

Saint Paul
PUBLIC SCHOOLS

Facilities Department Employee Manual

June 2021

DISCLAIMER

The information contained in this document is for use by employees of the Facilities Department of the Saint Paul Public Schools. While the information contained in this document has been prepared with all due care and is believed to be true and correct as of the date of publication, it is not warranted or represented that the information is free from errors or omissions. At all times, should a conflict or error be identified, existing Saint Paul Public Schools Board of Education policies and procedures, collective bargaining unit agreements, and all applicable governmental rules and regulations shall take precedence over the contents of the Saint Paul Public Schools' Facilities Department Employee Manual. Changes may occur at any time at management's discretion.

ACKNOWLEDGEMENT FORM

Employees are valued members of SPPS, and for their success it important that they are aware of and understand important policies. Per MN statute, 177.30, an employer is required to notify employees of important employment policies and have a record that employees have been provided copies of these policies. Employees of the Facilities Department are provided with links to these policies within this Manual and are to review such policies. Upon review of the Employee Manual, all new employees are required to sign and turn in a *Handbook Acknowledgement Form* found at Appendix 7.1. The Form should be completed as soon as possible; preferably within 5 working days of receipt and review of this Manual.

MANUAL UPDATES

Updates to this manual will take place annually and will be communicated to staff via email at the time the update takes effect. A new acknowledgment form does not need to be signed when updates occur.

Saint Paul Public Schools

Facilities Department

Custodial Services ● Energy & Waste Management ● Environmental Health & Safety
Furniture & Moves ● Grounds ● Maintenance ● Facility Planning

1930 Como Avenue
Saint Paul, MN 55108-2778

Telephone: (651) 744-1800 • Fax: (651) 290-8362 • www.facilities.spps.org

June 2021

Facilities Department Staff:

With the responsibility to service approximately 7.5 million square feet of buildings and 500 acres of grounds, our Facilities Department provides essential services to ensure that our school grounds and facilities are continuously cleaned, serviced, maintained and improved. The work we do provides functional, comfortable and safe environments for our learning community. Our work supports our own mission '*Building professionals; creating and caring for the environments of learning*' as well as the District's mission to *'Inspire students to think critically, pursue their dreams and change the world*'.

This employee manual has been developed to provide essential information on policies, procedures, rules and regulations to assist facilities department staff in understanding the mission and goals of the District and Department, as well as to make the day-to-day performance of your job easier. The information contained within this manual refers to, and complements, Board of Education policies and individual collective bargaining unit agreements. Ultimately, this manual also addresses standards and protocols required for the efficient and effective operation of the Facilities Department. It is each employee's responsibility to read and understand the contents of this document and to contact your supervisor with any questions.

Thank you for all that you do for Saint Paul Public Schools.

Best Regards,

Tom Parent, AIA, LEED AP
Director of Facilities

Contents

1. THE DISTRICT 1
1.1 Mission, Vision & Values 1
1.2 District Facts 1
1.3 District Map 1
1.4 District Strategic Plan 1
1.5 District Leadership 2
1.6 Board of Education (BOE) 2
1.7 District Rules and Procedures 2
1.7.1 Personal Property 2
1.7.2 District Property 2
1.7.3 Employee Identification 2
1.7.4 Acceptance of Gifts/Donations 2
1.7.5 District Phone Directory 3
1.7.6 Mileage 3
1.7.7 Travel 3
1.7.8 District Holidays 3
1.7.9 District Closings Due to Severe Weather 3
1.7.10 Facility & Grounds Use – Permit Office 3
1.8 Information & Data Requests 4
1.8.1 Board of Education Requests 4
1.8.2 Data Requests 4
1.8.3 Media Requests 4
1.9 Reference Requests 4
1.9.1 References for Contractors, Vendors and Suppliers 4
1.9.2 References for Current or Former Employees 4
1.10 District Safety Committee 5
2. OPERATIONS DIVISION 5
2.1 Operational Departments 5
2.2 Goals and Key Performance Indicators for the Operations Division 5
3. FACILITIES DEPARTMENT 5
3.1 Mission Statement 5
3.2 Facilities One-Stop 5
3.3 Who We Are: Facilities Work Groups 6
3.4 What We Do 6

3.5 Customer Service Expectations 6
3.6 Standard Operating Procedures (SOPs) 7
3.7 Professional Appearance 7
3.8 Equipment and Uniforms 7
3.8.1 Safety Equipment 7
3.8.2 Tools 8
3.8.3 Uniforms/Clothing with SPPS Logo 8
3.9 Workday 8
3.9.1 Lunch and Rest Breaks 8
3.9.2 Custodial Services Lunch and Rest Breaks 8
3.9.3 Sign-Out Board 9
3.9.4 Requests for Time-Off 9
3.9.5 Unplanned Absences 9
3.9.6 Custodial Services Call in Procedures if Unable to Report for Work 9
3.9.7 Medical Verification 10
3.9.8 Blackout Dates 10
3.9.9 Time Reports 10
3.9.10 Animals or Children in the Workplace 10
3.9.11 Working Remotely (pending update due to COVID) 10
3.10 Communications 12
3.10.1 Email & Text Messaging 12
3.10.2 Department Website 12
3.10.3 Weekly Custodial Update 12
3.10.4 The Bridge 12
3.11 Office Equipment and Supplies 12
3.11.1 Technology Usage and Safety Policy 12
3.11.2 Accessing Web Based Email 12
3.11.3 Email Signatures 12
3.11.4 Out of Office Email Response 13
3.11.5 Facilities Department Server 13
3.11.6 Technology Services Helpdesk 13
3.11.7 Software 13
3.11.8 Office Phones 13
3.11.8.1 Voicemail 13
3.11.8.2 Temporary/Alternate/Out of Office Greeting 13

3.11.8.3 Desk Phone Issues 13
3.11.9 Cell Phones 13
3.11.10 Postage Machine 14
3.11.11 Display Monitors (Televisions) 14
3.11.12 Copiers, Printers, Scanners & Fax 14
3.11.13 Office Supplies 14
3.12 Physical Work Spaces 14
3.12.1 Neat, Orderly, and Appropriate Upkeep 14
3.12.2 Lunch/Break Room 14
3.12.3 Conference Rooms 14
3.12.4 Work Stations 15
3.12.5 Private Offices 15
3.12.6 Maintenance Office Area 15
3.12.8 Windows and Door Sidelights 15
3.12.9 Ergonomics 15
3.13 Driver's License 15
3.13.1 License Status 15
3.13.2 DOT Requirements 15
3.14 Vehicle Fleet 15
3.14.1 Assigned Vehicles 16
3.14.2 Fleet Parking 16
3.15 Parking at District Properties 16
4. EMPLOYEE PERFORMANCE MANAGEMENT, GROWTH/DEVELOPMENT, & RECOGNITION 16
4.1 Performance Management System 16
4.2 Professional Growth & Development 16
4.2.1 Required Regulatory Training 16
4.2.2 Other Mandatory Training 16
4.2.3 Conferences, Conventions, Seminars, & Training Opportunities 17
4.2.3.1 Inside or Outside Twin Cities Metro Area 17
4.2.4 Professional Licensure Fees 17
4.2.5 Professional Association Membership Fees 17
4.2.6 Tuition Reimbursement 17
4.2.7 PowerSchool 17
4.3 Facilities Department Employee Recognition Program 17
4.3.1 Informal Recognitions 18

