

Farmingdale State College

# **Facilities Operations Supervisor Guide**

Facilities Operations Department  
November 2025

## Facilities Operations Supervisor Guide

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## **Introduction**

The Facilities Operations Supervisor Guide is designed to provide supervisors with resources for managing personnel effectively and ensuring a productive and compliant workplace environment. This guide will serve as a quick reference for supervisors when dealing with daily operations and staff management.

Facilities Operations is comprised of the following departments; Trades, Custodial, Grounds, the Garage, Access Control and Lock Shop, Central Receiving, the Copy Center, Fire Safety and Prevention, Heating Plant, Moving and Trucking, Property Control, and the Sustainability/Energy Office. Supervisors should review the [Facilities Operations web page](#) for detailed information about each department to understand how their role and department impact and could be impacted by other areas in Facilities Operations.

## **Supervisor Responsibilities**

Supervisors in Facilities Operations are responsible for ensuring the campus buildings, grounds, and property are maintained in a safe, effective, compliant, and efficient manner while adhering to relevant laws, regulations, and policies. Supervisors must review and become familiar with the agreements of the collective bargaining units their staff belong to, which can be found on the [Human Resources web page](#).

It is also essential for supervisors to be familiar with the college's policies, found at [www.farmingdale.edu/policies](http://www.farmingdale.edu/policies). This page contains institutional policies including, but not limited to the:

- [Key and Lock Control Policy](#)
- [Project Initiation Policy](#)
- [Property Control Policy](#)
- [Signage Policy](#)
- [Snow/Ice Removal Policy](#)
- [Tent and Canopy Use Policy](#)
- [Use of Farmingdale State College Fleet Vehicles](#)
- [Tobacco Use Policy](#)
- [Fraud and Irregularities Policy](#)
- [Discrimination and Sexual Harassment Complaint Procedure](#)
- [Civility and Bullying Policy](#)
- [Drug and Alcohol-Free Workplace Policy](#)

Operating a college campus smoothly and efficiently is a complex endeavor and requires effective and timely communication, transparency, and teamwork. To stay abreast of upcoming events, work plans, and performance statuses, supervisors will meet with the Director of Facilities Operations regularly. These meetings will include any updates on training, budgets, new developments and/or issues that may impact departments within Facilities Operations or

the college as a whole. Such meetings will contribute to a collaborative foundation so that each department within Facilities Operations can work cohesively.

The following responsibilities are essential for supervisors when managing employees, operations and departmental objectives:

- Foster a respectful, safe, and productive work environment
- Effectively communicate with staff and leadership
- Train, mentor, and evaluate staff
- Promote teamwork, accountability, and professional development
- Seek opportunities to enhance operational efficiency and service quality
- Identify challenges and develop practical solutions based on available data, safety priorities, and college goals
- Ensure compliance with laws, SUNY policies, bargaining unit agreements, and ethical standards
- Demonstrate financial responsibility by maintaining inventory of tools, equipment, and supplies and making informed, cost-effective decisions while adhering to procurement policies
- Appropriately respond to emergencies and managing crises
- Manage schedules, timekeeping, and performance reviews

### **Attire**

All employees are encouraged, though not required, to wear Farmingdale State College–branded attire while on campus.

Employees represented by the Civil Service Employees Association (CSEA) Operational Services Unit are expected to maintain appropriate clothing and footwear consistent with the requirements of their assigned work environment and duties.

Employees represented by the CSEA Administrative Services Unit and those affiliated with the United University Professions (UUP) bargaining unit are expected to dress in business casual attire that reflects a professional office setting.

Supervisors should ensure that all employees maintain a neat and professional appearance consistent with the standards of the College and the nature of their work assignments.

### **State Vehicle Use**

Departments within facilities are assigned state vehicles to use for business purposes only. Prior to operating a state vehicle, employees must be approved and listed on the **Authorized Campus Vehicle Operators** list maintained by the **University Police Department (UPD)**.

Supervisors are responsible for verifying driver eligibility by contacting University Police at extension 2111 or Facilities Operations at extension 2017.

Supervisors are responsible for maintaining accurate records of all employees assigned to state vehicles, including vehicle keys. All other keys not in use must be securely stored in the **Garage** (extension 2492). All vehicles and keys must be secured when not in use, this may include turning the vehicle off, closing windows and doors, and locking the vehicle.

