

**GLADEWATER INDEPENDENT SCHOOL DISTRICT  
AUXILIARY SERVICES  
EMPLOYEE HANDBOOK**



**(2021-2022)**

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

## **Mission Statement**

**Gladewater auxiliary departments will provide a safe and nurturing learning environment where students are empowered with the skills and character to be productive and successful citizens.**

### **Department Requirements for all Personnel**

#### **1. IMAGE AND APPEARANCE:**

Auxiliary Services personnel must set a good example and be a role model for students. Personnel must display proper identification; wear the uniform shirts provided by the District. Appearance and grooming must be presentable and consistent with setting a good image for the Department, the School District and the Community. In keeping with professional decorum standards:

- a. Stud earrings may be worn by female employees excluding food service employees. Ears are the only exposed areas of the body on which pierced jewelry may be worn.
- b. Tattoos must be covered.
- c. Men's hair shall be well groomed and not extend below the base of the neck.

- d. Men are permitted facial hair if neatly trimmed and moderate in style.
- e. Shoes that cover the entire foot. At no time will shoes that have an open toe or heel be worn while on duty. Shoes will have a minimal heel height and have a non-slip sole as well as not hinder the ability to perform duties safely.
- f. personal hygiene must be maintained at all times
- g. Shorts are to be no shorter than 3 ½ inches above the knee

## **2. CONDUCT:**

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

## **3. EMPLOYEE RESPONSIBILITIES**

- a. Report and establish a work order for any maintenance and repair at any facility.
- b. Perform quality work consistent with trade standards. Clean up work site when finished.
- c. Make verbal commitments/promises only when approved by the Director/Principal/Lead.
- d. Avoid making a verbal diagnosis of problems which may not be accurate.
- e. Report any complaints, dissatisfaction with the job, dissatisfaction with supervisor, unfair practices, unsafe practices, etc., to the Director/Principal/Lead.
- h. Directors/Principal/Leads are to practice an “open door” policy to be available to respond to complaints, dissatisfaction, unfair practices, etc.
- i. Keep all equipment clean and ready to use.

## **4. SAFETY & SECURITY**

- a. Use good judgment to protect and safeguard public property.
- b. Pay close attention to the safety and well being of students and staff in all actions.
- c. Use extra care to safeguard keys to buildings and equipment. Do not loan out keys or share alarm codes.

- d. Use caution going into schools after hours for work related activities and report any suspicious activity to law enforcement officials and supervisor/ Asst. Supt.
- e. Read instructions and follow safe practice when operating equipment
- f. Personal Protection Equipment will be worn at all times when doing tasks that require its use. When in doubt, ask your supervisor.

## **5. PERSONNEL OVERTIME**

Refer to the Employee Handbook

## **6. PAYROLL REPORTING**

- a. Carefully plan to use leave, when needed. Take note of leave balances on pay check stubs. Abuse will not be tolerated.
- b. Call in to your Director/Principal/Lead if taking sick leave – no later than 1 hour before your scheduled work start time. **Transportation department employees must call in no later than 2 hours before your scheduled work start time.** Failure to call in within this time frame could result in a write-up . You must notify your department Director/Principal/Lead everyday that you are out unless you have provided a doctor’s excuse that states when you can return to work. **If absent for more than (5) work days, a doctor’s statement is required.**
- c. Request vacation time and personal business days, in Eduphoria, according to guidelines specified in the employee handbook.
- d. Overtime must be approved in advance of hours worked. Request to work overtime from your supervisor. Final approval will be given by the Asst. Superintendent.
- e. Do not sign in or sign out anyone other than yourself for time worked.
- f. A 15 minute break period in the morning and afternoon are to be taken at the workplace. Break times are determined by your supervisor.
- g. Any changes in scheduled work hours, time off, personal business time off (short term such as 15 minutes) must be approved by the Director/Principal/Lead. You must clock out to conduct any business (personal) not related to the school.

## **7. OTHER OUTSIDE EMPLOYMENT**

- a. Outside employment must not interfere with your job.
- b. Conducting other business while at work with the district is not authorized.

- c. Use of District property/equipment/vehicles for other business is not allowed.
- d. Use of personal cellular phones or District cellular phones to conduct outside business while at work is not allowed.

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

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

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

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

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

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

Director of Transportation for the purpose of establishing each individual in a district database.

g. District vehicle operators must attend a 2-hour Defensive Driving Course (DDC) conducted by the district's Transportation Department every two (2) years.

h. The use of a district vehicle may only be for authorized district business and activities.

i. A district vehicle may not be driven to an employee's personal residence.

### **Additional Requirements for Facility Services Staff**

a. District vehicles are for official use only. Vehicles may be used to go to lunch at or near your place of work (campus or district building). Ask your supervisor if a location is questionable.

b. Refrain from parking on grass and sidewalks during service calls at campuses and

c. Obey traffic laws, speed limits and signals. (The district is not responsible for traffic tickets)

d. Acquire fuel from the Transportation Department.

e. Do not use cellular phones when refueling equipment or vehicles.

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

a. School district tools and equipment shall not be taken home for personal use and shall not be loaned out to others for this purpose.

b. Replacing worn out tools must be approved in advance by the Director.

c. Personal tools are not to be used at work.

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

Questions or clarification on any of these requirements should be referred to your Director or the Chief Operations Officer.

**EMPLOYEE ACKNOWLEDGMENT AUXILIARY SERVICES HANDBOOK**  
**RECEIPT**

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

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

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

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

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

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_