

CYPRESS FAIRBANKS

INDEPENDENT SCHOOL DISTRICT

LEARN • EMPOWER • ACHIEVE • DREAM



OPERATIONS DEPARTMENT EMPLOYEE BOOKLET

Mission Statement

The mission of the Custodial Department is to provide a clean, safe and secure environment in which learning may take place at the highest level. By doing this, we will be doing our part to help Cypress-Fairbanks Independent School District recruit, retain, educate and graduate its students.

Our overall goal is to be the most efficient and effective custodial operation in the state and beyond. To accomplish this goal our custodians will be trained to the highest standards and be provided with all the resources necessary to deal with the complicated array of situations that arise in the cleaning industry.

About Us

On a daily basis, more than 800 custodians vacuum and spot clean carpet, as well as, clean and sanitize restrooms, classrooms, cafeterias, office areas, common areas, gyms and locker rooms for a total of over 19,000,000 square feet of space.

Other responsibilities of the department include:

- Moving all instructional and administrative furniture within the buildings and between facilities
- Trash removal
- Maintain and sanitize all district buildings
- Pressure-washing sidewalks, bus loading areas, buildings and trash pick-up areas
- Cleaning common areas, administrative areas and animal, bird and reptile areas of the Science Resource Center
- Cleaning and maintaining restrooms, common areas and the yard at the ROPES pavilions of Moore, Millsap and Sheridan elementary schools
- Setting up for all events at the CFISD Exhibit Center
- Cleaning and maintaining the field house and all public areas of Pidgeon Stadium and assist the Berry Center on an as needed basis
- Removing graffiti from interior and exterior surfaces of all district buildings
- Mold remediation
- Repair and maintenance of cafeteria tables throughout the district
- Repair and maintenance of custodial equipment
- Remediate all water and fire intrusions district wide
- Virus outbreak prevention in all schools and support building district wide
- Hazardous waste removal

The Operations Department is responsible for: establishing and implementing cleaning and staffing formulas for daily operations of the district; inspecting all district buildings on a regular basis regarding custodial services; and organizing and maintaining an ongoing training program, including safety training, for the department's personnel.

Employee Conduct

To make the CFISD Operations Department a safer and pleasant place to work, every employee is expected to observe certain standards of conduct, which have been established in the best interest of our employees, our students, visitors, and the school district.

1. Employees shall be courteous to one another and the public, working together in a cooperative spirit to serve the best interests of the district.
2. Each employee is responsible for developing good will toward the district through a courteous, cheerful, and helpful attitude.
3. 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.
4. Always present a positive image. Maintain a neat and clean appearance while at work. Dress in clean clothes daily and wear your badge. Badges must be visible.
5. Provide friendly and courteous service to students, school staff, coworkers, and visitors at all times. Staff members should not lose their temper, avoid arguing, and respond appropriately to students and staff. Use appropriate language and tone of voice. Abuse or rude language shall not be permitted. 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.
6. Do not be a screamer, it may get a person's attention, but it is not professional, courteous, or customer oriented.
7. 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.
8. Never touch a child in anger. Any physical contact can be easily misinterpreted.
9. Customer service – As a public school system, our students are our most important customers, but other people we come in contact with everyday are also our customers. This includes our fellow employees. We need to treat employees and/or our coworkers with the same respect and courtesy we would expect for ourselves. Working together will help all of us care for our most important customers, the students.
10. Reliable and regular attendance is an essential function of the job. You are expected to report to work on a daily basis. All CFISD staff members are expected to report to work when scheduled. Failing to report to work in a reliable and regular manner is in violation of the Working Agreement.

Dress Code

All school employees reflect the standards of the Cypress-Fairbanks Independent School District and the Operations Department. For this reason, dress, grooming and appearance should be appropriate for the school environment.

- Shirts – **Allowed:** shirts, t-shirts, button-down shirts. **Not Allowed:** (1) sleeveless shirts (this includes tank tops and "spaghetti" straps), (2) strap blouses/shirts, (3) shirts that expose the stomach or belly button area.
- Pants – **Allowed:** Jeans or pants. **Not Allowed:** (1) Pants must be worn around the waist – no sagging, (2) sweatpants, (3) short shorts.
- Footwear – **Allowed:** in order to prevent/reduce tripping, slipping, and falling when working, appropriate slip resistant shoes must be worn at all times. Shoes must be closed in at the heel and toe covering the entire foot, non-skid tennis shoes. **Not Allowed:** (1) sandals, (2) stilettos, (3) high heels, (4) flip flops.
- Clothing **must not be:** ripped, torn, contain noticeable holes, soiled, stained, odorous or wet, see-through, excessively wrinkled, excessively loose fitting, excessively tight fitting, short or revealing; inappropriate language or graphics on clothing.
- Badge - The badge is part of the daily wear of an employee.
- Personal appearance – All employees are expected to look presentable, have proper hygiene (deodorant and daily baths are a must), and grooming standards. Hair must be neat, clean, and combed. Hair length will in no case interfere with work assignments or create a hazard.

