



IMPORTANT NUMBERS:
Operations Main No: (563) 336-7400
 My Building is: _____
 Building Main Phone No.: _____
 My Head Custodian is: _____
 Head Custodian Ph. No.: _____
 My Lead Custodian is: _____
 Davenport Community School District
 Lead Custodian Ph. No.: _____

Custodial Prohibited Work Practices & Work / Safety Rules

Last Updated July 2, 2018

DCSD Custodial Prohibited Work Practices & Work / Safety Rules

----- It is the policy of the Davenport Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age, marital status, sexual orientation, gender identity and socioeconomic status in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the District's Equity Coordinator: Jabari Woods, Associate Director of Equity and Human Resources, 1702 N. Main Street, Davenport, IA 52803; Telephone (563) 336-7496; Fax (563) 445-5988; Email: woods@daportschools.org.
 Director of the Office for Civil Rights U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-7204; Telephone (312) 730-1560; Fax (312) 730-1576; Email: OCR.Chicago@ed.gov. -----
 ----- *Human Resource Services*

7/2/18

Revised Aug 2017 Custodial Prohibited Work Practices & Work Rules

TABLE OF CONTENTS

Introduction / Important Contact Information.....	3
Prohibited Custodial Work Practices	4
Work / Safety Rules	6
Attendance Calls	6
Breaks & Lunch Periods	6
Change of Address & Phone Number	6
Custodial Closets and Equipment Care	6
Custodial Supplies	7
District Email	7
Dress Code	8
Employee Concerns	8
Keys / Employee Access ID Cards	9
Leaving the Building	9
Off Duty Use of Buildings	9
Overtime	10
Public Relations / Community Interactions.....	10
Radios	10
Reporting Building & Equipment Damage	10
Safety Rules	10
Salvaging Trash	11
Security Alarms	11
Smoking	12
Tardiness	12
Timekeeping Infractions / Falsifying Time Records	12
Travel	12
Use of Equipment	12
Visitors at Work	13
Weather Emergency Work Hours	13
Work Related Injuries / Accidents	13

DCSD Custodial Prohibited Work Practices & Work / Safety Rules

Introduction:

The employer may establish reasonable work rules. By definition, work rules regulate the personal conduct of employees. Work assignments, procedures or directives for completion of work activities, and post (or general) orders relating to work activities are not work rules. Davenport Community School District does not intend these work rules to be considered by any custodial employee:

- To in any way limit the rights of Davenport Community School District or its custodial employees to terminate the employment relationship at any time, with or without cause
- To replace current language contained in the Collective Bargaining Agreement.
- To be all inclusive

The DCSD Custodial Prohibited Practices & Work Rules are rules as they exist at the time of publication. These Prohibited Practices and Work Rules are not intended to represent all possible rules, contexts, or interpretations of the rules that govern custodial employee conduct. The Davenport Community School District Custodial Department will apply and change these work rules at its discretion at any time.

This document supersedes any prior Custodial Prohibited Practices and/or Work Rules documents. Nothing contained herein is meant to replace any Federal or State of Iowa law, DCSD Board Policy, and/or DCSD Work Rules, but rather it is to be applied in addition to them.

Important Contact Information:

Operations: (563)336-7400

Human Resources: (563)336-7488

Maintenance Supervisor: (563)529-3175

Custodial Supervisor: (563)529-3174

Custodial Professional Secretary: (563)336-7797

Prohibited Custodial Work Practices

These Prohibited Work Practices do not constitute the entire list of violations for which employees may be disciplined. Other rules are provided by statute, Iowa Code, DCSD Board Policies, DCSD Work Rules, and/or administrative procedures established by management to meet specific conditions. Violation of these rules will also result in appropriate progressive disciplinary action.

