FACILITIES MANAGEMENT - WORK RULES

Supporting Our Values of Truth, Respect, Excellence, Teamwork and Integrity

Applicability

The work rules apply to all Facilities Management (FM) staff, including regular and temporary employees. Each employee is responsible for understanding and complying with the rules. If any questions arise, please consult your supervisor, the Zone Facility Director/Department Director, your Union Representative or IPP Human Resources. Additional Work Rules for Building Care and Grounds are included at the end of this document.

Please note that the Work Rules are in addition to existing Cornell University policy, including the University Code of Conduct, our Values and Skills for Success, the collective bargaining agreements, and the FM Personal Protective Equipment Standard Operating Procedure.

Failure to comply with the Work Rules or other University policy may subject an employee to disciplinary action up to and including termination.

1. Time-Keeping Procedures

Hourly Non-union employees

Hourly non-union employees are responsible for logging time daily and approving time through the time-tracking system at the end of each pay period and before scheduled time off. This includes edits and entry of any time away, such as vacation or sick leave. A manager will then sign off with the appropriate approval.

Hourly Union-represented employees

Employees that are required to clock in and out daily should do so at the time clock or kiosk designated by their supervisor for all hours worked, including emergency call-ins, and late arrivals; staff working offsite must contact their supervisor for proper procedures.

• Failure to clock in or out may be cause for disciplinary action, unless directed by one's supervisor.
• Employees who miss a punch are required to explain the reason to their supervisor or designee. Repeated patterns of missed punches may result in disciplinary action.
• Where time clocks are used, each person is responsible for swiping their own card. Clocking in or out for anyone else is against University policy and is subject to disciplinary action up to and including termination.
• If there is an error, it is to be corrected as soon as possible. Failure to do so could affect your pay.
• Employees are not to adjust, abuse or tamper with time clocks; doing so will result in disciplinary action.
• Staff are expected to promptly report any malfunctions of time-keeping equipment to office staff or management.

All Hourly Employees
Employees should not be in their assigned area until they are clocked in unless otherwise approved by their supervisor. Employees are not to work until clocked in. Once clocked in, employees are expected to be performing University business.

University Policy 6.7.11 – Time Collection provides additional guidance on time collection procedures. [https://hr.cornell.edu/sites/default/files/time_collection_interim_policy.pdf](https://hr.cornell.edu/sites/default/files/time_collection_interim_policy.pdf)

2. Attendance

**Call-in Procedure:** Employees who will be late or must take an unscheduled absence are required to notify their supervisor, or their designee, no later than 30 minutes prior to the start of their shift. Failure to call-in for three (3) consecutive workdays can be considered job abandonment and may result in termination of employment. If calling in to Audix, employees should provide their name, time of call, state reason for absence and expected duration.

**Time Off:**

- **Vacation/ Days Off:** All vacation must be pre-approved by the manager or supervisor. Employees subject to a collective bargaining agreement will schedule vacation and personal time off in accordance with the agreement. An employee must obtain permission by the end of the previous business day for an absence to be “scheduled.”
- **Emergency Time-off:** Employees who need to leave early due to an emergency will alert their supervisor or their designee prior to leaving. This will be considered unscheduled time off. An employee who leaves early without alerting the supervisor or designee may be subject to disciplinary action.
- **Unscheduled Absences:** Examples of unscheduled absences include arriving to work late, leaving early, and full day absences. Excessive unscheduled absences (6 instances in 6 months) for regular staff may result in disciplinary action. Unscheduled absences for temporary staff may result in termination.
- **Holidays/ Jury Duty, etc.**
  Employees subject to a collective bargaining agreement should review the agreement. University Policy 6.9 – Time Away from Work provides additional guidance on time away from work. [https://www.dfa.cornell.edu/policy/policies/time-away-work](https://www.dfa.cornell.edu/policy/policies/time-away-work)
- **Release Time from Work for Classes:** When a supervisor requests an employee take a course, it is considered working time (the time is paid and does not need to be made up). Release time for an outside course will be recorded as leave with pay (accruals are not be used)/ Part-time employees are generally expected to take courses outside of regular working hours. FM regular staff who would like to participate in classes (for example CLASP, TC3, Cornell classes, etc.) must obtain advance supervisor approval, including approval of a Flexible Work Agreement, if necessary. Additional guidance is available on the University Human Resources website: [https://hr.cornell.edu/professional-development/continuing-education](https://hr.cornell.edu/professional-development/continuing-education)

