

F. M. News

K. S. U., Division of Facilities

Newsletter, July 2012



Unleashing your potential

The Effect of a Simple Act of Kindness!

My Son recently told me this story. It is worth passing on to others as it does show how simple acts of kindness can have a ripple effect to those around them and to our society.

One morning he had stopped by a local convenience store to grab a bite to eat. At the counter, after getting a drink and food, he discovered he had left his wallet back at the office and had no money in his pocket at all. Sheepishly, he explained to the cashier what had happened and that he would have to go get his wallet before he could pay. The gentleman behind him in line stepped up and paid for my son's purchase. Thanking the gentleman, he said if he knew his name and address he would gladly send the money to him. The gentleman said that was ok, just pay it forward.

Surprisingly, later in the day my son saw this same gentleman at his work place. He quickly retrieved the money from his wallet in his office and took it to the gentleman, paying him back and again thanking him for the kindness extended to him earlier. Come to find out the gentleman works for a company that does business with my son's company.

Back at his office, still being so taken by this gentleman's kindness to a total stranger, my

son decided to contact the gentleman's company and speak to his boss. After telling the gentleman's boss the story of the kindness, the boss thanked my son for informing him of the actions of one of his workers. It seems there was an opening for promotion in the company and the boss had two highly qualified candidates and was having a hard time deciding who to move up. The call was the determining factor! One of the qualified applicants was the gentleman and that little act of kindness shown to a stranger gave him a cutting edge and got him a promotion. ~ Lynn Salisbury

"Even the smallest act of caring for another person is like a drop of water -it will make ripples throughout the entire pond..." — Jessy and Bryan Matteo

"Don't wait for other people to be loving, giving, compassionate, grateful, forgiving, generous, or friendly... lead the way!" — Steve Maraboli



We have hired a lot of new folks

and we want to make sure we all have clarity in the understanding of the uniform policy for Division of Facilities. This policy changed slightly in September of 2010. These changes were published in the December 2010 FM newsletter. Information can also be found in the Facilities Policy & Procedure Manual. All supervisors have a copy of the Policy & Procedure Manual and it can also be found on Facilities web page at:

<http://www.ksu.edu/facilities/training/>

It is the supervisor's responsibility to see that the employee is wearing their uniform. Below is the policy in its entirety:

Policy # 1.203

Personal 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).

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.

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 **or left** collar front.
- B. Clipped, pinned, or displayed in a magnetic pouch, at the right **or left** pocket or immediately above.
- C. Worn on a break-away neck loop, adjusted to fall in the range shown in the diagram.



- 1. Facilities employees must wear the uniform and photo identification badge during working hours. **Exempt from wearing photo identification are those employees wearing Fire Rated (FR) clothing.**
- 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.

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).

Addendum to Policy: (May 7, 2004)

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 judgment 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.

Kudos



Division of Facilities has been receiving letters of appreciation for the work our staff provides across campus. An email from Eric A. Maatta, Professor and Head of the Department of Chemistry, commented, "Now that the retrofit of the hoods in CB and King is finished, along with all of the duct replacement in CB, I want to commend Jason Brushwood and his entire team. As you know, the hoods in CB were plagued by chronic and dangerous low face velocities for many, many years, and the process of actually getting to a plan for repair was filled with fits and starts.

Once we started meeting about the plan late in 2010 through the early part of 2011, it became clear that this project would necessitate clear and constant communication with attention to details of individual faculty concerns. One important key to success with minimal disruption to ongoing research and teaching would be notification and scheduling well in advance. Many of my colleagues were skeptical and nervous about that, and I admit that going into this, I was too.

Throughout the project, Jason maintained frequent contact with me, always keeping me in the loop about what was on the horizon, or when schedules could be accelerated or occasionally needed to be delayed. The team conducted walkthroughs of each area with faculty members, noting special situations, timing issues, etc. It was a pleasure working with him and with everyone from Johnson Controls during this long and complex operation. His professionalism, hard work and demeanor make him a real asset to JCI.

