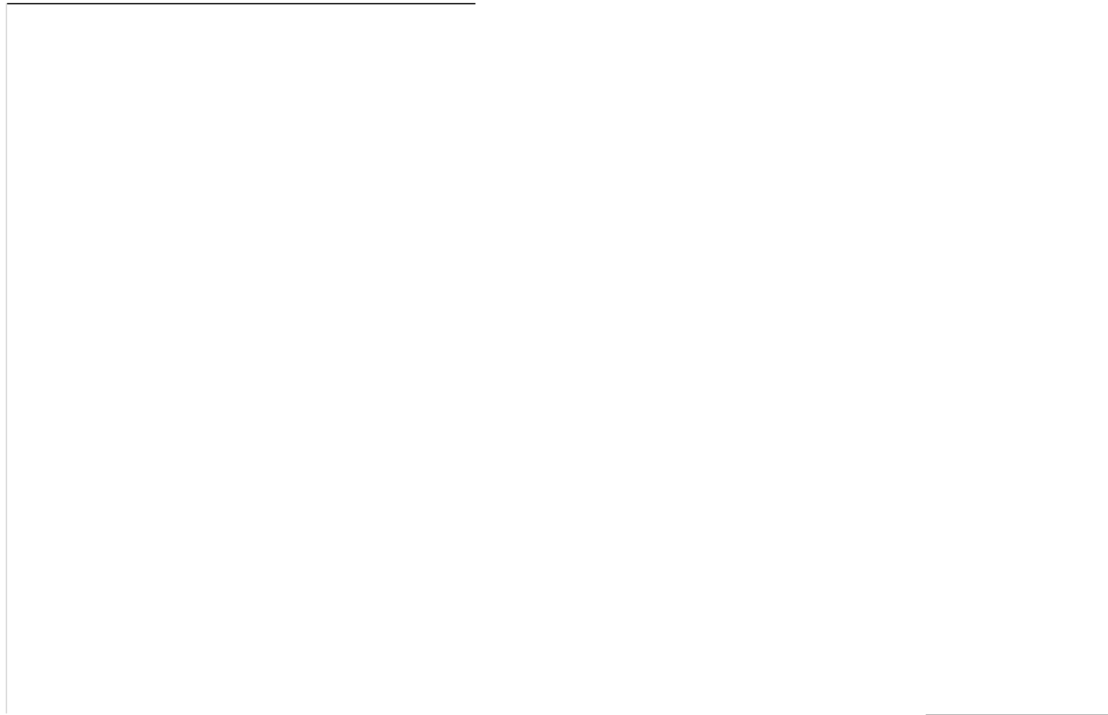

FACILITIES MANAGEMENT EMPLOYEE HANDBOOK



Facilities Management Employee Handbook

The Facilities Management Employee Handbook is intended to be a departmental guideline for use by employees and supervisors. Information in the Handbook is relevant to the day operation and management of the Facilities Department. Employees are encouraged to familiarize themselves with the University Policies and Procedures <https://help.suu.edu/policies/> as well as this handbook.

SUU Facilities Management Employee Handbook is a living document, which will be updated as information changes within the Department or University.
All information and guidelines contained herein are subject to being superseded by SUU policy or administrative direction.

Last revision September 2024

Facilities Management Mission Statement

We honor our commitment to student success by providing an exceptional learning environment and opportunities which promote excellence at SUU.

Facilities Management Vision Statement

We will improve the campus experience for all that join us at SUU by delivering exceptional facilities that are welcoming, accessible, and create a lasting impression. Facilities Management staff engage with the campus community in a professional and honorable manner, perform at the pinnacle of their abilities, and mentor students for future success.

Core Values

The following Core Values (in bold) are essential to the operations of Facilities Management at SUU. The bullet points under each value illustrate the elements that make up that value.