4.3.2 Formal Recognitions 18
5. HUMAN RESOURCES 19
5.1 Personal Information 19
5.3 Human Resource Representatives 19
5.4 Collective Bargaining Agreements 19
5.5 Discipline and Grievance Procedures 19
5.5.1 Harassment and Discrimination ..... **Error! Bookmark not defined.**
5.6 Benefits 20
5.7 Payroll 20
5.8 Employee Time Off 20
5.9 Vacation Carryover 20
5.10 Workers Compensation – Injured on the Job 21
5.11 Medical Verification 21
5.13 Employee Assistance Program 21
5.14 Resignation/Retirement 21
5.15 Employee Last Day 22
5.15.1 Employee Checkout 22
5.15.2 Exit Interviews 22
6. EDUCATION & OPERATIONS SERVICES (EOS) - 1930 COMO AVENUE: BUILDING INFORMATION 22
6.1 Building Hours 22
6.2 After Hours Entry 22
6.3 Departments Located at EOS 22
6.4 Staff Parking 22
6.5 Parking Lot Speed Limit 23
6.6 Severe Weather Shelter Locations 23
6.7 Receiving 23
6.8 Mail 23
6.9 Trash & Recycling 23
6.10 Confidential Shredding 23
6.11 Integrated Pest Management System 23
Appendix 7.1: Employee Acknowledgement 24
Appendix 7.2: District Map 25

1. THE DISTRICT

1.1 Mission, Vision & Values

Mission Statement

"Inspire students to think critically, pursue their dreams and change the world"

Our Guiding Values

ACHIEVEMENT: Fostering academic success by taking action to increase student achievement through challenging and collaborative learning.

COMMUNICATION: Engaging with sincerity and honesty by using language that can be understood by all.

CONTINUOUS IMPROVEMENT: Pursuing excellence by identifying and strengthening what is working well and being flexible to change what is not.

COLLABORATION: Working together in a respectful manner that values and honors families, staff, students and the community.

ACCOUNTABILITY: Holding ourselves to high standards for the outcomes of student achievement and operational, instructional and fiscal performance.

INCLUSIVE CULTURE: Embracing each individual's culture, race, ethnicity, ability and identity.

1.2 District Facts

Saint Paul Public Schools is a District with approximately 37,000 students and more than 6,000 District full-time staff. For additional District information visit *Saint Paul Public Schools (spps.org) > About:* https://www.spps.org/Page/2965

1.3 District Map

A map of the District can be found at Appendix 7.2.

1.4 District Strategic Plan

The District has a strategic plan that is our strategy for improving education for all students – without exception or excuse.

SPPS Achieves
Each student. One community. Endless Opportunities.
School Year 2019-2023

The SPPS Achieves strategic plan sets goals for student achievement, guides decision-making and focuses our efforts on long-term outcomes.

For more information visit *Saint Paul Public Schools (spps.org) > About > Strategic Plan:* https://www.spps.org/Page/36214.

1.5 District Leadership

The Superintendent is appointed by the Board of Education and is responsible for the general supervision of the School District.

1.6 Board of Education (BOE)

The seven-member Board of Education is the governing body of the Saint Paul Public Schools. Board members are elected at-large to serve four year terms. Each year the Board elects a chair, a vice-chair, a clerk and a treasurer. Board of Education meetings are usually held monthly at the District's Administration Building, 360 Colborne. For more information visit *Saint Paul Public Schools (spps.org) > School Board:* https://www.spps.org/boe.

1.6.1 Board of Education Policies

All District employees are required to read and abide by Board of Education policies found at *Saint Paul Public Schools (spps.org) > School Board > Board Policies* https://www.spps.org/Domain/13187. It is the responsibility of each District employee to be familiar with, understand and follow all Board policies. The District and the Facilities Department will not tolerate any violation of these policies. Failure to follow Board policies are subject to disciplinary action up to and including termination.

1.7 District Rules and Procedures

1.7.1 Personal Property

SPPS is not responsible for lost, stolen or damaged personal property.

1.7.2 District Property

Borrowing of District property for personal use is prohibited. Such actions are subject to disciplinary action.

1.7.3 Employee Identification

Prior to starting work with SPPS, all District employees must obtain an employee ID badge/Access Card. This badge is also an employees' key to card access devices. Employees are expected to wear this photo ID at all times when serving in an employee capacity on SPPS property. Employee ID badges can be obtained at the Administration Building, 360 Colborne Street.

It is the employee's responsibility to obtain a new ID badge/Access Card when lost or expired. Wearing expired badges will not be tolerated. If your badge is damaged or expired, turn in your old/broken ID badge/Access Card and there will be no charge for a new one. If an ID badge is lost, there will be a charge to the employee for a replacement. For more information, please email photo.id@spps.org.

1.7.4 Acceptance of Gifts/Donations

District employees may not directly or indirectly personally receive gifts, donations, compensation, rewards, gratuities, favors or services of anything of value, other than items of nominal value ($5.00 or less), from vendors, consultants, contractors or other private interests. Gifts or donations exceeding nominal value (including prizes for a drawing) must be made to the District, not an individual.

BOE Grant and Gift policy and BOE Procedures are found at *Saint Paul Public Schools (spps.org) > Office of Business and Financial Affairs > Procedure Manual > Section 8: Grants and Gifts:* https://www.spps.org/cms/lib/MN01910242/Centricity/Domain/13187/706.00%20Grants%20and%20Gifts%206-17-08.pdf

In addition to BOE policy and procedures on grants and gifts, acceptance must be in accordance with Business Office procedures found at https://www.spps.org/Page/30943

1.7.5 District Phone Directory

Phone numbers for SPPS employees are online in the Directory at https://www.spps.org/domain/2961. There is also a corporate directory on each telephone in the District. Press *directories,* scroll to *Corporate Directory* and search for the person's name.

1.7.6 Mileage

Employees using personal vehicles for School District business may be entitled to reimbursement for mileage. Employees must log into PeopleSoft HR/Payroll and submit mileage within 30 days of the end of each month. Mileage expenses submitted more than 30 days after the end of each month may not be reimbursed. The Business Office requests that expenses for miles driven in June be submitted no later than July 10 in order to facilitate the closing of the fiscal year. Please check with your Supervisor prior to traveling if you are unsure whether or not your mileage is reimbursable.

Note: The reimbursement rate does not include parking, which can be reimbursed separately by submitting an Employee Monthly Expense Reimbursement.

For more information visit https://www.spps.org/Page/31198

1.7.7 Travel

Pre-approval from employee's supervisor and the Facilities Director is required prior to incurring **any** travel or registration expenses for attendance at workshops, conferences, or other approved business events.

Employees must follow established District procedures, including the completion of necessary forms and travel requisitions in eProcurement (a minimum of 30 days prior to travel) for Travel found at: https://www.spps.org/Page/31195.

1.7.8 District Holidays

The following are holidays in which District facilities are closed and Facilities Department staff do not work: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Day After Thanksgiving Day and Christmas Day.

1.7.9 District Closings Due to Severe Weather

Severe weather may necessitate the closing of schools by the Superintendent. If you suspect that the District might be closed because of severe weather, listen to WCCO-AM 830 for such an announcement. You may also receive a call from the District's automated phone system. If there has been no announcement on WCCO, or if you have not been contacted directly, report to work as usual.

1.7.9.1 Mandatory Staff

The District may choose to designate "mandatory staff" who must report to work even if schools are closed. Mandatory staff are critical to ensuring buildings/sites are prepared for school re-opening and/or to receive students who do not get the school closing information. Your supervisor will inform you if you are a designated a "mandatory staff" person.

1.7.10 Facility & Grounds Use – Permit Office

Individuals or groups that would like to use District facility and/or grounds may submit an online permit request at https://www.spps.org/Page/24572 or call the Permit Office at 651-767-8235. There may be a charge for use of the facility/grounds.

1.7.11 Drug, Alcohol, & Tobacco-Free Environment

Employees are required to follow the BOE Policy 414.00: Tobacco-Free Environment. This includes use of tobacco products on all district property, parking lots, and within district vehicles. Per BOE Policy 416.00: Drug and Alcohol Testing for All Employees, the District may request or require that any SPPS employee submit to drug and alcohol testing when reasonable suspicion exist and in accordance with the provisions of the policy and as provided in Minn. Stat. § 181.950-181.957.

