

Campus Facilities Employee Handbook

Welcome to the Campus Facilities Team!

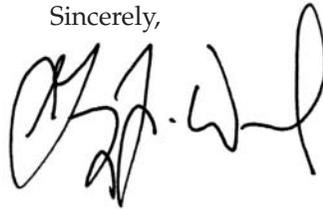
Whether a new member of Planning, Design & Construction, Energy Management, Maintenance, Custodial Services, Landscape Services or the Director's Office/Facilities Management, you are valued as both the individual you are and as a member of our team.

We are part and parcel of MU's commitment to higher education and to the university's land-grant mission of teaching, research, public service and economic development. Everything we do should be focused on partnering with the various departments and colleges on campus, to support and help them further their academic mission.

It's important that you understand how your particular work supports the mission and business of the university. Become familiar, too, with your benefits and the personnel policies and procedures that mark you as a partner in education and member of the team. This handbook supplies that information. Please read it carefully. Should you have any questions or comments about anything relating to the workplace, see me, your supervisor, or call Campus Facilities Personnel at 882-5591.

I wish you an exciting and rewarding career with Campus Facilities!

Sincerely,

A handwritten signature in black ink, appearing to read 'Gary Ward', written in a cursive style.

Gary Ward
Assistant Vice Chancellor – Facilities



Mission Statement

Campus Facilities Mission Statement

...to “serve the MU commitment to higher education and research through providing the campus with comprehensive facilities, resource management and support programs that address both immediate and long-range issues of the university, while providing responsive and quality services to the faculty, students and staff of MU.”



This Employee Handbook is intended solely as a guide. The language should not be construed as creating a contract, express or implied, between the University of Missouri and any of its employees, or as a promise of employment for any specific duration.

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Campus Facilities' Departments

Director's Office/Facilities Management

(Personnel, Financial Management Services, Communications, Systems Development)

This office assists strategically and administratively in the efficiency and productivity of all Campus Facilities departments in their collective role as MU's largest staff-support division. This department develops capital budgets, processes payroll, billing and personnel actions, implements job-and personal-development training, provides fleet vehicles for use by campus personnel, provides information technology and service and, through information, communications, and public and media relations efforts, maintains an informed understanding and acceptance of Campus Facilities' operations with its internal and external constituents.

Department Directors

Custodial & Special Services provides custodial services for campus buildings. **Custodial Operations** provides general cleaning services, floor-care maintenance (including restoration), and carpet cleaning. The **Special Work Assignment Team (SWAT)** performs emergency cleanups, special cleaning, and services custodial laundry. The **Movers** unit relocates furniture, equipment and supplies, and provides special setup services for university events. **Special Services** fills other building and department needs not met by Custodial Operations.

Energy Management provides the campus with electricity, steam, potable and chilled water, and manages contracted utilities such as natural gas, sanitary sewer and electricity, compressed air and water. Energy Management has six units: the **Power Plant**, which produces MU's steam, electricity and water; **Chilled Water Production** provides chilled water for air-conditioning; **Utility Distribution** operates 75 miles of underground campus steam, water and high-voltage distribution systems; **Energy Conservation** develops and maintains energy-conservation programs; **Testing, Adjusting & Balancing** and **Energy Management Control Systems** conducts building start-up services and optimizes heating and cooling systems; and **Insulation Services** provides environmentally safe asbestos abatement and insulation services.



Julia Curry,
Director



Paul Hoemann,
Director

Campus Facilities' Departments

Planning, Design & Construction builds new structures, and remodels and renovates existing facilities. PD&C personnel manage all planning, design and construction efforts for the MU campus. **Project Management** guides campus clients through the complex and difficult project-design process and oversees the design work of contracted architects and engineers on campus projects. **Design Services** provides in-house architectural, engineering, interior design, space programming, relocation and estimating services for repairing, renovating and expanding campus facilities. **Construction Management** manages the construction activities of private contractors and consultants during the construction phase of building, renovation, and infrastructure projects. **Campus Construction** provides construction services for projects costing under \$60,000 and, on a recharge basis, maintenance for auxiliaries and department-owned equipment.



Larry Hubbard,
Director

Maintenance provides maintenance and repair services for Educational & General (E&G) classroom, laboratory and office space comprising over 6.2 million square feet in over 160 campus buildings. The **Capital Repair Program** identifies and prioritizes major facility repair needs, and initiates projects to complete necessary repairs. Daily operating, maintenance and repair services are provided by **Zone Maintenance Teams** and **Skilled Trades Operations**. Services are provided from 7:30 to 2 a.m., Monday through Saturday; emergency services are provided after-hours. The department is also responsible for the **Sign Shop**, which creates signs, logos, decals, MU mascot materials, and other detail work for campus facilities and grounds.



Greg Watts,
Director

Landscape Services provides landscape architecture, construction and maintenance services for MU's 693-acre campus, designated as the "University of Missouri Botanic Garden." **Landscape Architecture** plans and designs the university landscape and site amenities on a recharge basis; **Landscape Construction** provides a wide range of repair and construction services on a recharge basis; **Landscape & Grounds Maintenance** provides maintenance for the general campus, which includes the removal of litter and snow; and **Contract Landscape Maintenance** provides annual grounds maintenance services to auxiliary units on a recharge basis. Landscape Services also coordinates and oversees the university's solid-waste-removal contract with the City of Columbia.



