Facilities Management Policies Manual

Revised June, 2010
Removed Cell Phone Policy 6/3/2010 (See Campus Policy)
Updated Emergency Services Policy 6/3/10
Added Leave request and approval procedures 6/3/10
Updated Leave without pay policy 6/3/10

Note: Facilities Management reserves the sole right to modify these policies at any time.
## Facilities Management Policies Manual

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Facilities Management Policies Manual
FM Appointing Authority

Revised April 2008

Appointing Authority
The Director of Facilities Management has been delegated appointing authority responsibility by the Colorado School of Mines

Issues Involving the Appointing Authority
The chart below outlines the normally delegated areas of responsibility. FM managers will work as a team in managing FM's operations and people. However, if issues or questions arise that are outside of the usual range of operations, the responsible manager for each division will bring these to the Director for consideration, review, and if necessary, approval.

Please refer any questions concerning this policy to your supervisor.

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Gary Bowersock
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6/4/2010
Facilities Management Policies Manual

Leave Request and Approval Procedures  Revised June 2010

**Purpose:**
To provide departmental leave request and approval procedures.

**Procedures:**
Employees are required to work their established work schedule unless on approved leave. Employees are responsible for requesting annual leave with as much notice as possible and requesting sick leave at least 15-minutes prior to the beginning of their work schedules to explain the situation to their supervisors.* A signed leave request is to be provided as soon as possible and must contain sufficient information to determine the type of leave requested. Annual leave must be pre-approved prior to use. State Personnel Board Rule 5-1 C states that unauthorized use of any leave may result in the denial of paid leave and/or corrective or disciplinary action.

* Individual shops may have different call-in request procedures based upon scheduling and business needs. Any such modified shop procedures will be provided to employees of that shop. Employees are encouraged to discuss shop specific procedures with their immediate supervisors. In the absence of shop specific procedures regarding annual leave requests and sick leave call-in procedures, the above procedures will apply.

Accrued paid leaves fall into one of two categories outlined in State Personnel Board Rules Chapter 5 as follows (Board Rules dated May 1, 2010):

**Annual leave** is for an employee's personal needs and use is subject to the approval of the appointing authority. The appointing authority may establish periods when annual leave will not be allowed, or must be taken, based on business necessity. These periods cannot create a situation where the employee does not have a reasonable opportunity to use requested leave that will be subject to forfeiture. If the department cancels approved leave that results in forfeiture, the forfeited hours must be paid before the end of the fiscal year. (5/1/10)

**Sick leave** is for health reasons only, including diagnostic and preventative examinations, treatment, and recovery. Accrued sick leave may be used for the health needs of the employee, employee's child who is under the age of 18 or an adult child who is disabled, parent, spouse, injured military service member as established under rule 5-24, legal dependent, or a person in the household for whom the employee is the primary care giver. The appointing authority may require documentation of the familial relationship. (5/1/10)

In the event an employee is absent for reasons that would normally be covered through the use of sick leave but does not have a sufficient sick leave balance to cover the absence, the employee's leave request will be forwarded by the employee's supervisor to the area manager for review. The area manager will consider the request and factors surrounding the leave request (for example, things such as the employee's history of leave use and leave use requests, job performance, and other factors). In accordance with State Personnel Board Rule 5-2, paid leave may not be granted if the requested leave does not qualify for the type of leave available.

The area manager may approve the use of annual leave to cover the sick leave need or may allow the use of annual leave for pay purposes but can consider the leave use to be unapproved. If the leave is considered unapproved, the employee may be issued a warning or may be subject to corrective or disciplinary action. Further, the area manager may deny the use of paid leave and charge leave without pay under the current Facilities Management leave without pay policy (LWOP).
Purpose:
The intent of this policy is to provide a form of unpaid leave for employees who are in Good Standing, as defined below, and face "unusual circumstances or opportunities" for which they do not have accrued leave. It is also intended to establish a consistent process under which leave without pay (LWOP) can be requested and to provide a record and time-keeping mechanism.

LWOP Circumstances
- Unanticipated
- Anticipated

LWOP Classifications

Approved LWOP is unpaid leave time that has been requested by and granted to an eligible employee in accordance with the guidelines below.

Unapproved LWOP is unpaid leave time assigned to an employee who did not follow the LWOP request process, or was not granted approved LWOP and failed to report to work as scheduled. The use of Unapproved LWOP is unacceptable work performance and may result in corrective or disciplinary action.

Responsibilities:

Requesting:

To be granted Approved LWOP, the employee must request it in accordance with these procedures. Employees have weekly access to their leave balances via the Internet, and employees are responsible for monitoring their usage of paid leave and determining when a LWOP request is necessary.

Note: It is not the supervisor's responsibility to inform employees when they need to request LWOP.

Eligibility for Approved LWOP Use:

The following criteria will be used to determine whether the requesting employee is eligible to be granted LWOP. Requesting employees must "be faced with unusual circumstances or opportunities" and have 1) exhausted their sick and/or annual leave balances (depending upon the type of LWOP requested), 2) be certified (except as noted below), and 3) be in Good Standing.

