

Facilities Management Policies **Manual**

Revised August 2023

Revised to reflect changes to the State Personnel Board Rules (July 2023) and Partnership Agreement entered into between the Colorado Workers for Innovative and New Solutions Local 1876 (COWINS) on behalf of covered employees and the State of Colorado revised November 9, 2022.

- Critical and Essential Designations
- Snow Removal
- Compensatory time

Note: Facilities Management reserves the sole right to modify these policies at any time.

Facilities Management Policies Manual

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Facilities Management Policies Manual

FM Appointing Authority

Reviewed August 2023

Reference Board Rules 1-8 to 1-11

Appointing Authority

The Director of Facilities Management has been delegated appointing authority responsibility by the Colorado School of Mines

Issues involving the Appointing Authority

The chart below outlines the normally delegated areas of responsibility. FM division managers will work as a team in managing FM's operations and people. However, if issues or questions arise that are outside of the usual range of operations, the responsible manager for each division will bring these to the Director for consideration, review, and if necessary, approval.

Please refer any questions concerning this policy to your supervisor.

Facilities Management Appointing Authority				
Delegation of specific aspects of appointing authority responsibilities	Director	Assoc Director	Division Manager	Supervisors
Determining organizational structure	x			
Hiring	x	x	x	recommendation
Defining Job Contents	x	x	x	
Determining schedules, including meal and break periods	x	x	x	
Administering Corrective/Disciplinary action (in conjunction with HR)	C/A*	C/O**	C/O**	
Approving leaves. I.e. Sick and Vacation (except as restricted elsewhere within this FM Policy manual).	x	x	x	x
Evaluating Performance	x	x	x	x
Determining safe conditions and tools for employment	x	x	x	x
Recommending positions to be created and abolished	x	recommendation	recommendation	recommendation
Determining work locations	x	x	x	x
Adjudicating grievances	x	x	x	x
*C/A Administering Corrective/Disciplinary Action				
**C/O Administering Corrective Action Only				

Facilities Management Policies Manual

Leave Request and Approval Procedures Revised February 2020

Purpose:

To provide departmental leave request and approval procedures.

Procedures:

Employees are required to work their established work schedule unless on approved leave. Employees are responsible for requesting annual leave with as much notice as possible and requesting sick leave at least 15-minutes prior to the beginning of their work schedules to explain the situation to their supervisors.* A signed leave request is to be provided as soon as possible and must contain sufficient information to determine the type of leave requested. Annual leave must be pre-approved prior to use. State Personnel Board Rule 5-1 C states that unauthorized use of any leave may result in the denial of paid leave and/or corrective or disciplinary action.

** Individual shops may have different call-in request procedures based upon scheduling and business needs. Any such modified shop procedures will be provided to employees of that shop. Employees are encouraged to discuss shop specific procedures with their immediate supervisors. In the absence of shop specific procedures regarding annual leave requests and sick leave call-in procedures, the above procedures will apply.*

Accrued paid leaves fall into one of two categories outlined in State Personnel Board Rules Chapter 5 as follows (Board Rules dated November 11, 2019):

“Annual leave is for an employee’s personal needs and use is subject to the approval of the appointing authority. The appointing authority may establish periods when annual leave will not be allowed, or must be taken, based on business necessity. These periods cannot create a situation where the employee does not have a reasonable opportunity to use requested leave that will be subject to forfeiture. If the department cancels approved leave that results in forfeiture, the forfeited hours must be paid before the end of the fiscal year. (5/1/10)”

“Sick leave is for health reasons only, including diagnostic and preventative examinations, treatment, and recovery. Accrued sick leave may be used for the health needs of the employee, employee’s child who is under the age of 18 or an adult child who is disabled, parent, spouse, injured military service member as established under rule 5-20, legal dependent, or a person in the household for whom the employee is the primary care giver. The appointing authority may require documentation of the familial relationship. (2/2017)”

As established under Board Rule 5-5B, a State authorized medical return to work form must be completed for an absence of more than three consecutive work days for any health reason. Another official document (such as a doctor’s release) can be substituted for the State form as approved by the supervisor.

As established under rule 5-5B a medical certificate or doctor’s note showing that the employee was physically seen by a doctor may be required by the division manager, supervisor or appointing authority when a reasonable basis for suspecting leave abuse exists.

In the event an employee is absent for reasons that would normally be covered through the use of sick leave but does not have a sufficient sick leave balance to cover the absence, the employee’s leave request will be forwarded by the employee’s supervisor to the division manager for review. The division manager will consider the request and factors surrounding the leave request (for example, things such as the employee’s history of leave use and leave use requests, job performance, and other factors). In accordance with State Personnel Board Rule 5-2 & 5-1C, paid leave is to be exhausted before an employee is placed on unpaid leave unless the reason for leave does not qualify for the type of leave available.

The division manager may approve the use of annual leave to cover the sick leave need or may allow the use of annual leave for pay purposes but can consider the leave use to be unapproved. If the leave is considered unapproved, the employee may be issued a warning or may be subject to corrective or disciplinary action. Further, the division manager may deny the use of paid leave and charge leave without pay under the current Facilities Management leave without pay policy (LWOP).

Purpose:

The intent of this policy is to provide a form of unpaid leave for employees who are in Good Standing, as defined below, and face “unusual circumstances or opportunities” for which they do not have accrued leave. It is also intended to establish a consistent process under which leave without pay (LWOP) can be requested and to provide a record and time-keeping mechanism.