Pete Millier,
Director

A Profile of the University of Missouri System



The University of Missouri is the first public institution of higher education established west of the Mississippi River and in the whole of the territory making up the Louisiana Purchase. The university has been largely influenced by the philosophy and ideals of Thomas Jefferson, an advocate of public higher education. Jefferson's name is associated today with many awards, groups and facilities of the four campuses making up the University of Missouri System.

The university was located exclusively at Columbia until the 1870 expansion of the School of Mines & Metallurgy in Rolla. At about this same time, the university also assumed responsibilities for providing land-grant higher education opportunities for citizens throughout the state.

The University in 1963 assumed control of the University of Kansas City and, that same year, established a campus in St. Louis, thereby completing the present statewide, multi-campus University of Missouri System (UM): Columbia (MU), Rolla (UMR), Kansas City (UMKC) and St. Louis (UMSL).

UM's primary mission is teaching. The campuses combined offer over 500 degree programs in some 50 schools, colleges and academic divisions. The University System grants about 10,000 degrees annually and serves as the only state public institution responsible for doctoral and professional degree programs such as law, pharmacy, dentistry, medicine, veterinary medicine and optometry.

Governance of the University of Missouri System

Under the state's constitution, the Board of Curators has responsibility for the governance of the four-campus University of Missouri System. The board consists of nine people appointed by the governor and confirmed by the Missouri Senate. No more than five members of the board may be of the same political party, and each must represent a different congressional district.

The University System's chief administrative officer is the President, hired by the Board of Curators. The president is assisted by four vice presidents and staff assistants.

Each University of Missouri campus is directed by a Chancellor who reports to the President. The MU Chancellor's staff includes: the Provost; the Assistant for

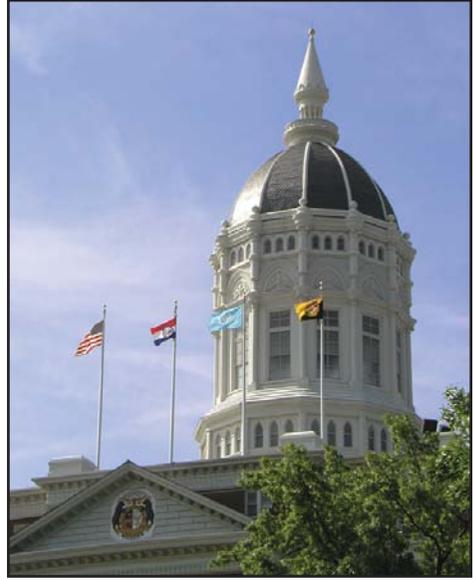
You and the UM System

University Affairs; a Director of Intercollegiate Athletics; Vice Chancellors for Student Affairs, Health Affairs and Administrative Services (to which Campus Facilities, the largest support staff unit on campus, belongs); and Assistant Vice Chancellors for Development and Alumni Relations.



Your Job, MU & Campus Facilities

MU will do its best to provide you full compensation and good working conditions. You can look forward to the prestige that comes from working for a widely recognized and highly respected institution. You'll enjoy the benefits of working with people concerned with helping others, and you can take pride in being part of and sharing in the significant accomplishments of everyone at MU. You can look forward to numerous training, educational, and development opportunities for exploring your potential with MU and Campus Facilities. Our success depends upon your growth and development. In Campus Facilities we seek the common goal of helping



MU prepare today's students for exciting futures and bringing career satisfaction to our employees. By working together we are accomplishing these goals.

Pay

Your pay scale is determined in part by resources made available through state appropriations, on which the University of Missouri System partially depends. You'll be compensated to the best of our ability in accordance with state appropriations and other available resources, your qualifications, market, and internal equity considerations. Salaries and wages are based on the responsibilities of your position. Minimum and maximum rates have been established for most job classifications. In order to maintain equitable salaries and wages, the UM System periodically conducts area wage and salary surveys. These studies help to ensure that MU's pay rates compare favorably with all similar work on campus and in the recruitment area.

Criminal Background Checks

The University may check the criminal conviction records of any employee or applicant for employment in order to determine suitability for employment, continuing or otherwise. Consideration is given to the relationship between the conviction and the responsibilities of the position held or to be held. A relevant, job-related conviction may be grounds for terminating employment or rejecting

You, MU & Campus Facilities

an applicant. The definition of “conviction” includes felonies and misdemeanors, except minor traffic violations relating to positions where driving is not required. For positions that require the operation of a motor vehicle, “conviction” includes minor traffic violations. Falsification of application materials is grounds for termination of employment and/or exclusion of an applicant.

Credit Union

Services of the Mizzou Credit Union are available to all MU employees. The MCU is a cooperative financial institution organized under state charter to provide savings programs that permit employees to secure loans at a moderate rate of interest. You may authorize the electronic deposit of your salary into an MCU account as an added benefit. Employee representatives from each campus serve on MCU’s board of directors. The credit union is conveniently located downtown at First and Broadway and can be contacted at (573) 874-1477 or (800) 451-1477.



Change of Address, Family Status

Changes in your home or campus address should be kept current so you may receive important mail concerning income tax deductions and insurance benefits. Changes in marital status and births and deaths in your immediate family that affect your income tax and/or insurance deductions, should be reported in writing to your supervisor and to Campus Facilities Personnel. Forms for these reports are available from Personnel.

Release of Employee Information

Information that is a matter of public record, such as name; current or past UM employment; position or job title; salary information; campus telephone number; and campus address, may be released in response to outside inquiries. All other information is considered confidential and may be released to people outside the university system only upon your authorization or that of the president or chancellor or their designated representative. Under normal circumstances employee information is safeguarded unless authorized for release by the employee concerned.

