Facilities Services Staff:

Welcome to the Facilities Services Department! We are glad to have you as a part of our professional team. As part of the Campus Life Services organization, we strive to “Make Life Better Here” at UCSF, and now you play a vital role in helping us achieve this vision.

We are committed to your training and development as a member of our team. Facilities Services offers a variety of orientation, training, and development programs to assist you in your acclimation to our department. The Department Policy Manual is provided to help communicate expectations in a transparent and consistent manner across all areas of our organization. This manual is a work in progress and we will have updates to it periodically and we will add new policies as they become necessary.

If you have any questions about the contents of this manual, please let your supervisor, manager, associate director, or one of us know so that we can address your question. Work units in the department may adopt specific work rules that supplement the department policies enclosed herein.

If you have any suggestions about topics that should be added to our manual, please let us know.

Again, welcome to Facilities Services!

Maric Munn
Executive Director
Facilities Services

Jon Giacomi
Director
Facilities Services
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Introduction

The Facilities Services Department Policy Manual has been developed to provide you with key information about your responsibilities as a Facilities Services employee. We have provided some basic information about our department and we have also provided references for the locations of other important information for you to know.

The Facilities Services Department Policy Manual supplements other University of California and UCSF policies. Four areas of policy you should be familiar with or know how to locate include:

1. UCSF Administrative Policy Website
2. UC Facilities Manual
3. UC Personnel Policies for Staff Members
4. UCSF General Human Resources Policies

Information on accessing these sites is listed below.

**UCSF Administrative Policy Website**

[http://policies.ucsf.edu/](http://policies.ucsf.edu/)

The policies covered there include:

- 050 General Administration
- 100 Academic Administration
- 150 Academic and Staff Personnel
- 200 Business Administration
- 250 Budget
- 300 Financial Administration
- 350 Audit
- 400 Contracts and Grants
- 450 Development and Gifts Administration
- 500 Support Groups
- 550 Health and Safety
- 600 Physical Facilities
- 650 Information Technology
UC Facilities Manual

All senior leadership and management staff, and some supervisory staff, should also be familiar with the UC Facilities Manual, located at:

http://www.ucop.edu/facil/fmc/facilman/

The UC Facilities Manual Volume 6 specifies University policy with regard to the Operations and Maintenance of Plant – and many of these policies have direct implications for UCSF Facilities Services operations.

UC Personnel Policies for Staff Members

Terms and Conditions of Work

An essential and necessary first step in understanding your terms and conditions of work is to find out whether your job is covered by a specific collective bargaining agreement or by general UC policy. Find your job classification title from those listed below. If your title is not listed, please contact your supervisor or Human Resources.

You will also need to establish whether the position you have been hired into is “exempt” or “non-exempt” under the Fair Labor Standards Act (FLSA). UC, UCSF, and some department policies apply differently to these two designations. One of the main characteristics of being “exempt” versus “non-exempt” applies to overtime. “Exempt” employees do not earn overtime, while “non-exempt” employees do earn overtime. The chart below specifies which positions are exempt and which are non-exempt.

Facilities Services Positions Organized by Related Policies and Collective Bargaining Unit Agreements

<table>
<thead>
<tr>
<th>Positions covered under AFSCME: SX</th>
<th>Exempt</th>
<th>Non-Exempt</th>
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<tbody>
<tr>
<td>Custodian</td>
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<td>Sr. Custodian</td>
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<td>Lead Custodian</td>
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<td>Lead Building Maintenance Worker</td>
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<td>Sr. Building Maintenance Worker</td>
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<tr>
<td>Physical Plant Laborer/Gardener A</td>
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<td>X</td>
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<tr>
<td>Physical Plant Laborer/Gardener B</td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>
Positions covered under Teamsters Local 2010 [Clerical and Allied Services Unit]: CX

| Administrative Assistant III | X |

Positions covered under San Francisco Building & Construction Trades Council (Skilled Trades): K2

| Physical Plant Mechanic | X |
| Sr. Physical Plant Mechanic | X |
| Assistant Supervisor Physical Plant Mechanic | X |

Personnel Policy for Staff Members (PPSM) Policy Covered Positions:

| Custodian Supervisor | X |
| Sr. Custodian Supervisor | X |
| Building Maintenance Supervisor | X |
| Physical Plant Supervisor A | X |
| Physical Plant Supervisor B | X |
| Physical Plant Superintendent | X |
| Sr. Physical Plant Superintendent | X |
| Assistant Engineer | X |
| Jr. Engineer | X |
| Sr. Engineer | X |
| Principal Engineer | X |
| Analyst I and Analyst I – Supervisor | X |
| Analyst II and Analyst II – Supervisor | X |
| Analyst III and Analyst III – Supervisor | X |
| Analyst IV and Analyst IV – Supervisor | X |
| Analyst V and Analyst V – Supervisor | X |
| All Management & Senior Professional Positions (MSP) | X |

Policies

The following Collective Bargaining Agreements and Personnel Policy for Staff Members (PPSM) are available at the University of California Office of the President (UCOP) “At Your Service” website:

http://atyourservice.ucop.edu/

The following quick links are also available:

Teamsters Local 2010: Clerical and Allied Services Unit (CX)
http://atyourservice.ucop.edu/employees/policies_employee_labor_relations/collective_bargaining_units/clerical_cx/
American Federation of State, County, and Municipal Employees (AFSCME) - Collective Bargaining Agreement
http://atyourservice.ucop.edu/employees/policies_employee_labor_relations/collective_bargaining_units/service_sx/

San Francisco Building and Construction Trades Council (K2) - Collective Bargaining Agreement
http://atyourservice.ucop.edu/employees/policies_employee_labor_relations/local_agreements/ucsf/index.html

Personnel Policies for Staff Members (PPSM) – Policy Covered Staff
http://atyourservice.ucop.edu/employees/policies_employee_labor_relations/personnel_policies/index.html

UCSF General Human Resources Policies
http://ucsfhr.ucsf.edu/index.php/general/article/3058

Title and Pay Plans (Salary Range Information)
All UCSF Title and Pay Plans are located at: http://ucsfhr.ucsf.edu/index.php/staffing/tpp_detail/
I. Policy

All staff members on the Facilities Services Team are expected to follow and adhere to the UCSF Principles of Community Statement, including the letter, spirit, and intent of the statement.

UCSF Principles of Community

The faculty, staff, students, postdoctoral scholars, trainees, alumni, volunteers, patients, vendors and visitors of the University of California, San Francisco (UCSF) represent many diverse characteristics, beliefs, and affiliations. Recognizing this rich diversity, UCSF seeks to offer all campus community members an equitable, inclusive, welcoming, secure, responsive, and affirming environment that fosters mutual respect, empathy and trust.

To nurture this environment, several principles of community have been established to guide campus life at UCSF. Adherence to these principles is essential to ensure the integrity of the University and to achieve campus goals of a diverse, open and inclusive community. All are asked to acknowledge and practice these basic principles:

- We recognize, value, and affirm that our rich diversity contributes to the excellence of the University and enhances the quality of campus life for individuals and groups. We encourage one another to apply our unique talents in creative and collaborative work, take pride in our various achievements and celebrate our differences.
- We reject all acts of discrimination, including, but not limited to those based on race, ethnicity, gender, age, disability, sexual orientation, gender identity/expression, and religious or political beliefs, as affirmed by the UC Diversity Statement. We commit ourselves to fostering an atmosphere of equity and inclusion.
- We are committed to providing a welcoming campus environment where each person can benefit from the highest principles of openness and integrity. As a public university, we are committed to transparency in our dealings so that we may engender trust from all of our stakeholders.
- We affirm the right of freedom of expression within the UCSF community and commit to the highest standards of civility and decency. We are committed to maintaining a community where communication is courteous, sensitive, respectful and never demeaning.
- We will form a campus infrastructure that is responsive to the needs of our community. We have empathy for others, and will establish systems which address the needs of the one and the many.
We affirm that each member of the campus community is expected to work in accord with these principles and to make individual efforts to enhance the quality of campus life for all.

