EMPLOYEE ORIENTATION BOOKLET

For all New Employees of the Campus Service Department

Campus Services Department
Dixie State College
St. George, Utah

Revised March 05
Welcome to DSC
Campus Services Department

We are happy to have you as a new member of our Campus Services team. We look forward to your contribution to the services that we provide for the students, faculty and administration.

The College Vision is that “Dixie State College will be recognized as the finest college in the nation.”

“The Mission of Dixie State College is to provide a diverse population of students the opportunity to achieve their post-secondary educational goals. Dixie State College is an open-admission, comprehensive community college with four main elements.

- Academic Education
- Applied Technology Education
- Community Educational and Services
- Student Life.”

The Campus Services Department vision is “Campus Services will provide support and services for the educational mission of Dixie State College.”

The Mission of the Campus Services is to maintain and care for the campus facilities and grounds at the highest possible level.”

We invite you to help us keep Dixie State College and it’s Facilities and exceptional place for Higher Education.

______________________________________________
Ned E. Carnahan, Executive Director of Campus Services

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Clark D. Hutchings, Director of Facilities Operations

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Sherry J. Ruesch, Director of Facilities Planning
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Dixie State College is a Utah State supported college under the direction of the Utah State Board of Regents. The Northwest Association of Schools and Colleges accredits the college. The college is a member of the American Association of Community and Junior Colleges and the American Council of Education.

**LOCATION:** St. George, home of Dixie State College is located in the heard of Utah’s Dixie, about 300 miles south of Salt Lake City and 110 miles northeast of Las Vegas. With a population of about 80,000, St. George is a tourist Mecca because of its proximity to such scenic wonders as Zion, Bryce Canyon, Grand Canyon National Parks, Cedar Breaks National Monument, Lakes Mead and Powell. Utah’s Dixie has a semi-tropical climate.

**HISTORY:** Dixie State College began operation in 1911, the school was officially called the St. George Stake Academy, but it was soon nicknamed “Dixie Academy”. In 1923, it became Dixie Junior College and 1970 Dixie College. It was more commonly known as Dixie Community College. A name change occurred again in 2001 to Dixie State College.

**EQUAL OPPORTUNITY STATEMENT AND AFFIRMATIVE ACTION POLICY:** It is the policy of Dixie State College of St. George, Utah that there be no discrimination of the basis of race, color, religion, age, sex or national origin, age, veteran status or disability.

The college will engage in affirmative action programs to increase minority representative employment, establish, and maintain effective liaison with public, private agencies and organizations, which are, involved in equal employment programs.

**WHERE DO YOU FIT?**

Each work area within the Campus Services Departments has a supervisor/foreman who is responsible to oversee personnel and work within that specific area.

The supervisor will be responsible to determine work standards, assign, supervise schedule and inspect work. They will also provide ongoing counsel with employees regarding performance, conduct, and render discipline if necessary.

Each supervisor reports to either the Director of Facilities Operations, Director of Facilities Planning or Executive Director of Campus Services. “You” are the Campus Services Department to those for whom you perform a service or come in contact with throughout the College campus. Therefore, we ask that you represent us in a professional manner by always being well groomed, appropriately dressed, performing your job duties in a safe and expeditious manner. As a major department of the College, Campus Services is charged with the total responsibility of maintaining an educational environment conducive to learning. We are expected to effectively, efficiently operate and maintain various building, equipment systems, as well as, maintain the property and grounds of the College. This big assignment is made easier when shared by all. As you go about your work-related duties on campus, if you see something that needs attention, whether in your area of responsibility or not, please put in a work order. The proper employee will be dispatched so that the work can be accomplished. If we all keep our eyes and ears attuned, this campus will be well maintained and workplaces in which we can all take pride.
**TIMEKEEPING:** Working hours, in general, are 8 hours per day (7:00 am to 4:00 pm or, in the case of most custodians 4:00 am to 1:00 pm or 3 pm to 11:00 pm), five days a week or Monday through Friday. Summer 4 day work week (see your supervisor for summer work schedules). Other work schedules may vary according to the specific department needs or seasonal circumstances.

