Facilities Services Handbook

A PART OF CAMPUS SUCCESS

PUBLISHED AUGUST 2006
Facilities Services Departmental Handbook

Table of Contents

Table of Contents ............................................................... 1
Director’s Message .............................................................3
Vision and Mission Statement for Facilities Services ..................3
Benefits ...............................................................................4
    Insurance                                             Retirement
    Educational Assistance                                   Employee Assistance Program
Leave..................................................................................5
    Vacation Leave                                         Sick Leave
    Sick Leave Pool                                         Leave of Absence
    Holidays                                               Family and Medical Leave
    Bereavement Leave                                       Jury Duty
    Military Leave                                          Compensatory Time
Safety ................................................................................8
    Personal Protective Equipment                           Uniforms
Work Hours and Attendance ..................................................9
    Attendance Misconduct                                   Attendance & Punctuality Policy
    Time Clock Procedures                                    Rest Periods (Breaks)
    Job Abandonment                                         On-Call Policy
University Property ..............................................................11
Equal Opportunity/Affirmative Action .......................................12
    Sexual Harassment                                       Individuals with Disabilities
Employment and Employee Responsibilities

Employee Classification
Motor Vehicle Record
Employee Performance Evaluation
Outside Employment
Social Security Number

Discipline and Dismissal of Employees

Disciplinary Guidelines
Grievance Process

Appendix A (Safety Shoes and Chart)
Appendix B (General Safety Practices)
Appendix C (Worker’s Compensation Insurance)
Appendix D (Alternate Work Schedule)
Appendix E (On-Call Policy)
Appendix F (Key Control Procedures)
Appendix G (Employee Recognition Program)

Helpful numbers and websites

Human Resource Index
Notes
Revisions
Disclaimer

For your convenience please visit the Facilities Services website: admin.utep.edu/facilities to access helpful links.
Director’s Message:
As part of the department’s Vision, we are committed to serving our campus community through a collaborative team effort. Our fundamental goals include taking care of the needs of our customers and employees and providing a quality product at a reasonable cost. As part of the objective to take care of the needs of our employees, this Facilities Services’ handbook has been prepared to serve as a source of information on University policy and department procedures for all Facilities Services employees.

The text presented in *italics* is a direct excerpt or quote from the University’s Handbook of Operating Procedures (HOP) or from a University policy document. In this Facilities Services’ handbook, we identify where the reference document can be found so you can easily refer to the source yourself and obtain additional information. The rest of the information presented in this handbook states Facilities Services’ department procedures that are applicable to all Facilities Services employees and describes how the Department and employees will follow and adhere to University policies and procedures.

The following summarizes our department Vision, Mission, and Goals.

**Vision:**
Aspire to continuously improve the provision of services through a collaborative team effort.

**Mission:**
Support the vision, mission, and goals of the university by providing:

- Responsive, quality services and products;
- Safe, well-maintained, and attractive campus facilities and infrastructure that are conducive to learning and research; and,
- Innovative and cost-effective resource management.

**Objectives:**
- **Customer Perspective:** Take care of our customers’ needs.
- **Internal Process Perspective:** Provide efficient and effective services.
- **Employee Perspective:** Enable employees to attain career and personal goals.
- **Financial Prospective:** Optimize the use of resources (manpower, funds, etc).

**UTEP’s Handbook of Operating Procedures (HOP) can be accessed at:**
http://admin.utep.edu/Default.aspx?alias=admin.utep.edu/hoop
BENEFITS

University Insurance: University employees are automatically enrolled in the University’s Insurance Program from the date of hire. UT and the State of Texas pay 50% of the premium for your Basic Coverage Package and up to 25% of the premium for your dependents. For more information visit this link: http://www.utsystem.edu/egi/ (select Benefits under the EGI homepage)

Retirement: Eligibility for the University’s retirement is the same as the University’s Insurance Program, beginning from the date of hire. For more information visit these links: https://www.vrsco.com/retireman/ and http://www.trs.state.tx.us/

Educational Assistance: The University encourages all employees to take full advantage of the educational opportunities available through programs and activities of the institution to not only to improve job skills and performance but to enhance the educational achievement and intellectual well-being of the individual. In addition to on-the-job training programs or skill enhancement programs offered through the Office of Human Resource Services.

The University encourages the personal pursuit of undergraduate and graduate degrees by employees through enrollment after work hours. Financial assistance is available to full-time employees through the Education Assistance and Staff Scholarship Programs in the Office of Human Resource Services. Further, where possible, departmental accommodations are encouraged through the discretionary assignment of flexible work hours to permit class attendance if there is no impact on the conduct of official business or work performance of the employee. (http://admin.utep.edu/Default.aspx?tabid=30534 or http://admin.utep.edu/Default.aspx?tabid=3856)

Employee Assistance Program (EAP): EAP provides free confidential help to all faculty, staff, retiree or family member who is experiencing a problem that affects job performance or home life. The EAP offers confidential assessment, referral, and follow-up service to UTEP employees and their immediate families. Deer Oaks offers online chat sessions covering various topics. The sessions are held the 3rd Wednesday each month by a licensed psychologist. To view a complete chat calendar go to http://www.deeroaks.com Click on Deer Oaks EAP Services, and then click on Discussion/Chat. To view more information on the EAP go to http://admin.utep.edu/Default.aspx?tabid=688 (select Benefits under the HRS homepage).
LEAVE

Vacation: All staff employees appointed for a minimum of twenty (20) hours per week or more accrue vacation leave beginning with their first day of service. One month’s accrual is given to an employee for each month or fraction of a month actually worked, regardless of the date of employment or termination. [http://admin.utep.edu/Default.aspx?tabid=30510](http://admin.utep.edu/Default.aspx?tabid=30510)

FS Vacations: Employees must follow the following requirements:
- Two weeks (i.e., 80 hours) maximum of consecutive vacation leave may be taken by an employee unless an exception is approved by the Assistant Director.
- An employee who takes 40 or more hours of consecutive leave for any reason must return to work for one week before taking additional vacation leave.
- An employee must typically provide five (5) work days (minimum) advance written notice when requesting vacation leave unless an exception is approved by the Assistant Director. The supervisor and/or Assistant Director may require more advance written notification to accommodate schedules and shop work load requirements.
- Vacation leave requests may be denied if a properly completed written leave request is not provided in advance or to accommodate shop work load requirements.

Sick Leave: All regularly appointed faculty and staff employees who are appointed to work twenty hours or more per week and for at least four and one half months are eligible for paid sick leave from the first day of employment. In order to be eligible for sick leave with pay, an employee must report promptly by telephone to their supervisor with the reason for their absence. If absence is of more than three days duration, the supervisor should be notified of the employee’s condition. A doctor’s note will be required. The University may, at its discretion, require an employee to submit proof that the absence was necessary and due to illness or injury. The University may also require proof, before an employee returns to work, that he or she is physically fit to return. [http://admin.utep.edu/Default.aspx?tabid=30511](http://admin.utep.edu/Default.aspx?tabid=30511)

FS Sick Leave: The employee must call their supervisor each day before the start of their work day to explain the reason for and duration of their absence. In addition to requirements in the HOP, an employee submit proof that the absence was necessary and due to illness or injury if the employee has five (5) or more occurrences of sick leave absences in the previous twelve (12) month period from the date of the current sick leave occurrence. An unauthorized absence will result in a dock-in-pay for each day of absence and will count as an occurrence and may result in disciplinary action.

