Facilities Management

Work Rules and Guidelines

Colorado State University
Fort Collins, Colorado 80523-6030
Revised May 2007
## FACILITIES MANAGEMENT
### POLICIES AND PROCEDURES INDEX

#### SECTION 100 INDEX
#### EMPLOYMENT

<table>
<thead>
<tr>
<th>Policy No.</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>100.1</td>
<td>New Employees</td>
</tr>
<tr>
<td>100.2</td>
<td>Orientations</td>
</tr>
<tr>
<td>100.2.a</td>
<td>CSU New Employee Orientation</td>
</tr>
<tr>
<td>100.2.b</td>
<td>Facilities Management Employee Orientation</td>
</tr>
<tr>
<td>100.3</td>
<td>Resignation/Termination</td>
</tr>
<tr>
<td>100.4</td>
<td>Outside Employment</td>
</tr>
<tr>
<td>100.5</td>
<td>Employment Categories Within Facilities Management</td>
</tr>
<tr>
<td>100.6</td>
<td>State Classified Employment Process</td>
</tr>
<tr>
<td>100.7</td>
<td>Student Employees Hiring and Classifying</td>
</tr>
<tr>
<td>100.8</td>
<td>Non-Student Hourly Employees</td>
</tr>
<tr>
<td>100.9</td>
<td>Filling New or Vacant Positions at Facilities Management</td>
</tr>
<tr>
<td>100.10</td>
<td>Promotion/Reassignment Policy</td>
</tr>
<tr>
<td>100.11</td>
<td>Employment and Supervisory Guidelines of Immediate Family Members within Facilities Management</td>
</tr>
</tbody>
</table>

#### SECTION 200 INDEX
#### EMPLOYMENT STATUS AND RECORDS

<table>
<thead>
<tr>
<th>Policy No.</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>200.1</td>
<td>Paydays</td>
</tr>
<tr>
<td>200.2</td>
<td>Personal Data Changes</td>
</tr>
<tr>
<td>200.3</td>
<td>Access to Personnel Files</td>
</tr>
</tbody>
</table>

#### SECTION 300 INDEX
#### EMPLOYEE BENEFITS

<table>
<thead>
<tr>
<th>Policy No.</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>300.1</td>
<td>Benefits</td>
</tr>
<tr>
<td>300.2</td>
<td>Education and Training</td>
</tr>
</tbody>
</table>

#### SECTION 400 INDEX
#### WORKING HOURS

<table>
<thead>
<tr>
<th>Policy No.</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>400.1</td>
<td>Business Hours</td>
</tr>
<tr>
<td>400.1.a</td>
<td>Core Hours</td>
</tr>
<tr>
<td>400.1.b</td>
<td>Individual Schedules</td>
</tr>
<tr>
<td>400.1.c</td>
<td>Work Breaks</td>
</tr>
<tr>
<td>400.1.d</td>
<td>Changes in Work Hours</td>
</tr>
<tr>
<td>400.2</td>
<td>Flexschedule</td>
</tr>
</tbody>
</table>

Revised 05/07
### SECTION 500 INDEX
**WORK CONDITIONS**

<table>
<thead>
<tr>
<th>Policy No.</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>500.1</td>
<td>Sleeping</td>
</tr>
<tr>
<td>500.2</td>
<td>Travel</td>
</tr>
<tr>
<td>500.3</td>
<td>Dress Requirements and Personal Appearance</td>
</tr>
<tr>
<td>500.3.a</td>
<td>Dress Requirements</td>
</tr>
<tr>
<td>500.3.b</td>
<td>Personal Appearance</td>
</tr>
<tr>
<td>500.4</td>
<td>Smoking</td>
</tr>
<tr>
<td>500.5</td>
<td>Visitors in the Workplace</td>
</tr>
<tr>
<td>500.6</td>
<td>Workplace Monitoring</td>
</tr>
<tr>
<td>500.7</td>
<td>Work Assignments and Performance</td>
</tr>
</tbody>
</table>

### SECTION 600 INDEX
**LEAVE POLICIES**

<table>
<thead>
<tr>
<th>Policy No.</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>600.1</td>
<td>Annual Leave</td>
</tr>
<tr>
<td>600.1.a</td>
<td>Annual Leave General Information</td>
</tr>
<tr>
<td>600.1.b</td>
<td>Annual Leave Procedure</td>
</tr>
<tr>
<td>600.2</td>
<td>Sick Leave</td>
</tr>
<tr>
<td>600.2.a</td>
<td>Sick Leave General Information</td>
</tr>
<tr>
<td>600.2.b</td>
<td>Sick Leave Procedure</td>
</tr>
<tr>
<td>600.2.c</td>
<td>Sick Leave Abuse</td>
</tr>
<tr>
<td>600.3</td>
<td>Other Leave</td>
</tr>
<tr>
<td>600.4</td>
<td>Inclement Weather Absences</td>
</tr>
</tbody>
</table>

### SECTION 700 INDEX
**CONDUCT**

<table>
<thead>
<tr>
<th>Policy No.</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>700.1</td>
<td>Code of Conduct</td>
</tr>
<tr>
<td>700.2</td>
<td>Handling Customer Contacts</td>
</tr>
<tr>
<td>700.3</td>
<td>Diversity</td>
</tr>
<tr>
<td>700.4</td>
<td>Civility and Workplace Violence</td>
</tr>
<tr>
<td>700.4.a</td>
<td>Civility</td>
</tr>
<tr>
<td>700.4.b</td>
<td>Workplace Violence Prevention</td>
</tr>
<tr>
<td>700.4.b.1</td>
<td>University</td>
</tr>
</tbody>
</table>

Revised 05/07
700.3.b.2 Facilities Management
700.5 Alcohol/Drug Free Work Place
700.6 Sexual and Other Harassment
700.7 Communication
700.8 Problem Resolution
700.9 Grievances

SECTION 800 INDEX
PROGRESSIVE DISCIPLINE

Policy No. Title
800.1 Progressive Discipline

SECTION 900 INDEX
UNIVERSITY EQUIPMENT AND SUPPLIES

Policy No. Title
900.1 Identification Cards
900.1.a University Emergency Identification Cards
900.1.b Facilities Management Identification Cards
900.2 Business Cards
900.3 Keys / Card Access
900.4 Supplied Work Wear
900.5 Tools and Equipment
900.6 University Property and Equipment Usage
900.6.a University Property
900.6.b FM Equipment and Vehicles
900.7 Computers and Electronic Mail
900.7.a University E-Mail
900.7.b Facilities Management Computers and Electronic Mail
900.8 Internet Usage
900.9 Mail System Usage
900.10 Telephone Usage
900.11 Radios/Cellular Phones

SECTION 1000 INDEX
LICENSES AND MEMBERSHIPS

Policy No. Title
1000.1 Motor Vehicle Driver License
1000.2 Commercial Driver License
1000.3 Occupational Licenses and Certifications
1000.4 Memberships
1000.4.a Professional Memberships
1000.4.b Team and Committee Memberships

Revised 05/07
### SECTION 1100 INDEX

#### SAFETY

<table>
<thead>
<tr>
<th>Policy No.</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1100.1</td>
<td>Safety</td>
</tr>
<tr>
<td>1100.2</td>
<td>Right to Know Safety Training</td>
</tr>
<tr>
<td>1100.3</td>
<td>Personal Protective Equipment</td>
</tr>
<tr>
<td>1100.4</td>
<td>Accidents</td>
</tr>
<tr>
<td>1100.5</td>
<td>Workers’ Compensation Absences</td>
</tr>
<tr>
<td>1100.6</td>
<td>University Return to Work Program</td>
</tr>
<tr>
<td>1100.7</td>
<td>Ergonomics</td>
</tr>
</tbody>
</table>
### SECTION 100 INDEX
#### EMPLOYMENT

<table>
<thead>
<tr>
<th>Policy No.</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>100.1</td>
<td>New Employees</td>
</tr>
<tr>
<td>100.2</td>
<td>Orientations</td>
</tr>
<tr>
<td>100.2.a</td>
<td>CSU New Employee Orientation</td>
</tr>
<tr>
<td>100.2.b</td>
<td>Facilities Management Employee Orientation</td>
</tr>
<tr>
<td>100.3</td>
<td>Resignation/Termination</td>
</tr>
<tr>
<td>100.4</td>
<td>Outside Employment</td>
</tr>
<tr>
<td>100.5</td>
<td>Employment Categories Within Facilities Management</td>
</tr>
<tr>
<td>100.6</td>
<td>State Classified Employment Process</td>
</tr>
<tr>
<td>100.7</td>
<td>Student Employees Hiring and Classifying</td>
</tr>
<tr>
<td>100.8</td>
<td>Non-Student Hourly Employees</td>
</tr>
<tr>
<td>100.9</td>
<td>Filling New or Vacant Positions at Facilities Management</td>
</tr>
<tr>
<td>100.10</td>
<td>Promotion/Reassignment Policy</td>
</tr>
<tr>
<td>100.11</td>
<td>Employment and Supervisory Guidelines of Immediate Family members with Facilities Management</td>
</tr>
</tbody>
</table>
100.1 New Employees

The probationary period for all new employees including reinstated employees will be 12 months. Earlier certification may be granted at any time with a written request from the employing department and completion of a written performance evaluation of Level 2 or higher, subject to approval by the Director of Human Resource Services. Continued employment and certified status will depend upon the employee successfully completing the probationary period.

Employees on probationary appointment are entitled to the same rights and privileges as certified employees, except for the:

a. Right to a hearing to review a disciplinary action which is based on unsatisfactory performance.

b. Right to be placed on a re-employment list;

c. Privilege of reinstatement. They do, however, have the privilege of being considered for transfer

For further information, refer to Human Resource Services Manual, Section 3 or the Personnel Section, Facilities Management.
100.2 Orientations

100.2.a CSU New Employee Orientation

CSU Human Resource Services conducts an orientation meeting for new state classified employees during the first month of employment. This meeting includes information on income tax withholding, employee benefits, check deposit, and provides instructions about how to sign up for these programs. Attendance is required before the employee is placed on the CSU payroll.

Human Resource Services also conducts an informative session on the history of the University.

100.2.b Facilities Management Employee Orientation

Facilities Management conducts a new employee orientation program. Attendance is required for all new state classified Facilities Management employees. Employees will be notified in advance of the scheduled sessions.
100.3 Resignation/Termination

Termination of employment is an inevitable part of personnel activity within any organization and many of the reasons for termination are routine. Employees should notify their supervisor well in advance of a planned resignation or retirement. The employee’s supervisor completes the termination checklist provided by the Personnel Section, Facilities Management.

1. Resignation - voluntary employment termination initiated by an employee.
2. Discharge - involuntary employment termination initiated by the organization.
3. Retirement - voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

University Requirement

An employee may resign by submitting a written resignation through their supervisor to the Director of Human Resource Services Department at least 10 workdays prior to the effective date. Upon mutual agreement by the supervisor or Department Head, less written notice may be accepted. If the employee does not give 10 workdays notice or gives less notice than mutually agreed upon, the employee is considered to have resigned with prejudice and the employee’s records shall reflect the same. An employee may withdraw a resignation within two business days after giving notice of resignation. The appointing authority may approve a withdrawal request at any time.

University Termination Procedure

All employees who are leaving the University, whether by resignation or involuntary separation, are required to contact the Records Office of the Human Resource Services Department prior to their termination date. Upon departure from the University, employees must turn in their employee identification card, sign a resignation form required by the State, and may apply for a refund of their PERA account.

Forms are available from Human Resource Services to apply for continuation of Medical Insurance under COBRA. Election for continuation must be made within 60 days of the date insurance otherwise would terminate.

Facilities Management Procedure

Employees, who are leaving Facilities Management whether by resignation or involuntary separation, should notify their supervisor and contact the Personnel Office, Facilities Management prior to their termination date. Employees, on or before their last day of work, must return all Facilities Management property issued to them or in their possession or control, which might include, but are not limited to the following.

1. Computer Accounts
2. Travel Credit Card and/or ACARD
3. Equipment/Tools
4. FM Identification Badge
5. Keys
6. Manuals
7. Pagers
8. Protective Equipment
9. Radios/Cell Phones
10. Telephone Access Code
11. Tools
12. FM Supplied Work Wear

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100. 4  **Outside Employment**

University employment shall be the principal vocation of full-time classified employees. Facilities Management employees may hold outside jobs as long as they meet the performance standards of their job with Facilities Management and the outside employment does not conflict with the interests of the University or the State of Colorado. All employees will be judged by the same performance standards and will be subject to Facilities Management’s scheduling demands, regardless of any existing outside work requirements.

Outside employment is defined as any activity or work performed for compensation in addition to the classified position. Included in this definition is outside employment for another employer or the operation of any business, whether or not a profit is realized.

The outside employment may not interfere with the efficient performance of the University assignment. Employees should limit any telephone calls pertaining to outside employment while at their University position. When employees are scheduled for work at their University position, they shall refrain from spending time away from that position for any outside employment.

1. Do not receive or print out e-mails related to outside employment.

2. No catalogs at work place.

3. No deliveries made or received during work hours.

4. No product in the work place.

5. No files, sales samples, or orders at the work place.

If Facilities Management determines an employee’s outside work interferes with performance or the ability to meet the requirements of Facilities Management as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with Facilities Management.

The outside employment may not be the type that would reasonably give rise to criticism or suspicion of conflicting interest or duties. A state classified employee shall not serve as a consultant or advisor to a sponsor for personal or private gain on any research or teaching project sponsored at the University by a governmental agency or commercial concern.

Facilities Management employees must have the written approval of the Director of Facilities Management for outside employment. The Request for Outside Employment form must be filled out and returned to the supervisor. If more than one source of outside employment exists, separate forms for each source should be submitted. A copy of the form(s) will be returned to the employee after approval.

**Form available: Declaration and Request for Approval of Outside Employment**

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100.5 Employment Categories within Facilities Management

State Classified Personnel

The State Classified Personnel system provides a basis upon which all employees are graded and compensated. The system is comprised of classes and each class is comprised of positions that have comparable duties and responsibilities.

- Regular full-time positions established for a full-time schedule.
- Regular part-time - established for reoccurring periods less than 12 months.
- Temporary part-time positions established for a full-time schedule for a six-month period or less.
- Temporary part-time positions established for less than a full-time schedule for a six-month period or less.
- State classified hourly positions that are established to staff on-call or irregular work schedules.

Non-Student Hourly Employees

It is University policy that non-student hourly employment be restricted to those individuals employed to meet unexpected workloads or other short-term situations.

Student Employees

A student for employment purposes is one who is either an undergraduate who has been accepted for enrollment at CSU or as a regular (resident instruction), certificate/degree-seeking student and who is carrying at least one credit.

Administrative Professional

The position of the Director, Facilities Management, is classified as a member of the Administrative-Professional staff appointed by the State Board of Agriculture.