Employees are able to drive state vehicles off campus for official business purposes only. Prior to driving a state vehicle off campus, employees must sign out the vehicle using the **Facilities Operations Sign-Out Book**, located in the Facilities Operations office. State vehicles are to be used **exclusively for official business purposes**. Personal use of State vehicles is strictly prohibited and may result in disciplinary action.

### **Guidelines for State Vehicle Use**

- Only eligible drivers who are employees of the State of New York or other authorized personnel may operate state vehicles, and all must possess a valid driver's license.
- Smoking in state vehicles is strictly prohibited.
- The possession or use of alcohol, illegal drugs, or other intoxicating substances in a State vehicle is strictly forbidden.
- State vehicles must be used solely for official College business.
- Drivers must comply with all New York State Department of Motor Vehicles regulations.
- Drivers are prohibited from driving on sidewalks and must yield to pedestrians
- Operators are responsible for ensuring that vehicles are kept clean and in good condition.
- Any damages, maintenance needs, or required repairs must be reported promptly to the Garage.

Supervisors must communicate state vehicle use expectations with their staff.

### **Entering Residence Hall Rooms and/or Locked Offices**

When entering residence rooms or offices, employees must do so in pairs to ensure safety, accountability, and professionalism.

Prior to entry, employees are required to knock three times and announce their presence. Employees must identify themselves and state specifically the purpose of their visit or the work to be performed.

Upon entry, employees must prop the door open and display a visible sign indicating that maintenance or departmental work is in progress.

If an employee encounters any difficulty or concern when attempting to access a residence room, they must immediately seek assistance from a Resident Assistant (RA) or other authorized residential life staff member.

### **Property Control**

Supervisors are expected to review the college's [Property Control Policy](#) and serve as, or designate a, Property Control Designee within their department. As outlined in the Property Control Policy, the Designee will:

- serve as a liaison to the Property Control Coordinator
- notify the Property Control Coordinator of property purchased that require tagging
- affixing ownership tags on property that does not require inventory tags or coordinating this process with the employee responsible for maintaining the property
- assist with providing access to the property for tagging and inventories
- notify the Property Control Coordinator of changes in property status or location
- assist with participating in or coordinating verifying data included in required reports

The Property Control Coordinator must be notified of any purchases made with State and/or Research Foundation funds with an original cost of \$5,000 or more and a life expectancy greater than one year and items valued under \$5,000 that are portable or susceptible to theft or misuse—regardless of perceived value—must also be tracked. Examples include, but are not limited to: laptops, tablets, iPads, cameras, switches, unmounted televisions, copiers, and fax machines. Such items must be recorded and tagged by the Property Control Coordinator.

Supervisors must ensure compliance with the Property Control Policy and coordinate with the Property Control Coordinator as necessary.

### **Fire Safety**

Fire safety is a critical component of campus operations, ensuring the protection of students, staff, and faculty. Supervisors must help enforce clear exit paths, unobstructed fire lanes, and proper maintenance of fire alarms, extinguishers, and sprinkler systems. Participation in fire drills, conducted by the Campus Fire Marshal, is mandatory and vital for emergency preparedness. The New York State Office of Fire Prevention and Control performs annual inspections to verify compliance with fire codes and equipment readiness.

Supervisors should ensure that fire hazards, such as blocked exits or improper use of space heaters and decorations in residence halls, are addressed immediately. Special areas like laboratories require adherence to additional fire safety protocols, including proper storage of

chemicals and use of safety equipment. All hot work activities (e.g., welding) must follow permit procedures and safety measures.

Proper reporting of any fire or emergency to University Police and the Campus Fire Marshal is essential, along with use of campus emergency systems. Fire safety training is required and should be reinforced regularly. Supervisors must also ensure that campus events follow established fire safety regulations, including tent and cooking safety protocols.

Visit the [fire safety and prevention](#) web page for more information on fire safety at FSC.

### **Environmental Health and Safety (EH&S)**

The Office of Environmental Health and Safety (EH&S) at Farmingdale State College supports the mission of the State University of New York (SUNY) System by promoting the principles of safety, environmental compliance, and risk management and assists the College in achieving these outcomes through education, hazard assessment, exposure mitigation, and the responsible management of hazardous materials.