Good Standing:
1. The employee must have contacted his / her supervisor as described in these procedures.
2. The employee's most current performance evaluation must be Meets Expectations or better.
3. The employee cannot be under or have received a corrective or disciplinary action within the previous 6 months.
No Call No Show Rule:

Any employee who does not appropriately call in or report to work as scheduled (except when the failure to report to work as scheduled is due to a bona fide emergency) will have his or her time recorded as Unapproved LWOP and will be subject to corrective or disciplinary action.

Request Process

Unplanned LWOP Requests

Probationary Employees:

All Unplanned LWOP Requests:

If unable to report to work, the employee must call within the 15-minute period just prior to the beginning of his/her work schedule to explain the situation to his/her supervisor. If at work, the employee must contact his or her supervisor in person and request Approved LWOP. It is the employee's responsibility to speak directly via telephone or personal contact with his or her supervisor. Leaving messages or asking a third party to make contact is not acceptable (except in a bona fide documented emergency), and may subject the employee to corrective or disciplinary action. The supervisor shall recommend approval or denial of the request to the area manager.

Certified Employee:

All Unanticipated LWOP Requests:

If unable to report to work, the employee must call within the 15-minute period just prior to the beginning of his/her work schedule to explain the situation to his/her supervisor. If at work, the employee must contact his or her supervisor in person and request Approved LWOP. It is the employee's responsibility to speak directly via telephone or personal contact with his or her supervisor. Leaving messages or asking a third party to make contact is not acceptable (except in a bona fide documented emergency), and may subject the employee to corrective or disciplinary action. The supervisor shall recommend approval or denial of the request to the area manager.

Specified Conditions For:

Leave for Personal Reasons: The employee must first explain to his or her supervisor why he or she needs to be absent from work and why LWOP is needed. If the supervisor gives conditional approval (subject to manager review and approval) to the request, the employee must then agree to return to work on the date specified by the supervisor.

Leave for Illness/Injury-related Reasons: The requesting employee must first explain to his or her supervisor why he or she needs to be absent from work and why LWOP is needed. If the supervisor gives conditional approval (subject to manager review and approval) to the request, the employee must then agree to return to work on the expected date and provide to his or her supervisor a written statement from a physician confirming that the employee's medical condition justifies the requested length of absence from work. If the illness or injury causes an employee to need additional LWOP, the employee must request the additional LWOP in accordance with these procedures. Any use of LWOP for illness/injury that exceeds three days may be eligible for Family and Medical leave. Such use must be reported to Human Resources no later than the start of the fourth consecutive day of leave use and will require the completion and filing of
medical certification forms as well as a return to work authorization. All questions about FML should be referred to the Benefits Office in Human Resources.

Request Denial:
If the employee does not meet the Eligibility for Approved LWOP Use criteria, or if the supervisor does not agree that the need for LWOP is warranted, the supervisor will deny the request and expect the employee to be at work as scheduled.

In the event that the area manager and employee disagree as to whether the request is acceptable, the request will be provided to the Director with the supervisor and area managers reasons for denying the request. The Director will make the decision and communicate it in writing to the requesting employee with copies to the area manager and supervisor.

Specific Consequences for Failure to Follow Procedures

Inappropriate Actions resulting from Request Denial:
If an employee is not on the job at the time the LWOP request is denied, and he/she does not report to work as scheduled, he/she will be charged with Unapproved LWOP and may be subject to a corrective or disciplinary action.

If an employee is on the job at the time the LWOP request is denied, and he/she leaves work before the end of his/her schedule without approval, he/she will be charged with Unapproved LWOP and may be subject to a corrective and or disciplinary action.

Leave Granted for Personal Reasons: Failure to Meet Specific Conditions
If the eligible employee returns to work later than the agreed upon date (first time), he/she may be subject to a written warning, corrective action, or disciplinary action (as circumstances warrant).

If subsequent incidents occur as described above during any twelve-month period beginning with the first occurrence, the employee may be subject to a corrective action or disciplinary action (as circumstances warrant).

Leave Granted for Illness/Injury-related Reasons: Failure to Meet Specific Conditions
If the eligible employee returns to work on the agreed upon date, but does so without a physician’s statement, the employee (first time) may be subject to a written warning, corrective action, or disciplinary action (as circumstances warrant).

If the eligible employee returns to work later than the agreed upon date (first time), even though he/she has a doctor’s release, he/she may be subject to a written warning, corrective action, or disciplinary action (as circumstances warrant).

If subsequent incidents occur as described above during any twelve-month period beginning with the first occurrence, the employee may be subject to corrective action or disciplinary action (as circumstances warrant).
Planned LWOP Request

Probationary Employees:

All Planned LWOP Requests: The employee must personally contact his or her supervisor, explain the situation, and make a written request as soon as possible, but not less than 5 days in advance of the need for Approved LWOP. Voice mail messages will not be accepted for these types of requests. During the first 12 months of employment, probationary employees may be considered for a limited number of approved LWOP days. For purposes of eligibility as described above, a probationary employee’s performance will be assumed to be Meeting Expectations unless otherwise documented in his/her file.

