



Facilities & Operations POLICY GUIDELINES

Applies to:	Marshall University Facilities and Operations
Title:	Routine Day Guidance Document
Number:	MU-PP-02.01
Effective Date:	01/15/2025
Last Revision Date:	07/01/2020

PURPOSE: To document the daily expectations of each shop.

SCOPE: This procedure applies to all Facilities and Operations employees.

REFERENCES: N/A

DISCUSSION: In order to facilitate consistency and efficiency in each of the Facilities and Operations shops, it is important for all employees to understand what is expected during a routine day of work.

PROCEDURE / POLICY: The following activities are expected:

- General expectations:
 - Come to work.
 - Come to work on time.
 - Put forth a good effort.
 - Do your best to get along with everyone.
- It is understood that at the beginning of an employee's shift, it will take time for the Supervisor/Manager to assign the workload for the day. As a general rule, Supervisors/Managers should have the daily workload assigned to their employees and employees should be actively engaged in their daily activities by no later than 15 minutes after the start of their shift.
- It is also understood that at the end of the workday, employees need to come back to Facilities and Operations in time to put up tools, read e-mails, clean up their shops, make preparations for the next work day, etc., and decompress for a few minutes prior to going home. As a general rule, employees should remain actively engaged in their jobs up to 10 minutes prior to the end of their shift.



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- Employees may punch in up to 7 minutes prior to the start of their shift and may punch out up to 7 minutes prior to the end of their shift, however employees must remain on site until the end of their shift.
- Classified staff employees typically have a 30-minute lunch break as well as two 15-minute breaks during the day. During break times, employees who feel they need to sleep or “rest their eyes” should do this in break rooms where available and are to avoid doing this in active working areas.
- Facilities and Operations Standard Operating Procedures (SOP’s) are listed on the Marshall Facilities and Operations website. To uphold our commitment to excellence and compliance with current protocols, Facilities and Operations will update Standard Operating Procedures (SOPs) twice yearly, in January and July. These updates will include revisions to existing SOPs as well as the introduction of new ones. During these periods, it is each employee’s responsibility to review SOPs to stay informed of any changes or additions. Please note, if any SOPs are introduced or revised outside of the January/July schedule, employees will be promptly notified of these changes.
- Per Policy No. UPHR-2 Employee Infractions include: Consumption of alcoholic beverages or improper use of narcotics while on duty and/or appearing to work under the influence of alcohol or improper use of narcotics.
 - Facilities and Operations Personnel Guidelines:
 - All employees must report to work in a condition free from the influence of alcohol or drugs.
 - If prescribed medication may impact job performance, employees must inform their supervisor before starting their shift.
 - The use, possession, distribution, or sale of alcohol and illegal drugs between the start and end of your shift is strictly prohibited.
 - Engaging in any activity that could impair one’s ability to perform duties safely and effectively is prohibited.

REVISION HISTORY:

- Revision 07/01/2020 – Initial revision.
- Revision 01/15/2025 – Added sections regarding prohibiting drugs and alcohol, the updating of Standard Operating Procedures and changed Physical Plant to Facilities and Operations.