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PERSONNEL POLICY - ADMITTANCE TO LOCK SHOP WORK AREA

PURPOSE: To establish a policy to curtail unauthorized use of Lock Shop area and records.

DEFINITION:

- a. Authorized personnel means any person or persons who has/have legitimate KSU locks, keys, or hardware business.
- b. Unauthorized personnel means any unauthorized person using the Lock Shop area for personal use, i.e., using equipment, using phone, breaks, visiting, etc.

PROCEDURE: Supervisors shall inform all employees that for security reasons the Lock Shop is for KSU business only, and is off limits otherwise.

The provisions of this shop practice are to be considered mandatory. Personnel in violation will be subject to progressive disciplinary action.

PERSONNEL POLICY - ASBESTOS PROCEDURES

PURPOSE: To establish training requirements, define employee responsibility concerning the identification of asbestos containing building materials, and to establish standards and procedures for employees performing asbestos work.

TRAINING: All facilities employees are required to attend asbestos training at a level determined by their position.

MINIMUM REQUIREMENTS:

Administration & Support Staff 1 hour asbestos issues
& Student Employees

Custodial, Grounds, Other 2 hour Asbestos Awareness
and Student Employees

Shops 32 hour Asbestos Worker

Asbestos Shop 40 hour Asbestos Supervisor

Ahearn, Vet Med, Salina Same as your counterpart listed above.

DEFINITIONS: *“Suspect Material”* is a building material that is NOT wood, metal, glass, concrete, **ceramic tile**, stone, or fiberglass. Suspect materials are treated as if they contain asbestos unless they have been determined not to contain asbestos.

“Disturb” means to sand, saw, drill, cut, abrade, or otherwise make material into a dust or powder

IDENTIFICATION: Employees have a responsibility to identify material content before they disturb it.

Certain materials are known **not to contain asbestos** (including wood, metal, glass, concrete, **ceramic tile**, stone, or fiberglass). Additionally, certain projects have Reno/Demo forms associated with them that identify non-asbestos material. If either is the case, the work may be completed without asbestos procedures being used. Observation should always be made to any change in materials or scope of work, which would require further consultation with the Asbestos Shop.

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PERSONNEL POLICY - ASBESTOS PROCEDURES

If employee determines that a **suspect material is to be disturbed**, the next step is to contact the Asbestos Shop to see if inspection data is available. If the Asbestos Shop does not have inspection data, the project/job will be handled following all applicable asbestos procedures.

Please refer to following flow chart (1.102a) for quick reference and as an aid to understanding.

STANDARDS/ PRACTICES: Employees performing asbestos work are trained to the Class of work being done. Employees will follow 29 CFR 1926.1101, K.A.R. 28-50, Kansas State University, and Division of Facilities rules, as they apply to the Class of work.

All asbestos-related operations need approval from the Asbestos Shop before the beginning.

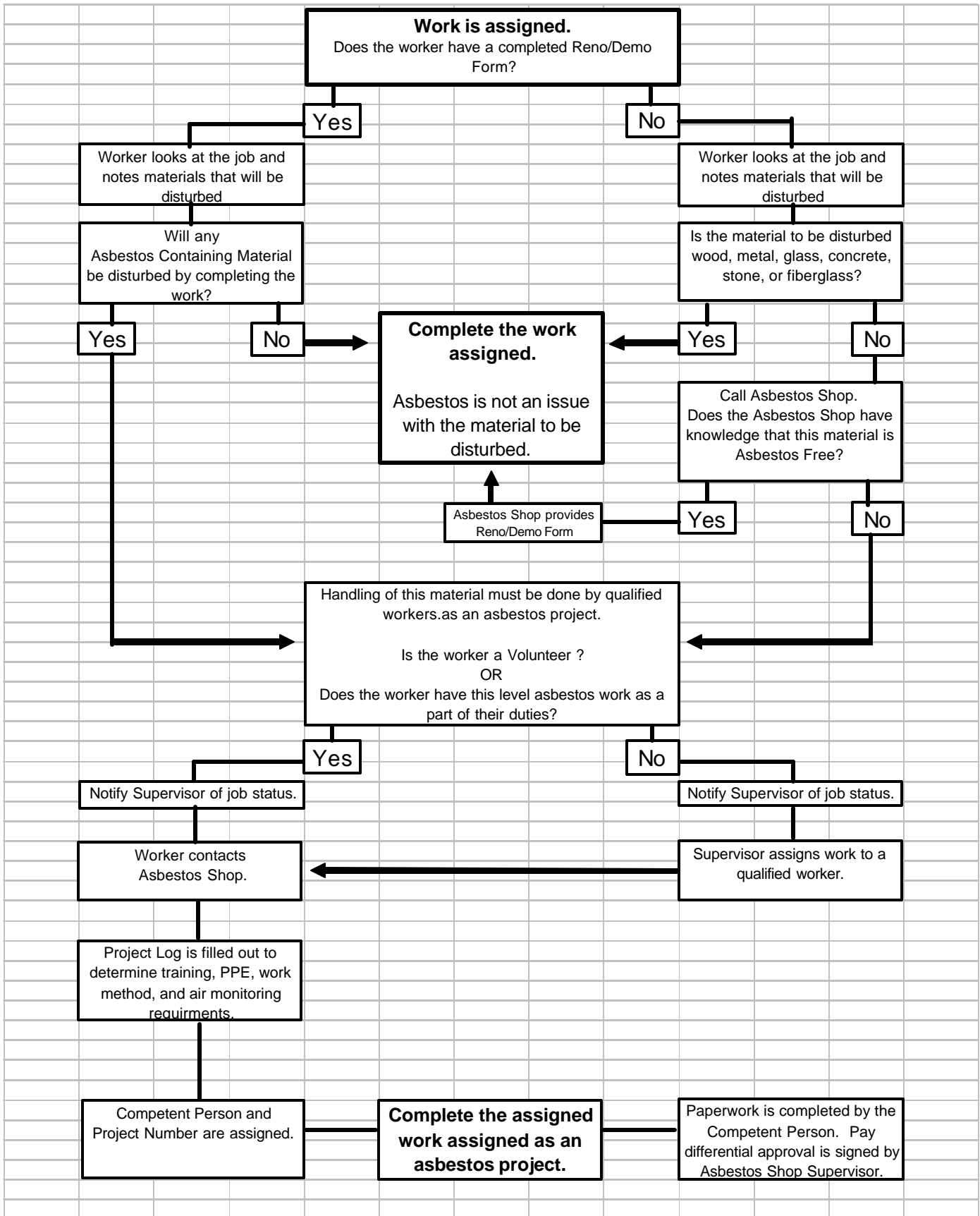
The Asbestos Shop starts the Project Log, determines the level of training required for the work to be done, personal protective equipment, work method, air monitoring requirements, and assigns a Competent Person.

At project end, the Competent Person completes the Project Log with the Asbestos Shop.

PROCEDURES: Employees who intend to remove or disturb suspect material or asbestos-containing material, do so only after beginning a Project Log with the Asbestos Shop. Accidental disturbances of suspect material are reported to the Asbestos Shop (or KSUPD after hours) immediately.

Any employee who is in violation of this policy is subject to University positive progressive discipline. **Since the impact of violations of asbestos policies is so great (potential health hazard as well as Federal/State fines), a three (3) step process will be followed: (1) written reprimand, (2) request for suspension, (3) request for termination will be initiated when any employee violates the policies and procedures.**

REFERENCES: Flow Chart, Form 1.102a
Reno/Demo Form 1.102b
Asbestos Project Log, Form AsbProjLog01
University PPM, Chapter 3720
K.A.R. 28-50
OSHA 29 CFR 1926.1101



K-STATE FACILITIES ASBESTOS PROJECT LOG

WO# _____

BUILDING _____ **ROOM** _____ **DATE** _____ **SIZE** _____

MATERIAL: SURFACING THERMAL SYSTEM MISCELLANEOUS

Specify: _____

PROJECT CLASS: CLASS I CLASS II CLASS III CLASS IV

WORK METHOD: GROSS REMOVAL GLOVEBAG DISMANTLE O & M

Specify: _____

COMPETENT PERSON: _____

WORKERS

Name	Resp	Training	Work Done (Be Specific)	TIME	
				In / Out	In / Out
				/	/
				/	/
				/	/
				/	/
				/	/

Use additional page if necessary.

AIR MONITORING

No air monitoring - NEA exists.)

Name/SS#	Type	Pump #	Cassette ID#	Duration				Results
				On	Off	On	Off	
				/	/	/	/	
				/	/	/	/	
				/	/	/	/	

PERSONNEL POLICY - VENTING OF OZONE DEPLETING COMPOUNDS

PURPOSE: To establish a policy to prohibit individuals from knowingly venting ozone depleting compounds into the atmosphere.

EXPLANATION: Motor Vehicle Air Conditioners

1. Effective January 1, 1992, Section 609 of the Clean Air Act Amendments controls the release of refrigerant from motor vehicle air conditioners into the atmosphere through the required use of recycling and/or recovery of Class I and Class II substances.
2. Technicians operating recycling/recovery equipment must be certified.

Stationary Systems

1. Effective July 1, 1992, Section 608 of the Clean Air Act Amendments prohibits individuals from knowingly venting ozone depleting compounds used as refrigerants into the atmosphere while maintaining, servicing, repairing, or disposing of air conditioning or refrigeration equipment.
2. Technicians releasing "de minimis" quantities of refrigerant in the course of making good faith attempts to recapture/recycle or safely dispose of refrigerant are not subject to the prohibition.
3. Upon EPA validation of state training programs, technicians must be certified to operate recycling/recovery equipment.

PROCEDURE: Supervisors shall inform all employees of the prohibition to venting of ozone depleting compounds.

The provisions of this policy are mandatory.

Due to the serious nature of the fines and potential for harm to the environment associated with any violations of this EPA ruling, and due to the specific nature of the training and certification required, the following three-step disciplinary procedure is in effect:

First Violation:	Written Reprimand
Second Violation:	3 Day Suspension Without Pay
Third Violation:	Request for Dismissal

PERSONNEL POLICY - STAGGERED WORK RELEASE

PURPOSE: To establish guidelines for staggered work release to assist in easing the traffic congestions normally experienced at 5:00 p.m. each day.

EXPLANATION: Staggered work release allows those employees who normally work an 8:00 a.m.-5:00 p.m. shift the option to leave at 4:50 p.m. by reducing their lunch time by 10 minutes. The following exceptions and guidelines will apply:

1. Those who wish to leave at 4:50 p.m. will have their lunch time reduced by 10 minutes.
2. Phones must be maintained from 4:50-5:00 p.m. as usual.
3. Those who do not wish to participate in this exercise will work their regular 8-5 hours.
4. This 10 minutes does not entitle employees, who wish to participate, to a change in work habits.
5. Must be approved by supervisor.
6. This policy applies for all days not included in the summer flex-time schedule.

If any conflict develops in providing services and maintaining work production, this program will revert back to the normal 8:00 a.m.-5:00 p.m. shift hours.

PERSONNEL POLICY - SUMMER FLEX-TIME SCHEDULE

PURPOSE: To establish work scheduling options and guidelines for Facilities personnel.

DEFINITION: Flex-time scheduling will consist of varied work schedules to be selected by individual employees (with Director approval) to the degree possible, while maintaining Facilities' high level of service and maintenance to the University.

**STANDARDS/
PRACTICES:**

1. A supervisor must be present for all work shifts.
2. All work units must be able to coordinate their work and projects.
3. Supervisors, Managers, and Directors are responsible to make flex time work so that the campus does not see any disruption in service.
4. During holiday weeks, all schedules revert back to the standard work day of 8 hours.

PERSONNEL POLICY - APPROPRIATE ATTIRE

PURPOSE: To establish a policy and definition for appropriate attire for all Facilities employees and to specify proper wearing and upkeep of work uniforms which are provided for Facilities employees. The intent of this policy and procedure is to ensure that each employee (classified, unclassified, student, and temporary) will represent his/her work area in a professional and safe manner with their appearance as well as their skills.

DEFINITION: Appropriate attire will be determined by what is provided by the work unit. Some units within Facilities will provide shirts and/or smocks. All Facilities employees (classified, unclassified, student, and temporary) will be provided a photo identification badge as a part of their uniform. For some employees, the Division identification badge will be the only provided uniform item.

T-shirts are acceptable in areas where a specific uniform shirt has not been provided. Messages and graphics should be appropriate for the work place, refraining from messages advocating violence, promoting alcohol, drugs, or illegal substances, or containing profanity or any other graphic or words that demean or ridicule others.

Building Maintenance/Facilities Services/Utilities:

Enclosed shoes, sleeved shirts, and skirts or long pants are the general guideline for most work areas.

Shirts may be worn with long or short sleeves (except in special situations where long sleeves may be required). Sleeves may not be removed or rolled up over the shoulders.

Trousers should be worn ankle length. Loose athletic style clothing (i.e. sweat pants) are not considered an acceptable option. **Trousers will be worn at the appropriate waist level (i.e. no sagging or baggy styles).**

Each uniform (shirt) will include a Facilities patch or embroidery over the left pocket and a Division of Facilities identification badge will be worn on the right side (please see "Explanation" for placement).

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PERSONNEL POLICY - APPROPRIATE ATTIRE

Other Personnel:

Office personnel are expected to wear appropriate business attire, which may include sleeveless articles, as long as it is in good taste as determined by the supervisor. Casual wear is an option at supervisory discretion or during a designated casual/jeans event.

Individual directors may recommend to the Associate Vice President for Facilities variations to these guidelines only when and where health and safety concerns warrant such consideration. The nature and mission of our organization is that of service, and often (and sometimes at unpredictable times) requires us to enter or become a part of mechanical, industrial, or otherwise hazardous environments or spaces. ANY TIME that personnel from office environments enter restricted areas, they MUST be in compliance with the standards of that work unit. It is the responsibility of the employee to comply with the general guidelines of any areas they visit. No exceptions will be made to these requirements.

Students:

Student employees are expected to dress in accordance with the guidelines for the work unit to which they are assigned. Jeans are an acceptable choice where long pants are desired. Enclosed shoes, sleeved shirts, and skirts or long pants are the general guidelines for most work areas.