Certified Employees:

All Planned LWOP Requests: The employee must personally contact his or her supervisor, explain the situation, and make a written request as soon as possible, but not less than 5 days in advance of the need for Approved LWOP. Voice mail messages will not be accepted for these types of requests.

Supervisor Review: The immediate supervisor will determine if the requesting employee meets the eligibility criteria. If the employee meets the eligibility criteria, the supervisor will meet with the requesting employee to discuss the request and review other factors, which may include, but are not limited to: other already approved leaves, staffing needs, work demands, and so forth. The supervisor will then present the request to the area manager with a written recommendation regarding the requested leave. The final decision to grant the LWOP request will be made by the area manager.

Specific Conditions For:

Leave for Personal Reasons: The employee must first explain to his or her supervisor why he or she needs to be absent from work and why LWOP is needed. The employee must then agree to return to work on the date specified by the supervisor.

Note: Employees are cautioned against making non-refundable travel arrangements before approval is given.

Leave for Illness/Injury-related Reasons: The employee must first explain to his or her supervisor why he or she needs to be absent from work and why LWOP is needed. The employee must then agree to return to work on the expected date with a written statement from a physician confirming that the employee’s medical condition justifies the employee’s requested length of absence from work. If the illness or injury causes an employee to need additional LWOP, the employee must request the additional LWOP in accordance with these procedures.
Request Denial:
If the employee does not meet the Eligibility for Approved LWOP Use criteria, the request has negative impact on previously scheduled work and/or assignments, or for other reasons the supervisor will deny the request and expect the employee to report to work as scheduled.

In the event that the area manager and employee disagree as to whether the request is acceptable, the request will be provided to the AA with the supervisor' and area managers reason for denying the request. The AA will make the decision and communicate it in writing to the requesting employee with copies to the area manager and supervisor.

Specific Consequences for Failure to Follow Procedures
If an employee who has not met the specific conditions of his/her LWOP, or takes leave that has not been approved, he/she may be subject to corrective or disciplinary action.

Revocation of Previously Approved LWOP
As with approved paid annual leave, work situations may arise that can cause cancellation of previously approved leaves. Due to the nature of the work of the Facilities Management Department, employees are required to respond to emergency and unplanned facility maintenance and repair situations, and are required to assure that the campus has a safe and functioning infrastructure. Thus, on occasion, circumstances may compel a supervisor to revoke or cancel a previously approved leave. In the event that a previously approved leave is cancelled, the employee is expected to report to work as scheduled or as directed by his or her supervisor. Failure to do so, may subject the employee to corrective or disciplinary action.
Leave Without Pay Request

Request is made directly to supervisor, not less than 5 days in advance

Eligibility is based on:
1. exhausted sick/annual leave
2. certified
3. good standing

Specified Conditions

Is the LWOP a planned circumstance?

May result in corrective or disciplinary action

If unable to work, the employee must call within 15 minutes prior to shift

Specified Conditions

Employee must explain why absence is needed. If approved, employee must agree to return to work on specific date

Is the LWOP a leave for personal reasons?

YES

Employee must explain absence and agree to return to work on specific date with a written statement from a physician justifying the length of absence.

If LWOP exceeds 3 days contact HR for FMLA options

Failure to meet any above conditions, employee is subject to written warning, corrective action, or disciplinary action

If any request is denied

Employee must report to work as scheduled

If any request is denied

Employee must report to work as scheduled
Facilities Management Policies Manual
Call Back Policy

Revised April 2008

Purpose:
The intent of this policy is to establish call back procedures, which provide the Colorado School of Mines (CSM) with the maximum level of customer service.

Preface
Equipment breakdowns and natural events can create situations which require employees to respond and return to work at times other than their normal schedules. This is accomplished by having employees subject to call back. Call backs are necessary to avoid significant service disruptions, placing employees or the public in unsafe conditions, or protecting and/or providing emergency services to property or equipment.

Definitions
For the purpose of this policy, the following definition shall apply: Call Back applies when an eligible employee is required to report to work before the start or after the end of his or her regular work schedule. If there is no release from work between the call back hours and regular work schedule, it is considered a continuation of the work schedule and call back does not apply.

Policy
It is the policy of Facilities Management to provide services in response to emergencies, urgent maintenance issues, or for other reasons, by having all eligible employees subject to call back. Employees subject to call back are required to return to work within a reasonable response time.

When call back applies, a minimum of two hours pay is guaranteed. Eligible employees are those who are eligible for overtime pay and any call back time is counted as work time. Exempt employees are not eligible for overtime pay or compensatory time. Employees may be compensated for call back time through granting compensatory time. Travel time is not considered work time. However, employees are cautioned that when responding to call back situations, they are expected to travel to campus in a safe manner. (When returning to work, employees provided with a departmental cell phone for business purposes shall not use the cell phone while operating a motor vehicle. In the case of an incoming call while operating a vehicle the employee shall allow the voicemail to accept the call and return the message as soon as possible once reaching his or her destination and/or the vehicle is stopped and safely off of the roadway.)

