

Beal City Public Schools

Custodian Handbook

Revised August 2014

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GENERAL STATEMENTS

Mission Statement

Beal City Schools, in harmony with home and community, will educate our children in a positive environment that meets individual needs and goals in order that all students successfully function in an ever-changing global society.

Purpose Statement

This Custodian Handbook has been prepared to serve as a reference for custodians in their employment with the Beal City Public School District. A variety of information has been assembled. If a question or problem arises which is not covered in this handbook, the question or problem should be directed to the Maintenance/Transportation Director. If he/she does not have the answer, the employee should feel free to contact the Business Manager or the Superintendent.

Disclaimer Statement

This handbook is not intended to serve as a contract of employment. It is intended to address the general conditions of employment for the custodians. Nothing state in this policy alters the at-will nature of employees' employment.

Because all custodians are at will employees, the Beal City Public School district retains all management rights to hire, fire and assign such employees. Where possible, every effort will be made by the Administration to make changes prior to the beginning of the fiscal year.

Complaints regarding the application of this handbook are to be directed to the Maintenance/Transportation Director within ten (10) calendar days of the incident upon which the complaint is based. If an employee is not satisfied following the discussion with his/her supervisor, the employee may contact the Superintendent. The Superintendent's determination on complaints is considered final.

Administration reserves the right to modify this handbook at any time. This handbook may only be amended by formal action of the Board of Education. Suggestions for improvement are welcomed.

Disabled Applicants and Employees

The Beal City Public Schools will consider for employment disabled applicants who can perform the essential functions of the position being applied for with reasonable accommodations as defined in the Americans with Disabilities Act (ADA) and the Michigan Handicapper's Civil Rights Act (MHCRA).

Current employees who become handicapped will remain employed by the Beal City Public Schools if they can perform the essential functions of the job with reasonable accommodations as defined in ADA and the MHCRA.

The ADA and MHCRA Compliance Officer for the Beal City Public Schools is the Superintendent.

Sexual Harassment

Harassment of staff (including those who volunteer their services) or applicants for employment is prohibited, and will not be tolerated. This includes inappropriate conduct by any person in the school environment, including other employees, Board members, parents, guests, teachers, contractors, vendors, and volunteers. It is the policy of the Board to provide a safe, positive work environment free of harassment for its staff. Board of Education policy manuals and rules regarding sexual harassment are available for review at www.neola.com/bealcity-mi, item 4362 Classified Staff.

Any employee may and should report, in writing or orally, any and all incidents of such activity. Complaints may be directed to the Superintendent of Schools or the Maintenance/Transportation Director as an alternate. If the complaint relates to either of these individuals, the complaint may be filed with the Board President. There will be no retaliation against an employee for making a complaint or taking part in the investigation of a complaint. All complaints will be investigated. To the extent it can, the District will keep matters confidential. Violation of the policy shall subject the offending employee(s) to appropriate disciplinary action up to and including discharge from employment.

Equal Employment Opportunity

Beal City Public Schools shall comply with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of the Board that no employee or candidate for employment in the district shall, on the basis of race, color, religion, national origin or ancestry, age, gender, marital status, disability, height, weight, and/or any other legally protected characteristic, be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to, discrimination in any program or activity for which the Board is responsible or for which it receives financial assistance from the U.S Department of Education.

Employment Notices

State and Federal labor law information is posted in the elementary staff lounge, the high school staff lounge, and the superintendent's office.

Work Year/ Assignment

The work year and assignment for custodians will be determined by the Maintenance/Transportation Director. Work year begins July 1.

Custodian Classifications

1. Crew Leader
2. Full Time Custodian
3. Part Time Custodian

ORIENTATION FOR NEW CUSTODIANS

Upon notification of employment, the employee will report to the Business Office and: (1) receive a copy of the Custodian Handbook (2) provide information to the payroll office, (3) provide information for personnel file.

Prior to starting work, the custodian will have an orientation meeting with the Maintenance/Transportation Director. At this time the custodian will receive information concerning: (1) physical facilities, (2) identified work schedules (hours), (3) briefing on building characteristics, personnel, and procedures, (4) briefing on the nature of work assignment and (5) answers to questions.

RESPONSIBILITIES

Personal Conduct

An employee of Beal City Public Schools is required to perform assigned duties conscientiously, to conduct himself/herself in a manner that reflects pride in Beal City Public Schools, to respect the administrative authority of those directing the work and to observe the spirit, as well as the letter, of the district policy governing conduct. It is the employee's responsibility to familiarize himself/herself with the Beal City Board of Education policy manual and rules found at www.neola.com/bealcity-mi, item 4000 Classified Staff.

