

AFSCME
Landscape
Employee Handbook
2020



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FM POLICIES (I-XXII)

CLOTHING (AFSCME)

I. Statement of Policy

The FM Clothing (AFSCME) is a policy that outlines the required uniforms for all AFSCME employees during working hours.

II. Purpose of Policy

Employees are required to wear the University-authorized uniforms as designated in this policy, during all working hours. When employees wear the designated uniforms, they present a unified appearance of AFSCME workers to the campus community. This is a revision of the previous policy to adhere to new policy format requirements.

III. For Whom Policy is Most Applicable

The FM Clothing policy is applicable to any AFSCME employee at the University. All employees must adhere to the guidelines set forth in this policy.

IV. Reporting and Monitoring

It is the responsibility of the supervisor to monitor the uniform compliance in the same manner used to monitor safety shoes.

V. Procedures of Implementation

The clothing policy will be implemented when an employee starts their position in Facilities Management. The policy is enforced by the supervisor and is communicated through the policy handbook.

VI. Resources and Cost

Care of the uniform is the responsibility of the employee. Keeping the uniform in serviceable condition includes not altering the outward appearance; for example, cutting off sleeves and/or collars.

VII. Penalties

Employees who choose to disregard the policy governing uniforms will be dismissed from work for a reasonable time needed to comply with the regulations and

immediately return to work. If you come to work in unacceptable shoes, you will not be allowed to work and will not be paid. If you are sent home for this reason, you will be required to return to work as soon as possible wearing substantial shoes.

VIII. Additional Policy Information

Uniforms

University-authorized uniforms are provided for the sole use of the FM operating units, and may not be worn by other than those University employees. The uniform will be clean and in good repair. Employees will be responsible for the laundry, care, and maintenance of their uniforms. Employees may purchase additional uniforms directly from the vendor at the same cost as paid by the University. Employees will be required to return their uniforms when they leave the University's employment. AFSCME employees are welcome to participate in Spirit Day by wearing a WMU/Bronco logo shirt/top with their uniform pants on the first Friday of every month. Every Wednesday, employees may participate in AFSCME Pride Day by wearing an AFSCME logo shirt/top with their uniform pants. Blue jeans (pants or shorts) are not an AFSCME uniform option. Non-Western apparel is prohibited; this included political, sports, and any other apparel that could be interpreted as inappropriate.

Foot Protection

Employees or students performing duties in the following areas must wear foot protection and toe protection:

- Trades Division: Employees shall wear safety shoes at all times. The safety shoe shall be of substantial construction, consisting of steel toes, hard soles, and leather uppers.

Shorts

Facilities Management AFSCME employees may wear shorts. Shorts may not be worn in situation where other protective clothing policies take precedent, or while operation any equipment that propels objects or has dangerous exposures. This includes, but is not limited to: mowers, blowers, sprayers, construction power tools, welding equipment, and when mixing chemicals.

IX. Key Definitions

- A. Authorized Uniforms** are those approved uniforms selected by the employee and purchased by either the University or the employee for their use while at work. Specific garments on the authorized uniform list may be excluded from approval by a division. Departmentally required safety apparel (safety shoes where applicable according to the job description) and ID badges shall be considered part of the employee uniform.
- B. Substantial Shoes** are shoes or boots which have an upper made entirely of firm leather or firm man-made leather. (The soles may be of other materials.) Woven leather shoes are not acceptable. Shoes must cover at least the entire front, top, sides, and back of the foot. Shoes or boots that also cover the ankle are acceptable. Shoes or boots must have a sole that is at least ¼" thick. Shoes or boots must be in good repair.
- C. Unacceptable Shoes** are any shoes or boots that do not meet the definition of a "substantial shoe," including those made of thin or soft leather, such as many workout shoes. Any shoe or boot made all or in part of canvas, nylon, or cloth, such as many running or tennis shoes. Sandals or flip-flops. Shoes or boots with heels over 1 ½" or with spiked heels. Shoes or boots with thin soles, such as many men and women's dress shoes. Open-toed, sided or backed shoes or boots.
- D. Acceptable Shorts** are neat, clean and free from rips, tears or holes per the department uniform policy. The shorts must be knee-length, heavy 100% cotton duck or denim, and the color must be tan, brown, khaki, or black. Painter/Glaziers may wear white. Shorts must be hemmed; no "cut-offs."

DRIVER'S LICENSE

I. Statement of Policy

The FM Driver's License policy outlines the requirement for all individuals operating a motor vehicle to possess a valid driver's license.

II. Purpose of Policy

Many jobs in Facilities Management require employees to use a motor vehicle to complete their work. Michigan Law requires individuals who operate a motor vehicle to possess a valid driver's license. This is a revision of the previous policy to adhere to new policy format requirements.

III. For Whom Policy is Most Applicable

The FM Driver's License policy applies to any bargaining unit and non-bargaining employees, as well as student and temporary employees, who are required to use a motor vehicle.

IV. Reporting and Monitoring

Human Resources verifies that each employee who will operate a motor vehicle for work-related tasks has a valid driver's license.

V. Procedures of Implementation

The policy will be implemented by Human Resources to ensure employees have a valid license before operating a motor vehicle. Enforcement is the responsibility of law enforcement who regulates Michigan traffic laws.

VI. Resources and Cost

Any resources or costs associated with Michigan traffic laws are the responsibility of the employee.

VII. Penalties

Any penalties are dependent upon Michigan traffic laws.

VIII. Additional Policy Information

FM employees are required to notify their supervisor if they lose their right to drive a motor vehicle. Notification will be made in writing and submitted to the supervisor on the employee's first working day following the change in status.

Additionally, any change in an employee's ability to safely operate a university vehicle due to physical limitations must be reported in writing to their supervisor on the first working day following such a change. Any driving limitations are reviewed concerning the impact on the essential function of the job and a reasonable accommodation will be made whenever possible.

IX. Key Definitions

E. A valid Driver's License a driver's license that has not been expired or revoked from the owner.

EQUIPMENT MAINTENANCE

I. Statement of Policy

The Equipment Maintenance policy outlines the employee's responsibility to maintain all equipment assigned to them.

II. Purpose of Policy

Employees are required to check the condition of any equipment that is assigned to them to prevent miscommunication between employees and staff, and potential safety hazards that can arise from using damaged equipment. This is a revision of the previous policy to adhere to new policy format requirements.

III. For Whom Policy is Most Applicable

The Equipment Maintenance Policy applies to any employee who has equipment assigned to them.

IV. Reporting and Monitoring

The reporting and monitoring of the policy is the responsibility of the supervisor and employee.

V. Procedures of Implementation

The policy is implemented and enforced by the supervisor and communicated through the policy handbook.

VI. Resources and Cost

Any resources and costs necessary will be determined by management staff as needed.

VII. Penalties

Any penalties due to lack of equipment maintenance will be referred to from the rules of conduct and determined by the supervisor as needed.

VIII. Additional Policy Information

It is the responsibility of each employee to check the condition of any equipment that is assigned to them. This includes, but is not limited to, oil, gas, lubrication, fluids, physical damage, etc. Any problems must be reported to a supervisor before the equipment is used. Under no circumstance should damaged equipment be used or returned without reporting the problem.

Any damage resulting from the operation of University equipment must be reported immediately to the supervisor.

IX. Key Definitions

F. Equipment is defined as an item, tool, or resource used during an employee's shift.

G. Damaged Equipment is defined as an item, tool, or resource not functioning properly or as intended.

FACILITY AND EQUIPMENT USAGE

I. Statement of Policy

The Facility and Equipment usage policy is a policy that outlines when employees are allowed to use University tools, equipment, or facilities.

II. Purpose of Policy

The policy is set in place to secure and protect buildings, personnel, and property of Western Michigan University. This is a revision of the previous policy to adhere to new policy format requirements.

