UNIVERSITY FACILITIES EMPLOYEE HANDBOOK

The current version of this Handbook is available on the
University Facilities Web Page
https://inside.montclair.edu/administration/university-facilities/

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Table of Contents

Introduction **7**

Vision, Mission, Critical Success Factors **8**

Section 1, General Information **9**

1.1 Division Departments 9

1.2 Chain of Command 10

1.3 Work Schedules & Assignments 11

1.3.a Work Shifts & Hours 11

1.3.b Breaks & Lunches 12

1.3.c Reassignment 13

1.3.d Essential Service Employees & Emergency Personnel 13

1.3.e On-Call Personnel 14

1.3.f Emergency Contact Information 14

1.3.g Snow Events 14

1.3.h Remote Work Policy 15

1.4 General Policies & Procedures 17

1.4.a General MSU Policies & Procedures 17

1.4.a.1 Equal Opportunity, Affirmative Action, and Tolerance 17

1.4.a.2 Smoke-Free Workplace 17

1.4.a.3 Policy on Drugs and Alcohol 18

1.4.b General University Facilities Policies 18

1.4.b.1 Visitors in the Workplace 18

1.4.b.2 Computers & Telecommunications 18

1.4.b.3 Policy on Handheld and Mobile Computing Devices 19

1.4.b.4 Housekeeping Closet & Storage Policy 21

1.4.b.5 Grounds Storage Area Policy 22

1.4.b.6 Use of Bulletin Boards 23

Section 2, Staffing & Employment Information **24**

2.1 Employee Classifications 24

2.1.a Part-Time Employees 24

2.1.a.1 Temporary Service Employees 24

2.1.a.2 Student Employees....24
2.1.b Full-Time Employees....24
2.1.b.1 Managerial Employees....24
2.1.b.2 Unclassified/Professional Staff....24
2.1.b.3 Classified Staff....25
2.2 Job Openings & Postings....25
2.3 Job Descriptions....25
2.4 Employment Offers....25
2.4.a Part-Time Employees....25
2.4.b Full-Time Employees....26
2.5 Anniversary Date....26
2.6 New Employee Acculturation....26
2.6.a Part-Time Employees....26
2.6.b Full-Time Employees....26
2.6.b.1 Facilities Education Workshops....26
2.6.b.2 Union Orientation....27
2.7 Probationary Work Period....27
2.8 Performance Evaluation....27
2.8.a Classified Employee Performance Evaluation....27
2.8.a.1 Unsatisfactory Evaluation....27
2.8.a.2 Performance Improvement Plan....27
2.8.b Unclassified/Professional Staff Performance Evaluation....28
2.8.c Managerial Performance Evaluation....28
2.9 Licenses & Certifications....28
2.10 End of Employment....29
Section 3, Attendance & Payroll....28
3.1 Attendance & Punctuality....30
3.1.a Start Time & Work Readiness....30
3.1.b Lateness....31
3.1.c Absences....31
3.1.c.1 Facilities Statement on the Use of Sick Leave Absences....31

3.1.c.2 Facilities Statement on the Use of Vacation Leave Absences.....32
3.1.c.3 Facilities Procedures for Reporting or Requesting an Absence from Work.....32
3.1.c.3.a Scheduled Absences.....32
3.1.c.3.b Unscheduled Absences.....34
3.1.c.4 Supervisor Responsibilities.....35
3.2 Time Reporting.....35
3.2.a Managerial and Unclassified Employees.....35
3.2.b Time Clock Employees.....36
3.3 Payroll Information.....36
3.3.a Types of Pay.....37
3.3.a.1 Regular Bi-weekly Payroll.....37
3.3.a.2 University Facilities Statement on Overtime Pay.....37
3.3.a.3 Compensatory Pay.....37
3.3.b Paycheck Distribution.....37
Section 4, Employee Responsibilities & Conduct.....38
4.1 University Facilities Employee General Code of Conduct.....38
4.2 Appearance, Dress & Uniform Standards.....39
4.2.a University Facilities Dress Standards.....39
4.2.b Dress & Appearance for Employees Not Designated to Wear Uniforms.....40
4.2.c Dress & Appearance for Employees Designated to Wear Uniforms.....41
4.3 Ethics Obligations as State Employees.....43
4.3.a Exploitation of an Official Position.....44
4.3.b Personal Use of University Equipment, Property & Resources.....44
4.3.c Personal Use of University Computing & Telecommunications Devices.....45
4.3.d Compensation for Official Duties.....45
4.3.e Gifts & Favors.....45
4.3.f Attendance at Events.....45
4.3.g Outside Employment.....46
4.3.h Conflicts of Interest.....46
4.3.i Confidential Information.....46
4.3.j Nepotism & Employment of Relatives.....47
4.3.k Post-Employment Restrictions.....47

4.4 Staff Interactions with Students....48
4.5 Employee Dispute Resolution....49
Section 5, Use of University Resources....50
5.1 University Vehicle Procedures....50
5.1.a Driver Qualifications....50
5.1.b Operational Protocol....51
5.1.c Required Driver's Reporting....51
5.1.c.1 Pre & Post-Trip Inspections....51
5.1.c.2 Accident Reporting....52
5.1.d Operating Service and Maintenance Vehicles on Campus....52
5.1.d.1 Campus Roadways....52
5.1.d.2 Campus Sidewalks....52
5.1.e Operation of Motor Vehicles on Grass & Landscape Areas....53
5.1.f Loading Zones....53
5.1.g Vehicle Appearance....54
5.1.g.1 Decals....54
5.1.h Idling....54
5.1.i Service Vehicle Parking....54
5.1.j Passengers....54
5.1.k University Fleet Vehicle Registration & Marking....55
5.2 Bollards & Traffic Barriers....55
5.2.a Authorized Use....55
5.1.b Procedures....55
5.1.c Enforcement of Policy....55
5.3 Use of University Equipment, Tools & Materials....56
5.3.a Employee Responsibilities....56
5.3.b Supervisor Responsibilities....57
Section 6, Workplace Health & Safety....58
6.1 University Facilities Statement on Workplace Health & Safety....58
6.1.a University Responsibilities....59
6.1.b Supervisor/Manager Responsibilities....59

6.1.c Employee Responsibilities....60
6.1.d University Facilities Safety Suggestion Box....60
6.1.e Reporting a Work-Related Accident, Injury, or Incident....60
6.2 Exposure Control Plan....62
Section 7, Access & Security....63
7.1 Physical Access Control & Keys....63
7.1.a ID/Access Cards....63
7.1.b Authorized Access....64
7.1.b.1 Lost or Stolen Credentials....64
7.1.b.2 Tailgating and Piggybacking....64
7.1.b.3 Door Propping and Tampering....65
7.1.b.4 Termination of Access....65
7.1.b.5 Areas Requiring Access Control....65
7.1.c Requesting Access....65
7.1.d NetID Accounts....65
7.2 Issuance and Use....66
7.2.a Key Pickup....66
7.2.b Responsibility for Issued Access....66
7.2.c Lost, Stolen, or Compromised Access....66
7.2.d Prohibited Actions and Infractions....66
7.3 Separation or Transfer of Employment....67
7.4 Enforcement and Disciplinary Action....67
7.5 Access and Key Management Policy....67
Appendix A- Definition of Terms....69
Appendix B- University Facilities Classified Essential Service Employee Titles....72
Appendix C- University Facilities Titles With Uniform Requirements....73
Appendix D- Guidelines for Time Clock Employee Time and Attendance....74

INTRODUCTION

Welcome to the Division of University Facilities at Montclair State University!

Our division is committed to providing high quality and customer-focused services to support the University's mission. We strive to deliver exceptional customer service through establishing and maintaining strong partnerships, developing and maintaining a high-performing work team, and creating effective and efficient work systems.

The University Facilities Customer Service Center serves as the main conduit for around-the-clock facilities service and support. It is our customers' first point of contact for service issues and it serves as the division's communications hub for routine and emergency maintenance work.

As a service organization, how we support our customers is as critical as the services we provide. Division employees must conduct themselves professionally at all times and observe the rules of professional conduct at all Montclair State University and Bloomfield College of Montclair State University facilities.

This Handbook informs and guides division employees working at the Montclair and Bloomfield College of Montclair State University campuses. It addresses the procedures, policies, and standards most often applied in daily work activities.

Where a provision of this Handbook may be in direct conflict with a provision of a valid collective bargaining agreement or existing law, the provisions of that agreement or the law shall prevail.

This document supersedes any previous versions issued by the Montclair State University Division of University Facilities.

Please direct questions about this document to your Department Head

Bloomfield College of Montclair State University Facilities
Director of Bloomfield Facilities
973-655-2854

Office of the VP for University Facilities
VP for University Facilities
973-655-5457

Capital Planning & Project Management
AVP for Capital Planning & Project Management
973-655-5457

Environmental Health & Safety
Director of Environmental Health & Safety
973-655-3863

Facilities Maintenance & Engineering
AVP for Facilities Maintenance & Engineering
973-655-5217

Facilities Services
AVP for Facilities Services
973-655-3448

Fire Safety
Director of Fire Safety
973-655-5401

Occupational Health
Associate Director
973-655-5014

MONTCLAIR STATE UNIVERSITY | University Facilities

Vision

To be a provider of exemplary facilities management services in public higher education.

Mission

To plan, design, construct, maintain and operate the buildings, grounds, and physical infrastructure of Montclair State University and Bloomfield College of Montclair State University, and to provide related services that support the institutional mission in a high quality, customer-focused, cost-effective, and safe manner.

Guiding Principles and Critical Success Factors

We are committed to creating and sustaining a work environment that:

- ✔ Provides excellent customer service;
- ✔ Values our employees and fosters collaboration, teamwork, and communication;
- ✔ Ensures an inclusive work environment that embraces the diversity of our workforce and where each employee is respected and valued;
- ✔ Promotes safety and environmental responsibility in all of our work processes;
- ✔ Seeks customer feedback and continuously looks for ways to improve our work processes and service offerings; and
- ✔ Values leadership, accountability, professionalism, transparency, and fiscal responsibility.

In order to do this, we must:

1. Promote universal understanding of and commitment to the vision, mission, critical success factors, goals, and objectives of the institutions and the Division of University Facilities;
2. Deliver exceptional customer service through strong partnerships;
3. Develop a high-performing work team;
4. Create effective and efficient work systems;
5. Provide strong planning and change management processes;
6. Work within University and regulatory system frameworks in the best way to enable and support the achievement of our mission; and
7. Ensure strong measurement systems.

SECTION ONE
GENERAL INFORMATION

1.1 Division Departments

Vice President for University Facilities

The Vice President is responsible for the overall strategic direction, operation, and administration of all departments that comprise the Division of University Facilities. Within this department, **Facilities Finance** provides general oversight of all division budget and finance activities, monitors all capital project procurement, and assists AVP's, managers, and supervisors with budgeting, fiscal, procurement, and contract management.

The Office of **Environmental Health & Safety** develops, establishes and administers policies and procedures for campus environmental management, ensuring compliance with all federal, state and local laws, regulatory guidelines and industry standards. This office provides technical support, information, training programs, consulting services, and periodic campus environmental, safety and health audits. Within Environmental Health & Safety, **Occupational Health** provides outreach to campus partners regarding employment health issues. Staff also design and execute programs that promote the health, safety, and well-being of university employees.

The Office of **Fire Safety** is responsible for fire and life safety inspections of campus buildings, as well as reviewing plans for construction and renovation projects. Preventive activities include fire prevention training for university students and personnel, conducting fire evacuation drills, testing of fire detection and protection equipment, educational programming, evaluating materials, and establishing guidelines.

The Office of **Facilities Information Technology** is the division's lead on all aspects of technology and access security controls, and represents the division on campus-wide technology initiatives. Staff manage and coordinate all aspects of facilities hardware, software, security, and information systems, including Access Control & Security, Utilities Management Information Systems, and Building Automation Systems.

Energy Management works collaboratively with managers and maintenance supervisors to advance division operations, with specific responsibility for evaluating current energy usage, and developing and implementing cost-effective plans to reduce energy consumption campus-wide.

The Vice President is additionally assisted by the Director of Facilities Strategic Operations with the development of division **business processes**; **organizational management**; and the initiatives related to **employee training**, **professional development**, and **compliance** supervised by the Facilities Training and Development Manager.

Bloomfield Facilities manages all aspects of facilities operations on the campus of Bloomfield College of Montclair State University, including housekeeping, grounds, maintenance, construction and renovation activities, postal services, and contract services.

Capital Planning & Project Management

Capital Planning and Project Management consists of licensed professionals in the fields of **architecture, engineering, landscape architecture, interior design,** and **physical planning**. The department is responsible for the development of the University Capital Master Plan, capital project planning, and space management for all 252 acres, 69 buildings, and approximately 4.4 million gross square feet. It provides professional and technical consulting and project management services to the University community as it relates to the initiation, design, capital construction, and facility renewal initiatives.

Facilities Maintenance & Engineering

The Facilities Maintenance & Engineering department is comprised of the **Facilities Customer Service Center** and the **maintenance trades**. This department manages maintenance work requests, emergency off-hours response, preventive and routine maintenance, and maintenance and repair of the systems serving campus facilities.

Facilities Services

The Facilities Services department manages the University's **Grounds and Landscaping, Housekeeping, Parking, Postal and Warehouse, Moving, Waste Management,** and **Transportation** operations. This group is responsible for cleaning, waste removal and recycling, room set ups, residential and academic moving, pest management, field maintenance, snow removal and outdoor maintenance.

1.2 Chain of Command

The Vice President for University Facilities oversees the Division of University Facilities (UF). The VP is assisted by Associate or Assistant Vice Presidents (AVPs) and Directors who are responsible for departments comprising one or more business units or individual offices.

"Managers" are non-bargaining unit aligned executive directors, directors, associate, and assistant directors who are responsible for managing operations, formulating operational policies and practices, and directing the effectuation of such for a particular business

process or unit. "Supervisors" report to managers and they are responsible for assigning and overseeing work in a unit. "Crew Supervisors" supervise a group of employees, particularly in a large business unit, and they may report to either a manager or a supervisor. Managers and supervisors work in conjunction to provide performance evaluations for department personnel.

An employee's "Immediate Supervisor" is the manager, supervisor, or crew supervisor to whom they directly report.

UF staff may receive directives or requests for services from any supervisor, manager, or AVP within the organizational hierarchy (chain of command) in their business unit. In such occurrences, employees are expected to comply.

Employees will initially direct questions, issues, and concerns to their immediate supervisor. If the immediate supervisor is absent or unavailable, the employee will then contact the next highest supervisor or manager in their chain of command. In unusual or extenuating circumstances, where no supervisor or manager is available to employees within a business unit, the division vice president reserves the right to delegate that authority to any University Facilities supervisor, manager, or AVP outside that business unit.

1.3 Work Schedules and Assignments

1.3.a Work Shifts and Hours

Daily, weekly, planned, and emergency work schedules are developed and assigned by unit supervisors, in accordance with the operational needs of the University, the work unit, and the collective bargaining agreements (CBAs). If there are any changes in the core hours of the department, the department shall notify the Division of Human Resources before taking any action. When schedule changes occur, the affected employees shall receive notice as outlined in the CBAs, with consideration to convenience as a factor.