Safety

Safety on the MU campus begins at the very top. UM’s Curators, the Chancellor

You, MU & Campus Facilities

of MU and the Assistant Vice Chancellor—Facilities, believe that formal safety-education and accident-prevention programs are vital in the workplace. The UM System’s formal statement of safety policy reads:

“Our goal shall be to provide for all faculty and staff members safe facilities for the performance of their duties; of their education; and to ensure the general public reasonable protection from injury while on our campuses and in our buildings.



Achieving this goal requires accepting the fact that safety is an important and natural part of the functioning of every academic and non-academic workplace in the University System. The degree of academic achievement of every student and the degree of job proficiency of every employee cannot be completely assessed without reviewing the safety performance of each.”

MU’s fine safety record will continue to improve as you help in our efforts to avoid unsafe practices on the job. Please report any hazardous working conditions to your supervisor. Everyone wants your job to be as safe as possible.

Bulletin Board System

Bulletin boards on which important official and unofficial information is posted daily, are located within Campus Facilities buildings and other structures on the MU campus. Such posted information in your work area should be read regularly to keep up-to-date on goings-on in Campus Facilities. An informative, electronic “Network News” is published daily over Campus Facilities’ computer network.

Mail

Personal mail should be delivered to your home.

Family Emergencies

Should a family emergency occur during working hours, Campus Facilities employees may be telephoned directly or reached through their supervisor or department. In the event the employee cannot be contacted at work, family members should contact the University Police for help at (573) 882-7201.

Your Work in Campus Facilities

Equal Employment

Campus Facilities is an Equal Opportunity Employer and does not discriminate on the basis of age, sex, disability, national origin, veteran-status, or religion. Questions concerning equal rights should be directed to MU's Human Resource Services. Employees with special needs due to disabilities or other reasons are encouraged to contact their supervisors.

Employee Classifications

The university classifies employees on the basis of the Fair Labor Practices Act of 1938. Exempt employees are full-time personnel who hold executive, administrative or professional positions, are paid a fixed, monthly income and are exempt from earning overtime, call-in/call-back and standby pay. Nonexempt employees are all other full-time personnel who are paid by the hour, biweekly, and are eligible for overtime, call-in/call-back and standby pay.



Benefit Eligible Employees

Employees who are at least 75 percent FTE (full-time equivalency), are regularly scheduled to work a minimum of 30 hours per week and have an appointment duration of at least 1500 hours per year, are eligible for university benefit programs.

Probationary & Qualifying Periods

New employees who are at least 75-percent FTE serve a six-month probationary period. MU employees transferring to other jobs on campus serve a one-month qualifying period in the new position. Should your supervisor feel it necessary, your probation period may be extended to nine months.

A probationary or qualifying period allows your supervisor to determine if you can successfully perform the job and decide if it is right for you.

During your probationary period, you may use two personal days and accrued sick leave, but not vacation time. After your probationary period, additional personal days and accumulated vacation may be used with supervisory approval.

Your Work in Campus Facilities

Work Hours

Normal administrative business hours are from 7:30 a.m. to 4 p.m., Monday through Friday, in all Campus Facilities departments.

Depending on the nature of their work, some Campus Facilities employees, however, must work different hours: Maintenance Department personnel are scheduled from 7:30 a.m. to 4 p.m., and from 4 p.m. to 2 a.m., Monday through Saturday. Custodial personnel are scheduled from 4 a.m. to noon, and from 4 p.m. to midnight, Monday through Friday. Landscape Services personnel are scheduled normally from 7:30 a.m. to 4 p.m., but, during summer months, may be required to work from 7 a.m. to 5:30 p.m., Monday through Friday. Employees are also required to work varying shifts during weather emergencies. Energy Management's skilled operators are on duty 24-hours-a-day in the Power Plant. Personnel in other departments may have different schedules due to working conditions.



Attendance

Attendance and punctuality are critical in Campus Facilities, an around-the-clock support operation. Each of us is expected to work when scheduled and to be on time. Effective teamwork depends on people working together and coordinating efforts. Always notify your supervisor if you anticipate being late to or absent from work. When you find you must be late, you are required to contact your supervisor. As soon as you know you must be absent from work, you must notify your supervisor. Employees absent without previous permission, or who do not notify their supervisor, are subject to disciplinary action, including termination. Ask your supervisor to explain your department's procedure for unavoidable tardiness, reporting absences and requesting time off.

Shift Differential (Nonexempt staff)

Shift differential is additional compensation that recognizes time worked outside the normal day shift. It applies to non-exempt (full time, hourly) employees who work at least eight full hours during an evening and/or night shift. There are two exceptions: (1) hours worked for the remainder of a shift to which the employee has been called back are paid applicable differential, and (2) hours worked on a "call-in/call-back" basis during a shift following an employee's regular shift will be paid the applicable differential. The differential recognizes work performed

Your Work in Campus Facilities

during the evening shift, which begins regularly on or after 2 p.m., but before 10 p.m., and during the night shift, which begins regularly on or after 10 p.m., but before 4 a.m.

Call-in/Call-back (Nonexempt staff)

In emergency or special situations, you may be called in to work hours other than those for which you are regularly scheduled. Your assistance is important and you are required to respond promptly. If you are called back after leaving work at the end of your shift, you will be paid a minimum of three hours even though less time may be worked. If you are called in to work before your regular shift time and continue working into your regular shift, you will be paid overtime only for the before-shift hours worked, not the minimum three-hour call-in/call-back period. The over-time rate is only for time that exceeds 40-hours a week.

