



**CORSICANA INDEPENDENT
SCHOOL DISTRICT**

**OPERATIONS
HANDBOOK**

CUSTODIAL – MAINTENANCE - GROUNDS

OPERATIONS HANDBOOK

Acknowledgement of Receipt & Compliance

Employees are required, as part of their employment, to sign a statement agreeing to study and to follow all departmental rules and procedures.

Any employee violating the rules and procedures of this handbook or directives of their immediate supervisor(s) shall be subject to disciplinary action, including termination.

I, _____, hereby acknowledge that I have received a copy of the Operations Handbook and that I will comply with all of the rules and procedures contained herein.

Date (MM/DD/YYYY)

Department (Custodial, Grounds, Maintenance)

Printed Name

Signature

TABLE OF CONTENTS

Non-Discrimination Statement

Mission Statement

Organizational Charts

General Rules

- **Accidents**
- **Attendance**
- **Cell Phones**
- **Discipline**
- **Drug and Alcohol Policy**
- **Emergency Contact Information**
- **Fleet Safety Policy**
- **Standards of Conduct**
- **Uniforms**

Job Duties

- **Custodial Job Duties**
- **Maintenance Job Duties**
- **Other Custodial, Maintenance & Shop Rules**

Safety

- **General Safety Standards**
- **Custodial Closet Safety Rules**
- **Safety Signs & Barriers**
- **PPE (Personal Protective Equipment)**
- **Storage of Materials**
- **Hazardous Supplies and Materials**

CORSICANA INDEPENDENT SCHOOL DISTRICT

NONDISCRIMINATION STATEMENT

With respect to employees:

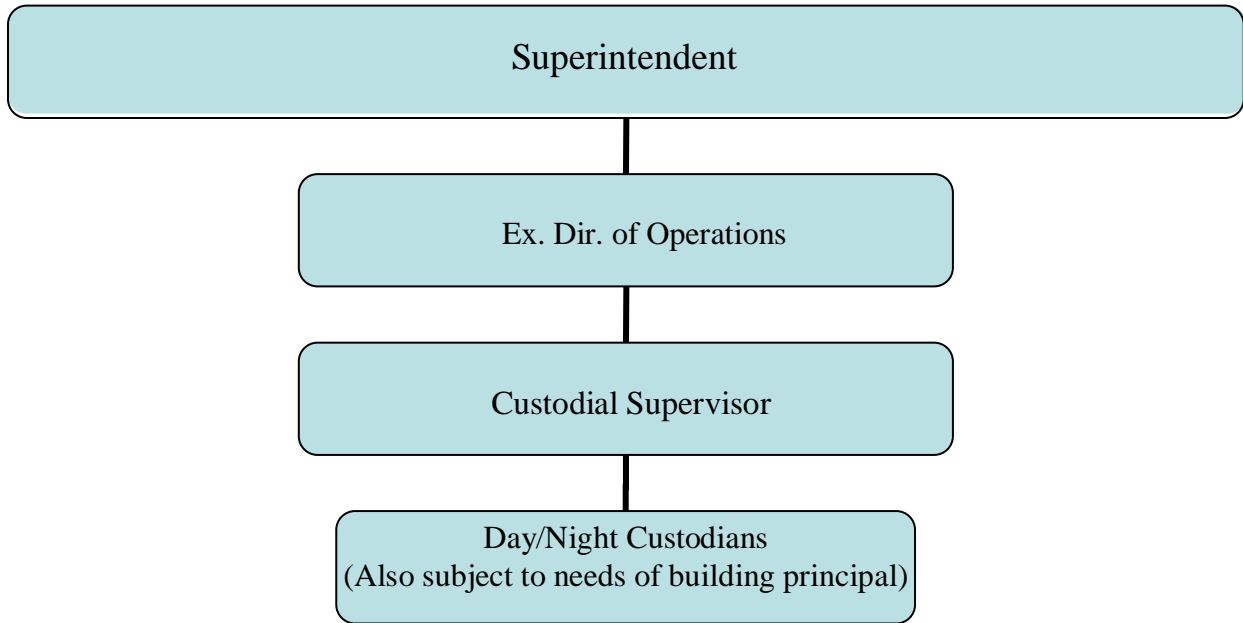
Corsicana ISD (CISD) does not discriminate against any employee or applicant for employment because of race, color, religion, gender, national origin, age, disability, military status, genetic information, or on any other basis prohibited by law. Additionally, the district does not discriminate against an employee or applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminatory employment practice. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

Employees with questions or concerns about discrimination based on sex, including sexual harassment should contact the CISD Director of Human Resources, the district Title IX coordinator. Employees with questions or concerns about discrimination on the basis of a disability should contact the CISD Transition Coordinator, the district ADA/Section 504 coordinator. Questions or concerns relating to discrimination for any other reason should be directed to the Superintendent at the Lee Education Center 2200 W. 4th Ave Corsicana, TX 75110, phone (903) 874-7441.

