#### BIRDVILLE ISD

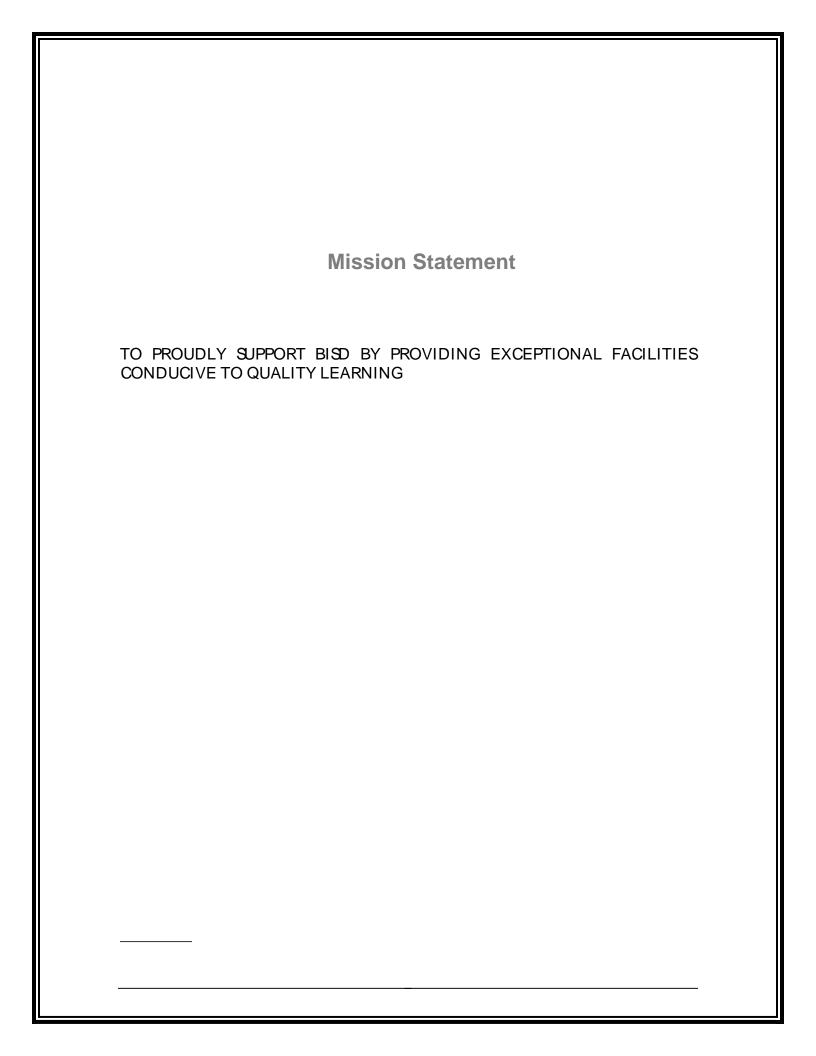
# FACILITIESMANAGEMENT Department Employee HANDBOOK

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Birdville Independent School District Facilities Management Department 6119 East Belknap Haltom City, TX 76117