Work Performance:

- Insubordination, disobedience, failure or refusal to follow the written or oral instructions of supervisory authority or to carry out work assignments.
- Neglecting job duties and responsibilities.
- Loafing, loitering, sleeping, engaging in unauthorized personal business or prolonged visiting while on duty.
- Disclosure of confidential information and records to unauthorized personnel.
- Intentionally falsifying records or giving false information to government agencies, private organizations or to employees responsible for record keeping.
- Failure to observe all safety rules and practices, including the use of protective equipment and clothing or in the operation of vehicles and equipment.
- Failure to report as soon as possible, but within 24 hours, all accidents or injuries which occur during working hours or while performing school district business. This includes reporting traffic accidents involving any school vehicle or incidents that occur with any district equipment that results in damage to the equipment or other property.
- Personal cell phone use must be limited to break and/or lunch periods.

Attendance and Punctuality:

- Failure to report promptly at the starting time of a shift; leaving before the scheduled quitting time of a shift or failure to timely notify the proper supervisor of impending absence or tardiness, prior to designated starting time.
- Unexcused or excessive absenteeism or patterns of absenteeism.
- Abuse of sick leave privileges.
- Leaving the place of duty during a work shift without permission except during lunch periods.
- Failure to observe the time limits of lunch or rest periods.

Use of Property:

- Abuse or misuse of district property, private property, materials and equipment.
- Stealing or unauthorized possession and use of district or private property, equipment and materials.
- Unauthorized posting or removal of notices, signs, posters or similar materials.

- Unauthorized use of district property, facilities, or leased sites.

Personal Actions and Appearances:

- Threatening or attempting to inflict bodily harm to fellow employees, representatives of other agencies or the general public.
- Threatening, intimidating, interfering with or using abusive and profane language toward others, including ethnic slurs.
- Horseplay, including but not limited to: practical jokes, pushing, running or throwing objects.
- Failure to observe smoking regulations.
- Unauthorized possession of weapons.
- Making false or malicious statements concerning other employees, supervisors or the department operations.
- Sexual harassment of any kind toward any staff or student. This includes comments, jokes, gestures, touching, or any action which may be perceived as harassment by an individual.
- Unauthorized possession or use of alcoholic beverages or narcotics during work hours, while on district time or property or while engaging in district business.
- Reporting to work in a condition which is unsafe to the employee, fellow workers and physical property or to be unable to perform job responsibilities due to the influence of alcohol and/or narcotics.
- Immoral conduct or indecency as it affects the job.
- Eating or drinking in unauthorized areas.
- Violation of health and sanitation procedures, directions and requirements including littering or creating unsanitary conditions.
- Selling commercial or private products or services on district time or premises. This includes the operation of side businesses during work hours.
- Unauthorized solicitation of funds or donations for any purpose on district time.
- Unauthorized distribution of printed matter on district premises.
- Unauthorized possession, lending, borrowing or duplication of keys; careless or improper use of keys or failure to report promptly the loss of keys.
- Dress or grooming which is inappropriate or unsanitary for the employee's specific assignment.
- Failure to submit to inspection any personal packages taken from the employee's work area upon the request of a supervisor.
- Soliciting or accepting unauthorized compensation, reward, gratuity or gift of any kind of value for any matter related to the employee's job as an employee of the district.

Outside Activities and Employment:

- Transacting business as an employee of the district with any business entity in which the employee has an interest except as authorized by law.
- Engaging in any outside activities or employment which may impair the employee's independence of judgment or his ability to perform his duties as an employee of the district.

Work/Safety Rules

Attendance Calls:

When you are absent due to an illness, you must notify the building Head Custodian, the Custodial Supervisor at Operations **and** by leaving a voicemail message at (563) 336-7400 during the times listed as follows:

- Day Shift Employees: One (1) hour before shift begins
- Night Shift Employees: By 11:00 a.m. on the day of absence
- Summer Hours: One (1) hour before shift begins

Head Custodians must notify the Custodial Supervisor as soon as possible of their absence so coverage can be arranged.

Breaks & Lunch Periods:

Employees receive one (1) or two (2) - 15 minute paid breaks depending upon their scheduled hours to work. Employees must remain on their building campus for the paid 15 minute breaks. Employees may be asked to complete emergency tasks while on break; this shall be avoided as much as possible.

