

BIRDVILLE ISD

FACILITIES MANAGEMENT Department Employee HANDBOOK

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Birdville Independent School District
Facilities Management Department
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Table of Contents

Mission Statement-----	2
Overview of the Facilities Management Department -----	3
Employment-----	5
Schedules -----	8
Breaks & Meal Periods -----	10
Absenteeism and Tardiness -----	11
Reporting Time Off-Leaves and Absences -----	12
Dress Code -----	15
District Issued Shirts & Safety Equipment-----	15
Use of District Property -----	15
Cellular Telephones-----	16
Electronic Communication System (EMAIL) -----	17-21
Vehicle Regulations, Vehicle Accidents-----	22--26
Keys and Locks -----	27
Recycling-----	27
District Property Control-----	27
Asbestos Management (AHERA)-----	28
Staff Directory-----	29
Employee Acknowledgement of Understanding -----	30

Mission Statement

TO PROUDLY SUPPORT BISD BY PROVIDING EXCEPTIONAL FACILITIES
CONDUCTIVE TO QUALITY LEARNING

In addition:

The management team of the Facilities Management Department is committed to treating employees with dignity and respect, fostering positive attitudes and acceptable behavior; recognizing satisfactory employee performance, administering policies fairly, and communicating the plans and directions of the department to all employees.

Overview of the FACILITIES MANAGEMENT Department

Organization

The Facilities Management Department employs a force of professional, paraprofessional, and manual trade employees. Department employees include: custodians, groundskeepers, carpenters, general maintenance, electricians, plumbers, HVAC technicians, special systems techs, painters, and locksmiths. Our employees can respond to urgent and specialized needs and provide continuity of basic maintenance and repair programs. They also offer a timely and efficient response to minor renovation projects.

Project Scope of Work

At times, the Facilities Management Department is called upon to render services for many alterations and renovation projects by various departments. While the Facilities Management Department is a repair and maintenance organization, at times it is effective to take on projects of a limited scope. Projects that require specialized equipment or are scientific or technological in scope are usually contracted out to local contractors. The Facilities Management Department works with the Purchasing Department in the administering of all contracts and services for these projects.

Emergencies

In the event of an emergency between the hours of 7:00 a.m. through 5:00 p.m., during the school year all calls for emergency service should be made to Facilities Management (817)547-5858.

In the event of an emergency between the hours of 5:00 p.m. through 7:00 a.m., holidays, and weekends all calls for service should be made to the Facilities Management On Call Supervisor at (817)688-7930.

Safety

Working safely is a priority in the FM department. We promote it through our actions, programs, incentives, and meetings. All accidents or incidents must be properly documented in a timely and precise manner to ensure that employees and issues are taken care of as quickly as possible. Safety suggestions are always encouraged as a part of our culture. Employees are required to get familiar with our Department Safety Handbook.

Preventive Maintenance

Preventive maintenance is the scheduled attention to the physical needs of a system that results in the reduction of the possibility of breakdown and the lengthening of the life of a system. Facilities Management schedules routine preventive maintenance checks on building, roof, electrical, plumbing & HVAC, mechanical systems.

Grounds

The District takes a great deal of pride in the appearance of its buildings, grounds, and landscaping. The Facilities Management Department employs a grounds crew that is responsible for turf maintenance and care of shrubs. Hundreds of students utilize the facilities daily. It takes conscious efforts on everyone's part to help keep the campus grounds and buildings as free of litter, graffiti, and abuse as possible. Please help keep your campus clean.

Pest Management

The Board of Trustees adopted an Integrated Pest Management Program for the use of pesticides, herbicides, and other chemical agents to control pests, rodents, insects, and weeds at school buildings and other school facilities. Currently the District contracts with a pest control company that has a structural pest control business license, in addition we have a District employee who is licensed as a certified non-commercial applicator or technician to perform the pest management services. Before treating a school building for pest control, the District shall ensure that the necessary signs and information for employees and parents of students are posted or made available.

Under no circumstances should any individual bring on to district property pesticides, traps, or any other means of pest control. Any questions in this matter have to be directed to the district's IPM Coordinator. Not following this policy runs the risk of violating State Law and Board Policy.

For further information regarding the District's integrated pest control program, please visit the District website.

Work Orders

Work orders should be submitted as soon as possible in order to get them scheduled and completed in a timely manner. Work orders are received, reviewed, and scheduled by a trade supervisor or a department lead. Work is assigned to manual trade staff and is generally performed by a reasonable due date unless material is not in stock or available. All work orders will be acknowledged and responded to by the end of the business day, in which the work order is received, and subsequently scheduled as time permits.

Work orders should be submitted via the Facilities Management work order system located under the staff support portal at Birdvilleschools.net.

Employment

Equal Employment Opportunity

The Birdville Independent School District (BISD) does not discriminate against any employee or applicant for employment because of race, religion, sex, marital status, age, national origin, disability, military status, or any other basis prohibited by law. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

Applications for Employment

Anyone seeking employment in the Facilities Management Department with the Birdville Independent School District shall submit an online application. The applicant shall reference all vacancy posting numbers for which he or she would like to be considered. **Incomplete applications will not be considered.**

Background Checks

As per Senate Bill 9, the District shall obtain criminal history record information that relates to all certified and non-certified employees. The Bill, which became effective January 1, 2008, is a comprehensive statute requiring various levels of criminal history review for different types of public school employees including:

- All certified educators working in public schools who have not been previously fingerprinted
- All non-certified public school employees
- All substitute teachers
- School contractor employees who may have direct contact with students
- Student teachers and volunteers, with certain exceptions

Senate Bill 9 requires all certified employees through the State Board of Educator Certification (SBEC) to be fingerprinted and subject to a national and state criminal background check before September 1, 2011. The Texas Education Agency (TEA) will notify the District and

employee as to when they will be required to be fingerprinted and will be given a deadline. At that time, the certified employee will be given information as to their responsibility in scheduling a fingerprinting appointment with the appropriate entity designated by the Department of Public Safety (DPS). Also, all non-certified employees will be subject to this same requirement prior to the District approving their employment.