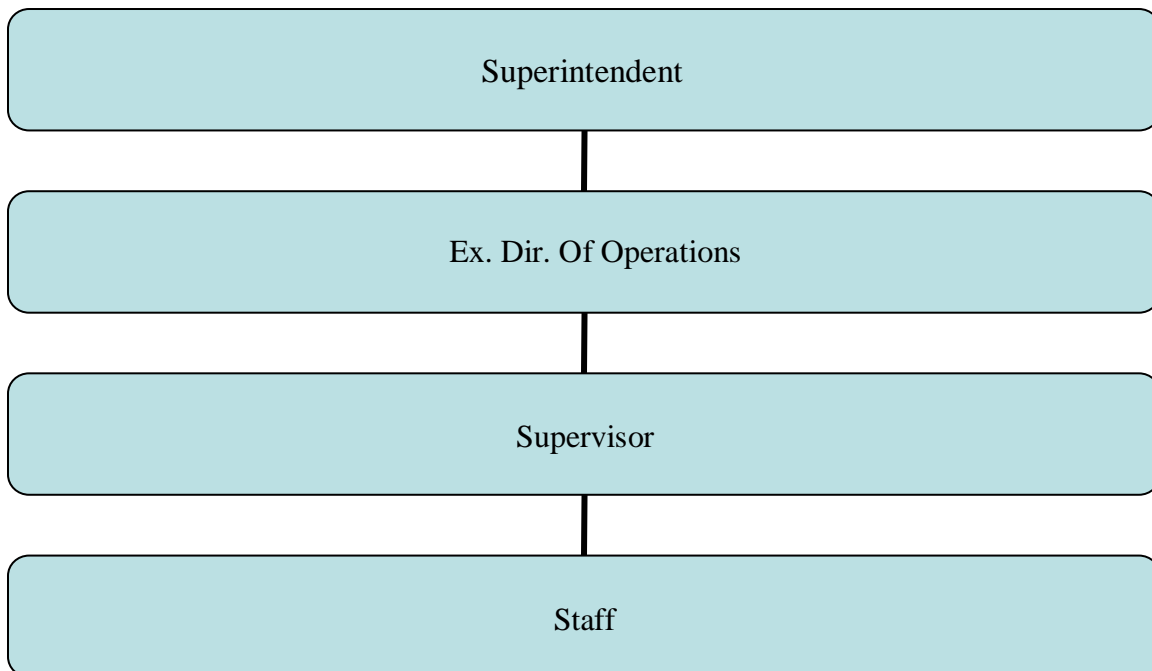
Mission Statement

The mission of the Corsicana ISD Operations Department is to provide clean and safe facilities for the students, staff, and patrons of the district.

Organizational Chart – Custodial



Organizational Chart – Maintenance/Grounds



General Rules

Absences (Attendance)

The department's goal of providing reliable Custodial, Maintenance and Grounds services for staff and students cannot be accomplished without your presence at work on a daily basis. All Custodial, Maintenance and Grounds employees are required to be on duty as scheduled unless a request for discretionary leave has been pre-approved, or an unexpected medical necessity has arisen.

Employees that will be absent due to unforeseen circumstances must contact their supervisor or Executive Director within 2 hours of the duty report time. In the case of illness or emergency absence, notify your supervisor and complete the Request for Absence from Duty form upon return to work (since we currently use the same form).

A Request for Absence from Duty shall be completed for each absence and submitted to their supervisor for approval within the time frame set out below.

Requests for discretionary personal leave or "vacation", shall be submitted at least 7 calendar days prior to the requested time off and must be approved by the Executive Director of Operations. No vacation time may be used 2 weeks before the beginning of the school year. Vacation is earned after the first full year of employment from the time of being hired. Each year thereafter, two (2) weeks of vacation (10 business days) may be granted from September 1 through 2 weeks prior to the beginning of a school year.

Personal leave must be approved in writing 24 hours in advance by your Supervisor. No more than two (2) people will be allowed off at the same time without Executive Director approval. No personal leave will be authorized the day before or after a school holiday without the Executive Director's approval. Sick leave may not be taken for more than three (3) consecutive days without a doctor's note.

