hours about work-related matters;
- Employees at no point in time should enter a student's apartment/residence unless they are performing official University work, and;
- Not seek private personal information from a student except as relevant to a University process.

If a student or a staff member observes or experiences a staff member behaving in an unprofessional and inappropriate manner towards a student, they should report their concerns to the relevant supervisor. An officer of the University will investigate reports of improper or inappropriate conduct.

The University may then take action concerning the report, which may include (but is not limited to):

- Counseling of the staff member;
- A formal investigation of the matter by an officer of the University or their delegate;
- Disciplinary action per the applicable policies and procedures up to and including termination of employment.

4.5 Employee Dispute Resolution

The Division of University Facilities is committed to prompt and fair resolution of all disputes arising out of working conditions, employment practices, or application of policy in the workplace. Employee disputes will be resolved in accordance with procedures pursuant to the collective bargaining agreements.

Direct issues or complaints involving allegations of discrimination or harassment to the MSU [Human Resources Office of Equal Opportunity, Affirmative Action and Diversity](#). Direct issues or complaints involving allegations of ethics violations to the MSU [Ethics Liaison Officer](#) or the [Office of University Counsel](#).

SECTION FIVE

USE OF UNIVERSITY RESOURCES

5.1 University Vehicle Procedures

Any University-owned vehicle that is driven while conducting University business or for any other valid University purpose must be operated safely and courteously. Vehicles must be operated in compliance with all applicable New Jersey State laws and Montclair State University policies.

University vehicles are available for University business only, and only authorized drivers who meet Minimum Driver Qualifications may operate University vehicles. Additionally, designated individuals who operate personal vehicles on University business or for any other valid University purpose are required to meet the same Minimum Driver Qualifications. Drivers who fail to adhere to this policy and its related procedures may be deemed ineligible to qualify for Indemnification from the University and may be subject to disciplinary action, as deemed appropriate.

University vehicles may not be used to conduct any business, errands, or other tasks of a personal, recreational, or non-work-related purpose, at any time. Additionally, University vehicles may not be used during unpaid lunch periods, paid work breaks, or during the workday to travel to or from the worksite to acquire personal items or to purchase or acquire personal meals and refreshments off-campus. University vehicles may not be driven to or from an employee's home.

The University's primary concern is to avoid injuries and property damage. Motor vehicle accidents may result in claims against the University arising from third-party liability, property damage, worker's compensation injuries, and business interruption.

5.1.a Driver qualifications

- University drivers must possess a driver's license valid in New Jersey, which is appropriate for the vehicle being driven.
- All University drivers must submit a copy of their motor vehicle driver's license on an annual basis to the risk manager in the Office of the Treasurer.
- Before the operation of any University vehicle, it shall be the responsibility of the driver to complete a pre-trip inspection of the University vehicle, using the appropriate inspection form.
- University employees must comply with all state and local laws applicable to the operation of motor vehicles.

5.1.b Operational Protocol

The unauthorized use of any University vehicle is serious misconduct. It may result in forfeiture of the ability to operate a University-owned vehicle and disciplinary action up to and including termination. Below is a list of expectations:

- All operators of University vehicles must have the appropriate license or credentials.
- The use of cell phones and handheld electronic devices while driving any University vehicle is prohibited.
- The use of headphones while driving is a safety hazard, unprofessional, and prohibited.
- Employee use of University vehicles to transport personal items or tools to and from their personal vehicles is prohibited.
- Operating a vehicle in a manner that could lead to personal injury or damage to the car is prohibited.
- The use of University vehicles to transport any person, outside the course of their assigned duties and responsibilities, is prohibited.
- Using a University vehicle for personal or private business or recreational purposes is prohibited.
- Smoking is prohibited in all University-owned vehicles.
- All University passenger vans are limited to no more than ten passengers.
- Failure to report to a supervisor any damage to a University vehicle is a policy violation. University drivers and department supervisors are accountable for assigned vehicles. Drivers who do not report vehicle damages will be subject to disciplinary action.
- Per New Jersey State Law (39:3-76.2f – Required Wearing of Seat Belt), all University employee drivers and their passengers must use seat belts when traveling in University vehicles. Any fines resulting from the failure to wear seat belts will be the sole responsibility of the driver or passenger.
- Dispensing university fuel into a private vehicle or container constitutes theft of University resources and is prohibited.

5.1.c Required Driver's reporting

5.1.c.1 Pre and Post-Trip Inspections

- Drivers are required to complete Pre and Post-Trip Inspection Forms at the beginning and conclusion of vehicle usage.
- Forms are in the vehicle.
- Report mileage, condition of the vehicle, presence of valid registration and insurance cards, comments, etc.

Should any of the following occur, the assigned driver of the University vehicle must report it to their supervisor

- Parking citations
- Moving violations

- Where personal injury, property damage, or vehicle damage occurs in an accident involving a University vehicle, return a copy of the accident report that is completed by the local police or authority to your supervisor.

5.1.c.2 Accident Reporting

An accident occurs when anyone driving a University-owned vehicle strikes another vehicle, person, or object; or, is any incident that may have caused damage to any University or privately-owned property. All accidents must be reported, whether there is any damage or not. Accident damages include those caused by another vehicle, road hazards, wildlife, weather, or vandalism. Please see Section 6.1.f of this Handbook for Accident Reporting Procedures.

5.1.d Use of Roadways and Sidewalks

5.1.d.1 Campus Roadways

University employees must comply with all state and local laws applicable to the operation of motor vehicles on the Montclair State University campus.

5.1.d.2 Campus Sidewalks

Montclair State University has designated the campus sidewalks for the primary use of pedestrians to ensure and promote the safe pedestrian use of the campus by students, faculty, staff, and visitors, and to protect the campus grounds. The access of motor vehicles that must use the sidewalks for service, emergency, and special purposes will be controlled.

The following motorized vehicles may operate on sidewalks without permission due to the specific service they provide:

- Public emergency vehicles
- Law enforcement vehicles.
- University Grounds equipment, including snow removal equipment.
- Other vehicles specifically required to mitigate emergencies and catastrophic events.

