

**(SCHOOL DISTRICT)
CUSTODIAL AND MAINTENANCE GUIDELINES**

An employee is the only one who can punch his individual time card. There is no reason and no circumstance where one employee would punch another employee's time card.

When reporting to work, **you cannot punch in until ten (10) minutes before scheduled starting time.**

Any employee who is required to work on a non-scheduled work day (Saturday or Sunday) will be guaranteed at least three (3) hours pay providing the employee works three (3) hours. There is not circumstance where you will be paid for time not worked. You have to work in order to be paid for the three (3) hours or any amount either under or over three (3) hours. If you are called in due to a special assignment and the assignment does not take the required three (3) hours to complete, you must find work to do to be paid for the three (3) hours, or you will be paid for the actual time worked. Custodians always have work to be done in their area. Maintenance personnel should work from their repair list. At no time is anyone to report for work after hours or on the weekend without first making arrangements with the supervisor.

On snow days you may work the day shift if you so desire. The day shift for all afternoon employees on those days begins at (Time). If you cannot report to work at this time, you must report to work at your regular shift time.

NOTE: You have to come to work with the proper attire for working outside on snow days.

As a reminder to all, if you are sick and cannot make it to work, you must call the Maintenance Office at (Phone Number) and talk to the Director of Facilities (or Other Designated Person) or leave a message if he is not available. This request should be made no later than one (1) hour prior to your scheduled starting time. You must also call the S.E.M.S. system to report your absence at (Phone Number). If you know ahead of time that you will be absent, for either the entire day or partial, please fill out the (School District's Required Form) and have the Director of Facilities (or Other Designated Person) approve it before that absence occurs.

If there is no school due to teacher/parent conferences or for any other reason, except for weather or vacation periods, your work hours will remain the same as assigned for a regular school day unless prior arrangements have been made with the Director of Facilities (or Other Designated Person).

The use of alcoholic beverages and drugs before coming to work or during work hours is prohibited. Also, alcohol and drugs are not to be kept or located on school property at any time. Drugs, whether prescribed by your physician or not, cannot be used if they will affect your behavior or work performance.

If you have an illness or injury requiring you to be off work more than two (2) days in a row, you cannot return to work without a doctor's release. This is important for your own personal safety

and for workman's compensation insurance. Everyone should be aware that in our department the work is very strenuous.

Telephone Usage Policy:

1. At no time may anyone make personal long distance phone calls and charge them to the school. Local calls or calls being charged to your home telephone may be made on the school phone before work, during your break, or noon hour. Calls that are being made during work time are unauthorized and could ultimately result in disciplinary action.
2. To use the school telephone for personal business, phone calls should be held to a three (3) minute maximum. If a call has to be made it should be made on your break or lunch hour. No more than one call per evening should be made. In all cases, emergencies take precedence over this telephone policy.
3. Receiving calls during your work period is not acceptable. You should advise your friends and family to call only in the case of an emergency. In the case of an emergency you may make an outgoing call during your working period.
4. Making telephone calls to other employees in the district, unless it is school business, is forbidden.

If you are injured while at work we require that you go to our *authorized* medical facilities and you also need to make out a worker's compensation report and return it to the Maintenance Office at the school as soon as possible.

In the course of your duties when you find discarded property that has a value (including redeemable soft drink cans, equipment and clothing), it is to be considered the property of the school until the proper owner has been determined. If you have a question as to where any item of value should go, the Director of Facilities (or Other Designated Person) will give you direction. Under no circumstances should any item be disposed of or removed unless discussed previously with the proper authority, i.e. Building Principal, Director of Facilities (or Other Designated Person).