Employment of Minors

No child under the age of 14 years shall be employed in any gainful occupations at any time during the hours in which the public school of the district in which the child resides is in session. Nor shall any child under 16 years of age be employed in any hazardous occupation as declared by the Department of Labor. Documented proof of age will be required for employment.
100.6 State Classified Employment Process

Job Posting

Information concerning vacant positions, pending examinations, and weekly transfer opportunities within the University is available on bulletin boards in most buildings on campus. Check the main bulletin board of a particular building. In addition, the Human Resource Services Department maintains an “Employee Information” bulletin board located across from Room 136 Student Services Building. Jobs are also posted on the Human Resource Services Web page at www.colostate.edu/Depts/HRS/employment

At Facilities Management, announcements concerning “state classified” positions are posted on the bulletin board across from the dispatch office at Facilities Services Center - North. Facilities Services Center - South also posts these announcements next to the Parts Window. The announcements are posted upon receipt from Human Resource Services on Thursday through the following Monday, except during Holidays.

In-house opportunities for Facilities Management are distributed to all employees.

Examinations

Testing/selection processes are conducted in accordance with established University and State of Colorado procedures. Application for examinations is available in the Employment/Classification unit, Human Resource Services Department. The Human Resource Services Department and/or other State agencies administer all examinations for classified positions at the University.

Examinations required for each classification are designed to assess the knowledge, skills, and abilities that applicants possess relative to the duties of the position. Examinations result in an eligible list of applicants in order of score attained. Eligible lists (referral list) are provided to Facilities Management Personnel Section from Human Resource Services.

1. Open Competitive examinations are open to all applicants, including current and former employees who meet the minimum requirements for the position/classification.

2. Promotional examinations are open to all applicants, including current and former employees who meet the minimum requirements for the position/classification.

Interviews

Only individuals meeting the established qualifications will be interviewed. Interviews may not be conducted before the application deadline or before the referral list has been forwarded to Personnel Office, Facilities Management, by Human Resource Services and approved by the Office of Equal Opportunity/Affirmative Action.

University employee selection decisions are made on the basis of job-related qualifications and not on the basis of race, color, religion, national origin, citizenship, sex, sexual orientation, age (over 40 years), disability, Vietnam-era veteran status, or special disabled veteran status, except where sex or age is a bona fide occupational qualification. Among finalists for a position, consideration will be given to meeting affirmative action objectives.
Employment Reference Checks

To ensure that individuals who join Facilities Management are well qualified and have a strong potential to be productive and successful, it is the policy of Facilities Management to check the employment references of all applicants.

Reference checks may be made at any point in the recruitment process that is most useful to the hiring unit and should be made on all finalists for positions. The same basic set of questions must be asked of each reference, and written documentation of each reference check must be maintained for two years.

Hiring officials may request a review of current or former Colorado State University employee’s available personnel files for business necessity. Such a review may be conducted when a Colorado State University employee is a finalist for a position. The hiring official must request permission to review the file through Personnel Office, Facilities Management, which will arrange for the review of the appropriate material. Job related information (e.g., letters of commendation, awards, special training, education completed, performance evaluations, disciplinary actions, and other related information) is the only material from the file that will be shared. The personnel file of a former employee terminated for cause will reflect an “ineligible for rehire” status.

The Personnel Section, Facilities Management, will respond to all reference check inquiries from other employers. Responses to such inquiries will confirm only dates of employment, wage rates, and position(s) held.

Employment Eligibility Verification

Persons selected for hire must produce documentation establishing both identify and authorization to work in the United States and sign the I-9 verification form within 72 hours of the date employment begins, as required by the Immigration Reform and Control Act of 1986. In the event, the employee is unable to provide evidence of employment eligibility within the time limits required by law; the employee either will not be hired or will be terminated. HRS will maintain the official documentation files to comply with the rules and regulations.

Employees who are not eligible to continue employment due to an expired work authorization date will be terminated.

Security Checks

Facilities Management requires pre-employment security clearance for criminal history and motor vehicle checks for:

1. all state classified positions
2. hourly employees who work in isolated areas or receive University keys.

Security clearance screenings will be completed before the first scheduled day of work for all newly hired Facilities Management State Classified employees and hourly employees who will work in isolated areas or receive University keys.
Security Clearance Procedures

1. This hiring supervisor requests the successful candidate to complete a “Disclosure/Waiver” form. This form is available from the Personnel Office, Facilities Management. No comments are made at this time regarding any disclosures.

2. The hiring supervisor submits the “Disclosure/Waiver” form to Personnel Office, Facilities Management, who retains one copy and forwards the original to a security clearing company for investigation.

3. Allow the following time frames for security clearances:
   - Motor vehicle violations 24 hours
   - Criminal History 2-3 days


5. Security clearing company will release to Personnel Office, Facilities Management, any information regarding convictions, guilty pleas, no contest pleas, and traffic violations.

Employment Physical

In some cases as a requirement of employment, the department may request a physical examination and/or background security check and/or drug tests. If required, Facilities Management pays for or reimburses for physical examinations and/or background security checks.

Some job requirements at Facilities Management necessitate an employee to pass a physical examination as a condition of employment. The Personnel Office, Facilities Management, will have the selected candidate fill out related forms. The applicant schedules an appointment with designated health clinic for a physical exam. The applicant must take the completed form with them to the appointment. Personnel Office, Facilities Management, will inform the supervisor the results of the examination and file the form in the personnel folder.

The physical examination is required only after an offer of employment has been made. The selected candidate will not perform any work until after the Personnel Office, Facilities Management, has notified the supervisor that the candidate has passed a physical examination.

Offering Employment

1. No offers of employment may be made prior to approval from Human Resource Services and the Office of Equal Opportunity/Affirmative Action.

2. Specific reasons for recommending an applicant for hire and specific reasons for not recommending other applicants are required and must be based on job-related reasons.

3. The hiring supervisor offers the position to a successful candidate subject to the background security check and subject to a physical examination if required by the position.

4. Security clearance screenings will be completed before the first scheduled day of work for all new hired personnel.
100.7 Student Employees Hiring and Classifying

Facilities Management supports the education, extension, research, and public service activities at Colorado State University. This support includes a commitment to employ and train CSU students whenever feasible.

Facilities Management will:

1. Define those positions that are appropriate to be filled by student employees.
2. Actively recruit students to fill those positions.
3. Provide the necessary training to maintain student employee performance at a level consistent with job performance standards.
4. Encourage continued student employment with this department by identifying exceptional work performance and readiness for additional responsibility, assigning advanced level work, and recommending promotions when appropriate.

Determination of Applicable Positions

All open, entry-level positions with Facilities Management shall be examined for suitability for student employment before any action is taken to fill the position. Criteria to be considered include, but are not limited to:

1. Scheduling flexibility – can these duties be performed outside of regular working hours or non-continuous blocks of time?
2. Position sharing – can these duties be performed by more than one person?
3. Skill level required performing these duties.
4. Structure – are there non-skilled duties in this position, which could be separated from the existing position, and then be performed by a student employee?

Hiring and Pay Schedule

In general, new student employees are hired at an entry-level position. The procedures described within this policy statement are intended to be a guideline. Individual sections of the department may develop additional requirements that are specific to their function to determine advancement. These additional requirements will be explained to the student upon employment.

Wage rates are determined by Human Resource Services and may vary from year to year. Although the rates may change, the titles and requirements remain the same. For the most current “Student Employee Wage Scale”, contact Personnel Office, Facilities Management.

Occasionally the opportunity/need may arise to hire student employees with advanced skills, certifications of knowledge at higher grades and classifications. The Director must approve all such exceptions to the general policy.

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Performance Evaluations

Performance Evaluation forms are available from the Personnel Office, Facilities Management, or Office of Student Employment, Human Resources Department. Evaluations for students may be conducted:

1. On an annual anniversary date if the student employee does not terminate employment at the end of an employment period.

2. Immediately prior to the supervisor’s request for promotion of the student employee.

3. At the end of an employment period, such as the end of the summer season.

4. At dismissal for poor performance.

Promotion

Students are not given automatic incremental increases. Each of the student classifications used at Facilities Management has multiple functional levels. Student employees may be promoted to the next functional level if:

1. The immediate supervisor recommends the promotion to the appropriate Manager, who concurs with the recommendation.

2. AND the responsibilities and duties of the student employee are upgraded to the next functional level in the job series.

A student employee could receive more than one promotion in any given year because of salary survey increase and a general promotion.
100.8 Non-Student Hourly Employees

There may be temporary positions requiring advanced skills, certifications, or knowledge for which CSU students are not available. It is University policy that non-student hourly employment be restricted to those individuals employed to meet unexpected workloads and other short-term situations. For more information, contact Personnel Office, Facilities Management.
100.9  Filling New or Vacant Position at Facilities Management

Facilities Management Procedure for Establishing New Positions

1. Annual staffing plans prepared yearly by Section Managers indicate the need for any new positions.

2. New positions are then created when funding is available through reallocation of department budget or an annual budget increase is received from the CSU administration due to new space.

3. If funding provision is available, a supervisor creates a new Position Description Questionnaire (PDQ) and obtains appropriate signatures. The PDQ describes the duties and responsibilities of the position for the classification desired.

4. Facilities Management, Personnel Office, forwards PDQ to HRS. A State of Colorado position number is created and assigned by HRS. The position and position number are listed on the Facilities Management organization chart.

Determination of Essential Job Functions

The essential functions of a position must be determined before a new position is established.

1. The reason the job exists is to perform the function(s).

2. The availability of other employees among whom the performance of that job functions can be distributed.

3. The nature of the function is highly specialized so that the person is hired for his or her expertise or ability to perform the particular function.

4. The supervisor’s judgment as to what functions are essential.

5. The amount of time spent on the job performing the specific functions.

6. The consequences of not requiring the incumbent to perform the function.

7. The work experience of past incumbents in the job.

8. The current work experience of incumbents in similar jobs.

Determination of Employment Classification

Facilities Management and Human Resource Services should work together to determine the appropriate classification for newly funded or existing vacant or filled employee positions. Factors to be considered in determining the appropriate classification include:

1. The defined position’s duties, responsibilities, related experience, education or training, and other requirements such as licenses or certification that are minimum qualifications for the job.
2. The organization’s need for the identified classification.

3. The relationship of this position compared to other positions within the department.

4. The minimum qualifications of the identified classification met by the incumbent (for existing positions).

Facilities Management Procedures for Filling Existing Positions

1. When an existing position is vacated due to resignation, reassignment, transfer, or retirement, a supervisor reviews the existing PDQ that is on file with the Personnel Office, Facilities Management. The supervisor makes any necessary changes pertaining to the duties and responsibilities assigned to the position.

2. The PDQ is returned to the Personnel Office, Facilities Management, who forwards the PDQ to Human Resource Services.

3. Human Resource Services forwards the referral list (Open Competitive list) for that particular position to Personnel Office, Facilities Management.

4. Personnel Office, Facilities Management, forwards the list to the hiring supervisor.

Determination for Filling Vacant Positions

The Manager of Building and Customer Services reviews the written proposal request for filling the vacant positions of first line supervisory positions and personnel positions for vacant positions in the following areas:

- Building Services

The Director of Facilities Management reviews written proposal requests with the Vice President of Administrative Services for vacant positions in the following areas:

- All Managers reporting directly to the Director of Facilities Management.
- All other first line supervisory positions and personnel positions other than the first line positions and personnel positions for Building Services including:

Customer Services
Development/Training and Employee Relations
Facilities Design and Construction
Finance and Personnel
Landscape Planning and Design
Operations Management
Planning and Real Estate Services
100.10 Promotion/Reassignment Policy

Facilities Management will strive to provide a work environment that encourages individual growth and career development.

- It is the intent of Facilities Management to fill positions from within the department when such action is consistent with State and Federal Laws, the University Diversity Plan, and the department’s ability to obtain the desired qualifications.

- It is also the intent of Facilities Management to encourage and assist its interested employees in obtaining the knowledge, skills and abilities necessary to qualify for higher level positions when doing so does not interfere with the efficient and timely completion of the mission of Facilities Management. This will also be consistent with State and Federal laws, the University Diversity Plan, applicable civil rights, and State and Federal accessibility laws.

**Facilities Management will:**

1. Whenever possible, promote from within when the available “in-house” pool of candidates is qualified for the job and is approved by Office of Equal Opportunity as sufficiently diverse.

2. Develop on the job training opportunities for employees when the needs of the University permit and motivated capable employees are willing to make the effort.

3. Encourage other career development activities to the extent practical.

4. Establish procedures that assure open and equal access to promotional and training opportunities.

**Definition of State Classified Promotions and Appointments**

Open competitive examinations are open to all state residents who meet the general requirements for that class of work.

Promotional examinations are open only to University employees who meet the general requirements for the position classification and who presently occupy a University state classified personnel position or who are on a reemployment list (previously certified employee who was laid off for lack of work, lack of funds, or reorganization).

All Facilities Management supervisory level positions will be filled through CSU promotional, State promotional, or open competitive examination procedures.

Position Description Questionnaire (PDQ) position review requests may be filed when assignments have changed sufficiently to warrant a change in position title. Supervisors or any University employee may initiate these requests once a year.

Positions targeted as in-house promotional or training opportunities, and which have gradually accepted related advanced duties, will be audited, and reclassified by State Personnel.
In-house promotional and/or training opportunities are available from time to time for Facilities Management personnel wishing to enter a different career path.

Reassignment of Duties

The intent of this section is to clarify the conditions under which reassignments will either be made to particular positions, or will form the basis for new positions to be opened for Facilities Management promotional opportunities.

1. The managers reporting to the Director (Direct Reports) prepare annual staffing plans that include which, if any, of their positions are targeted for growth - advancement(s) or new position(s).

2. The Personnel Office, Facilities Management, will review targeted positions due to reorganization to determine what, if any, reclassification is likely to result from reassigned duties. This is a preliminary step. Actual reclassification (if needed) will be done in accordance with State Personnel rules.

3. Prior to submitting the staffing plans to the Director, or at any time during the year that reassignments are considered, the Direct Reports will meet to decide whether the reassignments should be open for in-house promotional opportunities.

4. If the direct reports are unable to reach agreement on a specific position, the decision will be referred to the Director.

5. Once a new position or a reassignment has been approved, it will be entered in the “position control” system maintained by Personnel Office, Facilities Management.

Determination for Reassignment

The answer to all questions must be “yes” prior to reassignment.

1. Is the proposed reassignment consistent with the University Diversity Plan?

2. Does the individual being reassigned meet minimum qualifications to fill the new position?

3. Is the reassignment lateral (unlikely to lead to a grade increase within the next two years)?

4. Has the reassignment been reviewed and approved by the Director of Facilities Management or a Direct Report to the Director? (From time to time, positions may be eliminated resulting in some form of reorganization. In that case, the Director reserves the right to reassign or promote remaining personnel and the criteria described in this policy statement will not apply.)

In-House Promotional Opportunities

Whenever possible, Facilities Management intends to promote from within those employees who possess the qualifications for positions at a grade higher than the employee’s current grade.
Therefore, the Facilities Management Direct Reports will consider in-house promotional procedures before filling any non-supervisory vacancies.

**Determination for In-House Promotional**

The answer to all questions must be “yes” prior to the promotion become effective.

1. Is the proposed promotion consistent with the University Diversity Plan?

2. Is the person being promoted qualified, as defined in the Position Description Questionnaire (PDQ), to fill the new position?

