EMPLOYEE HANDBOOK

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HANDBOOK AVAILABILITY

Each University Facilities Employee will receive a hard copy version of this document. Revisions will be distributed as necessary. The current version of this Handbook is available 24/7 on the UF website: www.montclair.edu/facilities

QUESTIONS

Questions regarding UF-specific information in this document may be directed to your Department Head or the Office of the Vice President for University Facilities. Questions about HR-specific information may be directed to MSU Human Resources at 973.655.5293

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INTRODUCTION

Welcome to the Division of University Facilities at Montclair State University!

The Division of University Facilities is committed to providing services that support the University’s mission in a high-quality, customer-focused manner. The Division strives to deliver exceptional customer service through establishing and maintaining strong partnerships, the development and maintenance of a high-performing work team and the creation of effective and efficient work systems.

The University Facilities Customer Service Center serves as the main conduit for around-the-clock facilities service and support. It is our customers’ first point of contact for service information and requests, and it also serves as the University Facilities communications hub for both routine and emergency maintenance work.

As a customer-focused service organization, the manner in which we support our customers is as critical as the services we are able to provide to the campus community. University Facilities employees are expected to conduct themselves in a professional manner at all times and to observe the rules of professional conduct in the field and in all Montclair State University facilities.

This Handbook has been prepared for the information and guidance of employees working for the Division of University Facilities at Montclair State University. It is intended to cover the procedures, policies and standards most often applied in daily University Facilities work activities.

Where a provision of this Handbook may be in direct conflict with a provision of a valid collective bargaining agreement or existing law, the provisions of that agreement or the law shall prevail.

This document supersedes any previous versions issued by the Montclair State University Division of University Facilities.
Montclair State University Division of University Facilities

Vision
To be a provider of exemplary facilities management services in public higher education.

Mission
To plan, design, construct, maintain and operate the buildings, grounds, and physical infrastructure of Montclair State University and to provide related services that support the University’s mission of research, education and public service in a high-quality, customer-focused, cost-effective and safe manner.

Guiding Principles and Critical Success Factors
We are committed to creating and sustaining a work environment that:

✓ Provides excellent customer service;

✓ Values our employees and fosters collaboration, teamwork and communication;

✓ Ensures an inclusive work environment that embraces the diversity of our work force and where each employee is respected and valued;

✓ Promotes safety and environmental responsibility in all of our work processes;

✓ Seeks customer feedback and constantly looks for ways to improve our work processes and service offerings; and

✓ Values leadership, accountability, professionalism, transparency and fiscal responsibility.

In order to do this we must:

✓ Promote universal understanding of and commitment to the vision, mission, critical success factors, goals, and objectives of the University and the Division of University Facilities;

✓ Deliver exceptional customer service through strong partnerships;

  ✓ Develop a high-performing work team;

  ✓ Create effective and efficient work systems;

✓ Provide strong planning and change management processes;

✓ Work within University and regulatory system frameworks in the best way to enable and support the achievement of our mission; and

✓ Ensure strong measurement systems.
1.1 University Facilities Departments

Office of the Vice President
The Office of the Vice President is responsible for the overall strategic direction, operation and administration of the individual departments which comprise the Division of University Facilities. The Vice President provides final approval and/or sign off on fiscal and personnel actions. Within this office, the Director of Financial Management provides general oversight of all divisional budget and fiscal activities, processes all capital project procurement, and assists AVP’s, Managers and Supervisors with budgetary, funding, procurement and contract management.

Capital Planning & Project Management
The Department of Capital Planning & Project Management consists of licensed professionals in the fields of architecture, engineering, landscape architecture, interior design and physical planning. It is responsible for the development of the University Master Plan, capital project planning, and space management on a daily basis for all 252 acres, 69 buildings and approximately 4.4 million gross square feet. It provides professional and technical consulting and project management services to the University community as it relates to the initiation, design, capital construction and facility renewal initiatives.

Environmental Health & Safety
The Office of Environmental Health & Safety develops, establishes and administers the University's policies and procedures for campus environmental management and occupational safety and health practices, ensuring the University's compliance with all federal, state and local laws, regulatory guidelines and industry standards. This office provides technical support, information/training programs, consulting services, and the periodic auditing of campus environmental, safety and health practices.

Fire Safety
The Office of Fire Safety is responsible for all aspects of life safety throughout the University. This includes fire and life safety inspections of campus buildings to ensure compliance with fire and life safety codes as well as reviewing plans for construction and renovation projects. Preventive activities include fire prevention training for University personnel, conducting fire and evacuation drills, testing of fire detection and protection equipment, providing educational programs, evaluating materials and establishing guidelines for fire-safe materials.

Logistic Support
The Facilities Logistic Support department consists of the following units: Fleet Services, Shuttle Services, and Parking Services. These units are responsible for providing and managing the infrastructure with which University Facilities and the campus may operate efficiently, on a daily basis.
Maintenance & Engineering
The Facilities Maintenance & Engineering department is responsible for Access Control, Energy Management, the Facilities Customer Service Center, and the maintenance and repair trades. This department manages maintenance work requests, emergency off-hours response, preventive and routine maintenance, and maintenance and repair of the systems serving campus customers.

Facilities Services
The Facilities Services department manages the University’s Grounds and Landscaping, Housekeeping, Mail Services, and Move and Waste Management operations. This group is responsible for cleaning, waste removal and recycling, room set ups, residential and academic moving, pest management, field maintenance, snow removal and outdoor maintenance.

1.2 Chain of Command
The Vice President for University Facilities provides oversight of the Division of University Facilities (UF). He is assisted by Associate/Assistant Vice Presidents and Directors who are responsible for individual departments or offices comprised of one or more business units.

“Managers” are Executive Directors, Directors and/or Assistant Directors who are responsible for the overall day-to-day management of the operations of a particular business process or unit. “Supervisors” report to Managers and they are responsible for overseeing daily operations of a business unit and for assigning work. “Crew Supervisors” supervise a group of employees, particularly in a large business unit, and they may report to either a Manager or a Supervisor. Managers and Supervisors work in conjunction to provide performance evaluations for departmental personnel.

UF staff may receive directives and/or requests for services from any supervisor, manager or AVP within the organizational hierarchy (chain of command) in their business unit, and in such occurrences, employees are expected to comply.

Employee questions, issues and concerns are expected to be initially directed to the employee’s immediate supervisor. In the absence or unavailability of the immediate supervisor, the employee is then expected to contact the next highest supervisor or manager in his or her chain of command. In special or extenuating circumstances where no supervisor or manager is available to employees within a business unit, the Division Vice President reserves the right to delegate that authority to any University Facilities supervisor, manager or AVP outside that business unit.
1.3 Work Schedules and Assignments

1.3.a Work Shifts and Hours

The daily, weekly, planned and emergency work schedules are developed by the unit supervisors, pursuant to the Collective Bargaining Agreements. Work schedules are determined and maintained based upon the operational needs of the University and the work unit. If there are any changes in the core hours of the department, the department shall notify the Division of Human Resources before any action is taken. When schedule changes are made, the maximum possible notice shall be given, pursuant to the Collective Bargaining Agreements, and the employee’s convenience shall be given consideration.

Work schedules for employees in the CWA and IFPTE bargaining units shall provide for a 15-minute rest period during each one-half shift.

An employee whose shift has changed shall be given adequate advance notice, pursuant to the Collective Bargaining Agreements, except in the case of an emergency. Should such advance notice not be given, an employee affected shall not be deprived of the opportunity to work the regularly scheduled work week.

Work Schedule and Assignment Policies and Governance

- Employees are required to work the regularly scheduled hours established by their supervisor.
- Starting and ending times are determined by the department Associate Vice President, Executive Director or other designated manager.
- No schedule should be considered permanent or fixed. With a minimum of two to four weeks’ notice, employees may be required to work different shifts, including weekends, 2\textsuperscript{nd} shift, overnights or holidays, to meet the needs of the University and the department.
- Employees must notify their immediate supervisor if they leave their assigned work area or duties for personal reasons. Unless the absence is for University business, the employee must clock out when leaving and clock back in upon return to work.
- Clean up and travel time back to the shop is not to begin more than 15 minutes prior to the end of a shift.
- Employees should fuel, return to the shop, complete the Vehicle Inspection Form, park and secure all vehicles, assigned tools and equipment at the end of their assigned shift.
1.3.b Breaks and Lunches

For University Facilities (UF) CWA and IFPTE bargaining unit employees, work schedules shall provide for a 15-minute break during each one-half shift. A 30-minute unpaid lunch is provided at or near the midpoint of an employee’s work shift.

UF employees in the AFT bargaining unit and managerial staff are not entitled to breaks during the workday; however, a one-hour unpaid lunch is provided at or near the midpoint of an employee’s work shift.

Breaks and lunches are scheduled around the needs of the department or work unit and they are taken at the discretion of the supervisor based on need and workload.

Employees may not:

- Use or combine the morning and afternoon breaks for one 30-minute rest period during the workday, except under special circumstances and with the prior authorization of a supervisor or manager.
- Combine the morning and afternoon breaks in order to arrive late or leave early to reduce the assigned workday.
- Add the morning and afternoon breaks to lengthen the lunch period, except under special circumstances and with the prior authorization of a supervisor or manager.
- Break up the morning and afternoon rest periods into multiple breaks during the workday.

The 15 minutes allotted for breaks and the 30 minutes allotted for lunch include the time it takes to travel to and from the break/lunch location. Employees are encouraged, but not required, to take their break and lunch periods close to their work sites.

If remaining on University property, employees may only take their breaks in areas which are open and accessible to the public or in areas which have been designated and approved by a supervisor or manager.

Breaks may not be taken in the following areas, whether unoccupied or not:

- Classrooms
- Residence Hall rooms
- Offices of others
- Supply closets
- Electrical rooms
• Mechanical rooms

An employee must take his or her breaks and lunch during the time(s) approved by the supervisor. Any deviation from the established schedule must be approved in advance by the supervisor.

1.3.c Reassignment

The Division of University Facilities reserves the right to reassign an employee to an alternate department, work unit, supervisor, or work location based upon the operational needs of the Division, department or work unit; with adequate advance notice, pursuant to the Collective Bargaining Agreements. In such cases, the reassignment shall be made in a manner consistent with applicable provisions in relevant collective bargaining agreements, and the employee will be reassigned to a position of equal or equivalent rank.

1.3.d Essential Service Employees and Emergency Personnel

Essential Service Employees are required, unless otherwise instructed by their supervisor or other employee designated by the University, to report to work when the campus is closed, or in a situation that requires a delayed opening or early closure. Examples of such circumstances include, but are not limited to:

• Inclement weather;
• Utility failures;
• Fire;
• Forced evacuations of the campus, and;
• Major catastrophic events when the campus is used as an Emergency Point of Distribution site.

The State of New Jersey requires that appropriate notification be provided to Montclair State University employees who are classified in titles that are deemed as Essential. Such notification shall be made to affected employees no later than July 1, effective for the upcoming Fiscal Year.

Within University Facilities, designated administrative support positions are deemed as Essential, since the work activities associated with those titles supports the efforts of critical UF staff. It is anticipated that administrative support Essential Service Employees will not be called in to work in every instance of an emergency situation or other closure. Every effort will be made to make this a rotational situation, or invoked on an as-necessary basis.

During periods when the campus is closed for non-emergencies, such as winter break, certain holidays, etc., administrative support coverage may also be required. An alternate day off will be provided to those administrative support employees who may be asked to
work during these particular periods. This practice will be conformed to applicable provisions in collective bargaining agreements as may be necessary.

Failure to report to work, unless otherwise expressly instructed, will lead to a “without pay” status for the hours during your regularly scheduled shift that you did not work, and may also lead to disciplinary action. Action may also be taken for those instances in which you, as an Essential Service Employee, fail to report to work for periods of time outside of your regular work shift when obligated to do so. This provision will be enforced in a manner consistent with applicable provisions of valid collective bargaining agreements.

1.3.e On-Call Personnel

Managers and Directors are on-call 24/7 and are designated as such to ensure the safe and orderly operation of the campus after business hours and during University closures. A schedule of manager on-duty shifts is compiled six months in advance and distributed to key University Facilities personnel and campus partners for reference and emergency use.

1.3.f Emergency Contact Information

The nature of facilities operations requires that our business units perform physical work and function on a 24/7/365 basis. Every University Facilities employee is required to provide his or her supervisor or manager with information on how he or she may be contacted in an emergency, including University closures.

1.3.g Snow Events

During snow and/or ice events, University Facilities employees are required to report to work for their normal shift unless otherwise directed by their supervisor. An employee will be notified by his or her supervisor or manager if he or she is needed to work snow duty and/or overtime within his or her department during such an event.
1.4 General Policies and Procedures

University Facilities employees are subject to abide by all Montclair State University policies and procedures. A comprehensive list of all University policies and procedures may be found in the Human Resources Employee Handbook. The following summaries of University policies are determined to be of particular importance to UF employees and are included in this Employee Handbook for reference purposes only. Links to the full University policies are included within.

1.4.a General Montclair State University Policies and Procedures

1.4.a.1 Equal Opportunity, Affirmative Action, and Tolerance
University Facilities employees are subject to Montclair State University policies and procedures regarding Equal Opportunity, Affirmative Action and Tolerance. Detailed information about these policies may be found in the EO/AA and Diversity section of the Human Resources webpage.

1.4.a.2 Smoke-Free Workplace
Montclair State University is subject to NJSA 26:3D-15 through 21 on smoking in public places (Health and Vital Statistics). In compliance with this law, the President approved a smoking regulation that prohibits the smoking or carrying of lighted cigars, cigarettes, pipes, or any matter or substance which contains tobacco in all indoor spaces on the Montclair State campus, including: classrooms, storage rooms, conference rooms, gymnasiums, offices, restrooms, auditoriums, locker rooms, lecture halls, pool, libraries, hallways, eating areas, stairways, laboratories, elevators, campus-owned vehicles, residence halls, and chartered/rented/leased vehicles.

University Facilities employees are subject to Montclair State University policies and procedures regarding smoking on campus. Detailed information about these policies may be found in the Smoke Free Workplace Policy in the Human Resources Employee Handbook.