1.7.12 Weapons

Employees who suspect that a student, staff, parent or community member has a weapon in their possession while on District property or hear of any threats or discussions about bringing a weapon to work and/or wanting to hurt others, must contact an Administrator immediately.

1.8 Information & Data Requests

As a public entity, providing requested information and data in a timely manner to any party is of the utmost importance. However, certain information may be subject to laws and regulations governing privacy. Furthermore, there are time frames in which entities are required to provide data, and potential costs to requestors for providing such information. All employees must follow SPPS Board Policy 304.00 – Records: Data Management. Employees are to follow the following process if information or data is requested.

1.8.1 Board of Education Requests

If an employee receives a request for information (files, data) from a school board member, the employee shall notify the Facilities Director immediately and provide the information (if known) directly to the Facilities Director. The Facilities Director will submit the information through the chain of command for distribution to the entire school board.

1.8.2 Data Requests

Any requests for data must follow the Minnesota Government Data Practices Act (MGDPA) and must be referred to the Chief Operations Officer to ensure state and federal laws as well as Board Policy are adhered to. The employee is also responsible for notifying their supervisor and/or the Facilities Director of the request immediately.

1.8.3 Media Requests

All media requests, including media that arrive on site unannounced, must be referred to the Office of Communications at 651-767-8110. The employee is also responsible of notifying their supervisor and/or the Facilities Director of the request immediately.

1.9 Reference Requests

1.9.1 References for Contractors, Vendors and Suppliers

Due to liability issues, the District does not give out references. The District can verify the contractor, vendor or supplier has done work with the District but other information shall not be provided. These requests should be referred to the Purchasing & Contract Services Department.

1.9.2 References for Current or Former Employees

The District's position is to verify only the employment dates and job title of current employees. Anyone seeking employment verification can request this logging into PeopleSoft https://ps.spps.org/ and clicking *Main Menu > Self Service > Payroll and Compensation > Employment Verification Report.*

1.10 District Safety Committee

Safety is everyone's responsibility. SPPS has a District Safety Committee (DSC) whose purpose is to involve labor and management in a cooperative effort to promote safety and health in the workplace. For more information visit https://www.spps.org/safetycommittee.

2. OPERATIONS DIVISION

2.1 Operational Departments

- Facilities Department
- Technology Service (TS)
- Nutrition Services (NS)
- Security and Emergency Management (SEM)
- Transportation
- Print, Copy, Mail Center
- Office of Digital and Alternative Education
- Community Education
- Student Placement Center

The Chief Operations Officer, who reports directly to the Superintendent, oversees the Operations Division.

2.2 Goals and Key Performance Indicators for the Operations Division

Key Performance Indicators (KPIs) are used by SPPS to measure performance and evaluate success. The Operations Division establishes and measures KPIs which provide a snapshot of where we are, how far we have come, and where we are going.

KPIs fall into four categories:

- ***Customer Service*** - provide optimal customer service by proactively giving our customers what they need.
- ***Quality Work*** - provide quality products and services to our customers the first time, every time, with efficient use of available resources at greatest value.
- ***Financial Stewardship*** - relentlessly pursue the optimal use of funds through rigorous examination and reporting insuring the highest accountability to our taxpayers.
- ***Employee Evaluation & Satisfaction*** - empowered, capable, motivated and valued employees working in teams to create superior support through thorough team training and periodic assessment.

3. FACILITIES DEPARTMENT

3.1 Mission Statement

Building professionals; creating and caring for the environments of learning.

3.2 Facilities One-Stop

- Phone: 651-744-1800 answered 7:00 a.m. – 3:30 p.m.

- Fax: 651-290-8362
- Email: facilities@spps.org
- Website: http://facilities.spps.org/

3.3 Who We Are: Facilities Work Groups

- ***Administrative Services*** - provides research, data coordination and maintenance, and administrative support for the entire Facilities Department.
- ***Capital Project Delivery*** - oversees the construction phase to ensure all projects meet district, state and federal standards. Responsibilities include oversight on the specifications and contractor bid process, contract administration, and financial management.
- ***Distribution*** - provides logistics support for transferring furniture, event equipment, resource libraries, computer carts and supplies.
- ***Environmental Services*** - manages waste (recycling, trash, hazardous waste), researches and implements energy saving initiatives, and provides environmental health and safety programs, training and recordkeeping.
- ***Facility Planning and Furniture Services*** - long-range strategic planning is managed by skilled architects and engineers on the Facility Planning team who assess and oversee all construction design plans, finances, design standards, and space and landscaping guidelines.
- ***Maintenance & Operations*** - provides maintenance, repair and custodial service functions for the District's buildings and grounds.
- ***Program Controls*** – provides data structure, management and aggregation used to predict, understand and constructively influence the time and cost outcomes of the District's capital improvement and deferred maintenance program.

3.4 What We Do

- Building Repair & Maintenance
- Capital & Deferred Building Improvements
- Construction Planning and Management
- Custodial Services
- Grounds Maintenance
- Athletic Turf Services
- Snow Plowing
- Recycling & Solid Waste Services
- Energy & Utility Consumption (Monitoring & Conservation Efforts)
- Pest Management
- Furniture (Purchasing and Repair)
- Event Furniture Services and Distribution
- Distribution of District Resources (IT Carts, District Material Center Resources, PreK Library Resources, Multi-Cultural Library Resources)
- Program Relocations
- Property Management (Leases/Joint Use Agreements)
- Hazardous Materials Training, Monitoring & Removal
- Indoor Air Quality Investigations
- Environmental Health & Safety Training

3.5 Customer Service Expectations

Customers of the Facilities Department include all students, administrators, staff, parents and community members of the District. Providing the best possible customer service to those we serve is an essential part of our job. The greatest service our department provides is to contribute to well kept, safe buildings to promote the District's educational mission. In your day-to-day dealings with all customers keep in mind the following;

- An employee's conduct, speech and appearance is a reflection of the Saint Paul Public School District (SPPS). The success of the Facilities Department and SPPS depends upon the quality relationships between the District, our employees, students, parents, and our community. Our community's impressions of the District heavily influence their support of our mission and our students. We exist to

serve our students, so please remember that all staff of the Facilities Department are ambassadors of our school and the District.

- Be friendly and helpful while remaining within the boundaries / demands of the job. Both in and out of the schools, staff should promote goodwill, respect, and professionalism to all students, staff, parents, and community members in any situation in which they may be associated with the District. If you are in a school and notice any student(s) engaging in inappropriate activities, call it to the attention of a teacher or the principal. Do not become involved in disciplinary matters.

- Facilities Department employees are required to interact with students, staff, and parents in a way that is positive, respectful, and contributes directly towards the school's and District's endeavors and operations. Employees must not engage in activities which violate federal, state, or local laws or which, in any way, diminish the integrity, efficiency, or reputation of the District and the education provided to the students we serve.

- Know the pertinent information about the site such as testing schedules, arrival or dismissal times, activities or special events, and schedule your work accordingly. Detailed information pertaining to the District's Health & Safety programs, data, and reports can be found on the Facilities website / "Health & Safety."

- When performing work in buildings, be sure to clean up your materials and leave the room in good condition so that teachers and students are able to be as successful and productive as possible.

- Recognize that head engineers are the eyes and ears of our department. Head engineers must be advised of all work that is being done in the buildings and the status of said work. Include head engineers in meetings and walk-throughs. Solicit information and involve them in the planning, maintenance and distribution processes.

- Cooperation between principals and Facilities staff is absolutely essential to overall school operation.