All employees hired prior to January 1, 2008, are subject to a name-based criminal background through DPS at the discretion of the District. Criminal history record information obtained by the District shall not be released or disclosed to any person other than the individual who is the subject of the information and/or the Texas Education Agency.

See requirements for individuals that will be operating District vehicles under **Drug and Alcohol testing**.

Employee ID Badges

Each full-time employee shall be provided an ID badge indicating their name, and must be worn at all times while on Birdville ISD premises. Any lost badges must be reported immediately to the employee's supervisor. Employees that have misplaced/lost their ID badge may not report to work until they secure a new badge from the Technology department. Lost badges will be replaced for a fee. Damaged badges will be replaced for free upon surrendering the damaged badge. The use of your ID badge by any other person is prohibited. ID badges must be surrendered to the immediate supervisor upon termination of employment.

Safe Schools Training

All employees as a condition of employment are required to take safe school training each year. Within the safe schools yearly program all employees are required to read and sign off on the BISD Handbook, Facilities Department Handbook, and the Facilities Department Safety Handbook.

Terms of Employment

Para-Professional and Auxiliary Employees: All para-professional and auxiliary employees, regardless of certification, are employed at-will. Employment is not for any specified term and may be ended at any time by either the employee or the District with or without good cause.

Non-Certified Professional and Administrative Employees: Employees in professional and administrative positions that do not require certification such as accountants, directors of operations, systems analysts, etc., are employed at-will. Employment is not for any specified term and may be ended at any time by either the employee or the District with or without good cause.

Licensed Employees: Employees hired or assigned to positions that require a Texas State license are required to maintain that license in good standing in order to continue working in that capacity. Employees required to operate school owned vehicles must maintain valid Texas drivers' licenses in order to continue working in that capacity.

Reassignments

All employees are subject to assignment or reassignment by the department supervisor, Assistant Director, or Department Director. Any employee may be assigned to any BISD location whether the employee requests such an assignment or not.

Employee Standards of Conduct and Welfare

All district employees are subject to Title VIII of the Penal Code, regarding offenses against public administration, including bribery and corrupt influence, perjury and other falsification, obstructing governmental operation, and abuse of office. District employees shall perform their duties in conformity with district policy, ethical standards for professional educators and state and federal law.

All employees are expected to work together in a cooperative spirit to serve the best interests of the district and to be courteous to students, one another, and the public. Employees are expected to observe the following standards of conduct:

- A) Recognize and respect the rights and property of students, parents, other employees, and members of the community. Bullying, threats, derogatory, profane, or abusive language or actions will not be tolerated and will be cause for disciplinary action. Be aware that this would include language overheard from your phone or other electronic devices.
- B) Maintain confidentiality in all matters relating to students and coworkers. Be aware of HIPAA (Health Insurance Portability and Accountability Act) rules and regulations.
- C) Report to work according to the assigned schedule. **ALL overtime must be approved by your supervisor** in advance. All employees must be clocked in while working, no working off the clock will be allowed. Conversely you must punch out (not be on the clock) whenever you leave your campus, unless authorized by a department supervisor. Failure to follow these procedures may be cause for disciplinary action.
- D) Call to notify your immediate supervisor as early as possible, but not later than one hour before your shift begins in the event that you must be absent or late. Unauthorized absences, chronic absenteeism, tardiness, and failure to follow procedures for reporting an absence may be cause for disciplinary action. In the event your immediate supervisor cannot be reached a department supervisor must be called.
- E) Express concerns, complaints, or criticism through appropriate channels. Follow your chain of command when you have issues you would like to discuss. Department management will make every reasonable effort to address your concerns in a professional manner.
- F) Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately. All PPE required for the individual tasks must be used. Working
safely is a condition of employment and failure to follow safety rules and regulations may be cause for disciplinary action.
- G) Use District time, funds, and property for authorized district business and activities only.
- H) Nothing may be removed/taken from any District facility that the employee did not bring in originally. This includes items placed in the trash or dumpster areas, lost and found items, obsolete equipment, supplies, or items of clothing. Any item taken may be considered as theft and may result in disciplinary action, including termination.
- I) Stealing/theft of any kind is unlawful and will not be tolerated by the District.
- J) Employees may not use audiovisual equipment for personal use

- K) Employees may not use any district equipment for personal use including washers and dryers.
- L) Employees may not move in or set up living arrangements on district property.
- M) Employees may not tamper with personal items belonging to others, such as items kept in refrigerators.
- N) Always maintain a professional level of conduct in the workplace. Horseplay of any type, vulgarity, sexual misconduct, lying, alteration and falsifying records, profanity, harassment, and ethnic comments will not be tolerated.
- O) Know and comply with department and district procedures and policies. All district employees should perform their duties in accordance with state and federal law, district policy, and ethical standards. Violations of policies, regulations, or guidelines may result in disciplinary action, including termination.
- P) Answering District and department emails and phone calls is a critical piece of good communications and is expected.

Schedules

Employee start and end times are determined by the Director of Facilities Management, along with Campus input in regards to custodial support. Schedules can only be changed by the Director, Assistant Director, or Department supervisor. Facilities Management employees may be required to work different shifts, including weekends and holidays, to meet the needs of the District and the department. No schedule should be considered permanent or fixed.

Schedules may be affected by restrictions or other District adjustments.

The Fair Labor Standards Act (FLSA) has no provisions regarding the scheduling of employees, with the exception of certain child labor provisions. Therefore, Birdville ISD may change an employee's work hours without giving prior notice or obtaining the employee's consent. Since the Custodial Department works more than one shift the following rules will apply:

- 1) On days that students and teachers are not present—ALL custodians report at 7AM
- 2) On days that students are not present BUT teachers are – Employees are to report at their regular hours as posted.
- 3) On Student Early Release Days— Employees are to report at their regular hours as posted. .
- 4) Election Polling Campuses—C-1 Custodians must open their campus at 6 AM and Head Custodians ensure that the campus is secure at the end of the polling day.
- 5) Normal School days-Employees are to report at their regular hours as posted
- 6) Summer Hours for the FM department will be 6am to 4:30 pm Monday through Thursday with the exception of Grounds which will be scheduled 6am to 3:00pm Monday through Friday.
- 7) The District reserves the right to change schedules to benefit the educational programs or other needs of the District.