Work schedules for employees in the CWA and IFPTE Bargaining Units shall provide for a 15-minute rest period during each one-half shift.

An employee whose shift has changed shall be given notice pursuant to the CBAs, except in the case of an emergency. Should such advance notice not be given, an affected employee shall not be deprived of the opportunity to work the regularly scheduled workweek.

Work Schedule and Assignment Policies and Governance

- Employees are required to work the regularly scheduled hours established by their supervisor.
- Start and end times are determined by the department associate or assistant vice president or other designated manager.

- No schedule is permanent or fixed. Pursuant to the relevant CBAs, employees may be required to work different shifts, including weekends, 2nd shift, overnights, or holidays, to meet the needs of the University and the department.
- The Division will post vacant shifts within the IFPTE Bargaining Unit pursuant to the CBA.
- Employees must notify their immediate supervisor before leaving their assigned work area or duties for personal or other reasons. Unless the absence is for university business, the employee must clock out when going and clock back in upon return to work.
- Clean up and travel time to return to a shop is not to begin more than 15 minutes before the end of a shift.
- Employees should fuel, return to the shop, complete the Digital Vehicle Inspection Report, park, and secure all vehicles, assigned tools, and equipment at the end of their assigned shift.

1.3.b Breaks and Lunches

For division CWA and IFPTE Bargaining Unit employees, work schedules shall provide for a 15-minute break during each one-half shift. Work schedules shall also provide for a 30-minute unpaid lunch at or near the midpoint of an employee's work shift.

Breaks and lunches are scheduled around the needs of the department, or work unit, and are taken at the discretion of the supervisor based on business demand and workload. Breaks and lunches must be taken during the times approved by the supervisor. Any deviation from the established schedule must be approved in advance by the supervisor or manager.

Division employees in the AFT Bargaining Unit and managerial staff are not entitled to breaks during the workday; however, a one-hour unpaid lunch is provided at or near the midpoint of an employee's work shift.

Employees may not:

- Use or combine the morning and afternoon breaks for one 30-minute rest period during the workday, except under special circumstances and with the prior authorization of a supervisor or manager.
- Combine the morning and afternoon breaks in order to arrive late or leave early to reduce the assigned workday.
- Add the morning and afternoon breaks to lengthen the lunch period, except under special circumstances and with the prior authorization of a supervisor or manager.
- Break up the morning and afternoon rest periods into multiple breaks during the workday.

The time it takes to travel to and from the break/lunch location is included in the allotted time. Employees are encouraged, but not required, to take their break and lunch periods

close to their work site. If remaining on university property, employees may only take breaks in areas that are open and accessible to the public or in locations designated and approved by a supervisor or manager.

Employees may not take breaks or lunch in the following areas, whether unoccupied or not:

- Computer Labs
- Student Lounges
- Classrooms
- Residence Hall rooms
- Offices of others
- Supply closets
- Electrical rooms
- Mechanical rooms

1.3.c Reassignment

University Facilities reserves the right to reassign an employee to another department, work unit, supervisor, or work location based upon the operational needs of the division, department, or work unit, pursuant to the collective bargaining agreements.

1.3.d Essential Service Employees and Emergency Personnel

Essential Service Employees are required, unless otherwise instructed by their supervisor or other employee designated by the University, to report to work during a campus closure, or in a situation that requires a delayed opening or early dismissal. Examples of such circumstances include, but are not limited to:

- Inclement weather;
- Utility failures;
- Fire;
- Forced evacuations of the campus, and;
- Major catastrophic events when the University is designated an Emergency Point of Distribution site.

The State of New Jersey requires the provision of appropriate notification to university employees classified in titles deemed as Essential. Such notification shall be made to affected employees no later than July 1, and is valid for the upcoming fiscal year.

Within University Facilities, designated administrative support positions may be deemed Essential, since the work responsibilities associated with those titles support the efforts of critical division staff. Administrative support Essential Service Employees may not be called-in to work in every instance of an emergency or other closure. Every effort will be made to make this a rotational situation or invoked as necessary.

During periods when the campus is closed for non-emergencies, such as winter break, certain holidays, etc., administrative support coverage may also be required. Compensatory time will be provided to administrative support employees who work during these particular periods, subject to collective bargaining agreements and university policy.

Professional staff within the AFT Bargaining Unit and managers are required, unless otherwise instructed by their supervisor or other employee designated by the University, to report to work when the campus is closed or is in a situation that requires a delayed opening or early closure.

Failure to report to work, unless otherwise expressly instructed, will lead to a "without pay" status for hours during the regularly scheduled shift that the employee did not work, and may also lead to disciplinary action. Action may also be taken for those instances in which an Essential Service Employee fails to report to work for periods outside of the regular work shift when obligated to do so. This provision will be enforced in a manner consistent with applicable requirements of valid collective bargaining agreements.

1.3.e On-Call Personnel

Managers are on-call 24/7 and are designated as such to ensure the safe and orderly operation of the campus after business hours and during university closures. A schedule of manager-on-call shifts is compiled six months in advance and distributed to designated division personnel and campus partners for reference and emergency use.

1.3.f Emergency Contact Information

Our business units are required to function continuously and without interruption. Every division employee is required to provide their supervisor or manager with contact information for emergencies, including campus closures.

1.3.g Snow Events

During snow or ice events, **all University Facilities employees must report to work for their regular shift unless otherwise directed by their supervisor**. An employee will be notified by their supervisor or manager if they are needed to work snow duty or overtime within their department.

1.3.h Remote Work Policy

The nature of facilities operations requires that staff be present at their assigned campus work locations to perform their jobs. Remote work is a voluntary work alternative for some employees and some positions to fulfill some job responsibilities from an off-campus workplace; however, it is not practical or permissible for all employees and all positions in the division.

University Facilities will manage its remote work program in accordance with the needs of the division and the guidelines set forth in the *Montclair State University Flexible Work Arrangements Policy for University Employees.*

Permission to engage in a remote work arrangement is a privilege granted at the discretion of the supervisor, the department head, and the Vice President for University Facilities (VP). No employee is entitled to or guaranteed the opportunity to participate in a remote work arrangement. Approved arrangements may be modified or terminated at any time at the discretion of the supervisor, the department head, and the VP.

Remote work position eligibility will be analyzed based on the needs of the work unit and the suitability of the employee for remote work at the discretion of the supervisor. The process for evaluating eligible positions and employees should be fair and equitable. In all cases, remote work request decisions must be made without bias or favoritism and must be consistent with the goals, objectives, and operational needs of the university, the division, and the work unit.

Eligible employees may request a maximum of two (2) remote workdays per week; however, the supervisor may approve a schedule of fewer (or alternate) days based on the needs of the work unit and other factors. During the Academic Year, the two remote workdays cannot be both Monday and Friday. During compressed workweek periods (i.e. Summer Fridays), eligible employees may only work one remote day per week. The one remote day cannot be on a Monday or a Thursday.

Schedules are established by the supervisor and approved by the department head and the VP. Supervisory approval is required in advance for overtime for fixed workweek employees, and no overtime may be worked without such approval.

During business hours, employees must be able to report to campus when directed by their supervisor or during times of operational need. In such instances, when an employee must work on campus on an approved remote workday, substitute off-campus work hours are permissible when arranged in advance with the supervisor. Established break and lunch schedules, call-out, and vacation request procedures remain in effect on remote workdays.

University Facilities shall furnish the supplies and technology equipment that is reasonable and necessary for remote work as directed by the employee's supervisor. Equipment such as computers, software, and scanners loaned by the division remain University property while on loan. Employees must return all university property in the same condition in which it was received, minus normal wear and tear at the end of the remote work arrangement. Employees are personally liable for missing or damaged equipment.

Procedure:

1. Requests

Employees may request a remote work arrangement by submitting a Flexible Work Arrangement Request in Workday. Supervisors will review and evaluate requests in conjunction with the department head and the Vice President as per university procedures. Approval or denial of a remote work request should be provided to the employee within two weeks of the Workday request, unless special circumstances apply.

2. Availability

During established work hours, employees must be available to attend meetings, speak with, or collaborate with their supervisor and co-workers, as required. Employees are required to communicate their contact information (providing cell phone numbers, adding contact information on outgoing voicemail messages or email signature blocks, forwarding desk phone calls to mobile devices where applicable) whether they are on campus or at an alternate workplace.

3. Responsiveness

During established work hours, the employee must answer all incoming university phone calls and actively respond to email messages.

4. Equipment Requirements

University Facilities will furnish the office supplies and technical equipment required by the employee to perform their job from a remote location.

5. Technology Support

If the employee encounters problems with equipment or technology systems, they must inform their immediate supervisor as soon as possible. Employees can receive support through the IT Service Desk by calling 973-655-7971, by emailing itservicedesk@montclair.edu, or through Online Chat.

6. Equipment and Data Security

When working in a remote location, employees are responsible for taking the necessary reasonable precautions to safeguard university equipment. Employees must additionally exercise caution and good judgment when working remotely by refraining from transmitting university data or other information over a public Wi-Fi network.

7. Confidentiality of University Information

The employee must protect university confidentiality by working in a protected workspace. When working remotely, staff must refrain from discussing confidential, proprietary, or sensitive information in open or public settings.

1.4 General Policies and Procedures

University Facilities employees are subject to all Montclair State University policies and procedures. The following summaries of University policies are determined to be particularly important to UF employees and are included in this Employee Handbook for reference purposes only.

1.4.a General Montclair State University Policies and Procedures

1.4.a.1 Equal Opportunity, Affirmative Action, and Tolerance

University Facilities employees are subject to Montclair State University policies and procedures regarding Equal Opportunity, Affirmative Action, and Tolerance. Detailed information about these policies is in the Compliance and Policies section of the Human Resources webpage.

1.4.a.2 Smoke-Free Workplace

The Montclair and Bloomfield campuses are fully smoke-free, tobacco-free and vapor-free. **Employees are prohibited from smoking or using tobacco products while on campus.** Smoking and the use of tobacco products is prohibited indoors and outdoors on all campus property, including, but not limited to, parking lots, paths, fields, and sports/recreational areas, as well as in all personal vehicles while on campus. Smoking and the use of tobacco products is also prohibited in all university vehicles, both on and off campus. This policy applies to all students, faculty, staff, and other persons on campus, regardless of the purpose for their visit.

The department head or unit manager is responsible for administering and enforcing this policy within their area.

Any member of the campus community may ask an individual to comply with the provisions of this regulation or may file a complaint with University Police, who may issue a summons. Any individual who fails to comply is subject to a fine as determined by the local court where the summons is filed.

Detailed information about this policy (including a list of restricted products) is available online in the University's Tobacco-Free Policy.

1.4.a.3 Policy on Drugs and Alcohol

Montclair State University is committed to providing a safe and productive work environment for all employees. To achieve this goal and to comply with the Drug-Free Workplace Act of 1988, employees are prohibited from possessing, distributing, manufacturing, consuming, or being under the influence of alcohol, illegal drugs, or controlled substances while on university premises.

Division employees are subject to Montclair State University policies and procedures regarding drugs and alcohol in the workplace. Detailed information about this policy is in the University's Drug and Alcohol-Free Workplace Policy.

1.4.b General University Facilities Policies

1.4.b.1 Visitors in the Workplace

University Facilities seeks to provide a safe, professional, and distraction-free workplace for all employees.

Workplace visitors are non-employees who may or may not have official business with the University. Visitors in the workplace may include but are not limited to vendors, children, spouses, relatives, and friends of employees. A workplace visitor is also a university employee who is present in any office or work area during a time in which he or she is not conducting official business.

Department heads, managers, or unit supervisors may impose restrictions on visitors in the workplace, which are appropriate for the successful operation of that department or unit.

Except when approved in advance by the department or unit supervisor, visitors may be restricted from visits to the workplace. Union officials/representatives may be guaranteed access consistent with the terms outlined in their respective collective bargaining agreements.

Employees who bring minors into the workplace must maintain supervision of the children in their care at all times when they are on campus.

1.4.b.2 Computers and Telecommunications

The computing resources at Montclair State University support instructional, research, and administrative activities. These computing resources include, but are not limited to central computing facilities, the campus-wide and local area networks, e-mail, Internet/Web access, voice mail, departmental networks, public computing facilities, shared file storage, and related services.

University Facilities (UF) employees must comply with all computing and telecommunication regulations as outlined in the Montclair State University Policy on Responsible Use of Computing. It is the responsibility of supervisors and managers to ensure that these guidelines and policies are properly enforced. Access to computers and telecommunication equipment for UF employees will be determined and granted based on the operational needs of their job title or work unit.

1.4.b.3 University Facilities Policy on Handheld and Mobile Computing Devices

Laptop computers and mobile computing devices offer portability and flexibility but also introduce added security risks and require heightened employee responsibility.

Usage Standards and Expectations

Division staff assigned a mobile computing device must use it in a professional manner consistent with applicable institutional policies and legal requirements, including those governing:

- Intellectual property and copyright laws
- System security protocols
- Data ownership and privacy
- Freedom from intimidation and harassment

Users are required to take precautions to protect devices from theft, damage, and loss. All data maintained on university-issued devices remains the property of Montclair State University.

This policy establishes expectations for employee conduct, security responsibilities, and liability regarding mobile device use. It also outlines procedures for device issuance, management, and return.

Definition of Mobile Devices

This policy applies to the following MSU-issued devices:

- Laptops (PC and Mac)
- Tablets, iPads, and smartphones
- Any mobile device issued temporarily by MSU IT

Permitted Use

Mobile devices are intended solely for official university business, including:

1. As a primary computing device on campus
2. For work-related travel, including conferences and workshops
3. As the primary tool for managing and completing University Facilities Work Orders
4. For other job-related activities as assigned

Employee Responsibilities

1. Employees must carry their assigned mobile devices during work hours.

2. If an employee forgets or fails to charge a device, they must inform their supervisor and obtain a loaner. Repeated occurrences may result in progressive disciplinary action.
3. Devices left on campus must be secured in their designated charging cabinets daily.
4. Unauthorized removal or modification of asset tags or serial numbers is prohibited.

Issuance and Inventory Procedure

- Devices are issued based on job responsibilities and provided upon hire.
- Staff must return their current device before receiving a replacement.
- Upon employment separation, employees must return all devices and accessories to the issuing department by their final workday.

Security and Compliance

All users of mobile devices must:

- Abide by the Policy on Responsible Use of Computing, the University's IT acquisition policies, and all related regulations
- Only use assigned devices, accounts, and NetIDs
- Never share passwords or credentials
- Secure devices by locking them or logging off when not in use
- Refrain from disabling or modifying university-installed software or mobile device management tools
- Avoid installing non-business applications such as games or entertainment apps

Privacy and Monitoring

Use of university-issued mobile devices is not private. The University retains the right to monitor device use as detailed in the Responsible Use of Computing Policy.

Employee Liability

Employees are personally responsible for:

- Protecting university-issued devices from theft or damage
- Reimbursing the University if a device is damaged, lost, or stolen due to intentional, negligent, or willful misuse as determined by Facilities Information Technology

Examples of negligence include:

- Spilling liquids or food on the device
- Dropping the device

- Exposing the device to extreme temperatures
- Leaving the device unattended in a vehicle
- Failing to take reasonable precautions against theft

In the event of theft, employees must file a police report in the appropriate jurisdiction and submit a copy to their manager in a timely manner.