- Our District is an integral part of the Saint Paul community. Many community organizations use our buildings and grounds. Be courteous and helpful to visitors.

3.6 Standard Operating Procedures (SOPs)

The Facilities Department has Standard Operating Procedures delineating various work processes for the Facilities Department. SOPs are available on the FOR FACILITIES STAFF tab on the Facilities website. Employees are required to review and follow SOPs.

3.7 Professional Appearance

Expectations for all employees include:

- All clothing must be clean, neat and in good repair.
- Closed-toed shoes are required in areas outside of an office environment.
- Professional looking open-toed shoes are allowed in office environments; this excludes flip flops, beach footwear, and Croc-like shoes.
- Hemmed shorts and skirts may be worn, as appropriate for a professional environment.

3.8 Equipment and Uniforms

3.8.1 Safety Equipment

Employee's that are issued personal protective equipment (PPE) must wear the equipment on the job as requires. These items include but are not limited to safety shoes, eye protection, hard hats, and safety vests. If there are questions regarding PPE, please contact your supervisor.

3.8.2 Tools

SPPS will supply all tools necessary for assigned job tasks. All tools shall be returned at the end of employment.

3.8.3 Uniforms/Clothing with SPPS Logo

Trades, grounds, labor, mechanic, storekeeper, distribution, furniture processor and custodial services permanent and temporary staff are required to wear uniform shirts when on duty as their outer garment. Uniforms will be made available to order for these work groups annually. Employees should contact Administrative Services if they have a problem with their uniform(s.)

Any employee wearing clothing containing the SPPS logo should use their best judgment and only wear these items to places consistent with the image of Saint Paul Public Schools.

3.9 Workday

Employee work hours are to be uniform and consistent within the organizational operating hours. Employees must receive pre-approval from their supervisor to arrive late or leave early. Failure to comply with work day expectations may result in disciplinary action.

Alternative work hours must be proposed in writing by the employee and submitted to their supervisor for consideration. Decisions will be based on work hours necessary to meet the operational demands of the Work Groups or Department. Operations must be adequately covered before approval will be rendered.

All Facilities Department employees who are assigned the work location of 1930 Como Avenue are expected to start and end their workday at 1930 Como Avenue unless pre-approved by their supervisor.

Hours of Operation:

Facilities Work Group	Work Group Operational Hours
Administrative Services	7:00 a.m. – 3:30 p.m.
Custodial Services	6:00 a.m. – 11:00 p.m.
Distribution	7:00 a.m. – 2:00 p.m.
Environmental Services	7:00 a.m. – 4:00 p.m.
Facility Planning & CPD	8:00 a.m. – 4:30 p.m.
Grounds	7:00 a.m. – 3:30 p.m. 1:30 p.m. – 9:30p.m.
Labor	6:00 a.m. – 2:30 p.m.
Maintenance	6:00 a.m. – 3:30 p.m.

3.9.1 Lunch and Rest Breaks

Lunch and rest breaks are provided as per collective bargaining unit agreements. For more information visit https://www.spps.org/Page/33566.

3.9.2 Custodial Services Lunch and Rest Breaks

Site supervisors shall establish when and where custodial lunch and relief breaks can be taken. Once times are established, they should be posted on the custodial office door. Supervisors may modify those times as necessary to take care of emergency conditions.

> The District abides by Minnesota Statute §177.253 Mandatory Work Breaks which states: Subdivision 1 - **Rest breaks.** An employer must allow each employee adequate time from work within each four consecutive hours of work to utilize the nearest convenient restroom.
>
> Subdivision 2 - **Collective bargaining agreement.** Nothing in this section prohibits employers and employees from establishing rest breaks different from those provided in this section pursuant to a collective bargaining agreement.
>
> No reduction in lunch hours or normal break(s) will be allowed to modify starting or ending time; i.e. stacking of breaks and/or lunch to arrive late or leave early is not routinely permitted and will only be allowed on a case-by-case basis with prior approval from the employee's supervisor.

3.9.3 Sign-Out Board

A sign-out board is located in the Facilities Department front office area at 1930 Como Avenue. Employees who are listed on the sign-out board are required to use the board daily. Staff must indicate destination(s), departure time and the expected time of return.

3.9.4 Requests for Time-Off

Employees must submit a request for time-off (including vacation, sick time, conferences, professional development, and personal time-off) to their supervisor electronically or in whatever form your supervisor has requested. Supervisors must pre-approve time-off requests. Any employee who knows in advance that he/she will be absent from work is expected to request time-off from his/her supervisor as soon as possible but not less than 24 hours in advance.

Employees may take time off to vote in regularly scheduled state primary or general elections or an election to fill a vacancy in the office U.S. or state senator or representative without a reduction in pay per Minnesota Statute §204C.04 and §204C.08 Subd.1d. Employees are not required to use personal leave or vacation time for this purpose. Employees are required to coordinate their absence to vote with their supervisor.

3.9.5 Unplanned Absences

Employees who cannot report to work because of illness or emergency must make every effort to contact their supervisor by the time indicated in the employee's collective bargaining agreement. If an employee must leave a job location because of illness, the employee must notify his/her supervisor before leaving the site. If the employee is unable to reach the supervisor, employees who are assigned the work location of 1930 Como Avenue are to call the One-Stop Shop at 651-744-1800.

3.9.6 Custodial Services Call in Procedures if Unable to Report for Work

If Custodial Services staff are unable to report to work the employee must leave a message on the Custodial Sick/Late line at 651-603-5005 as early as possible, but no later than noon or 1 hour before starting time, whichever is earlier. If Custodial Services staff becomes ill or must leave because of an emergency, the employee must call 651-603-5005. If the employee is responsible for opening a building, the employee must arrange for coverage with a member of the site's evening crew. If an employee is unable to do so, their Custodial Supervisor should be contacted as early as possible. Employees must call in each day they are off work and the day they return to work.

3.9.7 Medical Verification

Employees are required to provide a signed doctor's certificate for any medical absence of more than three (3) working days. In addition, employees may be required to submit a doctor's statement to their immediate supervisor for any period of absence due to illness or injury, regardless of length. If required documentation is not received, an employee's absence will be considered as unauthorized, will be without pay, if applicable, and may be subject to disciplinary procedures.

3.9.8 Blackout Dates

At certain times throughout the year, to ensure continuity of operations, vacation time is restricted. Blackout dates for the Facilities Department include, but are not limited to, two (2) weeks before the start of the school year and the first week of school. Limited time-off may be granted at the Supervisor's discretion and will be determined based on operational needs and staffing levels.

3.9.9 Time Reports

Supervisors must review and approve employee time reports. Each employee must complete time reports consistent with their bargaining unit per Payroll instruction. Paper time reports should be completed for every two week pay period and turn into their supervisor by 10am on payday Friday. Electronic time reports must be completed weekly on Fridays. An employee that will be out of the office when a time report is due must turn it in to their supervisor **prior** to departure.

3.9.10 Animals or Children in the Workplace

It is not appropriate to bring any pets to work unless they/it is being used for disability purposes and proper approval from administration and/or Human Resources has been issued.

Unless prior arrangements have been made with an employee's immediate supervisor, staff members are not permitted to have their child(ren) on the work site during the hours in which they are scheduled to be working, with the exception of reasonable visits.

3.9.11 Working Remotely *(updated 7/8/2021; pending finalization)*

In addition to any policies or guidance issued by the District's Human Resources Department, the Facilities Department has adopted the below procedural guidelines to ensure consistent and clear expectations for managers and staff alike. Having the flexibility for working remotely (defined as a location other than EOS/1930 Como or other SPPS site as needed) is beneficial for many staff member's productivity and work-life balance. However, clear communication, expectations, and limits must be maintained for the overall success of the department.