3. Does the person have to meet minimum state requirements as defined by the classification?

4. Does the position require minimum degree status?

5. Will this promotion result in a grade increase from current grade within the future?

6. Has the promotion been reviewed by the Office of Equal Opportunity and approved by the Director of Facilities Management or a Direct Report to the Director? (From time to time, positions may be eliminated resulting in some form of reorganization. In that case, the director reserves the right to reassign or promote remaining personnel and the criteria described in this policy statement will not apply.)

**Training Opportunities**

Facilities Management will encourage and support interested Facilities Management employees to obtain the knowledge, skills, and abilities necessary to qualify for higher level positions and/or alternate career paths.

In general, all entry-level positions may be considered training opportunities for existing Facilities Management employees.

**Determination for Selection to a Training Position**

The answer to all questions must be “yes” prior to moving an individual to a training position:

1. Is the proposed training consistent with the University Diversity Plan?

2. Does the current workload in the hiring section allow adequate time for training (can the training be completed and/or skills obtained within six months or the time frame needed by the hiring section.

3. Has the training been reviewed and approved by the director of Facilities Management or a Direct Report to the Director?
Selection Procedures For In-House Promotional and/or Training Opportunities.

1. When a designated training or in-house promotional position opens, the Personnel Office, Facilities Management, will prepare and distribute to departmental employees a description of the position containing title, typical duties, minimum requirements, length of training period, salary range, potential career path, and due date for applications.

2. Facilities Management employees interested in being considered for the position will submit a standard CSU application form to Personnel Office, Facilities Management, by the published due date.

3. If the pool of in-house applicants is considered sufficiently diverse as described by the Office of Equal Opportunity, then proceed to Step 4. If diversity is found lacking, consider forwarding a request to Human Resource Services for promotional or open competitive selection procedures. In-house applicants may reapply to Human Resource Services in that event.

4. If there are no more than three (3) acceptable applicants, the immediate supervisor will interview all applicants. If no acceptable applicant is found, the position will be referred to Human Resource Services for open competitive procedures.

5. If four or more Facilities Management employees apply, a three-member panel selected by the Direct Reports will review applications. This panel’s only function is to review and rank submittals.

6. The panel will review and rank all candidates based on the following criteria:

   Basic qualifications for the position provided by applicant
   Licenses and/or certification provided by applicant
   Last three performance ratings provided by Personnel Office, Facilities Management

   Letters of corrective action provided by Personnel Office, Facilities Management

   And

   Other criteria specific to announced position.

7. If there are underrepresented protected group individuals on the list, the Office of Equal Opportunity will review panel recommendations prior to selection.

8. The appropriate supervisor and/or their designees will interview a minimum of the top three candidates. If no acceptable candidate is found, the position will be announced via Human Resource Services for promotional or open competitive selection procedures.

For In-House Promotional Only

9. Appraisal of the successful candidate will be in accordance with established Human Resource Services.
10. If an acceptable candidate is found in-house, the employee will retain his/her classification until the appraisal and promotion steps have been completed. Whenever possible, hourly employees will be used to replace the employee-in-training.

Appraisal and Promotion for Training Opportunities

1. Prior to being placed in a training position, an employee will:

   a. be advised of the expectations made of him or her,
   b. be provided with a written training and objectives plan including time frames,
   c. be advised of the assessment and promotion steps outlined below.

2. The performance of an employee-in-training will be formally reviewed monthly. The supervisor will assign duties intended to develop and enhance skills necessary for the employee-in-training to successfully promote to the targeted classification.

3. The training period will be six months. Longer training periods will be considered only with approval from the Director.

4. The supervisor will determine when and if an employee has satisfactorily completed the training phase.

5. An employee who does not successfully complete the training within the designated time will be reassigned their original duties unless the director or his designate grants a specific waiver to this requirement.

6. If the employee successfully completes the designated training period, the supervisor will initiate a Position Description Questionnaire (PDQ) request to reclassify the employee to the target classification. The (PDQ) preparation and review process period will be in addition to the training period.

Note: Employees are cautioned that when requesting Position Description Questionnaire (PDQ) review before State Personnel minimum qualifications are met may result in loss of the promotion. In addition, the results of the State Personnel review are outside the control of Facilities Management and can therefore not be guaranteed. A Position Description Questionnaire (PDQ) can only be submitted once a year.
100.11 Employment and Supervisory Guidelines of Immediate Family Members within Facilities Management

The employment of immediate family members in the same work unit of an organization may cause serious conflict and is discouraged. Individuals who are related to current University employees may apply and be considered without prejudice for any advertised positions at CSU. However, any CSU employee who is related to the applicant cannot participate in the hiring process.

Facilities Management will monitor situations where family relationships exist in the same work units. In case of actual or potential problems, Facilities Management will evaluate and if determined necessary, make adjustments.

Immediate family members are not allowed to enter in a direct supervisor/subordinate relationship. This does not imply that family members are not allowed to be in the same supervisory hierarchy. Department protocol will require at least one intermediate supervisor between family members in the same supervisory hierarchy. For definition of “immediate family member”, contact Personnel Section, Facilities Management.
<table>
<thead>
<tr>
<th>Policy No.</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>200.1</td>
<td>Paydays</td>
</tr>
<tr>
<td>200.2</td>
<td>Personal Data Changes</td>
</tr>
<tr>
<td>200.3</td>
<td>Access to Personnel Files</td>
</tr>
</tbody>
</table>
Section 200  Employment Status and Records

200.1 Paydays

All state-classified employees are paid on a monthly basis (except hourly positions). The pay period covered is from the first to the last day of the month.

All state-classified employees are required by the University to have direct deposit as a condition of employment. Salary payday is the last State working day of the month. Pay earnings statements are distributed to the employee’s home department.

In the event that a regularly scheduled payday falls on a day off such as a weekend or holiday, direct deposit will be made on the last working day before the regularly scheduled payday. If a regular payday falls during an employee’s vacation, the employee’s pay earnings statement will be available upon his or her return from vacation from the Personnel Office, Facilities Management.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Personnel Office, Facilities Management, so that Human Resource Services can make the correction as quickly as possible.

Revised 05/07
200.2 Personal Data Changes

It is the responsibility of each employee to promptly notify Facilities Management of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personal data has changed, notify the Personnel Section, Facilities Management.

To notify PERA of change of address, call 1-800-759-7372.

To notify change of address for insurance plans, inform Personnel Section, Facilities Management or Benefit's Office, Human Resource Services, Student Services Building.
200.3 Access to Personnel Files

Facilities Management maintains a personnel file on each employee. The personnel file includes such information as the employee’s job application, resume, training records, documentation of performance appraisals and salary increases, and other employment records. With reasonable advance notice, employees may review their own personnel files in the Personnel Section, Facilities Management, in the presence of an individual appointed by Facilities Management, who maintains the files. Access to all other personnel files is managed by Human Resource Services.
<table>
<thead>
<tr>
<th>Policy No.</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>300.1</td>
<td>Benefits</td>
</tr>
<tr>
<td>300.2</td>
<td>Education and Training</td>
</tr>
</tbody>
</table>
300.1 Benefits

Full- or part-time employees of the State of Colorado may receive benefits under the Colorado Revised Statutes and the State Personnel Director’s Administrative Procedures. The plans offered by the State are intended and expected to continue, but the State reserves the right to discontinue or revise the plans at any time. More detailed information is available from the Benefits Office, Human Resource Services Department.
300.2 Education and Training

Adoption and implementation of the following guideline will assist the Facilities Management Department in meeting its mission of anticipating and providing the physical environment for the campus.

This guideline covers education, training, and professional/trade memberships, meetings, seminars, and conferences that serve the direct needs of the Department and its employees.

Guidelines

All work units will establish a process, which will cover the area of education and training. Each process must function within the following:

1. On a periodic basis, during the operating period, a T-NAT (Training Needs Assessment Tool) should be completed for each individual job position within the work unit. Primary responsibility for implementation and management of this task rests with the work unit’s supervisor and each worker. Departmental assistance will be available for support. This is to be done in a participatory manner, focused on identifying and prioritizing needs, separated into two groups:
   a. Required
      1. To introduce new employees to the job.
      2. To prepare present employees for new technology.
      3. To emphasize safe work habits.
      4. To improve/maintain performance levels of existing activities and tasks.
      5. To make sure key jobs are well covered.
      6. To make sure backups are available for all jobs.
   b. Desired
      1. To improve/expand the employee’s personal knowledge. It must be recognized that the Department has no responsibility to provide for career advancement. This is the individual’s responsibility.

2. The work unit will evaluate and select those priorities it is willing to support which meet its needs and expectations for education and training during the current operating period. This will be done in a participatory and consensual manner, using a team approach where appropriate, focused on the work unit’s activities and tasks.
   a. The work unit funds selected required priorities.
      1. Funding will be strictly limited to the budget allocation made to the work unit.
2. Funding will cover the cost of instruction, dues, fees, books, and any related travel expenses.

b. Additional options for selected priorities are:

1. Use of the Study Privilege granted by the University. Use of this option requires compliance with established University policy and procedure.

2. Other programs developed and implemented by the Department, University, and/or the State.

3. The work unit will prepare its education and training request for the upcoming fiscal year presenting all selected priorities, prior to the annual budget request process. Allocations will be based on the annual business plan and departmental objectives. Work units may need to make revisions where appropriate before plans become final. It is important to remember that the department needs to invest its limited funds in a manner, which best supports, its mission. To facilitate the allocation process each work unit’s request must include:

a. Selected priorities listed in order of importance and how they contribute to the improvement of the work unit’s processes.

b. Itemized budget request to cover all costs of selected required priorities.

4. Each work units’ process should facilitate and include:

a. Assurance that all knowledge and skill requirements are met, and that adequate backup and cross-coverage exists.

b. Balance work and training schedules.

c. Continue to improve the quality of products and services that Facilities Management provides to meet the needs and expectations of their customers.

d. All employees regardless of classification will be treated fairly within the constraints of the work unit’s needs and budget.

e. All processes must include periodic reviews throughout the operating period to evaluate the status of the plan, determine whether changes are needed, and to implement changes.

f. The sharing of newly acquired knowledge, which would benefit the work unit, is the primary responsibility of each individual. For those who completed a required priority, this becomes an obligation. The process must include a way to support and facilitate this task.
Yearly Plan for Training

Because employees are expected to complete their regular job responsibilities, supervisors and employees should work together to identify reasonable accommodations that allow the employee to participate fully in training, without negatively impacting service. It is suggested that the employee and supervisor agree to a tentative yearly plan for training during the performance evaluation cycle; such a plan helps in planning release time.

Release Time for Training

In order to improve continuously the University and its services, employees have a responsibility to participate in continuous learning. The University provides release time from regular duties for employees to participate in training that will enhance skills and abilities on the job, provide professional growth and development, and expand knowledge. An employee must receive approval from his or her supervisor before using release time for training. In granting release time for training, the supervisor considers department needs and the employee’s request.

Employees should not be required to make up work time missed in participating in supervisor-approved training. If an employee chooses to participate in training or educational activities on his or her own time, the time spent is not considered as time worked and will not be considered for overtime or compensatory time.

Fees for Classes

Fees for classes are not automatically reimbursed; departments are encouraged to fund those training opportunities that will enhance the employee’s contributions to the University.

Travel Time

Time spent in ordinary travel from home to work and back in the course of one day is not hours worked. This applies regardless of whether the employee works at a fixed location or at different job sites provided that employees are not required to work before leaving for the first job site or after the last job site. When an employee is given a special one-day assignment in another city, travel time is compensable working time (Information from Fair Labor Standards ACT (FLSA)).
<table>
<thead>
<tr>
<th>Policy No.</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>400.1</td>
<td>Business Hours</td>
</tr>
<tr>
<td>400.1.a</td>
<td>Core Hours</td>
</tr>
<tr>
<td>400.1.b</td>
<td>Individual Schedules</td>
</tr>
<tr>
<td>400.1.c</td>
<td>Work Breaks</td>
</tr>
<tr>
<td>400.1.d</td>
<td>Changes in Work Hours</td>
</tr>
<tr>
<td>400.2</td>
<td>Flexschedule</td>
</tr>
<tr>
<td>400.3</td>
<td>Telecommuting</td>
</tr>
<tr>
<td>400.4</td>
<td>Work Time During Work Hours</td>
</tr>
<tr>
<td>400.5</td>
<td>Attendance and Punctuality</td>
</tr>
<tr>
<td>400.6</td>
<td>Time Cards</td>
</tr>
<tr>
<td>400.7</td>
<td>Overtime</td>
</tr>
<tr>
<td>400.8</td>
<td>Compensatory Time for Exempt Employees</td>
</tr>
<tr>
<td>400.9</td>
<td>Emergency Call-Ins</td>
</tr>
<tr>
<td>400.10</td>
<td>Emergency Closings</td>
</tr>
</tbody>
</table>
400.1 Business Hours

400.1.a Core Hours

University core hours (business hours) are 7:45 a.m. to 4:45 p.m. during fall and spring semester, and 7:30 a.m. to 4:30 p.m. during the summer. Facilities Management is a 24 hours/day, 7-days/week operation that provides the physical environment for the University campus. In order to accomplish this mission, some Facilities Management employees are required to work outside the usual University business hours.

400.1.b Individual Schedules

Employees are normally scheduled to work an eight-hour workday with a mid-shift break. Specific work schedules and mid-shift breaks are determined by the supervisors with input from individual employees to allow the maximum flexibility to cover all the necessary shifts. On occasion, a supervisor may need to alter an employee’s schedule.

400.1.c Work Breaks

The University does not have a formal policy concerning work breaks. Specific breaks are not established. Two 15-minute work breaks are permitted each day. Each break from work shall be nor more than 15 minutes, including time to reach and return from the break site. The practice of accumulating unused work break time for shortening the workday, lengthening a lunch hour, or providing for an additional day off is not permitted.

Typically, breaks are taken at the work site. It may not always be apparent to customers that employees are on break. Employees must be cautious of how and where breaks are taken. Whenever possible, breaks should be taken between completion of a task and start of a new task. Breaks should be scheduled around the work to maximize efficiency and productivity.

400.1.d Changes in Work Hours

Management may change working hours and/or days if circumstances warrant. They may also be changed by mutual agreement between the employee and management in accordance with departmental flex schedule provisions.
400.2 Flexschedule

Description

The existing University policy is focused on individually established and fixed work schedules that encompass a predetermined period referred to as “core hours”. This policy is focused on Facilities Management as an organization, meeting its customer’s needs and expectations for service while offering its employees the benefit of flex work schedules that may vary from the traditional “core hours”.

Guidelines

All flexschedule processes, existing and/or proposed, must function within the following:

1. Facilities Management must fulfill its mission at the service level required by its customers. This means that scheduling flexible hours must not be detrimental to the customer’s convenience.

2. Once the employee and supervisor set individual schedules as mutually agreed upon, employees are expected to adhere to the schedule.

3. All employees, regardless of classification, will be treated equally within limits. Various positions may have restrictions due to the nature of the assigned work.

4. All processes must comply with the Federal Fair Labor Standards Act, as allowed for by State Fiscal Rules.

5. All processes must be developed at no smaller than the section level of the organization. The section level is defined as the smallest managed organizational unit (i.e., trade shop, custodial zone, administrative section, etc.).

