



MISSOURI
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Operating Policies

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Financial Policies

All employees are expected to comply with all financial policies which are published annually by the Office of the Treasurer. Financial policies can be located on the MSSU LioNet website.

Media Relations Policy

Missouri Southern State University observes a policy of operating in an open and transparent manner regarding news media requests and in providing the information news outlets seek.

While the Office of University Relations and Marketing serves as the primary point of contact for media requests, employees and students are encouraged to visit with media representatives (TV, newspaper, radio, etc.) when they arrive on our campus. We believe this will create a more welcoming atmosphere for media and community visitors, and that it will have a positive effect on our earned media presence.

University Relations and Marketing staff members are available to assist anyone who would like support in this process. The URM office also asks to be notified of media requests the day they are received in order to record the date and topic in the news archives.

Please contact University Relations and Marketing with any questions.

Car Rental for University Business

The state of Missouri now has preferred vendor contracts with Enterprise and Hertz Rent-A-Car agencies for vehicle rentals. Specific restrictions apply. (See below). Joplin's local Hertz and Enterprise are party to the State contract and they do honor State pricing. It is your choice from whom to rent. The State contract pricing includes the extra liability and collision insurance, so you do not need to purchase any additional insurance at the time of rental. For questions, please contact the Physical Plant Director.

To be covered by State Legal Expense Fund for liability insurance, driver MUST be a paid employee of the University and trip must be school business.

If you drive your own personal vehicle, even on official State or University business, you do not have liability coverage under the Legal Expense Fund. While driving your own personal vehicle, the only liability coverage you have is what you maintain on your own vehicle. If you use your own vehicle, the State will pay mileage which is considered to be inclusive of all expenses to operate your vehicle. You must carry your own liability insurance.

Use of University Equipment

University-owned equipment may not be taken from the facilities except for use by University personnel for University use. Requests to use IMC or TV equipment should be made to the respective administrator. Requests to use other equipment should be directed through the School Dean or the Vice President for Business Affairs.

Use of University Facilities

Employees may use the Willcoxon Health Center, the Beimdiek Recreation Center, pool, racquetball and tennis courts, dental hygiene clinic, and Child Development Center according to policy.

Should employees wish to use other University facilities that are outside of assigned duties, employees must reserve the facility and pay the required usage fee according to policy.

Parking Space and Decals

A car registration decal is required within one week after the University convenes for each licensed vehicle operated by a faculty or staff member at Missouri Southern State University. This decal is available to each member of the faculty or staff and is intended for their use only. They are issued at the campus Public Safety office. The car license number is recorded when the decal is issued. The decal shall be displayed in the designated space on the vehicle at all times. Cars identified by this decal shall be entitled to park in any Faculty/Staff unreserved area on campus.

Locking Offices and Rooms

Offices, laboratories, and special rooms containing valuable records or equipment must be locked when not in use by employees. This is important at all times, but particularly following the daily schedule of classes.

Employees are urged to give attention to the matter of closing windows, adjusting shades, and turning off lights when classrooms, laboratories, and offices are not in use.

General Services

Printing - Office Services operates a central printing facility to provide economical printing, binding and other services to the campus. Print jobs can be submitted by email attachment, CD or hard copy for processing. A valid fund and account number must be provided before a job can be processed. Completed print jobs can be delivered by mail services upon request. Contact Office Services to obtain an estimate or other information concerning services offered.

Mailing - Office Services delivers and collects USPS and internal mail each morning from designated department locations. Out-going Mail must be bundled and labeled by fund and account before it can be picked up and must be clearly and properly addressed to a USPS recognizable address. Mail can be delivered to mail services any time before 3:00 p.m. for processing that day. Mail received after 3:00 p.m. will be processed the next working day.

Please contact Mail Services for information on money-saving USPS bulk mailing opportunities and for information on other specialty mail services.

Postage stamps are available for purchase at the University Book Store.

