



# **MONTCLAIR STATE UNIVERSITY FACILITIES**



## **Facilities New Employee Information Book**

## DEDICATION

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This handbook is dedicated to current MSU Facilities staff members, who are helping to shape the University's present and to chart its future, and to past Facilities staff members, who helped make MSU one of the foremost organizations of its kind.

## OUR VISION

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To be recognized as the **Premiere**, customer driven facilities & maintenance organization in public higher education.

## OUR MISSION

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In University Facilities, our employees are our most valuable asset. As the "face" of this division, our staff serve as University ambassadors, providing first-line customer service and serving as a knowledgeable source of information for faculty, staff, students and visitors. They are representative of the high standards to which we hold our organization. Their work impacts the experience of every student and employee while at Montclair State University, a responsibility that should be placed in high value.

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## WELCOME TO UNIVERSITY FACILITIES

Dear Fellow University Staff Member,

Welcome to Montclair State University!

I am delighted that you are joining this great institution and look forward to the contributions that you will make to our community.

Building on a distinguished 100+ year history, Montclair State University is proud to be a leading institution of higher education in New Jersey. Boasting a diverse culture, the University's six colleges and schools serve over 20,000 undergraduate and graduate students in more than 300 doctoral, master's, and baccalaureate level programs. As an employee within the Facilities organization, no matter where you work you will be the representative of the high standards we hold our organization to. Your work will impact the experience every student and staff member has while at Montclair State University, a responsibility that you should place in high value.



So I welcome you to our MSU Facilities team and wish you the best of luck in your new position!

A handwritten signature in black ink that reads "Shawn Connolly". The signature is fluid and cursive, with the first name "Shawn" and last name "Connolly" clearly distinguishable.

Shawn M. Connolly  
Vice President  
University Facilities

## WHAT YOU NEED TO KNOW

### Your Supervisor

Your supervisor is the individual to whom you report directly. An important part of your supervisor's job is to serve as your primary source of information, so please do not hesitate to talk frankly with them about work-related questions and problems (e.g., job content, salary, work schedule, University policies and procedures, etc.).

### Parking on Campus

All vehicles must be registered with Parking Services. Registration can be completed [online here](http://www.montclairstate.t2hosted.com/per/index.aspx) [www.montclairstate.t2hosted.com/per/index.aspx](http://www.montclairstate.t2hosted.com/per/index.aspx) when an employee obtains their permit. Through Parking's online system, an employee can [obtain a permit](#), [appeal citations](#), [pay citations](#), and [review their account](#). Current rates and prices are available at the [Parking Services](#) website [www.montclair.edu/parking](http://www.montclair.edu/parking).

### University ID Cards

All employees are required to have a University identification card which is used to gain admission to on-campus or community sponsored events, withdrawal of books from the library, access to University buildings after official closing hours, and other purposes.

ID cards are available from the [ID Card Office](http://www.montclair.edu/student-development-campus-life/student-center/id-card-office/) [www.montclair.edu/student-development-campus-life/student-center/id-card-office/](http://www.montclair.edu/student-development-campus-life/student-center/id-card-office/), located in the Student Center near the computer lab. Be sure to bring your official offer letter or signed verification of employment letter from Human Resources to obtain your card. Lost or damaged cards will be replaced for a fee. You must return the ID card to our offices when employment is terminated.

### Keys

Keys are distributed by the [Access Control Department](http://www.montclair.edu/facilities/our-services/access-control/) [www.montclair.edu/facilities/our-services/access-control/](http://www.montclair.edu/facilities/our-services/access-control/) after receiving a request form from your department head. While there is no charge for the first key issued, all other keys, including replacement keys, will cost \$3 each, with a limit of three keys per lock. Special arrangements must be made if more than three keys are needed. Keys must be returned to the Access Control Department upon termination of employment.