Upon mutual agreement between the employee and the supervisor, if an employee has a leave scheduled or taken within the same workweek when a call back situation occurs, the amount of leave charged may be reduced by the amount of call back time.
Facilities Management Policies Manual

Overtime Policy

Revised April 2008

**Background and Purpose:**
In order to assure after hours campus coverage while sustaining the available labor force during the regular work week, Facilities Management has established an overtime policy and protocol. Due to the limited availability of overtime funds, overtime must be efficiently utilized. Facilities Management may substitute compensatory time for overtime. This will be coordinated through your supervisor and / or the manager for your area.

**IMPORTANT:** Except in bona fide emergency situations, overtime may not be worked without the PRIOR approval of your supervisor or without being scheduled by your supervisor. Failure to obtain PRIOR approval may subject an employee to corrective or disciplinary action.

**Who is Eligible for Overtime Compensation?**
All Fair Labor Standards Act (FLSA) non-exempt employees may be eligible for overtime compensation. Most full time employees are scheduled for a regular 40 hour workweek of 5 consecutive workdays, generally Monday through Friday.

**Exception:**
Employees who are on Leave Without Pay during the impacted work week, who are "called back", will not qualify for overtime pay or compensatory time, unless hours worked exceed 40 hours or, in the instance of employees who are designated as essential employees, unless hours paid exceed 40 hours.

**What is Overtime Compensation?**
Overtime compensation comes in two forms: overtime pay and compensatory time. All overtime hours must be reported on Facilities Management time sheets.

**NOTE:** FLSA exempt employees do not qualify for overtime compensation in the form of overtime pay or compensatory time.

For employees who are not designated as essential, overtime is calculated at 1.5 x the number of hours worked over 40 in the workweek. For those employees designated as essential, overtime is calculated based on the number of hours worked plus the hours of paid leave exceed 40 hours in the workweek.

**Compensatory** time off may be given in lieu of overtime pay. The amount of compensatory time earned is calculated in the same manner as how overtime is calculated.

It is Facilities Management's policy that the maximum number of compensatory hours that can be accrued is 24 hours. For employees who have 24 hours of compensatory time in their balances, any time that would otherwise qualify for additional compensatory time earned, must be paid. Additionally, any compensatory time that is older than 60 days in an employee's balance, will be paid as overtime in the next payroll cycle. Exceptions may be considered and approved by area managers.

This "exception" usage, beyond 60 days, must be scheduled and approved by the area manager before being worked. The scheduling of comp time usage will depend on workload and shop scheduling priorities. The area manager may deny requested dates if scheduling conflicts exist.
**Actual Overtime and Comp Time Situations and Accumulation Rates** (Refer to Call Back Policy)

- **Regular week, “callback”** 1.5 x (number of hours worked -- 2 hr. minimum).
- **Regular Schedule, overrun** 1.5 x (number of extra hours worked after a regular schedule, (Not “callback”) employee never leaves the job).
- **Holidays, “callback”** 1.5 x (number of hours worked -- 2 hr. minimum).
- **Holidays, scheduled** 1.5 x (number of hours worked -- 2 hr. minimum).

The above all assume that there are no leave without pay hours in the workweek and that the employee has been designated as an “essential” employee.

“Callback”: Refers to a call to an employee to respond to a situation, which may require immediate care. (Refer to the Callback Policy below)

**Regular week:** The normal (40 hour) work schedule for affected employee.

**Regular schedule overrun:** Time required to complete a repair that cannot wait until the following schedule that extends the scheduled work period.

**Workweek**

The workweek for determining when overtime (or compensatory time) is calculated from 12:01 A.M. Saturday through 12:00 Midnight Friday.

**Questions Concerning Overtime**

If questions regarding the overtime and compensatory procedures arise, employees are asked to first direct those questions to their supervisors or the appropriate area manager before raising the question with the Human Resources Department.

**Monthly Individual Compensatory Time Log**

Shop supervisors are required to maintain a Monthly Individual Compensatory Time Log for each of the employees in their shop. At the end of each month, the log will be filled out, completed and signed by the supervisor, signed off by the employee and delivered to the appropriate manager for final approval.

In order for this log to be effective, the Description of Work must be accurate, and include the justification for after hours work.

This form will be used to monitor compensatory time and identify any trends toward additional after hours work.
Facilities Management Policies Manual
Work Schedules
Revised April 2008

Background and Purpose
To establish operational hours that provides the CSM campus with the maximum customer service from Facilities Management (FM).

Facilities Management Office Hours of Operation
Monday through Friday, 7:00 a.m. - 5:00 p.m.
The phones will be monitored during the hours of operation (including 12:00 noon to 1:00 p.m.).

