

UNIVERSITY OF DALLAS

Facilities Department

Summer Employee Handbook

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A. INTRODUCTION

The University of Dallas Facilities Department depends heavily on the contributions of its summer student employee to support operations. As a summer student employee, you will be expected to:

- Report to work on time,
- To learn all aspects of your job
- To dress appropriately for the job
- To complete your time records accurately
- Maintain a cooperative respectful helpful attitude, & follow the lawful orders of Facilities staff.

Always remember that the Facilities Department is a service organization. You represent the University & your department; do so with pride, professionalism, & a positive attitude.

The Facilities Services Administrator is the administrative agent for your job in Facilities.

B. HIRING PROCEDURES

Summer student employees must qualify for specific jobs based on their experience, ability, & aptitude to perform the job. Facilities Craft Supervisors will assign summer employees to a job according to their skills, aptitude, experience, departmental needs, & other factors. At all times the Facilities Directors, & Craft Supervisors reserve the right to place a summer employee where they deem fit, according to departmental needs, special projects, & employee aptitude/capability.

Please be aware that only current and returning UD students will be considered or accepted for employment.

While work study is not a prerequisite for hire; having been enrolled in work study would indicate that the student applicant has their tax and identity documentation on file with the office of Human Resources. Employees cannot be paid until this documentation is complete and on file. New student employees must see the Human Resources office for a complete listing of acceptable documentation to complete this process.

INTERNATIONAL STUDENTS:

F-1 students actively enrolled in classes during the summer term will work twenty (20) hours per week total for the duration of time they are actively attending classes.

- They must have a work permit from the *Department of Homeland Security* if they will have graduated during the spring semester.
- Their names will be submitted to the Director of International Student Services for authorization prior to employment. *See the Director of International Student Services for details.*

- They cannot be paid for their work until they have been issued a social security card by the US government

C. REGULATIONS

Summer student employees are accountable to their Craft Supervisors & must abide by department or craft regulations regarding work assignments.

CONFIDENTIALITY:

Summer student employees must maintain complete confidentiality concerning all information related to their job & the department in which they work. Treat all information you are exposed to as privileged information. You may not discuss office or employee issues with anyone outside your department.

STUDYING:

Summer student employees **are not** permitted to study while on duty.

USE OF UNIVERSITY PROPERTY: Personal use of University property is prohibited. Use of equipment or supplies outside the immediate realm of a summer employee's job is not allowed. University issued property must be returned at the end of your shift.

DRESS CODE:

Summer student employees are not permitted to wear sandals or any open toed footwear while on duty. Office worker attire can be casual but clean & in good repair. Labor-intensive workers may wear weather specific clothing as long as it does not present a safety hazard or is offensive to the public. Remember that your appearance reflects upon the university & yourself. Use common sense & be professional in your grooming and attire.

At times safety gear (PPE) will be assigned to you depending on your job. You will wear this gear completely, & correctly. You may not wear any article of clothing or wear any hair style which includes facial hair that would impede you from the donning of safety equipment. If you report for duty without your assigned gear you will be marked out until you retrieve your gear.

ON THE JOB INJURIES:

The University Facilities Department is as safe a place to work as you make it. Always follow the safety guidelines of your Craft Supervisor, & receive proper training on any piece of craft specific equipment that you are not familiar with. If you sustain an injury while on the job, immediately notify your Craft Supervisor whether you feel medical attention is necessary or not. The University of Dallas Facilities Department uses *Nova Health Care Centers*, as its non-emergency care center. Because you are covered under the *State of Texas Workers Compensation coverage*, you will not pay for medical treatment for an on the job injury as long as the treatment facility is affiliated with the universities workers

compensation insurance carrier*. Nova will even provide your transportation to & from the clinic for the initial visit.

If you are injured while on duty, & your injuries require you to be transported to a medical facility for treatment, you will be required to submit to a drug screening at Nova Health Care Centers within forty-eight (48) hours of the reported on the job injury.

**[State of Texas law stipulates that you may choose where you receive medical treatment; however if you decide to receive medical treatment from any agency not covered under the University of Dallas Workers Compensation Policy, you will be responsible for payment of all the costs incurred for your medical treatment.]*

A First Aid kit is available in the Facilities Administrative office. It is stocked with non-emergency aids such as aspirin, bandages, & antiseptic pads. At no time will you be prescribed or dosed with any medications from any Facilities staff member.

You may avail yourself to its contents as needed at your own risk.

SCHEDULE CHANGE / VACATIONS:

Summer employees may not change their work schedules without the approval of their Craft Supervisor. You are authorized to take a personal vacation of up to ten (10) business days. You will not be paid for this time, however it may be at any times you wish over the course of the summer*. Submit a written request to your Craft Supervisor & the Services Administrator ten business days in advance of your expected vacation leave.

