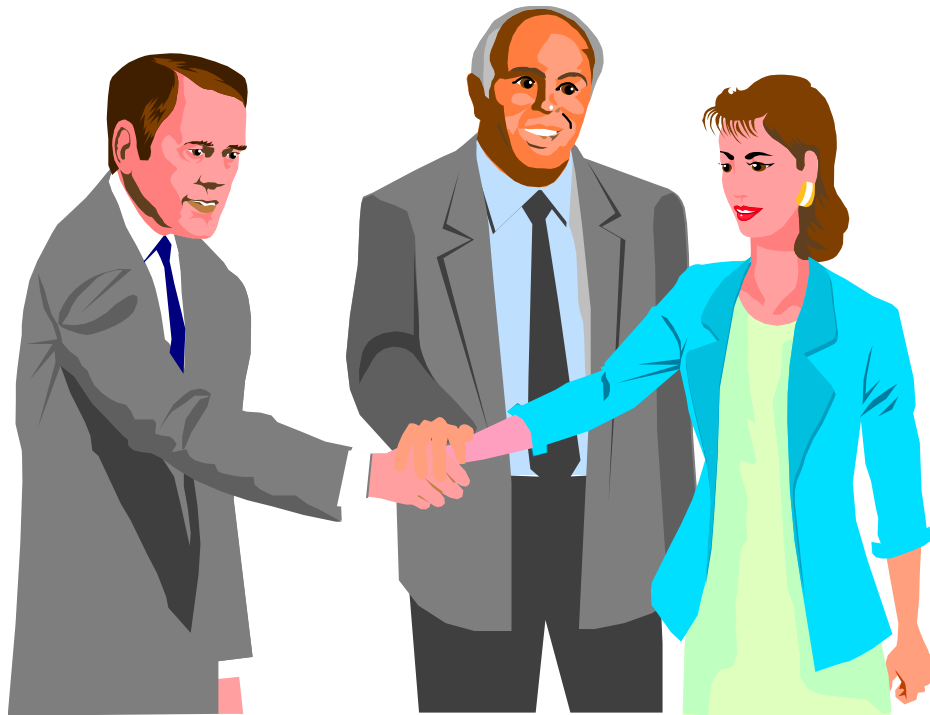


Kutztown University

Office of Physical Facilities



Employee Orientation Pamphlet

Memorandum

Office of Physical Facilities

Director of Facilities Maintenance and Construction

Kutztown University, Kutztown PA 19530

To: All New Employees

Subject: Welcome

Dear New Employee,

I want to take this opportunity to welcome you to Kutztown University, and especially to the Office of the Physical Plant. Our organization is responsible for the planning and design, construction, operation, maintenance and repair, cleaning, and safety of all the grounds and infrastructure that makes up this campus. As such, we have a vital role in the higher education academic process. We take that role seriously. Much will be expected of you. But in addition to the obvious employment benefits, the reward is a job well done, my appreciation, and the gratitude of our customers. I hope that you will take great pride and a sense of accomplishment in the part you play in making this campus a great place for the students, faculty, and staff to teach and study, live, work, and play.

The information that follows is not meant to be a comprehensive or exhaustive list of everything you will need to accomplish your job or adjust to the campus. However, it is hoped that this information will get you started on the right track. Please feel free to ask questions of your co-workers, your supervisor, the Personnel Department, or any of the management personnel you may come in contact with.

Because my position ties me to my desk more than I would like, I may not always get around to every employee at the job site. But, my people are important to me. Therefore, I want to meet every new employee at the beginning of their work time with the University. Please make sure to stop by the Maintenance Building and schedule a 15 minute appointment with my secretary. And please see organizational secretary to update employee information for payroll/personnel purposes. Thank you.

Once again, welcome, and good luck in your new job!

Sincerely,

R. Jeff Grimm

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TAB A

Short History and Description of Kutztown University

Short History and Description of Kutztown University

The heritage of the University is a colorful one. A long time has passed since old Route 222 was a dirt road with gas lanterns adorning the promenade. The University now educates over 8,000 students a year in more than 50 undergraduate and 17 graduate degree programs. The University is now comprised of 325 acres with 43 buildings consisting of 2 million gross square footage. Here are a few highlights and accomplishments from 125 years of academic excellence:

1863-4 A new three story brick building was built on five acres of land for the Seminar which was renamed the Maxatawny Seminar. The center building and west wing (Old Main) were constructed for \$26,500, plus \$1,205.67 for "extra work."

1866 Recognition of the Maxatawny Seminary to the Keystone State Normal School.

September 13, 1866 Committee of inspectors appointed by the State Superintendent formally inspected the Keystone State Normal School and recommended recognition as the official state normal school for the Third Normal District.

September 15, 1866 Superintendent of Common Schools issued a formal proclamation officially recognizing KSNS.