6. All sections will consider the following in evaluating proposed flexschedule processes:
   a. Analysis of how the flexschedule impacts work priorities vs. other scheduling options, including “core hour” scheduling.
   b. Although individual schedules may not focus on “core hours”, the section must provide set schedules to provide “core hour” coverage.
   c. Identification of resources required by the process.
   d. Identification of impacts on support services.

7. All processes must be data-driven; address the unit’s work priorities; and be approved by the Facilities Management Director or delegatee.

8. All processes must be reviewed annually within the section.

9. No process may be established which automatically creates situations requiring overtime pay to be incurred.

Revised 05/07
10. No process may be established which automatically creates situations requiring shift differential pay to be incurred or increased.

11. All processes will be limited to a forty-hour (40) workweek within the work period. A work period is defined as one hundred sixty-eight (168) consecutive hours beginning at one minute after midnight Saturday morning.

12. The maximum number of scheduled regular work hours is limited to ten (10) in any given twenty-four (24) hour period.

13. The minimum number of scheduled regular work hours is four (4) in any given twenty-four (24) hour period.

14. Holidays are equivalent to eight (8) hours. This may need to be considered when developing processes and schedules.

15. There may be times when an employee’s schedule will need to be adjusted in order to accommodate the workload. With sufficient notice employees will be expected to modify their schedule, and hours worked will generally not be considered overtime.
400.3 Telecommuting

Telecommuting is the practice of working at home or at a site near the home instead of physically traveling to a central workplace. It is a work alternative that Facilities Management may offer to some employees when it would benefit both the organization and the employee.

Employees who believe telecommuting can enhance their ability to get the job done should submit a written request to their supervisor proposing how it will benefit Facilities Management and themselves. The request should explain how they would be accountable and responsible, what equipment is necessary, and how communication barrier will be overcome.

The decision to approve a telecommuting arrangement will be based on factors such as position and job duties, performance history, related work skills, and the impact on the organization.

The employee’s compensation, benefits, work status, work responsibilities, and the amount of time the employee is expected to work per day or per pay period will not change due to participation in the telecommuting program (unless otherwise agreed upon in writing).

The employee’s at-home work hours will conform to a schedule agreed upon by the employee and his or her supervisor. If such a schedule has not been agreed upon, the employee’s work hours will be assumed to be the same as they were before the employee began telecommuting. Changes to this schedule must be reviewed and approved in advance by the employee’s supervisor.

During working hours, the employee’s at-home workplace will be considered an extension of Facilities Management’s workspace. Therefore, workers’ compensation benefits may be available for job-related accidents that occur in the employee’s at-home workspace during working hours. All job-related accidents will be investigated immediately.

Facilities Management assumes no responsibility for injuries occurring in the employee’s at-home workspace outside the agreed-upon work hours. The employee agrees to maintain safe conditions in the at-home workspace and to practice the same safety habits as those followed on Facilities Management’s premises.

In the case of an injury while working at home, the employee will immediately report the injury to the Personnel Manager, Facilities Management, to get instructions for obtaining medical treatment.

The employee should not undertake to provide primary care for a young child during at-home working hours. If a young child will be home during the employee’s at-home working hours, some other individual should be present to provide primary care. However, if a young child is ill, the employee may, on a temporary basis, provide primary care for that child subject to approval of the employee’s supervisor. While working at home, the employee also should not undertake to provide primary care for an elderly adult, who would otherwise require the care of a nurse.

Telecommuting is an alternative method of meeting the needs of the organization and is not a universal employee benefit. As such, Facilities Management has the right to refuse to make telecommuting available to an employee and to terminate a telecommuting arrangement at any time.

Form available: Request for Telecommuting Work Schedule Form

Revised 05/07
400.4 Work Time During Work Hours

Employees are expected to be on the job continuously during working hours. This expectation includes starting work promptly at the start time and at the end of mid-shift break and remaining at work until the end of the work period or shift. Allowable expectations to this rule are:

a. When on an approved work break.

b. When on approved leave.

c. Necessary personal time (restroom visits, etc.).

d. Work related business.

e. Adding equal time to the end of a mid-shift break when job causes a late start on the mid-shift break.

f. Emergencies.
400.5 Attendance and Punctuality

To maintain a safe and productive work environment, Facilities Management expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on customer service delivery, other employees, and on Facilities Management. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.

An employee’s attendance is a critical factor of job performance and essential to the department’s operation. When an employee’s attendance is not satisfactory, it is the supervisor’s responsibility to review the situation and determine whether written corrective and/or disciplinary action is warranted.

Unauthorized Absences:

An absence will be considered unauthorized if:

1. An employee is not at work during regular working hours and the employee is not on approved leave or leave without pay and,

2. The employee is more than one hour late for work and has not called the supervisor prior to the start of the shift and obtained approval.

Some work units in the department may have stricter requirements.

Determining Unsatisfactory Attendance

Review of the attendance record will determine patterns that could constitute abuse of leave time. Unscheduled absences that might be interpreted as “abuse” could be: regularly “calling in sick” on Mondays or Fridays; regularly “calling in sick” the day after payday; or regularly “calling in sick” the day before or after a scheduled vacation, holiday, or scheduled day off.

Discipline Process for Attendance Problems

If the supervisor’s review of the employee’s attendance record finds a pattern of abuse or potential abuse, there is a need to bring this to the immediate attention of the employee. Preparation for this meeting is critical. The meeting should be documented. The purpose of this session is to improve performance. The supervisor needs to reinforce the importance of the employee’s attendance to the operation/unit and see that future performance (attendance) is satisfactory.

If the review of the employee’s attendance record shows a pattern that might indicate abuse, the employee may be disciplined. In addition, disciplinary action may occur if the supervisor considers the number of unscheduled absences to be excessive.

Unauthorized absences will result in corrective and/or disciplinary action as follows:
PROBATIONARY EMPLOYEES:

a. First unauthorized absence  
   A corrective action will be issued.

b. Second unauthorized absence  
   Dismissal will be recommended to  
   Facilities Director (Appointing Authority)

CERTIFIED EMPLOYEES:

a. First unauthorized absence  
   A corrective action will be issued.

b. Second unauthorized absence  
   A 15% reduction in pay OR a three-day  
   suspension without pay will be recommended to  
   Facilities Director (Appointing Authority).

c. Third unauthorized absence  
   Dismissal will be recommended to Facilities  
   Director (Appointing Authority).

CERTIFIED AND PROBATIONARY EMPLOYEES

a. Absence of five (5) consecutive  
   workdays without notification  
   Dismissal will be recommended to Facilities  
   Management Director (Appointing Authority)

Attendance Tracking

Personnel Office, Facilities Management, is responsible for maintaining accurate annual and sick leave records for employees including timecards and for maintaining attendance records and overtime pay for eligible employees. Records should be kept for any individual who receives counseling or disciplinary action (oral, written, etc.) documenting the name, date of occurrence, and specific action taken. Copies of formal discipline are kept in the employee’s Facilities Management personnel file.
400.6 Time Cards

Accurately recording time worked is the responsibility of all the employees who are required to fill out time cards. These employees should accurately record the time they begin and end their work. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed. Altering, falsifying, tampering with time records, or recording time on another employee’s time record will result in disciplinary action.

It is the employees’ responsibility to sign their time sheets to certify the accuracy of all time recorded. The supervisor will review and then sign the time record before submitting it for payroll processing. If corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record.
400.7 Overtime

When operating requirements or other needs cannot be met during regular working hours, employees will be given the opportunity to volunteer, or may be assigned, for overtime work assignments. All overtime work must receive the supervisor’s prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Overtime compensation is paid to all non-exempt state classified employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. Time off for sick leave, vacation leave, or any leave of absence will be considered hours worked for purposes of performing overtime calculations for after hour response purposes.

Employees who work overtime without receiving prior authorization from their supervisor may be subject to disciplinary action.

1. Employees who are not exempt will be compensated at the rate one and one half times their hourly rate or one and one half times compensatory time off for any work over 40 hours during the defined work week. The supervisor will determine which is appropriate.

2. Defined workweek begins at 12:01 a.m. each Saturday and ends at 12:00 midnight on Friday.

3. Compensatory time must be taken within 60 days after the end of the payroll period in which the overtime hours were worked.

4. You may, if you are not an exempt employee, accumulate up to 60 hours of compensatory time. Any overtime in excess of this will become paid time. If you do not take the time within 60 days after the end of the payroll period, your compensatory time becomes paid time.

5. You are required to schedule your compensatory time off with your supervisor. He or she will attempt to accommodate your request; however, University needs and section workloads may prevent you from taking the time exactly when you desire it.

6. Those personnel which receive pay for "on-call" status will receive the current pay rate for that status until required to return to work. When required to return to work, you will receive overtime pay. However, you will not receive overtime pay and on-call pay for the same hours.

7. When called back to work for overtime, you will receive overtime pay for a minimum of two hours over or regular time.

8. Overtime will require your supervisor’s approval unless Facilities Dispatch calls you to respond to an emergency situation. If called by Colorado State University Police Department (CSUPD), please check with the Facilities Dispatch or your supervisor prior to performing the request.

9. Employees required to remain at work to complete a work assignment will not be paid overtime for that period; however, the time will count toward the 40 hours within the defined workweek.

Revised 05/07
10. The Finance and Personnel Section, Facilities Management, will insure charges are made to the right department. Employees are required to record hours worked and work order number.

11. Employees will not normally be allowed to shuffle hours during their workweek to qualify for compensatory time off at the end of the workweek. Your normal work hours are to be established within the guidelines of the Department Flexschedule policy.
400.8  Compensatory Time for Exempt Employees

The salary level of employees who are exempt from overtime pay takes into account that it may be necessary for the employee to work a reasonable amount of overtime. There may be unusual situations in which an “exempt” employee is required to work significant amounts of overtime for an extended period. In such an event, management may grant compensatory time off to an exempt employee. Such time off shall not exceed one hour off for each hour of overtime worked.
400.9 Emergency Call-Ins

Employees may be called in to work after hours and weekends due to emergency conditions. Management will make every reasonable effort to equally rotate these calls and work assignments to make them fair and equitable to all. Callback pay, overtime, or compensatory time off will be granted in accordance with State Personnel rules.

If any Facilities Management employee is contacted for emergency call-in work they should:

a. Take immediate responsibility. Do not refer the caller elsewhere.

b. If the situation requires immediate attention, decide what actions are required.

c. If situation is not within area of expertise, contact appropriate personnel if the situation requires immediate attention.
400.10 Emergency Closings

At times, emergencies such as severe weather, fires, power failures, or earthquakes, can disrupt daily operation. In extreme cases, these circumstances may require the closing of a work facility. In the event that such an emergency occurs during nonworking hours, local radio and/or television stations will be asked to broadcast notification of the closing or call 491-SNOW (for inclement weather information).

When the University is officially closed due to inclement weather, only designated Facilities Management personnel listed in the Designated Employee List are to attempt to come to work. Each section should annually update their designated personnel list and notify the designated personnel employee. Compensation will be in accordance with the University policy for inclement weather absences. Operations Management establishes and updates the Designated Personnel list.
### SECTION 500 INDEX

**WORK CONDITIONS**

<table>
<thead>
<tr>
<th>Policy No.</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>500.1</td>
<td>Sleeping</td>
</tr>
<tr>
<td>500.2</td>
<td>Travel</td>
</tr>
<tr>
<td>500.3</td>
<td>Dress Requirements and Personal Appearance</td>
</tr>
<tr>
<td>500.3.a</td>
<td>Dress Requirements</td>
</tr>
<tr>
<td>500.3.b</td>
<td>Personal Appearance</td>
</tr>
<tr>
<td>500.4</td>
<td>Smoking</td>
</tr>
<tr>
<td>500.5</td>
<td>Visitors in the Workplace</td>
</tr>
<tr>
<td>500.6</td>
<td>Workplace Monitoring</td>
</tr>
<tr>
<td>500.7</td>
<td>Work Assignments and Performance</td>
</tr>
</tbody>
</table>
500.1 Sleeping

It is permissible to take a nap during mid-shift breaks from work as long as the allotted time is not exceeded. Discretion should be exercised in the location of the nap so as not to make the wrong impression on the surrounding community. It is not permissible to sleep at any other time during working hours. Sleeping during working hours, other than breaks, will result in corrective and disciplinary action.
500.2 Travel

Colorado State University will reimburse employees for business travel expenses incurred while on assignments away from the normal work location. The employees’ immediate supervisor must approve all business travel in advance.

Employees should contact the Training/Development Manager for guidance and assistance on procedures related to travel arrangements, travel advances, expense reports, reimbursement for specific expenses, or any other business travel issues.

When approved, the actual costs of travel, lodging, and other expenses that are related directly to accomplishing business travel objectives will be reimbursed to the employee. Per Diem will be reimbursed in accordance with State policies. Employees are expected to limit expenses to reasonable amounts. Cash advances to cover reasonable anticipated expenses may be made to employees, after travel has been approved. Employees should submit a written request to the Training/Development Manager when travel advances are needed. In most cases, employees will be required to have a State travel card to obtain cash advances.

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor.

Vehicles owned, leased, or rented by Facilities Management cannot be used for personal use without prior approval.

With prior approval, a family member or friend may accompany employees on business travel, when the presence of a companion will not interfere with successful completion of business objectives. Generally, employees are also permitted to combine personal travel with business travel, as long as time away from work is approved. Additional expenses arising from such nonbusiness travel are the responsibility of the employee.

When travel is completed, employees should submit completed travel expense reports within 5 working days to the Training/Development Section. Receipts for all individual expenses should accompany reports.

Abuse of business travel expenses, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action.
500.3 Dress Requirements and Personal Appearance

500.3.a Dress Requirements

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image Facilities Management presents to customers and visitors.

Minimum dress requirements have been established from experience, regard for employee safety, and the necessity for good personal appearance and departmental image. Employees not complying with dress codes will not be permitted to work until dress is acceptable. Resulting absence will be charged to leave-without-pay or annual leave. Minimum dress requirements to be met during working hours are outlined below. Individual departmental sections may have additional requirements and guidelines. Employees should check with their immediate supervisor.

Employees assigned to predominately office type work should dress in a businesslike fashion. Employees regularly exposed to dirt, grease, etc., should dress accordingly, and/or wear coveralls so that regular clothing does not become damaged due to the work assignment.

General dress guidelines for all Facilities Management employees, regardless of job assignment, are:

1. Shoes - Shoes must provide safe, secure footing and offer protection against hazards. Employees must wear shoes appropriate for the work they are performing.

2. Tops - Employees must wear a top covering the upper body. Tube or halter-tops may not be worn under any circumstances.

3. Pants - Employees must wear long pants. There may be exceptions to this requirement as approved by management only.

4. Shorts - Shorts are only allowed with management’s approval. Once approved the following guidelines apply:
   - The shorts must be neat and professional in appearance.
   - Shorts must have pockets, belt loops, and be hemmed.
   - The bottom of the shorts must reach to within three inches of the knee when standing.
   - No cut-offs, spandex, or gym shorts are allowed.
   - A pair of long pants must be available to wear when performing duties that may be unsafe for bare skin.

5. Logos - Clothing (hats, shirts, pants, etc.) having logos or other writing that can be interpreted as derogatory, sexist, racist or just not in good taste is not acceptable. Clothing with personal messages is not acceptable. Logos on shirts or hats advertising the company name of a vendor closely affiliated with Facilities Management may be acceptable but must have management approval.