BAD WEATHER NOTE: All Facilities Management Employees

On bad weather days or school closing days for students and teachers, Facilities Management employees are expected to report to work for the purpose of checking, repairing, and preparing the facilities for a safe opening at the time students and teachers return. It is always the responsibility however, of the employee to exercise their best judgement in determining whether they can travel safely during such times. **The choice to report to work or to take earned time off is left to each employee.** Head Custodians along with other Facilities Management personnel need to check District facilities after each weather event to make sure that the campus/facilities did not sustain any damages from rain, wind, hail, snow, tornado, or electrical outages. Employees doing the checks need to report to their supervisor the location status and prepare a plan to have the facility ready for school on the next school day if needed.

AFTER DARK WORK

In the event that employees find themselves working after dark they are encouraged to move their cars into well lit, easily accessible parking spots (designated Safe Zone), and to leave together for reasons of safety and security. Employees should never park in front of the dumpsters, in fire lanes, or the handicap spaces without a handicap permit.

Night Work & Shift Work

The Fair Labor Standards Act (FLSA) does not require extra pay for night work. However, the FLSA does require that covered, non-exempt workers be paid not less than time and one-half the employee's regular rate for time worked over 40 hours in a workweek. Holiday, personal, sick, or vacation days do not apply towards the 40 hours as they were not physically worked days. For more information, please see the section under "overtime".

Weekend Work

The Fair Labor Standards Act (FLSA) does not require extra pay for weekend work. However, the FLSA does require that covered, non-exempt workers be paid not less than time and one-half the employee's regular rate for time worked over 40 hours in a workweek. For more information, please see the section under "overtime".

On-Call Time

All time spent responding to calls is hours worked and will be compensated at a minimum of 2 hours, even if the time spent responding to the call was less. If time spent was more than 2 hours, the actual time spent on the job will be compensated.

Overtime

A non-exempt employee must have the approval of the Director, Assistant Director, or Department Supervisor of the Facilities Management Department before working overtime. An employee who works overtime without prior approval is subject to discipline but shall be compensated in accordance with the Fair Labor Standards Act. Overtime shall be paid at a rate of no less than one and one-half hours for each hour of overtime worked. Employees must physically work over 40 hours in one workweek to receive overtime compensation. Every workweek stands alone in determining overtime hours worked. The workweek for Facilities Management employees begins on Monday 12:01 a.m. and ends on Sunday 12:00am

Breaks & Meal Periods

Federal law (Fair Labor Standards Act) does not require coffee/rest breaks. Breaks will be allowed only when used within the department criteria. All employees are expected to take a lunch break sometime during their shift. Employees must punch out anytime they leave their campus, or assigned work location. Time used driving to lunch is considered to be part of the lunch period.

During the School Year

Custodial employee lunch will be 30 minutes long

Maintenance and Grounds lunch will be 60 minutes long

Breaks—a 10 minute break may be taken during the first two hours and last two hours of each 8 hour shift.

During the Non-School Year (typically the months of June, July, first part of August)

Maintenance and Custodial lunch will be 30 minutes long

Breaks—a 10 minute break may be taken during the first two hours and last two hours of each 8 or 10 hour shift.

During the summer all Custodial staff will take breaks as shown below:

Morning Break	9:00am to 9:10am
Lunch	11:00am to 11:30am
Afternoon	2:00pm to 2:10pm

Meal periods (typically lasting at least 30 minutes) are not work time and thus **not** compensable.

Absenteeism and Tardiness

The following sets forth the Birdville ISD school board policy for reporting absences, guidelines for handling excessive and/or unscheduled absences, and to outline the employees' responsibilities to adhere to established work schedules to maintain efficient, effective operations within the Birdville ISD, in order to minimize absenteeism and tardiness.

Rules and procedures contained herein are subject to change, and all personnel are encouraged to consult their supervisor if they have any questions that do not appear to be covered herein. All employees are expected to abide by these rules. Any violation of the rules set out in this procedure will result in disciplinary action, which may include termination of your employment.

General

All employees of the Facilities Management Department are required to work as scheduled, report on time, and to leave work when their scheduled workday is complete. In addition, employees are responsible for notifying supervisors of absences, late arrivals, or early departures in accordance with the department's call-in and notification procedure.

Full time employees are expected to work 40 hours per week. Employees with less than 38 hours will be required to enter time off to bring their time up to no less than 40 hours. Employees with more than 38 hours but less than 40 hours can choose to enter time off to bring their time up to no less than 40 hours or choose to be docked. Employees using time off can only enter 4 hours for ½ day or 8 hours for a full day. Any additional time over 40 hours as a result of the leave hours entered, will be paid as regular straight time.

Notification

Each employee shall be at his/her work station and ready to start the work day at the scheduled starting time. Employees must notify their supervisor or designee, verbally by phone as soon as an absence is known, but not later than one hour before the beginning of their scheduled shift. Text and other messages will not be accepted. Employees must state the expected length of absence, expected date of return, and any additional helpful information.

In the event that an employee cannot complete their shift, Employees must notify their supervisor prior to leaving so that the supervisor can get coverage in order to complete their work. Employees must always punch out whenever they leave their work area or campus.

Employees should remember that even if proper notification is given to the supervisor, this action alone will not automatically excuse tardiness or absenteeism. Earned days must be used before taking an unpaid absence. Unpaid absences, being habitually tardy, absent, or leaving early will be considered cause for disciplinary action such as a department write up, and may include possible termination.