Facilities Management Shop Hours of Operation
Shop hours may vary from FM Office hours covering a range of morning, evening and weekend hours. The area Managers and Director are responsible for establishing and approving shop hours of operation. Individual employee work schedules will be set by the shop supervisors. Work needs of the campus may require changes in work schedules of any employee, and any such changes may be made with little or short notice.

Meal and Break Schedules
Meal and break schedules will be set by the respective shop supervisors after obtaining the area manager's approval.

Specially Scheduled Activities
Scheduled activities (for example, scheduled utilities outages, etc.), which will not be accomplished during regular shop hours, will be scheduled through the appropriate supervisor and area manager.
Facilities Management Policies Manual
Facilities Management Emergency Services Revised May 2010

Background and Purpose
In the event a campus emergency occurs the CSM Facilities Management Department may be required to provide personnel, equipment resources and expertise in response to the situation as needed. These situations may include, but are not limited to, utility outages, building failures, accidents, snowstorms, or other events.

Employee Participation:
Employees may be assigned as the situation warrants. Depending on the school’s needs and employees’ capabilities, employees may be assigned to work outside of their “normal” job classification.

Essential Employee:
An Essential Employee performs maintenance and support services directly responsible for the health, safety, and welfare of the campus community. Certain positions are designated as essential, and employees occupying essential positions are considered Essential Employees.

Essential Employees must respond to emergency situations as required by their supervisors. For potential events that can be anticipated, such as forecasted snow storms, Essential Employees are expected to be fully able and ready to respond if notified. Failure to respond in such a situation may subject the employee to corrective or disciplinary action.

Snowstorm Situations
Employee Schedules and Responsibilities during Snowstorms Occurring Before Work:

School Open.
With the exception of personnel who are called in to respond for snow removal and other needs, all personnel will be expected to report to work at the beginning of their regular schedule.

Officially Announced School Closure/Late Start.
All essential employees will be expected to report to work at their regular scheduled time unless called by their supervisors. Employees called will receive administrative leave during the closure. Employees who call in sick or are otherwise on approved leave are not eligible for administrative leave.

The custodial supervisor will contact the night crew concerning the crew’s status.

Employee Schedules and Responsibilities during Snowstorms Occurring During Work:

School Remains Open. All employees will be expected to complete their schedules.

Employees who are not designated as “essential employees” who request to leave work early, due to driving conditions, etc., must have their supervisor’s permission. An approved request to leave work early will be charged to annual leave. If an employee has exhausted his/her annual leave and requests time off from their supervisor and the request is approved, time will be granted as leave without pay.
Officially Announced Early Closure.

All essential employees will be expected to remain at work to complete their schedules. If there is not a need for all essential employees to stay on the job, supervisors will communicate to those employees who may be released.

All employees whose services are not required will receive administrative leave during the closure.

Note: Employees must be on the job to be eligible for the administrative leave. Employees on previously approved annual leave, sick leave, or other types of leave, are not eligible for administrative leave during a closure.

The grounds supervisor will determine the snow removal crew's schedules.

The custodial supervisor will contact the night crew concerning the crew's status.

Snowstorms after Work:

The grounds supervisor will determine the snow removal needs of the campus and will call back employees in accordance with the Call Back policy.

Snow Storms occurring on Weekends and Holidays, (Scheduled School Closure)

Snow removal crews will respond per designated snow removal plans for weekend and holiday closures. Project coordinators and/or shop supervisors will contact the affected employees to inform them of their work status.
Facilities Management Policy Manual
Outside Employment

Background and Purpose
As state public employees, CSM faculty and staff members have a fiduciary and statutory duty to the people of the state of Colorado to adhere to ethical principles of conduct related to conflicts of interest and conflicts of commitment. Outside employment can create an actual or perceived conflict of interest or commitment. Accordingly, the employee's external obligations, financial interests and activities must be conducted in a manner that does not create a conflict or interfere with the employee's primary obligation and commitment to CSM. This policy is consistent with, and intended to augment, State Personnel Board Rule(s) 1-13 and 1-14 regarding outside employment and conflicts of interest.

Outside Employment
It is intended that the employee's state job is the employee's principal employment. Employees may engage in outside employment with advance written approval from the appointing authority. The appointing authority shall base the decision to approve or deny the request on whether the outside employment interferes with the performance of the CSM job or is inconsistent with the interests of the school, including raising criticism or appearance of a conflict. Failure to seek and obtain prior approval of outside employment may result in corrective or disciplinary action.

What is Outside Employment?
Outside employment is any non-Facilities Management employment, which an employee engages in outside of their regular working hours. Contracting businesses are included in this definition. Outside employment shall not be performed during CSM working hours or interfere with FM call back requirements.

Conditions for Approval:
The employee must assure CSM management that the outside employment will not negatively impact his or her CSM job responsibilities or create a conflict of interest or commitment. If these other obligations negatively impact the employees' attendance or work performance, violate State personnel rules or CSM policies, Facilities Management reserves the right to withdraw its approval.