III. For Whom Policy is Most Applicable

The Facility and Equipment Usage policy applies to all employees who use University tools, equipment, and facilities.

IV. Reporting and Monitoring

The reporting and monitoring of this policy is the responsibility of the employee, supervisor, building staff and management.

V. Procedures of Implementation

The implementation and enforcement of the policy is the responsibility of the supervisor. This policy is communicated through the policy handbook.

VI. Resources and Cost

Any resources and costs necessary will be determined by management staff as needed.

VII. Penalties

Any penalties due to misuse of facility and equipment will be referred to from the rules of conduct and determined by the supervisor as needed.

VIII. Additional Policy Information

Facilities Management employees are not to be in or use any University facilities except at approved times and during employee's assigned working hours. Those present at other times must have that presence authorized by the appropriate supervisor or manager. Facilities Management employees may not use University tools, equipment, facilities, or time to accomplish personal projects.

IX. Key Definitions

H. University facilities are any facility owned and maintained by the University, including University-owned equipment or supplies.

INJURIES (WORK-RELATED)

I. Statement of Policy

The Injuries (Work-Related) policy is a policy that outlines the appropriate documentation and procedure that must be addressed when an injury occurs while working.

II. Purpose of Policy

The policy is set in place to ensure all work injuries are documented and handled properly. This is a revision of the previous policy to adhere to new policy format requirements.

III. For Whom Policy is Most Applicable

The Injuries (Work-Related) policy is applicable to all employees who may receive an injury while working.

IV. Reporting and Monitoring

Any work-related injuries are reported through the A/I 311 and WC 210 forms. These can be found on the WMU webpage: <https://wmich.edu/ehs>. From there, Sindecuse and the timekeepers/management staff may be responsible for monitoring any injury and time needed off of work due to the injury.

V. Procedures of Implementation

The policy is implemented and enforced by the supervisor and is communicated through the policy handbook.

VI. Resources and Cost

Employees may be required to take worker's compensation due to a work-related injury.

VII. Penalties

Any penalties related to this policy will be determined by management staff as needed.

VIII. Additional Policy Information

As instructed by your supervisor, immediately report to the Sindecuse Health Center for evaluation. If the injury or accident occurs when the Sindecuse Health Center is closed, you may seek medical attention at another health care facility. You and your supervisor will complete both the “Accident/Injury Report Form (Form 311)” and the “Medical Treatment for On-The-Job Injury Form (Form WC210).” The WC-210 must be taken with you at the time you are seen, and the 311 will be sent to Environmental Health & Safety by your supervisor.

If there is a serious injury of an emergency nature, call 911.

If you have been injured while working but do not wish to be seen at Sindecuse Health Center, you and your supervisor must fill out the 311 form and forward it to Environmental Health & Safety so they can document the injury.

*If you want to be seen as a private patient at Sindecuse for a non-work-related issue, you are welcome to do so on your own time. It is not appropriate to make appointments, pick up prescriptions, etc. for non-work-related treatment while you are on the time clock.

IX. Key Definitions

- I. A/I 311-** The A/I 311 form is the Accident/Injury Report Form. The form must be filled out when an accident or injury occurs and will be forwarded to Environmental Safety and Emergency Management so the injury can be documented.
- J. WC 210-** The WC 210 form is the Medical Treatment for On-The-Job Injury Form that must be filled out when an accident or injury occurs. The form must be taken with the employee when they are seen at Sindecuse Health Center and will be forwarded to Environmental Health & Safety to be documented.
- K. Environmental Health & Safety-** Refers to The Office of Environmental Health and Safety who interprets laws and regulations and develops compliance strategies that include training, inspections, and consultations. Their primary emphasis is on programs that prevent accidents and minimize human exposure to hazardous agents and conditions, prevent degradations of the environment, and promote responsible waste management.
- L. Sindecuse-** Sindecuse is the health center on campus that offers convenient, cost-saving services with experienced, multidisciplinary staff dedicated to patient health. They provide evaluation and treatment for a variety of illnesses and injuries, preventative health check-ups, periodic health monitoring, as well as health education opportunities.

LOST AND FOUND

I. Statement of Policy

The Lost and Found policy outlines the requirements for reporting any items found by employees.

II. Purpose of Policy

The policy is set in place to ensure that all items found by employees can be returned to their owners. This is a revision of the previous policy to adhere to new policy format requirements.

III. For Whom Policy is Most Applicable

The Lost and Found policy is applicable to all employees who may find items while on the job.

IV. Reporting and Monitoring

It is the responsibility of the supervisor to monitor employee compliance with the Lost and Found policy.

V. Procedures of Implementation

Implementation and enforcement of the policy is the responsibility of the supervisor. The policy is communicated through the policy handbook.

You may contact the Lost and Found Division at 269-387-5576

For further information: <https://www.wmudps.wmich.edu/lost-and-found.php>

VI. Resources and Cost

Any resources and costs necessary will be determined by management staff as needed.

VII. Penalties

Any penalties due to violations of the policy will be referred to from the rules of conduct and determined by the supervisor as needed.

VIII. Additional Policy Information

Any item(s) found by employees will be immediately reported to and turned in to the supervisor on duty. The supervisor will immediately take them to the Western Michigan University Department of Public Safety and turn the item(s) in to “lost and found.”

If your supervisor is absent, you should contact the supervisor/manager covering for that person.

WMU Department of Public Safety: 269-488-8911

RADIO USAGE

I. Statement of Policy

The Radio Usage policy is a policy that outlines the procedure to be followed when using two-way radios.

II. Purpose of Policy

The policy is set in place to provide clear procedures for the usage of two-way radios by employees. Following procedures allow businesslike, brief, and concise transmissions to ensure clear and efficient communication. This is a revision of the previous policy to adhere to new policy format requirements.

III. For Whom Policy is Most Applicable

The Radio Usage policy is applicable to any Facilities Management employee who is required to use a two-way radio for their job.

IV. Reporting and Monitoring

The reporting and monitoring of radio usage will be done by supervisors and all employees who use radios.

V. Procedures of Implementation

The implementation and enforcement of radio usage will be the responsibility of the supervisor. This policy is communicated through the policy handbook.

VI. Resources and Cost

Any resources and costs necessary will be determined by management staff as needed.

VII. Penalties

Any penalties due to misuse or inappropriate use of radios will be referred to from the rules of conduct and determined by the supervisor as needed.

VIII. Additional Policy Information

To: All Facilities Management Personnel
From: Steve Gilsdorf, Sr. Director
Date: February 28, 2019
Subject: Radio Policy

The following procedures will be followed when using the radios:

1. Radios are the property of Western Michigan University and treated as a provided work tool. Employees are expected to care for them and are responsible for loss or damage.
2. All FM employees assigned radios are expected to have their assigned radio with them at all times while on duty and answer the radio when called. Radios need to be turned "on" and the appropriate channel selected.
3. Radios are to be used for direct, short, and to-the-point communications related to work and safety only. Messages that can be delayed and made by personal contact or phone should be communicated in that fashion.
4. Review in your mind what message you are going to transmit before keying your radio. Be as brief and direct as possible in your message.
5. Listen a few moments before keying your radio to make sure that you are not interrupting some other transmission already in progress.
6. When finished with your transmission, be sure to "clear" the channel for someone else to use. Only the originator of the transmission needs to "clear" the channel.

A typical scenario would be:

Originator: "416 to 422"

Receiver: "422"

Originator: "I need help to unload a truck at Sangren loading dock, can you help?"

Receiver: "Yes, I'll be over in less than five minutes."

Originator: "416 clear, Thank You."

7. Talk Group Channels

Each Division has a separate talk group channel.

