



# EVENTTOWN

INDEPENDENT SCHOOL DISTRICT



## OPERATIONS HANDBOOK 2021-22

Supplemental Booklet of  
Topics Not Covered in  
Employee Handbook.

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## Department of Operations

The Department of Operations is composed of approximately 800 employees. We maintain over 6.0 million square feet of building space and over 900 acres of property. We operate and maintain equipment including school buses, service trucks, tractors, mowers, forklifts, and trailers. We transport approximately over 15,000 students each school day on 122 school buses, and travel over 2.4 million miles each year. Our school cafeterias serve approximately 21,000 meals each day. Our district is now composed of twenty-four (24) elementary schools, Employee Child Development Center, two (2) early childhood centers, eight (8) middle schools, four (4) high schools, Central Services Building, Service Center Annex, Technology Building, Professional Development Center (PDC), Central Services Annex, Bill Giese building, Special Education building, Natatorium, C.H. Collins Athletic Complex, and the Advanced Technology Complex. Our district is growing rapidly each year, and with this growth comes new and exciting challenges. You, as an employee, are an integral part of our professional team, and also a vital link in our commitment toward excellence with kindness.

## Disclaimer

This operations handbook references various Board policies by topic for quick review only. Please see the Denton ISD Board Policy Manual online at <http://pol.tasb.org/Home/Index/383> for a listing of all Board (LOCAL) and (LEGAL) policies in their entirety.

## Staff Responsibilities

### Absence Notifications

- Notification Preference
  - Supervisor's preferred methods of notification must be previously discussed (i.e. telephone, email, voicemail, text, or in person.)
- Employees must notify their immediate supervisor based on the above methods, their employee name, absence date, type of leave (personal leave, etc.)
- Employees must repeat this procedure for each day they will not be reporting to work.
- Notification of absence or tardiness does not preclude that incidence from being counted when an individual is in an excess situation.
- Failure to follow the procedure outlined above could cause an employee to be subject to disciplinary action as specified in the progressive disciplinary procedure.

### Breaks

- The operations department does not have specifically designated break times. The supervisor of the department will decide breaks according to work flow.
- Employees operating district vehicles may not take a district vehicle home but may take the vehicle to an eating establishment for lunch.

Maintaining an acceptable attendance record is a condition of employment in the Denton ISD.

## Dress Guidelines – Policy DH

The DISD faculty and staff should seek to present a professional appearance at all times. Serving as role models for our students, appropriate attire and grooming are essential. Clothing such as jeans, sweats, wind suits, leggings, shorts, etc. should not be worn unless pre-approved by the campus principal/building supervisor or unless the dress is considered job or position appropriate (i.e. athletics, CATE.)

For men, mustaches, beards, or other facial hair should be neatly groomed.

An employee who does not comply with the dress code will be disciplined. Repeated violations of dress code requirements may result in disciplinary actions.

The principal, in cooperation with the Campus Leadership Team, may add detail to the preceding dress code. The details may be gender specific. The Board, at the recommendation of the Superintendent, approves campus dress code details. On each campus, the principal will have the final say as to the appropriateness of any dress code question(s).

As the only exception to this policy, those custodial personnel assigned to a school campus may on School Spirit Days wear the distinctive campus tee shirt.

## ID Badges

Each district employee is required to wear an identification badge at all times while on duty.

Each operations district employee will be issued an identification badge/time card and a card access badge. Badges are furnished by the district at the time of employment or if you change facilities. If an employee badge no longer works properly, please notify the Human Resources Department for a free replacement badge.

## TEA Certification Class

### New Driver:

As a new driver for the Denton ISD Transportation Department you must attend a 20-hour certification class before your emergency certification expires. **COST: 20-hour certification is \$110.00**

### Returning Driver:

As a returning driver for the Denton ISD Transportation Department you are required to maintain your TEA Certification every 3 years (8-hour re-certification.) **COST: 8-hour re-certification is \$55.00**

The Transportation Department will pay for you to attend these classes the first time.

### Missed Class(es)

Should you miss a scheduled class or classes, it is understood you will be held responsible for paying for the makeup class or classes. If you have to attend more than one makeup class at more than one facility, there will be a charge of \$25.00 for each makeup class at each facility. The \$25.00 will be deducted from your payroll check. There will be a \$10.00 fee assessed if you do not pre-register.

## Uniforms

Uniforms are currently provided by the Denton ISD for full time transportation mechanics, maintenance, grounds, warehouse and custodial employees. Employees are required to wear a clean, complete and serviceable uniform each work day. An employee may be sent home to change if he/she does not report to work in uniform. This changing time will be docked from the employee's pay. Uniforms are not to be worn while an employee is off duty. When an employee terminates, all uniforms must be returned to the district. Failure to return the uniforms may result in delayed processing of the final paycheck.