Requirements

1. Positions eligible for working remotely are subject to management's discretion and in accordance with applicable labor agreements. Positions that work in direct contact with students, community members, or otherwise directly support school operations on a regular basis are not eligible to work remotely. Questions regarding this may be directed to an employee's supervisor.
2. Employees within their probationary period, currently on a Performance Improvement Plan (PIP) or other disciplinary status may not be eligible.
3. Working remotely will require an employee to have remote access (VPN), including:
    - District issued laptop
    - District issued cell phone/approved method of alternative contact. Office phones cannot be forwarded to personal phones.
    - Secured Wi-Fi network
4. Working remotely must be pre-approved and can be revoked at any time based on business need or employee performance. Employees should submit requests via email to their supervisor at

least 48 hours in advance. The employee should receive confirmation from their supervisor before considering the request approved. Emergencies or other short-notice requests will be handled on a case-by-case basis between supervisor and employee.
    - Short, ad hoc periods of working remotely of less than 2 hours are acceptable, assuming all Understandings (below) are adhered to. An example might be continuing home to work remotely after an out-of-office meeting that ends late in the day.
    - Regular days or times for working remotely can be established among individuals, teams, and supervisors.
    - Each individual team should define how working remotely may be handled among their team while ensuring that inter-team coordination and communication continue to occur. These plans will be reviewed and approved by the Facilities Department Leadership Team.
5. In the rare instance an employee would like to work remotely more than 16 total hours per week, approval from the Director of Facilities will be required.

Understandings

1. Accurate and transparent timecard reporting is expected for on-site vs remote work and should be logged in PeopleSoft to the nearest quarter hour.
2. Deadlines, goals, and productivity expectations should be clearly defined between the employee and supervisor prior to the employee working remotely. Status updates/reports should be provided to the supervisor upon request.
3. In-person working is the norm for our department, and working remotely is for specific instances that will benefit the employee and the organization alike.
4. When working remotely, the employee maintains all responsibilities of the position, including holding/attending meetings, site visits, administrative duties, phone calls, etc. The employee's location should in no way inhibit the ability to work collaboratively in a team.
5. The employee should be fully accessible during the core working hours of their team (as defined in the Facilities Department Employee Manual section 3.9 or as established individually between the supervisor and employee) via email, phone, text, and MS Teams. Employees should be available to attend meetings using MS Teams or other methods such as conference call. Desk phones should be forwarded to their District cell phone, or an alternative method of contact should be provided. Employees should indicate their location on the sign in/out board at 1930 Como.
6. Planned periods of working remotely greater than 2 hours should be marked on an employee's Outlook calendar with the subject "Working Remotely" and the category of the event as "Working Elsewhere" (in lieu of "Busy" or "Out of Office.")
7. It is the responsibility of the employee to maintain the confidentiality of all materials removed from the office.
8. When working remotely, employees are expected to adhere to all policies, procedures, and directives, including SPPS Board Policies 520.00 Technology Usage and Safety and 426.00 Use of Social Media.
9. The Employer is not responsible for any injuries/accidents that occur when working at home or other off-site location. It is the responsibility of the employee to establish and maintain a safe working environment. The employer is not responsible for supplying office furniture or additional equipment in addition to what is supplied for the on-site office.
10. For any remote work arrangement, management may request that an employee be able to report to any requested work site within one (1) hour of the request.
11. All meetings should be set up to include a MS Teams option.

3.10 Communications

3.10.1 Email & Text Messaging

The Facilities Department uses email as the primary means of communications. All employees are required to check email daily. Employees should also ensure that their contact information is accurate and up-to-date in PeopleSoft, which is used for the District's text communications. Instructions for doing so can be found at: https://docs.google.com/document/d/1WPAVjX3qQkbhCiViyGOLuEvInSzUE5L1LlKKGnRW6lI/edit

3.10.2 Department Website

The Facilities Department website can be found at https://www.spps.org/facilities. Questions concerning the Facilities website should be directed to Facilities Administrative Services.

3.10.3 Weekly Custodial Update

Each week, the Facilities Department issues a Weekly Custodial Update. Information in this update is important and should be reviewed by employees. Employees may submit items for inclusion in the Weekly Custodial Update. Any items to be included in the Weekly Custodial Update must be submitted to **Custodial Services** no later than noon on Monday for inclusion in that weeks' update.

3.10.4 The Bridge

The Bridge is a weekly on-line Superintendent communication for all Saint Paul Public Schools (SPPS) staff. All District employees are expected to read *The Bridge* weekly as important District information is provided through this forum. Contact Facilities Administrative Services for assistance submitting an item to The Bridge. For additional information visit https://www.spps.org/domain/14417

3.11 Office Equipment and Supplies

3.11.1 Technology Usage and Safety Policy

All employees must be familiar with and follow the District's Technology Usage and Safety Policy. The use of District technology resources is a privilege, not a right. Unacceptable use of District technology resources may result in suspension or cancellations of authorized use or access, discipline under applicable District policies and procedures or civil or criminal liability under applicable laws. For more information visit: Policy 520.00 Technology Usage & Safety

3.11.2 Accessing Web Based Email

An employee may access their email account from anywhere inside or outside the District by going to https://www.spps.org/office365

3.11.3 Email Signatures

Each employee should set up an email signature using the Districts standard signature found at https://www.spps.org/Page/32565. An example is shown below, which includes the Facilities mission statement.

Saint Paul Public Schools

[First Name] [Last Name]
[Title], Facilities Department
Saint Paul Public Schools • 1930 Como Ave., Saint Paul, MN, 55108
Office: 651-XXX-XXXX • Fax: 651-290-8362
spps.org

Building professionals; creating and caring for the environments of learning.

3.11.4 Out of Office Email Response

Employees must use the Automatic Replies (Out of Office) feature in their email when on vacation or have other planned time off. Messages should be consistent with the Office of Communication standards found at https://www.spps.org/Page/32565.

3.11.5 Facilities Department Server

Employees are required to retain their work on the department server rather than on individual desktops or hard drives. The data on the server is backed up frequently and storing work on the server provides for easy information sharing within the department. Contact Facilities Administrative Services if assistance in accessing the server is needed.

3.11.6 Technology Services Helpdesk

Computer problems must be submitted to TS via a service ticket either on the web or by phone at 651-603-HELP (4357). Log on to https://servicedesk.spps.org/. The TS department will send progress reports via email or log on to the TS request system anytime to check the status of the request. Contact Facilities Administrative Services if unsure as to whether a TS service ticket is required.

3.11.7 Software

Contact Facilities Administrative Services for questions about software or operating systems issues.

3.11.8 Office Phones

Questions regarding phones, including how to use different features, setting up voicemail, etc., should be directed to Facilities Administrative Services. For more information visit https://www.spps.org/domain/13091. To place an outside call, dial 9. When calling internally within the District, use the extension which is the last 5 digits of the phone number.

3.11.8.1 Voicemail

Employees assigned a phone extension are responsible for setting up a greeting that must include the statement "press 0 to be redirected to the operator." Questions on how to record and/or retrieve voice mail should be directed to Facilities Administrative Services. Custodial offices should set up a voicemail stating the school site.

3.11.8.2 Temporary/Alternate/Out of Office Greeting

A planned leave of a day or more, employees are responsible for recording a voice mail message indicating:

- they are out of the office
- when they will return
- who callers should contact should they need assistance

3.11.8.3 Desk Phone Issues

Desk telephone problems must be submitted to TS via a service ticket either on the web or by phone at 651-603-HELP (4357). Log on to https://servicedesk.spps.org/. The TS department will send progress reports via email or log on to the TS request system anytime to check the status of the request. Contact Facilities Administrative Services if unsure as to whether a TS service ticket is required.