Central Receiving/Parcel Delivery - Incoming freight (UPS, FEDEX, etc.) is processed by Central Receiving and delivered to campus departments that afternoon. This service is for parcels related to University business only. Special arrangements can be made with Central Receiving to have parcels picked up for return to the vendor.

Individuals personally picking up materials and supplies purchased with a University purchase order must check in those items through Central Receiving in order for the vendor to be paid.

University Property

The University provides various items to employees for their use in performing their job. This

may include, but is not limited to, such items as information, telephones, computers, mobile devices, e-mail access, intranet/internet access, desks, chairs, work stations, tools, supplies, etc. The appropriation or use of University property for private enterprises or similar gain is prohibited. While employees may reasonably use some University property, such as local phone calls, for limited and necessary functions, any abuse of University-owned property could be grounds for serious disciplinary action up to and including termination.

Inspecting and Monitoring - To ensure the safety and protection of employees, students and members of the public, as well as to protect the interest of the University in ensuring that its departments operate in an effective and efficient manner, the University reserves the right to inspect any University provided items as well as employees' personal property located on University premises when there are reasonable grounds for suspecting that an inspection or search will turn up evidence that an employee is guilty of work-related misconduct, or that the inspection or search is necessary for a non-investigatory work related purpose. It is the express intention and policy of the University that any such inspection or search be conducted in compliance with prevailing state and federal law. The employee may avoid exposing personal belongings to inspection at work by simply leaving them at home.

The University also reserves the right, except where prohibited by state or federal law, to monitor telephone and computer usage, and to use cameras in all non restroom areas of its facilities to monitor the activity of any individual on the premises. If this monitoring demonstrates that an employee has exhibited poor performance or improper conduct or activity, he or she will be subject to disciplinary action up to and including termination.

Transfer of Property - The transfer of University equipment from one department to another requires an order to transfer equipment and must be approved by the Department Chair and School Dean or Director of the Department.

If the transfer is permanent, proper inventory records will be adjusted by the Office of the Director of Budget and Operations.

Indoor Decoration and Display Standards - The purpose of this policy is to establish guidelines that meet the National Fire Protection Association (NFPA) Life Safety Codes for the safe use of items used for indoor decorations and displays; for the protection of students, faculty, staff, visitors, and the University community. These guidelines apply to all facilities on campus.

- Flame retardant materials must be used in interior decorations or displays. **Note:** Where required by applicable provisions of the code, draperies, curtains, and other loosely hanging furnishings and decorations shall meet the flame propagation performance criteria in NFPA 701 Standard for Fire Tests for Foam Plastics Used for Decorations Purposes.
- No flammable material, including crepe, tissue, construction, wrapping or other type of paper or plastic, may be hung, attached, or affixed to any overhead light fixture, heat emitting or producing device, or over a door and doorway that is designated as an emergency exit.
- Paper may not be affixed to the floor of a room, hallway, or corridor for decoration or display purposes.

- Foam or foam plastic decorations shall meet NFPA 701 Standard for Fire Tests for Foam Plastics used for Decorations Purposes. The phrase “unprotected materials containing foamed plastic” is meant to include foamed plastic items covered by “thermally thin” combustible fabrics or paint.
- No decorations or display may be suspended from any part of a fire suppression/sprinkler system.
- Only UL approved power strips may be used for electrical power to displays.
- Small gauge extension cords with 2 prong plugs cannot be used for any purpose and their use is against University policy.
- Only UL 3 prong approved extension cords, 18 AWG gauge minimum, may be used for temporary power (for a period up to 90 days) for a decoration/display.
- Paper, tissue, plastic, cloth or other flammable covering may not be placed over an electrical outlet.
- Decorations and or displays cannot be placed in a fashion to block or obstruct the egress of a doorway, hallway, corridor, or pathway.

Enforcement of this policy shall be thru Missouri Southern State University Department of Fire Safety/Environmental Health. A verbal notification of non-compliance will be given to individual or department for immediate remedy; a written notification of offense may be sent to the Department Chair or Dean or Department Director as a follow-up. Items found to not be in compliance with this policy will be removed immediately by the individual or department where the violation occurred. If the item(s) are found to be an immediate threat to Life Safety, the Department of Fire Safety/Environmental Health may remove those items found to be in violation.