## Voluntary Resignations

Employees must inform their supervisor **in writing** of their intent to resign their employment at least ten (10) days before their last day of work. The supervisor will then contact Human Resources to notify of the employee's intention.

As a general policy, final checks are processed during the next regularly scheduled payroll cycle.

## General Information

### Indoor Air Quality

Chapter 385 of the Health and Safety Code, "Indoor Air Quality in School District Buildings," requires the Board of Health (board) to establish voluntary guidelines for indoor air quality (IAQ) in public schools, including guidelines for ventilation and indoor air pollution control systems. The department developed these guidelines to help schools provide a healthier environment for students and staff. The intent is to provide the schools guidance for the major conditions that affect IAQ in schools.

DISD had developed an IAQ/Environmental Safety (ES) committee that addresses environmental concerns. A management plan for all facilities owned by the district is available in the office of each district facility for review.

### Safe Schools Online Safety Training

Safe Schools is an online safety training and tracking system designed specifically for school employees. The program design makes it easy to deliver all of the essential training needed for every employee in the district. A major benefit of the Safe Schools online training is the ability of staff to receive required training without leaving the campus. All employees will be required to complete mandatory training courses assigned by the Human Resources department to meet state, local and District compliance regulations. Campus Administrators will assign additional course topics deemed necessary for the campus staff.

### School Closing Procedures

In the event of a school cancellation due to severe weather:

- Students will not be expected to report.
- All school programs and activities, including community education and UIL events, will be canceled.
- With the exception of maintenance, warehouse and custodial staff, no school employees will report. Operations personnel (except food service and transportation) will report as soon as possible (refer to directives from the Executive Director of Operations.) For those employees who are tardy or absent on bad weather days, available leave will be used to compensate for lost time.

In any event, employees, students, and parents must determine what is in their best interest and act accordingly. This is particularly true when school remains open on "marginal" weather days.

## **Time Clocks**

Time clocks are located in all district-owned facilities. Supervisors will instruct employees of their location. Employees are to clock in and out on the Time system as follows:

### **Time Clock Rules**

- An employee who is going to be late should notify his/her supervisor as soon as possible.
- Employees must clock in at the beginning of the shift.
- Employees may not clock in over six (6) minutes before the start of their work shift. Employees are expected to start work on time.
- Employees will not clock another employee in or out under any circumstances. Employees involved in such activity will be subject to termination.
- Employees, except for food service and transportation, will clock out for lunch and back in at the end of the lunch break.
- An employee leaving work for any reason and expecting to return before the end of his/her shift must clock out and back in when returning. Any employee conducting personal business off campus while on the time clock will be subject to termination.
- Employees will not clock out before the end of their work shift without prior approval of their immediate supervisor.
- Employees must clock out at the end of the shift.
  - If time clock settings are incorrect, please notify your immediate supervisor as soon as possible. Continue to clock in and out at the scheduled time until adjustments are made. If an employee badge has been lost or no longer works properly, please notify the Human Resources Department.

## **Work Time**

Working hours for Operations personnel will be assigned by their supervisors depending upon their assignment and building or campus to which assigned.

## **Compensation, Benefits & Unemployment**

### **Accumulation of Leave – Policy DEC**

State Personal and Local Leave: All full time employees will earn State Personal and Local leave days as follows:

- Operations employees earn State and Local Leave days each year. The number of days earned varies according to the number of hours worked weekly. These days are pro-rated for employees who are employed after the beginning of the school year. The maximum hours of local leave that can be accumulated is 1,008 hours.
- State and Local leave days are earned as follows:

Local Days			State Days
Work Schedule Normally Requiring	Leave Days Earned	Maximum Days of Accumulation	
9–10 months	5 workdays	90 workdays	The District shall provide employees with five days per year of state personal leave, with no limit on accumulation and no restrictions on transfer among districts. The District may provide additional personal leave beyond this minimum.
10 1/2 months	5 1/2 workdays	99 workdays	
11 months	6 workdays	108 workdays	
12 months	7 workdays	126 workdays	
Late hires or employees planning on leaving Denton ISD may contact the Payroll Department to verify actual leave days earned during time of employment.			

- Local Leave may be used for personal illness, and/or illness or death in the immediate family. Immediate family is defined as: husband, wife, son, daughter, father, mother, grandparents, step and in-laws respectively.
- State Leave: Personal Leave days are State leave days that may be taken for personal reasons.
  - State Leave must be approved three (3) days in advance by the supervisor. Only two (2) days of personal leave can be taken at a time.
  - As stipulated by the Superintendent, State leave may be accumulated without a maximum amount.
  - State Leave and Local Leave days for the Transportation Department is based on the number of hours worked weekly.
- Local Leave, State Leave and Vacation Leave are advanced to employees at the beginning of the contract year as follows:

In the event that an employee uses that advanced leave and then terminates his/her employment before the first employment anniversary, the pay for those advanced days taken will be deducted from the final paycheck at the employee's hourly rate. If an employee works part-time, the employee receives a prorated amount of days.