Farmingdale State College is committed to the safety and well-being of our employees, students, and visitors. We will ensure that policies and practices are developed and adopted that will best protect our campus community, our facilities, and our resources. As such, the following programs have been developed in the areas of, but not limited to:

- Bloodborne Pathogens Exposure Control
- Chemical Hygiene
- Confined Space Entry
- Fall Protection/Ladder Safety/Scaffolding
- Hazard Communication and Right-to-Know
- Hazardous and Regulated Medical Waste Management
- Industrial Hygiene
- Lockout/Tagout
- Mold Awareness
- Respiratory Protection
- Safety Data Sheet (SDS) and Chemical Inventory Management

EH&S also provides training to support the program areas above, where applicable, as well as training on:

- Ladder Safety
- Mold Awareness
- Respiratory Protection
- Scaffolding

For more information, please visit: [Environmental Health & Safety](#).

### **Budget Guidelines**

The department is responsible for maintaining a monthly spending log and ensuring that all purchases align with budgeted requests thorough research and quoting. Orders must be placed, monitored, and logged accurately, with all P-Card and PO purchases recorded in the account checkbook. Throughout the fiscal year, the checkbook should be continuously updated and reviewed to include all expenditures, ensuring that the bottom line matches the monthly account statement provided by the Budget Coordinator. Any purchases not included in the current fiscal year's approved budget must be discussed with the Budget Coordinator and the Facilities Operations Director, and approval must be obtained before making unbudgeted purchases or transferring funds.

Budgeted accounts must remain separate, and no department can finance another. Approval is required before moving funds from one account to another, and each department must solely manage and spend its own budget. Quarterly meetings with the Budget Coordinator are necessary to review account status, and when the Finance Department announces deadlines, must be consulted to plan the projected budget for the upcoming fiscal year. In the third quarter, finalization of expenditures must take place to ensure all departmental needs are met.

At the end of the fiscal year, all invoices should be submitted and paid by May 31, of the current year, whenever possible. Additionally, all funds must be spent according to the approved budget, and checkbooks should be turned into the Budget Coordinator for closing and preparation for the next fiscal year.

### **Procurement Guidelines**

All purchases must comply with New York State regulations, SUNY policies, and the college's procurement guidelines. Supervisors should become familiar with the different procurement regulations and procedures, which can be found on the [college's purchasing webpage](#). Before initiating a purchase, supervisors must;

1. Verify that sufficient funds are available through the BI system; the Budget Coordinator can assist if needed.
2. Obtain preapproval, if needed. Certain types of purchases require additional levels of pre-approval, regardless of the cost. These approvals must be obtained before choosing a vendor or starting the purchasing process. This includes any purchases not already approved in your department's budget, open market purchases over \$50,000, and state contract purchases over \$200,000. Pre-approval is also required for contracts, service agreements, software and licensing agreements, promotional items, awards, staff or student apparel, honorariums, food and beverages, bottled water, technology equipment, HVAC systems, furniture, building repairs or renovations, security systems, travel-related expenses, sole or single-source purchases, and



hazardous materials. These steps help ensure compliance with college policies and state regulations. More information can be found on the [Purchasing Pre-Approvals webpage](#).

3. For purchases over \$2,500, three (3) quotes must be obtained, documented, and retained by the purchaser. This includes purchasing from MWBE/SDVOBs not on state contract. No competitive pricing (bidding / quotes) needs to be documented for items or services under \$2,500 or purchased from New York State Preferred Sources, on State Contract, or on SUNY Contract, regardless of dollar amount. Multiple purchases of similar items made by one department to the same vendor within the twelve consecutive months are considered a single purchase in determining total dollar value and appropriate purchasing procedure (Advertisements/Competitive Quotes/Bidding). More information can be found on the [Purchasing Procedures by Dollar Amount webpage](#).

4. Ensure the vendor accepts VISA or the intended payment method, see below.

5. Select an appropriate vendor that should be able to provide a reasonable price, have a responsive record, and have the ability to provide what is required. See more information on the [Vendor Selection webpage](#).

As a New York state agency, the College is exempt from paying taxes on purchases. Supervisors must inform the selected vendor of the tax-exempt status, provide the appropriate tax exemption documentation, and ensure tax is not paid to the vendor.

Split Ordering, when two or more transactions are processed for the same order and is used to circumvent competitive pricing thresholds limits, is prohibited.