1895 First bathroom constructed.

1897 First telephone connected at KSNS.

1905 Electric power purchased from The Kutztown Light, Heat, and Power Company for the hours from 10:00 p.m. to 5:00 a.m. The KSNS light plant, erected in 1898, continued to furnish the daytime power.

1905 The coming of the trolley line connected Allentown and Reading became an established institution for commuting students.

1907 Construction of first separate gymnasium building (now Risley Hall) that boasted an elevated running gallery, a tiled bathing and swimming , two bowling alleys for the additional cost of \$800.

1908 Construction of the Infirmary Building.

1913 Ground broken for a library which is now the Graduate Center.

December, 1926 President of the State Council of Education grants KSNS the power to confer the Bachelor of Science degree in education.

May, 1928 First four-year degrees conferred on graduating seniors.

1928 The name of the Keystone State Normal School officially changed to Kutztown State Teachers College (KSTC).

1928 Bachelor of Science degree approved.

1929 Training School moved into the new Laboratory School (now west section of the Stratton Administration Center) and renamed Lab School which taught kindergarten through junior high.

1944 First accreditation by The Middle States Association of Colleges and Secondary Schools.

1950s Teachers placed within school districts to student teach, thus decreasing the need for the Lab School.

- 1959** State Council approved a graduate program at KSTC.
- 1960** Kutztown State Teachers College became Kutztown State College.
- 1962** State Council approved granting of Bachelor of Art degrees in humanities, natural science and social studies.
- 1963** State Council approved the granting of the Bachelor of Fine Arts Degree.
- 1968** Rohrbach Library opened.
- 1969** Lab School moved into the new Rickenbach Research and Learning Center and renamed the Learning Center.
- 1971** State Council of Education approved the granting of the Bachelor of Science in Business.
- 1971** Keystone Gymnasium opened.
- 1980** Learning Center closed.
- 1983** On November 12, 1982, Act 188 was signed into law establishing on July 1, the Pennsylvania State System of Higher Education. Thus, Kutztown State College achieved university status.
- 1983** College of Visual and Performing Arts, College of Education, College of Liberal Arts and Sciences formed from respective Schools.
- 1985** College of Business formed.

Note: Text taken from Volume XIII Number 2 Autumn 1991 issue of *Tower*.

TAB B

KU Fast Facts

Kutztown University Fast Facts

Financial Aid: Approximately 80 percent of students receive financial aid in the form of scholarships, grants, loans or student employment.

Semester Fees:

Undergraduate Tuition:	
Pennsylvania Residents	\$2,189.00
Non-Residents	\$5,473.00
Housing:	\$1,544.00
19 Optimum Meal Plan:	\$849.00
Health Center:	\$64.00
Student Government:	\$80.50
Student Union:	\$136.00
Instructional Service Fee:	\$218.90

For more information
Please call (610) 683-4000.
World Wide Web:
<http://www.kutztown.edu>

Chairperson,
Council of Trustees: Mr. Guido Pichini

Academic and Administrative Officers:

President: Dr. Javier Cevallos

Provost and Vice President
For Academic Affairs
Dr. Linda K. Goldberg

Associate Provost: Dr. Charles Cullum

Vice President
Administration & Finance
Mr. James R. Sutherland

Vice President
For Student Affairs
Dr. Charles J. Woodard

Vice President Mr. William J. Sutton
For Advancement

Vice President Mr. Richard Zera
Information Technology
Services

Assistant To The Barbara M. Taliaferro
President For
Human Diversity

History:

Kutztown University of Pennsylvania, a member of the Pennsylvania State System of Higher Education, was founded in 1866 as Keystone Normal School, became Kutztown State Teachers College in 1928, Kutztown State College in 1960 and achieved university status in 1983. Today, Kutztown University is a modern, comprehensive University.

Enrollment:

8,268 full and part-time undergraduate and graduate students. Most are Pennsylvania residents, but students from many states and nations are represented.

Location:

Picturesque 326-acre campus in Pennsylvania Dutch community mid-way between Allentown and Reading. Easy access to Philadelphia and New York City.

Degrees:

B.A., B.F.A., B.S., B.S.B.A., B.S.N., B.S.Ed.; M.A., M.B.A., M.P.A., M.L.S., M.S., M.Ed.; 56 undergraduate majors in College of Liberal Arts and Sciences, Visual and Performing Arts, Business, Education; 21 graduate degree program within the College of Graduate Studies and Extended Learning.

Special Academic Programs:

Honors throughout the undergraduate curriculum; 14 international exchange and study abroad programs; independent studies; numerous internships; three MBA centers, diversified and intensive academic support services.

Library:

State-of-the-art library facility. 422,268 bound volumes, 44,664 maps, 1,926 periodicals; 1,215,334 unit microforms; 16,000 volume Russian culture and history collection; Endeavor integrated library system; CD-ROM LAN; Internet; electronic full-text periodicals database.

