

Facilities Management and Safety Bargaining Unit Work Rules

These work rules are intended to provide guidance on expectations for workplace conduct. Violation of work rules, departmental procedures, Ohio University policies, or examples of prohibited behaviors listed in the [Statement on Progressive Discipline](#) may result in discipline up to, and potentially including termination. Any departmental procedure or University policy referenced below can be accessed and read in its entirety at: [\(ADD THE URL HERE\)](#).

1. **Good Behavior and Efficient Service:** Employees are expected to exhibit good work behavior and deliver efficient service per Collective Bargaining Agreement Article 33(A). Employees are expected to adhere to their work schedules and assignments. Changes must be approved by a supervisor. Employees shall conduct themselves in a professional and courteous manner at all times, refraining from insensitive behavior and not creating or contributing to an unpleasant, intolerant, or unwelcoming environment.
2. **Time Keeping Procedures:** Employees shall use their own ID badge for clocking in and out for their prescribed shift during the grace period (i.e. no sooner than 3 minutes prior to or 3 minutes after the start or end of the shift). Failure to clock in or out within the grace period will be recorded as an unapproved absence, and discipline may result. Employees shall not clock in or out for others, or alter theirs or another employee's recorded work time.
3. **Call Off Procedure:** The [FMS Call Off Procedure](#) shall be utilized for any Paid Time Off (PTO) request that has not been pre-approved. Employees must call the FMS Call Off Line (740-593-2925) 30 minutes prior to the start of their shift and leave a voicemail. The voicemail should include the employee's name, reason for call off, and the name of employee's supervisor and area. CBA Article 35 shall be followed for sick leave requests. Requests for sick leave do not need to be requested in advance; however, employees are expected to be knowledgeable of their accrued sick time balance. Shortages of accrued time resulting in unpaid or unapproved time may be subject to discipline as outlined in the [Facilities and Auxiliaries Attendance Policy](#). Any documentation related to a call-off must be submitted on the employee's first day back to work.
4. **Emergency Vacation:** Employees may request emergency vacation no more than four times in a fiscal year. Requests for emergency vacation do not need to be approved in advance; however, employees are expected to be knowledgeable of their accrued vacation balance. Shortages of accrued time resulting in unpaid or unapproved time may be subject to discipline as outlined in the [Facilities and Auxiliaries Attendance Policy](#). When making a request, the employee should contact their supervisor, per Article 36, but also utilize the [FMS Call Off procedure](#) to report the absence.
5. **Lunch and Breaks:** Employees receive one 15-minute break within the first 4 hours of work and one 15-minute break scheduled within the 2nd 4 hours of work per day and are to be taken at the job site. (CBA Article 32). Employees also receive a 30-minute lunch break with a 5-minute clean up period. Lunch and break times are assigned by the immediate supervisor. Any deviation from an assigned lunch or break time must be approved by a manager or higher level administrator in advance.
6. **Vehicle Use:** University vehicles shall be used for business purposes only per [Ohio University policy 55.002](#) and cannot be used for any personal errands. Employees shall take proper care of university vehicles, and abstain from irresponsible or reckless behavior or otherwise abuse the vehicles. Employees must follow [FMS Vehicle Work Rules](#) at all times.
7. **Use of University Resources:** University tools/equipment (including shop equipment) shall only be used for University related business or projects per [Ohio University Policy and Procedure 55.002](#). Tools and

equipment shall not be neglected or mistreated. Additionally, employees may not utilize shop facilities at any time for personal use (i.e. using shop space to make personal repairs, spray paint, etc). The OHIO policy also recognizes computers, internet usage, and employee time as resources. Abuse of university resources may result in the need to make restitution to the university.

8. **Uniforms and Identification Badges:** Departmental issued “ID” badges shall be prominently worn/displayed at all times during working hours. Employees shall wear the issued uniform shirts while on duty. If any type of hat/cap is worn containing a design or logo, it must be an OHIO related design or logo.
9. **Tracking Time and Purchases:** Employees who are required to use TMA shall accurately account for all time and material purchases on their daily log sheets or iPad, as outlined in the [FMS TMA procedure](#).
10. **Safety:** Employees shall adhere to Ohio University and OSHA safety procedures at all times, including the use of prescribed Personal Protective Equipment (PPE). Seat belts must be worn at all times when driving/riding in a state vehicle. Employees shall abide by any additional safety rules/procedures established for individual shops/groups. If an employee is injured at work, the supervisor should be notified immediately and an [Incident Report](#) form must be completed.
11. **Drug and Alcohol Use:** All Ohio University employees are expected to abide by CBA Article 43: *Alcohol and Other Drugs* and [Ohio University policy 41.133](#). An employee found to be illegally possessing or using alcohol or other drugs, or being under the influence of such, shall be subject to appropriate sanctions.
12. **Sexual Misconduct, Relationship Violence, and Stalking:** Ohio University prohibits sexual misconduct, relationship violence, and stalking in any of its employment situations or educational programs and activities as outlined in [Ohio University Policy 03.004](#).
13. **Workplace Violence:** As outlined in [Ohio University policy 41.135](#), Ohio University is committed to maintaining a safe, violence-free workplace and will not tolerate threats, or violent behavior of any kind by any Ohio University employee upon any faculty member, staff member, students, or visitors. Ohio University employees are not permitted to commit acts of prohibited behaviors (outlined in the policy) at any time whether on or off duty.