

# Conroe Independent School District



# Handbook 2019-2020

The Conroe Independent School District (District) as an equal opportunity educational provider and employer does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in educational programs or activities that it operates or in employment matters. The District is required by Title VI and Title VII of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, as amended, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, as well as Board policy not to discriminate in such a manner.

For information about **Title IX rights or Section 504/ADA rights**, contact the Title IX Coordinator or the Section 504/ADA coordinator at 3205 W. Davis, Conroe, Texas 77304; (936) 709-7752.

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## **Custodial & Maintenance Appendix**

***\*\*Please note that an employee's history of misconduct during their term of employment, including poor attendance, is considered in making job related decisions, i.e. promotion, termination etc. All misconduct is cumulative from one year to the next, with the exception of absenteeism which starts over each year in accordance with rules 11, 12, and 13.***

### **1. EMPLOYMENT STATUS**

Persons not employed by contract are employed on an “**at-will**” basis with CISD. You are an at-will employee. This means that employment is not guaranteed for any specific term. The District, with or without notice, may terminate your employment with the District for any reason, at any time. No alteration of at-will relationships are intended by this handbook and it does not create any contractual rights.

### **2. PAY PERIOD & DIRECT DEPOSIT**

There are twenty-four (24) pay periods per year. Pay checks are issued on the 1<sup>st</sup> and 15<sup>th</sup> of each month. If the pay period falls on a Saturday, Sunday, or declared school holiday, checks are issued the preceding work day. Enrollment in direct deposit is required and a condition of employment. Pay checks or direct deposit stubs will not be released to any person other than the District employee named on the check without the employee's written authorization. ANY PAY CHECK ERRORS ARE TO BE REPORTED PRIOR TO THE NEXT PAY CYCLE, TO YOUR IMMEDIATE OR DISTRICT SUPERVISOR FOR CORRECTION.

### **3. VACATION**

Each 261-day employee will receive ten (10) days paid vacation each year. Please see the CISD Employee Handbook for more information.

### **4. HOLIDAYS**

Paid holidays are included in the annual CISD Work Schedule for 261-day employees.

### **5. PERSONAL LEAVE**

Please see the CISD Employee Handbook for more information.

### **6. INSURANCE**

Please see the CISD Employee Handbook for more information.

### **7. TEACHER RETIREMENT SYSTEM OF TEXAS**

Visit Teachers Retirement System (*TRS*) website, [www.trs.state.tx.us](http://www.trs.state.tx.us) for more details.

### **8. TAX DEDUCTIONS**

Please see the CISD Employee Handbook for more information.

### **9. EVALUATIONS**

Annually, a performance evaluation is completed for employees by their supervisor. A record of the evaluation is placed in the employee's personnel file. The Director of Custodial and Maintenance, the Assistant Director of Custodial and Maintenance, the Coordinator of Maintenance or Custodial, or the supervisor may do periodical evaluations if deemed necessary.

**10. DISCIPLINARY ACTION PROCESS:** All disciplinary actions are cumulative and are enforced when an employee violates District policies and rules outlined in this Handbook. Depending on the nature of the violation, an employee can expect the following:

*First Warning-* Conference and warning letter about possible suspension without pay for next policy violation.

*Second Warning -* Possible Suspension without pay of one day; conference and warning letter about possible termination for next policy violation.

*Third Warning -* Possible Termination

A policy violation could be of such a serious nature that no warnings will be given and the employee will be terminated.

### **11. ABSENCES**

Employees who will be absent from their assignment are required to report their absence by telephone or in person to the Department Office a minimum of one (1) hour prior to their scheduled time to report to work. Employees who fail to report their absence a minimum of (1) hour prior to their scheduled start time will be subject to disciplinary action. The employee should report his own absence, but in the case of an emergency or inability of the employee to do so, a family member or friend may contact the employee's Supervisor/Coordinator to report the absence. Employees with absences (*without prior approval*) in excess of five (5) consecutive days are required to report to the department office with a doctor's excuse/release allowing them to return to work.. This includes employees who have been out on FMLA and or worker's compensation.

### **12. EXCESSIVE ABSENTEEISM**

When all accumulated days have been exhausted - the next occurrence will result in a disciplinary action as described in Rule #10 of this Handbook. Each absence period counts as one "occurrence" for the purpose of the disciplinary process. An absence period is considered to be a half (½) duty day to one or more consecutive duty days. These procedures do not apply if the employee is on a District approved leave of absence (Assault Leave, Extended Sick Leave, Family/Medical Leave, or Military Leave).

### **13. TARDINESS**

Any employee who "clocks in" more than five (5) minutes after their scheduled start time will be considered tardy, each unexcused tardy will count as an exception. Refer to rule #17 for information regarding department policy for exceptions. Only the Director or Assistant Director of Maintenance and Custodial will be authorized to approve an exception for employee tardiness for reasons such as verifiable traffic congestion that would cause an employee to be late. All employees are required to report being tardy to their supervisor or departmental office as soon as they realize that they will be late. Employees who do not report they will be tardy, who exceed thirty-minutes after their scheduled start time, may be subject to disciplinary action.

