

Custodial Operations General Issues and Work Expectations Policy

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(E2Y)

Review Date: 8/16

Reference(s): UPPS 04.04.01 University Leave Policy

GENERAL ISSUES:

I. Fund Raising Activities

Fund raising activities are to be approved prior to the activity taking place. Individuals participating in fund raising activities need to secure the permission of his or her director. Use of state time for fund raising activities shall be kept to a minimum.

II. Use of state vehicles

- A. Use of state vehicles is for official business only. Vehicles are not to be used for personal business. Examples of personal use include, but are not limited to:
 - driving to the bank to deposit a check or make a withdrawal.
 - driving to a non-university establishment to purchase food or drink.
- B. Smoking and/or use of any tobacco product is not allowed in vehicles. Vehicles are to be kept clean of trash at all times. Seat belts are required to be worn at all times.
- C. Vehicles should be kept off sidewalks and lawns as much as possible.
- D. Parking of vehicles behind the Physical Plant: Parking of personal vehicles behind the Physical Plant is not permitted with the exception of a displayed handicap permit or license plate.

III. Work Breaks

UPPS 04.04.01 authorizes two fifteen-minute rest periods during the normal workday, one in the morning and one in the afternoon. As written, the policy addresses the needs of a typical office environment, but not necessarily the needs of shop forces. For custodial employees, the primary reason for a break is to ensure safety and well-being of the worker, particularly when involved in strenuous physical activity. For the custodial staff the following procedures are followed:

- A. Work breaks will normally be taken in the building the employee is assigned to service.

- B. Work breaks will be taken at scheduled times (unless other arrangements have been made with your supervisor) to ensure worker safety and job efficiency.
- C. Employees will not return to the physical plant/facilities building for the purpose of taking a break.

IV. Work Expectations and Accountability

As a state employee in Custodial Operations at Texas State University, you are expected to represent yourself, your team, Custodial Operations, Facilities and the University as a whole in a positive and professional manner any time you are on University owned or leased property, at a function representing Custodial Operations or the University, wearing University issued uniform clothing; on or off the clock.

V. CERTIFICATION STATEMENT

This policy has been approved by the following individuals in their official capacities and represents Custodial Operations policy and procedures from the date of this document until superseded.

Director, Custodial Operations

Assistant Director Custodial Operations