



August 2017

The mission of the Buildings & Grounds Department is to provide a safe, comfortable, and clean environment for students to learn and staff to work. District assets will be protected by maintaining our facilities in their most original condition while also continuing to improve the facilities functional abilities as a means of keeping pace with the changing needs of the building occupants, district and community as a whole.

The employees of the Buildings & Grounds Department all play a vital role in the operation and environment of our schools. The duties you perform throughout our district provide essential support services to students, teachers, support staff, administrators and members of the general public who use our facilities.

Each employee is an ambassador of Orland School District 135 and it is vital that you make a good impression on a daily basis as a representative of our department. It is important to always maintain a positive and professional attitude.

This handbook is intended to give you an understanding of general expectations of you as an employee of the Buildings & Grounds Department for Orland School District 135.

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A.1 CHAIN OF COMMAND

The Director and Assistant Director of Buildings & Grounds are responsible for the management of the day-to-day operations of the department and supervision of all employees assigned to the department. Under the direction of the Director and Assistant Director of Buildings & Grounds, the 2nd Shift Custodial Supervisor supervises all evening custodial staff.

Questions, issues, concerns or comments of an employee are expected to be first directed to the employee's immediate supervisor. In the event of the unavailability of an employee's immediate supervisor or in extenuating circumstances, the employee is then expected to contact the next closest supervisor in the chain of command.

A.2 URGENT & EMERGENCY INCIDENTS

All urgent/emergency incidents are to be reported to an employee's immediate supervisor as soon as you become aware of such incident. If your immediate supervisor cannot be reached, then proceed through the chain of command. If the situation is serious but does not warrant immediate action, leave a message regarding the matter either with detailed information or a request to contact you for the details.

Example of a serious situation: Rental group breaks a light switch or A/C not working.

Example of an urgent/emergency incident: Personal injury (employee, visitor, renter), main water break, co-worker did not report for duty.

In the event of an emergency work situation warranting immediate action from fire or police, ***first call 911 immediately*** then call your immediate supervisor. Do what you need to secure the building and keep yourself and others out of harm's way including leaving the building, if necessary, until emergency assistance arrives.

A.3 DRUG & ALCOHOL FREE WORKPLACE; TOBACCO PROHIBITION

Orland School District 135 is a drug, alcohol and tobacco-free zone. Information regarding policies and procedures, including disciplinary action, relating to drug, alcohol and tobacco use on district property can be found in Board Policies 5:50 and 8:30.

A.4 GENERAL CODE OF CONDUCT

In order to work harmoniously with others and act as a guardian of the district's buildings, grounds, equipment, and policies, it is the responsibility of each employee to follow these described general rules conduct:

- Arrive to work each scheduled day on time and ready to perform assigned duties.
- Follow the described attendance procedures.
- Finish all tasks within the assigned time frame.
- Work overtime only after receiving pre-approval from the Director of Buildings & Grounds, Assistant Director or the 2nd Shift Custodial Supervisor.

- Attend all required scheduled meetings and trainings.
- Have current knowledge of safety and sanitation guidelines/rules.
- Complete all required personnel paperwork when required.
- Read and follow all policies and procedures as outlined in the employee department handbook.
- Read and follow all policies and procedures as outlined in the Board Policy.
- Treat all staff, students and the public with courtesy and respect.
- Be visible, available and attentive during work shift.
- Limit personal calls, cell phone usage including texting and socializing to break times only.
- Respect and assist fellow employees.
- Report all accidents / incidents to your supervisor immediately.
- Follow the chain of command.
- Adhere to the dress code.

A.5 PERSONAL APPEARANCE & DRESS CODE

It is important to remember, as an employee of Orland School District, you are working in public facilities around a variety of people. Personal appearance and personal hygiene are an extremely vital part of your role.

- For safety and easy public identification, all custodial and maintenance personnel must adhere to the following dress code:
 - Year-round the approved dress code consists of pants and a department issued shirt or sweatshirt. Walking shorts that are no shorter than the top of the knee can be worn during the summer months or when school is not in session. Attire must be neat, clean, and in good condition. Exposing undergarments is not allowed. Clothing with tobacco, alcohol, drugs or sexually connotative words and/or pictures is ***absolutely not acceptable***.
 - For safety reasons, shoes ***must*** have non-skid or rubber soles. Open-toed shoes, sandals, flip-flops and/or clogs are ***absolutely not acceptable***. Shoes must be kept in good condition.
 - Jewelry needs to be kept to a minimum and cannot interfere with safe and efficient performance.
 - In addition to the attire listed above, each Buildings & Grounds Department employee is expected to wear a District-issued identification badge daily.