When placing an order, request an order confirmation number, the total cost including shipping, and an estimated delivery date and be sure to always obtain an itemized receipt for your records. Each transaction must be supported by an itemized receipt that includes the vendor's name, transaction date, a description of items or services purchased, the total amount paid, and confirmation of credit card payment. Additional documentation may be required, such as an itemized invoice if the receipt lacks detail, packing slips showing items were received, order forms for subscriptions or memberships, and email confirmations for pre-approved purchases. and if a receipt is missing, an Unavailable Documentation Form must be completed.

### **Payment Cards (P-Cards)**

Supervisors may be issued P-Cards, which are intended to be used for small-dollar purchases under \$2,500. All cardholders are required to complete training before receiving the physical card. Supervisors are responsible for reconciling their monthly P-Card statements. For more information visit the [P-Card web page](#).

Supervisors are responsible for establishing a plan to manage and oversee card use within their department. They are responsible for reviewing and approving transactions, and for addressing any misuse of the P-Card. All Supervisors must inform the P-Card Administrator of any changes to the primary budget account linked to the card and may also be asked to resolve funding issues and are required to notify the P-Card Administrator if a cardholder leaves the College or transfers to another department. In such cases, they must ensure certification packets are submitted to the Purchasing Department. Additionally, supervisors may be asked to meet with auditors during audits.

### **The SUNY Financial Management System (FMS)**

The Financial Management System is used for purchases over \$2,500, for vendors that do not accept procurement cards, and for managing contract agreements. The Administrative Assistant for Facilities Operations is responsible for entering requisitions into FMS, which are then routed for approval. Once approved, the Purchasing Department issues and emails purchase orders to vendors. Contracts are initiated and maintained within FMS by the Purchasing Department. After goods or services are received, departments must review and approve the invoice before sending it to the Accounts Payable department for processing. Payments are issued either by check or through ACH transfer. For more information, visit the [SUNY Web Procurement web page](#).

### **Travel**

Employees may travel for official business and supervisors should familiarize themselves with [FSC's Travel Program](#). Supervisor approval is required prior to traveling for business related purposes and a travel authorization must be submitted in advance. When traveling for official business, employees should use state funds responsibly, keep out-of-pocket costs low, and follow the guidelines set by the NYS Office of the State Comptroller and Farmingdale State College.

The travel card is available to State employees who are expected to travel using state funds. It can be used to cover costs such as conference fees, hotel accommodations, transportation, and meals. All employees must complete a training prior to receiving their travel card. Employees must adhere to per diem rates for meals and beverages, mileage, and lodging. Travelers are expected to submit a travel voucher, detailing trip expenses, within 30 days after the travel dates. For more information about the Travel Card and Program, [visit FSC's Travel webpage](#).

### **Employee Performance and Evaluation**

Employees in Facilities Operations are typically members of the Civil Service Employees Association (CSEA) or the United University Professions (UUP) unions. The evaluation process at Farmingdale State College follows the system of evaluations outlined in each bargaining unit agreement. Supervisors are responsible for reviewing these evaluation processes described in

the bargaining unit agreements that their employee(s) belong to. Full details of the evaluation procedure for each bargaining unit can be found in the bargaining unit agreements linked on FSC's [Human Resources web page](#). For convenience, a summary of the performance evaluation process has been summarized below.

### **CSEA Performance Programs**

Supervisors are responsible for creating performance programs, provided on the Human Resources web page, for each employee. These performance programs should be discussed with and signed by the employee upon hire. The signed performance program should be submitted to Human Resources and the employee and supervisor should each keep a copy.

### **CSEA Evaluations**

Supervisors are responsible for evaluating employees annually utilizing the annual performance appraisal form on the [Human Resources web page](#). The college's formal evaluation form requires the supervisor to indicate the employee's performance as "satisfactory" or "unsatisfactory." Supervisors must meet with the employee to discuss the evaluation, which must be signed and forwarded to Human Resources. The employee's signature indicates that the evaluation has been received and discussed with the supervisor; it does not imply agreement or disagreement with the content. Both the employee and the immediate supervisor should also keep a copy for their records.

### **UUP Performance Programs**

Immediate supervisors are responsible for creating performance programs for each employee. Typically, these performance programs are required to be submitted to Human Resources with the *Request to Fill Form*. The supervisor must consult with the new employee regarding the performance program and the evaluation process within the first month of the employee's initial appointment. Performance programs must be signed and dated by the employee and the supervisor. Copies must then be distributed to the employee and Human Resources, to be placed in the employee's personnel file.