Operations employees shall document all leave on their timesheet indicating Vacation (V), Personal (P) or Sick leave(S). Failure to maintain a proper timesheet may result in disciplinary action and lost wages.

Accidents - Vehicle

All minor and major vehicle accidents shall be reported immediately to your Supervisor or Director by radio or phone. The vehicle's engine should be turned off, the emergency hazard flashers activated, and the reflectors placed in the appropriate locations.

The driver shall complete and submit a written statement to their immediate supervisor and may be asked to submit to a drug test. A list of passengers, if any, must be submitted with the accident report.

Bad Weather Days

In instances of severe weather, special bulletins will be issued by the Administration for release to radio and TV regarding the closing of schools. Personnel will follow instructions from the Executive Director of Operations or designee concerning the emergency. If the employee reports to work, he/she will be paid for the time worked. Employees not reporting to work will not be paid for the day(s) missed. Sick leave may not be used for bad weather days. Employees cannot make-up the hours lost unless approved by the Executive Director of Operations. An employee is required to work on bad weather make-up day(s).

Breaks

Breaks are not a requirement of the Department of Labor, but instead are a benefit offered by the District. Employees may be allowed a scheduled fifteen minute paid break as authorized by the Custodial Supervisor for each four hours of work and may only be scheduled at times convenient to the work schedule. *Day custodians must let their principal know when their daily breaks occur. Night custodians must let the Lead Custodian know when their scheduled breaks occur.* Break time may not be taken to extend the meal period nor does it accumulate. Employees may not leave the premises during break time or perform any “personal work” (personal auto mechanics, pick pecans*, etc.). Employees, who must leave the campus, must sign out and sign in before returning to work. Meal breaks may not be used at the end of the workday.

Cell Phones & School Phones

Cell phones may be used, on a limited basis, while on duty. Personal calls shall be kept to a minimum and shall not interfere with your job duties. At **no time** shall an employee use a cell phone while performing tasks such as driving a vehicle, operating equipment, or any other potentially dangerous job duty. Violators will be subject to disciplinary action, up to and including termination.

If a district-owned cell phone is issued to a custodial or maintenance employee, it shall be used only for school business purposes.

Discipline

All district employees shall perform their job duties in accordance with state and federal law, district policies and procedures, and ethical standards. Violations of policies, regulations and guidelines may result in disciplinary action, up to and including termination.

Violators will be subject to one or more of the discipline interventions listed below:

- Verbal warning
- Written warning
- Suspension
- Termination of employment

Drug & Alcohol Policy

The District prohibits the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances, illegal drugs, inhalants, and alcohol in the workplace.

Operators of school buses and other district vehicles shall be subject to alcohol and drug testing in accordance with federal regulations. Required testing may include pre-employment, post-accident, random, reasonable suspicion, return-to-duty, and follow-up testing. No driver shall refuse to submit to a post-accident alcohol or controlled substances test, a random alcohol or controlled substances test, a reasonable suspicion alcohol or controlled substances test, or a return-to duty or follow-up alcohol or controlled substances test. The District shall not permit a driver who refuses to submit to such tests to perform or continue to perform safety-sensitive functions. Failure to comply may result in termination.

Employee Emergency Contact Form

All Operations employees shall complete an **Employee Emergency Contact Form** and submit it to their direct supervisor. In the event of any changes to the contact information, employees shall report the change as soon as possible by completing another form.

Hours of Work

All employees must be dressed in clean uniforms and ready to start work at the specified time. Employees should make all appointments after duty hours.

Employees are not to leave their assigned campus at any time during the work shift without prior approval from the Custodial Supervisor, Maintenance Supervisor, or Director of Operations.

Staff members are expected to clock in and out according to their assigned hours. Staff members may not work beyond their scheduled hours unless they have prior approval by their immediate supervisor.

Line of Authority

All Operations staff shall adhere to the Organizational Charts as listed in this handbook. You should discuss any problems or misunderstandings, which arise in your department with your line of authority (direct supervisor); if you have a problem that you and your Supervisor cannot work out, the appropriate administrator, will become involved and address the situation.

Meals/Rest Period

Each employee is provided a “clock out” 1 hour meal break on a daily basis. If at any time, you are unable to take your meal break for work-related purposes, you must inform your supervisor. Meals should be taken away from your assigned area(s) of work.

Name and Address Change

It is very important that all employees notify the Payroll Department- and your immediate supervisor of any change of address or phone number. Failure to advise the Payroll Department may result in a delay of receiving your paycheck. This is especially important during the summer.

