

**Rio Hondo ISD
Maintenance & Custodian
Handbook
2007-08**



Rio Hondo ISD
Maintenance and Custodian
Handbook

RIO HONDO INDEPENDENT SCHOOL DISTRICT

Maintenance Department

Maintenance Mission Statement:

The Rio Hondo ISD Maintenance department will effectively and efficiently manage and maintain the facilities and equipment to assure the support of the districts goals for improving the teaching and learning for our students, teachers, administrators and taxpayers.

Rio Hondo ISD
Maintenance and Custodian Handbook
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Rio Hondo ISD
Maintenance and Custodian Handbook

This handbook is neither a contract nor a substitute for the official district policy manual. Nor is it intended to alter the at-will status of non-contract employees in any way. Rather, it is a guide to and a brief explanation of district policies.

Acknowledgement of Understanding

Please sign and return this page to the Director or Supervisor of Maintenance and Custodians upon receipt of the employee handbook.

This is to verify that I have received a copy of the Maintenance Department Employee Handbook. I have also received district keys and/or district tools. I understand that the employee handbook I received contains specific information, rules, and Consequences that are extremely important to me and that I must read and complete this form to acknowledge my understanding of the district and department guidelines. I also understand that should any conflict exist between any language in this handbook and District policies and procedures, District policies and procedures shall prevail.

**Key and Security Code Acknowledgement
Tools Obligation Acknowledgement**

I understand that I have been provided keys for access to the district's facilities. It is my responsibility to ensure that these keys remain in my possession at all times along with any codes or passwords provided for alarm systems and that these codes shall remain confidential.

I further understand that employees are not allowed to copy or release the key(s) or code(s) to other employees contractors, family members or unauthorized individual(s) to gain unauthorized access to district facilities.

Failure to adhere to these guidelines may be grounds for termination. Upon termination, extended absence, reassignment, or departure from the district, employees are required to return

these keys to the proper administrator. Loss or damage of keys shall be reported to the supervisor immediately. Replacement of keys to district employees will be at the expense of the employee, for all unusual circumstances, and may include any ancillary costs required as to not compromise the integrity of the facility. Please check and initial.

- I have received district keys _____
- I did not receive district keys. _____

I understand I am responsible for all tools and equipment checked out to me. I further understand that in the event tools or equipment checked out to me are misplaced, lost or broken, I will be expected to replace them. In accordance with the standard procedure, any extenuating circumstances will be considered on a case-by-case basis. Please check and initial.

- I have received district tools. _____
- I did not receive district tools. _____

Key & Security Code Verification

Social Security #: _____
Issue Date: _____
Key Holder Access Level: _____
Security Pass Code: _____
Authorized By: _____
Return Date: _____
Received by: _____

Employee's Name (Please Print) _____
Department/Campus _____

Employee's Signature: _____
Date: _____

Interpreter is needed: _____

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**Rio Hondo ISD
Maintenance Department Handbook**

New Employee Department Orientation

Orientation of new hires will be the responsibility of the immediate supervisor.

Orientation will include, but is not limited to:

- Tour of RHISD and facilities.
- Presentation of Maintenance Department handbook and procedures.
- Scheduling, training and employee safety.
- Job performance and duty expectations.
- Breaks and lunch periods.
- Work flow and paperwork requirements.

Resignations

- At-will employees may resign their position at any time. However a written notice of resignation is preferred. The written notice of resignation should be submitted to the employee's supervisor with the effective date of separation.
- A two-week notice is preferred to provide Management sufficient time to fill the position.

Performance Evaluations

- Performance evaluation is an on-going process conducted both by the immediate supervisor and departmental administrators.

- Formal written evaluations of work performance will be completed for all employees by the immediate supervisor at least once per year. See Attachment A
- Evaluations are conducted to discuss strengths, possible areas for improvement, and goals for the following year.
- Unsatisfactory performance may result in disciplinary action including possible termination of employment.

See Performance Appraisal - District Policy DN (Local)

Schedules & Assignments

The Daily, Weekly, Planned and Emergency work schedules are developed by the Director and/or Supervisor of Maintenance and Custodians.

- Employees are required to work the regularly scheduled hours established by their supervisor.
- Starting and ending times are determined by the Director or Supervisor of Maintenance and Custodians.
- Employees are required to track non-task related time.
- Employees may be required to work different shifts, including weekends, 2nd shift, 3rd shift or holidays, to meet the needs of the district and the department. No schedule should be considered permanent or fixed.
- Employees must notify their immediate supervisor if they leave their assigned work area or duties for personal reasons. Unless the absence is for RHISD school business, the employee must clock out when leaving and clock back in upon return to work.
- Clean up and travel time back to the shop is not to begin more than (30) minutes prior to the end of a shift. Paperwork and close out or suspension of work should be called in to the scheduler from the field.

