

SEPTEMBER NEWSLETTER

DSD Custodial



WINTER EQUIPMENT START UP

During the next week or two, be sure start up all of your school's gasoline-powered winter equipment including, but not limited to: snow blowers, ATVs/RTVs, etc. Allow the equipment to run for a minimum of 5 minutes. If any repairs are needed, please call in a work order as soon as possible to 2-5600.

BALLASTS VS. BULBS

EMS (Maintenance) has received a high number of work orders to replace ballasts. A large percentage of these are actually lights, not ballasts. Before calling in a work order, please verify that it's not just a light that needs to be replaced.

RETIREMENT

If you are planning to retire within the next 5 years, we would strongly recommend that you contact URS at 801-366-7770 to arrange for a free retirement planning meeting. Sometimes a one day difference in your retirement date can result in a difference of several hundred dollars every month for the rest of your life. We want you to receive the best possible benefit for your time and dedication to Davis School District.

ELECTRONIC DOCUMENT SIGNING

In an effort to inform employees of their rights and responsibilities as a District employee, all employees are required to specifically acknowledge that they have received information about ethical conduct, avoiding conflict of interest, acceptable use of technology, legal liability protection, workers' compensation, and Board policy and negotiated agreements. Electronic documents will be distributed through Encore. This will allow employees to access these electronic documents with any electronic device. Employees will be required to accept the electronic documents every year.

Sign into Encore. Your "To Do" box will show the following message - You have documents requiring your attention. When you click on this it will take you to a list of required documents. As you click on each of these items it will bring up information you need to review. At the end of the document is a green accept box. After reviewing the information you need to click on the box to accept. All documents need to be reviewed and accepted before October 15.

If you have questions regarding any of these documents, you are encouraged to seek clarification from your direct supervisor.

BECCA WELLS

Please note that Becca, our morning office assistant, no longer works with us. She has five children (3 under the age of 5) and she has decided to spend her days with them. We are happy for her to have this opportunity, but we will miss her greatly! Please be patient over the next month while we find and train another office assistant.

ICE MELT AND SHOVELS

It is the time of year again to make sure that you have adequate ice melt and snow shovels. Doing so will help ensure the safety of our students and staff.

FACILITY ASSESSMENTS

We will be starting the 2016-2017 facility assessments this month. The format has changed so it is easier to navigate. We will be sending out the expectations and the new assessment form via email and it will also soon be available on our website.

CONGRATULATIONS!

We would like to congratulate **Miranda Salas** on getting the assistant head custodian position at Legacy Junior High.

We would like to congratulate **Nick Morrell** on getting the assistant head custodian position at Davis High.