1.4.a.3 Policy on Drugs and Alcohol
Montclair State University is committed to providing a safe and productive work environment for all employees. To achieve this goal and to comply with the Drug-Free Workplace Act of 1988, employees are prohibited from possessing, distributing, manufacturing, consuming, or being under the influence of alcohol, illegal drugs, or controlled substances while on University premises.
University Facilities employees are subject to Montclair State University policies and procedures regarding drugs and alcohol in the workplace. Detailed information about these policies may be found in the Drug and Alcohol-Free Workplace Policy in the Human Resources Employee Handbook.

1.4.b General University Facilities Policies

1.4.b.1 Visitors in the Workplace
The Division of University Facilities seeks to provide a workplace for all employees that is safety-compliant, professional, and free from distractions.

Workplace visitors are primarily defined as non-employees who do not have official business with the University. Visitors in the workplace may include, but are not limited to: children; spouses; relatives and friends of employees. A workplace visitor may also be defined as a University employee who is present in an office or work area during a time in which he or she is not conducting official University business.

Individual department or unit supervisors may impose restrictions on visitors in the workplace, pursuant to collective bargaining agreements, which are appropriate for the successful operation of that department or unit.

Except when approved in advance by the department or unit supervisor, all visitors in the workplace may be restricted from visits to the workplace. Union officials/representatives may be guaranteed access consistent with the terms outlined in their respective bargaining agreements.

Employees who bring children into the workplace must maintain supervision of children in their care at all times when they visit.

1.4.b.2 Computers and Telecommunications
The computing resources at Montclair State University support the instructional, research, and administrative activities of the University. Examples of these computing resources include, but are not limited to, the central computing facilities, the campus-wide network, local-area networks, electronic mail, and access to the Internet/Web, voice mail, departmental networks, public computing facilities, shared file storage, and related services. University Facilities (UF) employees must comply with all computing and telecommunication regulations as outlined in the Montclair State University Policy on Responsible Use of Computing. It is the responsibility of supervisors and managers to ensure that these guidelines and policies are properly enforced. Access to computers and telecommunication equipment for UF employees
will be determined and granted according to the needs of the individual’s job title or work unit.

1.4.b.3 University Facilities Policy on Handheld and Mobile Computing Devices

Notebook computers and mobile computing devices offer users more flexibility than standard desktop computers because of their portability; however, this portability also introduces additional security challenges and entails additional personal obligation and responsibility.

UF staff who have been issued a notebook computer and/or a mobile computing device must use these resources in a manner which is consistent with professional standards and University policies; adhere to law and University policy in regard to intellectual property, ownership of data, copyright, system security mechanisms, and individuals’ rights to privacy and to freedom from intimidation and harassment; and take necessary precautions to ensure the device is properly protected from theft, loss, and damage. Users must abide by all applicable restrictions, whether or not they are built into the operating system or network and whether or not they can be circumvented by technical means. All data, information, records and material maintained on Facilities-issued mobile computing devices by University Facilities employees is the property of the University.

This policy establishes standards for employee usage, responsibility and personal liability for the security of mobile computing devices; governs the procedure for issuance of these devices; and outlines the actions that should be taken to minimize the risks and costs associated with theft, loss, and damage. All UF staff are required to read and acknowledge receipt of these guidelines prior to acquiring and using these devices.
Mobile computing devices include, but are not limited to: Notebooks (PC and Mac) and mobile devices such as tablets, iPads and smartphones that have been purchased using Montclair State University funds (including but not limited to: base budget funds, department restricted funds, faculty funds, sponsored project funds and externally generated funds such as grants); and notebooks and mobile devices, such as tablets, iPads, that have been loaned by MSU IT to staff members to use on a temporary basis.

All users are expected to adhere to the following guidelines:

1. Mobile computing devices are intended to be used solely for official Montclair State University business, including, but not limited to:
   a. As a primary computing device on campus;
   b. As a primary or alternate computing device while traveling on official University Business such as conferences and workshops;
   c. As the primary method for issuing, distributing, assigning and completing work and work orders within University Facilities;
   d. Any other university work-related tasks.

2. Notebooks and mobile devices are issued to employees because they are essential tools required for successful job performance. As such employees who are issued a mobile device are required to have them on their person while at work.

3. If an employee forgets their device at home or fails to charge it they should inform their supervisor and obtain a loaner device for that day. Excessive forgetting of a mobile computing device required for work activities may be cause for progressive disciplinary action.

4. It is the employee’s responsibility to lock the device in the assigned charging cabinet at the end of each day if the device is to be left on campus.

Procedure for Device Acquisition, Inventory Tracking, and Disposal:

- Access to mobile computing devices is determined by job title and responsibilities. Devices are issued to new employees upon hire.

- In order to receive a new computing device, staff must turn in their existing computing device(s) to MSU IT.
● Users are not permitted to remove, move, or in any way alter the asset tag stickers or serial numbers.

● Upon resignation or retirement, the device(s) and all accompanying peripherals and accessories must be returned to the issuing department on or before the final day of work.

All Facilities staff who access or use Divisionally-issued mobile computing devices are obligated to abide by the Montclair State University Policy on Responsible Use of Computing, the Montclair State University Policies Governing the Use and Acquisition of Computers Provided to University Personnel, and all other University policies and procedures governing the usage of and access to University-owned and/or leased information technology equipment.

All users of mobile computing devices are responsible for ascertaining, understanding and complying with the applicable laws, rules and policies governing their computing activities.

Users will use only those devices that they are authorized to use, and only use them in the manner and to the extent authorized. NetId’s, accounts and passwords may not, under any circumstances, be shared with, or used by, persons other than those to whom they have been assigned by the University or the Division.

Facilities staff are expected to exercise care to guard against theft and damage of mobile computing devices. In situations where negligence or policy violations result in damage or loss of equipment, the cost for its repair or replacement will be the responsibility of the employee. Negligence is determined by the lease vendor.

Users of mobile computing devices must abide by the standards of acceptable and ethical use as outlined in the University Policy on Responsible Use of Computing.

Personal use of mobile computing devices must comply with University and Divisional policy and must not interfere with the performance of the user’s job or other University responsibilities. Use of Facilities mobile computing devices for personal commercial purposes or for personal financial or other gain is strictly prohibited.

Use of Facilities mobile computing devices is not private. Detailed information on the parameters under which the University operates regarding individual user account monitoring and access is available in the Montclair State University Policy on Responsible Use of Computing.
All MSU-provided tablets must be managed by Montclair State University’s mobile device management software. Users should not attempt to uninstall, disable, or reconfigure software. The installation of non-work-related applications such as games and other types of entertainment is prohibited. Users should lock their computer, laptop, mobile device and cell phone, or logoff when they are not actively using the device.

Employee Liability for University-Owned Devices:

- Facilities staff are personally responsible for the security and safety of the university-owned devices.

- In the event the device must be repaired or replaced because it has been made inoperable due to intentional or willful misuse or negligence (as above), employees are personally responsible for reimbursing the University for the cost to repair or replace the device.

- Facilities staff should exercise care so that their devices do not become inoperable due to misuse or negligent acts including, but not limited to:
  - Spilling food or beverages onto the device;
  - Dropping the device;
  - Allowing the device to come into contact with water or other liquids;
  - Misplacing or losing the device; and
  - Failing to protect the device from theft.

- Notebooks, tablets and mobile devices should not be left unattended in plain sight inside of vehicles as they are easy targets for theft, and severe temperatures can damage the equipment.

- In the case of theft, the employee is required to file a police report in the jurisdiction where the theft occurred and provide a copy of the report to his or her manager.

1.4.b.4 Housekeeping Closet and Storage Policy

The basic duties of the housekeeping staff include maintaining assigned areas in a clean and safe condition and maintaining cleaning supplies.
The areas assigned to the housekeepers include any and all storage spaces and housekeeping closets within that assigned area. As part of regularly assigned duties, each housekeeper is responsible for the upkeep and control of all storage spaces and housekeeping closets located within their work area. It is expected that every area will be monitored for safety hazards and if any hazard is discovered it will be promptly remedied or reported to the area supervisor. The housekeeping staff is required to inspect each closet in their work area daily and ensure that:

- All closets are kept in a neat and orderly manner.
- All closets are properly stocked.
- All supplies are properly stored.
- All equipment is properly stored and in good working condition.
- All electrical cords are in good condition and stored properly.
- All chemical containers are properly labeled, diluted and stored.
- Any visible hazards are identified and properly remedied or reported.
- No unauthorized products or supplies are present.
- No unauthorized equipment, apparatus or appliances are present.
- Electrical panels are free of obstruction.
- Flammable and combustible materials are properly stored.
- All universal waste is properly packaged, labeled, and stored.

All storage spaces and housekeeping closets are to be locked at the conclusion of the work assignment. It is the responsibility of the housekeepers to ensure that all storage spaces and housekeeping closets are locked and secured before leaving the work area. No housekeeping closets are to be left open or unlocked in order for unauthorized persons to gain access to cleaning supplies. Resident Assistant closets are provided for the use of students and the availability of equipment and supplies for them shall be restricted to those areas.

Housekeeping closets are not to be used as break or rest spaces. Non-work-related items, equipment, apparatus or appliances are not to be stored within, and employees are expressly prohibited from physically altering housekeeping closets and/or their utility infrastructure without the permission of the Department Head.

1.4.b.5 Grounds Storage Area Policy

The basic duties of the grounds staff include maintaining assigned areas in a clean and safe condition and maintaining tools, supplies and equipment.

The areas assigned to the grounds staff include any and all storage spaces within that assigned area. As part of regularly assigned duties, each employee is
responsible for the upkeep and control of all storage spaces located within their work area. It is expected that every area will be monitored for safety hazards and if any hazard is discovered it will be promptly remedied or reported to the area supervisor. The grounds staff is required to inspect the storage spaces in their work area daily and ensure that:

- All spaces are kept in a neat and orderly manner.
- All tools are properly maintained and secured.
- All supplies are properly stored.
- All equipment is properly stored and in good working condition.
- All electrical cords are in good condition and stored properly.
- All chemical containers are properly labeled, diluted and stored.
- Any visible hazards are identified and properly remedied or reported.
- No unauthorized products or supplies are present.
- No unauthorized equipment, apparatus or appliances are present.
- No gas-powered engines are present unless properly ventilated.
- Electrical panels are free of obstruction.
- Flammable and combustible materials are properly stored.
- All universal waste is properly packaged, labeled, and stored.

All storage spaces are to be locked at the conclusion of the work assignment. It is the responsibility of the grounds staff to ensure that all storage spaces are locked and secured before leaving the work area. No grounds storage spaces are to be left open or unlocked in order for unauthorized persons to gain access to tools, equipment, or supplies.

Grounds storage spaces are not to be used as break or rest spaces. Non-work-related items, equipment, apparatus or appliances are not to be stored within, and employees are expressly prohibited from physically altering grounds storage spaces and/or their utility infrastructure without the permission of the Department Head.

1.4.b.6 Use of Bulletin Boards

Within University Facilities, bulletin boards are provided for the sharing of job-related information of importance to employees, including, but not limited to: Federal, State and/or Local guidelines, policies and procedures; work rules and scheduling; departmental job opportunities; and notices of University or Divisional activities, events or information.
Departmental and Shop bulletin boards are maintained exclusively by the Department Head/ranking manager or his or her designee, and they are typically located in areas accessible to all employees. No employee shall post information on a Facilities-maintained bulletin board without having received prior permission and approval from the Department Head. It may be permissible for employees to post informal staff information, including thank-you notes and invitations to departmental employee functions; however, approval to post such notices is left to the discretion of the Department Head. Each notice shall be dated and initialed by the Department Head. In instances where bulletin boards are locked, access is provided by the Department Head or designee.

**Examples of prohibited posting materials include:**

- Commercial solicitation for outside companies/organizations.
- Material of obscene, sexually harassing, threatening or libelous content
- Lottery, gambling, and betting pool information
- Personal sale items
- Organizational meetings and/or membership solicitations
- Fund drives
- Political announcements

**1.4.b.6.a  Bargaining Unit Bulletin Boards**

As negotiated between the State and the three bargaining units represented within University Facilities, the Division will provide bulletin board space for the exclusive use of the Unions. These spaces shall exclusively be used for posting official Union business or other written material as approved for posting by the Union. All Facilities departments, business units and employees are prohibited from posting content of any kind within the union-designated bulletin board spaces.
Section 2
Staffing and Employment Information
2.1 Employee Classifications

2.1.a Part-Time Employees

It is often necessary for the Division of University Facilities to hire part-time employees in order to supplement our workforce to meet the demands of our growing, dynamic campus.

2.1.a.1 Temporary Service Employees
Temporary service employees (TSE) may be used to fill a vacancy on a temporary basis until a regular replacement can be found, to cover the duties of a person who is on an approved leave of absence and/or to perform a limited duration service.

Temporary service employees may be terminated at any time, with or without cause, during their assignment. Employment as a TSE employee conveys no entitlement or promise of full-time employment at the University.

2.1.a.2 Student Employment
A student employee is an individual whose employment is incidental to the pursuit of a full-time course of study at the University. Individuals who have been admitted as a graduate student must register for, and maintain enrollment in, a minimum of 6 credits per semester to be employed on-campus as a student employee.

The Division of University Facilities is committed to providing meaningful on-campus employment opportunities for students. These opportunities are intended to enable students to earn a portion of their educational expenses, enhance their development and growth, and provide experiences that may be of vocational value in post-college years.

2.1.b Full-Time Employees

2.1.b.1 Managerial
Managerial employees are defined as those persons who formulate management policies and practices, and persons who are charged with the responsibility of directing the effectuation of such management policies and practices.

2.1.b.2 Unclassified/ Professional Staff
Unclassified employees are defined as faculty, librarians and professional staff who are included in the American Federation of Teachers (AFT) bargaining unit.

2.1.b.3 Classified Staff
Classified staff are defined as those employees who are governed by the Civil Service Commission guidelines as found in the Administrative Code. In Facilities, this classification includes Clerical/Support staff in the Communications Workers of America (CWA) bargaining unit, and Maintenance staff in the International
Federation of Professional and Technical Engineers (IFPTE) bargaining unit. They are also known as New Jersey Civil Service Employees.

2.2 Job Openings and Postings

The Division of University Facilities follows Montclair State University and applicable collective bargaining agreement posting and hiring guidelines for all positions. All postings will be available for viewing on the Human Resources web site. All applications should be directed to Human Resources, unless otherwise stated in the job posting.