- Employees should return to the shop, fuel, inspect, park and secure all truck/vans or assigned tools and equipment within 15 minutes of the end of their assigned shift.

Breaks

- Two 15-minute breaks may be provided during an 8-hour workday. There may be one 15-minute break mid-morning and one 15-minute break mid-afternoon. The breaks are voluntary and are taken at the discretion of the employee/supervisor based on need and workload.
- The employee must work at least 4:45 hours in a given day to qualify for the mid-morning break and 7:45 hours in a given day to qualify for the mid-afternoon break.

Employees:

1. May not use or combine the mid-morning /mid-afternoon breaks for a one-half hour break during the eight hour work day.
2. May not combine the mid-morning/mid-afternoon breaks in order to arrive late or leave early to reduce the assigned eight-hour work day.
3. May not add the mid-morning/mid-afternoon breaks to lengthen the lunch period.
4. May not break up the mid-morning/mid-afternoon breaks into multiple breaks during the workday.

Electronic Time Keeping System

Introduction

- Our time clock is used to record hours worked for employees.
- Handwritten time sheets have been replaced time clocks. Handwritten time sheets are not to be used unless authorized by the Director or Supervisor of Maintenance.
- The term "Clock in", "Swipe in", "Punch in" all mean the same thing.

Procedures

- This summary is intended to provide a brief overview of the way employees should utilize the time clock.
1. Employees should clock in when starting work and clock out at the end of the workday.
 2. Employees should not clock in more than 15 minutes prior to their scheduled start time unless authorized in advance by the Director or Supervisor of Maintenance and Custodians.
 3. Employees should not clock out before the end of their work schedule, unless authorized.
 4. Employees should not clock out later than 10 minutes after the end of their work schedule, unless authorized.
 5. Employees should clock out for lunch and clock in when returning from lunch.
 6. Employees leaving work FOR ANY PERSONAL REASON during the day **MUST clock out** when leaving and **clock in** when they return.

7. All non-work related activities must be conducted off the clock and **not** in district vehicles or facilities.
8. Clocking in or out for another employee may be cause for immediate termination of employment.
9. Overtime must be approved by the Director or Supervisor of Maintenance and Custodians prior to adjusting time on their time sheets. Exceptions may be made for on-call personnel.
10. On-call employees are required to document work hours first thing the morning after on-call duty.

Proper Use of Time Keeping System

- Employees are required to "clock in" and "clock out" using time clocks.
- Failure to comply with these requirements shall be grounds for disciplinary action, including possible termination.

Guidelines for Disciplinary Action

- First offense = Documented verbal warning from supervisor.
- Additional offenses = Counseling form completed by supervisor and placed in the employee's personnel file. Continued excessive failure to comply if deemed malicious intent may lead to termination. Offenses include but are not limited to failure to clock in/out as directed, clocking in too early, clocking out too late, or failing to get permission for overtime.

Falsification or Tampering

The following are considered serious offenses:

- Interference with the time clocks or related computing equipment.

- Interference with another employee's use of the time clock.
- Unauthorized alteration of time keeping data.
- Clocking in or out for another employee.

Due to the severity of these infractions, all employees involved will be subject to immediate disciplinary action, including possible termination.

Tardiness and Early Clock Out

- It is the intent of RHISD to be fair and reasonable in dealing with instances of tardiness. Employees are expected to arrive and to depart on schedule. An employee is considered "tardy" when he/she clocks in after his or her starting time. Similarly, an employee leaves early when he or she clocks out prior to the end of a scheduled shift without permission.
- Employees will be recorded as tardy if they clock in more than 10 minutes after their scheduled start time, unless they have prior approval from their supervisor. Similarly, they will be recorded as leaving early if they clock out more than 10 minutes before their scheduled ending time without permission from their supervisor.

Guidelines for Occurrences of Recorded Tardies

- First tardy/early clock out = Documented verbal warning from immediate supervisor.
- Additional tardy/early clock outs = Counseling form completed by supervisor and placed in the employee's personnel file. Continued excessive tardiness/early clock outs may lead to termination.

Rounding vs. Tardiness

- RHISD payroll calculates pay at quarter hour increments, actual clock in and clock out times are rounded to the nearest quarter hour. However, actual clock in and clock out times will be reviewed for tardiness or early dismissal.

