

Louisiana State University

Office of Facility Services

Operating Instruction 1001

Effective Date: December 1, 2010

Page 1 of 4

SUBJECT: COORDINATION AND PUBLICATION OF OPERATING INSTRUCTIONS (OI)

I. General

- A. It is the objective of the Office of Facility Services to have a single manual of Operating Instructions (OI), coordinated to eliminate redundancy and conflict. This manual will contain instructions, procedures, policies, etc. necessary for the daily efficient operations of the organization.
- B. The Executive Director's office, through the Communications Manager, has the responsibility and authority to manage the Operating Instructions.

II. Initiation of New Procedures and Revisions

- A. Any Facility Services employee desiring to issue a new procedure or a revision to an existing procedure should contact the Communications Manager. The Communications Manager will consult with the Executive Director, Associate Executive Director and Directors regarding a new OI or changes to an existing OI.
- B. Although employees are encouraged to prepare drafts of proposed new procedures or revisions to existing procedures, the Executive Director's office will review and approve all drafts for clarity, content and format. The Communications Manager will also draft OIs as necessary.
- C. Individuals initiating requests for new or revised procedures will be responsible for securing approval of the documents.

- D. Preparation and distribution of new or revised procedures to the Facility Services website will be the responsibility of personnel in the department that initiates the new or revised procedure.
- E. Any revision to an OI will be documented by placing the date of the revision at the bottom of the last page of the document.

III. Numbering of Procedures/Instructions

Each Operations Manual procedure will be identified by a four digit number. The first two of these digits will correspond with a functional classification; the second two digits may be assigned sequentially or sequentially within blocks, as necessary for logical sequencing of instructions within each classification. The Executive Director's office, through the Communications Manager, will have full responsibility of the assignment/control of all instruction numbers.

IV. Functional Classification

1. Organization and Administrative Policy

- 0. General
- 1. Administration
- 2. Organization
- 3. University Regulations

2. Wages and Benefits

- 0. General
- 1. Pay-Rates, Periods and Overtime
- 2. Holidays
- 3. Leave
- 4. Insurance
- 5. Training/Educational Benefits
- 6. Miscellaneous Benefits
- 7. Performance Review
- 8. Confidentiality of Personnel Information

3. Work Regulations

- 0. General

1. Attendance, Tardiness and Breaks
2. Uniforms
3. Transportation System
4. Material Control
5. Operation of University Vehicles
6. Traffic Regulations
7. Discipline
8. Separation for Cause

4. Safety and Health

0. General
1. Administration
2. Safety Equipment
3. Safety Meetings
4. Emergency Response Team
5. Reporting Accidents

5. Employee Rights

0. General
1. EEOC and Affirmative Action
2. Grievances
3. Civil Service
4. Unions

6. Operations

0. General
1. Administrative
2. Equipment and Facilities
3. Facility Maintenance
4. Facility Systems
5. Utilities
6. Landscape Services
7. Building Services
8. Work Control

- 7. Personnel/Payroll**
- 8. Billing and Accounting**
- V. Distribution/Maintenance of Procedures**
 - A. New and revised procedures will be immediately loaded on the Facility Services website at www.lsu.edu/ofs.
 - B. A master copy of all Operating Instructions will be maintained by the Communications Manager.
 - C. Operating Instructions will be reviewed every three years by management staff.