### **14. LEAVING EARLY**

Employees who need to leave early must receive authorization from their supervisor and should contact the office (if during regular office hours) prior to leaving the job for any reason. Employees who need to leave early may have the opportunity to make up their time if there is a need by the District at a later time in the same week and with approval by their supervisor and coordinator. No employee will be allowed to make up time without supervisor approval, coordinator approval and a District need. Employees who fail to receive advance authorization from their Supervisor/Coordinator will be subject to disciplinary action.

### **15. NO CALL NO SHOW**

Employees are expected to be at work every day. If an employee fails to call or report as required by this Handbook and does not show up to work, the incident will be deemed a “No Call No Show” for which the employee may face disciplinary consequences as previously noted in Rule #10 of this Handbook.

An employee who is absent for three (3) consecutive days without notice is considered to have abandoned their job and will be terminated. No call no show will be considered cumulative and will be a permanent part of the employee’s personnel record. Employees must use their CISD issued badge for punching in and out. The Kronos clocks will not allow employee identification number to be punched in for the purpose of punching in or out.

### **16. LEAVE OF ABSENCE**

Please see the CISD Employee Handbook for more information.

### **17. KRONOS PROCEDURES**

Each employee is responsible for clocking in when they arrive and leave work. An employee may not begin work or clock in more than five (5) minutes prior to or after their scheduled work time. If an employee clocks in five (5) minutes before or after their scheduled time, Kronos will automatically register this as an “exception”. Employees are responsible for submitting the required form for any exception immediately following the occurrence.

Employees who have an accumulative amount of unexcused missed punches, early in or out punches, or late in or out punches of more than 24 occurrences per year (*August 1<sup>st</sup>- July 31<sup>st</sup>*) will receive disciplinary action as described in Rule #10. If an employee is requested to clock in early or stay late by their Supervisor or Coordinator, the Supervisor/Coordinator must notify the Payroll Specialist to ensure proper notation is made in Kronos. Overtime, including early or late clock in/out must be authorized by a Coordinator or it may result in disciplinary action. Employees clocking in or out for another employee, may be subject to immediate termination. Employees who fail to punch in or out, must fill out a “missed punch” form that must reflect the actual time of the employee’s arrival or departure.

Under no circumstances should an employee perform any work on behalf of the District unless he or she has clocked into Kronos.

#### **KRONOS Electronic Timekeeping Policy and Procedures**

The District has implemented the KRONOS electronic timekeeping system in order to automate the timekeeping process. Handwritten timesheets for non-exempt employees of the District will not be allowed. Absence records (e.g. vacation, sick days) must also be recorded in KRONOS.

It is the employee’s responsibility to monitor his/her timesheet to ensure it accurately reflects time worked, to understand the correct procedures for clocking in and out, to submit proper paperwork for missed punches, and to transfer time (if necessary). It is recognized that in certain situations (e.g. clock malfunctions) that it may be necessary to correct or enter missing data.

*Official Time* - To ensure consistency of treatment for employees, the data recorded in the KRONOS system shall be considered as the “official” record of the employee’s workday. Any disputes over actual hours worked or attendance will be resolved referring to the official KRONOS records.

*Methods for Reporting Time* - The terms “clock-in”, “punch in”, “record time stamp”, “swipe in”, or “swipe out” all have the same meaning. They refer to the action whereby an employee either slides his/her ID badge through the slot on a time clock or logs time through the Web.

*Daily Clock-In/Clock-Out Requirements* - Non-exempt employees are required to “clock-in” and “clock-out” of

KRONOS to record their time worked. All employees are required to “clock in” and “clock out” daily at the Maintenance or Custodial facility that they are assigned to by their supervisor/coordinator. On occasion, such as training courses held at another location or after hour call-outs, employees may be required to use a time clock at a different location but only with supervisor approval or be clocked-in/-out manually by the Campus/Department Timekeeper Manager using a Missed Punch/Exception form. Employees who misrepresent actual punch in or punch out time on Exception/missed punch time will be subject to disciplinary action to include termination of employment. Employees should not clock-in or clock-out no more than five (5) minutes prior to or after their scheduled time, unless instructed or approved in advance by their Supervisor/Coordinator.

*Lunch Break* - **Any employee working more than five (5) hours a day is required to take a lunch break.** Non-exempt employees with a 30-minute scheduled lunch break will be required to punch in and out for lunch in KRONOS. In the event that the employee’s actual lunch is longer or shorter than 30 minutes, a Missed Punch/Exception form must be completed. It is the employee’s responsibility to obtain approval for the altered lunch break and to complete the Missed Punch/Exception form. Employee lunch break includes travel time, an employee’s lunch break begins when the employee stops working and ends when employee starts working after punching in.

*Breaks* - Employees are required to take two (2) 15-minute breaks each day. The first break is two (2) hours after the scheduled start time. The second break is six and one half (6.5) hours after the employee’s scheduled start time. Breaks begin when you stop work until you start back to work, travel time included. The only exception is in the case of an emergency, which must be cleared in advance with your immediate supervisor. Employees should not use break time to visit with other employees who are not on break.

*Leaving the Facility* - All non-exempt employees leaving the campus/facility site for any personal reason during the day must clock out when leaving and clock in when returning.