Employees must notify their immediate supervisor as well as the Birdville ISD Human Resources department when the duration of any one absence is more than 5 consecutive days. An employee who has been absent for 6 or more consecutive working days is required, to physically check in with the Facilities Management office, before returning to work. Absences of 6 or more days, involving illnesses will need an excuse from a licensed physician indicating the nature of the illness. Employees absent due to a work-related injury must present a Texas Worker's Compensation Work Status report from the treating physician and be approved by the Director or designee of the Facilities Management department before they can resume his/her regular duties

Reporting Time Off

LEAVES AND ABSENCES

The District offers employees paid and unpaid leaves of absence in times of personal need. Employees who have personal needs that will require long leaves of absence must contact Human Resources for counseling about their leave options, such as the sick leave bank, continuation of benefits, and communicating with the District.

Employees are personally responsible for confirming that they are eligible for taking paid time off. All requests must be approved by their direct Department supervisor or Head Custodian.

The Board of Trustee requires employees to differentiate between uses of personal leave, for discretionary use and for non-discretionary use.

DISCRETIONARY

Leave taken at an employee's discretion that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary personal leave must submit in writing a request to his or her supervisor at least 5 days in advance of the anticipated absence. The effect of the employee's absence on the department operations or educational program will be considered by the supervisor, and could be denied.

Discretionary personal leave may not be taken for more than five consecutive work days except in extenuating circumstances.

Discretionary leave may not be taken the first two weeks before the start of school, or the two weeks immediately following the first day of school.

NON-DISCRETIONARY

Leave taken for personal family illness, family emergency, a death in the family, or active military service is considered non-discretionary leave. Reasons for this type of leave allow for very little, if any advance planning.

RECORDING YOUR ABSENCE

Failure to Record your absence properly could result in a pay code of “No Days Available” which is equal to “Dock Pay” for the employee. Employees should request discretionary days through the Kronos system as soon as the absence is known, but it must be entered at least 5 days in advance in order to be considered. Discretionary days may or may not be approved by the supervisor depending on workload or other circumstances.

SUMMER RULES

A maximum of 3 vacation or personal leave days may be used at a rate of one day per week during the summer 4 day work week.

CHRISTMAS BREAK RULES

Facilities Management employees are able to schedule off either week of the vacation holiday. HOWEVER,

All facilities and trades must be manned by at least one employee during this period to safeguard the facilities in case of inclement weather or adverse conditions.

BEGINNING- OF- SCHOOL RULES

The two weeks before the beginning of school and the two weeks after school begins are very critical times as everyone is getting into routine and getting comfortable with their surroundings. New teachers and administrators especially need everyone present as they have to set up and prepare for the students, of whom many will be new to the school themselves. Therefore we as a department are forced into limiting requests for vacation or personal leave during this time. The only requests that we will process during this time must be for non-discretionary leave such as for death in the family, or severe illness. Discretionary leave will only be considered for significant life events such as weddings or taking your children to college. A doctor's note must be submitted to verify absences due to sickness. Shown below is the procedure for requesting time off during this period. The department Director will have final say in all request decisions.

- 1) Requests must be first submitted to your department supervisor using the standard FMD Absent from Duty Request form.
 - 2) Department supervisors must review the request to determine if it meets the 4 week window guidelines as mentioned earlier.
 - 3) If the request meets the guidelines the department supervisor will sign and submit the request form to the Facilities Management Director
 - 4) Forms not having a supervisor's signature will be returned unapproved to the supervisor.
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Reporting Absences Types

Employees are personally responsible for recording their absences on the Kronos system and for reporting absences to their supervisor. Choose from the following list of reasons when recording your absence.

Below is shown the number and corresponding reason for absence

- 1) Vacation
- 2) Jury Duty (submit jury duty check stub), Military Leave (submit copy of military orders)
- 3) Local Sick Leave
- 4) State Personal
- 5) Compensation Time
- 6) Personal without Pay, FMLA, Workers Compensation, Dock Pay

Note: Death in the family could use any of these other than #2

When choosing reason “Illness in Immediate Family” and “Death in Immediate Family”, please note that the term “immediate family” is defined as:

1. Spouse
2. Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands *in loco parentis* (*in place of a parent*).
3. Parent, stepparent, parent-in-law, or other individual who stands *in loco parentis* (*in place of a parent*) to the employee.
4. Sibling, stepsibling, and sibling-in-law.
5. Grandparent and grandchild
6. Any person residing in the employee’s household at the time of illness or death.

Also note that the term “Family Emergency” is defined and limited to disaster and life-threatening situation involving the employee or a member of the employee’s immediate family.

MEDICAL CERTIFICATION

An employee shall submit medical certification of the need for leave if:

1. The employee is absent for more than five consecutive workdays because of personal illness or illness in the immediate family;
2. The District requires medical certification due to a questionable pattern of absences or when deemed necessary by the supervisor or superintendent;
3. The employee requests FMLA leave for the employee’s serious health condition or that of a spouse, parent, or child; or
4. The employee requests FMLA leave for military caregiver purposes.

In each case, medical certification shall be made by a health-care provider as defined by the FMLA.

Resignations

All resignations are to be in writing, stating the reason for the resignation and the last day of employment the employee is to work. This must be signed and dated and given to their supervisor, preferably two weeks in advance. (In order to be considered for future employment). All keys, uniforms, id badges, and other District provided vehicles and tools, must be turned in to the Facilities Management office on the last day of employment. As per District policy employees giving notice of resignation cannot use Vacation or personal time during the resignation notice period of time. Sick days will require a doctor's note. Failure to follow these rules may result in the forfeiture of leave time.

Tobacco Products and E-Cigarettes use

State Law prohibits smoking, using tobacco products or e-cigarettes on all district owned property and at all school related or school sanctioned activities, on or off school property. This includes all buildings, playground areas, parking facilities, and facilities used for athletics or other activities. Drivers of district owned vehicles are prohibited from smoking, using tobacco products or e-cigarettes while inside the vehicle. Notices stating that smoking is prohibited by law and punishable by a fine are displayed in prominent places in all school buildings.