Example: Employee scheduled to begin work at 7:30 am, arrives and punches in at 7:41am will be considered 11 minutes tardy. For payroll purposes, the time is rounded to the nearest quarter hour or 15 minutes after; pay time would begin at 7:45am. Tardy does not start at 7:40, it starts from the scheduled work time, and is recorded only after the first 10 minute grace period.

Clock Problems

- If an employee is unable to clock in or out, it is the responsibility of the employee to immediately inform their supervisor.
- If the supervisor cannot be contacted, it is permissible to inform the maintenance designated timekeeper directly. To substantiate the "manual" punch, the supervisor will submit an authorization form signed by the employee and the supervisor to be approved by the Director.
- The "manual" punch will then be added to the employee's in or out punch for the time required.

Guidelines for Documentation Procedures

- It is essential to the proper operation of the electronic time keeping system that all employees use the clock properly. It is the responsibility of each department to maintain complete and accurate records of all violations of the time clock rules. Written documentation is essential to provide a basis for disciplinary action in the event an employee is unwilling to comply with maintenance guidelines and district policies.

- To facilitate a standard method of documenting violations, the Counseling Form will be used for each employee.
- The form will be completed for each violation of time clock procedures. It is important that these infractions are recorded and monitored for escalation and disciplinary action.
- Each employee will receive a copy of the signed form for each violation, which may include verbal and written warnings.

ID Badges

Lost or Missing ID Badges

- Employees are required to wear their badges at all times while on duty.
- Lost badges must be reported to the supervisor. The supervisor will contact the Maintenance office to report the missing badge. The Maintenance office will notify the payroll office for replacement of the identification badge. The employee will have to purchase the replacement badge for the district's required fee.
- Employees will have to purchase lost ID badges at a charge of \$2.00. Damaged badges will be replaced free of charge when they are returned. Payment of lost badges will be by payroll deduction only.
- If an employee fails to use or report as lost his/her badge for two (2) consecutive workdays, the badge will be deemed as lost and a new badge may be ordered at the employee's expense.
- Frequent forgetting of badges or lose of badges may be cause for disciplinary action.

Damaged Identification Badges

- Damaged badges will be replaced free of charge to the employee as noted previously. The damaged badge cannot be replaced until it is returned.

Keys/Codes/Passwords

- Employees issued key(s) and codes or passwords for alarm systems are responsible for their safeguard.
- Duplication of keys is strictly prohibited.
- Codes and passwords must be kept confidential. Employees are not allowed to release key(s), codes, or passwords to other employees, contractors, family members or unauthorized individual(s) to gain unauthorized access to district facilities.
- Loss or damage of keys shall be reported to the supervisor immediately.
- Replacement of keys will be at the expense of the employee and may include any ancillary costs required as to not compromise the integrity of the facility.

Due to the severity of key/code/password infractions, all employees involved will be subject to immediate disciplinary action, including possible termination.

Pay Information

Paydays and Time Sheets

- Maintenance non-exempt auxiliary employees are paid semi-monthly according to the District's published payroll schedule.
- If a payday falls during the employee's vacation, the employee's paycheck will be available upon the employee's return from vacation, unless the employee

has direct deposit or requests in writing the check be mailed to his/her residence and provides an addressed stamped envelope.

- Each employee is responsible for clocking in and out according to the time keeping rules as outlined previously in this manual.
- Time sheets are based on the time clock records and each employee is responsible for reviewing their record with the maintenance designated timekeeper to signify his/her agreement with the data recorded.
- Any discrepancies with the official time clock or time reporting period shall be reviewed with the employee's supervisor or the Director or Supervisor of Maintenance and Custodians, who may authorize any changes to the time keeping data.

Types of Pay

Regular

- The normal workday for full time employees is 8 hours, with two(2)paid 15-minute breaks and unpaid half ($\frac{1}{2}$) hour lunch break.
- If the employee chooses to drive to another location for lunch, the travel time will count as part of the half ($\frac{1}{2}$) hour lunch break. The employee must notify the supervisor if they leave the worksite for lunch. An employee must be scheduled to work a minimum of 5 hours to qualify for a lunch break.

Overtime

- The district pays overtime to non-exempt (hourly) employees in accordance with federal wage and hour laws. Professional and administrative employees are ineligible for overtime compensation.
- Overtime is legally defined as all hours worked in excess of 40 hours weekly and is not measured by the day or by the employee's regular work

schedule. Employees who must work beyond their normal work schedule but less than 40 hours per week will be compensated in straight-time pay or equivalent time off in the same workweek.