Academic Year:

Two 15-week terms, two 5-week summer sessions; one three-week winter break session.

Faculty:

Teaching focused, with scholarly expertise; many are authors and consultants engaged in research.

Student Life:

Over 140 student clubs and organizations including: academic, campus media, governing bodies, honor societies/professional fraternities, greek social, musical, professional, religious, residence hall, service, special interest, theatre arts, and visual arts affiliates; films, musical entertainment, dance, cultural events; 12 residence halls and 1 special interest houses accommodate 3,120 students; student union building.

Athletics:

Ten men's intercollegiate sports and 11 women's sports; extensive intramural program; modern athletic facilities include football stadium, field house, gymnasium, playing fields, track, cross-country course. Member, NCAA Division II; PSAC.

Special Facilities:

Art gallery, planetarium, observatory, weather station, full TV production facilities, state-of-the-art computer labs, cartography lab, daycare center, Pennsylvania German Heritage Center, Wallops Island marine science consortium facility in Virginia.

TAB C

Campus Map

TAB D

University Vision & Mission Statements

Kutztown University of Pennsylvania
State System of Higher Education

Vision

Kutztown University will serve the Commonwealth as a dynamic, technologically advanced, collaborative, learning-centered public university. Kutztown University will be accessible to Pennsylvanians and others, sensitive to the need for diverse backgrounds in its faculty, staff, students and community, accountable to its many constituencies, and actively engaged in the continuous improvement of its programs and services. Above all, Kutztown University will prepare graduates to succeed in a global economy, to contribute to the economic and social well-being of the state and nation, to assume active roles in their communities and to lead productive and meaningful lives.

Kutztown University of Pennsylvania
State System of Higher Education

Mission

Kutztown University, as a multi-purpose institution of higher education, serves the people of the Commonwealth of Pennsylvania as a center for education in the arts and sciences, teacher education, business, and visual and performing arts. The University provides access and opportunities for intellectual, aesthetic, social, and physical development. The University's mission is to:

Pursue a commitment to academic excellence.

Provide for all students opportunities to increase their appreciation and knowledge of the physical universe, of human society and cultural diversity, and of values, through general education, major study, and co-curricular programming.

Develop the student's ability to think critically and constructively, to read, write, and speak effectively, and to exercise good judgment.

Provide a quality of campus life which will encourage the growth of self-esteem, respect for the beliefs of others, and the open exchange of ideas.

Respond to the diverse needs of society by ensuring equal access to its educational programs and services without regard for race, gender, creed, age, or national origin.

Offer a variety of professional and pre-professional programs which combine the broadening effects of the liberal arts and sciences with progressively specialized studies and experiences leading to careers and entrance-level professional competencies.

Offer post-baccalaureate programs in liberal arts and sciences, education, business, and visual and performing arts which enable students to further their scholarship and professional skills.

Provide opportunities through extended programs whereby students pursue interests and enhance skills and professional competencies through credit and non-credit courses.