LWOP Circumstances

- Unanticipated
- Anticipated

LWOP Classifications

Approved LWOP is unpaid leave time that has been requested by and granted to an eligible employee in accordance with the guidelines below.

Unapproved LWOP is unpaid leave time assigned to an employee who did not follow the LWOP request process, or was not granted approved LWOP and failed to report to work as scheduled. The use of Unapproved LWOP is unacceptable work performance and may result in corrective or disciplinary action.

Responsibilities:

Requesting:

To be granted Approved LWOP, the employee must request it in accordance with these procedures. Employees have weekly access to their leave balances via the Internet, and employees are responsible for monitoring their usage of paid leave and determining when a LWOP request is necessary.

Note: It is not the supervisor’s responsibility to inform employees when they need to request LWOP.

Eligibility for Approved LWOP Use:

The following criteria will be used to determine whether the requesting employee is eligible to be granted LWOP. Requesting employees must “be faced with unusual circumstances or opportunities” and have 1) exhausted their sick and/or annual leave balances (depending upon the type of LWOP requested), 2) be certified (except as noted below), and 3) be in Good Standing.

Good Standing:

1. The employee must have contacted his / her supervisor as described in these procedures.
2. The employee’s most current performance evaluation must be Meets Expectations or better.
3. The employee cannot be under or have received a corrective or disciplinary action within the previous 6 months.

No, Call No Show Rule:

Any employee who does not appropriately call in or report to work as scheduled (except when the failure to report to work as scheduled is due to a bona fide emergency) will have his or her time recorded as Unapproved LWOP and will be subject to corrective or disciplinary action.

Request Process

Unplanned LWOP Requests

Probationary Employees:

All Unplanned LWOP Requests:

If unable to report to work, the employee must call within the 15-minute period just prior to the beginning of his/her work schedule to explain the situation to his/her supervisor. If at work, the employee must contact his or her supervisor in person and request Approved LWOP. It is the employee's responsibility to speak directly via telephone or personal contact with his or her supervisor. Leaving messages or asking a third party to make contact is not acceptable (except in a bona fide documented emergency), and may subject the employee to corrective or disciplinary action. The supervisor shall recommend approval or denial of the request to the division manager.

Certified Employee:

All Unanticipated LWOP Requests:

If unable to report to work, the employee must call within the 15-minute period just prior to the beginning of his/her work schedule to explain the situation to his/her supervisor. If at work, the employee must contact his or her supervisor in person and request Approved LWOP. It is the employee's responsibility to speak directly via telephone or personal contact with his or her supervisor. Leaving messages or asking a third party to make contact is not acceptable (except in a bona fide documented emergency), and may subject the employee to corrective or disciplinary action. The supervisor shall recommend approval or denial of the request to the division manager.

Specified Conditions For:

Leave for Personal Reasons: The employee must first explain to his or her supervisor why he or she needs to be absent from work and why LWOP is needed. If the supervisor gives conditional approval (subject to manager review and approval) to the request, the employee must then agree to return to work on the date specified by the supervisor.

Leave for Illness/Injury-related Reasons: The requesting employee must first explain to his or her supervisor why he or she needs to be absent from work and why LWOP is needed. If the supervisor gives conditional approval (subject to manager review and approval) to the request, the employee must then agree to return to work on the expected date and provide to his or her supervisor a written statement from a physician confirming that the employee's medical condition justifies the requested length of absence from work. If the illness or injury causes an employee to need additional LWOP, the employee must request the additional LWOP in accordance with these procedures. Any use of LWOP for illness/injury that exceeds three days may be eligible for Family and Medical leave. Such use must be reported to Human Resources no later than the start of the fourth consecutive day of leave use and will require the completion and filing of

medical certification forms as well as a return to work authorization. All questions about FML should be referred to the Benefits Office in Human Resources.

Request Denial:

If the employee does not meet the Eligibility for Approved LWOP Use criteria, or if the supervisor and Division Manager does not agree that the need for LWOP is warranted, the Division Manager will deny the request and expect the employee to be at work as scheduled.

In the event that the division manager and employee disagree as to whether the request is acceptable, the request will be provided to the Director with the supervisor' and division manager's reasons for denying the request. The Director will make the decision and communicate it in writing to the requesting employee with copies to the division manager and supervisor.

Specific Consequences for Failure to Follow Procedures

Inappropriate Actions resulting from Request Denial:

If an employee is **not on the job** at the time the LWOP request is denied, and he/she does not report to work as scheduled, he/she will be charged with Unapproved LWOP and may be subject to a corrective or disciplinary action.

If an employee is **on the job** at the time the LWOP request is denied, and he/she leaves work before the end of his/her schedule without approval, he/she will be charged with Unapproved LWOP and may be subject to a corrective and or disciplinary action.

Leave Granted for Personal Reasons: Failure to Meet Specific Conditions

If the eligible employee returns to work later than the agreed upon date (first time), he/she may be subject to a written warning, corrective action, or disciplinary action (as circumstances warrant).

If subsequent incidents occur as described above during any twelve-month period beginning with the first occurrence, the employee may be subject to a corrective action or disciplinary action (as circumstances warrant).

