



# **Custodial & Maintenance Employee Handbook**

**Effective July 1, 2017**

**Approved by the School Board on August 24, 2017**

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## **I. APPLICATION**

This Handbook is applicable to all Custodial and Maintenance Employees in the School District of Greenfield.

## **II. INTRODUCTION**

Welcome to the School District of Greenfield. This Custodial and Maintenance Employees Handbook (“Handbook”) has been prepared to acquaint the applicable employees with information about compensation, wages, expectations, policies, procedures, rules and regulations.

Employees are expected to read, understand and abide by its contents and any policies, guidelines and procedures referenced herein. Employees with questions that are not answered by this Handbook should present their question(s) to their immediate supervisor who will provide answers/clarification and/or refer the employee to the appropriate source. Complete District policies and guidelines that apply to staff and students are available on the District’s website.

This Handbook has been prepared for informational purposes only. None of the statements, policies, procedures, rules, or regulations contained herein constitutes a guarantee of any other rights or benefits, or a contract of employment, expressed or implied.

The provisions set forth in this Handbook may be altered, modified, changed, or eliminated at any time by the School District with or without notice. Every effort will be made to notify employees of any substantive changes to the Handbook, typically as an overview at the start of the school year. If substantive changes are made during the year, employees will be notified as soon as practicable thereafter. This Handbook supersedes any and all previous Handbooks, statements, policies, memorandums, procedures, rules, or regulations given to employees, whether verbal or written.

The School District of Greenfield also retains the right to exercise all managerial and administrative functions, responsibilities and prerogatives including, but not limited to, the right to exercise its judgment to establish and administer the policies and benefits outlined in this Employee Handbook, to direct and discipline its employees, and to take whatever act it deems appropriate and in the best interests of the District.

## **III. EQUAL EMPLOYMENT OPPORTUNITY**

The District provides equal employment opportunity for everyone regardless of age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, sexual orientation or disability that does not prohibit performance of essential job functions (Policy [3122](#)). In addition, laws regarding military leave and veterans’ status are observed. This is reflected in all the District practices and policies regarding hiring, training, promotions, transfers, rates of pay, layoff and other forms of compensation. All matters relating to employment are based upon ability to perform the job, as well as dependability and reliability once hired. Reasonable accommodations shall be made for qualified individuals with a disability or handicap, unless such accommodations would impose an undue hardship to the District.

Employees shall use the District’s grievance procedures (Policy [3340](#)) for resolving disputes regarding employee termination, employee discipline or workplace safety issues. Any employee who believes he/she has been discriminated against may file a complaint. Responsibility for overseeing the District’s equal employment opportunity and affirmative action programs and investigating discrimination complaints is assigned to the Superintendent of Schools.

#### **IV. BOARD POLICIES**

The School District of Greenfield is governed by an elected Board of Education. The Board of Education sets policy in a number of areas, including personnel Custodial & maintenance. The following policies have been identified as being of significant importance to professional employees. Please note that all Board policies are applicable professional employees regardless of their inclusion into this handbook. Board Policies may be view on the District's website.

##### **DRUG-FREE WORKPLACE**

The School Board prohibits the manufacture, possession, use, distribution, or dispensing of any controlled substance, including alcohol, and any drug paraphernalia, by any member of the District's classified staff at any time while on District property or while involved in any District-related activity or event. Any staff member who violates this policy shall be subject to disciplinary action in accordance with District guidelines and any applicable law. Employees are directed to review and comply with all parts of Board Policy [3122.01](#).

##### **USE OF BUILDINGS AND EQUIPMENT**

With the exception of occasional personal use of school e-mail, computers, printers, personal digital assistants, cell phones and the Internet, the use of school property, (buildings, equipment or supplies) by employees for personal use is discouraged.  
(Board Policy [7510](#))

##### **CONFLICTS OF INTEREST**

No District employee may use his/her office or position for personal financial gain or the financial gain of his/her family. No employee may engage in his/her own business activity, accept private employment or render services for private interests when such employment, business or activity or service is in conflict with the proper discharge of his/her official duties or would impair his/her independence of judgment or action in the performance of his/her official duties. No employee may use or disclose "privileged information" gained in the course of or by reason of his/her official position or activities. Custodial & maintenance Team members may use their leave days for consulting work provided there is no conflict of interest as described herein, subject to approval by the Superintendent. (Board Policy [1130](#))

##### **STAFF DRESS & GROOMING**

An employee's appearance reflects the District's image. All employees are expected to be clean and to be concerned with good personal hygiene. All employees are expected to exercise moderation and good taste in dress and grooming. (Board Policy [3216](#))

##### **ELECTRONIC MAIL AND INTERNET USE**

1. The District maintains an e-mail system, which employees are to use for internal messages. The system is used to notify employees of daily business-related information that applies to employees. E-mail is an efficient way to respond to business-related inquiries among the office staff.