**[Note: no vacation time will be authorized for the final two weeks of the summer term]*

ATTENDANCE:

Summer employees are expected to be early or on time when scheduled for work. Summer employees are required to work the hours they have been assigned & are required to call in prior to their scheduled work time if they are not able to report to work, or if they will be late to work. University approved holidays are not worked & not paid.

ILLNESS:

Should illness prevent summer employees from working, they are responsible for informing their Craft Supervisor & the Services Administrator in advance by phone as early as possible prior to their scheduled hours. If an absence of more than two (2) days due to a medical condition occurs, a doctor's release slip must be submitted to the Services Administrator before the worker may return to duty. If no doctor's slip is produced, the worker may be sent home until such time as he provides a doctors release slip.

ABSENCES:

For absences other than illness, employees must submit a written request to the Craft Supervisor, ten (10) working days in advance for approval. Unapproved

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absences or excessive absences will lead to disciplinary action up to & including release from employment. Summer students are not allowed to work alternate days to make-up lost hours for holidays or sick days without craft supervisor's approval, & must only work while under the direct supervision of the authorizing supervisor.

MEALS:

A meal break of thirty-minutes will be deducted from time worked if a summer employee completes six consecutive hours or more of work per assigned shift (*unless written instructions to the contrary are received*). Summer employees eating off campus must mark out & back in for their meal break. Employees eating on campus will not have to mark out & in but will have a thirty-minute meal break deducted from their time. If you are scheduled less than 6.00 hours of work per shift, you are not entitled to a lunch break.

OVERTIME:

No summer student employee is authorized overtime (more than 40 hours per work week) unless one of the Facilities Directors has pre-approved the hours.

TIME RECORDS:

Daily time sheets must be kept of the time actually worked. The Facilities Services Administrator calculates time sheets & transfers the data to electronic time sheets that are then submitted to the University Business Office for payroll processing. An employee signature is required before actual payroll processing of the time sheet. An unsigned time sheet will be kept for your signature & will delay timely pay, possibly until the following pay period.

CHANGES:

The Craft Supervisor must initial any alterations to time sheets. If for any reason you do not mark in or out, you must take your time sheet to your Craft Supervisor for verification of time. Your Craft Supervisor must write in the correct time in / out & initial it. Craft Supervisors & the Services Administrator are the only persons authorized to make additions or corrections to a time record. Incomplete time transactions will be ignored & the employee forfeits those hours.

TIME RECORD FRAUD:

Summer employees are required to mark their own time in & out. No one will mark another person in or out. Persons discovered to be altering or falsifying time records will be terminated. Persons discovered not actively working on their assigned tasks while on duty would be charged with "*Theft of Time*". Craft Supervisors are responsible for verifying the accuracy of time records.

PAY PERIOD / PAYDAY:

Pay periods run two consecutive weeks. Each pay week begins on Saturday & ends on the following Friday. Every Wednesday following the beginning of a new pay period, paychecks may be picked up at the Facilities Work Order Desk after

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10:00 A.M. You will be asked to initial a sheet verifying that you have received your paycheck. We encourage you to take advantage of the University Direct Deposit service, in which case you will receive your notice of pay electronically, & your pay is directly deposited into your financial institution of choice.

RESIGNATION:

Should it prove necessary for summer employees to ask for release from their positions, they must give the Facilities Services Administrator a two-week written notice & must surrender any issued equipment in order to be eligible for re-hire.

D. TERMINATION (Involuntary release from employment)

Summer employees are doing work essential to the office or craft to which they have been assigned. Summer employees agree to give careful, conscientious & courteous service while on the job. Taking into account the employees "at will" status; if their work is not satisfactory or if other circumstances make continuance inadvisable, summer employees may be terminated. Furthermore, termination will result if you commit a serious offense, e.g. theft, time card fraud, or any such willful misconduct. **If a summer employee is terminated, they will not be reassigned to another position within the Facilities Department.**

The University of Dallas is an at-will employer & retains the right to end the employment relationship at any time, for any reason, with or without cause or notice just as employees have the right to end their employment with the University at any time, for any reason, with or without notice to the University.

End

EMPLOYEE RECOGNITION OF REGULATIONS

Summer employment will not begin or continue until this document is signed and returned to the Services Administrator.

Detach and return this document to the Services Administrator. The preceding handbook is yours to keep.

I AFFIRM THAT I HAVE READ & DO UNDERSTAND THIS HANDBOOK.

I AGREE TO ADHERE TO THE POLICY & PROCEDURES OUTLINED THEREIN.

NAME (*PLEASE PRINT*) _____

SIGNATURE _____

DATE: _____