Any Division can contact the other Divisions by selection the appropriate channel

8. When leaving campus to go to a vendor, contact Base 2 on Landscape Channel 1. Provide your destination before you leave and contact Base 2 on Landscape Channel 1 when you return.
9. When switching from one talk group to another, report as if you are leaving the campus. The appropriate central dispatch will be called and notified on the home channel of the department where you work. Likewise, you will report back on the home channel when finished using alternate talk groups (channels).
10. When an employee needs to talk to any employee in another talk group, the radio communication shall be coordinated through each of the appropriate supervisors, unless prior arrangements are made.
11. The main theme of radio usage is to be businesslike, brief, and concise in your transmissions. Be thoughtful of others; be sure to "clear" the channel when you have terminated your transmission.
12. Unnecessary "chit-chat", catcalls, animal noises, and similar unauthorized transmissions cause frustrations to ALL radio users and will not be tolerated. Transmissions should be limited to convey important information or emergency messages that may involve life and safety.

IX. Key Definitions

M. Two-Way Radio is a radio that can transmit and receive messages for business-related purposes.

SCAVENGING/SALVAGING

I. Statement of Policy

The Scavenging/Salvaging policy outlines the guidelines regarding returnable bottles and cans found on campus, as well as the restrictions in place regarding scavenging/salvaging.

II. Purpose of Policy

As part of the Sustainability Program, Facilities Management is implementing a new policy that will benefit the entire campus community. The policy is set in place to null and void all previous policies about bottles and cans as well as present a positive image for University employees. This is a revision of the previous policy to adhere to new policy format requirements.

III. For Whom Policy is Most Applicable

The Scavenging/Salvaging policy is applicable to all Facilities Management employees.

IV. Reporting and Monitoring

Reporting and monitoring are the responsibility of the supervisor and other management staff when necessary.

V. Procedures of Implementation

The policy is implemented and enforced by the employee's supervisor. The policy is communicated through the policy handbook.

VI. Resources and Cost

Any resources or costs will be determined as needed by management staff.

VII. Penalties

Any penalties, as stated through the rules of conduct, will be determined as needed by management staff.

VIII. Additional Policy Information

All returnable bottles and cans will be deposited in one central location in the parking area of the Office for Sustainability. The area will be expanded at a future date as the need arises. It is accessible 24/7, 365 days for deposits. All returnable bottles and cans found on campus are the property of WMU. All previous policies about bottles and cans are null and void. We anticipate cooperation from all employees with this new important practice. Western Michigan University does not allow employees to rummage through trash, salvage items from dumpsters, or put aside/save discarded objects whether on or off the clock.

IX. Key Definitions

N. Scavenging/Salvaging is rummaging through trash, taking items from dumpsters, or putting aside/saving discarded objects.

TIME CARDS/SWIPE CARDS

I. Statement of Policy

The Time Cards/Swipe Cards policy designates the usage of Bronco cards as an employee's "swipe card" or "time card."

II. Purpose of Policy

Facilities Management requires that employees use their Bronco cards as a "swipe card" or "time card" to clock in and out of work each day. Each employee is responsible for their card, as it must be used daily. This is a revision of the previous policy to adhere to new policy format requirements.

III. For Whom Policy is Most Applicable

The Time Cards/Swipe Cards policy is applicable to all Facilities Management employees.

IV. Reporting and Monitoring

The policy is reported and monitored by timekeepers, the employee, the supervisor, the Department of Public Safety, and the Office of Information Technology.

V. Procedures of Implementation

Employees will receive their Bronco card upon hire. The supervisor is responsible for enforcing the proper use of time cards. The policy is communicated through the policy handbook.

VI. Resources and Cost

Any resources and costs required from the employee will be determined by the DPS Bronco Card Center if an employee loses or damages their Bronco card.

VII. Replacement

In the event an employee's "swipe card" or "Bronco card" is lost or damaged, it will be replaced according to the policy outlined below.

- Employees will be allowed on (1) free replacement card per fiscal year.
- Additional replacement cards beyond one (1) per fiscal year will be available to employees for a fee.

VIII. Additional Policy Information

Bronco cards will serve as an employee's "swipe card" or "time card." Given the multiple uses of Bronco cards (library card, building access card, etc.) and associated security issues, employees will be expected to assume responsibility for their own Bronco card. The University will not provide on-site locations for Bronco card storage.

IX. Key Definitions

O. Bronco Card is the University provided identification card that includes a specific Western Identification Number (WIN).

VEHICLE ACCIDENTS

I. Statement of Policy

The Vehicle Accidents policy designates the procedure that must be adhered to if an employee is involved in an accident or damage to a University vehicle.

II. Purpose of Policy

Facilities Management requires a specific procedure to be followed when an employee is involved in an accident or causes damage to a University vehicle. The procedure ensures that all information regarding the accident is recorded and accounted for properly. This is a revision of the previous policy to adhere to new policy format requirements.

III. For Whom Policy is Most Applicable

The Vehicle Accident policy is applicable to all Facilities Management employees who must drive a vehicle during working hours.

IV. Reporting and Monitoring

It is the responsibility of the supervisor, transportation staff, and employee to report and monitor any accident or damage that happens to a University vehicle.

V. Procedures of Implementation

It is the responsibility of the supervisor, transportation staff, and employee to ensure that the outlined procedures are taken when an accident or damage to a University vehicle occurs. The policy is communicated via the policy handbook.

VI. Resources and Cost

Any resources and cost associated with an accident or damage to a University vehicle will be determined by Michigan traffic violations/citations.

VII. Penalties

Any penalties associated with an accident or damage to a University vehicle will be determined by Michigan traffic violations/citation.

VIII. Additional Policy Information

If an employee is involved in an accident or damage to a University vehicle, the following procedure must be adhered to

- Report all accidents or damages immediately to 911
- Notify supervisor immediately by radio or phone call. Stay on the accident site and do not move vehicles or modify the scene until DPS, police, or emergency responders arrives, assesses the situation, and releases the individuals involved. If the accident occurs on private property, such as a parking lot, and the police decline to take a report, obtain the following information from any individuals involved:
 - Name and address of vehicle owner
 - Vehicle year/make/model/license plate number and state
 - Extent of damages to the other vehicle
 - Name and address of insurance company
 - Name and address of driver (if different from vehicle owner)
 - Driver's operator license number and state where issued (if applicable)
- Provide insurance and vehicle information as requested, but do not make any statements regarding your or the University's responsibility or liability.
- Respond to any personal injury concerns.
- Be prepared to assist staff in accident clean-up or equipment removal as directed by supervisor.
- Report the accident to the Transportation Services office as soon as possible. Transportation Services acts as the agent for the insurance company providing coverage for the University. A prompt report will aid the University liability exposure. Either come into the office or call 387-8510 to report.

An accident investigatory meeting may be scheduled to gather facts concerning the incident regardless of the severity or circumstances of the accident.

IX. Key Definitions

- P. **University vehicle** is defined as a vehicle that is owned by the University and used by an employee conducting business on behalf of the University

Landscape Services Policies

**FM Maintenance Services
Western Michigan University**

Building Access Special Instructions

The following buildings and or building areas have restricted and or special access instructions:

Bernhard Center Book Store – SEE PAGE 2

Ernest Wilbur Building (a.k.a. “EWB”) – lower level, Center for Disability Services: special needs individuals, please contact staff when in this area.

Gilmore Alumni House: Do not enter without prior approval from the Gilmore House Manager. Contact information is available from the Service Center or Shop 4 Supervisor.

Kilgore Airport: Do NOT access tarmac or building roof without prior authorization and security clearance. Contact Shop 4 Supervisor or airport air traffic controller for additional details.

President’s Residence: See instructions above for Gilmore Alumni House.

Power Plant: Use buzzer at the gate to inform personnel who you are and what your purpose is.

Public Safety (a.k.a. “DPS” or “511 Monroe”): Work with Dispatcher for building access needs.

Sindecuse Health Center: SEE PAGE 3

University Computing Center (a.k.a. “UCC”): Vehicle access is via gate/drive on the west side of Sangren Hall – use call box. Keep personnel inside the building informed of your purpose and status.

