WELCOME ABOARD!

You’re joining the Marine Corps Community Services (MCCS) team that proudly serves a military organization long acclaimed for its distinguished valor and long tradition of Esprit de Corps – The United States Marine Corps.

Our Mission is to enhance the quality of life and social wellbeing of the Marines we serve by providing exceptional programs, goods and services. Our internal mission is “Make It YOUR Business” by knowing your job and being able to create better interactions and customer experiences. The positive interactions you create with our patrons help fulfill the external mission to our customers, “Our Mission Is You.” It’s the sole reason we exist and what compels us to do what we do every day in the service of our Marines and their families. We strive to exceed our customer’s expectations in everything we do. We’re Accountable in that we “OWN” the results of the job we’re assigned to perform. We’re Bold in our actions by rejecting complacency and the “status quo“ in all that we do. We continue to seek self-improvement. Our every action serves only one purpose, to be fully engaged and Connected to the Marines we are here to serve. If these traits sound like you, you’ve chosen the right place to work and grow with us.

MCCS is an important benefit to all active and retired military personnel and their family members. It can be beneficial only through the dedicated and conscientious effort of every individual on the team. We take pride in the service we provide our military community and in our team members, who make this service possible.

The information in this Team Member Handbook is general and will give you a brief history of MCCS, its mission and how you can help accomplish that mission. Because we are a large organization, we have published rules to maintain our high operating standards and the favorable impression we want to project to the community we serve.

The Handbook also describes some of your benefits as a member of the MCCS team and includes other information to better acquaint you to the organization. Read it carefully and keep it for future reference.

I sincerely hope that your tenure with the MCCS is an enjoyable and rewarding experience.

R. G. WEGER
Director
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I. HISTORY AND MISSION

HOW IT ALL BEGAN

In September 1897, the Acting Secretary of the Navy, Theodore Roosevelt, authorized the Commanding Officer of Marine Barracks in Boston, Massachusetts, to establish a Post Exchange. Obviously this original attempt was successful, because today the Exchange system is over 100 years old.

The Henderson Hall Exchange began operations in 1943. The Exchange and all other operational sections at the Post occupied "temporary" buildings. Forty-three years later in 1986, our new Exchange opened. On 1 June 1989, we consolidated with the Club and Special Services Branches to become the Morale, Welfare and Recreation Activity (MWR). On 15 June 1999, the MWR joined with the Family Service Center, Education and Substance Abuse Counseling to bring all quality of life services under one umbrella - MCCS.

Officially, Marine Corps Community Services (MCCS) is an "instrumentality" of the United States government, wholly owned by the government. It is known as a Nonappropriated Fund Instrumentality (NAFI). Employees are either Nonappropriated Funds (NAF), civil service, active duty military, or contractors. Each personnel system has different benefit and incentive programs. If you have questions, ask your supervisor or your Human Resources office.

OUR MISSION

Our mission is to support the individual and organizational requirements of HQMC Marines, Sailors and other Personnel. The mission includes, but is not limited to, providing administrative, operational, logistical, and quality of life support. We accomplish this through efficient management of available resources utilizing traditional processes, advanced technology, and innovative ideas.

OUR CUSTOMER

As we become involved with our daily routines, we sometimes forget that the main reason for our jobs is to help our customers. In fact, our motto is "Satisfaction Guaranteed." The following philosophy applies to all MCCS employees regardless of our jobs:

* Customers are the most important people in any business.
* Customers are not dependent on us; we are dependent on them.
* Customers are not an interruption of our work; they are the purpose of it. We are not doing a favor by serving them; they are doing us a favor by giving us the opportunity to do so.
* Customers are not just money in the bank; they are human beings with feelings just like our own.
* Customers deserve the most courteous attention we can give them. They are the life blood of our business. They are the ones who pay our salaries. Without them, we would not be here.
II. EMPLOYMENT INFORMATION

Just as Marine Corps Community Services (MCCS) expects your best efforts and complete cooperation in supplying its customers with necessities, services and conveniences, it also has a plan for advancing your career. **Here's how!**

**EMPLOYMENT POLICY**

It is the policy of MCCS to offer equal employment opportunity to all qualified applicants regardless of gender, age, race, color, religion, national origin, or physical handicap. This policy extends to working conditions, training, promotions, and benefits. It is the foundation of all personnel decisions.

