

USB News
Facilities Management
January 2014

Inclement Weather

[University Policy 1309](#) is designed to establish guidelines and procedures for university closings and compensation of designated employees during inclement weather events as follows:

- Designated staff that works their normally scheduled shifts during an authorized closing will be credited with compensatory leave for those hours worked.
- Designated staff required to work in excess of the hours in their normally-scheduled shift will be compensated for the excess time worked (i.e., overtime payments), provided they are in a non-exempt classification.
- Designated staff that does not report to work as scheduled or leaves before the end of the shift during an authorized closing must charge time missed to annual leave, compensatory leave or leave without pay as appropriate.
- Employees are expected to report to work on time. However, when conditions create transportation difficulties that result in late arrival of classified employees, supervisors may authorize up to two hours of such lost time as an authorized absence not charged as leave. Supervisors should decide each case on its own merits.
- Employees who are on approved leave with pay for an authorized closing day will not be charged leave for the day.
- To be eligible for pay, non-designated staff must work or be on paid leave the work day before and the work day after the authorized closing.
- Non-exempt (hourly) employees will be paid for the number of hours they were scheduled to work during the authorized closing

If you have questions, contact your supervisor or manager.



 **FM Snapshots - Christmas Banquet**



Open Enrollment for Overtime Leave:

1/25/14 - 2/24/14

Please contact Susan May (8-6126) if you have any questions.

2014 Holidays

Employee Personal Day

January 1 - 3

January 20

March 14

May 26

July 4

November 27 - 28

December 24 - 31

Welding Shop

Rugby goals, exercise bars, coat and bike racks, ladders, and sculptures. These are just a few of the many types of structures fabricated by Facilities Management's Welding Shop. Although the shop's primary focus is the fabrication and repair of steam and condensate lines for the university's Power Plant, they provide welding services to many other customers on campus.

The Landscape Department has utilized welding services in the fabrication of metal posts and specialized tools, such as drags used to smooth the surface of the baseball field. The shop has also created wall sculptures of dishes and utensils that are displayed in Mrs. Green's, built racks to hang rugs for the Convocation Center, and constructed handrails for the President's house. In addition to fabrication, modification and limited machining, the shop can repair most any metal item to include stainless steel, mild (black) steel, aluminum and cast iron.

What is so unique about the Welding Shop is that particular items can be made according to specifications desired by the customer. Instead of purchasing something prefabricated, customers can request that an item be crafted to specifically meet their unique needs and, often, they will pay less for this custom piece than they would for an item purchased through a retailer.

The Welding Shop is managed and supervised by the JMU Power Plant. The university currently has 2 certified welders, they are Paul Sullivan and Danny Smith. Paul is a ten year JMU veteran and Danny has been with FM six years. They both enjoy the challenges and variety of what they do. Troubleshooting and design are significant components of their job and contribute to the endless possibilities of what they can offer.

The Facilities Management Welding Shop is located within the North Campus Power Plant which is situated behind the Grace Street Parking deck. Potential customers can request welding services or estimates through the work order process via AiM.



Flatware and dish sculpture at Mrs. Green's



Welders Danny Smith and Paul Sullivan

FM Birthdays for January

Danielle Comer 1/1	Syed Shah 1/1	Mike Leecy 1/4	Sherry Lam 1/5	Tammy Propst 1/5
Justin Morris 1/6	Brad Null 1/7	Brian Owens 1/7	Jeanette Wright 1/8	Frank Lucas 1/9
Merlin Deputy 1/10	Vic Wise 1/11	Robert Ritchie 1/12	Lauren Shipe 1/12	Randy Markanich 1/12
Jay Custer 1/16	Wayne Lucas 1/18	Brian Schulte 1/18	Charlotte Shifflett 1/18	Loretta Frank 1/20
Doug Kisamore 1/20	Bethany Sheffer 1/20	Cynthia Harman 1/21	Jason Lucas 1/22	Chris S Miller 1/23
Spencer Turner 1/23	Charles Kiser 1/24	Ronald Morris 1/24	Jason Rexrode 1/24	Barbara Williams 1/24
Walter Gill 1/25	John Cunningham 1/27	Mary Garth 1/28	Richard Morris 1/28	Troy Schiller 1/28
Kathy Davidson 1/29	Jeff Wright 1/29	Mona Reedy 1/30	Nathan Hunsaker 1/31	

Regular contributors to the newsletter: Carlene Heatwole, Melissa Mayhew, Michelle Small, Deanna Glass, Julie Huffman, Carrie Grimsley-Comer, Kathleen Whetzel