

# FACULTY HANDBOOK

## CHAPTER IX

### SERVICES AND PROCEDURES

#### 900 ANIMALS

The instructional program requires that some animals, for which adequate quarters are provided, be housed and fed on campus. Overnight stay of animals on campus is only authorized when animals are part of the instructional program.

Dogs are allowed on campus only under the following conditions: 1) secured by a leash no more than six feet in length, and under the control of a person at all times, or 2) securely confined in a vehicle. Dogs must be validly licensed as evidence of current rabies vaccinations. Dogs are not to be tethered on campus or permitted in any University buildings. Violations will be directed to the attention of the appropriate campus administrator for disposition. Service animals directly serving members of the university community and visitors are excepted (per executive memorandum [P08-02](#)). Other animals are not allowed on campus. Complete details of the policy on university animal control may be found on file in the [Department of University Police](#). Updated 5/22/09.

#### 901 BULLETIN BOARDS

Bulletin boards of general or of specific interest are placed in various locations and are marked appropriately throughout the campus. The Kiosks in front of the [University Center](#) and the [University Library](#) are the central bulletin boards. Policies and procedures regarding the bulletin boards can be obtained from the University Center Information desk.

#### 902 SECURITY OF CAMPUS BUILDINGS, GROUNDS, AND FACILITIES

Specific administrators, the Director of University Police, and peace officers reporting to the Director are designated as campus security officers. For each campus building or facility, there is also designated a facility coordinator who has general responsibility for the security of the facility. The coordinator authorizes the issuance of keys and coordinates the hours of opening and closing of the buildings, and determines when it is requisite that a peace officer be called.

#### 903 KEYS

The University has a planned system of key management for all buildings on campus. The university locksmith is given the responsibility of maintaining the system and of controlling key distribution and repair. Only authorized members of the campus community are to be issued keys. If keys should be lost, immediate notification to the Department of University Police is required. Full details on the key policy are available in the Department of University Police, [Office of Plant Operations](#), Office of the Vice President for [Administrative Affairs](#) and in the offices of all facility coordinators.

#### 904 MAINTENANCE SERVICE

In addition to custodial, grounds keeping, and other major work, Plant Operations staff also provide many services. These services range from moving materials to/from storage to a major project such as moving the entire contents of the University Library from one building to another. Requests for work by Plant Operations staff are made through established procedures. Initiation is usually in the department or the college. If expenditure of budget funds is involved, an estimate is required; a special form is used for processing this type of request. Requests for very minor jobs, e.g., replacing burnt-out light bulbs/fluorescent tubes, setting clocks, etc. may be made by telephone request to the Plant Operations office.

## **905 NAMING OF BUILDINGS/FACILITIES (revised June 2005)**

In the naming of buildings, the University is bound by the "[CSU Policy and Procedure on Naming CSU Facilities and Properties](#)", established by the Trustees of The California State University. The President of HSU is the only person authorized to forward a request for approval to the CSU Board of Trustees to name a building or property. The President of the University makes the final decision to name HSU rooms (e.g. classrooms, laboratories, seminar rooms, auditoriums, concert halls, clinics, gymnasiums, lobbies) and other local campus facilities.

The Campus Naming Subcommittee of the University Space and Facilities Committee (USFC) makes recommendations to the Chair of the USFC regarding the naming of HSU buildings, rooms, and other local campus facilities. The Chair of the USFC shall forward the Subcommittee's written recommendation and supporting material to the President for a final determination. (See [University Management Letter 05-01](#).)

## **906 POSTERS, BANNERS, AND SIGNS**

Posters, banners and signs appear on the campus from time to time to invite attention to various student or campus events. Information on policies and procedures is available either at the information desk or the Clubs office at the [University Center](#).

## **907 SMOKING (revised June 2005)**

Smoking is prohibited in all HSU buildings and state-owned vehicles and on campus property except in specific, designated outside locations. Maps of established designated smoking areas will be available from the University Police Department, Housing, the Information Desk, the Library and the Health Center. It is the responsibility of all members of the campus community to observe this Smoking Policy.

The University will provide signage at the entrances to each University facility summarizing this policy and will make available to employees and students information about the effects of smoking and second-hand smoke and about smoking cessation programs. In addition, signage will also be placed at the entrances to the University and its parking lots. (See [Executive Memorandum P 04-05](#).)