Sick Pool Leave: In order to alleviate the hardship caused to an employee and the employee's family arising from a potential loss of compensation when a catastrophic illness or injury forces the employee to exhaust all accrued leave time, employees of the University are eligible to apply to use time from the Sick Leave Pool. [http://admin.utep.edu/Default.aspx?tabid=30512](http://admin.utep.edu/Default.aspx?tabid=30512)

Leave of Absence Without Pay: With the interest of the University being given first consideration and for good cause, leaves of absence without pay may be granted for a period within the term of appointment of a member of the faculty or staff, subject to Regent’s Rules and Regulations and the general conditions [noted in the HOP]. [http://admin.utep.edu/Default.aspx?tabid=30528](http://admin.utep.edu/Default.aspx?tabid=30528)
**LEAVE (continued)**

**Holidays:** All staff and faculty employees, including part-time employees appointed half-time or more for a period of four and one half months, are entitled to time off with pay for days designated as official state holidays by the State Legislature or the Governor. Eligible part-time employees are entitled to holiday time off proportionate to the percent time of their appointment.  

**Family and Medical Leave (FMLA):** FMLA requires the University to provide up to 12 weeks of unpaid, job-protected leave to all eligible employees for certain family and medical reasons. Employees are eligible if they have worked at least 1,250 hours at the University during the 12-month period preceding the requested leave. The employee is required to provide advance leave notice and medical certification...30 days advance notice when the leave is foreseeable.  

**Bereavement Leave:** The University provides for paid leave for a qualified employee in the event of the death of an immediate family member. An employee working at least 20 hours a week continuously for 4 and 1/2 months or more is eligible to receive full pay for up to three (3) days when there is a death in the employee's immediate family.  

The interpretation of immediate family typically includes: Mother, Father, Stepfather, Stepmother, Spouse, Children, Stepchildren, Brother, Sister, Mother-in-law, Father-in-law, Grandparents, Grandchildren and Legal Guardian. The employee’s supervisor may approve Vacation leave in conjunction with the Bereavement leave period or when there is a death that is not in the employee’s immediate family.

**Jury Duty:** A University employee officially called for jury duty shall be excused on the days actually served upon presentation of evidence of the call and any subsequent service to their supervisor, Director, or Department Chair. Neither normal salary nor accrued leave time will be affected, and the employee is entitled to retain any routine jury payment received for service.  

**FS:** Employees on an afternoon schedule must provide proof that the jury duty commitment extended beyond the start of their afternoon schedule to be eligible for jury duty leave. If the employee does not report for work and fails to provide proof, the absence will be considered unauthorized and disciplinary action may be taken.

**Military Leave:** A paid leave of absence not to exceed 15 working days in any one year will be granted any employee who, as members of the National Guard or Official Militia of Texas or members of any of the Reserve Unit of the United States Armed Forces, shall be engaged in authorized training or duty, ordered or authorized by proper authority. During such periods, the employee is absent without loss of salary, accrued vacation, sick leave time, seniority, or benefits, and when relieved from military duty, the employee is restored to the position and status he or she previously held.  
Compensatory Time and Overtime:

**Classified Non-exempt Employees:** Hours worked in excess of 40 each week (Monday-Sunday) will be compensated at the discretion of Director/Manager by using one of the following methods:

- Pay for the overtime worked at the rate of time and one-half ($1\frac{1}{2}$) their regular hourly rate for each hour worked in excess of forty (40) in a workweek.

- Granted time off (Compensatory Time) will be given at the rate of one-half ($1\frac{1}{2}$) for each hour worked in excess of forty (40) in a workweek. If Compensatory time is not taken within a [specified] period, the department must pay the employee...


**Classified Exempt Employees:** Employees designated as *Classified Exempt in the Pay Plan* are exempt from the overtime provisions of the FLSA. A Classified exempt employee may be allowed compensatory time off for hours worked in excess of forty (40) in a workweek. If compensatory time off is allowed, it must be during the 12-month period following the end of the workweek in which the overtime was accrued, at a rate not to exceed equivalent time. Unused balances are to be lapsed 12 months after the end of the workweek in which the overtime was accrued, at the end of employment, or upon transferring to another department, whichever occurs first, without compensation.

**Administrative and Professional Staff:** Employees who work in Administrative and Professional positions (Executive, Administrative, or Managerial) will not be eligible for compensatory time except for time earned during Federal or State Holidays observed by the University.

**Paid Leave Accountability:** It is the policy of The University to ensure that all employee paid leave benefits are verified and accounted for according to University fiscal policy. It is the employees' responsibility to ensure that their paid leave benefit accrual amounts are correct and that any usage of leave is reported to and accounted for their respective department.

All employees must request approval from their respective supervisors or department heads of their intent to use paid vacation or compensatory leave prior to its use. In the case of illness or bereavement leave, an employee must notify the department administrator or supervisor as soon as possible. Jury duty and military leave do not require advance supervisory approval, but timely advance notification of the supervisor or department administrator is expected.


**FS Paid Leave:** To receive favorable consideration of a leave request, an employee must submit a written leave request and clearly specify the reason for the absence, the dates and duration of the absence, and an explanation if the leave is not scheduled a minimum of five (5) days in advance of the desired start date. Otherwise, the leave may not be approved.
SAFETY

Safety: The Director of the Environmental Health and Safety Office (EH&S) is responsible for development of safety-related policy recommendations, implementation of procedural guidelines, and, through an ongoing audit and observation function, providing reasonable assurance to the President that the institution is in compliance with approved safety standards and policies. [http://admin.utep.edu/Default.aspx?tabid=30610](http://admin.utep.edu/Default.aspx?tabid=30610)

University personnel shall comply with all applicable federal and state statutes, ordinances, rules and codes; generally accepted industrial safety standards; and University policies contained in EH&S procedural manuals which are incorporated by reference into this handbook and are available electronically at: [http://admin.utep.edu/Default.aspx?tabid=7393](http://admin.utep.edu/Default.aspx?tabid=7393)

FS Personal Protective Equipment Requirements: Facilities Services personnel must wear appropriate personal protective equipment (PPE) depending upon the job hazards and when directed by their supervisor. As a minimum, personnel in shops listed on the chart provided in Appendix A will wear the designated safety shoes while on duty. The safety shoes must meet the criteria specified for each shop and protect against the specific type of hazard as listed on the chart. All other Facilities Services personnel will wear slip resistant shoes. It is the employee’s responsibility to provide shoes that are appropriate and functional whenever they are at work.

FS Uniforms: Facilities Services will provide employees four (4) uniform shirts which must be worn during working hours. New uniform shirts will be provided every 18 to 24 months. An employee must wear the uniform shirt as prescribed and ensure the shirt is clean, neat and in good condition.

It is mandatory that employees wear safety shoes and their prescribed uniform shirts during their regular work schedule (including scheduled weekend and overtime assignments). Shirts must be tucked in and the employee should convey an overall professional and neat appearance. Employees may wear a UTEP spirit shirt on Friday; the spirit shirt must be clean and in good condition or the employee will be required to wear the prescribed uniform shirt.