EXPLANATION: Personnel that are issued uniforms and employed by Facilities shall be required to wear and maintain those uniforms (except those employees who are exempt due to health reasons as stated on a doctor's statement) and identification badges. Units within Facilities may vary on total number of work uniforms provided. Everyone (classified, unclassified, student, and temporary) will be issued an I.D. badge. They shall wear them in a location readily visible to our customers. For those employees not issued other uniform items, the I. D. badge will be considered a uniform and will be worn with their own clothing in accordance with this policy.

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PERSONNEL POLICY - APPROPRIATE ATTIRE

ID Badge: Photo identification badges may be displayed in the following ways, with the goal of being easily visible to the campus community. The badge will be kept clean and clear of any obstructions.

- A. Clipped to the right collar front.
- B. Clipped, pinned, or displayed in a magnetic pouch, at the right pocket or immediately above. (Exception for magnetic pouch when shirt has only a left pocket.)

- C. Worn on a break-away neck loop, adjusted to fall in the range shown

away neck loop, adjusted to fall in the diagram.



1. Facilities employees must wear the uniform and photo identification badge during working hours.
2. The uniform may be worn to and from work at KSU, but is not to be worn when off duty.
3. The employee must maintain the uniform in a clean, mended, and neat manner.
4. New and part-time employees will be issued uniforms at the discretion of the Director for that section.
5. Photo identification badges will be clipped on or worn on a break-away neck loop, on the shirt or jacket, for easy visibility by the campus community. The I.D. badge will be kept clean and clear of any obstructions so that all material, written and pictorial, can be seen.
6. The employee's immediate supervisor is responsible for seeing that the employee is wearing the uniform. Failure to wear prescribed uniform shall result in progressive disciplinary action of both employee and supervisor.
7. **STUDENT EMPLOYEES** are expected to dress in accordance with the guidelines for the work unit to which they are assigned. Jeans are an acceptable choice where long pants are desired. Shorts are generally not permitted. Enclosed shoes, sleeved shirts, and skirts or long pants are the general guidelines for most work areas. See "Definition" above for detailed explanation.
8. Uniform shirts are to be worn tucked in unless designed to be worn on the outside, i.e. a smock.

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PERSONNEL POLICY - APPROPRIATE ATTIRE

9. The employee's immediate supervisor will make recommendations for replacement of uniforms due to normal wear and tear.
10. The employee shall be required to replace the uniform(s) or badge if stolen or damaged beyond repair during a situation unrelated to work at KSU.
11. Any employee who is terminating employment from Facilities will not be required to wear the work uniform on the five work days prior to the last day.
12. All uniforms shall be cleaned and turned in to the employee's immediate supervisor upon termination of employment. ID badges shall be turned in to the payroll office at the time an employee completes their exit documents on the last day of their employment.
13. Exceptions may be made annually and only by the Director for that area with the Associate Vice President's concurrence.
14. Uniforms will be clearly visible when worn indoors. They may be covered with appropriate outer wear when work and weather require it outdoors. If layering is desired while working indoors, the uniform should be worn on top.
15. Alternate **Friday** work uniforms include:
Patriotic theme: t-shirts depicting patriotism are acceptable as an alternate uniform on Friday - keeping text a positive statement. K-State theme shirts (t-shirts and sweatshirts depicting K-State logo and/or colors) are acceptable.
16. If you do not desire to wear K-State **or patriotic themed** shirts, normal uniforms or attire will be worn (as noted above).

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PERSONNEL POLICY - APPROPRIATE ATTIRE

PURPOSE: Summer work can be hot and miserable for employees. Therefore, Facilities allows for supervisor discretion in determining whether or not employees will be able to wear shorts in the work place between the time school lets out and begins again in the fall. Where weather/environment is a factor, this time may be extended if the supervisor feels it is needed.

The following guidance is given to help in the choice of appropriate style:

1. Shorts may be worn after school lets out and until it begins again, at the supervisor's discretion. Extension of this time is also at the supervisor's discretion and is based on weather and environmental issues.
2. Shorts must have a hemmed edge, no shorter than 4 inches above the knee.
3. No cut offs, boxers, or athletic/sweat style shorts.
4. Shorts will be in good repair, no holes, no unsewn seams, etc. They will be a solid neutral color (i.e. khaki, navy, black, denim).
5. Shorts will be worn at the appropriate waist level (i.e. no sagging or baggy styles).
6. Shorts will only be allowed when there is not a threat of danger. Safety must be a prime consideration in this decision. Employees will be responsible for applying good judgement regarding when shorts are appropriate and safe for the work they are doing.
7. Employees must keep an extra pair of (long) pants on the job site in case the job changes during the shift.
8. Questions regarding what is appropriate or not should be directed to supervisor.

PERSONNEL POLICY - LOSS OF KEYS

PURPOSE: To establish procedures for responsibility and liability of stolen or lost keys.

EXPLANATION: Many employees are issued master/zone and/or individual keys for various buildings throughout the campus. The responsibility one assumes when taking possession of these keys is very great. The potential for departmental material/equipment loss or damages, should the keys get into the hands of unauthorized persons, is tremendous. **For this reason, we never use our keys to allow others to gain access to areas. KSUPD should be called when someone needs to access an area for which they do not have a key.**

The potential impact of lost keys is so great that it may require rekeying an individual building or an entire zone of campus buildings.

It is the responsibility of the employees to care for campus building keys. Since the impact of lost keys is so great, a three (3) step formal disciplinary process (1. written reprimand, 2. request for suspension, 3. request for termination) will be initiated when any employee has keys assigned to them that have been either lost or stolen while in their possession.

- PROCEDURE:**
1. Employee reports missing keys to his/her immediate supervisor.
 2. Employee reports missing keys to KSU Police Department and fills out a lost/stolen form.
 3. Retrace activities leading up to loss of keys. Also, visit with building(s) departmental personnel for possible help in locating keys.
 4. Employee checks with KSU Union Lost and Found for keys which may have been turned in.

Shop and Custodial employees (other than supervisors) will pick up and turn in their keys to their respective supervisor at the beginning and end of each work day. **Every employee who has keys must assure that they are secure at all times – either carrying the keys with them during work hours or assuring that they are locked in a designated, secure location during non-work hours or when not immediately needed.** Each supervisor is responsible for securing keys in key cases when not in use.

PERSONNEL POLICY -
COMMITTEES AND EXTRA-CURRICULAR ACTIVITIES

PURPOSE: To establish guidelines for employee involvement in department and university activities outside the scope of normal job-related duties.

DEFINITION: Committees consist of those sanctioned *groups with regularly scheduled meetings* within the Division of Facilities and University (i.e. Classified Senate Committees, Presidential Committees and Councils). Interview committees will be referred to as interview panels and will not be considered a part of this policy. Participation in these panels will be handled on an individual basis and will be coordinated with the employee's immediate supervisor and/or director and manager. Extra-curricular activities include any other university voluntary activity outside the scope of one's work that may occasionally arise and that is not covered by any other policy or procedure.

PROCEDURES: Employees generally become involved in university and departmental committees through volunteering or through nomination. This policy will outline the criteria that an employee should meet before committing to such involvement.

1. Only full-time (10 tenths) employees who have successfully completed any probationary period are eligible. The employee shall have worked in their current position for a minimum of six months.
2. Employee must have earned and continue to maintain an average leave balance of 48 hours (combined annual and sick leave).
3. Employee must be in good standing, with no disciplinary action within the last 12 month period, and their most recent performance evaluation must be at least satisfactory. Employee shall have no Leave Without Pay within the last 12 month period, except when permitted during reduced university activity schedule between Christmas and New Years.
4. Committee membership is limited to two committees at a time, with a three-year term limit on each, followed by a one year break before re-affiliation. The F.A.C.T. committee will be exempt from this time limit in order to assure representation of all areas wishing to be involved, but active recruitment of new/alternate members should be accomplished at least annually.

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PERSONNEL POLICY -
COMMITTEES AND EXTRA-CURRICULAR ACTIVITIES

5. Acknowledgment by supervisor and director is required for employee involvement. Employee should provide information regarding expected term and regular schedule of meetings, and should notify and receive approval of supervisor, in advance, should any meetings/activities fall outside the employees' normal work schedule.
6. Extra-curricular activities will follow the same procedures as outlined for committees.

Supervisors will attempt to schedule work requirements in a manner which will allow employees to be away for normally scheduled meetings/activities, but if a scheduling conflict should occur, work requirements will prevail.

EXCEPTIONS: Employees who do not meet these requirements will be considered on an individual basis and must have the written approval of his/her department head.

APPEAL: If the employee wishes to appeal a department head decision, he/she may request (from the Facilities Employee Relations office) that a review panel be convened to hear the case. This panel will consist of three randomly drawn names from the FACT committee, the director of the area, and the supervisor of the employee who is making the appeal. The panel will hear relevant facts related to the case and make a recommendation to the **Associate** Vice President for Facilities for final determination. This is the final step in the appeal process.

PERSONNEL POLICY -
REFERENCE INQUIRIES FOR ARCHITECTS, ENGINEERS, OR CONTRACTORS

PURPOSE: To establish guidelines for providing references/opinions concerning outside firms working for Kansas State University.

DEFINITION: Reference inquiries are requested opinions regarding performance of an outside firm performing work or providing a service at the university.

PROCEDURES: Employees of the Division of Facilities at Kansas State University do NOT provide references or opinions concerning the architects, engineers, or contractor firms working on university projects. Acceptable responses to inquiries are:

1. Refer the request to the director of your area.
2. Refer the request to the **Associate** Vice President for Facilities.
3. Director and/or **Associate** Vice President refer the request to the Division of Architectural Service.

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PERSONNEL POLICY - GIFTS TO STATE OFFICERS AND EMPLOYEES

PURPOSE: To establish guidance for acceptance/offering of gifts.

In order to ensure compliance with the laws of the State of Kansas and to maintain the integrity and the perception of the integrity of our hiring, promotional, and evaluation procedures, it is the Division of Facilities' policy to prohibit the giving, offering, or receipt of gifts of any kind from subordinates to their supervisors or from applicants for employment or promotion to anyone involved in the hiring or promotion process for that applicant.

REFERENCES: State Governmental Ethics 46-236, 46-237, and [46-237a](#)

PERSONNEL POLICY - ADMINISTERING USE OF LEAVE

PURPOSE: To establish equitable guidelines for scheduling use of comp time, annual leave, sick leave, leave without pay, funeral leave, jury duty, and military leave.

DEFINITION: All use of leave, except emergency leave, sick leave, and funeral leave, is considered scheduled leave. Sick leave used for appropriate physician appointments is considered scheduled leave.

Scheduled leave is interpreted to mean leave requested at least 24 hours in advance and approved by immediate supervisor and others if required. Requested leave will usually be approved if the following needs are met:

1. Employee has proper leave credits.
2. Employee's absence will not seriously affect the scheduled work load, the normal procedures of operations of the section, or force an undue work load on other employees.
3. Employee submits requests for leave and receives approval directly from the immediate supervisor at least 24 hours in advance. Emergency leave charged to paid leave is subject to direct approval from supervisor to employee. **Leave without pay must be approved by the director prior to the beginning of the leave.**
4. Employee must report in to the immediate supervisor or designee when requesting sick or emergency leave.

“Regular position” means any position other than a temporary position.

In the case of two employees requesting to use leave at the same time, approval will be given on a first-come, first-serve basis. If several employees from one area submit leave requests at the same time for the same dates, approval will be given to the employee with seniority. Once leave is approved, an employee will not be forced to relinquish to a senior employee. Use of leave will not be approved for more than a 2-week period unless approved by the appropriate Director. If sick or emergency leave is reported to anyone other than the immediate supervisor or designated representative as established by the appropriate Director, it may not be approved.

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PERSONNEL POLICY - ADMINISTERING USE OF LEAVE

Applications for leave without pay must be discussed with and approved by the Director prior to the beginning of the leave. Leave without pay is approved only for emergencies, or to permit an employee to fulfill unavoidable commitments which would create an undue hardship if leave were not approved. Leave without pay is not to be used to extend a vacation due to shortage of leave credits. Normally, leave without pay will not be approved if an employee has unused vacation leave, compensatory leave, or, in the case of illness or temporary disability, sick leave credits. Employees who are injured on the job and awarded Workers' Compensation **may** be granted use of accumulated leave. **Unless the employee requests otherwise, vacation leave credits and compensatory time credits will be used only after sick leave credits have been exhausted.**

Each employee in a regular position **will** be granted leave of **absence** for required jury duty, or in order to comply with a subpoena as a witness before the Civil Service Board, the Kansas Commission on Civil Rights, the United States Equal Employment Opportunity Commission, or a court, **legislative committee, or other public body, except for appearances which involve an employee, either as defendant or plaintiff in a personal matter. The length of time for jury duty will be determined by the department head/director, using the following factors as guidelines: (1) actual hearing/court time, (2) location of hearing/court, and (3) employee's residence location in relationship to the hearing/court location.** A copy of the jury duty summons or subpoena must be submitted in advance of the required date with a written verification of attendance submitted before final approval is given.

Sick leave with pay **may** be granted for illness or disability of the employee, illness or disability of a member of the employee's family when the illness or disability **or appointment** reasonably requires the employee to be absent from work (employee's family shall be limited to: persons related to the employee by blood, marriage, or adoption, and minors residing in the employee's residence as a result of court proceedings **pursuant to the Kansas code for care of children or the Kansas juvenile offenders code**), the employee's personal appointments with a physician, dentist or other recognized health practitioner, legal quarantine of the employee, **the adoption of a child by an employee or initial placement of a foster child in the home of an employee when the adoption or initial placement reasonably requires the employee to be absent from work.**

Employees returning to work after hospitalization or an extended absence due to illness must furnish their doctor's release to return to work. Any limitation shall be clearly stated and will be considered carefully before employee can return to work. If circumstances warrant it, the responsible Director may require an employee requesting use of sick leave to provide evidence necessary to establish that the employee is entitled to use sick leave credits. If the employee fails to provide this evidence, the use of requested sick leave may be denied. All absences due to a work related injury require a doctor's statement regardless of amount of time lost.