1.4.b.4 Housekeeping Closet and Storage Policy

The primary duties of housekeeping staff include maintaining assigned areas in a clean and safe condition and maintaining cleaning supplies.

The areas assigned to the housekeepers include all storage spaces and housekeeping closets within that designated area. As part of regularly assigned duties, each housekeeper is responsible for the upkeep and control of all storage spaces and housekeeping closets within their work area. Monitor every area for safety hazards, and if any danger is discovered, it must be promptly remedied or reported to the area supervisor. Housekeeping personnel are required to inspect each closet in their work area daily and ensure that:

- Closets are neat and orderly
- Closets are adequately stocked
- Supplies are correctly stored
- Equipment is stored safely and in good working condition
- Electrical cords are in good condition and stored correctly
- Chemical containers are appropriately labeled, diluted, and stored
- Visible hazards are identified, remedied, or reported
- No unauthorized products or supplies are present
- No unauthorized equipment, apparatus or appliances are present
- Electrical panels are free of obstruction
- Flammable and combustible materials are properly stored
- All universal waste is packaged, labeled, and stored

It is the responsibility of the housekeepers to lock and secure all storage spaces and housekeeping closets before leaving the work area or ending the work assignment. Do not leave housekeeping closets open or unlocked for unauthorized persons to gain access to cleaning supplies. Resident Assistant storage areas are for the use of students, and the availability of equipment and supplies for them is restricted to those areas.

Do not use housekeeping closets as break or rest spaces. Non-work-related items, equipment, apparatus, and appliances are not to be stored within. Physically altering housekeeping closets or their utility infrastructure without the permission of the department head is prohibited.

1.4.b.5 Grounds Storage Area Policy

The primary duties of the grounds staff include maintaining assigned areas in a clean and safe condition and maintaining tools, supplies, and equipment.

The areas assigned to the grounds staff include all storage spaces within that designated area. As part of regularly assigned duties, each employee is responsible for the upkeep and control of all storage spaces within their work area. Monitor every area for safety hazards, and if any danger is discovered, it must be promptly remedied or reported to the supervisor. Grounds personnel are required to inspect the storage spaces in their work area daily and ensure that:

- Spaces are neat and orderly
- Tools are properly maintained and secured
- Supplies are correctly stored
- Equipment is stored safely and in good working condition
- Electrical cords are in good condition and stored correctly
- Chemical containers are labeled, diluted, and stored
- Visible hazards are identified, remedied, or reported
- No unauthorized products or supplies are present
- No unauthorized equipment, apparatus or appliances are present
- No gas-powered engines are present unless adequately ventilated
- Electrical panels are free of obstruction
- Flammable and combustible materials are properly stored
- All universal waste is packaged, labeled, and stored

It is the responsibility of the grounds staff to lock and secure all storage spaces before leaving the work area or ending the work assignment. Do not leave grounds storage spaces open or unlocked for unauthorized persons to gain access to tools, equipment, or supplies.

Do not use grounds storage spaces as break or rest spaces. Non-work-related items, equipment, apparatus, or appliances are not to be stored within. Physically altering grounds storage spaces or their utility infrastructure without the permission of the department head is prohibited.

1.4.b.6 Use of Bulletin Boards

Within University Facilities, bulletin boards are for the sharing of job-related information of importance to employees, including, but not limited to federal, state and local guidelines, policies and procedures, work rules and scheduling, job opportunities, and notices of university or division activities, events or information.

Department and shop bulletin boards are maintained exclusively by the department head. They are in areas accessible to all employees. No employee

shall post information on a Facilities bulletin board without having received prior permission and approval from the department head. It may be permissible for employees to post informal staff news, including thank-you notes and invitations to employee functions; however, approval to post such notices is at the discretion of the department head. Each notice shall be dated and initialed by the department head. In instances where bulletin boards are locked, access is granted by the department head or their designee.

Examples of prohibited posting materials include:

- Commercial solicitation for outside companies/organizations.
- Materials of obscene, sexually harassing, threatening or libelous content
- Lottery, gambling, and betting pool information
- Personal sale items
- Organizational meetings or membership solicitations
- Fund drives
- Political announcements

1.4.b.6.a Bargaining Unit Bulletin Boards

As negotiated between the State and the bargaining units represented within University Facilities, the Division will provide bulletin board space for the exclusive use of the unions. These spaces are reserved for posting official business or other written material as approved for posting by the union. Facilities departments, business units, and employees may not post content of any kind within the union-designated bulletin board spaces.

SECTION TWO
STAFFING & EMPLOYMENT

2.1 Employee Classifications

2.1.a Part-Time Employees

It is often necessary for University Facilities to hire part-time employees to supplement our workforce to meet the demands of our growing, dynamic campus..

2.1.a.1 Temporary Service Employees

Temporary Service Employees (TSEs) may be used to fill a vacancy temporarily until a regular replacement can be found, to cover the duties of a person who is on an approved leave of absence, or to perform a limited duration service.

TSEs may be terminated at any time, with or without cause, during their assignment. Employment as a TSE conveys no entitlement or promise of full-time employment at the University.

2.1.a.2 Student Employment

A Student Employee is an individual whose employment is incidental to the pursuit of a full-time course of study at the University.

University Facilities is committed to providing meaningful on-campus employment opportunities for students. These opportunities are intended to enable students to earn a portion of their educational expenses, enhance their development and growth, and provide experiences that may be of vocational value in post-college years.

2.1.b Full-Time Employees

2.1.b.1 Managerial

Managerial employees are non-bargaining unit aligned persons who formulate management policies and practices and are responsible for directing the effectuation of such management policies and practices.

2.1.b.2 Unclassified/Professional Staff

Unclassified employees are faculty, librarians, and professional staff aligned in the American Federation of Teachers (AFT) Bargaining Unit subject to annual or multi-year reappointment.

2.1.b.3 Classified Staff

Classified staff are those employees who are governed by the Civil Service Commission guidelines, as found in the Administrative Code. In University Facilities, this classification includes clerical support staff in the Communications Workers of America (CWA) Bargaining Unit, and maintenance staff in the International Federation of Professional and Technical Engineers (IFPTE) Bargaining Unit. These are New Jersey Civil Service employees, who, upon satisfactory completion of a working test period, are permanent employees.

2.2 Job Openings and Postings

University Facilities follows Montclair State University and applicable collective bargaining agreement posting and hiring guidelines for all positions. Announcements of available classified position shifts will be posted for a minimum of two weeks. All postings will be available for viewing on the Human Resources website. All applications should be electronically directed to Human Resources through the official job application process unless otherwise stated in the job posting.

2.3 Job Descriptions

All new University Facilities employees will receive a copy of their job description, which they will sign, on the first day of work. Subsequently, an employee will receive a copy of their current job description at the beginning of each performance evaluation cycle. The document will be signed by both the employee and his or her supervisor or manager. Job Descriptions for classified and unclassified employees will adhere to parameters as defined by the State of New Jersey; however, the University reserves the right to assign specific duties or responsibilities according to departmental needs.

2.4 Employment Offers

2.4.a Part-time employees

To qualify for employment eligibility within University Facilities, new part-time workers will possess the required skills and experience for the position before they are hired. It is the responsibility of the supervisor or manager, as the hiring authority, to ensure that prospective part-time employees complete all of the paperwork and activities required by Human Resources on time. No part-time employee may begin work until the supervisor receives notification from Human Resources that the candidate is approved to work. Part-time employees will be paid at a rate commensurate with the candidate's skills and education, and the requirements of the position. Student employees will be paid at the rates established in the Student Employment Policy.

2.4.b Full-time employees

To qualify for employment eligibility within University Facilities, candidates for full-time positions will possess the required skills and experience as detailed in the job description before they are hired. It is the responsibility of the supervisor or manager, as the hiring authority, to ensure those prospective candidates for full-time employment complete all of the paperwork and activities required by Human Resources on time. All employees are paid in alignment with the compensation schedules established for their particular positions. For bargaining unit employees, these compensation schedules are composed of salary ranges and steps. Managerial salary ranges include only a minimum and maximum. Human Resources provides full-time employees with a formal letter of appointment before their start date.

2.5 Anniversary Date

The first day of actual work performance at Montclair State determines an employee's starting date of employment. This date is the anniversary date for performance evaluations, pay raises, retirement eligibility, and like purposes.

2.6 New Employee Acculturation

2.6.a Part-Time Employees

New part-time employees will meet with their hiring manager or supervisor for introductory activities on the first day of work.

2.6.b Full-Time Employees

2.6.b.1 Facilities Education Workshops

The Facilities Staff Training Team is responsible for providing information to employees about University Facilities and our operating departments. Educational activities include, but are not limited to

- A tour of campus facilities and work area
- Presentation of the University Facilities Employee Handbook and its procedures
- Ethics presentation and acknowledgment (employees without computer access)
- Enrollment in the Workday Timeclock (if applicable)
- Distribution of keys and work tools (if applicable)
- Scheduling, training, and employee safety information
- Division structure, mission, and goals
- Job performance and expectations
- Information regarding breaks and lunch periods
- Workflow and document requirements

2.6.b.2 Union Orientation

Pursuant to the collective bargaining agreements, University Facilities will include the opportunity for employees to attend sessions for union orientation, where the distribution of membership information and bargaining agreements may occur.

2.7 Probationary Work Period

Facilities employees are subject to the Montclair State University Human Resources policies and procedures regarding probationary employment, as may be modified by law and applicable Collective Bargaining Agreements.

2.8 Performance Evaluation

2.8.a Classified Employee Performance Evaluation

Classified employees are evaluated annually, consistent with the process set forth by the NJ Department of Personnel and any applicable negotiated agreement. The calendar year rating period is from January 1 to December 31. An interim evaluation is completed at the end of June, and a final evaluation is completed at the end of December. Detailed information about the Performance Assessment Review process may be found in the CWA and IFPTE contracts.

2.8.a.1 Unsatisfactory Evaluation: Performance Assessment Review (PAR)

Employees whose overall work performance is deemed unsatisfactory for any given evaluation period shall be placed on a structured improvement plan and re-evaluated at the midpoint of the next evaluation cycle. Employees who fail to perform satisfactorily during their initial evaluation period or who exhibit a pattern of unsatisfactory evaluations in a subsequent year(s) shall be subject to termination at the end of the current assessment period, or before if warranted.

2.8.a.2 Performance Improvement Plan

Standards of performance shall be established for all major job tasks so that employees know what is expected of them in the performance of their job duties. When an employee has not performed to expectations a Performance Improvement Plan will be utilized.

A Performance Improvement Plan is a formalized, structured plan of action designed to assist employees in bringing their level of performance up to standards required for their particular jobs. A Performance Improvement Plan is required whenever a gap exists between the employee's actual performance and the expected levels of achievement as described in the established performance standards.

If serious performance deficiencies persist after the appropriate intervention, the department head will initiate action for failure to perform job duties, up to and including termination.

2.8.b Unclassified Employee/Professional Staff Performance Evaluation

The Professional Staff Performance Evaluation process is a critical part of the reappointment process. It begins with a self-evaluation consisting of a brief description of job duties and an analysis of accomplishments for the assessment period that demonstrates the staff member's personal and professional growth and development. Additionally, the professional staff member specifies his or her goals for the next evaluation period. The evaluation document is reviewed at each level of supervision, and a written evaluation and reappointment recommendation is made up through the division vice president. The university president reviews the document and has final approval authority concerning reappointment.

2.8.c Managerial Performance Evaluation

The annual Managerial Evaluation process enables managers to self-evaluate their performance and enter into a dialogue with their unit and division leaders regarding the manager's performance. Managers are evaluated based on their performance during the prior calendar year.

2.9 Licenses and Certifications

In those instances where a job description requires licensure or certification, it is the responsibility of the employee to provide verification to their supervisor that they are appropriately licensed to perform said duties. The employee is further obliged to fulfill any requirements to keep any mandatory licenses or certifications current.

Job Titles

To work within University Facilities, prospective employees must meet all criteria and possess all licenses and certifications as required for the job by the university, by the state, and by federal regulations, where applicable.

Motor Vehicles

Designated employees are required to operate a motor vehicle as part of their job duties. These employees are required to possess a valid driver's license. A copy of the employee's driver's license must be obtained annually by the employee's supervisor. A copy of the driver's license and a completed Driver Authorization Form (copies are available in the Treasurer's Office) must be submitted to the Treasurer's Office for processing.

Employees in these positions are required to notify their supervisor and Human Resources if their driver's license is suspended or revoked, or if they permanently or temporarily lose their driving privileges. Failure to notify may result in disciplinary action, up to and including termination.

2.10 End of Employment

Facilities employees are subject to the Montclair State University Human Resources policies and procedures regarding the end of employment. Detailed information about voluntary or involuntary separation and retirement is on the Leaving Montclair State University webpage. For detailed information about the retirement process, please refer to the New Jersey Division of Pension and Benefits website.

All employees voluntarily separating from the University are required to submit a signed letter of resignation (including the final work date) to their immediate supervisor before their last day of employment. A minimum of two weeks' notice is requested. When a supervisor receives written notification that an employee is leaving, he/she must notify the department head, who will then inform the Vice President for University Facilities. The department head begins the separation process by terminating the employee in Workday. Human Resources will contact the employee about the next steps.

Surrender of University Property

Employees, irrespective of whether termination is involuntary or voluntary, will work with their immediate supervisor to ensure the return of all university equipment and property. The employee's unit head is responsible for collecting all university property before the official separation date. Specific university departments will contact separating employees if there is a need to retrieve items or collect fines.

Retirement

It is the responsibility of the employee to file for retirement. The New Jersey Division of Pension and Benefits requires that employees enrolled in the Public Employees' Retirement System (PERS) submit retirement applications online https://my.nj.gov/aui/Login no more than one year before the requested retirement date. Four to six months of advance filing is recommended.

Upon confirmation of the retirement date by the state, the employee must submit a written notice of retirement to his or her supervisor.

SECTION THREE
ATTENDANCE & PAYROLL

3.1 Attendance and Punctuality

Facilities employees are subject to the Montclair State University Human Resources policies and procedures regarding the eligibility and governance of Administrative, Sick and Vacation Leave. Detailed information about accruals and the types of leave available to employees is in the collective bargaining agreements for each union.

University Facilities provides critical support to campus infrastructure and operations. It is, therefore, important that division employees fulfill their work schedules and are punctual for work shifts. Employees are expected to maintain satisfactory attendance by reporting to work as scheduled and keeping unscheduled absences to a minimum.

Further, not inclusive of approved lunch or break periods, an employee may not be absent from the work site for extended periods during the workday for any reason without prior authorization from his or her supervisor. If an employee is determined to be absent without approval during the workday, he or she may be subject to disciplinary action.

Supervisors and managers will discuss attendance expectations with employees and take appropriate corrective action if needed, when absences and tardiness are excessive, when patterns of use suggest possible abuse of leave, or when an employee fails to follow division procedures for reporting absences.

3.1.a Start time and Work Readiness

Division employees are required to arrive at work, clock in (if applicable), and be ready to begin working at the start of the workday or shift. Employees who are required to wear a uniform must be properly attired at the start of their shift.