3.11.9 Cell Phones

Cell phones/mobile devices are assigned to SPPS personnel to improve and enhance efficiencies with SPPS communications in their daily work. The privilege of having a District-issued cell phone/mobile device extends only to its use for District-related communications. For assistance with a District cell phone, please contact 651-744-1733.

3.11.10 Postage Machine
A postage machine, located in the Facilities Department main office area, is provided for any outgoing business mail. Contact Administrative Services with questions.

3.11.11 Display Monitors (Televisions)
Display monitors are provided for conferencing and meeting use. Additional display monitors, personal or professional, are not allowed without prior approval from the Facilities Director.

3.11.12 Copiers, Printers, Scanners & Fax
The Facilities Department has shared copy/printer/scanners that are located throughout the department. Individual printers are not permitted without prior authorization of the Facilities Administrative Manager and are only permitted when use of the shared machine is not reasonable. The Facilities Department fax number is 651-290-8362. The Fax machine is part of the copier/printer located in the supply area. Directions for use are posted above the machine. Custodial Services employees have access to copiers and other office equipment at their work site. Contact Facilities Administrative Services with questions.

3.11.13 Office Supplies
Office supplies are stored in the drawers and cabinets in the corridor area between the office area and the shops area. Anyone unable to locate the supplies in this area, or needing supplies ordered, should contact Facilities Administrative Services. It is an employee's responsibility to notify Facilities Administrative Services is a supply item is running low and before that last supply item is taken. Supplies are ordered on a regular basis. Custodial Services employees may also contact the lead clerk at their work site for office supplies.

3.12 Physical Work Spaces

3.12.1 Neat, Orderly, and Appropriate Upkeep
All work areas (e.g., private offices, shops, custodial & maintenance offices, and common areas) are to be kept in a neat, organized and clean condition. Work areas are to reflect the professionalism of the Facilities Department. Under no circumstances should there be any inappropriate materials in work areas including harassing or violent materials based on an individual's race, creed, sex, marital status, national origin, age, color, religion, ancestry, status with respect to public assistance, sexual or affection orientation or disability, as well as pornographic, obscene or sexually explicit materials or abusive or threatening materials. Employees who wear personal fragrance products (e.g., perfume, cologne, lotions, etc.) while in the building should be considerate of others so as not to create harmful or distracting situations for those who may have adverse reactions to natural or artificial scents. For more information visit the Policy 415.00 on Violence and Other Offensive Behavior or the Technology Usage and Safety policy 520.00.

3.12.2 Lunch/Break Room
The Facilities Department Lunch/Break Room is located off the supply area corridor for use by employees. Employees are responsible for keeping this room and equipment clean. Satellite food preparation areas are not allowed.

3.12.3 Conference Rooms
There are two conference rooms available for meetings in the Facilities area. The Facilities break room is also available for meetings, but it should not be sued during typical lunch times (e.g. 11:00 a.m.-1:00p.m.) Room reservations must be made through Outlook Calendar. It is important to reserve rooms ahead of time as they are available to others outside of Facilities. Availability of rooms can be checked for last minute meetings using Outlook Calendar to avoid conflicts. In addition, conference rooms in areas outside the Facilities area at 1930 Como (Blue Room, Lab A, Lab C, Conference Room 2A) can be reserved through

Outlook Calendar. See Facilities Administrative Services if assistance is needed. Employees are required to leave the rooms in the condition in which they are found.

3.12.4 Work Stations

The Facilities staff office area is comprised of individual work stations. These stations are supplied with a desk/work surface, pelican drawer, chair, computer, phone, lateral file, shelf, slat wall with accessories, stool, trash receptacle and recycling bin. Due to the frequency of staff moves, no other furniture or equipment is allowed in work stations, including underneath work surfaces, without approval of the Facilities Director.

3.12.5 Private Offices

Offices are supplied with a desk/work surface, hutch, under work surface lateral file, pelican drawer, chair, 2 guest chairs, computer, phone, a lateral file cabinet, slat wall with accessories, white board, trash receptacle and recycling bin. No other furniture or equipment is allowed in the office, including additional cabinets, printers, bookcases, etc. without approval of the Facilities Director.

3.12.6 Maintenance Office Area

Foreman/Lead office area includes a desk, computer, bulletin board, phone and file cabinet. An area is provided for the Foreman to meet with staff.

3.12.7 Custodial Offices

Custodian office includes a desk, computer, phone, and file cabinet.

3.12.8 Windows and Door Sidelights

Interior windows and door sidelights are to remain open with an unobstructed view at all times. No blinds or coverings are allowed other than those authorized. Exceptions may include blinds in the Facilities Department main office area and front/large conference room which are to remain open during office hours unless they need to be closed to prevent reflections from the sun/outdoors or in the event of security alerts or adverse weather situations (e.g., lock-downs, intruders, tornadoes, hail, etc.).

3.12.9 Ergonomics

Ergonomics is arrangement of office workspace for functionality and comfort. A document located at https://www.spps.org/cms/lib/MN01910242/Centricity/Domain/10180/workspace_ergonomics.pdf gives an overview of proper workspace ergonomics. Any deviation from the normal layout must have supervisor approval.

3.13 Driver's License

3.13.1 License Status

Employees holding positions that require a driver's license must provide proof of a valid driver's license to the Facilities Department upon request or renewal. Employees are required to notify their supervisor immediately if there is any change in their license status.

3.13.2 DOT Requirements

Employees whose positions require a Commercial Driver's License (CDL) and who must drive DOT regulated vehicles in accordance with the DOT will be tested in accordance with federal law and BOE Policy 417.00: Drug and Alcohol Testing for Drivers. Supervisors will notify employees if they are subject to these requirements.

3.14 Vehicle Fleet

3.14.1 Assigned Vehicles

The Facilities Department has a fleet of vehicles assigned to maintenance, grounds, labor and distribution staff. Supervisors will assign employees District vehicles as applicable. If assigned a District vehicle, the employee is required to drive it for all District related work. All District vehicles must remain at 1930 Como Avenue before and after the work day. Employees driving District vehicles must comply with all laws and regulations as well as District policies and department procedures.

3.14.2 Fleet Parking

The vehicle fleet is parked in the runway on the south side of the building, east docks or the gated area on the east side of the building.

3.15 Parking at District Properties

In order to provide efficient servicing of buildings, parking spots designated as "Maintenance Parking Only" are located at most District buildings and are reserved for District-owned and identified Facilities Maintenance vehicles only. These parking stalls have been identified close to a door so that maintenance technicians are able to move equipment and tools into a building quickly and with minimal disruption. Non-maintenance staff visiting a site should park in the general parking lot.

4. EMPLOYEE PERFORMANCE MANAGEMENT, GROWTH/DEVELOPMENT, & RECOGNITION

4.1 Performance Management System

Operations Division employees will participate in the Performance Management System.
Performance Management plays an important role in empowering employees and providing direction to help the employee learn and grow in their profession. Performance Management is the process by which supervisors involve their employees in planning, monitoring, developing and rating their individual performance. This process helps to improve effectiveness in the accomplishment of the District mission and goals.

Performance Management includes:

- Planning Work and Setting Expectations
- Monitoring Work Performance
- Developing Standards
- Rating Employee Performance

4.2 Professional Growth & Development

Professional growth and development may include seminars, training, conferences, conventions or classes that an employee may participate in for skills training, job enrichment or professional growth. Opportunities exist for employees to participate in such activities and are subject to established District procedures.

4.2.1 Required Regulatory Training

Employees must attend and complete all required regulatory training. Failure to attend and complete training within mandated deadlines will result in disciplinary action.

4.2.2 Other Mandatory Training

The Facilities Director holds the right to determine any other training as mandatory, including the delivery method of such training. Employees will be notified in advance of their required attendance at such training. Failure to attend and complete such training will result in disciplinary action.

