



# Facilities & Construction Department

## Employee Guidelines

June 2017

**These guidelines are neither a contract nor a substitute for the official district employee handbook. Nor is it intended to alter the at-will status of non-contract employees. Rather, it is a guide and a brief explanation of department and district guidelines.**

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## **Manor Independent School District Mission Statement**

Together, we will ensure the social, emotional, and academic development of every student so they will become successful, responsible citizens and quality contributors.

## **Facilities & Construction Mission Statement**

We serve students, faculty, and taxpayers by providing safe, clean, attractive facilities to help them achieve their academic and extracurricular goals. By doing this we help our organization achieve excellence and recognition among our peers. We strive for continuous improvement with the aid of innovative solutions, benchmark comparisons and ongoing training.

## **New Employee Department Orientation**

Orientation of new hires is the responsibility of the immediate supervisor. Orientation will include, but is not limited to:

- Tour of MISD and facilities as appropriate per position
- Review of Facilities and Construction Department handbook and procedures
- Department organization, resources, and chain of command expectations
- Schedule, training, and employee safety
- Job performance and duty expectations
- Breaks and lunch periods
- Work flow and paperwork requirements
- Review of clock in/out procedures
- Keys and proxy card expectations

## Resignations

(HB pg. 47) [DFE\(LEGAL\)](#) [DFE\(LOCAL\)](#)

At-will employees may resign their position at any time. A written notice of resignation must include the effective date of separation and must be submitted to the employee's supervisor or the MISD Human Resources office with the effective date of separation. A two-week notice is preferred to provide management sufficient time to fill the position.

## Performance Evaluations

(HB pg. 17) [DN\(LOCAL\)](#)

Performance evaluation is a continuous process conducted by the immediate supervisor and departmental administrators that focuses on improvement. Formal written evaluations of work performance will be completed for all employees by the immediate supervisor at least once per year. Evaluations are conducted to discuss strengths, possible areas for improvement, and goals for the following year. Unsatisfactory performance may result in corrective or disciplinary action or termination of employment. If an employee is not satisfied with parts of an appraisal, she/he may submit a written response to the appraisal to be included with the formal appraisal.

## Professional Development

As a department we encourage professional development in the area of their trade or craft, customer service, school business, or other areas that help us meet the needs of

the district. Professional development plans should be reviewed and approved by the supervisor. Additionally, supervisors may require professional development for individuals or teams as part of an individual growth plan or as part of general professional development.

## **Schedules & Assignments** (HB pg. 15) [DK\(LOCAL\)](#)

The daily, weekly, planned, and emergency work schedules are developed by the immediate supervisor and departmental administrators.

- Employees are required to work the regularly scheduled hours established by their supervisor.
- Starting and ending times are based on the needs of school operations and determined by the Director of Facilities and Construction with input from the Supervisor.
- Hourly employees are required to track all their time accurately in the Skyward system.
- Employees may be required to work different shifts, including weekends, or holidays, to meet the needs of the district and the department. No schedule should be considered permanent.
- Holiday and summer schedules will be posted in advance. All employees are required to adhere to posted schedules.
- Employees must notify their immediate supervisor if they leave their assigned work area or duties for personal reasons. Unless the absence is for MISD school business, the employee must clock out when leaving and clock back in upon returning to work.
- Clean up, paper work, and travel time back to the shop is not to begin more than (30) minutes prior to the end of a shift.
- Employees should return to the shop, fuel, inspect, park, and secure all truck/vans or assigned tools and equipment at the end of their assigned shift.

## **Breaks**

### [TWC-Fair Labor Standards Act](#)

Texas and Federal law has no break requirement other than OSHA rules about restroom breaks for sanitation purposes. Manor ISD has adopted the following guidelines for breaks. Breaks are unpaid, voluntary, and are taken at the discretion of

the supervisor based on need and workload. Breaks are not to be EXPECTED on a daily basis. Outside of *optional* breaks, employees *shall not* stop working for breakfast, snacks, drinks, etc. at any point during the day.