Dress

When appropriate custodial staff will be provided with uniform shirts to be worn while on duty. Appropriate attire (clean, no holes, etc.) and grooming are expected at all times.

Safety

Safety is paramount at all times and under all conditions. The school system attempts to maintain safe working conditions and encourages employees to be constantly alert to hazardous situations and to promptly report all unsafe conditions to their supervisor or to the business office.

Reporting on Suspected Child Abuse

While custodians are not required to report suspected child abuse directly to DSS under the Child Protection Act, MCLA 722.521 et seq., he/she should report concerns to the Maintenance/Transportation Director. Furthermore, an individual who reports suspected child abuse in good faith is immune from liability.

COMPENSATION INFORMATION

Custodian Wage Schedule

A custodian will routinely be considered for a pay increase at the beginning of the fiscal year (July 1). Pay increases shall be determined by the Board of Education with input from Administration. (See page 21 Wage Increase Guidelines)

Pay Periods

Paychecks shall be electronically transferred to the banking institute of the employee's choice by 4:30 p.m. on the day prior to the pay date. Paychecks will be issued every other Friday.

Work hours/Breaks

Scheduled work hours, and specific assignments are established by the Maintenance/Transportation Director subject to final approval by the Superintendent. No hours may be worked outside of the established schedule without the prior written approval of the employee's supervisor. Custodians are entitled to a fifteen-minute break for every four consecutive hours worked. Custodians are entitled to one half hour paid lunch/dinner during the school year. Normal work hours during the school year are 4:00 p.m. – 12:00 a.m. or 3:30 p.m. – 11:30 p.m. Custodians will move from the afternoon shift to the day shift the Monday following the end of the school year with students. They will then pick up with the afternoon shift the day the school year starts with students.* Schedules and shifts may be changed by supervisor or superintendent if needed.

When a custodian is called into work for an emergency they will receive compensation for a minimum of two hours.

Punctuality

Punctuality and regular attendance are expected of everyone and are important for satisfactory performance. Employees are not allowed to punch in before, or work beyond their normal hours without approval from their supervisor. Timecard minutes will be rounded to the nearest quarter hour. If a custodian is unable to report for work, the immediate supervisor should be notified as soon as possible, in accordance with the procedure established. In the event the absence is for three (3) consecutive days without notification to the supervisor, the custodian will be considered to have abandoned his/her position.

Overtime

Non-exempt employees covered by the employee handbook will be paid overtime at a rate of one and one-half for any time **worked** over 40 hours per week. Leave time and holiday pay will not be considered when determining over time hours. Overtime must be specifically authorized in writing (whenever feasible) by a supervisor before the hours are worked. The pay period begins at 12:00 a.m. Sunday and ends at 11:59 p.m. Saturday.

Attending Conferences

Custodial staff will be paid for the hours of the conference attendance according to the conference agenda. Travel time will be excluded.

Payroll Deductions

Federal and State income taxes will be deducted from payroll checks in accordance with the number of exemptions claimed on the W-4 withholding certificates. Social Security tax and retirement will be deducted as required by law. The Board of Education also makes it possible for custodians, through payroll deductions, to contribute to United Way, 403 (b) investments, and other voluntary deductions.

FRINGE BENEFITS

Retirement

As per state law, a percentage amount of the custodian wages as determined by MPSERS will be paid by the school district into the Michigan Public School Employees Retirement System. The percentage amount may be revised by MPSERS on October 1st of each year. Employees hired on or after January 1, 1990 will be required to have a percentage deducted from their wages each pay period according to state law.

If an employee retires from the district after 10 consecutive years of employment, they shall receive upon retirement, 4% of their current salary in a one time lump sum payment.

Insurance

Full time custodians (working 40 or more hours per week) will be eligible for health insurance coverage, basic term life insurance, and long term disability benefits. This coverage will begin on the first day of full time employment. If a full time custodian has alternative insurance coverage, they may opt to receive cash in lieu of health insurance. The amount of cash in lieu will be determined at the beginning of each fiscal year (July 1).

LEAVE TIME

Sick leave, personal leave, and vacation leave are credited in advance on July 1 each fiscal year in anticipation of the employee completing the entire work year. Partial years of service as a result of a mid-year hire or termination, or other reasons will result in a pro-ration of the annually awarded vacation, sick, and personal leave days. Any unearned leave time that has been used will be deducted from any remaining pay check(s). Scheduling of leave days of all types is subject to supervisory approval.