All lunch and break times are scheduled. All full time Custodians receive a 30 minute unpaid lunch period. Custodians may leave the building during this time but must return to work within the allotted 30 minutes. It is the employees' responsibility to clock out and back in when they take their lunch breaks. They must do this at the time of their lunch break. Eating your lunch must not occur in any school offices or classrooms.

Head Custodians must notify their building's office if they are leaving the building for their 30 minute lunch break when school is in session.

Change of Address/Phone Number:

You are required to notify your building Principal/Secretary, Custodial Supervisor, and Human Resources within three (3) working days of any change in address or phone number. Employees may update their contact information through the Employee Online Portal available at: <https://dcs-eo.businessplus.powerschool.com/ifas7/emponline>.

Custodial Closets and Equipment Care:

It is the responsibility of each custodian to do his part to keep the custodial office and custodial closets in a neat and orderly condition. You are also expected to operate all equipment in the proper manner, as instructed. Careless or improper use of equipment may result in disciplinary actions. Each custodian who uses equipment must clean and care for that equipment as instructed. Maintenance Service Schedules are to be completed on a daily basis as indicated on the form. Report in writing any and all damages and/or repairs

needed on equipment to your Head or Lead Custodian, and to the Associate Director of Operations within 24 hours.

Custodial closets must be locked whenever unoccupied to prevent unauthorized use and/or theft of custodial equipment and supplies. The district is not responsible for any personal property belonging to custodians stored in the custodial closet or kept at their place of work.

Please remember that closets and equipment care are included in audits.

Custodial Supplies:

You are to make careful and prudent use of custodial supplies and chemicals. Read instructions thoroughly; use chemicals as directed. Do not mix chemicals together; this can be dangerous and may achieve negative results. Consult your Head or Lead Custodian on proper use.

Personal Protective Equipment (PPE) must be worn and utilized to avoid unnecessary injury or exposure. The following items are available from the custodial department:

- Rubber safety overshoe boots
- Grip gloves
- Rubber gloves
- Vinyl gloves
- Dust masks
- Goggles
- Aprons
- Hearing protection
- Safety vests

District Email:

District email access is available to district employees. All custodians are required to have District email addresses. It is your responsibility to keep your login credentials secure. All custodians are responsible for checking their email at least once daily.

It is important that all employees read and adhere to the District's Board Policy 103.1 Community Relations Use of District Communication Systems, Internet Use Agreement & DCSD Network Agreement. Violation of the Board Policy 103.0 or the Network Agreements shall be subject to discipline including, but not limited to, reprimand, probation, demotion, suspension, termination or other sanctions determined appropriate by the supervisor, administration, and/or Board.

Dress Code:

Please refer to Board Policy 401.55 and Administrative Regulation 401.55A for full details of the district's dress code.

Due to the nature of the work performed, the dress code for the above employees is different from district classroom and office positions. As stated in Administrative Regulation 401.55A, in all cases, the employee's supervisor and/or Director of Human Resources shall determine if any employee's clothing meets the intent of the dress code policy and regulations. In cases where clothing fails to meet standards the employee will be asked to refrain from wearing inappropriate clothing in the future. In cases where an employee continues to disregard expected standards of dress, the employee will be sent home to change clothes and be subject to progressive disciplinary action.

Staff may wear shirts/tops that are of either a pullover or button front style, with or without a collar with a minimum of a cap sleeve. The primary concern is that the shirt/top is clean, well maintained (absent of holes, rips and fraying) and free of excessive wrinkles. Additionally, the shirt/top should not have any logos, pictures or other insignia that could be considered offensive or disruptive to the educational process. Seasonally (May 1 – October 1) staff may wear sleeveless tops, with hemmed sleeve openings. This includes tank tops which must have a minimum of a two inch strap. Tops must not reveal too much cleavage, back, chest or stomach. Tube tops, halter tops or tops without sides are not permitted. It is not appropriate for men to strip to the waist in the summer.