- Employees must work more than 40 total hours in a week to earn overtime compensation. For the purposes of calculating overtime, a workweek begins at 12:01 a.m. Monday and ends at midnight Sunday.
- Overtime must be approved in advance by the employee's supervisor and is paid at 1.5 times the employee's hourly pay rate. This approval must be documented with a signed authorization form.
- Since overtime or extra hours are calculated when recorded work hours exceed 40, employees may not clock in early or clock out late without the supervisor's approval.

Call Back Pay

- Employees called back after normal work hours shall be paid a minimum of 2 hours overtime. An employee who works more than 2 hours on a call back will be paid overtime for the actual hours worked.
- Employees called back more than once in the same 2 hour period will be paid the larger of:
 1. The actual hours worked, or
 2. Two hours overtime, but not 2 hours for each call back.
- Call backs separated by more than 2 hours will each earn two hours overtime per each call back.

Flexible Scheduling

- Flexible scheduling within the same 40-hour period may be allowed on a case-by-case basis pending approval of the Director or Supervisor of Maintenance and Custodians.

- It is the responsibility of the department supervisor to maintain complete documentation of each employee's time in their department and all flexible time used. RHISD Human Resource Services may assist department supervisors as necessary in establishing adequate documentation procedures.

Emergency Personnel

- Emergency personnel will respond to emergency situations, including but not limited to bad weather conditions, to assure the safe and orderly opening of schools, the protection and repair of facilities, or any determination the Superintendent has requested.
- Emergency personnel consist of designated maintenance positions. Other positions may be added to this "emergency personnel" group, if approved by the Executive Director, Facilities and Operations. See Attachment B

Actions and Responsibilities

- When notified to respond, all "emergency personnel" will report to the Maintenance Department as soon as safely possible and prepare to be dispatched. Actions may include moving vehicles to different locations, setting-up a phone chain, or preparing for a news release such as school closings or delays. Emergency personnel should stay aware and monitor impending weather and storm related conditions or changes.
- Emergency personnel will gather in the shop at a predetermined time, with the foreman, scheduler, Director or Supervisor of Maintenance and Custodians to receive assignments and make preparations for the actions required.
- All radios, text pagers, and cell phones should have good batteries at all times.
- Employees should communicate with the office by calling the main phone number, 748-1000. It is the responsibility of the employee to call.

Absences

- All absences (scheduled and unscheduled) must be documented on the RHISD Absence from Duty Form (AFD) Attachment C (this form may be replaced by electronic AFD reporting). All forms must be signed and approved by the employees' supervisor prior to taking vacation or personal time per scheduled absences guidelines.

Scheduled Absences

- The following types of absences are to be scheduled and approved at least 3 workdays in advance.

<u>Type of Absence</u>	<u>Minimum advance notice required</u>
Vacation	As many days as are requested off
Jury Duty	Within 3 days of receipt of Jury Summons
"Non-Emergency" Personal	3 days
Workshops/Conferences	As soon as confirmed and approved

- All scheduled absences must be approved in advance by the employee's supervisor, Director or Supervisor of Maintenance and Custodians using a RHISD AFD. Once approved, one copy will be provided to the employee. The supervisor will forward two copies to the maintenance designated timekeeper, of which one is filed in the employee file, and one is forwarded to the RHISD payroll department.

Unscheduled Absences

- Some absences cannot be scheduled in advance, such as:
 1. Personal and family illness
 2. Emergency personal business
 3. Death of immediate family

- It is the employee's responsibility to call in and notify their supervisor that he/she will not be reporting to work as scheduled. As soon as the employee returns from an unscheduled absence, he/she shall fill out the AFD. Once approved one copy will be provided for the employee. The supervisor will forward two copies to the maintenance designated timekeeper, of which one is filed in the employee file, and one is forwarded to the RHISD payroll department.

Partial Day Absences

- For ½ day or partial day absences, such as leaving during the day due to illness, hourly employees will be paid for the actual hours worked that day.

Example: Employee works 5 hours then goes home sick (taking ½ sick day); the employee would be paid for the 5 hours. Conversely, if only 3 hours were worked before taking ½ day sick, the employee would be paid for only 3 hours.

Failure to Notify Supervisor of Absence

- Failure to notify the supervisor of absence may be cause for disciplinary action including termination of employment.
- Failure to notify supervisor of absence for three non-consecutive days within a 30 day period or three consecutive days may result in termination.