B.1 ISSUANCE OF DISTRICT KEYS

Appropriate keys will be assigned to applicable employees. The key issuance transaction will be recorded in the district master key book. Worn or broken keys must be reported to the Buildings & Grounds Department and replacement key(s) will be issued if necessary. If an employee changes assigned site locations, he/she must relinquish all keys issued at the original site and new ones will be issued at the new work site. **Duplication without authorization of any district keys is prohibited and may result in disciplinary action.**

B2. RADIOS

The district's two-way radio system is a crucial tool used for quick and effective communication, coordinating activities, managing time, and communication and coordination during emergency situations. All day custodial and maintenance staff and evening custodial leads (or helpers acting as a night lead) must have his/her radio on during working hours. In addition to district radios, day custodial staff assigned to schools should also have his/her school pager/radio on during working hours.

The following guidelines should be followed while using radios:

- Identification is a requirement of the FCC. Radio users should use his/her issued radio ID when communicating. Names should not be used.
- Radios should not be used for personal messages.
- Appropriate language and discretion should be followed while using radios.
- Messages should be prompt and to the point.

B.3 MAINTENANCE VEHICLES

District owned maintenance vehicles are used for district business. The following guidelines should be followed while operating district vehicles:

- Only approved district employees can operate district vehicles.
- Operators must possess a valid driver's license and have a copy on file with the district.
- The vehicle should be operated in a safe and efficient manner; drivers must obey traffic laws.
- Drivers should report any defect or damage to the vehicle as soon as he/she becomes aware.
- Drivers are responsible for the interior and exterior cleanliness of the vehicle.
- Drivers must notify his/her supervisor immediately if his/her license is suspended or revoked.
- In the case of an accident, if capable, the employee driving the vehicle shall immediately notify his/her supervisor and the nearest police department to report the accident and complete a full accident report. Copies of the accident report must be forwarded to the employee's supervisor as soon as it becomes available. Employees should follow the established Incident/Injury Reporting procedures

B.4 EQUIPMENT

Employees are expected to use proper care and perform upkeep when operating District 135 cleaning & lawn equipment, and any other property owned by the district. Consistent improper use or abuse of district equipment will not be tolerated and may result in disciplinary action.

B.5 SUPPLY ORDERS

Each building Custodial Lead (Day & Night) is responsible for taking a monthly inventory of his/her building cleaning supply stock. In order to maintain quality control of stock items and conserve district resources, no more than 2-months minimum supply should be on hand at each building. Requests for monthly supplies must be submitted to your immediate supervisor by the last day of each month. Delivery of supplies will occur between 1 and 10 working days of request, depending on product availability.

B.6 BUILDING CHECKS

Monthly building checks are essential for maintaining safe and clean facilities. Each Custodial Day Lead is responsible for reviewing and inspecting all items on the monthly Building Checklists. The monthly checklists are due to the Director of Buildings and Grounds by the last day of each month.

B.7 ALARM CALLS

- In the case of an emergency alarm event (fire, burglary, damage to property or injury to persons, etc) the responding employee must notify the Director or Assistant Director immediately.
- In the case of a non-emergency alarm event that falls on a weekend or holiday, the responding employee must notify the Director or Assistant Director immediately.
- In the case of a non-emergency alarm event that occurs during the school week, the responding employee must notify the Director or Assistant Director at the start of the next working day.

B.8 COLD BUILDING CHECKS & SNOW REMOVAL

There will be a designated cold weather coordinator assigned by the Director of Buildings & Grounds who will coordinate any cold weather building checks when the outside air temperature is at or drops below 10 degrees. A snow removal coordinator designated by the Director of Buildings & Grounds will coordinate snow removal and/or salt application.

C.1 STAFF MEETINGS & TRAININGS

Staff meetings play a crucial communication and team-building role in effective management and implementation of services, policies and procedures. Adequate training is essential for successful performance and to avoid placing yourself or others in danger. Therefore, attendance is mandatory at all required meetings and trainings.

If you cannot attend a required meeting or training, it is your responsibility to notify your immediate supervisor as soon as you are aware of such conflict.

In addition to staff meetings & department trainings, all Illinois public school employees are required to annually complete training modules. The District will provide access and information to the computer based modules for each job category. Annually, the Buildings & Grounds Department will provide employees an opportunity to complete the modules as part of an in-service group training.

If you cannot attending the group training modules, it is your responsibility to complete the modules within 15 working days of the missed in-service.

C.2 ATTENDANCE

The work you do is important. You are expected to be regular in your attendance and to be punctual for your work shift. You are also expected to take breaks at their appointed time unless you have prior approval.

