



WE SERVE SUCCESS

PearlandISD
MAINTENANCE
& OPERATIONS

Pearland ISD
Maintenance & Operations
Employee Handbook
2018-2019

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Mission Statement

Our primary mission is to serve the needs of students, faculty, and staff by maintaining and improving the physical environment and facilities of the Pearland Independent School District. In this role, the Maintenance & Operations Department carries out its mission by providing professional support in the areas of Custodial Services, Grounds, Electrical, Plumbing, Carpentry, HVAC, Integrated Pest Management, Painting, and Locksmith. Maintenance & Operations employees are dedicated to the concept of improving productivity and effectiveness through more efficient use of time and materials, implementation of new technology and equipment, and improving skills through training and seminars. It is recognized that the major strengths of the Maintenance & Operations Department are the employees and available resources used in the performance of its work. This is strengthened by the support and commitment of the Administration and Board of Trustees in providing a well-maintained and developed District. By this commitment, we are able to provide support to the academic excellence and educational programs of the Pearland Independent School District. The Maintenance & Operations management team is committed to treating employees with dignity and respect, fostering positive attitudes and acceptable behavior; recognizing satisfactory employee performance, administering policies fairly, and communicating the plans and directions of the department to all employees. The Maintenance & Operations Department is located at 1702 Mykawa Road.

You may reach us by telephone at (281) 485-4545.

Our #1 goal is to serve the success of the district!



Work Assignments

Employees are expected to perform their work in a businesslike manner, with minimum disruptions to the workplace. Work areas are to be cleaned by the craft doing the work immediately after the job has been completed. Employees are required to be able to perform all the duties under their job description. Work orders are to be checked daily. All assigned work orders have a 48 hour turn around time for completion or communication on process.

Time Clocks

Employees are required to use Time Clock Plus (TCP) to sign-in/out on a daily basis. Each employee is to swipe his/her personal badge. Employees are required to wear his/her badge at all times. Each employee is responsible for clocking in/out when they arrive and leave work. Employees may not take a 30 minute lunch if working more than 6 hour shift. All employees must have approval prior to working through lunch. Overtime, including early or late clock in will not be paid unless authorized and may result in disciplinary action. Employees clocking in or out for another employee, may result in disciplinary action including a recommendation for termination. Employees who fail to punch in or out, shall fill out a missed punch form. Repeated missed punches may result in disciplinary action including a recommendation for termination

Dress Code

Maintenance Department

- ◇ Maintenance employees are required to wear a uniform, which consists of a approved shirt with the PEARLAND INDEPENDENT SCHOOL DISTRICT logo with industrial style pants or jeans.
- ◇ Uniforms are to be neat and clean.
- ◇ ID badge shall be worn at all times.

Operations Department

- ◇ Operations employees will wear a uniform, which consists of a shirt/smock with the PEARLAND INDEPENDENT SCHOOL DISTRICT logo and the employee's name with full-length pants or jeans. Exceptions may be considered when employees are working in a building without air conditioning.
- ◇ Shirts worn under the uniform shirt/smock must provide adequate coverage of the upper body. Tops that are low cut or expose the midriff may not be worn.

Personal Hygiene

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

- ◇ Hair should be neat, clean and the style should not cause unsafe conditions in the work place
- ◇ Personal hygiene should be adequate to prevent offensive body odor

Excessive Tardiness

Employees are expected to report to work on time. Employee attendance and promptness is essential to the department in order to meet the needs of the campus and district facilities. While there are times that unforeseen circumstances call for occasional tardiness, any patterns of tardiness or lack of attendance will not be acceptable. When you are late, it causes a disruption in the operation of the department.

Employees have a daily eight hour work schedule Monday through Friday. You are expected to be at work on time according to your established schedule. Failure to report to work on time may result in disciplinary action including a recommendation for termination

Nothing in this policy or in this handbook is intended to limit in any way the District's right to terminate employees at any time, with or without cause and with or without advance notice.

Absenteeism

Absenteeism is defined as not reporting for work except for absences (such as sick leave, vacation, or jury duty) resulting in an unapproved absence. The fact that an employee notifies the department that he or she will be absent does not necessarily excuse the absence. All employees are responsible for reporting absences into the AESOP program.

Any occurrence of "No Call/No Show" may result in disciplinary action including a recommendation for termination .

An employee who is absent from work for more than five consecutive workdays without a doctor's excuse, may result in disciplinary action including a recommendation for termination .

Once an employee has used all accumulated state and local leave and has been docked pay for days missed, disciplinary action may result including, but not limited to, a disciplinary warning, suspension, or termination.

Disciplinary Action

Occasionally it becomes necessary for a supervisor or the District to take disciplinary action toward an employee. Discipline results when an employee's actions do not conform with generally accepted standards of good behavior, when an employee violates work rules, or when an employee's work performance is poor. The severity of the disciplinary action depends upon the nature and frequency of the offense. Discipline may range from:

Verbal/Note to File – employee file

Counseling – employee file

Written Reprimand – Human Resources

Termination

Employee Conduct Standards

It is essential that employees abide by the District policies and procedures to preclude the fact or perception of illegality or impropriety. Employees should reference the district employee handbook for further detail.