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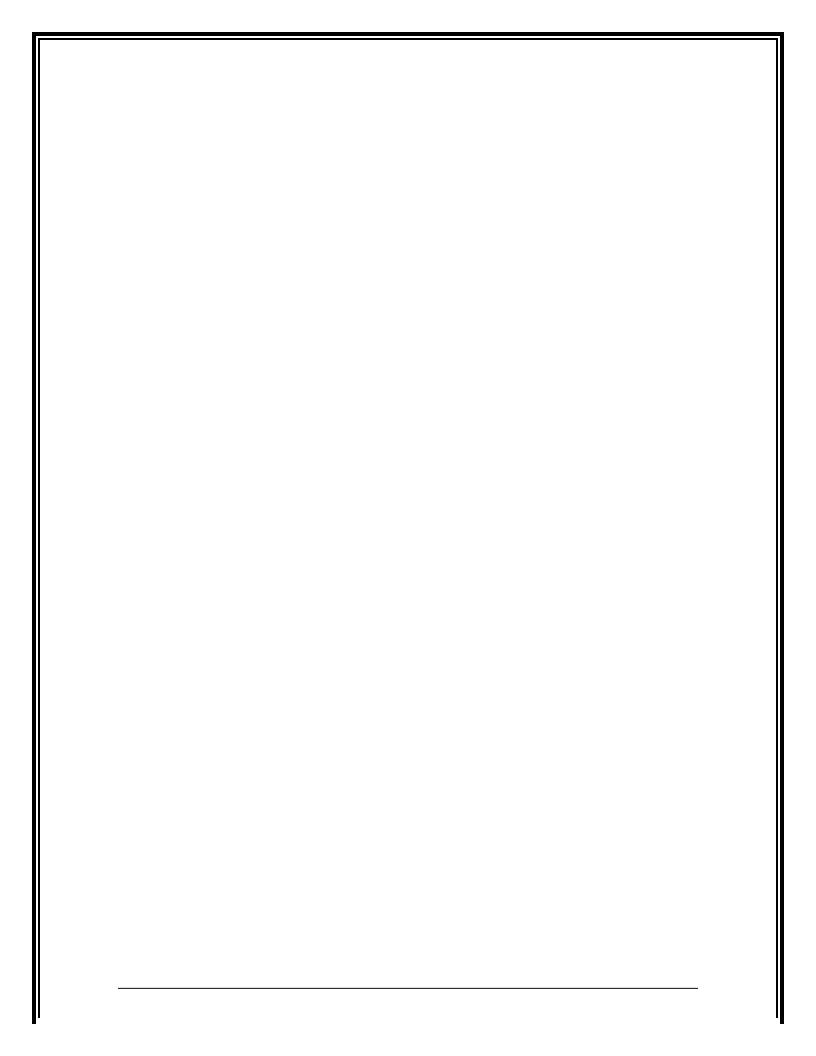
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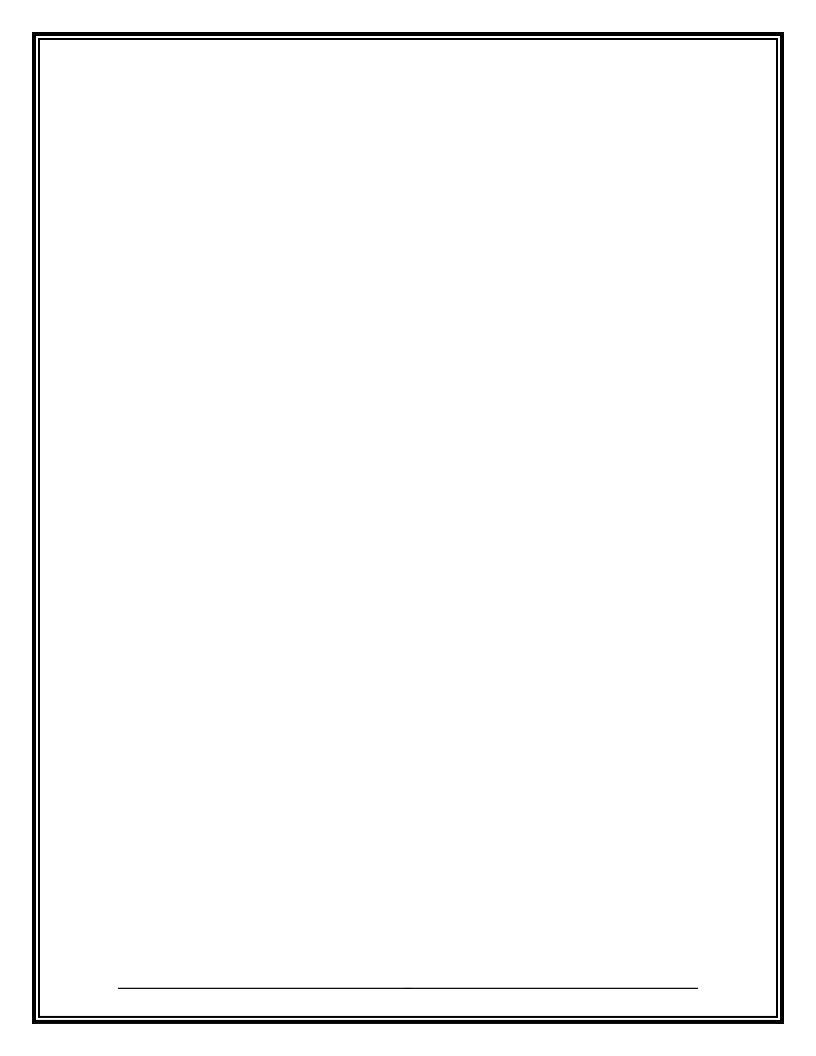