Standby (Nonexempt staff)

In the event of an emergency or other special situation, you may be scheduled for standby status. For each eight-hour shift you are on standby, you are paid for one hour and at your regular rate. If called into work, you are paid at your regular rate and will be paid for at least three hours, even if less time is worked. Overtime begins only when you exceed 40 hours per week.

Overtime Pay (Nonexempt staff)

Overtime is all authorized time worked by an employee that is in excess of 40 hours in a work week. Hours worked in a work week also include all time off with pay. Overtime is paid at the rate of one-and-one-half-times your normal hourly rate.

Holiday Pay

Holiday pay is your regular hourly pay-rate plus time-and-a-half for the number of hours actually worked on official university holidays.



Your Work in Campus Facilities

Time-recording Procedures

Many Campus Facilities employees are required to clock-in and clock-out, which is done electronically with encoded ID badges and/or manually with time sheets. You must clock-in on time, or no earlier than 15 minutes before your scheduled starting time. You may not clock-out before the end of your scheduled shift. When clocking-in early or clocking-out late you will not be paid overtime unless the extra time is approved in advance by your supervisor. Clocking-in late and clocking-out early without supervisory approval will result in time being deducted from your pay and appropriate disciplinary action. Clocking others in or out is strictly forbidden.



Breaks

Campus Facilities employees are entitled to a 30-minute lunch break for each eight-hour shift worked. Break times and break locations are decided by your supervisor. Employees are responsible for keeping break areas clean.

End-of-shift Cleanup

Work areas must be cleaned at the end of each shift. In the case of a continuing project, some equipment may be left on site until the job is completed, but the work site must be left clean and neat. Your supervisor will specify clean-up procedures for individual jobs.

Performance Reviews

Your on-the-job performance is evaluated annually by your supervisor. This evaluation provides the opportunity to discuss what you do well and which job skills can be improved with additional training, direction and/or effort. Regular employees working an average minimum of 30 hours per week will be evaluated at the



Your Work in Campus Facilities



end of their probationary or qualifying period and annually thereafter.

Seniority

Seniority, vacation and sick leave begin accumulating the first day of benefit-eligible employment. Four personal days are awarded on your first day as a benefit-eligible employee, two of which may be used during the first six months of employment. Sick

leave may be used as it is accrued — a day each month. A half-month or more of employment is considered a complete month in computing a day of sick leave. Vacation time may not be used until you have completed six months of full-time service with the university.

Promotions & Transfers

The philosophy of Campus Facilities is that good job performance leads to better opportunities for promotion within your department. Whenever possible, job vacancies are filled through internal promotions. You may prepare for such promotions by excellent performance, by showing a capability for assuming more responsibility, or by extra study in your chosen field. Opportunities for advancement within Campus Facilities and other campus departments are announced weekly through a “blue sheet” available at Campus Facilities Personnel Services, the MU Human Resource Services Office in the Heinkel Building, or through the “Employment Opportunities” site on MU’s home page on the Internet: www.missouri.edu.

Transfers between departments are permitted when in the best interest of the university and the employee. An employee must have successfully completed the six-month probationary period and be in good standing in order to be eligible for transfer. Transfers are not allowed during one’s probationary period.

Resignations & Terminations

Employees resigning their positions must give at least two weeks advance notice in order to leave in good standing. In turn, employees must be given two-weeks notice if being terminated due to circumstances for which they are not responsible, e.g. discontinuation of job, reorganization, etc.

Your Work in Campus Facilities

Advance notice of termination is not required when the termination is due to circumstances for which the employee is responsible, such as excessive tardiness and absences, misconduct, abuse of privileges, or violation of university policy. Should poor job performance occur, employees must be counseled and given the opportunity to correct the situation. In an extreme case, an employee may be immediately terminated. If the employee must be terminated, keys, ID cards or badges, and other equipment or items issued to perform his or her job must be returned.

Complaints & Grievances

Campus Facilities employees are encouraged to discuss employment questions or problems with supervisors. You may also consult with your department head, Campus Facilities Personnel, or MU's Human Resource Services. If you have completed your probationary period and discussion and consultation have not



resolved matters to your satisfaction, you may use the university grievance procedure. Should you wish to pursue a formal grievance, you must submit the unresolved issue in writing to your immediate supervisor, department head, or designated representative within 10 days of the date of the matter. For more information on the grievance procedure, contact Campus Facilities Personnel or MU's Human Resource Services.

Property Use in Campus Facilities

Building Access

Keys and encoded ID badges are issued only for accessing buildings to conduct university business and must ALWAYS remain on your person during working hours. Unauthorized persons should not be admitted into locked buildings or rooms. When leaving a room or building, it is your responsibility to insure that the premises are secure and locked. Unused keys must be returned to the Key Shop. The loss of keys and/or encoded access badges must be reported to your supervisor.



Vehicle Use

A fleet of vehicles for use by employees and individuals on official university business is maintained by Campus Facilities. The use of university vehicles for personal business is prohibited. You must have a valid driver license and your supervisor's approval in order to use a vehicle. Seatbelts must be worn at all times. Riding in truck beds is prohibited. Vehicles should be locked when not in use. Tools and equipment may be left only in a vehicle's locked storage compartment.



Personal vehicles should not be used to conduct official business. In an extreme case where a personal vehicle may have been used for university business and an accident occurred, damage to the vehicle is covered only by the owner's policy; the university provides only liability insurance in such cases. University insurance covers only damage that may occur during the operation of a university-owned vehicle.