Leave Granted for Illness/Injury-related Reasons: Failure to Meet Specific Conditions

If the eligible employee returns to work on the agreed upon date, but does so without a physician's statement, the employee (first time) may be subject to a written warning, corrective action, or disciplinary action (as circumstances warrant).

If the eligible employee returns to work later than the agreed upon date (first time), even though he/she has a doctor's release, he/she may be subject to a written warning, corrective action, or disciplinary action (as circumstances warrant).

If subsequent incidents occur as described above during any twelve-month period beginning with the first occurrence, the employee may be subject to corrective action or disciplinary action (as circumstances warrant).

Planned LWOP Request

Probationary Employees:

All Planned LWOP Requests:

The employee must personally contact his or her supervisor, explain the situation, and make a written request as soon as possible, but not less than 5 days in advance of the need for Approved LWOP. Voice mail messages will not be accepted for these types of requests. During the first 12 months of employment, probationary employees may be considered for a limited number of approved LWOP days. For purposes of eligibility as described above, a probationary employee's performance will be assumed Meeting Expectations unless otherwise documented in his/her file.

Certified Employees:

All Planned LWOP Requests:

The employee must personally contact his or her supervisor, explain the situation, and make a written request as soon as possible, but not less than 5 days in advance of the need for Approved LWOP. Voice mail messages will not be accepted for these types of requests.

Supervisor Review:

The immediate supervisor will determine if the requesting employee meets the eligibility criteria. If the employee meets the eligibility criteria, the supervisor will meet with the requesting employee to discuss the request and review other factors, which may include, but are not limited to: other already approved leaves, staffing needs, work demands, and so forth. The supervisor will then present the request to the division manager with a written recommendation regarding the requested leave. The final decision to grant the LWOP request will be made by the division manager.

Specific Conditions For:

Leave for Personal Reasons: The employee must first explain to his or her supervisor why he or she needs to be absent from work and why LWOP is needed. The employee must then agree to return to work on the date specified by the supervisor.

Note: Employees are cautioned against making non-refundable travel arrangements before approval is given.

Leave for Illness/Injury-related Reasons: The employee must first explain to his or her supervisor why he or she needs to be absent from work and why LWOP is needed. The employee must then agree to return to work on the expected date with a written statement from a physician confirming that the employee's medical condition justifies the employee's requested length of absence from work. If the illness or injury causes an employee to need additional LWOP, the employee must request the additional LWOP in accordance with these procedures.

Request Denial:

If the employee does not meet the Eligibility for Approved LWOP Use criteria, the request has negative impact on previously scheduled work and/or assignments, or for other reasons the supervisor will deny the request and expect the employee to report to work as scheduled.

In the event that the division manager and employee disagree as to whether the request is acceptable, the request will be provided to the Appointing Authority (AA) with the supervisor' and division managers reasons for denying the request. The AA will make the decision and communicate it in writing to the requesting employee with copies to the division manager and supervisor.

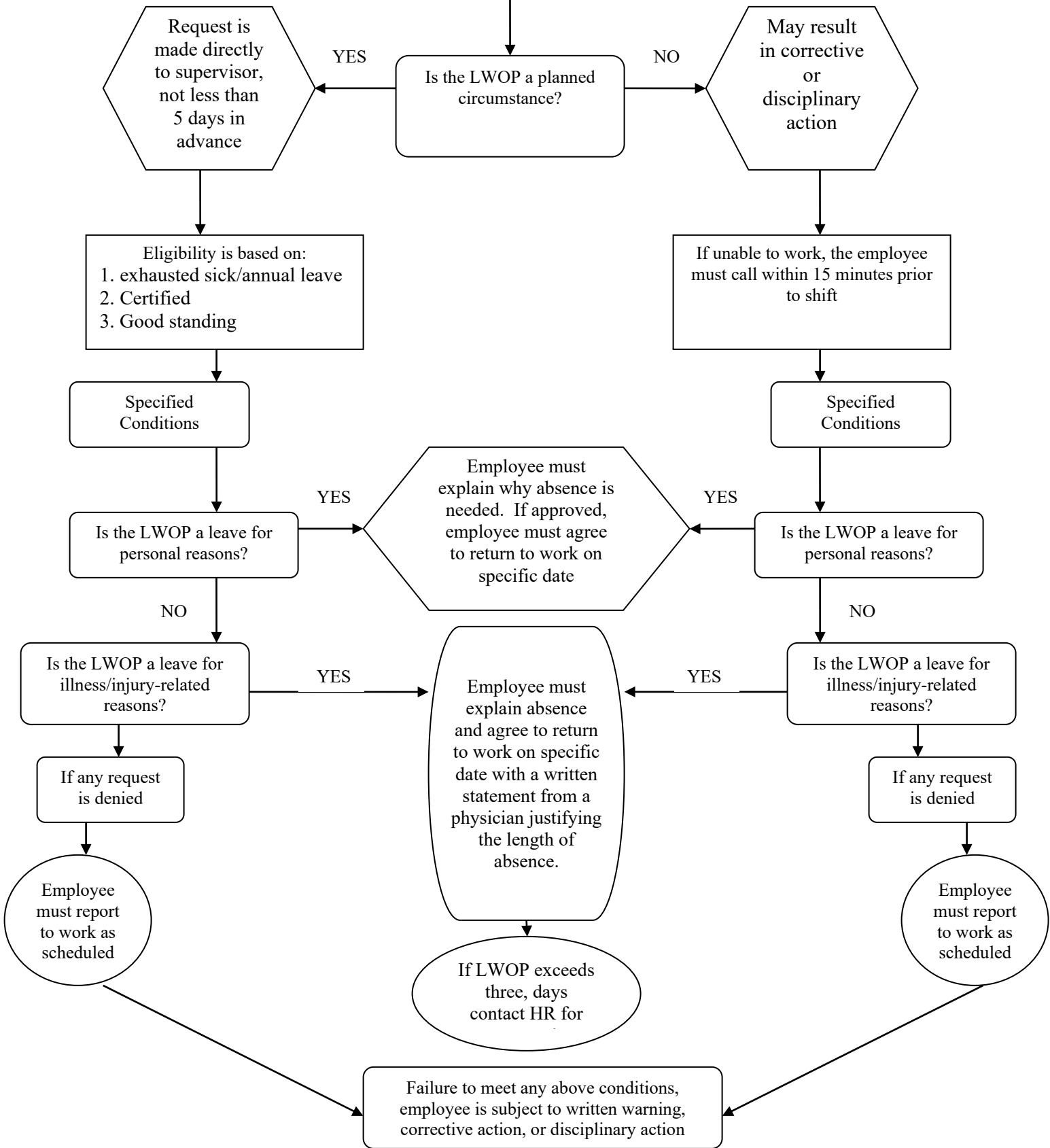
Specific Consequences for Failure to Follow Procedures

