

# **Salt Lake Community College**

## **Facilities Custodial Department's Rules and Regulations**

The mission and purpose of the Custodial Department is to maintain the integrity, cleanliness and appearance of Salt Lake Community College's buildings. These rules and regulations are to ensure that the SLCC Custodial Department operates in a safe and acceptable manner as they represent the Facilities Service Division. The following departmental rules and regulations will be adhered to by all Custodial personnel.

1. All Custodial personnel, except Supervisors who are responsible for all areas within their assignment, will be assigned an area of responsibility in a building or buildings. It is expected that this area be maintained in a clean and orderly fashion and in accordance with the Custodial Department's standards of cleanliness.
2. Custodial personnel will not leave their assigned area, without the permission from their Direct Supervisor.
3. All custodial personnel will be issued a college identification badge (ID). The ID badge should be worn so it is visible at all times. The ID badge needs to be in good condition so that the picture and name are visible and legible. If a replacement badge is needed, please contact your Direct Supervisor for a new replacement ID. The ID must be returned to the office at the end of the employee's employment.
4. Employees are expected to present themselves in a clean and neat manner. Adherence to Facilities Division dress code and personal hygiene is required. All full-time Custodial personnel are required to wear the uniform that is assigned to them. It is the employee's responsibility to make sure that the department uniform is laundered by them or by the laundry service, if provided.
5. The use of personal audio devices (radios, headphones, earplugs, MP3 players, cell phones, etc.) is restricted during employee work hours, pursuant to Supervisor directives, including any safety concerns. Custodial employees that are assigned department cell phones must be able to hear and respond when contacted, at all times during your shift. The department cell phones are not to be misused during work hours (calling friends and family, turning cell phones off, playing or downloading games or applications, etc.). Employees are not to be on their phones with personal phone calls when performing cleaning duties. Employees are required to answer their assigned work phone, or respond to texts or emails, during working hours. It is requested that you check your assigned work phone periodically during non-working hours for text and/or email and/or voice mail updates and alerts.
6. Friends and relatives are not allowed to be in or around employees' assigned work areas, during the scheduled work shift. There will be no exceptions to this rule.
7. (Amended) College Policy C2S02.04 3E #3. Part-time employees are not permitted to work more than 125 hours in a calendar month. International Student Services website requirement #8 for F-1 students states; part-time International students are not permitted to work more than 20 hours in a work week. College policy also mandates

that disciplinary actions will result, at a minimum to the part-time employee's Direct Supervisor, for a violation of these policies. Departmental policy changes this maximum work hours per month maximum to 124, for departmental purposes.

8. Full time employees are not permitted to work more than 40 hours in a work week without prior approval from the Maintenance Manager, Assistant Maintenance Manager or the employee's Direct Supervisor. The work week starts on Saturday at 6:30 AM and runs to the next Saturday at 6:30 AM. Any overtime work will be supported by a Compensatory/Overtime form/sheet, with a work order number. This sheet must have appropriate signatures and be turned in prior to the submission of payroll to receive compensation for that time worked on that pay-period check.  
All overtime must be 'pre-approved', including the following:
  - a. Pre-approved in writing by Manager, Assistant Manager, or Direct Supervisor.
  - b. Emergency situation, with written approval afterwards, by Manager, Assistant Manager, or Direct Supervisor.
  - c. Billable event hours, also pre-approved by Manager, Assistant Manager, or Direct Supervisor.
9. All Custodial Personnel work shift hours, duties, and locations are subject to change at any time by the Custodial Maintenance Manager, Assistant Maintenance Manager or the employee's Direct Supervisor.
10. All Custodial Personnel will follow the Team Cleaning Program, as implemented and modified from time to time by the Department. If the employee does not follow the Team Cleaning Program, as instructed by the Direct Supervisor, the employee will be subject to corrective actions, up to and including termination.
11. All Custodial Personnel are required to enter their daily time into the computerized maintenance management (Sprocket) system, plus any leave hours approved by Direct Supervisor.
12. All Custodial Personnel are not to use any computers, other than those specified by their Direct Supervisor, (offices, computer labs, classrooms and open areas) on any campus for any reason. Computer access is provided in the Custodial Department areas.
13. All Custodial Employees are required to call in and notify their Direct Supervisor that they may be late or absent, as quickly as possible, on the first day of the tardiness/absence.
14. A. Full-time Custodial Personnel breaks and lunch schedule:
  - a) Eight-hour shifts will break for 15 minutes after the first two hours of shift; lunch time will be 45 minutes in length and will be taken 4 hours after start if shift; another 15 minute break will be taken 7 hours after start of shift. To accommodate these three lunch and break times, the full-time shift will last 8 hours and 30 minutes (8.5 hours). Calculations: 30 minutes of lunch break is non-working time. 15 minutes of lunch break, plus two other breaks of 15 minutes each = total of 45 minutes of break time, are paid work time.
- B. Part-time Custodial Personnel break and lunch schedules:

- a) Six-hour shifts will break for 15 minutes after the first 2 hours of shift; lunch time will be 30 minutes in length and will be taken 3 hours after start of shift. There are no other breaks during this shift. To accommodate these lunch and break times, this part-time shift will last 6 hours and 30 minutes (6.5 hours). Calculations: 30 minutes of lunch break is non-working time. 15 minute break time is paid work time.
- b) Five-hour shift will break 30 minutes for lunch after the first 2.5 hours of shift. There are no other breaks during this shift. To accommodate this lunch break time, this part-time shift will last 5 hours and 30 minutes (5.5 hours). 30 minutes of lunch break is non-working time.
- c) See following SLCC policies, which are also Department rules:

College Policy C2S03.04 pg 2 #3d; Workday Adjustment: Rest breaks may not be used for purposes of coming late or leaving early. They are to be used during the day intended and do not accumulate or carry forward.