## Skyward Electronic TimeKeeping System

[DEAB\(LEGAL\)](#) [DEAB\(LOCAL\)](#) [MISD Rounding Procedures](#)

Skyward is the electronic timekeeping system used to record employees' work hours on behalf of Manor ISD. It is a job requirement that all non-exempt employees are required to "clock in" and "clock out" using the Skyward electronic time clocks. Time sheets should be submitted at the end of the shift on Friday but no later than 9:00 AM on Monday following the previous work week. Exceptions will be made if the employee has been absent from work. Handwritten time sheets **are not** to be used unless authorized by the immediate supervisor. Failure to comply with these requirements shall be grounds for disciplinary action, including possible termination.

This summary is intended to provide a brief overview of the way employees should utilize the Skyward system.

- Employees shall clock in when starting work and clock out at the end of the workday.
- Employees should not clock in more than 5 minutes before or after their scheduled time unless authorized in advance by the Director or Department Supervisor.
- Employees leaving work or stopping work for any personal reason during the day **must** clock out when leaving and clock in when they return.
- Employees should not clock out before the end of their work day, unless authorized by the Director or Department Supervisor.
- Employee punch in and out times will be rounded to the nearest quarter-hour.
- If an employee needs to edit an existing time or add a missing time, the employee must notify his/her supervisor to complete a timesheet edit form.
- All non-work related activities must be conducted off the clock and not in district vehicles or facilities.
- Clocking in or out for another employee may be cause for immediate termination of employment.
- Overtime must be approved by the Director of Facilities and Construction and/or Department Supervisor.
- On-call employees are required to document work hours first thing the morning after on-call duty if unable to clock in. Supervisors are responsible for verifying.

- If an employee is unable to clock in or out for any reason, it is the responsibility of the employee to immediately inform their supervisor.
- It is the employee's responsibility to ensure that timesheets submitted are an accurate reflection of time worked on behalf of Manor ISD

## Tardiness and Early Clock Out

It is the intent of MISD to be fair and reasonable in dealing with instances of tardiness. Employees are expected to work their assigned schedule and arrive and depart on time. An employee is considered "tardy" when he/she clocks in after his or her assigned schedule. Similarly, an employee who leaves prior to the end of their scheduled shift without permission is liable for not fulfilling their duties. If a situation arises that prevents an employee from arriving on time or needs to leave early, the employee is required to notify their supervisor immediately.

## **Guidelines for Disciplinary Action**

### [DCD\(LEGAL\)](#) [DCD\(LOCAL\)](#)

Disciplinary forms are completed by supervisor and placed in the employee's personnel file. Continued excessive failure to comply may lead to recommendation for termination by the director.

- First offense = Documented verbal warning
- Second offense = 1st written warning
- Third offense = 2nd written warning and possible probation and corrective action plan
- Fourth offense = Recommendation to HR for termination

Written warnings will include periodical follow ups with his/her supervisor to ensure employee is improving where needed. In addition, written warnings may accompany a probationary period. This probationary period should be used as an opportunity for improvement and constructive feedback. If the employee has not shown improvement after a probationary period, the director may recommend termination to the HR Department.

Offenses include but are not limited to:

- Neglect of duty
- Excessive tardiness
- Failure to follow directives
- Lack of regular attendance

- Insubordination
- Unsatisfactory performance
- Substandard work quality
- Failure to follow safe work practices and procedures
- Unauthorized absence(s) i.e. “no call/ no show”
- Dishonesty
- Ineffective use of time or resources
- Failure to follow department or district policies and procedures

The following are considered serious offenses. Due to the severity of these infractions, all employees involved will be subject to immediate disciplinary action, including final written warning or possible recommendation for termination to the HR Department by the director.

- Interference with the time clocks or related computing equipment.
- Interference with another employee’s use of the time clock.
- Unauthorized alteration of timekeeping data.
- Clocking in or out for another employee or allowing someone to clock the employee in or out on his/her behalf.
- Clocking in or out at a location other than the Facilities and Construction office or assigned location, without permission from the immediate supervisor.
- Compromising safety guidelines causing danger to oneself or others.

