



AN EARLY COLLEGE DISTRICT

BROWNsville

INDEPENDENT SCHOOL DISTRICT

Purchasing Department Employee Handbook



AN EARLY COLLEGE DISTRICT

BROWNSVILLE

INDEPENDENT SCHOOL DISTRICT

Mission Statement

The mission of the Brownsville Independent School District Purchasing Department is to provide efficient and timely procurement services, that maximize the District's resources and promotes its instruction and professional service programs and where all **children come first.**

Formal Fraud Statement

The objective of the Brownsville Independent School District Purchasing Department is to establish an anti-fraud culture covering working practices and business ethics culminating in formally documented procedures.

The formal fraud statement indicates that the fight against fraud is endorsed and supported at the most senior level within the Brownsville Independent School District and supported in its entirety by the Purchasing Department. The Purchasing Department will ensure all BISD employees are aware of a zero-tolerance attitude to criminal breaches of business practices, as they relate to the procurement process within the BISD, and which will be reported to the district's Executive Leadership, Chief of Police, and the Internal Audit Department.

Ethics Laws and Professional Standards

*Public procurement professionals are the gatekeepers for the proper expenditure of the government's limited financial resources. They are entrusted to uphold the highest ethical standards and be good stewards of public funds with every purchasing decision they make. Ethical behavior and integrity are fundamental tenets of the public procurement profession that derive from values like "fairness," "honesty," and "accountability." When an individual's official duties clash with the individual's personal interests, a "conflict of interest" may occur; this conflict may impair one's judgement when trying to determine the proper course of action. Any erosion of public trust or perception of impropriety is detrimental to the integrity of the procurement process; therefore, all state employees involved in procurement activities must act in an ethical, impartial, transparent, and professional manner.

***Comptroller. Texas. Gov.**



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INTRODUCTION

This is an edition of the Purchasing Department Employee Handbook of the Brownsville Independent School District. Each section of this edition has been reviewed and revised in accordance with District policy, federal, and state legislation.

STATEMENT OF DISCLAIMER

This employee staff manual is for informational purposes. It does not either directly or indirectly constitute an employment contract or a promise of any kind by the Purchasing Department to the employee. The explanation of the policies contained herein may be subject to change in the event of budgetary or other unforeseen considerations. Like most codes of human conduct, this staff manual does not address every situation or answer every question. For this and other reasons, the staff member is advised to read and periodically review the District's Policy Manual on the District website at: www.bisd.us.

Dependability and commitment to the job are essential at all times. Regular attendance and punctuality by staff are important elements in our efforts to maintain high levels of customer service and satisfaction. We will be able to achieve our vision only ***when all members of the team are contributing positively***. When staff meet their obligation to report for work and do so punctually, the burden of work is not passed on to co-workers or delayed. Reworking assignments or schedules to accommodate absences/tardiness represents waste and inefficiency which prevent us from reaching our goals.

WELCOME

This Employee Handbook is for you, the Purchasing Department employee, so that you may better understand our Purchasing Department's mission and your role in its service plan. It is the purpose of the Purchasing Department to serve the District and Community with providing purchasing information in a manner that is cordial, efficient, and equitable. The Handbook sets down the obligations and rights of staff members.

SECURITY & PRIVACY – The Purchasing Department is considered a restricted area because of sensitive information contained in the Bid/PO folders. Visitors must follow entrance requirements outlined on the Purchasing Entrance Log. All visitors must be accompanied and escorted by a designated staff member. The staff member must ensure and document reason(s) for access.



ORGANIZATION

In an effort to simplify established District legal, local, administrative and Texas Education Agency policies and procedures, the following Employee Handbook has been formulated.

It is essential that the Brownsville Independent School District employees involved in the use of public funds be fully aware of their responsibility and limitations. While this handbook does not cover every detail of all regulations, practices and statutes governing purchasing, it does provide the basic principles of sound purchasing practices. Reference to this handbook will aid department staff in the discharge of their duties involving fiscal control and management.

