

POLICY FOR DISTRIBUTION OF EXTERNAL BILLING REVENUES

External billing revenues are those revenues that are produced from the sales of commodities and services to external entities (i.e. individuals, businesses, non-profit organizations, etc.). External billing revenues for this purpose do not include those items which are considered in the University's normal scope of business (i.e. student services, food service, housing, bookstore, etc.).

For revenues generated from external sources, a policy is hereby established providing for the return of a portion of revenues generated to the department that generates the revenue. The remainder of the revenues will remain within the University's General Fund to offset administrative and overhead costs related to these revenues. The distribution formulas are provided below.

The distribution plan distinguished between commodity and service revenues and the distribution formula is different for each. Commodity revenues are those that are produced through the sale of a tangible product for which supplies and materials must be replenished (i.e. printing, overheads, slides, etc.). Service revenues are those that are produced through the sale of a service (i.e. equipment rental, security services, housekeeping and maintenance services, etc.).

Distribution Plan

Commodity Revenues:75% Department Fund  
25% General Fund

Service Revenues:15% Department Fund  
85% General Fund

**Department Fund** - Revenues distributed to this account are to be used first to replenish any supplies and materials used to generate the external billing revenues. After replenishment of these supplies and materials any excess funds may be used by the department for generating these revenues. **These revenues may not be used for non-business purposes.**

**General Fund** - Revenues distributed to this account are to be used to meet the University's miscellaneous income budget. Once this budget is met these funds are to be used to off-set any additional administrative and overhead costs associated with these revenues (i.e. billing costs, labor, fuel and utilities, unrelated business income tax, etc.).

(Internal)

3.083

POLICY ON UNIVERSITY CREDIT CARDS

For the convenience of employees required to travel as part of their job, the University provides State of Maryland and oil company credit cards to be used for purchases when using state vehicles. These cards are controlled and issued to employees by the University Police Department.

The use of University owned credit cards is restricted to the specific vehicle or vehicles to which they are assigned. Credit charges are to be made only for required vehicle fuel, oil, other necessary automotive fluids, and windshield wipers. Non-automotive related purchases (i.e. candy, soda, etc.) are not allowed to be charged on University credit cards. Any other charges (i.e., automotive repair, parts) must be approved in advance by calling University Police.

Any violation of use of University credit cards will result in Frostburg State University billing the employee for the charges in addition to a \$25 administrative fee for each personal charge.

(Internal)

PROCEDURE ON CONTINGENT EMPLOYMENT FOR  
NON-EXEMPT AND EXEMPT EMPLOYEES

1. The Director of Human Resources will assure that the provisions of The Board of Regents Policy on Contingent Employment for Non-Exempt and Exempt Employees are met.
2. Frostburg State University procedure will be governed by category of contingent employment with appropriate policy definition and provision.
3. The Director of Human Resources will determine the appropriate contingent employment category. A representative of the employing department will discuss hiring a contingent employee with the Director of Human Resources, or designee, to assure compliance with Board of Regents policy. Full-time employment for contingent employees will be based on the standard work hours within a fiscal year. Contracts for Exempt employment will specify a daily rate of compensation. Contracts for Non-exempt employment will specify an hourly rate of compensation.
4. A contract will be used to effect all contingent employee appointments and must be approved by the Director of Human Resources. Multiple contracts may be written for one person but may not exceed one (1) Full-time Equivalency (FTE).
5. Frostburg State University will afford minimum benefits to eligible contingent employees as identified in Board of Regents policy. Benefit entitlement will be determined by individual contract language, not by combining multiple contracts.
6. Use of leave benefits by Contingent Category II employees will be managed by the employing department. Leave use will be recorded on the employee's time sheet. A compliance audit will be conducted periodically.
7. Contingent Category II employees will use their eight paid holidays as the holidays occur and in the same manner as other university employees similarly employed. Those paid holidays are New Years Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving Day, and Christmas Day. Holiday pay will be consistent with the employee's Full-Time Equivalency (FTE). Exempt employees will take full days until a proration occurs consistent with the amount of holiday leave remaining. Non-Exempt employees will record the hours per day as determined by their FTE for holidays taken. Any requests for exception to observing holidays as cited should be directed to the Director of Human Resources.
8. Annual and sick leave will be earned consistent with the Full-Time Equivalency (FTE) of the position, used in one (1) hour minimums within the contract period and cannot be carried from one contract period to another. Sick leave is earned at the rate of one day for each four months employment by full-time contingent employees. Annual leave is earned at the rate of 1.25 days for each three months employment by full-time contingent

employees. To assure employees full benefit of leave earned in the contract period, departments may advance leave to the extent earned through a full contract period.

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9. All leave advanced will be reimbursable on a prorated basis should the contract terminate before its established ending date.
10. Grants-funded employment contracts will be written consistent with the grant-funded year. All other employment contracts will be written consistent with the University's fiscal year.
11. Contingent Category II positions may change in the following manner while assuring employment continuity for an incumbent.
  - a.) An employing department may request a change in job title and salary, after completion of an initial contingent contract, by providing the Director of Human Resources a description of the position requested, certification of funds availability to pay for related costs and appropriate Vice President approval in support of requested change.
  - b.) Requests to change job title and salary should be made to the HR Director no later than May 15 of any fiscal year. The HR Director will provide the department written notice within 30 days that the requested change is approved or not approved.
  - c.) Change in job title and salary will be effected on a FY basis only.
  - d.) The salary rate of an employee whose job title changes will equal the step on the salary range of the new position closest to, but not less than, the current salary rate.