## **ID/Proxy Card**

Employees are required to wear their ID badge at all times while on duty. Frequent forgetting of ID badges/proxy card or loss of either may be cause for disciplinary action. Lost ID badges and/or proxy cards must be reported to the supervisor immediately. In order to receive a new proxy card the employee will have to purchase a replacement. Replacement ID badges can be obtained at Human Resources office at no cost. Proxy cards can be replaced in the Facilities and Construction office for \$25.00. Payment of lost proxy cards must be by check or cash only. Damaged cards will be replaced free of charge if they are returned to the Facilities and Construction office.

## **Keys/Codes/Passwords**

- Employees are responsible for issued key(s) and codes or passwords for alarm systems.
- Unauthorized duplication of keys is strictly prohibited.
- Codes and passwords must be kept confidential. Employees are not allowed to release key(s), codes, or passwords to other employees, contractors, family members or unauthorized individuals to gain unauthorized access to district facilities.
- Loss or damage of keys shall be reported to the supervisor immediately.
- All keys must be returned upon leaving employment with the District. Failure to do so may result in delaying the distribution of the employee's final paycheck.

Due to the severity of key/code/password infractions, all employees involved will be subject to immediate disciplinary action, including possible recommendation for termination by the director.

## Pay Information

(HB pg. 18) [DEAB\(LEGAL\)](#) [DEAB\(LOCAL\)](#)

### Paydays and Time Sheets

- Facilities and Construction non-exempt auxiliary employees are paid semi-monthly according to the District's published payroll schedule.
- Each employee is responsible for clocking in and out according to the timekeeping rules as outlined previously in these guidelines.
- Time sheets are based on the Skyward time clock records and each employee is responsible for reviewing their time sheet for accuracy prior to submission.
- Employees can access Employee Access through Skyward for an itemized statement of wages when payroll makes the direct deposit.

### Types of Pay

#### Regular

- The normal workday for full time employees is eight (8) working hours and an unpaid lunch break.
- Breaks are determined by need by the supervisor and are not required.

- Lunch breaks are for time away from the assigned job or assignment. Travel time to or from lunch is part of the employee's lunch break.

## Overtime

- The district pays overtime to nonexempt (hourly) employees in accordance with federal wage and hour laws. Professional and exempt employees are ineligible for overtime compensation.
- Overtime is legally defined as all hours worked in excess of 40 hours weekly and is not measured by the day or by the employee's regular work schedule. Employees who must work beyond their normal work schedule but less than 40 hours per week will be compensated in straight-time pay or equivalent time off in the same workweek.
- For the purposes of calculating overtime, a workweek begins at 12:01 a.m. Monday and ends at midnight Sunday.
- Overtime must be approved in advance by the director or immediate supervisor. Overtime is paid at 1.5 times the employee's rate.

## Call Back Pay

- Employees called back after normal work hours shall be paid for the actual time worked with a minimum of two (2) hours overtime.
- Employees must clock in to Skyward, when possible, to record time worked.
- Employees called to remotely access or alter district systems, which does not require returning to work, shall be paid a minimum of 30 minutes overtime, up to the amount of time actually worked.
- Employees called back more than once in the same work week will be paid the larger of:
  1. Two hours overtime, but not 2 hours for each call back, or
  2. The actual hours worked.

## Emergency Personnel

### [CKC\(LEGAL\) CKC\(LOCAL\)](#)

Emergency personnel consist of designated maintenance positions listed in reporting order below. Other positions may be added to this "emergency personnel" group, if approved by the director. Emergency personnel will respond to emergency situations,

including but not limited to severe weather conditions (freeze protection, sanding ramps and sidewalks, storm or flood assistance, loss of power to facilities), fire, vandalism, major water leaks, sewer stoppage, and compromised alarm or security systems to assure the safe and orderly opening of schools, the protection and repair of facilities, or any determination the superintendent or director has requested.