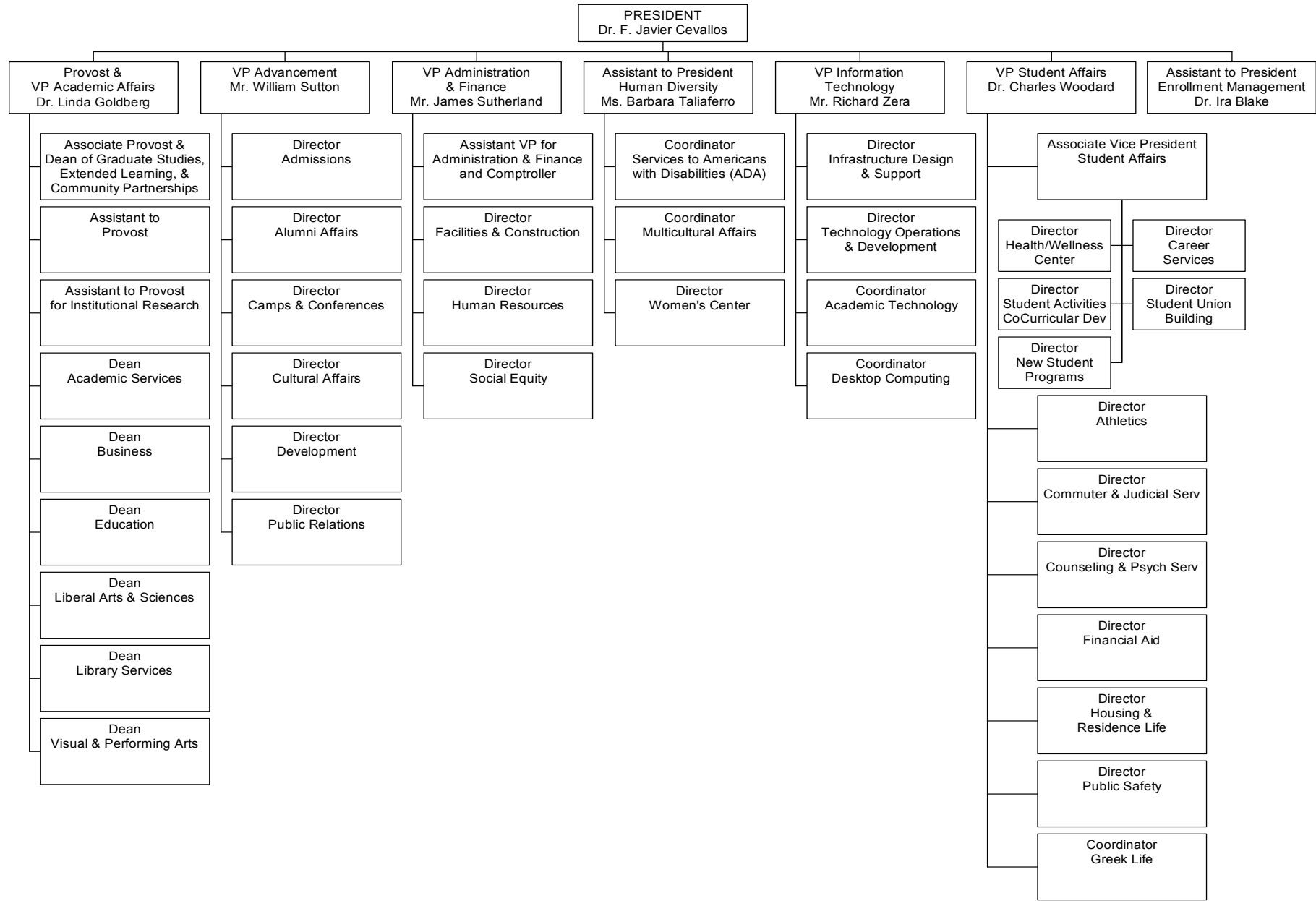
Contribute to the increase of knowledge through the encouragement of research and creative activities.

Serve as a center for cultural activities.

Provide leadership and support services for schools, businesses, industries, government, health, and other appropriate agencies.

T A B L E

University Organizational Chart



TAB F

Organizational Mission Statement

TAB G

Organizational Chart

TAB H

Functional Mission Explanations

Functional Mission Explanations

The physical plant department is one of the largest single organizations on campus, with responsibility for a multitude of diverse functions (planning, programming and funds management, personnel management, safety, construction, preventive maintenance, corrective maintenance, repair, minor renovations in-house, custodial work, vehicle maintenance, recycling, grounds maintenance, utilities services, etc.) The missions and functions of the physical plant relate to virtually all other departments of the institution; no other single department has such frequent working relationships with so many other departments. However, the mission and functions of the physical plant are in the service support area, and thus are outside the mainstream of the institution's teaching and public service missions. The organization and functioning are unique within the institution, and are often not understood or appreciated by those in the mainstream. This fact, together with the magnitude and diversity of its functions, creates special problems and requirements in establishing and maintaining effective liaison and communication with the campus community. This is a fact you should be aware of and strive toward resolving in your own way as a personal emissary of this department.

The basic objective of the functional organizational structure adopted, is to arrange functional resources in a way that permits the organization to effectively and efficiently deliver services in support of the overall mission of the institution. Thus, the organization is functionally arranged as follows:

Executive Head

The head of the physical plant should function as the principal external representative of the organization. This position should provide broad, general policy and management guidance for physical plant, and should coordinate the work of its individual divisions.

Management and Control

An effective physical plant program requires a strong management control group, clearly separated from the work performing component. At Kutztown University, this group is comprised of the top management staff. Some of the functions of this group are:

- External Relations
- Planning for the Organization
- Establishment of Goals and Objectives
- Resource Allocation
- Work-load Planning
- Priority Setting
- Assurance of coordination and cooperation among operational components
- Inspection and Monitoring of Performance
- Support Services
 - Administrative Services
 - Budget and Cost Accounting
 - Personnel
 - Training
 - Procurement

Facilities Support Services

The central management component of the physical plant organization should be responsible for work identification, planning, management, coordination, control and reporting. At Kutztown University, this function is shared by the work order specialist and the Associate Director of Operations. Among the principal functions are:

- Work Reception (i.e., telephone service calls or written requests for services)
- Planning and Estimating
- Inspection
- Work Assignment (service calls, preventive maintenance, general work orders)
- Priority Assignment
- Work Load Planning
- Maintenance Service Contracting
- Reporting
- Key Control/Key & Lock Office

Business Services

At KU, these functions are mostly completed by the management staff with help from the Personnel Department, Computer Services, and the Comptroller. This grouping can include the following functions:

- Administrative Services
- Cost Accounting and Budgeting
- Personnel and Training
- Procurement
- Computing

Facilities Planning and Construction

This group, currently composed of the Old Main Project Office and the Assistant Director, Project Coordination, is concerned with the overall facilities planning and programming of the institution, the architectural and engineering planning of new construction, and contracted project management. The principal functions include:

- Facilities Planning and Administration
 - Facilities Master Planning
 - Space Management and Utilization
 - Capital Program Planning
- Architectural and Engineering Services
 - Construction Contract Preparation and Administration
 - O&M Support

Operations and Maintenance

These are the operating components of the physical plant that actually perform work. The main tasks of these components are to create and maintain a safe, attractive, and properly functioning environment for students, faculty, and staff. This is accomplished by providing all maintenance and repair, minor construction and minor renovation, and operational services for all campus facilities, establishing and maintaining all campus grounds and landscaping, maintaining all campus pedestrian and vehicular routes, installing and maintaining campus signage, providing campus cleaning, recycling and refuse services, and maintaining and improving athletic fields and athletic facilities for instruction, intercollegiate events, and recreational use and providing services for special events. There are four major categories of groupings of operations activities:

- Facilities Maintenance--responsible for the performance of scheduled and unscheduled maintenance and repair, and minor renovation and construction projects.
- Utilities Services--responsible for operation and maintenance of main utility plant and distribution systems
- Custodial Services--a separate branch of the organization whose main task is ensuring the cleanliness of the occupied buildings.
- Campus Services--this grouping is responsible not for the buildings themselves, but for the services provided to the campus as a whole. This includes general labor, recycling, vehicle maintenance, and grounds maintenance.

University Safety

At Kutztown, the responsibility for overall University Safety falls within the Facilities Office. This office is responsible for campus safety, fire safety, Indoor Air Quality, and hazardous material management, as well as student, faculty, and staff safety in general.

TAB I

Important Telephone Numbers

Important Telephone Numbers

Physical Facilities

Departmental Secretary	3-4120
Work Control Center	3-1594
Safety Specialist	3-4050
Custodial Services	3-4127

Payroll/Personnel

Payroll and Leave Information	3-4128
Benefits Manager	3-4144

Public Safety

Emergencies	3-4001
Non-emergencies	3-4002

TAB J

Orientation Checklists

Employee Name: _____

Supervisor Name: _____

Date Checklist Delivered to Supervisor: _____

Physical Facilities
Supervisor Checklist for New Employees

As these items are discussed and demonstrated to the new employee, have him/her initial in the space provided. When the checklist is complete, return to the Facilities Management Office in the Maintenance Building.

First Day

_____ Recording of Time: Each employee is responsible for accurately filling out and (Initial) filing his/her own leave slips and overtime slips. The employee is also responsible for tracking earned and used leave and compensatory time. Knowingly falsifying these official records can lead to disciplinary action. (Supervisor: Provide copies of slips and instruct employee on proper procedures)

_____ Reporting Absences: If for any reason an employee is unable to report to work, (Initial) he must notify his immediate supervisor, the Physical Facilities Office (610) 683-4120, or Public Safety Dispatch (610) 683-4002 before the start of his/her assigned shift.

_____ Leaving Work Assignment: Each employee is expected to be on his/her work (Initial) assignment at starting time and to remain on a given assignment until further directed by his/her supervisor. If for any reason an employee must leave his/her work assignment, he/she must first obtain permission from his/her supervisor, unless it is a bonafide emergency.

_____ Keys: Certain Facilities employees will be issued keys necessary to their work (Initial) assignments. The employee shall not loan his/her keys to any person or make use of them for unauthorized use. It is unlawful to make or duplicate any Kutztown University key(s). Keys must be returned to the Works Control Center upon your termination from the University. Keys that are lost or stolen must be reported to your supervisor immediately. University keys, other than those necessary to gain access to your work area, will not be removed from campus.

_____ Protective Clothing: Each employee will be issued protective clothing and (Initial) equipment necessary to the performance of their specific job which will be kept available in the employee's locker. He/she will be instructed by the immediate supervisor what work assignments require the use of protective clothing and equipment. The employee's supervisor is authorized to make various types of protective equipment available to the employee. When issued, the employee is expected to wear the protective clothing/equipment while performing the indicated work assignments.

_____ Tools and Equipment: Tools and equipment that an employee uses during the (Initial)
completion of daily work assignments will be returned in a clean and good
condition. Any damage to University equipment shall be reported to the
supervisor. Employees may be held responsible for careless work habits which
result in loss of tools or abused tools and equipment.

