



**PINE TREE INDEPENDENT SCHOOL DISTRICT  
FACILITY SERVICES DEPARTMENT  
EMPLOYEE HANDBOOK**




## Pine Tree Independent School District Facility Services

On behalf of the Pine Tree Independent School District's Facility Services Department, we welcome you to our department and wish you every success.

We believe that each employee contributes directly to the growth and success of our department, and we hope you will take pride in being a member of our team.

This handbook is a supplemental handbook to the Pine Tree Independent School Districts Employee Handbook and Board Policy and is to acquaint you with the Facility Services Department. We have provided the expectations for our employees and have outlined the policies and programs available. Employees should familiarize themselves with the contents of this handbook along with the District's Employee Handbook.

We hope that your experience will be challenging, enjoyable, and rewarding. Again, welcome!



The success of our operation depends on the coordination of efforts at both campus and departmental levels. Our students are among our organization's most valuable assets. Every employee represents the Facility Services Department. The way we do our jobs presents an image of our entire organization. There is nothing more important than being courteous, friendly, helpful and prompt in the attention you give your students, teachers, administrators and co-workers.

## **Mission Statement**

The Pine Tree Independent School District Facility Services Department provides support and service for students and staff of the public school system. The Department is responsible for maintaining facilities including the physical plant, electrical, mechanical and plumbing systems, energy systems and other utilities.

The Department is responsible for keeping facilities clean, inside and out and providing for the upkeep of buildings and grounds as well as enhancing the environment for student learning.

**CUSTOMER SERVICE IS OUR FOCUS. CUSTOMER SATISFACTION IS OUR GOAL.**

# Department Requirements for all Personnel

## 1. IMAGE AND APPEARANCE:

Facility Services personnel must set a good example and be a role model for students. Personnel must possess proper identification; wear the uniform shirts provided by the District.

Appearance and grooming must be presentable and consistent with setting a good image for the Department, the School District and the Community. In keeping with professional decorum standards:

- a. Earrings may be worn by female employees only. Ears are the only exposed areas of the body on which pierced jewelry may be worn.
- b. Tattoos must be covered.
- c. Men's hair shall be well groomed and not extend below the base of the neck.
- d. Men are permitted facial hair if neatly trimmed and moderate in style.
- e. Shoes that cover the entire foot. At no time will shoes that have an open toe or heel be worn while on duty. Shoes will have a minimal heel height and have a non-slip sole as well as not hinder the ability to perform duties safely.

## 2. CONDUCT:

- a. Use of alcohol, tobacco and illegal drugs is prohibited on school district property.
- b. Comments involving sexual connotation shall not be tolerated.
- c. Use of profanity is not appropriate, anywhere at any time.
- d. Firearms and weapons are prohibited on school property.
- e. Any wrongdoing or illegal acts observed must be reported to your supervisor.

## 3. EMPLOYEE RESPONSIBILITIES

- a. Report and establish a work order for any maintenance and repair at any facility.
- b. Report in at campuses/departments prior to accomplishing work orders.
- c. Perform quality work consistent with trade standards. Clean up work site when finished.
- d. Make verbal commitments/promises only when approved by supervisor/Exec. Director.
- e. Maintain professional relationships with contractors/vendors to avoid even the appearance of a conflict of interest. This will be done by ensuring all business transactions follow established guidelines using the automated District purchase order and work order systems.
- f. Avoid making a verbal diagnosis of problems which may not be accurate.
- g. Report any complaints, dissatisfaction with the job, dissatisfaction with supervisor, unfair practices, unsafe practices, etc., to supervisor/Exec. Director
- h. Supervisors and Head Custodians are to practice an "open door" policy to be available to respond to complaints, dissatisfaction, unfair practices, etc.
- i. Limit the time spent at vendor's establishment. If possible, phone in order in advance. Only stay as long as it takes to get proper supplies and equipment or place special order.

#### **4. SAFETY AND SECURITY**

- a. Use good judgment to protect and safeguard public property.
- b. Pay close attention to the safety and well being of students and staff in all actions.
- c. Use extra care to safeguard keys to buildings and equipment. Do not loan out keys.
- d. Use caution going into schools after hours for work related activities and report any suspicious activity to law enforcement officials and supervisor/ Exec. Director
- e. Read instructions and follow safe practice when operating equipment
- f. Personal Protection Equipment will be worn at all times when doing tasks that require its use. When in doubt when it should be worn ask your supervisor.

#### **5. PERSONNEL OVERTIME ASSIGNMENT**

- a. Each Supervisor/Head Custodian will establish an overtime order list for their personnel.
- b. The work assignment order will be per daily overtime event regardless of the total hours required for the event.
- c. If anyone declines or cannot work an assigned overtime event, they will not be eligible to work any overtime events until their next scheduled turn on the staff assignment overtime order list and the option to work the declined overtime event will go to the next person on the staff assignment overtime list. When a staff member works the declined overtime event it will not affect the normal overtime assignment rotation order. If all staff members decline to work an overtime event or there are multiple events on the same day the Supervisor/Head Custodian will make the assignment decisions.
- d. If there is a change in staff personnel, the new employee will be placed on the staff assignment overtime order list in the same order as the staff they are replacing.