Waldo Library – Rare Book Room, Special Collections Area: Please check in with Administrative Offices on the 3rd floor before accessing either of these areas.

Zhang Legacy Collections (a.k.a. university archives): Please see the front desk or administrative personnel before performing any work.

Follet Higher Education Group has taken over the management of the WMU Bookstore at the Bernhard Center. They lease the space from Western Michigan University.

The procedure that they would like followed for anyone needing to perform maintenance:

During normal business hours (Mon – Fri: 8 am – 5 pm):

Emergency/Non-Emergency

- Enter through the front of the store, check with any store manager on duty
- DO NOT enter through receiving area

After normal business hours:

Emergency

- Coordinate access with the WMU DPS

Non-Emergency

- Make prior arrangements with the store manager

Visitors in Patient Care Areas

Policy

Patient care areas should be limited to authorized Sindecuse staff and patients to the extent possible. When non-authorized individuals must enter patient care areas, the individuals must not interfere with normal SHC operations.

Purpose

Sindecuse Health Center is working to control the environment in which patient care is delivered. The purpose of this policy is to define and set expectations regarding non-authorized individuals entering patient care areas, and to recognize our commitment to comply with accreditation standards. This policy provides non-authorized individuals with additional information that they may need to ensure that they understand what to do when they need to enter patient care areas during business hours.

Definitions

Authorized individuals

Any SHC staff member or patients, and anyone accompanying them.

Unauthorized individuals

Individuals who need to enter patient care areas to service the building including, but not limited to, maintenance, custodial, IT, vendors and surveyors.

Patient care areas

This policy will apply to all areas of SHC, across all sites including:

- Main floor except admin department
- Counseling services
- Massage rooms
- Dietitian rooms
- Lab
- X-ray
- Sport medicine
- Travel clinic
- Waiting rooms
- Social work
- Pharmacy

**FM Landscape Services
Western Michigan
University**

Procedure

- 1) All non-authorized individuals should check in with the Sindecuse building coordinator except after hours or when entering non-patient care areas. If the building coordinator is not available, the individual should check in with the director of business services or appropriate designee.

Technology-related visits may be arranged through the SHC IT manager. These individuals may also check in with the IT manager. The IT manager and building coordinator are responsible for communicating these visits with each other.

- 2) Building coordinator will request that non-authorized individuals:
 - a. minimize disruption in patient care areas;
 - b. will have appropriate identification;
 - c. be escorted through patient care areas with the building coordinator or appropriate designee.
- 3) Non-authorized individuals should not be left unattended, if at all possible. When non-authorized staff is here to service the facility, the building coordinator or appropriate designee will alert the department head or person responsible for the area of the visitor's presence.
- 4) Any individual not meeting the above criteria should be reported to the building coordinator immediately.
- 5) Exceptions to the policy will be made on a case-by-case basis by the director of business services or executive director.

FM Landscape Services

First Shift Procedure:

1. Kalamazoo Public Safety responds to all fire alarms and will be the first response.
2. DPS will request Landscape Services and the fire department as needed.
3. The MS zone supervisor or the supervisor on duty will go immediately to the following buildings only: Chemistry; COEAS (College of Engineering and Applied Sciences); Haenicke Hall; Power Plant; Rood Hall

Maintenance Services personnel will NOT go immediately to any other building unless DPS or Maintenance Supervisor / Service Center requests assistance. At that time, the zone supervisor will arrive with one mechanic and one electrician to assist the fire department **IF** there is a need to shut down utilities in the building.

AT NO TIME WILL ANY MAINTENANCE PERSONNEL ADJUST, RESET, OR REPAIR FIRE ALARM SYSTEMS.

All Fire Alarm Service & Maintenance Calls

1. If the supervisor needs system devices disabled in building to do work(ex. flow switches, smoke & heat detectors, duct detectors, beam detectors, door holders) NEED FOLLOWING INFORMATION: Building, Location, Device Type, Nature of work, Expected Timeline
2. If the building goes into general fire alarm and rolling fire doors close, contact Overhead Door to reset (269) 381-9570
Buildings with Rolling Doors: **Health and Human Services; Chemistry; Brown Hall; Shaw/Gilmore; CEAS – Plastics Lab, Dyno; Kohrman Hall; RCVA**
3. WON Doors at CEAS and Chemistry Contact Won-Door Corporation at 800-890-2187 doors for repairs and batteries being changed out.

Second and Third Shift Procedure:

Same as above, except DPS will call the on-call Supervisor if the system will not come back to normal after resetting the panel.

FM Landscape Services

First response to trouble situations will vary depending upon the time of day, day of week and type of trouble. During **normal business hours**, calls received by the Service Center should be referred to the Electronic Locksmith except for “alarm sounding” calls. Public Safety (511 Monroe) should be contacted to send a police officer to investigate alarm calls.

During **normal business hours**, calls received by Public Safety will be investigated by card access software staff to the extent possible to determine if the problem can be rectified via the computer. If the computer cannot solve the problem, then Public Safety will contact the Service Center to request a work order be issued for the Electronic Locksmith.

After- hours calls will be received by Public Safety, and if the call is urgent (such as an alarm going off), they will dispatch an officer to the scene to investigate. If the officer determines that the area is clear, then the door can be secured. The officer will check the door to be sure that it is closed properly. Maglocks that are in alarm must be reset by key or by computer override.

Public Safety will notify the on-call supervisor or on-shift maintenance staff of any card access issues which cannot be resolved by computer. If the mag lock cannot be reset, or other urgent card access issue cannot be resolved by the above, then the Electronic Locksmith should be called in. If the call can wait for the Electronic Locksmith’s next shift, then a service request should be placed into the work order system.

Response Limitations: Tamper-proof screws have been used on mag lock covers and other system devices that require specialized training to service. The Electronic Locksmith shall perform any incident that requires the removal of tamper-proof screws.

FM Landscape Services

(This is the Facilities Management Department's Computing Devices Usage Policy.)

1. Download of Program Applications - World Wide Web (WWW) Usage Policy:

Respect for the health of the computer network is vital to all of Facilities Management users. A virus may invade a network station or a stand-alone station through the simple process of downloading a program, application, or document to a computer or opening a suspicious e-mail. The vast array of information and software programs external to our computing environment offers a great temptation that could create a habit of downloading programs and games to individual workstations. This provision of the operating policy prohibits any downloading of programs to the Facilities Management Network or any individual employee work station.

It is a standing policy of the Facilities Management division that users of the Facilities Management Local Area Network (LAN) and individual work station users may not download or install any external programs without prior approval of Facilities Management IT staff. Violation of this provision of the Facilities Management policy is unacceptable.

2. Games on the Facilities Management network computing devices or employees' University-owned stand-alone workstations:

The efficient use of computer time and computer resources is necessary while working toward the achievement of the overall goals of the Facilities Management division of Western Michigan University.

It is a standing policy of the Facilities Management division that its employees may not use University computers or resources to play games. This includes using University resources to access games on other computer systems. Violation of this policy is unacceptable and is considered grounds for disciplinary action.

As an employee or student, you also are subject to and must comply with Western Michigan University's "WMUnet Acceptable Use Policy." This policy is subject to change, and it is the responsibility of the end-user to maintain compliance whenever the policy is modified or enhanced.

(Link to the WMUnet Acceptable Use Policy, the text of which follows on the next page:
<https://wmich.edu/policies/wmunet-acceptable-use>)

FM Landscape Services

WMUnet Acceptable Use Policy

Scope

This policy applies to everyone using network services of Western Michigan University, whether on campus, at regional sites, or through dial-up services.