- ◇ To work cooperatively with others to maintain workplace harmony
- ◇ Recognize and respect the rights and property of students, parents, other employees, and members of the community.
- ◇ Maintain confidentiality in all matters relating to students and coworkers.
- ◇ Report to work according to the assigned schedule.
- ◇ Know and comply with district, campus, and department procedures and policies.
- ◇ Express concerns, complaints or criticism through appropriate channels.
- ◇ Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately. (Note: failure to report injuries immediately to a supervisor may result in loss of benefits.)
- ◇ Use district time, funds, and property for authorized district business and activities only.
- ◇ Refrain from any participation in an organized work stoppage against the district.

All employees are expected to perform their duties in accordance with state and federal law, District policies and procedures, and ethical standards. Violations of policies, regulations, or guidelines may result in disciplinary action up to and including termination of employment.

Job Misconduct

Job misconduct is the mismanagement of a position of employment by action or inaction, neglect that places in jeopardy the lives or property of others, intentional wrongdoing or malfeasance, intentional violation of a law, or violation of a policy or rule adopted to ensure orderly work and the safety of employees and students.

Any findings of job misconduct may result in disciplinary action including a recommendation for termination

Employees have an obligation to report job misconduct when observed .

Insubordination

All employees are to complete reasonable requests made by supervisory personnel. Job avoidance is an example of insubordination. This could be classified as using windshield time, holding up in mechanical closets, or parking on campuses while not being engaged in assigned work. Objections due to issues of legality or safety may be reviewed on case by case basis. Insubordination may result in disciplinary action including a recommendation for termination .

Employee Arrests and Convictions

An employee must notify his or her immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea or other adjudication of any felony, and any offense of the other offenses listed as follows:

- ◇ Crimes involving school property or funds
- ◇ Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit
- ◇ Crimes that occur wholly or in part on school property or at a school-sponsored activity
- ◇ Crimes involving moral turpitude

Moral turpitude includes the following:

- ◇ Dishonesty
- ◇ Fraud
- ◇ Deceit
- ◇ Theft
- ◇ Misrepresentation
- ◇ Deliberate violence
- ◇ Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor
- ◇ Crimes involving any felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance
- ◇ Felonies involving driving while intoxicated (DWI) or driving under the influence (DUI) of drugs or alcohol
- ◇ Acts constituting abuse or neglect under the SBEC rules

Failure to report within the three calendar day timeframe may result in disciplinary action including a recommendation for termination . Please refer to the 2017-2018 District Employee Handbook for additional information.

Conflicts of Interest

A conflict of interest occurs when an entity engages in business or transactions with the school district and an employee of the school district has an interest, direct or indirect in such entity, which is incompatible with the proper discharge of the employee's duties. Public employees should consider themselves as persons in positions of trust and conduct themselves accordingly. All district employees must be particularly sensitive to the many situations, on and off the job, where a conflict could originate. Such conflicts could involve present or prospective entities. Employees are required to disclose to their supervisor any situation that creates a potential conflict of interest with proper discharge of assigned duties and responsibilities or creates a potential conflict of interest with the best interests of the district.

This includes the following:

- ◇ A personal financial interest
- ◇ A business interest
- ◇ Any other obligation or relationship
- ◇ Non-school employment.

Inside Information

In no instance may an employee ever use or share inside information, that is not otherwise available to the general public, or take unfair advantage of others using this information without prior approval.

Misrepresentation

From time to time an employee may attempt to harm or slander another employee through false accusations, malicious rumors or other irresponsible actions. Such attempts, if proven, may result in disciplinary action including a recommendation for termination

Campus Safety/Security

To ensure safety in the workplace, all employees are required to wear the District-issued photo identification badge while on duty.

THIS IS IMPORTANT: When any employee in the maintenance department enters a school campus building for any reason (work assignments, use the restroom, get water, go to the office, etc.), they must enter the building through the front doors. Employees are required to sign-in/out, in the office at every campus prior to beginning any work. Failure to do so may result in disciplinary action.

Possession of Firearms and Weapons

Employees, visitors, and students are prohibited from bringing firearms, knives, or other weapons onto school premises or any school grounds or buildings (i.e., building or portion of a building) where a school-sponsored activity takes place. To ensure the safety of all persons, employees who observe or suspect a violation of the district's weapons policy should report it to their supervisors or contact Cary Partin, Senior Assistant Superintendent for Support Services, at 281-485-3203.

For the safety of staff and students the following verbiage has been placed at the main entrance to each building:

CONCEALED HANDGUNS PROHIBITED

PERSUANT TO SECTION 30.06, PENAL CODE (TRESPASS BY HOLDER OF LICENSE TO CARRY A CONCEALED HANDGUN) A PERSON LICENSED UNDER SUBCHAPTER H, CHAPTER 411 GOVERNMENT CODE (CONCEALED HANDGUN LAW) MAY NOT ENTER THIS PROPERTY WITH A CONCEALED HANDGUN.

Theft

Employees are prohibited from removing property belonging to the District or other employees.

Use of District Property

Employees are prohibited from using District owned equipment or tools for personal use, unless approved by the Director of Maintenance and Operations

Relocating Furniture or Equipment

No furniture or equipment can be moved from one campus to another without a work order or written authorization.