2.3 Job Descriptions

All new University Facilities employees will receive a copy of their job description, which they will sign, on the first day of work. Thereafter, an employee will receive a copy of their current job description at the beginning of each performance evaluation cycle. The document will be signed by both the employee and his or her supervisor or manager. Job Descriptions for Classified and Unclassified employees will adhere to parameters as defined by the State of New Jersey; however, the University reserves the right to assign specific duties and/or responsibilities according to University or departmental needs.

2.4 Employment Offers

2.4.a Part-time employees
In order to qualify for employment eligibility within the Division of University Facilities, new part-time workers will possess the required skills and experience for a position before they are hired. It is the responsibility of the supervisor or manager, as the hiring authority, to ensure that prospective part-time employees complete all of the paperwork and activities required by the Division of Human Resources in a timely manner. No part-time employee is permitted to begin work until the supervisor receives notification from Human Resources that the candidate is approved to work. Part-time employees will be paid at a rate which is commensurate with the candidate's skills and education, and the requirements of the position.

2.4.b Full-time employees
In order to qualify for employment eligibility within the Division of University Facilities, candidates for full-time positions will possess the required skills and experience as detailed in the job description before he or she is hired. It is the responsibility of the supervisor or manager, as the hiring authority, to ensure that prospective candidates for full-time employment complete all of the paperwork and activities required by the Division of Human Resources in a timely manner. All employees are paid in accordance with compensation schedules established for their particular positions. For bargaining unit employees, these compensation schedules are composed of salary ranges and steps. Management salary
ranges include only a minimum and maximum. The Division of Human Resources provides full-time employees with a formal letter of appointment prior to their start date.

2.5 Anniversary Date

The first day of actual work performance at Montclair State University determines an employee’s starting date of employment. This date will be used as the anniversary date for such purposes as performance evaluations, pay raises, retirement eligibility and like purposes.

2.6 New Employee Orientation

2.6.a Part-Time Employees

New part-time employees at Montclair State University will meet with their hiring manager/supervisor for orientation on the first day of work.

2.6.b Full-Time Employees

2.6.b.1 University Orientation

New full-time employees at Montclair State University are provided a letter of appointment and a date for their Human Resources benefits orientation and enrollment session, which is usually on the first day of employment. Representatives from Human Resources Staffing Services and the Benefits Office meet with new employees at this time and provide a comprehensive overview of the benefits offerings. At this session, employees will have the opportunity to review health, pension and insurance materials, ask questions regarding these plans, and complete all the necessary paperwork to facilitate a paycheck, health insurance, and pension plan enrollment.

During this session, all new full-time employees will receive a New Hire Package containing forms and information about employment and benefits at Montclair State University.

2.6.b.2 Departmental Orientation

The Facilities Staff Training Team is responsible for the divisional orientation of new hires. Orientation will include, but is not limited to:

- A tour of campus facilities and work area
- Presentation of the University Facilities Employee Handbook and its procedures
- Ethics presentation and acknowledgement (employees without computer access)
• Enrollment in the Kronos Time Keeping System (if applicable)
• Distribution of keys and/or work tools (if applicable)
• Scheduling, training and employee safety information
• Job performance and expectations
• Information Regarding breaks and lunch periods
• Work flow and paper requirements.

2.6.b.3 Union Orientation

Pursuant to the Collective Bargaining Agreements, the Division of University Facilities will include the opportunity for employees to attend sessions for union orientation, where distribution of membership information and bargaining agreements may occur.

2.7 Probationary Work Period

Facilities employees are subject to the Montclair State University Division of Human Resources policies and procedures regarding probationary employment, as may be modified by law and applicable collective bargaining agreements. Detailed information about the probationary work period may be found in the Human Resources Employee Handbook.

2.8 Performance Evaluation

2.8.a Classified Employee Performance Evaluation System Procedures

Classified employees are evaluated annually consistent with the process set forth by the NJ Department of Personnel and any applicable negotiated agreement. There is a standard calendar year rating period, which runs from January 1 to December 31. An interim evaluation is completed at the end of June and a final evaluation is completed at the end of December.

2.8.a.1 Unsatisfactory Evaluation

Employees whose overall work performance is deemed unsatisfactory for any given evaluation period shall be placed on a structured improvement plan and re-evaluated at the midpoint of the next evaluation cycle. Employees who fail to perform satisfactorily during their initial evaluation period or who evidence a pattern of unsatisfactory evaluations in a subsequent year(s) shall be subject to termination at the end of the current assessment period, or before, if warranted.
2.8.a.2 Performance Improvement Plan
Standards of performance shall be established for all major job tasks, so that employees know exactly what is expected of them in the performance of their job duties. When an employee has not performed to expectations a Performance Improvement Plan will be utilized.

A Performance Improvement Plan is a formalized, structured plan of action designed to assist employees in bringing their level of performance up to standards required for their particular jobs. A Performance Improvement Plan is required whenever a gap exists between the employee’s actual performance and the expected levels of performance as described in the established performance standards.

If serious performance deficiencies persist after appropriate intervention has occurred, steps will be taken for failure to perform job duties, up to and including termination.

2.8.b Unclassified Employee/Professional Staff Performance Evaluation System Procedures

The performance evaluation process is a critical part of the reappointment process. It begins with a self-evaluation consisting of a brief description of job duties and an analysis of accomplishments for the assessment period that demonstrates the staff member’s personal and professional growth and development. In addition, the professional staff member specifies his/her goals for the next evaluation period. The evaluation document is reviewed at each level of supervision and a written evaluation and recommendation concerning reappointment is made up through the divisional vice president. The University President reviews the document and has final approval authority concerning reappointment.

2.8.c Managerial Performance Evaluation System Procedures

The performance evaluation process for managerial staff occurs at the start of each calendar year. University Facilities includes a self-evaluation in which the manager provides a written analysis of accomplishments for the previous year and suggested goals for the current year. In addition, the manager outlines the areas in need of improvement for the coming year.

The evaluation document is reviewed at each level of supervision and a written evaluation and recommendation concerning reappointment made up through the divisional vice president. The University President reviews the document and has final approval authority
concerning reappointment. This document also informs the decision concerning salary increases for the manager.

### 2.9 Licenses and Certifications

In those instances where a job description requires licensure or certification, it is the responsibility of the employee to provide verification that he or she is appropriately licensed to perform said responsibilities. The employee is further obliged to fulfill any requirements to keep any mandatory licenses or certifications current.

#### Job Titles

In order to gain employment within the Division of University Facilities, prospective employees must meet all criteria and possess all licenses and certifications as required for the job by the University, by the state and by federal regulations, where applicable.

#### Motor Vehicles

Some employees are required to operate a motor vehicle as part of their job duties. These employees are required to possess a driver’s license valid in the State of New Jersey. A copy of the employee’s driver’s license must be obtained by the employee’s supervisor. A copy of the driver’s license and a completed Driver Authorization Form (copies can be obtained in the Treasurer’s Office) must be sent to the Treasurer’s Office for processing.

Employees in these positions are required to notify their supervisor and the Division of Human Resources if their driver’s license is ever suspended or revoked, or if they should, either permanently or temporarily, lose their driving privileges. Failure to notify may result in disciplinary action up to and including termination.

### 2.10 End of Employment

Facilities employees are subject to the Montclair State University Division of Human Resources policies and procedures regarding end of employment. Detailed information about voluntary or involuntary separation and retirement may be found in the Human Resources Employee Handbook. For detailed information about the retirement process please refer to the New Jersey Division of Pension and Benefits.

All employees whom are voluntarily separating from the University are required to submit a written letter of resignation to their immediate supervisor prior to their last day of employment. A minimum of two weeks’ notice is requested. When a supervisor receives written notification that an employee is leaving, he/she must notify the department head,
who will then notify the Vice President for University Facilities of this circumstance. The Vice President may respond to the employee’s letter. The letter of resignation and the Vice President’s response (if applicable) should be forwarded to the Division of Human Resources. The employee should then be referred to Human Resources to begin the separation process.

Responsibility of the Employee Leaving the University

- **Employee Separation Form**
  All employees, irrespective of whether termination is involuntary or voluntary, are required to obtain the requisite signatures on the Employee Separation Form, which is available from the Benefits Office in the Division of Human Resources. This form will ensure that all paperwork and administrative details (i.e. final paycheck, computer accounts, returning equipment, parking and library fines, etc.) are completed prior to the last day of employment.

Retirement
It is the responsibility of the employee to file for retirement. The New Jersey Division of Pension and Benefits requires that employees whom are enrolled in the Public Employees’ Retirement System (PERS) submit retirement applications online no more than one year prior to the requested retirement date. Four to six months advance filing is recommended.
Section 3

Attendance and Payroll
3.1 Attendance and Punctuality

Facilities employees are subject to the Montclair State University Division of Human Resources policies and procedures regarding the eligibility and governance of Administrative, Sick and Vacation Leave. Detailed information about accruals and the types of leave available to MSU employees may be found in the MSU Human Resources Employee Handbook and in the Collective Bargaining Agreements for each union.

University Facilities provides critical support to the infrastructure and operation of the Montclair State University campus. It is, therefore, important that as University Facilities employees we are regular in our attendance and punctual for our work shifts. Employees are expected to maintain satisfactory attendance by reporting to work as scheduled and keeping unscheduled absences to a minimum.

Further, not inclusive of approved lunch or break periods, an employee may not be absent from his or her workstation or the work site for extended periods of time during the work day for any reason without prior authorization from his or her supervisor. If an employee is determined to have “disappeared” without explanation during the work day, he or she may be subject to disciplinary action.

Supervisors and managers are expected to discuss attendance expectations with employees and take appropriate corrective action, if needed, when absences and tardiness are excessive, when patterns of use suggest possible abuse of leave, and/or when an employee fails to follow divisional procedures for reporting absences.

3.1.a Start time and Work Readiness

Each University Facilities employee is required to come to work, clock in (if applicable) and be at his or her workstation and ready to work at the start of his or her workday or shift.

It is expected that all WET employees will be at their work location within 10 minutes after the start of their shift. It is expected that all time clock employees will be at their work location within 10 minutes after punch in. It is also expected that all employees will not leave their work location more than 10 minutes prior to the end of their shift.

It is expected that time clock employees will punch in or out within 5 minutes of the start or end of their assigned work shift.

Employees may not:
• Punch and park- Park your personal vehicle in front of punch location, punch in and then move your personal vehicle to a Staff/Faculty parking lot.
• Retrieving vehicles- Employees are not allowed to retrieve their personal vehicles prior to the end of their shift to punch out.

3.1.b Lateness

Lateness is defined as arrival at work after the designated start time or after the end of the designated break or lunch period. Each employee is expected to know and adhere to his or her schedule, including break periods, and supervisors and managers are expected to consistently enforce compliance. Employees who will be late are required to contact their supervisor in accordance with the department’s reporting procedures.

Patterns of repeated or excessive lateness will be tracked and can result in the docking of pay. Ongoing abuse of the lateness policy or failure to follow divisional procedures for reporting lateness may result in disciplinary action.

3.1.c Absences

The ability of the Division of University Facilities to achieve its mission and provide first-rate customer service to the campus community depends upon the regular attendance of our employees. Our work shifts must be fully staffed in order to ensure efficient business operations. It is important that each employee realizes his or her valuable contribution and accepts the responsibility of good attendance in order to maximize that contribution.

Each employee is responsible for providing advance notification to his or her supervisor when he or she is going to be absent from work. An absence shall be considered as unauthorized under the following conditions:

• Failure to call in or request an absence using established divisional procedures prior to the beginning of the work shift.
• Absence with no reason given.

An unauthorized absence shall result in the employee being placed in “Leave Without Pay” status for the duration of that absence, and may subject the employee to disciplinary action.

3.1.c.1 University Facilities Statement on the Use of Sick Leave Absences

Regular attendance from all employees is expected as a requirement of employment. University Facilities will not permit any abuse of sick leave privileges. University Facilities will monitor the sick leave practices of all employees to detect and address instances of abuse. Supervisors and managers will review the overall
attendance of their employees on a regular basis. No legitimate use of sick leave shall be denied; however, sick leave may be denied when there is reason to believe that abuse has occurred. Abuse of sick leave may result in disciplinary action up to and including termination.

3.1.c.2 Facilities Statement on the Use of Vacation Leave Absences
Vacation leave absences must be requested in advance and approved by the supervisor before they are used by the employee. Approval of vacation time is subject to operational requirements, business unit needs, and seniority (where applicable). Management reserves the right to deny any vacation request which does not adhere to divisional procedures for requesting an absence or is determined to present a hardship conflict with the needs of the business unit.

3.1.c.3 University Facilities Procedures for Reporting or Requesting an Absence from Work:

3.1.c.3.a Scheduled Absences

*Scheduled Late In / Early Out*
An employee must personally provide his or her supervisor, or a person designated by the supervisor, with at least 24 hours’ notice that he or she plans to arrive after the start, or depart before the end, of an upcoming shift. If the immediate supervisor is unavailable, it is permissible to contact the next highest supervisor in his or her chain of command.

*Scheduled Sick Leave Absence*
An employee must personally provide his or her supervisor, or a person designated by the supervisor, with at least 24 hours’ notice of a planned sick leave absence for an upcoming shift. If the immediate supervisor is unavailable, it is permissible to contact the next highest supervisor in his or her chain of command.

*Vacation Leave Absence*
An employee must officially inform his or her supervisor, in writing, of their desire to use earned vacation leave at least two weeks in advance of the requested vacation day. The supervisor will inform employees of whether or not the request has been approved within two days of its receipt. Approval of vacation time is subject to operational requirements, business unit needs, and seniority (where applicable).
3.1.c.3.b Unscheduled Absences

Unscheduled Late In / Early Out
An employee must personally contact his or her supervisor, or a person designated by the supervisor, at least one hour prior to the start or end of the work shift (if feasible) to report that he or she will be unexpectedly coming in late or leaving early. If the immediate supervisor is unavailable, it is permissible to contact the next highest supervisor in his or her chain of command. Unless a reasonable excuse is given as to why the employee was not able to contact their supervisor, failure to make proper notification may result in denial of pay for that day, and may result in disciplinary action.