Honor

- **Honesty/Integrity**
- Ethical
- Loyalty
- Character
- Respect
- Work Ethic
- Commitment
- Accountability
- Courtesy
- Cheerfulness
- Communication
- Stewardship
- Courage

Mentorship

- **Student Success**
- Education
- Patience
- Commitment
- **Employee/Staff Success**
- Opportunity
- Inspiring

Culture

- Self-Motivation
- Pride/Ownership
- Innovation
- Creativity
- Initiative
- Assertiveness
- Expertise
- Inclusive
- Motivation
- Excellence
- Stewardship

Professionalism

- Conduct
- Communication
- Expertise
- Teamwork/Collaboration
- Service Oriented- Responsive
- Safety
- Goals/Improvement
- Adaptability
- Quality
- Respect

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1.0 Safety

- 1.1 Employee well-being and safety are top priorities. Employees will exhibit respect for others and use proper safety precautions at all times. A variety of campus trainings are conducted regularly, which all staff are expected to participate in.
- 1.2 Facilities Management is an organization that promotes inclusivity and opportunities for all. Every employee is required to comply with Title IX requirements, including training, and to promote a working environment free from discrimination and harassment. Title IX resources can be found here: <https://www.suu.edu/titleix/>
- 1.3 University employees, including Facilities Management employees, will contribute to providing and maintaining a safe and respectful

Essential Services enable events, protect or enhance State assets, and prevent life safety hazards. To carry out Essential Services is not responding to emergency situations, rather these services are performed as operational tasks by Facilities Management

Sundays which is outside normally scheduled shifts and does not qualify as flex time. Granted in the form of comp.

| Examples include: Snow removal, accomplishing a project when university schedules conflict with all other possibilities, operating utility systems

” Emergency Call Back- 3.5 hours for the first hour + 1.5x normal rate of compensation for hours worked beyond the first hour, in half hour increments. Work must qualify as an emergency. Granted in the form of comp.

| Examples include: flood, building security, utility outages, fire alarm

3.5 Facilities Management Staff can be called back to work for emergency, operational, or HVVHQWLDO VLWXDWLRQV (PSOR\HHV DUH RQ D URWDWLQJ generally contacted by the Call Center. Facilities Management employees are given a stipend to maintain a cell phone and are urged to answer ~~hotline~~ calls from the Call Center or a supervisor.

4.0 Campus Call Center 435.865.8888

- 4.1 Operators at the Campus Call Center will handle requests for information, campus emergencies, maintenance, and other calls. Call Center operators are available to handle calls 24/7/365. Employees are required to communicate with the Call Center when responding to afterhour requests. Communication with the Call Center helps to keep our customers informed and also eliminates several people responding to the same call. Employees are encouraged to contact the Call Center immediately with maintenance or emergency requests.
- 4.2 In the event of a life safety emergency, call 911 immediately.

5.0 Annual Clothing Allowance

- 5.1 Everyone representing Facilities Management is expected to dress in a presentable manner suitable to their work assignment.
- 5.2 Clothing Allowance:
- The intent of the clothing allowance is to offset wear and tear on clothing due to job related activities and/or to help identify SUU employees as Facilities Management staff while working for the university. If you ruin an issued article of clothing before replace the unusable article.
 - The allowance for clothing (excluding boots and jackets addressed below) is up to \$200 per full-time staff, as budgets permit and as approved by your director. Amounts may vary from year to year. Consult your director for an appropriate allocation based on your work assignment. Employees are asked to be prudent about this benefit and only purchase enough SUU clothing annually to get through a week at a time. If you have several shirts and pants at home that are not worn out, please consider purchasing a lesser amount.
 - All clothing purchased for use as work wear at SUU must have an approved SUU or Facilities Management logo added (boots, pants, and PPE excluded). The cost of the logo is not included in the prices above. Please coordinate having a logo added to the clothing you've purchased through the Facilities Management Business Operations office.
 - The allowance for boots is \$200. These are to be purchased on an as-needed basis, as approved by your director based on your work assignment. These do not need to be steel-toed boots however they must be a sturdy work boot designed to protect your feet - not tennis shoes or other lightweight footwear. If you are not sure of the type of footwear appropriate for your assignment, please see the Director of Safety and Risk Management.
 - For those with assignments that require regular work outside or in areas where

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- 5.5 Where to purchase clothing, coats, and boots: Purchase clothing at local stores using your P-Card. When doing so, choose shirts and pants that are appropriate for your work assignment, without advertising logos, and adhere to what would be considered acceptable dress at SUU. Submit an itemized receipt to your Director. Consider that SUU Staff are encouraged to wear red on Fridays to show their SUU spirit.
- 5.6 Employees leaving employment at SUU must return all clothing with a Facilities Management logo. Clothing should be returned to their supervisor or the Facilities Management Administrative Assistant along with other University property.