**Overview of the** 

### **Preventive Maintenance**

Preventive maintenance is the scheduled attention to the physical needs of a system that results in the reduction of the possibility of breakdown and the lengthening of the life of a system. Facilities Management schedulest







- K) Employees may not use any district equipment for personal use including washers and dryers.
- L) Employees may not move in or set up living arrangements on district property.
- M) Employees may not tamper with personal items belonging to others, such as items kept in refrigerators.
- N) Always maintain a professional level of conduct in the workplace. Horseplay of any type, vulgarity, sexual misconduct, lying, alteration and falsifying records, profanity, harassment, and ethnic comments will not be tolerated.
- O) Know and comply with department and district procedures and policies. All district employees should perform their duties in accordance with state and federal law, district policy, and ethical standards. Violations of policies, regulations, or guidelines may result in disciplinary action, including termination.
- P) Answering District and department emails and phone calls is a critical piece of good communications and is expected.

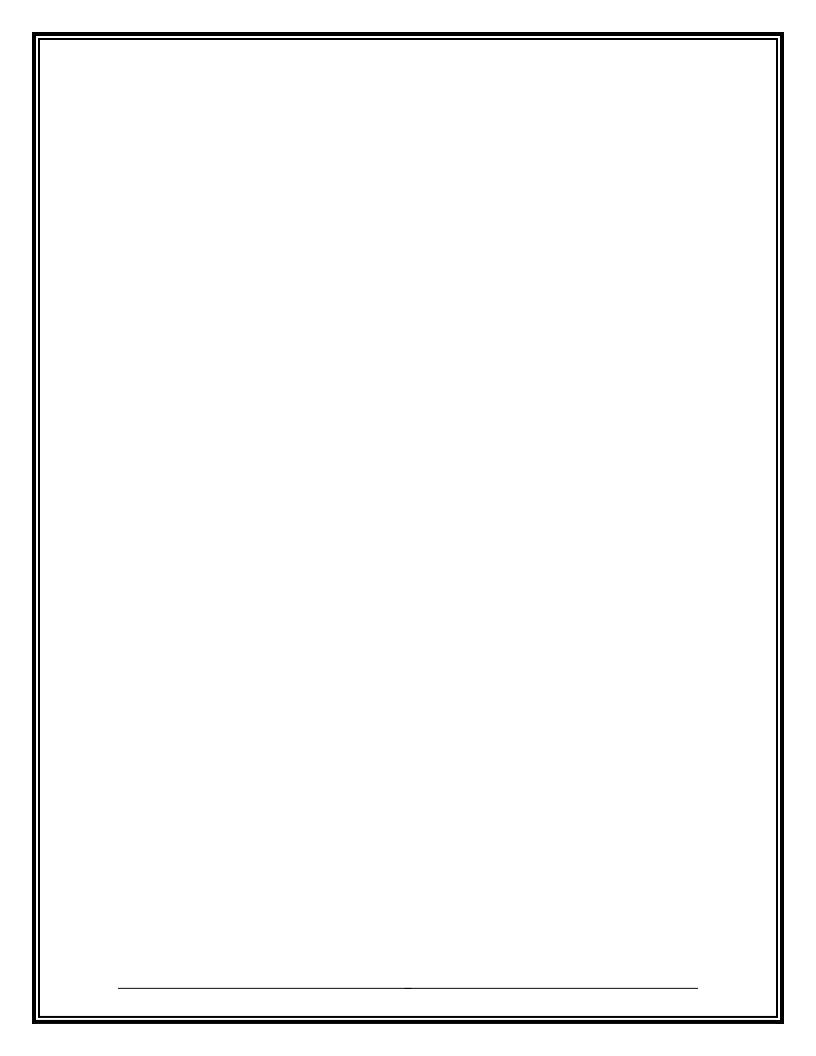
### **Schedules**

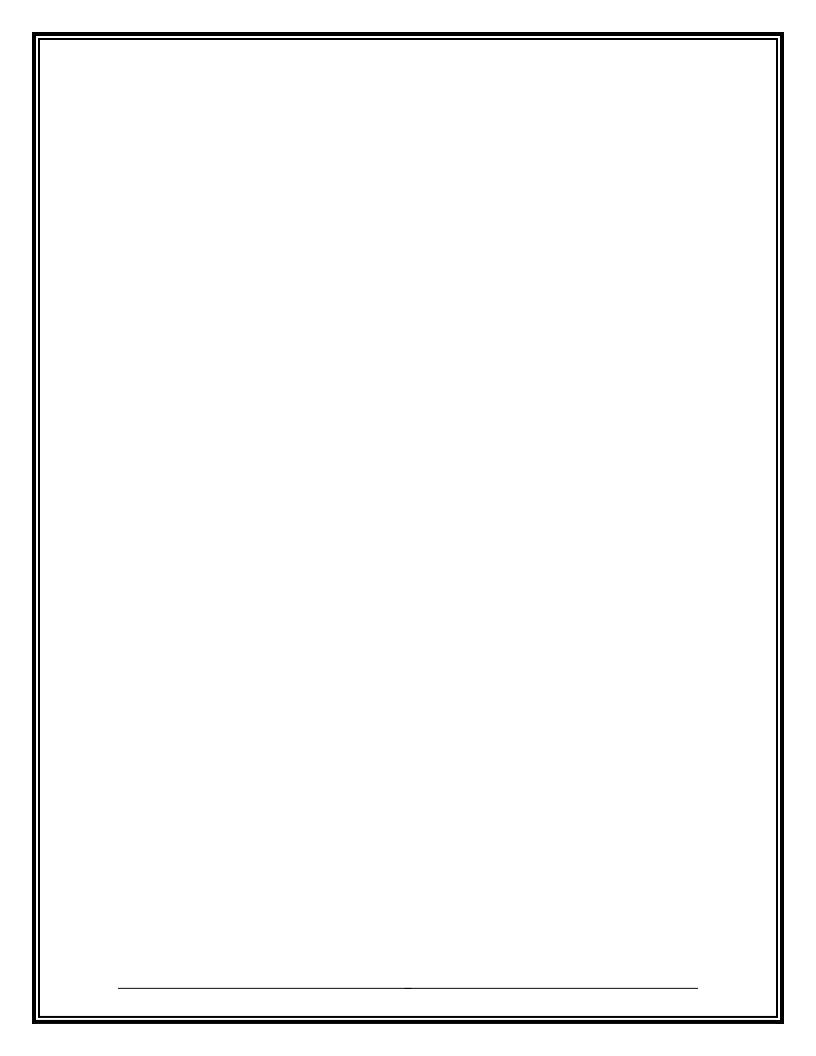
Employee start and end times are determined by the Director of Facilities Management, along with Campus input in regards to custodial support. Schedules can only be changed by the Director, Assistant Director, or Department supervisor. Facilities Management employees may

BAD WEATHER NOTE: All Facilities Management Employees

On bad weather days or school dosing days for students and teachers, Facilities Management employees are expected to report to work for the purpose of checking, repairing, and preparing the facilities for a safe opening at the time students and teachers return. It is always the responsibility however, of the employee to exercise their best judgement in determining whether they can travel safely during such times. The choice to report to work or to take earned time off is left to each employee. Head Custodians along with other Facilities Management personnel need to check District facilities after each weather event to make sure that the campus/ facilities did not sustain any damages from rain, wind, hail, snow, tornado, or electrical outages. Employees doing the checks need to report to their supervisor the location status and prepare a plan to have the facility ready for school on the next school day if needed.

AFTER DARK WORK





RECORDING YOUR ABSENCE Failure to Record your absence properly could result in a pay code of which is equal to

### **Reporting Absences Types**

Employees are personally responsible for recording their absences on the Kronos system and for reporting absences to their supervisor. Choose from the following list of reasons when recording your absence.