Non-Authorized Work/Purchases

During the work period, including breaks, employees may not engage in any work other than that authorized by the District. This shall include but not be limited to the following:

1. Employees may not work on any personal projects while on District time.
2. Employees may not work on any personal project for another person whether that person is a District employee or otherwise while on District time.
3. Employees may not make any purchases for non-District projects while identifying themselves as District representatives.
4. Employees shall not purchase food for home use from school, suppliers, or wholesalers to be delivered at school. Employees should not bring food or food items to be sold at school.

Paychecks

The district offers and encourages that employees enroll in automatic payroll deposit. Employees can have their paychecks electronically deposited into an account at any bank. A notification period of at least two weeks is necessary to activate on the pay date. Contact the Business Office for more information about the automatic payroll deposit service or about requesting an alternative payroll option.

Personal Possessions of Employees

An employee should not bring money, jewelry or other valuables, as the school district cannot assume responsibility for lost or stolen articles.

Personnel/Student Relations

All employees shall limit communication with students to that required in performing their assigned duties. Employees should not attempt to discipline or punish a student, but should report any incident to the teacher or principal.

Any inappropriate verbal or physical contact with students may be grounds for immediate termination.

Resignation

If an employee wishes to resign, the resignation should be submitted in writing with a minimum of ten working days' notice. This will give their immediate supervisor an opportunity to fill the vacancy. If this consideration is shown, the employee should be in a position to receive a recommendation from the Executive Director and may be considered for employment in the future.

Standards of Conduct

All employees are expected to work together in a cooperative spirit to serve the best interests of the district and to be courteous to students, one another, and the public. The Standards of Conduct are included in the Corsicana ISD Employee Handbook.

Specifically, every Operations employee is directed to work well with their co-workers and to treat their co-workers with respect. At no time shall employees engage in physical or verbal abuse of their co-workers. Violations of this directive will result in disciplinary action, up to and including termination.

Language

The use of profanity, obscene, lewd language, racial slurs or gestures of any kind are strictly forbidden at all times. Loud yelling or screaming in an angry manner is also not acceptable. Any violation, particularly around children is subject to review, counseling and disciplinary action up to and including termination.

Physical Altercation

Employees are prohibited from involvement in a physical altercation (fighting, shoving, slapping, poking) on District property while on or off duty. Such action will be fully investigated and may result in disciplinary action up to and including termination.

Smoking/Tobacco Use

The District's policy on smoking/tobacco use is designed to provide a healthy, safe, and productive work environment for all employees. Employees shall not use tobacco products on District premises, in District vehicles, nor in the presence of students at school or school-related activities. No person (service, repair or delivery person or visitor) shall be allowed to smoke in a district facility. This includes smokeless, vapor and e-cigarettes. Please report violations to your immediate supervisor.

Time Sheets/ Clock

All employees are responsible for keeping up with their work hours on their own timecard. Employees should not access another employee's timecard.

Uniforms

All Operations employees shall wear their district-issued uniform shirt on a daily basis. All employees shall maintain a clean, neat appearance at all times. All visible tattoos should be covered while on duty.

Employees are prohibited from wearing their district-issued uniforms when not on duty, except to commute to/from work.

District issued apparel must be returned to the district upon termination of employment. Failure to submit the apparel will result in a deduction of the full cost from the employee's final paycheck.

Custodial and Maintenance employees may wear a school district or campus spirit shirt on Fridays. District identification tags should be worn during duty hours.

Visitors in the Workplace

All visitors are expected to enter any district facility through the main entrance and sign in or report to the building's main office. Authorized visitors will receive directions or be escorted to their destination. Employees who observe an unauthorized individual on the district premises should immediately direct him or her to the building office or contact the administrator in charge. Employees should not have guests while on duty. This includes friends, former employees or relatives.

Weapons

Possession of any weapon on school property, school vehicle, or at any school sponsored activity is strictly prohibited and grounds for immediate termination.

JOB DUTIES

Custodial Job Duties

The cleanliness and appearance of our district facilities is critical to an effective learning environment for our students. This list includes detailed cleaning procedures for classrooms, restrooms, and hallways, but additional directions may be provided by your supervisor.

Maintenance Job Duties

Our district facilities should be maintained in a manner that is conducive to student learning. The landscaping should be neat and trimmed at all times. The buildings should be well lit, climate controlled, and operational at all times.

Work orders will be received by the supervisor and assigned to the appropriate maintenance staff. The repairs and/or new installations should be completed as timely as possible and with an efficient use of supplies or materials. Supplies or materials used should be noted on the work order.

