MSU-Billings
Facilities Services
(Custodial Division)

Policy 900.10

Check In and Out

November 1, 2007

The importance of safety in our day to day operations cannot be overstated. In the event of a natural disaster, building fire, terrorist type incident, or the need for emergency notification, supervisors must be able to account for their assigned personnel. A policy initially issued in January of 2005, then, revised and reissued in August of 2007 requires all employees to report to their supervisor as soon as they arrive for work. That policy is being amended, effective immediately, to include the following requirements:

- **Each team member will use a courtesy telephone within their area of responsibility to contact their supervisor each day when they arrive and depart work.**

- **Additionally, each team member is required to contact their supervisor before temporarily leaving their area of responsibility. (i.e. when leaving your area to go to another building) Contact your supervisor when you return to your area.**

- **If unable to contact the supervisor on the cell phones, call their office telephone and leave a recorded message. (i.e. "This is John checking-in" or "This is John its about 4:30 and I'm going to McMullen to get my pay check").**

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Custodial Services Supervisor