

GREGORY- PORTLAND
INDEPENDENT SCHOOL
DISTRICT
CUSTODIAL
SERVICES
HANDBOOK
2020-2021



GREGORY - PORTLAND INDEPENDENT SCHOOL DISTRICT CUSTODIAL SERVICES HANDBOOK 2020-2021

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This Handbook addresses rules and addendum's specific to the Custodial Services Department. Information regarding general employee rules, requirements and benefits can be found in the GPISD Employee Handbook as well as GPISD Board Policies.

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1. EMPLOYMENT STATUS

The State of Texas is an “**at-will**” state, what this means is that your employment status with the District maybe terminated without notice. The District is an entity of the State Government body and reserves the right to use this law at any time as they see fit.

2. PAY PERIOD & DIRECT DEPOSIT

There are twenty-four (26) pay periods per year. For non-exempt employees pay checks are on the 5th and 20th of every month. If the date falls on a Saturday, Sunday, or a designated school holiday, the scheduled pay day will be adjusted accordingly. If an employee should find a discrepancy in his/her paycheck, the employee is directed to contact their immediate supervisor or department administrator for resolution if possible. If unable to assist the employee, the administrator can set-up an appointment with Payroll to dispute their check shortage or overage. **At no time is a Maintenance or Grounds employee to make their way to the payroll office without an appointment or instructed by the Director or Maintenance Foreman.** Pay checks will only be released to employees on the scheduled pay day at the end of their shift. Pay checks will not be released to any person other than the District employee named on the check without the employee’s written authorization. An employee with direct deposit or not may access their pay stubs on line via computer. A computer designated for employee use only in your assigned area is provided for access and printing of pay stub. Any discrepancies in your pay check are to be reported to your immediate supervisor or department administrator for resolution. In the event they are unable to assist you with a proper resolution then an appointment will be made for you to see the payroll department.

3. Non-Duty Days (Vacation)

When an individual is hired by the district they are placed in a workday calendar status. Most non-exempt employees (hourly) are placed in a 265-day status (Paraprofessionals maybe exempt). Each calendar workday is eight (8) hours long and in increments of five (5) weekdays. Upon completion of the employees first year the employee will have earned five (5) paid non-duty days leave. After completion of the following year anniversary five (5) more non duty days will be added bringing the total number of non-duty days to ten (10).

Upon completion of the second (2nd) year the employee will receive these days on September 1st of each year thereafter. All non-duty days must be used by July 31st (non-duty days requested for the month of August will *not* be authorized), non-duty days not used prior to July 31st will be lost (non-duty days are the only days that do not carry over to the following year). Request for time off is required at to be submitted at least two (2) weeks prior to the day requested. Please see GPISD Employee Handbook or GPISD Board Policy for more information.

4. HOLIDAYS

Paid holidays are included in the annual GPISD Work Schedule for 265-day employees.

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5. PERSONAL LEAVE

Employees receive five (5) local and five (5) state days on September first (1) of each year. As per policy DEC (LEGAL) and DEC (LOCAL) taking a personal day requires at least a three (3) day notice and cannot be longer than three (3) consecutive days. Please see GPISD Employee Handbook or GPISD Board Policy DEC (LOCAL) for more information. In the event that Personal leave is exhausted, accumulated vacation pay shall be exhausted before pay is docked.

6. ABSENCES

An employee who cannot be present to cover his/ her scheduled shift are required to report their absence via telephone and or by text to their Supervisor a minimum of one (1) hour prior to their scheduled time to report to work.

An employee is required to report his/her own absence. In the event of an emergency or extreme circumstances (Director's discretion) a family member or the nearest relative/acquaintance may contact the employee's immediate supervisor to report the absence. Absences *without prior approval* in excess of three (3) consecutive days requires a doctor's excuse/release to return to work. Any abuse of the sick leave policy (Director's discretion) an employee may be asked to provide a written excuse regardless of the circumstance or length of time missed.

7. EXCESSIVE ABSENCES

When all accumulated leave days have been exhausted - the next occurrence will result in the employees' pay being docked and disciplinary action as described in Section 13 of this Handbook. Each day missed counts as one "occurrence" for the purpose of the disciplinary process. These procedures do not apply if the employee is on a District approved leave of absence (*i.e.*, Extended Sick Leave, Family/Medical Leave or Military Leave).

8. WORK HOURS

Work hours are set in shifts and staggered to provide the district with the maximum coverage possible by the Custodial Department. These shifts are subject to change depending on the demand from the district and extracurricular facility use.

The following is a schedule of shifts based on the need for coverage during a school calendar week;

1st shift - 6:00am till 2:30pm, Monday thru Friday.

Mid shift – Will vary by campus beginning no earlier than 8:00am Monday thru Friday.