College Policy C2S03.04 pg 2 #4; the supervisor coordinates all schedules with the division chair/department director and may mutually adjust the lunch period or rest break when required.

If the employees' lunch or breaks need to be adjusted for any reason, the employees must contact their Building Lead or Supervisor before changing the lunch or break times. No exceptions.

15. The use of alcoholic beverages and/or illegal drugs on campus and/or during an employee's work shift or in college vehicles or at a function on behalf of the college is strictly prohibited and will result in corrective action.
16. Horseplay of any kind is unsafe and will not be tolerated before, during, or after any assigned shift on any campus site. Any employee found engaging in such will be subject to corrective actions, up to and including termination.
17. College Policy # C2S02.06 – Sexual Harassment Avoidance. Harassment, Sexual Harassment and Discrimination of any kind will not be tolerated. Any employee found engaging in such will be subject to corrective actions, up to and/or including termination.
18. Cleaning area inspections will be performed periodically by authorized personnel. Employees who receive inadequate performance reviews as a result of any inspection, will be subject to remediation actions relating to the deficiencies. In the event the same deficiencies persist, after such remediation actions, then the employee may be subject to corrective actions.
19. All Custodial Department meetings and trainings set by the Department Manager, or Assistant Manager, or employee's Direct Supervisor are mandatory. The employee is to attend and participate during the entire session. The employee must complete or pass the course and/or training that is provided. The employee must be on time and may not leave early without the respective leader's approval. If employee is not able to attend, the employee must notify employee's Direct Supervisor no less than a minimum of one hour prior to the meeting or training start time. The employee represents the Custodial Department and must exhibit a professional attitude towards the speaker and attendees. Any misconduct during meetings or trainings may be subject to appropriate corrective actions.

20. Vacation Leave Time requests must be submitted to the employee's Direct Supervisor for approval. Submission does not guarantee time off; the employee must have the Direct Supervisor's approval prior to taking time off, or corrective actions, up to and/or including termination will occur.

- a) Requests for vacation leave time will be processed in the order that they are received. It is encouraged that vacation requests be received multiple months in advance of the first date requested off. Requests received in less time will increase the likelihood that the request could be denied. College activities and events will also increase the likelihood that the vacation request could be denied. A Custodial Department vacation leave time form must be filled out completely and signed by the Direct Supervisor for it to be posted onto the Outlook Custodial vacation calendar. The employee's Direct Supervisor will have 5 work days to approve or deny the employee's request.

The use of sick leave (C2S04.08) and vacation time (C2S04.07) must conform to college policy. A Custodial Department leave time form must be completed and signed anytime leave is being used and must be submitted to the Direct Supervisor for record keeping and for payroll purposes (including vacation time, jury duty, funeral leave, short term military leave and leave without pay). It is the employees' responsibility to be aware of all of the leave time that is available to them. Leave time balances are listed on the employee pay stubs, or payroll services may be contacted for questions concerning available time at 801-957-4051. Excessive absences and tardiness that cannot be covered by employee's available leave time may result in disciplinary action up to and/or including termination.

21. Employees will arrive and leave according to their assigned shifts.

- a) Without authorization, employees may not clock in more than 5 minutes before the start of their assigned shift.
- b) Without authorization, employees may not clock out more than 5 minutes after the end of their assigned shift.
- c) Employees must clock in and out daily. In the event of a time clock malfunction, employees are required to provide a written note or send a corrective email and time log to their Direct Supervisor at the time of the malfunction. The email must state the problem with the clock and the time of the attempt, as well as the name, date and time-clock PIN of the employee.
- d) Direct Supervisors are the only ones that can authorize clocking in or out at any times other than assigned shifts, or if the employees are needed beyond their regular work shift times.
- e) Do not clock in or clock out for any other employee at any time for any circumstances. This can be considered as stealing time from the college and falsifying documentation. Immediate Termination can result because of this action.
- f) Time discrepancies and any changes in shift times must be pre-arranged and pre-approved through employee's Direct Supervisor.

**UNAUTHORIZED OVERTIME MAY RESULT IN CORRECTIVE ACTIONS, UP TO AND INCLUDING TERMINATION.**

All of the above policies have been explained to me by my Direct Supervisor and a copy has been provided to me. By signing below I am confirming that I agree and understand these requirements and expectations, rules and regulations, of the Facilities Custodial Department.

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**Print Employee Name**

**Date**

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**Employee Signature**

**Date**

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**Print Supervisor Name**

**Date**

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**Supervisor Signature**

**Date**