**EMPLOYMENT STATUS**

NAF employees will be placed into one of the following categories:

Regular Employees

Regular full-time employees: Persons hired for continuous positions.

Regular part-time employees: Persons hired for continuous positions.

Flexible (Flex) Status

Persons 0 to 40 hours per week. Their employment may be on a recurring basis but only when needed.

**PROBATIONARY STATUS**

Regular status employee, are subject to a one-year probationary period to continue your employment. If promoted to supervisor, another one-year probationary period is necessary. Employees who fail to meet satisfactory standards of performance may be discharged at any time during the probationary period.

Flexible status employees are at will and are not held to the one year probationary period and can be removed from the schedule at any time as business needs require.

**WAGES**

The Human Resource Management System used enterprise wide to house payroll and employee information is PeopleSoft. When it comes to payroll it is the responsibility of employees to ensure their time is correct in PeopleSoft, that it has been approved by their manager so that there is not a lapse or missed payment of their wages. Common practice for any missed time on one pay period, will then be added to the following pay period.
ADVANCEMENT

Ability and outstanding performance never go unnoticed with MCCS. We pride ourselves on promoting our own employees whenever possible. When NAF vacancies occur, the personnel department posts vacancy announcements on the Careers page in PeopleSoft, and USAJobs. All qualified applicants may apply.

INCENTIVE AWARDS AND RECOGNITION

MCCS recognizes employees who have made special contributions to the efficiency of or the general operations of the organization. Awards are given for Employee and Manager of the Quarter/Year, time in service and letters of appreciations. Details of the award program are available in the Human Resources office. These awards are referenced in the Employee Incentive and Recognition Standard Operating Procedure (SOP).

ANNUAL TRAINING

Employees have mandatory annual training that is up to the employee to complete. Ethos is a web based program that is utilized by MCCS to facilitate and track employee training is used for this purpose, formal training will be provided to all employees on how to use this program. Ethos is provided electronically to complete by specified due dates. Fiscal Training is to be completed in September and Calendar Training is to be completed by December 31. This program can be accessed from your personal computer at home.

It is a requirement as a Federal employee working at MCCS that you complete annual required training. It is the employee’s responsibility to complete this training. Limited opportunities will be presented for in person training sessions, you are encouraged to complete the online training during your work hours or on off time and be compensated for that time.

Annual training must be completed and will be noted on Performance Reviews if they are complete or not complete. Any employee who does not complete the annual training required will receive a needs improvement on a job requirement section of critical elements of their performance review.

EMPLOYEE DEVELOPMENT AND TRAINING

MCCS provides training and career development for its employees.

LEARNING DEVELOPMENT PLANS (LDP)

The Department of the Navy requires that all federal employers offer career development plans for employees. This is a mandatory program that MCCS participates in and offers a library of choices to employees. There will be scheduled training on how to access and apply for certain courses. It is up to the responsibility of the Manager and Employee to request to attend courses as they become available.
Based on your position and duties your manager will assign specific position oriented education plans for their staff. Employees are also able to add additional items to their Learning Development Training anytime throughout the year.

Completions of an employee’s LDP’s training is determined by the employee’s manager as part of a job requirement completion for performance ratings.

The training department also has an extensive library of video and audio tapes, booklets and courses for your career development.

III. EMPLOYEE BENEFITS

As a Marine Corps Nonappropriated Fund (NAF) employee, you have a comprehensive program of benefit plans which include the following:

EXCHANGE SHOPPING PRIVILEGES

All NAF employees and civil service employees have limited privileges of purchasing merchandise and services, which excludes alcohol and tobacco purchases from this Exchange and all Marine Corps Exchanges (MCX).

Henderson Hall employees may obtain an ID card from the Human Resources Office for their dependents (spouse or children only) to have shopping privileges. This identification is laminated with the dependents photo included.

HOLIDAYS

Here are the recognized federal holidays. Further guidelines on holiday hours and pay are in the Holiday Hour SOP or contact the Human Resource office for more information. The following days are national holidays:

- New Year's Day: 1 January
- Martin Luther King Day: 3rd Monday in January
- President's Day: 3rd Monday in February
- Memorial Day: Last Monday in May
- Independence Day: 4 July
- Labor Day: 1st Monday in September
- Columbus Day: 2nd Monday in October
- Veterans’ Day: 11 November (observed day varies)
- Thanksgiving Day: 4th Thursday in November
- Christmas: 25 December

VACATION LEAVE

As an FT or PT employee you accrue vacation leave at different percentages over time.