Below is shown the number and corresponding reason for absence

- 1) Vacation
- 2) Jury Duty (submit jury duty check stub), Military Leave (submit copy of military orders)
- 3) Local Sick Leave
- 4) State Personal
- 5) Compensation Time
- 6) Personal without Pay, FMLA, Workers Compensation, Dock Pay

Note: Death in the family could use any of these other than #2

When choosing reason

- 1. Spouse
- 2. Son or daughter, including a biological, adopted, or foster child, a son- or daughter-inlaw, a stepchild, a legal ward, or a child for whom the employee stands in loco parentis (in place of a parent).
- 3. Parent, stepparent, parent-in-law,

### Resignations

All resignations are to be in writing, stating the reason for the resignation and the last day of employment the employee is to work. This must be signed and dated and given to their supervisor, preferably two weeks in advance. (In order to be considered for future employment). All keys, uniforms, id badges, and other District provided vehicles and tools, must be turned in to the Facilities Management office on the last day of employment. As per District policy employees giving notice of resignation cannot use Vacation or personal time during the resignation notice period of time. Sick days will require a doctor s note. Failure to follow these rules may result in the forfeiture of leave time.

### **Tobacco Products and E-Cigarettes use**

State Law prohibits smoking, using tobacco products or e-cigarettes on all district owned property and at all school related or school sanctioned activities, on or off school property. This includes all buildings, playground areas, parking facilities, and facilities used for athletics or other activities. Drivers of district owned vehicles are prohibited from smoking, using tobacco products or e-cigarettes while inside the vehicle. Notices stating that smoking is prohibited by law and punishable by a fine are displayed in prominent places in all school buildings.

### **Dress Code and Grooming**

All employees are expected to dress appropriately for the assigned duties and work environment. District issued clothing, such as logoed work shirts, safety shoes, and safety vests must be worn whenever you are clocked into work. The dress and grooming of all district employees shall be clean, neat, and in accordance with any additional standards established by the department Director. Employees may be asked to return home and change into appropriate attire if their clothing does not meet these guidelines. Jeans pants are permitted. The following articles of dothing are not allowed at any time. Torn jeans, even those considered as fashionable, sweatpants, pajama bottoms, baggy pants, tights, leggings, or other form fitting pants. For safety purposes, Grounds staff shall wear long pants year round. All other staff may be permitted to wear knee high shorts during the district scheduled summer hours. Shorts must be dark or khaki colored fabric with solid patterns only. No bright or fluorescent colors or patterns, Shorts must be hemmed. No cutoffs are allowed .. Standard work shoes that protect from the hazards of your specific job assignment must be worn. For example, a boot style shoe for Grounds, or a non-slip shoe for Custodians would be deemed appropriate footwear for the assignment. Socks must be worn with shoes at all times. No open toed shoes or sandals of any kind will be permitted. At any time employees shall not wear clothing that is torn, obscene, lewd, suggestive, revealing, or otherwise inappropriate for a public school setting. If you have any questions about an item of clothing please ask your immediate Supervisor

distraction to the user and/ or could create an unsafe work environment. Hand held devices are also prohibited from use at any time the employee is operating equipment. Under these conditions the device must be secured unused by the employee.

<u>Use While Driving</u>. The Facility Management Department <u>prohibits</u> employee use of cell phones or similar devices while driving a District vehicle. This prohibition includes receiving or placing calls, text messaging, surfing the Internet, receiving or responding to email, checking for phone messages, or any other purpose. Employees may not use cell phones or similar devices to receive or place calls, text message, surf the Internet, check phone messages, or receive or respond to email while driving if they are in any way performing activities related to their employment. Employees must stop their vehicles in safe locations in order to use cell phones or similar devices.