### Work Schedule

The length of the standard workweek (and of lunch periods) for staff members differs within the University. Consult your supervisor for your work schedule. In addition, a flexible schedule may be established by a department head for an individual or group of staff members. At the

discretion of the department head, staff may be required to arrange their work schedule to meet special department needs.

### Weather Emergencies

The President has the authority to determine when local conditions warrant the cancellation of classes or the closing of the entire campus.

### Receive Text Alerts

To receive text notification of emergencies or closings, register your mobile phone/device with [RaveAlert](http://www.getrave.com/login/montclair) [www.getrave.com/login/montclair](http://www.getrave.com/login/montclair).

### Radio/TV

The following radio and television stations have agreed to air notice of closings in the event of inclement weather or for any other reasons:

**Radio - AM:** WCBS - 880, WINS - 1010.

**Radio - FM:** WMSC - 90.3, NJ - 101.5.

**TV:** WCBS - Channel 2, WNBC - Channel 4, FOX - Channel 5, WWOR - Channel 9, News NJ - Channel 12.

### University Hotline

In addition, Montclair State provides a weather-related closing hotline number: 973-655-7810.

### University News and Social Media

News announcements will be published on the main University website and on the Student Services and Employee Services web pages.

The news announcements also will be posted on the main University Facebook page, the "Class of" Facebook pages, and also on the University's Twitter account. To view the [University Social Networking](http://www.montclair.edu/social-networking) [www.montclair.edu/social-networking](http://www.montclair.edu/social-networking) web page to access links.

### Department Communication

Each division and department should develop its own emergency closing chain to alert individuals to such information.

In accordance with N.J.A.C. 4A:6-2.5, this notice is to serve as a reminder that as a staff member of the Division of University Facilities you are designated as an Essential Service Employee. As

an Essential Service Employee **you are required**, *unless otherwise instructed by your supervisor or other employee designated by the University*, **to report to work when the campus is closed or is in a situation that requires a delayed opening or early closure.**

The role of Essential Service staff is to protect the health and safety of the community, and to provide support services deemed necessary by the University, particularly for students in residence. Examples of such circumstances that require that Essential Service employees report to work 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. In these, and other, circumstances when the University declares an emergency situation requiring the presence of Essential Service employees, you must report to work unless otherwise expressly instructed.

Failing to report to work in those instances cited above, unless otherwise expressly instructed, will lead to a "without pay status" for the hours during your regularly scheduled shift that you do not work, and may also lead to disciplinary action. Action may also be taken for those instances in which you, as an Essential Services Employee, fail to report to work for periods of time outside of your regular work shift.

## MORE THAN A WORKPLACE: IT'S ALL HERE

### Facilities and Services

The University offers a variety of facilities and services, including:

- Direct Paycheck Deposit
- On-Line Earnings Statement
- Automatic Teller Machines (ATMs)
- Child Day Care Center
- Health and Wellness Activities And Programs/Recreation Center
- Cafeterias
- Coffee Shops
- Restaurants
- Convenience Stores
- Book Store
- Library and Museum
- Athletic Center
- Inter-Campus Shuttle Service



- Employee Assistance Program [www.montclair.edu/human-resources/current-employees/employee-assistance-program](http://www.montclair.edu/human-resources/current-employees/employee-assistance-program)
- Center for Faith and Spirituality [www.montclair.edu/center-for-faith-and-spirituality](http://www.montclair.edu/center-for-faith-and-spirituality)

## All in the MSU Family

### On Campus Value

#### Library

Employees and their families may register for borrowing privileges at Sprague Library with a valid MSU ID Card. At registration, patrons must provide their name, campus-wide ID number (CWID), address and telephone number. For more information, visit: [library.montclair.edu](http://library.montclair.edu) or call 973-655-4291.