5% at initial hire
You can have a maximum balance of 240 hours in a calendar year, every hour after is considered use or lose and must be taken by the last pay period of the year.

SICK LEAVE

NAF employees will have to bring in a doctor's certificate if you miss three (3) or more consecutive days or if you abuse your sick leave. Further information on abuse of leave is outlined in the Leave and Attendance SOP. A manager may request an obituary if you use sick leave to attend or plan for the funeral of a family member. Additional bereavement leave information under Family Friendly Leave Act (FFLA).

All employees must notify their supervisors whenever they cannot report for work. Failure to do so will be considered a no call no show for their shift. Failure to report to work for three (3) consecutive shifts of no call no show will result in termination of employment with MCCS. Further information on call outs and leave is outlined in the Leave and Attendance SOP and the Consolidated Master Labor Agreement (CMLA) for bargaining unit employees.

LEAVE WITHOUT PAY

Leave without pay (LN) is a temporary, authorized nonpay status and absence from duty granted. If an employee requests leave without pay they must request this from their manager in writing. Certain benefits do not accrue during leave without pay. Contact Human Resources office with any questions, for more information refer to the Leave and Attendance SOP.

FAMILY MEDICAL LEAVE ACT (FMLA)

If you have been a regular employee for one year or more, you may be eligible for up to 12 weeks of paid or unpaid leave per year for your own medical condition or that of a family member.

Contact Human Resources Office for information and execution as soon as possible, documentation from a physician and approval time is required before FMLA time can be used.

FAMILY FRIENDLY LEAVE ACTS (FFLA)

You are also entitled to use sick leave to care for a family member or to attend the funeral of a family member. Leave or time off for funerals of a family member are offered time off through the FFLA Act. Maximum usage of FFLA per year is 13 days or 104 hours (based on full-time position, part-time would be eligible for 13 days based on the hours they work daily will compile the total hours allowable) of time to assist family members with medical or for bereavement. Please contact Human Resources if such a problem arises for more details on these important benefits.
ADMINISTRATIVE LEAVE

Only the Director or his designee can grant administrative leave. This does not result in a charge to any kind of leave or loss of basic salary. Henderson Hall Regular NAF employees also receive the anniversary of their employment date off with pay.

Military leave is granted for employees who are members of a Military Reserve Unit of the United States, including the National Guard. You must turn in a copy of your orders to active duty with your leave request.

LEAVE DONATION PROGRAM

MCCS sponsors a leave donation program, which allows employees to donate vacation leave to another employee. Contact Human Resources to participate in the program.

NAF and Civil Service (APF) employees are not eligible to donate to each other, NAF can only receive or donate to other NAF employees.

WORKERS' COMPENSATION

For your protection, MCCS provides Workers' Compensation Insurance at no cost to you. This insurance covers on-the-job injuries or illnesses. If you suffer a job related injury, it is very important that you notify your supervisor immediately. In the absence of your supervisor contact security to complete the incident report.

UNEMPLOYMENT INSURANCE

MCCS provides unemployment insurance coverage at no cost to you, in coordination with the unemployment insurance of the state where you live. When you leave MCCS, human resources will give you a Notice to Federal Employee about Unemployment Compensation - Standard Form 8, which you should take with you to the state employment commission.

EMPLOYMENT ASSISTANCE PROGRAM

A service provided by Magellan Health, that offers financial assistance, emotional assistance among many other things. This service is available to you and your immediate family.

SMITH GYM & ZEMBIEC POOL USAGE

All NAF and civil service (APF) employees have full access to the pool and gym. May be limited access during events or busy times.

Another program that allows employees access to the gym, is our Wellness Program. With this program, employees are allowed 59-minutes of exercise, two or three days a week, during
working hours. If you are interested, please see your immediate supervisor for eligibility. For further information on the program, see Civilian Wellness Program SOP 1710.1.

**METRO TRANSIT BENEFITS PROGRAM**

All NAF and civil service (APF) employees are eligible for a transportation subsidy provided by MCCS. For more information, please contact the Human Resources Office for more information on applying and qualifying for this program.

**FINANCIAL ASSISTANCE FOR EDUCATION**

All status NAF employees and civil service (APF) are eligible for financial assistance with their education. If you are interested, please see your immediate supervisor and contact Human Resources for eligibility. For further detailed information about this program, see Financial Assistance for Education SOP 12410.2.