Approval Procedures:
- Complete and submit a request form to your supervisor (see form below).
- The supervisor will make a written recommendation and will forward the request to the area manager.
- If the area manager determines the request will not negatively impact the employee's responsibilities or create a conflict of interest or commitment, the area manager may recommend approval of the request, or
- If the area manager determines the request will negatively impact the employee's responsibilities or create a conflict of interest or commitment, the area manager may recommend denying the request.
- The final approval decision will be made by the Director of Facilities Management.

Existing Outside Employment
Any employee who is currently involved with outside employment will be required to complete a request form. As long as the existing outside employment has not compromised any of the above conditions, approval for continuing the employment will not be denied.

Failure to Request Approval
Failure to disclose outside employment, potential conflicts of interest or commitment, or obtain prior approval of outside employment will subject the employee to corrective or disciplinary action.
Outside Employment Request Form

Employee Name: ________________________________

Type of business & description of work preformed: _____________________________________________

__________________________________________________________

Employee Signature: ________________________________

I understand that if this outside employment creates a conflict of interest or commitment, or
negatively impacts my performance on the CSM job this request and subsequent approval may be
withdrawn.

Supervisor Recommendation (please include your recommendation and rationale):

_________________________________________________________

_________________________________________________________

To Approve ___ Date___ Signature
To Deny ___ Date___ Signature
To Withdraw ___ Date___

________

Signature

Area Manager Recommendation (please include your recommendation and rationale):

_________________________________________________________

_________________________________________________________

To Approve ___ Date___ Signature
To Deny ___ Date___ Signature
To Withdraw ___ Date___

________

Signature

Director Decision:

Approve _______________ Deny _______________

______________________________________________

Director of Facilities Management

Date
Facilities Management Policy Manual

Uniform/ Blaster Card (ID card)  Revised April 2008

Background and Purpose
Facilities Management provides uniforms (shirts and smocks) for all trades and services, supervisors and employees. These shirts serve the purposes of protecting each employee's own clothing from damage and providing the campus community with general Facilities Management employee recognition while presenting a professional image. Additionally, employees are issued a Blaster Card (for school identification and electronic access purposes). This card permits the holder to be identified as a bona fide school employee and, depending on the level of security permitted, allows the employee to access multiple locked or secured areas of the campus.

Uniform Distribution
Facilities Management will provide each employee with seven (7) shirts. Employees may select the style of their choice from the established list. Shirts that are worn out or damaged in the course of performing assigned duties will be replaced at Facilities Management's cost. Obtaining a replacement shirt that is worn out or damaged must be coordinated through the shop supervisor. Shirt information and ordering will be handled through the Facilities Management main office.

Shirts that are lost or misplaced can be replaced at the employee's costs. Employees may purchase extra shirts in addition to the seven that are issued.

Employee Obligation
Employees are required to wear their Facilities Management uniforms while on duty and to maintain their own shirts/smocks. The garments must be in good repair and clean. Exceptions to wearing the uniform can be approved by the supervisor. To obtain an exception, prior notice to the supervisor is required. The notice must specify the exception requested and provide reasons for requesting the exception. The supervisor will consider requests, but is under no obligation to approve the request.

The employee is responsible to notify the supervisor if a shirt is in need of replacement. Shirts will not be replaced unless approved by the supervisor.

Employees are required to wear and display their Blaster Card at all times except when the external wearing or display of the Blaster Card creates a safety hazard, such as when operating power equipment or when working outside or in wet conditions when a coat is being worn.

Failure to wear the required shirt, smock or display the Blaster Card in accordance with this policy can result in corrective or disciplinary action.

Employees are required to return uniforms, school equipment, and safety clothing when they terminate employment with the school. Employees who do not return these items at the time of termination will be billed the replacement costs of the items.

Safety Clothing
Certain job functions may require safety or special application clothing, and it is the employee's responsibility to wear the appropriate safety gear. When a potential need for safety equipment is identified, the decision to provide the safety equipment to individuals or make it part of the shop equipment will be at the discretion of the supervisor and manager and will depend on an identifiable need. If it is decided that safety or special application clothing is necessary, these will be purchased and provided by Facilities Management. This will not apply to every employee, and depending on the item, it may become part of that shop's "tools".

Example: Aprons, hard-hats, safety goggles, etc.
Facilities Management Policies Manual
Protective Eyewear & Safety Glasses  Revised April 2008

Background and Purpose
Facilities Management provides safety eyewear for all employees whose jobs require these items. By providing safety eyewear, each employee will have the eye protection necessary to safely complete his or her tasks.

It is the shop supervisor's responsibility to provide employees with access to eye protection as appropriate to the work being performed. It is the employee's responsibility to wear it. Side shields must be included with safety glasses. Side shields must be worn whenever appropriate for the task.

In most cases, Facilities Management will meet its obligation to provide protective eyewear by providing either safety goggles or full face shields (that may be worn over the employee's prescription eyewear if necessary).

Failure to wear protective eyewear or safety glasses in situations or on assignments that require protective eyewear or safety glasses constitutes a serious safety violation and will subject the employee to corrective or disciplinary action.