4.2.3 Conferences, Conventions, Seminars, & Training Opportunities

Some collective bargaining agreements include an allowance for employee professional growth. Employees may check the bargaining agreement at https://www.spps.org/Page/33566 to see if such an allowance is provided and if so, the dollar amount of the allowance and appropriate uses. Employees must follow all District procedures, including requests for time off/vacation, submission of appropriate forms and necessary attachments in order to be eligible to use professional growth funds.

In addition to the above, the Facilities Department has limited funds for attendance by Facilities staff at job related professional development seminars or conferences as authorized or directed by the Facilities Director. Again, employees must follow all District procedures including submission of all necessary pre-approval forms and complete a request for time off.

4.2.3.1 Inside or Outside Twin Cities Metro Area

Attendance at professional conferences, conventions, seminars and training opportunities, even if it does not include an overnight stay, requires submission of a completed Travel Authorization Request form with a copy of the course syllabus or conference/seminar agenda attached as well as travel estimates for hotel, meals and travel. Attendance at all conferences, conventions, seminars and training by Facilities employees, even if there is no cost, requires prior approval of the Facilities Director and verification of funding if there is cost.

4.2.4 Professional Licensure Fees

Professional licensure fees are covered by the District if professional licensing is required by the employee's official job description. Employee may use professional development funds to pay for professional licensure fees if allowed by the employee's bargaining unit. Employees may submit a request for payment of professional licensure fees by completing a "Professional Licensure Fees Payment Authorization Request" form.

4.2.5 Professional Association Membership Fees

Professional association membership fees may be covered by the District or the employee's bargaining unit. Employees may submit a request for payment of professional association membership fees by completing a "Professional Organization Membership Dues Payment Authorization Request" form.

4.2.6 Tuition Reimbursement

Some collective bargaining agreements allow for tuition reimbursement. Employees should check their bargaining agreement at https://www.spps.org/Page/33566 to see if such an allowance is provided and if so, the dollar amount of the allowance and appropriate uses. The procedure for professional growth tuition reimbursement can be found at https://www.spps.org/Page/31200.

4.2.7 PowerSchool

Classes are available to employees through the District's PowerSchool program (formerly PD Express.) Log onto PowerSchool at https://spps.pl.powerschool.com/ia/empari/login/index and browse the course catalog for a complete list. Facilities will notify staff when required trainings become available in PowerSchool.

4.3 Facilities Department Employee Recognition Program

The Facilities Department has an employee recognition program that allows employees and others outside of the department to show appreciation to a SPPS Facilities employee or team. Employee recognition should be based on how their work demonstrates departmental performance measures, Departmental Key Performance Indicators (KPIs) or SPPS values. Employees can be recognized informally and formally.

4.3.1 Informal Recognitions

The informal recognition program is designed to say "thank you" or "job well done" to an employee/ co-worker. Complete the Certificate of Appreciation paper form, found in the Facilities lunch/break room, turn in the completed form to Facilities Administrative Services or your supervisor and the recognized employee will be given the certificate.

4.3.2 Formal Recognitions

The formal recognition program allows employees to nominate fellow employees or teams that go "above and beyond" and recognizes efforts significantly beyond what is expected. To nominate a colleague, complete the form online at https://www.spps.org/Page/34661. Recipients will be selected by an award nomination committee and recognized with a certificate and or the Facilities Department traveling trophy.

5. HUMAN RESOURCES

5.1 Personal Information

It is each employee's responsibility to keep their Human Resources personal information current, including:

- Home address
- Home phone number
- Emergency contact information

Employees must notify the District of any changes, as follows:

- Notify Human Resources of any changes via PeopleSoft by selecting *Self Service > Personal Information*
- Notify your supervisor of the change

5.2 Personnel File

Upon written request, employees have the right to review their personnel record once every six months during employment and after reviewing the record, to obtain copies at their expense. For more information visit https://www.spps.org/hr.

5.3 Human Resource Representatives

The Facilities Department has a Human Resource Consultant and a Human Resource Coordinator. The Human Resource Consultant assists with performance management, disciplinary issues and related employee matters. The Human Resource Coordinator assists with staffing.

5.4 Collective Bargaining Agreements

Facilities Department employees are represented by collective bargaining agreements, including:

- AFSCME (American Federation of State, County and Municipal Employees)
- Bricklayers
- Carpenters
- Cement Masons
- Electricians
- Glaziers
- Machinists
- MMSA (Manual and Maintenance Supervisors Association)
- Operating Engineers
- Painters
- Pipefitters
- Plasterers
- Plumbers
- PEA (Professional Employees Association)
- Roofers
- SPSO (Saint Paul Supervisors Organization)
- Sheet Metal Workers
- Tri-Council

If you have any questions about what's covered in an agreement, please refer to the appropriate bargaining unit contract which can be found at https://www.spps.org/Page/33566.

5.5 Discipline and Grievance Procedures

Disciplinary and grievance procedures are followed in accordance with the Labor Agreement between SPPS and the appropriate bargaining unit and civil service rules, if applicable. These can be found at https://www.spps.org/Page/33566.

5.5.1 Equal Opportunity/Non-Discrimination (BOE Policy 102.00) and Discrimination, Harassment, Violence, and Retaliation Policy (BOE Policy 415.00)

The Saint Paul Public School District's Board of Education policies Policy 102.00, Equal Opportunity/Nondiscrimination and Policy 415.00, Harassment, Discrimination, Violence, and

Retaliation prohibit discrimination. Policy 102.00 states that Saint Paul Public Schools does not discriminate on the basis of race, creed, sex, marital status, national origin, immigration status, age, color, religion, ancestry, status with regard to public assistance, socio-economic status, sexual or affectional orientation, gender identity and expression, familial status, physical appearance or disability. Saint Paul Public Schools also makes reasonable accommodation to the known disabilities of qualified disabled individuals. Policy 415.00 states the District prohibits any form of discrimination, harassment, or violence on the basis of race, color, national origin, creed, religion, marital status, familial status, sex, sexual or affectional orientation, gender identity and expression, status with respect to public assistance, age, disability, membership or activity in a local commission as defined by Minn. Stat. § 363A.03. Policy 102.00 incorporates Title IX, a federal statute prohibiting recipients of federal financial assistance from engaging in discrimination on the basis of sex in education programs and activities.

Any employee who would like to file a report of discrimination, harassment, violence, or retaliation under Policy 415.00 should complete the 415 Form and make a report immediately to the department supervisor and the Title IX Coordinator, at TitleIX@spps.org. All complaints will be investigated promptly, and as discreetly and confidentially as is reasonably possible. If harassment or discrimination by an employee is found, SPPS will take appropriate action against the offender. Retaliation of any sort will not be permitted. No adverse employment action will be taken for any employee making a good faith report of alleged harassment. Read more about Reporting Procedures in the 415 Policy. 415 complaints can be filed in numerous ways, including:

- Online 415 complaint reporting form
- 415 complaint reporting form (printed and filled out)
- Oral complaint to a Responsible Administrator or the EEO Director
- Written complaint to a supervisor or a Responsible Administrator

5.6 Benefits

Please refer to https://www.spps.org/Page/33566 for a summary of employee benefits based on the collective bargaining agreements negotiated between SPPS and the employee's bargaining unit or union. Benefits details are also provided in the individual bargaining unit agreements. Benefit year is January – December. Annual enrollment for benefits for the coming year is typically held in late fall.

5.7 Payroll

Employees are paid wages/salary that is subject to applicable payroll taxes, withholding, and authorized deductions. There are 26 pay periods annually and paydays are every other Friday. Most employees are paid on a two-week lag basis. Employees are required to have an account for direct deposit for payroll purposes. For more information visit www.spps.org/payroll. Paycheck information is available online to each employee. Employees may access their account by logging into PeopleSoft and selecting *Main Menu > Self Service > Payroll and Compensation.*

5.8 Employee Time Off

For the amount and type of time off (vacation, medical, etc.) employees are entitled to, please refer to the respective collective bargaining agreement found at https://www.spps.org/Page/33566.

