Purpose of This Manual

This Manual has been prepared to inform you about UMD Facilities Management philosophy, employment practices, and policies, as well as the benefits provided to you as a valued employee and the conduct expected from you. This manual is not all-inclusive. This document is a collection of guidelines for employees to know, reference, understand, and follow. This is a supplement to current bargaining unit contracts.

No employee manual can answer every question, nor would we want to restrict the normal question and answer interchange among us. It is in our person-to-person conversations that we can better know each other, express our views, and work together in a harmonious relationship.

We hope this Manual will help you feel comfortable with us. We depend on you - your success is our success. Please don't hesitate to ask questions. Your supervisor will gladly answer them. We believe you will enjoy your work and your fellow employees here. We also believe you will find Facilities Management a good place to work.

We ask that you read this Manual carefully, and refer to it whenever questions arise. We also suggest that you share it online with your family to become more familiar with UMD Facilities Management and our policies.

Facilities Management policies, benefits and rules, as explained in this Manual, may be changed from time to time as business, employment legislation, and economic conditions dictate. If and when provisions are changed or added, you will be notified by email of the changes made online to this manual. A paper copy is available at Facilities Management Front Desk, 241 DAdB.

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