3rd shift – Will vary by campus ending no later than 10pm Monday thru Friday.

Holidays and Summer- 6:00am till 4:30pm, Monday Thru Thursday.

Shift coverage is based on demand. Any shift maybe altered in order to provide maximum coverage for the district (Director's discretion).

An employee may request an altered working schedule in order to complete their forty (40) hour work week. This request will be limited to three (3) days per year and is subject to the Director's discretion for approval. A written request must be submitted five (5) days prior to the altered schedule explaining the reason for the altered schedule and may require proof of change for schedule. The employee should be prepared to discuss the details of the request and participate in resolving any issues.

If an employee has worked beyond their forty (40) hour work week, that employee cannot clock in late to offset the extra time or leave early once 40 hours has been reached. Clocking in late or leaving early will result in the employee not being on duty during their scheduled time and is subject to disciplinary action as spelled out in Section 13 of this Hand book. Prior approval for such action may be given by their Supervisor or the Director on an as needed, limited basis.

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9. TARDINESS

Any employee who “clocks in” more than three (3) minutes after their scheduled start time will be considered tardy, each unexcused tardy will be considered an “occurrence” and could result in disciplinary action as described in Section 13 of this Handbook. Only the Director of Custodial Services, Chief Human Resources Officer or Superintendent is authorized to approve an exception for employee tardiness.

10. LEAVING WORK EARLY

If an employee needs to leave work due to an emergency, they **must** receive authorization from their Immediate Supervisor or Director **prior** to leaving the job for **any** reason.

11. NO CALL NO SHOW

An employee who fails to report by acceptable communication means (phone or text), no later than the start time of their shift and does not show up to work, the incident will be deemed a “No Call No Show.” If after 3 consecutive days no effort has been made to notify his/her immediate supervisor of cause as to why they have not reported for their scheduled work shift, the employee maybe considered to have chosen to voluntarily terminate their employee/employer relationship with the district and deemed as job abandonment.

12. EVALUATIONS

Annual performance evaluation for each employee are required. These evaluations will be completed by the immediate supervisor or director of the department. A review of the evaluation will be conducted with the employee present to discuss their areas of strength and where more attention needs to be placed for better performance. A copy of the employees evaluation will be placed in their personnel file in Human Resources.

13. DISCIPLINARY ACTION PROCESS

All disciplinary actions are cumulative and are enforced when an employee violates District policies and rules outlined in the GPISD Custodial Services Department Handbook, GPISD Employee Handbook, GPISD Board Policy or administrative directives. When a violation occurs an employee can expect the following: (Note: This process is at the discretion of the Director and can be altered due to circumstances and/or the severity of the violation.)

First Incident - A verbal conference will take place and immediately follow with a Summary of Conference letter. This letter will consist of;

- Incident or policy violation (date/time/location/witnesses)
- What was discussed and cause
- Policy that addresses incident or violation
- Expectation while on duty
- Possible disciplinary action

Second Incident- Conference for the Record or written warning. This letter will consist of;

- Incident or violation
- Reference previous meeting minutes as spelled out in verbal meeting
- Emphasize Expectations
- Invoke disciplinary action with warning of further violation

Third Incident - Recommendation for Termination

- Continued disregard of Management directives and or District Policy

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14. CLOCKING IN and OUT PROCEDURES

It is the responsibility of each employee to make sure his/her time is entered for pay.

Employees are responsible for clocking in and out to start and end their day. Each employee is allotted a (30) minute lunch. It is the responsibility of each to ensure that he/she punches out and returns to work within that thirty minute period. Each employee is scheduled to work (40) hours per week. An employee may clock in no more than (7) minutes prior to his/her shift, and should not punch out more than (3) minutes late at the conclusion of his/her shift. Time for the week should total 40.0 hours.

Should an employee punch in early or punch out late at the end of his/her shift it is the responsibility of the employee to notify his/her immediate supervisor of the failed punch. Employees who have an excessive amount of missed or early/late punches (24) per year (*September 1st- August 31st*) will be subject to disciplinary action as described in Section 13 of this Handbook. Any employee clocking in early or staying late must have that action approved by the Director or their Lead Custodian.

Employees who fail to punch in or out must document the missed punches and turn them in to their immediate supervisor for review. If an employee has worked beyond their (40) hours without authorization, it will result in un-authorized overtime and is subject to disciplinary action, unless otherwise approved by their immediate supervisor or director.

Employees clocking in or out for another employee will be subject to immediate termination.

15. MEMORANDUMS

Any general information pertinent to district employees and initiated by Central Office or by the Custodial Services Department will be emailed directly to employees along with a paper copy of the notice on the bulletin boards at each campus office.