Drivers to whom a vehicle is assigned are responsible for its upkeep, which includes maintaining a clean vehicle with a full tank of gasoline, a proper oil level, and the reporting of needed maintenance.

Property Use in Campus Facilities

All vehicle accidents should be reported first to the MU Police or the proper police agency, then to your immediate supervisor. A Vehicle Accident Report Form (Form UM-5) should be completed for all accidents and submitted to the director of the Communications Office.

University Vehicle Parking

University vehicles may be parked in:

- Designated service-vehicle parking areas.
- Loading-dock areas, when loading and unloading.
- University parking lots and campus streets. (Parking on the closed campus is permitted only for unloading and loading. MU Police, however, must be notified, and the vehicle moved once the operation is complete.)
- Metered parking areas (official vehicles parked in metered space are not exempt from citations). The driver must pay to park in the metered space and is personally responsible for payment of any parking violation.

Parking is prohibited in:

- Disabled-parking spaces.
- Emergency driveways, sidewalks, and on the grass.
- Areas where parking would restrict traffic or create a hazard.
- Parking spaces for “personnel from other lots.”



Equipment Use

University property is to be used only for university-related activities. Personal use of university property in the shop, office or at home is prohibited. Removal of university property from the shop or office without a director’s approval is considered as theft and constitutes grounds for immediate termination (Campus Facilities Directive #117).

Work Behavior

Dress Code

Many employees are provided a uniform that must be worn on the job and kept clean and in good repair. Additional uniforms may be purchased at employee expense. Components of your uniform will be replaced at the discretion of the department supervisor. Violation of uniform regulations will result in appropriate disciplinary action. (For a complete copy of Employee Uniforms, Directive #107C, contact your supervisor or Campus Facilities Personnel.)

Where a uniform is not required, appropriate professional dress must be worn. Check with your supervisor as to the appropriate department dress. Campus Facilities' policy allows casual dress to be worn on Fridays (refer to Campus Facilities' Dress Guidelines for Office Staff.), and summer "business casual" attire from early May through mid-August, except when professional dress is required for conferences, seminars, meetings and the like with Campus Facilities' customers, clients, etc.



Identification Badges

You will be issued two identification badges when you begin work with Campus Facilities. The official badge has a bar code and magnetic stripe coded for accessing buildings with electronic locks, making purchases on campus, etc. The second badge has no bar code and is worn at work as identification. Keep both badges in a safe location and use only as authorized.

Drugs & Alcohol in the Workplace

The unlawful manufacture, distribution, possession or use of alcohol or controlled substances on all university-owned or university-controlled property and at university-sponsored or university-supervised activities is prohibited. Violations of HR 508 may result in disciplinary action or termination.

The university is committed to a healthy and safe campus environment for students, employees and visitors. Education and information programs on the danger of drugs and alcohol in the workplace are available, along with self- and supervisor-referred drug and alcohol counseling and rehabilitation programs

Work Behavior

that are available through MU's Employee Assistance Program. For more information on the Employee Assistance Program, call 882-6701, or visit the office, Room 102, Parker Hall.

Sexual Harassment

Sexual harassment in the workplace or the educational environment is unacceptable conduct.

Sexual harassment is defined as "unwelcome sexual advances or request for sexual activity by a University employee in a position of power or authority to an employee or a member of the student body, or other unwelcome verbal or physical conduct of a sexual nature by a University employee or a member of the student body to an employee or a member of the student body, when: submission to or rejection of such conduct is used explicitly or implicitly as a condition for academic or employment decisions, or the purpose or effect of such conduct is to interfere unreasonably with the work or academic performance of the person being harassed, or the purpose or effect of such conduct to a reasonable person is to create an intimidating, hostile or offensive environment." (See HR 510)

Harmony in the Workplace

A friendly and harmonious workplace is of utmost importance in Campus Facilities. Offensive behavior, such as verbal threats, verbal outbursts, verbal abuse and verbal intimidation, which are disruptive to productivity and harmony, have no place in our organization. Acts of vandalism in the workplace are also disruptive to the well-being and harmony of everyone. Such behavior is contrary to our workplace ethic and is subject to disciplinary action, including termination. It is important that such behavior is brought to the attention of supervisors in order to maintain a harmonious, secure and productive workplace.

Acceptable Use of Computers

In general, university-provided information and access technology is used only for business. Inappropriate use of computers hinders productivity. You are urged to exercise legal, moral and ethical behavior in the use of this equipment. Keep in mind that e-mail content (and behavior over the telephone) reflects on Campus Facilities and all of MU. Be mindful of what you say and transmit; people interpret language differently. Gossip and unsubstantiated statements; the mass broadcast of unauthorized, unsolicited messages



Work Behavior

and chain letters; the promotion of political and religious agendas; and the publishing and storing of pornographic materials are prohibited. Engaging in such activities can result in disciplinary action. Privacy and copyright laws must also be obeyed. See the “University of Missouri Acceptable Use Policy,” <http://iatservices.missouri.edu/aup>, regarding computer-use privileges, obligations, privacy and confidentiality.

Acceptable Use of Telephones and Cell Phones

Telephones and university-provided cell phones are for official university business. When used for personal business, time spent on either should be minimal. With the exception of emergencies, calls on personal cell phones should be made only on the employee’s own time.

Long-distance Telephone Calls

Campus Facilities employees may have access to the university’s Wide-Area-Telephone-Service for university-related, long-distance telephone calls. These calls are documented in monthly statements sent to the WATS user. This statement must be viewed monthly for accuracy, signed, and returned to your supervisor or manager. Personal use of the university’s long-distance telephone service, including the use of cellular phones, is discouraged except in case of emergencies. When such use occurs, the university must be reimbursed for all charges.