The following motorized vehicles may operate on sidewalks with permission due to the specific service they provide:

- Delivery vehicles
- Maintenance vehicles
- Construction vehicles
- Vehicles loading or unloading cargo for particular tasks or special events

University Facilities grants approval to operate a motor vehicle on a campus sidewalk to University departments that have demonstrated a need for sidewalk access for a specific event or task. The following are examples of events or tasks for which permission to drive motor vehicles on sidewalks may be granted

- Delivery of materials and equipment to buildings not accessible via the roadway.
- The moving of furniture and equipment to or from buildings without other adequate access, mainly when such furniture or equipment cannot be transported by cart or dolly from a designated parking stall.
- Specific renovation or remodeling projects.
- Special events.

Failure to adhere to any of the following procedures will result in a citation issued by University Police.

1. Vehicle hazard lights must be flashing the entire time the vehicle is on the sidewalk.
2. Vehicles must maintain a speed of no more than five miles per hour.
3. Vehicle operators must always allow pedestrian traffic the use of the sidewalk while keeping the wheels of the vehicle on hardscape at all times.
4. Unless otherwise approved, a vehicle may not be left parked on the sidewalk. After unloading equipment, tools, materials, etc. the vehicle must be moved to an appropriate parking stall.
5. Drivers must ensure that building entrances, ADA accesses, ramps, fire lanes, etc. are always fully accessible and never impeded.

5.1.e Operation of Motor Vehicles on Grass and Landscaped Areas

Operating a motor vehicle on campus grass, landscaped areas, and plant beds is prohibited. This policy is in effect 24 hours/day, 7 days/ week.

5.1.f Loading Zones

MSU service vehicles and delivery vehicles may park in loading zones for up to 30 minutes. Other vehicles must display the appropriate permit before parking in a loading zone. Any persons who feel they must park in a loading zone for a specific reason must get clearance from Parking Services; otherwise, the individual is subject to ticketing. Permission will not be granted or it will be rescinded, if the motor vehicle is parked in a manner that obstructs a fire lane, impedes vehicular or pedestrian traffic, or is parked in any other unsafe way. University vehicles must be legally parked with the engine off, and doors locked when left unattended. Fines for traffic/parking violations shall be paid by the operator of the University vehicle responsible for the offense.

5.1.g Vehicle appearance

It is the department's responsibility to ensure the vehicle reflects the standards and image of the University. Vehicles should be cleaned inside and out as appropriate for their intended use.

5.1.g.1 Decals

No decals, bumper stickers, commercial advertising, or political stickers of any kind may be placed on any University vehicle.

5.1.h Idling

See N.J.A.C 7:27-14 Diesel

See N.J.A.C. 7:27-15 Gasoline

For University Facilities policy, idling is running a vehicle's engine at a low speed with the transmission disengaged. All UF employees are expected to take appropriate measures to reduce pollution and conserve fuel. Idling of University vehicles is prohibited.

Certain vehicles with diesel engines or unique setups will be exempt from this policy when temperatures or situations require.

5.1.i Service Vehicle Parking

All MSU-owned vehicles are required to park in service vehicle parking spaces. If an employee's personal vehicle is used as a service vehicle on campus, the director, dean, etc. of that department must verify that need with the Director of Parking Services. Departmental vehicles can also be assigned a service vehicle permit. Employees may not alter, block, restrict access to, or otherwise obstruct University parking spaces unless for official University business and with prior authorization from a manager.

5.1.j Passengers

Only persons with an appropriate University purpose should be passengers in a vehicle that operates on University business or for any other legitimate purpose. Examples include employees within the course and scope of employment, and students participating in official activities. It is understood that in extenuating situations, it may be necessary for others to be passengers in the vehicle. This should be on an exception basis, and drivers are expected to use good judgment in these situations.

5.1.k University Fleet Vehicle Registration and Marking

Fleet Services assigns numbers to all MSU vehicles, Fleet Services additionally arranges for licensed fleet vehicles to receive the appropriate University markings. All newly acquired University fleet vehicles (new, used, purchased, or donated) must be inspected by Fleet Services to begin the process of applying for a title, plates, and registration, in concert with Risk Management.

5.2 Bollards and Traffic Barriers

Removable bollards are at access points off primary and secondary roads and lanes around the campus. They attempt to control vehicular traffic in areas designated primarily for pedestrian and bicycle use. The bollards are 42" tall and 6" square steel tubes, with a locking eye at the base to allow a padlock to secure them.

5.2.a Authorized Use

Many campus areas restricted by bollards require service from several different University departments, as well as vendors and contractors outside of the University. In cases where the vehicle must be near the service area, removal of the bollard may be necessary to gain access.

5.2.b Procedures

Bollards are to be returned to their original positions immediately following vehicle passage. Failure to replace a bollard in a timely manner encourages additional vehicular traffic where it is not intended and compromises the aesthetics of the area when the bollard is not in its place.

Vehicle operators removing bollards must receive approval from University Facilities.

5.2.c Enforcement of Policy

It is the responsibility of the department head of any functional area, which is authorized for vehicular access within the boundaries of bollards in the campus core to ensure that policy 5.2 is understood and to understand the consequences of non-adherence.

Those who take pride in our campus will be asked to assist with enforcement. Violators are identifiable by a license plate, vehicle number, or a company decal, when applicable. Those who recognize the violation are to inform their immediate supervisor; the supervisor is to take corrective action at the lowest level possible. If necessary, the issue will be forwarded to the Assistant Vice President of Facilities Logistic Support for a resolution. The department head responsible for the operation of the vehicle will be notified. The department head is expected to take necessary action to correct the behavior that negatively impacts the campus; lack of results will escalate the issue to the next level.

A University employee with multiple violations of this policy may be banned from the bollard-protected area by vehicle or required to carry or hand truck the equipment or materials into the area. Continued violations by a University employee could result in disciplinary action up to and including termination.

