

## Facilities Management Student Employee Guidelines

1. Safety: Your safety is our top priority. Use proper safety precautions at all times – no horseplay. Attend safety training sessions when they are held. Never operate equipment or machinery, or use chemicals that you have not been trained on. Always wear the appropriate Personal Protective Equipment (gloves, safety glasses, ear plugs, respirators, etc). Do not tamper with any safety guards or shields. Report any unsafe conditions to your supervisor immediately.
2. Security: Keys are a high security priority; they will be issued to you at the beginning of your shift and must be returned at the end of your shift. Do not leave keys unattended. Keep locked areas locked at all times, including custodial closets. After working in an area, turn off lights as needed and ensure all doors are securely locked as required. Do not allow visitors, students, or employees into any locked area. Direct all requests for access to locked areas to your supervisor. Abuse of key privileges may be grounds for immediate termination.
3. Office Etiquette: Do not help yourself to treats or other food items located in personal offices unless permission is granted. Also refrain from helping yourself to leftover food provided for conferences and other meetings. Respect other people’s belongings. Be careful when moving items to work. Report any damage to personal or university equipment to your supervisor immediately. Theft of any kind will not be tolerated and may be grounds for immediate termination.
4. Dress code: Dress appropriately for your work assignment - including footwear. Dress in a way that you and the people you work around will feel comfortable.
5. Absences & Tardiness: Report to work on time and expect to work your scheduled hours. If you are going to be late or absent, let your supervisor know as soon as possible, but no later than the beginning of your shift. If you are tardy or absent frequently without informing your supervisor, you may be dismissed.
6. Service Excellence: Facilities Management is known for its service excellence; therefore, Customer service is your top priority. Show proper respect for your supervisor and co-workers. Be courteous to all faculty, students, and campus visitors that you come in contact with.
7. Intolerance/Harassment: Intolerance or Harassment of any kind, including racial comments and intimidation may be grounds for dismissal. Harassment targeted at anyone is strictly prohibited. According to University Policy #5.27 Section 3.B, Harassment is defined as “Intentional behavior directed at a person primarily because of his or her race, religion, national origin, color, sex (gender), age, disability, marital, veteran, sexual orientation, or other legally protected status.” This also applies to any form of sexual harassment as defined by University Policy #5.27 including but not limited to: inappropriate touching, sexual advances, foul language, off-color jokes, and showing pornographic pictures.
8. Personnel Actions: All hiring, firing, promoting, work scheduling, and wage change decisions are recommended by the supervisor and at the discretion of the manager.
9. University Business: While you are at work, you should be working in the interests of the University; not visiting with friends, talking on the phone, surfing the Web, etc. If you run out of

work, your supervisor can always find something for you to do. Exceptions must be worked out with your supervisor.

10. Equipment Use & Upkeep: If a piece of equipment has been locked out or tagged out, do not use it. Do not use equipment such as computers, telephones, radios, etc. located in personal offices. If you are observed using these items you may be terminated. You are responsible for the up keep of your equipment. Cleanliness and daily maintenance of equipment is important.
11. Accidents/Injuries: Report all accidents or injuries to your supervisor, no matter how minor.
12. Motor Vehicle Operation: All employees must have a valid driver's license and complete driver's training before operating a university vehicle. Driving a university vehicle is a privilege; you can lose it. Be extra cautious when driving on campus; pedestrians always have the right-of-way. Avoid driving on campus sidewalks, during class breaks. Do not drive on landscaped areas and grass. If you have to drive on campus, try to use utility carts (golf carts, mules, Kubotas) whenever possible. Park in designated spaces only. If you receive a traffic/parking violation, you will be personally responsible for it.
13. Lost & Found: All lost and found items must be turned in to your supervisor who will take the item/items to the Post Office located in the Sharwan Smith Center.
14. Communication: Do not surprise your supervisor; keep them informed about any problems, including equipment breakdowns, graffiti, building maintenance needs, etc. The sooner a problem is reported the sooner a solution may be reached.
15. University Ownership: If you make a mess, clean it up; do not leave it for the next person. If you see trash, pick it up. If a piece of equipment isn't working or you see a problem, let your supervisor know.

**I have read, understood, and agree to follow these guidelines.**

\_\_\_\_\_  
Employee Signature                      Date                      Department

\_\_\_\_\_  
Print Name                      Employee Cell Phone Number                      Email Address

\_\_\_\_\_  
Emergency Contact                      Emergency Contact Phone Number

\_\_\_\_\_  
Supervisor Signature                      Supervisor Phone Number

**Custodial Addendum:**

1. Training: All student employees are required to watch "Safe Custodial Practices" - an orientation to custodial safety. (Please initial and date when you have completed this training.) \_\_\_\_\_  
Initials                      Date