2. The e-mail system is generally to be used for work-related business only. Occasional personal use of the e-mail is permitted, but Custodial & maintenance Team Members must be careful not to abuse this privilege. Solicitations that are prohibited under our solicitation policy are not permitted on our e-mail system. The District reserves the right to review, audit, intercept, access and disclose any messages created and transmitted on the system. Deleting an e-mail message does not guarantee that it has been erased from the system; backup copies are retained.
3. No employee is authorized to retrieve or read any e-mail not sent to him or her without prior approval. Employees improperly accessing or monitoring e-mail are subject to discipline or discharge.
4. The District maintains Internet access, which employees are encouraged to use for District business when necessary. The Internet is to be used for work-related business only during actual working time, but occasional personal use of the Internet is permitted, provided it is not abused. The use of the Internet during times other than actual working time is not barred, but an employee may not access sites during these times where payment for access is required, or where pornography is displayed, or if such use interferes with the work of any other District employee. The District reserves the right to review, audit, intercept, access and disclose any history created on the system. Leaving a site does not guarantee that it has been erased from history. (Board Policy [7540](#), [7540.01](#), [7540.02](#))

#### **EMPLOYEE GRIEVANCE PROCEDURE**

Employees may use the grievance procedure for resolving disputes regarding employee termination, employee discipline or workplace safety issues.

#### **HARASSMENT POLICY**

The Board of Education is committed to a work environment that is free of harassment of any form. The Board will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it. Any member of the School District community who violates this policy will be subject to disciplinary action, up to and including termination of employment. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our employees.

The remainder of the Harassment Policy may be viewed by clicking on the link below:

**[HARASSMENT AND OTHER INAPPROPRIATE BEHAVIOR - Board Policy 3362](#)**

#### **V. COMPENSATION (SEE APPENDIX A)**

1. **Annuities**: The Board provides the opportunity for employees to participate in a tax sheltered annuity (TSA) plan under the rules as set forth by the Board. All plans must conform to the rules and regulations of the United States Internal Revenue Department and the Wisconsin Department of Taxation. Registrations, cancellations and other changes to a tax-sheltered annuity may be made by an employee in accordance with District Policies and Guidelines.
2. **Section 125**: Employees can utilize Section 125 of the IRS tax codes to pay for allowable expenses up to the maximum allowed by the IRS, provided they are not participating in a Health Savings Account that limits concurrent participation in a Section 125 program.

## VI. LEAVE

1. Leave Days: Full-year employees receive twelve (12) leave days per year.
  - A. Leave days are granted to an employee on the completion of the first working day of the individual contract.
  - B. Except as otherwise contained in this Handbook, all leave benefits shall terminate and be forfeited upon termination of employment for any reason.
2. Purpose of Leave Days: Leave days may be used for personal illness, injury, medical condition or an illness/injury/medical condition in the immediate family which renders the employee incapable of reporting for duty and effectively performing the responsibilities of his/her position. Leave days may also be used to attend funerals, conduct personal business, court appearances, and child-rearing. Employees may also use leave days to attend an approved employee-requested professional development opportunity. Employees will not have to use leave days to attend professional development opportunities required by the District. Leave days shall not be used to extend holidays, breaks or to vacation on contracted workdays.
3. Notice of Absence: When an employee needs to be absent from work, the employee shall give notice to the appropriate supervisor or the person designated by the Superintendent to receive such notice, as far in advance as possible, preferably not later than 90 minutes before the start of the day of absence in the event of an unanticipated illness or emergency. If the absence is for consecutive days, the Principal shall be notified of the probable date of return. Employees must record the absence in Skyward. Notification canceling a previously approved leave day shall be submitted at least three (3) working days prior to the commencement of the leave. Requirements for notice may be waived in unusual or emergency situations.
4. Substantiation of Reason for Absence: The reason for a leave day must be entered in Skyward ([Please click on this link for details about entering absence information in Skyward](#)). No further substantiation is required unless the request appears unusual. When the administration identifies an unusual absence request or a pattern of absences, substantiation of any absence may be required. In the event of a concern about an employee's attendance, the District reserves the right to require any employee utilizing leave benefits to be examined by a physician of the District's choosing and at District expense or to require a statement signed by the employee's own physician indicating the employee is medically unable to perform his/her regular duties.
5. Pattern of Absences: A pattern of absences may be the basis for the District to require a medical certification of illness from a health care professional or other form of substantiation. A pattern of absences generating suspicion of possible abuse of leave days may include, but is not limited to, such practices as frequent absences on Mondays or Fridays, absences in conjunction with holidays or other paid leaves, multiple absences on professional development days or other non-student contact days, reporting or requesting absences well in advance of the anticipated date or other repeated absences of a similar nature.
6. Certification of Good Health: Employees may be required to furnish a medical doctor's certificate of good health prior to returning to work.
7. Compliance with State and Federal Guidelines: The District will comply with state and federal requirements, i.e., the Family & Medical Leave Act, related to medical leaves. Details regarding FMLA forms and procedures are available on the District website.

