Facilities Operations Handbook

The following policies and procedures are to be reviewed and adhered to by all employees as part of the Facilities Operations (FOC) internal control efforts. Memos regarding past practices and history of earlier memos will be attached to reference. All employees are encouraged to speak to your supervisor if you have any questions related to any FOC policies. Failure to follow the following procedures and policies could result in disciplinary action.

Access to facilities (shops) during non-working hours – Access to the facilities shops during non-working hours is prohibited. If you forgot a personal item and have to return for it while the shop is closed, please go to University Police in order to be escorted into the workspace.

Access to the FOC main office – It is the supervisors responsibility to pick up the department mail, pick up office supplies, speak to staff regarding work orders, and hand in purchase requisitions and receipts. Employees may be asked to perform these tasks by their supervisor. When FOC staff requests any employee to assist with a work related issue they are welcome to address the matter in person. Please bear in mind that regular visits to the FOC main office by staff during their break time may cause disruption to other staff that do not have the same break periods.

Assigned work areas – It is expected that employees remain in their assigned work areas during work hours. Employees shall not congregate in work areas that are not in their assigned spaces or are not specified or tied to a work order. Work related questions should be directed to your assigned supervisor, not other workers or supervisors.

Athletic equipment use – Use of the athletic equipment in the residence halls is strictly prohibited. Use of the athletic equipment in the Athletic Wellness Center is permitted during your lunch break and after work hours only if you are a member and have a valid membership card. Use of the weight room in the Elting Gym is permitted during your lunch break and after work hours.
Attendance and leave – All attendance and leave shall be subject to the CSEA Article 10 agreements. All employees are required to fill out their own timesheets. Supervisors are responsible for reviewing and approving all timesheets. Any errors or changes are to be addressed with the employee and corrected, then initialed by the employee. Per payroll, all signatures are to be in blue ink.

Blanket purchase orders – Only supervisors are permitted use of blanket orders when items are not in stock or cannot be ordered. They are to obtain an ordering slip from FOC and authorize the purchase. Once the item is brought back to the facility, it is the supervisor’s responsibility to confirm that the item has been received and submit the receipt back to the FOC main office.

Cell phone use - Use of a personal cell phone during work hours shall be occasional, incidental or for emergencies. Use of a personal cell phone for work related calls and/or forwarding of work related information via text or picture to a supervisor or other staff member is allowable. Use of a personal cell phone during breaks and lunch is permissible. Cellular telephone use while driving is prohibited. By Executive Order, the Governor of New York State has issued a directive that all New York State employees are prohibited from utilizing a hand-held cellular telephone while operating a motor vehicle. Accordingly, all SUNY New Paltz employees are to comply with this directive.

Computer Use on Campus – Personal use of student computer labs located in residence halls and academic buildings is prohibited. Personal use of computers in public access areas is permitted during your breaks and lunch within the Computer Services acceptable uses and privacy policy.

Delivery and pick up of materials – Off site delivery and pick up of materials will be done by one employee. The supervisor will assign an employee who has prior approval to operate a state vehicle (verified through the LENS Program) to perform this task. Assignments may be made on a rotating basis.

Disposal of Personal Items – Personal use of campus refuse roll-offs, dumpsters and garbage cans to throw out personal belongings, refuse, furniture, etc., is not permitted.
Electric car (Gem car) use – Use of all electric cars on campus are subject to FOC memo dated 6/15/09 (attached). All operators must have a valid driver’s license verified through the LENS Program and wear their seat belt at all times. The vehicles are limited use and when traveling on the campus, speed should not exceed 10 mph. Cars are to be signed in and out from the auto shop. All arrangements for usage and availability should be scheduled through the auto shop supervisor.

Fuel usage for fleet vehicles – All employees will utilize the Gasboy system to fuel their assigned work vehicle. A unique key will be assigned to each vehicle and is the only one that should be used to fuel that vehicle. Providing false information or “lending” out a key to fuel any other vehicle is prohibited. Contact the auto shop supervisor if your key is missing or not operating and he will be able to assist you. Use of the fuel pumps for personal vehicles or canisters is prohibited.

Grounds yard access – No FOC employee shall have access to the grounds yard unless they are directed there by a work order, are directed by a supervisor, are working during snow removal, or are throwing out items to the recycling roll offs. All individuals must check in via the radio with the grounds supervisor prior to entering the area. Departments other than FOC will need authorization from the grounds supervisor as well.

Laundry facility use – Use of the campus laundry services for personal reasons is prohibited.

Log book use (custodial staff only) – All supervising janitors and janitors are required to utilize a daily log book to account for each day’s events. Please reference attached FOC memo dated 12/11/08 for details regarding proper usage. Supervising janitors are to sign in to the janitor’s log book to record the date and time of a visit to a particular building.