5.3 Use of University Equipment, Tools and Materials

University Facilities provides equipment, tools, materials, and supplies to ensure that each employee may perform his or her job functions. These resources are provided to employees for the sole purpose of performing Montclair State University work. Employees are prohibited from using University-owned facilities, equipment, and resources for any non-MSU or personal purpose or benefit. Employees may not "borrow" equipment, tools, or materials, and no manager or supervisor may grant permission to use, or to "loan" such items to an employee for non-University purposes.

Further, no employee shall use MSU facilities for non-University purposes or personal benefit. Examples of such facilities include, but are not limited to, fuel pumps, waste/refuse dumping areas, mailroom and loading dock areas, storage sheds, and vehicle repair shops.

Facilities equipment, tools, and materials may not be loaned to contractors, students, or non-Facilities staff without the written approval of a supervisor or manager.

Equipment is to be tagged, inventoried, and disposed of per University policies and procedures. Salvaged, broken, discarded or junked equipment, property, scrap items, tools, materials, supplies, and trash are University property and are not for employee use. Employees may not remove such items from campus, and no manager or supervisor may grant permission to an employee to take these items for personal or other use.

5.3.a Employee Responsibilities

Employees are responsible for the appropriate use and care of the equipment and tools issued to them, and for accounting for and returning all equipment and tools per departmental instruction and policy. Employees may only use equipment, tools and materials provided by the University. Personal tools are not permissible on University property. Employees are required to use all equipment, tools, and materials per any applicable manuals, safety guidelines, or other University policies or directives. Employees must also take reasonable precautions to ensure the safekeeping and security of University tools/equipment and to report lost, stolen, or damaged equipment and tools immediately. No employee shall place Montclair State University equipment, tools, and materials into a personal vehicle for transport to a work site or other purpose, which may, or may not be job-related.

5.3.b Supervisor Responsibilities

University Facilities managers and supervisors are responsible for establishing systems for adequate accountability for University equipment and tools and for developing and communicating standards for employees' use, care, and safekeeping of University tools and equipment. Each administrative unit is expected to establish procedures for inventory control of equipment, tools, and materials to ensure compliance with University and regulatory requirements and to track the distribution and return of equipment and tools issued to individual employees.

The Division of University Facilities does not permit theft of any kind. Theft, or unauthorized use or removal of University equipment, tools, materials, resources, or property, shall result in immediate disciplinary action, up to and including termination, and possible criminal prosecution.

SECTION SIX

WORKPLACE HEALTH & SAFETY

University Facilities Safety workplace health and safety guidelines, policies, and practices are available on the [University Facilities webpage](#). Please visit the [NJ Office of Public Employee's Occupational Safety and Health](#) for PEOSH standards and information. Please visit the [Federal Occupational Safety and Health Administration](#) for OSHA standards and information.

6.1 University Facilities Statement on Workplace Health and Safety

It is the policy of the Division of University Facilities to provide and maintain a safe work environment that will ensure compliance with federal and state guidelines, policies, and standards. Each employee is required to promote safe work practices, to participate in occupational health and safety training and educational programs, and to help maintain property and equipment in a safe operating condition. If an employee has questions about the safety of his or her work environment or whether precautions are necessary, he or she should contact his or her supervisor. Employees must report unsafe conditions and work practices immediately to their supervisor and follow departmental protocols.

Safety Communications at Montclair State

Montclair State University is committed to providing a safe work environment for all employees. Our safety policy statement is a reminder of that commitment and your responsibility to work safely.

The designated safety coordinator for this agency is

Amy V. Ferdinand

Address: 150 Clove Road

Telephone: (973) 655-4367

E-Mail: ferdinanda@montclair.edu

Employees are required to follow OSHA rules and Montclair State policies and procedures, as well as safety rules for specific work locations or job tasks. Because we take safety matters seriously, failure to follow the rules may result in disciplinary action up to and including termination based on the severity of the rule violation. If you need training to perform any of your job tasks safely, please notify your supervisor or the [Office of Environmental Health and Safety \(EH&S\)](#).

If you are aware of unsafe acts, have an idea for performing tasks safer, or want to report a safety hazard, you may report it through the Health and Safety Suggestion Program. A Safety Suggestion Form is available for staff to communicate these issues or ideas. The completed

form can be submitted in the suggestion box in the University Facilities building, or it can be mailed or e-mailed to the EH&S office. All safety issues or concerns will be investigated by EH&S or subcontracted safety consultant services. The results of the investigations will be provided to the Safety Committee, senior management, and the employee who notified us of the issue.

The University has many procedures in place to ensure the safety of all employees. First responders are trained in first aid and CPR. Please note that even when first responders are called, the appropriate emergency number (973-655-5222) should be called immediately for professional assistance. Please verify that your emergency contact information is up to date in Workday. You may contact Facilities Human Resources with any Workday questions.

The University's [Office of Fire Safety](#) maintains an [Emergency Evacuation Plan](#) to meet the needs of each building where employees work. When emergencies occur, the ability to respond quickly in a coordinated effort with trained people operating as a team is vital. Prompt action reduces, if not eliminates, the possibility of personal injury and will minimize damage. General emergency evacuation procedures ensure that all employees are aware of the proper emergency response procedures. The Emergency Evacuation Plan, Building Safety Team contact information, and any updates to the emergency plan are accessible on the [University Facilities website](#).

6.1.a University Responsibilities

The University shall furnish to each of its employees a safe and healthy workplace free from recognized hazards that are likely to cause death or serious physical harm to its employees, and shall comply with PEOSH standards. To ensure compliance, the University will endeavor to provide employees with all necessary work and Personal Protective Equipment in good working order and to correct hazardous situations in a timely and effective manner.

6.1.b Supervisor and Manager Responsibilities

Supervisors and managers shall comply with the PEOSH standards applicable to the University and with all rules, regulations, and orders concerning the University's occupational health and safety program. Supervisors and managers are to maintain and allocate proper funds to ensure safety. They are responsible for the accurate and timely identification and reporting of hazards, injuries, and accidents. Further, supervisors and managers are required to ensure that employees are aware of and comply with occupational health and safety training opportunities and that the distribution and maintenance of tools and equipment are executed per University standards.