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PERSONNEL POLICY - ADMINISTERING USE OF LEAVE

Funeral leave with pay may be granted to an employee in a regular position for up to six working days to make arrangements for, and to attend the funeral of, an immediate family member. The employee's relationship to the deceased and necessary travel time are among the factors considered in determining whether to grant funeral or death leave and, if so, the amount of leave to be granted. Immediate family are defined as spouse, child, mother, father, brother, sister, foster parents, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparents, grandchildren, and grandparents-in-law, any person that the employee considers as having an "in loco parentis" relationship, that is, whomever "reared" the employee as a child or that the employee "reared" as a child, or any relative or legal guardian residing in the household. If a request for additional days is denied, such denial shall be stated in writing to the employee making the request for additional days. Funeral leave shall not exceed six (6) working days in any one instance. Request for funeral leave (DF-24) must be completed and approved by the appropriate Director prior to submission to the payroll/personnel area.

An employee should not assume that requests for scheduled leave, including leave without pay, will be approved when submitted. Emergencies or unavoidable commitments are considered. Any employee who fails to report to work as scheduled, if leave has not been approved in advance by the supervisor, may be required to furnish written documentation verifying the cause of absence and/or may be subject to disciplinary action and use of unauthorized leave.

F.L.S.A. non-exempt employees will report leave used in quarter hour increments. F.L.S.A. exempt employees will report leave in half or full day increments. Each classified employee in a regular position, excluding an employee on a temporary appointment, who is a member of a reserve component of the military service of the United States will be granted a maximum of 12 working days per calendar year of military leave with pay for active duty for training purposes. Any active duty for training purposes in excess of 12 working days in a calendar year is charged to military leave without pay or, at the employee's request, to accrued vacation leave. Active duty for training purposes means: (1) the initial period of full-time, active duty required by federal law for newly-enlisted members; (2) annual training on active duty which is normally conducted for 15 consecutive days - such annual training may also be conducted on an intermittent schedule totaling 15 days in a calendar year; or (3) periodic individual military training or schooling that offers the employee an opportunity to retain his or her reserve component membership or receive a promotion. Each classified employee in a regular position, excluding an employee on a temporary appointment, who is a member of a reserve component of the military reserve of the United States, will be granted military leave without pay, or at the employee's request, accrued vacation leave for the purpose of performing inactive duty for training.

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PERSONNEL POLICY - ADMINISTERING USE OF LEAVE

An Employee Data Sheet (EDS) is to be completed and forwarded to the Division of Human Resources accompanied by a copy of the appropriate military order or duty training document at least: (1) one month before the start of any inactive or active duty for training, except initial active duty for training; or (2) two weeks before the start of any initial active duty for training.

Leave that is not requested as prescribed in this chapter will not be approved unless the employee furnishes the Director, Division of Human Resources, with satisfactory evidence and which demonstrates that, due to extenuating circumstances, the leave should be granted.

REFERENCES: * KSU Policy and Procedures Manual, Chapter 4860 and 4865.
* Department of Administration Regulations, Article 9.

PERSONNEL POLICY - PART TIME EMPLOYMENT

PURPOSE: To establish equitable guidelines and procedures to be used in employing personnel to meet Division of Facilities part-time employment requirements.

DEFINITION: Part-time employment is considered hours required to be worked that might not be performed in regular shifts on regular workday schedules.

To fulfill the need within certain areas of the Division of Facilities, university students and temporary classified positions are available.

Part time employment within the classified service consists of temporary appointments. A temporary position may be filled with any person who meets the required selection criteria for the class and the position, for a maximum of 999 hours in a 12 month period. All time worked (hours paid), including overtime, shall count towards the maximum hours allowed for temporary appointments.

Each temporary appointment shall be ended no later than 12 months after its commencement, even if the appointee works less than 999 hours. Any person may occupy more than one temporary position in an agency in a 12 month period, if the total number of hours worked does not exceed 999 hours.

In order to hire for temporary positions, form #DF-13 must be completed with appropriate signatures and presented to the Payroll Office for processing.

Individuals working temporary appointments have limited benefits as explained by the appointment agreement #DF-14. These positions are covered by Worker's Compensation, but are not eligible for health insurance, life insurance and retirement. **Classified employees appointed to a temporary position are not paid holiday pay unless the employee actually works on the holiday.**

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PERSONNEL POLICY - PART TIME EMPLOYMENT

Student employees are not considered temporary in the same way as classified since there is no time limit on their appointment, but they are considered part-time since they cannot exceed 30 hours any week during which classes are held 3 days, and their work schedule cannot interfere with their class schedule. Those students who are scheduled to work 8-hour shifts may do this work during hours when the regular classified personnel are not required to work; however, they can work 8 hours at any time class schedules permit and their services are needed. Regulations provide that permanent classified personnel work a regular scheduled 40-hour work week unless the duty requirements of their position specifically state otherwise. The following guidelines are to assist in recruiting and interviewing new part-time personnel and for counseling those already on the payroll.

1. Position duty requirements and work schedules should be in writing for those being interviewed and to be used for those already employed so they are properly informed of details of their employment.
2. Outline, in detail, the work schedules if they involve working hours other than 8-5 Monday through Friday.
3. All employees may be required to work irregular hours, weekends, holidays, or other hours not considered "normal". In some areas the purpose of having part-time personnel is to cover the other-than-regular working hours. All part-time personnel should be advised that their work schedules are subject to change; they will be given as much notice of any change as is possible; most changes in schedules result from emergency situations; and all changes will be administered as fairly as possible with seniority of service, dependability, and job performance the criteria for determining preference in schedule.
4. Part-time employees' job performance should be evaluated regularly, by using forms available through the Payroll/Personnel office.

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PERSONNEL POLICY - PART TIME EMPLOYMENT

5. Part-time employees may be terminated from employment by notifying the employee in writing, in advance, of the date of dismissal and the reason, by the appropriate director, for one or more of the following reasons:
- a. lack of work,
 - b. unsatisfactory job performance,
 - c. not reporting for work as scheduled,
 - d. insubordination,
 - e. dishonesty, theft, abuse of university property, or any other malicious activity.

Employees terminated because of lack of work are eligible for reinstatement at any time recruiting is commenced. Employees terminated for items b), c), and d) will be considered for re-employment in other sections provided they can reasonably justify being previously terminated for these reasons. Employees terminated for item e) are not eligible for re-employment in any section.

6. Student and part-time employees may be permitted 15-minute break periods if they work more than a 2-hour period, at the end of the 2-hour period.
7. Part-time employees are required to notify their supervisor in advance of not reporting for work as scheduled in accordance with the "Use of Leave" policy on scheduling leave.
8. Student and part-time employees are required to follow the safety regulations, in accordance with the "Policy on Occupational Safety and Personal Protective Equipment Use", and instruction from immediate supervisor.

Part-time student employees are not eligible for leave benefits or other job-related benefits earned by permanent classified personnel.

Request for Temporary Employee

Name: _____

Social Security Number: _____

Position (i.e.: Custodial Worker): _____

Approximate Date to Start Work: _____

Request made by: _____
Supervisor Date

Request approved by: _____
Supervisor Date

Director approval: _____
Director Date

Associate Vice President's initials: _____

REQUEST TO MAINTAIN STUDENT EMPLOYEES ON PAYROLL

Employee

Name _____ Soc. Sec. # _____

Request effective date:

I request that the above student be maintained on the student payroll during the summer break. He/she will return to work status beginning with the fall semester.

Request submitted by:

_____ Date

PERSONNEL POLICY - OVERTIME PAY AND COMPENSATORY LEAVE CREDITS

PURPOSE: To specify when an employee is eligible to earn overtime compensation and to allow eligible Facilities employees to receive compensatory leave credits in lieu of overtime pay for the time worked in excess of 40 hours. Overtime is for unexpected situations that occur.

DEFINITION: Compensation in the form of pay or time off for overtime will be at one and one-half times the normal rate, may be paid in overtime pay, or permitted to be used as time off work. Compensatory Time Credit is defined as time off in lieu of monetary payment for overtime worked.

A Facilities non-exempt employee may be eligible for overtime pay or compensatory leave credits.

1. In determining whether an employee in a position or class determined to be eligible for overtime pay has worked any overtime in a given work week, only time actually worked shall be considered. The number of hours of paid leave (all paid times away from work, i.e. sick leave, annual leave, holiday leave, etc.) used in an employee's work week which, when added to the number of hours actually worked in that employee's work week, exceeds the applicable overtime standard shall be (1) given as equivalent time off on an hour-for-hour basis in the work week in which the additional time is worked or (2) paid at the annualized hourly rate of pay.
2. Emergency overtime is available to non-exempt personnel when an unexpected, non-routine situation requiring urgent and prompt action, which cannot wait until the next scheduled workday, occurs and requires extra time to be worked in a workweek which includes an official state holiday. In such cases, the holiday would be counted as time worked for purposes of determining overtime eligibility. A Holiday Overtime Reporting form must be completed by the supervisor, approved by the appropriate director, and forwarded to the Payroll/Personnel area for processing. (Reference: K.A.R. 1-5-24, Mariani November 7, 2000 Memo)
3. Compensation for overtime hours worked falls under two categories:
 - a. Compensatory Time - time off at 1½ hours for each hour worked. This is to be scheduled leave and approved in advance with consideration given to workload and available work force.
 - b. Regular Overtime - compensation at 1½ times the regular pay rate for each hour worked. This is to be paid at the same time as the next regular payroll date for that pay period.

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PERSONNEL POLICY - OVERTIME PAY AND COMPENSATORY LEAVE CREDITS

4. The decision to be paid overtime or accrue compensatory time must be made and approved by the supervisor on the date that the overtime hours are worked. Such decision is noted on the time slip, which is signed by the employee and the supervisor, is binding, and is not subject to change.

5. An employee shall not accrue more than 120 hours of compensatory time for overtime hours worked. Any employee who has accrued 120 hours of compensatory time off shall, for any additional overtime hours of work, be compensated with overtime pay. Each employee who has accrued compensatory time off may be required to use the compensatory time within a reasonable period after receiving notice of such a requirement.

Reference: KSU Policy and Procedures Manual, Chapter 4220
Fair Labor Standards Act
Kansas Administrative Regulation Article 5

PERSONNEL POLICY - EMPLOYMENT VERIFICATION, EMPLOYMENT REFERENCES,
AND ACCESS TO EMPLOYEE FILES

PURPOSE: To establish criteria for proper procedure for verifications, references, and access to personnel files.

DEFINITIONS:

- a. Employee's personnel files refers to permanent file maintained in the Personnel/Payroll section within the Division.
- b. External employers are those not affiliated with KSU or other State of Kansas agencies.
- c. Internal employers are those affiliated with KSU or other State of Kansas agencies.
- d. Written authorization refers to consent provided to a supervisor or the Personnel/Payroll section in writing by an employee or former employee that allows for the release of specific information contained in the personnel file.

EXPLANATION:

Employment Verification: Supervisors or the Personnel/Payroll section may provide employment verification to prospective external and internal employers **for non-student employees only** without written authorization by the present or former employee. The following information may be released:

- a) **the name of the employee;**
- b) **current job title;**
- c) **current or prior pay;**
- d) **length of employment with the state;**
- e) **the name of the employing agency and department;**
- f) **length of time the employee has served in the employee's current position;**
- g) **letters of commendation; and**
- h) **any documents regarding personal conduct and work performance as long as they are in compliance with K.S.A. 44-117 which prohibits employers from preventing discharged employees from obtaining employment by other employers.**

Employment information from student records may not be disclosed without the student's written authorization

Employment References: When asked for a reference on a present or former employee by a prospective external employer, supervisors may only provide employment verification as indicated above. Supervisors will not provide information to prospective external employers on an employee's work performance unless written authorization has been provided by the present or former employee.

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PERSONNEL POLICY - EMPLOYMENT VERIFICATION, EMPLOYMENT REFERENCES,
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When asked for a reference on a present or former employee by a prospective internal employer, supervisors are not required to have written authorization from the present or former employee.

In all reference inquiries, when information pertinent to work performance is released, supervisors will provide honest, accurate information that is consistent with written performance evaluations. The release of any additional information requires written authorization by the present or former employee, and all such inquiries will be referred to the Personnel/Payroll section.

All responses to employment inquiries - whether verification or references - will be truthful and straightforward. Innuendo and false or misleading information will not be released. To do so may expose the University and individual to potential liability for defamation or other legal injury. **As long as the employer discloses only truthful documented information, as outlined in this policy, about a current or former employee, the employer is immune from civil liability in accordance with K.S.A. 44-119a.**

The employment reference policy will be explained to the employee upon termination and the form will be presented as part of the exit interview process. The authorization form will be retained in the departmental personnel file.

Access to Employee Files: Employees may request to view their personnel file upon scheduling in advance an appointment with the Personnel/Payroll section.

Only an immediate supervisor and other university officials, as determined by the Director of Administration and Finance within the Division, with an employment related reason may review specific documents in an employee's personnel file without written authorization.

Authorized review of an employee's personnel file shall be arranged at a time and place mutually convenient for the Director of Administration and Finance within the Division or his or her designee and the requesting party. All authorized reviews will be documented in the employee's personnel file.

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PERSONNEL POLICY - EMPLOYMENT VERIFICATION, EMPLOYMENT REFERENCES,
AND ACCESS TO EMPLOYEE FILES

A prospective external or internal employer, individual, or firm may request to view an employee's personnel file. This request will only be granted if the request is submitted in writing to the Director of **the Division of** Human Resources and is accompanied by the written authorization of the present or former employee. A copy of this request and authorization shall be placed in the employee's personnel file.

Federal and state agencies having a proper interest and an established need, may review an employee's personnel file without written authorization of the present or former employee. All such inquiries shall be referred to the **Division** of Human Resources.

Reference: [KSU Policies and Procedures Manual, Chapter 4010](#)

DIVISION OF FACILITIES MANAGEMENT

Authorization to Release Information

I, _____, authorize the release of information identified herein to prospective employers upon their request for an employment reference:

- tardiness/absenteeism
- use of leave privileges
- work relationships with co-workers and the public
- details concerning work habits
- quality of work performance (rating on performance evaluation)

I understand that the information released will be honest, accurate, and consistent with written performance evaluations and reviews.

Signature of Employee

Date

Signature of Witness

Date

Check box if employee DOES NOT grant authorization to release any reference information.