Communication

As changes occur, employees must provide the secretary with an accurate phone number and mailing address. It is the employee's responsibility to update information on the ESS – Employee Self Service – this is where you access your paycheck

Employees are expected to check their District emails daily to ensure that they receive important District information in a timely manner.

Radio Communication

Each unit is authorized and licensed by the Federal Communication (FCC). When transmitting radio communications, have your volume set to a reasonable level – especially when working on a campus. The volume level only affects your reception – not your transmission. All employees are on call during scheduled shift. Radios are to be in employee's possession and in operating order at all times.

Personal Cell Phones

Cell phones are not to be used during working hours in any District building or on the grounds except for job related activities. Phones usage shall never disturb campus activities or interfere with scope of job.

IPads and Other Technology

Employees issued iPads are responsible for the care and security of the iPad. The device shall only be used for District business. The device should be regularly charged. Any issues with device needs to be reported to supervisor.

Smoking/Tobacco/Vape Usage

Pearland ISD is a tobacco free District. State law prohibits smoking or using a tobacco product on all District-owned property and at school related or school-sanctioned activities, on or off campus. This includes all buildings, playground areas, parking facilities, and facilities used for athletics and other activities. Employees are prohibited from smoking or using any tobacco or vape products while serving in any job related capacity. Violation of this policy may result in disciplinary action including a recommendation for termination.

Alcohol/Drug Free Workplace

The District is committed to maintaining an alcohol and drug-free environment and will not tolerate the use of alcohol and illegal drugs in the workplace and at school-related or school-sanctioned activities on or off school property. Employees who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours may be dismissed. The District prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, illicit drug, and alcohol, as those terms are defined in state and federal law, in the workplace, on school premises, or as part of any of the District's activities. *Compliance with these requirements and prohibitions are mandatory and is a condition of employment*

Employees are required to follow the Standards of Conduct regarding the unlawful possession of illicit drugs and alcohol. DH (Local) states: Employees shall not unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while at school or at school-related activities during or outside of usual working hours:

- ◇ Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
- ◇ Alcohol or any alcoholic beverage.
- ◇ Any toxic glue, aerosol paint, or any other chemical substance for inhalation.
- ◇ An employee need not be legally intoxicated to be considered "under the influence" of a controlled substance.
- ◇ *(Exception: This policy does not include prescription drugs when taken as directed by a licensed physician.)*

Disciplinary sanctions will be imposed on employees who violate the Drug Free School requirement. These sanctions (consistent with local, state, and federal laws) may include termination of employment and referral for prosecution.

Searches and Alcohol and Drug Testing

Non-investigatory searches in the workplace, including accessing an employee's desk, file cabinets, or work area to obtain information needed for usual business purposes may occur when an employee is unavailable. Therefore, employees are hereby notified that they have no legitimate expectation of privacy in those places. In addition, the District reserves the right to conduct searches when there is reasonable cause to believe a search will uncover evidence of work-related misconduct. Such an investigatory search may include drug and alcohol testing if the suspected violation relates to drug or alcohol use. The District may search the employee, the employee's personal items, work areas including district-owned computers, lockers, and private vehicles parked on district premises or worksites or used in district business.

Random drug screenings may be initiated at any time.

Vehicle Accidents Vehicle Collisions

An accident is defined as any kind of event involving a Pearland ISD vehicle that results in vehicle damage, bodily injury, and/or property damage. Accidents resulting from any of the following may result in immediate termination, regardless of the damage/injury cost:

- ◇ Driver under the influence of drugs or alcohol
- ◇ Gross negligence
- ◇ Illegal or improper crossing of railroad tracks
- ◇ Serious traffic violation (excessive speeding at least 15MPH over the limit, erratic/improper lane change, reckless driving, fatal collision, following too closely)

Failure to report an accident/collision may result in disciplinary action including but not limited to, a disciplinary warning, suspension, or termination regardless of damage/injury cost.

Vehicle Accident Procedures

In the event of an accident, the first priority is the safety. Contact your supervisor with the following information:

1. Location of the accident
2. Are there any injuries?
3. Is an ambulance needed?
4. Care for injuries and take precautions to prevent further injuries. Never leave the scene of an accident no matter how minor.
5. The supervisor will call the appropriate law enforcement agency to investigate. An ambulance will be dispatched to your location if you request one.
6. The following information will be required:
 - The names of all involved in the incident
 - Name, address, telephone number, driver's license number, and insurance information for the other driver involved
 - Make, model, and license number of the other vehicle(s) involved
 - Location of the accident, street, intersection, block number, etc.
 - Time and date of the collision
 - Any unusual street or weather conditions

Post-Accident Drug/Alcohol Screening

In accordance with federal law and district policy, the following criteria will be used to determine the need for administering a post-accident drug and alcohol screening:

- ◇ If the employee is involved in an accident resulting in a fatality, regardless of a citation being issued, a post-accident test is required.
- ◇ If the employee is not issued a citation in conjunction with the accident, a post-accident test is not required.
- ◇ If the employee is issued a citation in conjunction with the accident AND...a person is transported by ambulance from the scene, a post-accident test is required....a vehicle must be towed from the scene, a post-accident test is required.