_____ Lunch and Rest Periods: The regular lunch period for employees is 30 minutes.
(Initial) Some standard lunch shifts vary with department assignment, so please check
with your supervisor for the proper lunch break. There will be two 15 minute
rest periods on a daily work basis. Again, check with your supervisor for
specific times. Travel time to and from your break area will be included in the
fifteen minute breaks. Maximize your rest periods by taking breaks on the job
or at the nearest building break area. Missed lunches and/or breaks cannot be
aggregated and used at a later date. However, if you are working a job which
cannot be left due to safety or property damage considerations, finish the job
and take your allotted break immediately after completion of the task.

_____ Clean-up Time: There will be a five minute personal clean-up period (Initial)
beginning before the noon hour and at quitting time at the end of the day.
Clean-up time, like driving time, will be included as part of each rest period.

_____ Motor Vehicle Regulations: Your supervisor can advise you where you can
(Initial) park your personal vehicle. All vehicles you intend to park on University
property must have a staff parking permit displayed at all times. These permits
are obtained at the Public Safety Dispatch office in Old Main. Parking permits
are to be removed and returned to Public Safety Dispatch upon termination of
employment or disposal of your vehicle.

_____ Overtime: Every effort is made to keep work within the normal 37.50 hour
(Initial) work week. However, overtime is sometimes necessary. When this occurs,
overtime will be distributed as fairly as possible to those within a classification.
Certain types of emergencies require overtime work such as snow removal,
storm clean-up, time-sensitive requirements, etc. These conditions may require
mandatory overtime, and you are required to report to work when called.
Overtime is used to meet necessary work requirements, time-sensitive needs,
emergencies, and the like. It is not a right nor a privilege, but a tool to meet
University work load requirements. (Supervisor, explain overtime equalization
and straight time, time-and-a-half, double-time, and call-time requirements)

_____ Emergency Essential Personnel: Essential personnel are employees who are
(Initial) required to report to and/or remain at work when an emergency occurs.
Depending on an employee's classification, an employee may be considered a
permanent essential personnel for emergency snow removal procedures, or a
situational essential personnel for a major power failure, flood, fire etc. Your
supervisor will advise you as to your essential personnel status.

(Initial) Lockers: Lockers for storage of personal belongings are available to Facilities employees. Your supervisor will assist you in obtaining a locker. Safeguard your belongings by keeping your locker locked while unattended. Locks are the responsibility of the employee.

(Initial) Union Representation: Employees of the Office of Physical Facilities are represented by a local of the American Federation of State, County, and Municipal Employees (AFSCME). You have the option to become a member of the Union or to pay your fair share representation costs. For more information, see your local union president.

If you have any questions that were not answered by you supervisor, please bring these items to the attention of your immediate manager, who is, _____.

All items completed: _____
(Supervisor's signature)
_____(Date)

Employee Name: _____

Supervisor Name: _____

Date Checklist Delivered to Supervisor: _____

Physical Facilities
Supervisor Checklist for New Employees

As these items are discussed and demonstrated to the new employee, have him/her initial in the space provided. When the checklist is complete, return to the Facilities Management Office in the Maintenance Building.

First Week

_____ (Initial) Health Insurance: Employees are enrolled in the Pennsylvania Employees Benefit Trust Fund (PEBTF). Depending on the county in which you live, four options are available: Health Maintenance Organization (HMO), Point of Service (POS), Basic Option (Blue Cross, Blue Shield and PEBTF Major Medical) or Personal Choice. For detailed information, call the university benefits specialist in the Personnel Office.

_____ (Initial) Life Insurance: Insurance is provided free of charge up to one year's salary, not to exceed \$40,000, through the University. Additional insurance is now available during open enrollment at an additional cost. For detailed information, call the university benefits specialist in the Personnel Office.

_____ (Initial) Workmen's Compensation: Protection for medical expenses and loss of salary from work related accidental injury under the Workmen's Compensation Law of Pennsylvania. All work related injuries should be reported as soon as possible to your supervisor regardless how minor they may seem at the time.

_____ (Initial) Sick Leave: Sick leave is earned at a rate of 5% of all regular hours paid or 97.50 hours per year. Employees are permitted to use sick leave after 30 calendar days of service with the University. Always remember that your supervisor must know before the beginning of your work shift whenever you are unable to work. If you cannot call or send word yourself, have someone do it for you. Unexcused absences or failure to report absences could result in disciplinary action. Complete and submit a leave slip for each use of sick leave as soon as you return to work. For absences of three days or more of sick leave, a physician's statement is required in order to return to work. An employee may accumulate up to a maximum of 300 days (2250 hours) of sick leave. Leave status will be itemized on your earnings statement. Sick leave can also be used for medical and dental appointments, and for sick family and bereavement. For details, check your contract provisions or contact the Personnel Office.