Access Badge Guidelines

PURPOSE

The Operations Department strives for excellence as well as safety. As a vital part of our security system, a Cy-Fair ISD ID badge with name, photo and department is issued to all employees on their first week of employment. The ID badge will also serve as your electronic key to enter the building and other secured areas as needed. The identification badge serves to identify an individual as an employee of the Cypress Independent School District. Access has been granted to provide a reasonably safe and secure environment. It is your responsibility to comply with the requirements of the department.

GUIDELINES

- All employees are responsible for maintaining building security. You are responsible for badge and keys issued to you.
- Each employee will always wear his/her ID badge while on district property when conducting district business. Employees are **not** permitted to alter their ID badge in anyway (i.e., putting stickers on them).
- The ID card must be worn on the middle or upper part of your body over your wardrobe. Do not wear it on your sleeve. Do not wear it on the belt or loops. Wear it with the appropriate clip. The photo must be displayed at all times. Do not use it backwards.
- Badges are meant for the sole use of the person indicated on the badge. Employee badges are not to be shared/loaned/transferred to any other person.
- Employees are not permitted to use their access badge to allow or assist any unauthorized person to enter or use school district facilities. Visitors shall report to the school office to register and receive proper identification.
- If you were given keys, you may continue to use them in addition to the access badge. All keys are to be turned immediately to your immediate supervisor upon separation of employment.
- If the ID badge is lost or destroyed, the employee will contact their head custodian, area manager within three business days to get a replacement.
- There will be a \$10 replacement fee for all lost badges. The head custodian or area manager will notify you when & where to pick up your new badge. No change will be provided.
- Badges are not to be exposed to high heat temperatures (i.e., in cars).
- Hourly employees have been given badges to utilize the time and attendance system. This system records all in and out swipes by badge number. All swipes on the time and attendance clocks shall be made by the employee personally and no one else. Edits to the records are authorized and approved by the employee's manager.
- Upon resignation/termination of employment, badge must be returned to Operations Human Resources.

If you have any questions regarding these standards or guidelines, please contact your area manager.

Personal Electronic Devices

Operations custodial staff shall **NOT USE** a cell phone, tablets, wireless electronic device, or any headset, earpiece, earphones or other electronic equipment for personal use because it distracts the employee from his/her responsibilities while on duty. Personal cell phone usage is reserved for lunch and break times.

Headphones and Bluetooth devices are not to be used while on duty. Employees must ensure they are aware, focused and attentive to safely perform the essential functions of their job.

Employees who have an emergency, are waiting for an important call, or have another urgent need to use a phone must discuss it with his/her immediate supervisor **BEFORE** usage.

Performance Appraisal

Operations Department staff is evaluated each year on attendance, performance, behavior, and professional characteristics. The evaluation period will be from April 1 through March 31. The evaluation process is designed to benefit the employee. This tool is used to show the strengths and weaknesses of the overall performance of an employee. It helps the employee, as well as the manager see what additional help, training, or changes need to be made to produce a better overall performance.

The steps in the evaluation process are as follows:

1. Area Manager prepares the evaluation form and signs it.

2. Assistant Director reviews evaluation and signs it.
3. Area Manager schedules a formal conference with the employee for the purpose of presenting the evaluation and answering questions.
4. The evaluation is to be dated and signed by the employee to signify evaluation was shown to and discussed with the employee.
5. A copy of the performance evaluation is given to the employee.

A departmental quarterly evaluation on performance may also be conducted.

Safety Booklet & Video

The Operations Department is committed to providing a safe and healthy work environment for all employees, visitors, and students. The safety manual informs you of the safest methods for performing certain tasks within your assigned job duties.

It is the employee's responsibility to access, read, and comply with the contents contained in the **Employee Safety Manual for Custodial Employees**. The safe work practices in this manual are not the only rules and procedures that you will be required to follow; you are responsible for performing your duties in a safe manner that will not bring harm to yourself or others. You are also expected to correct any unsafe act or condition. If you are injured during the course and scope of your duties, you need to immediately report the injury to your supervisor. The booklet is available by accessing the district website at www.cfid.net, department, operations, operations resources, department training.