Work Related Accidents –Workers' Compensation

Pearland Independent School District has a fully funded workers' compensation plan to provide coverage to its employees who are injured on the job or suffer a work-related illness.

An employee absent from duty because of a job-related illness or injury may be eligible for workers' compensation weekly income benefits if the absence exceeds seven calendar days. An employee receiving workers' compensation wage benefits for a job-related illness or injury may choose to use accumulated sick leave or any other paid leave benefits. An employee choosing to use paid leave will not receive workers' compensation weekly income benefits until all designated leave is exhausted or to the extent that paid leave does not equal the pre-illness or pre-injury wage. If the use of paid leave is not elected, then the employee will only receive workers' compensation wage benefits for any absence resulting from a work related illness or injury, which may not equal the employee's pre-illness or pre-injury wage. All personnel are eligible. Such coverage applies only to injuries sustained by the employee while acting in the course of employment.

All work-related accidents or injuries must be reported immediately to the appropriate supervisor.

The benefits include payment of medical expenses and, in some cases, partial replacement of lost earnings. Employees who are unable to work because of a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code. More information can be obtained regarding workers' compensation rights from any office of Texas Department of Insurance, Division of Workers' Compensation Commission or the Human Resources, Support Specialist at 281-485-3203.

EMPLOYEE ON WORKERS' COMPENSATION MAY NOT RETURN TO WORK WITHOUT A WRITTEN RELEASE FROM THE EMPLOYEE BENEFITS COORDINATOR.

An employee receiving workers' compensation income benefits may be eligible for paid or unpaid leave. An absence due to a work-related injury or illness shall be designated as FMLA leave, temporary disability leave, and/or assault leave, as applicable.

Workers' Compensation Reporting Procedures

Personnel injured on the job are required by law and local policy to report such injury to the supervisor immediately. The supervisor must complete and submit a "First Report of Injury" form to the employee benefit office the day of the injury.

Any employee who is unable to report to work after an injury will need a doctor's statement before returning to work. This doctor's statement must state "Full Duty--No Restrictions" or specify restrictions.

If the employee is unable to return to work after seven (7) working days, it will be the responsibility of the employee to call their supervisor each week to report the employee's work status. Each time the employee goes to the doctor the employee will, within one day after the appointment date, bring, fax, email or mail a copy of the doctor's statement to the supervisor or the employee's benefits office. The supervisor will notify the Human Resources' office of the employees' work status as changes occur.

Except in the instance of assault leave, absence due to on-the-job injury may be deducted from the employee's applicable accrued sick leave/vacation days.

Payroll/AESOP Issues

All payroll/AESOP questions should be directed to the secretary. If an issue cannot be handled or corrected at the Department level, an employee may seek additional help with the appropriate personnel located at 1928 Main.

Overtime/Supplemental Pay

Employees shall be available to work overtime or weekends as needed and will be compensated according to the Fair Labor Standards Act. Supplemental pay forms are to be used for any "extra" work performed during normal working hours. Employees must physically work 40 hours in a work week before earn overtime compensation. A supplemental form must be filled out with all the necessary

information including the employee and supervisor's signature. It must be turned in to the secretary in a timely manner for payroll purposes.

REMEMBER: Employees are not authorized to work beyond their normal work schedule without advance approval from the Director.

Reporting an Absence

Report an absence online: www.frontlinek12.com/products/AESOP.html

Enter your ID and PIN number at the top right hand corner of the screen, then click Go. Click on the "Create an Absence" link from the function menu to the left side of your Homepage. AESOP will present a screen on which now you can enter all your absence information. Please read the AESOP QuickStart Guide for Employees to be familiar with AESOP online website system.

Report an absence by telephone by calling 1-800-942-3767.

Enter your ID number followed by the # sign. Enter your PIN number followed by the # sign. From the Main Menu Press 1 to "Create an Absence". Enter your absence information from the oral instruction given on the AESOP telephone line. You may also refer to the green pocket reference card provided by HRS.

If you forget your ID and PIN number, contact the M&O secretary or the Operations Clerk for assistance. The AESOP QuickStart guide and telephone instructions are available in Spanish.

Vacation

Full time employees receive ten (10) days of vacation leave after one year of service. Vacation leave must be taken within sixteen (16) months after July 1st. No vacation time can be carried over from year to year without prior approval signed by the Director of Maintenance & Operations and Superintendent. The request for vacation leave must be submitted in writing a minimum of three (3) working days in advance to your immediate supervisor for approval.

***Take special note of the block days on the department calendar. Prior approval by the Director is required if vacation is requested a week before the first day of school and the week before school lets out for the summer. (as noted on your 2018-2019 Calendar)**

Jury Duty

Texas public schools are prohibited from penalizing or discriminating against an employee for complying with a jury summons. School districts are required to pay the employees regular salary while the employee is engaged in jury service and may not reduce the employee's personal leave. Employees shall advise the supervisor or department head in order that coverage can be provided, in plenty of time, prior to the service.

- ⇒ An employee who is in compliance with a summons to appear as a juror shall not be penalized for compliance.
- ⇒ An employee serving jury duty will be paid his or her regular daily rate of pay while serving in any and all phases of jury duty, and he or she will not have his or her available leave balance reduced due to absences for jury duty.
- ⇒ An employee who serves jury duty must provide a copy of the summons immediately upon receipt to the secretary and a copy of the juror time card immediately upon return to work.

