



# Comprehensive Employee Manual

2006

*This handbook includes policy and information for use as it relates to the Campus Events and/or Operations area of Messiah College and does not preclude the employee expectations as indicated in the college-wide Policy and Procedure Manual.*

## **Table of Contents**

	<b>Page</b>
1. Introduction to Campus Events Department from the VP of Operations and the Campus Events Manager Welcome .....	4
2. Scheduling .....	6
3. Snow Policy .....	7
4. Staff Time Sheets and Payment .....	9
5. Supervising Work Study .....	11
1. Assignment of students .....	11
2. Disciplining of students .....	11
3. Recording student hours .....	12
4. Student performance evaluations .....	12
5. Student absences .....	12
6. How to Prevent Injuries and Stay Healthy and Safe.....	14
7. Confidentiality .....	16
8. Professional Expectations for Cleaning Offices .....	16
9. Radio Etiquette .....	18
10. Personal Audio Equipment Policy .....	21
11. Uniform Policy.....	22
12. Computer Usage Policy .....	23

Welcome Campus Events Employee,

I would like to take a minute and welcome you to the Campus Events Department. I am excited to have you on our team and part of the Messiah College community. I hope that you will soon feel a part of this community and enjoy the benefits it has to offer.

As a Campus Events employee, you are an important part of the mission of Messiah College. The first thing that guests, parents, students and other employees see is the immaculately clean facilities. Our department has an important part in showing everyone the best that Messiah College has to offer. Not only do you clean the facilities, you also set up for the various activities that occur each day. Most importantly, you are very much a part of each one of the student's education.

Although your role may not be part of the classroom teaching, you do have several opportunities to be part of their education process. First, you provide the students with facilities that are clean and comfortable. This helps the student to feel good about where they are and what is happening. Second, you assist in setting up for the various events that they are part of. Finally, where you have the opportunity to be a part of educating students is in your role as a supervisor and employee. Your interactions with students are important. Students look to develop relationships with you. As a supervisor you will have the opportunity to be both a role model and a mentor for the student. You have the opportunity to share with them the "real life" experience that they will need to learn.

I wish you the best in your employment here. If you want to chat sometime over a cup of tea about the department, college or your role, please call.

Kathrynne Shafer  
Vice President of Operations

Welcome to the Campus Events department! The most important thing to remember as you work within the department is that we are a service department. There are three basic ways to identify what we are all about; our function in Campus Events is threefold.

1. We provide support services for all setups and tear downs of every event on campus.
2. We have the responsibility of cleaning all buildings on campus.
3. We show our support for the College's mission of service by supervising and working with work-study students.

The other departments on campus we support:

- Conference Services; for setup and tear down of all events on campus throughout the year.
- Grounds; for assistance with leaf blowing and snow removal.
- Maintenance; for miscellaneous odd jobs; we help out by being their eyes and ears for problems and help out by repairing minor problems on equipment.
- Public Safety; for fire alarm support, vandalism.
- Dining Services; for setup of all their ED's, cleanup afterwards as well as keeping their facilities clean.
- Residence Education; we provide support and assistance in communications with students as well as large events such as Commencement and senior check out.
- Athletics; for setting up athletic events as well as providing assistance with their equipment.
- Campus wide; for emergency response to flooding, power outages, etc.

On behalf of my supervisory team, and myself, I am happy you are a part of the Campus Events Department. My hope is that you find your work with us a rewarding experience and you learn more about the "behind-the-scenes" work that we do.

Scott Zeigler  
Campus Events Manager

## **Scheduling Policy for Campus Events Staff**

It is the responsibility of the Supervisor to discuss scheduling details with each employee no later than Wednesday noon of the week prior to the one being scheduled.

The employee is responsible for previewing his/her personal activities for the upcoming week prior to the contact made by the Supervisor so that any adjustments can be considered during the scheduling discussion.

Once the schedule is published, the employee is expected to adhere to the scheduled hours.

Adjustments to the published schedule will be made in emergencies. An employee has personal time available to them to use if an emergency arises. In such cases, when the employee is out of personal time, they will be expected to explain the nature of the emergency and take vacation time. The granting of these rare exceptions is at the discretion of the Supervisor. Employees are not required to give advanced notice for use of personal time, but are encouraged to notify their supervisor as far in advance as possible.

