

# PROCEDURES FOR CUSTODIANS AND FLOOR CREW PERSONNEL

## 1. PAY PERIOD:

All employees are paid on the last work day of the month. The overtime and exception reporting period is from the 11th of the month to the 10th of the following month. Changes in monthly salary due to leave without pay, authorized, unauthorized, etc., that affect your salary are based on paperwork and when it is received.

Vacation and sick leave balances shown on a paystub can run as much as 4 weeks behind the actual use, due to the early cutoff date and need for absence report forms.

## 2. VACANCIES:

Custodians and sub custodians are encouraged to apply for any vacancy for which they feel qualified. There are no restrictions on how long a custodian must remain in a position before promoting to a new position.

## 3. CALL-IN PROCEDURES:

Custodians who are ill or otherwise unable to work their shift are required to call the Facilities Office. Those working the first shift should call as soon as possible. This responsibility cannot be delegated to a friend or relative. (It is the Lead Custodian's responsibility to contact the Assistant Lead to fill in for their shift). Those working the second shift need to call in by 9:30am every day they are out sick. The exception will be when a doctor has excused an individual for a predetermined period of time and they have contacted the Facilities Office with that information.

Following an absence, the Facilities Office must be notified again, by 9:30am of the morning the employee is returning to work.

Substitute Custodians are to call in daily at 10:00am for work assignments. The exception will be when an individual is given a work assignment for a predetermined period of time. If a substitute custodian is not available for work, they should call and notify the Facilities Office prior to 10:00am.

## 4. SICK LEAVE:

According to the Teamsters II Contract, section 9.1.1: "An employee may be eligible to accrue a maximum of ninety-six (96) hours of leave in a given year. Sick leave will be accrued on a prorated basis and may be used for personal illness, injury, pregnancy, miscarriage, abortion, childbirth and care for an employee's parents, grandparents, and spouse; or for care of a child of the employee under the age of eighteen with a health condition that requires treatment or supervision.

### Accrual:

Sick leave shall be accrued based on the total number of base contract hours awarded during any given contract year and will be front loaded as follows:

Twelve month employees shall receive a maximum of forty-eight hours in the October paycheck and the remaining sick leave balance in the February paycheck each school year.

Less than twelve month employees shall receive a maximum of forty hours in the October paycheck and the remaining sick leave balance in the February paycheck each school year. Unused sick leave shall accumulate to the maximum allowed by law.

**Leave Without Pay:**

If an employee has exhausted sick leave, it will result in leave without pay. Employees who are out sick and have no sick leave to cover their time may be required to furnish a note from their doctor. The original note must be in the Facilities office prior to returning to work.

When an employee reaches a low sick leave balance, an informational letter will be sent to notify of the low balance. When an employee is out of sick leave and has missed work with unauthorized leave without pay, a Letter of Warning will be sent out, informing the employee that the poor attendance could place continued employment with the district at risk. If this behavior is not corrected, further disciplinary actions may be taken up to and including a letter of reprimand, suspension without pay, and/or a formal recommendation for immediate termination.

**5. ABSENCE REPORT FORM (ARF):**

An absence report form must be submitted to the Facilities Office with the payroll information for any absence, including vacation. The Facilities Department timekeeper will prepare the ARF and will mail it to the employee, to which the employee will sign in ink and mail back to the Facilities Office promptly. It is not necessary for the principal or head custodian to sign the ARF as supervisor.

**6. EMERGENCY SITUATIONS:**

Employees who become ill while on the job during their shift need to notify the Facilities Office as soon as possible. The office is open daily until 4:30pm. For emergencies after 4:30pm, custodians need to call the Operations Lead. After 4:30pm, custodians in need of help should call the Floor Crew Lead. If neither can be reached, call the Highline School District Security. For any and all fire, medical or police emergencies- call 911 immediately.

**7. WORK SCHEDULES:**

All work schedules have been planned and coordinated with Operations. A custodian should be able to complete their assigned work schedule with little time to spare. Any overtime to complete a regular work schedule must be pre-approved by the Operations Supervisor. Employees are required to arrive at their work site in time to start promptly at the appropriate time, and may not work voluntarily before or after their prescribed hours. The intent is not to dampen enthusiasm and initiative, but follow policies of the Federal Fair Labor Act. All custodians are expected to remain at their work site for their allotted time. If you must leave early or leave your site for any purpose, follow directions in section A. 12 (titled: Leaving The Worksite).