Dress Code and Grooming

All employees are expected to dress appropriately for the assigned duties and work environment. District issued clothing, such as logoed work shirts, safety shoes, and safety vests must be worn whenever you are clocked into work. The dress and grooming of all district employees shall be clean, neat, and in accordance with any additional standards established by the department Director. Employees may be asked to return home and change into appropriate attire if their clothing does not meet these guidelines. Jeans pants are permitted. The following articles of clothing are not allowed at any time. Torn jeans, even those considered as fashionable, sweatpants, pajama bottoms, baggy pants, tights, leggings, or other form fitting pants. For safety purposes, Grounds staff shall wear long pants year round. All other staff may be permitted to wear knee high shorts during the district scheduled summer hours. Shorts must be dark or khaki colored fabric with solid patterns only. No bright or fluorescent colors or patterns, Shorts must be hemmed. No cutoffs are allowed.. Standard work shoes that protect from the hazards of your specific job assignment must be worn. For example, a boot style shoe for Grounds, or a non-slip shoe for Custodians would be deemed appropriate footwear for the assignment. Socks must be worn with shoes at all times. No open toed shoes or sandals of any kind will be permitted. At any time employees shall not wear clothing that is torn, obscene, lewd, suggestive, revealing, or otherwise inappropriate for a public school setting. If you have any questions about an item of clothing please ask your immediate Supervisor

District-Issued Shirts & Safety Equipment

Facilities Management employees are provided with district-issued work shirts and safety vests. All employees are required to wear the shirt or vests (or campus supplied shirt) while on duty. Facilities Management employees may also be offered safety shoes through our worker compensation provider. Shoes provided are expected to be worn during working hours as agreed to at the time of accepting them. Personal use of district-issued clothing may result in a tax liability accruing to the employee; therefore, employees are prohibited from wearing district-issued clothing when off duty except for commuting to and from work. District clothing shall include work shirts, pants, shoes, glasses, and/or any other item/protective item of clothing, or logoed clothing sponsored by the District. If an employee fails to return District-issued clothing and safety equipment within 14 calendar days after termination of employment with Birdville ISD, the employee may be subject to pay for the items at a cost equal to the fair market value.

Use of District Property

The use of school monies, property, supplies, or equipment for non- school purposes or personal gain is strictly prohibited. Only property and equipment rented under the provisions set out by the School Board policy, or as requested by local, state, or federal governmental entities will be allowed.

Cellular Telephones

The following sets forth the Facilities Management policy about cell phone usage and applies to all department employees. For purposes of this policy, the term "cell phone" is defined as any handheld electronic device with the ability to receive and/or transmit voice, text, or data messages without a cable connection (including, but not limited to, cellular telephones, ear buds, digital wireless phones, walkie-talkies, telephone pagers, PDAs (personal digital assistants with wireless communications capabilities, or RIM ("research in motion") wireless devices). The Facilities Management Department reserves the right to modify or update this policy at any time. NOTE: That under the State of Texas "OPEN RECORDS ACT" your phone is subject to inquiry whether it is a personal phone or not. Always be professional in your usage.

Use of Cell Phone or Similar Devices

General Use at Work. While at work, employees are expected to exercise the same discretion in using personal cell phones as with the use of office phones. Employees should restrict personal calls during work time and **should use personal cell phones only during scheduled lunch periods and in non-working areas.** Other personal calls should be made during non-work time whenever possible, and employees should ensure that their friends and family members are instructed of this policy. To ensure the effectiveness of meetings, employees are asked to place the cell phone on vibrate mode before entering meetings.

Unsafe Work Situations. The Facilities Management Department prohibits the use of cell phones or similar devices at any work site at which the operation of such device would be a

distraction to the user and/or could create an unsafe work environment. Hand held devices are also prohibited from use at any time the employee is operating equipment. Under these conditions the device must be secured unused by the employee.

Use While Driving. The Facility Management Department **prohibits** employee use of cell phones or similar devices while driving a District vehicle. This prohibition includes receiving or placing calls, text messaging, surfing the Internet, receiving or responding to email, checking for phone messages, or any other purpose. Employees may not use cell phones or similar devices to receive or place calls, text message, surf the Internet, check phone messages, or receive or respond to email while driving if they are in any way performing activities related to their employment. Employees must stop their vehicles in safe locations in order to use cell phones or similar devices.

Personal Use of District-Owned Cell Phones, I pads, or similar devices

The District may issue business cell phones to employees for work-related communications. To protect the employee from incurring tax liabilities for the personal use of such equipment, these District-issued phones are to be used for business purposes only. Employees in possession of District equipment (including cell phones) are expected to protect the equipment from loss, damage, or theft. On resignation or termination of employment, or at any time on request, the employee may be asked to produce the phone for return or inspection. Any employee unable to produce the phone for return or inspection may be subject to pay for the items at a cost equal to the fair market value. Subsequent occurrences may lead to a written reprimand and/or termination of employment.

BISD TECHNOLOGY ACCEPTABLE USE GUIDELINES FOR EMPLOYEES

ACCEPTABLE USE: Birdville ISD's technology resources will be used only for learning, teaching, and administrative purposes consistent with the district's mission and goals. All district technology training will emphasize the ethical use of district technology resources and the acceptable use guidelines. Commercial use of the district's technology resources is strictly prohibited.

DEFINITION OF DISTRICT TECHNOLOGY RESOURCES: The district's computer system and networks are any configuration of hardware and software. The systems and networks include all the computer hardware, operating system software, application software, stored text, and data files. This includes electronic mail, local databases, externally accessed databases (such as the internet), CD-ROM, optical media, clip art, digital images, digitized information, telecommunications devices and all new technologies as they become available. The district reserves the right to monitor all technology resource activities.

The use of the network is a privilege that may be revoked by network administrators at any time for violation of district policy and/or administrative regulations regarding acceptable use. The district shall not be liable for the inappropriate use of electronic communication resources, violations of copyright restrictions, mistakes, negligence, or cost incurred by users. The district will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the district's computer system and networks. A certified or licensed employee may communicate through electronic media with students who are currently enrolled in the district. District employees must comply with the provisions outlined below when in communication with students via electronic media. All other employees are prohibited from communicating with students who are enrolled in the district through electronic media unless permission is granted in writing by the superintendent or designee.

