FacMan Student Employee Summer Handbook

The Facilities Management Department of Kalamazoo College is pleased to offer you this opportunity to join our team in improving the campus environment by working in our summer student employee pool. This is a job that has been offered to you, not a benefit of your enrollment at the college. However, we endeavor to add to your education and preparation for life after graduation by extending and requiring the same level of respect that we practice with each other. Towards that end, we ask that you observe the following:

Summer Crew Rules and Regulations

Punch In: Please arrive on time and promptly scan in. Wait for directives from your supervisor or report to your designated work area. Do not go back to your room or anywhere else after punching in. If you forgot something in your room you can go back to get it on your break or during lunch. Do not leave your assigned work area without your supervisor’s permission.

Time Off: You were hired with the expectation that you would be working Monday through Friday, 7:00 am to 3:30 pm for the span of dates to which you committed. Any planned time off must be submitted in writing to your supervisor and is not to exceed seven working days for the entire summer. If you are unable to fulfill your obligation please let us know prior to accepting this job offer so that we can consider offering this position to someone else. Appointments for doctors, dentists, etc. are separate from this seven day time off requirement, but must be submitted to us ASAP after hiring so we can adjust our scheduling.

Calling In: If you are going to be absent or late, please call FacMan at 337-7308. When you call in, please specify who your supervisor is, so that your message gets to the appropriate person. Negligence to do so will be considered a no call/no show. There are no exceptions! Two no call/no shows will result in termination. Excessive absenteeism will not be tolerated; however, FacMan understands that extenuating circumstances exist and will try to work with students to accommodate exceptional circumstances such as injury or family emergency.

While on the clock: All books, magazines, laptops and backpacks must remain in the lounge, barn or designated storage area. You may use them on your break. Cell phone use is restricted to breaks and lunch. We need your full attention on your work and that requires both of your hands.

Breaks and lunch: You will get a 15 minute break at 9 a.m. and 2 p.m. Lunch is from 11:30 until 12. On Fridays, you are allowed a 30 minute break from 9 – 9:30 a.m.

Keep track of your time: You are expected to return to work when your break or lunch is over. Your supervisors have a full day planned and do not have time to hunt you down. If break times are not observed, restrictions will be placed on individuals in violation.

Sleep at home: There will be NO sleeping on the job. From the time you punch in until the time you punch out you are to be awake and aware. If you are caught sleeping, you will be sent home. If you are caught twice, you will be terminated. This is as much about safety as it is productivity.

Dress code: Closed-toed shoes must be worn at all times. Shirts must be worn at all times. No bathing suit tops, sports bras or bare midriffs.

Work habits: If you find yourself with nothing to do, ask your supervisor to give you a new task. If you can’t find your supervisor, ask a FacMan employee if they need help or know someone who does: you are expected to keep yourself busy.
Equipment: Some of the tools you will be using are expensive and it is expected you will treat them accordingly. Make sure you know how to use them before starting and clean them and put them back where they belong when finished.

Safety: All safety equipment will be provided. Safety glasses and ear protection must be worn whenever relevant. Dust masks and gloves are recommended. Rubber or latex gloves are available for working with cleaners or other abrasive liquids. If you feel unsafe performing a task, please ask your supervisor for direction.

**Pertinent Kalamazoo College Policies**

**Whistleblower Policy:** Every member of Kalamazoo College Community has a responsibility for the stewardship of College resources and the private support that enables it to pursue its mission. The College is committed to compliance with the laws and regulations to which it is subject. In addition, the College seeks to maintain policies and procedures that support the highest standards of honesty, openness and accountability. For the full Whistleblower Policy with procedures for reporting concerns or complaints see [http://www.kzoo.edu/hr/](http://www.kzoo.edu/hr/).

**Workplace violence:** Kalamazoo College does not tolerate violence or threats of violence. All acts of violence by employees, students or visitors will be taken seriously and will be dealt with appropriately. All violent acts or threats of violence should be reported. Workplace violence is defined as any physical assault, with or without weapons; behavior that a reasonable person would interpret as violent (e.g., throwing items, pounding on objects, or destroying property); and specific threats to inflict physical harm or damage property. If you are being subjected to or witness violence or threats of violence on campus, please contact Campus Security at (269) 337-7321 immediately.

**Holidays:** Independence Day on July 4th is a holiday observed by the College. As such, the College will be closed, and it will be an unpaid day off for students.

---

*Please sign and return this portion of this page on or before your first day of work.*

I have received and reviewed the FacMan Summer Student Employee Handbook. I understand and will adhere to the rules and regulations as outlined therein.

______________________________  _______________________
Signed .................................................................  Date