

# Custodial Operations Facilities Department

## Custodial Quick Reference



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Saint Paul Public Schools  
Vision Statement

*Imagine every student*  
**inspired, challenged, and cared for by exceptional educators**

*Imagine your family*  
**welcomed, respected and valued by exceptional schools**

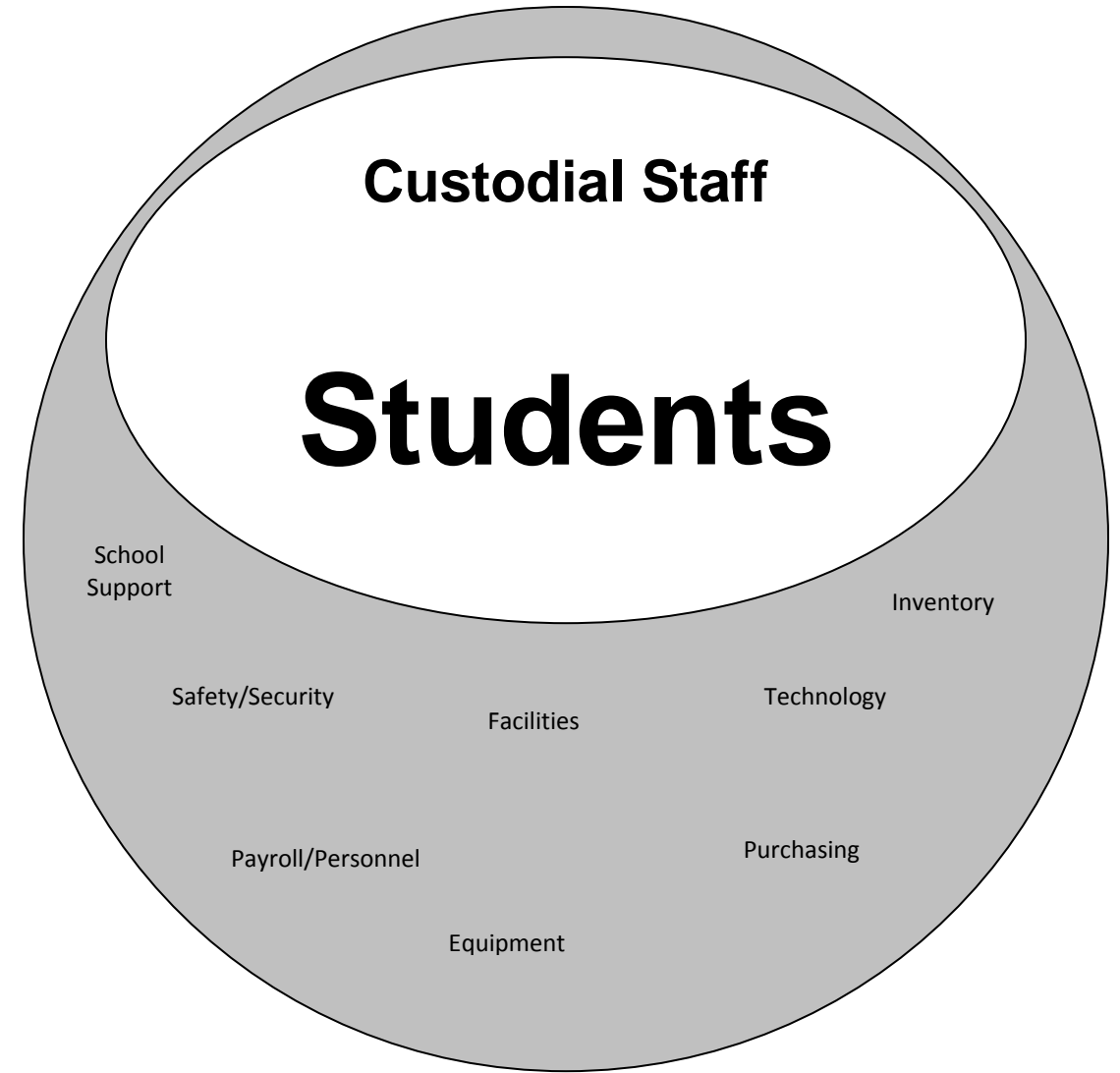
*Imagine our community*  
**united, strengthened, and prepared for an exceptional future**