KANSAS STATE UNIVERSITY
DIVISION OF FACILITIES
MANHATTAN, KS 66506

STUDENT CLEARANCE CERTIFICATE
(Student Employees)

This is to certify that _____

Title _____ Work Area _____

A. Has:

1. Returned materials, tools, and/or equipment.

Date _____ Signature _____
Supervisor

2. Returned or made satisfactory arrangement for all university keys issued by the Division of Facilities Key Control office.

Date _____ Signature _____
Key Control Office
(Room 109, Dykstra)

3. Returned or made satisfactory arrangement for all departmental books, apparatus, keys, or any other material, and repaid the KSU Foundation any travel or accommodation loan.

Date _____ Signature _____
Associate Vice President
Division of Facilities

(CONTINUED ON REVERSE SIDE)

KANSAS STATE UNIVERSITY
DIVISION OF FACILITIES
MANHATTAN, KS 66506

CLEARANCE EVALUATION REPORT

NAME: _____ SSN: _____

EMPLOYMENT DATES: From _____ To _____

(Circle appropriate rating)

"E" for Exceptional

"S" for Satisfactory

"U" for Unsatisfactory

Quality of Work	E	S	U
Quantity of Work	E	S	U
Attendance	E	S	U
Dependability	E	S	U
Cooperativeness	E	S	U
Judgment	E	S	U
Care and Use of Equipment	E	S	U
Other _____	E	S	U

Comments on employee's ability to lead a work group: _____

(If not applicable, leave blank.)

Type of work performed: _____

WOULD YOU RECOMMEND RE-HIRING EMPLOYEE? Yes No

If answer is "Yes", list special qualities: _____

If answer

is "No", please give brief explanation: _____

Rater's Signature: _____ Date: _____

(CONTINUED ON REVERSE SIDE)

PERSONNEL POLICY - STUDENT EMPLOYMENT PROCEDURES

PURPOSE: To establish an equitable policy that provides guidance for employment and uniform raises for student employees.

DEFINITION: Student employees include all students of KSU employed by the Division of Facilities for an hourly wage.

PROCEDURE: The following is a list of procedures for the Division of Facilities regarding student employment.

- (1) Initial Appointment - **Do not** allow any student to begin work until the appointment process has been completed by Payroll.

All prospective student employees must meet certain criteria to be placed on payroll, i.e., have proper identification and are enrolled, or have been enrolled, in at least the minimum number of hours as required by HR. In order to ensure these criteria are met, it is necessary for the hiring supervisor to contact the Payroll office to set up an appointment date/time to place the student on payroll.

At the appointment the student must provide proof of identification and proof of employment eligibility (i.e., drivers license, SS card, birth certificate, or military I.D. Other forms of I.D. are on back of I-9.). It is important that the student be advised by the hiring supervisor that he/she must show to Payroll both forms of identification prior to their starting work. If they do not have both forms of identification, please contact the Payroll office prior to the appointment.

Do not allow any student to work prior to completion of the appointment process!

- (2) Re-appointment - Whenever a student has been terminated it is necessary to complete re-appointment procedures prior to the student returning to work. The re-appointment of the student must be completed at the Payroll office. The student will be required to complete the appropriate forms and provide verification of his/her eligibility for student employment.
- (3) Termination - When a student employee notifies the supervisor of their termination date in advance, please notify the Payroll office of that date. On the student's last work day, the student must bring their daily time slip and time and leave document to the Payroll office for completion of the student's time sheet and to coordinate with Payroll as to how they want to receive their final paycheck. Students will turn in their I.D. badge to their supervisor. When advance notice of termination is impossible, contact Payroll as soon as the termination is noted.

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PERSONNEL POLICY - STUDENT EMPLOYMENT PROCEDURES

Upon termination the Payroll office will follow up with a student employee Evaluation Report and a Clearance Certificate. These forms must be completed by the supervisor in a timely manner.

Students will remain on the payroll during the school year (fall through spring semesters) unless the student has informed his/her supervisor of their termination. However, when there has been a complete payroll period in which no time has been submitted for a student the Payroll office may contact the supervisor as to the student's work status.

A written request from the student's supervisor to Payroll will be required if a student employee is not scheduled to work during the summer months (after the end of the spring semester to the start of fall semester) but will be returning to work during the fall semester. The student will be placed in a hold status upon receipt of the written request. (A copy of the request form is attached.)

After the spring semester ends if there are no work hours reported for a complete payroll period, and a written request, reference above, has not been received by Payroll the student's employment will be terminated.

The steps listed above are essential to ensure Division of Facilities stays within Federal regulations, university payroll procedures, and to meet established deadlines so that students will be paid in a timely manner.

As a reminder, students are eligible for student employment as long as they remain enrolled in at least **six** credit hours each fall or spring semester. **For employment during the summer (from start of summer *semester* registration through the day before the fall semester begins) the person must: (1) have been enrolled in no fewer than 6 hours in the past spring semester or (2) be pre-enrolled in the upcoming fall semester in no fewer than 6 hours or (3) be enrolled in the summer semester for any number of credit hours or (4) be admitted to study in the upcoming fall semester. Students with an F1 or J1 visa may only be employed during the summer semester if (1) they have been enrolled in no fewer than six credit hours in the previous spring semester or (2) are enrolled in any number of hours in the summer semester. The exact beginning and ending dates of each semester and how these dates relate to student employment are routinely published by Human Resources and are available at Payroll and Employment Dates.**

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PERSONNEL POLICY - STUDENT EMPLOYMENT PROCEDURES

HOURS OF WORK: Student employees are limited in the total number of hours that they may work for all departments as follows:

- (1) During the academic year to 30 hours in calendar weeks when classes and/or final exams are in session three full days or more; to 40 hours during other calendar weeks.
- (2) During summer to 30 hours per week while enrolled in four or more resident credit hours; to 40 hours during other calendar weeks.
- (3) If a holder of an F-1 visa, during the academic year to 20 hours except in calendar weeks with student recesses; to 30 hours during summers while enrolled in four or more resident credit hours; to 40 hours during other calendar weeks.

STUDENT PAY SYSTEM: All students will be hired at **\$6.50** per hour. They may be paid at a higher rate only with advance written approval of the Associate Vice President for Facilities if:

- (1) They have been previously employed within the Division and terminated in good standing.
- (2) They possess extraordinary qualifications for the position or the position requires technical expertise for which the student is qualified.

Students will receive a .25¢ per hour pay increase after each 500 hours worked provided they have a current evaluation on file of "meets or exceeds expectations". If a current evaluation is not on file, the increase will not go into effect until the start of the payroll period following receipt of the completed evaluation. A written notice will be provided when the raise was earned by the Payroll office. The raise will then be put into effect the following pay period. An evaluation will be provided each supervisor and must be completed before the first increase is effective. After the first evaluation, those students continuously employed must be evaluated at least yearly to be eligible for pay increases. Supervisors will be provided with evaluation forms for this purpose after the first 100 hours worked has been completed (initial evaluation) and yearly after the initial evaluation. A special evaluation may be completed at any time as needed. Supervisors may recommend additional hourly rate increases in student pay based upon the results of special evaluations and concurrence of the Associate Vice President for Facilities.

REFERENCE: KSU Hourly Student Data Sheet

PERSONNEL POLICY - TOBACCO USE POLICY

PURPOSE: To create a healthful environment for employees and visitors.

To create a clean, safe, healthful, and productive environment for Facilities employees, smoking and use of tobacco products will no longer be allowed in our facilities. This includes areas such as Dykstra Hall, Dykstra Annex, Central Mail building, Grounds, and the Power Plant.

Those of you who smoke or chew may do so on your breaks, as permitted by University policy (see reference). All Facilities' vehicles will be "tobacco free."

Violations of this policy will be handled individually and through the university's progressive disciplinary procedure.

REFERENCES: KSU Policy and Procedures Manual, Chapter 3720 - General Safety Policies, Section .080 Smoking Policy

[http://www.ksu.edu/policies/ppm/3720.html#smoking:](http://www.ksu.edu/policies/ppm/3720.html#smoking)

"Smoking is a public health and fire hazard. Locations where smoking is allowed shall be restricted in order to: (A) prevent infringements upon others and (B) create and maintain an environment that is in the best interests of the safety, health, and well being of all the users of university property.

Smoking is not permitted in any university building on the main campus, the veterinary medicine campus, or University Motor Pool vehicle. Smoking may be permitted in other department-specific State-owned vehicles at the discretion of the respective Department Heads. Research investigating smoking is allowed in laboratories designated for that purpose with authorization granted by the Department of Environmental Health & Safety.

Smoking is prohibited within 30 feet of marked entrances to university buildings. In general, those entrances where smoking is prohibited are main entrances, most ADA accessible entrances, and those entrances near fresh air intakes to the building that impact the air quality inside the building. The Department of Environmental Health & Safety and the Department of Facilities Planning will designate which entrances are required to have no smoking within 30 feet.

The Building Authority is responsible for compliance with this policy at each building.

Unlawful smoking is a misdemeanor and shall be punishable by a fine of \$20.00.

This policy is effective August 15, 2002 and is in accordance with K.S.A. 21-4009, et seq. This current policy rescinds the KSU Policy on Smoking in University Buildings, dated July 1, 1994."

PERSONNEL POLICY - STAND-BY COMPENSATION

PURPOSE: To specify when an employee is eligible to receive stand-by compensation.

DEFINITION: Stand-by time means a period of time outside a non-exempt employee's regularly scheduled work hours, during which the employee is required, at departmental direction, to remain available within a specified response time of not less than one hour or more than two hours.

1. Stand-by assignments will be made in work situations where a probability of or past history has shown that after hours calls for certain areas are likely to occur.
2. Stand-by assignments will be first solicited through a voluntary basis. If an insufficient number of volunteers is obtained, the department may assign stand-by in accordance with article 10 of the KAPE Memorandum.
3. Employees who are selected for stand-by duty will be compensated at the rate of one dollar per hour for those hours served in standby status.
4. Employees on stand-by who are called in to work shall be compensated for the actual hours worked at the appropriate rate of pay. They shall not be paid stand-by compensation for the hours they actually worked. Only the hours actually worked shall be considered in determining eligibility for overtime compensation.
5. An employee on stand-by who is not available when called and who does not present reasonable justification for failure to report when called, shall lose stand-by compensation for that stand-by period and may be subject to disciplinary action.
6. Individual units may establish criteria for length of stand-by assignments and minimum training requirements for use in stand-by duties with approval of the appropriate director and the Associate Vice President for Facilities.

Reference: KSU Policy and Procedures Manual, Chapters 4220 and 4450
KAPE Memorandum of Agreement Article 10

PERSONNEL POLICY - PARTICIPATION IN VOLUNTARY TRAINING PROGRAMS

PURPOSE: To establish criteria for determining who is permitted to attend voluntary training and development activities.

EXPLANATION: The Division of Facilities promotes the continued growth and development of all of its employees in both personal and professional areas. In order to encourage this development, the following guidelines have been established for employee participation in such programs.

PROCEDURE: Requests for enrollment will require the completion of a Per-1 Form (Personnel Form) to be approved by the individual's supervisor(s), Director, and **Associate** Vice President. Requests will be honored according to space availability in the class or program and work load in the employee's respective department, as follows:

1. First priority will be given to full-time permanent employees. Other employees will be considered for participation if the training is directly related to the employee's current job duties.
2. Participation in programs having expressed or implied relation to one's current job duties will have priority over those that do not.
3. Attendance at previous educational opportunities (including departmental, University sponsored, off-campus, credit courses, etc.) will be considered. Failure to complete the requirements of such programs may constitute ineligibility for future opportunities.
4. All employees requesting training (other than those on probation and attending work-related training) must have:
 - a. An earned and maintained average leave balance during the previous 12-month period of 80 hours (minimum combined annual and sick leave).
 - b. Good standing, with no disciplinary action within the last 12 months.
 - c. Approval of Director.

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PERSONNEL POLICY - PARTICIPATION IN VOLUNTARY TRAINING PROGRAMS

5. Employees who do not meet these requirements will be considered on an individual basis and must have the approval of their supervisor and department head.
6. If space is not available at the time of request for training, the employee must re-submit said request at the next desired opportunity.

Submit completed and approved forms to the Division of Facilities Training Office, 116 Dykstra Hall.

PERSONNEL POLICY - PARTICIPATION IN COLLEGE COURSES

PURPOSE: To establish guidelines for work-release for employees wishing to participate in college courses during their normal work schedule.

EXPLANATION: The Division of Facilities promotes the continued growth and development of all of its employees in both personal and professional areas. In order to encourage this development, the following guidelines have been established for employee participation in such programs.

PROCEDURE: Requests for enrollment will require the completion of both a Per-25 (Personnel Form) Kansas State University Educational Authorization Form and DF-1 (Facilities Form) Academic Study Agreement and the approval of the individual's supervisor(s), Director, and **Associate** Vice President. Requests will be honored, as work permits, and where the following conditions are met.

REFERENCES: **KSU Policy and Procedures Manual, Chapter 4870 - College Study by Employees**

1. Only full-time (10 tenths) employees who have been employed at Kansas State University a minimum of one year and whose most recent performance evaluation rating is at least satisfactory may enroll in college courses during hours that they are scheduled to work. The employee may enroll in courses which require not more than six contact hours per week of graduate or undergraduate work for a regular semester (or three credit hours for a summer session) during his or her work hours at Kansas State University. There is no restriction on the course work taken outside work hours.
2. All hours away from work (to include travel time) must be made up on an hour-for-hour basis. Due to the nature of some Facilities' positions, work release time to take courses during normal work time may be highly unlikely.
3. Approval will be based upon the supervisor's determination that the responsibilities of the unit can continue to be met effectively during the employee's absence and must include a prior agreement regarding time adjustment.
4. A Kansas State University Educational Authorization Form (PER-25) and a Division of Facilities Academic Study Agreement Form (DF-1) should be approved and submitted prior to such enrollment. DF-1 Form must show a specific, approved plan of how the work release hours will be made up by the employee. Courses should be scheduled in the early morning, over the noon hour, or in the late afternoon to minimize the number of hours away from the work site.

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PERSONNEL POLICY - PARTICIPATION IN COLLEGE COURSES

5. The employee will immediately notify their supervisor upon termination of their participation in any course work.
6. The employee will work regularly scheduled shift hours when classes are not in session and on those days that the class is not scheduled to meet.
7. In the event an employee withdraws or is otherwise dropped from a class, the regular work schedule will be resumed immediately.
8. Completed University Educational Authorization Form (PER-25) and Division of Facilities Academic Study Agreement Form (DF-1) must be submitted to the Training Office at least two weeks prior to the first day of classes to assure adequate time for approval before classes begin.