_____ Vacation: Employees with up to three years of service earn 52.50 hours (7 days). Employees are eligible to use Annual leave after 30 calendar days of service with the University. Employees with less than a year of service with the University may not anticipate leave usage and can only use leave after it is earned. Over three years to 15 years (Inclusive), you earn 112.50 hours (15 days). Over 15 years to 25 years (Inclusive): 150 hours (20 days). Over 25 years: 195 hours (26 days). An employee may accumulate a maximum of 45 days (337.50 hours) of Annual leave. Leave status will be itemized on your earning statement. Leave is subject to the needs of the University and requires the approval of your immediate supervisor. The proper tracking of leave is the employees responsibility. Errors or questions about leave should be directed to the Payroll Office, which is part of Personnel. (Initial)

_____ Holidays: The University has eleven paid holidays. It is occasionally necessary to work on scheduled holidays and receive time off at a later date. Because of the importance of maintenance personnel to the University, a skeleton crew is required on almost all occasions. (Initial)

_____ Personal Leave: An employee earns one Personal day per year the first year of service, one Personal day per one-half year of service the second year of service and one Personal day per quarter the third and every subsequent year thereafter. Employees earn Personal leave after 20 working days in any period, and Personal days can not be anticipated. Personal days cannot be carried over into a new calendar year and must be used by January sixth of every year. (Initial)

_____ Retirement: An employee has a choice between the Pennsylvania State Employee's Retirement System, the Public School Employee's Retirement System or TIAA-CREF. Each pay a deduction will be made from your gross salary to be credited to your name in the retirement fund of your choice. Participation in one of the three programs is mandatory and a condition of employment. Please see Personnel for a description of each plan before deciding on which to take. Once chosen, the retirement plan selection cannot be changed. (Initial)

_____ Credit Union: The Pennsylvania State Employee's Credit Union (PSECU) is a full service credit union providing its members with a wide range of services. Further information and application forms may be obtain from the Personnel Office in the Stratton Administration Center. (Initial)

_____ Recreational and Social: You and your family are extended the privilege of using the facilities at Kutztown University, including Rohrbach Library, Keystone pool, and other athletic facilities during scheduled times. Athletic events, concerts, plays, lectures and various other events are available to you. While some are at regular public rates, many are free or at a reduced rate. (Initial)

(Initial) Pay Day You will be paid every other Friday. The work week starts on Saturday and ends the following Saturday. Checks may be picked up on Fridays at the Facilities Office or at Payroll, depending on the employee's preference of location. You also have the option to direct deposit your pay into your bank or credit union. Due to processing times, your initial paycheck will not be forthcoming for six to eight weeks, so please plan accordingly. If you have any questions, please contact the Payroll Department in the Personnel Office.

(Initial) Payroll Deductions: There will be certain deductions that by law the University must withhold from your check. These compulsory deductions are for federal, state and municipal income taxes, and for the employee retirement system. Deductions will be itemized on the earning statement that is attached to each payroll check. You can also choose to have deductions made directly from your pay for savings bonds, contributions to the University, and other approved items. If you have any questions, please contact the Payroll Department in the Personnel Office.

(Initial) Dress: Since Facilities employees are nearly always working under the public eye, it is important that they make a good impression for themselves and their department by wearing neat and clean working clothes and by presenting a neat and clean personal appearance. Remember, you are emissaries of the Department wherever you go on campus. Be proud!

(Initial) Safety: Safety is a state of mind and must be developed to its highest degree if facilities workers are to be effective as the guardians of the University campus. This is accomplished by being alert at all times and correcting if possible all public hazards such as dead or hanging tree limbs, hazards to pedestrians on sidewalks, broken glass, holes in campus drives, broken curbs, icy walks and streets, etc. Also important are personal unsafe conditions affecting the employee's work such as defective tools, equipment hazards, etc. Safety hazards that the employee cannot remedy should be reported to his/her supervisor or to the university safety specialist.

(Initial) Probationary Period: Your first 120 days as a Kutztown University employee will be considered your probationary period. This gives you a chance to learn your job and decide if it is right for you. This period also gives your supervisor a chance to determine whether you are acceptable for the job. At the end of your probationary period, a decision will be made whether or not to extend your permanent university employee status.

(Initial) Performance Ratings: To help you know how you are doing, your supervisor will evaluate you and your work around the end of your probationary period. Thereafter, you will be evaluated on an annual basis. On each occasion, you will have an opportunity to discuss your evaluation with your supervisor.

_____ (Initial) Public Relations: The Facilities worker is in a position to be an important factor in the development of good public relations. He/she should at all times recognize his/her responsibility for developing a favorable impression on the part of those who use the campus daily and those who occasionally visit the Facilities Building. A friendly, courteous attitude and the promotion of good public relation is an important part of his/her job.

_____ (Initial) Lost and Found: In the course of their employment, Facilities employees may encounter lost property. All such items should be turned in to your supervisor who will see that the material is turned in to the office of Public Safety which maintains a central lost and found department for the entire campus. Be sure your supervisor is informed as to where the item was found.