*Falsification or Tampering* - Since KRONOS timekeeping records are considered an employee’s official time record, falsification of time, tampering with timekeeping records, tampering with timekeeping equipment/hardware/software, or punching in for another employee is considered a serious offense and may require disciplinary action up to and including termination. Employees who misrepresent actual punch in or punch out time on Exception/missed punch time forms will be subject to disciplinary action which could include termination of employment. The campus/department supervisor, coordinator, and or director will review the specific details of a falsification or tampering to determine the appropriate disciplinary consequences.

*Clock Problems* - If any employee is unable to punch in or out because of a time clock malfunction, it is the employee’s responsibility to immediately inform the Campus/Department Timekeeper Manager. In this situation, a Missed Punch/Exception form must be completed. The Campus/Department Timekeeper Manager will notify the Technology Department of any issues related to the performance of clocks.

*KRONOS Timekeeper Managers* - A Timekeeper Manager has been assigned for each campus or department. This individual serves to edit punches, input absences, and approve time cards weekly. In order to edit punches and add pay codes for absence requests, the Timekeeper Manager must have a Missed Punch/Exception form or Absence from Duty form, which is signed by the employee and contains a signature from the supervisor documenting approval. KRONOS time detail must be approved (in the KRONOS system) by the payroll deadline. In order to accomplish this, time sheets should be reviewed and edited (if needed) on a daily basis.

*KRONOS Timekeeper Supervisors*- In addition to the Timekeeper Manager, each campus/department has a Timekeeper Supervisor assigned. Generally, this is the principal or supervisor of the department. This individual serves to review approved time data for each employee, sign-off on employee transactions, and total reports generated from the KRONOS system. This report must be forwarded to the Payroll Department by the due date.

*KRONOS Mobile System* - The District has implemented the KRONOS mobile timekeeping system in order to automate the timekeeping process when employees are unable to access a District provided time-clock. Employees who are given a Kronos mobile license will only be allowed to use this system to record their lunch punches and overtime call-outs when an employee is mobile. Employees should not use the Kronos Mobile application without Supervisor/Coordinator approval when a Kronos time clock is available. Employees will still be required to “clock in” and “clock out” daily at the Maintenance or Custodial facility that they are assigned to by their supervisor/coordinator. Employees who use the mobile system to clock-in or out for any punch other than lunch and overtime call-outs without prior supervisor approval may face disciplinary actions as described in *Rule #10 Disciplinary Action Process of the Custodial and Maintenance Handbook*.

*Overtime* – When an employee works overtime for the Maintenance and Custodial Department it requires an overtime form be submitted that accurately reflects overtime worked as well as the work order identification number, time worked, and description of work performed. Maintenance employees are responsible for recording details on the work order and on their overtime form. The time worked and details must be accurate and true and match on both the work order and the overtime form. Custodial employee’s overtime forms and data entered on the work orders will be handled by custodial office, and or Custodial supervisors, and coordinators. Supervisors and coordinators will be responsible for verifying that overtime documented on overtime forms and work orders are accurate before approval.

*Holiday* – Employees required to work on Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year’s Day, Martin Luther King, Jr. Day, Memorial Day or Fourth of July, will receive the overtime pay rate for any hours worked on that day regardless of the number of hours the employee is paid to work that week if the day is an established District holiday or falls on a weekend.

## **18. CALL-OUT PROCEDURE**

*On-Call* - A minimum of one employee in each auxiliary department will be on-call each week. Employees are on-call for one week on a rotational basis. The on-call work-week is defined as Monday of one week at 6:00 a.m. through Monday of the following week at 5:59 a.m. Employees on-call will be paid for actual hours worked in addition to a minimum of 6 hours during the defined work-week (3 hours for Monday through Friday and 3 hours for the weekend.) If the on-call employee fails to answer his/her phone while they are on call, they may not be paid the three (3) hours for the week or weekend as it applies to when the call was not answered.

*Emergency call outs* - It may be necessary for on-call employees to call-out additional departmental employees to respond to emergency situations. Employees who are called out will be paid a minimum of 2 hours (including travel) for the first call. If more than one call occurs in a 24-hour period, the employee will be paid for total actual hours worked or 2 hours, whichever is greater. [Example: An employee is called out to respond to an emergency and the total time involved is one (1) hour. Later in the day, the same employee is called again, and the time involved for the second call is two (2) hours. For the two calls, the employee is paid for three (3) hours].

*Stand-by* - All supervisors/specialists are on stand-by status each week. There is no compensation for stand-by status unless the employee actually responds to a call-out. If called out, the procedures for emergency call-outs will be followed.

All hours worked in excess of 40 hours in a week will be compensated at 1.5 times the regular hourly rate. Employees called out on holidays (per CISD calendar) will receive double time pay. Time will be documented in the Kronos system, when possible. All employees are subject to on-call, emergency call-outs, and stand-by. Those employees who fail or refuse to respond to this requirement may be subject to disciplinary action.

Employees shall use the Kronos Mobile application on their District issued phones to record their time for on-call, stand-by, and emergency call outs. The employee will punch himself/herself in using the Kronos Mobile application when leaving their home to respond to the District need and punch themselves out on the Kronos

application when returning back home. Employees will still be required to submit a call out form with the employee identification number, work order identification number, campus where overtime was required, the punch in and out times when using the Kronos Mobile application, and the number of hours being claimed. This form shall be submitted to the employee's supervisor/coordinator for their signature. If the punch in times are less than the minimum call out of two (2) hours the Kronos Timekeeper Manager will edit the times in Kronos to reflect the call out minimum of two (2) hours.