Radiant Heater Use in Campus Buildings

This policy will establish guidelines for use of freestanding or under desk type radiant heaters; for the protection of students, faculty, staff, visitors, and the University community. These guidelines apply to all facilities on campus.

The University is committed to be as energy efficient as possible; the use of radiant heaters violates this process. These devices consume large amounts of electricity to operate and use of them negates all the University’s efforts for energy conservation.

The use of any personal type radiant type heater (under desk heaters) is strictly prohibited in all campus facilities. When found, Physical Plant staff will inform the user to remove item from campus. If it is not removed, it will be confiscated.

Access Control Policy

Purpose - The purpose of the Access Control Policy is to balance strong physical security and reasonable, monitored building access for the benefit and safety of the campus community. The Access Control Policy will serve to define the role of access control on Missouri Southern State University (MSSU) campus. This policy will define procedures to authorize access to campus buildings and property, and will maintain the future security of these areas by revoking access when appropriate. This document will define access balanced against demonstrated

need to ensure faculty and staff have appropriate access to work areas, and service personnel have access to facilities.

Finally, this policy will underscore the responsibilities that possessing access to University property entails. Clear guidelines and remedies for non-compliance and misuse will be provided, as well as key loss from theft, misplacement or destruction.

This policy will be reviewed by the committee the spring semester of each year.

Access Control Advisory Committee - The duties of the Committee are to review policies and procedures and make recommendations to the administration. Membership is comprised of those divisions requiring special access and responsible for the security and safety of the campus facilities. Members include Dean of the School of Arts and Science; Dean of the School of Health Sciences; Director of Physical Plant; Chief of Campus Police; Campus Card Service Manager; Director of Residence Life and Chief Information Officer.

Access Definitions

- Access Control - Control of entry/exit to an area by any means (mechanical or electrical).
- Access Control Key - Any device used to gain entry/exit to a controlled system (normally a mechanical key or a card key).
- Campus Card System - A single card used for ID, meal plans, purchasing, admission to campus activities, vending and access control
- Key – Any mechanical or electrical device used to operate a mechanically controlled mechanism for entry/exit to a controlled area.
- Grand Master - A key, either mechanical or electrical, that allows unlimited access to all buildings and areas on campus. These keys are restricted to senior level administrators, public safety officers and maintenance staff that may require access into any areas of campus 24 hours a day, 7 days per week.
- Building Master Access - A key, either mechanical or electrical, that allows the carrier unlimited access to all areas within a specific building. These keys are restricted to persons with administrative responsibility for an entire building.
- Department Master Access - A key, either mechanical or electrical, which allows the carrier access to all areas within a specific department.
- Outside Door Access - A key, either mechanical or electrical, which allows the carrier to open or secure outside doors to a building.
- Individual Access - A key, either mechanical or electrical, which allows the carrier access to the building, an individual office or work area.
- Custodial / Communication / Electrical / Security / IT Access - A key, mechanical or electrical, which allows the carrier access to service closets and mechanical rooms restricted from general access.
- Student Access - A key, either mechanical or electrical, which allows a student access to a specific room, work area or residence hall.

- Temporary Access - A key, either mechanical or electrical, which allows the carrier temporary access to a specific room or set of rooms for a limited time.

Access Approval

Requests for access are approved as outlined below. A Dean, Vice-President or Director must approve the request for their area of oversight and sign for access.

Grand Master - President and Vice-Presidents approve request and sign for access for their areas.

Building Master - Deans, Vice-Presidents, and Non-Academic Directors approve request and sign for access for the building.

Department Master - Deans, Vice-Presidents, and Non-Academic Directors approve request and sign for access for the building.

Individual Access - Dean or Director of non-academic units approve request and sign for access for units.

Utility Master - Director of Physical Plant, Chief Information Officer approve requests and sign for access for utility master.

