



Physical Plant **POLICY GUIDELINES**

Applies to:	Marshall University Physical Plant
Title:	Routine Day
Number:	MU-PP-02.01
Effective Date:	07/01/2020
Last Revision Date:	N/A

PURPOSE: To document the daily expectations of each shop.

SCOPE: Applies to all Physical Plant employees.

REFERENCES: N/A

DISCUSSION: In order to facilitate consistency and efficiency in each of the Physical Plant shops, it is important for all employees to understand what is expected during a routine day of work.

PROCEDURE / POLICY: The following activities are expected:

- General expectations:
 - Report to work on time.
 - Put forth a good effort.
 - Do your best to get along with everyone.
 - Display a positive and respectable attitude.
- It is understood that at the beginning of an employee's shift, it will take time for the Supervisor/Manager to assign the workload for the day. As a general rule, Supervisors/Managers should have the daily workload assigned to their employees and employees should be actively engaged in their daily activities by no later than 15 minutes after the start of their shift.
- It is also understood that at the end of the workday, employees need to come back to the Physical Plant in time to clean up, put up tools, read e-mails, clean up their shops, make preparations for the next work day, etc., and decompress for a few minutes prior to going home. As a general rule, employees should remain actively engaged in their jobs up to 10 minutes prior to lunch and/or the end of their shift. This also applies to lunch/meal breaks.
- Employees may punch in up to 7 minutes prior to the start of their shift and may punch out up to 7 minutes prior to the end of their shift, however employees must report to work by their scheduled start time, and remain on site until the end of their shift.



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- Classified non-exempt employees typically have a 30-minute lunch break as well as two 15-minute breaks during the day. During scheduled 15 minute breaks employees should remain near their jobsite and not make unnecessary trips to the Physical Plant or other locations requiring vehicular travel. Employees should be mindful of their surroundings while taking breaks. Students and the public do not know your break times and when they see employees “resting their eyes” or “playing” on their phones it sheds a bad light upon all Physical Plant employees.
- Physical Plant lunch/break times are typically set as:
 - First Break (15 minutes): 2 hours after start of shift.
 - Lunch Break (30 minutes): 4 hours after start of shift.
 - Second Break (15 minutes): 6 hours after start of shift.

Break times may be adjusted with the prior knowledge of the shop Supervisor/Manager.

REVISION HISTORY:

- Revision 07/01/2020 – Initial revision.