#### Ben Samuels Children's Center

MSU Employees and their families receive a reduced rate for child care on campus. Full-time or part-time programs are available and may be customized to meet your child care needs. The [Ben Samuels Children's Center](http://www.montclair.edu/cehs/academics/centers-and-institutes/childrens-center/ben-samuels-childrens-center) [www.montclair.edu/cehs/academics/centers-and-institutes/childrens-center/ben-samuels-childrens-center](http://www.montclair.edu/cehs/academics/centers-and-institutes/childrens-center/ben-samuels-childrens-center) is located at 80 Clove Road and accepts children from 3 months to 6 years of age. Fees are based on the age of the child and the program selected. Feel free to call the Center at 973-655-7177.

#### Computer Training

The [Office of Information Technology](http://www.montclair.edu/oit) offers Computer Training at no cost on a space available basis to MSU family members with a valid ID card. For a complete list of available sessions and programs, visit Information Technology Training and Events at: <http://www.montclair.edu/oit/training-events/>

To register for a session or for more information, please call 973-655-7971.

#### On-Campus Dining

Dining Services invites you to "Join the Club." Faculty and Staff can now purchase meal plans. It's easy, provides value and convenience and you can deduct the cost from your payroll check. For more information, please visit Dining Services [dineoncampus.com/montclair](http://dineoncampus.com/montclair).

#### Transform Your ID Card into "Red Hawk Dollars"

Your ID Card becomes a "debit card" when you enroll in the [Red Hawk Dollars Program](http://www.montclair.edu/red-hawk-dollars) [www.montclair.edu/red-hawk-dollars](http://www.montclair.edu/red-hawk-dollars). Use your ID Card in lieu of cash or checks to purchase items and services at on-campus facilities. Simply make a deposit in the Bursars Office, located at Red Hawk Central to add a dollar value to your card (cash, checks or credit cards accepted).

You will receive a voucher for the amount of funds to be added to your ID Card. Bring the voucher to the Red Hawk Dollars Office to have your account activated. The Red Hawk Dollars Office is located in the [Student Center](http://www.montclair.edu/student-development-campus-life/student-center) [www.montclair.edu/student-development-campus-life/student-center](http://www.montclair.edu/student-development-campus-life/student-center), Room 162 1st floor. Transfers can also be done through [eAccounts](https://eacct-montclair-sp.blackboard.com/eAccounts/AnonymousHome.aspx) online now (<https://eacct-montclair-sp.blackboard.com/eAccounts/AnonymousHome.aspx>). For more information, call 973-655-7431 or email [cardservices@montclair.edu](mailto:cardservices@montclair.edu).

### **University Lectures and Presentations**

MSU families are invited to attend University sponsored lectures and presentations on campus. A valid ID card is required. For information on upcoming events, contact the Academic Affairs Office at 973-655-4382.

### **Off Campus Value**

#### **Master State Discount Listing**

MSU employees are eligible for a wide variety of discounts through the State of New Jersey. Click [www.state.nj.us/csc/employees/programs/discount](http://www.state.nj.us/csc/employees/programs/discount) for a list of participating vendors.

#### **Six Brothers Diner**

MSU Employees and their family members may present a valid Montclair State ID Card and receive a 10% discount on any meal. 6 Brothers Diner is located at US Hwy 46, Little Falls, NJ (at Clove Road).

### **Perks for Working at MSU**

#### **Discounts**

- Off Campus Values [www.montclair.edu/human-resources/benefits/employee-discounts](http://www.montclair.edu/human-resources/benefits/employee-discounts)
- On Campus Values [www.montclair.edu/human-resources/benefits/employee-discounts](http://www.montclair.edu/human-resources/benefits/employee-discounts)
- Tuition Reimbursement/Waiver [www.montclair.edu/human-resources/benefits/tuition-waiver](http://www.montclair.edu/human-resources/benefits/tuition-waiver)
- Entertainment & Shopping Values [www.state.nj.us/csc/employees/programs/discount](http://www.state.nj.us/csc/employees/programs/discount)
- Campus Recreation Membership [www.montclair.edu/campus-recreation/about-us/membership](http://www.montclair.edu/campus-recreation/about-us/membership)
- Faculty/Staff Meal Plans [www.dineoncampus.com/montclairstatedining](http://www.dineoncampus.com/montclairstatedining)
- University Housing Program [www.dineoncampus.com/montclairstatedining](http://www.dineoncampus.com/montclairstatedining)

#### **Tuition Reimbursement/Waivers**

Montclair State is committed to supporting employee educational and career development through Tuition Reimbursement and Tuition Waiver Programs.

