# Overview

Employees are responsible for reading, familiarizing themselves, and adhering to the posted General Shop Rules and any rules set forth by Facilities Operations and Development (FOD) and The Ohio State University. Employees are expected to follow the rules, and immediate supervisors are expected to administer them. Failure to comply may be cause for disciplinary action.

All employees will receive a copy of the General Shop Rules and will be asked to sign that they received the rules and agree to abide by them.

# Working Hours

All employees must be in uniform and ready to work before clocking in for their shift. Employees may not move or park their car after clock-in or before clock-out without prior supervisor approval.

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| --- | --- | --- |
|  | Start | End |
| 1st Shift  |
|  Landscape Services, Recycling and Refuse Services | 6:00 a.m. | 2:30 p.m. |
|  Maintenance and Custodial Front-Line Staff | 7:00 a.m. | 3:30 p.m. |
|  Maintenance and Custodial Leads, Housekeeping Managers | 6:45 a.m. | 3:45 p.m. |
| 2nd Shift  |
|  Maintenance and Custodial Front-Line Staff | 3:00 p.m. | 11:30 p.m. |
|  Maintenance and Custodial Leads, Housekeeping Managers and BMS1 | 2:45 p.m. | 11:45 p.m. |
| 3rd Shift  |
|  Landscape Services, Recycling and Refuse Services | 10:00 p.m. | 6:30 a.m. |
|  Maintenance and Custodial Front-Line Staff | 11:00 p.m. | 7:30 a.m. |
|  Maintenance and Custodial Leads, Housekeeping Managers | 10:45 p.m. | 7:45 a.m. |

Staff not specifically listed above should consult their immediate supervisor regarding work schedules and are expected to adhere to the schedule set by the supervisor.

# Breaks

Break times are two 15-minute periods per shift. If you are unable to adhere to the set break schedule, contact your immediate supervisor 15 minutes before your scheduled break for approval. All breaks must be taken within your assigned work zone unless approved by your immediate supervisor before the scheduled break. While on break, you must conduct yourself accordingly as referenced by the FOD Professional Image Policy.

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| --- | --- | --- |
|  | First Break | Second Break |
| 1st Shift | 9 a.m. to 9:15 a.m. | 1:30 p.m. to 1:45 p.m. |
| 2nd Shift | 5 p.m. to 5:15 p.m. | 9 p.m. to 9:15 p.m. |
| 3rd Shift | 1 a.m. to 1:15 a.m. | 5 a.m. to 5:15 a.m. |
| Medical Center District All Shifts should contact their manager for appropriate break time. |

# Lunch

If you are unable to adhere to the set lunch schedule, contact your immediate supervisor 15 minutes before your scheduled lunch time for approval.

Employee clean-up time is defined as five (5) minutes before the scheduled lunch period and five (5) minutes at the end of the scheduled shift. One-hour lunch periods for leads, supervisors, and managers will be determined by leadership.

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| --- | --- |
|  | Lunch |
| 1st Shift | 11 a.m. to 11:30 a.m. |
| 2nd Shift | 7 p.m. to 7:30 p.m. |
| 3rd Shift | 3 a.m. to 3:30 a.m. |
| Medical Center District: All shifts should contact their manager for appropriate lunch time. |

# Uniforms, Conduct, Appearance

All employees must be in uniform and ready to work before clocking in for their shift and must remain in uniform until the 5-minute clean-up period at the end of the shift. Uniforms and FOD ID or Medical Center ID badges must be worn at all times and must comply with the appearance standards set forth in the FOD Professional Image Policy. In addition, head gear may be worn and must comply with the current FOD Professional Image Policy.

Employees must conduct themselves during their work shift within the established guidelines set forth in the FOD Professional Image Policy and A&P Workplace Civility Policy. Professional and respectful behavior is expected at all times. Horseplay such as pushing, shoving, name calling, pranks, and other non-professional physical and verbal behavior is prohibited.

# Personal Protection Equipment

The university will provide employees with the appropriate safety equipment and training when required in connection with an employee’s assigned duties. Whenever such safety equipment is provided by the university, an employee shall be required to use and care for it (OSU & CWA Agreement, Article 29.4).

# FOD ID Badge and BuckID

All employees are required to wear the FOD ID or Medical Center ID badge at university work sites during working hours. FOD ID badges are to be prominently worn so the photo is clearly visible on the upper torso. A lost or damaged FOD ID badge or BuckID card should be reported immediately to the employee’s immediate supervisor, who is responsible for reporting the lost or damaged FOD ID badge or BuckID card to A&P Human Resources. Lost Medical Center ID badges also should be reported immediately to Hospital Security (293-8500).

# Timekeeping

Employees must utilize their BuckID card or Medical Center ID to swipe in and out for daily scheduled shifts at the appropriate designated time clock. Refer to the timekeeping training manual for questions concerning the timekeeping system or ask your immediate supervisor.

Employees are required to swipe in (clock-in) no earlier than 6 minutes before the start of their scheduled shift and swipe out (clock-out) no later than 6 minutes past the end of their scheduled shift.