6.1.c Employee Responsibilities

Each employee shall comply with occupational safety and health standards and all rules, regulations, and orders applicable to his or her actions and conduct. Employees are to understand and follow all safety rules and precautions. Employees must know the location of all fire and emergency exits (posted at each worksite) and appropriate emergency phone numbers (posted at each worksite). Employees must correct and report unsafe conditions

within the timeframes required by PEOSH and keep exits, fire extinguishers, and emergency equipment clear of obstacles. The use of Personal Protective Equipment is required at all times when necessary. Employees will take proper care of equipment, use vehicle seatbelts, not bring firearms, weapons or explosives on University property, not use, possess, sell or be under the influence of illegal drugs on University property, not misuse prescription drugs while on duty, and, be free of the influence of alcohol while on duty.

Employee notice and proficiency will be the result of both training and their review of the relevant standards. The Division will ensure that employees receive notification of the need-to-know specific standards and will provide access to such information.

6.1.d University Facilities Safety Suggestion Box

The Safety Suggestion Box, located in the University Facilities Building at 147 Clove Road, is available to support suggestions for improving the health and safety of our work environment. Use the form to anonymously report a legitimate unsafe act, to suggest ideas for performing tasks safer, or to report safety hazards.

6.1.e Reporting a Work-Related Accident, Injury, or Incident

A University Facilities employee must report all work-related accidents, injuries, illnesses, and near-miss incidents to his or her supervisor as soon as possible. If an employee is injured or becomes ill while on the job, he or she should obtain medical assistance or first aid as needed and then notify his or her supervisor. Supervisors must submit an accident report within 24 hours after an incident that could have resulted in an accident, work-related illness, or near miss.

Montclair State University requires that all work-related injuries are reported to the University Office of Employee Benefits within 48 hours. Please refer to the [Benefits Services website](#) for the most current accident reporting instructions.

Instructions for Emergency Work-Related Injuries

1. In the case of an emergency, contact Campus Police at (973) 655-5222.
2. Campus Police will dispatch Emergency Medical Services (EMS).
3. Immediately notify your direct supervisor or his/her designee and report the injury. Complete and submit RM-2 form within 48 hours to the Benefits office at 150 Clove Road Overlook Office 3rd Floor.

The EMS unit will transport the employee via ambulance to the nearest hospital or treat the injury onsite. If the employee is not admitted and return transportation is required, the employee will contact the on-call manager (See Facilities Manager on Call Contact List) to arrange transportation to the Montclair State University campus

Follow-up Care

In the case of follow up care associated with that injury, Concentra, the University's urgent care provider, will ONLY provide transportation to a Concentra Urgent Care facility.

Instructions for Non-Emergency Work-Related Injuries

1. Immediately notify your direct supervisor or his/her designee and report the injury.
2. Complete and submit RM-2 form within 48 hours to the Benefits office at 150 Clove Road Overlook Office 3rd Floor.
3. The employee or their supervisor will contact Concentra Urgent Care located at 283 Piaget Ave Clifton, NJ at (973) 772-3930 to request transportation. An SMS text message will be sent to the injured employee's cell phone with information regarding arrival time and pick up location. The employee will be picked up at a designated area on campus.
4. During checkout, a Concentra staff member will arrange another ride for the employee. The driver will transport the employee back to Montclair State University campus or their home if the home address is within a 25-mile radius of Concentra Urgent Care.
5. If a work-related injury occurs Monday to Friday 8:00 p.m. - 10:00 p.m. or Saturday and Sunday 8:00 a.m. - 5:00 p.m., the employee will notify their supervisor or the on-call manager (See Facilities Manager on Call Contact List) to arrange transportation to the ImmediCenter located at 1355 Broad Street Clifton, NJ (973) 778-5566.

Designated Pick-Up Locations

- University Facilities Building (147 Clove Road Little Falls, NJ)
- 855 Valley Road
- 1515 Broad Street
- Red Hawk Deck (Bus Stop)
- Student Recreation Center
- University Hall
- John J. Cali School of Music
- Abbott and Costello Center
- Yogi Berra Museum and Learning Center

Instructions for Managers

1. Download NJ Ride App or the Uber app to your smartphone and create a user account.
2. If an employee injury occurs Monday - Friday after 7:00 p.m. or Saturday - Sunday after 5:00 p.m., request and purchase a roundtrip ride using NJ Ride or Uber with your personal credit/debit card information.
3. Once the roundtrip is complete, print a copy of the receipt and submit to the Benefits Office for reimbursement.

6.2 Exposure Control Plan

The Montclair State University Exposure Control Plan has been produced to minimize or eliminate potential exposures to the Human Immunodeficiency Virus (HIV) and Hepatitis-B Virus (HBV) following the requirements specified in 29 CFR 1910.1030. It is available on the [University Facilities webpage](#).

SECTION SEVEN

ACCESS & SECURITY

7.1 Access Credentials & Identification

7.1.a ID/Access Cards

All new employees must obtain a University identification card. It can be used for attendance at on-campus or community-sponsored events. The card is required for the withdrawal of books from the Library, access to University buildings after official closing, and other important purposes. Employee identification cards may be obtained from the [ID Card Office](#), located in the Student Center. New employees must present their official offer letter or a signed verification of employment letter from Human Resources to obtain a card. The identification card must be returned to the Division of Human Resources when employment ends. Lost or damaged cards will be replaced for a fee.

Every UF employee is required to have a University-issued photo identification card that must be carried at all times while on campus. A classified employee is required to register his or her daily time by swiping the MSU ID card at a designated Kronos clock and placing his or her finger on the biometric scanner at the terminal.

Note: Montclair State University identification cards are non-transferrable, and misuse can result in disciplinary action.

All University Facilities service and trades employees who perform work which requires them to enter campus residence halls, offices, and other workspaces must produce his or her card upon demand and ensure that the ID card is accessible at all times while working.

7.1.a.1 Lost or Missing Cards

Immediately report lost cards to your supervisor and the University ID Card Office. Employees must go to the ID Card Office to purchase and obtain the replacement card at the University's required fee.