### **Emergency Response Reporting Order**

Tier 1	Tier 2
Director	Grounds Staff
M&O Coordinator	Maintenance Staff
Maintenance Supervisor	Office Staff
Grounds Supervisor	
Custodial Supervisor	

### **Actions and Responsibilities**

When notified to respond, all “emergency personnel” **must** report to the Facilities and Construction Department as soon as safely possible and prepare to be dispatched. Actions may include moving vehicles to different locations, setting-up a phone chain, or preparing for a news release such as school closings or delays. Emergency personnel should stay aware and monitor impending weather and storm related conditions or changes. All radios and cell phones should have charged batteries at all times. Employees should communicate with their immediate supervisor for further instruction.

### **Natural Disasters**

In the event of a natural disaster (tornado, high wind damage, flood, etc.) all Facilities and Construction employees will phone their supervisor in order to receive directions. In the event that the maintenance facility is affected by the disaster, all employees will report to the Central Administrative Complex Board Room at 10335 US Hwy 290 East.

# Absences

(HB pg. 22) [DEC\(LEGAL\)](#) [DEC\(LOCAL\)](#)

Regular and reliable attendance is essential for efficient operations at Manor ISD. All absences (scheduled and unscheduled) must be documented on the MISD Skyward Employee Access System. All time off requests must be approved by the employee's supervisor prior to taking vacation or personal time per scheduled absences guidelines.

## Scheduled Absences

The following types of absences are to be scheduled and approved at least **three (3) workdays in advance**. All scheduled absences must be approved in advance by the employee's supervisor, using Skyward.

Type of Absence	Minimum advance notice required
Vacation in excess of 3 consecutive days	As many days as are requested off in Employee Access
Jury Duty	Within Three (3) days of receipt of Jury Summons
Non-Emergency / Personal	Three (3) days
Workshops / Conferences	As soon as confirmed and approved

### Unscheduled Absences

Some absences cannot be scheduled in advance, such as:

1. Personal and family illness
2. Emergency personal business
3. Bereavement

It is the employee’s responsibility to call in and notify **their supervisor** that he/she will not be reporting to work as scheduled. As soon as the employee returns from an unscheduled absence, he/she shall enter a time off request in Employee Access.

Failure to notify supervisor of absence for three non-consecutive days within a 4-week period or three consecutive days may result in disciplinary action or recommendation for termination.

### Partial Day Absences

For partial day absences, such as leaving during the day due to illness, hourly employees will be paid for the actual hours worked that day plus any approved time off. If a time off request is not submitted, the employee will be docked accordingly.

## Failure to Notify Supervisor of Absences

Failure to notify the supervisor of an absence, including partial day absences, may be cause for disciplinary action including recommendation for termination.

Failure to notify supervisor of absence for three non-consecutive days within a 4-week period or three consecutive days may result in disciplinary action or recommendation for termination.

## Docked Pay

If non-exempt employees are absent and have used all their sick, personal, vacation days, etc. their missed day of work shall be docked for the time missed, based on their pay rate. Also, pay will be docked for non-exempt employees paid on an annualized basis who fail to work their full number of scheduled hours during any given work week.

## Notification Process

If an employee is unable to work as scheduled, for any reason, the employee must contact the Supervisor at least one hour prior to scheduled time. Calling in is the responsibility of the employee. It is best practice for the employee to secure confirmation from the supervisor to ensure the employee is not accidentally listed as a “no call/no show”. A “no call/no show” requires a conference with the director.

## Vacation

Vacation requests are not guaranteed to be approved. **Approval is at the discretion of the supervisor based on workload and need of the department.** Employees must request their vacation time in advance. The request for vacation must be pre-approved by the supervisor no less than the greater of three days or the number of days requested off for the vacation.

After the employee obtains pre-approval from their supervisor, the request for vacation must be submitted via Employee Access.

Vacation during the summer will be approved *if* it does not conflict with the heavy summer workload. Vacations will not be approved during the last two weeks of school

and the two weeks prior to school beginning except in extenuating circumstances and otherwise approved by the Director of Facilities and Construction.