**GROUP INSURANCE, RETIREMENT PROGRAM AND 401K PLAN**

Several medical, dental, and life insurance programs are available to regular full-time and regular part-time employees from your first day of employment. These programs cover you and members of your immediate family. **You will have 31 days from your starting date or the date you become eligible to enroll.** If you do not enroll in these plans on or before your eligibility date, you may forfeit certain benefits to which you are entitled. Detailed instructions and booklets describing the programs are available in the Human Resources department. Annual open enrollment for medical and dental plans become eligible each year during specified dates in November.

All regular full-time and regular part-time employees are immediately eligible to enroll in the retirement program and the 401k plan.
IV. PERSONNEL PROCEDURES AND PRACTICES

STANDARDS OF CONDUCT

There are certain standards of conduct expected from all personnel in the Department of Defense, Department of the Navy, and the Marine Corps. The following policy statement summarizes the information all employees are required to comply with in connection with their employment.

Policy Statement

All persons assigned to MCCS activities, both military and civilian, will strictly adhere to the requirements of the Standards of Conduct. In some instances, they impose standards which require the exercise of personal judgment. All MCCS personnel must consider each instance carefully and be prepared to account for the manner in which that judgment is exercised. This is particularly true in situations which involve acceptance of hospitality, gifts, or favors from persons who do, or seek to do, business with the Department of Navy, the Marine Corps, or MCCS activities specifically.

Marine Corps MCCS personnel shall not accept any favor, gratuity, or entertainment directly or indirectly from any person, firm, corporation or other entity which is engaged in, or endeavoring to engage in, procurement activities or business transactions of any sort with any agency of the Department of Defense.

Favors, gratuities, or entertainment bestowed upon members of the immediate families of employed personnel are viewed in the same light as those bestowed upon the employee directly. Acceptance of entertainment, gifts of favors (no matter how innocently tendered or received) from those who have or seek to have business dealings with MCCS activities, the Marine Corps, the Department of the Navy, or the Department of Defense may be a source of embarrassment, may affect the objective judgment of the recipient, and may impair public confidence in the integrity of business relations between the Federal government and private industry.

Where there is reasonable doubt about the propriety of accepting favors, gratuities, or entertainment, or attending functions or accepting other invitations of a hospitable nature, MCCS personnel shall decline the gift or the hospitality.

Special treatment shall not be accorded to particular individuals or firms unless equivalent treatment is accorded to other individuals or firms justifiable entitled to them.

DRUG FREE WORKPLACE

MCCS will not tolerate the possession, use or distribution of illegal drugs. We abide by a zero tolerance policy. For further information about this policy, reference Drug-Free Workplace SOP 12792.
VENDOR GIFTS/MANUFACTURER'S SAMPLES

As employees of a government instrumentality, do not accept or take any gifts or samples, no matter how small, from any vendor doing business or seeking to do business with MCCS. Such items include cosmetic testers or gifts without purchase, promotional giveaways, or demonstration merchandise.

PRIVACY ACT AND CONFIDENTIALITY

No employee of MCCS may release such information to persons other than MCCS management and employees who handle the required personnel/payroll records without your written permission. Disclosure of confidential personal information by any MCCS employee to an unauthorized person may lead to immediate discharge and a fine of up to $5,000.

If you change your personal information such as address, telephone number, marital status, beneficiary, etc., notify your supervisor and the human resources department. Keeping your file up to date is important to you and to MCCS for purposes of payroll deductions, insurance, or notification if case of emergency. You may inspect your own official record by calling or sending a written request to the human resources department.

POLITICAL ACTIVITY

As an employee of the United States government, you cannot use your official position or influence to affect the results of any political election. You may not be a candidate for public office in a partisan election, solicit or receive political contributions, or solicit or discourage political activity from anyone doing business with your agency. You also cannot engage in political activity, to include wearing a political button, while on duty, in a government office or vehicle, or while wearing an official uniform. You may, of course, vote as you chose, campaign for your candidates or issues, or be a candidate in a nonpartisan election as long as it does not conflict with your job duties.