Before using these programs, please determine if you are eligible to apply and/or have exhausted your tuition waiver benefit.

For more information, please see [Tuition Waiver Program](http://www.montclair.edu/human-resources/benefits/tuition-waivers) [www.montclair.edu/human-resources/benefits/tuition-waivers](http://www.montclair.edu/human-resources/benefits/tuition-waivers).

***FOR MORE INFORMATION ON YOUR BENEFITS PACKAGE PLEASE CONTACT:***

Human Resources, **Location:** Overlook Building, **Phone:** 973-655-7971 option 4, **Email:** [benefits@mail.montclair.edu](mailto:benefits@mail.montclair.edu)

## YOUR RESPONSIBILITIES

The University seeks to attract and retain capable and motivated individuals who recognize the need to meet certain basic responsibilities. Your responsibilities include, but are not limited to, those specified below. Some or all of these responsibilities may seem like common sense to you, but they are listed to ensure that everyone understands what is expected from University staff members. It is your responsibility:

- to comply with University policies
- to spend the work day effectively—by performing the proper tasks and demonstrating an awareness of priorities
- to spend the workday efficiently—by performing each task quickly, safely, and well
- to follow University and departmental policies and procedures
- to be courteous toward fellow staff members, faculty, students, and visitors; disruptive and/or insubordinate conduct will not be tolerated
- to maintain appropriate workplace behavior that fosters collegiality and teamwork; without these qualities, the University cannot achieve its goals in an effective and efficient manner
- to be at work when you are scheduled to be working (for example, to attend work regularly, not to arrive late, not to abuse sick leave or lunch periods, and not to leave early without appropriate approval)
- to notify your supervisor, in accordance with departmental procedures, whenever you are not able to report to work (for example, due to illness)
- to work when you are supposed to be working (for example, keeping personal phone calls to a minimum and not attending to personal matters during your work hours)
- to respect the confidentiality of sensitive information. Such information should not be repeated, discussed, or removed from your work area, except for legitimate work reasons
- to give proper notice of termination of MSU service
- to respect the rights of others (for example, not to threaten or to endanger any person's life or health either deliberately or through carelessness)
- to behave in a manner that does not disrupt or interfere with the workplace or the work of others. Conduct that causes or threatens harm to others or that constitutes persistent unwanted behavior will not be tolerated
- to safeguard your personal property
- to respect the property of others and of the University

- to use University property only for legitimate work purposes (for example, e-mail, fax, computer, copier, and other MSU equipment)
- to repay all monies owed the University due to any overpayment in wages or other compensation as a result of administrative error or the administration of pay in coordination with the processing of elected benefits, such as short-term and long-term disability or workers' compensation claims
- to cooperate with processes available to resolve employment problems
- to know your fiduciary duty and to perform your duties accordingly; conduct that conflicts with the interest of the University will not be tolerated

Failure to meet your responsibilities can result in disciplinary action, including termination.

## WORK-RELATED INJURY REPORTING PROCEDURES

There are occasions in which an employee may sustain an injury during the course of his/her employment with the University. We want to ensure that such injuries are treated promptly and properly. Therefore, we are taking this opportunity to reconfirm the procedures to be followed by University employees in the event of a work-related accident/injury in order that, where appropriate, Workers Compensation Benefits may be forthcoming to cover such situations.

The State of New Jersey has selected Horizon Casualty Services to provide a managed care program to administer the University's Workers' Compensation claims. An injured employee must follow the reporting procedures set forth below and seek treatment in accordance with this managed care program. Employees who do not comply with these procedures will be responsible for any unauthorized medical bills.