## General Practices

### Uniform and Dress Code(HB pg. 33)

- Employees are expected to comply with the district's guidelines on dress requirements. Technicians are required to wear appropriate clothing to promote safety in the course of their duties.
- Uniforms may be provided to department employees and laundered weekly. Any discrepancies in size, appearance or quantity shall be reported to your supervisor promptly.
- Uniforms should fit properly, be clean, neat, untoned, unstained, and not tattered in appearance. Caps may be worn outdoors and indoors. Shirts will be worn buttoned and tucked into pants. Pants are not to be tucked into socks or boots.
- Office staff is required to dress in an appropriate manner to greet and receive the public and district staff daily.
- Upon leaving the district all uniforms must be returned within two (2) business days of employee's last day of work. Cost for any shortage of uniforms will be the responsibility of the employee.

## Personal Hygiene

(HB pg. 33)

Employees are required to follow the rules of good grooming and personal hygiene. Cleanliness and personal neatness are expected at all times.

1. Hair should be worn neatly and kept clean.
2. Beards, sideburns, and mustaches are to be neatly trimmed.
3. Strong or offensive cologne or perfume is not to be used.
4. Care should be taken to prevent reporting to work with offensive body odor.

## Smoking and Tobacco

(HB pg. 41) [DH\(LEGAL\)](#), [DH\(LOCAL\)](#) [GKA\(LEGAL\)](#) [GKA\(LOCAL\)](#)

An employee shall not smoke or use tobacco products or e-cigarettes on District property, in District vehicles, or at school-related activities.

"E-cigarette" means an electronic cigarette or any other device that simulates smoking by using a mechanical heating element, battery, or electronic circuit to deliver nicotine or other substances to the individual inhaling from the device. The term does not include a prescription medical device unrelated to the cessation of smoking. The term includes:

1. A device regardless of whether it is manufactured, distributed, or sold as an e-cigarette, e-cigar, or e-pipe or under another product name or description; and
2. A component, part, or accessory for the device, regardless of whether the component, part, or accessory is sold separately from the device. Health and Safety Code 161.081(1-a)

Violation of District policy may result in disciplinary action which may include termination of employment. This policy carries penal code enforcement.

## Visitors

(HB pg. 44) [GKC\(LEGAL\)](#) [GKC\(LOCAL\)](#)

Visitors are to report to the office upon arrival. Visitors are not allowed in the back offices or work areas at any time without a district employee escort. Authorized visitors will receive directions or be escorted to their destination. Employees who observe an unauthorized individual on the district premises should immediately direct him or her to the building front office and contact the administrator in charge.

## Personal Phone Calls and Use of Electronic Media

(HB pg. 37) [DH\(LOCAL\)](#)

Employees are to limit personal phone calls while on duty. The employee shall limit use of personal electronic communication devices to send or receive calls, text messages, pictures, and videos during scheduled meal times and before/after scheduled work hours, unless there is an emergency or the use is authorized by a supervisor to conduct district business.

## Work Order Processing

At a minimum all work orders are to be updated or completed in SchoolDude daily at the end of the shift. Leaving this for the next day may cause delays if emergencies arise or if the employee is absent the following day. When completing work orders in SchoolDude include a detailed description of the work performed, labor hours, and any

parts used to complete the work order. Paperwork is to be kept orderly and manageable to prevent loss or damage from water, rain, or food.

- Submit paperwork, receipts, and completed work orders daily.
- Facilities staff will update work orders on behalf of contract services rendered.
- Use the Issue/Purchase Transaction to log all parts used to complete a work order.

## Work Rules

Employees are to follow the rules of professional conduct and observe them in the field and at all MISD facilities. Employees are expected to act professionally and with regard to the safety and wellbeing of others. This includes following chain of command and allowing supervisors and department administrators to address and resolve any issues first. Supervisors serve as a resource for their employees and are responsible for helping employees address employment related issues.

Employees may not:

- Remove district property, of any kind, from MISD for personal or private use.
- Tamper with or remove personal items of others.
- Misuse or tamper with supplies and/or equipment.