If a classified employee fails to use or report as lost his or her identification card for two consecutive workdays, the employee will be required to go to the University ID Card Office to purchase a replacement. Payment for lost cards is accepted via cash or Red Hawk Dollars only.

Excessive failure to use or loss of the employee identification card may be cause for progressive disciplinary action for classified employees.

7.1.a.2 Damaged Cards

It is the responsibility of an employee to maintain his or her ID card to ensure proper function and appearance. Employees must not punch holes in or otherwise physically alter the MSU ID card as it may damage the technology embedded within it. It is also not advisable to leave the card in the sun or allow it to become de-magnetized.

If an employee's identification card stops functioning due to normal wear and tear, the employee should immediately inform his or her supervisor and turn-in the damaged card to the University ID Card Office to receive a replacement card, at no cost to the employee. If the ID Card Office declines to replace the ID card at no cost, the employee should contact his or her supervisor.

If an ID card becomes damaged (outside the scope of normal wear and tear) and it is not readable by the Kronos time clock or other devices, the employee must immediately inform their supervisor. The employee must turn-in the damaged card to the University ID Card Office and purchase a replacement card at the University's designated fee. Damaged cards must be turned in to the ID Card Office before a new card will be issued.

The Division of University Facilities shall furnish protective sleeves that provide a safe means to secure and display the ID card to employees at orientation or upon request.

Further information about University identification cards is available on the ID Card Office website.

7.1.b Keys/Codes/Passwords

The distribution and assignment of keys, codes, and passwords is a responsibility of the Access Control & Systems Unit. Examples of areas requiring keys, codes, or passwords include but are not limited to

- Building or Office Areas
- Work Areas
- Mechanical Rooms
- Housekeeping Closets
- Bathroom Locks
- Electronic Key Cabinets

Submit all key requests to the Facilities Customer Service Center (FCSC), through the Maximo Computerized Maintenance Management System. The requesting department head, administrator, supervisor, or delegated authority must authorize key requisitions. Any requests for keys that violate the MSU Access & Key Management policy will not be allowed.

Keys/Codes/Passwords Policies and Governance

- Keys issued through Access Control & Systems can be picked up in the University Facilities Building at 147 Clove Road in Little Falls. Employees are notified when their

keys are ready for retrieval and the times available to do so. In some cases, keys may be delivered by an Access Control & Systems representative. All keys must be signed for by the receiver, either electronically or on a paper form.

- The regular hours for key pickup are 8:00 a.m. to 4:00 p.m., Monday - Friday.
- All keys issued become the full responsibility of the individual to whom they have been specifically assigned, including providing for the safekeeping and security of the keys.
- All instances of lost or stolen keys are to be reported immediately by the employee to the FCSC at ext. 5444, University Police, and the employee's immediate supervisor for expedited coordination through the Access Control & Systems unit.
- A copy of a police report must accompany requests for the replacement of lost or stolen keys.
- Under no circumstances should a Montclair State University key or lock be duplicated or altered by anyone other than a University locksmith.
- Obsolete, spare, or unnecessary keys and parts of damaged keys must be returned to Access Control & Systems, which will ensure proper disposal. Contact the FCSC, and a work order will generate for the return of obsolete, spare, or damaged keys.
- All keys are to be returned to Access Control & Systems when an employee no longer needs the previously assigned keys, transfers to another department within the University, or terminates employment with the University.
- Codes and passwords must remain confidential. Employees are not allowed to release codes or passwords to other employees, students, contractors, family members, or other unauthorized individuals to gain unauthorized access to University facilities.

Due to the severity of key/code/password infractions, all employees involved will be subject to immediate disciplinary action, up to and including termination.

7.1.c NetID Accounts

Almost all online resources at Montclair State University require users to authenticate by entering a username and password. An MSU NetID is the unique electronic identity that gives employees access to many online services at the University. The MSU NetID comprises the employee's last name plus one or more characters from the first name.

The NetID management form can activate and maintain the MSU NetID. Please note that to activate the MSU NetID, the employee will need to enter his or her Campus Wide ID (CWID) Number and PIN. If the PIN is unknown, he or she will need to contact Human Resources to obtain/reset the PIN information.

Every UF employee must protect the integrity and security of their NetID and password and the online services to which they have access. Employees must never share passwords or accounts with others.

7.2 Access Control

The objective of this policy is to provide students, faculty and staff, and visitors with a clear understanding of physical key and electronic access control procedures and a clear

description of the role and responsibilities of all parties involved in processing key and access system transactions.

The University provides building safety and security and the maximum utilization and access to its facilities, through the issuance of keys and electronic access cards, and through the responsible administration of access privileges.

This policy secures the physical property and tangible assets of the University and protects campus buildings from unauthorized intrusion.

7.2.a Physical Keys

Key-operated locks will be installed on primary entrance doors of all campus buildings and all interior doors, except for spaces designated by functional programs to be unlocked. Off-hours, weekends, and holiday access to the buildings will be via the keys in concert with electronic access cards.

7.2.b University ID card

University ID Cards are issued to all faculty, staff, and students, and are the primary means of identification and access control at the University. University ID Cards are equipped with a proximity sensor and magnetic stripe and can access doors with readers programmed for user access.

7.2.c Exceptions to the Building Schedules

- Faculty and staff accessing interior doors with swipe cards (short or long term) require approval from a Building/Department Access Coordinator or approved authority, and the requests will be submitted to the Facilities Customer Service Center (FCSC).
- Undergraduate student access to buildings at any other time requires approval from a Building/Department Access Coordinator approved authorizing authority (for a specified timeframe not to exceed one semester), and the requests will be submitted to the FCSC.
- Full-time faculty, professional staff, administrative assistants, UF Maintenance and Services staff, and University Police will have unlimited access at all times.
- Adjunct faculty, Ph.D. students, and graduate assistants will have unlimited access to the buildings housing their research facilities while classes are in session.
- Deans wishing to limit access to buildings based upon student status, enrollment, or other classification must submit a request to the Provost's Office.
- UF staff will have unlimited access, except for individual offices where departmental approval may be required.
- Campus Police will have unlimited access.
- Students will have access during scheduled building hours, normally 7:00 a.m. – 10:00 p.m., while classes are in session, with limited access when classes are not in session.