DEPARTMENT GUIDELINES

Hours of Work

The regular work schedule for full time employees is a 40-hour workweek, Monday through Friday. Time schedule is from 8:00am to 5:00pm Monday through Friday with the exception of summer hours.

Work schedules and daily time schedules within the guidelines set out in this section including lunch breaks are determined by the Director in charge within his/her discretion and subject to change at any time. Administrative and Support Staff may find it necessary to work beyond the normal workweek in order to discharge their duties and responsibilities. Approved overtime compensation at time and a half shall be provided to hourly employees who are assigned to work in excess of the regular workday. All overtime must be pre-approved. Change of schedule requests must be submitted to the Director for approval. Any staff member **falsifying time** will be subject to dismissal.

Meal Time Management

Staff normally are provided a lunch period of 60 minutes without pay in an eight-hour period. The time is established by the Department Director as well as the designation of alternate lunch periods.



Employee Lunch / Breaks

Federal law does not require *lunch* or *coffee breaks*. The Purchasing Department will offer ONE break lasting 15 minutes in the BREAK ROOM. Federal law considers the breaks as compensable work hours that would be included in the sum of hours worked during the work week and considered in determining if overtime was worked. **Unauthorized extensions** of authorized work breaks need not be counted as hours worked. The Purchasing Department expressly and unambiguously communicates to the employee that the authorized break ***may only last for 15 minutes***, any *extension* of the break is contrary to department rules, and any extension of the break will be deducted.



STAFF OBLIGATIONS AND PRIVILEGES

Team Work

The Purchasing Dept. fully recognizes that team effort is required to achieve the department goals. It is not solely the Director's job to build team spirit, morale and to create and promote



Team Togetherness. Each member has to do his/her part. Team members should not sit back and wait for the boss. Team members should:

- (1) Hold one another accountable for high standards
- (2) Positively reinforce one another
- (3) Build relationships with one another
- (4) Appreciate one another's differences



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Department Performance Expectation Timely and regular attendance is a performance expectation of all Purchasing employees. Employees who have exhibited unsatisfactory attendance which resulted in disciplinary action (written or final) will have the behavior documented in their annual evaluation.

Punctuality

Lack of punctuality in the morning and during lunch periods not only affects the morale of the department, but it may lead to resentment, as coworkers who are on time compare themselves to late-comers. Being late throws you out of the loop, as you may miss important information.



This causes a harmful division among employees. Leaders affect the entire workplace. As such when leaders are late, it sends an irresponsible message to employees. Constant lateness locks you into a pattern. When tardiness becomes the norm, you are jeopardizing your job.

What Punctuality Communicates

Punctuality shows that you're dedicated to the job, interested in the work and capable of handling responsibilities. When you arrive on time for work or work-related activities, it shows that you are capable of honoring your word.



What Punctuality Achieves When employees are punctual, *the workplace operates more smoothly* as a whole. For instance, when everyone is on time for a meeting, the meeting is able to start in full stride. Punctuality may help you achieve advancement.



Tardiness

When an employee is not present and ready to begin working at his/her workstation at their scheduled time. Tardiness occurs when an employee leaves work prior to the end of their scheduled shift without approval. Tardiness is when an employee takes an extended meal or break period without approval.

Late arrival, after *lunch* is considered tardiness, even if reported or approved in advance. The department shall keep a LOG of each employee's absences and tardiness. Abuse of tardiness cannot be tolerated and will be subject to disciplinary action. The Department Director shall issue a verbal warning to any staff member who has any three (3) occurrences of tardiness or excessive absenteeism within a thirty (30) day period.

Calling in Late or Absent

In any situation where an employee is unable to report or may be delayed in arriving for work at the assigned time and place, the employee must contact the immediate supervisor or other designated person. Employees must verbally notify their Director with as much advanced time as possible. The minimum time should be at least one hour prior to the start of their scheduled shift if they are going to be absent or late. Ideally, it is much better to call more in advance.

Absence

The Purchasing Department **requires advance notification** of absences. Employees shall *call with as much advance time as possible*. In cases of absence for medical reasons, the Director may request medical certification to justify excusing an absence of 3 or more consecutive days.