## Computer, Cell Phone, Tablet and Technology Access

(HB pg. 37) [CQ\(LEGAL\)](#) [CQ\(LOCAL\)](#)

Computers and technology are a vital part of the accountability of each employee and department.

- Employees assigned a computer are to use this tool for MISD business only.
- Accessing inappropriate websites is prohibited.
- Removing MISD technology equipment is prohibited.
- Downloading unlicensed software or placing unlicensed software from other sources onto district resources is prohibited.
- Unauthorized access to databases or “hacking” is prohibited.
- Changing access passwords to databases without approval from the Director of Facilities and Construction is considered a breach of security and is prohibited.
- Sharing a password with other employees is considered serious, a breach of security, and is prohibited.

- Upon leaving the district all computers and electronic devices, including chargers, must be turned in. Cost for any missing devices will be the responsibility of the employee.

## Security

Security and safety in MISD are essential in protecting the district from large financial losses due to thefts, pilferage, injury, and property damage. Employees must be aware that they are an important part of the district safety and security effort.

- Employees shall carefully follow building safety and security procedures.
- School opening and closing procedures must be strictly followed to assure that all events are safe from threat and vandalism.
- Unauthorized after-hours entry into a school/district owned facility for personal use is prohibited.
- Gates at the Facilities & Construction office will be locked at the end of each day. Employees returning after hours for overtime work will be responsible for ensuring gates are locked prior to leaving.

## Safety (General)

### [CK\(LEGAL\)](#)

- If you see an unsafe condition, report it to your supervisor to create a work order for correction.
- Keep vehicles neat and orderly at all times.
- Use of PPE (Personal Protective Equipment) is required while performing job duties.
- Report any vehicle maintenance problems to supervisor immediately.
- Lock vehicles when not attended.
- Keep work areas neat and orderly at all times.
- Employees who utilize unsafe practices that place students or staff in a dangerous situation are subject to immediate termination recommendation based on the expectation of sound judgement and safe practice procedures.

## District Vehicles

### [DH\(LOCAL\)](#)

- **All Facilities and Construction employees must have a valid Texas Driver's License.**
- Employees assigned a district vehicle for the purpose of commuting within the district shall be responsible for the vehicle from the time it is assigned to the time it is released. This includes during the daily activities and in the off-hours while not in operation. Vehicles should be kept inside the fence and locked at the end of every shift.
- Think safety at all times and remain alert. Drive defensively and reduce all chances of risk. Be Safe!
- Seat belts must be worn by drivers and all passengers. All doors must be closed while vehicle is in transit.
- The use of all tobacco products on and in school district facilities, grounds, and district vehicles is strictly prohibited.
- Cell phone use and texting while driving is prohibited while vehicle is in motion.
- Eating/drinking while driving is discouraged while vehicle is in motion.
- No unauthorized passengers are to drive and/or ride in MISD vehicles.
- All vehicles must be kept clean, neat, fueled, locked at all times, and ready to be dispatched daily.
- Employee must report a DWI or Driver's License Suspension/Revocation immediately to their supervisor or within three (3) calendar days. The employee may be suspended from driving a district vehicle until the driver is either convicted or proven not guilty. A DWI conviction may result in prohibited use of district vehicle and possible termination.
- The employee is responsible for reporting any vehicular malfunction and/or safety issue. This includes keeping the safety inspection current and maintenance records up to date with Admin Associates.
- Work requests to repair any deficiency of MISD maintenance vehicles are the responsibility of the employee assigned to the vehicle.
- It is the responsibility of the driver to report any and all accidents immediately to their Supervisor.
- Obey all state and local traffic laws and posted speed limits. Traffic tickets in district vehicles are the responsibility of the driver and must be reported to their Supervisor no matter the reason, outcome or fault.
- District vehicles are not to be used for personal transportation.
- No out of district travel is allowed unless in the action of performing a repair (getting emergency parts) or authorized by the Director of Facilities and Construction or supervisor.