Submit all completed and approved forms to the Division of Facilities Training Office, 116 Dykstra Hall.

PERSONNEL POLICY - TUITION ASSISTANCE

PURPOSE: To establish guidelines for supervisor/departmental consideration of employee application for tuition assistance.

EXPLANATION: The Division of Facilities promotes the continued growth and development of all of its employees in both personal and professional areas. The following guidelines have been established to determine employee eligibility for participation.

PROCEDURE: The Tuition Assistance application shall be completed as requested by form PER-32. This form, with attachments, will be presented to the appropriate supervisor and director **at least two weeks prior** to the due-date for the application. This allows time for the application to be reviewed and a decision to be made before the deadline for submittal to Human Resources.

REFERENCE: [KSU Policy and Procedures Manual, Chapter 4870 - College Study by Employees](#)

1. Only full-time (10 tenths) employees who have been employed at Kansas State University a minimum of one year and whose most recent performance evaluation rating is at least satisfactory may enroll in college courses during hours that they are scheduled to work. Tuition assistance is limited to one (1) course carrying academic credit (regardless of number of hours) during the Fall, Spring, and Summer semesters or terms; and the August, January, and May intersessions.
2. Employees must be in good standing, with no disciplinary action within the last 12 months.
3. Hours away from work are not required to be made up.
4. Approval will be based upon the supervisor's determination that the responsibilities of the unit can continue to be met effectively during the employee's absence.
5. The approving authority for participation in the tuition assistance program is the employee's director/department head. There is no appeal beyond the employee's director/department head for a denial of participation.
6. Due-dates for application to be submitted to Human Resources follow:

[June 1 - Fall semester; August intersession](#)

[November 1 - Spring semester; January intersession](#)

[April 1 - Summer semester; May intersession](#)

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OPERATING POLICY - SNOW REMOVAL, ICE MELT/SANDING

PURPOSE: To establish a policy to be used by all sections of the Division of Facilities in conjunction with the KSU Police Department specifically defining areas of responsibility in snow removal and sanding procedures for the KSU Campus streets and specific locations.

EXPLANATION: Three functions of Facilities are directly involved in the removal of ice and snow from steps, sidewalks, and streets on the campus. To be effective, all efforts will be coordinated within the guidelines of this policy to assure the safety of University pedestrian and vehicle traffic.

The Director, Building Maintenance is responsible for campus streets. (Section I.)

The Director, Facilities Services is responsible for building steps and entrances and sidewalks.
(Section II.)

During regular working hours each Director will determine when it is appropriate to work their crews. During all other hours including weekends, the KSU Police Department will contact the proper Facilities Supervisor and inform the supervisor of the prevailing weather conditions, i.e. icy, snow pack, etc., and direct the supervisor to spread ice melt/sand at specific locations.

I. BUILDING MAINTENANCE

1. Snow removal activities are initiated as follows:

- a. Facilities Directors will make decisions during normal work hours when snow removal is needed.
- b. KSU Police will call Facilities Construction Shop Supervisor after normal working hours when snow removal or sanding is needed for streets.

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OPERATING POLICY - SNOW REMOVAL, ICE MELT/SANDING

- c. After Facilities Construction Supervisor observes the conditions, personnel will be called to use the proper equipment to clear the ice or snow. The Facilities equipment operator and/or supervisor will judge the conditions: traffic, weather, temperature, moisture, time, weather forecast, etc., prior to and during spreading to determine the extent and quantity of ice melt/sand required.
 - d. When the conditions for ice melt/sand pass, it will be stopped. It is the responsibility of the Facilities Construction Supervisor to notify Facilities Services immediately when sanding/ice melting has been done. It will be the responsibility of Facilities Services to immediately clean up all sand or debris from the curbs, gutters, sidewalks, or streets as soon as there are no icy or slippery conditions.
- 2. Salt and calcium chloride and/or sand is used on all streets for ice/snow.
 - 3. The major campus streets are graded first.

II. FACILITIES SERVICES

Areas of Responsibility

Custodial:

- 1. All pedestrian entry doors and steps, and Bluemont overpass steps.
- 2. All building entry walks.
 - a) from building to main walks.
 - b) from entry or steps toward main walk far enough to permit Grounds equipment to complete plowing.

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OPERATING POLICY - SNOW REMOVAL, ICE MELT/SANDING

3. Sports Complex:
Ahearn - all building entry doors and steps, all steps from street level, sidewalks from southeast corner of building around north end to southwest corner (5 ft. width), sidewalks at base of steps. (Grounds will make passes after all other sidewalks are clear.)
4. Grounds:
All campus sidewalks, Student Recreation, Veterinary Medicine, and curb opening on inner campus streets.

Coverage

Custodial:

Normal Shifts	6:00 a.m. to 3:00 p.m. and 3:00 p.m. to 11:50 p.m.
Special Hours	12:00 a.m. until 6:00 a.m. or call-in as necessary.
Weekends	Same hours as weekdays.

Sports Complex:

Normal Shifts	5:30 a.m. until 11:00 p.m.
Special Hours	Call-in by Manager when necessary for special activities.
Weekends	8:00 a.m. to 11:00 p.m.

Grounds:

Normal Shifts	8:00 a.m. to 5:00 p.m.
Special Hours	Extended day shift when necessary. 4:00 a.m. call-in when snow reaches 1 inch during the night.
Weekends	Call-in when deemed necessary.

Call-in Procedure: See Section III - KSU Police Department

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OPERATING POLICY - SNOW REMOVAL, ICE MELT/SANDING

III. KSU POLICE DEPARTMENT

For any emergency street snow removal, or ice melt/sanding of slick spots or icy intersections after normal work hours call the Construction Shop Supervisor. If the Construction Shop Supervisor does not answer, call the Assistant Director. One of the above will make the determination of what is needed regarding street conditions, and how many Facilities employees will be called out.

The above applies to streets and intersections only.

Snow Removal on Sidewalks and Curb Openings when there is an accumulation of 1" or more:

Call the personnel in order listed until five are available.

Snow Removal - Building Steps and Entry Walks

To be notified according to Snow Removal Call List for Custodial Services and Sports Complex.

IV. VETERINARY MEDICINE COMPLEX

Sidewalks and Steps

The Manager of the Vet Med Complex is responsible when support is needed to clear entryways. **The Grounds department is responsible for clearing sidewalks.**

FACILITIES SNOW REMOVAL CALL LIST

VET MED COMPLEX

Maintenance Supervisor - Rick Michaelis	765-3447
Superintendent, Vet Med Complex - Dennis Ahlvers	292-4944
Grounds Department - Jackie Toburen	776-1840

SPORTS COMPLEX

Complex Manager - Rod Hodges	494-2227
Director - John Woods	537-3319

CUSTODIAL SERVICES

Evening 3:00 p.m. to 12:00 a.m., Monday - Friday

Evening Supervisor - Sam Jones	532-1786
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Weekends - Saturday and Sunday - 5:00 a.m. to 8:00 p.m.

John Woods	Cell Phone 564-0418
	Home Phone 537-3319

Warren Berg	396-4429
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GROUNDS MAINTENANCE (Calls until 5:00 p.m. are available)

4:00 - 5:00 a.m. (depending on time snow is 1" or deeper)

Jackie Toburen	776-1840
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FACILITIES SHOPS

Construction Supervisor - Galen Wickstrum	537-9546
Assistant Director - Mark Loberg	770-3752
Assistant Director - John Kent	468-3637
Associate Director - Dale Boggs	456-7406
Director - Ed Heptig	456-9816

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OPERATING POLICY - ACCESS CONTROL - KSU BUILDING ROOFS

PURPOSE: To define the procedures for access to Kansas State University building roofs and assign the authority for access to these roofs.

DEFINITION: Roofs of University buildings are the responsibility of the Division of Facilities specifically assigned to the Director of Building Maintenance. Access to roofs shall be requested from and approved by the Director of Building Maintenance as follows:

PROCEDURE:

1. Placement of any object, permanent or temporary, requires a detailed sketch approved by the Director of Building Maintenance, showing the method of attachment and roof system protection. All installation will be monitored by a representative from Facilities. Any damages occurring to the structure or roof will be repaired by Facilities and the cost paid by the user.
2. Access routes and means of access to roofs will be established by Facilities, and access is not permitted unless approved as stated. If access is approved, unlocked access routes will be arranged through the Director.
3. Applicable safety regulations will be followed at all times and safety appliances used where required. All persons other than Facilities personnel, who may be approved to go on University building roofs will be required to sign a waiver of liability.
4. Any requested opening and/or closing of a roof penetration will be made by Facilities or their designated roof contractor and the cost will be borne by the requestor.

OPERATING POLICY - REPAIRS, MAINTENANCE, RENOVATION AND OTHER CHANGES
TO UNIVERSITY BUILDINGS AND GROUNDS

PURPOSE: To establish a policy and define procedures for making campus repairs or changes and identifying responsibility for approval and payment.

EXPLANATION: The **Associate** Vice President of the Division of Facilities is responsible for all activities involving maintenance, improvements, repairs, and remodeling to buildings, campus grounds, parking lots, sidewalks, streets, and utilities, whether the work is done by Facilities personnel, contract, or by a department regardless of the source of funding.

INSTITUTIONAL SERVICES are services provided by Facilities. They include:

- 1) Maintenance of grounds areas, except Housing and Athletic Complex.
- 2) Maintenance of exterior and interior of buildings.
- 3) Maintenance of campus streets, and walks.
- 4) Lighting of buildings and grounds, which includes replacement of fixtures that are a part of the buildings.
- 5) Drinking fountains.
- 6) Comfort heating and cooling. Nominal electric service.
- 7) Snow removal from campus walks and streets.
- 8) Painting of building exteriors and interiors on a regular maintenance schedule.
- 9) Complete custodial services in interior of buildings, carpet cleaning, when determined by Custodial Supervisors to be necessary, emptying waste baskets, cleaning chalkboards and erasers, and arranging chairs in classrooms.
- 10) Plumbing services including sewer system and maintenance of drains from drain traps.
- 11) Utilities services to tables or equipment or to the basic electrical disconnect or shutoff valve that services the equipment. (The disconnect valve that is shut off when the equipment is serviced.)
- 12) Minor repairs which do not fall into departmental or other jurisdiction.
- 13) Renovation as part of regular maintenance or preparing space for a department because of moving at University request.

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OPERATING POLICY - REPAIRS, MAINTENANCE, RENOVATION AND OTHER CHANGES
TO UNIVERSITY BUILDINGS AND GROUNDS

DEPARTMENT OR OTHER UNIT RESPONSIBILITIES

All services requested beyond those supplied by Facilities will normally be paid by a department and requested with the properly completed INTERDEPARTMENTAL REQUISITION form unless otherwise designated. Repairs, replacements, or services of the following nature will require formal departmental request and will be billed to the department.

1. Light fixtures not a part of the building and special lights such as desk lamps.
2. Installation of department equipment.
3. Painting not a part of the regular schedule.
4. Trash removal beyond normal items and frequency, heavy or bulky materials, or excessive amounts.
5. Carpet cleaning that is contracted from off-campus vendors.
6. Plumbing services to the drain trap.
7. Utilities to equipment, table, or shutoff valve.
8. Other equipment or furnishings on department inventory.
9. Department owned and/or controlled equipment.

RENOVATION OR REMODELING

For the purpose of this policy, renovation and remodeling is defined as physically changing the dimensions, purpose and/or other major characteristics of a room or area. The requestor has four options - Firm Bid, Time and Material, sub-contracting by Facilities, or doing it themselves.

1. Request may be initiated by individual departments, by Facilities as regular maintenance for safety or other requirements, or by a college to meet and maintain academic standards.
2. Approval to remodel any area in a building shall be requested, using the proper form through the appropriate Department Head, Dean, and Vice President or Provost to the **Associate** Vice President for Facilities.
3. Before approval by the **Associate** Vice President for Facilities, the Director of Planning will review the project to determine if it is feasible and compatible with the building structure and the overall campus plan.

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OPERATING POLICY - REPAIRS, MAINTENANCE, RENOVATION AND OTHER CHANGES
TO UNIVERSITY BUILDINGS AND GROUNDS

4. After approval, the requesting department will proceed as follows if Facilities is to do the work:
 - a. Submit their proposal to Planning to prepare plans and specifications to be submitted to Construction Management to prepare an estimate of labor and materials with two options offered - firm bid or time and materials; and to schedule the project.
 - b. The firm bid option requires the requesting department to submit money with their requisition to do the job.
 - c. The time and material option requires only a requisition and the requesting department will be billed monthly during progress of work.
5. If the requesting department has obtained approval from the Director of Building Maintenance, to have work done by an outside contractor instead of by Facilities, the following procedure shall be followed:
 - a. After approval by the **Associate** Vice President for Facilities, the requesting department will submit their proposal to the Director of Planning for plans and specifications as outlined in d) above, and in addition, must request that the work be performed by outside contractor.
 - b. Planning will prepare plans and specifications for Construction Management to use as bid documents. Construction Management will solicit bids for sub-contract, following standard University procurement procedures.
 - c. Following bid closing, Construction Management will submit bid responses to the requestor for review and approval.
 - d. The requesting department will submit a departmental requisition and departmental IDV to Facilities to initiate the project.
 - e. Facilities Construction Management will act as contract administrators and perform field inspection to assure proper job performance by the contractor.
 - f. If, after requesting that a project be contracted out, the requesting department rejects all bids, the following options are available:
 1. The project may be canceled.
 2. The requesting department may request the project be revised, planned, and bid again.
 3. Facilities will complete the project on a time and material basis. No firm bid option will be offered.
 - g. A service fee may be charged to the department for services rendered in items 1 through 4 above.

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OPERATING POLICY - REPAIRS, MAINTENANCE, RENOVATION AND OTHER CHANGES
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6. If the requesting department wishes to complete a project using their own personnel, they are required to:
 - a. Submit their plans and specifications for remodeling or renovation to Director of Planning for approval.
 - b. Submit requests for painting or refinishing to Director of Building Maintenance for approval; will select paint colors from the standard University paint palette and have the paint mixed by Building Maintenance Paint Shop.
 - c. Order materials and supplies through Facilities Storeroom Services.
 - d. Have Building Maintenance personnel supervise and inspect the project and the requesting department to pay for service if required.
 - e. All utility work will only be done by Facilities personnel or contractual services retained or approved by Director of Building Maintenance.