It is expected that all employees will be at their work location at the start of their shift, or after punch in. It is also expected that employees will not leave their work location early before the end of their shift. Employees will be allowed a 15-minute exception for a delayed start time with a reasonable excuse.

Employees required to record their time using a time clock are required to punch in and out at the start and end of their assigned work shift.

Employees may not:

- Punch and park: Do not park your personal vehicle at a punch location, punch in, and then move your car to an appropriate parking lot.

- Retrieve vehicles: Do not retrieve your personal car and punch out before the end of your shift.
- Employees may not drive their personal vehicles while on duty. This includes paid breaks, but excludes lunch, which is a non-paid break.

3.1.b Lateness

Lateness is defined as arrival at work after the designated start time or the end of the designated break or lunch period. Employees are expected to know and adhere to their schedule, including break periods, and supervisors and managers must enforce compliance. Employees who will be late are required to contact their supervisor per the department's reporting procedures.

Patterns of repeated or excessive lateness will be tracked and may result in the docking of pay. Ongoing abuse of the lateness policy or failure to follow divisional procedures for reporting lateness may result in disciplinary action.

3.1.c Absences

The ability of University Facilities to achieve its mission and provide responsive customer service to the campus community is contingent upon the regular attendance of our employees. Work shifts must be fully staffed to ensure efficient business operations. It is essential that each employee realizes his or her valuable contribution and accepts the responsibility of good attendance to maximize that contribution.

Each employee is responsible for providing advance notification to their supervisor when he or she is going to be absent from work. Failure to provide notice of absence may result in a request to the employee's local police department to perform a welfare check at the employee's residence.

An absence shall be unauthorized under the following conditions:

- Failure to call in or request an absence using established division procedures before the beginning of the work shift
- Absence with no reason given

An unauthorized absence shall result in the employee placed in Leave without Pay status for the duration of that absence, and may initiate disciplinary action.

3.1.c.1 University Facilities Statement on the Use of Sick Leave Absences

Regular attendance from all employees is a requirement of employment. University Facilities will not permit any abuse of sick leave privileges. Supervisors and managers will review the overall attendance of their employees regularly and monitor the sick leave practices of all employees to detect and address instances of abuse. No legitimate use of sick leave shall be denied; however, sick leave may

be denied when there is a reason to believe that abuse has occurred. Abuse of sick leave may result in disciplinary action up to and including termination.

Doctor's Note Restriction

The University may require proof of illness or injury when there is a reason to believe that an employee is abusing sick leave. Documentation may be requested when an employee has been absent on sick leave for five (5) or more consecutive workdays, or an employee has been on sick leave for more than 15 days in 12 months and is required to provide a doctor's note for all subsequent absences. The calculation on sick leave for more than 15 days for CWA members will follow a 12-month calendar year cycle. When requested, doctor's notes must be uploaded into Workday on the day the employee returns to work. No doctor's note will be accepted beyond 24 hours from the day of return from sick leave.

Doctor's notes will only be accepted via:

1. Benefits Office Email- hr-benefits@montclair.edu
2. Self-Upload to the Workday System
3. Sharing with your Business Partner for Review and Upload

Failure to follow these procedures will result in non-payment for sick time used.

3.1.c.2 Facilities Statement on the Use of Vacation Leave Absences

Vacation leave absences must be requested in advance and approved by the supervisor before they are used. Approval of vacation time is subject to operational requirements, the needs of the business unit, and seniority (where applicable). Management reserves the right to deny any vacation request that does not adhere to division procedures for requesting an absence or is determined to present a hardship conflict with the needs of the business unit. Vacation requests shall be granted within reason. See the University Facilities Policy on Vacation Leave for detailed information.

3.1.c.3 University Facilities Procedures for Reporting or Requesting an Absence from Work:

3.1.c.3.a Scheduled Absences

Scheduled Late In / Early Out

An employee must personally provide their supervisor, or a person designated by the supervisor, with at least 24 hours of advance notice of an arrival after the start or departure before the end of an upcoming shift. If the immediate supervisor is unavailable, it is permissible to contact the next highest supervisor in the chain of command.

Scheduled Sick Leave Absence

An employee must personally provide their supervisor, or a person designated by the supervisor, with at least 24 hours of advance notice of a planned sick leave absence for an upcoming shift. If the immediate supervisor is unavailable, it is permissible to contact the next highest supervisor in his or her chain of command.

Scheduled Vacation Leave Absence

1. The employee will obtain a blank copy of the Vacation Leave and Sick Leave Time Form from their supervisor. Once the form is completed and signed by the employee, he or she will hand-deliver or electronically submit the completed form to their supervisor or designee.
2. The supervisor or designee will have two working days (48 hours) to review and respond to the employee's hand-delivered or electronically submitted request. A response is a reply of approval, denial, or further review. If further review is requested, the supervisor should not exceed one week to respond. When a supervisor or designee makes a decision on the leave request and the employee is not scheduled to work on that day, the response will be given the next scheduled working day.
3. If the supervisor approves the request, he or she will date and sign the request form and forward it to the appropriate manager who will have the final approval. The manager will review, date, and sign the form within two working days. If further review is requested, the supervisor and manager should not exceed one week to respond. A copy of the completed form with all signatures will be given to the employee, and the original will be filed by the supervisor.
4. No request shall be unreasonably denied. If an employee is denied their request, it will be due to the operational needs of the department, as follows:
    a) Unit staff is below 80 percent of general daily coverage requirements. On any given week of a calendar year, excluding the blackout period mentioned in section 4b and the holidays discussed in section 4c, each specific department within University Facilities will need to operate at 100 percent of staffing to a minimum of 80 percent of daily full-time employee staffing.
    b) Requests for Blackout Period:
        i. The Facilities Maintenance & Engineering department will not grant any vacations or days off to repairers, senior repairers, trades mechanics and supervisors during the

last week of August and the first two weeks of the start of the fall semester.

ii. The Facilities Services department will not grant any vacations or days off to Grounds, Housekeeping, Moving, Fleet, Postal, and administrative employees and supervisors from August 15 through September 7, or to Parking and Shuttle employees and supervisors during the last week of August and the first two weeks of the start of the fall semester.

c) Requests for Specific Holiday Coverage:

i. Day after Thanksgiving: The Friday after Thanksgiving, University Facilities will operate each department with a minimum of 25 percent of full-time employees.

ii. Christmas to New Year's Day: The week between Christmas Day and New Year's Day, University Facilities will operate each department with a minimum of 50 percent of full-time employees per day.

d) Vacation Scheduling:

i. All Local 195 employees working in University Facilities must submit their vacation week requests on or before March 1 of each calendar year. The approval of these requests will be based on operational needs and seniority.

ii. Any requests made after March 1 will be approved on a "First Come-First Served" basis. Seniority will not be considered when making vacation and days off requests after March 1.

iii. As per union contract, on or before October 1, any remaining vacation and personal time more than what may carry over will be reviewed and scheduled in advance by each employee with their supervisor. Granting of this time will be the same as listed in this procedure.

3.1.c.3.b Unscheduled Absences

Unscheduled Late In / Early Out

An employee must personally contact their supervisor, or a person or phone number designated by the supervisor, at least one hour before the start or end of the work shift (if feasible) to report an unexpected late arrival or early departure. If the immediate supervisor is unavailable, it is permissible to contact the next highest supervisor in his or her chain of command. Unless a reasonable excuse is given as to why the employee was not able to

contact their supervisor, failure to make proper notification may result in denial of pay for that day and may result in disciplinary action.

Unscheduled Sick Leave Absence

An employee must personally contact his or her supervisor, or a person or phone number designated by the supervisor, within one hour of the start of the work shift to report illness and request approval for the use of sick leave for the day. If the supervisor is unavailable, it is permissible to contact the next closest supervisor in the chain of command. Unless a reasonable excuse is given as to why the employee was not able to reach their supervisor, failure to make proper notification may result in denial of pay for that day and may result in disciplinary action.

3.1.c.4 Supervisor Responsibilities

Supervisors will monitor all employees for attendance and identify patterns or abuses in leave*. Attendance records shall be analyzed for evidence of possible abuse, and the employee shall be notified of possible corrective or disciplinary action. Supervisors will consider how the employee's attendance has affected their ability to complete their job responsibilities and whether or not there is an adverse effect on business operations. The supervisor will endeavor to counsel the employee and document attendance issues in timely and progressive verbal and written communications and conduct an attendance review, which will inform the decision to escalate the issue for discipline. Supervisors shall note attendance issues on the employee's annual performance review.

*Examples of patterns of attendance abuse include, but are not limited to

- Failure to give proper notice of absence before the start of the work shift.
- Friday or Monday sick day patterns
- Sick days taken before or after Holidays or payday.
- Frequent scattered (e.g., calling out on the first of every month) sick days.
- Frequent lateness or early departures

*Supervisors shall provide fair and consistent treatment of each individual in monitoring absences and providing counseling sessions.

3.2 Time Reporting

3.2.a Managerial and Unclassified Employees

Managers and unclassified employees are required to report their time through the University's official online timekeeping system, using the University's established procedure. It is the employee's responsibility to adhere to all timekeeping deadlines.

3.2.b Time Clock Employees

Classified University Facilities employees, whose time is tracked and reported on an hourly basis, are required to use the Workday Time Clock.

Supervisors are responsible for coordinating all personnel management activities in Workday. No new part-time or full-time employee may begin their first day of work before they are entered and biometrically enrolled in the time clock system.

Handwritten timesheets and manual time cards may not be used unless authorized in advance by a manager. See the University Facilities Missed Punch Form for instructions on how to record time outside of Workday.

Classified employees must register their time at the clock by swiping the MSU ID badge and placing their finger on the biometric scanner at the terminal. Timecards must be approved by the employee no later than the end of his or her shift on the Monday following the pay period close. If the employee fails to do so, supervisors may approve the timecard without employee approval; however, Workday will indicate that the employee did not approve their time for that pay period. Any employee who consistently fails to approve their timecard may be subject to progressive disciplinary action.

The department head will designate the primary and secondary time clocks at which an employee shall clock-in and out. The secondary time clock should only be used if the first time clock is out of service.

Workday is the system of record for University Facilities in managing time, clock punches, and other forms of attendance management for classified employees.

Workday time clocks use Bioscript biometric technology, which does not store an image of a fingerprint. Instead, it converts points from the fingertip into an encrypted representation of biometric data using numerical coding. There is no hard-copy storage of the actual fingerprint image, and it cannot be reversed once encrypted.

Montclair State University values the privacy of all employees. None of the encrypted biometric data can be used for a purpose other than to validate an employee's presence and location at the time of a punch.

3.3 Payroll Information

All employees are paid in accordance with compensation schedules established for their particular positions. For bargaining unit employees, these compensation schedules are composed of salary ranges and steps. Management salary ranges include only a minimum and maximum. Detailed information about University Payroll is available on the Human Resources Payroll Services website.

3.3.a Types of Pay

3.3.a.1 Regular Biweekly Payroll

All employees are paid on the regular biweekly payroll. Paychecks are direct-deposited one week after the pay period ends. Payday is Friday unless it is a holiday. Please refer to the Human Resources Payroll Schedules for specific dates.

3.3.a.2 University Facilities Statement on Overtime Pay

No overtime-eligible division employee will work overtime hours unless directed or authorized in advance by their supervisor. Working overtime hours without the prior approval of a supervisor may result in disciplinary action. Professional staff aligned with the American Federation of Teachers Bargaining Unit and managers are not eligible for overtime pay.

3.3.a.3 Compensatory Pay

The Compensatory Time practice of allowing eligible employees to earn paid time off instead of receiving overtime pay for extra hours worked has been suspended. There is NO Comp Time, and no supervisor or manager is authorized to enter into a Comp Time arrangement with an employee.

3.3.b Paycheck Distribution

Effective May 1, 2014, the State of New Jersey mandated that all state employees enroll and receive payment using Direct Deposit. Direct Deposit allows the paycheck to electronically transfer to a bank account of the employee's choice. Employees may view their pay stub information in Workday to verify the information and that the direct deposit was made.

Employees who do not provide viable direct deposit account information for their paychecks will receive their pay by Bank of America Pay Card.

SECTION FOUR
EMPLOYEE RESPONSIBILITIES & CONDUCT

4.1 University Facilities Employee General Code of Conduct

It is the responsibility of each employee to follow the General Code of Conduct to work harmoniously with others and to ensure the integrity and safety of the buildings and grounds at Montclair State University.

University Facilities employees will:

- Read and follow all policies and procedures as outlined in the University Facilities Employee Handbook.
- Arrive at work each scheduled day on time and ready to perform their assigned duties.
- Conduct themselves in a manner that conveys the ethics, and integrity expected of workplace professionals.
- Refrain from refusing work assignments and complete all tasks within the assigned timeframes.
- Be visible, available, attentive, and professional during the work shift.
- Attend all required scheduled meetings, training, and workshops.
- Have current knowledge of safety guidelines and rules.
- Treat all students, faculty, staff, and the public with courtesy and respect.
- Respect and assist fellow employees.
- Complete and sign all required personnel paperwork.
- Report all accidents to their immediate supervisor within 24 hours.
- Follow the chain of command.
- Adhere to division uniform standards and dress codes.

Employees may not:

- Disclose confidential, proprietary, or sensitive data or information to unauthorized persons.
- Access or view confidential, proprietary, or sensitive data or information without prior authorization from their supervisor.
- Remove university property of any kind from the campus of Montclair State University.
- Make personal use of university property or resources at any time.

- Use audio/visual equipment, classrooms, or the office computers of other individuals for any reason.
- Be absent from the workstation or work site for an extended time without having received prior authorization from their supervisor.
- Take breaks or rest periods in unauthorized campus locations.
- Use university washers and dryers for personal belongings.
- Tamper with or remove the personal property of others.
- Pilfer or steal.
- Bully, intimidate, or harass fellow employees or otherwise engage in disruptive workplace behavior.
- Enter areas to which you have not received prior access authorization.
- Gain entry to any locked campus building or room via any means other than university-distributed keys or access cards
- Gamble while on duty.
- Deliberately misuse supplies and equipment.
- Sleep or avoid work while on duty.
- Use, possess, or be under the influence of any illegal drug, narcotic, or alcohol while on duty.
- Engage in improper interactions with students.
- Disturb faculty, staff, students, and visitors in any way. Good judgment should be used when operating equipment around offices and classes in areas where people are working or faculty is teaching.
- Use a personal vehicle for the storage or transport of university equipment, resources, and tools.
- Use University bulletin boards for personal use. Except for designated posting areas for the exclusive use of the bargaining units, bulletin boards are for official University use only, and they are to be maintained and utilized professionally at all times.

4.2 Appearance, Dress, and Uniform Standards

Unlike other divisions at the University, the nature of the work performed within various Facilities departments requires that our employees adhere to specific industry standards, which ensure safety, convey employment status, and maintain professionalism.

4.2.a University Facilities Dress Standards

Employees are responsible for being appropriately attired according to position requirements at the beginning of each workday or shift.

Employees will maintain daily good personal hygiene and grooming. If a staff member reports to work with a less than satisfactory degree of personal cleanliness, the supervisor may relieve the staff member of duty with no pay, with the requirement that the individual correct the problem before returning to work.