1. In the event that you are injured in the course of your employment, you are required to notify your immediate supervisor and the Benefits Office at extension 7971 and select option 4.
2. It is the policy of the University to require that employees who are injured in work related incidents report immediately to the Office of Employee Benefits at the Overlook Building. The Benefits Office hours are Monday through Friday 8:30 a.m. to 4:30 p.m. summer hours are Monday through Thursday 8 a.m. to 5:15 p.m. If the Benefits Office is closed, the mechanism for reporting such incidents is to report to the [Immedicenter](#) at 1355 Broad St., Clifton, NJ.
3. In order for you to be considered for Workers' Compensation Benefits, a State of N.J. accident report (form [RM-2](#) [www.montclair.edu/human-resources/benefits/work-related-injury](http://www.montclair.edu/human-resources/benefits/work-related-injury)) must be completed and submitted to the Benefits Office within 48 hours

after the injury occurred in accordance with State regulations. Employees may obtain the form from either the Benefits Office or the Supervisor.

Prior to any absence due to a work-related injury being approved, the employee must have followed the above required procedures. It is the employee's responsibility to provide the proper medical documentation from an approved physician supporting the absence to the Benefits Office in timely fashion.

In the rare instance in which there is reason to believe that work-related sick leave is being abused, the University or its designee may choose to conduct an investigation. If the University concludes that there has been abuse, disciplinary action, up to and including termination will be taken. In addition, where appropriate, the matter will be referred to the State of New Jersey's Attorney General Office for legal action.

## EMERGENCY INFORMATION

*In the event of an emergency, call University Police at 973-655-5222*

For campus emergencies, Montclair State University has the following services:

**University Police** [www.montclair.edu/montclair-state-university-police-department](http://www.montclair.edu/montclair-state-university-police-department)

**Fire Safety** [www.montclair.edu/facilities/fire-safety](http://www.montclair.edu/facilities/fire-safety)

**Emergency Medical Services (EMS)** [www.montclair.edu/ems](http://www.montclair.edu/ems)

**Sexual Assault Response Team (SART)** [www.montclair.edu/sexual-harassment](http://www.montclair.edu/sexual-harassment)

**University Closings** [www.montclair.edu/about-montclair/closings](http://www.montclair.edu/about-montclair/closings)

Campus alerts are sent to students in the form of text message, email, [and a news item posted on the main University web page montclair.edu](#). Use the link below to sign up for RAVE text message alerts. <https://www.getrave.com/login/montclair>

Montclair State University Emergency Services is a division of the University Police Department responsible for emergency planning, training, response, and recovery. MSU Emergency Services oversees the Office of Emergency Management, the Community Emergency Response Team (CERT) and Emergency Medical Services.

## FACILITIES POLICIES & PROCEDURES

### Use of Vehicles for University Business

This policy applies to all Montclair State University Operations. 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 only University Business, and only Authorized Drivers may operate University vehicles. Additionally, 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 purchase or acquire meals, refreshments or personal items. University vehicles may not be driven to or from an employee's home.

### Staff and Student Interactions Policy

The purpose of this policy is to explain the expectations of staff members with respect to their dealings with students, including relationships with students. The nature of the student/staff relationship imposes particular responsibilities and duties on the staff member. Because of the 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.

This policy will help to ensure that the expectations of staff are clear and, to ensure that if a close personal relationship does exist or develop between a staff member and student, that relationship will be managed in an appropriate manner.

It is the obligation of staff to conduct themselves professionally and appropriately in their dealings with students. This procedure applies to all University staff. For more information on Staff and Student Interactions Policy please see policy in your folder.

## Sexual Harassment Policy

Montclair State University, like other socially-responsible institutions, recognizes the importance of addressing the issue of sexual harassment in order to assure that all can work and learn in an environment that allows individual development and accomplishment. In order to support the University's educational efforts in regards to sexual harassment, an on-line program on preventing sexual harassment has been provided for use by the campus.