- **Two rest periods** of 15 minutes each are scheduled daily, one morning and one afternoon break. Rest periods are not cumulative. Employees are encouraged to take their breaks in the area where they are working. A break room is provided in the lower level of the Campus Services building.

- **Lunch periods** will be kept within the scheduled limit of one (1) hour. If an employee leaves his assigned work location to have lunch, it is his/her responsibility to be back on the job in one (1) hour or ½ hour during the summer 10 hour workdays.

- **Punctuality for starting times, break periods and lunch periods** is important to the efficient operation of Campus Services. Employees are expected to be at their workstations or job assignments as soon as possible after reporting to work. Employees are expected to remain at the workstation or job assignment until the end of their work shift and to allow only enough time for safe and efficient travel back to the shop or office. Punctuality will be one of the factors used to evaluate each employee’s overall performance.

**PERFORMANCE EVALUATION:** New employees may expect their job performance to be evaluated formally in writing no less than twice during their first year of employment (6-12 months) and once annually thereafter. It is intended that this evaluation process will provide an opportunity for supervisor communication with regard to job expectations and performance. Individual improvement goals will be set. You are encouraged to use this one-on-one opportunity to establish an open line of communication with your supervisor.

**ATTENDANCE:**

- **Sick Leave** is provided to protect the employee from a loss of income when he/she is physically incapacitated and unable to work. Those full-time college employees whose names appear in the college budget (termed as contract employees) shall accrue sick leave with pay at the rate of one working day (8) hours for each month of qualifying service. Any absence for illness that exceeds the accrued sick leave balance may be taken from available annual leave at the employee’s option. If illness extends beyond the balance of annual leave, the remainder must be taken as leave without pay approval submitted by the Human Resource Office and the President. Sick leave is for personal illness but can also be used to take care of ill family members. (Family Medical Leave - eligibility 1-year/1250 hours.

- **Substantiation by a physician is always required for an absence of three days or more.** It may be required for any absence if a pattern of sick leave occurs indicating possible sick leave abuse.

- **All absences must be reported in person to their immediate supervisor prior to the start if their work schedule whenever possible.** Calls will be accepted from members of the immediate household only if the employee is unable to report. The employee is expected to report absence daily during any period of illness. (Forms should be filled out prior to all vacations for approval). Forms should be filled out for any sick leave absences. Any employee who uses 8 days of sick leave in any 12 month period may qualify for the Campus Services Sickness Absence Management Program, which consists of various levels of counseling between
employee and supervisor to try to eliminate the need for frequent and/or extended use of sick leave.

- **Emergency Leave** (Bereavement Leave). Employees will be granted up to five days of bereavement leave upon the death of an immediate family member. Immediate family is defined as mother, father, wife, husband, daughter, son, sister, brother, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandmother, grandfather, granddaughter, grandson, grandparents-in-law, nieces, nephew, or any other person residing in the employee’s household.

- **Bereavement Leave** is not charged against any earned leave (annual or sick): however, annual leaves and, if necessary, leaves of absence without pay may be used to supplement the five day Bereavement leave.

- **Annual Vacation Leave Full Time Contracted.** Employees earn annual leave at the rate shown below for each qualifying month of service. Annual leave credit shall accrue to a maximum of 30 days (240) hours.

### ANNUAL VACATION LEAVE EARNING SCALE

<table>
<thead>
<tr>
<th>Years in Service</th>
<th>Hours Per Month</th>
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<tbody>
<tr>
<td>0-3</td>
<td>8</td>
</tr>
<tr>
<td>4-6</td>
<td>10</td>
</tr>
<tr>
<td>7-9</td>
<td>12</td>
</tr>
<tr>
<td>10-12</td>
<td>13.34</td>
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<tr>
<td>13+</td>
<td>14.67</td>
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</tbody>
</table>

**NOTE:** ALL LEAVE IS FIGURED IN HOURS ONLY

Annual leave requires prior written approval of the Supervisor. Normally leaves are scheduled in accordance with the employee’s preference. **However, continuity of operations must be maintained**; therefore, this will be a consideration of the Supervisor when approving annual leave request forms.