Employees' hairstyles shall be worn in such a manner as to present a neat and professional appearance. Oversized and excessively ornamental jewelry and nails may impose safety risks, and, therefore, are prohibited for specific Maintenance and Facilities Services personnel.

Designated employees receive a uniform at no charge. Employees are required to wear their uniforms during their work shifts. Maintenance and Facilities Services employees will wear the uniform so as not to detract from their overall professional appearance. An employee who reports for duty without the proper attire will not be allowed to start work, and they will be subject to the University's established progressive discipline procedure.

If a uniform requires laundering, the employee is responsible for depositing it into the appropriate locker in the University Facilities Building. If a uniform is damaged, the employee is responsible for filling out a repair tag, which must describe what needs to be performed and be affixed to the clothing. The employee must deposit the uniform into the appropriate locker in the University Facilities Building. Supervisors and managers are responsible for ensuring that their employees are appropriately dressed for work and that uniforms are worn correctly.

An employee found inappropriately dressed will be instructed to punch out, leave the workplace on their own time, and return appropriately attired to perform their job. The opportunity shall be given to the employee to change into clothes already in the employee's possession prior to punching out for not wearing attire provided by the University. Employees found to be insubordinate concerning this uniform policy will be subject to disciplinary action up to and including termination.

4.2.b Dress and Appearance for Employees Not Designated to Wear Uniforms

All division employees are expected to be clean and neat when reporting for work each day. Clothing will be fitted appropriately and presentable with no rips, tears, tattered edges, or patches. Any hats (university-issued), belts, or garments should be appropriate for the workplace and should not display messages advocating violence, promoting alcohol, drugs, or illegal substances; or contain profanity or any other graphics or words that demean or ridicule others. Undergarments shall not be visible. Shorts are not appropriate work attire and are prohibited.

Office employees are expected to dress in business-appropriate attire that reflects a level of modesty suitable for the workplace. Attire should not distract from or disrupt the work environment. Office employees should dress with safety in mind, and the appropriate footwear- which has been selected for both comfort and professionalism- should be worn at all times. **Office employees wearing open-toed shoes are prohibited from entering shops and construction work areas**. If the nature of your work necessitates that you visit such locations, do not wear open-toed shoes. Office employees visiting job sites should also wear appropriate Personal Protective Equipment.

Guidelines for Acceptable Office Attire *these lists are not intended to be all-inclusive*	
Acceptable	**Not Acceptable**
• Collared or Polo Shirts • Blouses and Knit Tops • Sweaters • Slacks • Corduroys • Khaki or Twill Pants • Capri or Gaucho Pants • Dresses • Suits or Blazers • Skirts • Denim (shop and field work only)	• Clothing with non-university Logos* • Sleeveless Shirts (unless layered) • Halter, Tube and Tank Tops • Midriff-bearing Clothing • Leggings • Denim (for office work) • Mini Skirts • Shorts • Workout Attire • Athletic Shoes • Beachwear • Flip Flops

** Clothing bearing union logos is permissible during work time and in UF work areas as long as it is otherwise consistent with a professional environment and division policy.*

4.2.c Dress and Appearance for Employees Designated to Wear Uniforms

University Facilities will issue official uniforms to all eligible employees. Uniforms must be worn at all times while an employee is on the clock. The use of divisionally-approved uniforms is intended to give Maintenance and Facilities Services employees a neat, presentable, and business-like appearance that conveys a professional attitude towards their work and enhances the status of the division in the campus community. Uniforms also enable students, building occupants, university administrators, law enforcement, and emergency personnel to easily and immediately recognize persons who have authorized access to university property.

Eligible new hires and current employees shall receive work uniforms as designated herein. University Facilities will provide uniforms through approved vendors at no cost to the employee.

Employees are responsible for safeguarding and accounting for all uniforms in their possession. Uniforms that are damaged, lost, or stolen due to employee negligence must be replaced at the employee's expense.

The term "eligible employees" as used in this policy includes those employees occupying job titles on a list designated by the Vice President for University Facilities or an authorized designee.

All eligible employees shall be required to report to work and perform their work in approved uniforms specified by the Vice President for University Facilities or an authorized designee.

Uniforms are to be well maintained and must be clean each workday. Each employee is responsible for maintaining the cleanliness of their uniform(s). Complete uniforms must be worn during work hours.

The practice of wearing anything other than prescribed equipment as outer clothing is prohibited. Personal cold weather wear shall be acceptable and is the responsibility of the employee unless issued by University Facilities.

All protective clothing and accessories that are necessary to ensure the safety and well-being of employees must be provided by University Facilities and are a part of the employees' uniform.

Any employee who reports to work and fails to wear approved safety shoes or wears attire not meeting said criteria shall not be allowed to work. The employee found to be inappropriately dressed will be instructed to leave the workplace on their own time and return appropriately attired to perform their job. If the employee does not change into the proper attire, he or she will be marked as "absent without pay" for the day and will be processed accordingly.

Employees shall not be relieved of any duty to wear the prescribed uniform due to loss of, damage to, or destruction of any item of the uniform. Replacement uniforms are to be supplied to employees as needed. To receive a replacement uniform, the employee must return the old one. If the uniform has been subject to theft, the employee shall submit a written and signed statement to their supervisor.

Employees should refrain from wearing the uniform and its related accessories for recreation or while off duty. Employees may commute to and from work in the uniform.

No employee shall affix, adorn or otherwise alter any division work clothing by adding patches, emblems, pins, etc., unless such items are issued, authorized, or provided by the Division or the University. Clothing bearing union logos is permitted during work hours and in Facilities work areas as long as it is otherwise consistent with a professional environment and division policy.

Upon termination of employment, the employee is responsible for returning all issued uniforms to their supervisor, and supervisors are responsible for collecting and accounting for such items.

Uniform Standards

Employees will, while wearing the uniform provided by University Facilities, maintain the following standards:

- Clothing will be clean, neat, properly fitted, and presentable.
- Undergarments must not be visible.
- Uniform shirts must be worn inside the pants at all times.

- Fingernails must be maintained at a length that will not damage or compromise the utility of safety gloves.
- Caps are optional; however, any headwear worn by employees while on the job must be a Montclair State University or University Facilities official cap. Caps must be clean, in good condition, and worn professionally at all times, i.e., brim facing forward. Knit caps are permissible in cold temperatures only.
- Non-University affiliated headwear (i.e., sports, musical, commercial, etc.) hats and other workplace-inappropriate head coverings are prohibited. Do-rags and stocking caps are permissible only when worn underneath university-affiliated headwear or other workplace-appropriate head coverings. Accommodations may be extended for religious head coverings unless the article presents a safety hazard to the worker.

- Maintenance staff are required to wear collared shirts when classes are in session.

4.3 Ethics Obligations as State Employees

As State employees, we have an obligation to conduct ourselves with the utmost integrity. The University has adopted the State Uniform Code of Ethics. If you wish to report an Ethics violation or if you have any question regarding your Ethics responsibilities or the application of the Uniform Ethics Codes or other University Policy, please contact the University's Ethics Liaison Officer in the President's Office.

The public must have the highest confidence in our conduct as State employees. Ethical difficulties can usually be avoided if early advice is obtained from the university Ethics Liaison Officer or University Counsel. Failure to comply with the established policy may result in disciplinary action.

We must observe the standards outlined in statutes, gubernatorial executive orders, and procurement, personnel, and travel rules. As State employees, however, we also have particular obligations. Most importantly, all employees must:

- Submit receipts in which they note the date they received New Jersey's Uniform Code of Ethics, the State Ethics Commission's Plain Language Ethics Guide, and the Scholarly Capacity Rule Impact Statement, and acknowledge that they are responsible for reading and are bound by these documents;
- Fill out an outside activity questionnaire at least every other year; and
- Annually review an ethics briefing and regularly undergo ethics training, whether on-site or on-line.

All employees with supervisory responsibilities must annually fill out a Conflict of Interest Certification form. Employees must also fill out a *Request for Approval for Attendance at Events Form* before attending events away from work sponsored by a non-government group when the invitation is extended to them in their official capacity. All individuals

involved in purchasing decisions must file and update a *Personal and Business Relationship Disclosure Form.*

The State of New Jersey mandates these steps, and we must all comply. The State conducts audits of all its agencies, including public universities, to review their compliance with its regulations.

Employees can find a record of whether or not they have completed many of these requirements in Workday:

1. Log into Workday.
2. In the upper, left-hand corner, in the menu under "Personal Info," click on the link "State Ethics Rules Data." With the one exception of the ethics briefing, compliance with every requirement listed here is tracked. Click on the link following any report of "Status: Incomplete" to fulfill that requirement. Each one takes a matter of minutes.

4.3.a Exploitation of an Official Position

You may not use your position to secure a job, contract, governmental approval, or special benefit for yourself, a friend, or a family member.

4.3.b Personal Use of University Equipment, Property and Resources

State officers and employees are obligated to conserve and protect resources for the benefit of the public interest rather than their private interests. Responsibility and accountability for the appropriate use of state resources ultimately rest with the individual officer or employee, or with the officer or employee who authorizes such use.

This policy applies to all university resources, including any person, money, service, tools, equipment, or property. It also applies to telecommunications and technological resources such as computers, telephones, photocopiers, printers, network bandwidth, and mechanical and non-mechanical devices.

Private use of university resources which are expressly prohibited includes but is not limited to:

- Any use to conduct an outside business;
- Any use for personal privilege or gain for oneself or others;
- Any use to support, promote, or solicit for an outside organization or group unless provided for by law or authorized by the University President or designee;
- Any campaign or political activity;
- Commercial uses such as advertising or selling;
- Any illegal activity;
- Any use in violation of university or state policy;

- Any personal use of state property that has been removed from state facilities or other official duty stations, even if there is no cost to the state.

Additionally, a university employee may not make private use of any state property that is consumable such as paper, envelopes, fuel, or spare parts, even if the actual cost to the state is minimal.

4.3.c Personal Use of University Computing and Telecommunications Devices

The use of university computing resources for outside business or commercial use, illegal or illicit activity, or the promotion, solicitation, or support of political or outside group/organization activity is strictly prohibited. Please see the Policy on Responsible Use of Computing for detailed information.

4.3.d Compensation for Official Duties

Your paycheck is your only permitted compensation. You may not accept any other payment for performing your job.

4.3.e Gifts and Favors

You may not accept any gift of more than nominal value (a T-shirt or a pen, for example) from anyone with whom the University conducts business.

Section 14 of the New Jersey Conflicts of Interest Law prohibits direct or indirect acceptance of anything of value that a state officer or employee knows or has reason to believe is offered with the intent to influence. It also prohibits acceptance through a spouse, any member of the family, or any partner or associate.

4.3.f Attendance at Events

You may not be "wined and dined" by people with whom the University conducts business.

- Except when acting in a scholarly capacity, all employees must fill out a Request for Approval for Attendance at Events Form before attending events away from campus sponsored by a non-government organization when the invitation is extended to them in their official capacity. When specific meetings are part of an employee's everyday job responsibilities, those meetings are not considered "events" for this rule.
- The Ethics Liaison Officer must approve all such forms before employees attend. Whenever an employee plans to accept benefits in return for making a speech to an interested party, the Ethics Liaison Officer must forward a copy of the signed *Attendance at Events Form* to the State Ethics Commission.

Acting in a Scholarly Capacity

- Working in a scholarly capacity, a state employee may attend, participate in, or make presentations at colloquia, seminars, conferences, or similar academic

gatherings so long as the employee notifies their department head of his or her attendance, participation, or presentation.
- State employees must annually submit a form detailing any travel, subsistence, or entertainment expenses, honoraria, academic prizes, royalties, or other things of value related to activities performed in a scholarly capacity received in the previous calendar year.

4.3.g Outside Employment

You must disclose to the University any outside employment and secure approval of it.

- Every other year, all employees must fill out an Outside Activity Questionnaire in which they disclose all secondary employment, outside business interests, and outside activities such as in volunteer boards. Employees must report any changes in their outside activities by submitting a revised Questionnaire.
- Each employee's direct supervisor and the Ethics Liaison Officer must review and approve or disapprove each form to eliminate or prevent conflicts with an employee's official job duties. Employees whose Questionnaires do not receive approval have the right to appeal that decision to the State Ethics Commission.
- It is not necessary to report activity conducted in a scholarly capacity on the Questionnaire.

4.3.h Conflicts of Interest

You may not act in any matter in which you, your family, or your close friends have a direct or indirect personal or financial interest that might tend to conflict with the proper discharge of your official duties. Instead, you should recuse yourself and ask someone else to perform the task.

- Any employee or state officer who is involved in the procurement process must annually fill out a Personal and Business Relationships Disclosure Form.
- The Ethics Liaison Officer must review these forms to eliminate conflicts of interest if employees have business, personal, or professional relationships with an entity or individual that is seeking to contract with the State. Employees who have conflicts must execute a written recusal.
- All employees must submit recusal letters when they have a personal or financial interest that conflicts with their official duties.
- The Ethics Liaison Officer must copy all recusal letters to the Commission.

4.3.i Confidential Information

You may not accept employment or engage in any activity that might require or induce you to disclose confidential information acquired through your position.

For the Ten Principles of Ethical Conduct visit the Plain Language Ethics Guide.

4.3.j Nepotism and Employment of Relatives

An employee may not hire, promote, or supervise a relative or an individual from whose salary or employment you may receive a financial benefit.

- The NJ State Ethics Commission defines a "relative" as an individual's spouse or the individual's or spouse's parent, child, brother, sister, aunt, uncle, niece, nephew, grandparent, grandchild, son-in-law, daughter-in-law, stepparent, stepchild, step-brother, step-sister, half-brother or half-sister, whether the relative is related to the individual or the individual's spouse by blood, marriage or adoption.
- Employees must not supervise or exercise personnel authority over relatives. To that end, they should review the Employment of Relatives policy.
- Employees must not supervise or exercise personnel authority over individuals- whether related or not- who share the same household where one individual has a direct personal financial interest in the salary and the continued employment of the other. This example includes, but is not limited to, landlord/tenant relationships.
- When nepotism situations are identified, the Ethics Liaison Officer should work with Human Resources to ensure that relatives within the statutory definition are not within each other's direct supervision or personnel authority.
- Further, the NJ State Ethics Commission has determined that where non-related supervisor/subordinate employees share the same household and there is financial interdependence, there must be an intermediate supervisory level between the two and the higher-placed employee should have no supervisory or signing authority regarding personnel matters affecting the subordinate employee.

Employees must disclose relationships that meet the State definition of nepotism upon the hire of a relative or other individual from whose employment would provide a financial benefit. If the University discovers such a relationship after the individual has been hired, those employees may be subject to disciplinary action. Please review the Consensual Romantic, Amorous, or Sexual Relationship Policy.

4.3.k Post-Employment Restrictions

"Post-employment" refers to any non-State employment engaged in after you retire or terminate all State employment. It does not apply to your leaving one State position for another.

After you leave public employment, you may not represent or assist a person concerning a particular matter if you were substantially and directly involved in that specific matter while in State employ. Additionally, you may not use or disclose any information gained during your employment if it is not generally available to members of the public.

The State requires that employees submit a signed post-employment restrictions letter before their last day of employment.

