The University of North Carolina at Greensboro
Facilities
Policy Resource Guide

The purpose of this document is to provide to the Facilities staff a guide on how to secure information associated with policies and procedures of their interest.

**General operating principle:**
The first step for a staff member desiring information on policies and procedures is to ask his/her immediate supervisor. The supervisor is responsible for promptly finding out relevant policy and procedure information and for communicating back with the staff member.

To help staff (including supervisors) secure answers to policy and procedures questions, below is a list of resources for policies and procedures of particular interest to the staff as identified by the employee engagement work group efforts during the summer of 2015. The resource persons listed can be helpful in finding and answering questions on the relevant policy and procedure.

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<thead>
<tr>
<th>Policy/Procedure</th>
<th>Source Documents</th>
<th>Resource Persons</th>
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</table>
| Purchasing and Procurement: materials, equipment, vehicles, services | Facilities Acquisition of Equipment policy:  
  Purchasing policies | Supervisor, Debbie Reynolds (Facilities Operations), Maryann Burditt (FDC), Janet Holcomb (EHS), Judy Lillis (Purchasing) |
| Payroll, Timekeeping                 | Facilities Operations Timekeeping and On-Call/Emergency Callback SOPs:  
  On call-Call Back procedures  
  Time keeping procedures | Supervisor, Assigned Payroll Clerk, Maryann Burditt (FDC), Vickie DeBari (Facilities Operations), Janet Holcomb (EHS) |
| Recruitment                          | HR Policy:  
  Recruitment | Supervisor, Vickie DeBari (Facilities Operations), Maryann Burditt (FDC) |
| Safety                               | Facilities Operations Safety and Health SOP:  
  Health and Safety SOP | Supervisor, EH&S Staff, Safety Committee Chair |
| Reporting safety concerns           | Facilities Operations Safety and Health SOP:  
  Health and Safety SOP | Customer Service Center,  
  Supervisor, Facilities Safety |
<table>
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<tr>
<th>Committee</th>
<th>Human Resources Policies</th>
<th>Supervisor</th>
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</table>
| Performance Management, Work Plans, Annual Appraisal, Attendance | **Human Resources Policies:**
  - [HR Performance Management Policy](#) | Robert Wilson (EHS) |
| Career Banding | **Human Resources Policies:**
  - [Career Banding Policy](#) | Angela Mahoney |
| Computer, acceptable use, technical assistance, computer security, password and account reset | **ITS Policies:**
  - [UNCG Acceptable Computer Use Policy](#)
  - [Facilities Computer Use and Access Policy](#) | Ivan Lyall, Amanda Teer, Janet Elmore |
| Training | **Facilities Training Policies:**
  - [Facilities Training Policy](#)
  - [Tuition Waiver Program](#)
  - [Tuition Waiver Form](#)
  - [HR Tuition Reimbursement Policy](#) | Vickie DeBari (Travel Facilities Operations), Maryann Burditt (Travel FDC), Janet Holcomb (Travel EHS), Gwen Evans |
| Grievance | **HR Policy**
  - [Grievance Policy](#) | Gwen Evans |
| Work order Procedures | **Facilities Operations Work Order SOP**
  - [Work Order SOP](#) | Amber Wall, Customer Service Center Staff |
| Uniforms/ Dress Code | **Facilities Operations Dress Code**
  - [Facilities Operations Dress Code](#) | Supervisor |
| Secondary Employment | **HR Secondary Employment Policy**
  - [Secondary Employment Policy](#) | Supervisor |
| Filing Police Reports | **Facilities Operations Summary of Policies Applicable to UNCG Vehicles**
  - [Facilities Operations Vehicle Use](#) | Campus Police |
| After hour access | **Campus Police after hour access policy** | Campus Police |
| Employee Assistance Program | **HR EAP Policy:**
  - [Employee Assistance Program](#) | 1-800-630-4847 |
| Family Medical Leave Act | **HR FMLA Policy:**
  - [HR FMLA Policy](#) | Gwen Evans |
| Affirmative Action | **HR Affirmative Action Policy:**
  - [HR Affirmative Action Policy](#) | Tony Phillips |
| Sustainability | **UNC System Sustainability Policy:**
  - [UNC System Sustainability Policy](#) | Shanna Eller |
| Health and Wellness | HR Health and Wellness Web Page | Supervisor, Maryann Burditt (FDC), Vicki DeBari (Facilities Operations), Gwen Evans |