Employee Parking

University employees must purchase a parking tag or be subject to parking citations if parking on university property while at work. An application for a parking tag may be obtained from the Parking and Transportation Office in the Turner Avenue Parking Structure or from the Campus Facilities Personnel office in the General Services Building. Cost of the parking tag is deducted from the employee’s salary or wages. Parking rules and regulations may also be obtained from Parking and Transportation by calling 882-4568.



Smoking Policy

Smoking is prohibited in university buildings and university vehicles. University employees should smoke only in designated areas.

Your Compensation

Your Pay

Nonexempt employees are paid every two weeks — 11 days after the pay period ends — which is every other Saturday at midnight. Earnings are deposited electronically in checking or savings accounts.

Exempt employees, whose payroll period begins the first day and ends the last day of the month, are paid monthly. Statements of earnings are distributed on the last scheduled work day of the month. Earnings are also deposited electronically in checking or savings accounts.

Your Holidays, Vacation, Sick Leave & Personal Days

Holidays

Benefit-eligible employees are entitled to eight paid holidays per year: New Years Day; Martin Luther King Day; Memorial Day; Independence Day; Labor Day; Thanksgiving (2 days); and Christmas Day. Benefit-eligible employees (75 percent to 99 percent FTE) receive a proportional amount of holiday pay based on scheduled hours.

Vacation

Paid vacation time is accrued daily by benefit-eligible employees. Vacation time may not exceed twice the number of days that employees may accumulate annually. Unused vacation time exceeding this amount will be forfeited.



Office and technical and crafts employees designated as nonexempt, accrue vacation at the following rate:

<u>Length of Service</u>	<u>Annual Accrual</u>	<u>Maximum Accrual</u>
5 years or less	12 work days	24 work days
Over 5 years	17 work days	34 work days
Over 15 years	22 work days	44 work days

Exempt administrative and professional employees accrue vacation at the

Your Compensation

following rate:

<u>Length of Service</u>	<u>Annual Accrual</u>	<u>Maximum Accrual</u>
5 years or less	17 work days	34 work days
Over 5 years	22 work days	44 work days

Length-of-service above applies only to full-time, 100-percent benefit-eligible employees. Other benefit-eligible employees — 75 percent FTE or greater — accrue vacation time based on their FTE. Upon the satisfactory completion of your six-month probationary period, vacation time may be used in one-hour and half-hour increments when the time exceeds an hour, e.g. one-hour and thirty-minutes; two-hours and thirty-minutes, etc.

Personal Days

Benefit-eligible employees each year are awarded four personal days on their employment anniversary. Other benefit-eligible employees — 75-percent FTE or greater — accrue personal days based on their FTE. This time may be used in half- or whole-day increments, and will be forfeited if not taken before the next anniversary date, as personal days do not carry over from one year to the next. Benefit-eligible employees may use two personal days during the six-month probationary period. The remaining two days must be used before the end of the first year of employment. Personal days may not be used as the final days ending one's employment with the university. The last day of employment must be worked as a regular workday.

Sick Leave

Benefit-eligible employees receive 12 days of sick leave per year, which accumulates at the rate of one paid sick day per month during completed, continuous service. Other benefit-eligible employees — 75 percent FTE or greater — accrue sick leave time based on their FTE. A half-month or more of employment is considered a complete month in computing sick leave. Sick leave may not be taken until it is accrued. Sick leave may be used in any increment of time for illness, injury, pregnancy, or medical and dental appointments. In addition, up to 12 days of sick leave may be used each calendar year to care for immediate family members. Proof of illness, injury, medical or dental appointments may be required following the absence. Inform your supervisor of absences as early as possible. Upon retirement, unused earned sick leave is credited toward your years of service.

Leave of Absence

Your Compensation

A requested leave of absence without pay for prolonged illness, injury or for any exceptional personal reason may be taken if the requirements of the department permit and if recommended and approved by the supervisor and administrative head. Accrued vacation and sick leave — with the exception of work-related injuries — must be used in such leave. Benefit-eligible employees — 75-percent FTE or greater — working an average minimum of 30 hours per week, may request a leave of absence of 30 days to a year if they intend to return to the university system following the leave. Such leave requires administrative approval. An unpaid leave of absence of less than 30 calendar days may be approved by the administrative head and is handled as an excused absence.

For more information regarding paid and unpaid leaves of absence, call MU Human Resource Services at 882-7976.

Military Leave

Permanent, probationary or temporary employees who are members of the Armed Forces of the United States are entitled to a leave of absence without loss of pay or accumulated vacation when engaged under official orders in the performance of annual training or emergency mobilization.



You will receive university pay, however, for not more than 15 working days per Federal fiscal year. Copies of your official orders must be filed with your department and with the Campus Facilities Personnel office. Employees who are Armed Forces reservists or members of a National Guard unit called to active duty are granted military leave without pay for the term of military service up to a period of five years. When released from active duty under honorable conditions, you may be reinstated in your former position, if it still exists, or in a position of similar status and pay without loss of

seniority. You must, however, be physically and mentally capable of performing the job and apply for reinstatement within a specified time period after release from active duty. Should your former job no longer exist, every attempt will be made to place you in a similar position. If you have become physically or mentally unqualified to perform the duties of the former position, you will be offered a position for which you are qualified.