7.2.d Key and Access Card Issuance and User Responsibilities

- All employees will be issued cards and access cards as needed to access offices or work areas.
- The individual (faculty and staff) to whom keys or access by card are issued is personally responsible for the keys and their identification card, as well as their uses until returned to the University upon change of work assignment or the termination of employment.
- All requests must be submitted in writing on a Key/Card Request Form with an authorized signature by a dean, director, or chair. During building turnover operations, a transmittal form may be used to protect the chain of custody for multiple keys.
- The employee who is assigned the key or access card should pick up the key or card at the FCSC. They will be required to present proper ID to obtain the key or card.
- If a card recipient wishes to make changes to their card access privileges, they must obtain written approval and signatures of the Building/Department Access Coordinator.
- Only one access card may be active for an individual at a time.
- Immediately notify the FCSC if a card or key is lost or stolen, so that the card is deactivated. Report loss or theft of key(s) and access card(s) to the University Police and the Facilities Customer Service Center.
- Key(s) and access card(s) no longer required will be returned to the FCSC.
- Access Card(s) and key(s) must be returned when an employee terminates campus employment, retires, or transfers. A separation clearance form will be completed, signed, and submitted to Human Resources.
- All cards and keys are the property of the University.
- When faculty, staff, or students leave a building after hours, the exterior door lock must be set to prevent unauthorized access. If the door does not close or lock properly, please notify University Police at ext. 5222.

Key and/or Access Card Users are not allowed to:

- Duplicate a University key or access card.
- Request unauthorized duplication of a key or access card.
- Transfer possession of any University key and access card from an entrusted individual to an unauthorized person.
- Be in unauthorized possession of a University key or access card. Keys and cards possessed by an unauthorized person may be confiscated.
- Access Control Services is the only department authorized issue keys and access cards. Do not damage, tamper with, vandalize, or replace a University lock, door, or security device.
- Punch holes in the card that will render the card inoperable.
- Prop open doors for an extended time, as this will activate a security alarm.
- Wash the card, as this may damage the card.

- Leave cards and keys unattended on desks, in door locks, or carry in such a manner as to be susceptible to loss or theft.

7.2.e Lost Keys/Access Cards

1. All cards and keys are the property of the University.
2. If a card or key is lost or stolen, please notify the FCSC immediately, but no later than two working days after the loss is discovered, so that the card can be deactivated.
3. Report loss or theft of key(s) and access card(s) to the University Police and the FCSC.
4. University Police will inform Access Control that a lost key or access card report was filed.
5. University Police will investigate and document reports of lost University keys and access cards and provide one copy of each report to Access Control.
6. University Police will contact the FCSC or manager on duty for any access emergency.
7. University Police will provide classroom and office access, if requested, to approved faculty, staff, administration, and students.
8. Key(s) and access card(s) no longer required will be returned to the FCSC.
9. Failure to follow access control user guidelines may be grounds for progressive disciplinary action.

7.2.f Chargeable/Non-chargeable Key and Access Card Issues

- All employees and resident students will be issued keys and access cards as needed to access office, residence, and or work areas. The original key or access card issued to an employee is not chargeable.
- Broken or worn keys and access cards will be replaced without charge. Original key or access card parts must be returned to the FCSC.
- Replacement of lost/stolen keys or access cards or failure to return assigned keys or access cards will result in charges to the person identified as the assignee. The established replacement costs for various levels will prevail.
- Students who fail to return keys or access cards will be subject to the same restrictions and penalties as students who fail to honor their financial obligations to the University. An invoice will be processed for the appropriate amount, as stated above.

7.2.g Violation of Procedure

- Do not use an unauthorized locking device to secure campus areas. Modifying, removing, or attempting to defeat or disable any access control systems, key and lock systems, except in cases of system failure, maintenance or repair, is not permitted.
- Any person causing intentional damage to University access control devices, keys, doors, lock systems, and their associated components, or who holds open, or in any way interferes with the proper securing of an access-controlled entryway, violates University regulations. Those persons will be subject to appropriate sanctions.

7.2.h Responsibilities of the Facilities Customer Service Center (FCSC)

- All key and electronic access card service requests shall be submitted through the FCSC.
- Requests for keys to campus facilities should be submitted to the FCSC with a detailed description of the building, location, room number, and the number of keys. Additional requested information includes the requesting department authorized administrator, a contact person, the date of request, the required completion time, and a brief explanation of circumstances.
- The FCSC will contact the customer if University Facilities cannot complete the work within 15 days of the approval of the request.

APPENDIX A- DEFINITION OF TERMS

Accountability- An obligation or willingness to accept responsibility for one's actions

Administrative Support Personnel- Employees who assist the individuals responsible for the development, supervision, and execution of policies, plans and functional operations within the Division

AFT- American Federation of Teachers bargaining unit

Alcohol- A clear liquid that has a strong smell, that is used in some medicines or other products, and that is the substance in liquors (such as beer, wine or whiskey) that can affect a person temporarily with diminished physical and mental capabilities

Building/Department Access Coordinator- The designated coordinator for access control materials and related processes for a University college, division, unit, department or area

Campus- The buildings and grounds of Montclair State University, including offsite locations

Classified Employee- 1) As defined by the Fair Labor Standards Act, an employee who may receive a salary but is paid at an hourly rate and performs job duties which are routine and follow a specific set of standards and rules, such as maintenance workers, clerical staff and technicians; 2) A UF employee whose time and attendance are tracked and managed through the Division's designated electronic swipe system.