**HOLIDAY SCHEDULE**

- Independence Day
- Pioneer Day
- Labor Day
- Thanksgiving Day
- Christmas Day
- New Year's Day
- Human Rights Day
- Presidents' Day
- Memorial Day
- Personal Preference Day - Employee’s Choice

- **MILITARY LEAVE** - Payment of salary up to a maximum of 15 working days in a calendar year is continued during absences for ordered military duty. A copy of the military order to report for duty/training must accompany the request for leave.
• **EMPLOYEE BENEFITS** - The College has an excellent employee benefit package, which includes medical, dental, retirement, life and disability insurance. This information will be given to you at Human Resource Office.

**TOOLS AND EQUIPMENT**

• **ACCOUNTABILITY** - Employees will be held responsible for the proper care and safekeeping of tools and equipment assigned to them. Employees shall report any item discovered missing and circumstances surrounding that discovery to his/her supervisor immediately. Negligent care or abuse of tools or equipment is not acceptable.

Where it is specifically required as a condition of employment that an employee furnish his/her own personal tools (common to the trade), employees will be required to provide and keep a minimum inventory (as approved by the supervisor) on hand and in good condition. The College is not responsible for the security of personal tools.

**SAFETY**

• Employees shall inspect College owned tools and equipment, hand or power operated, for safe condition prior to their use. Should the inspection reveal an unsafe condition prior to their use, the employee will deliver the item to the Supervisor for repair and replacement.

• It is the responsibility of all employees to clean and maintain tools and equipment assigned to them.

• Safety features shall not be overridden or modified in any manner. The operator shall utilize safety features provided by the manufacturer.

• Care should be taken in the set-up and energizing of tools and equipment to safe working conditions and proper operation. Employees shall not disturb, modify or change the “set-up” on any tools or equipment unless authorized to do so.

• Employees shall not use any tools or equipment that they are not thoroughly familiar and trained to use.

• Employees shall not use tools or equipment from any shop other than their own without permission from the appropriate shop supervisor.

**SAFETY, INJURIES, AND PROPERTY DAMAGE**

• All employees have a responsibility to take all reasonable precautions to prevent injury to themselves or their fellow staff and students.

**SAFE WORKING CONDITIONS**

• Employees shall ensure that their work areas are free of safety hazards.

• Careless or unsafe work habits by employees are not acceptable.
• Unsafe conditions or situations that are observed by employees and are beyond their authority to correct shall be reported to their supervisor.

SAFETY DEVICES AND APPAREL

• Employees shall use proper safety devices and protective apparel when called for.

• Employees shall dress in such a manner that does not expose themselves to likely health and/or safety hazards.

PERSONAL INJURY

• In the event of an “on the job” injury or illness report immediately to your supervisor to fill our necessary Workman Compensation, paper work. Even though the injury or illness appears minor, have the secretary help you fill out an incident report and a Workman's Comp. Form report. A “Workman Compensation Report” will be completed by the Campus Services Office and must be sent the Human Resource Office within 24 hours of the accident or illness. Employees will provide information for both an incident report and employee’s report of injury for the Workman’s Compensation of Utah and the Campus Services. Workman’s Compensation paper work must be filled out prior going to the Work-MED for accident.

• Industrial accident reports for those accidents not requiring medical attention will be kept on file in the Campus Services Offices in the event that complications arise later. Industrial accident reports for those accidents requiring medical attention will be sent to the appropriate governmental and insurance agencies for further processing.

• Injured employees must go to Work-MED for treatment after filling out a Workman’s Compensation Form. If they are closed, you must go to the emergency room at Dixie Regional Medical Center for emergency care treatment.

• Employees returning to work after an industrial accident or injury must present a doctor’s release before resuming job duties.

PROPERTY DAMAGE

• Accidents, which involve property damage, shall be reported as soon as possible to the appropriate Supervisor.

USE OF COLLEGE VEHICLES

• In some instances when your job requires it, you will be assigned a College owned vehicle to assist you in performing your job duties on the College Campus.