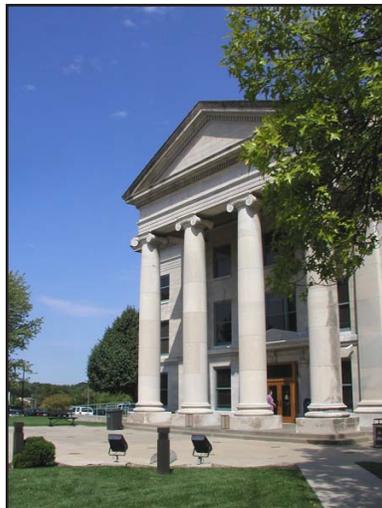
Your Compensation

Jury Duty

You will be excused from your job with pay for jury duty, and you may keep any pay you receive for this service. If you are called for jury service, notify your supervisor of the dates you will be absent and, during jury duty, of any extension of time to be served.

Time Off for Voting

Most employees can exercise their right to vote before or after work and are therefore ineligible for paid time-off for voting. Employees who do not have three successive hours within which to vote before or after work hours, however, will be given paid time off for voting when they notify their supervisors.



Family Medical Leave Act

You are eligible for family or medical leave if (1) you have been employed for at least 12 months by the university and (2) have worked at least 1,250 hours in the 12-month period preceding the leave. The university will provide up to 12 weeks of family medical leave for: the birth or adoption of a child into the employee's family; official placement with the employee of a child for foster care; and care of a son, daughter, spouse or parent (not a parent in-law) with a serious health condition. Vacation and other paid leave must be used as part of the 12-week, FMLA period.

Excused Absence Due to a Death in the Family

Three working days of excused absence with pay are granted to all benefit-eligible employees in the event of a death in their immediate family. Such leave may be taken any time during the period beginning on the date of death and ending on the second calendar day after the funeral. "Immediate family" is defined as the husband, wife, son, daughter, parent (including a step-parent), grandparent, great-grandparent, grandchild, brother or sister, mother-in-law, father-in-law, and foster children who have become members of the family. Additional days must be charged to vacation or personal days, or taken as excused leave without pay.

Workers' Compensation & Absence

All full- and part-time employees, including student employees, are covered

Your Compensation

under Workers' Compensation. Medical expenses and compensation, as prescribed by state or other statutes, are paid to individuals who are either injured in a work-related accident or incur an occupational disease. A three-day waiting period, which starts the first regularly scheduled work day the employee is excused by a doctor due to an on-the-job injury or illness, is prescribed by law. Workers' Compensation is not payable during this period unless the disability lasts beyond two weeks, in which case, compensation for the waiting period is allowed. More information is available from Risk Management, 882-7019.

Medical/Dental Insurance Benefits

Benefit-eligible University employees are entitled to medical and dental insurance coverage. MU's medical plan offers employees and eligible dependents



financial protection against a wide range of health-care expenses resulting from illness or injury. MU's dental plan encourages preventive dental care and provides payment for customary and reasonable dental expenses for both employees and eligible dependents. Details of both are covered in orientation sessions conducted by MU's Staff Benefits personnel. Call 882-2146, for information.

Other Benefits

Other benefits available to benefit-eligible employees:

- **Life Insurance Plan:** Two options are available: Group-term life insurance provides a death benefit equal to a coverage amount currently in effect and is payable to your beneficiary. Group-universal life insurance also provides a benefit upon death, but includes a savings fund that earns tax-deferred interest at competitive rates. Savings and earned interest can be withdrawn or "held in reserve" to continue coverage if you elect to stop paying for periods of time. At retirement, you can withdraw some or all of your savings, or buy paid-up life insurance. Should death occur before withdrawing savings, it will be paid to your beneficiary.
- **Long-term-care Insurance Plan:** The university's long-term-care plan also allows for the purchase of insurance for nursing home or community-based-care expenses.

Your Compensation

- **Long-term Disability Plan:** Long-term disability insurance is designed to protect your finances in the event you incur long-lasting illness or injury.
- **Accidental Death & Dismemberment Plan:** This plan provides financial compensation for you and members of your family in the event of your accidental death or loss of a limb.
- **Flexible Benefits Plan:** Through its Health Care Expense Account and Dependent Care Assistance Account, this plan allows certain health- or dependent-care expenses to be paid with set-aside, untaxed income. Members of this plan pay no federal, state or Social Security taxes on these funds.
- **Retirement Benefits Plan:** After five years of service with the university, benefit-eligible employees are entitled to pension benefits funded entirely through MU. Additional details are available in MU's Staff Benefits new-employee orientation sessions, or by telephoning 882-2146.
- **Tax-deferred Annuity Plan:** This plan allows non-benefit-eligible or benefit-eligible employees, on a pre-tax basis, to place a portion of their salaries in an investment account. Earnings on the investment are free from taxation while they remain in the account which can be withdrawn upon retirement.



Employee Recognition

Employee of the Month

Benefit-eligible Campus Facilities employees who have satisfactorily completed their six-month probationary period are eligible for nomination as Campus Facilities' "Employee of the Month."

Criteria used by the selection committee to select a nominee for this award are: outstanding character; demonstrated ability and performance in a particular area; dedication to the values of the University; relationships with associates; and the employee's ability to relate work to the mission of the University.



The Employee of the Month receives an inscribed, personalized plaque; a name inscription on Campus Facilities' "Employee of the Month" standing plaque; a \$30 gift certificate to a local restaurant of choice or a store in the Columbia Mall; recognition via a photo and feature story in Campus Facilities' *Highlights* newsletter; a posting of an "Employee of the Month" photo in the main lobby of the General Services Building and on Campus Facilities' official Bulletin Board.