Personal Use of District-Owned Cell Phones, I pads, or similar devices

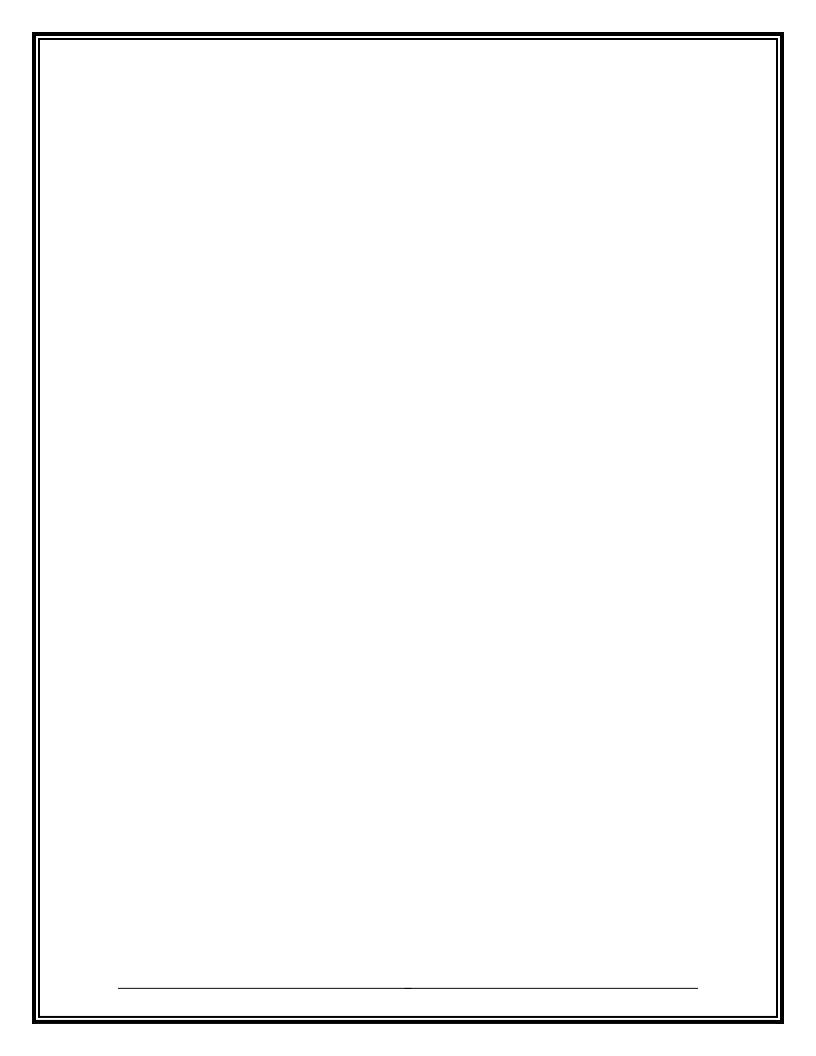
The District may issue business cell phones to employees for work-related communications. To protect the employee from incurring tax liabilities for the personal use of such equipment, these District-issued phones are to be used for business purposes only. Employees in possession of District equipment (including cell phones) are expected to protect the equipment from loss, damage, or theft. On resignation or termination of employment, or at any time on request, the employee may be asked to produce the phone for return or inspection. Any employee unable to produce the phone for return or inspection may be subject to pay for the items at a cost equal to the fair market value. Subsequent occurrences may lead to a written reprimand and/ or termination of employment.

### BISD TECHNOLOGY ACCEPTABLE USE GUIDELINES FOR EMPLOYEES

nology resources will be used only for learning,

district technology training will emphasize the ethical use of district technology resources and the acceptable use prohibited.

system and networks are any configuration of hardware and software. The systems and networks include all the computer hardware, operating system software, application software, stored text, and data files. This includes electronic mail, local databases, externally accessed databases (such as the internet), CD-ROM, optical media, dip art, digital images, digitized information, telecommunications devices and all new technologies as they become available. The district reserves the right to monitor all technology resource activities.



It is the policy of the district that information transmitted by e-mail be retained in accordance

individual to whom the message is addressed) of the 74 e-mail message. As the legal custodian, users must print out and save copies of important documents or archive them in personal folders on their had drives or other storage devices in compliance with the retention requirements of the Texas Local Government Records Act. BISD e-mail servers are provided to facilitate the devery of e-

school related pur oses. Information is backed up as a safety measure in case of system failure or unlawful tampering Network Support Services deletes all e-mail messages

#### MAINTENANCE OF LOCAL HARD DRIVES

BISD faculty and staff are personally responsible for making backups of any data files that you store on your local hard drive. Electronic files created, sent, received, or stored on computers owned, leased, administered, or otherwise under the custody and control of Birdville ISD are the property of Birdville ISD. These files are not private and may be accessed at any time by appropriate personnel in accordance with the provisions and safeguards provided in the Texas Administrative Code 201.13(b), Information Resource Standards and may be subject to the Open Records Act. All district computers (desktop and laptops) must have auto-updating virus protection.