Other Custodial and Maintenance Department Duties

All Operations employees shall be expected to perform other job duties as assigned by their Supervisor or Executive Director. Other duties may include, but are not limited to:

- Picking up trash throughout the district grounds and facilities
- Cleaning the shop area: sweeping the floor, removing trash and mopping the floor
- Maintaining district equipment and tools in a safe working condition. Using supplies and materials in an efficient manner
- Following safety procedures of the district
- Other job-related duties as may be assigned

SAFETY

General Safety Policies

All personal injury accidents shall be reported to your supervisor immediately. The injured employee and supervisor or designee (usually campus nurse or secretary) shall jointly complete the Employer's First Report of Injury form.

Employees shall use proper lifting techniques at all times and ask for assistance when needed. All chemicals shall be properly labeled and use in accordance with the label instructions. Employees shall not store any item within three (3) feet of any electrical panel.

Custodial Closet Safety Rules

Custodial closets tend to have cleaning chemicals and other hazardous materials; therefore, the closets should be locked at all times to ensure staff and student safety.

Emergency Action Plan

All employees shall be aware of the district's Emergency Operations 10/7/2014 Plan. Custodial and maintenance staff may play a role in containing, locking down, or evacuating off site as needed during an emergency. Maintenance staff may be assigned to power down electrical

and heating/cooling systems during containment exercises or events. Custodial staff may be assigned to lock or unlock doors as needed during emergency exercises or events.

Safety Signs and Barriers

The safety of all students and staff is our 1st Priority! All custodial and maintenance staff shall utilize protective signs and barriers as appropriate while performing job duties. Examples include:

- Wet floor signs while mopping, waxing, etc.
- Lock-outs on electrical systems
- Unauthorized access signs, as appropriate
- Cover exposed manholes or other openings.

PPE (Personal Protective Equipment)

PPEs, such as boots, gloves, masks, etc. will be assigned to you for your safety. You should wear the PPEs, as appropriate, when performing job duties. Footwear must completely cover your feet. Open toed or open heeled footwear is unacceptable.

This district-issued safety equipment shall not be worn or used when not on duty. Failure to wear safety equipment as required by the supervisor may result in disciplinary action, up to and including termination.

If any employee feels that he/she needs additional PPEs, he/she shall promptly notify his/her supervisor.

Storage of Materials

Storage of materials in buildings is subject to fire codes. Some hazardous materials such as propane, fuels, paints, etc. must be stored in an appropriate well-ventilated area. A ceiling clearance height of 24" must be maintained at all times. In addition, shelves used for storage shall be anchored to the wall to prevent tipping.

Hazardous Supplies & Materials

Hazardous supplies and materials may be used in the scope of your job duties. It is crucial for your safety that you are aware of:

- The potentially hazardous materials in your work area, and
- The location of the SDSs (Safety Data Sheets) in your work area.

An inventory of all potentially hazardous supplies and materials will be kept in your department's HazCom/SDS binder. All approved products will be labeled and stored in their original container or a labeled, alternate container. At no time should you bring potentially hazardous supplies or materials from home.

SDS (Safety Data Sheets)

An SDS is required for all potentially hazardous supplies and materials approved for use in your work area. An MSDS contains sixteen major categories:

Identification	Physical and chemical properties
Composition/information on ingredients	Stability and reactivity
Hazard identification	Toxicology information
First aid measures	Ecological information
Firefighting measures	Disposal considerations
Accidental release measures	Transport information
Handling and storage	Regulatory information
Exposure controls/personal protection	Other information

The Transportation SDS binder will be located in the Transportation facility (outside of the route supervisor's office).

The Globally Harmonized System (GHS) of Classification and Labeling of Chemicals

In the GHS system of rating chemicals, a "1" is the MOST HAZARDOUS properties and a "4" has the least hazardous properties. The system also uses a set of standard pictograms to identify specific hazards.

The Custodial MSDS binder will be located in the main custodial campus closet. The Maintenance MSDS binder will be located in the maintenance office.

Corsicana Independent School District

Request for Absence from Duty

To: Executive Director of Operations

I hereby request approval for _____
Name of Employee

To be absent on the following dates: _____

This request is in accordance with the CISD Operations Handbook concerning Request for Absence of Duty.

Reason for absence: _____ Discretionary “vacation” – (must be submitted 7 calendar days in advance)
_____ Personal (may not be for more than 2 consecutive days)
_____ Sick (may not be for more than 3 consecutive days w/o Dr.’s note)

leave may not be granted before or after a school holiday

Remarks:

*Exceptions to policy must be written in this section for approval purposes

Date

Supervisor

Date

Executive Director of Operations

_____ Approved

_____ Not Approved