Prescription Safety Glasses
Certain work may require safety prescription glasses. Facilities Management will determine when safety prescription glasses are required and, in these rare instances, will arrange to purchase these for the affected employee(s).

Purchase of Prescription Safety Glasses
Facilities Management has created a standing contract with a safety glasses provider. This vendor provides Facilities Management with a list of prescription safety glasses options for the employee to choose from. Facilities Management will purchase the basic model. If the employee would prefer the upgraded models, he/she may purchase the upgrade model by paying the difference between the cost of the basic model and the cost of his or her desired model.

Under normal circumstances, Facilities Management will purchase one pair of prescription safety glasses. Employees are responsible for providing their supervisor with a copy of their current prescription. If the employee loses or misplaces his or her prescription safety eyewear, replacement costs will be charged to the employee. Facilities Management will provide replacement prescription safety glasses if they are damaged on the job or if the employee's prescription changes.

Ordering
All glasses must be ordered through the Facilities Management main office. Prior to turning in the order, the employee's supervisor must approve the request. The individual in the main office responsible for glasses ordering and distribution will explain the fitting and acquisition process to each approved employee.
Purpose:
The policy below is established to insure that Facilities Management tools and equipment are used in accordance with their intended purposes and are available to and used by the appropriate individuals during the course of their work.

Policy:
Facilities Management shops and office spaces, tools, materials and equipment, including vehicles, computers, printers, and copy machines are to be used for School business only; they are not for personal or commercial use by CSM employees. Similarly, individuals and organizations that are not part of the CSM community may not use these items except in connection with approved CSM sponsored activities, events or services.

This policy is not to be interpreted to preclude the carrying of and use of school equipment such as cell phones, pagers, laptops, etc. off campus or after hours as long as such use is for Facilities Management business. For example, certain FM employees are assigned school cell phones so that in the event an emergency or unanticipated need arises, they can be in touch with FM, Public Safety, or other personnel as needed to quickly and properly address the situation.

Note: Use of computing and networking resources shall follow CSM policies:
http://www.mines.edu/academic/computer/policies/
http://www.is.mines.edu/is/mission/
Facilities Management Policies Manual
Facilities Management Asbestos Team Revised April 2008

Background and Purpose
Due to our occasional work in environments where asbestos may be present, our need to be responsive to emergencies, and the prohibitive cost of hiring asbestos certified contractors to do all maintenance work, it is necessary for Facilities Management to maintain an Asbestos Team. Team members will participate in a Facilities Management incentive program. Training and equipment will be supplied by the EH&S Department and Facilities Management.

Type of Work
The amount and type of work this team will be expected to accomplish is limited by established abatement rules. Generally, the required abatement will be limited to only the necessary maintenance or emergency repairs. Any work beyond the Asbestos Team’s legal abatement capabilities will be accomplished through an abatement contractor, coordinated through the EH&S Department.

Team Membership, Team Size and Make Up
The Team will consist of between four (4) and seven (7) members. The minimum membership of (4) will include at least one trades employee each from the HVAC, Electrical, Plumbing and General Maintenance shops.

Team Member Pool
Members of the Asbestos Team may volunteer or be selected from the eligible employee pool. The pool of eligible employees includes those employees who have had a required respirator fit test and passed a subsequent health exam. New members are required to attend 40 hours of asbestos course training through the Environmental Health and Safety Department.

Individuals who fail either the respirator fit test or the health exam will not be eligible to participate on the team.

Recertification is required annually as follows:
- 8 hour asbestos refresher class annually
- Annual medical exam
- Annual respirator fit test

Team Member Obligation Period
Each member appointed to the Asbestos Team will be obligated to serve on the team for a designated period of time (minimum period of 1 year). Team membership will rotate through each shop’s eligible pool.

Incentive Program-Team Membership:

Each Team Member will receive a base training incentive of $200.00 for successfully completing the required training and examinations. This incentive will be paid in full for the upcoming year of service.
### Participation Incentive Matrix

<table>
<thead>
<tr>
<th>Years</th>
<th>Annual Incentive Pay Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>$200</td>
</tr>
<tr>
<td>2</td>
<td>$230</td>
</tr>
<tr>
<td>3</td>
<td>$251</td>
</tr>
<tr>
<td>4</td>
<td>$271</td>
</tr>
<tr>
<td>5</td>
<td>$290</td>
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<tr>
<td>6</td>
<td>$357</td>
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<tr>
<td>7</td>
<td>$380</td>
</tr>
<tr>
<td>8</td>
<td>$403</td>
</tr>
<tr>
<td>9</td>
<td>$426</td>
</tr>
<tr>
<td>10</td>
<td>$450</td>
</tr>
</tbody>
</table>

Participation credits will be carried and accumulated even if years of service are not consecutive. The annual incentive payment caps at 10 years of service.