FS Implementation and Enforcement: Implementation and enforcement of the safety policies and these FS procedures and requirements shall be the responsibility of the supervisors and the employees. Employees shall be subject to the progressive disciplinary process of the University for failure to comply with applicable safety requirements and procedures, to have available and utilize assigned personal protective equipment, and to wear appropriate safety shoes and uniform shirts in the manner as intended by the department. Supervisors are responsible for ensuring the necessary PPE is available.

FS General Safety Procedures: See Appendix B for additional safety requirements and procedures.

Workers’ Compensation Insurance: See Appendix C for information.
WORK HOURS and ATTENDANCE

Hours of Work: All full-time classified (and administrative and professional) employees are expected to provide a minimum of 40 hours of labor per week to perform their assigned duties consistent with normal University business operating hours or an alternative work schedule assigned by a supervising official. Administrative and professional (A&P) employees are expected to adhere to a regular work schedule. http://admin.utep.edu/Default.aspx?tabid=30509

Attendance Conduct: All employees are expected to maintain standards of conduct suitable and acceptable to the work environment. Disciplinary action, including dismissal, may be imposed for unacceptable conduct. Examples of unacceptable conduct include, but are not limited to: repeated tardiness or absence, absence without proper notification to the supervisor, or without satisfactory reason or unavailability for work. http://admin.utep.edu/Default.aspx?tabid=30502

An employee who is repeatedly tardy to, or absent from work is subject to disciplinary action up to and including termination of employment under the University’s Discipline and Discharge Policy. http://admin.utep.edu/Default.aspx?tabid=30509

FS Attendance and Punctuality Procedures: A rolling twelve (12) month review period has been instituted. This review period will take into account occurrences of tardiness, missed punches, unauthorized absences, and incomplete shifts as defined below. The rolling twelve (12) months is the period of time that begins with the current date and includes the previous twelve months. Accordingly, as this 12 month period gains a day it also drops a day at the tail end of the 12 month cycle, thereby always having a 12 month window to assess attendance. A Written Warning and a Suspension of Employment however, will remain effective until 12 months elapse from the date in which the most recent discipline was issued. All employees are expected to maintain an acceptable attendance and punctuality record and if disciplined, they must demonstrate consistent improvement by preventing additional occurrences.

Example of an occurrence dropping off: An employee accrues 3 occurrences and is verbally counseled. If one occurrence took place on March 2, 2005, that occurrence will drop off on March 2, 2006. If no additional occurrences are accumulated, the employee would only have 2 occurrences on March 3, 2006.

Example of a disciplinary action (Written or Suspension) dropping off: An employee with 6 occurrences who receives a Written Counseling on May 15, 2006 will have a Written Warning effective in their file until May 16, 2007. If the employee accumulates one or more additional occurrences after May 15, 2006 and before May 16, 2007, those occurrences will be added to the 6 that are on record. Otherwise, if the employee does not incur any more occurrences, the Written Warning will expire on May 15, 2007.

Employees are expected to report for work on time and work their required shift. If an employee punches-in after the scheduled start time, they will be considered tardy. A courtesy punch-in is available no earlier than 15 minutes prior to the designated start time. This courtesy punch-in allows an employee time to correct problems if they have difficulty punching in and to get situated before the workday begins. Employees are not expected to work during this courtesy period.

A missed punch occurrence is defined as an employee’s failure to properly record (punch) their entry or exit time. An unauthorized absence occurrence is defined as any absence during regular time or during scheduled overtime that is not authorized by the employee’s supervisor including a requested sick leave absence that is not substantiated by the employee. An incomplete shift occurrence is defined as early departure from work or late arrival which is not authorized as part of a paid leave benefit. An unauthorized absence may result in a dock in pay; however, a dock in pay is only applicable to a full eight (8) hour period.
WORK HOURS and ATTENDANCE (continued)

The following progressive disciplinary actions applicable to Facilities Service’s employees will be used for repeated occurrences which generally include tardiness, missed punches, unauthorized absences, and incomplete shifts:

Any combination of **three (3) or more** occurrences in the previous twelve (12) months from the date of the current occurrence will result in a **verbal counseling**.

Any combination of **six (6) or more** occurrences in the previous twelve (12) months from the date of the current occurrence will result in a **written counseling**.

Any combination of **nine (9) or more** occurrences in the previous twelve (12) months from the date of the current occurrence will result in a **three (3)-day suspension without pay** in accordance with the University’s Discipline and Dismissal Policy and Procedures.

After a suspension, each subsequent additional occurrence within the twelve (12) month period may result in another suspension and additional disciplinary action.

Any combination of **twelve (12) or more** occurrences in the previous twelve (12) months from the date of the current occurrence **will result in disciplinary action including termination** in accordance with the University’s Discipline and Dismissal Policy and Procedures.


**FS Time Clock Procedures:** Each employee must ensure the time clock properly records their punch in and out. If the time clock doesn't record the employee’s punch, the employee must report the failure to properly punch immediately to their supervisor. Instructions in English and Spanish are posted by the time clocks. The time clocks at the Physical Plant and Custodial Office have been programmed to display the employee’s last punch in or out as well as accrued balances for the employee’s vacation leave, sick leave, and compensatory time. A failure to properly punch in and out is automatically counted as an occurrence unless an exception is authorized in writing by the Assistant Director.

**FS Rest Periods (Breaks):** Rest periods may be scheduled at the discretion of the employee’s supervisor. The frequency and duration of rest periods will be based on the physical demands of the assigned task and should not interfere with accomplishment of the task. Employees who work outdoors may take rest periods to account for weather conditions. Employees should exercise common sense and not abuse the rest period privileges.

**Job Abandonment:** All staff employees, both classified and non-classified, are expected to be present at their assigned work place for the full period of time for which they are employed by the University. An employee unable to report to work on a timely basis should communicate with his/her immediate supervisor regarding the tardiness or absence. If an employee fails to notify his/her supervisor for three (3) consecutive work days of the reason for an absence, the employee is considered to have abandoned his/her position and is subject to discharge (in accordance with the University’s Discipline and Dismissal Policy and Procedures). [http://admin.utep.edu/Default.aspx?tabid=30509](http://admin.utep.edu/Default.aspx?tabid=30509)

**FS Alternate Work Schedule (AWS) Procedures:** Can be found in Appendix D.

UNIVERSITY PROPERTY

University Property: Each department is responsible for taking all necessary precautions to ensure that assets are secured and that assets are tracked in a manner that prevents the theft, loss, damage, or misuse of assets...and to assure that property is used only for official business...When State property is lost, damaged or destroyed through the negligence or fault of a state employee, the employee is liable to the State for the loss.

All property physically located on the campus is normally presumed to be State-owned property. Any property that is the personal property of individual employees should be marked accordingly or otherwise documented with the employee's department. The University is not responsible for theft, loss or damage of any employee's personal property, whether used for official business or not.  http://admin.utep.edu/Default.aspx?tabid=30581

FS Use of University owned Tools, Equipment, Supplies and Materials: University tools, equipment, supplies, and materials may only be used to perform official University business. They are not available for personal use, either within the plant compound or elsewhere on campus, and may not be removed from the campus without prior written approval of the Director. University property may only be transported in a University vehicle except by employees who are on-call and require the University property to perform their duties.