Policy Statement(s)

- Network services and wiring may not be modified or extended beyond the area of their intended use. This applies to all network wiring, hardware, and jacks.
- The network may not be used to provide Internet access to anyone outside of the University community for any purpose. WMU-specific or commercially obtained network resources may not be retransmitted outside of the University community.
- The network is a shared resource. Thus, network use or applications which inhibit or interfere with the use of the network by others are not permitted. (For example, using an IP address not registered to you, or applications which use an unusually high portion of the bandwidth for extended periods of time, thus inhibiting the use of the network by others, are not permitted). The use of the network must comply with all University policies.
- Forgery or other misrepresentation of one's identity via electronic or any other form of communication is a violation. Prosecution under State and Federal laws may also apply.
- Only those computer accounts for which the resident has authorization may be used.

You are NOT allowed to use your connection to:

- Run a business or organization for profit or non-profit purposes.
- Monitor data on the network by means of any monitoring or "sniffing" software.
- Provide a pass-through site to other campus hosts, provide remote login (e.g. telnet access) on your computer for others than yourself.
- Set up a router to provide wireless connections.
- Connect hubs, switches, routers or wireless access points on the network.
- Provide information to others on the Network such as newsfeeds, Anonymous FTP sites, BBS, UUCP sites, web hosting, etc.
- Harass, libel, or slander anyone or fraudulent representations. Copy or transmit copyrighted material.
- Post or send obscene, pornographic, sexually explicit, or offensive material.
- Post or send material that tends to disrupt the educational environment of the University, interfere with the rights of others or their ability to use University information technology resources or access University programs or violates applicable state or federal law

FM Landscape Services

Justification

The Office of Information Technology at Western Michigan University provides wired and wireless connection services in support of the educational mission of the University. It is the responsibility of each person utilizing these services to use them appropriately and in compliance with all University, City, County, State, and Federal laws and regulations.

Enforcement

The Office of Information Technology reserves the right to terminate any network connection without notice should it be determined that network traffic generated from said connection drastically inhibits or interferes with the use of the network by others.

Failure to comply with the above policy may result in termination of network services and loss of computing resource privileges. Also, any person found to violate this policy will be subject to appropriate disciplinary action as defined by current University policy.

Reference

Rules of Use of Computing Resources at Western Michigan University,
<https://wmich.edu/policies/computing-resources-acceptable-use>

The following process will occur when the University announces the University will be closed due to inclement weather:

1. The appropriate University office contacts the Director
2. The Director will notify Landscape Management and Staff via Microsoft Teams of the Closure.
3. The current On-Call Supervisor will staff the Service Center and contact all trades that are needed to report during the closure.
4. Service Center staff will attempt to report to work if possible.

The manager will be responsible for:

Determine the needs of the University and call in each of the following trades for first shift duties as needed, based on the trade classification seniority. The list below is an example of the trades that could be called in. It is the discretion of the Supervisor on the number and types of trades needed.

Carpenter
Electrician
Plumber
Pipefitter (for heat calls)
Maintenance Mechanic
Environmental Controls Person

The on-call supervisor will supervise the tradespersons during first shift hours.

All 2nd shift employees will be requested to report for normal shift hours. For 3rd shift, only 1 Carpenter and 1 Painter will report.

1. The University will provide hand and power tools to skilled trades employees to perform their assigned tasks.
2. Employees should not use their own tools on campus.
3. Each employee will be responsible for the proper care and security of the tools they receive.
4. Removal of assigned tools from campus or the loss of assigned tools could result in disciplinary actions.
5. The Apprenticeship Training Program will furnish all hand tools to the apprentice as needed during the apprenticeship. Upon graduation, apprentices shall transfer the tools to their assigned shop.
6. Your supervisor must review the replacement of all tools damaged or lost.
7. A police report must accompany the replacement of all stolen tools.
8. All tools remain available to the employee as long as they are employed by Landscape Services.
9. All tools furnished by the University are the property of the University.
10. An inventory of employee and shop tools is recorded and maintained by the shop supervisor.

General

1. **All keys are secured in the electronic key box in each shop at the end of each shift.**
2. The person to whom the keys are assigned to will be responsible for key loss and securing.
3. Any University keys and cards MUST immediately be surrendered to a Supervisor or other Landscape Services Management upon request.
4. With the following specific exceptions, NO University keys are to leave the University grounds while off shift:
 - a. Keys required by the designated administrative lead person
 - b. Keys required to gain access to one's normal assigned Landscape shop may leave the University (commonly referred to as shop keys).

Key Requests

All Landscape Services employees will be issued keys as follows:

1. When a key is issued to an individual, the key will be signed for by the employee, and the record will be kept on file. Supervisors should maintain and update regularly a shop's key inventory.
2. When an employee is assigned to a specific shop, appropriate keys for the classification will be issued to the employee. This would include specialty keys, along with shop, vehicle, and other keys as required.
3. If an employee requires any key other than those typically issued to that classification, they must request it from their immediate supervisor. The supervisor will then determine if the need is warranted.

Key Security

All employees issued University keys are expected to maintain reasonable possession of them.

1. All University keys, except for the items noted above in 4.b., must be secured appropriately at the end of each day in the shop key box.
2. **Under no circumstances shall an employee loan any assigned keys or any additional keys that have been checked out to a non-Landscape Services employee.**

Loss of Keys

The loss of any University key shall be documented as follows:

1. Immediately notify your immediate supervisor. If he/she is unavailable, contact a manager.
2. Report the loss of keys to the WMU Department of Public Safety through Kalamazoo County Dispatch (269) 488-8911.
3. Make a diligent search of your work area to locate the keys.
4. Failure to return keys by the end of the shift or lost keys may result in disciplinary action.

Maintenance Stores Procedures

1. University building keys are available for checkout by WMU employees and contractors (on an approved list) from Maintenance Stores in the Campus Services Building.
2. The requestor must follow Maintenance Store's sign-out procedures.
3. The Maintenance Stores Stockroom hours are Monday through Friday, 7:00 a.m. to 3:25 p.m.
4. When the Maintenance Stores service window and office are closed, keys can be dropped at the Drop Box located at the Campus Services building next to the loading dock.

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University**

Keys

5. Keys issued by Maintenance Stores for employees are available for the current day only and must be returned to Stores by regular closing time each day unless prior arrangements have been made. (WMU keys for contractors are available for the week and must be returned by 3:25 p.m. Friday unless other arrangements are made and approved by the appropriate WMU contact.)
6. The WMU employee who signs for the keys takes responsibility for all keys to the buildings/locations assigned to them.
7. In case the keys are not returned as required, Maintenance Stores will notify the WMU employee's supervisor of the overdue keys and will expect the WMU employee and their supervisor to make arrangements for the immediate return of the keys or an acceptable alternative.
8. If the keys are not returned (*i.e.*, lost), the employee must immediately report the loss to their supervisor and Maintenance Stores and file a police report.