6. Dresses - Dresses, skirts, and skirt/shorts may be worn instead of pants where appropriate for the work being performed.

Revised 05/07
7. Hair - Employees with long hair need to wear whatever is necessary to keep it out of their eyes and equipment.

8. Inclement Weather Gear - Employees must have appropriate hats, gloves, coats, boots, rain gear, etc. available for outside work during cold and inclement weather.

9. Designated Work Wear - Certain positions require that the employee wear Facilities Management supplied work wear. For a copy of the complete Facilities Management Supplied Work Wear Policy, contact Personnel Section, Facilities Management.

10. I.D. Badges - Facilities Management employees are issued a photo identification card as a means to identify our personnel to clients. Employees who are routinely required to enter University buildings during all hours to perform job responsibilities are required to have in their possession photo identification while performing work in campus buildings. If an employee’s identification badge becomes lost, advise the Personnel Section, Facilities Management.

500.3.b Personal Appearance

During business hours or when representing Facilities Management, employees are expected to present a clean, neat, and tasteful appearance. Employees should dress and groom themselves according to the requirements of their position and accepted social standards.

Supervisors and/or the Director are responsible for establishing a reasonable dress code appropriate to the job employees perform. If the supervisor feels an employee’s personal appearance is inappropriate, the employee may be asked to leave the workplace until they are properly dressed or groomed. Under such circumstance, the employee will not be compensated for the time away from work. Employees should consult their supervisor if they have questions as to what constitutes appropriate appearance. Where necessary, reasonable accommodation may be made to a person with a disability.

Without unduly restricting individual tastes, the following personal appearance guidelines should be followed:

1. Jewelry should not be functionally restrictive, dangerous to job performance, or excessive.

2. Mustaches and beards must be clean, well trimmed, and neat.

3. Hairstyles are expected to be in good taste.

4. Unnaturally, colored hair and extreme hairstyles, such as spiked hair do not present an appropriate professional appearance.

5. Perfume, cologne, and after-shave lotion should be used moderately or avoided altogether, as some individuals may be sensitive to strong fragrances.

6. Exposure of under garments is not considered in good taste.
500.3.c. **Guidelines for Supplied Work Wear**

Facilities Management supplies work-wear such as work shirts, coveralls, rain gear, waders and painter wear.

1. All Facilities issued work shirts are State property and are subject to all guidelines regulating the use of State property; primarily restrictions on personal use. The primary purposes of this initiative are:
   a. Improve the appearance of departmental employees as service providers to the campus.
   b. Identify departmental employees, differentiating our personnel from contractor or unauthorized personnel.
   c. Encourage field contacts with Facilities Management employees to obtain input from our customers.
   d. Make our customers more aware of the extent of our service and how often we are in their spaces and what we are doing for them.

2. Designated sections will be required to wear work shirts (see list). Other sections are encouraged to wear work shirts when the duties they are performing justify it.

3. Provisions of shirts:
   a. Positions required to wear work shirts will receive five (5) shirts the first year of their employment and three (3) annually thereafter. Individuals whose jobs wear the shirts out at a rate exceeding the standard may be issued (on an exchange basis) with the approval of the immediate supervisor and one supervision level higher. Additional shirts, if needed, may be purchased through Stores/Procurement at the currently existing bid price offered to Facilities Management.
   b. Positions not required to wear work shirts are encouraged to wear work shirts when justified by the particular job duties that they are performing. With supervisor approval, these individuals will be issued work shirts up to the amount authorized by 3.a. above, based on the number of anticipated days the shirts are to be worn.
   c. Shirts may be green or white in color at the discretion of the individual.
   d. Transportation Services will continue the same arrangement for work wear that exists prior to this policy.

4. Positions required to wear work shirts must wear them at all times when at work, unless excused by their supervisor for specific activities when it might be inappropriate to wear work shirts. In order to be consistent with the policy, individuals required to wear work shirts, but reporting to work without appropriate attire, will be informed to leave and return with proper attire. Lost time will be charged to annual leave or leave without pay.

5. Work shirts are not a replacement for normal clothing. Facilities Management provides work shirts primarily for use at work for work purposes. Exceptions to this are as follows:
   a. Work shirts may be worn for reasonable stops at gas stations, convenience stores, or other similar short stops on the way to or from work.
   b. Work shirts may be worn during the period from 11:00 A.M. to 1:30 P.M. for day shift personnel and during normal meal break times for other personnel. It is expected that off campus lunches will be with the approval of the individual’s supervisor and within the normal time allocated for the meal break.
   c. Work shirts may be worn at other off campus events with the approval of the individual’s immediate supervisor. Approval will be based upon legitimate departmental interests, such as a good public relations event or where recognition as a Facilities Management employee would have a positive impact.
6. Work shirts are issued items and will be accounted for. They must be returned at the end of employment, just as the picture ID, keys, computer accounts, etc. Any worn out shirts must be returned for disposal. Work shirts will be one from of identification and unauthorized personnel in our work shirts could potentially gain access to restricted areas.

7. Employees required to wear work shirts (see below) may elect to wear departmentally provided t-shirts from May 1 through September 30. Employees must return to collared shirts October 1 through April 30 without exception. Employees may receive three (3) t-shirts annually.

As with all guidelines there are possible exceptions or unique situations. If you have questions, please contact your supervisor for direction.

The following personnel are required to wear work shirts:

Building Services:
   Custodial
   Integrated Solid Waste
   Except: Service Group Manager

Maintenance Engineering and Utility Services
   Utility Locator
   Utility Locator Backup
   District Energy Personnel
   Except: Service Group Manager

Outdoor Services
   Grounds Personnel
   Heavy Equipment
   Labor Personnel
   Except: Service Group Manager

Stores/Procurement
   Delivery Personnel
   Except: Service Group Manager

Trades Maintenance
   Carpentry
   Electric
   Foothills
   Environment
   HVAC
   Lock
   Paint
   Plumbing
   Trades Planner
   Zone Maintenance
   Except: Service Group Manager

Transportation Services
   Mechanics

Revised 05/07
NOTE: Office personnel in the above groups are not required to wear work shirts.
500.4 Smoking

Colorado State University complies with the “Executive Order Regarding Smoking in State Buildings, effective January 1, 1991.” Smoking in State buildings and vehicles is prohibited.

In keeping with Facilities Management’s intent to provide a safe and healthful work environment, employees are asked to be considerate of those who do not smoke. If an employee chooses to smoke, they should stay away from entry areas, under office windows, and from areas that have significant pedestrian traffic. Passive smoke is a concern to many. As one has the right to smoke others have the right to an environment free of smoke.

Currently, the only approved areas to smoke around Facilities Services Center North is the picnic table at the southwest corner of the building, and the far east section of the east dock. Approved smoking area at Facilities Services Center South is the picnic table in front of the Grounds offices.

Facilities Management employees are asked to be conscious of the perception they give when smoking outside of normal break periods. Both of the sites above are visible to the passing public. Employees should be conscious of their waste products as one of their teammates will have to clean up.

This policy applies equally to all employees, customers, and visitors.
500.5 Visitors in the Workplace

Certain situations may occur in which it is necessary for employees to receive visitors to the workplace. Visitor stays are to be short in duration. Visitors to campus job sites are prohibited. Visitors to shop areas where hazardous conditions may exist are prohibited. Employees are responsible for the conduct and safety of their visitors during their stay. The supervisor should be consulted for specific shop/section guidelines regarding visitors in the workplace.
500.6 Workplace Monitoring

To ensure quality control, employee safety, security, and customer satisfaction, Facilities Management may conduct workplace monitoring.

Computers furnished to employees are the property of Facilities Management. As such, computer usage and files may be monitored or accessed.

Employees can request access to information gathered through workplace monitoring that may impact employment decisions. Access will be granted unless there is a legitimate business reason to protect confidentiality or an ongoing investigation.

Because Facilities Management is sensitive to the legitimate privacy rights of employees, every effort will be made to guarantee that workplace monitoring is done in an ethical and respectful manner.
500.7 Work Assignments and Performance

Work assignments will be made, as much as practical, within the employee’s area of responsibility per the State classification position they occupy. When necessary, however, employees may be assigned other tasks that need to be performed to satisfy departmental responsibilities. Specific work assignments and performance standards are detailed in the employee’s Position Description Questionnaire (PDQ) and performance plans.

Employees are responsible for understanding the work assignments made to them, and asking questions about uncertainties. Supervisory personnel are responsible for the proper training and performance of their subordinates. Annual performance plans and evaluations are mandatory for each employee. Semi-annual reviews are also required and quarterly reviews are desirable.
<table>
<thead>
<tr>
<th>Policy No.</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>600.1</td>
<td>Annual Leave</td>
</tr>
<tr>
<td>600.1.a</td>
<td>Annual Leave General Information</td>
</tr>
<tr>
<td>600.1.b</td>
<td>Annual Leave Procedure</td>
</tr>
<tr>
<td>600.2</td>
<td>Sick Leave</td>
</tr>
<tr>
<td>600.2.a</td>
<td>Sick Leave General Information</td>
</tr>
<tr>
<td>600.2.b</td>
<td>Sick Leave Procedure</td>
</tr>
<tr>
<td>600.2.c</td>
<td>Sick Leave Abuse</td>
</tr>
<tr>
<td>600.3</td>
<td>Other Leave</td>
</tr>
<tr>
<td>600.4</td>
<td>Inclement Weather Absences</td>
</tr>
</tbody>
</table>
600.1 Annual Leave

600.1.a Annual Leave General Information

Earned annual leave is the employee’s to use for absences for personal reasons, with prior approval by the supervisor. Annual leave should be scheduled so as to least interfere with effective operations of the office concerned, but desires of employee should be considered. More information on Annual Leave is available in the Human Resource Services Manual.

600.1.b Annual Leave Procedure

Annual leave requests shall be made to the supervisor well in advance of the requested start date. Typically, a minimum of two weeks in advance is desirable. Requests will be reviewed for approval based on work needs and staffing requirements. Final approval is up to the supervisor. Supervisors may limit the number of staff on annual leave at one time due to workload.

At the end of the month, the employee must turn in the leave request form to the appropriate person who forwards the form to the Personnel Section, Facilities Management. This form is returned to the employee after posting. The Personnel Office, Facilities Management, provides a hard copy of leave balances to employees twice a year, in January and in July.
600.2 Sick Leave

600.2.a Sick Leave General Information

Sick leave is provided for use when time off is needed for health reasons. Sick leave is granted when an employee is absent for treatment of illness or injury or is unable to perform assigned duties due to illness or injury. Sick leave may be used for all medical and dental appointments as well as for the treatment of illnesses including alcoholism and drug addiction. Accumulated sick leave may also be used for health needs of the employee’s child who is under the age of 18 or an adult child incapable of self care, parent, spouse, legal dependant, OR a person in the household for whom the employee is the primary care giver. The appointing authority may request documentation of the familial relationship.

As stated in the Personnel Board Rules, a *State of Colorado Medical Certificate* form (or equivalent) completed by a health care provider must be provided within 15 calendar days, absent extenuating circumstances, for any health-related absence of more than three (3) consecutive, full working days. Certification may also be required for absences of fewer days at the discretion of the appointing authority to determine if family/medical leave applies or when a pattern of absences indicates possible abuse. Additional medical certificates may be required every 30 days or the time period established in the original certificate, whichever is longer, unless circumstances change or new information is received. Failure to provide the certificate will result in denial of leave and possible corrective/disciplinary action.

600.2.b Sick Leave Procedures

1. Requests should be made to the supervisor in advance in the case of preplanned medical, dental, and hospital appointments.
2. Employees who are unable to report to work due to illness or injury should notify their direct supervisor or use the Section call-in process before the scheduled start of their workday. The supervisor must also be contacted on each additional day of absence.
3. Employees are expected to call in personally to report an illness or emergency, unless physically unable to or prevented from doing so by circumstances. If physically unable, please arrange for a close relative or friend to call with the necessary information.
4. An employee who becomes ill during a work shift should contact their supervisor or home office immediately.
5. Should a medical emergency arise at a time when the employee’s home office is unattended, the employee should contact the appropriate personnel as directed by their supervisor.
6. When the employee returns to work, the employee should obtain the signature of their supervisor on the LEAVE REPORT/REQUEST form.
7. Employee turns in current month LEAVE REPORT/REQUEST form to appropriate personnel upon return to work. The Personnel Office, Facilities Management returns this leave sheet/card to the employee, after posting.
8. The Personnel Office, Facilities Management, provides a hard copy of leave balances to employee twice a year, in January and July

600.2.c Sick Leave Abuse

Sick leave abuse occurs when an employee does not meet the requirements of procedures Article 2, Chapter 7 of the “Code of Colorado Regulations” and Section 3 of the “Human Resources Services Manual.” If an employee is determined to be abusing sick leave, they may be required
to provide a **State of Colorado Medical Certificate** form (or equivalent) completed by a health care provider for all sick leave requests. If an employee has used all available sick leave, they may request use of annual or Leave With Out Pay (LWOP). In addition to the approval of annual or LWOP for sick leave, a corrective action letter may be issued if the employee is suspected of abusing sick leave privileges. Continued abuse may result in disciplinary action and/or a request for a physical examination to determine if the individual is physically fit to perform their job.
600.3 Other Leave

In addition to Annual Leave and Sick Leave, employees are entitled to Administrative Leave, Family Medical Leave, Funeral Leave, Holidays, Inclement Weather Absences, Jury and Court Leave, Leave Without Pay, Military Leave, Prolonged Illness, Voluntary Furlough Leave Without Pay, and Worker’s Compensation Absences in accordance with existing University personnel policies as described in the Colorado State University Human Resource Services Manual. Management approval is required prior to all leave. Employees should notify their supervisor as soon as possible concerning funeral leave requirements.
600.4 Inclement Weather Absences

In cases of inclement weather, Facilities Management employees are encouraged to tune in a local weather station or contact the University weather-emergency hotline (970-491-SNOW) - whenever weather conditions indicate the possibility of closure.

Employees who are absent due to extreme weather conditions when the University remains open must take annual leave, or leave without pay if no annual leave is available, for work time missed. Minor periods of tardiness shall be excused. However, lengthy periods should either be made up in the same workweek or charged to annual leave or leave without pay as appropriate.
### SECTION 700 INDEX

#### CONDUCT

<table>
<thead>
<tr>
<th>Policy No.</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>700.1</td>
<td>Code of Conduct</td>
</tr>
<tr>
<td>700.2</td>
<td>Handling Customer Contacts</td>
</tr>
<tr>
<td>700.3</td>
<td>Diversity</td>
</tr>
<tr>
<td>700.4</td>
<td>Civility and Workplace Violence</td>
</tr>
<tr>
<td>700.4.a</td>
<td>Civility</td>
</tr>
<tr>
<td>700.4.b</td>
<td>Workplace Violence Prevention</td>
</tr>
<tr>
<td>700.4.b.1</td>
<td>University</td>
</tr>
<tr>
<td>700.4.b.2</td>
<td>Facilities Management</td>
</tr>
<tr>
<td>700.5</td>
<td>Alcohol/Drug Free Work Place</td>
</tr>
<tr>
<td>700.6</td>
<td>Sexual and Other Harassment</td>
</tr>
<tr>
<td>700.7</td>
<td>Communication</td>
</tr>
<tr>
<td>700.8</td>
<td>Problem Resolution</td>
</tr>
<tr>
<td>700.9</td>
<td>Grievances</td>
</tr>
</tbody>
</table>
700 Conduct

700.1 Code of Conduct

To ensure orderly operations and provide the best possible work environment, Facilities Management expects employees to follow code of conduct that will protect the interests and safety of all employees and the organization.

