TITLE: GROUNDS DIVISION - WORK DAY PROCEDURES

GROUNDs
EMployees

❖ Each day employees will clock in at the assigned time. Employees are not to clock in earlier than the assigned time unless they have been asked by the Grounds Superintendent to start work earlier. Time cards are checked by the Grounds Superintendent daily. The Grounds Division personnel shall work a 6:30 AM to 3:00 PM shift, Monday to Friday, unless other arrangements are made with the Grounds Superintendent.
❖ Employees are entitled to a 30 minute lunch period (11:00 AM to 11:30 AM) and two 15 minute breaks (9:00 AM to 9:15 AM and 1:30 PM to 1:45 PM). Policies for break periods are covered in Physical Plant Policy # 3.
❖ Employees are expected to be prepared for their assigned tasks promptly after clocking in.

GROUNDs
SUPERINTENDENT
CREw LEADERS

❖ The Grounds Superintendent shall assign tasks to Crew Leaders or individual employees as deemed necessary first thing each morning.
❖ Employees should not leave the shop area until they have checked in with their Crew Leaders to confirm the work to be performed that day.

GROUNDs
EMployees

❖ Mowers, utility vehicles, tractors, trailers and hand held equipment are assigned by Crew Leaders. All hand held equipment needs to be checked out and signed for before leaving the shop.
❖ The fuel and oil levels of all equipment described above will be checked prior to starting of engines.
❖ Employees with equipment will then proceed to their assigned designated work area in a timely manner.
❖ In the event of equipment failure in the field, the employee using the malfunctioning equipment shall advise his crew leader. If a replacement is not readily available, the crew leader shall then send the employee back to the shop and advise the Transportation Supervisor of the equipment failure. The employee shall then check out another of the same equipment (through the Transportation Supervisor) and return to work.
❖ All employees may return to the shop no earlier than 15 minutes before the end of shift and should schedule their end of day tasks to coincide with the assigned clock out time.

Issued By: J. Singer  Date Issued: 3/2006  Date Revised:  Effective Date: 3/2006

APPROVED:

Vice President  Associate V.P.  Director
♦ All mowers, utility vehicles and tractors shall be washed off, fuel topped off, oil checked and inspected for any damage or possible mechanical problems each night.

**TRANSPORTATION SUPERVISOR**
♦ Mowers shall be greased daily or in accordance with prescribed manufacturer requirements.
♦ All hand held equipment shall be returned and checked into the storage bins.

**GROUND SUPERINTENDENT**
♦ Employees may be asked to stay longer than required by the Grounds Superintendent and will be entitled to compensatory time or overtime.

**REFERENCE:**
♦ Physical Plant Policy and Procedure # 3 - Employee Break Periods.
♦ The shop as described herein is the Transportation/Grounds area located at the south end of the Campus Operations Building No. 69.