Employees will be issued the tools and equipment (property of the University) necessary to perform their required work. Reasonable care and control must be exercised over these items. Employees may be required to sign a receipt for tools and equipment issued. If a tool or equipment under the employee’s control is lost or damaged and if this is caused by negligence, the employee may be held financially responsible for costs to repair and/or replace the item. Employees are responsible for reporting lost or damaged tools and equipment immediately to their supervisor. Tools and equipment are not to be used for personal work or removed from University premises.

Materials, supplies, parts and equipment needed for a job must be checked out from the warehouse or the shop and its use properly accounted for through the work order process. Materials and supplies left over from a job must be returned to the shop or to the warehouse. Items assigned, checked out to, or otherwise placed under the employee’s control remain the employee’s responsibility until returned or accounted for. Any material determined to be surplus or scrap and no longer needed by the department must be delivered to Surplus for proper disposal. There are no exceptions. Discarded items or materials, other than aluminum cans or cardboard, may not be salvaged from University trash dumpsters without written authorization, after supervisory verification that the materials are truly and appropriately trash or waste products.

All departing vehicles, as well as packages, sacks or other containers, to be removed from the Physical Plant yard, are subject to search by supervisory and/or police personnel. If personal property is brought into the Physical Plant compound, it must be registered with the employee’s supervisor upon arrival at Facilities Services to avoid possible conflict with this requirement.

University Computing Resources: Acceptable use provisions for the use of computer equipment, software, operating systems, storage media, and network accounts can be found at http://admin.utep.edu/Default.aspx?tabid=6699
QUAL OPPORTUNITY


Equal Opportunity/Non-Discrimination: The University of Texas at El Paso is an Equal Opportunity/ Affirmative Action Employer. The University is committed to providing equal opportunity to all employees and individuals seeking employment or access to its programs, facilities or services, and will not discriminate against these persons because of race, color, national origin, sex, religion, and age, status as a disabled veteran or veteran of the Vietnam era, sexual orientation, or disability. In addition to this commitment, the University will take affirmative steps to insure that applicants are employed, and employees are treated, during all aspects of employment, in a non-discriminatory manner. The University shall maintain and annually update its Affirmative Action Plan and will make good faith efforts to achieve established goals, to the extent permitted by applicable law.

Complaints alleging discrimination based on one of the above referenced categories should be directed to the Equal Opportunity/Affirmative Action Office. For the University’s complete equal opportunity policy including information regarding resolution and complaint procedures, refer to Section VI, Chapter 1 of the Handbook of Operating Procedures http://admin.utep.edu/Default.aspx?tabid=30552

Sexual Harassment and Sexual Misconduct: The University condemns sexual harassment of or by its students, staff, and faculty and is committed to the principle that the learning and working environment of its students, employees, and guests should be free from sexual harassment and inappropriate conduct of a sexual nature.

Both the University and Facilities Services take complaints of sexual harassment and sexual misconduct seriously. Employees should immediately report inappropriate conduct of a sexual nature to a supervisor or manager or directly to the Equal Opportunity/Affirmative Action Office. For the University’s complete policy on sexual harassment and misconduct including information regarding resolution and complaint procedures, refer to Section VI, Chapter 3 of the Handbook of Operating Procedures http://admin.utep.edu/Default.aspx?tabid=30554

Individuals with Disabilities: The University is committed to providing services, equipment, and accommodations to individuals with documented disabilities in order to provide them with equal opportunities to participate in programs, services, and activities in compliance with Sections 503 and 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act (ADA) of 1990. Refer to Section VI, Chapter 2 of the Handbook of Operating Procedures for the University’s complete policy concerning accommodations for individuals with disabilities, including procedures to request accommodation.
EMPLOYMENT and EMPLOYEE RESPONSIBILITIES

Employee Classification: All Classified staff personnel will be assigned a position title contained in the University Classified Pay Plan on the basis of responsibility of work to be performed. Each position title in the Classified Pay Plan carries a salary range that has been established to make provision for salary progression within each classification on the basis of merit and other such factors as may be prescribed. Internal equity was achieved based upon job content and without regard to the incumbent or the incumbent's performance. Standardized job descriptions and salary ranges are developed for each job classification. Salary ranges are established to be both internally equitable and externally competitive. All staff positions must be classified in a manner, which properly reflects the level of responsibility of the work to be performed. A supervisor may not change the duties and responsibilities of a job that would change the position's classification without prior administrative approval...


Key Control: Employees will be issued the keys necessary to perform their required work. Employees will be required to sign a receipt for keys issued. Reasonable care and control must be exercised over all issued keys. If a key is lost, missing or stolen, the employee may be held financially responsible for costs to re-key the doors controlled by the lost key and for issuance of replacement keys. Excerpts of the University’s Key Control Policy and Procedures can be found at Appendix F. The entire Key Control Policy is available at http://admin.utep.edu/Default.aspx?tabid=39276

Motor Vehicle Record (MVR): The University of Texas System has established guidelines for drivers of University-owned vehicles. The basic features of these guidelines are described below and http://www.utsystem.edu/bpm/16.htm

All University employees who may be called upon to drive a University vehicle shall have a Motor Vehicle Record (MVR) check as required by the University of Texas System Business Procedures Memorandum (BPM) 16-05-02 and shall be assigned a driver rating as indicated in the University’s MVR Policy. The records will be updated and maintained by the office of Fleet Operations in the department of Facilities Services in conjunction with the University Police Department. Establishment and maintenance of driver ratings will be the responsibility of HRS. An acceptable rating to drive a University vehicle shall be a 1 or 2. An employee with a rating of 3 must attend a driver's training refresher class before being returned to an approved status. Any employee with a rating of 4 or more shall not be eligible to operate a University vehicle.

UTEP’s Motor Vehicle Record (MVR) Policy and UT System BPM 16-05-02:

Defensive Driving Requirement: All University employees who may be called upon to drive a University vehicle shall also attend a Defensive Driver course every three (3) years as required by state law. http://www.utsystem.edu/bpm/16.htm
EMPLOYMENT and EMPLOYEE RESPONSIBILITIES

Probationary Period of Employment: All newly appointed classified employees at the University are required to satisfy a probationary period of 180 days from the beginning date of employment. The probationary period begins on the first day of appointment. If an employee is placed on leave without pay during the probationary period, then the probationary period is extended by the same number of days that the employee is on leave.

The probationary period allows the supervisor to observe and evaluate a new employee’s work performance and permits the employee to adjust to the job and working conditions. Throughout this period, the immediate supervisor will provide any assistance considered necessary to assist the probationary employee to improve performance or facilitate adjustment. http://admin.utep.edu/Default.aspx?tabid=30497

Employee Performance Evaluations: This policy applies to all Classified and Administrative/Professional employees. Each supervisor will be responsible for the consistent application of the employee performance appraisal program; adherence to this policy and the established guidelines will be considered in the evaluation of supervisory personnel. All supervisors shall complete a performance evaluation for each of their staff employees during the common review process (in March of) every year. Supervisors are required to complete performance evaluations on all newly appointed employees during their first 180 days of employment (this is considered a Classified employees’ probationary period).

Each performance evaluation shall be documented on a form developed and approved by Human Resource Services (HRS). All completed performance evaluations will be placed in the employee’s personnel file at HRS. Each employee is also entitled to a copy of his or her completed performance evaluation upon request. http://admin.utep.edu/Default.aspx?tabid=6892

FS Probationary Employee: An employee who accrues an occurrence of tardiness, missed punch, or unauthorized absence or fails to meet performance standards during the probationary period may be dismissed. A probationary employee may not appeal a termination action or have access to the University’s Discipline and Dismissal Policy and Procedures. New uniforms and safety shoe reimbursement if applicable may be provided after the probationary period is completed. Also, Probationary Employees are not allowed to use vacation leave during their probationary period. Use of other types of leave may be authorized by the Assistant Director.