If you are unable to attend work for any reason, the following is expected:

Vacation & Personal Leave: Requests must be submitted on district electronic employee reporting system and are subject to approval. Employees must follow all regulations set forth in the Support Staff Contract, ***including adequate timeline requirements for submission***. Vacation & Personal leave requests not received within the required time noted in the Support Staff Contract will be denied.

Sick Leave: Employees must follow all regulations set forth in the Support Staff Contract. The following reporting procedures must also be followed:

1st Shift Day Employees:

- For sick days taken within 48 hours of date of absence:
 - **Employee must call the Director or Assistant Director** at least 1 hour prior to scheduled start time.
 - Employee must record absence in the district absence management system on the day they return to work or prior to returning.
- For future sick days needed over 48 hours from the date of absence:
 - Employee must report absence using the district absence management system at least 48 hours prior to the date of absence.
- For unforeseen sick days needed during the workday:
 - Employees must notify the department of their need to leave prior to leaving their worksite by calling the Director, Assistant Director or the department main line if Directors are not available. If you are a 1st shift day school custodian or acting in this capacity,

additional notification to the building administrator(s) and/or office staff is requested as a courtesy.

- Employee must record absence in the district absence management system upon the day they return to work or prior.

2nd Shift Night Employees:

- For sick days taken within 48 hours of date of absence:
 - **Employee must call Main Department Line** at least 1 hour prior to scheduled start time.
 - Employee must record absence in the district absence management system upon the day they return to work.
- For future sick days needed over 48 hours from the date of absence:
 - Employee must report by using the district absence management system.
- For unforeseen sick days needed during the workday
 - Employees must call Night Supervisor prior to leaving their worksite.
 - Employee must record absence in the district absence management system upon the day they return to work.

Tardiness:

- If for any reason you anticipate being late to for work, employees must contact their supervisor no later than their regular scheduled start time.
- Employees should remember that properly notifying their supervisor does not automatically excuse tardiness. Being habitually tardy for work or leaving early may be a consideration for disciplinary action.

Timecards:

- Each support staff hourly employee will receive a district issued timecard. Employees must use his/her timecard to clock-in and out each day. If an employee forgets his/her timecard, he/she must contact his/her supervisor or call the department main line no later than his/her regular scheduled start time.
- Employees should remember that properly notifying his/her supervisor does not automatically excuse habitually forgetting a timecard and may be a consideration for disciplinary action.
- If an employee misplaces his/her timecard, he/she should notify his/her supervisor or call the department main line immediately.

7-minute Window: This “window” of time is essentially a bookkeeping management tool. The 7-minute window is an occasional leeway. It is not a permanent way for someone to adjust his/her schedule with a 7-minute swing. Employees have designated start and end times. The 7-minute window does not allow employees to alter these times. Employees can be disciplined for punching in after the designated start time or punching out before the designated end time.

C.3 STAFFING ASSIGNMENTS

Employees of the Buildings & Grounds Department are employees of Orland School District 135. To meet the needs of the district, occasionally it is necessary to transfer custodial staff to a different building. If the need for a transfer occurs, the employee(s) will be notified no less than two (2) working days prior to the effective date of transfer.

C.4 OVERTIME & TEMPORARY ASSIGNMENT PAY

All overtime and temporary assignment pay must have prior approval from the employee's immediate supervisor and must adhere to the guidelines and allowances set forth in the Support Staff Contract. Any request for overtime and/or temporary assignment pay must be accompanied by a department Overtime Sheet. Overtime Sheets are due every Monday; or the employee's first working day of the week.

C.5 DEPARTMENT FORMS

All department forms including the ones mentioned in this handbook are made available on the District shared Google Drive or upon request by interoffice mail.

C.6 CONTACT INFORMATION

Department Main Line: (708) 364-3346, klazarski@orland135.org

Director of Buildings & Grounds: (708) 364-3310, rhansen@orland135.org

Assistant Director of Buildings & Grounds: (708) 364-3352, tschulz@orland135.org

2nd Shift Night Supervisor: (708) 364-3337, mpozen@orland135.org

D.1 RECEIPT OF BUILDINGS & GROUNDS EMPLOYEE HANDBOOK

I have received a copy of the Orland School District 135 Building & Grounds' Employee Handbook. I understand this document has been prepared with the intention of providing information and guidance to the custodial and maintenance employees and is intended to explain the procedures, rules and policies most often applied to day-to-day work activities. I understand that the Buildings & Grounds Department reserves the right to revise the information provided in this handbook as district operations, policies and procedures change. If any changes occur in department policies and procedures, employees will be notified in writing.

Employee Signature

Date

Employee Name (Printed)

