

Thank you for being a part of our Facilities Management team. We would like your work experience to be positive and enriching; therefore, we welcome and value your input for improving areas of Facilities Management.

1. **Safety:** Your safety is our top priority. Use proper safety precautions at all times – no horseplay. All student employees are required to complete both online safety training and hands on safety training prior to performing specific job activities. These trainings are specific to your job duties and responsibilities and must be completed to provide a safe environment within your division and the department. Contact your supervisor for enrollment information for the Canvas trainings. 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. **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.
3. **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.
4. **Building Etiquette:** Do not help yourself to treats or other food items located in personal offices unless permission is granted, and do not help yourself to leftover food provided for conferences and other meetings. Respect other people’s belongings. Report any damage to personal or university equipment to your supervisor immediately. Theft of any kind will not be tolerated and is grounds for immediate termination.
5. **Dress Code:** Dress appropriately for your work assignment - including footwear. Dress in a way that conveys professionalism and represents SUU and Facilities Management well. Since we all have different assignments and various responsibilities, dressing appropriately will mean different things for each employee (i.e., no tattered clothes, jeans with holes, offensive writings/pictures, etc.). For some staff, assignments may change from day to day. Check with your supervisor for guidelines on appropriate clothing for your assignment.
6. **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 and neglect to inform your supervisor, you may be dismissed.

7. Service Excellence: Facilities Management is known for its service excellence; therefore, quality customer service is a high priority. Show proper respect for your supervisor and co-workers. Be courteous to all faculty, staff, students, and campus visitors that you come in contact with.

8. Personnel Actions: All hiring, firing, promoting, work scheduling, and wage change decisions are recommended by the supervisor and at the discretion of the division director or executive director for Facilities Management.

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 the equipment you operate, cleanliness and daily maintenance of equipment is important. Report faulty equipment to your supervisor immediately.

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. Pull over and stop 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, utility carts) whenever possible. Park in designated spaces only. If you receive a traffic/parking violation, you will be personally responsible for it. If you are involved in a collision, report it to your supervisor immediately.

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 Library.

14. Communication: Do not surprise your supervisor; keep him/her informed about any problems, including safety issues, equipment breakdowns, graffiti, building maintenance needs, etc. The sooner a problem is reported, the sooner a solution may be reached.

15. Employee Responsibility: 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	