

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.

Policy/Procedure	Source Documents	Resource Persons
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

		Committee, Robert Wilson (EHS)
Performance Management, Work Plans, Annual Appraisal, Attendance	Human Resources Policies: HR Performance Management Policy	Supervisor, Gwen Evans
Career Banding	Human Resources Policies: Career Banding Policy	Supervisor, 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	Supervisor, 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	Supervisor, 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	Supervisor, Campus Police
After hour access	Campus Police after hour access policy	Supervisor, 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	Supervisor Gwen Evans
Affirmative Action	HR Affirmative Action Policy: HR Affirmative Action Policy	Supervisor, Tony Phillips
Sustainability	UNC System Sustainability Policy: UNC System Sustainability Policy	Supervisor Shanna Eller

Health and Wellness	HR Health and Wellness Web Page	Supervisor, Maryann Burditt (FDC), Vicki DeBari (Facilities Operations), Gwen Evans
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