

## UNIVERSITY OPERATIONS NEW HIRE ORIENTATION AND SAFETY TRAINING

### **NEW HIRE "ONLINE" TRAINING:**

Each student is required to complete the "On-Line New Hire Orientation and Training" within the first week of employment. The following need to be completed: (1) Read this entire document, (2) Watch the "Hazcom Training Video, (3) Complete the Safety Review Quiz, and (4) Complete the Hazcom Assessment Quiz. After you have "submitted" each quiz, your training is complete. Sign your training paper at the bottom with the date and hand it into your Building Supervisor. They will add one hour to your timecard for completing the training. This is an OSHA requirement for our department.

### **ELIGIBILITY TO WORK:**

- Individuals must be admitted to BYU-Idaho as degree-seeking, fully matriculated students, and be at least 16 years old.
- Student employees must carry at least six credits during on-track semesters to qualify for the FICA exception under IRS guidelines.
- Students must present appropriate documentation to Human Resources verifying their eligibility to work in the U.S. and must receive approval from that office before beginning work.
- New Students are eligible to begin employment 30 days before the actual start of classes.
- If a student is on Academic Probation, they are not eligible to work. A student may request special permission due to extenuating circumstances from Student Employment. Normally, students are not allowed to work for one semester or until their grades meet approved academic standards.

### **PAYROLL:**

Pay periods occur every two weeks for bi-weekly employees. All payroll payments for two-week pay periods will be distributed the next Friday after the last working day of the pay period. If the pay date falls on a weekend, then payroll will be paid the Friday before the weekend. If the pay date falls on a holiday, then payroll will be paid on the last business day before the holiday begins.

To set up a direct deposit, you will use Workday to select and make your Payment Elections. Each paycheck will then be wired to your bank account the following Friday after the work period is finished.

#### **Add Bank Account (Initial Setup)**

1. **Login** to Workday
2. Select the **Pay** app from the main menu
3. Select **Payment Elections**
4. Select **Add** button

5. Complete all the required fields
6. Select **OK** to save updates

### **Payment Elections**

1. **Login** to Workday
2. Select the **Pay** app from the main menu
3. Select **Payment Elections**
4. Under the payment elections section, select **Edit** under the different payment election lines (expense, student, regular payments). Payment elections cannot be modified until at least one bank account has been listed above.
5. Select **OK** to save updates

### **Edit/Add Account**

1. **Login** to Workday
2. Select the **Pay** app from the main menu
3. Select **Payment Elections**
4. Select **Edit** under the bank account you have previously listed or
5. Select **Add** - This step is only necessary if you want to add additional bank accounts
6. Complete all the required fields
7. Select **OK** to save updates

If you are deleting an account, you must change the election first so that the account is not tied to a payment.

Pay slips are available digitally in Workday. Workday pay slips are available as soon as payroll has been processed, usually two days prior to the pay date. There are two different views available – view (more detailed) and print. The pay slips show detailed information regarding hours worked, gross pay, deductions, net pay, vacation, sick leave, other leaves, employer-paid benefits, withholding status, and year-to-date information. The bottom of the pay slip shows if your payment was a check or directly deposited into your bank account.

### **WORK CLOTHES:**

BYU-Idaho University Dress Code applies. Please use the CES Dress and Grooming Principles and Expectations and apply them to what you should wear for work. In areas where the dress and grooming principles and expectations are not suitable for the work environment, the department chair or director, in consultation with the vice president, will determine satisfactory attire, including the wearing of uniforms where appropriate.

#### *CES Dress and Grooming Expectations*

1. Dress for men and women should:
  - a. Be modest in fit and style. Dressing in a way that would cover the temple garment is a good guideline, whether or not one has been endowed.

- b. Be neat and clean. Sloppy, overly casual, ragged, or extreme clothing is not acceptable.
2. Grooming
- a. Hair should be clean, neat, modest, and avoid extremes in styles and colors.
  - b. Men's hair should be cut short and neatly trimmed. Men should be clean-shaven. If worn, mustaches should be neatly trimmed.

### **SICK OR EXCUSED ABSENCES:**

All building custodians have their own personal cell phones. When you are sick or need a day off for any reason, you must notify your supervisor. If you are sick in the middle of the night, while you are up, call or leave a text message on their phone and leave a brief message. If you are sick for more than three days, your supervisor may ask you to bring a note from your doctor or the student health center. Most building supervisors will terminate an employee for three unexcused absences. An excused absence is one related to a school activity or family emergency. For example, a field trip may require you to be away from campus for several days. If so, notify your supervisor in advance so he or she is aware of it. If you are called out of town on an emergency, call your supervisor's cell phone and leave a message. When you fail to notify your supervisor, your job may be terminated. Supervisors are well aware your first priority is your school- work, but you also have made a commitment to your job and supervisor.