Contractor- A person or firm who enters into a formal agreement with the University to furnish supplies, materials, services or labor, especially in construction, at a certain price or rate

Controlled Substance- A drug, which federal or state law declares to be illegal for sale or use, but may be dispensed under a physician's prescription

Crew Supervisor- An employee who performs and supervises skilled maintenance work

Customer- Any person, including a co-worker, who requires goods or services from a University Facilities employee

Customer Service- All interactions between a customer and a University Facilities employee, that add value to a product and builds enduring relationships

CWA- Communication Workers of America bargaining unit

Department- A major subdivision or branch of the Facilities Division headed by an Associate or Assistant Vice President

Emergency Work- Occurs when an employee is called in to work outside his/her regular work shift; and, the work involved is for emergency maintenance, replacement or repair of equipment or mechanical devices which are vital to the operation of the University; and, the work is necessitated by damage or failure resulting from storm, flood, explosion, or sudden unexpected catastrophe or like cause; and, such conditions constitute unreasonable safety hazard to the public, employees or other persons or property of the University

IFPTE- The International Federation of Professional and Technical Engineers bargaining unit

Leadership- A process of social influence in which a person can enlist the support and aid of others in the accomplishment of a common task; an act or instance of providing guidance or direction

Manager- A person who formulates management policies and practices, and who is responsible for directing the effectuation of such management policies and practices.

OSHA- The United States Occupational Safety and Health Administration

Overtime Work- Hours worked outside of an employee's workday or work week; Scheduled Overtime is planned and assigned in advance, usually prior to the day it is to be worked; Non-scheduled Overtime is assigned overtime made on the day it is to be worked; Incidental Overtime is a period of assigned, non-scheduled overtime worked of less than 15 minutes

Pastoral Care- The duties of a teacher or other leader which involve looking after the people he or she has responsibility for, especially by helping them with their personal problems

PEOSH- The Public Employees Occupational Safety and Health program which develops and enforces occupational health standards for public employees in New Jersey

Probationary Work Period- A set timeframe in which an employee's performance is closely monitored to assess his or her capabilities in a new job

Professionalism- The competence, good judgment and polite behavior expected from a person trained to do a job well

Professional Staff- 1) Employees engaged in work varied in character involving the consistent exercise of discretion and judgment in its performance as opposed to routine, manual, mechanical or physical work; 2) Employees required to have knowledge of an advanced type in a field of learning customarily acquired through completion of study in an institution of higher learning

Shift- 1) An employee's scheduled period of daily work hours, 2) the designated work periods when a shop, service or office operates continuously during both day and night; 3) a group of workers scheduled to work during such a period

Shop- 1) A trade, profession, or business; 2) a place for the performance of a specified type of skilled, manual work

Subcontractor- A person or business that enters into a formal agreement to provide services or materials necessary for the performance of a contract entered into by the University and a Contractor.

Supervisor- A Foreman or Forewoman who oversees the work of others

Transparency- The quality or state of being easy to notice or understand; honest and open, not secretive

UF- The Division of University Facilities at Montclair State University

Unclassified Staff- As defined by the Fair Labor Standards Act, an executive, professional, or administrative employee whose job requires a specific type of education or licensing; an administrative employee whose job requires the employee to be capable of making independent decisions

Vehicle- A road or transportation conveyance powered by a motor or engine, especially an internal-combustion engine

Vendor- A person or organization, that sells goods to the University or its contractors

Visitor- 1) A non-employee present in the work area who may or may not have official business with the University; 2) University faculty, staff, and students who are present in a work area during a time in which they are not conducting official University business

APPENDIX B- UNIVERSITY FACILITIES CLASSIFIED ESSENTIAL SERVICE EMPLOYEE TITLES

**Specific units excluded*

ASST HEAD GROUNDSWORKER	MAINTENANCE WORKER 1
ASST HOUSEKEEPING SUPER 1	MASON & PLASTERER
ASST SUPER 3- FACILIT	MECHANICAL EQUIPMENT SPCL
AST SUPV BLDG REPAIRS	MOTOR VEHICLE OPER 1-10
AUTOMOTIVE MECHANIC	MOTOR VEHICLE OPER 1-12
BLDG MAINT WRKR	PAINTER
BLDG MGMT SVCS SPCLST 3	PLUMBER & STEAMFITTER
CARPENTER	POSTAL CLERK
CHIEF OPER ENG 1- ENERG	PRINCIPAL POSTAL CLERK
CREW SUPER, BLDG MAINT WR	PROGRAM ASST- ADMIN SERV
CREW SUPER, CARPENTERS	PSS3- ADMIN SERV
CREW SUPER, LOCKSMITHS	PSS4- ADMIN SERV
CREW SUPER, PLUMBER & STEAM	REPAIRER
CREW SUPER, SHT METAL WRK	SR POSTAL CLERK
ELECTRICIAN	SR STOCK CLERK
GROUNDSWORKER	SR REPAIRER
HELPER	STOREKEEPER 2
LANDSCAPE TECHNICIAN	SUPER BLDG REPAIRS 2
LOCKSMITH	

APPENDIX C- UNIVERSITY FACILITIES TITLES WITH UNIFORM REQUIREMENTS**Specific units excluded*

ASST HEAD GROUNDSWORKER	MAINTENANCE WORKER 1
ASST HOUSEKEEPING SUPER 1	MASON & PLASTERER
ASST SUPER 3- FACILIT	MECHANIC HELPER (P/T)
AST SUPV BLDG REPAIRS	MECHANICAL EQUIPMENT SPCL
AUTOMOTIVE MECHANIC	MOTOR VEHICLE OPER 1-10
BLDG MAINT WRKR	MOTOR VEHICLE OPER 1-12
BLDG MGMT SVCS SPCLST 3	PAINTER
CARPENTER	PLUMBER & STEAMFITTER
CHIEF OPER ENG 1- ENERG	POSTAL CLERK
CREW SUPER, BLDG MAINT WR	PRINCIPAL POSTAL CLERK
CREW SUPER, CARPENTERS	PROGRAM ASST- ADMIN SERV*
CREW SUPER, LOCKSMITHS	REPAIRER
CREW SUPER, SHT METAL WRK	SR POSTAL CLERK
ELECTRICIAN	SR REPAIRER
GROUNDSWORKER	SR STOCK CLERK
HELPER	STOCK CLERK
HOUSEKEEPING SUPER 1	STOREKEEPER 2
LANDSCAPE TECHNICIAN	SUPER BLDG REPAIRS 2
LOCKSMITH	

APPENDIX D- GUIDELINES FOR CLASSIFIED EMPLOYEE TIME AND ATTENDANCE

Introduction

The KRONOS electronic timekeeping system is the official basis for recording hours worked for designated employees of the Division of University Facilities of Montclair State University.