Supervising janitors will keep their own logbooks. They are confidential and should not be shared with other staff.

Please do not use the log book to detail any disciplinary actions. If errors are made, please make the correction by striking out the text with a single line and making the correction next to it. Please do not erase or “white-out” any mistakes from the log book.
**Meal break** - New York State Labor Law requires that every employee must take at least thirty minutes for the noon day meal. Employees are not permitted to work through their lunch hour. The accumulation of overtime during the noon day meal is not permitted.

**Overtime approval** – All overtime with the exception of a dire emergency (as identified by the Director or Assistant Director of Facilities Operations) must have prior approval by the appropriate supervisors before 2 pm of the scheduled overtime. All overtime is subject to the CSEA agreement Article 27. It is the supervisor’s responsibility to follow all requirements of the agreement. No employee can work more than 16 hours without an 8-hour break unless a dire emergency arises.

Any employee that works scheduled or emergency overtime is required to sign in and out at the Central Heating Plant (CHP). A supervisor can sign out his or her staff but they will be held responsible for all employees’ accurate timesheets. This practice allows management to limit unnecessary call backs and to know who is on the campus at all times. The CHP log book will be used to manage the overtime list.

Any employee that works over six hours on overtime is mandated to take a lunch break. This directive can be found in the New York State Labor Law Section 162.

**Recall Overtime (Call Backs)** – All call backs are subject to the OSU agreement Article 7, Section 7.14 and OSC Budget Bulletin 560.

The following Steps must be followed:

1. The emergency call will come into the Central Heating Plant (CHP)
2. The Plant Utility Assistant (PUA) is tasked to initially look into the problem and make the necessary repairs.
3. If the problem cannot be resolved, the PUA will notify the CHP engineer to call the appropriate personnel in.
4. The employee on the call back is then responsible to sign into the CHP log book and make the necessary repairs. They are also expected to stay and fix any additional emergency problems that arise while they are on site or while they are en route to the campus. Upon completion of all of their work they will sign out in the CHP log book and exit the campus.
5. There will be no call back for work that is routine or non-emergency.
**Personal use of shop tools** – Personal use of any shop tools and/or equipment is prohibited. State property including tools and equipment cannot be borrowed, loaned or removed from campus. At no time can personal items and/or materials be brought to campus and repaired/created with state tools and/or equipment.

**Repairs to personal vehicles and/or equipment** – Use of the auto shop for repair to a personal vehicle and/or equipment is prohibited. In the event of an emergency which might impact the health and safety of an employee, prior approval by the Director/Assistant Director of Facilities Operations will be needed for an Auto Shop mechanic to be authorized to assess a potential hazard.

**Recycling Area/Roll offs** – Items that have been disposed of by the campus in the roll-offs cannot be removed from the recycling area/roll-offs and/or campus by any employee for any purpose.

**Removal of material** – Removal of any grounds material for personal use is prohibited. This includes any and all items and could include but may not be limited to pavers, stone, wood, cut trees, dirt, etc. There will be no exceptions to this policy.

**SUNY owned vehicle use** – Use of all work/fleet vehicles are to be used only during working hours. All drivers must have a valid license and all employees who drive a work/fleet vehicle must sign up for the Licenses Event Notification System (LENS) through the Vice President for Administration and Finance office. Access on campus walkways will need the approval of the Director of Operations. All vehicles are to be secured and locked when parked. Keys are to be left at the campus facility and locked in the employee’s individual mailbox. Smoking is prohibited in all vehicles per NYS Law. Use of work/fleet vehicles for personal reasons is prohibited.

**Two way radio uses** – Radios should be used to respond to calls from FOC or for emergencies only. Employees should keep the lines clear whenever possible and try to avoid using the radios for routine or to simply page someone for a non-emergency. Abuse of the radios, i.e. “keying” or “stepping” over someone, or inappropriate noise is prohibited and may
violate campus compliance with the Federal Communications Commission (FCC) regulations.

**Uniforms policy** – Uniforms are mandatory for all employees hired after 4/7/04 per the agreement between SUNY New Paltz and CSEA Local 610 (copy provided upon request). Employees hired prior to that date have the option to use uniforms as well. Once an employee accepts the uniform, s/he is required to wear it at all times while at work. Uniforms will be provided to all employees at no cost.

**Workplace/domestic violence** – All employees must be trained in and abide by the Campus Workplace/Domestic Violence Policies. The office of Human Resources will provide the required training and each employee must sign off that they acknowledge and understand these policies.

**Work order system** – All employees are to utilize the department’s work order system. Completed work orders are to be handed into your supervisor on a daily basis. The employee’s code, hours, materials used, and any notations for other trades that assisted with the work order are to be recorded on the order. Supervisors are to review the work orders, sign off on the work orders, revise any target dates and hand in to FOC on a daily basis. Call in requests for generating work orders should be made for emergencies only.