5.9 Vacation Carryover

Individual collective bargaining agreements specify the amount and type of time that can be carried over each calendar year. Employees are responsible for ensuring they obtain approval and use their vacation time accordingly. For more information, please refer to the respective collective bargaining agreement found at https://www.spps.org/Page/33566.

5.10 Workers Compensation – Injured on the Job

If an injury occurs on the job, the employee's Supervisor or manager must be notified immediately. A "First Report of Injury" form (FROI) found at http://www.spps.org/Page/34620 must be completed by the employee's Supervisor and turned into the Business Office within 48 hours of the incident. Supervisors must provide Facilities Administrative Services with a copy of all FROI forms immediately after issuance. The First Report of Injury (FROI) form is the reporting document for all work-related injury claims. It provides basic information necessary to start the claim.

If an employee is injured on duty the following procedures should take place:

- Employee immediately reports any work-related injury to employee's immediate supervisor
- Supervisor will complete the "First Report of Injury" form (FROI).
- If injury requires physician's care, an employee is advised to seek treatment at Twin Cities Occupational Health or through their own medical care.
- If time is lost as a result of the injury, the employee should mark in the comment column of their timesheet "Injury on Duty." Employees must call their supervisor if unable to work and give an expected return to work date based on physician's evaluation.

For more information visit www.spps.org/Page/34620.

5.11 Medical Verification

Employees are required to provide a signed doctor's certificate for any medical absence of more than three (3) working days. In some instances, employees may be required to submit a doctor's statement to their immediate supervisor for any period of absence due to illness or injury, regardless of length. If required documentation is not received, an employee's absence will be considered unauthorized and, if applicable, will be unpaid. It may also be subject to disciplinary procedures.

5.12 Leaves of Absence

For information about leaves of absence, please refer to your respective collective bargaining agreement found at https://www.spps.org/Page/33566. Family Medical Leave Act (FMLA) absence forms may be downloaded at *Human Resources > Employee Forms and Resources > Leave of Absence Forms* (https://www.spps.org/Page/33328) and submitted to HR as appropriate.

5.13 Employee Assistance Program

The Employee Assistance Program (EAP) is available to all District employees to provide you and your family members with tools for confronting and overcoming life's challenges. It is a professional counseling service that offers free, confidential assistance. Professional counselors are experienced in helping people identify and find solutions to personal issues such as: relationships, financial concerns, parent/child issues, depression, substance abuse, job stress, gambling, grief and more. For more information visit *Human Resources > Benefits > Employee Assistance* (https://www.spps.org/Page/3484) or call 651-430-3383 or 1-888-243-5744.

5.14 Resignation/Retirement

The Facilities Department requests at least a two (2) weeks' notice prior to the effective date of a resignation or retirement. All resignations or retirements shall be submitted in writing, signed by a supervisor and sent to Human Resources. Additionally, employees should complete the Resignation form located in PeopleSoft by selecting *Main Menu > Self Service > Employee Action Forms > Resignation Form.* Managers should complete this form on the employee's behalf if the employee does not complete it prior to their last day.

5.15 Employee Last Day

5.15.1 Employee Checkout

The employee's supervisor is responsible for checking out an employee on their last day. This includes completing the mandatory checklist for ending employment. See Facilities Administrative Services for this checklist.

5.15.2 Exit Interviews

Upon resigning or retiring from SPPS, an employee may be asked to complete an exit interview online at https://www.spps.org/Page/4182. Exit interviews are useful for gathering employee feedback in order to improve working conditions and retain employees.

6. EDUCATION & OPERATIONS SERVICES (EOS) - 1930 COMO AVENUE: BUILDING INFORMATION

6.1 Building Hours

Building hours for the EOS are 4:00 a.m. – 10:00 p.m. Monday through Friday. The building is opened early for the District kitchen food preparation needs. The Facilities doors are open from 7:00 a.m. – 3:30 p.m. Monday through Friday.

6.2 After Hours Entry

Hours outside of the normal building hours are considered after hours. Staff entering or exiting the building must follow the alarm procedures for After Hours Entry/Building Access. All lights and equipment must be turned off, with doors locked and secured, before any staff leaves the building.

6.2.1. Alarm Procedures for After Hours Entry/Building Access

Staff who do not have 24/7 access must call the ECC/SEM Station with appropriate information before entering the building. Failing to do so will result in an alarm call to the police.

- Call: 651-744-1191
- Provide the following:
  - School or Building Name
  - Your Name
- Badge must be presented at the disarm station as directed by ECC/SEM
- When exiting – repeat procedure (call with info, arm if appropriate, exit)

6.3 Departments Located at EOS

- Facilities
- Nutrition Services
- District Materials Resource Center
- Office of Digital and Alternative Education
- Office of Equity
- Print, Copy Mail Center
- Technology Services (TS)
- PreK Library
- Office of Early Learning
- Office of Teaching and Learning

6.4 Staff Parking

Facilities staff parking at EOS is on the west side of the building. Reserved, accessible, and visitor spaces are clearly marked with signage. Additional parking for employees at EOS and visitors is located in the north and on the east side of the building. No employee shall park in the runway or the secured east parking lot without prior approval.

6.5 Parking Lot Speed Limit

The speed limit in all district parking lots is 15 miles per hour.

6.6 Severe Weather Shelter Locations

There are several severe weather areas at EOS. Employees should be familiar with all locations that may be in the area. For a tornado warning or emergency, building occupants are required to go to a designated severe weather area. Maps can be found on the *FOR FACILITIES STAFF* tab of the Facilities website.

6.7 Receiving

Each department at EOS has an assigned receiving location. Contact Administrative Services or the Distribution/Warehouse Manager for more information on shipping and receiving.

6.8 Mail

All incoming mail is brought to the Facilities main office area where it is sorted and distributed. Outgoing mail can also be put in the USPS mail bin located in the Facilities main office.

6.9 Trash & Recycling

Trash and recycling containers are provided for individuals and office areas. Larger recycling bins are located in the maintenance corridor and break room. Employees are expected to empty their individual recycling bins weekly or more frequently if needed into the larger bins. Recycling is strongly encouraged as it saves the District money.

Garbage in Ramsey County is taxed at a higher rate than the other counties in the metro. Because of this high tax, we expect all potential items to be reused or recycled. For more information visit *Facilities > Sustainability Practices > Waste Recycling & Composting* (https://www.spps.org/Page/3393).

6.10 Confidential Shredding

Confidential shredding containers are available in the maintenance corridor and office areas. An outside vendor picks up containers and shreds the materials. Personal shredders are not permitted.

6.11 Integrated Pest Management System

Employees shall assist in an effective pest control program by practicing proper sanitation, maintenance of facilities, and by alerting the Building Engineer if a problem is detected. Staff should follow general cleanliness and hygiene practices in all work areas including:

- Do not leave food sitting out.
- Keep work areas free of crumbs, spills, food and dirty utensils.
- Personal food items should be kept in tightly covered plastic containers.
- Do not leave food standing in sinks, disposals or drains overnight.

Appendix 7.1: Employee Acknowledgement

FACILITIES DEPARTMENT EMPLOYEE MANUAL ACKNOWLEDGEMENT

I acknowledge that I have received a copy of or understand that the SPPS Facilities Department Employee Manual is available via the Facilities Department website. If I have any questions about the Employee Handbook, or about other issues regarding my employment, I will contact my supervisor.

_____ _____

Print Name Date

_____

Employee Signature

_____

Building

Refusal to sign is not a release of responsibility for the content of the handbook.

Appendix 7.2: District Map