## Automated Vehicle Notifications

- The following items will generate an automatic notification to Department Supervisors. Violations of these driving policies may result in disciplinary actions:
  - Speeding over posted limits
  - Seatbelt not being worn in a moving vehicle
  - Idle time that exceeds 10 minutes
  - Unauthorized removal of GeoTab device
  - Excessive drive time through use of indirect routes

## Accident or Injury

When an accident or injury occurs, no matter how minor, the following steps shall be taken:

1. The employee or witness will report the injury to the injured employee's supervisor at the time of the injury.
2. A "First Report of Injury" must be completed by the employee's supervisor or a Human Resources representative as soon as possible.
3. The employee's supervisor will be responsible for submitting this form through the TASB website to the Human Resource Department.

Employees must comply with the following procedures:

1. An employee who suffers from an on-the-job injury/illness shall report the accident to his supervisor **immediately**.
2. If an employee is off duty, and a non-job related accident occurs that prevents the employee from returning to work, he/she should notify their supervisor as soon as possible. (Non-job related injuries/illnesses are not covered by Workers' Compensation Insurance.)
3. Within the Alliance and the Division of Workers' Compensation, each employee has the sole right to select the physician or medical facilities of their choice for medical assistance. The Texas Association of School Boards (TASB) workers' compensation adjuster in collaboration with the Texas Workers' Compensation Commission may require a second opinion from a doctor of their choice any time during the claim period.

## Conflict of Interest

[CB\(LOCAL\)](#) [DBD\(LEGAL\)](#) [DBD\(LOCAL\)](#)

Employees are required to disclose in writing to the district any situation that creates a potential conflict of interest with proper discharge of assigned duties and responsibilities or creates a potential conflict of interest with the best interest of the district. This includes the following:

- A personal financial interest
- A business interest
- Any obligation or relationship
- Non-school employment

## Gifts and Favors

[DBD\(LEGAL\)](#) [DBD\(LOCAL\)](#)

Employees may not accept gifts or favors that could influence, or be construed to influence, the employee's discharge of assigned duties. The acceptance of a gift, favor, or service that might reasonably tend to influence a selection or purchase could result in criminal charges. This does not include staff development or training materials that convey information or contribute to the overall improvement of the department.

## Employee Arrests and Convictions

[DH\(LEGAL\)](#), [DH\(LOCAL\)](#)

An employee must notify his or her immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication. Failure to report an incident may result in termination.

## Acknowledgement of Understanding

This is to verify that I have received a copy of the Facilities and Construction Department Employee Guidelines. I understand that the employee handbook I received contains specific information, rules, and consequences that are extremely important and that I must read and complete this form to acknowledge my understanding of the district and department guidelines. I also understand that should any conflict exist between any language in this handbook and District policies and procedures, District policies and procedures shall prevail.

<b>Key and Security Code Acknowledgement</b>
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I understand that I have been provided keys for access to the district's facilities. It is my responsibility to ensure that these keys remain in my possession at all times along with any codes or passwords provided for alarm systems and that these codes shall remain confidential.

Upon termination, extended absence, reassignment, or departure from the district, employees are required to return keys to the proper administrator within two (2) days. Loss or damage of keys shall be reported to the supervisor immediately. Replacement of keys to district employees will be at the expense of the employee, for all unusual circumstances, and may include any additional costs required as to not compromise the integrity of the facility.

I have received district keys:      yes      no

### **Tools Obligation Acknowledgement**

I understand I am responsible for all tools and equipment issued to me. I further understand that in the event tools or equipment issued to me are misplaced or lost, I will be expected to replace them. In accordance with the standard procedure, any extenuating circumstances will be considered on a case-by-case basis.

I have received district tools:      yes      no

### **Electronic Devices/Equipment Acknowledgement**

I understand I am responsible for all electronic devices/equipment issued to me. I further understand that in the event electronic devices/equipment issued to me are misplaced or lost, I will be expected to replace them. In accordance with the standard procedure, any extenuating circumstances will be considered on a case-by-case basis.

I have received district electronic devices/equipment:      yes      no

\_\_\_\_\_  
Employee's Name (Please Print)

\_\_\_\_\_  
Department

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

**Please sign and return this page to the Facilities and Construction office upon completion.**