BLOGS, PODCASTS, FORUMS, AND WIKIS

Inappropriate use of district computers to post personal blogs, forums, wikis's, or podcasts is prohibited. Posting any student or teacher created blog or podcast that is not directly related to and in support of the BISD approved curriculum is prohibited.

CONSEQUENCES OF IMPROPER USE

The district's technology resources may not be used for improper, unethical, or illegal purposes, in support of illegal activities, or for any other activity prohibited by district policy. Users may not use another person's network account. Any district network user identified as a security risk or as having violated district and/or campus computer guidelines may be denied access to the district's network or may result in disciplinary action.

E-MAIL

The software and hardware that provides BISD e-mail capabilities is publicly funded. For that reason, it should not be considered a private, personal form of communication. The Texas Public Information Act governs the contents of any electronic communication. BISD abides and cooperates with any legal request for access.

It is the policy of the district that information transmitted by e-mail be retained in accordance with the department's records retention schedule by the legal custodian (originator or individual to whom the message is addressed) of the 74 e-mail message. As the legal custodian, users must print out and save copies of important documents or archive them in personal folders on their hard drives or other storage devices in compliance with the retention requirements of the Texas Local Government Records Act. BISD e-mail servers are provided to facilitate the delivery of e-mail within the district's network and outside its network for school related purposes. Information is backed up as a safety measure in case of system failure or unlawful tampering ("hacking"). Network Support Services deletes all e-mail messages from the district server in early July of each school year as part of the routine maintenance of the e-mail system.

FORGERY PROHIBITED

Forgery or attempted forgery of e-mail messages is prohibited. Attempts to read, delete, copy, or modify the e-mail of other users or deliberate interference with the ability of other users to send/receive e-mail is prohibited.

HARDWARE

All hardware purchases should be for those items that are approved by the TIMS department and listed in the current technology bid because we have maintenance agreements on those items.

INFORMATION CONTENT/THIRD PARTY SUPPLIED INFORMATION

System users and parents of students with access to the district's system should be aware that use of the system may inadvertently provide access to other electronic communications systems outside the districts networks that may contain inaccurate and/or objectionable material. The district will maintain internet filtering to attempt to minimize the access to objectionable material. Any attempt to circumvent the filtering software will be viewed as an attempt to disrupt the system and constitutes inappropriate use. Non-business related purchases made over the internet are prohibited. Internet access may not be used for personal gain. An employee who knowingly brings or transmits prohibited, obscene, or pornographic materials into the school's electronic environment will be subject to disciplinary action in accordance with district policies. This could result in termination of employment.

MAINTENANCE OF LOCAL HARD DRIVES

BISD faculty and staff are personally responsible for making backups of any data files that you store on your local hard drive. Electronic files created, sent, received, or stored on computers owned, leased, administered, or otherwise under the custody and control of Birdville ISD are the property of Birdville ISD. These files are not private and may be accessed at any time by appropriate personnel in accordance with the provisions and safeguards provided in the Texas Administrative Code 201.13(b), Information Resource Standards and may be subject to the Open Records Act. All district computers (desktop and laptops) must have auto-updating virus protection.

NETWORK ETIQUETTE

District network users are expected to be polite and use appropriate language. Users should not misrepresent their identity, transmit obscene messages or pictures, reveal personal addresses or phone numbers, or use the network in a way that would disrupt the use of the network by others.

SOFTWARE

No software should, or will, be installed without documentation that shows the software purchase has gone through an approval process that includes the TIMS department.

Software purchased for Birdville ISD may not be installed on home computers. Programs brought from home are not allowed to be installed on BISD computers. The cost of any fines levied upon the district due to the aforementioned behavior will be passed on to the individual responsible for the illegal software. BISD reserves the right to remove any non-business related software or files from any computer without notification. Examples of non-business related software or files include, but are not limited to games, instant messengers, pop e-mail, music files, image files, freeware, and shareware.

Copyrighted software or data may not be placed on any computer connected to the district's network without permission from the holder of the copyright. Only the owner(s) or individuals the owner specifically authorizes may upload copyrighted material to the network.

TELECOMMUNICATIONS

The use of all district provided telecommunications equipment to include but not limited to desk phones, cell phones, pagers, walkie-talkies, etc. is a privilege not a right. These technologies have been publicly funded. For that reason, they should not be considered a private, personal form of communication. The contents of any communication of this type are governed by the Network Access General Use Policy and the requirements of the Open Records Act. All terms that are covered in the policy including user responsibilities and consequences for policy violations, apply to use of these devices.

TERM

This policy is binding for the duration of the current school year in Birdville ISD.

VANDALISM PROHIBITED

Any attempt to harm or destroy district equipment or materials, data of another user of the district's network, or any of the agencies or other networks to which the district has access is prohibited. Intentional attempts to degrade or disrupt system performance may be viewed as violations of district policy and administrative regulations or possibly as criminal activity under applicable state and federal laws including the Texas Penal Code, Computer Crimes, Chapter 33.

Users must not download, install or run security programs or utilities that reveal weaknesses in the security of the network. For example, BISD users must not run password cracking programs, packet sniffers, network mapping tools, or port scanners while connected in any manner to the district network infrastructure. Users must report any weaknesses in computer security, any incidents of possible misuse, or violation of this agreement. 76 The acts as defined above will result in the cancellation of network use privileges and possible prosecution. The party will be responsible for restitution for cost associated with systems restoration and hardware and software costs.