2nd & 3rd Shift Keys

1. All building sets will be available in the Shop 5 key box for use by Shop 7 and Shop 8 personnel.

WEEKENDS/SCHEDULED OVERTIME/CALL-IN OVERTIME

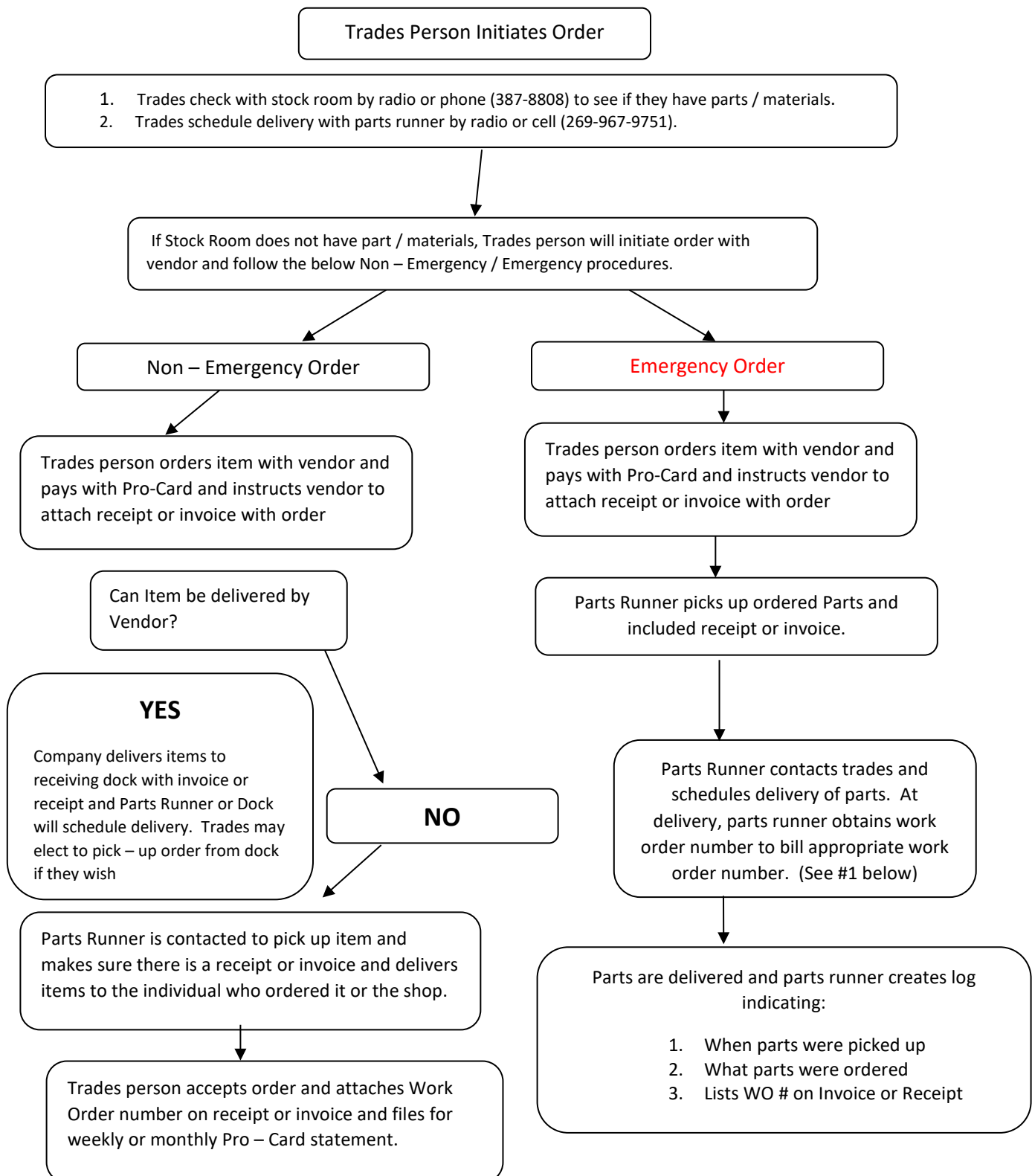
1. Regularly scheduled weekend personnel, scheduled overtime personnel, and any personnel responding to call-in issues will need to use the Shop 5 (SRC) key box to acquire needed building keys.
2. All Maintenance Services staff will have card access to Shop 5.

1. When leaving the main campus for work, you must report your intended destination to the Service Center (Base 2) via the radio. Likewise, you must radio again when you return to campus. This includes trips to the Parkview Campus.
2. These events and times are recorded to assist with insurance questions, should the need arise.
3. **WMU vehicles may not be taken off-campus for personal use such as picking up lunch, banking, etc.**

Padlocks on lockers, bicycles, cabinets, etc. will be removed ONLY by an officer from the WMU Department of Public Safety or other DPS representative, AFTER the officer has verified the identity of the individual making the request.

Landscape Services employees may assist if requested by DPS only if an officer is present during the padlock removal.

Parts Requisition Policy – Parts Runner Work Flow



Western Michigan University

1. Trades not responding with work order # will result in the runner directing the request to the supervisor.
2. Trades not providing work order numbers on a timely basis will have their pro-card frozen until all invoices are reconciled.
3. For cash and carry vendors where call-in orders are not possible, the runner will utilize pro card to pay for items

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Personal Cell Phone Usage

Non-work related use of personal cell phones should be confined to non-work times, specifically: before or after your shift and during breaks and lunch periods.

1. When a family member or friend must reach you during your regular work shift, please direct them to call your supervisor's office phone to leave a message. The supervisor will relay the message directly to the person.

Shop 1	387-2522
Shop 2	387-2526
Shop 3	387-8518
Shop 4	387-8525
Shop 5	387-0007
Shop 6	387-2287
Shop 7	387-2522
Shop 8	387-2524
Shop 9	387-8521

2. When a true emergency arises, family and friends can call the Service Center at (269) 387-8514. The message will be relayed to the appropriate supervisor who will, in turn, notify the employee. After 5 p.m. Monday through Friday, emergency calls should go to Kalamazoo County Central Dispatch at 269-488-8911 and request a message be given to the WMU Department of Public Safety.

1. If you have been assigned a University purchasing (procurement) card, you are responsible for knowing and observing the University policies and procedures, which can be accessed at <https://wmich.edu/payroll/accounts-payable/procard>. (Please note prohibited purchases.)
2. **To maintain controls and protect against inappropriate usage of purchases with the procurement card, please observe the following procedures for documenting all purchases:**
3. **Enter the purchase on a Purchasing Log and sign any supporting documentation at the time of purchase.**
4. **In the Comment section of the Purchasing Log, please provide the available identifying information:**
 - i. work order number
 - ii. project number
 - iii. fund and cost center to be billed
 - iv. AD number
5. **Give your supervisor the Purchasing Log with any supporting documentation (either daily or weekly as designated by supervisor) on the day of purchase.**
6. Your shop supervisor must approve and sign (or initial) all supporting documentation and the Purchasing Log, and forwards to the Facilities Management Business Office.

Failure to follow the guidelines above may result in cancellation of pro-card

STOCKROOM PURCHASES

When purchasing items from Maintenance Stores (the stockroom), only a work order number or AD number can be used to make the purchases. As of March 1, 2011, Maintenance Stores will no longer accept Fund/Cost Center numbers.

Federal law requires that the University keep accurate, verified records of the hours worked by all employees.

1. Using your WMU ID, every employee must swipe in at the assigned Kronos time clock located in the employee's assigned shop at the start of their shift and swipe out at the end of their work period.
2. Employees are not permitted to swipe in more than twelve (12) minutes before the start of the shift and must swipe out within twelve (12) minutes after their shift ends.
3. All employees will be required to swipe out at any time they leave their assigned/approved work area, **including for non-emergency personal visits to Sindecuse Health Center.**
4. Lining up at the time clock before five (5) minutes before the end of the work period is prohibited.
5. Swiping out before the end of the scheduled work period is not permitted.
6. No employee may swipe another employee's Western ID card; no employee may knowingly allow another person to swipe their card.
7. Make every effort to swipe in and out carefully and completely for each work period, **including overtime.**
8. If an innocent mistake is made, advise your supervisor of the matter **AS SOON AS THE MISTAKE IS DISCOVERED.** The supervisor will take the proper action to correct the matter.
9. **Failure to swipe is addressed in the** Western Michigan University Rules of Conduct for AFSCME Bargaining-unit Employees.
10. Make every effort to keep your WMU ID card in working condition. If you have any problems connected with your WMU ID card, report it to your supervisor immediately.



Following County-wide changes, Western Michigan University has moved to Single Stream Recycling! Collection in buildings will remain the same for the time being, although campus dumpsters will be streamlined. Please read the signs at the recycle bins to ensure recycling and trash end up in the correct bins.

FMMS AFSCME Policy Handbook

All recyclable materials must be disposed of on campus.

Employees who obtain recyclable materials by the direct result of a task associated with their trade and in conjunction with an assigned task are reminded that there is a central recycling dumpster located at the Campus Services Building. If there are questions as to whether or not surplus materials should go in this dumpster, the employees will consult with their immediate supervisor before proceeding, as defined above.