Absence Before or After Holidays, Weekends, etc.

If an employee **builds a pattern of absences** by calling out of work the day before, the day of, or the day after a holiday or a long weekend, the Director will review the absence. The Director has the discretion to determine whether to count the incident as a regular occurrence or go directly to issuing a Written Warning for the holiday-related call out. If an employee is already under disciplinary action, this absence may be cause to progress to the next level of the progressive discipline. (TCP will be used as method of documentation)

Absence for Voting and Registration

Employees may be excused for a reasonable time, when practicable to do so without unduly interfering with operations, to vote or register in any elections or in referenda on civic matters within their community.

Making up Time

Banking and making up time is NOT allowed.



Absence for Blood Donations

Employees who donate blood to a legitimate entity, or who donate in emergency situations to local hospitals or blood-banks of nonprofit institutions, may be granted time to make the donation.

Chronic Pattern of Unauthorized Absences

A chronic pattern of excessive or unauthorized absences exists when an employee's absence from work, **whether excused or not, have a serious negative effect on a department's ability to provide service.** In cases where there is a chronic pattern of excessive or unauthorized absences, notice will be given to the employee that his or her chronic absences are a hardship on the work unit and that additional requirements must be met in order to receive approved leave.



These requirements include:

1. One week written notice for use of vacation leave, personal holiday, or personal necessity leave
2. Documentation support other paid leave, i.e., funeral leave, jury duty, etc.
3. A physician's statement verifying incapacitation, medical reasons for an absence, and the anticipated date of return when sick leave or sick leave without pay is requested.

Excessive Tardiness

Excessive absenteeism and tardiness DISRUPT normal operations and place an extraburden on fellow employees. When an employee is away from work repetitively, it is considered excessive or chronic. Employees who are chronically unable or



unwilling to attend work regularly present a HARDSHIP to other employees and the public. An employee shall be notified that absences are excessive before such incidents can be considered for disciplinary action.



Performance Expectation

Timely and regular attendance is a performance expectation of all Purchasing Department employees. Employees who have exhibited unsatisfactory attendance which resulted in disciplinary action (written or final) will have the behavior documented in their annual evaluation.

Corrective Action

Employees receiving corrective action are expected to improve their attendance/punctuality. Failure to improve and/or sustain improvement may result in the employee receiving additional correction. Any employee who within the past year has received Three (3) corrective actions of the same type will be subject to the next more serious level of correction for future periods of absence. These absences may or may not have been excused and caused by medical or other reasons.

Medical Related Absences

Medical-related or Family Medical Leave Act absences are not to be considered excessive without the concurrence of the Human Resource Department. If conditions beyond the employee's control made it impossible for him/her to request authorization in advance to be absent, authorization may be granted later upon proper explanation of the circumstances.

No Call No Show

Staff who fail to contact their Director cause others to take on additional duties or result in a reduction of services to customers. Failure to notify the Director of an anticipated absence will be subject to corrective action.

Recording Time-Off

All tardiness, temporary leave, etc. shall be recorded on the TCP on-line request

Sick Leave

Sick Leave is paid leave which is granted to each Purchasing Department employee who, through sickness or injury, becomes incapacitated to a degree that makes it impossible for him/her to perform the duties of his/her position, or who is quarantined by a physician because he/she has been exposed to a contagious disease.





▪ Illness must be reported at the start of the scheduled workday to the Director or designee. It is *not acceptable to report illness to other staff* on duty, or anyone other than the above. A staff member absent on Sick Leave for five (5) or more consecutive working days shall submit a doctor's excuse to the Human Resource Department. Upon returning, the employee absent for five days or more days shall first report to the Human Resources Department to get clearance, then submit an Authority to Report to Work form to the Department Director. A staff member absent on Sick Leave for periods totaling **15 days** in one calendar year consisting of periods of less than five days, shall submit acceptable medical evidence for any additional Sick Leave in that year unless such illness is of chronic or recurring nature requiring recurring absence of one day or less in which case only one doctor's certificate shall be necessary for a period of six (6) months. Proof of illness may be required of an employee on Sick Leave whenever such requirement appears reasonable.