All Facilities management employees are expected to:

1. Treat all customers fairly, both internal and external to the department.
2. Be truthful, honest, and courteous to their peers and to our customers at all times.
3. Listen actively and share information in open, honest, and appropriate ways.
4. Demonstrate respect for all people and their ideas, and commit to resolve conflicts.
5. Be considerate of fellow workers when performing job tasks.
6. Discuss departmental issues only internally and never criticize co-workers to customers.
7. Accept responsibility for their own mistakes; ask for clarification and guidance when unsure about job duties.
8. Communicate their needs clearly to people in our organization.
9. Show support of departmental decisions through their actions.
10. Assist customers and co-workers in a positive manner and follow through on commitments to them.
11. Do their job proactively, not wait to be told, see the problem, and ask for guidance if needed, solve the problem and inform others what was done.
13. Complete tasks, meet deadlines, and communicate any reason for delay.
14. Stay current with technical knowledge available for their skill field.
15. Adapt and be flexible when change happens.
700.2 Handling Customer Contacts

If a customer contacts you, they have contacted Facilities Management. Do not refer them to the dispatch office, instead:

1. If you know who handles the customer’s request, contact the responsible person directly. Give the customer the person’s name and phone number and you make the call to the responsible person.

2. If you don’t know who handles the customer’s request, contact Customer Service, and relay the information, including the customer’s name and phone number.

3. Supervisors are expected to contact the customer to:
   a. Advise when work is scheduled.
   b. Provide the status of work.
   c. Advise of any delays or cancellations of work.

4. All employees are expected to:
   a. Evaluate the work that needs to be done.
   b. Accomplish the work with the least inconvenience for the customers.
   c. Fix the problem the first time and leave the work site clean. Leave a Facilities Management hangtag on the door when appropriate.
700.3 Diversity

Colorado State University is guided by the non-discrimination and affirmative action statements as published on the Office of Equal Opportunity and Diversity website. The University shall promote equal opportunity and treatment through a positive and continuing affirmative action program. As employees of Colorado State University, we are committed to be aware of the expectations for diversity through this nondiscrimination and affirmative action statement.

To be consistent with the University goals concerning diversity, it is Facilities Management’s desire to create an atmosphere that is free from intimidation, discrimination, and harassment. All employees should be aware that their performance evaluation includes a factor rating their performance in this area. All work unit leaders and supervisors are expected to encourage and enforce this expectation, as well as to set an appropriate example.
700.4 Civility and Workplace Violence

700.4.a Civility

Facilities Management strives to ensure fair and honest treatment of all employees. Supervisors, managers, and employees are expected to treat each other with mutual respect. Almost any occasion can serve as a reason for expressing appreciation for a task well done. Employees are encouraged to offer positive and constructive criticism, if appropriate.

700.4.b Workplace Violence Prevention

700.4.b.1 University

Colorado State University complies with the State of Colorado, “Executive Order on Workplace Violence, effective August 13, 1996.” This Executive Order serves to reaffirm the importance the University places on a non-violent, non-threatening workplace environment. Copies of this order are posted in prominent office locations throughout the university where other permanent notices regarding workplace rules and regulations are posted as required by law. Copies may also be obtained from Human Resource Services.

700.4.b.2 Facilities Management

Facilities Management is committed to preventing workplace violence and to maintaining a safe work environment. All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated. All threats of (or actual) violence, both direct and indirect, should be reported to the CSU Police Department immediately and then to the employee’s immediate supervisor, or any other member of management, as soon as possible. All suspicious individuals or activities should also be reported to the CSU Police Department as soon as possible. Facilities Management, in concert with the CSU Police Department, will promptly and thoroughly investigate all reports of threats of (or actual) violence. Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

Facilities Management encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or management before the situation escalates into potential violence. Facilities Management is eager to assist in the resolution of employee disputes and will not discipline employees for raising such concerns.

Revised 05/07
700.5 Alcohol/Drug Free Workplace

It is Facilities Management’s desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on University premises and while conducting business-related activities off University premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. This includes showing up for work under the influence of such substances. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee’s ability to perform the essential functions of the job effectively and in a safe manner that does not endanger themselves or other individuals in the workplace.

Although the law requires the imposition of punitive sanctions, the University and Facilities Management believes those who want and need assistance with drug and alcohol problems deserve an opportunity to get help and to recover.

For first offenses, employees determined to be in violation of this policy will be issued a corrective action, requested to schedule, and attend a substance abuse evaluation within two weeks of the corrective action notice. The employee will be requested to inform his/her supervisor of the evaluation outcome, and to abide by all recommendations that result from the evaluation. The employee will also be requested to provide their supervisor with information confirming compliance with the evaluation recommendations. The employee will be placed on Leave Without Pay (LWOP) until compliance with the evaluation request. Failure to comply with the evaluation request and subsequent recommendations will result in a recommendation for disciplinary action that might include dismissal. All second offenses will result in a recommendation for disciplinary action that might include dismissal.

Employees with questions or concerns about substance dependency or abuse are encouraged to use the resources of the Employee Assistance Program. (See 100.14 - Return to Work). They may also wish to discuss these matters with their supervisor or the Personnel Office, Facilities Management, to receive assistance or referrals to appropriate resources in the community.

Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of disciplinary action, may request approval to take annual leave, sick leave, leave without pay, or family medical leave to participate in a rehabilitation or treatment program. Leave may be granted if the employee agrees to abstain from use of the problem substance; abides by all Facilities Management and University policies, rules, and prohibitions relating to conduct in the workplace; and if granting the leave will not cause Facilities Management any undue hardship.

Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify Facilities Management of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five days of the conviction.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisor or the Personnel Office, Facilities Management, without fear of reprisal.
Section 700 Conduct

700.6 Sexual and Other Harassment

Facilities Management is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual’s gender, race, color, national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic will not be tolerated.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

1. Unwanted sexual advances.
2. Offering employment benefits in exchange for sexual favors.
3. Making or threatening reprisals after a negative response to sexual advances.
4. Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters.
5. Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
6. Verbal sexual advances or propositions.
7. Verbal abuse of a sexual nature, graphic verbal commentaries about an individuals’ body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
8. Physical conduct that includes touching, assaulting, or impeding or blocking movements.

If an employee experiences or witnesses sexual or other harassment in the workplace, they should report it to their supervisor immediately. If the supervisor is unavailable or the employee believes it would be inappropriate to contact that person, they should immediately contact the section manager or any other member of management. Concerns and reports can be made without fear of reprisal or retaliation.

All allegations of sexual harassment will be quickly and discretely investigated. To the extent possible, the employee’s confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, the employee will be informed of the outcome of the investigation.

Any supervisor or manager who becomes aware of possible sexual or other harassment must immediately advise the section manager or any member of management so it can be investigated in a timely and confidential manner. Any one engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

Revised 05/07
700.7 Communication

The University and Facilities Management encourage employees to act to resolve disagreements or misunderstandings which may arise in the course of employment. If it is not possible to resolve concerns through informal discussion among the individuals involved, the employee may choose pursuing resolution through the appropriate grievance/appeal process. Formal procedures are defined in the Human Resources Services Manual; however, it is our desire to first attempt to resolve issues through an informal process.

To maintain order within any organization, definition of proper hierarchy in communication is crucial. The chain of supervision within Facilities Management shall define the appropriate path for communication procedures. Normally, employees should consult with their supervisor if written correspondence is to be distributed to any level(s) above that of the author’s immediate supervisor. Multiple copies of correspondence should not be sent to personnel not involved with a particular issue.

Employees are to use the appropriate chain of supervision for both formal and informal grievance matters. Concerns should be addressed to the person involved in the incident, giving rise to the dispute. Copies of any correspondence should be issued no higher than the first level of supervision above the person involved in the incident. Skipping levels of supervision or copies to multiple levels of supervision is not acceptable. Skipping levels or copies to multiple levels of supervision often delay resolutions, creates miscommunication and misunderstandings, duplicates time and resources, and becomes disruptive to the department. As with the formal process, the informal process should progress one supervisory level at a time.

Failure to comply with this expectation may lead to formal actions. If there are any questions or concerns related to this expectation, employees should contact Office of the Director, Facilities Management.
700.8  **Problem Resolution**

All employee concerns should be taken to the direct supervisor. Supervisors should access additional resources, as needed, to promptly address all employee concerns and questions. Further information is available in the Human Resource Services Manual. If the employee does not get satisfactory response from the supervisor, then elevating the request or correspondence to the next level supervisor is appropriate. Multiple copies of correspondence should not be sent to personnel not involved with a particular issue.

The University and Facilities Management encourage employees to act to resolve disagreements or misunderstandings that may arise in the course of employment. If it is not possible to resolve concerns through informal discussion among the individuals involved, the employee may choose pursuing resolution through the appropriate grievance/appeal process. Formal procedures are defined in the Human Resource Services Manual; however, it is our desire to first attempt to resolve issues through an informal process.
700.9 Grievances

If an employee disagrees with established code of conduct, policies, or practices, they can express their concern through the grievance procedure. No employee will be penalized, formally or informally, for voicing a complaint with Facilities Management in a reasonable, business-like manner, or for using the grievance procedure.

Employees should first attempt to use the appropriate chain of supervision for both formal and informal grievance matters. Concerns should be addressed to the person involved in the incident, giving rise to the dispute. Copies of any correspondence should first be issued no higher than the first level of supervision above the person involved in the incident. As with the formal process, the informal process should progress one supervisory level at a time.

If a situation occurs when employees believe that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to use the steps as outlined in the Human Resources Services Manual, “Grievance Procedures”. The employee may discontinue the procedure at any step.
<table>
<thead>
<tr>
<th>Policy No.</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>800.1</td>
<td>Progressive Discipline</td>
</tr>
</tbody>
</table>
800.1 Progressive Discipline

Facilities Management administers equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced, comes from good leadership, and fair supervision at all employment levels.

Facilities Management’s own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Disciplinary action may begin with any of four steps:
1. Verbal warning.
2. Written corrective action.
3. Suspension with or without pay.
4. Or termination of employment.

Depending on the severity of the problem and the number of occurrences, there may be circumstances when one or more steps are bypassed. It is not possible to list all the forms of behavior that are considered unacceptable in the workplace.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; a next offense may be followed by a written corrective action; another offense may lead to a disciplinary action; and, still another offense may then lead to termination of employment.

Facilities Management and the University recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

The following are examples of infractions of rules of conduct that may result in disciplinary action.
1. Working under the influence of alcohol or illegal drugs.
2. Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment.
3. Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace.
4. Fighting or threatening violence in the workplace.
5. Sexual or other unlawful or unwelcome harassment.
6. Theft or inappropriate removal or possession of property.
7. Violation of safety or health rules.
8. Violation of personnel policies.
10. Boisterous or disruptive activity in the workplace.
11. Negligence or improper conduct leading to damage of employer-owned or customer-owned property.
13. Insubordination or other disrespectful conduct.
14. Excessive absenteeism or any absence without notice.
15. Unauthorized disclosure of confidential information.
16. Smoking in prohibited areas.
<table>
<thead>
<tr>
<th>Policy No.</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>900.1</td>
<td>Identification Cards</td>
</tr>
<tr>
<td>900.1.a</td>
<td>University Emergency Identification Badges</td>
</tr>
<tr>
<td>900.1.b</td>
<td>Facilities Management Identification Cards</td>
</tr>
<tr>
<td>900.2</td>
<td>Business Cards</td>
</tr>
<tr>
<td>900.3</td>
<td>Keys and Card Access</td>
</tr>
<tr>
<td>900.4</td>
<td>Supplied Work Wear</td>
</tr>
<tr>
<td>900.5</td>
<td>Tools and Equipment</td>
</tr>
<tr>
<td>900.6</td>
<td>University Property and Equipment Usage</td>
</tr>
<tr>
<td>900.6.a</td>
<td>University Property</td>
</tr>
<tr>
<td>900.6.b</td>
<td>FM Equipment and Vehicles</td>
</tr>
<tr>
<td>900.7</td>
<td>Computers and Electronic Mail</td>
</tr>
<tr>
<td>900.7.a</td>
<td>University E-Mail</td>
</tr>
<tr>
<td>900.7.b</td>
<td>Facilities Management Computers and Electronic Mail</td>
</tr>
<tr>
<td>900.8</td>
<td>Internet Usage</td>
</tr>
<tr>
<td>900.9</td>
<td>Mail System Usage</td>
</tr>
<tr>
<td>900.10</td>
<td>Telephone Usage</td>
</tr>
<tr>
<td>900.11</td>
<td>Radios/Cellular Phones</td>
</tr>
</tbody>
</table>
900.1 Identification Cards

Identification cards are issued to all regular employees. This card is required if an employee wishes to take advantage of library and athletic/recreational privileges.

900.1.a University Emergency Identification Badges

Certain essential Facilities Management personnel are issued an Emergency Identification Badge. This badge serves as identification for designated personnel who are called in the event of a University emergency.

900.1.b Facilities Management Identification Cards

Facilities Management employees are issued a photo identification as a means to identify our personnel to clients. Employees who are routinely required to enter University buildings to perform job responsibilities are required to have in their possession photo identification while performing work in campus buildings.

The personnel identification is beneficial to:

1. Aid in achieving a higher level of security within the University buildings by providing a means of identifying personnel as members of the Facilities Management Department.

2. Increase a sense of professionalism within the department and its members.

3. Maintain a high level of employee and client awareness of personal safety and security.

One (1) photo identification badge will be issued to each state classified, hourly and student hourly employee. The employee issued the identification badge is responsible for the security of the badge. If an employee’s identification badge becomes lost, advise the Personnel Section, Facilities Management, and a duplicate will be issued. Employees are required to return the identification card to Facilities Management upon termination of employment from the department.
900.2 Business Cards

In general, individuals who are in management positions or who have business dealings of an official nature with people outside Facilities Management are entitled to have business cards prepared at departmental expense. Supervisors with budget responsibility for the funds that will pay for the cost of the cards will have approval authority.

The official Colorado State University logo will appear in the upper right corner of the card printed in green. The general layout will follow the approved template form. Additional information is limited to: name, title, work center, department, address, office phone, fax number, e-mail address, home number, pager number, and alternate phone number. Deletion of any of the above is acceptable, but the section manager must approve additions.

The Stores/Warehouse will source the procurement based on market conditions and size of the order. Quantity will be 250 each and quality will be “commercial standard” (two color thermograving on standard white card stock). In case of a broad significant change (area code, department name change, etc.) a competitive procurement will be made for new cards department-wide. To insure uniform quality at the best prices, all cards will be ordered through the Stores/Warehouse.

Consider a “shop” card instead of several individual business cards. Leave space to write in a name or list several names on one card.