For purposes of this section, the term “day” shall be defined as the number of hours the employee is regularly scheduled to work per day.

Willsub is to be used to track leave time/absences. The employee is responsible for entering all leave time used into the Willsub system. If leave time needs to be entered after the fact, the employee should contact their supervisor or the Business Manager.

Sick Leave

Custodians will be credited with a maximum of 12 sick leave days per year. Those days will be credited to the employee at the beginning of the fiscal year (July 1). Sick leave can be accumulated to a maximum of 180 days.

Sick leave may be used in accordance with the schedule specified herein for personal or family illness. For all absences, the custodian is required to notify the Maintenance/Transportation Director upon first knowledge of the necessity to be absent.

The district may require verification from physicians or others as it relates to absences where over-utilization or misuse is suspected, or when other conditions warrant.

Before returning to work after surgery, injury, or serious illness a physician's release to work will be required.

Sick leave may be used as follows:

Personal Illness - The primary purpose of the sick leave allowance is to cover the absence of the employee from the school because of personal illness or disability sufficiently severe that it shall make his/her presence in school inadvisable. After five (5) consecutive days of absence, the custodian must have a certificate signed by a doctor in order to receive additional sick pay.

Family Illness – The custodian may use a maximum of ten days of sick leave for illness in the immediate family. These ten days are cumulative on an annual basis and are not on a per illness basis. Immediate family shall be defined as spouse, children, step-children, parents, mother-in-law and father-in-law and grandparents and grandchildren. Use of sick leave for others outside those listed in this paragraph may be approved at the discretion of the Superintendent.

The immediate supervisor of the custodians, at his/her discretion, may request a doctor clearance for a custodial employee to return to work following an illness.

Sick Leave Incentive Program

Unused sick days are paid at 50% of Teachers' sub rate times the number of unused days up to a maximum of 100 days; 10 years of service as an employee of the Beal City Public Schools are necessary in order to qualify.

Bereavement Leave

Bereavement leave may be taken if there is a death of a member of the immediate family. The custodian may take a maximum of the following number of days per death:

- Husband, wife, mother, father, brother, sister, children, grandchildren or other family members listed below who reside in the employee's home – 5 days.
- Father-in-law, Mother-in-law, brother-in-law, sister-in-law – 3 days.
- Grandparents – 2 days.

Additional non-paid days may be taken upon approval of the Maintenance/Transportation Director.

Vacation Leave

Vacation leave will be credited to the employee at the beginning of the fiscal year (July 1). Vacation leave will be awarded for years of continuous service as follows:

0-10 years	=	10 days vacation
after 10 years	=	11 days vacation
after 12 years	=	12 days vacation
after 14 years	=	13 days vacation
after 16 years	=	14 days vacation
after 18 years	=	15 days vacation
after 20 years	=	16 days vacation
after 22 years	=	17 days vacation
after 24 years	=	18 days vacation
after 26 years	=	19 days vacation
after 28 years	=	20 days vacation

Any vacation time used after the original 10 days must be taken on days school is not in session.

At the end of the fiscal year (June 30) the employee will have the option of being paid for a maximum of five days of unused vacation or carrying those 5 days to the next year. Any vacation days over five will be lost. Whenever possible, vacation leave time should be requested at least one week in advance. Approval of vacation leave is at the discretion of the Maintenance/Transportation Director.

Accumulated vacation leave will be paid out upon leaving the district if the employee notifies the district of their intent to leave the District two weeks prior to their last day worked. If two weeks notice is not given, the employee forfeits all accumulated vacation leave.

Personal Leave

Personal Leave will be credited to the employee at the beginning of the fiscal year (July 1). Custodians will be credited with 3 personnel days per year. At no time will an employee have more than 8 days of personal leave credited. If the award of 3 personal days at the beginning of the fiscal year will cause the personal leave bank to exceed 8, all personal days beyond 8 will be moved to sick leave.

Whenever possible, personal leave should be requested at least one week in advance. Approval of personal leave is at the discretion of the Maintenance/Transportation Director.

Accumulated personal leave will be paid out upon leaving the district if the employee notifies the district of their intent to leave the District two weeks prior to their last day worked. If two weeks notice is not given, the employee forfeits all accumulated personal leave. In the event of termination the employee forfeits all accumulated leave.