Vacation Leave To avoid scheduling conflicts, every staff member shall first submit at least 3 days in advance, a vacation leave request in writing to the Director. Every attempt shall be made by the Director to grant earned vacations as they are requested; however, based on circumstances, it must



be understood that the first to ask has the *first priority*. For vacation purposes, the work year is **July 1st through June 30th**. With Director approval, vacation may be taken at any time during the year, and in as many parts as are desirable. Employee seniority will be a determining factor when granting vacation leave.

All vacation must be completed by August 30th.

Disciplinary Action

Disciplinary action may result in demotion, suspension or termination. Disciplinary procedures as outlined by the District's Policy Manual will be followed. Causes for disciplinary action may include, but are not limited to the following:



- Discourteous behavior towards customers and the general public
- Violation of Purchasing Department policy and regulations
- Inadequate performance, other misconduct or poor performance
- Insubordination or serious breach of discipline
- Chronic or excessive absenteeism or tardiness
- Conduct unbecoming to an employee in public service
- Negligence of or willful damage to or theft of property or service



- Misrepresentation of qualifications
- Conviction of any criminal act of offense, sexual harassment
- Any other serious misconduct or poor performance

Previous Notice

If an employee has been previously warned about progressive discipline, the totality of the circumstances will be documented and assessed when determining further action.

Progressive Discipline

Employee's attendance will be monitored regularly. Patterns of unscheduled usage or accrued time, will be addressed and discussed with the employee.

Written Warning - An occurrence is documented as an absence, tardy or missed time clock in/out. An occurrence may cover consecutive absent days when an employee is out for the same reason.





PROFESSIONAL ATTITUDES AND CONDUCT

Conversation

- Conversations with either co-workers or the public should be kept to a minimum and **should never interfere with service to patrons.** Loud conversations are disturbing to everyone.



Courtesy

- Everyone must be treated courteously, and refrain from commenting on racist or sexist remarks and attacks, this may include those critical of sexual orientation, however casual or meant in jest, are not acceptable.

Open Communication Policy — The Purchasing Department has an open door policy with it's staff. Any concerns and/or issue that any staff member feels uneasy about should immediately contact the Director.

Gossip is Prohibited

Gossip is idle talk or rumor, especially about the personal or **private affairs of others.**

- Unchecked rumors and slander can severely hamper productivity and morale.
- Productivity suffers when people gossip when they should be working.



Gossip

can lead to a **“hostile environment”** and *creates conflict* among coworkers and leads to discrimination, harassment and invasion of privacy, etc. The Purchasing Department totally prohibits this type of behavior.

The Purchasing Office does not tolerate any employee acting individually or in concert with others, who clearly obstructs or disrupts any workplace activity.



Complaints – All concerns and complaints must be submitted in writing via e-mail to Purchasing Director and/or Purchasing Coordinator

Office Equipment

- All staff members should take care of Purchasing Department equipment, furnishings and property. Public and private desks should be clean and work materials put away.

Gifts

- Members of the staff may not accept or request valuable gifts or money from vendors and/or other district staff members.

Grooming

- The community image of the Purchasing Department is, at least in part, projected by the wearing apparel and appearance of staff members. It is, therefore, very important that all employees be well groomed and properly dressed. It is assumed that an employee hired by the Purchasing Department will show good common sense and a maturity of self-expression. Clothing should be selected that is neither distracting to other staff members and patrons, nor unbecoming that of a professional Purchasing Department employee. Clothing should be fresh and neat. Careful personal hygiene is essential. Hair, regardless of length, should be clean. Within these concepts there is plenty of room for the expression of individual tastes and the exercise of individual choice of apparel suited to a particular department position.

Phone Duty -While on phone duty, gum chewing is not permitted. Employee must use head phones while listening to music. (Reception Area)





Sexually Explicit Material

—"Sexually posted explicit material of any kind have NO PLACE in the department's work environment". That term is used in this section means any *pictorial material displaying* direct physical stimulation or emphasizing the depiction of adult human genitals.