In no case are employees allowed to leave campus with recyclable materials.

Employees who regularly have small items to be recycled from their jobs (for example, valves from plumbing jobs) may carry a five-gallon bucket in their work vehicle to hold these small items throughout the day. When the buckets are full, employees should put them in the recycling dumpster at the Campus Services building.

Violation of this policy may result in disciplinary action.

SEE ALSO PAGE 35 - SURPLUS

1. All employees are required to report absences from work, using the following procedures.
2. Employees must call Answer United, a.k.a. The Michigan Message Center (MMC) at (269) 384-1014 **before the start of your regular shift** to report any absence from work. This MMC phone is answered every day, twenty-four hours per day. When using this number, you will provide your name, a phone number where you can be reached while absent, your supervisor's name, and the reason you are not reporting for work.
3. This answering service records the day and time of your call and assigns you a reference number for record-keeping.
4. Each employee, after returning to work, should check with their supervisor to verify the absence was properly recorded for pay purposes. **Your phone call reporting the absence does not automatically excuse the absence.**
5. You are required to **report your absence daily** unless other arrangements have been made with your supervisor.
6. Employees should request personal annual leave through their supervisor as far as possible in advance of the desired time off.
7. Call-ins for annual leave are, by contract, for a minimum of two hours.
8. **When leaving early/before the end of shift:**

Before punching out, make sure to clear this with your Supervisor, including the following

- Estimated time of departure
- Estimated time of return
- Type of leave you are using to cover the time you are off the clock

In the absence of the Supervisor, please report to another Supervisor or Manager.

The following procedure is provided to minimize the likelihood of an embarrassing or frightening situation for University residents or guests as well as maintenance staff when entering a residence to complete a work order or resolve an emergency.

All residence hall rooms and apartments should be considered “occupied”.

1. **Knock loudly several times.** Residents may have varying class, study, work, and sleep schedules. They may not hear your knock if in a bedroom or bathroom. Wait at least 30 seconds for a response.
2. Use the key to open the door **SLIGHTLY** and **call out loudly** “maintenance.” Again, **wait 30 seconds for a response.**
3. **Call again loudly “maintenance”** and wait for a response.
4. Enter the living space and call “maintenance” loudly again, **leaving the entry door OPEN.**
5. If interior bath or bedroom doors are closed, knock on each and call out “maintenance.”
6. If you proceed to work in this space, post a “maintenance in process” sign or door tag on the outside of the door so that the resident has an advanced warning when returning.
7. **Always** leave a door tag on the inside of the door, a copy of the work order, or other written notification to the resident that you have been working in his/her home and what the work consisted of (this would include a handwritten note if nothing else is available).
8. The second shift follows the above procedures before keying in.
9. The third shift follows the above procedures before keying in.

Many of our residents are from other countries and may not completely understand our language. Nearly all of our residents will be unfamiliar with our maintenance methods; many assume you will call first and are shocked to discover you have a key to their “home.” **Be considerate of this when interacting with them.** Let the resident know the reason you need or needed to enter. Always communicate immediately with your supervisor if the resident is concerned about entry procedures. Provide your supervisor’s name and telephone number (business card), and encourage the resident to make contact with your supervisor with any questions they may have.

A work order is considered an invitation to enter a room or apartment in all cases other than emergencies. Do not enter a room or apartment without a work order unless the occupant has been notified.

GENERAL SAFETY

If you have questions about any specific policy or procedure, see your Supervisor. When in doubt, see your Supervisor. If questions remain, see the Director or one of the Managers personally. If questions remain, the Director will direct the Managers to consult with Environmental Safety and Emergency Management.

Those who fail to comply with safety policies and procedures will be subject to disciplinary action to the fullest extent of the rules.

AFSCME members should also be reminded of the option provided under section 18.2 of the collective bargaining agreement.

Our obligation as diligent facility stewards is to set a good example when it comes to safe work practices.

Employees are strictly prohibited from intentionally altering, modifying, circumventing, or otherwise attempting to defeat any safety devices on equipment, vehicles, building systems or features. An employee found to violate this policy will be subject to discipline, per the Rules of Conduct for AFSCME Bargaining-unit employees, Section 1F & 1M and Section 2F & 2K.

WORKING SAFETY WHEN WORKING ALONE

First and foremost, we rely on individual experience and work knowledge to inform and guide each employee. Each of you should know when you are faced with a potential safety situation, and you are encouraged to consult with your supervisor and have a team member assist you whenever needed.

1. If you are working 2nd shift, 3rd shift, or a weekend shift with no other team member available, you may contact the WMU Department of Public Safety (DPS) by calling Kalamazoo County non-emergency number at 269-488-8911 and request a WMU Public Safety Officer to contact you.
 - a. Check with WMU DPS to see if an Officer is available to accompany you or, if an Officer is not readily available, ask DPS if a member of the Student Watch is available.
 - b. If neither an Officer nor Student Watch member is available, you can wait 10-15 minutes to see if they become available.
 - c. Provide the dispatcher with your name, your location, the nature of your task.
 - d. Coordinate with the officer the expected duration for this task, and then contact the officer upon the completion of the task.
2. If you are working a call-in overtime opportunity, an alternative to contacting the DPS is to contact the on-call supervisor at the time you begin to address the task, and again when the task is completed, and you are preparing to leave campus.

You are encouraged to use both good judgment and the available options to ensure your safety, and that of others, in all situations.

Western Michigan University prohibits sexual or gender-based harassment and violence, intimate partner violence, and stalking by any member of the University community.

Unlawful sex or gender-based discrimination, including sexual harassment, sexual violence, and other forms of sexual misconduct, is prohibited by Title IX of the Education Amendments of 1972.

Sexual or gender-based harassment is prohibited under Title VII of the Civil Rights Act of 1964, and other applicable statutes, including the Michigan Elliott Larsen Civil Rights Act.

Additionally:

Sexually explicit material has no place in our shops, or anywhere at work.

We have a responsibility for creating a work environment where everyone is comfortable.

The University Policy on sexual misconduct specifically prohibits displaying this type of material <https://wmich.edu/sexualmisconduct>

If you find sexually explicit material at work, report it to your supervisor or the WMU Title IX Coordinator (Felicia Crawford, 387-6316).

Where conduct involves the potential violation of both the University Sexual Assault and Misconduct Policy and the Non-Discrimination Policy, the provisions of this policy will apply, and a single investigation will be conducted that encompasses all relevant allegations. Conduct may also be a violation of provisions of other University policies, rules, and collective bargaining agreement requirements.

Western Michigan University's Tobacco-Free Policy

<https://wmich.edu/tobaccofree>

Recognizing the health, safety, and comfort benefits of smoke-free air and tobacco-free spaces, WMU will be a tobacco-free campus on **September 1, 2014**.

Effective September 1, 2014, the use of tobacco products is only permitted in enclosed personal vehicles. The use of tobacco products is not permitted indoors or outdoors on any University property. Tobacco products are defined to include the following: cigarettes, electronic cigarettes, cigars, bidis, snuff, snus, water pipes, pipes, hookahs, chew, and any other non-combustible tobacco products.

Tobacco cessation

Tobacco cessation programs for faculty, staff, and students are being made available by the University. Please contact the Sindecuse Health Center, Unified Clinics or Human Resources for information regarding tobacco cessation programs sponsored by the University.

Respect and responsibility

The success of this policy relies on the thoughtfulness, consideration, and cooperation of each individual. All members of the university community share the responsibility of adhering to and enforcing the policy and have the responsibility for bringing it to the attention of visitors. Any complaints should be brought to the attention of the appropriate university authority. Violation of this policy will be addressed through existing employee and student disciplinary processes. If conflicts or problems should arise, environmental, safety, and health considerations will prevail.