4.4 Staff Interactions with Students

The nature of the student/staff relationship imposes particular responsibilities and duties on the employee. Because of the individual staff and student roles, an employee may have authority or power over a student even if students are of a similar age to the staff member. Staff must ensure that they exercise this power respectfully and fairly and that they avoid sexual harassment, bullying, favoritism, and exploitation.

Employees are obliged to conduct themselves professionally and appropriately in their interactions with students. Staff members must not enter into an inappropriate close personal relationship with students*. You must ensure that your interactions with students are always of a professional and appropriate nature.

Whether particular conduct is professional and appropriate in the circumstances is a question of subjective judgment, taking into account all the relevant circumstances. By way of guidance, all employees should:

- Maintain an appropriate physical and emotional distance from students;
- Use their Montclair State University email account, telephone line and internet access for work-related communications with students, avoiding unauthorized use of social media sites (such as Facebook, Instagram, Snapchat, etc.) and internet chat rooms;
- Refrain from exchanging personal contact details including home addresses, private email addresses, and telephone numbers;
- Refrain from divulging intimate personal information about themselves to students and;
- Be mindful that the same guidelines and rules for appropriate conduct apply when staff and students are participating in work-related activities where a student holds a part-time job on campus.

** Where a staff member has a pre-existing close personal relationship with a person who later becomes a student at Montclair State University (for example the employee's boyfriend, girlfriend, or child enrolls as a student), the pre-existing nature of the relationship would be taken into account in the determination of what conduct is professional and appropriate under this procedure. New hires should disclose pre-existing relationships with students upon hire. Existing staff should disclose pre-existing relationships upon enrollment of the student.*

Professional interactions are different between students and staff members whose primary professional responsibility is the pastoral care of students, such as Residence Life staff and counselors.

Employees who do not have primary professional responsibility for the pastoral care of students should:

- Ensure that meetings and discussions about work-related matters occur on campus in a public venue;
- Refer students with support needs to a relevant university support service and limit the staff member's role in providing personal support to students as this is not part of their employment duties;
- Refrain from contacting students after hours about work-related matters;
- Employees at no point in time should enter a student's apartment/residence unless they are performing official university work, and;
- Not seek private personal information from a student except as relevant to a university process.

If a student or a staff member observes or experiences a staff member behaving in an unprofessional and inappropriate manner towards a student, they should report their concerns to the relevant supervisor. An officer of the University will investigate reports of improper or inappropriate conduct.

The University may then take action concerning the report, which may include (but is not limited to):

- Counseling of the staff member;
- A formal investigation of the matter by an officer of the University or their delegate;
- Disciplinary action per the applicable policies and procedures up to and including termination of employment.

Employees may choose to complete a CARE Report form if they have concerns that are sensitive matters for a student, such as:

- Sensitive personal circumstances
- Mental and physical health concerns
- Disruptive behavior
- Housing instability and food insecurity
- Substance abuse

4.5 Employee Dispute Resolution

University Facilities is committed to prompt and fair resolution of all disputes arising out of working conditions, employment practices, or application of policy in the workplace. Employee disputes will be resolved in accordance with procedures pursuant to the collective bargaining agreements.

Employees may direct issues or complaints involving allegations of discrimination or harassment to Human Resources. Please direct issues or complaints involving allegations of ethics violations to the Ethics Liaison Officer in the President's Office or the Office of University Counsel.

SECTION FIVE
USE OF UNIVERSITY RESOURCES

5.1 University Vehicle Procedures

Any university-owned vehicle that is driven while conducting university business or for any other valid work purpose must be operated safely and courteously. Vehicles must be operated in compliance with all applicable New Jersey State laws and Montclair State University policies.

University vehicles are available for university business only, and only authorized drivers who meet the minimum driver qualifications may operate them. Additionally, designated individuals who operate personal vehicles on university business or for any other valid work purpose are required to meet the same minimum driver qualifications. Drivers who fail to adhere to this policy and its related procedures may be ineligible to qualify for Indemnification from the University and may be subject to disciplinary action, as deemed appropriate.

University vehicles may not be used to conduct business, errands, or other tasks of a personal, recreational, or non-work-related purpose, at any time. Additionally, university vehicles may not be used during unpaid lunch periods, paid work breaks, or during the workday to travel to or from the worksite to acquire personal items or to purchase or acquire personal meals and refreshments off-campus. University vehicles may not be driven to or from an employee's home.

The University's primary concern is to avoid injuries and property damage. Motor vehicle accidents may result in claims against the University arising from third-party liability, property damage, worker's compensation injuries, and business interruption.

5.1.a Driver qualifications

- University drivers must possess a valid driver's license, which is appropriate for the vehicle being driven.
- All University drivers must submit a copy of their motor vehicle driver's license at least once a year to their supervisor for submission to Risk Management in the Office of the Treasurer.
- Before the operation of any university vehicle, it shall be the responsibility of the driver to complete a pre-trip inspection using the Digital Vehicle Inspection Report.
- University employees must comply with all state and local laws applicable to the operation of motor vehicles.

5.1.b Operational Protocol

The unauthorized use of any university vehicle is serious misconduct. It may result in forfeiture of the ability to operate a work vehicle and disciplinary action up to and including termination. Below is a list of expectations:

- All operators of university vehicles must have the appropriate license or credentials.
- The use of cell phones and handheld electronic devices while driving any university vehicle is prohibited.
- The use of headphones while driving is prohibited. In addition to being a safety hazard, it is unprofessional.
- Employee use of university vehicles to transport personal items or tools to and from their personal vehicles is prohibited.
- Operating a vehicle in a manner that could lead to personal injury or damage to the car is prohibited.
- The use of university vehicles to transport any person, outside the course of their assigned duties and responsibilities, is prohibited.
- Using a university vehicle for personal or private business or recreational purposes is prohibited.
- Smoking is prohibited in all university vehicles.
- University passenger vans must not carry more passengers than the vehicle registration permits.
- Failure to report to a supervisor any damage to a university vehicle is a policy violation. University drivers and department supervisors are accountable for assigned vehicles. Drivers must report vehicle damages immediately upon discovery. Drivers who do not report damages will be subject to disciplinary action.
- Per New Jersey State Law (39:3-76.2f – Required Wearing of Seat Belt), all university vehicle drivers and passengers must use seat belts when traveling in university vehicles. Any fines resulting from the failure to wear seat belts will be the sole responsibility of the driver or passenger.
- Dispensing university fuel into a private vehicle or container constitutes theft of university resources and is prohibited.

5.1.c Required Driver's reporting

5.1.c.1 Pre and Post-Trip Inspections

- Drivers are required to complete Digital Vehicle Inspection Reports at the beginning and conclusion of vehicle usage.
- Report mileage, condition of the vehicle, presence of valid registration and insurance cards, comments, etc.

Should any of the following occur, the assigned driver of the university vehicle must report it to their supervisor

- Parking citations
- Moving violations
- Where personal injury, property damage, or vehicle damage occurs in an accident involving a university vehicle, return a copy of the accident report that is completed by the local police or authority to your supervisor.

5.1.c.2 Accident Reporting

An accident occurs when anyone driving a university-owned vehicle strikes another vehicle, person, or object; or, is any incident that may have caused damage to any university or privately-owned property. All accidents must be reported, whether there is any damage or not. Accident damages include those caused by another vehicle, road hazards, wildlife, weather, or vandalism. Please see Section 6.1.f of this Handbook for Accident Reporting Procedures.

5.1.d Operating Service and Maintenance Vehicles on Campus

Montclair State University has designated the campus sidewalks for the primary use of pedestrians to ensure and promote the safe pedestrian use of the campus by students, faculty, staff, and visitors, and to protect the campus grounds. University Facilities vehicles are not permitted to operate on campus sidewalks without prior authorization.

5.1.d.1 Campus Roadways

University employees must comply with all state and local laws applicable to the operation of motor vehicles on the Montclair State University campus.

5.1.d.2 Campus Sidewalks

The access of motor vehicles that must use the sidewalks for service, emergency, and special purposes is controlled.

The following motorized vehicles may operate on sidewalks without permission due to the specific service they provide:

- Public emergency vehicles
- Law enforcement vehicles.
- University Grounds equipment, including snow removal equipment.
- Other vehicles specifically required to mitigate emergencies and catastrophic events.

The following motorized vehicles may operate on sidewalks with permission due to the specific service they provide:

- Delivery vehicles
- Maintenance vehicles
- Construction vehicles
- Vehicles loading or unloading cargo for particular tasks or special events

University Facilities grants approval to operate a motor vehicle on a campus sidewalk to university departments that have demonstrated a need for sidewalk access for a specific event or task. The following are examples of events or tasks for which permission to drive motor vehicles on sidewalks may be granted

- Delivery of materials and equipment to buildings not accessible via the roadway.
- The moving of furniture and equipment to or from buildings without other adequate access, mainly when such furniture or equipment cannot be transported by cart or dolly from a designated parking stall.
- Specific renovation or remodeling projects.
- Special events.

Failure to adhere to any of the following procedures will result in a citation issued by University Police.

Procedures for Vehicle Operation on Campus Sidewalks

1. Vehicle hazard lights must be flashing the entire time the vehicle is on the sidewalk.
2. Vehicles must maintain a speed of no more than five miles per hour.
3. Vehicle operators must always allow pedestrian traffic the use of the sidewalk while keeping the wheels of the vehicle on hardscape at all times.
4. Unless otherwise approved, a vehicle may not be left parked on the sidewalk. After unloading equipment, tools, materials, etc. the vehicle must be moved to an appropriate parking stall.
5. Drivers must ensure that building entrances, ADA accesses, ramps, fire lanes, etc. are always fully accessible and never impeded.

5.1.e Operation of Motor Vehicles on Grass and Landscaped Areas

Operating a motor vehicle on grass, landscaped areas, and plant beds is prohibited. This policy is in effect at all times.

5.1.f Loading Zones

MSU service vehicles and delivery vehicles may park in loading zones for up to 30 minutes. Other vehicles must display the appropriate permit before parking in a loading zone. Any persons who feel they must park in a loading zone for a specific reason must get clearance from Parking Services; otherwise, the individual is subject to ticketing. Permission will not be granted or it will be rescinded, if the motor vehicle is parked in a

manner that obstructs a fire lane, impedes vehicular or pedestrian traffic, or is parked in any other unsafe way. University vehicles must be legally parked with the engine off, and doors locked when left unattended. Fines for traffic/parking violations shall be paid by the operator of the university vehicle responsible for the offense.

5.1.g Vehicle appearance

It is the department's responsibility to ensure the vehicle reflects the standards and image of the University. Vehicles should be cleaned inside and out as appropriate for their intended use.

5.1.g.1 Decals

No decals, bumper stickers, commercial advertising, or political stickers of any kind may be placed on any university vehicle.

5.1.h Idling

See N.J.A.C 7:27-14 Diesel

See N.J.A.C. 7:27-15 Gasoline

Idling of university vehicles is prohibited. For University Facilities policy, idling is running a vehicle's engine at a low speed with the transmission disengaged. All division employees are expected to take appropriate measures to reduce pollution and conserve fuel.

Certain vehicles with diesel engines or unique setups will be exempt from this policy when temperatures or situations require.

5.1.i Service Vehicle Parking

All university vehicles are required to park in service vehicle parking spaces. If an employee's personal vehicle is used as a service vehicle on campus, the director, dean, etc. of that department must verify that need with the Director of Parking Services. Departmental vehicles can also be assigned a service vehicle permit. Employees may not alter, block, restrict access to, or otherwise obstruct campus parking spaces unless for official business and with prior authorization from a manager. Contractors are required to park in designated contractor parking spaces only. Facilities employees are encouraged to report improperly parked contractors and other vehicles to Parking Services at 973-655-7580.

5.1.j Passengers

Only persons with an appropriate university purpose should be passengers in a vehicle that operates on university business. Examples include employees within the course and scope of employment, and students participating in official activities. It is understood that in extenuating situations, it may be necessary for others to be passengers in the

vehicle. This should be on an exception basis, and drivers are expected to use good judgment in these situations.

5.1.k University Fleet Vehicle Registration and Marking

Fleet Services assigns numbers to all campus vehicles, Fleet Services additionally arranges for licensed fleet vehicles to receive the appropriate university markings. All newly acquired university vehicles (new, used, purchased, or donated) must be inspected by Fleet Services, in concert with Risk Management, to begin the process of applying for a title, plates, and registration.

5.2 Bollards and Traffic Barriers

Removable bollards are at access points off primary and secondary roads and lanes around the campus. They attempt to control vehicular traffic in areas designated primarily for pedestrian and bicycle use. The bollards are 42" tall and 6" square steel tubes, with a locking eye at the base to allow a padlock to secure them. University Police retain possession of the keys to campus bollards. Service Vehicle operators who require removal and replacement of bollards must contact University Police at 973-655-5222.

5.2.a Authorized Use

Many campus areas restricted by bollards require service from several different internal departments, as well as vendors and contractors outside of the University. In cases where the vehicle must be near the service area, removal of the bollard may be necessary to gain access.

5.2.b Procedures

Bollards are to be returned to their original positions immediately following vehicle passage. Failure to replace a bollard in a timely manner encourages additional vehicular traffic where it is not intended and compromises the aesthetics of the area when the bollard is not in its place.

Vehicle operators removing bollards must receive advance approval from their manager or department head.

5.2.c Enforcement of Policy

It is the responsibility of the department head of any functional area, which is authorized for vehicular access within the boundaries of bollards in the campus core to ensure that policy 5.2 is understood and to understand the consequences of non-adherence.

Those who take pride in our campus will be asked to assist with enforcement. Violators are identifiable by a license plate, vehicle number, or a company decal, when applicable. Those who recognize the violation are to inform their immediate supervisor; the supervisor is to take corrective action at the lowest level possible. If necessary, the issue

will be forwarded to the appropriate AVP for a resolution. The manager responsible for the operation of the vehicle will be notified. The manager is expected to take necessary action to correct the behavior that negatively impacts the campus; lack of results will escalate the issue to the next level.

A University employee with multiple violations of this policy may be banned from the bollard-protected area by vehicle or required to carry or hand truck the equipment or materials into the area. Continued violations by an employee could result in disciplinary action up to and including termination.

5.3 Use of University Equipment, Tools and Materials

University Facilities provides equipment, tools, materials, and supplies to ensure safe and efficient business operations. These resources are provided to employees for the sole purpose of performing university work. Employees are prohibited from using university-owned facilities, equipment, and resources for any external or personal purpose or benefit. Employees may not "borrow" equipment, tools, or materials, and no manager or supervisor may grant permission to use, or to "loan" such items to an employee for non-work purposes.

Further, no employee shall use campus facilities for non-university purposes or personal benefit. Examples of such facilities include, but are not limited to, fuel pumps, waste/refuse dumping areas, mailroom and loading dock areas, storage sheds, and vehicle repair shops.

Facilities equipment, tools, and materials may not be loaned to contractors, students, or non-Facilities staff without the written approval of a supervisor or manager.

Equipment is to be tagged, inventoried, and disposed per university policies and procedures. Salvaged, broken, discarded or junked equipment, property, scrap items, tools, materials, supplies, and trash are university property and are not for employee use. Employees may not remove such items from campus, and no manager or supervisor may grant permission to an employee to take these items for personal or other use.