Notification Process

- If an employee is unable to work as scheduled, for any reason, the employee must contact the supervisor or Scheduler prior to the scheduled start time of the shift. (If you call outside of the normal office hours, leave a message including your name and call back number).

- Calling in is the responsibility of the employee. Any no call/no show requires a conference with the Director or Supervisor of Maintenance and Custodians.

See Leaves and Absences - District Policy DEC (Local)

Vacation

- Employees must request their vacation time in advance. This request for vacation must be submitted via the AFD form and approved in advance no less than the number of days requested.

Example: Employee wants to take off 2 weeks in the summer, starting July 1st. Employee must have the AFD form submitted and approved two weeks prior to July 1st.

- Vacations during the summer break will be approved if it does not hamper the heavy summer workload. No vacation requests will be considered for the periods (10) working day's prior to the end of the instructional school year or (10) day's prior to the 1st day of instruction of the school year.

See Vacation and Holidays - District Policy DED (Local)

General Practices

Supervisors should inform contractors of the general practices and applicable district policies; all contractor employees on the work site are accountable for their actions.

Uniform and Dress

- Employees are expected to comply with the district's guidelines on dress requirements. The district will continue to provide a uniform for all custodial and maintenance staff. Clothes should fit properly, be clean, neat, unstained, and untattered in appearance. Caps may be worn outdoors and indoors. Shirts will be worn buttoned and tucked into pants.

- Employees may not wear tops with bare shoulders, low cut tops, tank tops, shorts or cutoffs. Office staff is required to dress in an appropriate manner to greet and receive the public and district staff daily. Uniforms must be worn unless otherwise informed by the maintenance director.

Personal Hygiene

- Employees are required to follow the rules of good grooming and personal hygiene. Cleanliness and personal neatness are expected at all times.
1. Hair should be worn neatly and kept clean.
 2. Beards, sideburns, and mustaches are to be neatly trimmed.
 3. Strong or offensive cologne or perfume is not to be used.
 4. Care should be taken to prevent reporting to work with offensive body odor.

Smoking and Tobacco

- The use of all tobacco products on and in school district facilities, grounds, and vehicles is strictly prohibited.
- Violation of District policy may result in disciplinary action which may include termination of employment. This policy carries penal code enforcement.

See Employee Standards of Conduct - District Policy D(LOCAL)

Visitors

- Visitors are to report to the office upon arrival. Visitors are not allowed in the back offices or work areas at any time.

- Maintenance employees are not to have visitors while on duty.

Personal Phone Calls

- Employees are to limit personal phone calls while on duty.

Paperwork Processing

All paperwork is to be completed and turned in daily at the end of the shift. Leaving it for the next day will cause delays if emergencies arise or if the employee is absent the following day.

- Paperwork is to be kept orderly and manageable to prevent loss or damage from water, rain, or food.
- Turn in completed paperwork and closed work orders daily.
- Prepare the paperwork at the work site and include a complete description of the work performed. (Tell your story, you can count on others reading it as a history lesson later)
- Turn in closed Purchase Orders and P-Card purchase receipts daily. These receipts must have the following information written on them.
 1. The work order to which the purchase was placed.
 2. Detailed information of the purchase (usually the detailed copy of the receipt).
 3. Date and time should be on the receipt for tracking by accounts payable.
 4. If tools are purchased as new or replacements, a tool replacement or new tool purchase form must be signed and authorized by the supervisor and the Supervisor of Maintenance and Custodians.

5. No "split-tickets" for purchases above the limits set up by the accounting and purchasing rules and guidelines are allowed.
6. Non-work order parts for stock or future preventative maintenance must have an assigned work order that is either pending or placed as a stock item in the warehouse system for accountability. Small items such as bolts, screws and wire nuts must be pulled from a pool inventory and accounted for on the work order.

Work Rules

Employees are to follow the rules of professional conduct and observe them in the field and on all RHISD facilities.

Employees may not:

- Remove district property, of any kind, from RHISD.
- Use audio visual equipment and classroom computers for any reason.
- Play or use band or orchestra equipment.
- Use facility washers and dryers.
- Tamper with or remove personal items of others.
- Pilfer or steal.
- Gamble while on duty.

- Deliberately misuse supplies and equipment. Good care and economical use of supplies is required.
- Solicit anyone for membership in any organization, sign any petition, or buy merchandise, tickets and so forth during working hours or on district premises without permission of administration.
- Sleep or loaf while on duty.