8. **Injury**: Any employee who, in the course of employment, sustains a compensable injury or contracts a compensable disease under the Wisconsin Worker's Compensation Law, may be given the option to use leave days as provided herein. In no case shall leave days and disability be allowed for the same period. The Board shall provide legal counsel related to any injury due to assault upon the employee while acting in the discharge of his/her duties.
9. **Jury Duty**: When an employee is called for jury service, he or she must notify his or her direct supervisor. Upon actual jury duty service, the employee is not charged leave days and shall receive full salary during the period of absence provided he/she remits to the Board an amount equal to the compensation paid to him/her for such jury service and presents a copy of the summons to the Board.
10. **Military Leave**: It is the District's policy that employees will be granted all military leave rights available under the Uniformed Services Employment and Reemployment Rights Act (USERRA).

**VII. EMERGENCY SCHOOL CANCELLATION**

On days that school is canceled due to inclement weather or other emergency situations, Custodial & Maintenance employees are expected to report to work.

**VIII. CLOTHING**

All full-time and part-time employees will be provided uniforms approved by the Director of Buildings & Grounds. An annual allowance of (\$150 per employee) will be budgeted to provide five sets of shirts and five sets of pants at the start of the new fiscal year in July. Uniforms will be ordered and purchased from a local uniform vendor for each employee by the district. The process will be a vendor's representative meeting with each employee group to complete the ordering process to confirm uniform type and size. Employees will wear the approved blue/brown uniform shirt and pants while on duty. This includes all employees wearing their district identification badge at all times while on duty. Reasonable and appropriate exceptions may be allowed by the Director of Buildings & Grounds when warranted by the specific working conditions. The District shall provide all personal protective equipment (PPE) for any specific job duties or functions that require such PPE for health and safety as required.

**IX. VACATIONS**

All full-time employees regularly scheduled on a full-time twelve (12) month basis shall be eligible for vacation with pay on the following schedule:

After one (1) year of service	10 days
After seven (7) years of service	15 days
After thirteen (13) years of service	20 days
After twenty (20) years of service	25 days

Vacation for employee shall not be cumulative from year to year.

**Vacation Proration:** Vacation days shall be allocated on July 1 of each year, per the table above. During the first year of employment, employees shall earn one-half (.5) day of vacation on the 15<sup>th</sup> day of each month worked up to the month of May. No vacation time is earned in May or June of that first year of employment. Employees initially hired between July 1 and December 31 will have that year count as a

full year of service for vacation purposes. Employees hired on or after January 1 of any given year will not have that time counted as the first year of service.

The vacation periods and the number of employees on vacation at any given period shall be determined by the Director of Building & Grounds.

Employees entitled to vacation should submit requests as far in advance as possible, but only within the current fiscal year (not prior to July 1) except for the month of July. Vacation requests for the up-coming July must be submitted between May 1 and June 15. The District has final authority to determine vacation periods. Where practical, when multiple employees request the same vacation time, the request of the senior employee shall prevail.

Employees are encouraged to take vacation days throughout the year to prevent too many individuals attempting to take vacation at the same time. Employees who wait to request vacation until the end of the fiscal year are likely to be denied some or all of their requested days. Unused vacation days cannot be carried over to the next year and are essentially forfeited. Employees who apply for sick leave after being denied a vacation request for the same day(s) are required to provide a doctor's verification of illness that prevented the employee from working.

#### **X. HOLIDAYS**

Full-time year-round (12-month) employees are granted the following holidays with pay:

July 4 <sup>th</sup>	December 25
Labor Day	December 31
Thanksgiving Day	January 1, New Year's Day
Friday after Thanksgiving	Good Friday
December 24	Memorial Day

When a holiday falls on a Saturday, the preceding Friday normally will be observed as a holiday; when a holiday falls on a Sunday, the following Monday normally shall be observed as a holiday; however, if school is in session on any holiday or said Friday or Monday, the holiday shall be rescheduled to a day where school is not in session.

#### **XI. INSURANCE - HEALTH, DENTAL, LIFE, DISABILITY**

1. Eligibility: The District provides various insurance benefits to full-time employees. Part-time employees who work 30 or more hours/week may receive health insurance benefits at a pro-rated level commensurate with their FTE. Part-time employees who work less than 30 hours/week are not eligible for medical insurance benefits.
2. Benefits: Please see the Human Resources website for more information.