If an employee who has not met the specific conditions of his/her LWOP, or takes leave that has not been approved, he/she may be subject to corrective or disciplinary action.

Revocation of Previously Approved LWOP

As with approved paid annual leave, work situations may arise that can cause cancellation of previously approved leaves. Due to the nature of the work of the Facilities Management Department, employees are required to respond to emergency and unplanned facility maintenance and repair situations, and are required to assure that the campus has a safe and functioning infrastructure. Thus, on occasion, circumstances may compel a supervisor to revoke or cancel a previously approved leave. In the event that a previously approved leave is cancelled, the employee is expected to report to work as scheduled or as directed by his or her supervisor. Failure to do so, may subject the employee to corrective or disciplinary action.

Leave Without Pay Request



Facilities Management Policies Manual

Call Back Policy

Revised February

2020

Reference Board Rules 3-36 & 3-44

Purpose:

The intent of this policy is to establish call back procedures, which provide the Colorado School of Mines (MINES) with the maximum level of customer service.

Preface

Equipment breakdowns and natural events can create situations which require employees to respond and return to work at times other than their normal schedules. This is accomplished by having employees' subject to call back. Callbacks are necessary to avoid significant service disruptions, placing employees or the public in unsafe conditions, or protecting and/or providing emergency services to property or equipment.

Definitions

For the purpose of this policy, the following definition shall apply: Call Back applies when an eligible employee is required to report to work before the start or after the end of his or her regular work schedule. If there is no release from work between the call back hours and regular work schedule, it is considered a continuation of the work schedule and call back does not apply.

Policy

It is the policy of Facilities Management to provide services in response to emergencies, urgent maintenance issues, or for other reasons, by having all eligible employees subject to call back. Employees subject to call back are required to return to work within a reasonable response time.

When call back applies, a minimum of two hours pay is guaranteed. Eligible employees are those who are eligible for overtime pay and any call back time is counted as work time. Exempt employees are not eligible for overtime pay or compensatory time although they may also get called back to work during emergencies. Non-exempt employees may be compensated for call back time through granting compensatory time. Travel time is not considered work time. However, employees are cautioned that when responding to call back situations, they are expected to travel to campus in a safe manner. (When returning to work, employees provided with a departmental cell phone for business purposes shall not use the cell phone while operating a motor vehicle. In the case of an incoming call while operating a vehicle the employee shall allow the voicemail to accept the call and return the message as soon as possible once reaching his or her destination and/or the vehicle is stopped and safely off of the roadway.)

Upon mutual agreement between the employee and the supervisor, if an employee has a leave scheduled or taken within the same workweek when a call back situation occurs, the amount of leave charged may be reduced by the amount of call back time.

Facilities Management Policies Manual

Overtime Policy

Revised May 2023

Reference Board Rules 3-26 & 3-27

Background and Purpose:

In order to assure after hours campus coverage while sustaining the available labor force during the regular workweek, Facilities Management has established an overtime policy and protocol. Due to the limited availability of overtime funds, overtime must be efficiently utilized. Facilities Management may substitute compensatory time for overtime. This will be coordinated through your supervisor and / or the manager for your area.

IMPORTANT: Except in bona fide emergency situations, overtime may not be worked without the **PRIOR** approval of your supervisor or without being scheduled by your supervisor. Failure to obtain **PRIOR** approval may subject an employee to corrective or disciplinary action.

Who is Eligible for Overtime Compensation?

All Fair Labor Standards Act (FLSA) non-exempt employees may be eligible for overtime compensation. Most full time employees are scheduled for a regular 40-hour workweek of 5 consecutive workdays, generally Monday through Friday. However, for alternate schedules the State defines the work week as Saturday through Friday (3-26).

Exception:

Employees who are on Leave Without Pay during the impacted work week, who are “called back”, will not qualify for overtime pay or compensatory time, unless hours worked exceed 40 hours or, in the instance of employees who are designated as essential employees, unless hours paid exceed 40 hours.