When the court has released an employee he/she is to report to his or her supervisor or department head immediately.

REMEMBER: Employees are required to submit court documentation confirming their service.

Other Court Appearances

Employees will be paid while on leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding and will not be required to use paid leave. Absences due to compliance with a valid Pearland Independent School District 2016-17 Employee Handbook subpoena related to District business or for jury duty shall be fully compensated by the District and shall not be deducted from the employee's pay or leave balance.

Absences for court appearances related to an employee's personal business must be taken as personal leave or leave without pay (if no personal leave is available). Employees may be required to submit documentation of their need for leave for court appearances.

Employee Responsibilities

If an employee knows he/she will be absent or if an employee comes in late, leaves work early, the employee must inform his/her immediate supervisor prior to the absence. If an employee does not notify his/her immediate supervisor prior to the absence, this action may result in disciplinary action, up to including termination. Employees shall report their absences in AESOP prior to 7:00 am on each day of his/her absence.

The number to AESOP is: 1-800-942-3767.

If an employee is absent and has not made the required communication with AESOP and/or the office, the absence will be considered a "No Call/No Show".

If your absence is recorded as a NO CALL/NO SHOW:

- ⇒ The first NO Call/NO Show shall result in a report to the employee's Personnel file
- ⇒ A second NO Call/NO show within a school year shall result in a counseling conference with the employee's supervisor, Assistant Director, or the Director.
- ⇒ A third such incident within a school year may result in disciplinary action including a recommendation for termination

The Director will consider exceptions and emergencies on a case-by-case basis.

Employees must either be in AESOP or TCP on a daily basis. Employees who do not follow the District's attendance policy are subject to being docked without pay.

The District offers employees paid and unpaid leave of absences in times of personal need. Employees who have personal needs requiring an absence greater than five consecutive days should contact the Employee Benefits Specialist for counseling about leave options and communicating such absence with the district. Information may also be found on the district website at www.pearlandisd.org.

Employees must follow District and/or department or campus procedures to report or request any leave of absence and complete the appropriate leave request form.

Each employee shall earn state personal and local leave at the rate of one-half workday for each 18 workdays of employment, up to the maximum of five days of each annually. Any leave taken for which leave balances are insufficient shall result in the deduction of the daily rate of pay from the employee's paycheck. Employees have the choice to use either state or local leave when absent. State and local leave may be used as needed and accumulate without limit. Only state personal leave is transferable to other Texas school districts. Leave shall be recorded in whole workdays and half workdays for exempt employees only, except in accordance with provisions for intermittent leave in the Family and Medical Leave Act. Leave for non-exempt employees are recorded in hours.

Use of State and Local Leave

Nondiscretionary Leave Reasons include:

- ⇒ Illness (self or immediate family);
- ⇒ Family emergency;
- ⇒ Death of immediate family

Discretionary leave can be taken as the employee sees necessary for up to five (5) consecutive days, with prior approval. Paid leave for the current year shall be available for use at the beginning of the school year. Paid leave shall not be approved for more workdays than have been accumulated in prior years plus those to be earned in the current year. When an employee who has used more leave time than he or she had accumulated ceases to be employed by the District, the cost of the unearned leave days shall be deducted from the employee's final paycheck. Employees shall be docked in accordance with the Fair Labor Standards Act. Discretionary State Personal Business leave is to be taken at the individual employee's discretion, subject to the following limitations:

- ⇒ A request for the use of discretionary personal leave shall be submitted to the immediate supervisor a minimum of one (1) day in advance of the anticipated absence. (Note: submitting a request does not guarantee approval.)
- ⇒ Discretionary personal leave shall not be approved for more than five consecutive days.
- ⇒ Discretionary leave can be taken as the employee deems necessary for up to five (5) consecutive days, if available, with prior approval. Guidelines require that the request for discretionary leave must be submitted at least 1 day prior to the first day of absence and cannot be blocked on the Discretionary Leave Calendar.

Documentation – Excessive Absence – Family Medical Leave

Any employee who is absent more than 5 consecutive days because of a personal or family illness must submit a medical certification from a qualified health care provider, by the 15th day from the first day of absence, confirming the specific dates of the illness, the reason for the illness, and fitness to return to work. This form may be obtained by contacting the Employee Benefits Specialist. Any employee who is absent more than five consecutive days will be placed on the appropriate leave of absence. An employee while on Family/Medical Leave or Workers' Comp is prohibited from visiting job location or other school sites unless for school purposes unrelated to the employee's position.

Upon return to work after any medical leave of absence, an employee shall provide medical certification that he or she is capable of performing the essential functions of his or her job, with or without reasonable accommodation.

Any required documentation of illness must be brought to the Employee Benefits Office located in the Human Resource Service prior your intent to return to duty. Your medical certification form will be evaluated to determine if in fact you are able to return to work. If approval is given you will receive a return to work notice and will be instructed to report to the Maintenance office. Without this notice, the employee is not authorized to return to work.