Non-Purchasing Material

—Staff reading while on duty is limited to Purchasing-related professional periodicals, and other materials required for general job assignments. However, the individual staff member remains responsible for giving priority to district personnel and patrons.

Disruptive behavior

is inappropriate behavior that interferes with the functioning and flow of the workplace. It hinders or prevents staff members from carrying out their professional responsibilities.



Staff have the right to **be free from yelling**, acts or threats of disruptive, loud voices and/or physical violence, including intimidation, harassment and/or coercion, which involve or affect the daily business of the office.

The following may be instances of disruptive activity in the workplace:

- Loud phone conversations that distract or annoy others in the workplace
- Not cleaning up after yourself in the staff kitchen
- Taking food that doesn't belong to you from the staff refrigerator
- Showing up late for meetings and unprepared
- Taking supplies from a coworker's desk without asking
- **Spreading gossip around the office**
- Not minding your manners, for example neglecting to say please and thank you
- Taking the last of something without replacing it
- Asking someone to lie or cover for you
- Blaming someone else when you are at fault instead of accepting responsibility for a mistake
- Being the office tattle teller, gossiper





- Taking credit for someone else's work or not sharing credit with others who helped on a project
- Asking a subordinate to do something unrelated to work, i.e. run errands
- Trying to convert others to your political or religious beliefs
- Opening anyone else's mail without their permission
- Sending unwanted email such as chain letters, petitions and jokes to coworkers
- Saying offensive, dirty or insensitive jokes
- Not sharing the workload
- **Bringing negativity into the workplace, for example incessantly complaining about the company, boss, family or coworkers**
- Being a know-it-all and having an arrogant attitude toward others

WHEN TROUBLE AT HOME ▪ BECOMES TROUBLE AT THE OFFICE

Personal problems in employees' lives affect work performance. Every worker is likely to face personal problems that he/she brings into the workplace. For example, health



challenges, family issues, romantic relationship drama, financial problems, etc. All employees are strongly encouraged to leave personal problems "at home".

Problems outside the work environment affect a person's ability to perform effectively. Stress at home can affect those at work and vice versa. **To avoid such distractions**, an employee facing personal problems and exhibiting a **LACK OF INTEREST** or attitude problems at work should immediately consult with their Department Director and/or Employee Benefits Department for information of the free Employee Assistance Program.



Visitors in the Workplace — No **UNAUTHORIZED** personnel allowed in the workplace. These procedures are designed to NOT take time away from employees, to protect the District; protect the Purchasing Department's work from unintentional loss, theft, etc. It is intended to restrict access to certain areas, protect sensitive information and to ensure the health, safety, and security of employees. For the Department's and Staff's safety, additional cameras have been installed and are monitored daily.



Purchasing Access

- No one is authorized into the Purchasing Department unless prior written authorization is granted. All non-Purchasing staff shall sign-in on the Purchasing Access Log.

Employee Safety

The Purchasing Department provides a work environment as free as feasible from recognized hazards. Employees are expected to comply with all safety and health requirements whether established by department or by federal, state or local law.

Telephone Etiquette

[District staff and the public have a right to expect good customer treatment. **If you are in a bad mood** and not having a good day, **DO NOT** take it out on fellow workers or members of the public.] Presenting a professional image, both in person and on the telephone, is always a must do. Telephone matters or taking care of visitors is crucial. Whether you are the front office receptionist or an office employee, the following phone tips should always be followed:

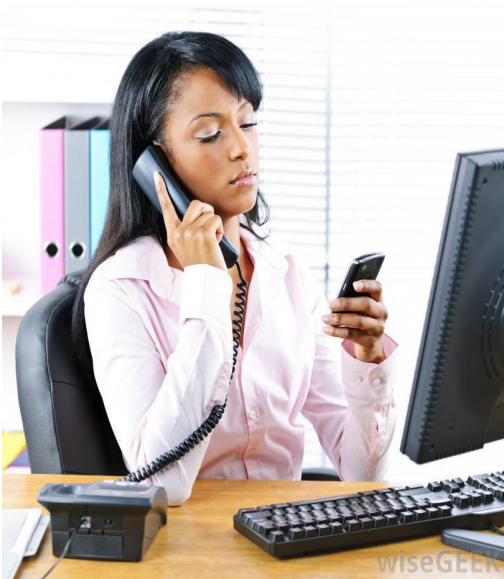


1. Speak clearly. A picture paints a thousand words but the caller on the other end can only hear you. They cannot see your face or body language. Therefore, taking the time to speak clearly, slowly and in a **CHEERFUL**, professional voice is very important.
2. Use your normal tone of voice when answering a call. If you have a tendency to speak loud or shout, avoid doing so on the telephone.
3. Do not eat or drink while you are on your desk and/or answering phone.
4. Do not use slang words or poor language. Respond clearly with “yes ma’am/sir” or “no ma’am, sir” when speaking.
5. Address the caller by his or her title. (i.e., Good morning Mr. Brown, Good afternoon Ms. Sanders). **Never address a caller by his or her first name.**
6. Listen to the caller and what they have to say. **It is always a good habit to repeat the information back to the client** when you are taking a message. Verify that you have heard and transcribed the message accurately.



Telephone Etiquette – continuation

7. Be patient and helpful. If a caller is irate or upset, listen to what they have to say and then refer them to the appropriate resource. Never **SNAP, yell or lower yourself and act rude** to the caller.
8. Always ask if you can put the caller on hold, count to ten and start over calmly. If you are responsible for answering multiple calls at once, always ***ask the caller politely*** if you may put them on hold. Remember that the caller could have already waited several minutes before getting connected to you and may not take lightly to being put on hold. Never leave the person on hold for more than a few seconds or they may become upset and hang up.



LIMIT Personal Phone Calls

The Purchasing Department encourages employees to not use cell phones during working hours. Employees should advise anyone wishing to contact them during working hours to contact them at work. Staff who has phone duty – Personal calls on your cell phone while on duty is prohibited, you must have someone cover for you if call must be taken. **DO NOT** leave area unattended. These tools increase distractions and the potential exposure to putting the District in liability increases.





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When it comes to using your cell phone at work, you have to **BE MINDFUL of your co-workers**, not to mention your own ability to get your job done. Here are three rules you should follow if you have your cell phone at work.

1. Turn Your Cell Phone Ringer low/**Vibrate**

•The sounds of different ring tones going off all the time can be very annoying to others.

•Personal cell phones maybe used during breaks.



2. Posting on any personal social media is prohibited during working hours

•Camera phones can present risks to the District and potentially compromising employee file information or the privacy of other employees.

3. Limited & Reasonable Personal Phone Use

Employees may be allowed to use their cell phone in case of emergency. If this is the case, employees shall excuse themselves to a private area so as not to disturb coworkers or business operations. Determining what is limited and reasonable is at the discretion of the Director.

Job Performance

The purpose of performance evaluations is to advise employees of their job performance, and to assist them with their professional development. Annual reviews will be considered as one factor in determining salary increases, promotions, reclassification or dismissal. *An employee evaluation allows the Director and employee to communicate openly about performance.* Issues discussed now should not be unexpected to the employee. It also provides supervisors the opportunity to hear employees' views of the work situation.





Each performance review must be accompanied by a personal conference with the Director or designee in which the employee may examine the review and have an opportunity to ask questions or make comments. S/he must sign the evaluation form.

Overtime

Overtime *shall not apply* with respect to exempt salaried professional, Administrative, and executive employees, as provided under the Federal Fair Labor Standards Act. Overtime will be determined and approved, prior to the need, by Director or designee.

Transfers

The Employee Transfer Request Form is to be filled out by the Director when an employee wishes to be transferred. A transfer is a change in assignment in which the salary rate and job level remains the same. Whenever possible, the needs and desires of the employee are taken into consideration. An employee may submit a written request for a transfer to another department.