II. Procedures

1. The UCSF Principles of Community will be introduced during New Employee Orientation and department orientations.

2. All management, supervisors, and staff will be trained in the application of the UCSF Principles of Community.

3. Violations of the intent or spirit of the UCSF Principles of Community must be brought to the attention of a supervisor, management, or appropriate UCSF authorities.

III. References

1. http://www.ucsf.edu/about/principles-community
Policy 2
Workplace Safety and Injury Reporting

Revised November 2012

I. Policy

Facilities Services strives to have an injury free work environment. All staff members are required to attend department safety training sessions and adhere to safety policies and procedures. Attendance at department safety trainings will be recorded and make-up sessions are required for staff who miss their assigned training sessions.

All workplace injuries must be reported as soon as possible. Supervisors and management must report all workplace injuries within a 24 hour time period to the appropriate campus office and proper injury reporting and paperwork must be filed on time.

II. Procedures

1. Employees shall report all work related injuries to their immediate supervisor and/or manager. If your supervisor and/or manager are not available, report your work related injury to a co-worker or other staff members in the area. If your injury requires immediate attention, obtain medical assistance promptly.

2. Staff members must complete an “Employee Incident Report” within 24 hours or as soon as possible after the incident.

3. The Employee Incident Report form should be submitted to Campus Human Resources to ensure there is a record of the incident on file.

4. An “Employee Incident Report” form can be obtained from your immediate supervisor and/or manager.

III. References

1. Employee Incident Protocol:
   http://ucsfhr.ucsf.edu/index.php/workcomp/article/1179
2. UCSF Workers Compensation Web Site for Supervisors:
   http://ucsfhr.ucsf.edu/index.php/workcomp/cat/site/For%20Supervisors
Policy 3
Employee Orientation and Training

Revised November 2012

I. Policy

All new employees shall receive orientation to their job site and role within the unit to which they are assigned. This policy manual will be distributed at that time and essential functions of the job, safety issues, and important job requirements will be covered.

II. Procedures

1. Supervisors are responsible for assuring that the New Employee Orientation Program is provided to all new staff. It is the responsibility of the hiring supervisor to provide new employees with a copy of this Policy and Procedure Manual, a copy of the Facilities Guide to Services, and a copy of, or access to, the Facilities Emergency Response Plan, and to brief the employee on his/her role in the event of an emergency.

2. Employees are asked to read these documents and, prior to starting work, sign a document stating that they have reviewed the contents.

3. Facilities Services will provide the new employee with introductions to the department’s resources and the University benefits package. The hiring supervisor and the employee are jointly responsible for scheduling all required employee training and for assuring that the trainings are completed in a timely fashion.

4. There are many required trainings for new employees, as well as refresher training for existing employees. Check with your supervisor about required training for your specific role in the department. Some of these trainings include:

   • New Employee Specific Safety Awareness/Training
   • Blood borne Pathogens Training Program: “Introduction to the OSHA Blood borne Pathogens Standard”
   • Customer Service Training
   • Sexual Harassment Prevention
   • Conflict of Interest Policy

III. References

1. None
Policy 4  
General Time Management  

Revised November 2012  

I. Policy  

Facilities Services must ensure proper time and attendance policies and procedures in order to meet the customer service, safety and stewardship goals of the department. Employees are required to follow standard work hours, and where permitted, gain approval for any exceptions or alternative work schedules or agreements.  

Absenteeism, including tardiness, can have a negative impact on department operations and services that we provide. Employees and supervisors are responsible for the proper reporting and documentation of absences and tardiness.  

There are several protected usages of sick leave under University Policy, Collective Bargaining Agreements and state and federal law, and this policy shall not be applied in a manner that infringes upon those protected usages.  

The University has a right to monitor employee attendance and may counsel and discipline employees with attendance problems not related to those protected areas.  

II. Procedures  

1. Hours of Work: The standard work day is eight hours plus a one hour unpaid lunch period. Supervisors may approve a one-half hour lunch period at the request of an employee as long as it is allowed under that employee’s union or policy covered agreement.  

2. Applicable Rules for Non-Exempt Employees: A full-time non-exempt employee is entitled to:  

   ▪ A maximum of a one (1) hour unpaid meal period. Meal periods are to be taken at approximately the mid-point of the workday. Under limited circumstances and for operational and employee needs, a meal period of no less than 30 minutes may be permitted with approval of the employee’s supervisor.  

   ▪ A rest period of not more than fifteen (15) minutes during the first half of a regular workday and not more than fifteen (15) minutes during the second half of a regular workday is permitted for full time employees.  

   ▪ A part-time non-exempt employee is provided one 15 minute break for every three (3) continuous hours of work.
The use of rest periods is subject to the workload demands of the organizational unit as determined by the supervisor. During break periods, the employee is on paid leave and all normal standards of conduct apply.

Meal and/or rest periods cannot be accumulated for use at a later date nor used to shorten the regular workday. Rest periods cannot be combined to lengthen the lunch period.

3. **Applicable Rules for Exempt Employees:** The workweek for full-time exempt employees is normally considered to be 40 hours, and for part-time employees the proportion of 40 hours equivalent to the appointment percentage; however, greater emphasis is placed on meeting the responsibilities assigned to the position than on working a specified number of hours.

Exempt employees do not receive overtime compensation or compensatory time off, or additional compensation beyond the established salary for the position except as provided in Staff Policy 30.J Administrative Stipend for Temporary Assignments.

Exempt employees will complete their on-line timesheet (in HBS) and submit to their supervisor for approval no later than the 5th day of the following month.

4. **Tardiness:** It is the employee’s responsibility to arrive to work on time and be ready to work at the start of their shift. An employee is considered tardy when the employee arrives late or leaves early from the employee’s established work schedule or when the employee returns late from meal or rest periods.

If tardiness is anticipated, the employee must call the supervisor as soon as possible prior to the start of the shift; provide the reason and anticipated time of arrival. If the supervisor cannot be reached, a phone message is to be left for the supervisor unless the unit has different arrangements. Due to the type of work and service level requirements, the supervisor may establish reasonable advance call-in guidelines for employees to follow.

All employees are encouraged to pre-arrange special scheduling as needed, making sure that they work the required number of hours for the week. For example, if an employee obtains supervisory approval in advance to arrive to work late or leave work early or to temporarily modify his/her work to accommodate scheduling needs the employee is not considered tardy. These arrangements are temporary and considered on a case-by-case basis.
Non-Exempt Employees

In the event an employee is late to work, the supervisor may consider either adjusting the employee’s work schedule to make up the lost time or allow for the use of accrued vacation hours for the lost time. The approval of the use of vacation or temporary work schedule changes are at the discretion of the supervisor and will be evaluated on a case-by-case in accordance with the attendance monitoring guidelines.

5. **Absence Reporting:** Absences must be reported on a daily basis unless a specific time period for an extended absence has been communicated to the supervisor.