- Use, possess, or be under the influence of any illegal drug, narcotic, or alcohol while on district property.
- Disturb teachers, visitors, or district personnel in any way. Good judgment should be used when operating equipment around offices and classes in areas where people are working or teachers are teaching.
- Use bulletin boards for personal use. Bulletin boards are to be maintained and utilized in a professional manner at all times. All advertisements and displays must be approved by the Director or Supervisor of Maintenance and Custodians in advance of being placed in public view on district owned bulletin boards.

Computer and Technology Access

Computers and technology are a vital part of the accountability of each employee and department.

- Employees assigned a computer are to use this tool for RHISD business only.
- Accessing inappropriate websites is prohibited.
- Removing technology equipment is prohibited.
- Downloading unlicensed software or placing unlicensed software from other sources onto district resources is prohibited.
- Unauthorized access to databases or "hacking" is prohibited.
- Changing access passwords to databases without approval from the Director and Supervisor of Maintenance and Custodians is considered a breach of security and is prohibited.
- Sharing a password with other employees is considered serious and a breach of security and is prohibited.

Security

Security and safety in RHISD are essential in protecting the district from large financial losses due to thefts, pilferage, injury and property damage. Employees must be aware that they are an important part of the district safety and security effort.

- Employees shall carefully follow building lock up procedures.
- School opening and closing procedures must be strictly followed to assure that all events are safe from threat and vandalism.
- Unauthorized after hours entry into a school or district owned facility for personal use is prohibited.
- The maintenance yard must not open before 7:00 am daily and close no later than 4:45 pm daily.
- All traffic prior to the start of the first shift and after 4:45 pm must enter through the access gate located on the southwest entrance of the warehouse complex.
- All maintenance gates at the Rio Hondo ISD Maintenance Complex close at 4:45 pm. Employees returning after this time will be responsible for opening, closing and locking the gates for the night.
- Unauthorized entry to the Rio Hondo ISD Maintenance Complex by non-employees or students must be reported to the Cameron County Sheriff's Office as criminal trespass and reported to the Director or Supervisor of Maintenance and Custodians or Maintenance.
- Access to the Rio Hondo ISD Maintenance Complex for personal use of district tools, shops, or equipment is prohibited.
- Dumping personal waste in the refuse, recycling and metal dumpsters located at the Rio Hondo ISD Maintenance Complex or at any of the campuses is prohibited. Persons found to violate these rules will be required to pay for the dumpster removal and

replacement to assure that no hazardous materials were placed in the possession of RHISD to prevent a person's liability to properly dispose of a controlled waste material. Employees found to have placed hazardous materials from non-district facilities may be terminated and reported to the jurisdictional authorities as deemed in the best interest of RHISD.

Safety (General)

- Never mix chemicals; it could result in a harmful reaction. If an odor or problem arises, notify the office and campus staff first, then the maintenance office.
- Never leave equipment unattended, blocking doorways or egress, or in the way of firefighting equipment.
- If you see an unsafe condition, report it to your supervisor or the Director of Risk Management to create a work order for correction.
- Do not lift heavy loads alone, get help or divide the load.
- Never leave parts or tools in a place where they could fall and injure you or someone else.
- Use ladders appropriately and never use chairs or stools to reach high places.
- Discourage the use of "permanent" extension cords.
- Use lockouts while working on electrical equipment. Use danger tags to indicate why the equipment is locked out.
- Keep vehicles neat and orderly.
- Report any vehicle maintenance problems to supervisor immediately.
- Lock vehicles when not attended.
- Keep work areas neat and orderly at all times.

- Employees operating rotating equipment are required to use safety shields and eye protection.

Safety (Fire)

- Fire results from combining fuel, oxygen, and heat. To prevent fires, keep these three items from coming together.
 - Good housekeeping means keeping fuels away from heat.
1. Dispose of waste promptly and properly.
 2. Keep work areas free of dust and lint.
 3. Keep combustible materials away from lights and machinery.
- Identify and take precaution with flammable substances. Flammable vapors can spread quickly.
1. Check labels and material safety data sheets (MSDS) to identify flammable substances. Follow handling and storage precautions to prevent spills and vapor release.
 2. Clean up flammable spills and leaks immediately.
 3. Remove clothing that has absorbed flammable liquids immediately.
 4. Substitute nonflammable materials where possible.
 5. Keep flammable liquids in approved airtight metal containers that are closed when not in use.
 6. Ground containers during liquid transfer so you don't create static electricity.
 7. Use flammable liquids only in well-ventilated areas, away from heat, fire, etc.
 8. Do not place near heat or cut a container that previously contained a flammable liquid, unless it's been tested and approved for such use.