You can access the safety video at: <https://midwest-employers-casualty.safetysourceonline.com/video/janitorial-safety-15000a-13-min-2/>

Username: CFISDSafety

Password: Safety1

Reporting Child Abuse and Neglect

- All employees are required by state law to report any suspected child abuse or neglect to a law enforcement agency, Child Protective Services, or appropriate state agency within 48 hours of the event that led to the suspicion.
 - Report to Child Protective Services can be made to any law enforcement agency or to the Texas Abuse Hotline (800-252-5400).
 - State law specifies that an employee **may not** delegate to or rely on another person to make the report.
 - Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal.
 - Always keep this information confidential (DO NOT share with friends, family, or coworkers).
 - The 4 types of Abuse are the following:
1. **Physical Abuse** - Non-accidental injury of a child that leaves marks, scars, bruises, burns or broken bones. Some physical indicators may be black eyes, human bites, reluctance to sit down, inappropriate clothing. Some behavioral indicators may be wary of physical contact with adults, behavioral extremes (aggressive or withdrawn, frightened of parents, poor self-concept, cheating, stealing, or lying).
 2. **Emotional Abuse** - Behavior, such as rejecting, terrorizing, berating, ignoring or isolating a child, that causes, or is likely to cause serious impairment of the physical, social, mental or emotional capacities of the child. Some physical indicators may be speech disorders, failure to thrive, lags in emotional development. Some behavioral indicators may be habit disorders (sucking, biting, rocking), sleep disorders, substance abuse.
 3. **Sexual Abuse** - Any inappropriate sexual exposure or touch by an adult to a child, or child to child. This includes, but is not limited to fondling, sexual intercourse, sexual assault, rape, date rape, incest, child prostitution, exposure and pornography. Some physical indicators may be difficulty in walking or sitting, pain or itching in the genital area, STD (Sexually Transmitted Disease). Some behavioral indicators are an abrupt change in personality, withdrawn, and suicide attempts.
 4. **Neglect** - Failure of parents or caretakers to provide needed, age-appropriate care including food, clothing, shelter, protection from harm, and supervision appropriate to the child's development, hygiene and medical care. Some signs or symptoms include constant hunger, poor hygiene, inappropriate clothing for weather conditions and abandonment.

5. **Human Trafficking** – Is considered a serious form of child abuse. It is a form of modern slavery that involves exploiting a person through force, fraud or coercion for the purpose of forced labor, commercial sex, or both. It is the second largest criminal industry worldwide. Traffickers have been known to use schools as a place to recruit victims. Students may recruit other students, and adults may recruit on or near campuses. Some signs include gifts from unknown sources, large amounts of cash on hand, victim has an older “friend/boyfriend,” uses advanced sexual terms, declining grades, tiredness throughout daytime.

Workplace Sexual Harassment Training

Workplace Sexual Harassment, unlawful harassment, and retaliation are prohibited behavior and against district policy. The District/Operations is committed to providing a work environment free of inappropriate and disrespectful behavior, intimidation, communications, and other inappropriate conduct. I understand that my failure to conduct myself in a manner consistent with the training, presented to me below, could result in discipline, which may include termination of employment. The presentation is available to you (1) enclosed with this booklet, (2) on the district operations website under “Operations Resources, (3) you were provided training on the topic on your first day of employment as well as along with the yearly forms.

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 if absence is due to a personal illness. 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 workdays 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 workdays**. A red card must be obtained at the Operations Department Office before returning to your worksite.
- **All employees 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 more than 5 minutes)
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

Absence From Duty Without Communication:

Absence without communication by the employee for more than three (3) consecutive workdays can lead to disciplinary action, up to and including termination. Excessive absences and undocumented absences may also lead to disciplinary action, up to and including termination.

Instructions to Head Custodians on tracking & documenting this type of absence:

- If employee is absent on day #1, head custodian will need to attempt communication with employee; document attempt (date, time, details) and communicate to area manager.
- If employee is absent on day #2, head custodian will need to attempt communication with employee; document attempt (date, time, details) 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. Then, area manager will proceed accordingly.

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 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.cfisd.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

For any direct deposit changes, employee must go in person to the Main Payroll Office located at 11440 Matzke Rd, Cypress, Tx 77429. You must show a current driver license/ID and new account information.