This on-line training program offers an efficient and un-intrusive way of providing information on sexual harassment to all employees and has been used successfully by other institutions including Columbia University and Massachusetts Institute of Technology. The program is competency based and includes a mastery test. There is also a special version available for managers and supervisors.

All employees are expected to participate in a training/awareness program on sexual harassment, and this on-line program provides an effective way for you to meet that obligation. Please refer to the attached brochure for information on how to access this program, and I encourage your participation and feedback.

If you have any questions or concerns regarding this program, please contact **Ms. Toni Hindsman**, Director of Employment Diversity and Inclusion, Human Resources, at 973-655-4160.

## Drugs and Alcohol Policy

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.

Employees who appear to be under the influence of alcohol, illegal drugs, or controlled substances shall not be permitted to work, particularly when the University has reasonable cause to suspect that their business judgment, personal safety, work performance, or the safety of others may be impaired.

For purposes of this policy, "illegal drugs or controlled substances" refer to those defined as illegal under federal, state, and/or local laws. They include, but are not limited to, all forms of narcotics, depressants, stimulants, hallucinogens, or other drugs whose use, possession, or transfer is restricted or prohibited by law (except for drugs prescribed by a physician or dentist and used according to instructions for the purpose for which they were prescribed).



If there is reasonable cause to suspect that an employee is in possession of illegal drugs or controlled substances, the University reserves the right to conduct searches of its property, vehicles, and facilities, including work areas, desks, and lockers assigned to employees, at any time. In addition, it reserves the right to search an employee's person and/or personal property, such as but not limited to lunch boxes or bags, pocketbooks, or briefcases if such property is brought onto University premises or into University vehicles. University Police shall conduct such searches when there is reasonable cause to believe that an employee may be in possession of alcohol, illegal drugs and/or controlled substances and/or if an employee's business judgment, job performance, or the safety of others may be affected by the use of drugs or alcohol.

The University recognizes that drug abuse and/or dependency are medical/behavioral conditions that may be successfully treated. Employees with drug and/or alcohol problems are encouraged to request assistance from the Employee Advisory Program (EAP). The EAP is a confidential counseling service to help state employees and their families who are experiencing problems with job performance because of drugs, alcohol, compulsive gambling, family and marital conflicts, stress, depression, interpersonal conflicts, and anxiety. Participation in the EAP is voluntary and confidential; however, a request for assistance or participation in the EAP does not excuse an employee from charges of violation of this policy. The only exception to the EAP confidentiality provision occurs when the University refers an employee to the EAP provider as set forth in this policy.

Employees in violation of this policy are subject to appropriate disciplinary action, up to and including termination.

### **Guidelines**

Employees are required to report to work and remain at work in condition to perform assigned duties free from the effects of alcohol or drugs.

Off-the-job illegal drug activity or alcohol abuse that could have an adverse effect on an employee's job performance or that could jeopardize the safety of other employees, the public, University equipment, or the University's relations with the public constitutes a violation of this policy and will not be tolerated.

In addition to disciplinary action up to and including termination, an employee who is involved with the use, sale, or personal possession (e.g., on the person or in a desk or vehicle) of illegal drugs while on the job, including rest periods and meal periods, or on University property may also be subject to criminal prosecution. Any illegal drugs found shall be turned over to the appropriate law enforcement agency.

Alcohol consumption is generally prohibited during the workday, including rest periods and meal periods, except at authorized University-sponsored events where alcohol is served. The use, sale, or personal possession (e.g., on the person or in a desk or vehicle) of alcohol during work time or on University property shall result in disciplinary action up to and including termination.

### **Tobacco-Free Policy**

Current state law and University policy prohibits smoking and/or use of tobacco, vapor or similar products inside any campus building.

Effective Friday, September 1, 2017, use of all tobacco products are restricted to on-campus designated smoking areas which are located at least 25 feet from all entries, outdoor air intakes and operable windows. Tobacco products should only be used within 10 feet of each designated location.