3. Breaks

Unauthorized breaks and extended breaks may result in disciplinary action. Employees who need to leave the worksite for personal reasons must notify their supervisor prior to leaving the worksite and must punch out and punch back in. An employee who requires more than 30 minutes for a meal break must request permission from the supervisor and then punch in and out. Employees must cash paychecks and other personal errands on unpaid time.

**Union-Represented Employees:** Employees subject to a collective bargaining agreement should refer to the agreement.

**Non-Union Hourly Staff:** Employee breaks are taken as agreed with the supervisor.
4. **Overtime**

Overtime must be authorized by the supervisor or designee. Management reserves the right to require employees to work overtime.

5. **Personal Relationships with Students are Prohibited**

Employees are prohibited from having personal, rather than professional, relationships with University students. This includes personal interactions such as social media (for example, Facebook, Snapchat, Tinder, Bumble, Twitter), exchanging phone numbers for texting or calls, exchanging e-mails, dating or socializing are not allowed. Employees engaging in this conduct will be subject to disciplinary action up to and including termination.

6. **Smoking**

Smoking, including “vaping” and use of chewing tobacco, is allowed **ONLY** during break or lunch periods.

FM staff must dispose of cigarette waste properly in a cigarette station or landfill bin. Leaving cigarette waste on the ground is prohibited. Failure to comply with these restrictions may result in disciplinary action.

University Policy 8.7 – Smoking and Using Electronic Cigarettes provides additional guidance on these requirements: https://www.dfa.cornell.edu/sites/default/files/policy/vol8_7.pdf

7. **Working under the Influence of Alcohol or Drugs**

Working under the influence of alcohol or drugs is not acceptable and may subject the employee to discipline, up to and including termination. Further, employees may be subject to disciplinary action for the use, possession, or sale of unlawful or controlled substances. In addition to discipline by the University, employees may be referred to criminal authorities for prosecution of federal, state, or local laws.

8. **Electronic Device Usage**

Employees are expected to keep personal electronic device usage to a minimum, limiting personal calls or texts to break time or lunch. With supervisory approval, employees may use ear buds, headsets or listen to the radio during worktime.

9. **Safety**

Employees will observe all safety requirements as required by University policy and FM standard operating procedures (SOPs). Employees must report any observation of an unsafe condition immediately. Employees engaging in unsafe work habits may be subject to disciplinary action, up to and including termination.

10. **Health, Safety and Accident Reporting**

All accidents involving vehicles, equipment, property damage, or personal injury must be promptly reported to a manager, director, and the Cornell Police if appropriate. In such cases:

- Employees will remain at the scene of any accident.
- Employees will not move involved vehicles or equipment until after the arrival of the investigating campus public safety officer, unless medical emergency necessitates immediate off-site assistance.
• Employees involved in accidents will promptly provide details of accidents to the office staff to facilitate timely submission of required university accident reports.

Additional guidance:
University Policy – Use of Cornell Vehicles


University Policy 8.6 – Environment, Health and Safety
https://www.dfa.cornell.edu/sites/default/files/policy/vol8_6_0.pdf

11. Security

Employees must wear their ID badges throughout the work day so that they can be easily seen by others. Employees are not allowed to unlock doors for building occupants or guests, unless authorized. If an employee is asked to unlock a door, the employee must consult with a supervisor and/or refer the individual to Customer Service (255-5322). Employees must comply with IPP Key Security Rules, including securing of keys appropriately, and reporting lost keys.