TYPES OF WORKPLACE HARASSMENT

“Sexual Harassment”

UNDERSTAND PREVENT RESPOND



Definition

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, or any conduct or other offensive resulting in unequal treatment of an employee or group of employees, including:

- Advances, requests, or conduct have the effect of interfering with performances of duties or creating an intimidating, hostile or otherwise offensive work environment.
- Submission to such advances, requests, or conduct is explicitly or implicitly a term or condition of employment.
- Submission to or rejection of such advances, requests, or conduct is used as a basis for employment decisions.



HARASSMENT IN THE WORKPLACE

Sexual harassment can occur in a variety of circumstances, including but not limited to the following:



- The victim, as well as the harasser, may be a woman or a man. The victim does not have to be of the opposite sex.
- The harasser can be the victim's supervisor, an agent of the employer, a supervisor in another area, a co-worker, or a non-employee.
- The harasser's conduct must be unwelcome.
- It is helpful for the victim to inform the harasser directly that the conduct is unwelcome and must stop.

EXAMPLES OF HARASSING BEHAVIOR

- Verbal: Derogatory comments, racial or sexual epithets, requests for sexual favors, sexual innuendoes, offensive jokes or stories, repeated propositioning.
- Non-Verbal: Staring, derogatory or suggestive gestures, winking, throwing kisses, shunning, and ostracizing.
- Visual: Offensive pictures, photos, cartoons, posters calendars, magazines or objects.
- Physical: Unwelcome touching, hugging, kissing, patting, stroking, standing too close.
- Written: Unwelcome personal letters, notes, emails, or text messages.



OTHER WAYS OF SEXUAL HARRASSMENT

Examples of potential sexual harassment received in person or via e-mail, telephone text message and/or social networking sites:

- Calling a person, hot, sexy, babe or honey.
- Asking personal questions about sex life.
- Making sexual comments about a person's clothing, body or looks.
- Telling lies or spreading rumors about a person's sex life.
- Asking about sexual fantasies, preferences or history.
- Turning work discussions into sexual topics.



HARASSMENT PREVENTION

Employees' Responsibilities

- Employees are expected to maintain a productive environment that is free from harassing or disruptive activities.
- No form of harassment will be tolerated included harassment for the following reasons: race, color, national origin, religion, sex, disability or age.
- Any employee who believes that he/she is victim of unwelcome harassment has the responsibility to report or file a complaint about the situation as soon as possible.
- The report or complaint should be made to the attention of the immediate supervisor (Head Custodian), or Area Manager [see DIA (LOCAL)] in board policy, or Human Resources if the complaint involves the supervisor.

HARASSMENT PREVENTION

All employees will:

- Avoid behavior that may be misconstrued as possible sexual harassment.
- Avoid sexual jokes, comments, and e-mails.
- Respect a person's indication that your conduct or attention is not welcome.
- Not invade another individual's personal space.
- Not touch anyone without their permission.
- Clearly inform those engaging in inappropriate sexual orientated behavior that they find it objectionable.
- Seek assistance promptly if they are the target of or observe severe or repeated instances of behavior that they believe qualify as sexual harassment.

HARASSMENT PREVENTION

Head Custodian's Responsibilities

- Monitor workplace behavior regularly and enforce respect for one another.
- Treat all complaints seriously and confidentially.
- Do not ignore any allegation. Report it to your Area Manager, Supervisor/Assistant Director or HR immediately.

INVESTIGATION OF HARASSMENT

- All complaints will be investigated in a timely manner.
- All employees are required to cooperate in any investigation.
- A resolution of each complaint will be reached and communicated to all involved parties.
- Any employee, supervisor, or manager who is found to have violated the harassment policy will be subjected to appropriate disciplinary action, up to and including termination.

CIVILITY & RESPECT IN THE WORKPLACE

DEFINITION

A work environment where employees are respectful & considerate in their interactions with one another, as well as with customers, clients and the public.

WHAT DOES A CIVIL & RESPECTFUL WORKPLACE LOOKS LIKE?

- Effective teamwork with positive morale.
- Reduced conflict with among colleagues.
- Effective resolution of conflicts that do arise.
- Respectful leadership at all levels.

HARRASSMENT, DISCRIMINATION AND RETALIATION

The district prohibits sexual harassment and harassment based on a person's race, color, gender, national origin, disability, religion, or age. Employee shall not tolerate harassment of others and shall make reports as required.

Examples of prohibited harassment may include, but are not limited to, offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for workplace accommodation; threatening or intimidating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic or other negative stereotypes; or other types of aggressive conduct such as theft or damage to property.

Retaliation against an employee alleged to have experienced harassment, a witness, or another person who makes a report or participates in an investigation is strictly prohibited. A person who makes a good faith report of prohibited harassment shall not suffer retaliation for making the report.