**Employees who misrepresent actual punch in or punch out time on Exception/Missed Punch Time Form will be subject to disciplinary action which could include termination of employment.**

#### **19. EMPLOYEE ARRESTS AND CONVICTIONS**

Please see the CISD Employee Handbook for more information.

#### **20. MEMORANDUMS**

Important notices initiated by the Maintenance and/or Custodial Office are distributed to each campus and/or emailed directly to employees. The notices can also be found on the bulletin boards at the Department Offices for employees to reference. Employees are encouraged to check their District emails daily and required to check a minimum of one time per week.

#### **21. EMPLOYEE IDENTIFICATION**

Employee identification provided by the District must be worn at all times while on the District property.

#### **22. DRESS CODE**

Employees are expected to dress and appear in a professional manner at all times, being mindful that we are visible to campus staff, students, and the public. The following guidelines should be followed:

- Be neat, clean, and well groomed.
- 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.
- Do not wear inappropriate clothing. Including clothing that advertises or promotes alcohol, drugs, profanity, or nudity. Cover any tattoos deemed inappropriate.
- Do not wear headphones during school hours, at school activities or while driving a CISD vehicle.
- Wear clothing that is clean, neat and easy to work in. (no holes or tears)
- Wear appropriate undergarments that are not exposed. No area of the torso may be exposed.
- Do not wear loose or dangling jewelry as this is a safety hazard.
- During the summer months, shorts approved by the employee's Coordinator may be worn. All garments, including shorts, skirts or dresses must be an appropriate and modest length; all of these garments must be no shorter than 3 inches above knee. Bicycle shorts, boxer shorts, cut off shorts, spandex or shorts that fit too tightly are not permitted.

#### **23. PERSONAL HYGIENE**

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

- 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.
- Personal hygiene should be adequate to prevent offensive body odor.

#### **24. PURCHASES**

Employees who are authorized to purchase or place an order for stock and supplies from approved vendors of the District may do so ONLY after securing an internal purchase order (IPO) number. Employees not obtaining an IPO prior to placing an order or making a purchase, will be subject to disciplinary action. Receipts must bear the IPO number preferably printed on the receipt by the vendor;

but if not, the employee must write the IPO number and the work order number for which the purchase was made on the receipt or order ticket before turning into the office for processing the same day or no later than the next business day. Each purchase will require an IPO, one invoice number per IPO. When a vendor places items on backorder it is the employee's responsibility to obtain a separate IPO that is dated the same day or prior to the invoice date. Employees should verify that the IPO date is equal to or prior to the invoice date. The District is not responsible for purchases made by employees that do not follow these guidelines. IPOs may be obtained from any Maintenance or Custodial clerk.

## **25. VEHICLE ASSIGNMENT**

It is the employee's responsibility to monitor the condition of an assigned vehicle on a daily basis. Training given at the time of initial assignment must be continued for the duration of the vehicle assignment. Vehicle reports are required as to the condition of each vehicle. All scheduled maintenance is the responsibility of the driver.

### **Daily check list:**

- Mileage
- Coolant
- Engine Oil
- Transmission Fluid
- Power Steering Fluid
- Brake Fluid
- Brakes
- Horn
- Lights
- Exterior Condition
- Tire Condition/Air level
- Supplies/Equipment properly strapped & stored
- Windshield wiper blades
- Windshield Cleaner Fluid

### **District Vehicles**

*Traffic Citations* - Employees to whom District vehicles are assigned are expected to comply with all state traffic laws. Employees are required to report any traffic citation issued to the employee while driving a District vehicle regardless of whether or not the employee is on duty or off duty. This report must be made to the Director within seventy-two hours from the time the citation was issued. Failure to make the required report will result in disciplinary consequences which could include suspension without pay and/or termination. Drug alcohol testing in some instances may be required and will be determined on a case by case basis in accordance with District policy. Any fine or penalty associated with a traffic citation is the responsibility of the employee.

*Cell phone use while operating a CISD vehicle* - • Use of cellular telephones while driving is discouraged. Employees will not send or read text messages or emails, dial cell phones, or view any type of electronic device, including GPS type systems and computers, while driving a District Vehicle or personal vehicle while on District property.

*Personal Usage*- District vehicles are not to be used for personal use. Failure to comply with this policy will result in disciplinary consequences which could include suspension without pay and/or termination.

*School Grounds*- District vehicles are not to be driven on undesignated driving areas, grassy areas, or sidewalks except for loading or unloading heavy equipment. Music volume must be kept to a minimum on District property to avoid distractions. Vehicles should not be parked in the fire lanes. Any fine or penalty associated with a citation is the responsibility of the employee.

*Personal Vehicles* – Employees should operate their personal vehicle in a safe manner while on school property. All posted signage should be observed and followed and employees must operate their personal vehicle with the safety of other employees and property in mind.

*Asset Tracking* – All CISD assets may have tracking devices. Employees shall not tamper or attempt to tamper with any tracking devices installed or attached to District assets. Violation of this policy will result in disciplinary action which could include termination from employment.