Any modification to the performance program must be documented and discussed with the employee.

### **UUP Evaluations**

Evaluation is a continuing process, which should be carried out on a daily basis informally. Throughout the evaluation period, the supervisor is responsible for monitoring the employee's performance, identifying areas in need of performance improvement, and discussing this with the employee. Supervisors can provide specific examples of the employee's performance that need modification and offer specific suggestions for improvement. The evaluation period may only begin once the employee has received a copy of the written performance program.

On an annual basis, supervisors are responsible for formally evaluating employee performance in writing. The formal evaluation will be based on the employee's performance program, as mentioned above. Supervisors must complete the professional evaluation forms provided by Human Resources and meet with the employee to discuss the evaluation and performance program. The college's formal evaluation form requires the supervisor to indicate the employee's performance as "satisfactory" or "unsatisfactory." After review and discussion, the completed evaluation must be signed and forwarded to Human Resources. The employee's signature indicates that the evaluation has been received and discussed with the supervisor; it does not imply agreement or disagreement with the content. Both the employee and the immediate supervisor should also keep a copy for their records.

### **Managing Performance Issues**

Supervisors are responsible for identifying and addressing performance issues or problems as they arise by using progressive discipline. Progressive discipline is a structured approach to addressing employee performance or conduct issues with the goal of correcting behavior, supporting employee development, and maintaining a productive work environment. The objective of progressive discipline is to correct a problem, not to punish. Counseling and Formal Discipline are two main methods of addressing performance issues. Employees cannot be counseled and disciplined for the same instance of a performance issue. Supervisors should use counseling when the goal is development and correction and discipline, when the behavior is serious or does not improve after counseling. More information regarding counseling and discipline can be found in the collective bargaining unity agreements found on the [Human Resources web page](#).

*Supervisors should contact Human Resources with questions regarding counseling and prior to any disciplinary action.*

### **Counseling**

Progressive discipline typically begins with counseling and is intended to provide constructive feedback and support for employee development. Counseling is not considered discipline; it is a positive communication tool used to teach, modify behavior, or clarify expectations. Supervisors can provide counseling verbally, which is informal and typically undocumented, unless repeated.

Some performance issues require formal counseling, which includes an in-person meeting and documented counseling memo. The in-person counseling should include:

- A scheduled meeting that allows enough time for a thorough conversation.
- Discussion of relevant facts and examples of the behavior or performance issue.
- Clear identification of the problem behavior.
- Allowing the employee to share their perspective—listen actively.
- Explanation of expectations for future behavior, including any relevant policies.

- A proposed timeline for improvement and outline consequences of continued issues.
- Encouraging questions and offering support (e.g., Employee Assistance Program if personal issues are mentioned).
- Letting the employee know that the meeting will be documented in a counseling memo.

After the in-person meeting, supervisors are responsible for documenting and delivering the counseling memo within 24 hours of the meeting. The memo should have a professional tone and include:

- A clear description of the issue or rule violated.
- A summary of the employee's explanation (if given).
- Expectations for improvement and consequences for failure to improve.

The counseling memo should then be signed by the employee, signing the memo indicates that the employee has received the memo, not that they agree with the content. The signed counseling memo should then be submitted to Human Resources.

Serious misconduct, such as theft, workplace violence, sexual harassment and other serious behavior cannot be handled through counseling and may require formal disciplinary action. For questions and guidance on counseling and disciplining, contact Human Resources.

### **Formal Discipline**

Formal employee discipline is a punitive process for more serious or unresolved issues. This process is managed by Human Resources, if formal discipline is required the supervisor must contact Human Resources. Formal discipline requires an investigation by Human Resources where employees will receive a notice of discipline outlining the charges. Discipline can range from a letter of reprimand to termination. Based on collective bargaining agreements, employees may grieve disciplinary action, which can lead to binding arbitration. However, most cases are resolved before arbitration.

### **Time and Attendance**

Supervisors are responsible for approving or denying requests for time off and reviewing employee timecards, ensuring timecard accuracy, and approving employee timecards. This responsibility reduces the risk of theft of time and holds employees accountable. Full details about the time and attendance rules for CSEA and UUP employees can be found in the relevant collective bargaining agreements. This section summarizes important time and attendance information useful for supervisors.