A supervisor may require medical certification prior to returning to work to substantiate absences from an employee who demonstrates a pattern of chronic absenteeism. Medical certification should confirm that the employee received treatment and was unable to work during the absence. Medical certification may also be required for the treatment of an employee's child if the employee claims the child could not be left *in the care of someone other than the child's parent*.

Family and Medical Leave (FML) Basic Leave Entitlement

The FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- ⇒ For incapacity due to pregnancy, prenatal medical care or child birth;
- ⇒ To care for the employee's child after birth, or placement for adoption or foster care;
- ⇒ To care for the employee's spouse, son or daughter, or parent, who has a serious health condition;
- ⇒ For a serious health condition that makes the employee unable to perform the employee's job; or
- ⇒ A qualifying exigency resulting from active military service of a spouse, child or parent.

Family Medical Leave packets are available online at www.pearlandisd.org

Employees that require FML or have questions should contact the benefits office for details on eligibility, requirements, and limitations.

Benefits and Protections

During FML, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FML, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Use of FML cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months.

Use of Family Medical Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FML when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions; the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FML was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Intermittent Leave

When medically necessary or in the case of a qualifying exigency, an employee may take leave intermittently or on a reduced schedule. The district does not permit the use of intermittent or reduced-schedule leave for the care of a newborn child or for adoption or placement of a child with the employee. A **"Return to Work Notice" is required** and will be granted if the terms are acceptable. To return to work after a leave of absence of more than 5 consecutive days, the employee must provide a medical release stating the employee is capable of performing the essential functions of their job with or without reasonable accommodations. To obtain this notice contact human resource services prior to returning to the job location. If an employee presents any work restrictions, they will not be allowed to return to work until they have been cleared through human resource services.

Exhausting Available Leave

If you do not qualify for family medical leave or any other leave option, the district will use all of your available leave. If you are still unable to return to work after all leaves has been exhausted regardless of the reason, your employment will be recommended for termination.

Catastrophic Leave Program

The Pearland ISD created the Catastrophic Leave Program on April 9, 2013 and remains in effect for each school year thereafter as provided herein. The program is designed to aid employees who experience a catastrophic medical condition for themselves or for an immediate family member and who have insufficient leave to meet those circumstances extending beyond twenty (20) calendar days. The creation of the catastrophic leave program does not, in any way, create a right or an entitlement to leave days by an applicant (employee) from the District or its employees. The number of days, if any, is solely dependent upon the goodwill of employee donations and will be limited to the number of days if any that are donated in accordance with the program process and procedures. The existence and operation of the leave program is subject to suspension or termination at any time if it is determined by the Superintendent that the financial condition of the District so dictates. The program may also be suspended or terminated by the Superintendent if it is determined that the program is not operating as originally intended or is being abused by one or more District employees. Any such termination or suspension shall not affect any employee that is already receiving donated leave at the time the termination or suspension takes effect. All pending applications that have not been approved at the time of the termination or suspension will be automatically rejected. Any employee wishing to make application to the program must use the form titled "Catastrophic Leave Program Application Form". Contact Human Resource Services for more information

Health, Dental, and Life Insurance

Group health insurance coverage is through TRS-ActiveCare, the statewide public school employee health insurance program. The district's contribution to employee insurance premiums is determined annually by the board of trustees. Employees eligible for health insurance coverage include the following:

- ⇒ Employees who are active, contributing TRS members
- ⇒ Employees who are not contributing TRS members and who are regularly scheduled to work at least 10 hours per week

TRS retirees who are enrolled in TRS-Care (retiree health insurance program) and employees who are not contributing TRS members, who are regularly scheduled to work less than 10 hours per week, are not eligible to participate in TRS-ActiveCare. The insurance plan year is from September 1 through August 31. Current employees can make changes in their insurance coverage during open enrollment each spring. Detailed descriptions of insurance coverage, are provided to all employees in a separate booklet.

Maintenance Specific Topics

Work Assignment

Maintenance employees are expected to be at the shop to receive assignments by 7:00 AM. Our department works 5 days a week, 8 hours a day, for 261 days a year. When needed, overtime is expected of all employees. Any deviation of schedule must be approved by supervisor.

Working Hours for Maintenance

7:00 AM—12:00 AM

1:00 PM—4:00 PM

(Two 15 minute breaks with 1 hour lunch)

Working Hours for Grounds

6:00 AM—12:00 PM

12:30 PM—2:30 PM

(Two 15 minute breaks with 30 minute lunch)

Tools and Equipment

Tools lost or damaged through employee negligence will result in one or all of the following: [1] notice or warning, [2] re-evaluation of employment status, [3] replacement of tool at employee's expense. Any damaged tool must be returned to the employee's immediate supervisor. Tool purchases must be approved by the employee's immediate supervisor. Employees will reimburse the District or directly pay for any tools purchased without the consent of his/her supervisor. The tool will then become the property of the employee.

Work Related Injury

All work-related accidents or injuries must be reported immediately to the appropriate supervisor. Personnel injured on the job are required by law and local policy to report such injury to the supervisor immediately. The supervisor must complete and submit a "First Report of Injury" form to the employee benefit office the day of the injury. Any employee who is unable to report to work after an injury will need a doctor's statement before returning to work. This doctor's statement must state "Full Duty-No Restrictions" or specify restrictions.