What is Overtime Compensation?

Overtime compensation comes in two forms: overtime pay and compensatory time. All overtime hours must be reported on Facilities Management time sheets.

NOTE: FLSA exempt employees do not qualify for overtime compensation in the form of overtime pay or compensatory time.

For employees who are not designated as essential, overtime is calculated at 1.5 x the number of hours worked over 40 in the workweek. For those employees designated as essential, overtime is calculated based on the number of hours worked plus the hours of paid leave exceed 40 hours in the workweek. (Rule 3-35 & 3-36)

Compensatory (“comp”) time off may be given in lieu of overtime pay. The amount of compensatory time earned is calculated in the same manner as how overtime is calculated. (Rule 3-27)

In alignment with the Partnership Agreement entered into between the Colorado Workers for Innovative and New Solutions Local 1876 (COWINS) on behalf of covered employees and the State of Colorado revised November 9, 2022, it is Facilities Management’s policy that the maximum number of compensatory hours that can be accrued is 40 hours. For employees who have more than 40 hours of compensatory time in their balances, any time that would otherwise qualify for additional compensatory time earned, will be paid as overtime. Additionally, any compensatory time that is older than 90 days in an employee’s balance may be requested to paid as overtime.

Exceptions may be considered and approved by division managers. Exceptions beyond the 90 days, must be pre-approved by the division manager in advance and prior to being scheduled. The scheduling of compensatory time usage will depend on the needs of the business including

but not limited to the workload and staffing scheduling priorities. The division manager may deny requested dates if scheduling conflicts exist.

Actual Overtime and Comp Time Situations and Accumulation Rates (Refer to Call Back Policy)

Regular week, "callback"	1.5 x (number of hours worked -- 2 hr. minimum).
Regular Schedule, overrun	1.5 x (number of extra hours worked after a regular schedule, (Not "callback") employee never leaves the job).
Holidays, "callback"	1.5 x (number of hours worked -- 2 hr. minimum).
Holidays, scheduled	1.5 x (number of hours worked -- 2 hr. minimum).

The above all assume that there are no leave without pay hours in the workweek and that the employee has been designated as an "essential" employee.

"Callback": Refers to a call to an employee to respond to a situation, which may require immediate care. (Refer to the Callback Policy)

Regular week: The normal (40-hour) work schedule for affected employee.

Regular schedule overrun: Time required to complete a repair that cannot wait until the following schedule that extends the scheduled work period.

Workweek

The workweek for determining when overtime (or compensatory time) is calculated from 12:01 A.M. Saturday through 12:00 Midnight Friday.

Questions Concerning Overtime

If questions regarding the overtime and compensatory procedures arise, employees are asked to first direct those questions to their supervisors or the appropriate division manager before raising the question with the Human Resources Department or MAPS.

Monthly Individual Compensatory Time Tracking

Compensatory Time is tracked in Workday. Supervisors are to ensure that the hours tracked in Workday correspond to equivalent hours in the Famis work order system.

Background and Purpose

To establish operational hours that provides the MINES campus with the maximum customer service from Facilities Management (FM).

Facilities Management Office Hours of Operation

Monday through Friday, 7:30 a.m. - 5:00 p.m.

The phones will be monitored during the hours of operation (including 12:00 noon to 1:00 p.m.).

Facilities Management Shop Hours of Operation

Shop hours may vary from FM Office hours covering a range of morning, evening and weekend hours. The Division Managers and Director are responsible for establishing and approving shop hours of operation. The shop supervisors will set individual employee work schedules. Work needs of the campus may require changes in work schedules of any employee, and any such changes may be made with little or short notice.

Meal and Break Schedules

The respective shop supervisors will set meal and break schedules after obtaining the division manager's approval.

Specially Scheduled Activities

Scheduled activities (for example, scheduled utilities outages, etc.), which will not be accomplished during regular shop hours, will be scheduled through the appropriate supervisor and division manager.

Facilities Management Policies Manual

Facilities Management Emergency Services Revised August 2023

Background and Purpose

In the event a campus emergency occurs the MINES Facilities Management Department may be required to provide personnel, equipment resources and expertise in response to the situation as needed. These situations may include, but are not limited to, utility outages, building failures, accidents, inclement weather*, or other events.

* Employee should refer to “Snowstorm Situations: Responsibilities and Protocols” for snow-related guidance and procedures.

Employee Participation:

Employees may be assigned as the situation warrants. Depending on the school’s needs and employees’ capabilities, employees may be assigned to work other duties as assigned and may temporarily complete duties outside their position’s job classification.

Essential Position:

Per Board Rule 1-45.1, an employee designated as essential by their position performs maintenance and support services directly responsible for the health, safety, and welfare of the campus community. Employees assigned to essential positions must respond to emergency situations as required by their supervisors. For potential events that can be anticipated, such as forecasted inclement weather, employees in essential positions are expected to be fully able and ready to respond if notified. Failure to respond in such a situation may subject the employee to corrective or disciplinary action.

Critical Position:

Per Board Rule 1-38.3, an employee designated by their position as critical can be expected to work and/or remain at their worksite in delayed start, early release, or closure situations. A critical position is a position that is critical to operations.

Facilities Management Snow Removal Revised August 2023

Snowstorm Situations: Responsibilities and Protocols

Employee are expected to follow the protocols and responsibilities as outlined. Employees should speak to their supervisor if they have questions regarding this information. Positions designated as essential, critical, or part of the snow removal crew are expected to follow the protocols as outlined below.