## **908 SPECIAL USE OF CAMPUS FACILITIES**

Any request for non-instructional or extracurricular use of facilities, including auditoriums and numerous spaces designed for special purposes, must be coordinated with the reservation/receptionist clerk in the University Center. (For additional information regarding use of campus facilities, please refer to Executive Memorandum P 90-03.

## **909 STORAGE OF PERSONAL PROPERTY DURING LEAVE OF ABSENCE**

Storage of books and other professional equipment and materials of faculty members who are on leave will be provided on campus, as space is available, if requested. Arrangements are initiated in the college dean's office. If while on leave the faculty member wishes to send books or other professional equipment and material for safekeeping at the University, instructions for disposition should be sent to the mail supervisor at the time the materials are forwarded to HSU.

## **910 UNIVERSITY PROPERTY USE**

University property exists for use in official University operation, including use in situations which are University related. Items of inventory are under strict control and are to be moved only under established regulations. Certain items which by their nature are moved from place to place, such as audiovisual equipment, are moved under carefully stipulated regulations. The assignment or use of University-owned

equipment to students, faculty, or staff members for off-campus use for a period longer than one week requires notification to the property clerk.

### **911 USE OF BUILDINGS AND GROUNDS**

The facilities of the campus serve several purposes. They exist primarily for the adequate implementation of the formal instructional program. They also exist to serve the interests and needs of students in their activities outside the formal instructional program. They may be used by community organizations and agencies when such use does not conflict with the instructional programs, the student program, or any of the policies binding upon the university as a public institution. Facilities may be leased by a community organization, an agency or individual when the purpose of the use is to make a profit for the lessee.

### **912 USE OF THE SWIMMING POOL**

The swimming pool, which has a capacity for sixty persons, serves both the instructional program and the recreational interests of the students and the faculty. The demand for the use of the pool necessitates scheduling of its use. The University may lease the pool to non-University agencies and organizations to permit use by the general public, provided that such arrangements do not interfere with University needs.

Use of the pool is handled through the [Department of Health and Physical Education](#). In lease arrangements the Office of Contracts, Procurement and Risk Management also is involved.

It is the policy that whenever the pool is in use there shall be a lifeguard on duty, and there also shall be supervision of the building and the dressing rooms.

### **913 UNIVERSITY GRAPHICS SERVICES**

[University Graphics Services](#) provides printing, graphics, and photography for the University. This office is responsible to the President. The cost of materials and services are charged back to the funds of the college, department, or office being served. Requests for services must have approval as determined by the internal administration of the unit. All work must have the departmental account number. Printing has the ability to print, fold, collate, staple, cut, and bind the finished work. Graphics provides design and artwork for slides, overheads, charts, graphics, brochures and posters. Photography produces slides from computer programs, duplicate slides, slide processing, and photos for class materials. HSU auxiliary organizations may be served by the University Graphics Services.

### **914 EQUIPMENT BUDGET REQUESTS**

Requests for needed equipment are initiated in the various academic departments and forwarded through the college. Procedural instructions and appropriate forms are made known through memoranda at the different levels.

### **915 GIFTS AND GIFT SOLICITATION**

[University Advancement](#) has the responsibility for the planning and coordination of University development activities to assure the long-range success of University efforts in acquiring non-State resources to further the institutional mission. All solicitations of gifts or other fundraising activities by any HSU faculty/staff member, student, or student group must receive the advance clearance from the Director of University Advancement to avoid inadvertent overlap or repetition of gift requests.

A contribution to HSU or [HSU Foundation](#) from an individual, a business, organization, or other entity constitutes a gift. All gifts are to be immediately routed to the HSU Gift Processing Center. University Advancement records the gift in their database and sends the donor a tax receipt and acknowledgment letter. Offers of non-cash gifts made via faculty or staff require the completion of a Gift Proposal form, which is available through University Advancement. No mention of the estimated value of the gift should be made in any correspondence or on the Gift Proposal or Acceptance of Gift forms.

## **916 HANDLING OF UNIVERSITY MONETARY RECEIPTS**

State policies require that the receipt, safeguard, accounting, and disbursing of all monies involved in University activities or University-related activities be a function of [Fiscal Affairs](#). Persons or groups that handle money in connection with any facet of the program of the University, curricular or otherwise, must make arrangements with Fiscal Affairs for the procedures to be followed.