**8. SECURITY:**

Security of the building is paramount and one of the most important assignments for a custodian. All doors and windows should be locked early in the shift at the designated time. Each school varies and the building's Lead Custodian and Principal will have specific details. Doors and windows must be tested again immediately prior to leaving for the night. Set alarm after making the second door check. Evaluate poor alarm sets. If a custodian is unable to

correct a poor set within a reasonable period of time, then they must notify Security. Most sites have prearranged lock up times- check with the lead custodian for lock up times. School keys are assigned to custodians and it is their responsibility to keep track of them. These keys may NOT be loaned to teachers or students, regardless. All custodians are required to lock their keys in the metal custodial key box when going off duty. If a custodian has lost their keys, they need to contact the Facilities Office and inform them what happened and the possible location they were lost. No guests are allowed on campus during a custodian's work shift.

#### **9. PERSONAL SAFETY:**

Be aware of who or what is around you and who may be entering your space. If uneasy, alter your plans. If still uncomfortable, call Security for assistance or the police if you deem the risk level warrants. Always give as much information as possible including descriptions of people, automobiles involved and what is happening. If the situation is high risk, stand by the telephone. Do not hesitate to ask for an estimated time of arrival. If assistance does not arrive at the time specified, call back for a new estimated time of arrival.

Under no circumstances should you place the safety of your person at risk. Do not challenge vandals. Call for help from Security or police as appropriate. The Security office advises using whatever lighting is necessary to illuminate the area you are working in. Check your vehicle out before entering--even if you know you locked it earlier.

There are hazards associated with most work, even relatively simple tasks. You are expected to be responsible for your personal safety as well as others and to recognize potential hazards. If an unsafe work practice or condition exists, it is your responsibility to report it to your supervisor and the Facilities office as soon as possible.

#### **10. VACATIONS:**

Vacation should be taken in accordance with the Collective Bargaining Agreement under section VIII. Vacation request forms must be signed by both the Lead Custodian and the Building Administrator, and then sent to the Facilities Department for final approval from the Operations Supervisor with a minimum of 24 hours in advance (There is a three week minimum for requests on a school day). A vacation is considered an absence; therefore all custodians on vacation will need to call the Facilities Office the day before your vacation starts, or that morning; and again the day upon returning to work.

#### **11. ACCIDENT REPORTING:**

An employee must do the following when injured on the job:

1. Injured worker notifies supervisor of incident. If they plan to seek medical attention for the injury within the next 24-48 hours; they need to obtain a red L&I Folder from an office manager or supervisor.

*Supervisor must investigate all incidents and complete the Supervisors' Investigation Form within 24 hours of the incident (to obtain pertinent information that relates to the incident).*

2. The injured worker will need to complete the SIF2, Employee Report of Incident and the Sick Leave usage form. (If the injured worker is able to complete the forms at the time you give them the folder, please have them complete the paperwork and give all the completed forms back to you to forward to Human Resources.)

If the employee does NOT seek medical attention; they still need to fill out the Employee Report of Incident (but no red packet is needed).

3. Supervisor must investigate all incidents and complete the Supervisors' Investigation Form within 24 hours of the incident (to obtain pertinent information that relates to the incident).
4. Instruct the injured worker seeking treatment that the doctor must be L & I Certified. They may seek treatment at the emergency room but the follow-up treatment must be with an L&I Certified doctor. They may obtain the list from [www.FindADoc.Lni.wa.gov](http://www.FindADoc.Lni.wa.gov)  
If an injured worker asks where they should go for medical treatment, refer them to Valley Medical OHS at 3600 Lind Ave SW, Ste. 170, Renton, WA 98057. Human Resources has confirmed that all the physicians in this clinic are L & I Certified. The worker may walk in to be seen without an appointment.
5. Instruct the injured worker to bring all medical paperwork to the Workers' Compensation Specialist in Human Resources.

## **12. LEAVING THE WORK SITE:**

Custodians are expected to remain at their school during their entire shift, with the exception of leaving the facility for a 30 minute lunch. If there is evening groups using or scheduled to use the school's facilities during the timeframe a custodian wants to leave the site for their lunch break, they need to contact the Operations Lead or Floor Crew Lead to provide coverage while they are away.