Snowstorms Occurring Before Work

a. School Open

With the exception of personnel who are called in to respond for snow removal and other needs, all personnel will be expected to report to work at the beginning of their regular schedule/shift.

b. Officially Announced School Closure/Late Start

All employees in positions designated as essential, critical, or otherwise designated as part of the snow removal crew will be expected to report to work at their regular scheduled time unless called by their supervisors.

Employees who are called and told not to report to work will receive administrative leave during the closure. Employees who call in sick or are otherwise on approved leave are not eligible for administrative leave.

Snowstorms Occurring During Work

a. School Remains Open

All employees will be expected to complete their schedules. Employees whose positions are not designated as essential, critical, or part of the snow removal team who request to leave work early due to driving conditions or other situations, must have their supervisor's approval in advance.

An approved request to leave work early will be charged to annual leave. If an employee has exhausted his/her annual leave and requests time off from their supervisor, and the request is approved, time will be granted as leave without pay.

b. Officially Announced Early Closure

All employees in positions designated essential, critical, or as part of the snow removal crew will be expected to remain at work to complete their schedules. Supervisors will communicate to employees if they are to be released early from work.

All employees whose services are not required will receive administrative leave during the closure. Employees must be on the job to be eligible for the administrative leave. Employees on previously approved annual leave, sick leave, or other types of leave, are not eligible for administrative leave during a closure.

The grounds supervisor will determine the snow removal crew's schedules.

Snowstorms after Work

The grounds supervisor will determine the snow removal needs of the campus and will call back employees in accordance with the Call Back policy

Snowstorms occurring on Weekends and Holidays, (Scheduled School Closure)

Snow removal crews will respond per designated snow removal plans for weekend and holiday closures. The Grounds Supervisor and/or shop supervisors will contact the affected employees to inform them of their work status.

Background and Purpose

As state public employees, MINES faculty and staff members have a fiduciary and statutory duty to the people of the state of Colorado to adhere to ethical principles of conduct related to conflicts of interest and conflicts of commitment. Outside employment can create an actual or perceived conflict of interest or commitment. Accordingly, the employee's external obligations, financial interests, and activities must be conducted in a manner that does not create a conflict or interfere with the employee's primary obligation and commitment to MINES. This policy is consistent with, and intended to augment, State Personnel Board Rule(s) 1-13 and 1-14 regarding outside employment and conflicts of interest.

Outside Employment

It is intended that the employee's state job is the employee's principal employment. Employees may engage in outside employment with advance written approval from the appointing authority. The appointing authority shall base the decision to approve or deny the request on whether the outside employment interferes with the performance of the MINES job or is inconsistent with the interests of the school, including raising criticism or appearance of a conflict. Failure to seek and obtain prior approval of outside employment may result in corrective or disciplinary action.

What is Outside Employment?

Outside employment is any non-Facilities Management employment, which an employee engages in outside of their regular working hours. Contracting businesses are included in this definition. Outside employment shall not be performed during MINES working hours or interfere with FM call back requirements.

Conditions for Approval:

The employee must assure MINES management that the outside employment will not negatively affect his or her MINES job responsibilities or create a conflict of interest or commitment. If these other obligations negatively affect the employee's attendance or work performance, violate State personnel rules or MINES policies, Facilities Management reserves the right to withdraw its approval.

Approval Procedures:

- Complete and submit a request form to your supervisor (see form below).
- The supervisor will make a written recommendation and will forward the request to the division manager.
- If the division manager determines the request will not negatively impact the employee's responsibilities or create a conflict of interest or commitment, the division manager may recommend approval of the request, **or**
- If the division manager determines the request will negatively affect the employee's responsibilities or create a conflict of interest or commitment, the division manager may recommend denying the request.
- The Director of Facilities Management will make the final approval decision.

Existing Outside Employment

Any employee who is currently involved with outside employment will be required to complete a request form. As long as the existing outside employment has not compromised any of the above conditions, approval for continuing the employment will not be denied.

Failure to Request Approval

Failure to disclose outside employment, potential conflicts of interest, or commitment, or obtain prior approval of outside employment will subject the employee to corrective or disciplinary action.

Outside Employment Request Form

Employee Name: _____

Type of business & description of work performed: _____

Employee Signature: _____

I understand that if this outside employment creates a conflict of interest or commitment, or negatively affects my performance on the MINES job this request and subsequent approval may be withdrawn.

Supervisor Recommendation (please include your recommendation and rationale):

To Approve	_____	Date	_____	_____
				Signature
To Deny	_____	Date	_____	_____
				Signature
To Withdraw	_____	Date	_____	_____
				Signature

Division manager Recommendation (please include your recommendation and rationale):

To Approve	_____	Date	_____	_____
				Signature
To Deny	_____	Date	_____	_____
				Signature
To Withdraw	_____	Date	_____	_____
				Signature

Director Decision:

Approve _____ **Deny** _____

Director of Facilities Management

Date

Facilities Management Policy Manual

Uniform/ Blaster Card (ID card)

Revised October 2015

Background and Purpose

Facilities Management provides uniforms (shirts and smocks) for all trades and services, supervisors and employees. These shirts serve the purposes of protecting each employee's own clothing from damage and providing the campus community with general Facilities Management employee recognition while presenting a professional image. Additionally, employees are issued a Blaster Card (for school identification and electronic access purposes). This card permits the holder to be identified as a bona fide school employee and, depending on the level of security permitted, allows the employee to access multiple locked or secured areas of the campus.