16. EMPLOYEE IDENTIFICATION

Employee identification provided by the District must be worn in plain sight at all times while on or in District property (this includes district vehicles).

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17. DRESS CODE

Employees are expected to be well groomed and to maintain a professional appearance at all times while being mindful that they are a direct representative of the district and constantly in the public's eye. The following are a few must follow guidelines;

- 17.1. Custodial Services uniforms are not issued.
- 17.2. Appropriate dress consists of pants (carpenter style, khaki or blue jean style) long/short sleeve shirt. If an employee chooses to wear a ball cap it can only have a G-P logo.
- 17.3. No torn, ripped, painted, designer or rhinestone style jeans will be permitted.
- 17.4. No large logo's (other than the districts) of any sort, advertisements, paraphernalia, derogatory remarks, political status, or alcohol/cannabis designs.
- 17.5. Wear shoes at all times. Footwear must be closed toe, closed heel and non-slip. Sandals, high heels, or flip flop style shoes are not acceptable.
- 17.6. Tattoos are to be covered.
- 17.7. Wear appropriate undergarments that are not exposed. No area of the torso may be exposed.

18. PERSONAL HYGIENE

All personnel must practice good hygiene and present a neat, clean image.

- 18.1. Hair shall be neat, clean, and worn in a style that would not disrupt or cause an unsafe condition in the work or instructional environment.
- 18.2. Personal hygiene shall be maintained to a level that does not offend any person or person's around them.

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19. PURCHASES

All purchases will be made thru the purchase order system. An employee needing supplies, parts or service will request a quote from a selected vendor or contractor preferably one from the many State of Texas COOP's, BuyBoard, or Region @ Goodbuy program. The order request for service will be reviewed by the Supervisor and/or Director. A Requisition for purchase is submitted for a purchase order number assignment issued by the districts business office.

20. WORK ORDERS

All needed work orders should be reported to Lead Custodian. Lead custodians shall input work orders into School Dude online program.

21. WORK RELATED INJURY

All work related injuries will be reported regardless of how minor. An employee sustaining an injury while on duty must report his/her injury immediately to their immediate supervisor. If the supervisor is not available, then the employee will follow the chain of command protocol for reporting their injury.

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22. SAFETY RULES

Safety is priority one here at G-PISD and all safety rules will be adhered to at all times. Please refer to the equipment safety operation standards or your immediate supervisor for safety instructions for a piece of equipment that you are not familiar with its operation. All accidents must be reported and documented for insurance purposes. Falsification, manipulating or doctoring of an injury report may be considered tampering with a state document and formal charges may be leveled if the law allows.

- 28.1 Report all accidents and injuries promptly to Supervisor.
- 28.2 Follow the Manufacturer's suggested safety operating standards at all times.
- 28.3 Do not clean or adjust machines while the machine is in motion.
- 28.4 When operating power equipment, the guards provided on the equipment must be used at all times.
- 28.5 Dispose of oil, chemicals, trash, food scraps, waste paper, rags, etc., in their proper containers provided.
- 28.6 Keep all equipment and facilities clean.
- 28.7 Report promptly to your supervisor any dangerous practices, improper use of equipment, trip or slip hazards in flooring, carpet, tile, stairs, steps, railings, ADA ramps or other inclined or declined surfaces.
- 28.8 Before starting any piece equipment check the parameter for others that may be in the area of flying debris.
- 28.9 Follow all safety instructions that come on chemical bottles, equipment safety data sheets and tool usage instructions.
- 28.10 Use proper lifting techniques to avoid injuries.
- 28.11 Avoid exposed electrical wiring or downed power lines and report it immediately.
- 28.12 At no time should any supplies, equipment, material, books, paper or other flammable paraphernalia be placed, stacked, layed or leaned against electrical panels, block exits, fire suppression panels and or equipment.
- 28.13 Keep fire lanes, doors, aisles and stairways clear of all obstructions.
- 28.14 Maintain all safety and first aid equipment in serviceable condition.
- 28.15 Do not perform any assigned task in a careless or negligent manner.

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23. VISITORS

No visitor's allowed while on duty, unless it is an emergency, lunch being delivered by family member or prior supervisor approval has been obtained.

24. TELEPHONE USE

Unauthorized use of GPISD telephones, messaging or long distance phone calls from a District phone system is not allowed other than for business purposes. Personal cell phones usage should be limited to break/lunch times and emergencies unless authorized by Supervisor.

25. TOBACCO USE

State law prohibits the use of tobacco products in public schools and or district property (this includes district vehicles).

26. FOUL LANGUAGE / UNPROFESSIONAL COMMUNICATION

No employee shall use obscene, profane or suggestive language or gestures towards another employee at any time. Additionally professional language is required at all times, particularly around students.