ALL GROUNDS PROJECTS, including volunteer groups desiring to contribute to the aesthetic appearance of the University Campus, shall request the approval of the **Associate** Vice President of the Division of Facilities and be coordinated through the Director of Planning and the Director of Facilities Services.

CAPITAL IMPROVEMENT PROJECTS shall be submitted to the Director of Planning. Such requests require the review and approval of the University Administration.

PARKING LOTS

Fiscal responsibility of parking lot repairs/maintenance is based on two factors. First, the repair/maintenance of buried services, i.e. electric, irrigation, etc., is the fiscal responsibility of the **Division of Facilities**.

Second, the repair/maintenance of surface facilities, i.e. asphalt, lighting, poles, signs, etc., is the fiscal responsibility of the parking lot budget.

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OPERATING POLICY - UTILITY TUNNELS

PURPOSE: To define the responsibility for utility tunnels and assign the authority to approve or disapprove access to these tunnels.

DEFINITION: The tunnel system housing utilities that serve the Kansas State University campus is part of the University physical plant and the responsibility, both for safety and security, of Facilities assigned specifically to the Director of Building Maintenance. Entrance to any tunnel shall have direct approval from the Director of Building Maintenance and be in accordance with the following procedures.

PROCEDURES:

1. Two or more persons shall be present to enter a tunnel and must always remain in sight of each other. Bump hats must be worn when in the tunnels.
2. Entry-ways to tunnels shall be secured. Doors, manhole covers, screens, etc. required to be left open must be manned or properly barricaded.
3. All installation in the tunnels shall meet the standards and guidelines of the Director of Building Maintenance and such installation will be monitored by the Director or his designated representative.
4. Damages to the tunnels or utilities will be repaired at the discretion of the Division of Facilities and paid for by the responsible party. Any installation not in compliance with item 3 will be subject to removal and reinstallation by Facilities at the expense of the responsible party.
5. The KSU Police Department will be notified by the user, if other than Facilities personnel, each time entrance is made into the tunnel system, giving the point of entry, number of persons, work location, approximate duration, and when user leaves and tunnel is secured.
6. Tunnel Request Form is attached.

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OPERATING POLICY - DISPOSAL OF FACILITIES SALVAGE AND TRASH

PURPOSE: To establish a procedure for the proper disposition of all trash, salvage materials, and scraps resulting from normal operations of the Division of Facilities.

DEFINITION: Daily maintenance and construction activities create a supply of scraps of lumber, pipe, wire, and other small consumable materials that are not practical to be returned for resale or to be stored for future use. Custodial and recycle personnel come into contact with discarded items that may have use. The proper disposal of such trash and salvage has been determined as follows:

Various shops will transport trash/salvage materials from work sites with material having resale/scrap value stockpiled at the Facilities material yard to be put out to bid by storeroom personnel and disposed of. Items having no value will be disposed of through utilization of dumpsters or removal to the county transfer station as appropriate.

Items which may be placed in dumpsters or other trash receptacles or items being disposed of by departments (i.e. recycle materials, furniture, office equipment, etc.), are not to be removed from state property for personal or other than state use. **Under no circumstances (oral or written permission included) may a department give property to an individual to remove property for personal use per KSU Controller's Office memo 07-08 which is page 2 of this policy.**

The Division of Facilities enforces a zero tolerance for theft. Any employee in possession of state property not obtained in accordance with Controller's Office memo 07-08 will be recommended for termination on the first offense.

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OPERATING POLICY - DISPOSAL OF FACILITIES SALVAGE AND TRASH



Controller's Office
102 Anderson Hall
Manhattan, KS 66506-0108
Fax: 785-532-5632 or 785-532-5577

Memo 07-08
May 21, 2007

TO: President, Provost, Vice Presidents, Vice Provosts, Deans,
Directors and Department Heads

FROM: Keith L. Ratzloff, Assistant Vice President/Controller 

CONTACT: DeeAnna Fugate, Financial Reporting & Inventory, Extension 2-6525

SUBJECT: Disposition of Property

This is to remind the campus to use the disposition of state property procedures established by the State of Kansas, Division of Accounts and Reports. State property includes anything that has been "purchased, manufactured by the agency, received as a gift, purchased with KSU Foundation funds, or obtained from state or federal surplus property sources." (PPM 6510.010)

In order to fully utilize state property, departments should exhaust all possible uses of property within the University before declaring the property as surplus. The Purchasing listserv is available for posting surplus items. Questions regarding the use of the listserv should be directed to that office. In the event that no other departments are in need of the property, a Disposition of Property form should be completed and sent to DeeAnna Fugate, 21C Anderson Hall, for processing and approval. All disposals of state surplus property, REGARDLESS IF IT IS LISTED ON THE OFFICIAL UNIVERSITY PROPERTY INVENTORY OR NOT, must be approved through the Disposition of Property process prior to disposing of the item. A signed copy of the disposition form will be returned to the department upon approval.

When disposing of computers, it is the responsibility of the department to ensure that all sensitive information is removed from the computer. Please see PPM 6510.065 for more details.

During any type of remodeling/construction project, the removal of any fixed equipment or fixtures is the responsibility of the contractor and/or KSU facilities.

Under no circumstances may the department give property to an individual or authorize an individual to remove property for personal use; this is a violation of State policy. Among the authorized means of disposal are: selling to the highest sealed or telephone bid received, selling at public auction (using the State Contract provider) to the highest bid received, or donating to a not-for-profit organization exempt from federal income taxation pursuant to section 501(c)(3) of the Federal Internal Revenue code of 1986. These are just three of the alternatives.

These and other guidelines are outlined in PPM 6510. If you have a unique situation that is not addressed there, or have other questions, please be pro-active and seek advice from the Controller's Office before disposing of state property.

Student Loans
212 Anderson Hall
785-532-6204

Cashiers
212 Anderson Hall
785-532-6217

General Accounting
220 Anderson Hall
785-532-6202

Purchasing
21 Anderson Hall
785-532-6214

Sponsored Projects Accounting
19 Anderson Hall
785-532-6207

Financial Reporting/ Inventory
21C Anderson Hall
785-532-6525

Administration
102 Anderson Hall
785-532-6210

OPERATING POLICY - HANDLING OF BUILDING MAINTENANCE WORK REQUESTS

PURPOSE: To establish guidelines for communication and follow-up action between Facilities custodial operation and Facilities scheduling and shops operation pertaining to what is known as "Custodial Building Maintenance Cards" (CBM Cards).

EXPLANATION: Custodial Building Maintenance cards are defined as a white card, approximately 2 1/2" X 4 1/2" in size, with space to write the date, building room number, use, name of user, remarks, and various other building minor maintenance needs. These cards are used by custodial personnel as a means of communication to the shops operation and should be treated as any routine building maintenance request. To assure that all parties are communicating on the same level and all needs can be addressed and/or satisfactorily met, the following guidelines are recommended:

1. All CBM cards will be issued from the Office of the Chief of Custodial Services to the Work Management Center.
2. All CBM cards must be filled out as accurately as possible.
3. All CBM cards will be stamped "Received" and dated when they are received by the scheduler in the Work Management Center.
4. The scheduler will then prepare a work order (buck slip) from information submitted on the CBM cards. The buck slip and CBM card will be stapled together and forwarded to the proper craft shop.
5. The individual craft shop supervisor will assign the work order to his/her workers as he/she perceives its nature, urgency, and work load of the shop. Not all work requests can be fulfilled due to budget constraints which will not allow the repairs to be accomplished within a reasonable time or even in a fiscal year budget. This condition will be addressed later in this procedure.
6. Upon completion of the repair task, the shop supervisor will return the buck slip and CBM card to Facilities scheduler, stamped as completed.
7. Facilities scheduler will return all completed CBM cards to the Chief of Custodial Services for further distribution.

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OPERATING POLICY - HANDLING OF BUILDING MAINTENANCE WORK REQUESTS

8. CBM cards requiring repairs that the present fiscal year budget is unable to fund will be held until the following fiscal year budget or until funds become available. This information will be forwarded to the Chief of Custodial Services for further distribution.

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OPERATING POLICY - COMPUTER HARDWARE AND SOFTWARE PURCHASE

PURPOSE: To establish an operating procedure for the purchase of computer hardware and software.

DEFINITION: To establish and maintain a standard operating environment for computing within Facilities. To provide the capability for information exchange between all departments and individuals and reduce the incompatibility between systems.

All computer hardware and software purchases must be approved by the Director **and the Associate Vice President for Facilities**. Each department should submit a written purchase request to the **appropriate Director, and Associate Vice President of Facilities** for final approval.

OPERATING POLICY - INFORMATION TECHNOLOGY USAGE POLICY

PURPOSE: This policy is adopted by the Division of Facilities and promulgates the rules and penalties of the University in "Kansas State University Information Technology Usage Policy." It is intended to define appropriate use, adequate protection to users, equitable access, and proper management of our computer resources. It also defines the sanctions for violations of any aspect of this policy.

APPROPRIATE USE:

Access to Facilities' networks and computer systems is granted subject to University policies and local, state, and federal laws. Appropriate use should always be legal and ethical, reflect honesty and community standards, and show restraint in the consumption of shared resources. It should demonstrate respect for intellectual property; ownership of data; system security mechanisms; and individuals' rights to privacy, freedom of speech, and freedom from intimidation, harassment, and unwarranted annoyance.

The computer will be used as a tool to help us meet our mission and to accomplish our daily work. Access should be permitted to employees as needed to do data entry and retrieval. Shared time will create a necessity for careful planning within each shop/work area. Supervisors will coordinate this in their areas if necessary.

Computers will be used for work purposes only, during work hours. Facilities' employees may use computers for personal use during assigned breaks and lunch. This time must also be shared within a work area where multiple users are assigned to the same work station.

CONFIDENTIALITY AND PRIVACY:

In general, Facilities will treat information stored on computers as confidential. However, there is no expectation of privacy or confidentiality for documents and messages stored on University-owned equipment.

AUTHORIZED AND PROHIBITED USES:

Refer to the University policy (sites below) for prohibited uses of the computer and network services at K-State. Facilities' primary goal is to get the work done to meet the needs of our campus and customers. We must make the computer a valuable tool to better accomplish this work.

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OPERATING POLICY - INFORMATION TECHNOLOGY USAGE POLICY

SANCTIONS:

Persons in violation of this policy are subject to the full range of sanctions, including the loss of computer or network access privileges without notification, disciplinary action, dismissal from the University, and legal action. Some violations may constitute criminal offenses, as outlined in Kansas statutes and other local, state, and federal laws; the University will carry out its responsibility to report such violations to the appropriate authorities.

Reference Sites:

- <http://www.ksu.edu/cns/policy/>
- <http://www.ksu.edu/uac/>
- <http://www.ksu.edu/uac/docs/usage.html>

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OPERATING POLICY - PROCEDURES FOR HANDLING FACILITIES MAIL

PURPOSE: To define and establish procedures for opening and distributing all Division of Facilities mail.

DEFINITION: Facilities mail is made up of federal mail, campus mail, and department mail and is distributed several times daily within all areas of Division of Facilities. Internal mail distribution is a fixed responsibility located in the Support Services main office. Use of campus mail for personal business is not permitted. While it is permissible for employees to receive personal mail through the university federal mail distribution, **it is not encouraged**. Because designated Facilities units require their mail to be opened and stamped in, the possibility of personal mail being inadvertently opened exists.

If addressee is not clearly indicated on a piece of mail, the letter content will determine which unit head the correspondence will be directed to. If the content appears to involve more than one function, the letter will be routed to the appropriate persons. Letters requesting estimates will be directed to the Facilities Estimator for handling.

Interdepartmental requisitions will be directed to the Work Management Center for assigning **work order** numbers.

Invoices will be directed to Financial Services **except for those addressed to Facilities Planning**.

Miscellaneous mail will be directed to the appropriate person and/or department.

Persons receiving misdirected/misaddressed mail are to redirect to the right person/department or return to the Support Services Administrative Specialist. It is necessary that the person responsible for opening and distributing mail be informed of this type of mail.

The responsibility for opening and distributing Facilities mail is with the Support Services main office. All questions or suggestions concerning this function should be addressed to the Support Services Manager.

OPERATING POLICY - STOREROOM CHARGE FOR SERVICES

PURPOSE: To establish a method of charging for services provided by the Storeroom operation.

DEFINITION: The Storeroom operations are funded through a service clearing account for salaries and operating expenditures. In order for the account to perpetuate, an income will be provided through sales and services. An inventory of stock must be maintained for sales, and personnel must be employed for service. A schedule of charges is provided to support the function and permit it to grow and develop to offer better, more efficient service to meet the requirements of Facilities and the University.

All equipment, materials, supplies, and services ordered, received, and processed through the Storeroom will have an overhead charge except for the following:

- . Any contractual obligation where a DA-146 is required.
- . Checks for purchase of postage stamps, postage due, or metered postage.
- . Travel expense.
- . Telephone costs.
- . Utility payments.
- . Vehicle insurance payments.
- . Equipment rental payments and lease purchase agreements.
- . Water treatment chemicals.
- . Maintenance agreements.
- . Automobiles.
- . Refunds.
- . Copier rental.
- . Advertisements for employment.
- . Interfund vouchers to Department of Administration, State Car Pool, or Chief State Boiler Inspector.

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- . Room rental.
- . Credit card gas purchases.
- . Training expenses (computer training, workshops, seminars).
- . Drug testing.
- . Land fill disposal.

By directive, it is the policy of the Division of Facilities to use the Storeroom, and all purchases are required to be processed through the Storeroom. Exceptions to this policy are at the Procurement Officer's discretion but in all events, State and University rules and regulations will be strictly adhered to and administered.

The overhead charge shall be administered as follows:

- . All Storeroom inventory shall have a **16%** mark-up.
- . All non-inventory (with exceptions noted) shall have a **19%** mark-up.