Unscheduled Sick Leave Absence
An employee must personally contact his or her supervisor, or a person designated by the supervisor, within one hour of the start of the work shift to report an illness and request approval for use of sick leave for the day. If the supervisor is unavailable, it is permissible to contact the next closest supervisor in his or her chain of command. Unless a reasonable excuse is given as to why the employee was not able to contact their supervisor, failure to make proper notification may result in denial of pay for that day, and may result in disciplinary action.

3.1.c.4 Supervisor Responsibilities
Supervisors will monitor all employees for poor attendance and patterns or abuses in leave*. Attendance records shall be analyzed for evidence of possible abuse, and the employee shall be notified of possible corrective and/or disciplinary action. Supervisors will consider how the employee’s attendance has affected his or her ability to complete their job responsibilities and whether or not there is an adverse effect on business operations. The supervisor will endeavor to counsel the employee and document attendance issues in timely and progressive verbal and written communications and on the employee’s annual performance review.

*Examples of patterns of attendance abuse include, but are not limited to:

- Failure to give proper notice of absence prior to the start of the work shift.
- Friday and/or Monday sick day patterns.
- Sick days before and/or after Holidays or pay day.
- Frequent and/or scattered (e.g. calling out on the first of every month) sick days.
- Frequent lateness or early departures.
Supervisors shall provide fair and consistent treatment of each individual in handling absences.

### 3.2 Time Reporting

#### 3.2.a Managerial and Administrative Employees

Managerial, Unclassified and Classified employees who perform administrative work are required to report their time through the University’s official online time keeping system, using the University’s established procedure. It is the employee’s responsibility to adhere to all time keeping deadlines.

#### 3.2.b Timeclock Employees

The Kronos electronic timekeeping system is the official basis for recording hours worked for University Facilities employees whose time is tracked and reported on an hourly basis.

Supervisors are responsible for coordinating all personnel management activities in the Kronos system. No new part-time or full-time employee is to begin his or her first day of work before he or she is entered and biometrically enrolled in Kronos.

Handwritten timesheets and manual time cards are not to be used, unless authorized in advance by a manager.

An employee is required to register his or her daily time at the Kronos clock by swiping the MSU ID badge and placing his or her finger on the biometric scanner at the terminal. Timecards must be approved by the employee no later than the end of his or her shift on the Monday following the pay period close. If the employee fails to do so, Supervisors may approve the timecard without employee approval; however, please note that Kronos will indicate that the employee did not approve his or her time for that pay period. Any employee that consistently fails to approve his or her timecard may be subject to progressive disciplinary action.

Supervisors will designate the time clock at which an employee shall clock in and out.

Kronos is the system for the Division of University Facilities in managing time, clock punches and other forms of attendance management.

Kronos time clocks use Bioscript biometric technology, which does not store an image of a fingerprint. Instead, it converts points from the fingertip into an encrypted representation of biometric data using numerical coding. There is **no** hard-copy storage of the actual fingerprint image and it **cannot** be reversed once encrypted.
Montclair State University values the privacy of all employees. None of the encrypted biometric data can be used for any purpose other than to validate an employee’s presence and location at the time of his or her punch.

### 3.3 Payroll Information

All employees are paid in accordance with compensation schedules established for their particular positions. For bargaining unit employees, these compensation schedules are composed of salary ranges and steps. Management salary ranges include only a minimum and maximum. Detailed information about University Payroll is available on the MSU Human Resources Benefits and Payroll Services website.

#### 3.3.a Types of Pay

**3.3.a.1 Regular Biweekly Payroll**

Full-time administrators and support staff are paid on the regular biweekly payroll. Paychecks are direct deposited one week after the pay period ends. Payday is Friday unless it is a holiday. Please refer to the Human Resources pay date schedule for specific dates.

**3.3.a.2 Supplemental Biweekly Payroll**

Per-diem employees and hourly employees are paid on the Supplemental Biweekly Payroll, which is the alternate week to the regular payday. Paychecks are direct deposited two weeks after the pay period ends according to the Supplemental Payroll schedule. Please refer to the Human Resources supplemental pay date schedule for specific dates.

**3.3.a.3 University Facilities Statement on Overtime Pay**

No overtime-eligible University Facilities employee is to work overtime unless directed or authorized in advance by their supervisor. Working overtime hours without the prior approval of a supervisor may result in disciplinary action. Professional Staff aligned with the American Federation of Teachers Bargaining Unit and Managers are not eligible for overtime pay.

#### 3.3.b Paycheck Distribution

All employees must enroll in the Direct Deposit program. Direct Deposit allows the paycheck to be electronically transferred to a bank account of the employee’s choice. Employees may view their pay stub information on WEB for Employees to verify the information and that the direct deposit has been made.
Section 4
Employee Responsibilities, Conduct and Ethical Standards
4.1 University Facilities Employee General Code of Conduct

It is the responsibility of each employee to follow basic rules of conduct in order to work harmoniously with others and to ensure the integrity and safety of the buildings and grounds at Montclair State University.

University Facilities employees will:
- Read and follow all policies and procedures as outlined in the MSU Employee Handbook and the UF Employee Handbook.
- Arrive to work each scheduled day on time and ready to perform assigned duties.
- Conduct themselves in a manner which conveys the professionalism, ethics and integrity which are expected of workplace professionals.
- Finish all tasks within the assigned time frame.
- Be visible, available, attentive and professional during the work shift.
- Attend all required scheduled meetings, trainings and workshops.
- Have current knowledge of safety guidelines and rules.
- Treat all students, faculty, staff and the public with courtesy and respect.
- Respect and assist fellow employees.
- Complete and sign all required personnel paperwork.
- Report all accidents to their immediate supervisor within 24 hours.
- Follow the chain of command.
- Adhere to divisional Uniform Standards and Dress Code.

Employees may not:
- Disclose confidential, proprietary or sensitive data or information to unauthorized persons.
- Access or view confidential, proprietary or sensitive data or information without having received prior authorization from their supervisor.
- Remove University property, of any kind, from the campus of Montclair State University.
- Make personal use of University property and/or resources at any time.
- Use audio/visual equipment and classroom or office computers of others for any reason.
- Be absent from the workstation or work site for an extended period of time without having received prior authorization from their supervisor.
- Use University washers and dryers for personal belongings.
- Tamper with or remove the personal property of others.
- Pilfer or steal.
- Bully, intimidate or harass fellow employees and/or otherwise engage in disruptive workplace behavior.
- Enter areas to which they have not received prior authorization to access.
- Gain entry to any locked University building or room via any means other than MSU-distributed keys or access cards.
- Gamble while on duty.
- Deliberately misuse supplies and equipment.
- Sleep or avoid work while on duty.
- Use, possess, or be under the influence of any illegal drug, narcotic, or alcohol while on duty.
- Engage in improper interactions with students.
- Disturb faculty, staff, students and visitors in any way. Good judgment should be used when operating equipment around offices and classes in areas where people are working or faculty is teaching.
- Use a personal vehicle for the storage and/or transport of University equipment, resources and tools.
- Use University bulletin boards for personal use. With the exception of designated posting areas for the exclusive use of the bargaining units, Bulletin Boards are for official University use only, and they are to be maintained and utilized in a professional manner at all times.

4.2 Appearance, Dress and Uniform Standards

Please refer to the Montclair State University Policy on Personal Appearance and Dress Standards for the University Statement on Personal Appearance and Dress Standards. Unlike other divisions at the University, the nature of the work that is performed within various Facilities departments requires that our employees adhere to certain industry standards which ensures safety, conveys employment status and maintains professionalism.

4.2.a University Facilities Dress Standards

Employees are responsible to be appropriately attired according to position requirements at the beginning of each workday or shift.

Employees will maintain good personal hygiene and grooming on a daily basis. If a staff member reports to work with a less than satisfactory degree of personal cleanliness, the supervisor may relieve the staff member of duty with no pay with the requirement that the individual correct the problem before returning to work.

Employees’ hairstyles shall be worn in such a manner as to present a neat and professional appearance. Oversized and excessively ornamental earrings may impose safety risks, and, therefore, are prohibited for certain Maintenance, Services and Logistic Support employees.

Designated Maintenance, Services and Logistic Support employees are provided with a uniform at no charge. Employees are required to wear their uniform during their normal working shift. Maintenance, Services and Logistic Support employees will wear the uniform so as not to detract from their overall professional appearance. A full-time employee that shows up for
work without the proper uniform will not be allowed to start work and he or she will be subject to the University's established progressive discipline procedure.

If a uniform is in need of laundering, the employee is responsible to deposit the uniform into the appropriate locker in the Maintenance Building. If a uniform is damaged, the employee is responsible for filling out a repair tag, which must describe what needs to be mended and be affixed to the uniform, and depositing the uniform into the appropriate locker in the Maintenance Building.

It is the responsibility of the supervisor or manager to ensure that his or her employees are appropriately dressed for work and that uniforms are worn properly, if applicable.

An employee found to be inappropriately dressed will be instructed to leave the workplace on his or her own time and return appropriately attired to perform his or her job. Employees found to be insubordinate, with respect to this uniform policy, will be subject to disciplinary action up to and including termination.

4.2.b Dress and Appearance for Employees Not Designated to Wear Uniforms

All University Facilities employees are expected to be clean and neat when reporting for work each day. Clothing will be properly fitted and presentable with no rips, tears, tattered edges or patches. Any MSU hats, belts or garments worn should be appropriate for the workplace and should not display messages advocating violence; promoting alcohol, drugs or illegal substances; or contain profanity or any other graphic or words that demean, or ridicule others. Undergarments shall not be visible. Shorts are not considered appropriate work attire and are prohibited.

Office employees are expected to dress in business-appropriate attire. Attire should not distract from or disrupt the work environment. Office employees should dress with safety in mind and the appropriate footwear- which has been selected for both comfort and professionalism- should be worn at all times. Office employees wearing open-toed shoes will not be allowed to enter shops and construction work areas. If the nature of your work necessitates that you visit such locations, open-toed shoes should not be worn. Office employees visiting job sites should wear appropriate personal protective equipment. Employee attire should reflect a level of modesty appropriate for the workplace.

### Guidelines for Acceptable Office Attire

*These lists are not intended to be all-inclusive*

<table>
<thead>
<tr>
<th>Acceptable</th>
<th>Not Acceptable</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Collared or Polo Shirts;</td>
<td>• T-shirts or tops with non-MSU Logos*;</td>
</tr>
<tr>
<td>• Blouses and Knit Tops;</td>
<td>• Sleeveless Shirts (unless layered);</td>
</tr>
<tr>
<td>• Sweaters;</td>
<td>• Halter, Tube and Tank Tops;</td>
</tr>
<tr>
<td>• Slacks;</td>
<td>• Midriff-bearing Clothing;</td>
</tr>
<tr>
<td>• Corduroys</td>
<td>• Leggings</td>
</tr>
</tbody>
</table>
- Khaki or Twill Pants;
- Capri or Gaucho Pants;
- Dresses;
- Suits or Blazers; or
- Skirts
- Denim (shop and field work only)

- Denim (for office work);
- Mini Skirts;
- Shorts;
- Workout Attire;
- Athletic Shoes;
- Beachwear; or
- Flip Flops

* Clothing bearing union logos is permitted during work time and in UF work areas as long as it is otherwise consistent with a professional environment and Divisional policy.

### 4.2.c Dress and Appearance for Employees Designated to Wear Uniforms

The Division of University Facilities will issue official uniforms to all eligible employees. The use of divisionally-approved uniforms is intended to give Facilities Maintenance, Services and Logistic Support employees a neat, presentable, and business-like appearance that conveys a professional attitude towards his or her work and enhances the status of the Division in the campus community. Uniforms also enable students, building occupants, University administrators, law enforcement and emergency personnel to easily recognize persons who have authorized access to University property.

Eligible newly-hired and current employees shall receive uniforms to be worn to work as designated herein. The Division of University Facilities will provide uniforms through approved vendors at no cost to the employee.

Employees are responsible for safeguarding and accounting for all uniforms issued. Uniforms that are damaged, lost or stolen due to employee negligence must be replaced at the employee’s expense.

The term “eligible employees” as used in this policy includes those employees occupying job titles on a list designated by the Vice President for University Facilities or an authorized designee.

All eligible employees shall be required to report to work and perform their work in approved uniforms specified by the Vice President for University Facilities or an authorized designee.

Uniforms are to be kept well maintained and must be clean each workday. Each employee is responsible for maintaining the cleanliness of his/her uniform(s). Complete uniforms must be worn during work hours.

The practice of wearing anything other than prescribed equipment as outer clothing is prohibited. Personal cold weather wear shall be acceptable, and is the responsibility of the
employee, unless issued by the Division of University Facilities.

All protective clothing and/or accessories necessary to ensure the safety and well-being of employees must be provided by University Facilities, and is to be considered as a part of the employees’ uniform.

Any employee who reports to work and fails to wear approved safety shoes or wears attire not meeting said criteria shall not be allowed to work. The employee found to be inappropriately dressed will be instructed to leave the workplace on his or her own time and return appropriately attired to perform his or her job. If the employee does not change into the proper attire, he or she will be marked as “absent without pay” for the day and will be processed accordingly.

Employees shall not be relieved of any duty to wear prescribed uniform by virtue of loss of, damage to, or destruction of any item of the uniform. Replacement uniforms are to be supplied to employees on an “as needed” basis. In order to receive a replacement uniform, the employee must return the old uniform. If the uniform has been subject to theft, the employee shall submit a written and signed statement to his or her supervisor.

The uniform and its related accessories may not be worn for recreation or while off duty. University Facilities employees may commute to and from work in the issued uniform.

No employee shall affix, adorn or otherwise alter any work clothing provided by the Division adding patches, emblems, pins, etc., unless such items are issued, authorized, or provided by the Division or the University. Clothing bearing union logos is permitted during work hours and in UF work areas as long as it is otherwise consistent with a professional environment and Divisional policy.

Upon termination of employment, the employee is responsible for returning all issued uniforms to his or her supervisor.

**Uniform Standards**

Employees will, while wearing the uniform provided by the Division of University Facilities, maintain the following standards:

- Clothing will be clean, neat, properly fitted and presentable.
- Undergarments must not be visible.
- Uniform shirts must be worn inside the pants at all times.
- Caps are optional; however any headwear worn by employees while on the job must be a Montclair State University or University Facilities official cap. Caps must be clean, in good condition and worn in a professional manner at all times, i.e. brim facing forward. Knit caps are permissible in cool temperatures only.
• Non-University affiliated headwear (i.e. sports, musical, commercial, etc. hats) and other workplace-inappropriate head coverings are prohibited. Do-rags and stocking caps are permissible only when worn underneath University-affiliated headwear or other workplace-appropriate head coverings. Accommodations may be extended for religious head coverings, unless the article presents a safety hazard to the worker(s).