Contact Campus Facilities Personnel or your supervisor for information on nominating a co-worker for this honor.

Service Awards

Benefit-eligible employees with continuous employment are eligible for 5-year-incremental Service Awards. Presented at the monthly "Breakfast with the Director" for day-shift personnel and the twice yearly "Supper with the Director" for evening shift employees, the awards recognize and honor individual service to Campus Facilities and the University of Missouri.

Training & Development

Campus Facilities provides a management-employee partnership training plan for professional and personal development. A broad range of career-training and personal-



Employee Recognition

development courses and seminars, adult-education classes and self-instruction courses, tailored for the employee's needs, are offered. Many programs are scheduled during work hours while others are held during off-duty hours. Participation requires the approval of your supervisor. Contact your supervisor or the Campus Facilities Training unit, 884-0008, regarding programs, specific courses and enrollment requirements.

Educational Assistance Program

Benefit-eligible Campus Facilities employees who have successfully completed their probation period may enroll in academic courses at MU at a reduced rate. Under this program, as their work schedule permits, employees may enroll each semester in up to six credit hours of college-level courses, and three credit hours during the summer session or intersession. Participation in the program depends on workload, scheduling and other departmental considerations. Benefit time - time off without pay or time made up by working extra hours on the job-- may be applied to the coursework. Program participants pay only 25 percent of the Educational and Supplemental Fees. There is no Educational or Supplemental Fees for auditing courses (except through the Center for Independent Study and Extension Teaching). All other enrollment fees are charged at the normal rate. Staff on unpaid leave of absence, or student employees are not eligible for the program. To participate in the Educational Assistance Program, you must have departmental approval, meet student admission requirements, and remain employed through the end of the course.

Spouse and Dependent-Child Education Fee Reduction

A 50-percent reduction of educational fees will be available for an eligible spouse or an eligible dependent child of eligible employees for up to 140 hours of University of Missouri credit courses per spouse or dependent child. For all courses (undergraduate, graduate or professional), the rate of such fee reduction shall be based on the educational fee charged to a resident student for undergraduate courses. Under no circumstances will the reduction exceed 50-percent per student.

Employees must be currently employed as a benefit-eligible employee with five years of continuous full-time service immediately prior to the first day of the semester or session in which the spouse/dependent is enrolled. If the employee separates from the university, the spouse/dependent may complete the semester in which enrolled.

An eligible spouse is the legal spouse of an employee, excluding a divorced spouse or a spouse separated from the employee by contract or decree.

Employee Recognition

Employees eligible for the Educational Assistance Program are excluded from this program. An eligible dependent child or children must meet the criteria required under the definition of “Dependent” and “Child or Children” based on the terms and conditions of the University of Missouri Medical Benefits Plan, with the exception that foster children shall not be eligible under this program. Employees eligible for the Educational Assistance Program are excluded from this program.

Employee Assistance Program

The Employee Assistance Program provides confidential counseling to university employees experiencing problems in family/marital stress, grief and loss, financial pressures, alcohol/drug abuse, and other issues affecting work performance. Program staff are located in Room 102, Parker Hall. Their services may be used at any time. For more information, call 882-6701, or visit their office.



Campus Facilities Safety Mission

The personal safety and health of every Campus Facilities employee is of primary importance. The safety mission of Campus Facilities is to provide our employees a safe and healthy workplace free of dangerous or debilitating conditions.

General Safety Responsibilities

The responsibility for the success of our safety-and-health program is shared:

1. Senior management is responsible for leadership and support of the safety program, for its effectiveness and improvement, and for providing the safeguards necessary to ensure a safe-working environment.
2. Supervisors are responsible for developing and maintaining a proper safety attitude among their employees, in themselves and in those they supervise. They should ensure that all operations are performed in a safe manner.
3. Employees are responsible for doing their work in a safe manner at all times. Employees also have a safety responsibility to their coworkers, visitors and staff. It is the responsibility of all Campus Facilities employees to understand and demonstrate accepted safety rules and regulations.



Our ultimate goal is to ensure the greatest degree of safety for our employees. We can achieve this by working together in Campus Facilities.

General Safety Policies

Campus Facilities' safety policies provide for employee protection to prevent or minimize workplace accidents, injuries and/or occupational disease. Operations must be planned to avoid injury. Safety requires a safety awareness and immediate, positive action.

The following should be reported immediately to your supervisor:

- work injuries, illnesses and near-miss incidents
- unsafe acts and conditions
- property damage

Safety

Only authorized and trained employees may:

- operate, repair or adjust machinery and equipment

All employees:

- must know the location of all fire and emergency exits, and appropriate emergency phone numbers
- must keep exits, fire extinguishers and emergency equipment clear of obstacles
- must use vehicle seatbelts
- must follow all safety rules and precautions
- must not have firearms, weapons or explosives on MU property
- must not use, possess, sell or be under the influence of illegal drugs on MU property or while 'on duty'
- must not misuse prescription drugs while 'on duty'
- must be free of the influence of alcohol on MU property or while 'on duty'

Medical records maintained by the Personnel Office, such as hearing tests, required physical examinations, etc., are available for review upon request.

Safety Policy Reminder

Production, quality work and safety go hand in hand. Each of us must assume our responsibility for working safely and cooperate fully in preventing accidental injuries. Providing a safe "Zero Accidents & Injuries Workplace" for all employees is our goal.

Additional safety rules, regulations and procedures for particular jobs and operations are contained in other Campus Facilities publications available in your department. Work safely!





Campus Facilities Communications, Sept. 2005