## **26. WORK RELATED INJURY**

A work related injury sustained by an employee on the job must be reported immediately through the chain of command. *See appropriate appendix for chain of command. See Custodial and Maintenance appendixes for specific reporting procedures for each Department.*

### **Occupational Health:**

#### **Face and Eye Protection Standards:**

All staff members, students, and visitors within Texas public schools must wear protective eye wear when participating in educational activities and programs that involve:

- The use of hazardous chemicals
- The use of hot liquids or solids
- The use of molten materials
- Performing grinding, chipping, or other hazardous activities where there is danger of flying particles
- Milling, sawing, turning, shaping, cutting or stamping of any solid materials
- Heat treatment, tempering, or kiln firing of any metal or other materials
- Cutting, welding or brazing operations
- The use of hazardous radiation, including the use of infrared and ultraviolet light or lasers
- Repair or servicing any vehicle
- Any process or activity in a vocational, art, industrial art or science course or laboratory that might have a tendency to cause damage to the eyes

## **27. SAFETY RULES**

Safety is one of the most important requirements of your job. Every employee must fully comply with all safety instructions. Careless habits endanger not only you but also your fellow employees. Your thoughtful attention to safety standards will enable you to work free of accidents. All employees are expected to:

- Report all accidents and injuries promptly to your supervisor.
- Wear goggles that are provided by the District at all times when an employee is operating a grinding, polishing, or any other type of machine where particles, chips or dust is created.
- Do not clean or adjust machines while the machine is in motion.
- When operating power equipment, the guards provided on the equipment must be used at all times.
- Place oil waste, chemical water, trash, food scraps, waste paper, rags, etc., in containers provided for such purposes.
- Keep all equipment and facilities clean.
- Report promptly to your supervisor any dangerous practices, defects in lighting equipment, floors, tools, machines or other equipment, which may cause injury.
- Do not start any machine until you check to see that no one is in a position to be injured.
- Do not attempt to lift or push objects that are too heavy for you – ask for help when you need it.
- Lift the proper way to avoid strains.
- Avoid touching any loose or misplaced electrical wires and be sure to report any such condition to your supervisor promptly.
- Do not pile material or equipment in front of, against, or on top of the fire apparatus, sprinkler valve housing, electrical equipment, etc.
- Keep fire lanes, doors, aisles and stairways clear of all obstructions.
- Maintain all safety and first aid equipment in serviceable condition.
- Do not perform any assigned task in a careless or negligent manner.

## **28. VISITORS**

Employees are not permitted to bring visitors to work with them or to have visitors at their work location during their scheduled work period. No unauthorized personnel are allowed on District premises without advance supervisor approval.

## **29. TELEPHONE USE**

CISD telephones and cell phones are not for personal use. Only work-related business or emergency use is allowed. Unauthorized use of CISD telephones, messaging or long-distance phone calls through CISD phone systems is not allowed. Appropriate supervisors may allow employees to call or respond to emergency calls. No personal cell phones usage is allowed unless authorized by supervisory personnel. **CISD phones incur a charge for Directory Assistance unless the following number is used: 1-800-373-3411 (1-800-free-411). Employees will be responsible for any non-work-related charges and disciplinary action may result.**

## **30. TOBACCO USE**

State law and District policy prohibits the use of tobacco products in school vehicles and on all school property. This offense is punishable by a \$200 fine and subjects the employee to disciplinary action.

## **31. FOUL LANGUAGE**

No employee shall at any time, or for any reason, use obscene, profane or suggestive language or obscene, profane or suggestive gestures of any kind. Any employee found in violation may be subject to termination.

## **32. UNPROFESSIONAL COMMUNICATION**

Employees must maintain professional contact and communication with their co-workers, supervisors, CISD staff, students, teachers, and administrators. Employees shall not engage in unprofessional communication at any time. Employees violating this rule may be subject to disciplinary action as described in Rule # 10 of the Maintenance and Custodial Handbook or termination.

## **33. STUDENT AND STAFF CONTACT**

- An employee's conversation with students and non-departmental staff members should be limited to only what is necessary to perform the employee's duties.
- 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.
- Employees are prohibited from engaging in inappropriate physical contact with students at all times.
- No employee shall interfere with any school staff member in the performance of his/her duties.

## **34. EMPLOYEE RELATIONSHIPS**

Romantic relationships between employees are discouraged. A romantic relationship between a supervisor and a subordinate creates a conflict of interest for the supervisor and can lead to allegations of sexual harassment, which if found to be true will affect the supervisor's employment. If a relationship between a supervisor and a subordinate develops, the supervisor is directed to immediately inform his or her immediate supervisor in writing of that relationship so that appropriate action can be taken.

## **35. RULES OF CONDUCT**

In addition to the expectations for employee conduct set out in Board Policy DH, employees are expected to maintain a high degree of professionalism. In that regard, the following are prohibited:

- Firearms, knives, or other weapons on school property.
- Use or possession of illegal drugs, or attempt to take part in the sale of illegal drugs.
- Unauthorized use or removal of property belonging to the District, other employees, etc.
- Insubordination - Failure to carry out reasonable requests of supervisory personnel.
- Unsatisfactory work performance - either deliberate or because of incapability.

- Spreading malicious rumors or gossip or any other conduct that disrupts the work environment.
- Violation of health or safety rules.
- Fighting, pushing, placing one's hands on another employee with malicious intent, or any other attempt to injure another person will not be tolerated. If there is a physical altercation between employees, an investigation will be conducted and CISD Police may be contacted. Individuals engaging in such conduct may be subject to disciplinary action and possible termination of employment.
- Falsification of employment application or any other District records.