I also want to commend the Facilities crews who stepped up to install several hoods (salvaged from Chemistry's final move out of Willard into former Biochemistry teaching lab space) into labs on the 4th floor of CB: those hoods, along with their accompanying utilities, have increased our department's capacity for research and for accommodating future growth."

A letter from Roberta Maldonado-Franzen from the Office of Affirmative Action to Shelly Hauck, says, "I want to take this opportunity to thank you for several services you and your team provided to our office. First, thank you for the repair of my picture frame. Your thoughtfulness meant a lot to me. I also appreciated the fact that you communicated with our office during each step of the process of painting our office. You have ensured that

we are satisfied with the work, and have worked around us, in a manner that has not caused an inconvenience to the services we provide. In addition, I wanted to inform you that Roy and Art were courteous and helpful while working in our office. Again, we appreciate the service you and your team provided and will recommend you to others on-campus."

Paige Cox, a research assistant in the Biology Department from Ackert Hall sent a nice note about Custodian Wendy Moore. She wrote, "I certainly miss you up on the 3rd. floor. You always did such a good job keeping the lab, hallway and bathroom clean and you were always so helpful whenever I needed anything. I hope you're doing well down on the second floor."

We venture to say, that all our staff work diligently striving to maintain this campus and perform our jobs to the best of our ability, however, it is nice when other folks notice too. We are thankful for the words of thanks and encouragement.

Congratulations!



Casey Lauer successfully passed the Professional Exam in Mechanical Engineering, making him an Officially Licensed Professional Kansas Engineer.

The eight-hour exam consisted of 80 multiple-choice questions with exam scores reported as pass/fail only.

A Certificate Ceremony will be held on July 13th, 2012, in Topeka, Kansas, where his Certificate of Licensure will be presented.



News was received that Ursula Carriere passed away on June 7, 2012.

Ursula recently retired from Facilities.

Ursula was born July 13, 1938, in Bad Salzbrunn, Germany. In 1959, she married Fredrico Costales, who was stationed in Germany. Later they came to the United States, and she settled in Riley, Kansas. She was best known for her twenty three years of commitment as a member of Custodial Services at Kansas State University.

Our sympathies go to Ursula's five children and her sisters in Germany.

July Birthdays



- 7-3 David Hudson
- 7-4 Christopher Slattery
- 7-6 Araminta Washington
- 7-7 Allan Leikam
- 7-9 Donnie Silva, Casey Daugherty
- 7-10 Jennifer Rogers
- 7-11 Clifford Anderson
- 7-12 Cindy Harvell, James Nelson
- 7-13 Jill Serrault
- 7-14 Joe Brockish, Barb Elliott, Delvin Winfough

- 7-16 Robert Hanks
- 7-17 Bill Bochte
- 7-18 Timothy Johnson
- 7-19 Gypsy Snyder
- 7-20 Gary Hankins
- 7-23 Kelly Guilfoyle, Daniel Plummer
- 7-24 James Vesta
- 7-26 Derek Macy
- 7-27 Maria Thurmond
- 7-30 John Harper, Bev Price, Christopher Hayden

Retirement

Larry M. Darrow, Physical Plant Supervisor from the Salina campus, retired July 15, 2012. He had 23 years 8 months and 30 days of service. Best wishes on your retirement.



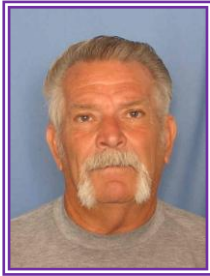
Who is New...

June 4, 2012



Lori Boggs was hired as a Senior Administrative Assistant. She is working for Jay Henning in Central Mail Services.

June 11, 2012



Howard Clark was hired as a temporary Custodial Specialist. He is working for Michael Price on the Custodial night crew.

June 18, 2012

Maria Thurmond was hired as a Custodial Specialist. She is working for Michael Price on the Custodial night crew.



Anne Johnson was hired as a Custodial Specialist. She is working for Michael Price on the Custodial night crew.

June 25, 2012

Jay Henning was promoted to Administrative Officer. He supervises Central Mail Services.

