

CYPRESS-FAIRBANKS INDEPENDENT SCHOOL DISTRICT

OPERATIONS DEPARATMENT

REMINDERS REGARDING POLICIES, PROCEDURES

& GUIDELINES



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OPERATIONS EMPLOYEE BOOKLET

Attendance Guidelines

Regular and reliable attendance is an essential job function. Any tardiness, leaving early or absence negatively impacts the business results we need to achieve and causes problems for fellow employees and managers. When an employee is absent, others must perform the work, which diminishes our effective and efficient operations.

Employees are expected to report to work as scheduled, on time and prepared to start work. Employees also are expected to remain at work for their entire work schedule. Late arrival, early departure or other absences from scheduled hours are disruptive and must be avoided.

It is the responsibility of the employee to maintain and follow the **guidelines** below:

- Custodians are expected to report the absence(s) by contacting their head custodians at **least two (2) hours** prior to their scheduled work time. In addition to calling the head custodian, employees are required to call the Operations Department at **(281) 897-4195** (for **English**) and **(281) 897-4196** (for **Spanish**).
- Head custodians are expected to report an employee absence of more than three (3) consecutive days (on day 4) to Amanda Feliciano and your area manager. It is best if you send them an email.
- Per Employee Handbook, Section “Attendance – Absence from Work,” absence without communication by the employee for more than three (3) consecutive work days can lead to disciplinary action, up to and including termination. This is also a violation of the Working Agreement.
- A doctor’s release will be required and must be presented to the Operations Department Office before returning to work for any absence due to personal illness or family illness of **more than three (3) consecutive work days**. A red card must be obtained at the Operations Department Office before returning to your worksite.
- **All employees (floaters, 230 & 260 day-employee) shall complete an AFD (Absence from Duty) Form for any planned absences prior to taking off. For any unplanned absences, the employee shall complete an AFD (Absence from Duty) Form upon returning to work.**
- Each employee is responsible to complete an AFD form. Head Custodians **must** sign and send original AFD form to Area Manager via interoffice mail. You may also fax a copy to 281-517-4201. Please understand that faxing a copy is not enough. You must send original interoffice.

Attendance Tracking

The Operations Department will review employee’s attendance on a regular basis to determine whether employees exhibit any unacceptable patterns of attendance, such as frequent absences or lateness before and after weekends, holidays, etc. The evaluation period for hourly personnel shall be from April 1st to March 31st.

Absences in excess of accumulated leave are a breach of the working agreement and may give cause to disciplinary action such as reminder memos, verbal warning, written warning, final warning, up to and including

termination of employment. Your attendance record will be considered in performance evaluations and when evaluating requests for promotions, transfers, personal leave of absences, and approved time off.

For the purpose of attendance tracking employees are classified into two categories: “chargeable – counts against” and “non-chargeable – does not count against”

Chargeable Absences

Sick Days
Personal Days
Tardiness (late to work six minutes or more)
Leaving Early
Bereavement
No Call/No Show
Workers Compensation exceeding FML days
Temporary Disability exceeding FML days

Non-Chargeable Absences

Vacation
Holiday
FMLA
Workers Compensation that **does not** exceed the FML days
Jury Duty
230-day off contract work

Guidelines on No Call/No Show:

- If employee is absent on day #1, head custodian will need to attempt communication with employee; document attempt and communicate to area manager.
- If employee is absent on day #2, head custodian will need to attempt communication with employee; document attempt and communicate to area manager.
- On Day #3 if employee does not report to work or call, document absence and formerly report it to your area manager via email or text. The area manager will take it from here.

Discretionary Personal leave

An employee desiring to take discretionary personal leave must complete a pre-approval form at least ten (10) business days prior to the date of use except in extenuating circumstances. This form must go to the area manager.

Supervisors may deny any request for the use of discretionary personal leave which would disrupt the District’s ability to provide services and have an adverse effect on the education of the students in the district.

The use of discretionary personal leave days **shall not exceed three (3) consecutive workdays**.

Unapproved discretionary leave days that exceed the three consecutive days will not be compensated. If absent, an AFD form is still required to be completed.

For a personal leave request beyond the three (3) days, employees must submit a written request to his/her area manager at least ten (10) business days prior to the date of use except in extenuating circumstances. The area manager will discuss details of the request with department’s supervisor/assistant director to obtain approval. Prior to approving leave, supervisor/assistant director will discuss request with Director of Operations. Once request has been approved or

denied, a written notification shall be given to employee with final decision. This written notification will be scanned into employee Laserfiche file. If approved, the absences for this type of leave will be reflected on your attendance.

Family and Medical Leave Act

If an employee has the need to take a leave of absence under the Family and Medical Leave Act (FMLA) or temporary disability leave, the employee should stop by the Operations Office and visit Amanda Feliciano, Director's Secretary. Her contact phone number is (281) 897-4197.