4.3 Ethics Obligations as State Employees

As State employees, we have an obligation to conduct ourselves with the utmost integrity. In addition to University policies contained in the MSU Employee Handbook, the University has adopted the State Uniform Code of Ethics. If you wish to report an Ethics violation or if you have any question regarding your Ethics responsibilities or the application of the Uniform Ethics Codes or other University Policy, please visit the University's Ethics webpage more information.

It is critical that the public have the greatest confidence in our conduct as State employees. Ethical difficulties can usually be avoided if advice is obtained from our Ethics Liaison Officer or University Counsel earlier rather than later. Failure to comply with established policy may result in disciplinary action for the individual involved.

We have an obligation to observe the standards set forth in statutes, gubernatorial executive orders, and procurement, personnel, and travel rules. As State employees, however, we also have some very specific obligations. Most importantly, all employees must:

• Submit receipts in which they note the date they received New Jersey's Uniform Code of Ethics, the State Ethics Commission's Plain Language Ethics Guide, and the Scholarly Capacity Rule Impact Statement, and acknowledge that they are responsible for reading and are bound by these documents;
• Fill out an outside activity questionnaire at least every other year; and
• Annually review an ethics briefing and regularly undergo ethics training, whether on-site or on-line.

All employees with supervisory responsibilities must annually fill out a conflicts of interest certification. Employees must also fill out a request for approval for attendance at events form before attending events away from work that are sponsored by a non-government group when the invitation is extended to them in their official capacity. All individuals involved in purchasing decisions must file and update a personal and business relationships disclosure form.
These steps are mandated by the State of New Jersey, and we must all comply. The State conducts audits of all its agencies, including public universities, to review their compliance with its regulations.

Employees can find a record of whether or not they have completed many of these requirements in one place:

- Go to the Employee Self-Service System.
- Log in with your campus-wide ID (or CWID, the 8-digit number that is used in place of your Social Security number for such tasks as entering working hours or student grades) and PIN (a 6-digit number).
- In the upper, left-hand corner, in the menu under "Personal Info," click on the link "State Ethics Rules Data." With the one exception of the ethics briefing, compliance with every requirement listed here is tracked. Click on the link following any report of "Status: Incomplete" to fulfill that requirement. Each one takes a matter of minutes.

4.3.a Exploitation of an Official Position

You may not use your position to secure a job, contract, governmental approval, or special benefit for yourself, a friend, or family member.

4.3.b Personal Use of University Equipment, Property and Resources

State officers and employees are obligated to conserve and protect state resources for the benefit of the public interest rather than their private interests. Responsibility and accountability for the appropriate use of state resources ultimately rests with the individual officer or employee, or with the officer or employee who authorizes such use.

This policy applies to all University resources, including any person, money, service, tools, equipment, or property. It also applies to telecommunications and technological resources such as computers, telephones, photocopiers, printers, network bandwidth, and mechanical and non-mechanical devices.

Private use of University resources which are specifically prohibited include but are not limited to:

- Any use for the purpose of conducting an outside business;
- Any use for the purpose of personal privilege or gain for oneself or others;
- A use for the purpose of supporting, promoting, or soliciting for an outside organization or group unless provided for by law or authorized by the University President or designee;
- Any campaign or political activity;
- Commercial uses such as advertising or selling;
- Any illegal activity;
- Any use in violation of University or State policy;
- Any personal use of state property that has been removed from state facilities or other official duty stations, even if there is no cost to the state.

Additionally, a University employee may not make private use of any state property that is consumable such as paper, envelopes, fuel, or spare parts, even if the actual cost to the state is minimal.

### 4.3.c Personal Use of University Computing and Telecommunications Devices

The use of University computing resources for outside business or commercial use, illegal or illicit activity, or the promotion, solicitation and/or support of political or outside group/organization activity is strictly prohibited. Please see the [MSU Policy on Responsible Use of Computing](#) for more detailed information about this policy.

### 4.3.d Compensation for Official Duties

Your paycheck is your only permitted compensation. You may not accept any other compensation for performing your job.

### 4.3.e Gifts and Favors

You may not accept any gift of more than nominal value (a T-shirt or a pen, for example) from anyone with whom the University conducts business.

Section 14 of the New Jersey Conflicts of Interest Law prohibits direct or indirect acceptance of anything of value that a State officer or employee knows or has reason to believe is offered with the intent to influence. It also prohibits acceptance through a spouse, any member of the family, or any partner or associate.

### 4.3.f Attendance at Events

You may not be "wined and dined" by people with whom the University conducts business.

- Except when acting in a scholarly capacity, all employees must fill out a Request for Approval for Attendance at Events Form before attending events away from the workplace that are sponsored by a non-government organization when the invitation is extended to them in their official capacity. When certain meetings are part of an employee's everyday job responsibilities, those meetings are not considered "events" for the purpose of this rule.
- The ethics liaison officer must approve all such forms prior to employees’ attendance.
Whenever an employee plans to accept benefits in return for making a speech to an interested party, the ethics liaison officer must forward a copy of the signed Attendance at Events Form to the State Ethics Commission.

**Acting in a Scholarly Capacity**

- Acting in a scholarly capacity, a State employee may attend, participate in, or make presentations at colloquia, seminars, conferences, or similar scholarly gatherings so long as the State employee notifies his or her department head of his or her attendance, participation, or presentation.
- State employees must annually submit a form detailing any travel, subsistence, or entertainment expenses, honoraria, academic prizes, royalties, or other things of value related to activities performed in a scholarly capacity received in the previous calendar year.

**4.3.g Outside Employment**

You must disclose to the University any outside employment and secure approval of it.

- Every other year, all employees must fill out an Outside Activity Questionnaire in which they disclose all secondary employment, outside business interests, and outside activities such as in volunteer boards. Employees must report any changes in their outside activities by submitting a revised Questionnaire.
- Each employee's direct supervisor and the Ethics Liaison Officer must review and approve or disapprove each form to eliminate or prevent conflicts with an employee's official job duties. Employees whose Questionnaires do not win approval have the right to appeal that decision to the State Ethics Commission.
- It is not necessary to report activity conducted in a scholarly capacity on the Questionnaire.

**4.3.h Conflicts of Interest**

You may not act in any matter in which you, your family, or your close friends have a direct or indirect personal or financial interest that might tend to conflict with the proper discharge of your official duties. Rather, you should recuse yourself and ask someone else to perform the State task.

- Any employee or State officer who is involved in the procurement process must annually fill out a Personal and Business Relationships Disclosure Form.
- The Ethics Liaison Officer must review these forms to eliminate conflicts of interest if employees have business, personal, or professional relationships with an entity or individual that is seeking to contract with the State. Employees who have conflicts must execute a written recusal.
• All employees must submit recusal letters when they have a personal or financial interest that conflicts with their official duties.
• The Ethics Liaison Officer must copy all recusal letters to the Commission.

4.3.i Confidential Information

You may not accept employment or engage in any activity that might require or induce you to disclose confidential information acquired by means of your position.

For the Ten Principles of Ethical Conduct visit the Plain Language Ethics Guide.

4.3.j Nepotism and Employment of Relatives

An employee may not hire, promote, or supervise a relative or an individual from whose salary and/or employment you may receive a financial benefit.

• The NJ State Ethics Commission defines a "relative" as an individual's spouse or the individual's or spouse's parent, child, brother, sister, aunt, uncle, niece, nephew, grandparent, grandchild, son-in-law, daughter-in-law, stepparent, stepchild, stepbrother, stepsister, half-brother or half-sister, whether the relative is related to the individual or the individual's spouse by blood, marriage or adoption.
• Employees must not supervise or exercise personnel authority over relatives. To that end, they should fill out the Supervisory Conflict of Interest Form.
• Employees must not supervise or exercise personnel authority over individuals—whether related or not—who share the same household where one individual has a direct personal financial interest in the salary and continued employment of the other. This example includes, but is not limited to, landlord/tenant relationships. To that end, they should fill out the Supervisory Conflict of Interest Form.
• If nepotism situations are disclosed, the ethics liaison officer should work with the personnel department to ensure that relatives within the statutory definition are not within each other’s direct supervision or personnel authority.
• Further, the NJ State Ethics Commission determined that where non-related supervisor/subordinate employees share the same household under circumstances where there is financial interdependence, there must be an intermediate supervisory level between the two and the higher placed employee should have no supervisory or signing authority regarding personnel matters affecting the subordinate employee.

4.3.k Post-Employment Restrictions

“Post-employment” refers to non-State employment engaged in after you retire or terminate all State employment. It does not apply to your leaving one State position for another.
After you leave public employment, you may not represent or assist a person concerning a particular matter if you were substantially and directly involved in that particular matter while in State employ. In addition, you may not use or disclose any information gained during the course of your employment if it is not generally available to members of the public.

The State requires that employees submit a signed post-employment restrictions letter before their last day of employment.

4.4 Staff Interactions with Students

The nature of the student / staff relationship imposes particular responsibilities and duties on the staff member. Because of the respective staff and student roles, a staff member may have power over a student even if students are of a similar age to the staff member. Staff must ensure that they exercise this power in a respectful and fair manner, and that they avoid sexual harassment, bullying, favoritism and exploitation.

Employees are obliged to conduct themselves professionally and appropriately in their interactions with students. Staff members must not enter into an inappropriate close personal relationship with students*. You must ensure that your interactions with students are always of a professional and appropriate nature.

Whether certain conduct is professional and appropriate in the circumstances is a question of subjective judgment taking into account all the relevant circumstances. By way of guidance, all staff members should:

- Maintain an appropriate physical and emotional distance from students;
- Use their Montclair State University email account, telephone line and internet access for work-related communications with students, avoiding unauthorized use of social media sites (such as Facebook, Instagram, Snapchat, etc.) and internet chat rooms;
- Refrain from exchanging personal contact details including home addresses, private email addresses and telephone numbers;
- Refrain from divulging intimate personal information about themselves to students; and;
- Be mindful that the same guidelines and rules for appropriate conduct apply when staff and students are participating in work-related activities where a student holds a part-time job on campus.

Professional interactions are different between students and staff members whose primary professional responsibility is the pastoral care of students, such as residential services staff and counselors.

Staff members who do not have a primary professional responsibility of the pastoral care of students should:
• Ensure that meetings and discussions about work-related matters occur on campus in a public venue;
• Refer students with support needs to a relevant University support service and limit the staff member’s role in providing personal support to students as this is not part of their employment duties;
• Refrain from contacting students after hours about work-related matters;
• Employees at no point in time should enter a student’s apartment/residence, unless they are entering as part of performing official University work, and;
• Not seek intimate personal information from a student except as relevant to a University process.

If a student or a staff member observes or experiences a staff member behaving in an unprofessional and inappropriate manner towards a student, they should report their concerns to the relevant supervisor. Reports of unprofessional or inappropriate conduct will be investigated by an officer of the University.

The University may then take action in relation to the report, which may include (but is not limited to):

• Counseling of the staff member;
• A formal investigation of the matter by an officer of the University or their delegate;
• Disciplinary action in accordance with the applicable policies and procedures up to and including termination of employment.

*Where a staff member has a pre-existing close personal relationship with a person who later becomes a student at Montclair State University (for example a staff member’s child enrolls as a student), the pre-existing nature of the relationship would be taken into account in the determination of what conduct is professional and appropriate under this procedure.

4.5 Employee Dispute Resolution

In order to ensure an inclusive work environment that embraces the diversity of our work force and where each employee is respected and valued, the Division of University Facilities is committed to prompt and fair resolution of all disputes arising out of working conditions, employment practices or application of policy in the workplace. Employee disputes will be resolved in accordance with procedures pursuant to the Collective Bargaining Agreements.

Issues or complaints involving allegations of discrimination or harassment should be directed to the MSU Human Resources Office of Equal Opportunity, Affirmative Action and Diversity. Issues or complaints involving allegations of ethics violations should be directed to the MSU Ethics Liaison Officer or the Office of University Counsel.
Section 5

Use of University Resources
5.1 University Vehicle Procedures

Any vehicle driven, while conducting University business or for any other valid University purpose, must be operated in a safe and courteous manner. Vehicles must be operated in compliance with all applicable New Jersey State laws and Montclair State University policies.

University vehicles are made available for University business only, and only authorized drivers who meet Minimum Driver Qualifications may operate University vehicles. Additionally, designated individuals who operate personal vehicles on University business or for any other valid University purpose are required to meet the same Minimum Driver Qualifications. Drivers who fail to adhere to this policy and its related procedures may be deemed ineligible to qualify for Indemnification from the University, and may be subject to disciplinary action, as deemed appropriate.

University vehicles may not be used to conduct any business, errands, or other tasks of a personal, recreational, or non-work-related purpose, at any time. Additionally, University vehicles may not be used during unpaid lunch periods, paid work breaks, or during the course of the work day to travel to or from the work site to acquire personal items or to purchase or acquire personal meals and refreshments off campus. University vehicles may not be driven to or from an employee’s home.

The University’s primary concern is to avoid injuries and property damage, as motor vehicle accidents may cause injuries, fatalities, and property damage, and may also result in claims against the University arising from third party liability, property damage, worker’s compensation injuries, and business interruption.

5.1.a Driver qualifications

- University drivers must possess a driver’s license valid in New Jersey which is appropriate for the vehicle being driven.
- All University drivers must submit a copy of their motor vehicle driver’s license on an annual basis to the Risk Manager in the Office of the Treasurer.
- Prior to the operation of any University vehicle it shall be the responsibility of the driver to complete a pre-trip inspection of the University vehicle, using the appropriate Inspection Form.
- University employees must comply with all state and local laws applicable to the operation of motor vehicles.