5.3.a Employee Responsibilities

Employees are responsible for the appropriate use and care of the equipment and tools issued to them, and for accounting for and returning all equipment and tools per departmental instruction and policy. Employees may only use equipment, tools and materials provided by the University. **Personal tools and supplies are not permissible on university property.** Employees are required to use all equipment, tools, and materials per applicable manuals, safety guidelines, or other university policies or directives. Employees must also take reasonable precautions to ensure the safekeeping and security of university tools/equipment and to report lost, stolen, or damaged equipment and tools immediately. No employee shall place Montclair State University equipment,

tools, and materials into a personal vehicle for transport to a work site or other purpose, which may, or may not be job-related.

5.3.b Supervisor Responsibilities

University Facilities managers and supervisors are responsible for establishing systems for adequate accountability for university equipment and tools and for developing and communicating standards for the use, care, and safekeeping of university tools and equipment. Each administrative unit is expected to establish procedures for inventory control of equipment, tools, and materials to ensure compliance with university and regulatory requirements and to track the distribution and return of equipment and tools issued to individual employees.

University Facilities does not permit theft of any kind. Theft, or unauthorized use or removal of University equipment, tools, materials, resources, or property, shall result in immediate disciplinary action, up to and including termination, and possible criminal prosecution.

SECTION SIX
WORKPLACE HEALTH & SAFETY

University Facilities Safety workplace health and safety guidelines, policies, and practices are available on the University Facilities webpage. Please visit the NJ Office of Public Employee's Occupational Safety and Health for PEOSH standards and information. Please visit the Federal Occupational Safety and Health Administration for OSHA standards and information.

6.1 University Facilities Statement on Workplace Health and Safety

University Facilities will provide and maintain a safe work environment that will ensure compliance with federal and state guidelines, policies, and standards. Each employee is required to promote safe work practices, to participate in occupational health and safety training and educational programs, and to help maintain property and equipment in a safe operating condition. Supervisors are the initial point of contact for employees who have questions about the safety of the work environment or whether precautions are necessary. Employees must report unsafe conditions and work practices immediately to their supervisor and follow departmental protocols.

Safety Communications at Montclair State

Montclair State University is committed to providing a safe work environment for all employees. Our safety policy statement is a reminder of that commitment and your responsibility to work safely.

The designated safety coordinator for this agency is

Amy V. Ferdinand
Address: 150 Clove Road
Telephone: (973) 655-4367
E-Mail: ferdinanda@montclair.edu

Employees are required to follow OSHA rules and university policies and procedures, as well as safety rules for specific work locations or job tasks. Because we take safety matters seriously, failure to follow the rules may result in disciplinary action up to and including termination based on the severity of the rule violation. If you need training to perform any of your job tasks safely, please notify your supervisor or the Office of Environmental Health and Safety (EH&S).

If you are aware of unsafe acts, have an idea for performing tasks safer, or want to report a safety hazard, you may report it through the Health and Safety Suggestion Program. A *Safety Suggestion Form* is available for staff to communicate these issues or ideas. The completed form can be submitted in the suggestion box in the University Facilities building, or it can be mailed or e-mailed to the EH&S office. All safety issues or concerns will be investigated by EH&S or subcontracted safety consultant services. The results of the investigations will be provided to senior management, and the employee who notified us of the issue.

The University has many procedures in place to ensure the safety of all employees. First responders are trained in first aid and CPR. Please note that even when first responders are called, the appropriate emergency number (973-655-5222) should be called immediately for professional assistance. Please verify that your emergency contact information is up to date in Workday.

The Office of Fire Safety maintains a Fire Evacuation Plan to meet the needs of each building where employees work. When emergencies occur, the ability to respond quickly in a coordinated effort with trained people operating as a team is vital. Prompt action reduces, if not eliminates, the possibility of personal injury and will minimize damage. General emergency evacuation procedures ensure that all employees are aware of the proper emergency response procedures. The *Emergency Evacuation Plan*, *Building Safety Team* contact information, and any updates to the emergency plan are accessible on the University Facilities website.

6.1.a University Responsibilities

The University shall furnish to each of its employees a safe and healthy workplace free from recognized hazards that are likely to cause death or serious physical harm to its employees, and shall comply with Public Employees Occupational Safety and Health (PEOSH) standards. To ensure compliance, the University will endeavor to provide employees with all necessary work and Personal Protective Equipment in good working order and to correct hazardous situations in a timely and effective manner.

6.1.b Supervisor and Manager Responsibilities

Supervisors and managers shall comply with the PEOSH standards applicable to the University and with all rules, regulations, and orders concerning the University's occupational health and safety program. Supervisors and managers are to maintain and allocate proper funds to ensure safety. They are responsible for the accurate and timely identification and reporting of hazards, injuries, and accidents. Further, supervisors and managers are required to ensure that employees are aware of and comply with occupational health and safety training opportunities and that the distribution and maintenance of tools and equipment are executed per university standards.

6.1.c Employee Responsibilities

Each employee shall comply with occupational safety and health standards and all rules, regulations, and orders applicable to their actions and conduct. Employees are to understand and follow all safety rules and precautions. Employees must know the location of all fire and emergency exits (posted at each worksite) and appropriate emergency phone numbers (posted at each worksite). Employees must correct and report unsafe conditions within the timeframes required by PEOSH and keep exits, fire extinguishers, and emergency equipment clear of obstacles. The use of Personal Protective Equipment is required at all times when necessary. Employees will take proper care of equipment, use vehicle seatbelts, not bring firearms, weapons or explosives on university property, not use, possess, sell or be under the influence of illegal drugs on university property, not misuse prescription drugs while on duty, and, be free of the influence of alcohol while on duty.

Employee notice and proficiency will be the result of both training and their review of the relevant standards. The Division will ensure that employees receive notification of the need-to-know specific standards and will provide access to such information.

6.1.d University Facilities Safety Suggestion Box

The Safety Suggestion Box, located in the University Facilities Building at 147 Clove Road, is available to support suggestions for improving the health and safety of our work environment. Use the form to report anonymously a legitimate unsafe act, to suggest ideas for performing tasks safer, or to report safety hazards.

6.1.e Reporting a Work-Related Accident, Injury, or Incident

Division employees must report all work-related accidents, injuries, illnesses, and near-miss incidents to their supervisor as soon as possible. If an employee sustains a work related injury or illness, they should obtain medical assistance or first aid as needed and then notify their supervisor. Supervisors must submit an accident report within 24 hours after an incident that could have resulted in an accident, work-related illness, or near miss.

Montclair State University requires that all work-related injuries be reported to the University Office of Employee Benefits within 48 hours. Please refer to the Benefits Services website for the most current accident reporting instructions.

Instructions for Emergency Work-Related Injuries

1. In the case of an emergency, contact University Police at (973) 655-5222.
2. University Police will dispatch Emergency Medical Services (EMS).
3. Immediately notify your direct supervisor or his/her designee and report the injury. Complete and submit RM-2 form within 48 hours to Benefits.

If the employee agrees to treatment, EMS will transport the employee via ambulance to the nearest hospital or treat the injury on-site. If the employee is not admitted and return transportation is required, the employee will contact the on-call manager (See Facilities Manager on Call Contact List) to arrange transportation back to campus. Any injury during off hours should be reported to University Police.

In the case of follow up care associated with that injury, it is recommended that the employee seek follow treatment from the University's State-approved Urgent Care providers. Treatment with outside providers may not be approved under Workers' Compensation.

Instructions for Non-Emergency Work-Related Injuries

1. Immediately notify your direct supervisor, his/her designee and/or the Benefits Office to report the injury.
2. Complete and submit RM-2 form within 48 hours to the Benefits Office. If treatment is needed, the employee may visit the University's State approved Urgent care providers. Please refer to the Benefits Services website for the most current locations.
3. If a work-related injury occurs Monday to Friday before 5:00 p.m., transportation can be provided to Concentra Urgent Care located at 283 Piaget Ave Clifton, NJ. The employee or their supervisor may contact Concentra at (973) 772-3930 to request transportation. Once confirmed, an SMS text message will be sent to the injured employee's cell phone with information regarding arrival time and pick up location. The employee will be picked up at a designated area on campus.
4. During checkout, a Concentra staff member will arrange a return ride for the employee.
5. If a work-related injury occurs Monday to Friday 6:00 p.m. - 10:00 p.m. or Saturday and Sunday 8:00 a.m. - 5:00 p.m., the employee will notify their supervisor or the on-call manager (See Facilities Manager on Call Contact List) to arrange transportation.
6. **For both non-emergent and emergency situations always**
   email **benefits@montclair.edu**

Designated Pick-Up Locations

- University Facilities Building (147 Clove Road Little Falls, NJ)
- 1515 Broad Street
- Red Hawk Deck (Bus Stop)
- Student Recreation Center
- University Hall
- John J. Cali School of Music
- Abbott and Costello Center

- Yogi Berra Museum and Learning Center

If the employee is not seeking medical treatment, the incident must still be reported to the supervisor and/or the Benefits Office within 48 hours. If you are declining treatment for Worker's Compensation Benefits, a *Declination of Worker's Compensation Care* form must be completed and submitted to the Benefits Office within 48 hours after the injury occurred in accordance with State regulations. Please refer to the Benefits Services website for the necessary forms.

6.2 Exposure Control Plan

The Montclair State University Exposure Control Plan has been produced to minimize or eliminate potential exposures to the Human Immunodeficiency Virus (HIV) and Hepatitis-B Virus (HBV) following the requirements specified in 29 CFR 1910.1030. It is available on the University Facilities webpage.

SECTION SEVEN
ACCESS & SECURITY

7.1 Physical Access Control and Keys

To maintain a safe and secure working environment, Montclair State University employs two Physical Access Control Systems (PACS) to manage access to buildings, offices, and restricted areas. All employees are required to comply with the following guidelines. The Access Control & Lock Shop units are responsible for the distribution, assignment, administration, and oversight of all physical access control systems, keys, and PIN codes on campus.

This includes the management of:

- Electronic card access (badge readers)
- PIN-based access control
- Mechanical key distribution
- Access to restricted areas and systems

Access Credentials

- Each employee will be issued a University ID card that serves as an access credential.
- ID Cards must be produced on demand at all times while on university premises.
- Employees must not share their ID card or keys with others under any circumstance.

7.1.a ID/Access Cards

All new employees must obtain a University Identification Card. Employee ID cards may be obtained from the ID Card Office, located in the Student Center. New employees must present their official offer letter or a signed verification of employment letter from Human Resources to obtain a card. The identification card must be returned to Human Resources when employment ends. Lost or damaged cards will be replaced for a fee.

Division employees are required to carry their ID card at all times while on campus. Classified employees are required to register their daily time by swiping the ID card at a designated time clock and placing their finger on the biometric scanner at the terminal.

Note: Montclair State University identification cards are non-transferrable, and misuse can result in disciplinary action.

All University Facilities service and trades employees who perform work that requires them to enter campus residence halls, offices, and other workspaces must produce their ID card upon demand and ensure that it is accessible at all times while working.

Damaged Cards

Employees are responsible for maintaining their ID card to ensure proper function and appearance. Do not punch holes in or otherwise physically alter the ID card as it may damage the technology embedded within it. It is also not advisable to leave the card in the sun or allow it to become de-magnetized.

If an employee's ID card stops functioning due to normal wear and tear, the employee should immediately inform their supervisor and turn-in the damaged card to the ID Card Office to receive a replacement at no cost. If the ID Card Office declines to replace the ID card at no cost, contact your supervisor.

If an ID card becomes damaged (outside the scope of normal wear and tear) and it is not readable by the time clock or other devices, the employee must immediately inform their supervisor. Turn in the damaged card to the University ID Card Office and purchase a replacement. Damaged cards must be turned in before a new card will be issued.

University Facilities may furnish protective sleeves that provide a safe means to secure and display the ID card to employees at orientation or upon request.

Further information about University identification cards is available on the ID Card Office website.

7.1.b Authorized Access

- Access to certain buildings or rooms is restricted based on job function and business need.
- Requests for access should be submitted through the designated access control department by opening a work order or emailing accesscontrol@montclair.edu.
- Unauthorized entry into restricted areas is prohibited and may result in disciplinary action.

7.1.b.1 Lost or Stolen Credentials

- Lost or stolen ID cards must be reported immediately to the employee's immediate supervisor, the ID Card Office, and the Access Control unit for deactivation.
- A replacement fee may apply.

7.1.b.2 Tailgating and Piggybacking

- Employees are responsible for preventing unauthorized individuals from following them through secured doors.

- Politely ask unknown individuals to swipe in themselves or report any suspicious behavior to University Police.

7.1.b.3 Door Propping and Tampering

- Do not prop open or disable doors, locks, or access control equipment.
- To maintain building security, employees may close any perimeter door that is propped open and remove the prop from the location.
- Tampering with physical security systems is grounds for disciplinary action.

7.1.b.4 Termination of Access

- Physical access will be disabled immediately upon separation from the University or reassignment to a role not requiring access.
- Employees must return their ID card upon termination or transfer.

7.1.b.5 Areas Requiring Access Control

Access credentials may be required for, but are not limited to:

- Building Entrances and Office Areas
- Work Areas and Laboratories
- Mechanical, Electrical, and IT Rooms
- Housekeeping Closets and Restrooms
- Server Rooms and Data Centers
- Electronic Key Cabinets
- Restricted Facilities (e.g., Residence Halls, Health, or Security Zones)

7.1.c Requesting Access (Keys, Badges & Codes)

All access requests must be submitted through the Facilities Customer Service Center (FCSC) using the Nuvolo Computerized Maintenance Management System (CMMS).

Requests must be authorized by the respective department head, administrator, supervisor, or designated delegate.

Requests that violate the *Montclair State University Access & Key Management Policy* or physical access control standards will be denied.

7.1.d NetID Accounts

Almost all university online resources require users to authenticate by entering a username and password. A campus NetID is the unique electronic identity that gives employees access to many online services at the University. The NetID comprises the employee's last name plus one or more characters from the first name.

The NetID management form can activate and maintain the NetID. Please note that to activate the NetID, the employee will need to enter their Campus Wide ID (CWID) Number

and PIN. If the PIN is unknown, he or she will need to contact Human Resources to obtain/reset the PIN information.

Every division employee must protect the integrity and security of their NetID and password and the online services to which they have access. Employees must never share passwords or accounts with others.

7.2 Issuance and Use

7.2.a Key Pickup

Keys are issued through the Lock Shop at the University Facilities Building (UFAC), 147 Clove Road, Little Falls.

- Regular pickup hours: Monday – Friday, 8:00 a.m. – 4:00 p.m.
- Employees will be notified when keys are ready and must sign for them (electronically or in writing).
- In some cases, delivery may be coordinated by the Lock Shop supervisor.

7.2.d Responsibility for Issued Access

- Access credentials (keys, badges, codes, passwords) are the full responsibility of the individual to whom they are issued.
- The employee is responsible for the security, safekeeping, and appropriate use of all assigned access.

7.2.e Lost, Stolen, or Compromised Access

Any instance of lost or stolen access credentials must be reported immediately to:

- The Facilities Customer Service Center (ext. 5444)
- ID Card Office
- University Police
- The employee's immediate supervisor

For lost or stolen keys, a police report is required to process a replacement request.

In the case of compromised card access, the ID card must be deactivated immediately and reset through Access Control.