Full-time employees represented by the Administrative Services Unit of CSEA are required to work 37.5 hours per week (7.5 hours per day). Employees represented by the CSEA Operational

Services Units are required to work 40 hours per week (8 hours per day). Meal periods are unpaid and are not part of the workday. During the work day, employees must regularly communicate with their supervisor what task they are working on, where they are working, and provide status updates.

## **Breaks**

According to the Department of Labor, all employees working more than six (6) hours are required to take a break. These periods must be reasonable, scheduled within required timeframes, and in compliance with state regulations.

## **Paid Leave**

Typically, employees earn sick, vacation, and personal leave. Leave accrual rates depend on the bargaining unit, work week, and length of service. Paid leave can be used in increments of  $\frac{1}{4}$  hour or more.

Sick Leave: Sick leave can be used for personal illness, doctor or dentist visits, or other recognized medical practitioner and illness or death in the employee's family. 'Family' includes relatives, in-laws, or anyone living with the employee. Sick leave typically requires prior supervisor approval, except in emergencies. Employees may not need documentation for absences of four days or less, but medical certification may be needed for longer absences. Employees may also need to undergo a medical evaluation at the college's expense in certain cases.

Personal/Vacation Leave: Employees must request using vacation or personal time in advance. Supervisors can schedule vacation based on the department's needs. Employees can accumulate up to 40 vacation days a year. If an employee is at the 40-day limit and their vacation request is denied, they may exceed the limit until the end of the fiscal year.

Holidays: Full-time employees are eligible to observe certain holidays, which are prescribed in the collective bargaining agreements. Eligible employees who work on holidays are granted compensatory time or additional compensation, depending on the collective bargaining agreement. Supervisors are responsible for authorizing work on holidays and must notify employees seven days in advance of holiday work, except in emergencies. Holiday work should only be authorized when necessary.

## **Requesting Time Off**

Except in emergencies, cases of sudden illness, or urgent personal matters, employees are required to obtain advance approval for leaves of absence. In general, they are expected to request time off in advance, and get approval in advance of taking time off. They are also expected to get approval in advance for the specific leave to be charged for the absence, i.e., vacation or sick leave or personal leave, etc.

If leave is not pre-approved, employees must contact their supervisor before the workday starts to request time off. Supervisors should communicate how employees are expected to contact supervisors during unexpected cases of absences (i.e. email, phone call). Employees are expected to communicate the reason for the absence and an estimated duration or anticipated return date/time.

For emergency call-outs, office personnel and the Custodial Department, are required to contact their direct supervisor when calling in for the day. All other personnel, including those working outside the office such as Carpentry, Electrical, Garage, Grounds, Heating Plant, HVAC, Moving and Trucking, and Plumbing, must call the Heating Plant to report their absence for the day and notify their immediate supervisor. Following these procedures helps maintain clear lines of communication and ensures that all departments are informed accordingly.

Unapproved absences will be considered a 'no show'. Supervisors must address unexcused absences and 'no shows' with the employee.

### **Tardiness**

Supervisors are expected to inform their staff to notify Heating Plant and their supervisor if they are going to be late to work. Employees who will be late to work are expected to call the Heating Plant and notify Employees who are fifteen minutes late will be required to charge accrual time accordingly.

### **Overtime and Compensatory Time**

UUP and CSEA employees in the Administrative Services Unit are able to earn compensatory time and CSEA employees in the Operational Services Unit are able to earn overtime. All overtime and compensatory time must be approved by the supervisor in advance.

#### **Overtime for CSEA – Operational Services Unit**

There are significant costs associated with overtime, as it is paid at one-and-a-half times the regular rate for classified employees who work more than 40 hours a week (Thursday to Wednesday). Supervisors are responsible for determining when overtime is necessary. Overtime should only be approved for work that cannot reasonably be completed during regular working hours.

If employees request overtime to complete work, the supervisor is responsible for confirming the work is necessary and requires overtime. Supervisors then have to complete the [Overtime Request Form](#), which requires approval from the Facilities Director and the Assistant VP for Admin and Finance. Once approved, supervisors are required to document overtime in the time and attendance system with details about the assignment, including what work was completed and where and when it was completed.

Supervisors are responsible for documenting reasons for overtime, ensuring overtime costs do not exceed the department's budget, and monitoring overtime trends.