Any employee failing to adhere to any District policy or Department rule is subject to disciplinary actions as described in Rule #10 of the Custodial and Maintenance Handbook or possible termination.

### **36. INVESTIGATIONS**

See District Handbook – Policy DH

### **37. CONFIDENTIALITY**

All Maintenance and Custodial Department employees are expected to maintain confidentiality with regard to any confidential information such as those related to investigations or employee's personal information. Failure to maintain confidentiality may result in disciplinary action up to and including termination of employment.

### **38. SEPARATION FROM EMPLOYMENT**

If 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 before an employee may receive his/her last pay check. 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.

### **39. JOB VACANCIES**

Job vacancies are posted on the Division of Human Resources website. A listing of job openings can be obtained by calling 936-709-7901 or online at: [www.conroeisd.net](http://www.conroeisd.net)

### **40. EMPLOYEE INTERNET AGREEMENT**

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

- Users shall comply with all of the requirements of Board Policy CQ *Technology Resources*, including not using District computers to gain access to information which promotes illegal or immoral activity or which is indecent or obscene.
- Users shall not use the District computers to transmit vulgar or sexually explicit language or to annoy, harass, stalk or threaten other users.
- Users are authorized to access only that information which is appropriate for use in an educational setting.
- Users shall maintain confidentiality of their logon identifiers and passwords and shall use only their assigned logon identifiers and passwords.

### **41. TRAINING**

When assigned to attend training events that are provided by the Department or District, attendance is mandatory. Vacation and personal days may not be requested for these dates. Rescheduling of training may be available with coordinator approval.

**42. SEXUAL HARASSMENT AND SEXUAL ABUSE**

Please see the CISD Employee Handbook for more information.

**43. DRUG AND ALCOHOL TESTING POLICY**

Please see the CISD Employee Handbook for more information.

## **Custodial Appendix**

### **1. WORK ASSIGNMENT**

Work assignments are determined by the District coordinator. Assignments and work schedules may be changed at any time for the convenience of CISD. Written assignment schedules are prepared, distributed and posted in designated areas. Employees should monitor posted schedules for revisions or changes necessary for District needs. All work assignment requests should be directed to your immediate supervisor. All employees must perform their work in a businesslike manner. Report to the Administration Office of the campus or department, provide your name, notify them of the job you are there to accomplish, and check-in with the front office prior to leaving to update them on the status of work performed. All work areas are to be cleaned by the craft doing the work immediately after completion of the job. Employees may not be at locations to which they are not assigned a work order.

### **2. WEATHER DAYS- SCHOOL CLOSURE**

School closures due to unsafe or bad weather conditions are not paid days. Custodial employees are required to report for their scheduled work schedule even if students do not. A voice mail recording at the Custodial Office will provide employees notice if the District closes school due to bad weather. It is the employee's responsibility to contact the custodial office or supervisor if the employee is uncertain of weather conditions and work status.

### **3. LUNCH BREAK**

Employees working five (5) hours or more are required to take a thirty (30) minute lunch break. A lunch break begins when the employee stops working. Work resumes when the employee returns to work. Travel time is included as time not worked. Lunch breaks are scheduled and may not be changed or extended without supervisor approval. All employees must take their lunch break in the area designated by their lead person. No food or drink belonging to campus personnel can be removed or consumed. Condiments, coffee, and disposable utensils purchased by campus personnel are not for general use. Any employee leaving the campus for lunch must clock out upon leaving and clock in upon their return. All employees will be required to clock out and in on the Kronos Timekeeping System when they are taking an uninterrupted meal break.

Employees must use their CISD issued badge for punching in and out. The Kronos clocks will not allow employee identification number to be punched in for the purpose of punching in or out.

### **4. CLEANING SOLUTIONS**

Custodial Department supplied cleaning solutions/chemicals are the only products authorized for use in District facilities. Unauthorized cleaning solutions or mixing of chemicals is not allowed.

### **5. SUPPLIES PROVIDED**

Instructions and usage for cleaning products provided to complete job assignments should be followed at all times. Misuse, waste, or personal use is not allowed.

### **6. SAFETY PRECAUTIONS - WORK RELATED**

Do not attempt to perform maintenance related tasks unless directed and or approved by the Custodial Coordinator as CISD has specialized crews that are responsible for performing these jobs. Some examples are listed below:

- Electrical repair
- Reset breakers that are tripped
- Operate contactors via Hand/Off/Automatic
- Gas repair
- Gas pilot lighting
- Plumbing repair

## **7. WORK RELATED INJURY**

*Accident Report Procedures* - If an employee has been hurt on the job, he/she must notify their direct Supervisor as soon as possible. The Supervisor will require the employee to complete an *Accident Report* form. The accident will be investigated by the Investigation Committee. The *Accident Report* form will be forwarded to the Assistant Coordinator, who will forward the report to the Payroll/Personnel Specialist so that a Workers' Compensation report can be made.

*Employee refuses medical treatment*- If the employee refuses medical treatment, the report is treated as a "report only" to Workers' Compensation and no other action is taken or required.