27. STUDENT AND STAFF CONTACT

29.1 An employee's conversation with students should be limited to only what is necessary to perform the employee's duties.

29.2 No employee shall attempt to discipline or punish a student. The need for student discipline shall be reported to the teacher or campus administration for action.

29.3 Employees are prohibited from engaging in inappropriate physical contact with students at all times.

29.4 No employee shall interfere with any school staff member in the performance of his/her duties.

29.5 Restrictions on employee contact and communication with students is further detailed in Board Policy DH (LOCAL), DH (EXHIBIT), and the GPISD Employee Handbook.

28. EMPLOYEE RELATIONSHIPS

Romantic relationships between co-workers is discouraged. Should a husband and wife both be employed with the district it is recommended that they be assigned duties separate from one another in different departments.

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29. RULES OF CONDUCT

In addition to the expectations for employee conduct set out in the GPISD Employee Handbook, Board Policy DH (LOCAL) and DH (EXHIBIT), employees are expected to maintain a high degree of professionalism. The following is a non-exhaustive list of conduct which violates the expected standards of conduct.

- 29.1. Firearms, knives or other weapons on school property. A knife can be carried as a “tool,” but must be of an appropriate size and configuration to be used as such. The knife must not be excessive in size and designed to be utilized as a weapon.
- 29.2. Failure to maintain acceptable communication with immediate supervisor.
- 29.3. Use or possession of illegal drugs, or attempt to take part in the sale of illegal drugs.
- 29.4. Unauthorized use or removal of property belonging to the District, other employees, other theft in the workplace, etc.
- 29.5. Insubordination or failure to carry out reasonable requests of supervisory personnel.
- 29.6. Failure to maintain professional contact and communication with all GPISD employees, students, and others.
- 29.7. Unsatisfactory work performance - either deliberate or because of incapability.
- 29.8. Spreading negative rumors or gossip about coworkers or others, or any other conduct that disrupts the work environment.
- 29.9. Violation of health or safety rules.
- 29.10. Physical altercations or unwanted physical contact with any person.
- 29.11. Falsification of employment application or any other District records.
- 29.12. Dishonesty or misrepresentation of facts to a supervisor of District administrator.
- 29.13. Use of District resources or equipment for personal gain or benefit.

30. SEPARATION FROM EMPLOYMENT

If an employee is terminated for any reason, an exit interview is required and must be completed by the employee. All District property, including identification badge, keys, uniforms, etc. must be returned or the employee’s last pay check may be charged for the cost of the items. Exit interview forms are available through the department offices. Depending on the circumstances of an employee's separation from employment, the employee may be designated ineligible for rehire.

31. JOB VACANCIES

Job vacancies are posted on The District’s website.

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32. EMPLOYEE INTERNET AGREEMENT

Use of computers and the Internet provide access to information of educational relevance and value to GPISD employees. Employees who are authorized to have access to the Internet must adhere to the District's acceptable use guidelines, including the following:

- 32.1. Users shall not use District computers to gain access to information which promotes illegal or immoral activity or which is indecent or obscene.
- 32.2. Users shall not use the District computers to transmit vulgar or sexually explicit language or to annoy, harass, stalk or threaten other users.
- 32.3. Users are authorized to access only that information which is appropriate for use in an educational setting.
- 32.4. Users shall maintain confidentiality of their logon identifiers and passwords and shall use only their assigned logon identifiers and passwords.

33. TRAINING / ASSEMBLIES

When assigned to attend District events, attendance is mandatory. Vacation and personal days may not be requested for these dates.

34. SEXUAL HARASSMENT, DISCRIMINATION, RETALIATION

Employees are encouraged to report sexual harassment, discrimination or retaliation to a Supervisor. Please see GPISD Employee Handbook as well as GPISD Board Policy DIA (LOCAL) for more information.

35. WEATHER DAYS / SCHOOL CLOSURE

School closure due to unsafe or bad weather conditions are not paid days. Unless notified otherwise, employees are required to report to work even if students do not. If an employee is unable to report to work because of the weather condition, their absenteeism will be evaluated and a determination made as to the validity of the situation.

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CUSTODIAL SERVICES EMPLOYEE HANDBOOK RECEIPT

Name (print): _____

Department/Craft: _____

I hereby acknowledge receipt of the Gregory Portland ISD Custodial Services Department Employee Handbook. I agree to abide by the standards, policies, and procedures defined or referenced to in this document. I understand that this document is a general standard and is not all-inclusive. The information in this handbook is subject to change and I understand that changes in District Policies may supersede, modify, or render obsolete the information summarized in this booklet.

I accept responsibility for contacting my supervisor if I have questions, concerns, or need further explanation.

Signature: _____

Date: _____