Bad Weather Days

The District may close schools for a full day or part of a day because of bad weather or emergency conditions. When such conditions exist, the superintendent will make the official decision concerning the closing of District facilities. When it becomes necessary to open late, to release students early, or to cancel school, District officials will post a notice on the District's Web site and notify the following radio and television stations:

- ⇒ Channel 2 (KPRC)
- ⇒ Channel 13 (KTRK)
- ⇒ Channel 11 (KHOU)
- ⇒ Channel 26 (KRIV)
- ⇒ Channel 39 (KIAH)
- ⇒ 650 AM, 740 AM, Or 610 AM

Maintenance Specific Topics

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. Maintenance & Operations schedules routine preventive maintenance checks on building, roof, electrical, plumbing & HVAC, mechanical systems. All maintenance employees should do weekly building walks to check on building condition to help support work order elimination and preventive maintenance.

Purchase Requisitions

Before initiating a purchase request for supplies for maintenance & operations, staff needs to consult with the Maintenance Warehouse to ascertain that it is not a stocked item. If the item is not stocked or if the inventory is not going to be replenished with ample time to complete a job, then staff may get supervisor approval to request or use a PO to acquire supplies.

Standard Expectations or Operating Procedures

Any violations of the rules listed below may result in disciplinary action including a recommendation for termination.

1. At end of day, arrive at the shop no earlier than 15 minutes before shift ends. Unless approved by supervisor.
2. Do not leave your job site or close down job site early. (30 minutes before shift ends)
3. Driving around town to waste time will not be tolerated.
4. Do not block shop drive. Park personal and work truck in back parking lot and walk to shop.
5. Use a direct route from the shop to the job site and vice-versa.
6. While driving in vehicles, all employees should be alert at all times.
7. All tool boxes and vehicles should be locked and secured.
8. Follow lunch schedule. Excess time used for lunch is not acceptable.
9. Employees should not congregate in unauthorized areas. (Parking lots, mechanical closets, teachers' lounge, etc.)
10. Employees are responsible for completing the monthly vehicle maintenance check.
11. The use of 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.
12. All employees must maintain required licensing including drivers license and work related certifications.
13. Professional communication and actions are required at all times.

Operations Specific Topics

Work Assignment

Work assignments are determined by the supervisor. Our department works 5 days a week, 8 hours a day, for 261 days a year. When needed, overtime is expected of all employees. Any deviation of schedule must be approved by supervisor.

Working Hours for High School

6:00 AM—2:30 PM Asst. Head Custodian
3:00 PM—11:30 PM Head Custodian and crew
(Two 15 minute breaks with 30 minute lunch)

Working Hours for Junior High, Middle, and Elem

6:30 AM—3:00 PM Asst. Head Custodian
3:00 PM—11:30 PM Head Custodian and crew
(Two 15 minute breaks with 30 minute lunch)

Day Custodian 11:00 AM—7:30 PM

***NOTE: Custodians are also responsible for following the schedule change calendar provided by the department

CLEANING SOLUTIONS

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

SUPPLIES PROVIDED

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

CUSTODIAL EQUIPMENT CARE

The equipment used must be treated with the utmost care. Do not attempt to operate equipment without proper training. Unsafe conditions of equipment and operational problems should be reported to your head custodian/supervisor immediately. DO NOT ATTEMPT TO MAKE EQUIPMENT REPAIRS. 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 Pearland ISD is not to be used for personal use. Violation of this policy may result in disciplinary action which could include termination from employment.

SAFETY PRECAUTIONS – WORK RELATED

Do not attempt to perform the following tasks:

- Electrical repair
- Gas repair
- Gas pilot lighting
- Plumbing repair

Operations Specific Topics

WORK RELATED PROBLEMS

Work related problems should first be addressed with your immediate supervisor. If the complaint is against 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:

Head Custodian

Olivia Angel — Assistant Custodial Supervisor

Frank Cerros – Custodial Supervisor

Manuel Vasquez – Assistant Director

Larry Berger - Director

WORK RELATED INJURY – ACCIDENT REPORT PROCEDURES

All work-related accidents or injuries must be reported immediately to the appropriate supervisor. Personnel injured on the job are required by law and local policy to report such injury to the supervisor immediately. The supervisor must complete and submit a "First Report of Injury" form to the employee benefit office the day of the injury.

Any employee who is unable to report to work after an injury will need a doctor's statement before returning to work. This doctor's statement must state "Full Duty-No Restrictions" or specify restrictions.

If the employee is unable to return to work after seven (7) working days, it will be the responsibility of the employee to call their supervisor and the benefits coordinator each week to report the employee's work status. Each time the employee goes to the doctor the employee will, within one day after the appointment date, bring, fax, email or mail a copy of the doctor's statement to the supervisor and to the employee's benefits office.

EMPLOYEE ON WORKERS' COMPENSATION MAY NOT RETURN TO WORK WITHOUT A WRITTEN RELEASE FROM THE EMPLOYEE BENEFITS COORDINATOR.