## Compensation

Employees in the Maintenance, Warehouse and Custodial departments are considered year round employees. This means that they work a full twelve month year. Exceptions will be listed under other benefits paragraphs. A calendar of the work days will be published annually by the Executive Director of Operations.

Operations employees, both full and part time, are paid according to the Fair Labor Standards Act. Full-time employees are compensated on the basis of hours worked during a forty (40) hour work week. All work performed up to forty (40) hours in a single week will be paid at the standard hourly rate. A work week is defined as Sunday through Saturday. Workdays and shift schedules will be assigned by the supervisor. Time off for lunch or dinner is not considered as time worked.

## Holidays

On the operations calendar of 260 working days per year, operations employees receive the following holidays:

Labor Day	one (1) day
Thanksgiving	three (3) days
Christmas (includes Christmas and New Year's Day)	six (6) days
M.L.K. Birthday	one (1) day
Spring Break	three (3) days
Memorial Day	one (1) day
Independence Day	one (1) day

## Make Up Days

Make up days are work days in the event of school closing due to inclement weather. Absences will require the use of a sick or personal day. If there is no school closing due to inclement weather, make up days will be additional work days off as per the District calendar.

## Reasonable Assurance of Employment

DISD employees will receive letters of "reasonable assurance" on an annual basis. This means that during break times in the school calendar, such as Summer time, Christmas, New Year's and Spring Break an employee has assurance that within reason, they will have a job when school starts after the breaks. Reasonable assurance cannot be construed as an employment contract; only that, except for unforeseen interruptions beyond the control of the district, such as lack of school funding, natural disaster, court orders or public insurrection, employees' jobs will be available.

## Staff Recognition

A distinctive service pin is awarded to all employees with 10, 15, 20, 25, and 30 years of service to the district after the completion of that particular service year. **Note:** Service pins are award the year after your service year has been completed (example: 10 year pin will be awarded in the 11<sup>th</sup> year of employment.)

## Unemployment Compensation

If you are a school employee working in a non-instructional position, there are two primary considerations for unemployment benefits eligibility:

- Whether you are on a scheduled break: If you have wages from an educational institution in the base period of your claim, are on a scheduled break in the school year and you have a reasonable assurance of a job as defined below in the next academic term or after the break, you generally would not qualify for unemployment benefits because the school wages cannot be used to calculate your benefit amount.
- Type of job separation: If you lose your job through no fault of your own, you might qualify for unemployment benefits. Eligibility for benefits is determined on a case-by-case basis.

Reasonable assurance is a written commitment that you will have a job after scheduled breaks or in the next academic term at your school or within your department.



## **Vacation Leave**

Full time operations employees (260 days) are granted annual vacation leave.

- An employee will be eligible for ten (10) days of vacation after completing one (1) year of employment. Anyone who is employed after April 30 will be required to take their ten (10) days of vacation during the next school year.
- Employees having completed eight (8) years of employment will be eligible for fifteen (15) days of vacation upon the anniversary of their date of hire. Anyone whose anniversary date falls after April 30 will be required to take their fifteen (15) days of vacation during the next school year.
- Vacation time is granted each year on July 1<sup>st</sup>.
- A maximum number of ten (10) vacation days may be carried over.

Maintenance, grounds warehouse and full time transportation personnel may take their vacation at any time during the school year excluding the month of August. All vacation leave must be approved in advance by the supervisor.

## **Prohibited Employee Conduct**

### **Fire Arms**

The possession of fire arms is prohibited in all district buildings and district owned properties, or at any district or school related or sanctioned activity. This policy applies to all personnel, with or without a legal "right to carry" permit.

### **Obscene Language (Profanity)**

No employee, at any time or for any reason, may use obscene language (profanity) or suggestive language or obscene gestures of any kind. Violation of any policies, regulations, or guidelines may result in disciplinary action, including termination of employment.

### **Phone Usage**

- Auxiliary employees may not use cell phones for personal reasons during working hours unless approved by the department supervisor or in cases of emergencies
- Use of phones or texting while driving district vehicles is strictly prohibited (all employees.)
- Auxiliary employees are not allowed to take photos of students, text, call or share contact information.

### **Sexual Harassment – Policy DHC**

Defined as unwelcome sexual advances, request for sexual favors or other sexual conduct, either verbal or physical, or any conduct or other offensive unequal treatment of an employee or group of employees that would not occur but for the sex of the employee or employees, when: The advances, requests or conduct have the effect of interfering with performance of duties or creating an intimidating, hostile or otherwise offensive work environment; Submission to such advances, requests or conduct is explicitly or implicitly a term or condition of employment; or Submission to or rejection of such advances, requests or conduct is used as a basis for employment decisions. Sexual harassment between Supervisors and employees, employee to employee, employee to student, and student to student will be handled with a "zero tolerance" policy.