FS Employee Performance Responsibilities: All employees are expected to acquaint themselves with performance criteria for their particular job and with all rules, regulations, procedures, and standards of conduct established by the Board of Regents of the University of Texas System, UTEP, and the department. An employee who does not fulfill the responsibilities set out by such performance criteria and standards of conduct may be subject to adverse personnel action.

FS Visitor Parking Lot: Employees should not park in the Visitor’s Parking Lot in front of the Physical Plant Building between the hours of 8:00a.m. to 5:00p.m. Employees may park in the Visitor Parking lot after 5:00p.m. on weekdays, any time on weekends, or during the work day if an exception has been approved by the Director. Employees who improperly park in the Visitor’s parking lot during the work day may be ticketed by campus police.
EMPLOYMENT and EMPLOYEE RESPONSIBILITIES

Outside Employment: It is the policy of the University that all regularly employed University personnel are required to obtain advance approval of the respective Department Administrator, Dean, Vice President, and President before accepting or engaging in employment outside the University. Each such engagement will be judged on its individual merits and conformity to the Board of Regents’ Rules and Regulations. Advance approval can be obtained by completion of the form entitled “Request for Prior Approval of Outside Employment/Consultation/Appointment/Positions.”

Nepotism: Pursuant to the Texas Government Code, the Regents Rules and Regulations state “No person related to any member of the Board of Regents within the second degree by affinity or within the third degree by consanguinity shall be eligible for appointment to any office, position, employment, or duty with the University of Texas System or any component institution thereof, when the salary, fee, or compensation of such appointee is to be paid, either directly or indirectly, out of public funds of any kind.” For more information: http://admin.utep.edu/Default.aspx?tabid=30501

Social Security Number: The University shall not request, maintain or utilize individual Social Security Numbers for identification purposes except as required or permitted by Federal or state law. The University of Texas at El Paso (UTEP) shall comply with the requirements of all federal and state statutes governing solicitation, maintenance, and use of Social Security Numbers, including UT System BPM 66.

Drug and Alcohol Policy: The University of Texas at El Paso is required by the Drug-Free Work Place Act of 1988 (41 U.S.C.A. 701-707) to notify all employees that the unlawful manufacture, sale, distribution, possession, or use of a controlled substance in or on any premises or property owned or controlled by the University is prohibited. A controlled substance is any substance so defined by federal or state statute or regulation. Any employee who is found guilty (including a plea of no contest) or has a sentence, fine, or other penalty imposed by a court ... shall report such action to the Human Resource Services Office within 5 days. An employee who unlawfully manufactures, sells, distributes, possesses, or uses a controlled substance in or on premises or property owned or controlled by the University, regardless of whether such activity results in the imposition of a penalty under a criminal statute, will be subject to appropriate disciplinary action, including termination, or will be required to participate satisfactorily in an approved drug assistance or rehabilitation program or both. http://admin.utep.edu/Default.aspx?tabid=30505
DISCIPLINE and DISMISSAL of EMPLOYEES

Disciplinary Guidelines: It is the policy of The University of Texas at El Paso to encourage fair, efficient, and equitable solutions for problems arising out of the employment relationship. These policies and procedures are applicable to conduct or job performance of a staff employee that results in a decision to impose a disciplinary penalty of demotion, suspension without pay, or dismissal. More information on this entire topic may be found at http://admin.utep.edu/Default.aspx?tabid=30502

Progressive Disciplinary Process: Verbal Reprimand—the supervisor meets with the employee to review the unacceptable performance or misconduct and inform the employee that his/her performance, conduct, or both must improve. The supervisor will make a record of the verbal notice. Written Reprimand—the supervisor prepares a written document to the employee outlining the unacceptable performance or misconduct and informing the employee that his/her performance, conduct, or both must improve or further disciplinary action, up to and including termination, will be taken. If necessary, the supervisor may initiate additional disciplinary action including suspension without pay and dismissal.

Acts of Misconduct: All employees are expected to maintain standards of conduct suitable and acceptable to the work environment. Disciplinary action, including dismissal, may be imposed for unacceptable conduct that includes, but not limited to: neglect of duties; wasting time; gambling; circulating petitions; using intoxicants or drugs, having intoxicants or drugs in one's possession, or being under the influence of intoxicants or drugs on the premises at any time; violations of safety rules or accepted safety practices; failure to cooperate with supervisor; disruptive conduct; fighting; theft; dishonesty; unauthorized use of University property; refusal to follow instructions or to perform designated work; repeated tardiness or absence; absence without proper notification; and violation of policies or rules of the University.

Grievance Policy: The employee shall present the complaint to his/her supervisor for discussion, consideration, or resolution within five (5) working days from the date of the action that is the subject of the complaint. If the supervisor is the subject of the complaint, the employee may address the complaint to the department head. If the complaint is not satisfactorily resolved by the supervisor within five (5) working days, the employee may present the complaint in writing within five (5) working days to the department head for consideration and action. A written decision shall be mailed to the employee within five (5) working days of receipt of the complaint. If the employee is not satisfied with the decision of the department head, a written appeal stating why the appealed decision is incorrect may be made to the administrative equivalent within five (5) working days of the date of the appealed decision.

Appealing Disciplinary Action: Disciplinary actions resulting in dismissal, suspension without pay, or demotion may be appealed by the affected employee, pursuant to the appeal process. The time limits set forth in the appeal procedure must be adhered to by both the employee and the appropriate supervisory and administrative personnel unless extended for good cause by the Director of HRS. The failure of the employee to process the appeal in a timely manner to the next level shall constitute a withdrawal of the appeal. The failure of supervisory personnel to timely respond to an appeal shall constitute authorization for the employee to process the appeal to the next step.
APPENDIX A

SAFETY SHOES

Facilities Services (FS) personnel must wear appropriate personal protective equipment (PPE) for foot and leg protection depending upon the job hazards and when directed by their Supervisor. Each employee is responsible for providing appropriate safety shoes at all times including replacement of shoes during the fiscal year if the shoe is no longer adequate. Employees are responsible for the care of his/her safety shoes and assigned shop PPE.

FS will offset the reasonable cost of safety shoes for trade personnel assigned. To receive reimbursement for safety shoes, the following steps must be followed.

1. Each affected employee will be allocated a designated amount annually in the first quarter of the fiscal year (FY) toward the purchase of required safety shoes.
2. Exceptions to the designated annual amount must be approved by the appropriate Assistant Director prior to the purchase of safety shoes.
3. All affected employees except custodians must provide proof to their Supervisor that the purchased safety shoes meet ANSI Z41-1999.
4. All employees will fill out the safety shoe reimbursement form and submit along with the original receipt for the shoes to their Supervisor who will submit to the front office through the appropriate Assistant Director. The back of the receipt is to be signed by the Supervisor and the employee.

Supervisors are authorized to purchase PPE, such as, rubber boots, shoe covers, and other foot and leg protection items as necessary to safeguard against job hazards.