Uniform Distribution

Facilities Management will provide each employee with five (5) shirts. Employees may select the style of their choice from the established list. Shirts that are worn out or damaged in the course of performing assigned duties will be replaced at Facilities Management's cost. Obtaining a replacement shirt that is worn out or damaged must be coordinated through the shop supervisor. Shirt information and ordering will be handled through the Facilities Management main office.

Shirts that are lost or misplaced can be replaced at the employee's costs. Employees may purchase extra shirts in addition to the five that are issued.

Employee Obligation

Employees are required to wear their Facilities Management uniforms while on duty and to maintain their own shirts/smocks. The garments must be in good repair and clean. Exceptions to wearing the uniform can be approved by the supervisor. To obtain an exception, prior notice to the supervisor is required. The notice must specify the exception requested and provide reasons for requesting the exception. The supervisor will consider requests, but is under no obligation to approve the request.

The employee is responsible to notify the supervisor if a shirt needs replacement. Shirts will not be replaced unless approved by the supervisor.

Employees are required to wear and display their Blaster Card at all times except when the external wearing or display of the Blaster Card creates a safety hazard, such as when operating power equipment or when working outside or in wet conditions when a coat is being worn.

Failure to wear the required shirt, smock or display the Blaster Card in accordance with this policy can result in corrective or disciplinary action.

Employees are required to return uniforms, school equipment, and safety clothing when they terminate employment with the school. Employees who do not return these items at the time of termination will be billed the replacement costs of the items.

Safety Clothing

Certain job functions may require safety or special application clothing, and it is the employee's responsibility to wear the appropriate safety gear. The Environmental Health and Safety (EHS) department assists in evaluating work tasks and assessing appropriate safety attire. When a potential need for safety equipment is identified, the decision to provide the safety equipment to individuals or make it part of the shop equipment will be at the discretion of the supervisor and manager. If it is decided that safety or special application clothing is necessary, these will be purchased and provided by Facilities Management. This will not apply to every employee, and depending on the item, it may become part of that shop's "tools".

Example: Aprons, vests, gloves, hard-hats, safety goggles, electrical safety clothing etc.

In addition, FM employees are expected to follow safety requirements set forth by EHS for working in labs and workshops. The guidance document can be found here:

<https://www.mines.edu/ehs/wp-content/uploads/sites/90/2018/11/2015-General-Laboratory-Safety-Guidelines.pdf>

Facilities Management Policies Manual

Protective Eyewear & Safety Glasses **Revised February 2020**

Background and Purpose

Facilities Management provides safety eyewear for all employees whose jobs require these items. By providing safety eyewear, each employee will have the eye protection necessary to safely complete his or her tasks.

It is the shop supervisor's responsibility to provide employees with access to eye protection as appropriate to the work being performed. It is the employee's responsibility to wear it! Side shields must be included with safety glasses. Side shields or wrap around style safety glasses must be worn whenever appropriate for the task.

In most cases, Facilities Management will meet its obligation to provide protective eyewear by providing either safety glasses or full-face shields (that may be worn over the employee's prescription eyewear if necessary).

Failure to wear protective eyewear or safety glasses in situations or on assignments that require protective eyewear or safety glasses constitutes a serious safety violation and will subject the employee to corrective or disciplinary action.

Guidance for proper PPE can be obtained by consulting with Environmental Health & Safety (EH&S). For tasks that have specific hazards associated with it a job hazard analysis (JHA) should be performed first. EH&S can consult on the development of a JHA.

Reference materials from EH&S can be found here:

<https://www.mines.edu/ehs/>

Prescription Safety Glasses

Certain work may require safety prescription glasses. Facilities Management will determine when safety prescription glasses are required and, in these rare instances, will arrange to purchase these for the affected employee(s).

Purchase of Prescription Safety Glasses

Facilities Management has created a standing contract with a safety glasses provider. This vendor has a list of prescription safety glasses options for the employee to choose from. Facilities Management will purchase the basic model. If the employee would prefer the upgraded models, he/she may purchase the upgrade model by paying the difference between the cost of the basic model and the cost of his or her desired model at the time of the order.

Under normal circumstances, Facilities Management will purchase one pair of prescription safety glasses. Employees are responsible for providing their supervisor with a copy of their current prescription. If the employee loses or misplaces his or her prescription safety eyewear, replacement costs will be charged to the employee. Facilities Management will provide

replacement prescription safety glasses if they are damaged on the job or if the employee's prescription changes.

Ordering

All glasses must be ordered through the Facilities Management main office. Prior to turning in the order, the employee's supervisor must approve the request. The individual in the main office responsible for glasses ordering and distribution will explain the fitting and acquisition process to each approved employee.

Facilities Management Policies Manual

Use of MINES Facilities Tools and Equipment - Revised February 2020

Purpose:

The policy below is established to insure that Facilities Management tools and equipment are used in accordance with their intended purposes and are available to and used by the appropriate individuals during the course of their work.