At times, an employee's regular workweek may be adjusted to meet the demands of the work place. Therefore, schedules may need to be changed accordingly. When the Manager approves overtime, scheduling will be done on a non-mandatory basis. Overtime will only occur if and when it is required to accomplish the demands of the work place. Only on very rare occasions when volunteers are not available and the needs of the college are urgent, the manager may assign mandatory overtime. Due to the nature of an academic institution, employees will be required to work overtime at several times during the year. The Manager must approve exceptions during this period.

The Campus Events Department also has a "no time off" without Manager approval policy during peak periods at the college. Those times include the week prior to Commencement, ten days before classes begin through the first week of classes, and other times deemed necessary to serve the mission of the college.

## Snow Policy for Campus Events

*Policy:* It is the responsibility of this department to assist with snow removal from around the buildings. This policy is to clarify expectations for times when we do not have staff scheduled, (i.e.: weekends and breaks) and when the college is closed. Our department is considered **essential**. It is not our expectation to have staff working an unrestricted amount of hours a day just to assist with snow removal at buildings. This policy is meant to work in conjunction with the BPS snow policy.

*Objectives:* Since Messiah is a residential campus, we need to assure that access to buildings is clear and safe.

*Equipment:* Snow shovels, ice melt and snow blowers

*Responsibility:* Campus Events staff is responsible for assisting with snow removal immediately surrounding the college buildings. Campus Events staff has agreed to clear the area within at least 15 feet of the entrances of the buildings.

*Procedure:*

Step    Action

1. In the event of a significant snowfall, the Grounds Manager should contact the Campus Events Manager directly or via the Dispatch Office to bring in Campus Events personnel as per this policy.
2. During inclement weather, it may be necessary to request a shift to stay late or come in early. Since the Campus Events staff is generally aware of when snow is to occur, the college will attempt to forewarn the Campus Event employee that you **may** need to come to work. Generally, this will be when we do not have regularly scheduled staff, when we are closed, or when we feel you need to report a little earlier or stay on a little longer.
  - The call for early arrival to work will be made for the following shifts
    - a. First shift – by 8:00 p.m. the night before
    - b. Second Shift – by 9:00 a.m. the day of their work
    - c. Third Shift – by 4:00p.m. the day of their work
  - The call for a shift to stay late will be made before two (2) hours are left in a shift.

3. If the college is closed due to snow and the Campus Event employee is required to work and you do not report to work, the Campus Event employee will be required to use personal or vacation time and will not be paid for the time the college is closed.
4. Snow on weekends - Each shift supervisor will arrange a 4 to 5 person volunteer crew that will report for snow removal if needed from Friday Third Shift to Sunday Second Shift. If the snow and conditions are too bad, the workers from an entire shift may be called in if necessary.
5. We cannot require the Campus Event employee to sleep here; however, if you wish to do so, a space will be provided. If the Governor closes roads or the roads are impassable, you may choose to stay here.
6. The distance the Campus Event employee lives from the college does not impact whether you need to report or not. The Campus Event employee is expected to report to work.
7. Issues such as childcare will need to be worked out at the time when we believe there might be a need for the Campus Event employee to come in to work. The Campus Event employee may be asked to work at a time other than your normal shift.
8. If the Campus Event employee is not here and the Governor closes the roads, the Campus Event employee will not be asked to come in until they are clear. The Campus Event employee should be prepared to come in when the roads are considered open.
9. During a snow event, no one is to leave work without permission from the Director, Manager or a designate that will be responsible to verify all areas are cleared and be in contact with the Grounds Snow Crew Leader and will make the call for the Campus Events crew to leave.
10. Meals During Snow Events - When First shift starts 2 hours early, they will receive breakfast. Lunch and/or dinner will be at the discretion of the CE Manager. When Second shift starts 2 hours early, they will receive dinner. When Third shift stays 2 hours after the end of their shift, they may eat breakfast or leave for the day.
11. Campus Events employees over the age of 55 may choose to not shovel snow. If an employee chooses this option, they are not required to come to work early, stay late or work on a weekend to shovel snow. They are required to work their regularly scheduled hours when the College has a weather related closing.
12. For further information, refer to the Emergency Closing Policy of November 15, 1995, distributed by the Human Resource Office.