6.0 Vehicle Use

- 6.1 Any motorized vehicle or equipment that can be driven on Campus walkways or public roadways. Examples are trucks, cars, utility vehicles, heavy equipment and riding lawn mowers.
- 6.2 All full and part time Facilities Management personnel operating a motorized vehicle on

- 6.9 Refueling of University owned vehicles should be done at the University owned fueling station or at a gas station that accepts the University issued fuel card. Staff should use the provided fuel card and correct pin number for the specific vehicle refueling. Accurate odometer readings must be provided when refueling University owned vehicles. FCards are not authorized for gas purchases off campus
- 6.10 The individual shops within Facilities Management oversee regular service and emergency maintenance on vehicles. The Grounds Equipment Maintenance is available to help coordinate repairs. Fleet Operations tracks preventative maintenance for all Facilities Management vehicles

7.0 / Incident Reporting

- 7.1 Employees must report all work-related injuries, illnesses, vehicle damage, and near miss incidents to their supervisor as soon as possible. If employees are injured or become ill while on the job, they should obtain medical assistance or first aid as needed and notify their supervisor. An incident report must be submitted within 48 hours after a work related illness, accident, and/or near miss. For more information on reporting procedures, visit <https://www.suu.edu/erm/eohs/reportingandinvestigation/>
- 7.2 In case of serious or fatal accident or hospitalization, the office of Enterprise Risk Management and Human Resources must be notified immediately (within four (4) hours). SUU must report to the Utah Occupational Safety and Health Administration within eight (8) hours of occurrence of all fatalities, disabling, significant, and serious injuries or illnesses to workers. Staff should not move any equipment involved in these types of serious accidents until the University has clearance from UOSHA investigators
- 7.3 Employees may be covered for work-related injuries by the Utah HODWHG LQM XULHV DQG LOOQHVVHV E workers compensation provider. To file a workers compensation claim, an employee must request and complete the necessary paperwork at the Human Resource Office. <https://www.suu.edu/ad/forms/injuryillnessnearmiss.html>
- 7.4 In the event an employee has an accident in a University vehicle, they should:
 - 1) Call 911 or SUU Police and seek medical attention if necessary.
 - 2) Exchange complete insurance information with the other driver if another vehicle is involved. LV LQYROYHG \$Q LQVXUDQFH FDUG LV SURYLGHG LQ WK
 - 3) Avoid making any statements declaring fault.
 - 4) Fill out an accident report form and submit to University Risk Management as soon as possible. <https://www.suu.edu/ad/forms/vehicleaccident.html>
- 7.5 In the event a staff member has an accident during the course of their job duties, they should:
 - 1) Call for help
 - 2) If the injury is an emergency, call 911. If not, call MedCor at 4833-407-1250. MedCor is a tele-triage provider. This program is offered by SUU's Worker's Compensation Insurance Provider. MedCor should be contacted as soon as possible to advise injured employees on what medical attention they need and to start the claim process. If MedCor recommends medical care beyond the injured

employee's supervisor or a worker should take them to WorkMed located at 962 S Sage Drive, Cedar City, Utah (phone number is 865-3460, 9 am-4 pm).

3) Notify their supervisor and fill out an Employee First Report of Injury, Illness/Exposure, or Near Miss form: https://www.suu.edu/ad/forms/injury_illness_nearmiss.html This form will automatically be submitted to the injured person's supervisor, the Human Resources office, and University Risk Management.

7.6 All incidents occurring on University property, with University equipment, and during

- 9.3 Purchases \$5,000 and over require competitive bids and the involvement of the Purchasing Office. Please consult the Purchasing Office web site for procedures <http://www.suu.edu/ad/purchasing/bidprocess.html>

10.0 Purchasing Cards

- 10.1 Purchasing cards are issued and used in accordance with University Purchasing Card

12.2 Employees that are reassigned to different locations during the course of their employment must return their keys to the lock shop and be reissued keys for their new duty areas if needed. Employees are not to give their keys directly to another employee