\$2,000.01 - 4,000.00	14.5%
\$4,000.01 - 6,000.00	8.25%
\$6,000.01 - 8,000.00	6.17%
\$8,000.01 - 10,000.00	5.12%
\$10,000.01 and over	2.5%

- . All items of \$10,000.00 or more should have an alternative fund source, which may be used at the discretion of the Procurement Officer, so as not to allow the Storeroom to exhaust its working capital.
- . Review of the Storeroom mark-up structure may be made each year (around September or October), or upon special request by the Procurement Officer.
- . All freight costs, which are a part of merchandise costs, shall be marked up accordingly.

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OPERATING POLICY - OCCUPATIONAL SAFETY AND PERSONAL PROTECTIVE
EQUIPMENT USE

PURPOSE: To establish guidelines for occupational safety and health procedures for all employees of **the Division of Facilities**.

DEFINITION: The federal law, through the Occupational Safety and Health Administration, requires that certain personal protective equipment be used by workers in areas where any duties are performed using equipment or chemicals hazardous to the employee. The Agency is responsible for enforcing the use of protective equipment for eyes, face, head, and extremities, protective clothing, respiratory devices, and protective shields and barriers in any area where such use is required. This responsibility becomes part of Facilities operating procedures and is a job performance requirement for all personnel working in areas where safety regulations apply.

REFERENCES: **KSU Policies & Procedures Manual, Chapter 3720, General Safety Policies**
29 CFR 1926 Subpart E and 29 CFR 1910 Subpart I - Personal Protective Equipment
KSA 44.636 and KSA 44.637 - Personal Protective & Life Saving Equipment

All employees shall be required to follow the safety standards provided by Facilities Operating Policy 2.501. All employees shall be required to follow the safety standards recommended by their immediate supervisor. The immediate supervisor must ensure that their employees use proper safety procedures when assigned to other work crews. Each new employee will be informed of our safety procedures when hired.

All Facilities employees are expected to follow this safety policy. Compliance is contingent upon employment and considered as part of job performance:

1. Long trousers will be worn at all times when working in all maintenance or construction related areas. No shorts will be worn during working hours.

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2. Fully enclosed work type leather shoes, preferably steel toed, shall be worn at all times. Exceptions may exist in some areas such as roofs, gym floors, wet floor projects and chemical areas. Supervisors will inform workers of these exceptions and submit to Facilities Personnel Officer a listing of the exceptions in their areas. When duties require any employee to go into construction areas or maintenance shops, whether their regular assignments are in the area or not, fully enclosed leather or other material shoes, as specified, will be worn.
3. Shirts with sleeves covering the shoulder shall be worn at all times. Shirt tails are to be tucked in so they do not catch in or on equipment. When working in areas where chemicals, sparks, tar, etc. are used, long sleeve shirts will be worn. Items that are hazardous to the employee on the job will not be worn, i.e. dangling chains, tank tops, flammable materials.
4. Restrictions on wearing of beards or length of hair shall be determined by the type of duties expected to be performed. The supervisor will inform workers. Those workers wearing negative pressure respirators must trim beard or mustache to the point that air-tight fit will occur.
5. Rubber gloves shall be worn when working with chemicals, in laboratories, cleaning up emergencies, or germ laden area.
6. Respiratory equipment is required in some areas and is to be worn only after **a medical exam, respirator training, and a fit test have taken place and doctor has given medical clearance for employee to wear respirator.**
7. Ear protection is to be worn in areas where loud noise or continuous noises are prevalent as determined by OSHA requirements 1910.95, Table G-16.

DURATION

8 hours
6 hours
4 hours
3 hours
2 hours
1½ hours
1 hour
½ hour
¼ hour

SOUND LEVEL

90 decibels
92 decibels
95 decibels
97 decibels
100 decibels
102 decibels
105 decibels
110 decibels
115 decibels

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EQUIPMENT USE

8. Hard hats shall be worn when there is the danger of falling or flying objects. Bump hats shall be worn in tunnels or **whenever danger of striking the head against protrusions exists.**

Hard hats will be worn by all employees working on-site when scaffolding is being erected or torn down.

Hard hats will be worn by all employees working within marked boundaries **or** within a working radius equal to the operational height of the boom (ex: 10 feet high = 10 foot radius) any time a lift-type vehicle is being operated. Lift-type vehicles include cherry picker, crane, scissor-bed truck, etc.

Employees operating personnel lifts from inside the bucket must comply with supervisory guidance on appropriate protective head gear for the job.

9. Protective goggles or glasses with shatter proof lenses shall be worn in all areas where flying materials, debris, glare, liquids, or injurious radiation are present. These glasses and goggles are available through the Storeroom. They are available in clear and grey tint, scratch and fog resistant. Replacement lenses are available for each style. These items have been selected by department employees and are the standard for the Division of Facilities. Any exception to this standard must be approved by the appropriate director of that area.
10. Employees working in high voltage areas shall use rubber insulating gloves, matting, blankets, hoods, sleeves, hard hats, and line hose.

It is the responsibility of the immediate supervisor to provide proper safety equipment to be used by the employee. If an employee is instructed to use safety precautions and equipment provided by the immediate supervisor and refuses to do so, in order to protect that employee or another person from injury, the immediate supervisor shall direct the employee to leave the area and shall recommend disciplinary action be taken.

The following listed safety items will be furnished by the employer:

Facial dust masks
Safety goggles
Hard hats and Bump hats
Ear plugs/Muffs
Asbestos **Tyvek-type suits**

Rubber insulating gloves
Negative pressure respirators
Leather gloves
Safety belts

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OPERATING POLICY - USE OF SAFETY BELTS

PURPOSE: This Department Policy establishes precautionary safety measures relating to employees operating department vehicles.

POLICY: The safe operation of department vehicles is a department wide concern. Property damage and personal injury may be eliminated or reduced through common sense and an employee's desire for the safe operation of a vehicle. In order that all employees may be safety conscious, certain precautionary steps are instituted in an effort to gain department wide cooperation.

PROCEDURES: All departmental employees operating or occupying a front seat of a department vehicle shall wear safety belts if the vehicle is so equipped. **State employees are subject to random check by KSU Police Department.**

EXCEPTION: Occupants who possess a written statement from a licensed physician.

OPERATING POLICY - USE OF PERSONAL AUDIO AND/OR VISUAL EQUIPMENT

PURPOSE: This Departmental Policy establishes a precautionary safety measure and an office guideline regarding usage of personal audio and/or visual equipment during work hours.

EXPLANATION: Stationary Equipment

In order to maintain our department's high standard of professionalism and to avoid disturbing others in a shared work area, the volume on audio and/or visual equipment must be at such a level that it cannot be heard by incoming (telephone) callers or disrupt others in the work area.

Portable Equipment

In order to assure the highest level of personal awareness on the job, thus maximizing job safety, and to foster our department's service orientation, use of personal headsets, **cellular phones, and pagers** will be limited to breaks and lunch time.

EXCEPTION: Hearing aids are excluded from this policy, as are approved non-sound generating earplugs or earmuff protectors designed for hearing protection, and special headphones approved by management to be worn during the performance of specific duties.

Wearing of Prohibited Headphones may contribute to the following hazards:

- * Drawing concentration away from potentially hazardous situations.
- * Wires leading to units worn or carried elsewhere on the body, may become caught in moving equipment or machinery, or interfere with personal protective equipment.
- * May interfere with your ability to respond to job situations, especially where an auditory alarm or feedback are essential (i.e. around equipment where start up alarms are used, when a change in the sound indicates equipment malfunction, and where warning or other verbal communications from supervisors or fellow employees are necessary).
- * May cause/contribute to hearing loss or damage.

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GENERAL POLICY - UNSCHEDULED BUILDING ACCESS

PURPOSE: To establish a procedure to admit authorized persons to university buildings or rooms at times when buildings are normally closed, or keys are not available.

EXPLANATION: All university buildings are opened from 7 a.m. to 6 p.m. weekdays and closed all day Saturday and Sunday unless scheduled to be opened for classes by special request which is handled through procedures for special openings. A person who needs access to a building during regular closed hours or who needs access to their office and does not have keys, does not fall in the category of special opening. The following guidelines are intended to assist the person needing special access to a building or room for business reasons and the personnel normally handling this function.

The KSU Police Department is the designated representative for the **Associate** Vice President for Facilities with authority to open buildings during closed hours.

Faculty and staff personnel who have a regular need to be in a building or room should request, through their department head or dean, the proper keys be issued to them.

Faculty and staff personnel who need to be in their building or room during closed hours at infrequent, unscheduled intervals should go to the KSU Police Department in **Edwards Hall**, show their Kansas State University identification card, state the reasons for needing building/room access, and request assistance. The building may or may not have operating heating/air conditioning during off hours.

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GENERAL POLICY -
SPECIAL USE OF KANSAS STATE UNIVERSITY BUILDINGS AND GROUNDS

PURPOSE: To establish appropriate rules and regulations that will define the commitment of the user and the University in the course of using University facilities; provide accessibility to facilities by authorized groups without disruption to the regular academic programs; provide for the safety and comfort of the participants and those in surrounding areas; ensure the protection of the buildings, grounds and equipment; conserve energy, and conform to Federal, State, Board of Regents, and local regulations.

EXPLANATION: University facilities are generally available for use by authorized groups for activities that complement the teaching, research, and service programs of the University. The use of buildings and grounds for other than regularly scheduled academic classes and functions will be considered special and will be subject to these guidelines.

There are individualized use areas such as Weber Arena, Ahearn Sports Complex, **Ahearn and Danforth Chapels**, and the Military Science Building which have specialized policies in addition to those stated here.

McCain Auditorium, K-State **Student Union**, International Student Center, KSU Football Stadium, Brandeberry Sports Complex, Bramlage Coliseum, **and Beach Art Museum** have independent scheduling policies and procedures, but are subject to basic rules for security, safety, sanitation, requesting of services from **the Division of Facilities** and other relevant campus regulations.

Use of buildings and grounds for political activity will be subject to Board of Regents and Kansas State University Political Activity Guidelines currently in effect.

Scheduling of University buildings and grounds will be approved only for a **registered or recognized** group, or if sponsored through a University department or unit. University facilities are NOT available for private use.

A Division of Facilities "Request for Use of University Buildings and Grounds" form shall be completed and submitted to the Facilities Special Event Coordinator at least two weeks in advance of the requested activity. Building opening requests should be submitted at least 24 hours in advance or before noon on Friday for weekends. A shorter notice period may result in a rejection because of lack of time to make necessary arrangements.

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Scheduling of activities will be made only for the current semester. Regularly scheduled continuing functions will be approved for one semester only. Applications for renewal will be submitted and processed in the same manner as new requests.

Activities will be confined to as few buildings as feasible in order to comply reasonably with State, Federal, and University requirements on energy conservation.

FOOD

In general, food is not permitted to be handled and served in university buildings, except approved residence hall dining areas and the K-State **Student Union**. All catering of food on campus **should** be arranged by the K-State **Student Union** and should be scheduled in the Union if possible. Special activities involving food NOT supplied by the K-State **Student Union** must have the approval of the Campus Sanitation Office before the request is considered. **The K-State Student Union should be given the first opportunity to cater any university event.**

Fund-raising functions (activities which involve a request for money from non-members) require a **fund-raising** permit, before the request will be considered.

All arrangements for service, equipment, or personnel, will be made by Facilities, unless otherwise agreed by both parties. Requisitions will be required where specified. Billing for services will be done after the event on the basis of time and materials used, unless mutually agreed upon in advance.

Areas should be cleaned up and left in the condition obtained, subject to inspection by a representative of the Facilities staff. Charges will be levied for additional cleanup and damages.

All fire, safety, sanitation, or special regulations specified for each area are to be obeyed. Infractions may result in the curtailment or cancellation of the event.

Faculty sponsors or sponsoring departments or units and requesting groups will be responsible for their group's activities and conduct during the event, and the prompt payment of expenses incurred.

Abuse of use regulations may result in restricted or withdrawn privileges.

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GENERAL POLICY -
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All requests will be approved in accordance with University regulations concerning use of Kansas State University facilities. Using groups may be required to sign a waiver of liability, and all requests are subject to cancellation, if conditions deem it necessary, by the **Associate** Vice President of the Division of Facilities.

SPECIALIZED PROCEDURES

SPECIAL USE OF WEBER ARENA

PURPOSE: To provide specialized guidelines for the use of Weber Arena IN ADDITION to those stated in the "General Policy, Procedures, and Regulations for Special Use of Kansas State University Buildings and Grounds".

EXPLANATION: Weber Arena has unique features which can accommodate special events that may be open to the general public. Educational events such as conferences, clinics, and symposiums may be held there on a scheduled basis. However, the facility was specifically designed for classes and laboratories for the Department of Animal Sciences and priority will be given to these activities.

REGULATIONS: All requests will be handled and approved by the **Associate** Vice President for Facilities and coordinated with the Department of Animal Sciences and Industry.

Events which disrupt research being conducted in the Physiology of Reproductions Laboratory, the Metabolism Room, or the Environmental Chamber, all located in the area beneath the bleachers of Weber Arena, will not be permitted.

Events which are hazardous from the standpoint of injury to students, participants, livestock, or facilities, will not be permitted.

Animals which are not healthy and may endanger the health of the herds and flocks of the Department of Animal Science and Industry will not be permitted to contaminate the facility.

Animals which will be closely confined or offered for sale will require a health certificate from the State Veterinarian's office and compliance with any other applicable health regulations.

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Animals are not to be ridden or exercised on the lawn or landscaped areas of campus. Areas will be designated for unloading, parking of vehicles, and exercise or tethering of animals.

The arena surface will be worked only by a person or persons designated and approved by the Department of Animal Sciences and Industry.

Evening and weekend or holiday events should have adequate security, provided by the sponsoring group, to protect research and office areas.

User fees, which are used for maintenance of the arena, are based on the most current fee schedule and are requested in advance.

PROCEDURES: A member of the Animal Sciences and Industry staff will accompany a member of the requesting group on a tour of the facilities. The staff member is to designate areas which may be used and any areas which are restricted. This information will be included on the formal request form.

A responsible representative of the using group shall be present at all times for supervision and emergency situations.

SPECIAL USE OF MILITARY SCIENCE BUILDING - ROOM 8

PURPOSE: To provide specialized guidelines for the use of Military Science Building, Room 8 IN ADDITION to those stated in the "General Policy, Procedures, and Regulations for Special Use of Kansas State University Buildings and Grounds."