## **Staff Time Sheets and Payment**

You will receive your time sheet through campus email. All time that is worked must be recorded in the boxes at the top on the **actual** day worked. If you have used either a vacation, sick, personal, funeral or snow day, place the first letter of that word in the box and record the number of hours taken in the appropriate space. See the sample in back of this manual.

At the end of a pay period, the time sheet must be in the Campus Events office by the 12:00 p.m. on the following Tuesday. Each employee is responsible for the accuracy of his or her own time sheet and for turning it in on time. If your time sheet is not turned into the Campus Events office Tuesday by noon, you may not be paid on time. Your immediate Supervisor may collect your time sheet and deliver it to the Campus Events office, where they are checked by the Facility Services Secretary. They are then sent to Payroll for payment.

### **Reporting Time Off**

All reports of time off work must be reported on a **Vacation/Sick Time Off Approval Form**. This form is used to report time off from work for vacation, sick, personal, funeral and doctor appointments. If an employee is out of sick time, the determination of using either personal or vacation time is at the discretion of the immediate Supervisor.

### **Vacation Policy**

The following guidelines have been set to insure fairness and consistency in the approval of vacation time.

1. All vacation time requests must be submitted via a **Vacation/ Time off Approval Form**. You will complete the form and turn it in to your Supervisor. Your Supervisor will approve or deny the request and you will receive a copy of the form for your records. A copy will be kept in the office for payroll records and your Supervisor will keep a copy.
2. Unexpected time off needed, will require the employee to use personal time. If the employee is out of personal time, vacation time must be used.
3. Single (one) day off requests must be submitted by the Wednesday scheduling deadline for the next week.
4. Multiple days off (two or more in a weekly schedule) will require a minimum of one-week notice prior to the first day requested. You are encouraged to place these requests as soon as possible.
5. If you have Sick, Personal and Funeral time that occurs in the same week as overtime hours, your overtime hours will be lost.

## **Sick Policy**

1. First shift employees working in the academic areas should call First Shift Supervisor (717) 766-2511, ext. 7322 or Campus Events Manager (717) 691-6009, ext. 2940 as soon as they know they will not be in to work and no later than the starting time of their shift.
2. First shift employees working in the residence areas should call Residence Supervisor at (717) 766-2511, ext. 7227 as soon as they know they will not be in to work and no later than the starting time of their shift.
3. Second shift employees must call in by twelve noon to First Shift Supervisor (717) 766-2511, ext. 7322 or Campus Events Manager (717) 691-6009, ext. 2940 as soon as they know they will not be in to work and no later than the starting time of their shift.
4. Third shift employees must call in by 6:00 pm to Second Shift Supervisor (717) 766-2511, ext. 7132. If calling in sick on a Sunday night, you must leave a message for Third Shift Supervisor (717) 766-2511, extension 7383 before 6:00pm.
5. If unable to contact any of the above numbers then contact the Dispatch Office at (717) 691-6005.
6. If you are scheduled to work and are unable to do so over a weekend, contact your supervisor at home or via their pager. Phone lists are available from the Campus Events and Conference Services main office.

**When calling in please be sure to include the reason for calling off (example: sick, personal, car trouble etc.).**

## Supervising Students

### **Assignment of Students**

During the academic year, students are assigned during the month of August. You will receive an assignment sheet, a manual and a time sheet for each student. You will also receive a roster listing all of the jobs and students assigned to those jobs for your particular area or building. You have the option of reassigning students in your area as you see necessary. If you reassign a student, you must notify the Facility Services Secretary as soon as possible so the rosters can be corrected.

The assignment sheet will have the date and time listed for your initial meeting with your students. This is when you will go over the student manual and the actual job expectations for each student.

The time sheets are to be kept in a black notebook in your area where the students have accessibility to place their hours on their time sheets when their work is complete.

In the event that a student does not show for work, you must first attempt to contact the student by phone. If this fails, you should put a note in campus mail or send the student an e-mail. Any student who is quitting must fill out a termination form, which must be sent to the Campus Events office. If you have a student who is terminating, make sure they **sign their time sheet** before they leave the job even if they have only worked fifteen minutes.