#### NETWORK ETIQUETTE

District network users are expected to be polite and use appropriate language. Users should not misrepresent their identity, transmit obscene messages or pictures, reveal personal addresses or phone numbers, or use the network in a way that would disrupt the use of the network by others.

#### SOFTWARE

No software should, or will, be installed without documentation that shows the software purchase has gone through an approval process that includes the TIMS department.

Software purchased for Birdville ISD may not be installed on home computers. Programs brought from home are not allowed to be installed on BISD computers. The cost of any fines levied upon the district due to the aforementioned behavior will be passed on to the individual responsible for the illegal software. BISD reserves the right to remove any non-business related software or files from any computer without notification. Examples of non-business related software or files include, but are not limited to games, instant messengers, pop e-mail, music files, image files, freeware, and shareware.

network without permission from the holder of the copyright. Only the owner(s) or individuals the owner specifically authorizes may upload copyrighted material to the network.



### Vehicle Regulations / Time on Task

Auxiliary staff shall abide by the following list of regulations while driving a school-district vehicle. It is imperative that employees use their best judgement and be on their best behavior when driving district vehicles. Any violations of the rules listed below will result in documentation. Second violations may result in recommendation to terminate employment with Birdville ISD. These regulations are:

- 1) Vehicles are for business use only. Vehicles are not to be used for any personal use such as non-job related transport, driving the vehicle to a residence, moving personal purchases, or transporting anybody not employed by BISD.
- 2) All driving and traffic rules must be adhered to, including seat belt use. All occupants of vehicles will be responsible for violation of rules.
- 3) GPS units cannot be dis-connected or altered in any way. GPS units may be used to determine adherence to driving and traffic rules.
- 4) GPS information may be used in ARB hearings.
- 5) Vehicles will be maintained, to include current registration as well as washing and vacuuming
- 6) All occupants are responsible for contents of vehicle and trailers
- 7) Maintenance personnel are not to arrive at the FMD complex before 3:30 PM. Employees are expected to use the shortest routes between work assignments.
- 8) <u>Drive the speed limit</u>. You will be allowed to drive slower if you are pulling atrailer or any heavy equipment or large quantity of materials.
- 9) While driving in vehicles, all employees should be alert at all times.
- 10) Unauthorized stops will not be tolerated (restaurants, convenience stores, etc.)
- 11) Lunch will be from 11:30 am to 12:30 Noon. (see scheduling on page 10)
- 12) All accidents, incidents, or damage to the vehicle must be reported to your supervisor immediately. Accident reports must be submitted promptly.(see FM school vehicle accident policy and procedures)
- 13) The use of hand held cell phones or similar devices for district-related purposes while driving is prohibited; employees must stop their vehicles in safe locations in order to use cell phones or similar devices.
- 14) Employees must possess a CDL license in order to be driving vehicles or equipment that require the driver to have a CDL license.
- 15) Do not park in front of Dumpsters, loading docks, and Driveways blocking access to them.

### **Drug and Alcohol Testing**

The BISD Facilities Management department will maintain a drug testing program for department operators of District Vehicles. This program will closely follow the program that is already in place for the BISD Transportation department.

Drug and alcohol testing for employees operating District vehicles is supported by board policy DHE (legal). The primary purpose of the testing program is to prevent impaired employees from performing safety-sensitive functions. The District has determined that positions requiring the

The program will be administered through DISA, a drug and alcohol screening compliance service company. The actual collection of samples will be done by a local company called Nova.

Random sampling will begin after all eligible employees have been tested. Random testing will be managed by DISA.

All pre-employment testing must be done at the same time as the background check and prior to a new candidate operating a District Vehicle.

### **Facilities Management School Vehicle Accidents**

All employees that drive a school bus or district vehicle, whether it is district owned or personal, while conducting district business will be required to submit their name, driver's license #, and DOB for an annual Motor Vehicle Review. Commuting to and from work does not apply.

There is an Accident Procedures and Report in each district vehicle. Take it out and read it immediately upon being in an accident to remind you of district procedures. Complete the form attached as soon as possible the same day of the accident.