It is the responsibility of the employee to meet, follow and maintain the guidelines stated below:

- If an employee is going to be absent for **more than three consecutive days** (on the 4th day) due to a medical condition for the employee or a qualifying family member, the employee needs to apply for FMLA to protect the employee's job within the district. You will do so by contacting Amanda Feliciano at the Operations Office. You must inform your head custodian of your absence as well as call-in your absence to the Operations Department at **(281) 897-4195** (for **English**) and **(281) 897-4196** (for **Spanish**).
- Head custodians are expected to report an employee absence of more than three (3) consecutive days (on day 4) to Amanda Feliciano and your area manager. It is best to send an email to them.
- Employees desiring to take FML must provide appropriate Medical Certification stating qualifying condition. Failure to return the forms on a timely basis or submitting incomplete forms may result in a delay or denial of leave and could result in the employee's absence being designated as unexcused and unprotected.
- Once the leave request is processed and a determination is made of approval or denial, the district leave specialist (Monica Hamlin) will send out a letter to the employee informing him/her of the decision.
- When employee is released to return to work by his/her medical provider, a release to return to work note must be presented to the Operations Office (Amanda Feliciano). Employee **must** come to Operations Office to obtain a red card prior to returning to the worksite.

Medical Leave Procedures – per Main HR

With changes in personnel and the changes in our leave software, please be aware of the following procedures for any employee who is absent for more than 3 consecutive workdays or indicates a need for upcoming leave more than three consecutive workdays, also for any employee indicating a possible need for sporadic absences for a health condition:

- A Notice of Employee Absence must be sent to HRLeave@cfisd.net and/or directly to Dana Rodenbaugh (dana.rodenbaugh@cfisd.net) on the fourth day of absence.

- The Human Resources Leave Department will provide employees with medical certification forms and deadlines for return of documentation. This will allow the department to start the clock on the deadlines and also ensure the proper, up-to-date forms are provided.
- By law, employees are not required to provide medical documentation to their supervisor. Only Human Resources is allowed to ask for and maintain detailed medical documentation. A supervisor may only request a general release to return to work document.
- Employees should be paid using available leave banks for any absences due to personal illness and/or family illness, even while awaiting documentation. Even while awaiting documentation, an employee's leave days should be used to continue paying the employee.

Retirement

If you are interested in retiring, please follow these steps:

- When you decide to retire, please stop by the Operations HR Office (Sory Moyeda-Young) located at 11430 Perry Road, Houston, Tx or by calling her at (281) 807-8947. You will be given a checklist to help remember what you need to do. Information about your accrued leave can also be discussed.
- Contact TRS at least six (6) months in advance of your planned retirement date to request a Retirement Packet. TRS phone number is 1-800-223-8778. You are also encouraged to visit the TRS office in Austin to review your retirement benefits and options with an expert. Make your appointment early.
- A resignation form must be completed online via your Employee Access Center or in person by visiting the Operations HR Office when an exact retirement date is decided.

Employee Contact Information Changes

Any changes in employee's address, telephone number, etc., must be changed online via the Employee Access Center. Please refer to the "Network Access Guide" to find out how to get to the Employee Access Center. For any name changes, you must visit the Operations Human Resources office at Perry Rd.

Random Drug Testing

In accordance with Board Policy DHE (Legal) and Employee Handbook, employees working in safety-sensitive positions will be subject to random drug and alcohol testing. The selection of employees to be randomly tested will be made by a scientifically valid method to ensure that each employee will have an equal chance of being tested each time. Employees in safety-sensitive positions are required to report for testing immediately upon notification. Failure to report for testing will result in termination of employment.

Resignations

If an employee is expressing interest in resigning, employees may enter their resignation on the Employee Access Center by logging into their profile. Follow the steps below:

- www.cfisid.net
- Under HR select

- Resignation/Exit
- Enter Employee Access Center login
- On the Left Column Click the Resignation/Exit tab
- Follow prompts

The employee will also need to return their badge and/or any hard hats or keys to Operations HR once they have completed their last day of work. **Note:** If an employee is unable to enter their resignation online, he/she will need to come to Operations HR to submit their resignation in person.

Employment Verification

Employment verifications are now done through our Employment Verification System (The Work Number). Refer to information below:

- For Commercial Verifications (mortgage lender, property leasing, credit cards), the verifier must call 1-800-367-5690 or visit www.theworknumber.com/verifiers.
- For Social Services Verifications (Medicaid, SNAP, Child Support), the verifier must call 1-800-660-3399 or visit www.theworknumber.com/socialservices.
- The CFISD employer code is: 18645.
- In addition, if you need an employment verification letter, you must come in person to Operations HR Office.

Name Changes

For any name changes, employees must come to Operations HR Office with social security card reflecting new name.

Direct Deposit Changes

Operation HR no longer accepts direct deposit changes. Employee will need to go to Main Payroll at ISC with current driver license/ID and new account information.

Employee Conduct

Each employee is responsible for developing good will toward the district through a courteous, cheerful, and helpful attitude. The employee is also to carry out his or her work in a cooperative, safe and professional manner to serve the best interest of the district. Employees shall demonstrate a cheerful attitude and cooperative working relationship while on duty. Any violent behavior is strictly prohibited.

Proper care of facilities and equipment, representing vast investments in the public-school program by the general public, are the responsibility of all school employees.

In an effort to avoid any disruption of a harmonious working environment, no employee shall, at any time, for any reason, use obscene, vulgar, profane or suggestive language or gestures of any kind or possess printed or written materials of obscene, vulgar, profane or suggestive nature while on duty or school property. Gossiping and the spreading of rumors is prohibited. Any employee found in violation of this policy will be subject to disciplinary action up to and including termination.