## Students – Limited Contact – Policy DH

- No employee shall attempt to discipline a student. The need for discipline shall be reported to the campus staff for action.
- Employees shall limit contact, including conversation and/or physical contact, with students to specific information or instructions that would be required to perform their duties.
- No auxiliary employee shall allow any student into the building before or after school without the building administrator's approval.

## Visitors During Work Hours

No friends, relatives, neighbors or former employees shall visit employees during working hours. Any person who needs to contact an employee during working hours for emergencies shall be cleared through the supervisor's office.

## Disciplinary Procedures & Termination

### Progressive Discipline

The goals of discipline are to remedy improper conduct on the part of an employee in order to maintain an effective workforce. When used properly, discipline should be progressive in nature. For that reason, discipline within DISD will be handled in a progressive manner, increasing the level of discipline upon each repeated rule, policy, etc., violation. All violations will be investigated thoroughly for seriousness and mitigating circumstances before the decision to take disciplinary action is made. Upon making that decision, the following disciplinary steps will be taken:

#	Type	Responsibility Party	Description
First Offense	Oral Warning	Department Supervisor	Employee will be formally counseled by the Supervisor explaining the offense and remedial action to be taken.  The main points will be written and both parties will sign.
Second Offense	Written Warning	Department Supervisor	Employee will again be counseled. The Supervisor will state in writing the nature of the offense and will emphasize that this is the second offense committed. The Supervisor will give the employee specific instructions on remedial action and time limitations in which the employee must take that remedial action.  Both parties must sign this counseling record.
Third Offense	Written – Final Warning / Suspension	Department Supervisor	The employee, again, will be given specific instructions on remedial action and time limitations in which the employee must take that remedial action. Both parties must sign a record of this meeting. As a part of the remedial action, the supervisor will recommend to Human Resources that the employee be suspended for three (3) consecutive work days, at the Supervisor's convenience, without pay. The employee will be

			informed that this is the last and final warning, and that any further violation will result in termination.
<b>Fourth Offense</b>	<b>Written - Termination</b>	<b>Department Supervisor</b>	The supervisor will provide the Human Resources department all supporting documentation support their recommendation to terminate.
		<b>Human Resources</b>	Employees will be notified by Human Resources if their employment is being termination.
<b>CROSS REFERENCE:</b> Denton ISD Employee Handbook states "Non-contract employees are employed at will may be dismissed without notice, a description of reasons for dismissal, or a hearing."			

## Suspensions

An employee may be suspended, with or without pay, at the discretion of the Denton ISD Superintendent, while Denton ISD investigates charges that he/she has violated Denton ISD Board policy, rule or regulation. Said employee may be paid for a maximum of sixty (60) days of suspension, if it is ultimately determined that the employee has not violated such policy, rule or regulation. However, the suspension may extend until a decision has been made at a trial or hearing.

## Terminations

Reasons for termination of an employee shall include, but not be limited to, those reasons set forth below.

- Failure to fulfill duties or responsibilities, incompetency, inefficiency, or neglect of duties.
- Insubordination, failure to follow instructions of a supervisor or person duly appointed.
- Failure to comply with Board policies, administrative regulations, or official directives.
- Conducting personal business during work hours especially those which would result in a conflict of interest.
- The possession, use, or being under the influence of alcohol, alcoholic beverages, or illegal drugs or narcotics, as defined by the Texas Controlled Substances Act.
- Possession of a fire arm or illegal weapon on District property or in a District vehicle.
- Conviction of a felony or any crime involving moral turpitude.
- Disability, not otherwise protected by law that impairs performance of required duties.
- Immorality or engaging in any illegal activity or conduct which is or may be harmful to another employee or student.
- Assault, either physical or verbal, of an employee or student.
- Falsification of employment application, records, or other documents related to the Denton ISD activities.
- Misrepresentation of facts to a supervisor or other Denton ISD official in the conduct of schools' business.
- Excessive absenteeism or tardiness. Defined as follows:

**Tardiness:** Not clocking in within sufficient time in order to be available for work at the prescribed starting time. No more than one (1) instance of tardiness may result in disciplinary action. Employees will not be allowed to substitute State personal leave or Local sick leave for daily tardiness.

**Absenteeism:** Not being present for duty and without a district authorized form of absence such as vacation or local or state leave time. Once all of these benefits (leaves) have been exhausted, any further absences will result in processing under the progressive discipline procedure.

- Cell Phone usage while driving a district vehicle.
- Misappropriation or unauthorized and/or personal use of Denton ISD property.
- Legal reasons constituting good cause for dismissing the employee as determined by the Board of Trustees of Denton ISD or the superintendent.