Pants/slacks should also be clean, well maintained (absent of holes, rips, fraying) and free of excessive wrinkling. Denim and other cotton work pants would be considered the normal pants/slack for operations staff. Seasonally (May 1 – October 1), staff may wear a "pant style" short that is of a length that reaches to at least within 4 inches of the knee. Shorts must be hemmed (no cut offs). Athletic style shorts or pants (sweat pants, mesh) are not acceptable at any time. During extreme hot weather outside of May through October, the Associate Director of Operations may elect to send out notification authorizing custodial employees to wear shorts that meet the above-defined parameters. Staff may not work in their bare feet. We require you to wear a shoe that is secure to your foot and covers the entire foot completely (tennis shoes are acceptable). Flip flops, sandals of any kind, or clogs are never acceptable footwear.

Custodial staff must wear rubber safety overshoe boots when scrubbing or stripping floors.

Employee Concerns:

If you have any complaints pertaining to school district rules and regulations or working conditions that you would like to discuss, use the following procedures:

- Contact your Lead Custodian or Head Custodian. Make an appointment with him/her to discuss your concerns at a time mutually agreed upon as convenient.
- If you are not completely satisfied with your immediate supervisor's decision, request an appointment with the Custodial Supervisor.

Keys/Employee Access ID Badges:

At the beginning of your employment you may be assigned keys for use during your work hours. The following are rules regarding key usage:

- Your keys and Access ID badge must be kept with you at all times while you are on the job.
- You are not to give your keys to anyone except your Head Custodian, Lead Custodian or immediate supervisor.
- You are not to unlock a room for any student. If you are asked to do so, please inform the person it is against regulations. If the person persists, do not argue but tell them to contact your Principal or Custodial Supervisor.
- Do not take your keys home with you. They are to be left in the building before you go off duty.
- Head Custodians, Lead Custodians, and custodians who are responsible for opening the building will be issued a take-home set of keys. This set includes, entrance keys, custodial office keys and custodial closet keys.
- You are responsible for the keys and Access ID badge issued to you. If they are lost, report it within 12 hours to the Head custodian and the Custodial Supervisor and the Director of Operations. For lost Access ID badges you must contact Human Resources for a replacement badge. There is a \$9.00 replacement fee for lost badges. Careless or improper use of keys is a violation of school district work rules.

Strict observance of the key rules is vital to assure the school of your reliability.

Leaving the Building:

Custodians shall not leave their building during working hours except during their lunch break or in the proper discharge of their duties or by permission of the Custodial Supervisor. If an emergency arises and it is necessary for you to leave or if you become ill while working, day staff must notify their head custodian, and night staff must notify the lead custodian. A call must be made to the Operations Center immediately to notify the custodial office of your absence. Custodians leaving after Operations Center business hours are to leave a message on the custodial office voicemail. Head and Lead custodians must contact the custodial supervisor day or night on their cell phone. Head custodians also must notify their building's office.

Off Duty Use of Buildings:

All requests to use a District building or facility must go through the Finance Office following all processes and protocols for such requests. Any off-duty use of a building's master keys or take home keys (other than going to or from work) by a custodian must be

with the expressed permission of the school principal or custodial supervisor and must follow board policy.

Overtime:

When overtime is required in any building, such required time shall be divided as equally as possible among qualified employees in the building. Employees shall not be required to take time off as compensation for working overtime. You are required to work the regular schedule for which you were hired. Overtime pay at one and one-half times the regular hourly rate will be paid whenever the following criteria are met:

- Overtime hours are those in excess of 8 hours per day or 40 hours per week.
- An overtime payroll sheet must be completed and turned in to the head custodian & approved by the custodial supervisor. Failure to do so will result in discipline.

Public Relations / Community Interactions:

Custodians to a large extent are public relations people. If the visitor is not wearing a visitor's pass, escort them to the building office so they may properly check in. If you are asked by authorized visitors as to where different departments or activities are located or any other such questions, please give as much information as possible in a polite way.