Resignations

An employee who intends to resign informs the Director as soon as possible and then submits a written resignation to the Director. A four week notice before the last working day is the minimum requested for all staff positions, if possible. Ideally, the Purchasing Department would appreciate notice of resignation as soon as the employee is certain of the decision.

Staff Meetings

The Director will conduct regularly scheduled staff meetings for either the whole staff or individual employees. The purpose of such meetings is to inform staff on policy, news and activities, to elicit recommendations when changes are contemplated, to obtain feedback on Purchasing Department policy and to exchange information. Attendance at staff meetings is considered a part of the regular work schedule.



"Ronald, what gives you the impression I'm not happy with your work?"





Workplace Documents

“YOUR RIGHTS” and access use of District e-mail, voice mail, memos and other workplace documents are as follows:

- E-mail, voice mail, and print information on Purchasing Department stationery are considered to be the **property of the District**, no matter what the original intent of the information. Personal messages, notes or information should not be stored on the computer, left in one's desk, or left on voice mail.
- Any document created by the employee is the property of the District including time sheets, desk logs, and memos between employees.
- No other communication may be copied or removed from the building.
- Items such as memos to individual employees, letters, interdepartmental communications, desk logs, and time sheets are not part of the public forum and may not be copied. They are not meant for public use and may be misinterpreted by the public.
- If a staff member needs a copy of a document, the Director must be contacted. If the need is in relation to a grievance, the staff member should contact a union or other designated representative. Privacy issues must be considered before copies are made for an employee.

Sexual Harassment

All Purchasing Department employees have the right to work in an environment free from sexual and/or gender harassment, it is the law. Harassment on the basis of sex or gender is not acceptable conduct in the workplace and will not be tolerated by the Director.

The intent of this policy is to create an environment and climate within the work place that fosters responsible behavior, respect for all individuals, and an environment free from sexual and/or gender harassment. It is the Purchasing Department's intent to prohibit such harassment of any employee by another employee, management representative, or member of the public.



Some Reminders

Duty

The first duty of the Purchasing Department is service to the public and District personnel. **Courtesy and a spirit of service** are the first requisites of a staff member. Each staff member has his/her place in the scheme of service in the Purchasing Department and should recognize his/her ranking and accept its responsibility with dignity.

Courteous Business-Like Conduct

is presupposed at all times. Personal differences should never be discussed, nor should members of the public be left waiting while some dispute is settled. Every employee is a Public Relations Officer for the Purchasing Department and each has an important part to play in developing and maintaining good public “friendly” relations.

Visiting with friends, acquaintances, or any discussion of personal affairs should not be indulged while on duty.

The Purchasing Department exists for the benefit of the Citizens of the Community and District personnel. Those who accept a position in the Purchasing Department assume an obligation to maintain ethical standards.

Parking

Handicap parking slots are only for Employees, Visitors, and other community Members that have proper permission (by law).

Multiple Responsibilities & Cross-Training

The Department Director may assign multiple responsibilities at any time.

The Purchasing Department firmly believes in implementing the internal workings of other duties assigned to other personnel.

Cross training can increase knowledge, awareness, and the effectiveness of running an efficient department.

Staff roles and responsibilities such as who will train and who will coordinate will be outlined by the Department Director.



1. **Fraud Prevention:** Against fraud committed by BISD staff or vendors in the course of their work. Guidance on issues arising from the private and personal activities of staff and vendors which may impinge on the performance of their duties or risk bringing discredit to the BISD.
2. [CAA \(Local\)](#) – All Trustees, employees, vendors, contractors, agents, consultants, volunteers, and any other parties who are involved in the District’s financial transactions shall act with integrity and diligence in duties involving the District’s fiscal resources
3. Guard against any misappropriation of business assets purchased by avoiding fraud categories listed in the [Purchasing Guide](#).
4. Anti-Fraud and Abuse Procedures - Following established policies and administrative guidelines, procedures must be adhered to so as to assist in the prevention of fraud and/or abuse when procuring goods, materials, and services listed in the [Purchasing Guide](#)
5. Report Concerns - record and report all discovered cases of fraud.