- Handle oxygen cylinders carefully. Don't handle with oily hands or gloves or store near combustible materials. Keep pressurized cylinders secured to prevent them from falling.
 - Use and maintain electrical equipment properly.
1. Electrical equipment causes the largest number of workplace fires.
 2. Replace cords and wires what are frayed or have worn insulation.
 3. Do not overload circuits, motors, fuses, or outlets.
 4. Make sure you have good ground connections.
 5. Keep bearings lubricated so they do not run hot.
 6. Keep machines and motors clear of dust and grease.
- Avoid exposing fuels to heat sources.
1. The use of all tobacco products on and in school district facilities, grounds, and vehicles is strictly prohibited.
 2. Use space heaters only when necessary and in well-ventilated areas.
 3. Perform welding and cutting operations only in separate fire-resistive areas.
- Prevent fires that result from chemical reactions. Read labels and MSDS so you do not use or store incompatible substances together.
 - In case of fire, keep routes clear for fire fighting and fire evacuation. Do not block exits, fire alarms, fire lanes, aisles, or sprinklers. Calmly assist other occupants to a safe distance from the building.

District Vehicles

All Maintenance employees must have a valid Texas Driver's License and satisfactorily meet the school district's Transportation Department criteria.

- Employees assigned a district vehicle for the purpose of moving within the district shall be responsible for the vehicle from the time it is assigned until released or re-assigned. This includes during the daily activities and in the off-hours while not in operation.
- Think safety at all times and remain alert. Drive defensively and reduce all chances of risk. Be Safe!
- Seat belts must be worn by drivers and all district passengers. All doors must be closed while vehicle is in transit.
- The use of all tobacco products on and in school district facilities, grounds, and district vehicles is strictly prohibited
- Cell phone use and eating/drinking while driving is discouraged while vehicle is in motion.
- No unauthorized passengers are to drive and/or ride in RHISD vehicles.
- Be courteous at all times.
- Employee must report a DWI citation immediately to their supervisor. The employee may be suspended from driving a district vehicle until the driver is either convicted or proven not guilty. A DWI conviction will result in prohibited use of district vehicle and possible termination.
- The vehicle must be kept clean, neat, fueled, locked and ready to be dispatched.
- The employee is responsible for reporting any vehicular malfunction and safety issue. This includes keeping the safety inspection current and maintenance records up to date with the mechanic(s) in the maintenance shop.

- Work orders to repair any deficiency of RHISD maintenance vehicles are the responsibility of the employee assigned the vehicle.
- It is the responsibility of the driver to report any and all accidents immediately to office staff in Maintenance.
- A driver must complete the accident report form and notify the policing authority of all accidents. Failure to report an accident no matter how minor or major could subject the employee to suspension or termination if negligence of a safety rule or driving violation is cause for loss of district property or unsafe to occupants or the general public.
- Obey all traffic laws and posted speed limits. Traffic tickets in district vehicles are the responsibility of the driver and must be reported no matter the reason, outcome or fault.
- District vehicles are not to be used for personal transportation.
- No out of district travel is allowed unless in the action of performing a repair (getting emergency parts).
- On-call personnel are allowed to take the vehicles to their residence only. The on- call employee is responsible for security and damage to the vehicle while under his /her care, in the same manner as if they were on the job and damage or vandalism occurred.

Two Way Communications

- Proper radio etiquette is to be observed at all times.
- Proper care of the recharge equipment is to be observed.
- Remain on the proper channel as instructed and do not cross into other department channels unless asked to do so.

- Report all communications issues and loss of signal issues.

Natural Disasters

- In the event of a natural disaster (tornado, high wind damage, flood, etc.) all Maintenance employees will phone in to the office at 956-748-1000 in order to receive directions or a phone message for instructions.
- In the event that the maintenance facility is affected by the disaster, all employees will report to the Central Office Board Room at 215 W Colorado St.

Accident or Injury

- When an accident or injury occurs, no matter how minor, the following steps shall be taken:
 1. The employee or witness will report the injury to the injured employee's supervisor at the time of the injury.
 2. A "First Report of Injury" must be completed by the employee's supervisor or witness as soon as possible.
 3. The employee's supervisor will be responsible for submitting this form as well as the Incident Investigation form to the Maintenance office.
- Employees must comply with the following procedures:
 1. An employee who suffers from an on-the-job injury/illness shall report the accident to his supervisor immediately.
 2. If an employee is off duty, and a non-job related accident occurs that prevents the employee from returning to work, he/she should notify their supervisor as soon, as possible. (Non-job related injuries/illnesses are not covered by Workers' Compensation Insurance.)