Radios:

You may have a radio with you while you work when students are not present provided it is not disruptive. The volume must be kept at an acceptable level. The use of headphones or earbuds must be limited to one ear to allow for emergency notifications to be heard. The school district will not be responsible for stolen radios or any other personal item.

Reporting Building & Equipment Damage:

Report to your Lead Custodian or Head Custodian and the Custodial Supervisor with any damage to the building, facilities, and/or equipment (i.e., water leaks, broken windows, broken locks and doors, stools not flushing, etc.). They will instruct you as to whether to proceed with repairs. They then assume responsibility for initiating a district work order.

Safety Rules:

Every effort has been and is being made so that you will have safe tools and equipment to perform your job in a safe manner. Listed below are some specific safety rules which apply to the Custodial Department.

- Use safe ladders-be sure rubber shoes are on ladders you use and that they are in good condition.
- Be sure ladder treads and rails are in good condition. Report all unsafe ladders to your supervisor.

- Use rubber gloves when working around electrical cords or machines or when mixing chemicals.
- Keep feet dry when working around electrical cords or machines or wear rubber boots.
- Do not leave cleaning equipment on steps, landings or level areas where it can be a hazard to the public.
- Fire extinguishers that have been used, regardless of the amount, should be reported to the Head custodian immediately. The Head custodian will put in a work order with Operations. Be sure to give the building name and the location of the used equipment.
- Report defective flooring, loose railings, bad stair treads, dangerous projections from walls, etc., to your supervisor so he/she can arrange for their repair.
- Watch how you carry your equipment, mops, brooms, etc., so that no one is injured in the eye or otherwise by the handles sticking out, etc.
- When cleaning stairs, be careful where buckets and equipment are placed so no one will fall over them.
- Keep your housekeeping area and equipment neat and in good order.
- Poor vision can cause nasty accidents. Replace necessary light bulbs or fluorescent tubes that are out. Report needed repairs of these fixtures to your Head custodian who will then put in a work order to Operations.
- Wear protective goggles provided when changing light tubes or mixing chemicals.
- Pour and use any solvents in well ventilated places. Never use gasoline to clean anything! Replace the cap on all solvent containers after each use.
- If any liquid gets in your eyes, even just dirty water, flood the eyes with plenty of tap water right away-do not wait!
- Post wet floor or out-of-service signs when appropriate.
- For any work injury, please refer to the Custodial Work Rule on Work Injuries/ Accidents on page 14 of this document.
- Be sure you know the location of fire extinguishers and fire alarm boxes.
- If you discover a fire, pull the nearest fire alarm pull station and call 911.
- Personal Protective Equipment (PPE) must be worn whenever the task requires it.
- All custodial employees are expected to comply with all District and/or building safety evacuation plans.

Salvaging Trash:

You are not to salvage, sort, collect or save any items from the trash (from waste baskets or dumpsters) for personal use. This includes pop cans, newspapers, empty containers, stamps, wire, construction debris, towels, clothing, etc.

Security Alarms:

Most Davenport Community School District buildings are equipped with security alarms to detect unauthorized intruders. It is important that these alarms not be misused since false alarms cost the district money. Every custodial employee with the responsibility of operating the alarm system should become very familiar with the proper procedure. In instances where you feel you were not negligent in the system's operations, but a Per Mar representative responds to a false alarm anyway, notify the Custodial Supervisor.

Smoking:

The Smoke free Air Act of Iowa was signed into law by Governor Chet Culver on April 15, 2008. The law went into effect on July 1, 2008. Smoking will be regulated in public places, places of employment, and certain outdoor areas. The Smokefree Air Act outlines areas where smoking is prohibited, areas where smoking is not regulated, enforcement details, and scheduled penalties for persons and businesses that violate the law. The Davenport Community School District adheres to the no smoking policy. Smoking or vaping is prohibited in all areas of the school building and grounds, including parking lots.

For additional information go to www.iowasmokefreeair.gov.