Policy:

Facilities Management shops and office spaces, tools, materials and equipment, including vehicles, computers, printers, and copy machines are to be used for School business only; they are not for personal or commercial use by MINES employees. Similarly, individuals and organizations that are not part of the MINES community may not use these items except in connection with approved MINES sponsored activities, events or services.

This policy is not to be interpreted to preclude the carrying of and use of school equipment such as cell phones, tablet computers, laptops, etc. off campus or after hours as long as such use is for Facilities Management business. For example, certain FM employees are assigned school laptop computers so that in the event an emergency or unanticipated need arises they can properly address the situation.

Note: Use of computing and networking resources shall follow MINES policies:

<https://www.mines.edu/policy-library/information-technology/>

Facilities Management Policies Manual

Facilities Management Asbestos Team - Revised February 2020

Background and Purpose

Due to our occasional work in environments where asbestos may be present, our need to be responsive to emergencies, and the prohibitive cost of hiring asbestos certified contractors to do all maintenance work, it is necessary for Facilities Management to maintain an Asbestos Team. Team members will participate in a Facilities Management incentive program. Training and equipment will be supplied by the EHS Department and Facilities Management.

Type of Work

The amount and type of work this team will be expected to accomplish is limited by established state and federal asbestos regulations. Generally, the required asbestos related work will be limited to only the necessary maintenance or emergency repairs. Any work beyond the Asbestos Team's capabilities will be accomplished through an abatement contractor, coordinated through the EHS Department and/or the Office of Design & Construction (ODC) as necessary.

Team Membership, Team Size, and Make Up

The Team will consist of between four (4) and seven (7) members. The minimum membership of (4) will include at least one trades employee each from the HVAC, Electrical, Plumbing, and Structural Trade shops.

Team Member Pool

Members of the Asbestos Team may volunteer or be selected from the eligible employee pool. The pool of eligible employees includes those employees who are currently enrolled or capable of being included in the Mines Respiratory Protection Program. New members are required to attend 16 hours of asbestos course training through a certified training provider designated by the Environmental Health and Safety Department.

Individuals who fail either the respirator fit test or the health exam will not be eligible to participate on the team.

Recertification is required annually as follows:

- 4-hour asbestos refresher class annually
- Respirator user medical exam (may only be required every two years as determined by the occupational health physician)
- Annual respirator fit test

Team Member Obligation Period

Each member appointed to the Asbestos Team will be obligated to serve on the team for a designated period of time (minimum period of 1 year). Team membership will rotate through each shop's eligible pool.

Incentive Program-Team Membership:

Each Team Member will receive a onetime base training incentive of \$200.00 for successfully completing the required training and examinations. This incentive will be paid in full for the upcoming year of service.

Participation Incentive Matrix

Years (number of years in program)		Annual Incentive Pay Scale
YR		
1st		\$ 200
2		\$ 250
3		\$ 300
4		\$ 350
5		\$ 400
6		\$ 450
7		\$ 500
8		\$ 550
9		\$ 600
10		\$ 650

Participation credits will be carried and accumulated even if years of service are not consecutive. The annual incentive payment caps at 10 years of service.

Facilities Management Policies Manual

Digging on Campus Policy

Revised February 2020

The purpose of this policy is to protect employees from unsafe excavating conditions on campus. Before excavating any site on campus review the restricted site list in addition to completing a Utility Notification Center of Colorado (UNCC) utility, locate ticket.

MINES Campus Restricted Excavation Sites

Building	Reason / Condition
Engineering Hall (1)	Potential for isolated low-level radiation points, surrounding the entire building.
Women's Softball Field (2) or any space to the north of the bike path	Previously a temporary storage site for CSMRI demo debris.

If you must dig in any of these restricted areas, contact your supervisor first to obtain EHS clearance and management approval.

If at any time there is concern with a digging site, contact your supervisor and EHS prior to excavation.

Facilities Management Policies Manual

Communication Device Policy

Revised April 2014

Purpose:

Provide a guideline for the use of both business and personal communication devices within the Facilities Management (FM) Department.

Preface:

Cellular phones and /or smart phones have become common with many employees carrying a personal device with them on a daily basis. Some positions may also be required to carry a device as part of their role and responsibilities of their position as outlined in their position within FM and/or the Cell Phone Allowance Policy at https://www.mines.edu/policy-library/wp-content/uploads/sites/87/2019/02/FIN_Cell_Phone_Allowance_Policy.pdf

Use of Cell Phones:

It is against Mines Fleet Policy for anyone to use a cell phone or smart phone while operating a Mines vehicle or machinery of any kind. In the case of an incoming call, text or e-mail while operating a vehicle or equipment the employee should allow the voicemail to accept the call and retrieve the message as appropriate (personal or business related) later.

Employees that carry a personal device with them at work are asked to limit the use of their device for personal business to authorized lunch and break times to avoid any interference with their assigned work.

Business Use of Communication Devices (Cell Phones, Smart Phones, Radios):

Many FM employees are required to carry a cell phone or smart phone when authorized or some other communication device such as a radio with them while on shift in order for their supervisor to maintain communication throughout their shift or in critical need cases for emergency callbacks.

FM shall provide employees that are required to carry a communication device with them a cell phone, smart phone, or radio as deemed necessary by their division manager and/or supervisor. When required to carry a device while on or off shift the employee is expected to respond appropriately and safely as outlined within this policy and other Mines policies governing the use of such devices.

Facilities Management Policy Manual Approval:

Director of Facilities Management

Date