*Employee in need of medical treatment* - If the employee elects to go to the doctor, the Supervisor will provide the employee with the Workers' Compensation packet, which includes the forms and information necessary for the Workers' Compensation doctor. If the employee wishes to go to the hospital, the Supervisor will take the employee to an emergency room and wait until the employee has been registered before leaving. After the employee is seen by a doctor he/she will bring or fax the Workers' Compensation Status Update to the Payroll/Personnel Specialist, who will provide the information to Workers' Compensation. If the employee has no restrictions and is released to return to work, the employee must return to work on the date the doctor indicated. If the employee has restrictions and the restrictions cannot be accommodated, the employee will be sent home and will remain out on Workers' Compensation. The employee must provide a Status Update report after every doctor visit until he or she is fully released to return to work. Once the employee seeks medical care, he/she cannot return to work without a medical release from a physician and until he/she meets with his/ her Coordinator to obtain approval to return to work.

## **8. CUSTODIAL EQUIPMENT CARE**

Equipment used by the Custodial Department must be treated with the utmost care. To promote sound safety practices, do not attempt to operate equipment without proper training. Operational problems and unsafe conditions of equipment should be reported to your supervisor immediately. **DO NOT ATTEMPT TO MAKE EQUIPMENT REPAIRS.** Trained employees are available for equipment repairs as well as scheduled maintenance required to maintain warranties and longevity of equipment. Abuse, lack of normal care procedures, and misuse could result in an unsatisfactory report being placed in your personnel file, which if continued could result in termination. Any property of CISD is not to be used for personal use. Violation of this policy will result in disciplinary action which could include termination from employment.

## **9. WORK SCHEDULES**

The Custodial Department is a 24-hours a day, 7 days a week, 365 days a year operation, that includes more than 60 campuses, including many that are a substantial distance from Conroe. Your assigned work location, hours and days will be determined by District needs. Any change in work schedule must be approved by a District supervisor.

## **10. WORK RELATED PROBLEMS**

It is important to notify your supervisor of work related problems as soon as they occur. Work related problems should first be addressed with your immediate supervisor. If a problem involves your immediate supervisor, you may "skip" that level and go to the next supervisor in the chain of command for assistance in resolving the problem. The chain of command is as follows:

- Lead person
- Assistant Supervisor
- Supervisor
- Assistant Coordinator
- Coordinator
- Assistant Director
- Director

## **Maintenance Appendix**

### **1. WORKING HOURS**

The regular working hours for Maintenance employees are from **7:00 a.m.** to **3:30 p.m.** Alternate shifts may be assigned by the Director of Maintenance & Custodial based on the needs of the District. Employees may not punch in more than five (5) minutes before or after their scheduled shift start time. No one is expected to return to the North or South Maintenance buildings more than 15 minutes prior to their scheduled shift end time. Working hours and work site location may be changed at any time at the discretion of the Maintenance Coordinator, Assistant Director and or Director of Maintenance and Custodial without written notice based on the needs of the District.

No work for the District can be performed off the clock.

### **2. WORK ASSIGNMENTS**

You are expected to perform your work in a businesslike manner. Report to the Administration Office of the campus or department where you will be performing work, provide your name, notify them of the job you are there to accomplish, and check-in with the front office prior to leaving to update them on the status of work performed. All work areas are to be cleaned by the craft doing the work immediately after completion of the job. Employees may not be at locations to which they are not assigned a work order.

### **3. WORK ORDERS**

**No work will be performed without a work order**, unless it has previously been cleared by your supervisor. After completion of the job, the following information must be completed on the work order: status of the job, actual date completed, internal purchase orders (IPO) used or made (Purchase Transactions), materials used from stock (Issue Transactions) and quantity of each, number of hours (Labor Transactions) to perform work, purpose code, craft, location, assigned to, etc. If labor hours needed are overtime hours those hours must be entered as overtime hours when entering the labor transaction on the SchoolDude work order.

### **4. EMERGENCY WORK ORDERS**

The Maintenance dispatcher will route work orders to the appropriate technician that are considered an emergency and contact the supervisor and or coordinator based area needing the immediate response. After the completion of the work order, the employee responsible must contact the dispatcher by call or text and confirm with the dispatcher that the work order has been completed. Communication with District administration by employees, dispatcher(s), supervisors, and coordinators will be handled based on established communication protocols.

### **5. UNIFORMS**

Craftsmen are expected to report to work in their CISD Maintenance Department uniforms. Sandals or any other type of open toe shoe are not acceptable. During the summer months, shorts approved by the Coordinator may be worn. Members of the office staff are expected to dress professionally in appropriate business wear.

- Employees must display their **CISD Maintenance ID Badge** during working hours.
- Employees must have their current **Texas Drivers' License** with them during working hours.

### **6. LUNCH BREAK**

Employees working five (5) hours or more are required to take a thirty (30) minute lunch break. A lunch break begins when the employee stops working. Work resumes when the employee returns to work. Travel time is included as time not worked. Lunch breaks are scheduled and may not be changed or extended, without supervisor approval. All employees must take their lunch break in the area designated by their lead person. No food or drink belonging to campus personnel can be removed or consumed. Condiments, coffee, and disposable utensils purchased by campus personnel are not for general use. Any employee leaving the campus for lunch must clock out upon leaving and clock in upon their return. All employees will be required to clock out and in on the Kronos Timekeeping System when they are taking an uninterrupted meal break.