5.1.b Operational Protocol

The unauthorized use of any University vehicle is serious misconduct and may result in forfeiture of the ability to operate a University-owned vehicle and/or disciplinary action up to and including termination. Below is list of expectations:

- All operators of a University vehicle must have the appropriate license or credentials.
• The use of cell phones and hand held electronic devices, while driving, is prohibited in any University vehicle.
• Employee use of University vehicles to transport personal items or tools to and from their personal vehicle is prohibited.
• Operating a vehicle in a manner that could lead to personal injury or damage to the vehicle is prohibited.
• The use of University vehicles to transport any person, other than in the course of their assigned duties and responsibilities, is prohibited.
• Using a University vehicle for personal, private business or recreational purposes is prohibited.
• Smoking is prohibited in any University-owned vehicle.
• All University passenger vans are limited to no more than 10 passengers.
• Failure to report to a supervisor any damage to a University vehicle is a policy violation. University drivers and/or department supervisors are accountable for assigned vehicles. Drivers who do not report vehicle damages will be subject to disciplinary action.
• In accordance with New Jersey State Law (39:3-76.2f – Required Wearing of Seat Belt), all University employee drivers and their passengers must use seat belts when traveling in University vehicles. Any and all fines resulting from the failure to wear seat belts will be the sole responsibility of the driver or passenger.
• Dispensing university fuel into a private vehicle or container constitutes theft of University resources and is prohibited.

5.1.c  Required Driver’s reporting

5.1.c.1  Pre and Post-Trip Inspections
• Drivers are required to complete Pre and Post Trip Inspection Forms at the beginning and conclusion of vehicle usage.
• Forms are located in the vehicle.
• Report mileage, condition of vehicle, presence of valid Registration and Insurance cards, comments, etc.

Should any of the following occur, the assigned driver of the University vehicle must report it to their supervisor.
• Parking citations
• Moving violations
• Where personal injury, property damage or vehicle damage occurs in an accident involving a University vehicle, return a copy of the accident report that is completed by the local police or authority to your supervisor.
5.1.c.2 Accident Reporting

An accident is defined as anyone driving a University-owned vehicle striking another vehicle, person or object; or, any incident that may have caused damage to any University or privately-owned property. All accidents must be reported, whether there is any damage or not. Accident damages include those caused by another vehicle, road hazard, wildlife, weather or vandalism.

5.1.d Use of Roadways and Sidewalks

5.1.d.1 Campus Roadways

University employees must comply with all state and local laws applicable to the operation of motor vehicles on the Montclair State University campus.

5.1.d.2 Campus Sidewalks

To ensure and promote the safe pedestrian use of the campus by students, faculty, staff and visitors and to protect the campus grounds, Montclair State University has designated the campus sidewalks for the primary use of pedestrians, while controlling the access of motor vehicles that must use the sidewalks for service, emergency and special purposes.

The following motorized vehicles may operate on sidewalks without permission due to the specific service they provide:

- Public emergency vehicles
- Law enforcement vehicles.
- University Grounds equipment, including snow removal equipment.
- Other vehicles specifically required to mitigate emergencies and catastrophic events.

The following motorized vehicles may operate on sidewalks with permission due to the specific service they provide:

- Delivery vehicles
- Maintenance vehicles
- Construction vehicles
- Vehicles loading or unloading cargo for specific tasks or special events

Permission to operate a motor vehicle on a campus sidewalk is granted by University Facilities to University departments that have demonstrated a need for sidewalk access for a specific event or task. The following are examples of events or tasks for which permission to drive motor vehicles on sidewalks may be granted:

- Delivery of materials and equipment to buildings not accessible via the roadway.
- The moving of furniture and equipment to/from buildings without other adequate access, particularly when such furniture/equipment cannot be moved by cart or dolly from a designated parking stall.
• Specific renovation or remodeling projects.
• Special events.
Failure to adhere to any of the following procedures will result in a citation issued by University Police.
• Vehicle hazard lights must be flashing the entire time the vehicle is on the sidewalk.
• Vehicles must maintain a speed of no more than 5 mph.
• Vehicle operators must always allow pedestrian traffic the use of the sidewalk, while keeping the wheels of the vehicle on hardscape at all times.
• Unless otherwise approved, a vehicle may not be left parked on the sidewalk. After unloading equipment, tools, materials, etc. the vehicle must be moved to an appropriate parking stall.
• Drivers must ensure that building entrances, ADA accesses, ramps, fire lanes, etc. are always fully accessible and never impeded.

5.1.e Operation of Motor Vehicles on Grass and Landscaped Areas
In addition to the above statements, the operation of a motor vehicle on grass, landscaped areas and plant beds on campus is prohibited. This policy is in effect 24 hours a day, 7 days per week.

5.1.f Loading Zones
MSU service vehicles and delivery vehicles may park in loading zones for up to 30 minutes. Other vehicles must display the appropriate permit prior to parking in a loading zone. Any persons who feel they must park in a loading zone for a specific reason must get clearance from Parking Services; otherwise, the individual is subject to ticketing. Permission will not be granted, or will be rescinded, if the motor vehicle is parked in a manner which obstructs a fire lane, impedes vehicular or pedestrian traffic, or is parked in any other unsafe manner. University vehicles must be legally parked with the engine off and doors locked when left unattended. Fines for traffic/parking violations shall be paid by the operator of the University vehicle responsible for the violation.

5.1.g Vehicle appearance
It is the department’s responsibility to ensure the vehicle represents the University appropriately. Vehicles should be cleaned inside and out as appropriate for the intended use of the vehicle.

5.1.g.1 Decals
No decals, bumper stickers, commercial advertising or political stickers of any kind may be placed on any University vehicle.

5.1.h Idling
See N.J.A.C. 7:27-14 Diesel
See N.J.A.C. 7:27-15 Gasoline
For the purposes of University Facilities policy, idling is defined as running a vehicle’s engine at a low speed with the transmission disengaged. All University Facilities employees are expected to take appropriate measures to reduce pollution and conserve fuel. Idling of University vehicles is expressly prohibited.

Certain vehicles with diesel engines or special setups will be exempt from this policy when temperatures or situations require.

5.1.i Service Vehicle Parking
All MSU-owned vehicles are required to park in Service Vehicle parking spaces. If an employee’s personal vehicle is believed to be needed as a service vehicle on campus, the Director, Dean, etc. of that department must verify that need with the Director of Parking Services. Departmental vehicles can also be assigned a Service Vehicle permit. Employees may not alter, block, restrict access to, or otherwise obstruct University parking spaces unless for official University business and with prior authorization from a Manager.

5.1.j Passengers
Only persons with an appropriate University purpose should be passengers in a vehicle being operated on University business or for any other University purpose. Examples include employees within the course and scope of employment, and students participating in an official activity. It is understood that in extenuating situations it may be necessary for others to be passengers in the vehicle. This should be on an exception basis and drivers are expected to use good judgment in these situations.

5.1.k University Fleet Vehicle Registration and Marking
The Fleet Services unit is responsible for assigning University vehicle numbers to all University Fleet Vehicles, and will arrange for licensed University Fleet Vehicles to receive the appropriate University markings. All newly acquired University Fleet Vehicles (new, used, purchased, or donated) must be inspected by Fleet Services to begin the process of applying for title, plates, and registration, in concert with Risk Management.

5.2 Bollards and Traffic Barriers
Removable bollards can be found at access points off of primary and secondary roads and lanes around the campus. They are utilized in an attempt to control vehicular traffic in areas that have been designated primarily for pedestrian and bicycle use. The bollards are 42" tall and 6" square steel tubes, with a lock eye at the base to allow for a padlock to secure them.

5.2.a Authorized Use
Many campus areas restricted by the bollards require service from a number of different University departments, as well as vendors and contractors outside of the University. In cases
where the vehicle must be near the area being served, removal of the bollard may be necessary to gain access.

5.2.b Procedures

Bollards are to be returned to their original positions immediately following passage by a vehicle. The missing bollard encourages additional vehicular traffic where it is not intended, and the aesthetics of the area is also compromised when the bollard is tossed to the side.

Vehicle operators removing bollards must be granted approval by University Facilities. The operator is required to reposition the bollard immediately upon entry into the area and again upon departure.

5.2.c Enforcement of Policy

It is the responsibility of the department head of any functional area which has received authorization for vehicular access within the boundaries of bollards in the campus core to ensure that this policy is understood and to understand the consequences of not adhering to the same.

Those who take pride in our campus will be asked to assist with enforcement. Violators can be identified by license plate or vehicle number, and a company decal when applicable. Those who identify the violation are to inform their immediate supervisor; the supervisor is to take corrective action at the lowest level possible. Should it be determined necessary, the issue will be forwarded to the Executive Director of Facilities Logistic Support for action. The department head responsible for the operation, of which the vehicle is a part, will be notified. The department head is expected to take necessary action to correct the behavior that negatively impacts the campus; lack of results will cause the issue to be raised to the next level.

The consequences of repeat violations of this policy will be the loss of the privilege of accessing the areas by vehicle, and carrying or hand trucking the equipment or material from outside the bollards will be required. University employees will be subject to discipline. Continued violations by an individual could result in disciplinary action up to and including termination, if a University employee; or a request to the company principal to ban a driver from Montclair State University campus, if a contracted service.

5.3 Use of University Equipment, Tools and Materials

University Facilities provides equipment, tools, materials and supplies in order to ensure that each employee may perform his or her job functions. These resources are provided to employees for the sole purpose of performing Montclair State University work. Employees are prohibited from using University-owned facilities, equipment and resources for any non-MSU or personal purpose or benefit. Employees may not “borrow” equipment, tools or materials and no manager or supervisor is authorized to grant permission for use or to “loan” such items to an employee for non-University purposes.
Further, no employee shall use MSU facilities for non-University purposes or for personal benefit. Examples of such facilities include, but are not limited to: fuel pumps; waste/refuse dumping areas; mail room and loading dock areas; storage sheds; and vehicle repair shops.

Facilities equipment, tools and materials may not be loaned to contractors, students or non-Facilities staff without the written approval of a supervisor or manager.

Equipment is to be tagged, inventoried and disposed of in accordance with University policies and procedures. Salvaged, broken, discarded or junked equipment, property, scrap items, tools, materials, supplies and trash are University property, and are not for employee use. Employees may not remove such items from campus and no manager or supervisor is authorized to grant permission to an employee to take these items for personal or other use.

5.3.a Employee Responsibilities

Employees are responsible for the appropriate use and care of the equipment and tools which have been issued to them, and for accounting for and returning all equipment and tools in accordance with departmental instruction and policy. Employees may only use equipment, tools and materials which have been provided by the University. Personal tools from home are not permitted for use on University property. Employees are required to: use all equipment, tools and materials in accordance with any applicable manuals, safety guidelines, or other University policies or directives; take reasonable precautions to ensure the safekeeping and security of University tools/equipment; and to immediately report lost, stolen or damaged equipment and tools. No employee shall place Montclair State University equipment, tools and materials into a personal vehicle for transport to a work site or other purpose which may, or may not be job-related.

5.3.b Supervisor Responsibilities

University Facilities managers and supervisors are responsible for establishing systems for adequate accountability for University equipment and tools, and for establishing and communicating standards for employees’ use, care and safekeeping of University tools and equipment. Each administrative unit is expected to establish procedures for inventory control of equipment, tools and materials to ensure compliance with University and regulatory requirements, and to track the distribution and return of equipment and tools issued to individual employees.

The Division of University Facilities does not permit theft of any kind. Theft, or unauthorized use or removal of University equipment, tools, materials, resources or property, shall result in disciplinary action, up to and including termination, and possible criminal prosecution.
Section 6

Workplace Health and Safety
6.1 University Facilities Statement on Workplace Health and Safety

It is the policy of the Division of University Facilities to provide and maintain a safe work environment that will ensure compliance with federal and state guidelines, policies and standards. Each employee is expected to promote safe work practices, to participate in occupational health and safety training and/or educational programs and to help maintain property and equipment in a safe operating condition. If an employee has questions about the safety of his or her work environment or whether precautions are necessary, he or she should contact his or her supervisor. Employees are expected to report unsafe conditions and work practices immediately to their supervisor and follow departmental protocols.

6.1.a University Responsibilities

The University shall furnish to each of its employees a safe and healthy workplace which is free from recognized hazards that are causing or are likely to cause death or serious physical harm to its employees, and shall comply with PEOSH standards. To ensure compliance, the University will endeavor to provide employees with all necessary work and personal protective equipment in good working order and to correct hazardous situations in a timely and effective manner.

6.1.b Supervisor/Manager Responsibilities

Supervisors and managers shall comply with the PEOSH standards applicable to the University and with all rules, regulations and orders with respect to the University’s occupational health and safety program. Supervisors and managers are to maintain and allocate proper funds to ensure safety, and they are responsible for the accurate and timely identification and/or reporting of hazards, injuries and accidents. Further, supervisors and managers are required to ensure that employees are aware of and comply with occupational health and safety training opportunities and that the distribution and maintenance of tools and equipment is executed in accordance with University standards.

6.1.c Employee Responsibilities

Each employee shall comply with occupational safety and health standards and all rules, regulations and orders which are applicable to his or her own actions and conduct. Employees are to understand, and follow all safety rules and precautions. Employees must also: know the location of all fire and emergency exits (posted at each work site), and appropriate emergency...
phone numbers (posted at each work site); correct and report unsafe conditions within the
timeframes required by PEOSH; keep exits, fire extinguishers and emergency equipment clear
of obstacles; use personal protective equipment as required; take proper care of equipment;
use vehicle seatbelts; not bring firearms, weapons or explosives on University property; not
use, possess, sell or be under the influence of illegal drugs on University property; not misuse
prescription drugs while on duty; and, be free of the influence of alcohol while on duty.

Employee notice and proficiency will be the result of both training and their own review of the
relevant standards. The Division will ensure that employees are notified of the need to know
specific standards and are provided access to such information.

6.1.d Reporting a Work-Related Accident, Injury or Incident
A University Facilities employee must report all work-related accidents, injuries, illnesses and
near-miss incidents to his or her supervisor as soon as possible. If an employee is injured or
becomes ill while on the job, he or she should obtain medical assistance or first aid as needed
and then notify his or her supervisor. An accident report must be submitted within 24 hours
after an incident that could have resulted in an accident, a work-related illness and/or near
miss.

Montclair State University requires that all work-related injuries must be reported to the
University Office of Employee Benefits within 48 hours. Please refer to the Benefits Services
website for further information about University reporting procedures.
Section 7
Access and Security
7.1 Access Credentials & Identification

7.1.a ID/Access Cards
All new employees must obtain a University identification card. It can be used for attendance at on-campus or community-sponsored events. The card is required for withdrawal of books from the Library, access to University buildings after official closing, and other important purposes. Employee identification cards are obtained from the ID Card Office, located in the Student Center. New employees must present their official offer letter or a signed verification of employment letter from Human Resources to obtain a card. The identification card must be returned to the Division of Human Resources when employment is terminated. Lost or damaged cards will be replaced for a fee.