## **917 INVENTORY CONTROL OF EQUIPMENT**

All major movable equipment is assigned to some administrative unit, such as an academic department, which is responsible for its use, maintenance, security, and replacement. State regulations require that all state-owned equipment be administered with strict inventory control. The [Property Office](#), under the supervision of the Director of Graphics and Distribution Services, keeps complete records of items and locations. A periodic sight check of all items is required. If equipment is transferred from one location to another, notification to the Property Office must be made. If equipment is, or is suspected of being, lost, stolen, or destroyed, there should be an immediate telephone report to the Department of University Police and a written form sent to the Property Office. If equipment is found, a written memorandum to the Property Office will restore it to the inventory list.

Instructional equipment is not to be loaned to other departments or to be used by campus personnel other than in the immediate area of the normal use of the equipment without knowledge and approval of the responsible administrator.

## **918 MAIL**

Mail collection and distribution throughout the campus is a University responsibility. Service is supplied by State funds and therefore can be utilized only for the handling of University and educationally related mail. Personal mail (that which has no reference to one's assignment as an employee, professionally or occupationally, at the university) cannot be handled by the University mail service. The University expects its faculty to send and receive personal mail at their homes or the United States Post Office. General distributions, such as organizational mailings, must identify the sender or sponsor on each piece before acceptance for delivery is made.

To facilitate the delivery of mail by mail room personnel, campus mail should indicate the name of the office, department or program. Indication of building names does not aid in the sorting and delivery of campus mail.

## **919 DELIVERY SERVICE**

Mail, supplies, Graphics, and Copy Service deliveries are distributed, and mail is picked up campus-wide each morning on a prearranged route by campus delivery. Responsibilities on this trip include delivery of news releases, designated mail, purchase orders, and other essential deliveries or pickups on campus. In the afternoons the delivery service delivers equipment and materials processed through the shipping and receiving department to campus offices and departments. Call Shipping and Receiving to arrange for delivery service.

## **920 MOTOR VEHICLES-UNIVERSITY USE AND OPERATION**

The conduct of University business, instructional or other, requires the use of motor vehicles. State-owned vehicles are assigned to the University for this purpose, and additional cars, which operate as a State car pool, are provided for use of other State agencies as well as the University. There are many times when the requests are more numerous than the number of cars available. Allocation of cars to the instructional staff is coordinated by [Plant Operations](#). It is usual to cooperate in efforts to work out alternate plans and to adjust to the realities in a given situation. Under certain conditions private cars may be used for university business, with reimbursement provided under existent regulations as stated in the State Administrative Manual ([SAM](#)).

## **921 PETTY CASH FUND**

Funds allocated and available may be spent to purchase a needed item or service by the procedure of first spending personal funds and later being reimbursed from a revolving fund established for this purpose in [Fiscal Affairs](#). Such expenditures cannot exceed \$50 per day, per vendor (exclusive of sales tax). It is necessary to submit a Petty Cash Reimbursement Request form, to which itemized receipts must be attached.

## **922 PURCHASING PROCEDURES**

Responsibility for purchasing and contracting for the university is assigned to the [Office of Contracts and Procurement](#). Departments may request materials or services by submitting a purchase request for processing. Forms may be located online at <http://www.humboldt.edu/~procure/forms.htm>. Requests are processed in accordance with guidelines and procedures established by the [Office of the Chancellor](#).

A detailed purchasing guide is available from the Office of Contracts and Procurement.

## **923 TELEPHONES /FAX**

Humboldt State University owns, operates and maintains its own Ericsson Private Branch Exchange (telephone switch). University telephones are to be used only for State business. General information on their use can be found in the [Faculty and Staff Directory](#).

FAX machines are located in most administrative and department offices on campus. Numbers are listed in the Faculty and Staff Directory.

## **924 TRAVEL**

(See [Appendix W](#) for policies regarding the expenditure of travel funds.)

## **925 ACCIDENT REPORTS**

California law requires that accident reports be filed as early as possible with the employee's immediate supervisor and in no case later than 24 hours after the accident. Any accident that occurs on duty is covered by this rule. These include accidents in the course of official travel. Failure to report an accident to the [Human Resources Office](#) can jeopardize actions that might be undertaken later. Even though there is no apparent injury, an accident should be reported, since the effects of the injury may become evident later.