#### **XII. ASSIGNMENT**

Assignments shall be determined by the Director of Buildings and Grounds to meet the needs of the District.

All custodian and maintenance employees shall have a designated five day work week of 40 hours Monday through Sunday. Thus, Saturday and Sunday may be considered part of the regular work week.



All custodial and maintenance employees shall be scheduled for five continuous work days, shifts can vary any time in the period of the week such as flex shifts (Example Wednesday through Sunday), shifts maybe be changed and assigned on a rotational basis such as to provide weekend coverage, and schedules may be periodically modified based on the needs of building operations or (vacation coverage/FMLA, etc.)

Shifts Defined: Monday through Sunday

- First shift defined as starting anytime from 5:00 a.m. until 12:00 noon
- Second shift defined as starting anytime from 12:00 noon to 11:00 p.m.
- Third shift defined as starting anytime from 11:00 p.m. to 6:00 a.m.

Work on Saturdays and Sundays, or Holidays will performed with a combination of supervisor, full and part-time custodial and maintenance employees and other employees as deemed appropriate by the Director and Supervisor of Buildings and Grounds.

All full and part time custodian and maintenance employees shall receive a minimum of two hours of pay for unscheduled call-in or for a scheduled building maintenance check. This minimum does not apply if an employee is called in through the start of the regular shift.

**XIII. ATTENDANCE/CALL-IN PROCEDURES**

In the event that any custodial and maintenance employees are unable to report to work on any unplanned basis, including illness, employees need to contact their supervisors a minimum of two hours prior to the start of their shifts if scheduled to work first shift and a minimum of four hours prior to the start of second or third shift. Absences must be accurately recorded for that pay period's time card in Skyward.

**XIV. EMPLOYEE PERFORMANCE EVALUATIONS**

All full and part time custodial and maintenance employees will normally receive a performance evaluation annually between March-June. The evaluation cycle may be adjusted at the Districts discretion and employees may receive a periodic evaluation. A conference regarding performance shall be held between the supervisor and the employee. At this time, specific goals and objectives shall be mutually established by the employee and the supervisor for the following school year as a continuous cycle of improvement.

**XV. STAFF DEVELOPMENT**

The district is committed to providing appropriate in service activities related to health and safety training for compliance and to increase the skill set of our employees. Some training will be mandatory and some training voluntary. Some training may take place during work time and others offered during non-working hours. If mandatory in-service activity takes place during non-working time, employees shall be compensated at their regular hourly rate up to 40 hours per week.

**XVI. RETIREMENT**

Contribution to Wisconsin Retirement System: The School Board shall pay the required employer contribution to the Wisconsin Retirement System for eligible employees.

District Retirement Program:

- a. Eligibility Requirements
  - i. 58 years old

- ii. Contracted to work 1250 hours/annually
- iii. 25 years of consecutive service in the District,
- iv. Board-accepted application
- b. Benefit
  - i. Variable Multiplier (VM) times the average annual earnings over last 3 years (Salary)
  - ii.  $VM \times \text{Salary} = \text{Benefit}$
  - iii. Variable Multiplier
    - 1. 1.4 if hired before January 1, 1990
    - 2. 1.2 if hired before January 1, 1995
    - 3. 1.0 if hired before January 1, 2000
    - 4. 0.8 if hired before January 1, 2005
    - 5. 0.6 if hired after January 1, 2005
- c. Benefit is payable over the course of 5 years into a Tax-sheltered annuity

**XVII. SEPARATION OF EMPLOYMENT**

When reductions in force and/or layoffs are necessary, the District will make decisions based on operations needs and staffing based on three levels of elementary, middle, and high school operational needs. These decisions may be based on, but not limited to, job performance and building/facility needs. In the event of a workforce reduction, the District will give a 60-day notice prior to the effective date. The District reserves the right to determine eligibility for recall.

Employees in the Custodial & Maintenance classification do not have an individual employment contract. Employees without an employment contract are at-will employees, and employment may be terminated for any reason.

All employees are required to provide two (2) weeks' notice of resignation from their position.

## **APPENDIX A**

### **Full and Part Time Custodial and Maintenance Positions Classifications**

- FTE-Maintenance Mechanic
- PT-Maintenance Supervisor
- PT-Maintenance Mechanic
- FTE-Custodian-1
- FTE-Custodian-2
- PT-Custodian Building Service Worker-1
- PT-Custodian Building Service Worker-2
- PT-Custodian Building Service Worker-2
- FTE-Grounds
- PT-Grounds
- Truck Driver

The District reserves the right to add, delete, or modify position classifications at any time.