Students who have not completed an I-9 form will not be able to work until the form is completed.

### **Disciplining of Students**

The Campus Events department uses a four-step method for disciplining students.

Step One: In some cases a situation with a student worker will be handled with a conversation.

Step Two: The student worker is given a **First Warning** by his or her supervisor if the situation continues unresolved. The problem is to be discussed and ways to improve will be specified at that time. Have the student sign the form.

Step Three: If the problem still exists after the specified time period elapses, the supervisor conducts a disciplinary interview with the student worker and issues a **Second Warning**. Have the student sign the form.

Step Four: If a student remains uncooperative after the **Second Warning**, (a third and

**Final Warning** may be given) or the student's work assignment may be terminated (see your Financial Aid Student Employment Handbook for more info).

Note: If a situation arises in a different warning category, a student will receive the next warning (i.e. if they received a First Warning, they will receive a Second Warning Step Five: Written termination - discuss this with your immediate Supervisor and the Campus Events Clerk before doing this. Explain to the student that they are being dismissed and that the form will be sent to the Financial Aid office and kept on record. Have the student sign the form.

**Send all original forms to the Campus Events office.** Supervisors should keep a copy to refer to for the end of the semester evaluation and for rehiring purposes.

### **Recording of Student Hours**

All student hours worked must be recorded by the student on their student time sheet. They must be recorded to the nearest quarter hour and placed in the box for the respective day they worked. Immediate Supervisors should review the time sheets at the end of each week. At the end of a pay period (listed at the top of the time sheet), the time sheet **must be signed by the student** and then reviewed and totaled by the immediate Supervisor and returned to the Campus Events office. Shift Supervisors should review the time sheets and may initial them. A sample time sheet is located in the back of this manual.

### **Student Performance Evaluations**

All students will receive a performance evaluation at the end of each semester. These must be completed and returned to the Campus Events office before the end of each semester. An example is in the back of this manual. Forms must be completed on students who work for at least four weeks and quit. This provides the office with information concerning rehiring.

### **Student Absences**

All students assigned to the Campus Events Department are expected to work as scheduled by their immediate Supervisor. Each student will have a Supervisor. After schedules are finalized, you will receive a list of students that you will work with and their phone numbers.

Student workers **may be excused** from work for the following reasons:

1. Illness. The immediate Supervisor will require verification of illness by the Health Center Staff. The Student must have an excuse slip from the nurse for each day that they are off for an illness.
2. Field trips.
3. Collegiate sports player; scheduled events and practices only.

4. Officially scheduled academic activities by a professor.
5. Choir, orchestra, theater members; scheduled performances and practices only.
6. Family emergencies.

In each case, the Supervisor must be notified as soon as possible that the student will be unable to report to work. The student will be responsible to find a sub, and if they cannot, they will need to make arrangements with their Supervisor to cover the work. Sub forms will be available through their Supervisor.

Students **may not be excused** from work for the following reasons:

1. Paper or project is due.
2. Study for an exam or to study with someone else.
3. Recreational activities.
4. Committee meetings.

An immediate Supervisor may use his or her discretion regarding the following:

1. Attendance at concerts or sports events on campus.
2. Senate and other student government meetings.
3. Floor/dorm meetings that are not mandatory.
4. Early departure for the weekend.
5. Going to see a professor or advisor.

The student workers must always try to find a sub first. If a sub is not available they must notify their Supervisor at least seventy-two hours in advance.

# **How to Prevent Injury and Stay Healthy and Safe**

## **Injury Prevention**

### Basic Safety Tips:

1. Try to plan a route that is free from tripping and slipping hazards.
2. Examine the object - determine its weight and look for sharp edges.
3. Get a good grip - use palms and fingers to make carrying easier and to protect hands and feet.
4. Wear safety shoes - reinforced toes and non-slip soles may help to prevent injuries due to dropped objects or slippery surfaces. No open toe shoes are permitted.
5. Get help or ask for help (or use a mechanical aid) if you have any doubt about moving the object by yourself.
6. Lift with your legs.
7. Keep hands in the "clear".
8. Pushing gives you twice the power - whenever possible push, do not pull.