WEATHER DAYS – SCHOOL CLOSURE

The District may close schools for a full day or part of a day because of bad weather or emergency conditions. When such conditions exist, the Superintendent will make the official decision concerning the closing of District facilities. When it becomes necessary to open late, to release students early, or to cancel school, District officials will post a notice on the District's Web site and notify the following radio and television stations:

TV: Radio:

Channel 2 (KPRC) Channel 39 (KIAH) 100.3 FM Channel 13 (KTRK) KILT (610 AM & KPRC 950 AM)

Channel 11(KHOU) KTRH (740 AM) Channel 26 (KRIV) KIKK (650 AM)

KTRH (740 AM)

Safety Overview

FIRST LINE SUPERVISORS

First line supervisors are those individuals who directly supervise the work of other employees. These leadership responsibilities are delegated to the appropriate individuals by upper and mid-management. The first line supervisor is the key to a successful loss prevention program. They are in the best position to lead their work teams' in safety. They must control unsafe acts of employees and unsafe work conditions at their facilities by incorporating the following required responsibilities:

- Conducts safety orientation of employees and effectively communicate hazard exposures to employees. Communicate safety expectations as a condition of employment.
- Ensures that training includes emphasis in hazard recognition inherent to their assignment and following of procedures designed to control and eliminate hazards to avoid incidents.
- Responsible for conducting accident investigations on all accidents and incidents and ensuring that follow-up corrective action is taken.
- Responsible for attitude development and behavior modification by increasing employee accident prevention awareness. Holds his direct reports accountable for safe practices.
- Ensures discipline policies are applied fairly and consistently for employee safety violations.
- Holds discussions on observed unsafe work practices or unsafe conditions in work environments.
- Responsible for inspection and correction of unsafe conditions as well as unsafe acts.
- Ensures that every jobs/tasks/projects are evaluated for hazards prior to performing same. Also ensures that employees are aware of and are complying with safe practices and use of personal protective equipment to avoid injuries.
- Submit records for all training, inspection and investigations to the director.
- Inform employees of accident and emergency reporting procedures, the location of first aid equipment, and the names of employees within the department trained and designated to administer CPR or First Aid treatment.

ALL EMPLOYEES

- Are responsible and accountable for working safely at all times.
- Complete all district required Safe Schools online safety training on an annual basis and as assigned.
- Participate in all required in-person departmental/campus safety meetings. When meetings are missed, the employee must attend a make-up meeting. Supervisors are responsible to ensure employees are trained.
- Comply with all accident prevention rules, regulations, and procedures at all times and for all work activities.
- Report unsafe conditions and unsafe work practices to immediate supervisors.
- Accept responsibility for his/her own safety and for the safety of others as part of the work team or under his/her own supervision.

2018/19 M&O Calendar

July 2018						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2018						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2018						
Su	Mo	Tu	We	Th	Fr	Sa
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2018						
Su	Mo	Tu	We	Th	Fr	Sa
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2018						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2018						
Su	Mo	Tu	We	Th	Fr	Sa
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January 2019						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Events/Holidays 2018/19

Aug 3	Summer Luncheon	Jan 1	New Year's Day
Sep 3	Labor Day	Jan 3	Luncheon
Nov 22-23	Thanksgiving Day	April 19	Good Friday
Dec 24-31	Christmas Day	May 27	Memorial Day

Aug 20	First Day of School
Mar 11-15	Spring Break
May 24	Last Day of School

**PEARLAND ISD
2018 - 2019**

2018-2019 PAYROLL CALENDAR			
Pay Date	Begin Date	End Date	# of Work Days
7/12/2018	6/10/2018	6/30/2018	15.00
7/30/2018	7/1/2018	7/14/2018	10.00
8/15/2018	7/15/2018	7/28/2018	10.00
8/30/2018	7/29/2018	8/11/2018	10.00
9/14/2018	8/12/2018	8/25/2018	10.00
9/28/2018	8/26/2018	9/8/2018	10.00
10/15/2018	9/9/2018	9/22/2018	10.00
10/30/2018	9/23/2018	10/6/2018	10.00
11/15/2018	10/7/2018	10/20/2018	10.00
11/30/2018	10/21/2018	11/3/2018	10.00
12/14/2018	11/4/2018	11/17/2018	10.00
12/28/2018	11/18/2018	12/1/2018	10.00
1/15/2019	12/2/2018	12/22/2018	15.00
1/30/2019	12/23/2018	1/12/2019	15.00
2/15/2019	1/13/2019	1/26/2019	10.00
2/28/2019	1/27/2019	2/9/2019	10.00
3/15/2019	2/10/2019	2/23/2019	10.00
3/29/2019	2/24/2019	3/16/2019	15.00
4/15/2019	3/17/2019	3/30/2019	10.00
4/30/2019	3/31/2019	4/13/2019	10.00
5/15/2019	4/14/2019	4/27/2019	10.00
5/30/2019	4/28/2019	5/11/2019	10.00
6/14/2019	5/12/2019	5/25/2019	10.00
6/28/2019	5/26/2019	6/8/2019	10.00
7/15/2019	6/9/2019	6/30/2019	16.00
7/30/2019	7/1/2019	7/13/2019	10.00
8/15/2019	7/14/2019	7/27/2019	10.00
8/30/2019	7/28/2019	8/10/2019	10.00



WE SERVE SUCCESS

PearlandISD
MAINTENANCE
& OPERATIONS