Handwritten timesheets and manual time cards have been replaced by KRONOS-generated timesheets as of December 31, 2011. Handwritten time sheets are not to be used unless authorized in advance by a manager.

Official Time

KRONOS is the attendance management system for designated employees within the Division of University Facilities. Timekeeping data is fed to the Office of Payroll Services so that employees are paid for actual time worked. The central HR/Payroll system for Montclair State University is the system of record for employees, employment, and pay. If there is a variance due to timing or a discrepancy between reports, then KRONOS is not the system of record. In such a case, consider it to be a reporting tool only.

Methods for Reporting Time

The terms “clock in” “punch in” and “swipe in” or out all have the same meaning. They refer to the action whereby an employee slides his or her ID card through the slot on a time clock that reads the employee’s CWID number, confirms his or her identity by using the biometric verification, and transmits this information to the KRONOS timekeeping database.

Clocking In and Out by Employees

Employees are required to clock in at the start of the workday and clock out at the end of the workday at their designated time clock, using the MSU employee identification card and the Kronos clock with biometric verification, unless authorized by a supervisor.

Employees are required to arrive and to depart on schedule. An employee is tardy when he or she clocks in after his or her starting time. Similarly, an employee leaves early when he or she clocks out before the end of the workday without permission from his or her supervisor.

Failure to comply with these requirements without a reasonable excuse shall be grounds for disciplinary action. Other requirements include:

- Employees should not clock in more than 15 minutes before their scheduled starting time unless authorized in advance by a supervisor.
- Employees clocking in after their scheduled starting time will be recorded as tardy, unless a supervisor has approved the late arrival.
- Employees clocking out before their scheduled ending time will be recorded as leaving early, unless authorized to do so by a supervisor.
 - Example: if an employee’s shift begins at 7:30 a.m. and ends at 4:00 p.m., he or she will be considered late if clocked in after 7:30 a.m. and considered as Early Out if clocked out before 4:00 p.m.

- Employees should not clock out later than 5 minutes after the end of their work schedule, unless authorized.
- Employees leaving work for any authorized personal reason during the day must clock out when leaving campus, and clock in when they return.

Note: Clocking in to the Kronos system indicates that an employee is ready to begin his or her workday. It is not permissible for an employee to clock in for the day and then leave the building to conduct personal business such as eating, smoking or parking one's vehicle. An employee will be documented as tardy when such instances occur.

Missed Clock Punches

In the event that an employee fails to clock in or out at any time during the workday, he or she must complete and sign a Missed Punch Form, and submit it to his or her supervisor for processing. Failure to clock in or out as directed more than two times a week, or a pattern of failing to clock in and out on a regular basis, may result in disciplinary action.

An employee's time record may not be edited for missed punches at any time without a Missed Punch Form that is signed by both the employee and the supervisor.

Failure to follow designated missed punch procedures can result in disciplinary action.

Rounding Rule

Kronos clock punches will be rounded according to a 15-minute grace period with a fifteen-minute round.

Note: Clocking in early or out late on a regular basis, without prior authorization from a supervisor or a reasonable excuse, is a violation of University policy. Repeat occurrences may lead to progressive disciplinary action. Additionally, clocking in early or out late without prior authorization from a supervisor will not result in pay beyond scheduled hours. Employees are allowed one (1) instance of clocking in or out beyond the designated parameters per month.

Note: Although the Kronos system rounds clock in and clock out times to the nearest quarter hour, actual clock in and clock out times will be monitored for tardiness or early departure.

Timecard Approvals

Timecards must be approved by the employee no later than the end of his or her shift on the Monday following the pay period close. If the employee fails to do so, Supervisors may approve the timecard without employee approval; however, please note that Kronos will indicate that the employee did not approve his or her time for that pay period. Any employee that consistently fails to approve his or her timecard may be subject to progressive disciplinary action.

Clock Problems

Employees may only clock in and clock out at a location to which they have been assigned by their supervisor or manager.

If an employee is unable to punch in or out due to a time clock malfunction, it is the employee's responsibility to immediately inform his or her supervisor.

The supervisor will manually clock the employee in or out. To substantiate the manual punch, the supervisor will submit a Missed Punch Form, signed by the employee and the supervisor, for the approval of the unit or department head.

The manual punch will be added to the employee's in or out punch for the time required.

If the supervisor cannot be contacted it is permissible to inform the unit or department head directly.

The supervisor or unit/department head will notify the Facilities Customer Service Center (x5444) of any clock problems.

Lost, Stolen, Missing or Damaged Identification Card

Please refer to Section 7, Access and Security in this Handbook for policies and procedures governing lost, stolen, missing, or damaged University identification cards.

Falsification and Tampering

The following are considered serious offenses. Due to the severity of these infractions, all employees involved will be subject to immediate disciplinary action, up to and including termination.

- Working prior to clocking in or working after clocking out without proper approvals.
- Attempting to clock in or out for another employee and/or requesting that someone else clock in or out for you (a.k.a. "buddy punching").
- Interfering with the timekeeping hardware or software.
- Attempting to damage or subvert timekeeping systems.
- Interfering with another employee's use of the time clock.
- Altering time keeping data without authorization.
- Being in possession of another employee's identification card at any time.

The Supervisor and the Human Resources Department will review the specific details of such an infraction and develop an appropriate response.

Guidelines for Clock in and Out Violations and Occurrences of Recorded Tardies and Early Clock Outs

First occurrence: Documented verbal warning from immediate supervisor.

Second occurrence: Written reprimand completed by supervisor and placed in the employee's personnel file.

Continued excessive failure to comply may lead to further disciplinary action up to and including termination. Offenses include: failure to clock in or out as directed, clocking in too early, clocking out early, clocking out late, or failing to get permission for overtime.