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#### **LIST OF DESIGNATED SMOKING AREAS**

- Machuga Heights at the bottom of the stairs in front of the center tower
- Hawk Crossings between Falco and Accipiter
- Amphitheater in between Sprague Library and Kasser Theater along University Promenade
- Student Center, near the crosswalk by Science Hall and the Student Center
- Village in the parking lot island between Williams Hall and Sinatra
- Feliciano School of Business near Dickson Hall
- Center for Clinical Services, in Lot 60 off of Clove Road

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#### **DESIGNATED SMOKING AREAS**

By September 2020, Montclair State will be a tobacco-free campus. View a list of locations (and the projected removal dates) where members of the University and visitors are currently permitted to use non-restricted tobacco products: View Designated areas at:

<https://www.montclair.edu/student-services/2018/12/13/tobacco-smoke-free-red-hawks/>

Any member of the campus community may ask an individual to comply with the provisions of this regulation.

Please Note: Any individual who fails to comply with state and/or federal law (ie: smoking indoors) is subject to a fine as determined by the local court where the summons is filed.

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#### **RESTRICTED PRODUCTS**

##### ***Oral tobacco – loose leaf plug or twist***

- Smokeless

- Spit and spitless
- Snuff
- Dip
- Chew

#### ***Cigarettes***

- Cloves
- Bidis
- Kreteks

#### ***Pipes***

#### ***Cigars, Cigarillos and Little Cigars***

#### ***Waterpipes, including hookah***

#### ***Electronic Nicotine Delivery Systems***

- E-Cigarettes
- Vapor products and vaporizers (including JUUL)
- Dry herbs and wax
- E-Liquids

#### ***Dissolvable tobacco***

### **Ten Principles of Ethical Conduct**

You can find more information about any of these subjects by consulting the relevant section of the State Ethics Commission's [Plain Language Ethics Guide](http://www.montclair.edu/media/montclairedu/ethics/plainlanguage.pdf) [www.montclair.edu/media/montclairedu/ethics/plainlanguage.pdf](http://www.montclair.edu/media/montclairedu/ethics/plainlanguage.pdf).

- **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.
- **Compensation for Official Duties** —Your paycheck is your only permitted compensation. You may not accept any other compensation for performing your job. You may not “moonlight” without the approval of the University.
- **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.
- **Attendance at Events** —You may not be “wined and dined” by people with whom the University conducts business. Outside reimbursements for official travel require prior approval from the University’s ethics liaison officer or the State Ethics Commission. If the donor offering reimbursement conducts business with the University, it is unlikely that you will be permitted to accept such payments or honoraria.
- **Outside Employment** —You must disclose to the University any outside employment and secure approval of it.

- **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.
- **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.
- **Nepotism** —You may not hire, promote, or supervise a relative.
- **Post-Employment Restrictions** —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.

**When in Doubt, Ask!** — If you think you have a conflict of interest or are unsure of any of these rules, ask the University's [Ethics Liaison Officer](http://www.montclair.edu/ethics/ethics-liaison-officer) [www.montclair.edu/ethics/ethics-liaison-officer](http://www.montclair.edu/ethics/ethics-liaison-officer) (ext. 4213) or the [State Ethics Commission](http://nj.gov/ethics) [nj.gov/ethics](http://nj.gov/ethics) (tel. 609-292-1892). If you suspect any wrongdoing, report your suspicion. Complaints may be made anonymously to the Commission and are kept confidential.