Every Facilities employee is required to have a University-issued photo identification card that must be carried at all times while on campus. A timeclock employee is required to register his or her daily time by swiping the MSU ID card at the Kronos clock and placing his or her finger on the biometric scanner at the terminal.

Note: Montclair State University identification cards are non-transferrable and misuse can result in disciplinary action and/or fines of $20 or more.

All University Facilities service and trades employees who perform work which requires them to enter campus residence halls, offices and other work spaces must produce his or her card upon demand and ensure that the ID card is accessible at all times while working.

7.1.a.1 Lost or Missing Cards
Lost cards must be immediately reported to the employee’s supervisor and the University ID Card Office. Employees must go to the ID Card Office to purchase and obtain the replacement card at the University’s required fee.

If a timeclock employee fails to use or report as lost his or her identification card for two consecutive workdays, the card will be deemed as lost and the employee will be required to go to the University ID Card Office to purchase a replacement. Payment for lost cards is accepted as cash or Red Hawk Dollars only.

Excessive forgetting or loss of the employee identification card may be cause for progressive disciplinary action for timeclock employees.

7.1.a.2 Damaged Cards
It is the responsibility of an employee to care for and maintain his or her ID card in such a manner as to ensure proper function, as well as appearance. Employees must not punch holes in or otherwise physically alter the MSU ID card as it may damage the
technology embedded within the card. It is also not advisable to leave the card in the
sun or allow it to become de-magnetized.

If an employee’s identification card stops functioning due to normal wear and tear, the
employee should immediately inform his or her supervisor and turn in the damaged card
to the University ID Card Office to receive a replacement card at no cost to the
employee. If the ID Card Office refuses to replace the ID card at no cost, the employee
should contact his or her supervisor.

If an employee’s identification card becomes damaged or mutilated to the point where it
no longer functions properly and it cannot be read by the Kronos time clock or other
devices, and it is deemed that the damage is outside the scope of normal wear and
tear, the employee must immediately inform his or her supervisor and turn in the
damaged card to the University ID Card Office, to purchase a replacement card at the
University’s designated fee. Damaged cards must be turned in to the ID Card Office
before a new card will be issued.

The Division of University Facilities shall furnish protective sleeves which provide a safe means
to secure and display the ID card to employees at orientation, or upon request.

Further information about University identification cards may be found on the ID Card Office
website.

7.1.b Keys/ Codes/ Passwords

The distribution and assignment of keys, codes and/or passwords is a responsibility of the
Access Control & Systems Unit. Examples of areas requiring keys, codes or passwords include
but are not limited to:

- Building or Office Areas
- Work Areas
- Mechanical Rooms
- Housekeeping Closets
- Bathroom Locks
- Electronic Key Cabinets

All key requests must be submitted to the Facilities Customer Service Center (FCSC), through
the Maximo work order management system. Key requisitions must be authorized by the
requesting Department Head, Administrator, Supervisor or delegated authority. Any requests for
keys that are in violation of the MSU Access & Key Management policy will not be allowed.
Keys/ Codes/ Passwords Policies and Governance

- Keys issued through Access Control & Systems can be picked up at the front desk office in the Maintenance Building. Employees will be notified when their keys are ready for pick-up and the times available to do so. In some cases, keys may be delivered by an Access Control & Systems representative. All keys must be signed for by the receiver, either electronically or on a paper key signature form.
- The normal hours available for key pickup are 8:00 a.m. to 4:00 p.m., Monday - Friday.
- All keys issued become the full responsibility of the individual to whom they have been specifically assigned, including providing for the safekeeping and security of the keys.
- All instances of lost or stolen keys are to be reported immediately by the employee to the FCSC at ext. 5444, University Police and the employee’s immediate supervisor for expedited coordination through the Access Control & Systems unit.
- Requests for the replacement of lost or stolen keys must be accompanied by a copy of a police report.
- Under no circumstances should a Montclair State University key or lock be duplicated or altered by anyone other than a University Locksmith.
- Obsolete, spare or unnecessary keys and parts of damaged keys are to be returned to Access Control & Systems, which will ensure proper disposal. The FCSC should be contacted and a work order generated for the return of obsolete, spare or damaged keys.
- All keys are to be returned to Access Control & Systems when an employee no longer needs the previously assigned keys, transfers to another department within the University, or terminates employment with the University.
- Codes and passwords must be kept confidential. Employees are not allowed to release codes or passwords to other employees, students, contractors, family members or other unauthorized individuals to gain unauthorized access to University facilities.

Due to the severity of key/ code/ password infractions, all employees involved will be subject to immediate disciplinary action, up to and including termination.

7.1.c NetID Accounts

Almost all online resources at Montclair State University require users to authenticate by entering a username and password. An MSU NetID is the unique electronic identity that gives employees access to a growing number of online services at the University. The MSU NetID is based on the employee’s last name plus one or more characters from the first name.

The NetID management form can be used to activate and maintain the MSU NetID. Please note that in order to activate the MSU NetID the employee will need to enter his or her Campus...
Wide ID (CWID) Number and PIN. If the PIN is unknown he or she will need to contact Human Resources to obtain/reset the PIN information.

Every UF employee is responsible for protecting the integrity and the security of his or her NetID and password and the online services to which he or she has access. Employees must never share passwords or accounts with others.

### 7.2 Access Control

The objective of this policy is to provide students, faculty and staff, and visitors with a clear understanding of physical key and electronic access control system procedures, a clear description of the role and responsibilities of all parties involved in processing physical key and access system transactions, to help the University achieve its educational, research, and administrative goals by promoting personal health and safety.

The University intends to provide adequate building safety and security and the maximum utilization and access to its facilities, through the issuance of physical keys and electronic access cards, and through the responsible administration of access privileges.

Moreover, this policy is put forth to secure the physical property and tangible assets of the University, and to protect campus buildings from unauthorized intrusion.

#### 7.2.a Physical Keys

Key-operated locks will be installed on primary entrance doors of all campus buildings and on all interior doors, with the exception of spaces that designated by functional program and appropriate codes to be unlocked. Off-hours, weekends, and holiday access to the buildings will be via the keys in concert with electronic access cards.

#### 7.2.b University ID card

University ID Cards will be issued to all faculty, staff, and students, and should be the primary means of identification and access control at the University. University ID Cards are equipped with a proximity sensor and magnetic stripe, and are able to access doors with those readers that are programmed for user access.

#### 7.2.c Exceptions to the Building Schedules

- Faculty and Staff accessing interior doors with swipe cards (short or long term) require an approval from a Building/Department Access Coordinator or approved authority, and the requests will be submitted to the Facilities Customer Service Center (FCSC).
- Undergraduate student access to buildings at any other time requires an approval from a Building/Department Access Coordinator approved authorizing authority (for a specified period of time not to exceed one semester) and the requests will be submitted to the FCSC.
- Full-time faculty, Professional Staff, Administrative Assistants, UF Maintenance and Services staff, and University Police will have unlimited access at all times.
- Adjunct faculty, Ph.D. Students, and Graduate Assistants will have unlimited access to the buildings housing their research facilities while classes are in session.
- Deans wishing to limit access to buildings based upon student status, enrollment or other classification must submit a request to the Provost’s Office.
- UF staff should have unlimited access with the exception of special offices where departmental approval may be required.
- Campus Police should have unlimited access.
- Students should have access during scheduled building hours, normally 7:00am – 10:00pm, while classes are in session, with limited access when classes are not in session.

7.2.d Key and Access Card Issuance and User Responsibilities

- All employees will be issued cards and access cards as needed to access office and/or work areas.
- The individual (faculty and staff) to whom keys or access by card are issued is personally responsible for the keys and their identification card as well as their use until returned to the University upon termination of employment.
- All requests must be submitted in writing on a Key/Card Request Form. Authorized signatures of Deans, Directors, and Chairs must be on the form as required. During building turnover operations, a transmittal form may be used to protect the chain of custody for multiple keys.
- The employee who is being assigned the key or access card should pick up the key and/or card at the FCSC. They will be required to present proper ID in order to obtain the key and/or card.
- If a card recipient wishes to make changes to their card access privileges, they must obtain written approval and signatures of the Building/Department Access Coordinator.
- Only one access card may be active for an individual at a time.
- If a card key is lost or stolen, please notify the FCSC as soon as possible so that the card can be deactivated. Report loss or theft of key(s) and access card(s) to the University Police and the Facilities Customer Service Center.
- Key(s) and access card(s) no longer required will be returned to the FCSC.
- Access Card(s) and key(s) are to be returned when an employee terminates campus employment, retires, or transfers. A separation clearance form will be completed, signed, and submitted to the Human Resources.
- All cards and keys issued through this process are considered the property of the University.
- When faculty, staff, or students leave a building after hours, the exterior door lock must be set to prevent unauthorized access. If the door does not close or lock properly, please notify the University Police at ext. 5222.
Key and/or Access Card Users are not allowed to:

- Duplicate a University key or access card.
- Request unauthorized duplication of a key or access card.
- Transfer possession of any University key and access card from an individual entrusted with to an unauthorized person.
- Be in unauthorized possession of a University key or access card. Keys and cards in the possession of an unauthorized person may be confiscated.
- Without proper permission replace, damage, tamper with or vandalize a University lock, door or security device. Access Control Services is the only department authorized issue keys and access cards.
- Punch holes in the card. This will render the card inoperable.
- Prop doors open for an extended period of time, as this will activate a security alarm.
- Wash the card, as this might damage the card and the card will have to be reissued.
- Leave cards and keys unattended on desks, in door locks, or carry in such a manner as to be susceptible to loss or theft.

7.2.e Lost Keys/Access Cards

- All cards and keys issued through this process are considered the property of the University.
- If a card or key is lost or stolen, please notify the FCSC as soon as possible, but no later than two working days after the loss is discovered, so that the card can be deactivated.
- Report loss or theft of key(s) and access card(s) to the University Police and the FCSC.
- University Police will inform the Access Control unit that lost key or access card report has been filed.
- University Police will investigate and document reports of lost University keys and access cards and provide one copy of each report to the Access Control unit.
- University Police will contact the FCSC or manager on duty for any access emergency.
- University Police will provide classroom and office access, if requested, to approved Faculty, Staff, Administration, and Students.
- Key(s) and access card(s) no longer required will be returned to the FCSC.

7.2.f Chargeable/Non-chargeable Key and Access Card Issues

- Original key or access card issued to an employee is not chargeable. All employees and resident students will be issued keys and access cards as needed to access office, residence, and or work areas.
- Broken or worn keys and/or access cards will be replaced without charge. Original key or access card parts must be returned to the FCSC.
- Replacement of lost/stolen keys or access cards or failure to return assigned keys or access cards will result in charges to the person identified as the assignee. The following replacement costs for various levels will prevail:
  - Individual key $10.00
  - Outside door key $25.00

- Building Master key $100.00
- Access Cards $10.00

Students who fail to return keys or access cards will be subject to the same restrictions and penalties as students who fail to honor their financial obligations to the University. An invoice will be processed for the appropriate amount as stated above.

7.2.g Violation of Procedure

- No campus area may be secured by an unauthorized locking device. Modifying, removing, or attempting to defeat or disable any access control systems, key and lock systems, except in cases of system failure, maintenance or repair, is not permitted.
- Any person causing intentional damage to University access control devices, keys, doors and lock systems and associated hardware and software, or who props, holds open or in any way interferes with the proper securing of an access controlled entryway is in violation of University regulations and will be subject to appropriate sanctions.

7.2.h Responsibilities of the Facilities Customer Service Center (FCSC)

- All key and electronic access card service requests shall be submitted through the FCSC.
- All requests for new or additional keys and electronic access cards shall be submitted through the FCSC.
- Requests for keys to campus facilities should be submitted to the FCSC with a detailed description of the request, building, location, room number and no. of keys, requesting department authorized administrator and contact person. Request date and time that services be completed with brief explanation of circumstances.
- The FCSC will contact the customer if the work cannot be completed within fifteen (15) days from the approval of request.
APPENDIX A- DEFINITION OF TERMS

Accountability- An obligation or willingness to accept responsibility for one’s actions
Administrative Support Personnel- Employees who assist the individuals responsible for the development of policy and supervision of the execution of plans and functional operations within the Division
AFT- American Federation of Teachers bargaining unit
Alcohol- A clear liquid that has a strong smell, that is used in some medicines or other products, and that is the substance in liquors (such as beer, wine or whiskey) that can affect a person temporarily with diminished physical and mental capabilities
Building/Department Access Coordinator – The designated coordinator for access control materials and related processes for a University college, division, unit, department or area
Campus- The buildings and grounds of Montclair State University, including its offsite locations
Classified Staff- As defined by the Fair Labor Standards Act, an employee who is typically salaried but paid at an hourly rate and has job duties which are routine and follow a specific set of standards and rules, such as maintenance workers, clerical staff and technicians
Contractor- A person or firm who enters into a formal agreement with the University to furnish supplies, materials, services or labor, especially in construction, at a certain price or rate
Controlled Substance- A drug which has been declared by federal or state law to be illegal for sale or use, but may be dispensed under a physician’s prescription
Crew Supervisor- An employee who performs and supervises skilled maintenance work
Customer- Any person, including a co-worker, who requires goods or services from a University Facilities employee
Customer Service- All interactions between a customer and a product provider which adds value to a product and builds enduring relationships
CWA- Communication Workers of America bargaining unit
Department- A major subdivision or branch of the Facilities Division
Emergency Work- Occurs when an employee is called in to work outside his/her regular work shift; and, the work involved is for emergency maintenance, replacement or repair of equipment or mechanical devices which are vital to the operation of the University; and, the work is necessitated by damage or failure resulting from storm, flood, explosion, or sudden unexpected catastrophe or like cause; and, such conditions constitute unreasonable safety hazard to the public, employees or other persons or property of the University
IFPTE- The International Federation of Professional and Technical Engineers bargaining unit
Leadership- A process of social influence in which a person can enlist the support and aid of others in the accomplishment of a common task; an act or instance of providing guidance or direction
Manager- A person who formulates management policies and practices, and who is charged with the responsibility of directing the effectuation of such management policies and practices.
OSHA- The United States Occupational Safety and Health Administration
Overtime Work- Hours worked outside of an employee’s work day or work week; Scheduled Overtime is planned and assigned in advance, usually prior to the day it is to be worked; Non-scheduled Overtime is assigned overtime made on the day it is to be worked; Incidental Overtime is a period of assigned, non-scheduled overtime worked of less than 15 minutes
Pastoral Care- The duties of a teacher or other leader which involve looking after the people he or she has responsibility for, especially by helping them with their personal problems