Employees must use their CISD issued badge for punching in and out. The Kronos clocks will not allow employee identification number to be punched in for the purpose of punching in or out.

## **7. INCLEMENT WEATHER**

School closures due to unsafe or bad weather conditions are not paid days. Maintenance employees are required to report for their scheduled work schedule even if students do not. It is the employee's responsibility to contact the Maintenance office, immediate supervisor, or their respective coordinator in the event of uncertain weather conditions to determine their work status. Unless the employee receives communication from his/her supervisor, coordinator, or director they are expected to report for duty.

## **8. TOOLS**

The Conroe Independent School District will supply all tools and supplies necessary for its employees to safely and effectively complete their job duties as assigned. Whether or not a tool is necessary will be determined by the supervisor. Any property of CISD is not to be used for personal use. Violation of this policy will result in disciplinary action which could include termination from employment.

*Tool Inventory* - Each employee will be assigned an inventory of tools regularly used in his or her job assignment. Employees are responsible for all tools assigned to them or checked out by them. Specialized tools are available to employees to checkout for temporary use. These tools are available through the warehouse/tool room and should be checked out through the warehouse/tool room attendant. All checked out tools must be checked in each afternoon ~~and~~; unless an employee is given approval by the supervisor to do otherwise. Any problems or damage to tools or equipment assigned to the employee or checked out by the employee must be reported to the tool room attendant for repairs by the end of the workday.

*Stock Inventory* - Each truck will carry a stock of commonly used parts. It is the responsibility of the driver to keep the stock inventory up to date and/or to replenish the inventory when it becomes low in accordance with warehouse procedures.

*Tool Purchases* - All tool purchases must be approved by the Supervisor, Coordinator, Assistant Director and Director of Maintenance and Custodial. A tool request must be submitted for approval prior to purchase of tools. Approved tools will be purchased by the warehouse manager whose responsibility it is to mark, identify, and add the tool to the employee's inventory before the tool is issued to the employee. In those instances, where tool purchases are needed for an emergency situation, the Supervisor and or Coordinator must authorize the purchase prior to it being made. A tool request must be submitted the following business day for approval and record keeping and the tool must be turned into the tool room the following scheduled work day to be added to the employee's and District's inventory.

*Biannual Tool Inventory* – The employee's supervisor and or Coordinator will conduct an inventory of all District tools twice annually. Each employee must be present to witness the inventory of all tools assigned or checked out to that employee. At the completion of the inventory, the employee will sign an acknowledgment accepting responsibility for the tools appearing on the completed inventory. The acknowledgment will list the employee's name and the tools inventoried. The signed acknowledgement will be kept in the employee's personnel file.

*Lost or Stolen Tools* - It is the employee's responsibility to secure all tools either in locked tool boxes or in locked District vehicles. If employees are unable to secure tools because of faulty equipment this should be reported to their Supervisor immediately. In case of forced entry which results in loss of District property, the employee is to immediately report the incident to his/her Supervisor and to the CISD Police Department.

## **9. WORK RELATED INJURY**

*Accident Report Procedures* - If an employee has been hurt on the job, he/she must notify their direct Supervisor. The Supervisor will require the employee to complete an *Accident Report* form. The accident will be investigated by the Investigation Committee. The *Accident Report* form will be forwarded to the Assistant Coordinator who will forward the report to the Payroll/Personnel Specialist so that a Workers' Compensation report can be made.

*Employee refuses medical treatment* - If the employee refuses medical treatment, the report is treated as a "report only" to Workers' Compensation and no other action is taken or required.

*Employee elects medical treatment* - If the employee elects to go to the doctor, the Supervisor will provide the employee with the Workers' Compensation packet, which includes the forms and information necessary for the Workers' Compensation doctor. If the employee wishes to go to the hospital, the Supervisor will take the employee to an emergency room and wait until the employee has been registered before leaving. After the employee is seen by a doctor he/she will bring or fax the Workers' Compensation Status Update to the Payroll/Personnel Specialist, who will provide the information to Workers' Compensation. If the employee has no restrictions and is released to return to work, the employee must return to work on the date the doctor indicated. If the employee has restrictions and the restrictions cannot be accommodated, the employee will be sent home and will remain on Workers' Compensation. The employee must provide a Status Update report after every doctor visit until he or she is fully released to return to work. Once the employee seeks medical care, he/she cannot return to work without a medical release from a physician and until he/she meets with his/her Coordinator to obtain approval to return to work.

## **10. WORK RELATED PROBLEMS**

It is important to notify your supervisor of work related problems as soon as they occur. Work related problems should first be addressed with your immediate supervisor. If the problem involves your immediate supervisor, you may "skip" that level and go to the next supervisor in the chain of command.

The chain of command is as follows:

- Lead
- Supervisor
- Coordinator
- Assistant Director
- Director



**2019– 2020 CUSTODIAL & MAINTENANCE  
EMPLOYEE HANDBOOK RECEIPT**

**Name (print)** \_\_\_\_\_

**Employee ID:** \_\_\_\_\_

**Campus / Department:** \_\_\_\_\_

I hereby acknowledge receipt of the *Conroe ISD Custodial & Maintenance Department Employee Handbook*. I agree to abide by the standards, policies, and procedures defined or referenced in this document.

The information in this handbook is subject to change. 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:** \_\_\_\_\_