NOTE: There is 30 minutes to leave, finish a meal and return to the school ready to work. According to the Collective Bargaining Agreement, breaks will be taken midway through the first and second halves of a shift. Should unusual circumstances develop which require one to leave their work site, it is necessary to obtain authorization prior to leaving. Authorization may be obtained in one of the following ways:

- If one must leave the school facility before 4:30pm and no administrator is present, they need to contact the Operations Supervisor and explain the situation. Instructions will be given as to what to do.
- After 4:30pm one should contact the Operations Facilities Lead or the Floor Crew Lead. If they are unreachable, call Security. Instructions will be given as what to do.
- During summer work when the buildings are unoccupied, call the Facilities Office for assistance and instructions.

IMPORTANT: Should one be absent from their work site without prior authorization, disciplinary measures may be taken.

## **13. OVERTIME:**

### **13.A. General Overtime**

Approval for overtime other than that covered in a building use permit must be pre-approved by the Operations Supervisor. Overtime forms need to be filled out immediately, one calendar week per form; except due to payroll deadlines, the 10th of the month must be on one form and then overtime beginning on the 11th is on another form. Put your employee I.D. number on each form. Sign, in black or blue ink, and send in to Facilities Timekeeper weekly. NOTE: The location and reason for overtime work must be clearly identified. (I.e. school dance, name of user group, etc.). A copy of the Facilities Use Permit must also be attached to the overtime form.

### **13.B. Voluntary Overtime Sign up List and Procedures**

Each year there are overtime opportunities such as school and program moves, summer school, last minute clean-up for construction, etc. In an effort to ensure that this work is assigned fairly

and equitably, there is a voluntary sign-up system established for each school year. This list is mainly for summer, but may also include other school time moves and special projects. For overtime time work, custodians may sign up for the overtime by sending an email, letter, or calling into the Facilities office to the timekeeper and requesting the addition of their name to the overtime list. Sign-ups are any time after the beginning of September of each new school year. Names submitted on or before January 1st of each year will be given consideration on a rotating seniority basis. Substitute custodians will go to the bottom of the full time seniority list and placed according to their seniority on the sub list. The roster and the status of each work assignment will be maintained in the Facilities office and made available for review to all personnel upon request. To review the sign-up roster or check on the status of a work assignment that was posted, the Facilities main office can be contacted to make an appointment.

### **13.C. Assignment of Overtime**

The roster will be pulled and the work assignments will be appointed in order of seniority. Assignment by seniority will be made on a rotating basis, starting from the top of the list and working down to the bottom before starting all over again. Example: If the first job requires three (3) people on a Saturday, the first three (3) senior people will be contacted and offered the work...the next job requires six (6) individuals, so the next six (6) on the list will be called. Those who have been offered work will then be moved to the bottom of the list, providing other employees the opportunity to work the overtime on a rotating basis.

As in the past, all jobs at a particular site will first be offered to that site's custodial staff. If they are unable to provide coverage for the upcoming work, it will go to the overtime sign up list for coverage. If an employee signs up to work the overtime and then declines once it has been offered, they will move to the bottom of the list. If they decline twice, their name will be removed from the list for that year. Employees on an approved leave as outlined in Article IX of the Collective Bargaining Agreement will not be contacted. All overtime crew leads will be assigned by the Operations Supervisor or his or her designee.

Facility personnel will make every effort to contact employees who have signed up on the roster through the numbers provided on the initial sign-up sheet. If no response is received within a reasonable period of time and three attempts have been made to contact such personnel, the supervisor reserve the right to move on to the next senior staff member for assignment of work. Whenever possible, employees who have been contacted regarding overtime work will have three (3) days to respond to the request.

### **13.D. Emergency Situations**

In emergency situations requiring immediate response times, only one attempt will be made to contact the individual on the list before moving on.

This procedure will give all personnel an opportunity to work additional hours over the school year and summer break.

## **14. MISCELLANEOUS RESPONSIBILITIES:**

All employees are encouraged to read and understand the contents of the Collective Bargaining Agreement (contract) between the District and Teamsters local 763 (Teamsters 2).

Nothing in items #1 through #13 of this document is intended to repeal that document.

Cell phone use should be limited to your break periods or school district use only. Picture Identification Badges are issued to every school district employee; and it is their responsibility to wear them at all times during their work schedule on school district property.