### **ASSIGNED WORK AREA:**

Most often, you will be assigned a specific job in your building. When you have a specific assignment, do it well; do not rush through it. Your supervisor will be coming through to check on your job performance later in the morning. Please do not engage in "horseplay". Many injuries have resulted from innocent "horseplay." Be careful when using chemicals. Never point a spray toward another worker. Eye injuries are common when using chemicals. Use caution and common sense. Anyone caught in "horseplay" could lose their job. In the event that your building supervisor is late and your building is locked upon your arrival at 4 a.m., do not go back to your apartment. Please go to another building, and they will contact an area head custodian for assistance.

### **COMPUTERS:**

There are many computers on campus. While you are at work, do not touch any computers. If they are "on," leave them "on". You are not authorized to use any office computers. If you do, there could be charges filed against you.

### **PIANOS and RADIOS:**

We realize that we have many talented early-morning custodians, many very proficient at playing the piano. During work hours, please do not play the piano. Most building supervisors will allow you to bring your cell phone to work. Most jobs can be done while listening to music, as long as it is not too loud. If you play your music too loudly, you may be asked to turn it off.

## **PROPER LIFTING PROCEDURE:**

When you lift any object, be sure to use your legs while lifting. Back injuries are common in the workplace but can be averted when allowing your legs to help with the heavy part. When a job requires more help, be sure to get that assistance; don't risk an injury. If you are ever injured on the job, immediately notify your supervisor. There is an accident form that will need to be filled out, and if necessary, you will be sent to the Student Health Center. Accident forms need to be filled out and turned in to the authorities within 24 hours of the injury.

## **SAFETY GLASSES:**

Safety glasses are located in most custodial closets. It is mandatory that safety glasses be worn when changing lights or working with any chemicals at all times.

## **DISPOSABLE GLOVES:**

Disposable gloves must be worn when working with chemicals or cleaning restrooms. Be sure your rubber gloves fit properly. Gloves are available in extra small through extra-large. Many of the jobs you perform require that your gloves fit properly so chemicals do not contact your skin and you don't come in direct contact with bacteria. OSHA requires anyone who may come in contact with bloodborne pathogens to wear safety glasses and latex gloves. HIV (Human Immunodeficiency) and HCV (Hepatitis C) are the most common diseases transmitted by direct contact with another person's blood or bodily fluids that may contain blood. Mucous membranes: eyes, mouth, and nose must be protected, as well as any possible cuts on your skin.

## **LADDER SAFETY:**

We have ladders from 6 to 14in most buildings. When moving or using a 12 or 14 ladder, you must have the assistance of another student worker or a supervisor. Whoever assists in carrying it should also stay on location to support the ladder and help direct traffic. User safety is very important. Never use the top step on any ladder. Most ladders have a preprinted decal warning indicating never to use the top step of any ladder. Always practice ladder safety.

## **GARBAGE:**

Most custodial closets have garbage canisters on wheels, one with a blue liner for recycling garbage and one with a black liner for all other trash. Each office desk will have two garbage. The recycled waste baskets should only have clean white paper. No window envelopes, candy wrappers, magazines, newspapers, or food of any kind. You are not expected to separate items in the recycle garbage. If the recycle wastebasket has any garbage, it is all garbage! If you are the office person emptying garbage, open only one office at a time. When you have completed the vacuuming, dusting, and emptying trash in the office, be sure, as you leave, the door is closed and locked behind you.

Only fill the canisters  $\frac{3}{4}$  full. They become very heavy and are more apt to tear apart when they are too full. There is also a risk of injuring your back by trying to pull these liners out of the

canisters when they are too full. When you are working in offices, if you ever break any object while cleaning, let your supervisor know. Sometimes, teachers will set boxes of graded papers on top of garbage baskets. If it is not labeled garbage, do not throw it away. If anything is questionable, set it aside.

### **WET FLOOR SIGNS:**

Any time you mop hallways, bathrooms, or stairs, always put out "wet floor" signs. When you are doing a long hallway, put signs in several locations so people will see them immediately. This alerts community patrons as well as your fellow workers. When your floors are dry, put the signs back into the custodial closet.

### **CHEMICAL CLEANERS SDS AWARENESS:**

We are governed by OSHA. It is mandatory that every building have a book or folder on every chemical that is used in their building. SDS books are the bright yellow notebooks found in each custodial closet. Supervisors in every building need to show you where this book is located. It is there for your safety. Whenever there is a question about a product or potential injury, the answers are in this book.

### **EQUIPMENT SAFETY:**

Each building has a lot of expensive equipment. It is very important that we take good care of this equipment. Do not drag vacuums down the stairs. When storing the cord, always begin nearest to the machine housing and work out. When you reach the end of the cord while vacuuming or burnishing a floor, do not whip the cord, trying to release it from the electrical outlet. Walk to the outlet and pull it out with your hand. When cords are yanked or whipped, it often breaks the electrical outlet as well as damages the end plug on the equipment. These seemingly small damages are, in reality, a great cost to our custodial department and the electricians. When equipment needs repair, it often creates a shortage in our buildings, *slowing* our work performance. If you have questions on the operation of any piece of equipment, ask your supervisor for the necessary training before you begin to work.