Employees will contact their supervisors before the start of their shift or as soon as possible to notify him/her of their absence and when they expect to return to work. In some units, procedures may exist to contact an assistant or designee when unable to reach the supervisor or manager. Due to the type of work and service level requirements, the supervisor may establish reasonable advance call-in guidelines for employees to follow. If an employee’s satisfactory attendance becomes an issue, or the absences are deemed excessive, the University reserves the right to request a Doctor’s statement and further may require a “Release to Return to Work” statement from a doctor upon the employee’s return to work.

In the event of excessive absenteeism, Policy 8 will be applied.

6. **Holidays:** The University observes the following administrative holidays:

   A. New Year’s Day
   B. Martin Luther King, Jr. Holiday
   C. President’s Day
   D. Cesar Chavez Holiday
   E. Memorial Day
   F. Fourth of July / Independence Day
   G. Labor Day
   H. Veteran’s Day
   I. Thanksgiving Day
   J. Friday following Thanksgiving Day
   K. December 24 (or announced equivalent)
   L. December 25 (Christmas Day)
   M. December 31 (or announced equivalent)

7. **Time Records:** Time records are expected to be accurate and must be submitted to the supervisor according to published schedules. The supervisor reviews the time record for accuracy and approves the time record. This review
should include documenting any issues of tardiness, leaving work early, and extended and/or unexplained absences. Discrepancies or adjustments should be noted as soon as possible.

8. Leaves of Absence: In general, a leave is any approved absence from work as defined by University Policy and applicable Collective Bargaining Agreements. In addition, there are several protected usages of leave under University Policy, Collective Bargaining Agreements and state and federal law. The application of these guidelines shall not be applied in a manner that infringes upon those protected usages.

Vacation (Policy 4) and Sick Leave (Policy 5) are covered in subsequent sections of this handbook.

9. Protected Leave: An employee may be eligible for protected leave and, upon verification of the need for such leave, will be approved in accordance with the applicable University Policy, Collective Bargaining Agreement, state and/or federal law. Protected leave includes:

- Illness for Other Family Members
- Family Medical Leave (FMLA/CFRA)
- Disability Leave (PDL)
- Workers Compensation
- Jury Duty leave
- Military Leave

10. Jury Duty Leave: An employee must notify his/her supervisor of summons to jury duty by providing a copy of the notice, as soon as notification is received.

An employee is expected to return to work when discharged for the day, providing there is sufficient time to return to work.

If calling, a court designated telephone number at a specified time to determine court appearance, is a condition imposed by the court, it is expected that an employee report for work while awaiting the result of that call unless, at the supervisor’s discretion, other arrangements are made.

An employee is required to show proof of jury service, obtained from the court clerk, for the purposes of being paid for days absent due to jury duty service. Proof must be presented for each day of duty. Copies of court documentation for jury duty service must be submitted to the employee’s supervisor.

III. REFERENCES

1. UCSF Administrative Holiday Calendar:
   http://ucsfhr.ucsf.edu/index.php/www/calendar
Policy 5
Time and Attendance Reporting (HBS)

Revised November 2012

I. Policy

All Facilities employees are to use the HBS Timekeeping System for time and attendance reporting. Employees and supervisors are accountable for making sure that HBS time records are accurate.

All non-exempt hourly employees will also utilize the HBS system to manage their reporting of shift start time and shift end time as the means for calculating payment for hours worked. Where HBS badge readers are made available, it will be the primary mode of recording the start and end of shift activity. In cases where a HBS badge reader is not available or not operational, employees are to use an assigned computer to log into the HBS application and process their sign in and sign out times into the HBS Web Clock application.

II. Procedures

The following information summarizes the procedures as well as time reporting requirements:

1. Employees will be given access to a UCSF computer to access the full employee capability of HBS on-line and in some cases use Web Clock as a means to log the actual shift start and end times.

2. The time and attendance reporting method will be determined by department management:
   a. Badge Reader – employees use their UCSF ID badge to swipe in and out daily. The actual time is captured with the swipe of the badge (reference Badge Reader Instructions for details)
   b. Web Clock – employee logs in on an assigned computer at the start and end of a shift and the computer captures actual time (reference HBS Training Package and WebClock Procedures for process details)
   c. Training and job aids will be provided to all employees regarding procedures for accurately report time and/or leave.

3. Employees must report on a daily basis all time worked and all absences not previously scheduled in HBS.

4. All overtime must be pre-approved by the supervisor. The employee is responsible for accurately reporting all hours worked. Any situation that causes more hours to be reported into HBS than is part of the normal shift and/or is not
approved overtime must be reported to the supervisor immediately and corrected.

5. It is the employee’s responsibility to ensure they are using the HBS system in a manner that generates accurate reporting of time worked.

6. At the end of each pay period, the employee is required to review their time worked and record any leave hours for the pay period. Completion of the timesheet, records the employee’s attestation that to the best of their knowledge that the information they are submitting is complete and accurate. Supervisors are responsible for reviewing and approving employee’s timesheet.

7. Employees are not permitted to use someone else’s badge or log-in to record time or alter time record information. Altering or false reporting of the time record is considered falsification of record.

8. Employees may be subject to disciplinary action up to and including termination for submitting false time and attendance information.

9. Any lost badges, problems with HBS equipment or system, and or errors are to be reported to the employee’s supervisor immediately.

III. References

1. Badge Reader Instructions in HBS

2. HBS Badge Reader and Web Clock Training

3. HBS Bi-Weekly Non-Exempt Employee Training

4. Web Clock Procedures Frequently Asked Questions (FAQs)
Policy 6
Vacation Leave

Revised November 2012

I. Policy

Vacation and leave requests should be made well in advance of dates being requested to allow time for the University to plan for coverage of critical job functions. Every reasonable attempt will be made by the University to accommodate requests but approval will be based on the needs for coverage of critical job functions during the requested time off.

II. Procedures

1. Employees are required to follow the process specified for their work unit by their supervisor. Where multiple vacation requests are made for the same day; approval will be determined after reviewing staffing requirements and then by a “first come, first served” procedure, and then if necessary by seniority.

2. Exempt employees will submit their online (HBS) vacation request to their supervisor for approval. Once a supervisor approves a vacation request, the employee will receive an email approving their requested time off.

3. Employees are expected to review their workload status with their supervisor (or supervisors designate) prior to the beginning date of a scheduled vacation.

4. To ensure appropriate coverage and good customer service, voice mail and e-mail, where applicable, should announce the period of leave and provide an alternate contact.

5. Non-exempt employees record vacation leave to the nearest quarter hour.

6. Exempt employees record vacation leave in full day (eight hour) increments.

7. Vacation leave may not be used before it is earned. (i.e., on the timesheet, the "beginning vacation leave balance" is the maximum vacation leave that may be used during that month).

8. An employee shall be given notice ("Notice of Nearing Vacation Maximum") by the department payroll processor or email via the HBS online payroll system when the employee is approaching his/her maximum accrual for vacation hours. This notice will occur 60 days prior to reaching that maximum in an effort to encourage the employee to take vacation prior to reaching the maximum. The
employee is responsible for requesting vacation leave to bring his/her vacation accrual below the maximum. If the employee does not request vacation at the time the notice is given and has reached vacation maximum, vacation hours will no longer accrue beyond the maximum (vacation hours will be lost and hours will not be retroactively reinstated).