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Vehicle Regulations / Time on Task

Auxiliary staff shall abide by the following list of regulations while driving a school-district vehicle. It is imperative that employees use their best judgement and be on their best behavior when driving district vehicles. Any violations of the rules listed below will result in documentation. Second violations may result in recommendation to terminate employment with Birdville ISD. These regulations are:

- 1) Vehicles are for business use only. Vehicles are not to be used for any personal use such as non-job related transport, driving the vehicle to a residence, moving personal purchases, or transporting anybody not employed by BISD.
 - 2) All driving and traffic rules must be adhered to, including seat belt use. All occupants of vehicles will be responsible for violation of rules.
 - 3) GPS units cannot be dis-connected or altered in any way. GPS units may be used to determine adherence to driving and traffic rules.
 - 4) GPS information may be used in ARB hearings.
 - 5) Vehicles will be maintained, to include current registration as well as washing and vacuuming
 - 6) All occupants are responsible for contents of vehicle and trailers
 - 7) Maintenance personnel are not to arrive at the FMD complex before 3:30 PM. Employees are expected to use the shortest routes between work assignments.
 - 8) **Drive the speed limit.** You will be allowed to drive slower if you are pulling a trailer or any heavy equipment or large quantity of materials.
 - 9) While driving in vehicles, all employees should be alert at all times.
 - 10) Unauthorized stops will not be tolerated (restaurants, convenience stores, etc.)
 - 11) Lunch will be from 11:30 am to 12:30 Noon. (see scheduling on page 10)
 - 12) All accidents, incidents, or damage to the vehicle must be reported to your supervisor immediately. Accident reports must be submitted promptly.(see FM school vehicle accident policy and procedures)
 - 13) The use of hand held cell phones or similar devices for district-related purposes while driving is prohibited; employees must stop their vehicles in safe locations in order to use cell phones or similar devices.
 - 14) Employees must possess a CDL license in order to be driving vehicles or equipment that require the driver to have a CDL license.
 - 15) Do not park in front of Dumpsters, loading docks, and Driveways blocking access to them.
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Drug and Alcohol Testing

The BISD Facilities Management department will maintain a drug testing program for department operators of District Vehicles. This program will closely follow the program that is already in place for the BISD Transportation department.

Drug and alcohol testing for employees operating District vehicles is supported by board policy DHE (legal). The primary purpose of the testing program is to prevent impaired employees from performing safety-sensitive functions. The District has determined that positions requiring the operation of District vehicles fits the definition of “safety sensitive”.

The program will be administered through DISA, a drug and alcohol screening compliance service company. The actual collection of samples will be done by a local company called Nova.

Random sampling will begin after all eligible employees have been tested. Random testing will be managed by DISA.

All pre-employment testing must be done at the same time as the background check and prior to a new candidate operating a District Vehicle.

Facilities Management School Vehicle Accidents

All employees that drive a school bus or district vehicle, whether it is district owned or personal, while conducting district business will be required to submit their name, driver's license #, and DOB for an annual Motor Vehicle Review. Commuting to and from work does not apply.

There is an Accident Procedures and Report in each district vehicle. Take it out and read it immediately upon being in an accident to remind you of district procedures. Complete the form attached as soon as possible the same day of the accident.

All accidents, incidents, or student injuries involving a district vehicle are to be reported to your supervisor immediately. Re-notification must be made to the supervisor immediately upon returning to the Facilities Management vehicle lot. Do not leave the vehicle.

Failure to immediately report an incident/accident to the proper authority may result in immediate termination.

In case of an accident, follow these procedures:

- Stop the vehicle. Set your brake. Turn off the ignition, and notify your supervisor immediately
- Vehicles should not be moved except with the permission of the investigating officer unless there are no injuries and traffic flow is being impeded.
- Activate hazardous flashers and place reflective triangles/cones if the situation warrants.

Drivers should report the following information to their supervisor:

- Exact location of the accident/incident
- Number of passengers on board/ Number injured
- Any injuries that require immediate emergency service (EMS, Police, Fire)
- Extent of any injuries to driver, passengers, and other individuals.

DO NOT talk to the media if they come to the scene. **ONLY** our communications Department can talk to reporters. Refer all questions to the BISD Communications Office. 817-547-5700 or 817 547-05718

Complete the AUTO NOTICE OF LOSS form for submission to the supervisor and /or department Director. These forms must be turned into the Business Insurance Office within 24 hours.

MANDATORY POST ACCIDENT TEST REQUIREMENTS

As soon as practical following an accident involving a district vehicle, the driver may be sent for a mandatory post-accident alcohol and controlled substance testing if any of the following situations apply:

- An individual is taken away from the scene for medical attention
- A vehicle involved in the accident has to be towed away from the scene
- There is a fatality involved in the accident
- If reasonable suspicion warrants the testing

Alcohol Tests: If not performed within 2 hours following the accident, a record shall be prepared and maintained on file stating the reasons the test was not promptly administered. After 8 hours cease attempts and maintain the same record.

Controlled Substance Tests: If not performed within 32 hours following the accident, a record shall be prepared and maintained on file stating the reasons the test was not promptly administered.

ACCIDENT REVIEW BOARD

An Accident Review Board (ARB) is established and will include a minimum of three individuals from management and one driver representative from the Transportation department. The driver involved in the accident will be required to attend the ARB meeting unless their absence is approved by the Director of Facilities Management or his designee. The ARB will determine the preventability of all vehicle accidents/incidents and recommend disciplinary or remedial action as it deems necessary.

DEFINITIONS

- **Preventable Accident:** A “Preventable” accident is one in which the driver failed to exercise every reasonable precaution to prevent the accident.
- **Major Preventable Accident:** A “Major preventable accident” is one in which the driver deliberately and knowingly failed to exercise reasonable precaution to prevent the accident. This includes driving under the influence of drugs or alcohol, reckless driving, and excessive speeding as indicated on the traffic citation or determined by reliable witnesses.
- **Probationary Status:** The status of a driver who has either a bad driving record or has been involved in a preventable accident. The driver will be allowed to operate a BISD vehicle during this time but has been put on notice that further citations or preventable accidents within this time may result in termination.

The ARB will convene within fifteen (15) working days of the occurrence of an accident involving BISD vehicles. The exception will be five (5) working days of the receipt of the police report, required alcohol/drug testing report, if necessary, and completed insurance reports for damage expenses that have not been received within the original 15 day period. The ARB, either acting as a committee or at the request of management may hold a preliminary meeting to determine and recommend if the driver should be removed from the driving task until the investigation is completed and the final ARB is held.