7.2.f Prohibited Actions and Infractions

- Duplication or alteration of university keys or access devices.
- Unauthorized sharing or transfer of keys, codes, badges, or passwords.
- Damaging, tampering, vandalizing, or replacing university lock, door, or security devices.
- Using unauthorized locking devices or alarms to secure campus areas.

- Propping open doors.
- Leaving cards and keys unattended on desks, in door locks, or carrying them in such a manner as to make them susceptible to loss or theft.
- Access to university property by unauthorized individuals (including contractors, family members, students, or former employees) using university-issued credentials.

7.3 Separation or Transfer of Employment

All keys, badges, and access credentials must be returned:

- When no longer required
- Upon transfer to another department or role
- Upon termination or separation from employment

Supervisors are responsible for ensuring proper return and deactivation of access before the employee's final working day.

7.4 Enforcement and Disciplinary Action

All access to university property must be properly authorized, recorded, and monitored.

Violations of physical access control policies—including misuse, unauthorized access, or failure to report lost/stolen credentials—are considered serious offenses and will result in disciplinary action, up to and including termination of employment.

7.5 Access & Key Management Policy

To maintain the security and integrity of campus facilities, all physical access to buildings, rooms, and secure areas must be controlled and managed through the Access Control and Lock Shop units.

1. Key and Access Authorization

- Access (keys, codes, cards) is issued only upon written request via the Facilities Customer Service Center using the Nuvolo Work Order system.
- Requests must be approved by the department head, supervisor, or authorized administrator.
- Access is granted based on job function and only for the minimum necessary areas.

2. Issuance and Return

- Individuals must sign for issued keys and are personally responsible for their safekeeping.
- All keys must be returned to the Lock Shop supervisor upon transfer, termination, or reassignment.

3. Lost or Stolen Keys

- Lost or stolen keys or ID Cards must be reported immediately to the appropriate Facilities unit (Access Control or the Lock Shop) and University Police.
- Replacements are issued only upon review and approval.

4. Prohibited Practices

- Duplication of keys is strictly prohibited.
- Sharing keys, codes, or access cards with unauthorized individuals is not permitted.
- Keys must not be labeled with identifying information.

5. Audits and Revocation

- Periodic audits will be conducted to ensure compliance.
- Access privileges may be revoked at any time for policy violations or operational needs.

APPENDIX A- DEFINITION OF TERMS

Accountability- An obligation or willingness to accept responsibility for one's actions

Administrative Support Personnel- Employees who assist the individuals responsible for the development, supervision, and execution of policies, plans and functional operations within the Division

AFT- American Federation of Teachers bargaining unit

Alcohol- A clear liquid that has a strong smell, that is used in some medicines or other products, and that is the substance in liquors (such as beer, wine or whiskey) that can affect a person temporarily with diminished physical and mental capabilities

Building/Department Access Coordinator– The designated coordinator for access control materials and related processes for a University college, division, unit, department or area

Campus- The buildings and grounds of Montclair State University, including offsite locations

Classified Employee- 1) As defined by the Fair Labor Standards Act, an employee who may receive a salary but is paid at an hourly rate and performs job duties which are routine and follow a specific set of standards and rules, such as maintenance workers, clerical staff and technicians; 2) A UF employee whose time and attendance are tracked and managed through the Division's designated electronic swipe system.

Contractor- A person or firm who enters into a formal agreement with the University to furnish supplies, materials, services or labor, especially in construction, at a certain price or rate

Controlled Substance- A drug, which federal or state law declares to be illegal for sale or use, but may be dispensed under a physician's prescription

Crew Supervisor- An employee who performs and supervises skilled maintenance work

Customer- Any person, including a co-worker, who requires goods or services from a University Facilities employee

Customer Service- All interactions between a customer and a University Facilities employee, that add value to a product and builds enduring relationships

CWA- Communication Workers of America bargaining unit

Department- A major subdivision or branch of the Facilities Division headed by an Associate or Assistant Vice President

Emergency Work- Occurs when an employee is called in to work outside his/her regular work shift; and, the work involved is for emergency maintenance, replacement or repair of equipment or mechanical devices which are vital to the operation of the University; and, the work is necessitated by damage or failure resulting from storm, flood, explosion, or sudden unexpected catastrophe or like cause; and, such conditions constitute unreasonable safety hazard to the public, employees or other persons or property of the University

IFPTE- The International Federation of Professional and Technical Engineers bargaining unit Local 195.

Leadership- A process of social influence in which a person can enlist the support and aid of others in the accomplishment of a common task; an act or instance of providing guidance or direction

Manager- A person who formulates management policies and practices, and who is responsible for directing the effectuation of such management policies and practices.

Montclair State University- As intended in the *University Facilities Employee Handbook*, "Montclair State University" encompasses both the Montclair and Bloomfield College of Montclair State University campuses, unless specifically noted.

OSHA- The United States Occupational Safety and Health Administration

Overtime Work- Hours worked outside of an employee's workday or work week; Scheduled Overtime is planned and assigned in advance, usually prior to the day it is to be worked; Non-scheduled Overtime is assigned overtime made on the day it is to be worked; Incidental Overtime is a period of assigned, non-scheduled overtime worked of less than 15 minutes

Pastoral Care- The duties of a teacher or other leader which involve looking after the people he or she has responsibility for, especially by helping them with their personal problems

PEOSH- The Public Employees Occupational Safety and Health program which develops and enforces occupational health standards for public employees in New Jersey

Probationary Work Period- A set timeframe in which an employee's performance is closely monitored to assess his or her capabilities in a new job

Professionalism- The competence, good judgment and polite behavior expected from a person trained to do a job well

Professional Staff- 1) Employees engaged in work varied in character involving the consistent exercise of discretion and judgment in its performance as opposed to routine, manual, mechanical or physical work; 2) Employees required to have knowledge of an

advanced type in a field of learning customarily acquired through completion of study in an institution of higher learning

Shift- 1) An employee's scheduled period of daily work hours, 2) the designated work periods when a shop, service or office operates continuously during both day and night; 3) a group of workers scheduled to work during such a period

Shop- 1) A trade, profession, or business; 2) a place for the performance of a specified type of skilled, manual work

Subcontractor- A person or business that enters into a formal agreement to provide services or materials necessary for the performance of a contract entered into by the University and a Contractor.

Supervisor- A person who oversees the daily performance of a group, team or department. This role is typically positioned directly below managers in the organizational hierarchy; however, managers perform supervisory functions when they oversee the work of others.

Transparency- The quality or state of being easy to notice or understand; honest and open, not secretive

UF- The Division of University Facilities at Montclair State University

Unclassified Staff- As defined by the Fair Labor Standards Act, an executive, professional, or administrative employee whose job requires a specific type of education or licensing; an administrative employee whose job requires the employee to be capable of making independent decisions

Vehicle- A road or transportation conveyance powered by a motor or engine, especially an internal-combustion engine

Vendor- A person or organization, that sells goods to the University or its contractors

Visitor- 1) A non-employee present in the work area who may or may not have official business with the University; 2) University faculty, staff, and students who are present in a work area during a time in which they are not conducting official University business

APPENDIX B- UNIVERSITY FACILITIES CLASSIFIED ESSENTIAL SERVICE EMPLOYEE TITLES

**Specific units excluded*

ASST HEAD GROUNDSWORKER

ASST HOUSEKEEPING SUPER 1

ASST SUPER 3- FACILIT

AST SUPV BLDG REPAIRS

AUTOMOTIVE MECHANIC

BLDG MAINT WRKR

BLDG MGMT SVCS SPCLST 3

CARPENTER

CHIEF OPER ENG 1- ENERG

CREW SUPER, BLDG MAINT WR

CREW SUPER, CARPENTERS

CREW SUPER, LOCKSMITHS

CREW SUPER, PLUMBER & STEAM

CREW SUPER, SHT METAL WRK

ELECTRICIAN

GROUNDSWORKER

HELPER

LANDSCAPE TECHNICIAN

LOCKSMITH

MAINTENANCE WORKER 1

MASON & PLASTERER

MECHANICAL EQUIPMENT SPCL

MOTOR VEHICLE OPER 1-10

MOTOR VEHICLE OPER 1-12

PAINTER

PLUMBER & STEAMFITTER

POSTAL CLERK

PRINCIPAL POSTAL CLERK

PROGRAM ASST- ADMIN SERV

PSS3- ADMIN SERV

PSS4- ADMIN SERV

REPAIRER

SR POSTAL CLERK

SR STOCK CLERK

SR REPAIRER

STOREKEEPER 2

SUPER BLDG REPAIRS 2

APPENDIX C- UNIVERSITY FACILITIES TITLES WITH UNIFORM REQUIREMENTS

**Specific units excluded*

ASST HEAD GROUNDSWORKER

ASST HOUSEKEEPING SUPER 1

ASST SUPER 3- FACILIT

AST SUPV BLDG REPAIRS

AUTOMOTIVE MECHANIC

BLDG MAINT WRKR

BLDG MGMT SVCS SPCLST 3

CARPENTER

CHIEF OPER ENG 1- ENERG

CREW SUPER, BLDG MAINT WR

CREW SUPER, CARPENTERS

CREW SUPER, LOCKSMITHS

CREW SUPER, SHT METAL WRK

ELECTRICIAN

GROUNDSWORKER

HELPER

HOUSEKEEPING SUPER 1

LANDSCAPE TECHNICIAN

LOCKSMITH

MAINTENANCE WORKER 1

MASON & PLASTERER

MECHANIC HELPER (P/T)

MECHANICAL EQUIPMENT SPCL

MOTOR VEHICLE OPER 1-10

MOTOR VEHICLE OPER 1-12

PAINTER

PLUMBER & STEAMFITTER

POSTAL CLERK

PRINCIPAL POSTAL CLERK

PROGRAM ASST- ADMIN SERV*

REPAIRER

SR POSTAL CLERK

SR REPAIRER

SR STOCK CLERK

STOCK CLERK

STOREKEEPER 2

SUPER BLDG REPAIRS 2

APPENDIX D- GUIDELINES FOR CLASSIFIED EMPLOYEE TIME AND ATTENDANCE

Introduction

The Workday timekeeping system is the official basis for recording hours worked for designated employees of the Division of University Facilities of Montclair State University.

Handwritten time sheets are not to be used unless authorized in advance by a manager or supervisor.

Methods for Reporting Time

The terms “clock in” “punch in” and “swipe in” or out all have the same meaning. They refer to the action whereby an employee slides their ID card through the slot on a time clock that reads the employee’s CWID number, confirms his or her identity by using the biometric verification, and transmits this information to the timekeeping database.

Clocking In and Out by Employees

Employees are required to clock in at the start of the workday and clock out at the end of the workday at their designated time clock, using the MSU employee identification card and the Workday clock with biometric verification, unless authorized by a manager or supervisor.

Employees are required to arrive and to depart on schedule. An employee is tardy when they clock in after their starting time. Similarly, an employee leaves early when they clock out before the end of the workday without permission.

Failure to comply with these requirements without a reasonable excuse shall be grounds for disciplinary action. Other requirements include:

- Employees should not clock in more than 15 minutes before their scheduled starting time unless authorized in advance by a supervisor.
- Employees clocking in after their scheduled starting time will be recorded as tardy, unless a supervisor has approved the late arrival.
- Employees clocking out before their scheduled ending time will be recorded as leaving early, unless authorized to do so by a supervisor.
    - Example: if an employee’s shift begins at 7:30 a.m. and ends at 4:00 p.m., he or she will be considered late if clocked in after 7:30 a.m. and considered as Early Out if clocked out before 4:00 p.m.
- Employees should not clock out later than 5 minutes after the end of their work schedule, unless authorized.
- Employees leaving work for any authorized personal reason during the day must clock out when leaving campus, and clock in when they return.

Note: Clocking in indicates that an employee is ready to begin their shift. It is not permissible for an employee to clock in for the day and then leave the building to conduct personal business such as eating, smoking or parking one's vehicle. An employee will be documented as tardy when such instances occur.

Missed Clock Punches

In the event that an employee fails to clock in or out at any time during the workday, they must complete and sign a *Missed Punch Form*, and submit it to their supervisor for processing. Failure to clock in or out as directed more than two times a week, or a pattern of failing to clock in and out on a regular basis, may result in disciplinary action.

An employee's time record may not be edited for missed punches at any time without a *Missed Punch Form* that is signed by both the employee and the supervisor.

Failure to follow designated missed punch procedures can result in disciplinary action.

Rounding Rule

Clock punches will be rounded according to a 15-minute grace period with a fifteen-minute round.

Note: Clocking in early or out late on a regular basis, without prior authorization from a supervisor or a reasonable excuse, is a violation of university policy. Repeat occurrences may lead to progressive disciplinary action. Additionally, clocking in early or out late without prior authorization from a supervisor will not result in pay beyond scheduled hours. Employees are allowed one (1) instance of clocking in or out beyond the designated parameters per month.

Note: Although the system rounds clock in and clock out times to the nearest quarter hour, actual clock in and clock out times will be monitored for tardiness or early departure.

Timecard Approvals

Timecards must be approved by the employee no later than the end of his or her shift on the Monday following the pay period close. If the employee fails to do so, supervisors may approve the timecard without employee approval; however, please note that the system will indicate that the employee did not approve their time for that pay period. Any employee that consistently fails to approve their timecard may be subject to progressive disciplinary action.

Clock Problems

Employees may only clock in and clock out at the location(s) to which they have been assigned by their supervisor or manager.

If an employee is unable to punch in or out due to a time clock malfunction, it is the employee's responsibility to immediately inform their supervisor.

The supervisor will manually clock the employee in or out. To substantiate the manual punch, the supervisor will submit a *Missed Punch Form*, signed by the employee and the supervisor, for the approval of the unit or department head.

The manual punch will be added to the employee's in or out punch for the time required.

If the supervisor cannot be contacted it is permissible to inform the unit or department head directly.

The supervisor or unit/department head will notify the Facilities Customer Service Center (x5444) of any clock problems.

Lost, Stolen, Missing or Damaged Identification Card

Please refer to Section 7, Access and Security in this Handbook for policies and procedures governing lost, stolen, missing, or damaged University identification cards.

Falsification and Tampering

The following are considered serious offenses. Due to the severity of these infractions, all employees involved will be subject to immediate disciplinary action, up to and including termination.

- Working prior to clocking in or working after clocking out without proper approvals.
- Attempting to clock in or out for another employee and/or requesting that someone else clock in or out for you (a.k.a. "buddy punching").
- Interfering with the timekeeping hardware or software.
- Attempting to damage or subvert timekeeping systems.
- Interfering with another employee's use of the time clock.
- Altering time keeping data without authorization.
- Being in possession of another employee's identification card at any time.

The supervisor and Human Resources will review the specific details of such an infraction and develop an appropriate response.

Guidelines for Clock in and Out Violations and Occurrences of Recorded Tardies and Early Clock Outs

First occurrence: Documented verbal warning from immediate supervisor.

Second occurrence: Written reprimand completed by supervisor and placed in the employee's personnel file.

Continued excessive failure to comply may lead to further disciplinary action up to and including termination. Offenses include: failure to clock in or out as directed, clocking in too early, clocking out early, clocking out late, or failing to get permission for overtime.