9. Employees shall adhere to the University Policy (PPSM) and/or Collective Bargaining Agreements regarding vacation eligibility, accruals, and usage.

III. References

1. None
Policy 7
Sick Leave

Revised November 2012

I. Policy

Sick leave is leave for personal illness or disability, personal medical or dental appointments and/or for the illness of other family members as defined in applicable University Policy, Collective Bargaining Agreements, and state and federal law. Sick leave may also be used for bereavement subject to the limitations of University Policy and/or Collective Bargaining Agreements. Sick leave is not to be used for absences due to other situations such as transportation issues, childcare issues, or other uses.

II. Procedures

1. In the event of an unplanned absence (illness or death in the family), an employee is responsible for calling his/her supervisor (or designee) on each day of the absence (unless otherwise arranged by the supervisor) prior to the start of the employee’s scheduled shift. If an employee is unable to reach his/her supervisor by telephone, a voice-mail message is to be left on the supervisor’s voice-mail and must include a telephone number where the employee can be reached.

2. When an employee has advance knowledge of the need to use sick leave (i.e. medical and dental appointments), the employee provides as much notice as possible to his/her supervisor.

3. A supervisor may require a physician’s excuse from work to approve the use of sick leave

4. Non-exempt employees’ record accrued and used sick to the nearest quarter hour.

5. Except as provided under disability leaves (SPP Policy 43, B.3. and C.4), exempt employees record sick leave in 1-day (eight hours) increments only. For those on less than full-time pay status, in increments not less than that portion of a day during which the employee is normally scheduled to work. When an exempt employee has exhausted all of their accrued sick leave, salary shall be deducted for full day absences (or for that portion of a day during which an employee on less than full-time pay status is normally scheduled to work).

III. References

1. None
Policy 8
Attendance Monitoring

Revised November 2012

I. Policy

Absenteeism, including tardiness, can have a negative impact on the quality of care and services that we provide and may be just cause for corrective action up to and including dismissal. Managers have the responsibility to monitor patterns of absenteeism. There are several protect usages of sick leave under University Policy, Collective Bargaining Agreements and state and federal law, and this policy shall not be applied in a manner that infringes upon those protected usages. The University has a right to monitor employee attendance and may counsel and discipline employees with attendance problems not related to those protected areas.

II. Procedures

1. Definitions

   A. Planned Absence: An employee’s absence from a scheduled shift is requested in advance and is granted based on the staffing needs of the unit.

   B. Unplanned Absence: An employee’s absence from a scheduled shift where the cause was such that the employee could not have requested permission to be absent in advance. For such unplanned absences, employees must follow established departmental procedures for calling in absent or late.

   C. Unexcused Absence: An employee is scheduled for duty and does not meet that obligation and/or does not provide timely notification in accordance with departmental procedures.

   D. Occurrence: One or more consecutive days of absence.

   E. Sick Leave: Sick leave is leave for personal illness or disability, personal medical or dental appointments and/or for the illness of other family members as defined in applicable University Policy, Collective Bargaining Agreements, and state and federal law. Sick leave may also be used for bereavement subject to the limitations of University Policy and/or Collective Bargaining Agreements. Sick leave is not to be used for absences due to other situations such as transportation issues, etc.

   F. Tardiness: Late arrivals and early departures from one’s established work schedule and/or leaving early or returning late from meal or rest periods.

2. Attendance Monitoring: Continued problems with attendance issues will be noted in the employee's annual performance evaluations. Factors that will prompt an
attendance review with an employee, in order to determine whether the employee’s absences were legitimately protected usages under a University Policy, Collective Bargaining Agreement or state or federal law, and may be considered to be unacceptable use or patterns of absenteeism are:

A. Overuse of Sick Leave: Sick Leave used faster than it is accrued over the period of the audit standard may be considered excessive.

B. Occurrences: More than five unscheduled occurrences in any twelve-month period of time, or more than three occurrences per quarter, may be considered excessive.

C. Patterns: Timing of absences (i.e. on, before or after holidays, weekends, and requested time off), consistent days (i.e. every Friday), consistent shifts (i.e. night rotation).

D. Unexcused Absence: Any occurrence of Unexcused Absence is considered excessive.

E. Tardiness: Three or more occurrences of tardiness within any four-month period are considered excessive.

3. Managing Attendance: Following the monitoring process, if an employee’s absences are found to be excessive, the employee may be subject to disciplinary action. Such excessive absences shall be considered in the employee performance evaluation process. However, documented absences as defined below shall not be subject to disciplinary actions. Verification for the absences defined below may be required pursuant to the applicable University policies and/or Collective Bargaining Agreements. Refer to the University Policy, or the applicable Agreement, and consult with Labor Relations.

A. Illness of other family members (Kin Care): Sick Leave used for the illness of a family member as defined in University Policy and/or Collective Bargaining Agreements, and applicable state and federal law, subject to the limitations contained within them, shall not be considered excessive.

B. Family medical leave (FMLA): Sick Leave (or other leave) used for Family Medical Leave as defined in University Policy and/or Collective Bargaining Agreements, and applicable state and federal law, subject to the limitations contained within them, shall not be considered excessive.

C. Bereavement Leave: Sick Leave (or other leave) used for Bereavement Leave as defined in University Policy and/or Collective Bargaining Agreements, subject to the limitations contained within them, shall not be considered excessive.

D. Workers’ Compensation: Sick Leave (or other leave) used in conjunction with a Workers’ Compensation illness or injury shall not be considered excessive. (If an employee continues to miss time from work as a result of a work incurred injury following
III. References

1. None
Policy 9
Uniforms

Revised November 2012

I. Policy

Facilities Services staff, including trades, engineers, custodians, lockshop and fire safety technicians, and building maintenance workers, are to wear uniforms appropriate to the performance of assigned duties during working hours as specified and provided by the department. Employees are to present a clean and well-groomed appearance when they report to work; uniforms must be neat, clean, and worn during all working hours. Uniforms and the laundering and maintenance thereof will be provided by Facilities Services.

II. Procedures

1. Uniforms shall consist of shirt, pants, jackets, hats, and safety gear of approved color(s).

2. Facilities Services department will be clearly identified on the uniform. No other badges or patches will be affixed without express permission of Facilities Services management.

3. Personnel may wear coveralls to protect their uniform.

4. Certain specified personnel will have additional safety features provided for their uniforms (such as long sleeves or fire retardant uniforms) and wearing these uniforms is required to provide a safe work environment.

5. Jackets of approved color(s) may be worn as needed.

6. Substantial work shoes, or boots, with non-conductive (Engineers and Crafts), non-slip, or rubber soles must be worn.

7. Steel toe shoes are optional.

8. Personnel may not wear their uniforms home.

9. Uniforms will be washed and maintained by the uniform supplier.

III. References

1. None
Policy 10
Key Control

Revised November 2012

I. Policy

Only employees with a specific and approved business need will be provided access to UCSF master keys, individual keys, and/or perimeter access to UCSF campus buildings. Access is limited to the assigned employee and at no time is an employee to loan or otherwise break the chain of custody of their personally assigned keys or access. If keys are lost, misplaced, or stolen, an incident report must be filed immediately (within 1 hour of notice) to ensure the safety and security of UCSF assets.

II. Procedures

The following ensures accountability, optimal security for the campus community, and proper protection of University resources:

1. Positions deemed “critical” are subject to a background check in accordance to the University of California Systemwide Guidelines.