Holiday Leave

Custodians will receive the following ten (10) paid holidays:

Labor Day	New Year's Eve Day
Thanksgiving Day	New Year's Day
Day After Thanksgiving	Good Friday
Christmas Eve Day	Memorial Day
Christmas Day	4 th of July

If the holiday should fall on a Saturday or Sunday, the custodian will receive the holiday pay on the day before or after the holiday as determined by the Maintenance/Transportation Director. To receive holiday pay the employee must work their last day scheduled before the holiday and the first scheduled day after the holiday. An exception may be made in the event of short term leave at the discretion of the Maintenance/Transportation Director.

Family Medical Leave Act

Information regarding possible benefits for eligible employees under the Family Medical Leave Act (FMLA) is available in district policies and administrative guidelines, available for review at www.neola.com/bealcity-mi, item 4430.01. Employees are required to use all accrued paid sick leave to substitute for the family leave described in this policy. The employee will have the option to use paid vacation or personal leave to substitute for the unpaid family leave described in this policy. Paid leave and unpaid leave run concurrently with family medical leave.

Unpaid Leave (Other than Family Medical Leave Act)

Requests for unpaid days off and extended unpaid leaves of absences must be submitted in writing to the Superintendent, with a copy to the employee's supervisor. All unpaid leave must be approved by the Maintenance/Transportation Director and the Superintendent. All accumulated paid leave time must be utilized before unpaid leave will be granted. Unpaid leave not qualifying for the Family and Medical Leave Act of 1993 will result in loss of cash in lieu benefits, or the payment by the employee of monthly insurance premiums for any time while on unpaid leave.

Jury Duty

The school administration considers jury duty to be a civic and community responsibility. When a custodian receives a call for jury duty, he/she should immediately notify the Maintenance/Transportation Director. When serving as a member of a jury the custodian will receive his/her regular pay and will submit any jury duty pay received to the school district. It is not necessary to submit payment from the court for mileage. As jury duty is served during the day and the custodian's normal work schedule is during the

evening, custodians are expected to work no more than 12 hours a day between the combination of jury duty served and hours worked.

Act of God Days

Custodians are required to report to work on Act of God Days unless released by the Maintenance/Transportation Director or the Superintendent.

DISCIPLINARY PROVISIONS

Disciplinary measures may be taken by either the Superintendent or the Maintenance/Transportation Director subject to prior approval of the Superintendent.

Disciplinary measures may consist of:

- verbal warning (1st offense)
- written warning (2nd offense)
- suspension (3rd offense)
- termination (4th offense)

While disciplinary measures for employee misconduct will generally follow this progression, disciplinary measures may be accelerated depending on the nature and severity of the misconduct.

PERSONNEL INFORMATION

Background Check

New employees are required to submit to a criminal background check before officially starting work.

In addition, each employee of the district is required to self-report to their employer and the Michigan Department of Education when they have been arraigned / charged with certain identified crimes. The report must be made within three business days of the arraignment or the employee will be guilty of an additional crime. The crimes are listed in MCL 380.1535a.

Personnel File

A personnel file will be developed for all custodians and will be kept in the Superintendent's Office. All records that are generated in connection with employment with the Beal City Public Schools, except pay records and medical records, will be maintained in the custodian's personnel file. The information gathered is considered privileged information and will be treated confidentially in accordance with Board Policy. Custodians may review the contents of their personnel file with proper notice.

Evaluation

It is the responsibility of the Maintenance/Transportation Director to evaluate custodians in his/her building at a minimum of one per year or as many times as necessary to ensure continued satisfactory performance. See attached for Evaluation form.

LAYOFF AND RECALLS

Seniority

The central office shall maintain a list of custodial employees and their date of hire in order to have an up to date seniority list. However, seniority will not be used as a factor in layoff, recall and reduction of hours unless the employees in question have equal evaluations and job performance.

Layoff and Recall/Reduction of Hours

If there are conditions making it necessary for a general reduction in the number of custodial employees employed by the school, the school will retain, if possible after a complete review of personnel files, those custodial employees, by position, having the best employee evaluation, job performance, and skill level. If those factors are equal then years of service to the district (seniority) will be used. A recall list will be maintained for a period not to exceed one (1) year. Thereafter, a laid-off employee would lose his/her right to recall. In recalling custodial employees, the School will consider by position those custodial employees with the best employee evaluation, job performance, and skill level in relation to the open position. During the year, as any custodial positions occur, all laid-off custodial employees will be notified by mail at their current address on file at the business office

PRACTICES AND PROCEDURES

Job Postings

Whenever a vacancy arises, the Maintenance/Transportation Director will notify the Central Office who will then post the position for not less than five (5) work days. The posting shall be placed in the offices of the principals and Central Office. The posted custodial staff position notice will contain (1) job title, (2) hours to be worked, (3) main duties (4) contact person, (5) date of posting.