University Policy 8.4 – Risk Management and Public Safety provides additional guidance:

12. Securing the Job Site

Employees are responsible to secure the job site for the safety and security of equipment, materials, and tools before leaving.

13. No Personal Use of Cornell Property, including vehicles

Employees may not use any University property such as vehicles or equipment for personal employee benefit.

Removal of any Cornell property (which includes items discarded in University dumpsters) without proper authorization, such as the Discarded Goods Form, is considered theft. Theft and unauthorized use of university property is cause for disciplinary action, up to and including termination.

14. University Vehicle Usage

All staff required to operate any university owned vehicle must have and maintain a valid driver’s license. In the event there are changes to the license status, an employee must notify the supervisor immediately. In order to operate a university vehicle, staff are required to maintain an up to date profile with Cornell University Fleet Operations at https://cornell.agilefleet.com/_Welcome.asp?UpdProfile=Y. An employee driving a University vehicle is responsible for all fines or traffic violations, including parking violations, associated with use of the vehicle. Employees must turn the vehicle ignition off, remove the keys, and lock the vehicle when the vehicle is left unattended.

In addition, all employees who operate a university vehicle are required to review, sign, and comply with University Policy 3.4, Use of Cornell Vehicles.

University Policy 3.4 – Use of Cornell Vehicles provides additional guidance:
15. **Verification of Employee Data**

All staff members must ensure their work provided cell phone (or personal cell phone for staff choosing to use their personal cell phone in lieu of a Cornell issued cell phone) must be entered in Workday in the contact information "Work Phone" field. Changes must be provided to the University and updated in Workday immediately.

Each employee must show proof of valid licenses and certifications as required (e.g., motor vehicle, pesticide applicator), changes in status must be reported to their supervisor immediately.

16. **Dress Code**

Employees are expected to present a professional image to students, faculty, staff and the Cornell Community. For instance, ripped, wrinkled, disheveled clothing, clothing of inappropriate fit, sexually suggestive attire, or clothing with inappropriate designs, slogans or logos is not allowed.
GROUNDS ADDENDUM

1. Night, Weekend or Emergency Call-in Work

When covering a night, weekend shift, or emergency call in, employees will advise Customer Service or the Energy Management Control Shop (EMCS) operator upon arrival and departure. A radio or phone must be carried at all times to facilitate communications.

2. Meal Break

Employees are not authorized to leave their work sites for meal breaks before 11:45am. No departmental vehicles or equipment will leave Cornell property during meal breaks. Meal breaks will generally begin at 12:00 pm (noon) and end at 12:30 pm.

3. Rest Break

All employees may take a 30 minute rest break each work day of six consecutive hours or more. This is a paid break; therefore employees will continue to monitor radio or phone traffic and respond as required. Rest break, including any associated travel time, will generally begin at 9:00am and end at 9:30am during the regular Monday through Friday work shift. No employees, vehicles or equipment will leave Cornell property during rest break.

4. Snow Emergency

All employees engaged in the removal of snow or ice are expected to work overtime if requested. In addition, employees will not leave work, even at the close of their regular shift, without first obtaining approval from your manager or director. No employee will continuously work longer than 14 hours without authorization from your manager or director. When an employee is called back to work to service a snow or ice related problem, he/she will work a minimum three-hour shift unless excused by his manager or director.

During the November through March snow emergency season, vacation leave will not normally be granted to more than 25% of the departmental staff, at any one time.

5. Daily Labor/ Material Cards and FM Communications

Each employee will accurately complete the required daily labor and material sheet(s) at the end of his work shift. Completed labor and material sheets will be placed in their team mailbox for team leaders’ review prior to submittal. Employees needing assistance with this responsibility will obtain help from their team leader, manager or office staff. All employees will check their mailbox daily, at the start of their shift. Team leaders will check their Team Operations mailbox at least twice daily. All employees will check the bulletin boards and Operational Message Boards (located in the lunch area and hallway) daily to insure up-to-date receipt of communications.