Classification of Safety Shoes

<table>
<thead>
<tr>
<th>Code</th>
<th>Shoe and Hazard Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ST</td>
<td>Safety Toe: Steel or “Tech” toes. For use in areas or jobs where there is a potential for heavy, protruding or falling objects.</td>
</tr>
<tr>
<td>PR</td>
<td>Puncture Resistant: Metal reinforced soles. For use in area or jobs where there is a potential to step on sharp, penetrating objects.</td>
</tr>
<tr>
<td>SD</td>
<td>Static Dissipative: Reduces accumulation of static charge. For use in areas with sensitive electronics.</td>
</tr>
<tr>
<td>EC</td>
<td>Electrically Conductive: Reduces the possibility of generating a spark. For use in areas where there fire and explosive hazards exist.</td>
</tr>
<tr>
<td>WF</td>
<td>Welding or Foundry: Contains no fasteners and is easily removed. For use in area or jobs where exposure to splashes of molten metal is likely.</td>
</tr>
<tr>
<td>EH</td>
<td>Electrical Hazard: Minimizes the hazard of electrical conduction. For use in areas or jobs where there is an exposure to open circuits of 600 volts or less.</td>
</tr>
<tr>
<td>SR</td>
<td>Slip Resistant: Minimizes loss traction. For use in areas or jobs where traction may be impaired</td>
</tr>
<tr>
<td>OR</td>
<td>Oil Resistant: Reduces damage from oil. For use in areas where oil or petroleum products may be present.</td>
</tr>
<tr>
<td>MP</td>
<td>Metatarsal protection: Adds protection to top of foot. For use in areas where there is a potential for crushing forces to the top of the foot.</td>
</tr>
<tr>
<td>Shop</td>
<td>Required Shoe Code</td>
</tr>
<tr>
<td>----------------------</td>
<td>--------------------</td>
</tr>
<tr>
<td>Automotive</td>
<td>ST, SR, EC, OR</td>
</tr>
<tr>
<td>Building Maintenance</td>
<td>ST, PR, SR, OR,</td>
</tr>
<tr>
<td>BM - Carpentry</td>
<td>ST, PR, SR, OR</td>
</tr>
<tr>
<td>BM - Painting</td>
<td>ST, SR, OR</td>
</tr>
<tr>
<td>BM - Plumbing</td>
<td>ST, SR, OR, EH</td>
</tr>
<tr>
<td>BM - Welding</td>
<td>ST, SR, WF/MP</td>
</tr>
<tr>
<td>Central Plant</td>
<td>ST, SR, OR, EH</td>
</tr>
<tr>
<td>Electric</td>
<td>ST, SR, EH</td>
</tr>
<tr>
<td>Electronic</td>
<td>ST, SR, EH, SD</td>
</tr>
<tr>
<td>Elevator</td>
<td>ST, SR, EH</td>
</tr>
<tr>
<td>Grounds</td>
<td>ST, PR, OR, SR</td>
</tr>
<tr>
<td>Grounds - Masons</td>
<td>ST, SR, (MP optional)</td>
</tr>
<tr>
<td>HVAC/EMCS</td>
<td>ST, SR, OR, EH</td>
</tr>
<tr>
<td>Labor Crew</td>
<td>ST, SR, OR, (PR, MP optional)</td>
</tr>
<tr>
<td>Motor Pool</td>
<td>SR</td>
</tr>
<tr>
<td>Key</td>
<td>SR</td>
</tr>
<tr>
<td>Custodial</td>
<td>SR</td>
</tr>
</tbody>
</table>
APPENDIX B

FS SAFETY RULES and PRACTICES

Protect your health—it is your most valuable asset. Each Facilities Services employee has the responsibility of avoiding and/or preventing unsafe situations which might cause injury to themselves or others. The EHS Safety Manager is available to assist in addressing safety-related concerns and problems. In addition, periodic weekly safety meetings are to be held in each shop to discuss safety topics. Remember, on every job SAFETY COMES FIRST.

General safety rules pertaining to all Facilities Services employees are listed below:

1. Immediately report all work-related injuries and illness to your supervisor. An accident report form must be completed by the employee and by the supervisor.
2. Employees should not be scheduled to work more than 12 consecutive hours (including travel time) unless an exception is authorized by the Assistant Director.
3. Before starting a work task, check tools and machinery, personal protective equipment, and the surroundings for unsafe conditions. Report any unsafe conditions, damaged tools, defective equipment, or unsafe practice to your supervisor.
4. Safety equipment and devices will be used in the performance of your job. You must use such items as safety goggles, aprons, safety shoes, hard hats, etc., where your particular job or task requires them. Further, you are expected to wear personal clothing that is safe and proper for the job.
5. Do not attempt to lift anything beyond your capability. Use the proper techniques for lifting; lift with your legs and not with a bent back or in an awkward position. Get help when lifting or carrying loads too heavy for one person to handle.
6. Operate motor vehicles only in a lawful and safe manner. The maximum speed limit in the Facilities Services yard and parking lots is 10 m.p.h.
7. Equipment such as the boom lift, scissor lift, skid steer, and ride-on mowers will be transported on a trailer. Supervisors may authorize an exception.
8. Seat belts should be used at all times. When riding in vehicles, personnel should be seated on the seats provided or in the bottom of the truck bed. Do not stand in the rear of a moving truck or sit on the side panels or tailgate. Riders are not allowed on forklifts other than the driver.
9. Personnel will not walk beside a moving power lift truck at any time. There shall be no buddy rides on power lift trucks at any time. Personnel will stay clear of a raised fork of a power lift truck at all times. Power lift trucks will not be used for towing or pushing another vehicle.
10. Do not remove guards and other protective items from any type of power tool or moving pieces of equipment. Machine operators will not reach around a machine guard for any reason while the machine is in operation. Do not defeat the purpose of the safety guards.
11. Personal radios and tape recorders should not be used on the job if they annoy others, create an unsafe work environment, or impede the quality or quantity of the work being performed. Earphones for radios or tape recorders are not allowed.
12. Poor housekeeping is one of the major causes of injuries; therefore, every effort should be made to maintain the work areas in an orderly condition in order to reduce the hazards of falls, trips, and slips.

13. When performing overhead work, reasonable areas must be blocked off and warning signs posted around the work area to keep other employees and passersby from being injured by falling tools or other objects.

14. You should familiarize yourself with the many types and kinds of signs indicating that a particular area involves a safety problem of some kind. Do not enter hazardous areas unless authorized to do so.

15. A large number of laboratories and other areas contain toxic and hazardous materials; therefore, care should be taken when working in these areas. Be aware of caution signs and labels.

16. The use of compressed air for cleaning should be as a last resort and then only when the hose is equipped with an approved air nozzle which limits static pressure to 10 psi. When using the air hoses for cleaning purposes personnel will not direct the air stream toward another person.

17. Falls from ladders are another major cause of injuries. Follow the proper procedures for the use of ladders, including maintaining good balance and avoiding defective ladders. Set the foot of the ladder one foot out from perpendicular for each four feet up to the point of support (1/4 of height).

18. Use ladders and/or step stools when storing or removing materials from shelving or stacks that cannot be conveniently reached by standing on the floor.

19. Appropriate ladders will be used when working with an electrical voltage over 50 volts. Circuits should be off before work begins.