Custodial staff may apply for an open position. Both internal and external candidates will be considered for the position. It is the expectation of the Board of Education that the best qualified candidates be selected to fill vacancies. Work experience related to the position, attendance, punctuality, interpersonal skills, relationships with other, work performance and other matters will be taken into consideration. Recommendations for hire are made by the Maintenance/Transportation Director and the Superintendent to the Board of Education. The Board has final approval for any employee hired.

An employee may occupy more than one position within the district, provided schedules do not conflict or create an overtime payment requirement.

Injury on the Job

If a custodian is injured in the course of employment at Beal City Public Schools, he/she must verbally notify the supervisor during the work shift in which the injury occurred and fill out an accident report form as soon as possible. Failure to report the injury within two (2) working days of the accident may absolve the district of any responsibility. Accident report forms may be obtained from the business office.

Employee Termination of Employment

A minimum of two (2) weeks written notice is required for termination of employment by the employee. Earlier written notice is helpful whenever possible.

Beal City Public Schools Custodian Handbook Certification

I have received a copy of the Beal City Public Schools Custodian Handbook.

I understand that I have the responsibility to read and review the handbook and familiarize myself with its contents.

I understand that this handbook is provided to me at the time of my employment as a Beal City Public Schools Custodian.

I am to maintain the handbook in good order and repair.

I will direct all questions regarding the content of the handbook to the Maintenance/Transportation Director for clarification.

Custodian (please print)

Custodian Signature

Date

Maintenance/Transportation Director (please print)

Maintenance/Transportation Director's Signature

Date

Beal City Public Schools					
Maintenance Department					
Custodian Evaluation Form					
Name of Employee:			Position:		
Hire Date:			Supervisor:		
Evaluation Period:					
#	Category	Outstanding	Good	Acceptable	Unacceptable
General Duties					
1	Clean and neat in appearance				
2	Works cooperatively with others				
3	Available to staff as needed				
4	Courteous to students, staff, public				
5	Maintains positive image				
Classrooms/Offices					
6	Empty trash				
7	Close and lock windows				
10	Sweep/Mop				
11	Straightens desks/tables				
12	Vacuums if needed				
13	Turns out lights				
Bathrooms					
14	Empty trash				
15	Clean, disinfect walls and stalls				
16	Clean, disinfect basins, mirrors toilets, urinals				
17	Sweep/Mop				
18	Check/Replace tissue and towels				
Hallways					
19	Dry Mop - Wet if needed				
20	Dust locker tops				
21	Vacuums if needed				

22	Buff if needed
23	All things considered, how do you rate this employee in relation to job performance and value to the school system?

Name of Employee:	Position:
Supervisor Comments:	
Employee Comments:	

The required conference was held on:

Employee's Signature:

Date:

Supervisor's Signature:

Date:

Note: The employee's signature does not signify agreement with this evaluation, but only that it has been reviewed and discussed with the employee. The employee may make any comments desired in the employee comments section. Additional sheets, if necessary, may be attached and made an official part of the review. All comments must be attached to the review prior to the document being passed on to the next level of management for review

Wage Increase Guideline Sheet

A department administrator will

1. meet with each of the groups to talk about ideas, issues, concerns and/or compensation/benefits/language of handbooks.
 2. meet with the business manager and superintendent to discuss ideas and/or concerns.
 3. work with the business manager and superintendent on a proposal to take to the Business/Finance Committees and then to the Personnel Committee and finally to the Board of Education.
-
1. Once approved those wage increases will be given as follows: The Percent (%) approved will be calculated on each person's hourly wage, averaged together (by job title) to determine an equal percent an hour increase that each person will receive. This will hold the levels of compensation consistent, not allowing gaps to grow, while paying for years of experience.
Example: (average hourly wages x percent of wage increase)
 $(\$8.25 + \$9.25 + \$9.35 = \$26.85 / 3 = \$9.00 \times 2.5\% = \$0.225)$
 2. We will increase base wage each year based on the calculations above. The base wage will increase by $\frac{1}{2}$ of the amount that regular wages increase for each job title.

Example: (average hourly wages x percent of wage increase x 50%)
 $(\$8.25 + \$9.25 + \$9.35 = \$26.85 / 3 = \$9.00 \times 2.5\% = \$0.225 \times 50\% = .1125)$

Base wage will be looked to be adjusted every other year as needed.
 3. This salary guidelines document will be placed in the support staff handbooks once updated.