6. Responsible Control/Use of University Vehicles and FM Issued Protective Clothing

Departmental vehicle and equipment keys will be properly replaced in the shop key box after use and at the end of each work shift with the exception of vehicles and equipment left inside of a building, for these, the keys will remain in the vehicle/equipment. Employees will also update the Departmental Equipment Locator board for all equipment location or status changes.
Employees will legibly print their initial with permanent ink marker on all departmentally issued protective clothing to include work gloves, rain coats and pants, and boots. Request for replacement of all PPE issued items will be accompanied by the damaged or worn like item.

Ear buds are not a substitute for PPE, hearing protection. They also cannot be used while driving or operating equipment.

7. **Dress code**

During periods of high heat and humidity, Department Managers may designate instances that shorts (with belt and hem, no cut offs or athletic shorts) may be worn to assist with heat fatigue, confirming that job tasks do not result in safety concerns.
1. Time-Keeping Procedures

Employees should begin to clean-up their equipment no more than 15 minutes prior to clock out and leave their designated area no more than 10 minutes prior to clock out in order to arrive in plenty of time, but not too early. Employees should be at the time clock with keys turned in and ready to clock out at 20 after the hours.

Employees have the option of changing out of their uniform before departing the worksite at the end of the shift. For this provision, the department allows a maximum of 15 minutes at the end of the shift for employees to put away equipment, wash-up, change into their personal clothing and travel to the clock-room.

2. Personal Relationships with Students are Prohibited

Employees are prohibited from having personal, rather than professional, relationships with University students. This includes personal interactions such as social media (for example, Facebook, Snapchat, Tinder, Bumble, Twitter), exchanging phone numbers for texting or calls, exchanging e-mails, dating or socializing are not allowed. Employees engaging in this conduct will be subject to disciplinary action up to and including termination.

3. Dress Code

- Uniforms are intended for Building Care employees only. Please do not give/lend or otherwise distribute any articles of a uniform to non-employees.
- All department employees are required to return their Building Care issued shirts, sweatshirts, and any other garments that have the department logo on them when they leave the department and/or the University, unless other arrangements are agreed upon.
- Employees are required to be dressed in uniform at the beginning of their shift (at the time they clock in).
- Employees may wear their uniform to and from the workplace, however, please be mindful that while wearing the uniform, employees are viewed as representatives of the University, regardless of whether or not they are on campus.
- If a nametag is provided by the department, it is considered part of the uniform and is to be worn at all times.
- In order to be readily identified by building occupants and guests, Residential Service (SCL) staff will wear Department issued outerwear (i.e. sweatshirts, fleece, coats, etc.).
- During summer months, the department’s dress code is relaxed, but is subject to change as detailed below.

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<thead>
<tr>
<th></th>
<th>Shorts may be worn</th>
<th>Personal t-shirts may be worn</th>
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<tbody>
<tr>
<td>Academic:</td>
<td>May 1 to October 1</td>
<td>After Reunion to 1st day of classes (except during Commencement)</td>
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<tr>
<td>Residential:</td>
<td>May 1 to October 1</td>
<td>After Reunion to “move-in” weekend (Department issued shirts)</td>
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Acknowledgement of FM Work Rules

I have received and read a copy of the Cornell University Facilities Management Work Rules. I understand that if I have questions about any of the work rules or University policies, I can ask my supervisor, my union representative or IPP HR.

Employee Name (please print): _______________________________________________________

Employee Signature: ________________________________________________________________

Date: __________________________________________________________________________

Signed acknowledgement of FM Work Rules will be filed in the individual employee’s electronic personnel file. FM Work Rules will be reviewed during each employee’s performance review/performance assessment meeting.