Form available: Business Card Form
900.3 Keys / Card Access

An employee may be issued keys and/or access card that will be used for University business. The request must be signed by the Director of Facilities Management and is subject to the guidelines of that authority. The loss or theft of any University Key or access card is to be reported by the key holder immediately to Facilities Management. Facilities Management will communicate the loss or theft to the University Police and, after obtaining a case number, issue a replacement key(s) / card. In no case is a key / card to be transferred from one individual to another or to be obtained from any source other than from Facilities Management Key Desk. Keys / cards issued remain the property of the University and shall be returned to Facilities Management Key Desk as requested or upon termination of employment from Facilities Management. Where appropriate card access may be granted rather than issuance of keys.

Student and temporary employees will generally not be issued master keys / cards. Those requiring infrequent use of master keys / card must check out and return the keys / card to the Facilities Management Key Desk daily. The lead worker or supervisor daily will issue master keys / cards to employees that require routine use to perform job duties. Keys / cards must be returned at the end of the work shift to the lead worker or supervisor. The lead worker / supervisor is expected to track, log and secure the check out keys / cards daily. All other extenuating circumstances will be reviewed on a case-by-case basis.

For a complete copy of the Keys, Master Keys and Card Access Policy, contact Customer Services Center, Facilities Management.
900.4 Supplied Work Wear

Guidelines for Facilities Management Supplied Work Wear

Facilities Management supplies workwear such as work shirts, coveralls, rain gear, waders and painter wear as required by the individual’s work position. This guideline states the expectations, procedures, and appropriate use of Facilities issued work wear.

1. All Facilities issued work shirts are State property and are subject to all guidelines regulating the use of State property; primarily restrictions on personal use. The primary purposes are:
   a. Improve the appearance of the Facilities Management employees as service providers to the campus.
   b. Identify Facilities Management personnel, differentiating our personnel from contractor or unauthorized personnel.
   c. Encourage field contacts with Facilities Management employees to obtain input from our customers.
   d. Make our customers more aware of the extent of our service and how often we are in their spaces and what we are doing for them.

2. Designated sections will be required to wear work shirts. Other sections are encouraged to wear work shirts when the duties they are performing justify it.

   The following personnel are required to wear work shirts:
   a. Building Service Group except Service Group Manager
   b. Maintenance Engineering/Utility Services Group:
      Utility Locator
      Utility Locator Backup
      District Energy
   c. Outside Services Group: Grounds, Labor and Heavy Equipment except Service Group Manager
   d. Stores and Procurement:
      Delivery Personnel
      Trades Personnel

   Office personnel of the above groups are not required to wear work shirts.

3. Provision of shirts:
   a. Positions required to wear work shirts will receive five (5) shirts the first year and three (3) shirts annually thereafter. Individuals whose jobs wear the shirts out at a rate exceeding the standard may be issued additional shirts (on an exchange basis) with the approval of the immediate supervisor and one supervision level higher. Additional shirts, if needed, may be purchased by the individual employee through the Stores/Warehouse at the currently existing bid price offered to Facilities Management.
   b. Positions not required to wear work shirts are encouraged to wear work shirts when justified by the particular job duties that they are performing. With supervisor approval, these individuals will be issued work shirts up to the amount authorized by 3.a) above, based upon the number of days the shirts are anticipated to be worn.
c. Shirts may be green or white at the discretion of the individual.

d. Transportation Services provides uniforms for the mechanics, material handlers (parts room), and the Manager of Transportation Services. This includes shirts, pants, and coveralls. Orders are placed through the Stores/Warehouse. The employee is responsible for the laundry of the items.

e. Operations maintenance supervisors decide on the issue of coveralls, rain gear, waders, painter wear. Individuals are issued these items according to their need. Some shops work in inclement weather and rain gear and waders (rubber boots) are supplied for the shop’s use. Orders are placed through the Stores/Warehouse for coveralls that are supplied through the current contract (blue coveralls). An outside vendor launders these. If the employee prefers a different type, they will purchase them as they do their own tools. Painters are furnished painter pants.

4. Positions required to wear work shirts must wear them in a visible manner and in good condition at all times when at work, unless excused by their supervisor for specific activities where it might be inappropriate to wear work shirts. In order to be consistent with this policy, individuals required wearing work shirts, but reporting to work without appropriate attire, will be informed to leave and return with proper attire. Lost time will be charged to annual leave or leave without pay.

5. Work shirts are not a replacement for normal clothing. Facilities Management provides work shirts, primarily for use at work for work purposes. Exceptions to this are as follows:

   a. Work shirts may be worn for reasonable stops at gas stations, convenience stores, or other similar short stops on the way to or from work.
   b. Work shirts may be worn during the period from 11:00 a.m. to 1:30 p.m. for day shift personnel and during normal meal break times for other personnel. It is expected that off campus lunches will be with the approval of the individual supervisor and within the normal time allocated for the meal break.
   c. Work shirts may be worn at other off campus events with the approval of the individuals’ immediate supervisor. Approval will be based upon legitimate departmental interests, such as good public relations or where recognition as a Facilities Management employee would have positive impact.

6. Work shirts are issued items and will be accounted for. They must be returned at the end of employment, just as with items listed under Resignation/Termination, Section 100. Any worn out shirts must be returned for disposal. Work shirts are one form of identification and unauthorized personnel in our work shirts could potentially gain access to restricted areas.

7. As with all guidelines, there are possible exceptions or unique situations. Questions should be directed to the employee’s immediate supervisor for direction.
900.5 Tools and Equipment

Certain positions within Facilities Management require the employee to furnish their own personal tools and equipment necessary to perform work in an efficient, productive and safe manner. Employees issued supplied tools and equipment must sign an agreement that outlines the expectations and procedures for employee and department supplied tools and equipment. In exchange for employees supplying their own tools, the department will replace worn, damaged and lost or missing tools as stated in the agreement form.

Due to the variety of services provided by Facilities Management, it may be necessary to modify the Tools and Equipment guidelines to meet the specific needs of various work units. The section manager must approve any modifications.

Form available: Supplied Tools and Equipment Agreement
900.6 University Property and Equipment Usage

900.6.a University Property

All employees should take every step necessary to protect University equipment and property. University equipment and property includes that which is in use, for salvage or for disposal. Misuse, neglect or theft of any equipment or property is strictly prohibited. The use of University property for personal reasons is not permitted. University equipment and property is not to be removed from University premises under any circumstances without prior authorization.

Facilities Management copiers, faxes, or long distance telephone distance calls are not for personal use. The University carries insurance on state property, but the policy does not cover personal property.

900.6.b Facilities Management Equipment and Vehicles

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify a supervisor if any University equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee’s responsibility for maintenance and care of equipment or vehicles used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action.

The Director’s car is available for checkout for one day at a time. Checkout sheet is in the Director’s area.

Revised 05/07
900.7  Computers and Electronic Mail

900.7.a  University Electronic Mail

Acceptable use of e-mail or other computing and networking resources or facilities is based on common sense, common decency, and civility. Personal use of e-mail at Colorado State University is permitted but must be done with prudence and discretion.

A detailed policy on acceptable use of University e-mail is provided in the Vice President for Finance & Administration Operational Reference Guidelines, “Electronic Mail (e-mail) Policy and Information” located on the Vice President for Finance and Administration web site.

900.7.b  Facilities Management Computers and Electronic Mail

Computers, computer files, the e-mail system, and software furnished to employees are Facilities Management property intended for business use. Employees should not use a password, access a file, copy software, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and e-mail usage may be monitored.
900.8 Internet Usage

Internet access to global electronic information resources on the World Wide Web is provided by Facilities Management to assist employees in obtaining work-related data and technology. While Internet usage is intended for job-related activities, incidental and occasional brief personal use will be permitted within reasonable limits.
900.9  Mail System Usage

Use of the campus mail service is limited to University business and is governed by specific regulations. Personal mail should not be sent to employees at their University address because of the large volume of official mail that must be handled. In order to cut down on volume, Mail Services requests that employees do not drop any personal outgoing stamped mail through the campus mail system.
900.10 Telephone Usage

The University’s telephone system, including cellular phones and pagers, is provided for conducting the official business of the University. Local personal telephone calls are permitted, but good judgment should be used in restricting them to an absolute minimum. Toll calls for personal business are prohibited. Employees may use the phones during working hours to handle personal emergencies or incidental needs.
Section 900

University Equipment and Supplies

900.11 Radios/Cellular Phones

Employees assigned a two-way radio or a cellular phone are expected to have it on or near their person during working hours, to keep it turned on, and to respond to all calls made to them. Conversations should be kept to a minimum. Use of the radio should be utilized only to help Facilities Management accomplish its work. Use of personal cell phones during business hours should be kept to a minimum. As with telephone usage, the image and disruption to work must be taken into consideration.

Revised 05/07
## SECTION 1000 INDEX
### LICENSES AND MEMBERSHIPS

<table>
<thead>
<tr>
<th>Policy No.</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000.1</td>
<td>Motor Vehicle Driver License</td>
</tr>
<tr>
<td>1000.2</td>
<td>Commercial Driver License</td>
</tr>
<tr>
<td>1000.3</td>
<td>Occupational Licenses and Certifications</td>
</tr>
<tr>
<td>1000.4</td>
<td>Memberships</td>
</tr>
<tr>
<td>1000.4.a</td>
<td>Professional Memberships</td>
</tr>
<tr>
<td>1000.4.b</td>
<td>Team and Committee Memberships</td>
</tr>
</tbody>
</table>
1000.1 Motor Vehicle Driver License

Many positions at Facilities Management require a valid Colorado Driver License and, in some cases, a Commercial Driver License (CDL). Licensing required as a condition of employment is the employee’s responsibility to obtain and maintain.

New (Probationary) Employees

New employees are expected to provide proof of a valid driver’s license and/or CDL by the first day of work, if required as a condition of employment. Failure to do so may result in disciplinary action up to and including termination.

Change in Validity of License

An employee must report any change in the validity of his or her driver’s license to the immediate supervisor on the next workday or next shift following the change. Changes in the validity of the operator’s license include suspension, expiration, revocation, or any other significant change.

An employee who fails to report a change in the status of his or her license may be subject to disciplinary action, up to and including termination. Employees whose licenses have been suspended, revoked, expired, etc. are prohibited from driving University-owned vehicles or motorized equipment.

An employee may be temporarily assigned to other job duties not requiring a license, if appropriate as determined by the department, or may request annual leave or leave without pay until such time as the employee produces a valid license or the department verifies the validity of the license. If an employee is temporarily assigned to different duties, the employee must provide a valid driver’s license within 90 days of the date of loss. Failure to do so will result in disciplinary action up to and including termination.

Restricted Licenses

Occasionally, an employee will have certain restrictions imposed upon his or her driver’s license (e.g. operating within specific hours, etc.). Employees must report any restrictions to the immediate supervisor. The supervisor, in conjunction with appropriate University resources, will assess whether the restrictions allow the employee to perform the required job duties. If the restrictions are inconsistent with the requirements for the job, the employee may be subject to disciplinary action, up to and including termination of employment.

Operation of University Vehicles Without Proper License

An employee who knowingly operates vehicles or motorized equipment on University property under an inadequate, revoked, suspended, or otherwise improper license will be subject to immediate disciplinary action up to and including termination.

Change in Job Assignments

An employee’s job responsibilities may change as a result of promotion, transfer, reorganization, change in job assignment, or other similar employment action to require possession of a license. If such an employee cannot provide proof of a valid license at the time job of job duty change, the
employee will have 30-days from the effective date of reassignment to provide proof of such. During the 30-day period, the employee may be placed on temporary job assignment, special assignment or assigned to perform other non-driving duties.

Physical Inability

An employee whose job responsibilities require operation of vehicles or motorized equipment may become physically unable to maintain a valid license or to operate a vehicle after the date of hire. The employee is required to provide medical documentation demonstrating that he or she is unable to operate vehicles or motorized equipment. Appropriate University personnel will individually assess these situations and the employee may be subject to permanent reassignment or termination based on physical inability to perform, consistent with state and federal law.
1000.2 Commercial Driver License

Certain positions within the department require a Commercial Driver’s License (CDL). The employee holding such a position is solely responsible for keeping the license current and in effect, including renewal fees and the required biennial Department of Transportation physical. The department will not fund these requirements. CDL holders are required to report any driving violations that affect the status of their license to their supervisor immediately. CDL holders are required by the Department of Transportation to submit to random drug and alcohol tests. Failure to submit to the required test will lead to disciplinary action, up to and including termination.
**1000.3 Occupational Licenses and Certifications**

As most occupational licenses and certifications are issued to the individual, they are the responsibility of the individual. Licenses and certifications that are a requirement of the position (i.e. Professional Engineer, Plumbing and Electrical Licenses, etc.) are the employee’s responsibility to obtain and maintain. Failure to obtain and/or maintain appropriate licensure and certification may result in disciplinary action, up to and including termination of employment. If new requirements for licensing are mandated, the department will cover the costs for the first licensing. In some cases, the department pays further costs. Check with your supervisor for conditions allowed. An employee must report any change in the validity or expiration of his or her occupational licenses or certifications to the immediate supervisor on the next workday or next shift following the change. Failure to do so may result in disciplinary actions up to and including termination.
1000.4 Memberships

1000.4.a Professional Memberships

Professional memberships are encouraged. The department will typically fund only corporate memberships. Individual memberships are the responsibility of the individual. The department may consider funding individual memberships if the membership is transferable upon departure of the designated representative. In either case, departmental funding will only be considered if there is benefit to the department.

1000.4.b Team and Committee Memberships

On occasion, employees are invited to participate on Department or University Teams, various committees, and assistance programs. Employees should obtain supervisor permission prior to volunteering. The supervisor may establish limits to the number of working hours to be attributed to teams, committees, etc.
<table>
<thead>
<tr>
<th>Policy No.</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1100.1</td>
<td>Safety</td>
</tr>
<tr>
<td>1100.2</td>
<td>Right to Know Safety Training</td>
</tr>
<tr>
<td>1100.3</td>
<td>Personal Protective Equipment</td>
</tr>
<tr>
<td>1100.4</td>
<td>Accidents</td>
</tr>
<tr>
<td>1100.5</td>
<td>Workers’ Compensation Absences</td>
</tr>
<tr>
<td>1100.6</td>
<td>University Return to Work Program</td>
</tr>
<tr>
<td>1100.7</td>
<td>Ergonomics</td>
</tr>
</tbody>
</table>
1100.1 Safety

To be consistent with the University goals concerning personal and campus safety, it is Facilities Management’s desire to foster an environment, which safeguards the health and safety of our employees. Employees and supervisors receive periodic workplace safety training. The training covers potential safety and health hazards and safe work practices and procedures to eliminate or minimize hazards. All employees’ evaluations include a factor rating their performance in safety. As resource managers, all work unit leaders and supervisors are expected to establish proper procedures, encourage and enforce this expectation, as well as set an appropriate example.