## **Moving and Lifting Things Safely**

1. Stand as close to the load as possible, feet spread apart. (Slide the load close to you if it is on a shelf)
2. Bend at the knees, keeping your back straight and stomach tucked in. (You will reduce the risk of pinching a disc.)
3. Grasp the load firmly.
4. Lift smoothly with your legs.
5. Hold the load close to the center of your body.

**Wear a back support belt; this is available to employees.** If you need a different size other than what is in your building, contact your Supervisor to order one.

## **Carrying**

1. Keep the load close to your body.
2. Do not change your grip on the load.
3. Avoid twisting your body.
4. Don't block your vision.
5. Face the spot the load will rest on by turning your feet and your whole body in that direction.

### **Unloading**

1. Bend your knees to lower the load.
2. Be careful to keep your fingers out of the way.
3. Slide the load into tight spaces; it is much easier and safer than trying to lift it.
4. Place the load on a bench or table by resting it on the edge and pushing it forward with your arms and body.

### **Prevention of back pain**

1. Diet.
2. Obesity - weak abdominal muscles puts unnecessary strain on the back.
3. Exercise helps with strength, flexibility and tension. Be sure to check with your doctor before starting any exercise program.
4. Get professional help with early back pain.

### **Hazard Communication Program**

Training will be provided for all employees who work with and around hazardous chemicals in the workplace on an annual basis.

**Bloodborne Pathogens:** Training will be provided for all employees on an annual basis.

## **Confidentiality**

As a member of the Messiah College Department of Campus Events Department, you may have access to personal and/or medical information relative to Messiah College employees or students. Information about Messiah College, its employees or students may not be divulged to anyone other than persons who have a right to know or are authorized to receive such information. When in doubt as to whether certain information is or is not confidential, prudence dictates that no disclosure be provided without first clearly establishing that such disclosure has been authorized by appropriate supervisory or administrative personnel. This basic policy of caution and discretion in handling confidential information extends to both external and internal disclosure. Please keep in mind that saying "I cannot discuss that" is an acceptable response when asked to discuss such confidential information when there is no legitimate need to do so.

As a member of our department you have special responsibilities. You must be fully trustworthy and viewed as such by all employees and students with the personal and confidential information that comes to your attention. Mishandling of personal and confidential information is a serious breach of the responsibility of the Campus Events Department and may result in the immediate termination of employment. Each year during your annual appraisal you will be asked to review this policy and sign that you have done so.

October 23, 2006

## **Professional Expectations for Cleaning Offices**

### **General Expectations**

All offices and office areas should be serviced two days per week as directed by your supervisor with trash removal, vacuuming and light dusting. This service should include cleaning the waste can, as necessary, moving chairs for vacuuming and glass cleaning. Detailed cleaning can be done on the when offices are not scheduled to be cleaned.

### **Basic Accomplishments**

All offices and office areas should be cleaned in depth weekly if at all possible. Furniture and chair surfaces should be cleaned, carpet edges and corners detailed and light furniture moved. This detailing should include cleaning telephone receivers, cleaning doors around handles, checking for spider webs, being sure window sills are clean and numerous other details that relate to the specifics of each individual office.

**An office is a very personal place**

Decorative items in offices are of special personal significance to the individual. Others are specifically related to the person's job functions. Information in books, records or on paper is not for public or personal distribution until communicated by the person who has authority to do so.

**The professional will:**

1. Avoid sitting at office desks.
2. Never look at, sort through or read papers, documents, notebooks, books, or other information which may have been left on tables, desks, cabinets, shelves, trash cans or in recycling boxes.
3. Never open drawers, cabinets, etc. unless specifically told to do so by your Supervisor.
4. Never use typewriters, computers or other equipment unless given clearance by an authorized person to do so.
5. Use of office phones is prohibited.
6. Keep any inadvertently noticed information to yourself.
7. Never search through materials in trashcans or recycling boxes.
8. Plant care is the responsibility of Grounds. Personal plants are cared for by the owner.
9. Always leave items on desks, shelves, etc. exactly as they were found. Chairs, waste cans, etc. should be positioned neatly in their correct places.
10. Secure the office after servicing. Close windows and turn lights out.
11. Report any unusual circumstances found in any office to a Supervisor.
12. When answering your personal phone extension please identify yourself by name and department.