### Asbestos Team Pay Rate

All Asbestos Team work will be paid at a higher Asbestos Team Member Rate. This rate will be a non-base building premium of $1.00 per hour added to the member’s regular rate of pay. For each incident, each member working the incident will be credited for a minimum of (2) hours worked. These incidents will be documented through the work order system and payment will be received on the monthly check. (The month in which the premium pay will be received depends on the time of month when the time sheet is received). The premium pay will be included in the calculation of overtime pay if the work involves overtime.
Purpose:
The intent of this policy is to define authorized use of CSM vehicles. The policy below is established to insure that Facilities Management vehicles are used in accordance with their intended purposes and are available to and used by the appropriate individuals during the course of their work.

Policy:
CSM Vehicles shall be used only in connection with official university business or activities. They shall not be used for personal or commercial use by CSM employees, including CSM students and student employees. Similarly, individuals and organizations that are not part of the CSM community may not use these vehicles.

Authorized users are responsible for the proper care, operation, maintenance, and protection of the vehicle while in their care.

Employees who possess an appropriate, valid driver’s license and have attended the vehicle safety training provided by Facilities Management may be authorized to operate CSM Vehicles.

No smoking is allowed in CSM Vehicles.

Fines or penalties for infractions of the law by the driver of a CSM vehicle are the personal responsibility of the driver.

Safety issues for cellular phone use:
Employees are not permitted to use cell phones while operating motor vehicles or machinery of any kind. In the case of an incoming business call while operating a motor vehicle, the employee must safely pull off the roadway and come to a stop before accepting the call or allow voicemail to accept the call, returning the message as soon as possible once reaching his or her destination and/or the vehicle is stopped and safely off of the roadway.
The following paragraph contained in the introduction to the CSM Electronic E-mail Policy. All CSM employees are expected to follow this policy.

CSM provides E-mail services to support the academic, research, and administrative functions of the institution. Employees must be mindful that use of E-mail is a privilege, not a right, and it should be treated as such by all users. Employees are permitted to use E-mail in a prudent manner for personal communications as long as such personal use does not interfere with the employee's performance of his or her job responsibilities or the business use of E-mail by other employees. Since confidentiality is not readily attainable when using E-mail and because many E-mail communications are public records, employees should never use E-mail to send any message that would be a source of embarrassment to the sender, to the recipient, or to CSM if the message were to be seen by others.

In addition, all Facilities Management Employees are expected to familiarize themselves with ALL CSM computing and networking policies, which can be found at the following web pages:

http://www.mines.edu/academic/computer/policies/

http://www.is.mines.edu/is/mission/

NOTE: Since many of the shops use common PC’s, please remember to log off the computer when you complete your tasks.
Facilities Management Policies Manual

Digging on Campus Policy

Revised April 2008

The purpose of this policy is to protect employees from unsafe excavating conditions on campus. Before excavating any site on campus review the restricted site list in addition to completing a Utility Notification Center of Colorado utility locate ticket.

CSM Campus Restricted Excavation Sites

<table>
<thead>
<tr>
<th>Building</th>
<th>Reason / Condition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engineering Hall (1)</td>
<td>Potential for isolated low-level radiation points, surrounding the entire building.</td>
</tr>
<tr>
<td>CSM Annex (2)</td>
<td>Water quality testing wells, East Side, south of the concrete, and in street. (Fuel tank related. Fuel tank was removed.)</td>
</tr>
<tr>
<td>Women's Softball Field (3)</td>
<td>Previously a temporary storage site for CSMRI demo debris. (Site is scheduled for release in the future).</td>
</tr>
<tr>
<td>Upper Clay Pits (West of shops) (5)</td>
<td>Old landfill buried on site. Surface work should not be a concern.</td>
</tr>
<tr>
<td>Lower Clay Pits (West of shops) (6)</td>
<td>Old landfill buried on site. Surface work should not be a concern.</td>
</tr>
</tbody>
</table>

If you must dig in any of these restricted areas, contact your supervisor first to obtain Department of EH&S clearance and management approval.

If at any time there is concern with a digging site, contact your supervisor and the Department of EH&S prior to excavation.
Facilities Management Policies Manual
Security Camera Policy  Revised April 2008

Purpose:

The purpose of this policy is to address the use of security cameras within Facilities Management and to specify the retention policy with respect to videotape from the cameras.

Scope:

This policy applies to all video security cameras controlled by the Facilities Management Department only. Uses of security camera equipment by other CSM departments are not governed by this policy.

Policy:

At the sole discretion of the management of Facilities Management, security cameras may be used to help assure the safety of persons and property. Recorded video will be stored for a period of seven (7) days. Recording storage devices or media will be over-written at the end of the seven day storage period. Exceptions to this general policy will be made by the Director of Facilities Management if the video information is required to be retained (archived) as part of an investigation, in response to a court order, in compliance with federal or state regulations or statute, or for other CSM official business purposes.

The Director of Facilities Management is designated as the custodian of record for the video recordings. Requests to inspect video records or obtain copies of the video recordings must be made in writing to the Director of Facilities Management and must comply with the provisions of C.R.S. 24-72-201 through 205. Depending on the nature of the request, certain fees permitted by law may be charged to the requesting party.
Facilities Management Policy Manual Approval:

Director of Facilities Management

Date 6/4/10