• All vehicles will be operated in a safe, careful, and courteous manner to prevent accidents or excessive wear on the equipment. Driving vehicles on college sidewalks should be avoided unless necessary.
• Driver’s must maintain a valid Utah driver’s license and should observe and obey all state, city, and College traffic and parking laws or regulations. Drivers are personally responsible for any tickets or citations received.

• All drivers must complete the Defensive Drivers training course and return all pertinent papers to the Campus Services office Vehicle Fleet personnel.

• College owned vehicles are to be used solely for College business. Personal use of college-owned vehicles is **prohibited**.

• Any on campus property accident involving a college-owned vehicle, or equipment regardless of the amount of damage, must be reported immediately to your Supervisor, the College Security Office and Campus Services Office. Your Supervisor will fill out an Incident Report.

• Any vehicle, pedestrian or private property accident involving a college-owned vehicle or equipment regardless of the amount of damage must have an Official Police Accident Report investigation and filed by the appropriate Police Agency. Necessary documentation must be obtained and processed for liability and insurance purposes. Report any accident of this type to your Supervisor and Campus Services Office immediately.

**PARKING**

• All private vehicles using campus-parking facilities must display a valid College parking permit. Parking permits are available from the Security Office. The permit year begins September with the beginning of school and runs until the beginning of school the following year.

• There are no public parking spaces located throughout the campus except for the Cooper Softball parking lot; other public parking space is available on the perimeter of the campus. The majority of the parking restrictions are not applied after 7:00 PM weekdays or weekends.

**KEYS**

• Your Supervisor in accordance with established procedure will fill out the proper key request form for all keys to be issued in conjunction with your work assignments. You will be responsible to pick up, sign for, and when applicable, return your keys to the College Campus Services office, in the Campus Services building.

• It is illegal and strictly prohibited to duplicate or have duplicated College keys through any other source that the College Building Maintenance/Key Department.

• There may be a charge assessed for each lost key and for each key not returned upon an employee’s termination. An employee’s paycheck may be held until assessment charges have been paid.

• All keys issued to you are for your use only. Do not loan your keys or unlock doors to provide admittance for other persons.
ENERGY CONSERVATION

• We ask that in this time of high-energy costs that all our employees be conscious when/where costs savings can be realized. Turn out lights behind you when appropriate and make sure that heating/cooling equipment is not left running during periods when a facility/building/room is not in use. If you have ideas that, if implemented, could result in energy savings, please pass these ideas along to appropriate individuals.

NON-EMERGENCY TELEPHONE USE

• We prefer that College phones not be used in the conduct of personal business. In the event that it becomes necessary to use a College phone for a personal matter, we ask that you keep any such instances to a minimum.

SALARY/WAGE INFORMATION

• The term “Contract Employee” refers to a full-time employee who is included in the College budget. Contract employees are entitled to all benefits provided by the College and each fiscal year beginning July 1. The employee will receive a “Statement of Salary and Benefits” outlining the conditions of his/her employment with the College.

• The term “Hourly Employee” is defined as a part-time employee who fills a position, which is not an allocated part to the College budget. An hourly employee works on an hourly basis and is not entitled to all benefits provided by the College.

• All College contracted employees are paid twice a month. Contract employees receive their paychecks at the Campus Services office on the 15th and the last day of each month or can elect to direct deposit their checks to the local bank.

• New procedures now offer on-line check stubs on Banner. (For instructions on Banner usage, please contact the payroll office).

• Hourly employees turn in their time cards on the 15th of each month and receive their checks at the Campus Services Office on the last day of each month.

OVERTIME

• When overtime is scheduled or assigned, employees will be expected to report and fill out an overtime slip as directed.

• The College’s workweek begins at 12:01 am on Saturday and extends thought the following Friday 12 midnight.

• There is no limit to the number of hours worked in one week as long as it is approved by your supervisor and the work being completed. All overtime must receive prior approval from your supervisor to which you have been assigned.
SMOKING

• Smoking is not permitted in any of the campus buildings. A state law dictates that no smoking is allowed within 20 feet of a building exterior doorway.

COMPENSATORY TIME

• An employee may elect to collect compensatory time in lieu of being paid overtime for work accomplished. This requires the prior written approval of your supervisor.