## Radio Etiquette and Usage

*Policy:* Radios are issued to Employees of the College to allow for better and faster communication and effective emergency communication from any location on campus. Due to the nature of radios to be able to be heard by anyone nearby we want to maintain a proper level of decorum while conducting the business of the College.

*Objectives:* The goal of this policy is to ensure that radio communication will be able to occur in an organized, accessible and professional manner. It is also our hope that radios will be handled in a manner that will minimize breakage and the need for repair.

*Equipment:* Lists of radios and frequencies used by the campus are on file in the Department of Safety Office located in the Greenbrier Building.

*Responsibility:* The carrying out of this policy is the responsibility of each employee who is temporarily or permanently assigned a College radio for any purpose.

### **Supervisor and Manager Responsibilities**

1. Managers will send an updated radio assignment list to the Department of Safety Parking Officer by January 15 of each year.
2. Supervisors will collect radios from departing employees.
3. Supervisors will hold radios until a new employee is hired.
4. Supervisors will issue radios to new employees in their area.

*Procedure:*

Step   Action

### **1. Training**

- a. The supervisor, director or the Department of Safety Parking Officer will train new employees on radio usage before they are assigned a radio.
- b. Supervisors/Managers are to review policy annually with staff.

### **2. Handling**

- a. Radios are expensive pieces of equipment.
- b. Radios should be handled with care and charged properly.
- c. Radios are not to be held by their antenna and are not to be dropped.
- d. Intentional bumping or shaking of the radio is not the best way to fix a problem.
- e. Do not trade radios with anyone without prior permission from the Department of Safety Parking Officer.
- f. Always keep the area where you store your radios secure at all times. Periodic inspections of radio storage areas will be conducted.

### **3. Identification**

- a. Always identify yourself first. People do not always know your voice or hear who called them.
- b. Use both first and **last** names.

**4. Use**

- a. Try using the phone to contact someone before calling them on the radio.
- b. The radios are to be used for business purposes only.
- c. Conversations should be kept brief and to the point.
- d. Conversations of significant length should be transmitted via the nearest phone.
- e. Personal conversations are not permitted.
- f. Talkabouts should be used for projects between two people where there will be considerable communication.
- g. Radios should be turned off during meetings.
- h. In the case of an emergency or in the case of an urgent need of an officer, contact Dispatch.
- i. When contacting Dispatch, give your first and last name and give as much information as possible. If you have confidential or sensitive information, call Dispatch on a phone as soon as possible to give them this information.
- j. Emergency messages will be issued after the Dispatcher gives a tone.
- k. Keep radios clear during emergencies.

**5. Language and Tone of Voice**

- a. The words and tone you use are to be businesslike and professional.
- b. The use of profanity, yelling, or obnoxious transactions is prohibited.
- c. Remember that many people can hear conversations on the radio.

**6. Respect and Confidentiality**

- a. All users of the radio system must respect each other.
- b. Listen before you call someone.
- c. Be patient. Before you wish to use the radio, be sure all other conversations are completed.
- d. Do not interrupt or “step” on the transmissions of others.
- e. Do not give out specific personal information over the radio.
- f. Do not use specific names of people when dealing with confidential issues.
- g. Do not give out specific key information. (i.e., Do not say, “You need to use the key numbered 5551212 to open the door at the Planetarium”).

**7. Misuse, Accountability & Responsibility**

- a. Supervisors/Managers will monitor radio usage.
- b. In the case of misuse, supervisor/manager will meet with the employee casually to discuss the expectation of them as to their radio usage.
  
- c. If the employee continues to misuse the radio, their supervisor/manager will follow the College’s Progressive Discipline Policy as described in the Policy and

Procedural Manual in section 1.11.

- d. The FCC may monitor the College's frequencies and issue fines for inappropriate radio usage.
- e. Borrowed radios need to be returned to Dispatch immediately upon the completion of the need for usage. The individual borrowing the radio is responsible for it if it is found to be missing

## **8. Reporting Problems**

- a. All radio problems are to be reported to the Dispatch Office immediately.
- b. If your radio is lost or stolen you must immediately call the Dispatch Office and ask for an officer to meet with you to file an incident report. You also need to notify your supervisor as soon as possible.
- c. If your radio is lost or stolen, your department will be responsible for paying to replace the missing radio and then you may be fined \$50.
- d. When a supervisor/manager is notified of a lost or stolen radio, they need to contact the Department of Safety Parking Officer to arrange for the purchase of a new radio.
- e. Any damaged radio that is determined to be the outcome of inappropriate handling and care, could result in the assigned owner and/or department being charged for repairs made to the radio.