## **926 ADMINISTRATIVE MANUALS**

HSU is required to follow procedures and policies cited in the State University Administrative Manual ([SUAM](#)), issued by the Office of the Chancellor; State Administrative Manual ([SAM](#)), issued by the Department of General Services; Title II and Title V of the California Code of Regulations; the Education Code; and the Government Code.

## **927 ASSISTANCE BY CLERICAL STAFF**

Clerical employees may assist faculty members in the preparation of scholarly or creative publications as part of their regular duties for the faculty, provided that: (1) instructional and academic administrative work is given priority and, (2) such scholarly or creative works are not being prepared for financial gain to the faculty member.

## **928 CONFLICT OF INTEREST**

A conflict of interest situation arises when state time, facilities, equipment, or supplies are used for any purpose other than the performance of official university business. Section 19251 of the Government Code (available in the University Library) contains detailed information on this subject. (See Executive Memorandum P 95-3 for Conflict of Interest Policy for Principal Investigators.)

## **929 SOLICITATIONS BY EMPLOYEES**

Regulations prohibit certain kinds of selling on university property except by written permission of the President or the President's designee. Section 42350 of Title V, California Code of Regulations, contains detailed provisions regarding this subject.

## **930 WORK-STUDY FUNDS AND STUDENT ASSISTANT FUNDS**

The work load of the various segments of the University is assisted by the availability of student employment. Funds for this employment of students by the University come from two sources: (1) State funds which are based upon state formulas related to the enrollment at the University, and (2) Federal funds matched with non-Federal funds, the purpose of which is to assist students to continue their education. The state-source funds are referred to as Student Assistant funds; the Federal funds support a program titled [Work-Study](#).

## **931 BICYCLES**

The University has provided places for securing bicycles near the exits of several campus buildings. Bicycles are not to be chained to or left inside buildings or left randomly on walkways under any circumstances since this creates a safety hazard. Bicycles and skateboards may not be ridden in the core of the campus.

## **932 CAMPUS-WIDE ENVIRONMENTAL HEALTH AND SAFETY PROGRAM**

The system-wide policy of The [California State University](#) on health, safety, and loss control stresses the safety of employees, students, and the public as paramount. To implement that policy on this campus, a program is developed under the general recommendation of the [Environmental Health and Safety Committee](#). This committee is broadly based to engage the total University in a participation toward improvement of health and safety for employees, students, and the public. Specific concerns and suggestions are welcomed by the committee through the safety coordinator. (See [Executive Memorandum P92-2](#) for additional information regarding Campus Policy on Environmental Health and Safety.)

## **933 FIREARMS**

No loaded firearms of any kind are to be brought into, handled, stored, or kept in any part of any inhabited or occupied building on the campus of the University. The discharge of any firearm on campus becomes a matter for the Penal Code. The campus has a gun storage locker for the use of residence hall students.

## **934 NON-STUDENT DISTURBANCES**

Provisions in the Penal Code make it possible to remove non-students from the campus if they are causing or are about to cause a disturbance. Title 5 of the California Administrative Code contains detailed provisions. Enforcement is coordinated by the Vice President for [Student Affairs](#) through the Department of [University Police](#).

### **935 PARKING AND TRAFFIC REGULATIONS**

Parking and traffic on campus are under regulation of the [Trustees](#) of The California State University. Parking for both students and staff is by permit, for which a fee is paid, or by special parking ticket or by meter, when available. Special parking permits, such as special medical, visitor, or temporary, are available from the University [Police Department](#). Visitor parking permits are also available from the Office of University Advancement and the Parking Information Booth. Campus regulations regarding parking and traffic are published periodically and are available for review at the Department of University Police and the [University Library](#). The Director of University Police makes recommendations to the Vice President for [Student Affairs](#) on parking, traffic, and related matters.

### **936 FEE WAIVER PROGRAM FOR EMPLOYEE TRAINING DEVELOPMENT**

The purpose of this program is to offer the academic resources of the university to employees for the purpose of enhancing skills in one's present position or developing a new career path at HSU. A pamphlet about this program (The [Fee Waiver Program](#) Fact Sheet), application forms, and specific information and career counseling are available.