• Compensatory time is accrued at the same rate as overtime (time and one-half) and is used or taken at that rate.

• Compensatory time can be accrued but must be used during the pay period month. At the end of the month if time is not taken, the time will be paid as if it is overtime.

PERSONAL CONDUCT

• Campus Services employees while at work are asked to present a courteous and cooperative attitude to persons they meet during the course of their workday. Be mindful at all time of safety to yourself and others and endeavor to perform your work with as little interruption to College activities as possible.

• Employees of the College shall maintain the highest standards of business ethics in transactions with college, state, and local government; and with the public.

• Outside Activities: Employees of the College are expected to perform their duties faithfully and efficiently and never give rise to suspicion of improper conduct or conflict of interest with College programs and activities.

• Gratuities: Employees of the College shall not accept any favor or gratuity from any person, firm and/or corporation, which are engaged in business transactions with the College, which might affect the employee’s judgment in the impartial performance of their duties.

SELLING/SOLICITING ON PREMISES, JOB, SHOP

• Campus Services employees shall refrain from conducting any type of unauthorized selling or soliciting on College property.

ALCOHOL AND ILLEGAL DRUGS

• Possession, sale, or working under the influence of alcohol or illegal drugs is absolutely prohibited.

MATERIAL INVENTORY CONTROL

• All employees are responsible for the security and appropriate use of materials provided them for use on college projects. The actual use of such materials will be accurately recorded.
PERSONAL INTEGRITY

- Employees are asked to cooperate in maintaining a work environment that is free of misrepresentation of facts that could be injurious to the College, fellow workers or others.

THEFT/UNAUTHORIZED REMOVAL

- Campus Services employees shall not remove from the College any state properties regardless of value.

VANDALISM

- Vandalism or intentional destruction of College property is forbidden.

HARASSMENT

- The Campus Services Department is committed to providing an environment free from harassment and other forms of discrimination based upon race, color, ethnic background, national origin, religion, creed, age, lack of American citizenship, disability, status of veteran, or gender. Such discrimination undermines the sense of human dignity and belonging of all people in the environment.

DRESS CODE

- Employees while in public view shall present a neat and orderly appearance. This shall consist of appropriate shirts, shoes, pants, shorts, and skirts. Individual shop safety requirement may vary.

CAMPUS SERVICES INCIDENT REPORT

- Any employee involved in a work related incident, which may include; a vehicle, mechanical or other accident, a personal situation or policy infraction, shall have an incident report completed by the Supervisor or department director for record.

POLICIES AND PROCEDURES INFORMATION

- Any employee may review the College or Department policies and procedures upon request. Each Campus Services Department Supervisor maintains job descriptions, policies and procedures that relate directly to your job assignment. The Campus Services Office maintains a Dixie State College Handbook that contains policy for the institution college wide. Policies and procedures are also available on the College web site (www.dixie.edu).

DISCIPLINARY AND GRIEVANCE PROCEDURES

- The College has formal written procedures dealing with implementation of disciplinary action and proper steps to be followed in the event of an employee grievance. These procedures are available to you from the Human Resource Office.
EMERGENCY TELEPHONE NUMBERS

• The standard switchboard operation times are from 8:00 am to 5:00 pm daily. The switchboard does not operate during weekends or holidays. All interior calls are dialed directly. Phone out is accomplished by dialing 9. All telephone calls made through the College phone system are logged at the telephone office by time, number called and duration for departmental charge back purposes.

MOONLIGHTING

• The college must be considered as your principle employer. Second jobs, odd jobs, or part-time work is permissible only so long as they do not interfere with scheduled work time and/or efficiency of the employee.

The purpose of this manual is to give each new Campus Services employee a reference source of the most commonly asked questions regarding employment at Dixie State College Campus Services Department. This manual does not include all information because there are many other procedures that are covered by the Dixie State College Handbook Regulations Manual.

It is hoped that this manual will be helpful to you in your employment in the Campus Services Department. If you have any additional questions, it is suggested you discuss them with your immediate supervisor or for more up to date and detailed information visit http://www.dixie.edu/humanres/polsta.html.

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