POLICIES

- 1) A driver may be removed from the driving task immediately upon notification when the ARB determines that the accident in which the driver was involved is a “major preventable accident”. The driver may also be removed from the driving task pending the ARB investigation if deemed necessary by Facilities Management Director.
- 2) The driver involved will be formally notified in writing of the determination of the ARB, and a copy of that notification will be placed in the driver’s personnel file. If the notification indicated that the accident was preventable, it should also state how the accident could have been prevented.
- 3) A driver who has been involved in an accident which has been determined to be a “preventable accident” will be placed on “Probationary Status” for a period of three (3) years from the date that accident and will be required to participate in remedial training as determined by the ARB. This training must be documented in the employee’s file and signed by both the employee and the designated person providing the remediation. A required element of this remedial training will be a review of the vehicle accident.
- 4) The ARB will be responsible for maintaining a list of all drivers whose status is probationary which will include the date of when the probation period begins, the assigned time of the probation and a complete record of any remediation training with the date the training occurred and the amount of time the training incurred. This list may be incorporated into the accident register file. This list will be available to management at any time.
- 5) A driver who is on “probationary status” and is involved in an accident will be removed from the driving task immediately. After the ARB has met, either in a preliminary meeting or after the investigation is complete and determined the accident non preventable, the driver may be returned to the driving task immediately. If the ARB deems the accident non-preventable in a preliminary meeting and the completed investigation indicates that the accident was preventable, the driver will be formally notified, as above, but will be additionally be notified that they may be removed from the driving task, which could mean job reassignment or termination.
- 6) The driver involved will have 10 working days to appeal the decision of the ARB in writing to the Director of Facilities Management. If an appeal is made, the ruling of the ARB will remain in effect until it is ruled upon by the Director.

Keys and Locks

This procedure will apply to all District keys, to include door keys, file cabinet keys, and storage keys.

1. All keys must be returned to the Facilities Management office upon termination of employment or change of position or movement into a different building, which requires a different key or no keys.
2. Keys are issued by the Facilities Management Department to authorized employees and should not be duplicated by users.
3. The Facilities Management Department is the only department allowed to cut and issue keys for buildings. Duplication of keys by an outside locksmith is strictly prohibited.
4. Service requests for a lock and key changes or repair should be directed to the Facilities Management Department through a work order.
5. Loss of keys must be reported immediately to the Facilities Management Director and the Building Principal, or Administrator. There may be a charge for lost keys that require corresponding cylinder changes.
6. All Custodial employees must place their campus keys in the Head Custodian lock box before leaving the campus at the end of their shift. Custodial employees cannot take their keys off campus for any reason, unless otherwise directed to do so by a supervisor. (head custodians and housekeepers)
7. Campuses shall keep a log of all master keys issued for their site.

Recycling

The District has a Board-approved recycling program. All efforts should be made that all recyclable materials are disposed into the proper waste cans, and to reduce the amount of trash going to landfills. Items from the cafeteria and restrooms are typically not considered recyclable.

District Property Control Procedure

No district-owned property may be disposed of in any manner. All obsolete, broken, and unneeded items must be picked up by the warehouse for proper re-use or disposal. No district-owned property may be donated to any entity, organization, or individual. The warehouse will be responsible for transporting items to auction or disposal sites.

Asbestos Management (AHERA)

The Environmental Protection Agency's asbestos program for schools, Asbestos Hazard Emergency Response Act, (AHERA) and its guidance for other building owners is founded on the principle of "in-place" management of asbestos-containing materials (ACM). This approach is designed to keep asbestos fiber levels low by teaching people to recognize asbestos-containing materials and actively manage them. Removal of ACM is not usually necessary unless the material is severely damaged or will be disturbed by a building demolition or renovation project.

The Asbestos Hazard Emergency Response Act (AHERA), a provision of the Toxic Substances Control Act, was passed by Congress in 1986. AHERA requires local education agencies to inspect their schools for asbestos-containing material and prepare management plans that make recommendations for the reduction of asbestos hazards.

Public school district and non-profit private schools are subject to AHERA's requirements.

The rules implementing AHERA are published in the Code of Federal Regulations, Chapter 40, Part 763, Sub-part E. The AHERA rules require local education agencies to take actions, including the following:

- Perform an original inspection and re-inspection every three years of asbestos-containing material;
- Develop, maintain, and update an asbestos management plan and keep a copy at the campus or building;
- Provide yearly notification to parent; teacher, and employee organizations regarding the availability of the school's asbestos management plan and any abatement actions taken or planned in the school;
- Designate a contact person to ensure the responsibilities of the local education agency are properly implemented;
- Perform periodic surveillance every six months of known or suspected asbestos containing building material;
- Ensure that properly-accredited professionals perform inspections and response actions and prepare management plans; and
- Provide members of the maintenance and custodial staff with at least two hours of asbestos-awareness training.

Facilities Management Staff Directory

John Hughes	Director of Facilities Management
William S Shenko	Assistant Director of Facilities Management
Artemio Gonzalez	MEP Supervisor
Kyle Mazac	Maintenance Supervisor
Mark Gilliland	Custodial Supervisor
Heith Hosier	Assistant Custodial Supervisor
Travis Edwards	Grounds Supervisor
Noe Cadena	Assistant Grounds Supervisor

Employee Acknowledgement of Understanding

Employee Handbook

I hereby acknowledge that I have been informed/made aware of the Facilities Management Department Handbook, the Birdville ISD Website, and BISD Board Policies. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in the document.

The information in the handbook is subject to change. I understand that changes in district policies may supersede, modify, or eliminate the information summarized in this booklet. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes.

I understand that no modifications to contractual relationships or alterations of at-will relationships are intended by this handbook.

I understand that I have an obligation to inform my supervisor or department head of any changes in personal information, such as phone number, address, etc. I also accept responsibility for contacting my supervisor or the Human Resources Office if I have any questions, concerns, or need further explanation.

Employee's Signature

Date

Please keep a copy for your records