EXPLANATION: Military Science Building, Room 8 is a room designated as a "rifle range" for the Department of Military Science and ROTC instruction. Priority is given to these activities.

PROCEDURES: A request for use of Military Science Building, Room 8, by any University sponsored group, will be referred through the **Associate** Vice President for Facilities to the Head of the Military Science Department for approval.

A use fee will be charged, based on the number of persons using the facility each day. The most recent fee schedule will be in effect. The Head of the Military Science Department will calculate the proper fee levy. Use fees will be requested in advance. Final approval will pend upon receipt of the designated amount.

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Use fees collected will be controlled by the Head of the Military Science Department and used exclusively for range maintenance (i.e., target cloth, paint, light bulbs, pulleys, electric motors, cord for target carriers, cleaning materials, hiring personnel and renting equipment to maintain target traps, and other expenses incurred on the range.).

SPECIAL USE OF AHEARN SPORTS COMPLEX

PURPOSE: To provide specialized guidelines for use of Ahearn Sports Complex IN ADDITION to those stated in the "General Policy, Procedures, and Regulations for Special Use of Kansas State University Buildings and Grounds".

EXPLANATION: The Ahearn Sports Complex is made up of the Field House, Gymnasium, Natatorium, and miscellaneous use areas suitable to accommodate special events that may be open to the general public. It is designed for use by the Department of Athletics and Department of **Kinesiology**; their classes, competitions, and activities have use priorities. **Other priority users include Recreation Services and Continuing Education.**

REGULATIONS: Events that are hazardous to either students, participants, facilities, or equipment will not be permitted.

A qualified lifeguard shall be on duty at all times for activities in the Natatorium.

No food or drink is permitted in the pool area, gymnasium, or the field- house. Exceptions must be approved by the Ahearn Users Group.

PROCEDURES: All scheduling of regular University associated activities (including Continuing Education classes) will be done by Facilities. Non-University associated groups (with University sponsorship) must direct their request for use of facilities to the **Associate** Vice President for Facilities.

Areas which will be included in the usage area, and those restricted, will be stated on the formal request form.

A non-participating responsible representative of the using group shall be present at all times for supervision and emergency situations.

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Adequate safety and health provisions (including Red Cross) will be arranged for by Facilities at the expense of the user.

Events which involve large numbers of people and/or many special arrangements should be made as much in advance as possible (months) to assure scheduling.

The cancellation or postponement of an event may be necessary if one of the principal users requires the facility. Efforts will be made to keep inconveniences at a minimum.

SPECIAL USE OF ALL-FAITHS AND DANFORTH CHAPELS

PURPOSE: To provide specialized guidelines for the use of All-Faiths and Danforth Chapels IN ADDITION to those stated in the "General Policy, Procedures, and Regulations for Special Use of Kansas State University Buildings and Grounds".

EXPLANATION: The original intent for use of the Chapels was to provide a place for holding meetings, services, or other activities of a religious nature and for individual private meditation by students, faculty, and staff. Additionally, the facilities could be used by the Music Department to support their academic program for so long as the All Faiths Chapel organ was the only one available. University-related religious activities and academic programs have use priority.

PROCEDURES: The master schedule for University-related religious activities and Department of Music programs will be established and maintained by **the Division of Facilities** in accord with valid religious activities and the current agreement for allocation of priority time with the Music Department. Scheduling will be done on a single semester basis and blocking out or holding specific times on the master schedule is not permitted except for priority use. Blocked out time, not specifically scheduled, may be rescheduled for other activity, upon agreement by priority user.

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All requests for use of the Chapels will be processed and approved by the **Associate** Vice President for Facilities in accordance with the General Use Policy and this addendum.

Division of Facilities will maintain the Chapels as public use facilities and will charge a user fee for all non-university related activities. The fee will be based on the direct cost of operation.

Additional services requested by any user will be charged at the current rate for each service. (This covers table/chair rental/delivery, PA systems, etc.). All use fees are payable in advance and final approval for use will depend upon receipt of the designated amount. If the facilities are damaged or not left in the same condition as found, the user will be billed for restoration.

This procedure places full responsibility for maintaining the master schedule with Facilities and gives priority for University related religious activities and Music Department academic programs.

It places full responsibility for maintenance and upkeep on Facilities and this includes the levy and receipt of use fees to defray the additional upkeep expense over and above regular use.

GENERAL POLICY - AUTHORIZING AND ISSUING KANSAS STATE UNIVERSITY KEYS

PURPOSE: To establish procedures for responsibility, eligibility, and approval to carry Kansas State University keys.

EXPLANATION: All keys are the property of Kansas State University, Division of Facilities. Each department head or other designated administrator is responsible for the security of all assigned space. The **Associate** Vice President for the Division of Facilities is directly responsible for all unassigned space. Eligibility to obtain a key is determined by the appropriate department head or administrator the space is assigned to. All keys, except for the individual room keys controlled by a department, outside door keys of the building in which department functions are housed, or other special departmental keys, require the approval of **the Associate** Vice President for the Division of Facilities. This policy gives the responsibility and sets requirements for eligibility and approval to carry Kansas State University keys.

PROCEDURES: The following procedures are required to obtain a key:

1. Each department head will sign all key permits for keys within their area of assignment. Stamped signatures are unacceptable.
2. An approval signature, which is other than the responsible department head, must be authorized in writing by the department head and the signature displayed on the letter. **SUCH DELEGATION OF AUTHORITY SHALL BE RENEWED AT ANY TIME THE CURRENT DESIGNATED AUTHORIZATION CEASES.**
3. Key permit forms are available to department offices from Facilities Key Control Section, Dykstra Hall.
4. The permit form must be completely filled out, typed or clearly printed, with all requested information and properly signed by requestor and department head before presenting to Key Control and Distribution in Dykstra Hall. Only one key may be requested per card. Every key request should be made in the name of the person directly responsible for the key. No person shall be issued multiple keys to the same area.
5. Requests for building master keys are processed the same as for regular keys, but in addition, must be signed by the **Associate** Vice President for the Division of Facilities. Exceptional need must exist for this approval. Persons authorized to carry a building master will be required to turn in all other keys issued to them for that building.

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6. Completed key permit forms may be delivered to Key Control in Dykstra Hall and the key picked up the following day or mailed to Key Control and Distribution in Dykstra Hall. If the permit is mailed, allow two days before pickup. The requestor must provide verification of his/her identity by showing a Kansas State University Identification Card or a valid pictured driver's license along with appointment papers or paid fee receipt in order to receive a key.
7. If someone other than the person the key is being issued to is to pick up the key, they must bring a statement on department letterhead signed by the department head identifying them and authorizing the pickup. They must be prepared to show their identification. **THERE IS NO EXCEPTION TO THIS PROCEDURE.**
8. To replace lost or stolen keys, the above procedures are required and the key permit is to state it is a replacement request. A replacement fee will be charged. The department or the person may pay this fee, but the key will not be reissued until the fee is paid.

All keys should be returned to Key Control and Distribution when the need no longer exists for them and must be returned when the holder terminates association with the university. Keys cannot be passed from one person to another without completion of proper request.

Department Heads are requested to carefully consider all requests for keys so that the security and protection of university property is maintained.

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GENERAL POLICY - FACILITIES/STATE of KANSAS VEHICLE & EQUIPMENT USAGE

PURPOSE: To establish a uniform, written policy and procedure for use of Facilities' vehicles and/or equipment, and to identify legal drivers/passengers of any state-owned or leased motor vehicle.

EXPLANATION: All Facilities' vehicles and equipment are designated for use in building maintenance and grounds upkeep. Other University departments may request use of these vehicles and equipment (FOR OFFICIAL USE ONLY), in accordance with the following provisions:

1. Requesting department must submit a departmental requisition on a time and material basis for the designated equipment and equipment operator.
2. Requests must be received at least 4 workdays in advance of date equipment or vehicle is needed. Any request for equipment that would interfere with the daily operation of campus maintenance will be denied.
3. Location description of the work to be done and time needed must accompany the request.
4. Hand tools are not available for loan or rent.
5. Requests for equipment that may be loaned or rented (i.e. ladders and trailers) will be reviewed by the Assistant Director of Facilities. If approved, the requisitioning department must sign for the equipment, with the equipment value recorded on the check slip. If the equipment is returned damaged or in a condition less than when received, the borrowing department will replace or restore the equipment to an acceptable condition as directed by the Assistant Director of Facilities.
6. All requests will be reviewed on a one-time, individual basis. No standing orders will be accepted.
7. No equipment will be allowed off-campus more than 24 hours.
8. No tools or equipment will be loaned for personal use or third party reimbursement gains.

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9. Operators must have valid Commercial Driver's License (CDL) to drive any of the following Commercial Motor Vehicles (CMVs):
- a) A single vehicle with a gross vehicle weight rating (GVWR) of more than 26,000 pounds.
 - b) A trailer with a GVWR of more than 10,000 pounds if the gross combination weight rating is more than 26,000 pounds.
 - c) A vehicle designed to transport more than 15 persons (including the driver).
 - d) Any size vehicle which requires hazardous materials placards.

Use of State-owned or operated motor vehicles on official state business.

(a) State-owned or leased motor vehicles shall only be used for official state business and shall only be operated by a person who has a valid driver's license and who is:

- 1) an officer or employee of the state of Kansas; or
- 2) any other person who has been approved by the secretary or the secretary's designee to operate a state-owned or leased motor vehicle while engaged in official state business.

(b) Only employees of the state or a person or persons reasonably engaged in and accompanying a state employee or other person approved under subsection (a) on official state business shall be allowed to ride in a state owned or leased motor vehicle. (Authorized by and implementing K.S.A. 75-4608; effective, E-74-4, November 2, 1973; effective, E-76-17, March 27, 1975; effective May 1, 1975; amended May 1, 1976; amended November 18, 1991.)

10. All vehicle use must be in compliance with applicable municipal, state, and federal requirements. Any employee responsible for driving a Division of Facilities van must complete van safety training prior to operation.

Reference: KSU Policies and Procedures Manual, Chapter 6450
K.A.R. 1-17-1

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3.401	1
Date	March 1, 2002
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GENERAL POLICY - PROCEDURES FOR HANDLING UNIVERSITY MAIL

PURPOSE: To establish guidelines for the proper handling and preparation of stamped, metered, and campus mail.

DEFINITION: Facilities Central Mail Service provides the university with dispatch service of interdepartmental (campus) mail and a metering service for outgoing business-related mail.

Interdepartmental (campus) and metered mail is for business-related use only. Personal use of either type of service is prohibited.

Business mail boxes are located in a central delivery location in each building. Compartments for outgoing mail are marked on each box: stamped mail (with postage stamp), metered mail (needing to be metered), campus mail (brown envelopes). Place the appropriate type of letter in the correct compartment to ensure proper handling and avoid delays.

Mail is picked up, sorted, and delivered twice daily.

Proper addressing is extremely important! Return addresses on all mail must include person's full name, department name, and building name to ensure proper return.

All mail is to be properly prepared for metering in accordance with the most current procedures guide. Improperly prepared mail will be returned to the department. Advance notice of large amounts of mail to be metered (500 pieces or more) should be given.

Electronic metering equipment figures the proper postage by weight and class and accumulates a total postage expenditure for each account. Facilities Financial Services closes the account the **last day** of each month and prepares a billing to each department.

The Contract Post Office is available for personal mail and is open Monday through Friday, except during holidays.

No.	Revision
3.601	1
Date	July 1, 1990
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GENERAL POLICY - TABLE AND CHAIR RENTAL

PURPOSE: To establish guidelines for the rental, delivery, set up, tear down, and re-storage of tables and chairs for use by the University community for University functions.

DEFINITION: Division of Facilities has available for use for sponsored events, tables and chairs that can be scheduled and rented by recognized University departments and groups. A sufficiently large inventory of tables and chairs will be maintained in good condition in order to meet the University's needs.

Use of University tables and chairs is provided upon request by submitting a Facilities Use of Buildings and Grounds Request Form and departmental requisition indicating the number of tables and chairs needed.

Tables and chairs are to be used on authorized Kansas State University property by recognized University groups or departments. The sponsor or the group representative must be present when the chairs are delivered in order to verify their condition upon delivery. If not present, the tables or chairs will not be delivered. The sponsor or the group representative must be present when the chairs and tables are picked up in order to verify damage during use or loss. If not present, the supervisor will note condition of the tables or chairs. If damage occurs, the using department or group will pay for the total amount of replacement. The order form for pick-up and delivery must be signed by the sponsor or the requesting group at both the delivery time and the pick-up time.

The sponsoring department will be billed by Facilities for the use. Additional charges are assessed for delivery, set up, tear down, and re-storage. If the request for use is to be canceled, the sponsor or group must notify the Special Events Coordinator twenty-four hours prior to the scheduled date in order to release them for use elsewhere. Failure to do so will result in the group being billed for the use.

Arrangements for delivery and pick-up of tables or chairs is to be done through the Facilities Moving and Hauling Service Center in Dykstra Hall.

GENERAL POLICY - KSU UTILITIES - UTILIZATION REQUIREMENTS

PURPOSE: To establish a policy which will enable KSU departments and colleges to coordinate the development of their programs and laboratories with the availability of utility sources.

EXPLANATION: Utilities are described as domestic water, chilled water, steam, natural gas, compressed air, electricity, building air, and sewer. The availability and/or accessibility of any or all of these utility services is limited in certain buildings on campus. To assure that user's needs can be satisfactorily met, the following guidelines are recommended.

PROCEDURES:

1. The **Director of** Building Maintenance must be contacted at the beginning of any program planning, if the project will include installation of equipment or remodeling of an area which would involve any of the referenced utilities.
2. If equipment is purchased by or donated to a department or college, the **Director of** Building Maintenance will be contacted before purchase request is initiated or gift is accepted, to ensure all utility systems involved are adequate and any necessary adjustments or increases in service can be made prior to start up.

It is the responsibility of the user to notify the **Director of** Building Maintenance in sufficient time to make service arrangements and it is the responsibility of the **Director of** Building Maintenance to provide utility services where possible and feasible.

Failure to make adequate advance arrangements for the activities as outlined in guidelines 1 and 2 above can result in significant delays.