***Saint Paul Public Schools: Where imagination meets destination***

Saint Paul Public Schools  
Mission Statement

**To Provide a Premier Education for All**

Saint Paul Public Schools  
Custodial Services  
Organization Chart



### **Who to Contact**

Facilities One Stop and after hours emergencies	651-744-1800
Facilities & Custodial Services Fax #	651-290-8362
Custodial Operations Email	custodial@spps.org
Custodial Absences Phone line	651-603-5005
Custodial Operations Webpage	cust.spps.org
Payroll Questions	651-767-8273
Benefits (Insurance, Deferred Comp., Retirement, Leaves, Workers Compensation)	651-767-8212
Benefits Fax #	651-665-0269
PERA (Retirement Funds)	651-296-7460
International Union of Operating Engineers	
Local #70	651-646-4566
Fax Number	651-646-2858

### **Your Contact Information**

School Name: \_\_\_\_\_  
School Address: \_\_\_\_\_  
Head Engineer: \_\_\_\_\_  
Shift Engineer: \_\_\_\_\_  
Custodial Office Phone: \_\_\_\_\_  
Custodial Bldg Pager: \_\_\_\_\_  
School Office Phone: \_\_\_\_\_  
Custodial Supervisor Name: \_\_\_\_\_  
Custodial Supervisor Office Phone: \_\_\_\_\_  
Custodial Supervisor Cell Phone: \_\_\_\_\_

- Personal cell phones are only to be used during breaks or emergencies. If they are interfering with your job duties, your Supervisor will ask that you not carry one while working.
- Email must be checked a minimum of twice a day by Head Engineers within an hour of opening and a half hour before leaving.
- Shift Engineers must check email a minimum of once a day within an hour of their start time.
- Custodians and Facility Service Workers should check email weekly including reading the Custodial Weekly Update and the Bridge.
- Professional conduct is expected at all times.

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### **License Renewals**

When you receive a new or renewed boiler license or pool certification, a copy must be sent or faxed to Facilities 651-290-8362 immediately. Having a valid license on file is a condition of continued employment.

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### **Emergency School Closing Procedure**

Severe winter weather might necessitate the closing of schools by the Superintendent.

If you suspect that the schools might be closed because of severe weather, listen to WCCO - 830 AM for such an announcement. If you hear the announcement that Saint Paul Public Schools are closed, or if you receive a telephone call from your supervisor telling you not to report for work, do not report to work. However, you may be directed to report to work by your supervisor in some school closing situations.

If there has been no announcement on WCCO or if you have not been contacted by your supervisor, report to work as usual. If you do not report for work, you are required to call your supervisor to inform him/her of your absence and the reason why.

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For additional information on items addressed in this handbook or other topics, please refer to the International Union of Operating Engineers, Local 70 Labor Agreement.

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

1. Employee immediately reports any work-related injury to employee's immediate supervisor
2. Supervisor will complete the First Report of Injury.
3. If injury requires physician's care, an employee is advised to seek treatment at Twin Cities Occupational Health or through their own medical care.
4. 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 additional information please contact Cari Morgan at 651-767-8233.

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## Uniforms / Dress Code

Custodial services staff are required to wear uniform shirts when on duty as their outer garment.. Uniforms must be worn by all employees while on duty. District provided uniform shirts consist of: short sleeve dress, long sleeve dress, polo, sweatshirt, smock, and tee shirt.

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

Each employee is responsible for laundering, pressing and making minor repairs, such as tears and sewing buttons, etc.

- Prior to uniform shirts being issued, shirts worn must have a sleeve and no inappropriate graphics.
- Hats are not to be worn indoors while at work.
- Closed toe shoes are required, i.e., no sandals, etc.
- Hemmed shorts no more than 2" above the knee may be worn.
- All clothing must be clean, neat and in good repair.
- Inappropriate tattoos, jewelry, etc., must be covered.

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## Technology and Communication Expectations

All employees of Saint Paul Public Schools must be familiar with and follow the District's Information Technology Usage and Safety Policy Number 520.00.