#### **6. PAYROLL REPORTING**

- a. Carefully plan to use leave, when needed. Take note of leave balances on pay check stubs. Abuse will not be tolerated.
- b. Call in to 903 295-5100 if taking sick leave – no later than 1 hour after your scheduled work start time. Failure to call in within this time frame could result in your pay being docked. You must call in everyday that you are out unless you have provided a doctor's excuse that states when you can return to work. If absent more than 3 work days, a doctor's statement is required.
- c. Request vacation time and personal business days, in writing (TimeClock Plus), at least 48 hours in advance.
- d. Overtime must be approved in advance of hours worked. Request to work overtime from your supervisor. Final approval will be given by the Executive Director.
- e. Do not sign in or sign out anyone other than yourself for time worked.
- f. Report any pay discrepancies to supervisor/ Exec. Director.
- g. Lunch period is normally 60 minutes unless otherwise approved; lunch period is 12:00 noon to 1:00 p.m., or based on your shift and determined by your supervisor.

- h. A 15 minute break period in the morning and afternoon are to be taken at the work place. Break times are determined by your supervisor.
- i. Any changes in scheduled work hours, time off, personal business time off (short term such as 15 minutes) must be approved by the supervisor/ Exec. Director. You must clock out to conduct any business (personal) not related to the school.
- j. You may make up no more than 2 hours of time per week. The time must be made up during the week that the time was taken. The supervisor will determine what work will be done to make up the time. Time will be made up no more than twice per month.

## **7. OTHER OUTSIDE EMPLOYMENT**

- a. Outside employment must not interfere with your job.
- b. Conducting other business while at work with the district is not authorized.
- c. Use of District property/equipment/vehicles for other business is not allowed.
- d. Use of personal cellular phones or District cellular phones to conduct outside business while at work is not allowed.

## **8. USE OF TELEPHONES AND COMMUNICATION EQUIPMENT**

- a. Cellular telephones, radios, regular phones and cameras are to be used for official business.
- b. Cell phones will not be used while using maintenance or custodial equipment. This is an unsafe practice.
- c. Advise people calling you that personal calls at work should be limited.
- d. Any long distance calls using the school phone system are for official business only.

## **9. REQUIREMENTS FOR DRIVING A DISTRICT VEHICLE (Including but not limited to Sedans, Vans, Suburban's and Trucks)**

This procedure establishes requirements for driving a district vehicle. This district procedure does not supersede Texas Law, or laws of any other state, regarding the operation of a motor vehicle. This procedure does not address requirements for driving a school bus.

Employees who have been assigned to or share the use of a district support vehicle in the performance of their duties must comply with the following requirements:

- a. Must possess a valid Texas Drivers License (Class C)
- b. Drivers of district vehicles must maintain an acceptable Motor Vehicle Report (MVR). The employees driving record must not exceed the 10 point system as defined by the Department of Public Safety.
- c. The employee is required to report any citation issued to them by a law enforcement officer to the Director of Transportation and their immediate supervisor within 24 hours.
- d. District vehicle operators are required to keep district vehicles free of trash, debris and maintained in a manner prescribed by the Director of Transportation.
- e. District vehicle operators are required to report any accident to their supervisor and the Director of Transportation immediately.

- f. District vehicle operators must provide a copy of their valid Texas driver's license (front and back) and a copy of the employee's district identification badge to the Director of Transportation for the purpose of establishing each individual in a district data base.
- g. District vehicle operators must attend a 2-hour Defensive Driving Course (DDC) conducted by the district's Transportation Department every two (2) years.
- h. The use of a district vehicle may only be for authorized district business and activities.
- i. A district vehicle may not be driven to an employee's personal residence.

#### Additional Requirements for Suburban Drivers routinely transporting student passengers

- a. An annual DOT Physical
- b. Bus Driver Certification
- c. Drug and Alcohol Testing (Safety Sensitive Function)

#### Requirements for Activity Bus Drivers

Activity Bus Operators must comply with the same requirements as a Texas School Bus Driver. Those planning to use district activity buses should contact the Director of Transportation for qualification requirements.

#### Additional Requirements for Facility Services Staff

- a. District vehicles are for official use only.  
Vehicles may be used to go to lunch at or near your place of work (campus or district building). Ask your supervisor if a location is questionable.
- b. Refrain from parking on grass and sidewalks during service calls at campuses and departments.
- c. Obey traffic laws, speed limits and signals. (The district is not responsible for traffic tickets)
- d. Acquire fuel from the Transportation Department and fill-out the fuel use form provided.
- e. Do not use cellular phones when refueling equipment or vehicles.

### **10. USE OF TOOLS**

- a. School district tools and equipment shall not be taken home for personal use and shall not be loaned out to others for this purpose.
- b. Replacing worn out tools must be approved in advance by supervisor/ Exec. Director.
- c. Personal tools are *not* to be used at work.

This handbook addresses issues you may encounter in day to day activities. It does not address every situation you may encounter. You should reference the District Employee Handbook as well as District School Board policy.

Questions or clarification on any of these requirements should be referred to your supervisor or the Executive Director of Facility Services and Technology.

# **EMPLOYEE ACKNOWLEDGMENT**

## **FACILITY SERVICES HANDBOOK RECEIPT**

Name: \_\_\_\_\_

Campus/Department: \_\_\_\_\_

I hereby acknowledge receiving a copy of the Pine Tree ISD Facility Services Handbook. I agree to read the handbook and to practice all standards defined or referenced in this document.

The information contained in this booklet is subject to change. I understand that all changes to these Standards will be provided to me in written format. I acknowledge responsibility to keep my copy of this document up to date at all times. All changes will supersede, modify, or render obsolete information contained within this document.

I understand that if I have any questions regarding the information addressed within this document, I may approach my direct supervisor to receive clarification.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_