PREVENTIVE MAINTENANCE PROGRAM POLICY

Frostburg State University's preventive maintenance program is intended to reduce preventable injuries and illnesses. Each department shall establish an individualized preventive maintenance program. Department heads/chairs shall designate responsible persons who will establish objectives, plan, initiate and evaluate programs for their respective areas.

First priority must always be to repair noticeable and dangerous hazards. Thereafter, as budgets and physical plant and maintenance priorities permit, the university will endeavor to abide by a schedule of preventive maintenance.

The program shall include:

- 1). A departmental inventory and assessment of all essential facilities, materials, machinery and equipment subject to a PM schedule;
- 2). A preventive maintenance schedule;
- 3.) A preventive maintenance procedure, including job methods, time required, materials, tools, equipment, manufacturer's recommendations, procurement, record-keeping, equipment lockout, and proper authorizations.
- 4.) A statement that it shall be each individual employee's responsibility to identify potential hazards to the best of their ability and training and to report such circumstances to the responsible person.

The program shall be approved and subsequently monitored by the Public Safety Office as appropriate.

(Internal)

EMERGENCY PREPAREDNESS PROCEDURE

The Frostburg State University Emergency Preparedness Procedure has as its goals:

- 1.) to save lives, reduce injuries and minimize property and environmental damage in the event of a major emergency,
- 2.) to coordinate communication between university departments and between the university, outside agencies and the general public in the event of a natural or man-made emergency,
- 3.) to restore essential university functions as rapidly as is reasonably and safely possible.

The FSU Emergency Preparedness Procedure consists of the following documents or items:

FSU Administrative Policy Manual  
FSU General Emergency Protocols and Procedures  
Fire Alarm Procedures for Academic and Administrative Buildings  
Fire Alarm Procedures for Residence Halls  
UMS Policy Policies and Procedures Manual  
Inclement Weather Closing Procedures Guidelines  
FSU Employee Safety Handbook  
FSU Facilities Department Procedures

- Snow Emergency/Snow Removal Plan
- Natural Gas Leak Plan
- Emergency Call-Out Procedures

Allegany County Civil Defense Emergency Operations Plan  
Applicable State and Federal laws, rules and regulations

It shall be the responsibility of the Public Safety Department to periodically review and evaluate the Emergency Preparedness Procedure and to recommend revisions and improvements to the Risk Management Committee.

(Internal)

HEALTH AND SAFETY COMMITTEE

The Health and Safety Committee is the primary advisory group to the Risk Management Committee on matters pertaining to accident and injury prevention, reduction and management.

The Committee is responsible for:

- 1.) Recommending that adequate health and safety rules and regulations are implemented and monitored.
- 2.) Reviewing and monitoring potential risks and hazards that exist in the work environment, including unsafe work practices and making recommendations for their elimination or reduction.
- 3.) Monitoring and evaluating the need for health and safety training for employees.
- 4.) Reviewing accident records and statistics in order to determine the need for corrective action.

To encourage fresh approaches to safety issues, committee members serve a one year term. Subsequent terms for incumbent members may be authorized by the Risk Management Committee.

Meetings will be held at least monthly. Minutes will be kept and circulated to members and to the Risk Management Committee.

Cross reference is made to policies on program staffing, health and safety inspections, and program evaluation.

(Internal)

POSITIVE TIME REPORTING FOR  
CONTRACTUAL FACULTY AND GRADUATE ASSISTANTS

Contractual Faculty and Graduate Assistants are required to submit documentation to substantiate time worked on a biweekly basis. Documentation must be reviewed and approved by the employees' supervisors to support the biweekly payroll payments. Procedures to support this requirement have been established and approved by the Executive Committee.

(Internal)



PN 3.089  
(Revised)

PROCUREMENT

Frostburg State University requires competitive bidding for all procurements greater than \$2,500.00 unless specifically waived by C.O.M.A.R. or by university personnel with delegated procurement authority. If in the judgment of the Procurement Department it is in the best interest of the university to bid a purchase under \$2,500.00 the Procurement Department will bid such purchases.

The university delegates to each budget manager the authority to purchase approved commodities or services with a value of \$2,500.00 or less through the use of the State of Maryland Corporate Purchasing Card Program. Equipment items with a purchase price of \$2,500.00 or less deemed as "sensitive equipment" are specifically excluded from this delegation. Sensitive equipment is defined in the "Guidelines for Control of Non-Capital Equipment". Also excluded are those restrictions defined in the General Accounting Division's Policy and Procedures for the Corporate Purchasing Card Program as well as university's internal policies and procedures for the corporate purchasing card.

This policy does not delegate any other procurement authority to any other university personnel other than referenced above. This policy does not supersede the requirements of C.O.M.A.R. to purchase specific types of commodities such as furniture from other state agencies.

(Internal)