If you do not swipe in (clock-in) by your designated start time, you will be considered tardy and may be subject to disciplinary action. If you clock out before or past your designated end of shift time without prior supervisor approval, you may be subject to disciplinary action. An employee will not be paid for scheduled time not completed and is responsible for correcting all timekeeping issues. A Timeclock Adjustment Form is necessary to make up incomplete time. Medical Center staff should refer to the Kronos link on OneSource for further timekeeping direction.

# Leave Requests

Employees are required to submit a leave request for all scheduled time not worked. Leave requests should be submitted through the appropriate timekeeping system and must be submitted by applicable timekeeping deadlines. Refer to the timekeeping training manual.

Vacation requests for CWA employees will be granted based on the current union contract provisions (OSU & CWA Agreement, Article 19).

Vacation requests for non-CWA employees will be granted per the university’s Paid Leave Programs Policy 6.27. Vacation and comp time requests may be rejected based on workload and/or staffing hardship.

# Call Off, Call In

If for any reason an employee is unable to report for work, s/he is to call and notify his/her immediate supervisor or leave appropriate details on the voice mail system: name, supervisor, reason for absence, and type of leave requested.

For campus CWA staff, notification must occur at least one (1) hour immediately before the scheduled shift start time [OSU & CWA Agreement, Article 40.5A(2)]. Medical Center staff are required to notify management no less than 2 hours before the start of their shift. All other employees should consult their immediate supervisor for direction on reporting an absence from work and are expected to follow the guidelines provided.

If an employee is calling to request emergency vacation or compensatory time, s/he must receive approval by speaking directly to a supervisor. If the employee is unable to speak to a supervisor directly, the employee must leave a message with the understanding that the request may be denied once the employee returns to work and speaks with a supervisor. An employee also may be asked to submit supporting documentation for the need to use emergency vacation or compensatory leave.

If an employee fails to call off or fails to call within the appropriate time frame for his/her operation, the employee will be considered disapproved for leave and subject to leave without pay (OSU & CWA Agreement Article 40.7).

For non-CWA employees, sick leave will be enforced per the current union contract provisions for CWA employees and the university’s Paid Leave Programs Policy 6.27.

# Smoking

Smoking and the use of tobacco are prohibited in or on all university-owned, -operated, or -leased property, including vehicles. Tobacco is defined as all tobacco-derived or -containing products and any product intended to mimic tobacco products. Refer to Ohio State Human Resources Tobacco Free Ohio State Policy 7.20 for details and information about cessation programs.

# Alcohol, Drugs

The use of alcohol or illegal drugs is considered Drunkenness and/or Failure of Good Behavior (OSU & CWA Agreement, Article 11) and is not permitted on the job. Refer to Ohio State Human Resources Drug-Free Workplace Policy 7.30.

# Communications Devices

**Desk Phones** - Employees answering Operations telephones are to take messages and ensure they are delivered to employees. Employees will be notified immediately of all emergency phone calls. Shop telephones are for university business unless needed during an emergency.

**University-issued tablet computing devices and cell phones** are to be used during work hours for business-related activities only. Failure to comply may be cause for disciplinary action. Please refer to the FOD Tablets and Cell Phones Policy.

**Personal tablet computing devices and cell phones** are not to be used during work hours unless for emergencies. Personal calls and texting are to be limited to 5 minutes before the beginning of the shift, breaks, lunch, and 5 minutes before the end of the shift. Hands-free devices such as wired ear-pieces and microphones and Bluetooth devices are not permitted to be worn during work shifts.

**Radios** are for university business only. Airway discipline must be maintained, for example, no vulgar language, excessive chatter, etc. A manager/supervisor has the right to restrict the use of personal radios, CD/MP3 players, headphones, and ear buds during work hours. Use of headphones or ear buds, other than those specifically designed to be worn as PPE, is prohibited while operating any type of equipment or motor vehicle.

# Tools

Employees shall carry their hand tools and test equipment as required for their trade. All tools should be checked daily for excessive wear and need of replacement. Employees are responsible for all assigned tools. Any lost or broken tools must be reported immediately to your immediate supervisor and appropriate paperwork initiated. The personal use of university property is strictly prohibited. All employees will receive guidelines for the appropriate use of tools and equipment and sign a Statement of Understanding to acknowledge their role and responsibilities regarding the use of tools.

# Keys

Employees are responsible for safeguarding any assigned keys. Keys are never to be left unattended or loaned to anyone at any time. Lost or broken keys must be reported immediately, and the appropriate paperwork initiated.

If keys are issued daily, the employee is responsible to return the assigned keys at the end of that shift. Employees who fail to turn in keys must notify their supervisor immediately and make arrangements for their return. Failure to do so may be cause for disciplinary action. Medical Center District employees who fail to turn in keys may be required to return after their scheduled shift to do so.

# State Vehicles

“Vehicles,” in this section, shall be used to refer to all motorized vehicles owned by the university and operated by employees for authorized university business, including plated vehicles, utility vehicles, equipment, and other low speed vehicles as designated by management. All university vehicles are to be used for authorized university business only and only by authorized individuals holding a valid and appropriate driver license. Employees operating university vehicles must complete an Ohio State Driver Registration Form upon hire and upon renewal of their driver license every four years and submit the completed and signed form to their supervisor and A&P Human Resources. Employees who have not completed or updated this form will not be covered by university insurance when operating a university vehicle and may be liable for all damages and claims.