NO INDIVIDUAL, OTHER THAN THE PRESIDENT, MAY SIGN HIS/HER OWN ACCESS REQUEST.

Guidelines for Awarding Access

- Administrators and Professional Staff - May be given access approval for a grand master by the President or Vice President; approval for a building master and/or department master may be given by their immediate supervisor.
- Department Chairs - Department Master and/or individual access approved by their immediate supervisor.
- Departmental Full-time Faculty and Staff - Department Master and/or individual access approved by their immediate supervisor.
- Department Secretary/Staff - Department Master and/or individual access approved by their immediate supervisor.
- Adjunct Faculty/Seasonal Staff /Continuing Education Instructors- A key, either mechanical or electrical, will not be issued to this group.
- Student Access - Request by Department Chair or Director of Non-Academic unit with final approval by a Dean or a Vice-President.
 1. Student Employees - Any department that utilizes student employment is responsible for developing a clear policy that responsibly delegates reasonable and appropriate access. Department heads, Directors and/or Deans must approve every key issuance. When possible, access should not be issued to

individual students. If a student cannot perform his/her duties without access, only specific access (e.g., only rooms within the department, not entire floors or buildings) should be granted. Ideally, keys should be checked out only when needed and card-controlled access should be during a timed interval, i.e., the student's work schedule. All student employees share an equal responsibility for securing doors and university property. Students are never to allow any person to use their keys or permit access to secured areas. Students will not make copies of any key. Students should not "prop open" doors or otherwise disable the secure closure and locking of any door. All access granted to students is to be surrendered upon separation of employment. Any student found violating these rules will be subject to the university disciplinary procedures listed in the Student Handbook.

2. Student Lab Use - Students will not be issued passes or access to departmental labs or facilities after normal operating hours unless the instructor or an approved student employee lab assistant is present when students use their passes. Student lab assistants must be at the junior/ senior level and highly competent using equipment in labs. This access must be approved by Department Chair and Dean of the specific area.
 3. Student Residents - Residence hall students will be issued keys to access room and mailbox assigned by Residence Life. Students are responsible for securing their assigned room and contents inside their room. Loaning keys, making copies and propping outside doors are forbidden. All assigned keys will be turned into residence hall staff when checking out of the residence halls. Failure to return keys will result in a monetary charge.
- Temporary Access - Temporary master keys, grand master, building master or maintenance master keys are issued by the University Physical Plant during the week and the University Police Department (UPD) on weekends to contractors working on campus on a specific project(s). Advanced notification must be submitted to the Physical Plant office by an online form to validate those entities needing access to campus facilities. Key(s) and cards must be picked up and returned every day in the University Physical Plant or UPD office.
 - If a department sponsors an event at a time other than regular operating hours, a staff or full-time faculty member must be present for the entire event.

Access Control Request

Employees needing access to buildings/offices must pick up a Key Card (Yellow card) from the Physical Plant office. The employee's supervisor(s) signature is required to authorize access. The appropriate key(s) will be issued by Physical Plant and card access by the Campus Card Service Center.

Obtaining Access via Mechanical (Key) or Card System

Access Control Request - Employees needing access to buildings/offices must pick up a Key Card from the Physical Plant office. The employee's supervisor's signature is required to authorize access.

Once approval is obtained, key(s) are issued in the Physical Plant office during regular business hours. Access cards are issued at the Campus Card Service Center. Proper identification will be required to pick up key(s)/card. Access key(s) or card cannot be obtained through the mail.

Access Control Records/Inventory

Mechanical Keys - The Carpenter Supervisor maintains electronic access control records. The electronic system maintains records of specific lock cores assigned to each door along with a complete list of the keys issued to every employee.

When an individual needs to be assigned a key to a specific area, a Key Card will be completed listing the individual's name, SID number and the area(s) in which he/she will need access. The key card must be signed by the Department Head with either the Dean's, a Senior Administrator's or the Director of the Physical Plant's approval. The Carpenter Supervisor will deliver the approved key(s) to the Physical Plant office attached to the Key Card. Employees must pick up key(s) at the Physical Plant office. Individuals will be required to sign the Key Card validating receipt of the key(s). The signed key card will be maintained by the Carpenter Supervisor.