2. All Facilities Services key access requests will be submitted to the Customer Service Center for a Work Order that will be assigned to the lock shop. The Work Order must be approved by the employee’s Associate Director, Facilities Manager, or designee.

3. Keys must never be unattended and must be kept on and affixed to the employee during the entire shift. Equipment to affix the key rings to the employee uniform will be provided and must be used. Failure to follow this procedure will result in immediate disciplinary action. In the event that an employee must remove their keys from their person, they are wholly accountable for securing the custody of the keys during this period of time.

4. Request for temporary access must have a business justification, be logged, and management must ensure that key control will be maintained.

   A. UCSF Employees: When an employee has a legitimate business reason to request temporary access to a key they do not have regular approved access to must be approved by a Supervisor, Superintendent, or higher level management. Key custody must be signed out with a business justification on the sign out sheet and that exception reported to the superintendent.

   B. Contractors and Vendors: When a vendor or contractor has a legitimate business reason to request temporary access, it must be approved by the appropriate supervisor or management representative of UCSF. Logs
must be maintained for all key issuance and the vendor or contractor must leave appropriate identification in order to sign the keys out. Master keys are never issues to contractors or vendors.

5. University keys are only issued to employee’s whose position requires entry to all rooms within a given building. Employees are required to slide their UCSF ID badge into a designated “key lockbox” allowing them to retrieve and return master keys. All entries are time stamped with the location, date, time, and the employee’s identification.

6. Keys are to be secured in the designated “key lock box” when not in use.

7. Employees are fully responsible for master keys and other keys at all times while in their possession.

8. Employees shall not loan or transfer their master or other assigned keys to any other employee without the authorization of their supervisor, superintendent, or higher level management.

9. Keys, including master keys, must be on a sealed ring at all times. Employees must report any broken keys and/or broken seal rings immediately to their supervisor and/or manager. In the event that a key ring breaks, employees should remain in the area of the broken key ring until a key audit can be performed by the Lockshop, or UCPD otherwise releases the employee from the area.

10. All key loss will require the supervisor to complete an incident report that will be forwarded to UCPD, the Lockshop, and the Associate Director for that area. All lost keys will be thoroughly investigated.

11. When keys are lost, employees must notify their supervisor as soon as possible, but no later than one hour after the loss is suspected or known.

12. Employees may not use their keys to open doors for customers. In the event a customer needs to access a door, they must be referred to UCPD, the Housing Office, or other authorities as appropriate.

13. Keys are not allowed to be taken off site or home under any circumstances.

14. Employees are required to immediately surrender all university keys to their supervisor and/or manager when transferring to another department or separating from the University.

III. References

1. UCSF Critical Position Background Checks: http://ucsfhr.ucsf.edu/index.php/policies/article/710
2. UC Systemwide Guidelines on Designating Critical Positions: http://ucsfhr.ucsf.edu/files/Background_Checks_Chart_Final.pdf
Policy 11
Identification and Proximity Badges

Revised November 2012

I. Policy

Facilities Services provides all employees with a UCSF identification badge/proximity card as required by the UCSF Police Department.

Employees shall not share, loan, or transfer their ID badge/Proxy Card to another staff member.

University policy requires all UCSF staff, students, faculty, and affiliates to use and display their UCSF ID badges to maintain the safety of UCSF premises.

II. Procedures

1. The department “Access Administrator” will grant the approved and appropriate perimeter access (electronic access) required allowing an employee to perform the duties and responsibilities of their position.

2. The department will replace an employee’s first lost and/or non-functioning ID badge only. The employee is responsible to pay the required fee to replace their lost second ID badge and thereafter.

3. On a case-by-case basis, the department will replace a second ID badge and thereafter if the proxy card is not functioning properly (not allowing access). The employee must turn in their non-functioning ID badge to UCPD when obtaining their replacement ID badge. If the employee does not have their ID badge in their possession or return their ID badge to the UCPD, they will be responsible for the replacement fee.

4. Employees shall surrender their ID badge prior to transferring to another UCSF department or when they are separated from the University.

5. Facilities Services contractors (affiliates) who have been issued a UCSF ID badge shall surrender their ID badge to the department when their affiliation with UCSF/FACILITIES SERVICES has ended.

III. References

Policy 12
Pagers and Radios

Revised November 2012

I. Policy

All Facilities employees are subject to being assigned a radio or pager as part of supporting the daily operations and emergency response for the campus. This policy sets out the minimum responsibilities for the proper and secure use of radios and pagers in the course of daily routines and emergencies as well as minimal maintenance requirements. These communication systems are provided to assist in conducting the most efficient business activities and operations for UCSF.

II. Procedures

The following information summarizes the procedures as well as time reporting requirements:

1. Issued radio or pager shall be tested at the start of the shift to ensure it is turned on and operational. Radios and pagers are to be returned to the proper storage or recharge station at the end of the shift.

2. Assigned radios or pagers are to be carried with the employee at all times during the shift.

3. Employees are to use their assigned radio call sign when operating the radio and understand and properly use the Radio Basic Operations Guidelines.

4. The equipment is not to be used in any inappropriate or abusive manner and Federal and university policies prohibit the use of any profane or indecent language on the radio.

5. Do not intentionally transmit over someone else unless an emergency exists.

6. The employee is to have their radio operational at the start of their shift and only turned off in the last few minutes at the end of the shift.

7. Tampering with, or the modification of the radio or pager is prohibited and staff whose radio or pager is in need of repair are responsible for contacting their supervisor immediately.

III. References

1. Radio Basic Operations Guidelines
Policy 13
Performance Evaluations

Revised November 2012

I. Policy

Performance evaluations provide employees with feedback on the job are intended to:

1. Provide a fair assessment of the employee’s performance;

2. Improve job performance in relation to the department’s institutional goals;

3. Measure and enhance individual performance;

4. Recognize and reward employee contributions, and foster professional development and career growth; and

5. Increase productivity, correct issues that, if left unattended, may lead to serious problems for the individual and the department, and to meet the internal and external requirements and demands for documentation of individual performance.

At a minimum, the final document should reflect current year performance, completion of goals set during the last review, and goal planning for the next performance period.

New employees shall receive at least one written performance evaluation prior to the end of their six month probationary period, where applicable.

II. Procedures

1. During the annual call for formal performance evaluations, supervisors and employees will plan a schedule to prepare the evaluation, review it, sign it, and file it with Human Resources.

2. Evaluations must be completed on the required forms provided as part of the annual cycle.

III. References

1. Evaluating Performance:
I. Policy

UCSF encourages telecommuting from home offices to create a supportive work environment. Telecommuting is a voluntary work arrangement in which an eligible employee with approval “works one or more days each work week from home instead of commuting to a work place.”

Not all Facilities positions are eligible for telecommuting. Telecommuting will be assessed and approved by management on a case-by-case basis.

Communication during telecommuting arrangements may be by phone, modem, fax, pager, or other agreed upon means. Work and telecommunication equipment may be owned and maintained by the employee or by the University.

If implemented by management in a given unit, regular status career employees and non-faculty academic personnel may apply to participate consistent with these guidelines. The approval for an employee to telecommute rests solely with management of the University. All managers, supervisors, and telecommuters should be familiar with these guidelines.

II. Procedures

1. Eligibility applies only to regular status career employees and non-faculty academic personnel who have completed probation, if one was required, after receiving signed management approval.

2. Employee selection shall be based on specific, written, work-related criteria established by management, with reasonable accommodation for employees who are permanently or temporarily disabled.