Please click here for [Online Ethics Training: nj.gov/ethics/training/employee/presentation.html](http://nj.gov/ethics/training/employee/presentation.html)

*University Facilities also maintains the following policies & procedures for your review:*

[Access Control: www.montclair.edu/facilities/our-services/access-control](http://www.montclair.edu/facilities/our-services/access-control)

[Snow & Ice Removal Procedures: www.montclair.edu/facilities/our-services/services-facilities-employees/snowice-removal-plan](http://www.montclair.edu/facilities/our-services/services-facilities-employees/snowice-removal-plan)

## PERFORMANCE ASSESSMENT REVIEW (PAR)

### The State of New Jersey Performance Assessment Review (PAR)

The Performance Assessment Review is an assessment model, using a three-tiered rating scale. This system is used to evaluate performance for employees and/or their supervisors who are currently represented by AFSCME, CWA, IFPTE, PBA, FOP or NJSLE unions.

PAR is an important part of organizational life. Taken seriously, it enhances organizational effectiveness and efficiency and for public sector organizations, it reduces the cost of doing business and therefore saves tax dollars.

As important as accurate completion of the forms is to the overall process, it is critical to remember that this process requires communication between rater (Supervisor) and ratee (employee) and that communication is a two-way exchange. Everything about this system and the process that surrounds it is geared toward increasing communication and reducing misunderstandings that often arise when one person evaluates the work of another.

The PAR forms and schedule are available online at [www.montclair.edu/human-resources/learning-and-development/performance-assessment-review-par-civil-service-employees](http://www.montclair.edu/human-resources/learning-and-development/performance-assessment-review-par-civil-service-employees)

## KRONOS TIMEKEEPING

### On-Campus Locations

- Student Center – located at rear of the building, lower level, just outside the lock shop.
- Maintenance Building #1– first floor just outside of the Transportation break room.
- Maintenance Building #2– lower level at the bottom of the rear staircase.
- Abbott and Costello – near the main entrance door located next to Morse key box.
- 1515 Broad Street – center corridor outside of Room 20IT1.
- University Hall - lower level, right of the service elevator.
- Ward Site – inside the Facilities maintenance garage.
- 855 Valley Road, Montclair

All employees are required to have an updated University Identification Card. ID cards have a magnetic stripe which transmits employee information to the KRONOS server when punching in and out. For more information on ID cards please contact the [ID Card Office](http://www.montclair.edu/id-card/) [www.montclair.edu/id-card/](http://www.montclair.edu/id-card/).

After getting your ID, please ask your Supervisor for assistance in completing the Kronos enrollment process.

## Start Time

Employees are required to clock in on time.

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

Continued patterns of lateness will be tracked and can result in the docking of pay. Ongoing abuse of the lateness policy can result in disciplinary action

Lateness & Time Clocks

## Work Location:

It is expected that employees will be at their work location within 10 minutes after of punching in. It is also expected that employees will not leave their work location 10 minutes prior to the end of their shift for punching out.

Employees **may not**:

- Punch and park-Park your personal vehicles in front of punch location, punch in and then move their 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.
- Loading and Unloading-Employees are not allowed to take a University vehicle to their personal vehicles and load/unload any material/tools

## CORNERSTONE LEARNING MANAGEMENT SYSTEM

In October 2016, the Division implemented the Cornerstone Learning Management System (LMS). Cornerstone allows University Facilities staff to participate in online training courses and serves as a repository for tracking all training activities within the Division.

All training needs to be approved by Supervisors before it can be accessed. You may reach the training website at [www.montclair.edu/facilities/our-services/services-facilities-employees/facilities-training/](http://www.montclair.edu/facilities/our-services/services-facilities-employees/facilities-training/) and sign in using your MSU username and password.

If you have any questions or need additional training, please contact the Learning & Development office at 973-655-3304 or email [uf-training@montclair.edu](mailto:uf-training@montclair.edu)

## ACKNOWLEDGEMENT OF HANDBOOK

I hereby acknowledge receipt of the MSU Facilities New Employee Orientation Handbook. I understand that it is my continuing responsibility to read and know its contents. I also understand and agree that the Employee Handbook is not an employment contract for any specific period of employment or for continuing or long-term employment.

I have received a copy of the University Facilities New Employee Orientation Handbook. I understand that I am responsible for reading it, adhering to its contents and the subsequent periodic changes.

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_