PERSONAL COUNSELING

Employees who have concerns with the managers are encouraged to follow their chain of command to have their concerns addressed. If you are unsure of your chain of command please contact the human resources office for assistance.
LABOR ORGANIZATION

The Marine Corps has a negotiated agreement with the American Federation of Government Employees (AFGE), Local 1786, covering NAF and APF non-supervisory employees (excluding professional and confidential employees). Copies of the contract are available in the personnel office and training office. You may also get further information in the Combined Master Labor Agreement (CMLA) dated 26 Jan 2017. (https://www.hqmc.marines.mil/Portals/143/Docs/EMAS/MLA.pdf)

REMEMBER - You are free to join or refrain from joining any labor organization or association. The union is responsible for representing the interests of all employees in the unit without discrimination and without regards to labor organization membership.

GRIEVANCES

MCCS employees have the right to have their grievances heard. Should problems arise during your employment, we encourage you to bring matters of personal concern directly to the attention of your supervisor or any other appropriate official of MCCS. You can discuss your concerns with the human resource office for guidance on how to proceed with your concerns. Employees who are non-supervisory, otherwise known as bargaining unit employees who want to file a formal grievance will find the procedure in the Negotiated Agreement between MCCS and AFGE, Local 1786. Non-bargaining unit employees must use the administrative grievance procedure posted on the employee bulletin boards referenced from the Marine Corps Order (MCO) 12000.11a.
PERFORMANCE REVIEW

All employees have their performance reviewed by their supervisors at least once a year. However, anytime your performance merits comment because of its quality or its deficiencies, your supervisor will complete a special appraisal. If performance is still below average after a trial period, an employee may be placed on a performance improvement plan that if not met dismissal will result.

EQUAL EMPLOYMENT OPPORTUNITY AND SEXUAL HARASSMENT

MCCS will not condone discrimination or sexual harassment in any form. Our work place will have an environment in which everyone is free to reach their maximum potential without coercion, intimidation or humiliation. Make sure that all conversations are professional in tone and that they would not be misunderstood. Remember, discrimination and sexual harassment are defined by the victim, so you cannot be too careful. Proven instances of discrimination or sexual harassment will result in immediate dismissal. If you have any questions or need to bring a complaint, contact your supervisor or Human Resources Office immediately.

SEPARATIONS

If you must end your employment with MCCS, give as much advance notice as possible to allow management and human resources to plan for your replacement. Two weeks is the recommended minimum. Employees who do not provide the recommended two weeks may be placed in a no rehire status, with the exception of interdepartmental or government employment transfers. On your last day, return your I.D. card, name tag, government-issued credit cards, plastic handbag, keys, smocks and other MCCS property to your supervisor or the human resource office.
V. PAYROLL INFORMATION

Direct Deposit is mandatory, employees are required to input their deposit and tax information through self-service in PeopleSoft during new employee orientation. MCCS is paid on a bi-weekly basis. At any time that an employee wishes to update their account information this can be completed by them through self-service in PeopleSoft.

ATTENDANCE

Your supervisor carefully plans your schedule to insure efficient operation of your section. Therefore, it is important that you report to work on time and on your scheduled days. Further information can be found in the Attendance Policy for NAF Employees, dtd 21 November 2017. Bargaining unit employees please refer to the CMLA for scheduling and attendance guidelines.

Employees need to see their supervisor for specific scheduling of lunches and breaks.

TCD/WEB CLOCK

Depending on an employees work location, they may utilize the TCD to punch in and out, or the PeopleSoft Webclock. The manager for each section will advise employees. Employees will receive training in New Employee Orientation (NEO), for verifying their own timesheet for accuracy.

A WORD OF CAUTION: Clock in and out only on your own timecard or sheet because falsifying attendance records for yourself or another employee will cause immediate dismissal.

LUNCH BREAKS

You receive at least a 30 minute lunch period whenever you work more than 6 hours. Bargaining unit employees please refer to the CMLA for more information.

BREAKS

When workload permits, NAF employees may receive two 15 minute break when working 8 hours. This time will paid. Bargaining unit employees please see CMLA for specified information.
VI. GENERAL INFORMATION

APPEARANCE

A well-groomed, businesslike appearance is an asset on any job, but particularly if you are in contact with the customer on the selling floor or in offices where you meet with people doing business with MCCS. Your appearance can make a lasting impression on everyone you meet.

DRESS CODE

Name tags, when required, should be worn directly below the collar on the left hand side at all times.

If you arrive for work and are not dressed appropriately, your supervisor will send you home to change. You will be charged either vacation leave or leave without pay for your absence. Repeated failure to follow the dress code will result in disciplinary action.