UNDER NO CIRCUMSTANCES ARE KEYS TO BE TRANSFERRED FROM ONE INDIVIDUAL TO ANOTHER WITHOUT GOING THROUGH THE ABOVE-LISTED PROCESS.

All keys, upon a key holder's termination or resignation, are to be returned to the Physical Plant office, who will note that the keys have been removed from the individual's access record.

Card Access - Access control records are maintained electronically by the Campus Card Service Center. The electronic system maintains records of specific locations and times assigned to each access card along with a complete list of every employee and the card locations for which they are approved. The system also maintains a record of the dates and times card-holders used the cards.

Changing or Replacing Locks

Mechanical locks requiring repair or replacement will need to have a work order submitted to the Physical Plant by the supervising department. The Carpenter Supervisor will be responsible for completing the lock change request.

Replacement of Keys (Broken, Worn Out, or Lost Keys) or Access Cards

Broken/Worn Out Key(s) or Access Cards

- Mechanical Key(s) - replacement of broken or worn out mechanical keys will be handled by the Carpenter Supervisor through the normal work order system.
- Access Card - replacement for the access control system will be handled by the Campus Card Service Center on the 1st floor of Billingsly Student Center (BSC). Cards needing replacement due to physical damage will incur a fee. Cards found to be defective will be replaced at no cost.

Lost

- Replacement of lost mechanical keys will be handled by the Carpenter Supervisor. Lost keys will be replaced, if approved by the key holder's supervisor. A new Key Card will need to be completed to replace the lost key.
- Replacement of key cards for the access control system will be handled by the Campus

Card Service Center on the 1st floor of BSC. A fee will be charged to any individual who requires a replacement for a lost card.

Fee to Replace Key or Access Card

A Key or Access Card replacement fee will be assessed for all replaced keys or cards (See the Lion Card Office for a list of current fees.)

The individual to whom the replaced key or access card is issued is responsible for payment of the replacement fee.

If an individual's keys or access cards have been stolen, the individual may appeal the cost of the lost or stolen key or access card by presenting a police report to the Access Control Committee. If it is determined that negligence on the part of the individual did not contribute to the key or Access Card being stolen, the fee will be waived.

If a Dean, Vice President, Director, or Department Head believes that extenuating circumstances justify not charging a replacement fee for a lost key or access card, an appeal can be presented in writing to the Access Technical Committee to determine whether a replacement fee is required.

If keys have been lost or stolen, it is critical that those doors affected by the loss of the keys be rekeyed. To rekey a room, the department which was issued the key needs to send a completed work order to the Director of Physical Plant.

Returning Keys/Card – Termination of Employment

- Voluntary – Employees leaving MSSU due to retirement or other voluntary reasons are required to relinquish all university keys, identification cards, etc. to the Physical Plant office. An Employee Clearance Notice will be completed and forwarded to Human Resources. The building access authorization for the employee will be changed in the Campus Card System immediately.
- Involuntary – Terminated employees will submit all key(s), access cards and identification to their supervisor or a member of the Physical Plant or UPD. The building access authorization for the employee will be changed in the Campus Card System.

Access Appeal Process

Individuals denied access by the Access Control Policy may appeal in writing to the Access Control Advisory Committee if the request is believed to be unjustly denied. The Access Control Advisory Committee will then determine if circumstances warrant the issuance of access to the appealing party. Final authority regarding appeals resides with the Vice President(s) and/or President of the University.

Compliance

Individuals found to be in violation of the Access Control Policy will be subject to disciplinary measures by the university (such measures could include, but are not limited to, suspension, expulsion, and/or employment termination).

Examples of access violations include loaning or transferring keys/cards without authorization, unauthorized duplication of keys/cards, propping of doors, and admitting unauthorized persons into a building.



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