All accidents, incidents, or student injuries involving a district vehicle are to be reported to your supervisor immediately. Re-notification must be made to the supervisor immediately upon returning to the Facilities Management vehicle lot. Do not leave the vehicle.

Failure to immediately report an incident/accident to the proper authority may result in immediate termination.

In case of an accident, follow these procedures:

Stop the vehicle. Set your brake. Turn off the ignition, and notify your supervisor immediately

Vehicles should not be moved except with the permission of the investigating officer unless there are no injuries and traffic flow is being impeded.

Activate hazardous flashers and place reflective triangles/cones if the situation warrants.

Drivers should report the following information to their supervisor:

Exact location of the accident/incident

Number of passengers on board/ Number injured

Any injuries that require immediate emergency service (EMS, Police, Fire)

Extent of any injuries to driver, passengers, and other individuals.

DO NOT talk to the media if they come to the scene. ONLY our communications Department can talk to reporters. Refer all questions to the BISD Communications Office. 817-547-5700 or 817 547-

#### MANDATORY POST ACCIDENT TEST REQUIREMENTS

As soon as practical following an accident involving a district vehicle, the driver may be sent for a mandatory post-accident alcohol and controlled substance testing if any of the following situations apply:

An individual is taken away from the scene for medical attention

A vehicle involved in the accident has to be towed away from the scene

There is a fatality involved in the accident

If reasonable suspicion warrants the testing

Alcohol Tests: If not performed within 2 hours following the accident, a record shall be prepared and maintained on file stating the reasons the test was not promptly administered. After 8 hours cease attempts and maintain the same record.

Controlled Substance Tests: If not performed within 32 hours following the accident, a record shall be prepared and maintained on file stating the reasons the test was not promptly administered.

#### ACCIDENT REVIEW BOARD

An Accident Review Board (ARB) is established and will include a minimum of three individuals from management and one driver representative from the Transportation department. The driver involved in the accident will be required to attend the ARB meeting unless their absence is approved by the Director of Facilities Management or his designee. The ARB will determine the preventability of all vehicle accidents/incidents and recommend disciplinary or remedial action as it deems necessary.

DEFINITIONS

The ARB will convene within fifteen (15) working days of the occurrence of an accident involving BISD vehicles. The exception will be five (5) working days of the receipt of the police report, required alcohol/drug testing report, if necessary, and completed insurance reports for damage expenses that have not been received within the original 15 day period. The ARB, either acting as a committee or at the request of management may hold a preliminary meeting to determine and recommend if the driver should be removed from the driving task until the investigation is completed and the final ARB is held.

POLICIES

1)

This procedure will apply to all District keys, to include door keys, file cabinet keys, and storage keys.

- 1. All keys must be returned to the Facilities Management office upon termination of employment or change of position or movement into a different building, which requires a different key or no keys.
- 2 Keys are issued by the Facilities Management Department to authorized employees and should not be duplicated by users.
- 3. The Facilities Management Department is the only department allowed to cut and issue keys for buildings. Duplication of keys by an outside locksmith is strictly prohibited.
- 4. Service requests for a lock and key changes or repair should be directed to the Facilities Management Department through a work order.
- 5. Loss of keys must be reported immediately to the Facilities Management Director and the Building Principal, or Administrator. There may be a charge for lost keys that require corresponding cylinder changes.
- 6. All Custodial employees must place their campus keys in the Head Custodian lock box before leaving the campus at the end of their shift. Custodial employees cannot take their keys off campus for any reason, unless otherwise directed to do so by a supervisor. (head custodians and housekeepers)
- 7. Campuses shall keep a log of all master keys issued for their site.

### Recycling

The District has a Board-approved recycling program. All efforts should be made that all recyclable materials are disposed into the proper waste cans, and to reduce the amount of trash going to landfills. Items from the cafeteria and restrooms are typically not considered recyclable.

### **District Property Control Procedure**

No district-owned property may be disposed of in any manner. All obsolete, broken, and unneeded items must be picked up by the warehouse for proper re-use or disposal. No districtowned property may be donated to any entity, organization, or individual. The warehouse will be responsible for transporting items to auction or disposal sites. Asbestos Management (AHERA)