3. Each employee has the sole right to select the physician or medical facilities of their choice for medical assistance. The Workers' Compensation Adjuster in collaboration with the Texas Workers' Compensation Commission may require a second opinion from a doctor of their choice any time during the claim period.

Self evaluation
Summative evaluation

Attachment - A

RIO HONDO INDEPENDENT SCHOOL DISTRICT
AUXILIARY PERFORMANCE EVALUATION

Employee Name: _____ SS# _____

Title: Campus/Dept: _____ Supervisor _____

The following rating scale will be used for each category:

3 Outstanding

A rating that indicates performance exceeds job requirements.

2 Proficient

A rating that indicates performance meets all job requirements.

1 Improvement Needed

A rating that indicates performance does not meet job requirements.

N/A Not Applicable

I. Leadership _____

- a. Demonstrates commitment to the department's and/or district's goals
- b. Keeps supervisor informed of work status and problems encountered, if any
- c. Accepts responsibility for completing assigned duties and achieving desired results

Supporting Evidence:

II. Strategic Planning _____

- a. Plans and performs work to achieve district and department goals
- b. Prioritizes time to accomplish work goals

Supporting Evidence:

III. Student and Stakeholder Focus_____

- a. Works to build positive relationships with students and staff
- b. Promptly and effectively resolves problems or complaints

Supporting Evidence:

IV. Information and Analysis_____

- a. Accurately collects and reports data as required
- b. Uses data and information to guide decisions on the job
- c. Assists others in using data and information to improve department processes

Supporting Evidence:

V. Human Resource Focus_____

- a. Participates in on-going personal learning opportunities that support district and department goals
- b. Works as a team member toward achieving department goal
- c. Maintains necessary licenses or skills to perform job requirements

- d. Actively participates in training to improve job performance

Supporting Evidence:

VI. Management of Work Processes_____

- a. Helps to create a physical environment that supports department goals
- b. Communicates effectively with colleagues
- c. Maintains or seeks ways to improve health and safety of working environment

Supporting Evidence:

VII. Performance Results_____

- a. Uses data to measure, monitor, and improve personal performance
- b. Identifies/suggests ways to improve personal or department effectiveness or efficiency
- c. Effectively follows oral and written instructions from supervisor
- d. Demonstrates reliability and availability through attendance habits

Supporting Evidence:

VIII. Specialized Skills/Responsibilities_____

(If needed)

A.

B.

C.

D.

Supporting Evidence:

Key Strengths:

Key Opportunities for Improvement:

S U M M A R Y O F C A T E G O R Y R A T I N G S

O V E R A L L A V E R A G E R A T I N G

Category I-Leadership	_____
Category II-Strategic Planning	_____
Category III-Student & Stakeholder Focus	_____
Category IV-Information & Analysis	_____
Category V-Human Resource Focus	_____
Category VI-Management of Work Processes	_____
Category VII-Performance Results	_____
Category VIII-Specialized Skills/Responsibilities	_____

TOTAL CATEGORY POINTS _____ (Divided total by number of categories for rating) Example $18 \div 8 = 2.4 = \text{Proficient}$

I have read and discussed the contents of this evaluation with my supervisor.

Signature of Employee _____
Date

Signature of Appraiser _____
Date

Attachment - B

Emergency Personnel

Emergency personnel consist of designated maintenance positions listed in reporting order below. Emergency personnel will respond to emergency situations, including but not limited to severe weather conditions (freeze protection, sanding ramps and sidewalks, storm or flood assistance, loss of power to facilities), fire, vandalism, major water leaks, sewer stoppage, and compromised alarm or security systems to assure the safe and orderly opening of schools, the protection and repair of facilities, or any determination the Superintendent has requested.

Emergency Response Reporting Order

1st Tier

- Director
- Supervisor of Maintenance and Custodians
- Support Office Staff

All Foremen positions, e.g.,

- HVAC
- Plumber
- Grounds/IPM
- Hardware
- Special Systems
- Electrical
- General Maintenance

2nd Tier

Lead and support positions, e.g.,

- Electrical
- HVAC
- Grounds
- General Maintenance including stationary personnel (General

Maintenance II & III Techs)

- Plumber
- Special Systems

3rd Tier

Support positions, e.g.,

- Hardware/Painting
- Athletics/Grounds

- Roofer