A Safety Team has also been established to assist in providing a safe and healthful work environment for employees, customers, and visitors and to facilitate effective communication between employees and management about workplace safety and health issues. The Safety Team has responsibility for recommending safety issues for the safety program as well as maintaining and updating the Safety Manual. Supervisors have responsibility for implementing, administering, monitoring, and evaluating the safety program.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to their supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action. Flagrant or repetitive violations concerning personal and campus safety will result in corrective and/or disciplinary action as follows:

<table>
<thead>
<tr>
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<th>Flagrant</th>
<th>Repetitive</th>
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</thead>
<tbody>
<tr>
<td>1. First Offense</td>
<td>Written reprimand</td>
<td>Verbal council</td>
</tr>
<tr>
<td>2. Second Offense</td>
<td>Written corrective action</td>
<td>Written reprimand</td>
</tr>
<tr>
<td>3. Third Offense</td>
<td>Recommend three (3) day suspension without pay</td>
<td>Written corrective</td>
</tr>
<tr>
<td>4. Fourth Offense</td>
<td>Recommend dismissal</td>
<td>Recommend three (3) day suspension without pay</td>
</tr>
<tr>
<td>5. Fifth Offense</td>
<td>N/A</td>
<td>Recommend dismissal</td>
</tr>
</tbody>
</table>

Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor, or with another supervisor or manager, or bring them to the attention of a member of the Safety Team. Reports and concerns about workplace safety issues may be made anonymously if the employee wishes. All reports can be made without fear of reprisal.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers’ compensation benefit procedures.

Revised 05/07
1100.2 Right-to-Know Safety Training

Hazard Communication, Right-to-Know, is an employee’s right to be able to recognize the hazards in their work and to work safely, without accidents. Environmental Health Services provides “Hazard Communication or “Right-to-Know” training for the following:

1. Back Safety
2. Roof Clearance Protocol
3. Radiation Safety
4. Asbestos

Facilities Management employees whose job requires knowledge in these areas are required to attend the above training sessions. Quality work necessitates safe work practices. The Training/Development Manager will schedule the appropriate training. Information includes:

1. Identify hazards that exist.
2. Provide information to reduce hazards and prevent accidents.
3. Instruction resources and tools.
4. Identify that safety is everyone’s responsibility.
5. MSDA: Material Safety Data Sheets
   What, how to protect, where to get information
6. PPE: Personal Protective Equipment
   Hard hats, gloves, glasses, goggles, shoes, respirators.
7. JSA: Job Safety Analysis
   Identifies hazards in each task.
8. Safety Controls: Hierarchy of controls
   Engineering, Administrative, PPE
1100.3 Personal Protective Equipment

General

Facilities Management employees are required to wear personal protective equipment, as required by Occupational Safety and Health Administration (OSHA), appropriate to their work site and task in order to reduce risk of injury and not jeopardize their employment or workers’ compensation. Managers and supervisors shall determine each employee’s need for Personal Protective Equipment (PPE) and shall enforce its use and the provisions of this policy.

Purpose

Establish Colorado State University, Facilities Management Department, procedures for the requirements, authorization, ordering, and accounting of eye and face protection, foot protection, head protection, hearing protection, respirators, electrical protection, safety gloves, back belts and other PPE to State employees.

Requirements

1. **Eye and Face Protection** - The supervisor shall ensure that each affected employee uses appropriate eye or face protection when exposed to eye or face hazards from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or potentially injurious light radiation.

2. **Foot Protection** - The supervisor shall ensure that each affected employee uses protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, and where such employee’s feet are exposed to electrical hazards.

3. **Head Protection** - The supervisor shall ensure that each affected employee wears a protective hardhat when working in areas where there is a potential for injury to the head from falling objects or when there is a danger of head injury from electric shock or burns.

4. **Hearing Protection** - The supervisor shall ensure that each affected employee wears appropriate hearing protection. Exposure to high noise levels can cause hearing loss impairment. It can also cause physical and psychological stress. There is no cure for noise-induced hearing damage. Specifically designed protection is required, depending on the type of noise encountered and the auditory condition of the employee.

5. **Respirators** – The supervisor shall ensure that each affected employee uses respirators when working in areas where there is exposure to occupational diseases caused by breathing air contaminated with harmful dusts, fogs, fumes, mists, gases, smoke, sprays, or vapors. When effective engineering control measures are not feasible, appropriate respirators shall be used.

6. **Electrical Protection** – The supervisor shall ensure that each affected employee uses electrical protection when working in areas where there is potential for contact with electricity. Items to use could include blankets, matting, covers, line hose, gloves, shoes, and sleeves made of rubber in addition to a protective hardhat designed to reduce electrical shock.

Revised 05/07
7. **Safety Gloves** – The supervisor shall ensure that each affected employee uses appropriate hand protection when employees’ hands are exposed to hazards such as those from skin absorption of harmful substances; severe cuts or lacerations; severe abrasions; punctures; chemical burns; thermal burns; and harmful temperature extremes.

8. **Back Belts** – The supervisor shall ensure that each affected employee uses back belts when doing heavy lifting or other strenuous work that could cause similar back injuries.

**Procedures**

1. Each supervisor shall identify those employees whose work requires the wearing of personal protective equipment by completing AUTHORIZATION OF PERSONAL PROTECTIVE EQUIPMENT (Attachment 1 - located in Forms Directory).

2. The supervisor shall maintain a file of employees whose work requires personal protective equipment, to include but not limited to: industrial safety glasses, (IAW ANSI Z87.1 – 1989); steel capped shoes, (IAW ANSI Z41-1991); head protection, (IAW ANSI Z89.1 – 1989); hearing protection, (IAW ANSI S3.19-1974); respirators, electric protection equipment, and safety gloves.

3. The supervisor shall:
   a. Enforce provisions of this procedure.
   b. Discuss personal protective equipment needs with the employee.
   c. Maintain files that contain authorization, prescription, and ordering documentation on each employee whose work requires the wearing of personal protective equipment.
   d. Assist the employee with procurement and reimbursement for personal protective equipment as per Section IV.D. of this policy.

**Facilities Management** will subsidize the cost of personal protective equipment for State Classified employees as follows:

1. **Eye Protection**
   a. The cost to purchase frames, temples, shields and lenses (prescription and Plano; single vision or multi-focus; clear, tinted, photochromic or VDT) will be subsidized up to a maximum of $100.00 biennially (every two years) or as required due to damage or breakage during course of assigned duties. Exceptions to the biennial limitation will be made in cases of medical necessity with a letter from the employee’s physician. To qualify for this subsidy, employees must order their eye protection through Facilities Stores and Procurement. Any eye protection obtained through any other source will be the sole financial responsibility of the employee.

   The employee shall have a professional eye physician prepare a written prescription and complete Certificate Section of AUTHORIZATION OF OCCUPATIONAL EYEGGLASSES (Attachment 2 - located in the Forms Directory). The examination will be conducted at the employees’ cost. Supervisor assists employee in submitting prescription and completed Attachment 2 to Facilities Stores and Procurement to authorize fitting of glasses through Colorado State University’s current eye provider. After fitting, supervisor assists employee in submitting invoice from the eye care provider and requisition to Facilities Stores and Procurement.

Revised 05/07
When invoice and requisition is received for glasses ordered, Facilities Stores and Procurement will notify employee of cost incurred above what the University will pay toward the glasses. Employees must provide a personal check or money order to Facilities Stores and Procurement to pay for any incurred costs above authorized limits.

The cost to repair broken safety glasses or frames, when damaged during course of assigned duties, will be subsidized to a maximum of $100.00.

Goggles or “Plano” non-prescription industrial safety glasses can be obtained from Facilities stores and procurement.

2. Foot Protection  
   a. The purchase price of one pair of approved safety shoes will be subsidized up to a maximum of $100.00. Hourly employees will be subsidized up to a maximum of $35.00.  
   b. A minimum twelve (12) month period from date of purchase must elapse before Facilities Management will subsidize footwear repair or replacement.  
   c. Supervisors should ascertain if footwear is worn beyond repair before authorizing compensation for new footwear.  
   d. Repairs to safety shoes will be paid by Facilities Management Department not to exceed $30.00 per pair.  
   e. During periods of repair to safety shoes or while waiting for initial or replacement shoes, employees may obtain appropriate guards to wear over their street shoes from their section supervisor.  

3. Head Protection  
   a. Class Be Hard Hats can be obtained from Facilities Stores and Procurement.  

4. Hearing Protection  
   a. Ear plugs and earmuffs can be obtained from Facilities Stores and Procurement.  

5. Respirator Protection  
   a. Throwaway respirators and half facemasks can be obtained from Facilities Stores and Procurement.  
   b. Contact Environmental Health Services for fit of and training on respirators.  

6. Safety Gloves  
   a. Gloves can be obtained from Facilities Stores and Procurement. Employee should coordinate with their supervisor to determine the appropriate gloves to match specific job requirements.  
   b. Non-state classified employees whose work requires safety glasses will be issued Plano glasses or goggles.  
   c. Non-State classified employees whose work requires foot protection are required to furnish their own safety shoes. Employees will be reimbursed the appropriate dollar amount after 45 calendar days of employment. Appropriate shoe guards can also be obtained from their foreman.  

Forms available:  
1. Authorization of Personal Protective Equipment  

Revised 05/07
2. Authorization for Occupational Eye-Glasses
1100.4 Accidents

Employees are required to report all work-related accidents, even minor ones, to their supervisor immediately. Failure to do this may jeopardize the employee’s rights under Workers’ Compensation.

When an employee sees a health care provider or goes to the emergency room as the result of a work-related accident, it is the employee’s responsibility to obtain the necessary physician’s statement and take it to Personnel Office, Facilities Management or their immediate supervisor.

An employee who has been off work on Workers’ Compensation must have a full physician’s release in order to return to work and be able to perform all normal job duties. If it appears an employee cannot perform job duties at an acceptable level, the supervisor should consult with management before allowing the employee to resume work duties. For complete steps of the Return to Work Program, contact the Personnel Section, Facilities Management or Environmental Health Services.
1100.5 Workers’ Compensation Absences

Employees who sustain work-related injuries or illnesses must inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible. To fill out the necessary documentation, please contact Personnel Office, Facilities Management, or Workers’ Compensation Officer, Environmental Health Services, (970) 491-6745.
1100.6 University Return to Work Program

Modified Duty Assignment for Temporarily Disabled Employees

The University’s Return to Work Program assists any employee who, because of a temporary physical or mental disability resulting from an industrial or personal injury/illness, cannot perform the duties normally assigned to their position and may require a temporary modified duty assignment. Modified duty, also known as transitional work, is a set of temporary tasks that match an individual’s physical abilities and allows the employee to continue working while recovering from an injury. Modified duty is transitional in nature and will change as an employee’s physical abilities change. Modified duty can be full-time or part-time.

The Return to Work program is designed to:

1. Reduce workers’ compensation costs and promote return to work,
2. Enhance physical and emotional ability to work, and,
3. Improve quality of work life.

Environmental Health Services, General Services Building, Colorado State University administers the program. For information, contact Dan Pena, Environmental Health Services (EHS) at 491-4834 or by e-mail at Daniel.Pena@Colostate.Edu. Forms are available from Environmental Health Services or on the web at http://www.ehs.colostate.edu/forms/default.asp. The Facilities Management contact is Jane Matkin, Lauren.Matkin@Colostate.Edu, 491-0051.

Upon return to work after a serious injury or illness, an employee must provide a written release (Fitness to Return to Work) by a licensed physician and/or psychiatrist. The release shall indicate the employee’s ability to return to regular or temporary modified duty assignment. If modified duty is indicated, the physician and/or psychiatrist shall specify the work restrictions and the duration (dates) restriction(s) apply. Form is available at http://www.colorado.gov/dpa/dhr/pubs/leave_forms.htm.

Departments may elect to have an employee examined by a designated physician when the employee has been away from work for an extended period of time due to an injury or illness, or the employee is being released to work with medical restrictions, and clarification is needed. The department will provide the physician with the tasks the employee will be expected to perform. The examination will be coordinated through Environmental Health Services, Colorado State University, when the employee has an ongoing Worker’s Compensation claim or coordinated through the department (at the department’s expense) when it is classified as an injury/illness which is not work related.

If the designated physician releases an employee to work with medical restrictions, the physician shall notify Environmental Health Services, Colorado State University (if work related) and the department to which the employee is being returned to modified duty (if not work related) to specifically identify the restrictions. An employee released with no restrictions shall report to their normally assigned work duties.

An employee released with restrictions shall report immediately to his or her department with appropriate documentation completed by the physician, specifying the work restrictions and the duration (dates) of the restriction(s).
Departments shall assign the employee to modified duty, if an appropriate assignment is available, and instruct the employee where and when to report for work. If the employee is returning from a work related injury/illness, Environmental Health Services will immediately notify Human Resource Services by phone, fax, or mail to effectuate changes in industrial claim payments.

Departments will provide injured employees with appropriate modified duty. These assignments need not be identified in advance, but will be determined by the need of the department. Length of time for modified duty assignments shall be as long as improvement is made or until reaching maximum medical improvement. There is no minimum length of time for modified duty.

If no alternate duty assignment is available in the employee’s department or any other department on campus with the work restrictions stipulated by the physician or the alternate duty assignment has ended, the employee will be placed in the appropriate leave status. While temporarily assigned to the alternate duty assignment program, the employee will be paid at his or her regular base pay.

All employees released to return to work must comply with all University guidelines relating to the Return to Work Program. Failure to comply may result in corrective/disciplinary action.

**Placement of Employees with Permanent Restrictions**

At the end of improvement or reaching maximum medical improvement, if an employee is determined to be unable to return to his or her regular position, the department is responsible for bringing this determination to the attention of Human Resource Services and CSU’s Americans With Disabilities Act (ADA) coordinator in the Office of Equal Opportunity/Affirmative Action. All State and University requirements will be adhered to in determining the status of the employee.
1100.7 Ergonomics

Environmental Health Services has developed an ergonomics program to minimize repetitive motion injuries (RMIs) in the workplace. The primary elements of the ergonomics program include:

1. Work site evaluations,
2. Control of exposures that may have caused RMIs,
3. Ergonomics training of employees.

The ergonomics program also focuses on educating employees on their personal responsibility to ensure good work habits (such as posture and body mechanics and adequate fitness for work.

RMIs are musculoskeletal injuries, identified and diagnosed by a licensed physician, that result from a process or operation where employees perform the same repetitive motion tasks. Examples of repetitive motion tasks include, but are not limited to, sustained computer keyboard and mouse usage; assembling materials and products; or lifting, carrying and loading objects.

When an RMI has been reported to Environmental Health Services that results from a job, process, or operation, a work site evaluation will be conducted. The evaluation identifies potential exposures that may have caused RMIs and determines the methods Facilities Management will use to control or minimize them. Affected employees will be informed of the potential exposures and trained in the control measures.

Every reasonable effort will be made to correct exposures in a timely manner that may have caused RMIs or, if the exposure is not capable of being corrected, to minimize it to the extent feasible. In determining how to correct or minimize exposures, Facilities Management will consider reasonable, cost-effective engineering or administrative controls.

Employees may be provided with training that includes an explanation of the ergonomics program, exposures that have been associated with RMIs, the symptoms and injuries, and the methods used to minimize RMIs.

All employees are encouraged to immediately report to the supervisor all suspected RMIs, RMI symptoms, or other ergonomic concerns. All employees are required to report to the supervisor all workplace RMIs as soon as possible after they have been identified and diagnosed by a licensed physician.

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