

# CAL POLY DEPARTMENT OF EMERGENCY MANAGEMENT (DEM) OFFICE POLICY

## 1047.1 OPERATIONAL HOURS

The office general hours of operation are: 8:00 a.m. to 4:00 p.m. Monday through Friday.

Note that at a minimum of one DEM personnel are required to be scheduled to work operational hours Monday – Friday.

## 1047.2 DUTY OFFICER

DEM Director of Emergency Management and Emergency Services Manager will serve on a one week duty rotation as the on call duty officer. The duty officer shall be the first point of contact for response to emergencies or disasters that may impact the campus as well as serve as the point of contact for after-hours emergency management correspondence. The duty officer schedule will be set monthly and any requests to shift duty days must be made in writing via email, text, or request form.

While on duty, the duty officer must remain within the San Luis Obispo County limits and must respond to telephone calls within 30 minutes and must be able to respond to the campus within 1 hour of notification of an incident.

## 1047.3 TELEWORK GUIDANCE

Telework will be approved by the appropriate supervisor for specific projects for no more than 4 days per pay period. There is an expectation by the Director that this day is not a “free day” but a time when projects can be accomplished out-side of the noise of the office.

Supervisor’s need to actively monitor the work done during this time.

Typically there will be no regularly scheduled telework days during the week. For example team members will not be allowed to work every other Monday. It will be a case by case basis. However, appropriate supervisors may approve scheduled telework days for long term projects in order to promote efficiency.

## 1047.4 RESPECT YOUR COLLEAGUES

We are working together in tight quarters, please be respectful and courteous in your work place.

- Use your “inside,” quiet voice

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- Be prepared and prompt for meetings
- If you listen to music at your work station, you **must use ear phones** or similar so that only you hear your music

### **1047.5 DRESS CODE**

The proper dress for this operation is Business Casual. Dress is business casual and should be for your role as a State Employee. Cal Poly collared gear may be worn during business hours.

The following items are examples of what be worn during business hours:

- - Tank Tops
  - Shorts
  - Flip-Flop style shoes
  - T-Shirts
  - Faded, ripped or torn clothing
  - Oversized pants or shorts that cannot be kept fitting around the waist
  - Inappropriately short, low cut or tight clothing
  - Blue Jeans (Except on Fridays)

More casual attire such as hiking pants or hiking shoes are permitted for normal business operations.

Ball caps are to be worn with the bill to the front of the face of the wearer.

### **1047.6 GROOMING**

Hair should be clean, combed, and neatly trimmed or arranged. Unkempt hair is not permitted. Sideburns, mustaches, and beards should be neatly trimmed.

### **1047.7 WEARING OF DEM ATTIRE**

While wearing DEM organization attire (shirts, jackets, or caps) it is important to remember you represent the university, state, and your co-workers. Our policy prohibits wearing DEM organization attire in public places that would project an inappropriate message such as bars, nightclubs, liquor stores, etc. It is inappropriate to alcohol in a restaurant or hotel public area or other drinking establishment while wearing DEM attire.

### **1047.8 IDENTIFICATION / BADGE**

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DEM employees shall carry their department identification cards and badges with them at all times. This enhances readiness for employees to identify themselves or rapidly response to emergencies.

### **1047.9 ALCOHOL AND DRUGS**

Use or possession of any alcohol, illegal drugs or related items will not be permitted in or near any DEM facility. Alcohol may not be consumed while wearing any DEM attire at any time.

### **1047.10 TRAVEL POLICIES FOR DEM STAFF**

DEM employees will follow all Cal Poly and Public Safety travel policies and procedures.

### **1047.11 TIME SHEETS**

Hours worked or Leave Usage should be reported in employees Cal Poly Portal by the end of each pay period.

### **1047.12 LEAVE REQUESTS**

All leave and time off requests should submitted via written correspondence. Acceptable written correspondence for requests include, email, text, leave request form or calendar request. All leave and time off requests should be requested no sooner than 7 days prior to the time off start date.

Case by case exceptions for requests with less than 7 days prior to start time may be made by appropriate supervisors.