

# Faculty Handbook

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## 4. Administrative Policies, Services and Facilities

Saint Mary's College of California

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## 4. ADMINISTRATIVE POLICIES, SERVICES and FACILITIES

### 4.1 ADMINISTRATIVE POLICIES

#### 4.1.1 ROOM RESERVATIONS

Reservation of campus facilities (with the exception of classrooms and athletic facilities) is done through the Events and Conferences department. There is a distinction between College-sponsored and College-hosted events.

*Sponsored Events:* Sponsored events are those which are part of the College program of studies and which involve an audience comprised of 75% Saint Mary's students, faculty and/or staff.

*Hosted Events:* Hosted events are those with which the College is associated or is collaborating but whose primary audience is not comprised of Saint Mary's students, faculty and/or staff. Hosted events must be clearly indicated as such, and requests for them must be submitted on a College memorandum (not an *Internal Facility Reservation Request* form). Hosted events are charged at one-half the current rates for the facilities used, and paperwork submitted must provide the name of an individual or organization to whom a regular *Facilities Use Contract* and request for insurance coverage may be mailed. Reservations should be made as early as possible to avoid conflicts and allow adequate time for publicity.

The reservation of classrooms is done through the Registrar's office. Guest speakers, special presentations, and combined classes must be scheduled in advance through the Events and Conferences department if the regularly assigned classroom cannot accommodate them. The use of the Soda Activity Center for regular classes is not permitted.

### 4.2 ADMINISTRATIVE SERVICES

#### 4.2.1 DUPLICATING SERVICE

The Saint Mary's Print Shop (Duplicating Center) provides printing, copying, collating, folding, stapling, hole punching, binding, and other related work. Envelopes, stationery, and carbon-less forms can also be done. The shop is open not only to the College personnel and students but to the general public as well. A copier which can reduce and collate is available for general public use.

#### 4.2.2 OUTGOING U.S. MAIL SERVICE

Daily pickups from campus offices are made twice a day starting at 9:00 AM and again at 12:00 PM. Any other outgoing mail must be delivered to the SMC Post Office located in the Post Office building no later than 4:00 PM to be processed the same day. All outgoing mail must be accompanied by billing slips and metering instructions, which are available upon request. Each office is responsible for separating mail by category (local, foreign, etc.). All envelopes to be sealed should have flaps up to be run through the postage machine. Like-sized pieces should be bundled. Mail room personnel should be alerted for an early pick-up and processing of more than 100 pieces by any single department. For further information, contact the SMC Post Office at (925) 631-4882.

##### 4.2.2.1 Campus Mailboxes (Faculty and Administration)

The SMC Post Office is located in the Post Office building. Mailboxes for faculty and staff are centralized here and can be accessed 24 hours a day. Any material which needs to be distributed to the mailboxes can be left in the SMC Post Office. The mailboxes assigned to faculty and staff are locked. Individuals may obtain their mailbox keys at the customer service counter. Keys must be returned to the SMC Post Office if the individual ceases to be employed at the College. For further information, contact the SMC Post Office at (925) 631-4882.

#### 4.2.3 PAYROLL OFFICE

The Saint Mary's College Payroll office is located on the first floor of Filippi Hall. Any payment for services rendered either by a student, faculty member or administrative staff is paid through this department. Payday is on the 15<sup>th</sup> and the last day of the month. All timesheet reporting is due in this office by the 5<sup>th</sup> and/or the 20<sup>th</sup> of each month. All paychecks and all other incidental payments are mailed the day before payday via the U.S. Postal Service. Direct deposit is available and is the College's preferred method for payroll. On payday, those electing direct deposit will receive an email notice that their most current payroll information is available in GaelXpress.

#### 4.2.4 TELEPHONE CALLS

The Saint Mary's College telephone number is (925) 631-4000. College telephones are provided for College business only. While reasonable use of College telephones for personal use is permitted, excessive or abusive use is prohibited. Moreover, all long-distance calls must be billed to the faculty member's personal account as described below. Questions about telephone service should be directed to the Telephone Services Manager.