(Approved by the WMU Board of Trustees Dec. 5, 2013)

1. Without a work order, Landscape personnel may not unlock or provide access to anyone other than other Landscape staff.
2. During the first shift, all requests for unlocks must be directed to the locksmith shop at WMU's Department of Public Safety (DPS) Key Shop, phone 387-4603. **For further information:** <https://www.wmudps.wmich.edu/building-security>
3. On second and third shifts, all requests for unlocks will be channeled through the shift supervisor and referred to the appropriate tradesperson who can unlock the door, unless the severity of the unlock problem causes the shift supervisor to call in a locksmith. If unlocking the door can wait until the next morning when the first shift locksmith personnel are in, then the shift supervisor will make that determination concerning the degree of urgency of the reported unlock problem.

PROCEDURE:

1. The building keys **must** be tried first!
2. If the building keys do not work:
 - A. The tradesperson must check to see if the core is marked **2XX, X, VIP, or 2X**.
 - B. For these core markings, the department or work order requestor must be contacted for access.
 - C. Doors with cores listed in 2.A. **will not be unlocked** for routine maintenance.
 - D. For cores other than those listed in item 2.A., contact a **Landscape supervisor**. Record the building and room number, along with the core markings. Give this information to your supervisor who can make arrangements to have the building keys updated.
 - E. When necessary, a locksmith will provide the unlock as soon as possible.

3. Access will be given ONLY to Maintenance tradespersons, supervisors, or managers.
4. This policy does **NOT** apply in emergencies.
5. Any lock that is mechanically or electronically malfunctioning should be reported to the Service Center at 387-8514 to create a work order. Problems with locks on second and third shifts should also be reported to the Service Center, who will initiate the service requests necessary to solve the lock or unlock problem.

The Western Michigan University Surplus Sales unit is responsible for the disposition of all University-owned property, including items paid for with University funds or items donated to the University. This involves arranging for and controlling the disposal of all University used and or surplus equipment, including the disposal of all scrap materials.

Contact the Surplus department to dispose of any unused or unwanted item within your department that is the property of the University, with proper department approval, to ensure it does not end up in the landfill.

Any surplus or salvageable goods and any equipment no longer in use must be disposed of per the university guidelines as defined by the W.M.U. Surplus Policy

The full policy can be found at <https://wmich.edu/logisticservices/surplus/policies>

Any surplus commodity identified and or collected by any employee must be reported to the employee's immediate Supervisor. Employee(s) will then work with the Supervisor, using the Surplus Equipment Disposal Form (SEDF) when applicable, to determine the appropriate method for disposal.

In no case are employees allowed to leave campus with surplus/salvageable goods.

NOTE:

An employee who purchases an item via a formal, university surplus sale must have the appropriate paperwork from the sale with them before taking the item(s) off-campus.

The Surplus Disposal Process and necessary Surplus Disposal Request forms are located at:

<https://wmich.edu/logisticservices/surplus/surplus-disposal-process>

We must maintain minimal but essential services to our customers within the Campus community during closure periods not related to inclement weather (i.e., tornado, flood, etc.). Attention will be focused on residence halls, campus apartments, dining services and buildings open for essential services.

The following process will occur when the University announces it is closing for reasons other than inclement weather.

1. The appropriate University office contacts the director.
2. The director notifies Managers and Supervisors via Microsoft Teams of the closure.
3. The current On-Call Supervisor will staff the Service Center and contact all trades that are needed to report during the closure.
4. The Service Center staff will attempt to work if possible.

The On-Call Supervisor will be responsible for:

Determine the needs of the University and call in each of the following trades for first shift duties as needed, based on trade classification seniority.

- Carpenter
- Electrician
- Plumber
- Pipefitter (for heat calls)
- Maintenance Mechanic
- Environmental Controls Person

The on-call supervisor will supervise the tradespersons called for essential services during first shift hours.

The Director will decide the need for essential service tradespersons for the second and third shifts as the day progresses. In most cases, 2nd shift will report; for the third shift, the carpenter and one painter will report.

1. FM vehicles may **NOT** drive on grass or sidewalks **at any time unless authorized**.
2. Employees are responsible for parking violations issued by DPS.
3. FM vehicles **CAN** park in the following locations:
 - FM spots designated with signs
 - Meters
 - Lots designated as R, W, A, B, C, D, E, F, G, K, L
4. FM vehicles **CANNOT** park in the following locations:
 - Archer Drive (in front of the Bernhard Center)
 - Lawn or grass anywhere on campus
 - Sidewalks
 - Handicap parking
 - Trustees parking
 - Spots designated for University administrators (vice presidents, deans, directors, etc.)
 - Any location designated Tow-Away Zone
 - Designated Goldsworth Apartment parking spaces
 - Lot 30 (parking lot adjacent to the Seibert Administration Building)
 - Lot 66 (parking lot between Siedschlag and Siebert Administration Building)
 - In front of, adjacent to, loading docks and loading bays, unless there to specifically load/offload materials and supplies where use of the dock/bay is essential to loading/offloading.
5. FM vehicles must observe all posted speed limits and traffic laws.
6. Do not leave the FM vehicle running for extended periods when not driving (for example, do not leave the vehicle running during breaks and lunch. Do not leave running on cold mornings to warm the interior, etc.)
7. At the end of each shift, all FM vehicles must be parked in the designated area for each shop.

**FM Landscape Services
Western Michigan
University**

Work Breaks

1. The following schedule has been established for Maintenance Services employees:

1st shift	9:00 a.m.	to	9:30 a.m.
	12:00 p.m.	to	12:30 p.m.
2nd shift	6:00 p.m.	to	6:30 p.m.
	9:00 p.m.	to	9:30 p.m.
3rd shift	1:00 a.m.	to	1:15 a.m.
	3:00 a.m.	to	3:30 a.m.
	5:00 a.m.	to	5:15 a.m.

2. Your supervisor will monitor these break times. If you absolutely must extend work into a scheduled break time, you must contact your supervisor for authorization. If you cannot contact your supervisor, contact the MS Service Center. If after 5:00 pm contact the MS on-call Supervisor at 269-370-5007

3. University vehicles may not be driven off campus for breaks or other non-University business.

Environmental Health and Safety

<https://wmich.edu/ehs/policies>

The following policies have been written to help students, employees, and supervisors of those employees know their role in ensuring the campus community is a safe place for all faculty, staff, students, and visitors. State and federal Laws guide many of these policies. The information contained in these policies is intended for the sole use of Western Michigan University students, staff and faculty engaged in University activities. Students, faculty, and staff of Western Michigan University who have questions regarding any of these policies should call (269) 387-5590.

Click on any of the below topics to be taken directly to the Webpage with that information:

- [Asbestos](#)
- [Bloodborne Pathogen Exposure Control Plan](#)
- [Chemical Hazard Control Plan](#)
- [Chemical Hygiene Plan](#)
- [Confined Space Entry](#)
- [Decoration Displays and Christmas Tree](#)
- [Ergonomics Policy](#)
- [Fall Protection](#)
- [General Safety](#)
- [Hazard Communication](#)
- [Hazardous Waste Material Management](#)
- [Hearing Conservation](#)
- [Heat Stress](#)
- [Heat Stress-Dining](#)
- [Highly Hazardous Chemicals Program](#)
- [Hot Work Program](#)
- [Laboratory Emergency Plan](#)
- [Laboratory Employee Information and Training Program](#)
- [Lightning Safety](#)
- [Lockout](#)
- [Medical Surveillance Program](#)
- [Personal Protective Equipment](#)
- [Powered Industrial Truck](#)
- [Respirator](#)
- [Stormwater Management Plan](#)
- [Transportation of Hazardous Materials](#) (See pages 12 and 13)

Handbook Acknowledgement

I _____ have received a copy of the FM Employee Handbook dated _____, 20____. I am responsible for understanding and complying with the policies and procedures contained in the Handbook.

Employee Signature

Supervisor Signature

Date

Date