For more information please refer to dress code Memorandum dated 2 May 2018.

EMPLOYEE SHARED BREAK AREAS

When you use shared employee areas, make sure to clean up after yourself and keep the area clean. Respect the space and your fellow employees.

SMOKING

The Marine Corps Exchange and all MCCS offices are now smoke free. You may smoke only in designated smoking areas.

TELEPHONES

Please answer your department phone promptly and in a professional manner. When you take a message, write it down and make sure you deliver it.

Since our telephone system is for business only, do not use the department telephones for personal calls, incoming or outgoing. Use of cellular phones in the workplace is not permitted, however this may be addressed by your department specifically.

USE OF GOVERNMENT COMPUTERS

MCCS computers must be used for MCCS business only. You may not use the Internet or your computer for illegal, fraudulent or malicious activities, partisan political activity, activities whose purposes are for personal or commercial financial gain, unauthorized fundraising, accessing, storing, processing, displaying or distributing offensive or obscene material, such as pornography and hate literature, obtaining, installing or using software obtained in violation of the appropriate
vendors patent, copyright, trade secret or license agreement, sharing of internet accounts, access or provision of streaming media resources or other network services outside the purpose of conducting business. This includes, but is not limited to Internet radio stations, streaming audio (mp3), unauthorized video streams, ftp, web and chat servers, or the creation or forwarding of chain email.

PARKING REGULATIONS

Employees working in the Exchange building must park only in the authorized area. However, during high volume sales periods, the employees may be requested to park at an alternate site. Parking will be on a first come basis.

For Building 29 there are some assigned parking spaces. If your park in a spaced marked or someone other than yourself it is subject to be towed at your expense. There are plenty of unmarked parking spaces that can be utilized.

VII. SECURITY/SAFETY

HONESTY

If you are guilty of stealing, you will be immediately discharged and may be subject to legal action.

IDENTIFICATION CARDS

Please report the loss or theft of your ID immediately. MCCS will then turn the information in to DEERS CAC Identification office for investigation. Please remember that your ID is government property; handle it carefully. Repeated loss will lead to disciplinary action up to termination. See Human Resources for replacement ID paperwork.

This also applies to your dependents and the identification cards they have for patronage.

DANGEROUS WEAPONS

Federal law prohibits bringing any dangerous weapons or substances into a federal facility. You may be fined, imprisoned for up to one year, or both if such a weapon is found in your possession.

PERSONAL ITEMS

If you bring personal property into the MCX, i.e., cameras, iPods, laptops, etc., check it with Security when entering and exiting. Any item not registered with Security may be held until ownership can be proven.

EMPLOYEE PURCHASES
Make your purchases during the hours of operation and then only during authorized breaks or lunch periods. You may not put merchandise on hold. You must also wait until sale merchandise has been available to the public for four hours before you may purchase.

Retail employees, see retail specific guidelines for more information.

NOTIFICATION OF THE SECURITY DEPARTMENT

If you see or hear about any suspicious activity within your department, dial security and tell him or her your location. If you need immediate security response, dial extension 111 if you are in the main exchange, if located outside of the MCX dial 703-979-8420 extension 111, this is the emergency line into the security department.

SAFETY PRECAUTIONS

Safety is no accident! Your help is essential in maintaining your activity in top condition because you can prevent most accidents by good housekeeping. If you spot an unsafe condition that you can't correct yourself or if you have a suggestion for improving safety, it is your responsibility to report that safety hazard or condition to your supervisor or the Safety Coordinator at extension 118.

Your attention to your personal safety and to the safety of your coworkers is also crucial. If you are lifting or moving heavy items, you are required to wear a safety belt provided for that purpose.
NAME: ____________________________    ____________________________
                      Last                   First

SECTION: ________________________________

JOB TITLE: ________________________________

I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO READ THIS EMPLOYEE
HANDBOOK CONTAINING THE RULES AND POLICIES OF MCCS AT
HENDERSON HALL AND TO ABIDE BY THESE POLICIES.

IF I HAVE ANY QUESTIONS OR SUGGESTIONS ABOUT MY JOB, I WILL
CONTACT MY SUPERVISOR OR THE HUMAN RESOURCE DEPARTMENT.

________________________________        ___________________
EMPLOYEE SIGNATURE                     DATE

________________________________        ___________________
HUMAN RESOURCES SIGNATURE               DATE