October 23, 2006

# **Personal Audio Equipment Policy**

**HEADPHONES ARE NOT ALLOWED AT ANY TIME  
FOR STAFF AND STUDENT WORKERS!**

**Academic Buildings**

The use of Personal Audio Equipment is allowed during the hours between midnight and 5:30am. Their use is prohibited at all other times. The use of personal audio equipment should not impede the work progress. Volume and type of music must be such that it does not offend other workers or contradict the ethos expectations of Messiah College. The Shift Supervisor has authority over the use and may regulate or disallow at his/her discretion.

**Academic Building (Summer: Frey, FAC, Hostetter Chapel, Kline and Jordan)**

The use of personal audio equipment is allowed after 8:00pm, when no events or classes are scheduled. No personal audio equipment can be used in ECC while the building is open.

**Residence Buildings (Academic Year)**

The use of personal audio equipment is allowed in residential buildings.

**Residence Building (Summer)**

The use of personal audio equipment is allowed in a residential building when it is completely unoccupied.

## **Uniform Policy**

Messiah College provides uniforms for those departments required to wear them. The Campus Events Department provides each new employee with five pairs of work pants, a choice of ten shirts, a coat and a sweatshirt. Hats are available upon request.

Pants are provided to employees if they choose to wear them. Employees may wear personally owned pants that are black, dark blue or charcoal gray. Employees may not wear jeans unless the Campus Events Manager grants permission.

Yearly thereafter, each employee is given a list of types of shirts and pants available, accompanied by their respective prices. Each employee will be given an “allowance” to spend on new uniforms. If an employee chooses to wear personally owned pants, they will receive one half of their allowance to purchase shirts.

Hats with the Messiah emblem are provided for any and all staff that want them. The wearing of hats is not mandatory. If wearing a hat, it must have a Messiah College emblem or have no emblem, logo or trademark at all. Hats with other logos or trademarks are prohibited.

Sweatshirts are offered to employees. If wearing a sweatshirt, it must have a Messiah College emblem or have no emblem, logo or trademark at all. Sweatshirts with other logos or trademarks are prohibited.

Events Staff are expected to wear their uniform while they are working, unless the Campus Events Manager has made an exception. Exceptions to wearing a uniform can be made for either health problems or special functions.

Coats are provided for employees. If wearing a coat, it must have a Messiah College emblem or have no emblem, logo or trademark at all (small manufacturing emblems are permitted.) Coats with other logos or larger trademarks are prohibited.

Uniforms must be in good repair. Minor repairs or alterations to uniforms will be done at the college’s expense to make uniforms fit properly when uniforms are initially acquired. Repairs to uniforms due to wear are the responsibility of the employee. Repairs to uniforms due to accidents will be made at the discretion of the Campus Events Manager. In most cases uniforms damaged in accidents will be replaced. Staff owned pants will be worn at the individuals own risk.

## **Computer Usage Policy**

Computers are provided to staff to assist them in completing their work for the College. All computer usage is subject to the policies as described in the Messiah College Employee Manual under **Section 4.03 Messiah College Computing Access Policy**.

While personal use of office computers is permitted during breaks, lunches and briefly before or after a shift, computers should not be used for personal use (surfing the web, class work, etc.) while working.

Personal use of office computers is not permitted when an employee is off the clock. For example, a first shift employee should not be working on an office computer at 8:00 pm or over weekends. We encourage employees to use one of the many computer labs on campus for these instances.

Employees must refrain from viewing e-mail and websites of a questionable nature at all times while using any college computer.

If multiple employees share a computer and take breaks or lunches at different times, work related computer work takes priority.

Computers located in the offices where we clean have confidential information on them. Employees are to only use the computer assigned to them.

Student workers are not allowed to use office computers for personal use during and after business hours. Student workers may use office computers only for job related business if they are directed to do so by their immediate supervisor