20. Use extreme care in handling electrical equipment. Remember to properly ground equipment, pull and lock the disconnect before working on equipment, report equipment or wiring in bad condition, and avoid splashing water into electrical equipment. Use a Ground Fault Circuit Interrupter when using electrical power tool(s) outside or in wet/humid environments.

21. Know the applications and limitations of power tools; read the operating manual and/or ask for assistance.

22. For maintenance and machine setups, personnel will shut off machinery prior to making repairs or adjustments repairing or adjusting them. The only exceptions are those machines that are required to be running to be properly adjusted.

23. Loose clothing such as long sleeves, ties, gloves, or jewelry are not to be worn when working with machines that have moving parts such as grinders, saws, etc.

24. Workers, who wear their hair below the shoulder line and work with or around machinery with moving parts, should wear a hairnet or secure their hair in a style that does not allow it to fall below the shoulder line.

25. Drivers of state owned vehicles will safety check their vehicle for maintenance defects and cleanliness before moving it out to work daily. Drivers will also inspect their vehicles daily for body damage. Drivers will report any defects or problems immediately to their supervisor. Only authorized employees are permitted the use of state owned vehicles and/or equipment and only when conducting official university business. Employees are responsible for reporting an accident immediately to their supervisor or Assistant Director.
APPENDIX C

WORKERS’ COMPENSATION INSURANCE

What is Workers’ Compensation Insurance?

Workers' compensation is a state-regulated insurance program that pays medical bills and replaces some lost wages for employees who are injured at work or who have work-related diseases or illnesses. It is UTEP’s policy to provide worker compensation insurance coverage for all employees and student appointees, who suffer an accidental injury or occupational illness while performing duties within the course and scope of their employment or appointment.

The Employee Responsibilities

- Immediately notify your supervisor of work place injuries or suspected illness; UTEP policy states that employees must report all work place injuries within 24 hours of the injury.
- Failure to notify within 30 days may result in denial of the claim.
- NOTIFYING A CO-WORKER IS NOT PROPER NOTIFICATION.
- Complete the employee’s Detailed Description of Injury form. The form is available in the Facilities Services main office. Submit the completed, signed form to your supervisor for submission to the WCI Advisor at Environmental Health & Safety.
- Submit all doctor and/or hospital information to your supervisor and the WCI Advisor as soon as possible.
- Communicate all changes in work status to your supervisor immediately.
- Complete a Request for Paid Leave Form promptly if you lose one or more full days from work. The form is available in the Facilities Services main office. Contact your HRS Employee Benefit Representative regarding insurance benefits.
- Seek medical care if you desire medical care.

Accessing Care for Your Injury

- The employee must choose a medical provider from the Division of Workers’ Compensation ADL (Approved List of Doctors). For more information about the Approved Doctor List contact UTEP WCI Advisor at (915) 747-7199 or the UT System Claims Adjuster at (915) 747-7960.
- The UTEP Student Health Center will access and treat minor work injuries. To receive treatment you must present a picture ID and Work Injury Verification Form. The form is available at Facilities Services.
- The WCI Advisor may assist by suggesting medical providers who accept Workers’ Compensation Insurance for employees injured at work.

Supervisor’s Responsibilities

- Prepare the Detailed Description of Injury/Illness report and submit to the WCI Advisor at Environmental Health & Safety within 24 hours or sooner of being notified of an accident or employee injury. The supervisor’s report is required regardless of whether the employee submits a Detailed Description of Injury form.

For questions about WCI refer to: http://admin.utep.edu/Default.aspx?tabid=28753
Facilities Services: AWS procedures cover work scheduled outside the regular business operating hours Monday to Friday. At present, AWS is established based on the business needs and may vary depending upon the needs of the University and may include Saturday and Sunday. Supervisors will determine AWS work hours and days.

Employees will typically be provided with two (2) weeks advance notice of a change to their regular work schedule and will be assigned to the AWS for the length of time stated by their Supervisor or in their notification letter.

Shop Supervisors will assign tasks or projects for the AWS crew to encompass their work shift. Employees assigned to the AWS will check-in with their regular shop Supervisor at the start of their AWS shift to typically obtain instructions, supplies, special equipment, nighttime personal protective equipment, and tools.

Employees will be required to punch-in at the Physical Plant or other time clock as directed. Employees will be required to turn-in a daily time card and to use appropriate work order numbers to track their time.

Employees will call their regular shop Supervisor and report an absence at least two (2) hours before their scheduled start time. Requests for sick leave or vacation time will be submitted to the employee’s regular shop Supervisor.

A Supervisor or a lead tradesman will be assigned as the AWS Supervisor/lead. Employees assigned to the AWS will communicate regularly during the shift with the assigned AWS Supervisor/Lead and keep the AWS Supervisor/lead or Police Dispatch informed when the employee will be out of radio range.

The employee is to report all emergencies or accidents to the AWS Supervisor/lead as soon as practical. Medical or emergency assistance can be reached by calling Campus Police or 911.

Work Control will relay service and trouble calls until 5:00PM Monday to Friday. After that, Campus Police will have a radio to relay service and trouble calls to the AWS crew. AWS mechanics will always be available on the radio. On-Call mechanics will respond to all Campus Police dispatch calls and as necessary to augment the AWS crew.

AWS mechanics will have a copy of the Call-out roster with emergency phone numbers. This roster also has phone numbers for the Central Plant as well as administrative staff. The shop area at the Central Plant is available for the dinner break.

Shop vehicles will be returned to the compound by 10:30PM. The AWS Supervisor/lead is responsible for checking and securing the Facilities Services compound at 10:30PM daily.
APPENDIX E

ON-CALL POLICY

The following paragraphs are excerpts from the On-Call Policy. The entire On-call Policy can be found at:  [http://admin.utep.edu/Default.aspx?tabid=6901](http://admin.utep.edu/Default.aspx?tabid=6901)

This policy describes the compensation benefits for all classified employees who are officially required to be accessible by telephone, cell phone, or pager (beeper) and who must return to UTEP within a designated period to provide necessary services.

Certain departments may make classified non-exempt positions eligible for on-call compensation when the employee is required to be on-call. The employee must be accessible and available for work upon being contacted via telephone, cell phone, or pager (beeper). If contacted via pager, an employee must call back within a reasonable time frame (usually 15 minutes) and acknowledge that they have received the page and will be returning to work. The employee must report to work within a reasonable time after being contacted by the University (usually within one (1) hour) and told to report for duty. The employee must also be in a physical condition that allows him/her to resume duty.

Travel time spent to and from work while on-call shall not be considered time worked, but the amount of time spent working while on-call must be included when computing overtime for those non-exempt employees who qualify for such compensation.

To be eligible for on-call compensation an employee must be scheduled during a period of normal time off and be available to return to duty, ready to work, within a reasonable time (usually one (1) hour). Employees who are scheduled as “back-ups” are not regarded as being on-call. No employee may accrue compensatory time for work performed at any location other than the employee’s regular place of employment or duty point. (Defined by Government Code § 659.018)

Employees will be contacted for duty by telephone, cell phone, or pager.

a) Pagers/cell phones shall be carried by the employee.

b) Employees who are to be contacted by telephone must leave word where they can be reached.