- If required to carry a pager and/or if required by Building Administrator to carry a two-way radio, etc., they must be carried and responded to throughout your shift. Your compliance is mandatory.
- The use of personal head phones is not allowed during student/staff contact times. Because of communication concerns, your Supervisor has the right to not allow them beyond these times.

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## Reporting for Work

- Normal work hours are established and designated by the Custodial Supervisors. The length of the normal work day, work week and lunch break is outlined in your union contract. Site supervisors shall establish when and where 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. Relief and lunch time that is not taken cannot be accumulated and used at a later time.
- Employees shall be at their work site ready for work at the specified time to start work. This includes being in uniform.
- If an employee must leave the job site, for any reason, he/she must inform their supervisor before leaving. He/she must also contact the Custodial Operations Office at 651-603-5005 with reason for leaving and how much time will be taken before leaving.

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## Call in Procedures If You Are Unable to Report for Work

- If Custodial Services staff are unable to report to work the employee must leave a message at 651-603-5005 **and** notify your building(s) supervisor as early as possible, but no later than noon or 1 hour before starting time, whichever is earlier.
- 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.

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## Sick Leave

- Any employee who has accumulated sick leave shall be granted leave with pay for illness or injury. Sick leave may be granted for such time as is actually necessary for office visits to health care personnel. Such appointments are to be scheduled to minimize the number of hours missing from work.

### 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.

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## Leave of Absence

Employees requesting to be absent from work must follow the Custodial Operations procedures, Civil Service Rules and the employee's Labor Agreement. Failure to follow established procedures may result in disciplinary action up to an including termination of employment

### Types of Leaves

1. Long Term; Medical and Other
2. Military
3. Jury/Witness
4. Family and Medical Leave Act (FMLA)

Procedures for Leave:

1. *Long Term Medical:*

If an employee is absent from work due to illness and the absence will exceed ten (10) days or longer, the employee must complete a Request for Medical Leave which is available from the Human Resources Department. The request must include the nature of the medical problem, the beginning and ending dates of the medical leave requested and a written statement from the doctor. The Human Resource Department will send a letter to the employee and a copy to Custodial Services as to the status of the employee's request.

2. *Other:*

An employee may make application for a leave of absence without pay or employer-paid benefits not to exceed one (1) year. Requests for leave of absence shall be submitted for consideration not less than sixty (60) days prior to the requested date of the leave. Such a request for leave of absence is reviewed by Custodial Operations and Human Resources. Employees will be formally notified by the Human Resource Department as to the status of the employee's request.

3. *Military Leave:*

Contact the Human Resources Department for forms and questions.

4. *Jury Duty/Witness Leave:*

You are granted a paid leave of absence for jury or witness duty. Any fees paid to you, however, must be turned over to Saint Paul Public Schools minus travel allowance for such jury service. Please provide a copy of the subpoena to payroll. You are expected to report to work when you are not actively serving.

5. *Family and Medical Leave of Absence (FMLA)*

Subject to eligibility requirements, an employee may request time off under the FMLA Act. The forms for such a request are available from the Human Resource Department. For additional information please contact Sarah Meyer at 651-767-8210.

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## Requesting Vacation / Comp Time

Head Engineer's must request vacation/comp time of 4 hours or more from their coordinators on the Lotus Notes Vacation Request Database. All other employees must request vacation from their Head Engineer.

Vacation time must be earned before it can be taken. Any vacation in excess of 184 hours at the end of the year will be forfeited.

Once approved, all vacation/comp time must be reported on the Custodian Vacation Notification Link before you leave for vacation.

Custodial Operations will accept vacation/comp time requests during student contact days from buildings with two (2) or less employees. Time off may be requested up to six (6) months in advance of the first day you are requesting and up to three (3) weeks maximum of their yearly accrual may be used from September through June (end of school year). These requests are to be made on the Lotus Notes Vacation Request Database. In buildings with two and a half or more employees, vacation requests during student contact days must be arranged within the building making sure there is sufficient coverage to meet building/permit needs without the guarantee of Relief Staff.

Schedules for summer break period vacations will be sent out to the buildings in late April or early May with instructions.

### **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.

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## Workers Compensation – Injured on the Job

If an injury occurs on the job, your Supervisor or manager must be notified immediately. A First Report of Injury Form 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 First Report of Injury Forms immediately after issuance.