If you have any questions that were not answered by you supervisor, please bring these items to the attention of your immediate manager, who is, _____.

All items Completed: _____
(Supervisor's signature)

(Date)

Employee Name: _____

Supervisor Name: _____

Date Checklist Delivered to Supervisor: _____

Physical Facilities

Supervisor Checklist for New Employees

As these items are discussed and demonstrated to the new employee, have him/her initial in the space provided. When the checklist is complete, return to the Facilities Management Office in the Maintenance Building.

First Sixty Days

Pennsylvania State System of Higher Education: Kutztown University of Pennsylvania is one of fourteen state universities in the State System of Higher Education of Pennsylvania. As a State University, its job classifications, wages, and procedures are governed by contract negotiations between The Commonwealth of Pennsylvania and The American Federation of State, County and Municipal Employees-AFL-CIO. In addition, there are rules and policies established by Kutztown University and the Office of Physical Plant that relate specifically to your employment at this university. You should familiarize yourself with the rights and responsibilities these policies and procedures represent on an ongoing basis. Kutztown University provides equal opportunities and administers its personnel policies without discrimination as to race, color, religion, sex, national origin or ancestry.

(Initial)

(Date)

The Office of Physical Facilities: The Office of the Physical Plant consists of the Facilities Maintenance Department, Planning and Construction Department, Facilities Services, and University Safety. Your supervisor will introduce you to the various divisional managers and guide you through the various divisional work areas.

(Initial)

(Date)

Discipline: In case you should not carry out your tasks properly and follow instructions, rules and regulations, disciplinary steps will be taken to help correct the problem. Discipline could include verbal or written reprimand, suspension without pay, demotion, dismissal, or a combination of these actions depending on the circumstances. Disciplinary action is not to be confused with being given instructions or corrective counseling, both of which are used to avert the need for disciplinary actions. If your job assignment or other work related matters are not clear to you, immediately discuss the situation with your supervisor.

(Initial)

(Date)

Identification Cards: All permanent employees are issued identification cards. You should have your card with you at all times when you are on Kutztown University property and properly display your card when going into student areas to identify you as a campus employee. These cards are property of Kutztown University and must be returned to your supervisor if you are no longer employed by the university. Identification cards can be obtained at Room 264, Student Union Building.

(Initial)

(Date)

Reporting Personal Changes: Complete and up-to-date records on each employee are essential; therefore, it is important for you to promptly notify the Personnel Office and the Facilities Office whenever you have any personal changes, such as name, marital status, address or phone number, income tax exemptions, beneficiary for retirement or insurance plans, insurance coverage, requested payroll deduction, etc. Please make sure that as part of your orientation, you see the organizational secretary to update employee information for payroll/personnel purposes.

(Initial)

(Date)

Reporting Building and Campus Defects: Facilities employees are encouraged to be watchful for defective conditions in our buildings and grounds and to report these conditions so that corrective actions can be taken. This is a large campus, and we need many eyes to observe and report faulty conditions so that corrective action can be taken as quickly as possible. Employees may make reports to their supervisor or directly to the Work Order Specialist desk (telephone 3-1594). Following are a few examples of items that should be reported:

- Loose roof tiles
- Broken windows
- Broken tree limbs
- Pot holes in the street
- Broken curbs and sidewalks
- Loose flagstones
- Burned-out lights
- Leaking faucets
- Loose bricks
- Damaged trees and shrubs
- Water leaks

(Initial)

(Date)

Operation of Equipment: Your supervisor will discuss and demonstrate the operation, care and safety practices for the following pieces of equipment:

- | | | |
|-------------------------------------|-----------|--------|
| 1. Motor Vehicles | _____ | _____ |
| | (Initial) | (Date) |
| 2. Push-type and riding lawn mowers | _____ | _____ |
| | (Initial) | (Date) |
| 3. Farm-type tractor | _____ | _____ |
| | (Initial) | (Date) |
| 4. Leaf Blowers | _____ | _____ |
| | (Initial) | (Date) |
| 5. Chain saws | _____ | _____ |
| | (Initial) | (Date) |
| 6. Two-way radio | _____ | _____ |
| | (Initial) | (Date) |
| 7. Electric generators | _____ | _____ |
| | (Initial) | (Date) |
| 8. Other Equipment (Describe) | _____ | _____ |
| | (Initial) | (Date) |
| | _____ | _____ |
| | (Initial) | (Date) |
| | _____ | _____ |
| | (Initial) | (Date) |

As time goes on, you will receive additional on-the-job training in a wide variety of work practices and methods from your supervisor, co-workers, and managers.

If you have any questions that were not answered by you supervisor, please bring these items to the attention of your immediate manager, who is _____.

All items completed: _____
(Supervisor's signature)
_____ (Date)