All employees who operate university vehicles are required to complete assigned training before operating any university vehicle and may be required to complete additional training on a recurring basis and following any accident involving a university vehicle.

Employees are required to report the revocation, forfeiture, and/or suspension of their driver license or any restriction of driving privileges immediately to their supervisor and A&P Human Resources. Failure to do so may result in corrective action up to and including termination.

Vehicle operators are expected to adhere to all applicable motor vehicle laws and must use extreme caution while operating vehicles on campus. Use of headphones or ear buds, other than those specifically designed to be worn as PPE, is prohibited while operating any type of equipment or vehicle. Operators are responsible for all parking and operation violations (tickets) while in possession of the vehicle.

State motor vehicle regulations must be followed at all times, i.e., vehicles are not permitted to idle for any length of time unless the vehicle is necessary to accomplish work tasks (2.72 University Fleet Policy, Section IV), seat belts must be worn at all times, and smoking in vehicles is strictly prohibited. Vehicles are not to be driven off campus without prior approval from your immediate supervisor.

Employees are responsible for properly maintaining an assigned state vehicle and immediately reporting any observable issues with the vehicle to their immediate supervisor. Each driver of a university vehicle must complete a pre-driving vehicle inspection form daily or upon a driver change.

For any accident involving a university vehicle regardless of severity or parties involved, the driver must file an accident report with The Ohio State University Police if on campus property or applicable law enforcement department if off campus, and immediately notify his/her immediate supervisor. At the scene of the accident, the employee shall obtain the following information from the other party:

* name, address, and phone number
* make, model, and license plate number of the vehicle
* the name of their insurance company and phone number

As soon as possible after the accident, the employee also shall contact Transportation and Traffic Management at 614-247-1918. If no one is available to take the accident information at TTM, leave the following information on a voicemail message:

* your name and number
* make, model, and license plate number of your vehicle
* date and location of the accident
* report of any injuries
* name of the police department where report was filed
* whether any party was cited for the accident
* name, address, and insurance company of the other party involved

Following an accident involving a university vehicle, the employee also is responsible for completing an OSU Vehicle Accident Report form to document vehicle and/or property damage, and if necessary, an Employee Accident Report, to document any injury to the employee. The report(s) should be signed and submitted to his/her immediate supervisor. The supervisor is then responsible for completing the supervisor section of the report(s) and forwarding as indicated. The supervisor also shall complete an Incident Report and submit all documentation to the appropriate HR Generalist by the end of the shift in which the accident was reported.

A Global Positioning System (GPS) may be installed on any FOD vehicle for purposes of establishing the efficiency and necessity of the FOD-wide fleet and operations management. If FOD becomes aware of vehicle misuse, information from the GPS may be used to determine whether any FOD or university policies have been violated and to support appropriate corrective action.

The use of all university vehicles must be documented on the Vehicle Use and Mileage Log form. The Vehicle Use and Mileage Log form shall be maintained in the vehicle at all times and will be maintained by Operations Support. All fields must be completed by the driver at the beginning of each shift each time the vehicle is used or at the beginning of each assignment if the vehicle is used by multiple individuals during a shift. If a Vehicle Use and Mileage Log form is not in the vehicle at the time of use and is required to be, the driver is responsible for obtaining and completing a log before operating the vehicle to go on assignment.

# Parking of State Vehicles

There will be noparking or driving on the grass or on the sidewalk, unless operationally required. These rules will be enforced unless approved by your immediate supervisor and is job specific. Parking at loading docks is forbidden except as specified in Transportation and Traffic Management regulations.

# Personal Vehicles

Operation of personal vehicles by front line staff is not permitted during work hours. Exceptions must be approved in writing.

# Union Business

Employees may meet with a Union Steward when needed, providing the employee submits a CWA Release Form to his/her immediate supervisor for approval before leaving the work area. Only stewards listed on the most current CWA Steward Roster are recognized by the university as authorized to conduct union business.

# FOD and University Policies

Employees are required to adhere to FOD and university policies, available for review at <https://ap.osu.edu/> and <https://hr.osu.edu/policies-forms>.

# Resources

* Operations Administration
* FOD Human Resources
* FOD ID Badge Policy
* FOD Professional Image Policy
* FOD Tablets & Cell Phones
* Timekeeping Training Manual
* OSU & CWA Agreement July 1, 2018 – June 30, 2021
* OSU Paid Leave Programs Policy 6.27
* OSU Human Resources Drug-Free Workplace Policy 7.30
* OSU Human Resources Tobacco Free Ohio State Policy 7.20
* Transportation and Traffic Management Regulations

# Acknowledgment and Receipt

I have received and read the General Shop Rules and agree to abide by them. I understand that failure to do so could result in corrective action, up to and including termination.

Please sign, date, and return the original to your Supervisor.

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| --- | --- | --- |
| Name Printed | Signature | Date |