3. These guidelines do not apply to independent contractors.

4. Department heads or their designees are authorized to establish telecommuting within their units.

5. Campus managers may elect to implement telecommuting within their units. If telecommuting is implemented, managers are encouraged to give serious consideration to all reasonable requests for participation.

6. Approval for an employee to telecommute rests solely with the management of the University.
7. As needed, departments may review proposed telecommuting agreements with Labor and Employee Relations before implementation for compliance with policy, the applicable collective bargaining agreement, and/or the law.

8. Employees are responsible for documenting the work completed under a telecommuting agreement.

9. Supervisors and managers are responsible for assessing the productivity and work product of any employee on a telecommuting agreement.

10. All approved telecommuting requests in Facilities must be filed with the supervisor and the Associate Director or Director for the employee’s work unit.

III. References

1. UCSF Telecommuting Guidelines and Procedures: http://ucsfhr.ucsf.edu/index.php/policies/
   - Telecommuting Considerations
   - How to Propose a Telecommuting Arrangement
   - Model Telecommuting Arrangement
   - Supervisor checklist for Telecommuters
   - Home Safety Checklist for Telecommuting
   - Receipt of University Equipment
   - Technology Checklist for Telecommuters
Policy 15
Conflict of Interest (including Gifts)

Responsible Office: Office of the President
Revised November 2012

I. Policy

An employee shall not engage in any activities which create a conflict of interest between the employee's assigned functions and any other interest or obligation. Special policies and guidelines are contained in the "Compendium of University of California Specialized Policies, Guidelines, and Regulations Related to Conflict of Interest."

Listed below are summaries of some of the important policies set forth in the Compendium. Questions or requests for further information should be directed to the Conflict of Interest Coordinator designated by the Chancellor.

PERFORMANCE OF UNIVERSITY DUTIES
No one in the service of the University shall devote to private purposes any portion of time due the University nor shall any outside employment interfere with the performance of University duties.

PATENTS
Inventions by an employee are subject to the University patent policy. An agreement to assign inventions and patents to The Regents, except those resulting from permissible consulting activities without use of University services, is required for an employee.

GIFTS
An employee shall comply with the provisions of State and Federal law and University policy governing the acceptance of gifts and gratuities. In addition, University officers and employees must avoid the appearance of favoritism in all of their dealings on behalf of the University. All University officers and employees are expected to act with integrity and good judgment and to recognize that the acceptance of personal gifts from those doing business or seeking to do business with the University, even when lawful, may give rise to legitimate concerns about favoritism depending on the circumstances. If a University officer or employee has any question regarding the propriety of a gift, disclosure of the gift or proposed gift should be made to supervisor or other appropriate University official for a determination of the proper course of action.

Additional information regarding gifts and gratuities is contained in The University of California Policy and Guidelines Regarding Acceptance of Gifts and Gratuities under California's Political Reform Act, March 1995.

FINANCIAL CONFLICT OF INTEREST
An employee may not make or participate in the making of a decision if there exists a financial conflict of interest. An employee who has been identified as a
"designated official" in the University's Conflict of Interest Codes shall file financial disclosure statements each year.

EMPLOYEE-VENDOR RELATIONSHIPS
It is the policy of the University to separate the employee's University and private interest and to safeguard the University and employees from charges of favoritism in acquisition of goods and services. Goods or services shall not be purchased from an employee or near relative of the employee unless there is a specific determination that the goods or services are not available otherwise. University credit, purchasing power, and facilities shall be used for the purchase of goods and services that relate directly to University business and shall not be used to purchase material for individual or non-University activities.

INDEPENDENT CONSULTANTS
Proposals from independent consultants shall include the name and University position of any employee who holds a position of director, officer, partner, trustee, manager, or employee in the consultant organization. Selection of the independent consultant shall be made only on the basis of qualifications, resources, experience, needs of the University, and cost to the University. An employee who participates in a decision to select a consulting firm in which the employee holds a position must consider the disqualification requirements of the Political Reform Act of 1974. University policy regarding employee-vendor relationships applies to services as an independent consultant.

II. Procedures

1. Facilities employees must adhere to the UC Conflict of Interest policy.

2. Facilities employees may not accept gifts from vendors or contractors. In limited circumstances, a small gift, such as a box of chocolates, may be accepted and shared in a location where several employees would share in the small gift.

3. If Facilities staff must attend a lunch, dinner or other event where vendors or contractors are present, Facilities personnel should pay for their own meals or events.

4. Questions about gifts should be referred to your Supervisor or Associate Director.

III. References

1. None
Policy 16
Substance Abuse in the Workplace

Revised November 2012

Responsible Office: Office of the President

I. Policy

A. The University strives to maintain a workplace free from the illegal use, possession, or distribution of controlled substances. Unlawful manufacture, distribution, possession, or use of controlled substances by University employees and students in the workplace or on University business is prohibited. In addition, employees shall not use illegal substances or abuse legal substances in a manner that impairs performance of assigned tasks.

B. Employees found to be in violation of this policy may be subject to corrective action, up to and including dismissal, under applicable University policies and labor contracts, or may be required, at the discretion of the University, to participate satisfactorily in an employee assistance program.

C. The University recognizes drug and alcohol dependency as treatable conditions and offers employee support programs for University employees with substance dependency problems. Information obtained regarding an employee during participation in an employee assistance program will be treated as strictly confidential.

D. The Drug-Free Workplace Act of 1988 requires that University employees directly engaged in the performance of a federal contract or grant shall abide by this policy as a condition of employment and shall notify the University within five days if they are convicted of any criminal drug statute violation occurring in the workplace or while on University business. The University is required to notify the federal contracting or granting agency within ten days of receiving notice of such conviction.

II. Procedures

1. Counselors in the Faculty and Staff Assistance Program (FSAP) are available to consult with Facilities staff on the applicability of this policy and/or to make referrals to an assistance program.
III. References

1. UCSF Campus Code of Conduct

2. Drug Free Workplace Act of 1988 (Public Law 100-690, Title V, Subtitle D)

3. Drugs considered to be controlled substances are listed in Schedules I through V of the Controlled Substances Act (29 U.S.C. 812), and are further defined by regulations 21 CFR I308.II through I308.I5

I. Policy

UCSF has adopted a smoke-free campus policy in order to minimize health risk, improve the quality of air, and enhance the environment in all facilities. On November 20, 2008, UCSF became a 100 percent smoke-free environment. This means that smoking is not permitted on any property leased or owned by UCSF and the designated smoking areas on Parnassus and at Mt. Zion have been removed.

To provide a smoke-free environment for its faculty, staff, students, patients, and visitors, UCSF shall be a smoke-free campus. Smoking is prohibited on University-owned or leased property, and in buildings, vehicles and moving equipment. This policy applies to all members of the campus community (including faculty, staff, students, patients, and visitors) at all UCSF sites. Additionally, tobacco products may not be sold in any UCSF facility.

II. Procedures

1. Definitions

   A. Public building: A building owned and occupied, or leased and occupied, by the state. The definition of “state” or “state agency” includes each campus of the University of California as defined pursuant to Section 11000, the Legislature, the Supreme Court, and the Courts of Appeal. [Government Code Relating to Tobacco; Chapter 32 “Smoking in Public Buildings” 7596 (2) (b)].

   B. Campus is defined to include University-owned or leased property, buildings, space, and University-owned passenger vehicles and moving equipment, including light and heavy trucks, cargo and passenger vans, buses, and any other mobile equipment with an enclosed or enclosable driver/passenger compartment.