Tardiness:

Arriving late for work or leaving the job early will not be permitted. In emergencies, notify your immediate supervisor if you need to be late for work. Employees may not extend their work day in order to compensate for tardiness. Emergency leave or time without pay are options to cover late arrival at work.

Timekeeping Infractions/Falsifying Time Records

All district employees who are required to keep a time card and/or report hours through TimeClock Plus will do so accurately. Employees are required to fulfill contractual obligations for hours/days of work for the district. Failure to provide accurate timekeeping records or report accurately hours/days of work will result in discipline, up to and including termination.

Travel Reimbursement:

Travel will be reimbursed in accordance with Board Policy 303.11, and DCSD Work Rule: Travel.

Use of Equipment:

Employees shall not use any Davenport Community School District tools, vehicles or equipment for their own personal gain at any time. This is in accordance with Board Policy 401.23.

Only employees of the Davenport Community School District who have been properly trained by the Custodial Field Specialist, licensed/authorized trainers or vendors, and/or the safety engineers from the District's insurance carrier shall be authorized to operate or use equipment or tools owned by the District. Custodial employees shall not use any equipment while on duty unless it has been specifically provided or authorized for use by custodians. At no time should custodial staff allow others to operate tools, vehicles, or equipment who are not authorized and trained to do so.

At no time shall any material, new or used, be taken from the school building or any other building, for use other than for Davenport Community School District work, without prior

authorization. Unauthorized use of teaching aids, projectors, microscopes, shop tools or use of office equipment such as copy machines, typewriters, calculators, etc., is not permitted. Unauthorized use of any other employee's property is also forbidden.

Any damage found or caused to the equipment must be reported in writing within 24 hours to the Head or Lead custodian, and the Associate Director of Operations.

Visitors at Work:

Bringing your wife, husband, children or friends to help or be with you on your job is absolutely forbidden. District volunteers must go through the volunteer application process and be properly vetted through the District volunteer office.

See also District Work Rule: Bringing Children to Work.

Weather Emergency Hours:

Even if school has been cancelled or let out early because of snow or other weather emergencies, custodians ARE expected to report to work. Schools close because conditions may be too extreme for school age children, but adults are expected to plan for and cope with Iowa winter weather and driving conditions.

The following schedule will be used by custodial staff for the following situations:

*No School – all evening staff comes in at 12:00 noon.
School out 2 hours early, staff comes in 2 hours early.
School out 1 hour early, staff comes in 1 hour early.*

Should weather conditions warrant a change to this plan you will be notified by your head custodian.

When school has been cancelled for an entire day, their “may” be night activities at a high school. The decision to proceed with these activities is made by the building athletic director and the district athletic director. It is their goal to have the decision made by noon on said day. If there is a night activity it is the expectation that custodial coverage will be provided and the person responsible for coverage will be the lead custodian. Some activities will require more staff, if that is the situation, the head custodian and lead custodian will determine who will be working.

Work Injuries/Accidents:

Accident reports are to be completed by the injured employee and emailed or faxed to the HR Contract Specialist within 24 hours after the accident. The building nurse will make arrangements for the injured employee to be seen at the District’s approved treating provider. In the absence of a nurse, the building secretary or HR Contract Specialist will assist with scheduling an appointment to be seen. If an employee chooses to be treated by any other treatment center and/or physician, he/she may not qualify for any worker’s

compensation insurance benefits and may be responsible for all medical costs related to the incident. This is in accordance with the Iowa Workers Compensation statute.

The District has an active return-to-work program. If the District's treating provider allows an injured worker to return to work with restrictions/limitations, the District will find work within those restrictions somewhere in the District.

It is your responsibility to follow safety procedures and guidelines, as well as all Work Rules. Failure by an employee to follow safety and sanitary work procedures after being instructed or to report any accident for OSHA and Workers Compensation records shall be cause for disciplinary action. Injuries that occur at the workplace do not necessarily prevent you from working, but may alter your task or assignment temporarily.