Faculty who wish to reach students in the residence halls should dial the student's four-digit campus telephone number. In addition to on-campus calls, faculty office phones may be used to make off-campus calls within Area Code 925. (Dial 9 plus number.)

For all calls off-campus dial 9 for local or 9+1+Area Code+7-digit number for long distance. For credit card, collect or third-party calls, call 9+0+Area Code+7-digit number. Coin telephones are also available for making personal calls. Faculty should advise persons who call them to dial their number directly by using the prefix 631 plus their extension.

Individual Voice Mail is provided to all faculty and staff, even when a phone is shared. Voice Mail must be set up by the user initially in order to function correctly. Instructions in the set-up and use of Voice Mail are available from the IT Services Department and on-line on [www.stmarys-ca.edu](http://www.stmarys-ca.edu), under the IT Services heading.

#### 4.2.5 MAINTENANCE AND JANITORIAL SERVICE

Requests for service and information regarding scheduling of any janitorial, grounds, and/or building maintenance services should be directed to the Facilities Services office. This includes requests for cleaning, moving, set-ups, or ground use, as well as repairs or installation of any equipment or services. Requests for remodeling, renovations, or new construction must be accompanied by a Project Request form available in the Facilities Services office. To facilitate scheduling, it is necessary to complete a Saint Mary's College Work Order Request and submit it to the Facilities Services office. After 3:30 PM, emergency service may be requested through Public Safety.

#### 4.2.6 LOST AND FOUND

The College's Lost and Found department is located at the Campus Security office. Inquiries may also be made at the main entrance gate.

#### 4.2.7 INFORMATIONAL SERVICES

##### 4.2.7.1 Master Events Calendar

The *Master Events Calendar*, available on the College Web site can be used as a guide for scheduling events and speakers in such a way as to keep events from competing for audiences and parking spaces, and to help maintain a manageable traffic flow. Information to be included on this listing should be submitted via the "Internal Facility Reservation Form" at least two weeks in advance. No events should be planned or booked prior to receiving written confirmation from the Events and Conferences department.

### 4.3 ADMINISTRATIVE FACILITIES

#### 4.3.1 MISSION AND MINISTRY CENTER

The Mission and Ministry Center gives expression to and fosters the Catholic Lasallian heritage and mission at Saint Mary's College. The professional staff and student leaders provide leadership for and support to the College's articulation of the Catholic and Lasallian identity in the context of a liberal arts education and given expression in the five Lasallian Core Principles: Faith in the Presence of God, Concern for the Poor and Social Justice, Quality Education, Inclusive Community, and Respect for All Persons. The six Core Areas of the Mission and Ministry Center include Faith Formation, Lasallian Mission, Liturgy and Prayer, Justice and Education, Residential Ministry, and Retreats and Vocation. The Mission and Ministry Center is located next to the Chapel along the Arcade. Call (925) 631-4366.

#### 4.3.2 STUDENT HEALTH CENTER

The Student Health Center is located on the ground floor of Augustine Hall. The staff is not authorized to treat faculty or staff, except to administer care in the event of an emergency until further medical care can be arranged. Information pertaining to health and wellness is displayed in the form of brochures and is available to those interested. The staff is also available to assist with referrals to off-campus medical support entities if needed.

All injuries must be reported to the Human Resources office. Except for emergency treatment, an authorization must be obtained before treatment can take place. The Human Resources office and the Workers Compensation carrier are the only ones who can authorize treatment. For emergency services call 911.

Employees are not allowed to transport injured workers. If the employee is unable to drive and if no near relative can be located, American Medical Response West Ambulance Company should be contacted at 1-800-540-3066.

#### 4.3.3 COUNSELING AND PSYCHOLOGICAL SERVICES

Counseling and Psychological Services provides individual, couple, or group counseling, consultation and classroom presentation. Trained staff assist with personal problems, such as relationship issues, decision-making, sexuality issues, stress and anxiety, substance abuse and addiction, eating problems, self-esteem and motivation, depression, and peer and academic pressures. If faculty need guidance in identifying students who may benefit from counseling, a brochure, *Helping and Referring the Distressed Student*, is available online and at the Center, which is located on the ground floor of Augustine Hall.