PEOSH- The Public Employees Occupational Safety and Health program which develops and enforces occupational health standards for public employees in New Jersey

Probationary Work Period- A set time frame in which an employee’s performance is monitored closely in order to assess his or her capabilities in a new job

Professionalism- The competence, good judgment and polite behavior that is expected from a person who is trained to do a job well

Professional Staff- Employees engaged in work varied in character as opposed to routine, manual, mechanical or physical work, and involving the consistent exercise of discretion and judgment in its performance; Employees required to have knowledge of an advanced type in a field of learning customarily acquired through completion of study in an institution of higher learning

Shift- An employee’s scheduled period of work, particularly scheduled as a day’s work when a shop, service or office operates continuously during both day and night; a group of workers scheduled to work during such a period

Shop- A trade, profession or business; a place for the performance of a specified type of skilled, manual work

Subcontractor- A person who or business that enters into a formal agreement to provide services or materials necessary for the performance of another’s contract

Supervisor- A Foreman or Forewoman who oversees the work of others

Timeclock Employee- A Facilities employee whose time and attendance are tracked and managed through the Division’s designated electronic swipe system

Transparency- The quality or state of being easy to notice or understand; honest and open, not secretive

UF- The Division of University Facilities at Montclair State University

Unclassified Staff- As defined by the Fair Labor Standards Act, an executive, professional or administrative employee whose job requires a specific type of education or licensing; an administrative employee whose job requires the employee to be capable of making independent decisions

Vehicle- A road or transportation conveyance powered by a motor or engine, especially an internal-combustion engine

Vendor- A person or organization which sells goods to the University or its contractors

Visitor- A non-employee who does not have official business with the University; A University employee who is present in an office or work area during a time in which he or she is not conducting official University business

WET- Web Entry of Time, the University’s official time keeping system for UF employees not working in Building Services, Trades and Logistic Support positions
APPENDIX B- UNIVERSITY FACILITIES CLASSIFIED ESSENTIAL SERVICE EMPLOYEE TITLES

ASST HEAD GROUNDSWORKER
ASST HOUSEKEEPING SUPER 1
ASST SUPER 2- AD. SERV
ASST SUPER 3- FACILIT
AST SUPV BLDG REPAIRS
AUTOMOTIVE MECHANIC
BLDG MGMT SVCS SPCLST 3
CARPENTER
CHIEF OPER ENG 1- ENERG
CREW SUPER, BLDG MAINT WR
CREW SUPER, CARPENTER
CREW SUPER, PLUMBER & STEAM
CREW SUPER, SHT METAL WRK
ELECTRICIAN
GROUNDWORKER
HELPERS
HOUSEKEEPING SUPER 1
LANDSCAPE TECHNICIAN
LOCKSMITH
MAINTENANCE WORKER 1
MASON & PLASTERER
MECHANICAL EQUIPMENT SPCL
MOTOR VEHICLE OPER 1-10
MOTOR VEHICLE OPER 1-12
OPERATING ENGINEER 1
PAINTER
PLUMBER & STEAMFITTER
PROGRAM ASST- ADMIN SERV*
PSS4- ADMIN SERV
REPAIRER
SECRETARIAL ASST 1
SR BLDG MAINT WRKR
SR REPAIRER
SUPER BLDG REPAIRS 2

*Specific units excluded
APPENDIX C- UNIVERSITY FACILITIES TITLES WITH UNIFORM REQUIREMENTS

ASST HEAD GROUNDSWORKER
ASST HOUSEKEEPING SUPER 1
ASST SUPER 2- AD. SERV
ASST SUPER 3- FACILIT
AST SUPV BLDG REPAIRS
AUTOMOTIVE MECHANIC
BLDG MGMT SVCS SPCLST 3
CARPENTER
CHIEF OPER ENG 1- ENERG
CREW SUPER, BLDG MAINT WR
CREW SUPER, CARPENTERS
CREW SUPER, PLUMBER & STEAM
CREW SUPER, SHT METAL WRK
ELECTRICIAN
GROUND WORKER
HELPER
HOUSEKEEPING SUPER 1
LANDSCAPE TECHNICIAN
LOCKSMITH
MAIL CLERK
MAINTENANCE WORKER 1
MASON & PLASTERER
MECHANICAL EQUIPMENT SPCL
MOTOR VEHICLE OPER 1-10
MOTOR VEHICLE OPER 1-12
OPERATING ENGINEER 1
PAINTER
PLUMBER & STEAMFITTER
PROGRAM ASST- ADMIN SERV*
REPAIRER
SR BLDG MAINT WRKR
SR MAIL CLERK
SR REPAIRER
SR STOCK CLERK
STOCK CLERK
SUPER BLDG REPAIRS 2
SUPV OF POSTAL SERVICES

*Specific units excluded
APPENDIX D - GUIDELINES FOR TIME CLOCK EMPLOYEE TIME AND ATTENDANCE

The most updated version of these Timeclock Guidelines may be found on the UF Website http://www.montclair.edu/facilities/campus-planning/facilities-technology/kronos/policies/

Introduction

The KRONOS electronic timekeeping system is the official basis for recording hours worked for designated employees of the Division of University Facilities of Montclair State University.

Handwritten timesheets and manual time cards have been replaced by KRONOS-generated timesheets as of December 31, 2011. Handwritten time sheets are not to be used unless authorized in advance by a manager.

Official Time

KRONOS is the attendance management system for designated employees within the Division of University Facilities. Timekeeping data is fed to the Office of Payroll Services so that employees are paid for actual time worked. The central HR/Payroll system for Montclair State University is the system of record for employees, employment, and pay. If there is a variance due to timing or a discrepancy between reports, then KRONOS is not the system of record. In such a case, consider it to be a reporting tool only.

Methods for Reporting Time

The terms “clock in” “punch in” and “swipe in” or out all have the same meaning. They refer to the action whereby an employee slides his or her ID card through the slot on a time clock which reads the employee’s CWID number; confirms his or her identity by using the biometric verification, and transmits this information to the KRONOS timekeeping database.

Clocking In and Out by Employees

Employees are required to clock in at the start of the workday and clock out at the end of the workday using the MSU employee identification card and the Kronos clock with biometric verification, unless authorized by a supervisor.

Employees are expected to arrive and to depart on schedule. An employee is considered tardy when he or she clocks in after his or her starting time. Similarly, an employee leaves early when he or she clocks out prior to the end of the workday without permission from his or her supervisor.

Failure to comply with these requirements shall be grounds for disciplinary action. Other requirements include:
• Employees should not clock in more than 15 minutes before their scheduled starting time unless authorized in advance by a supervisor.
• Employees clocking in 6 or more minutes after their scheduled starting time will be recorded as tardy, unless a supervisor has approved the late arrival.
• Employees clocking out 6 or more minutes before their scheduled ending time shall be recorded as leaving early, unless authorized to do so by a supervisor.
• Employees should not clock out later than 5 minutes after the end of their work schedule, unless authorized.
• Employees leaving work for any authorized personal reason during the day must clock out when leaving campus, and clock in when they return.

Note: Clocking in to the Kronos system indicates that an employee is ready to begin his or her workday. It is not permissible for an employee to clock in for the day and then leave the building to conduct personal business such as eating, smoking or parking one’s vehicle. An employee will be documented as tardy when such instances occur.

Missed Clock Punches

In the event that an employee fails to clock in or out at any time during the workday, he or she must complete and sign a Missed Punch Form, and submit it to his or her supervisor for processing. Failure to clock in or out as directed more than two times a week or a pattern of failing to clock in and out on a regular basis may result in disciplinary action.

An employee’s time record may not be edited for missed punches at any time without a Missed Punch Form which has been signed by both the employee and the supervisor.

Failure to follow designated missed punch procedures can result in disciplinary action.

Rounding Rule

Kronos clock punches will be rounded according to a five-minute grace period with a fifteen-minute round.

Example: An employee is scheduled to start work at 7:00 a.m. If the employee clocks in at 7:05 a.m., the employee will be paid starting at 7:00 a.m. If the employee clocks in at 7:06 a.m., the employee is marked as tardy and is eligible to be docked 15 minutes by his or her supervisor for excessive lateness. If the employee clocks in after 7:15 he or she will be docked according to the rounding rules listed below.

Example: An employee is scheduled to start work at 7:00 a.m. If the employee clocks in between 6:45 a.m. and 6:59 a.m., he or she will be paid beginning at 7:00 a.m.
**Note:** Clocking in early or out late on a regular basis, without prior authorization from a supervisor, is a violation of University policy. Repeat occurrences may lead to progressive disciplinary action. Additionally, clocking in early or out late without prior authorization from a supervisor will not result in pay beyond scheduled hours. Employees are allowed one (1) instance of clocking in or out beyond the designated parameters per month.

Use the following as a guide to determine the round when clocking in:

- 7:45 a.m. to 8:05 a.m. = 8:00 a.m.
- 8:06 a.m. to 8:20 a.m. = 8:15 a.m.
- 8:21 a.m. to 8:35 a.m. = 8:30 a.m.
- 8:36 a.m. to 8:50 a.m. = 8:45 a.m.

Use the following as a guide to determine the round when clocking out:

- 2:54 p.m. to 3:08 p.m. = 3:00 p.m.
- 3:09 p.m. to 3:23 p.m. = 3:15 p.m.
- 3:24 p.m. to 3:38 p.m. = 3:30 p.m.
- 3:39 p.m. to 3:53 p.m. = 3:45 p.m.

**Note:** Although the Kronos system rounds clock in and clock out times to the nearest quarter hour, actual clock in and clock out times will be monitored for tardiness or early departure.

**Timecard Approvals**

Timecards must be approved by the employee no later than the end of his or her shift on the Monday following the pay period close. If the employee fails to do so, Supervisors may approve the timecard without employee approval; however, please note that Kronos will indicate that the employee did not approve his or her time for that pay period. Any employee that consistently fails to approve his or her timecard may be subject to progressive disciplinary action.

**Clock Problems**

If an employee is unable to punch in or out due to a time clock malfunction, it is the employee’s responsibility to immediately inform his or her supervisor.
The supervisor will manually clock the employee in or out. To substantiate the manual punch, the supervisor will submit a *Missed Punch Form* signed by the employee and the supervisor to be approved by the unit or department head.

The manual punch will then be added to the employee’s in or out punch for the time required.

If the supervisor cannot be contacted, it is permissible to inform the unit or department head directly.

The supervisor or unit/department head will notify the Facilities Customer Service Center (x5444) of any clock problems.

**Lost, Stolen or Missing Identification Card**

Every staff member is required to have a University-issued photo identification card. University policy requires all employees to carry their MSU identification cards at all times while on campus. Lost cards must be immediately reported to the employee’s supervisor and the University ID Card Office. Employees must go to the ID Card Office to purchase and obtain the replacement card at the University’s required fee.

If an employee fails to use or report as lost his or her identification card for two consecutive workdays, the card will be deemed as lost and the employee will be required to go to the University ID Card Office to purchase a replacement.

Payment of lost cards is accepted by cash or Red Hawk Dollars only.

Employees who have lost or forgotten their ID cards may be manually clocked-in and out by his or her supervisor with a *Missed Punch Form* signed by the employee and the supervisor.

Excessive forgetting or loss of the employee identification card may be cause for progressive disciplinary action.

**Damaged Identification Card**

It is the responsibility of an employee to care for and maintain his or her ID card in such a manner as to ensure proper function, as well as appearance. Employees must not punch holes in or otherwise physically alter the MSU ID card as it may damage the technology embedded within the card. It is also not advisable to leave the card in the sun or allow it to become demagnetized.

If an employee’s identification card stops functioning due to normal wear and tear, the employee should immediately inform his or her supervisor and turn in the damaged badge to the University ID Card Office to receive a replacement card at no cost to the employee. Until
the new card arrives, the employee will be manually clocked in by the supervisor using the established manual clock in and out procedures. If the ID Card Office refuses to replace at no cost an ID card damaged due to normal wear and tear, then the employee should contact his or her supervisor.

If an employee’s identification card becomes damaged or mutilated to the point where it no longer functions properly and it cannot be read by the Kronos time clock, and it is deemed that the damage is outside the scope of normal wear and tear, the employee must immediately inform his or her supervisor and turn in the damaged badge to the University ID Card Office, to purchase a replacement card at the University’s designated fee. Until the new card arrives, the employee will be manually clocked in by his or her supervisor using the established manual clock in and out procedures.

Damaged cards must be turned in to the ID Card Office before a new card will be issued.

**Note:** Montclair State University identification cards are non-transferrable and misuse can result in disciplinary action and/or fines of $20 or more.

Current policies and fees may about the University ID Card Office are available on the ID Card Office's website.

**Falsification and Tampering**

The following are considered serious offenses. Due to the severity of these infractions, all employees involved will be subject to immediate disciplinary action, up to and including termination.

The Supervisor and the Human Resources Department will review the specific details of such an infraction and develop an appropriate response.

- Working prior to clocking in or working after clocking out without proper approvals.
- Attempting to clock in or out for another employee and/or requesting that someone else clock in or out for you (a.k.a. “buddy punching”).
- Interfering with the timekeeping hardware or software.
- Attempting to damage or subvert timekeeping systems.
- Interfering with another employee’s use of the time clock.
- Altering time keeping data without authorization.
- Being in possession of another employee’s identification card at any time.
Guidelines for Clock in and Out Violations and Occurrences of Recorded Tardies and Early Clock Outs

First occurrence: Documented verbal warning from immediate supervisor.

Second occurrence: Written reprimand completed by supervisor and placed in the employee's personnel file.

Continued excessive failure to comply may lead to further disciplinary action up to and including termination. Offenses include: failure to clock in or out as directed, clocking in too early, clocking out early, clocking out late, or failing to get permission for overtime.