## **Overtime Meal Allowances**

Overtime meal allowances will be paid to employees who work at least three hours overtime on a regular workday or six hours on other days. Employees working six or more hours of overtime on a regular day or nine or more hours on other days will receive two meal allowances. The current overtime meal allowance for employees is \$6.00.

## **Compensatory (Comp) Time for CSEA – Administrative Services Unit**

CSEA administrative employees earn compensatory time for hours worked more than 40 hours a week. CSEA administrative employees must record the use of comp time in the time and attendance system and include the reason for using comp time, along with when and where the assignment was completed to earn it. Supervisors are responsible for ensuring the information in the time and attendance system is correct.

## **Compensatory (Comp) Time for UUP Employees**

UUP employees earn compensatory time for hours worked more than 40 hours a week. UUP employees must record the use of comp time in the time and attendance system and include the reason for using comp time, along with when and where the assignment was completed to earn it. Supervisors are responsible for ensuring the information in the time and attendance system is correct.

## **Points of Contact**

This section provides contact information for key personnel that supervisors can use to promptly resolve issues or questions on services or escalated concerns.

## **Emergencies**

In the event of an emergency, contact University Police immediately at the contact information provided below. University Police will notify the Campus Fire Marshal as appropriate.

- University Police Headquarters  
Emergency Number: (934) 420-2111  
Administration Number: (934) 420-2702  
[police@farmingdale.edu](mailto:police@farmingdale.edu)



## Routine Business

Name	Title	Phone	Email
Mark Orlich	Director of Facilities Operations	9344202215	<a href="mailto:orlichmj@farmingdale.edu">orlichmj@farmingdale.edu</a>
Doug LoPalo	Assistant Director of Facilities Operations	9344202213	<a href="mailto:lopalod@farmingdale.edu">lopalod@farmingdale.edu</a>
Jose Cruz	Assistant Manager of Trade Services	9344205756	<a href="mailto:cruzjr1@farmingdale.edu">cruzjr1@farmingdale.edu</a>
Brian Gravius	Plant Utilities Engineer 3 of Heating Plant	9344202605	<a href="mailto:graviub@farmingdale.edu">graviub@farmingdale.edu</a>
Melissa Cannizzaro	Budget Coordinator	9344202250	<a href="mailto:cannizms@farmingdale.edu">cannizms@farmingdale.edu</a>
Alex Febo	Manager of Custodial Services	9344205509	<a href="mailto:feboa@farmingdale.edu">feboa@farmingdale.edu</a>
Arlene Haynesworth	Supervising Janitor	9344202250	<a href="mailto:haynesa@farmingdale.edu">haynesa@farmingdale.edu</a>
Arthur Fefidio	BMS Controls/Retro Commissioning Manager	9344205826	<a href="mailto:fufidiap@farmingdale.edu">fufidiap@farmingdale.edu</a>
Mike Cervini	Energy Manager	9344205780	<a href="mailto:cervinma@farmingdale.edu">cervinma@farmingdale.edu</a>
Maia Roseval	Sustainability Manager	9344205779	<a href="mailto:rosevame@farmingdale.edu">rosevame@farmingdale.edu</a>
Jeff Carter	Environmental Health & Safety (EHS) Officer	9344202105	<a href="mailto:carterj@farmingdale.edu">carterj@farmingdale.edu</a>
Lori Michaelowski	Industrial Hygiene Officer	9344205817	<a href="mailto:michallt@farmingdale.edu">michallt@farmingdale.edu</a>
Nick Acevedo	Assistant Manager of General Services	9344205106	<a href="mailto:acevedn@farmingdale.edu">acevedn@farmingdale.edu</a>
Jonathan Barbieri	Access Control Manager & Technical System Support	9344202416	<a href="mailto:barbjd@farmingdale.edu">barbjd@farmingdale.edu</a>
Bob Johnston	Grounds Services	9344202491	<a href="mailto:johnstrf@farmingdale.edu">johnstrf@farmingdale.edu</a>
Matt Massimo	Maintenance Supervisor 1 of Trade Services	9344202305	<a href="mailto:massimm@farmingdale.edu">massimm@farmingdale.edu</a>
James McEvoy	Maintenance Supervisor 1 of Trade Services	9344205752	<a href="mailto:mcevoyj@farmingdale.edu">mcevoyj@farmingdale.edu</a>

John Vasta	Assistant Manager of Fleet Services	9344202492	<a href="mailto:vastaj@farmingdale.edu">vastaj@farmingdale.edu</a>
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