Employees should be notified in advance, whenever possible, of the days and hours that they will be required to be on-call. Employees called to work while on-call will provide a minimum of two (2) hours of compensatory time, even if the actual time worked is less. If the actual time worked exceeds the initial two (2) hours, they will receive compensatory time at the rate of time and one-half (1½) for each hour spent at work while on-call.
APPENDIX F
KEY CONTROL PROCEDURES

The following paragraphs are excerpts from the Key Control Procedures. The Key Control Procedures can be found at: http://admin.utep.edu/Default.aspx?tabid=39276

Routine access to locked University facilities or areas within University facilities required for the performance of an employee’s assigned duties will be provided through the issuance of an appropriate key required for entry into the authorized area or areas.

The Key Recipient agrees to assume full responsibility for the security and proper use of issued keys. The key recipient also agrees that they:

a. will not lend or otherwise permit key(s) to be used by any other person;
b. will not duplicate or alter the key(s) and will not allow others to do so;
c. will report the loss or theft of key(s) within 24 hours as per the Lost Key Procedures;
d. will return issued key(s) that are no longer needed to the Department who authorized issuance of the key(s) or to the Facilities Services Key Shop;
e. will return issued key(s) to Human Resource Services (HRS) when clearing the University upon retirement or termination of employment and obtain a clearance form from HRS indicating all keys have been returned;
f. will hand deliver key(s) being returned and will not send keys through the U.S. or campus mail;
g. will use keys issued to gain access only to the assigned work area to conduct University business; and,
h. will ensure the door(s) to an assigned work area is/are properly locked or otherwise secured when leaving the area or at the conclusion of work.

Lost or Stolen Keys: Lost or stolen keys must be reported within 24 hours of discovery of loss or theft to the University Police Department, the Facilities Services Key Shop, the immediate supervisor and the administrator who originally authorized issuance of the key. The key recipient responsible for the lost or stolen key(s) shall be responsible for paying applicable replacement and re-keying fees...

Penalty for Unauthorized Key Use: Any person, who knowingly makes, duplicates, possesses or uses access controlled keys or cards for entry of University premises without the appropriate authorization will be subject to administrative disciplinary action by the University and may be criminally prosecuted under the laws of the State of Texas.
APPENDIX G

FACILITIES SERVICES EMPLOYEE RECOGNITION PROGRAM

The program year covers September 1 through August 31. Each quarter nomination takes place two weeks prior to the beginning of the next quarter. The announcements will be made at a quarterly Department meeting.

1\textsuperscript{st} quarter September 1- November 30
2\textsuperscript{nd} quarter December 1 – February 28
3\textsuperscript{rd} quarter March 1 – May 31
4\textsuperscript{th} quarter June 1 – August 31

Each Assistant Director will submit a written nomination. Employees must meet the qualification criteria listed below in order to be eligible for recognition.

The Facilities Services Director will select Employee and Teams each Quarter based upon written nominations, noted accomplishments, and eligibility criteria.

Eligibility Criteria:

Full time employee with at least 12 months of service.

Overall rating of a minimum of 3.0 on last performance evaluation or documented improvement in the current period. Minimum 3.0 rating in each individual performance category on last performance evaluation or documented improvement in the current performance period.

No documented disciplinary action within the past 12 months.

Mandatory driver must pass MVR with one point or less (acceptable driving record).
HELPFUL NUMBERS AND WEBSITES

Facilities Services
Office Address: 3120 Sun Bowl Drive Room Bldg. A
Phone Number: 915-747-7116
Secondary Phone Number: 915-747-7187
Fax Number: 915-747-7118
Facilities Services Website: www.admin.utep.edu/facilities/
Department Email: facilities@utep.edu

Environmental Health and Safety
Office Address: 3120 Sun Bowl Drive, Bldg A. Room 140
Phone Number: 915-747-7124
Secondary Phone Number: N/A
Fax Number: 915-747-8126
Website: www.admin.utep.edu/eh&s/
Department Email: ehs@utep.edu

Equal Opportunity/ Affirmative Action
Office Address: The Union Building East And West Room 306
Phone Number: 915-747-5662
Secondary Phone Number: N/A
Fax Number: 915-747-8701
Website: www.utep.edu/eoaa/
Department Email: eoaa@utep.edu

Campus Police
Office Address: 3118 Sun Bowl Drive
Phone Number: 915-747-5611
Police Website: http://admin.utep.edu/Default.aspx?alias=admin.utep.edu/police

Human Resource Services
Office Address: Administration Building Room 216
Phone Number: 915-747-5202
Secondary Phone Number: TDD-747-111-0000
Fax Number: 915-747-5815
HRS Website: admin.utep.edu/hr/
Department Email: hrs@utep.edu
These are just some of the topics you can find in the UTEP Handbook of Operating Procedures for HRS.

Chapter 1: Employee Classification
Chapter 2: Classification of Staff Positions
Chapter 3: Hiring Policies
Chapter 4: Outside Employment
Chapter 5: Nepotism
Chapter 6: Discipline and Dismissal of Staff Employees
Chapter 7: Policy and Procedure for Grievance
Chapter 8: Protection from Retaliation from Alleged Wrongdoing
Chapter 9: Drug and Alcohol Policies
Chapter 10: Reduction in Force Policy
Chapter 11: Teaching Duties & Related Compensation for Full-Time Administrators of Non-Faculty Employees
Chapter 12: Criminal Background Checks
Chapter 13: Accounting for Work Time
Chapter 14: Vacation Leave
Chapter 15: Sick Leave
Chapter 16: Sick Leave Pool
Chapter 17: Family and Medical Leave
Chapter 18: Leave of Absence Without Pay
Chapter 19: Holidays
Chapter 20: Military Leave
Chapter 21: Jury Duty and Subpoenas for Court Appearance
Chapter 22: Paid Leave Accountability
Chapter 23: Employer-Provided Vehicles Including Courtesy Donor Cars
Chapter 24: Educational Opportunities for Employees
Chapter 25: Staff Organizations
DISCLAIMER

This Facilities Services employee handbook is not intended as a formal publication of the University of Texas of El Paso. It is for Departmental use only and, as such, should not be relied upon as the sole source of information regarding the rules and policies of the University. Refer to the UTEP Handbook of Operating Procedures for specific policy details or general information (http://admin.utep.edu/Default.aspx?alias=admin.utep.edu/hoop).

The Facilities Services handbook is NOT a contract and does not replace or supersede any University policy or procedure.

Procedures outlined in this document reflect those in effect at the time of printing and are subject to change. In case of conflict, University policies take precedence over the information contained in this handbook.

While every effort has been made to assure accuracy of this information, the University of Texas at El Paso is not responsible for any misrepresentation, which might arise through error of its preparation or through failure to give notice of changes in requirements, policies, and other matters affecting staff or applicants. The provisions of this Handbook do not constitute an irrevocable contract between any employee or applicant and The University of Texas at El Paso.

Every attempt has been made to accurately represent University policies and benefit programs. The excerpts contained in this handbook were obtained primarily from the University’s Handbook of Operating Procedures. If there is a conflict between the information presented here and the information contained in University polices or the University Handbook of Operating Procedures, the University policies and procedures always govern and are the controlling documents. Policy and benefit descriptions are not terms of employment, nor is the language intended to establish a contract between the University and its staff members. Full policy descriptions are in the Human Resources Policy Manual or in the Handbook of Operating Procedures available for inspection in the Benefits Office. The University reserves the right to change, amend or terminate any of its human resources policies and/or benefit plans at any time for any reason.