2. All faculty, staff, students, patients and visitors must observe this smoke-free policy. Supervisors are responsible for enforcing this policy in their respective areas, and for addressing problems through the existing administrative structure.
III. References

1. Chancellor Bishop, Memorandum to members of the Campus Community Summarizing the Smoke-Free Campus Policy Effective July 1, 2005.

2. UC Policy - 550-10 Smoke-Free Workplace (http://policies.ucsf.edu/)
Policy 18
Use of Personal Cell Phones or Music Players

Revised November 2012

I. Policy

The use of personal cellular phones (including text messaging) and personal music players shall be limited during the work day and when used done so only in a safe manner.

II. Procedures

1. Employees are expected to use discretion when using personal cellular phones during paid work time. A reasonable standard is to limit personal calls during work time to no more than two or three short-duration calls per day. Employees are generally expected to make personal calls on non-work time when possible and to ensure that friends and family members are aware of the policy. Flexibility can be provided where urgent circumstances demands more immediate personal phone use, but the employee’s supervisor needs to be informed.

2. Where an employee’s job creates a demand for the use of the employee’s personal cellular phone the university will reimburse for any incremental cell phone fees upon submission of proof. Employee’s supervisor needs to provide prior approval for the use.

3. Absolutely no cell phones calls are to be made or received while handling chemicals and/or using any type equipment. This includes the use of a Bluetooth device.

4. Employees are not to make cell phone calls while operating UCSF vehicles of any type. The only exception would be where hands-free devices are used for emergencies calls only.

5. If acceptance of a call while driving a vehicle is unavoidable and pulling over is not an option, employees are required to use hands-free options and are expected to keep the call short.

6. Violations and accidents resulting from the use of a cellular phone and music players while driving on duty may be subject to disciplinary action, up to and including dismissal.

7. Absolutely no personal music players are to be used (including the use of ear buds) while driving vehicle of any type, handling chemicals and/or using any type of equipment.
8. Use of cell phones and music players is only permitted if it will not impede safety and awareness to one's work

III. References

1. None
Policy 19
Use of University Equipment and Tools

Revised November 2012

I. Policy

Use of UCSF equipment and tools is expressly limited to use for official University business. Facilities staff members are not authorized to remove University equipment or tools from the premises, except in the instance of repair or another legitimate business purpose.

II. Procedures

1. Removing University equipment or tools from UCSF property must be for a legitimate business purpose and must be approved by a higher level manager, superintendent, or Associate Director.

2. Facilities staff may not utilize University equipment or tools, either off site or on University property, for projects of a personal nature.

III. References

1. None
Policy 20
Use of University Vehicles

Revised September 2012

I. Policy

All Facilities vehicles are to be used for official business only. All employees are required to have a valid driver’s license in their possession while operating a university vehicle. Employees themselves are responsible for notifying their supervisors immediately of any impairment, suspension, revocation, cancellation, or expiration of a license.

DMV Pull Notice
Based on the State Vehicle Code, the University is required to obtain public driving records from the Department of Motor Vehicles (DMV) on current or prospective employees whose jobs entail driving vehicles.

1. As provided by law, certain current and prospective employees shall be informed that the University will receive reports of their public driving records from the DMV, and that these reports may be used as a basis for corrective action, up to and including dismissal, or may result in non-selection for a position as a driver employee.

2. In positions in which driving is required, failure to maintain a valid driver’s license or certificate in good standing, or to maintain a satisfactory driving record, may result in loss of employment with the University.

II. Procedures

1. Employees must have the approval of their supervisor to use University vehicles.

2. Before operating as University vehicle, employees must file the required department forms to become eligible to drive Facilities vehicles.

3. Personal use of University vehicles (such as going to the bank or conducting personal errands) is specifically prohibited.

4. Employees are responsible for any and all parking tickets or moving violations incurred during the operation of a vehicle.

5. Drivers must keep vehicle use logs and the logs are subject to periodic review.

6. Each department vehicle is assigned a credit/gas card. The credit/gas card is the responsibility of the person assigned to the vehicle and shall remain with the car and/or truck keys at all times. The credit/gas card is to be used for
the purchase of gasoline and/or oil for that vehicle only. If a credit/gas card is lost or stolen, immediately report it to your supervisor.

7. All accidents while operating a campus vehicle must be reported immediately. If another vehicle is involved in the accident, the vehicle operator should obtain the name, driver’s license number, telephone number, address of the other driver, make, model, license number of other vehicle, and car insurance information. The driver of the vehicle must complete an accident/injury report and turn it in to their supervisor/manager.

8. Employees will obey and follow all university, city, and state traffic laws. Staff must wear appropriate seat belts. Staff must not talk on the phone or text while driving a University vehicle.

9. No smoking is allowed in any university vehicle.

10. Vehicle keys must be returned immediately after use.

11. All staff members required to drive a department vehicle must read, understand, and acknowledge with their signature that they will comply with the department’s vehicle policies and procedures.

III. References

1. None
Policy 21
University Space Assignments

Revised November 2012

I. Policy

Space assignments to Facilities Services staff can only be made by the department director or deputy director and all space assignments and moves must be approved in advance. Under no circumstances may FACILITIES SERVICES staff acquire, repurpose or otherwise assign themselves space at UCSF, and staff may not set up personal work or offices spaces outside of this policy.

II. Procedures

1. Any staff member that has a business need for a space assignment should submit a request to their respective supervisor for consideration by their respective Associate Director. If the Associate Director concurs with the request, it should be forwarded to the Director or Deputy Director for approval.

2. Movement of Facilities staff from one location to another must be approved in advance. Appropriate resources for the move must be identified and provided for space moves.

3. All renovations of assigned Facilities space must be approved in advance by the Director.

III. References

1. None
Policy 22
Protection of Trees on University Property

Office of Origin: Community and Governmental Relations
Adopted January 2012 as an Interim Policy for Facilities

I. Policy

This policy establishes public notification of the planned removal of highly visible trees on UCSF property to give the public an opportunity to provide comment. Such notice is not mandated by the City and County of San Francisco unless trees are within 10 feet of the public right-of-way and also meet one of the following size requirements:

- 20 feet or greater in height
- 15 feet or greater canopy width
- 12 inches or greater diameter of trunk measured at 4.5 feet above grade

UCSF has voluntarily established this policy to promote goodwill with its neighbors. The removal of trees that are on City property by UCSF shall be subject to the procedures established by the Department of Public Works in Article 16 (Urban Forestry), Part II, Chapter X of the San Francisco Municipal Code located online at: [http://www.sfdpw.org/index.aspx?page=656](http://www.sfdpw.org/index.aspx?page=656)

1. There shall be a 30-day notice posted on any tree on UCSF property visible from public streets that is scheduled to be removed by Facilities Management or Housing Services. This procedure shall apply except under exceptional circumstances such as when a tree is impacted by extreme weather, which may necessitate emergency removal sooner than 30 calendar days.

2. In addition, notices regarding the removal of such a tree shall be distributed at least 30 calendar days in advance of its removal to abutting property owners, residents on and across the block facing the location of the tree and interested organizations.

3. Any necessary discussions among Facilities Management, Housing Services, Campus Planning and Community & Governmental Relations shall occur at least 10 working days in advance of these postings/notifications.

4. In advance of the completion of an urban design plan for the Parnassus Heights campus, removed trees shall be replaced immediately upon the consent of the Campus Planning unless it is determined that a replacement tree will not thrive at that location or would be a hazard to pedestrians.

5. This policy shall not apply to trees within the Mount Sutro Open Space Reserve or the adjacent Woods and Aldea Parcels that are subject to the 2001 Management Plan, or to trees internal to the campus that are not highly visible to the public.
II. Procedures

1. Community & Governmental Relations is responsible for preparing and posting the notices on trees and distributing notices to nearby property owners and residents.

2. Facilities Management or Housing Services, depending on the location of the tree to be removed, is responsible for contacting Campus Planning and Community & Governmental Relations prior to posting and notification.

III. References


I. Policy

The display of flags on University campuses shall be in accord with federal and state law and with proclamations by the President of the United States, the Governor of California, the President of the University and by each Chancellor as deemed appropriate under the following guidelines.

I. Procedures

1. General Flag Protocol: When the United States flag is flown with other flags, the following protocol is observed:

   A. The United States flag is raised first and lowered last.

   B. Other flags, if displayed, are placed in order to the left of or below the United States flag as follows:

      - State flag, United Nations flag, Flags of other nations, University flag, Flags of other organizations

   C. When any flag is displayed at half-staff, it is first raised to the peak for a moment and then lowered to half-staff. Before lowering for the night, it is raised again to the peak.

2. Flag Display Days: The United States flag and state flag are displayed especially on the following days:

   New Year's Day (January 1), Inauguration Day (January 20), Martin Luther King Jr.'s birthday (3rd Monday in January), Lincoln's birthday (February 12), Washington's birthday (3rd Monday in February), Easter Sunday (variable), Mother's Day (2nd Sunday in May), Armed Forces Day (3rd Saturday in May), Memorial Day (last Monday in May: half-staff until noon), Flag Day (June 14), Independence Day (July 4), Labor Day (first Monday in September), Constitution Day (September 17), Columbus Day (2nd Monday in October), Navy Day (October 27), Veterans Day (November 11), Thanksgiving Day (4th Thursday in November), Christmas Day (December 25), California Admissions Day (September 9), University of California Charter Day, and at University of California Commencement celebrations

3. Flag Display at Half-Staff: The University of California observes periods of mourning proclaimed upon the death of a specified official, former official, or other person honored by proclamation of the President of the United States or the Governor of California. In addition, the University has followed the practice of
honoring certain University officials upon their deaths by flying the United States and any other flags at half-staff.

The following is a list of officials for whom flags are flown at half-staff, and the respective time periods for such display:

<table>
<thead>
<tr>
<th>Officials of the United States</th>
<th>Period of Mourning</th>
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<tbody>
<tr>
<td>President or former President</td>
<td>30 days from date of death</td>
</tr>
<tr>
<td>Vice President, Chief Justice, retired Chief Justice,</td>
<td>20 days from date of death</td>
</tr>
<tr>
<td>Speaker of the House of Representatives</td>
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<tr>
<td>Associate Supreme Court Justice, Cabinet member,</td>
<td>Until interment</td>
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<tr>
<td>former Vice President, Secretary of the Army,</td>
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<tr>
<td>Secretary of the Navy, Secretary of the Air Force, U.S.</td>
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<tr>
<td>Senator or Representative from the immediate area</td>
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<tr>
<td>Others as directed by the President of the U.S.</td>
<td>As directed by the President</td>
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<th>Officials of the State of California</th>
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<tr>
<td>Governor or former Governor</td>
<td>Until interment</td>
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<tr>
<td>Others as directed by the Governor</td>
<td>As directed by the Governor</td>
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<th>Officials of the University of California</th>
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<tbody>
<tr>
<td>Regent or former Regent</td>
<td>Until interment</td>
</tr>
<tr>
<td>President or former President</td>
<td>Until interment</td>
</tr>
<tr>
<td>Officers of The Regents, Vice Presidents, University Deans</td>
<td>Until interment</td>
</tr>
<tr>
<td>Chancellors</td>
<td>Until interment</td>
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4. Authority: The display of other flags such as the University flag, or the display at half-staff of the United States flag for individuals other than those enumerated above, shall be authorized by the President of the University or the Chancellor, for such periods as they deem appropriate.
Policy 24
Lockout/Tag-out System

I. Policy

Facilities employees and contract personnel shall use a lockout/ tag-out system to ensure that adequate boundaries are established to safely perform work on building systems or equipment.

II. Procedure

1. General Information: Management is responsible for the development, implementation and administration of an effective lockout/ tag-out system.
   A. All personnel (including non-UCSF personnel) shall comply with the provisions of the facility lockout/tagout system.
   B. Locks/tags are the only authorized method used for the lockout/tagout of energy sources.
   C. All engineer and craft personnel shall be trained annually.
   D. Only trained individuals shall determine the methods required to accomplish the lockout/tagout of equipment.
   E. Only authorized individuals shall operate energy isolating devices.
   F. Individual locks/tags shall be applied and removed by each person exposed to the unexpected release of energy.
   G. Only when equipment is not lockable, shall a tagout application alone be utilized.
   H. When locks are used in the lockout/tagout application, they shall always be accompanied by tags.

2. Preparation of Lockout/Tagout
   A. Notify all personnel affected by the intended lockout/tagout.
   B. Prior to commencing work, obtain an acknowledgment and release of equipment and/or machines operated by the individuals.
   C. Develop a pre-job plan to assure appropriate lockout/tagout when complex equipment or nature and scope of work warrant (i.e. job- objectives and involved equipment; job duration estimate; type, number and location of energy isolating devices; start-up provisions, etc.).

3. Application of Lockout/Tagout
   A. Apply locks or employee tags to each energy-isolating device.
   B. Attach the lockout fixtures and locks to hold the energy isolating device in a safe position.
   C. Complete employee tag(s) and attach to the energy isolating device(s).
   D. Take the following actions after lockout/tagout application and prior to the commencement of work:
a. Operate the equipment (punch buttons, switches, etc.) to verify that energy isolation has been accomplished. Controls must be deactivated or returned to the neutral mode after test.
b. Check the equipment by use of test instruments and/or visual inspection to verify that energy isolation has been accomplished.
c. Examine the equipment to detect any residual energy. If detected, relieve or restrain the energy.

d. Examine the equipment to detect any residual energy. If detected, relieve or restrain the energy.

4. Release from Lockout/Tagout

   A. Prior to leaving the job site, remove your own lock/tag.
   B. Notify the individuals responsible for the equipment when the work is completed and the overall lockout/tagout has been cleared.
   C. Visually inspect the work area before equipment is re-energized to assure that all personnel are clear, and that all non-essential items have been removed and components are operationally intact.

5. Lockout/Tagout Interruption - (Energized Testing)

   A. In situations where the energy isolating device(s) is locked/tagged and there is a need for testing or positioning of the equipment, the following shall apply:

      a. Clear the equipment of tools and materials.
      b. Clear personnel from the area.
      c. Clear the energy isolating device(s) of locks/tags according to the established procedure.
      d. Proceed with test.
      e. De-energize and relock/tag energy isolating device(s) prior to continuing work.
      f. Operate controls to verify energy isolation.

III. References

   1. CAL/OSHA Title 8, 3203, CCR
Employee Acknowledgement and Receipt

I acknowledge that I have received a copy of the Department Policy Manual – Revised October 2014 on the date listed below.

___________________________________  ___________________________
Signature of Employee    Date

___________________________________
Employee’s Name (printed)