

Rio Grande City Consolidated Independent School District

Superintendent of Schools
Mr. Roel Gonzalez

R.G.C.C.I.S.D. Director of Maintenance
Mr. Arcadio J. Salinas Jr.

“To create and maintain a clean, safe, and functional environment for our students, teachers, and patrons so as to make a difference in the lives of the people with whom we associate with.”

Maintenance Handbook

Building Operations and Maintenance Administration Office
Fort Ringgold
Rio Grande City, Texas 78582

Maintenance Department Employee Handbook
Table of Contents

School Board Members	
Mission Statement	
Welcome	
Proclamation	
Disclaimer	
General Policies for all employees	1
Employment	1
Physical Exam	1
Benefits & Opportunities	1
Salaries	2
Safety Procedures	2
Drug and Alcohol Abuse	2
Drug-Free Workplace Requirements (DBBA Legal)	2
Tobacco	2
At-Will Employment	3
Working Hours	3
Dress Regulations-Employee's Image and Dress	3
Dress Regulations	4
Employee Shall	5
Uniform Regulations and Procedures	5
Compensation Time	5
Tardies	6
Absences	6
Principals/Building Administrators	6
Recognition	6
Private Property	6
Non-Authorized Work	7
Accidents on the Job	7
Safety Belts	8
Speed Limits	8
Driving during inclement weather	8
District Vehicle-Privilege	9
District Vehicle-Maintenance	9
District Vehicle-Passengers	9
District Vehicle-Personal errands	9
District Vehicle-Overview	9
District Vehicle Safety-Concepts	10
District Vehicle-Safety Equipment	10
District Vehicle-Emergency Procedures for mechanical breakdown	10
District Vehicle-Accident Procedures	11

District Vehicle-Daily Maintenance & Inspection	12
District Vehicle-Clock in & Inspection	12
District Vehicle-Engine starting procedure	13
District Vehicle-Report all motor vehicle accidents	13
District Vehicle-Liability Insurance Radios, ETC.	13
Employee complaints/Change of Command/Grievance Procedures	14
Speeding/Unsafe Driving Complaints	14
Suspension	14
Breaks	14
Telephone Use	15
Inspection/Reviews	15
Student Management	15
Relationships: Personal or otherwise	15
Sexual Harassment Complaint	16
In-service/ Meetings	16
Training	16
Evaluations	16
Visitors/Vendors	16
Parking	16
School Staff Contact	17
Weapons-As defined in the Texas Penal Code (46.03)	17
Appendix:	
Procedures for Maintenance & Repairs	
Emergency Phone Numbers	
Asbestos Memo	
Work-Order Request Flow Chart	
Employee Acknowledgement Form	

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Building Operations and Maintenance Department Mission Statement

“To create and maintain a clean, safe, and functional environment for our students, teachers, and patrons so as to make a difference in the lives of the people with whom we associate with.”

TO ALL MAINTENANCE DEPARTMENT EMPLOYEES:

WELCOME:

This handbook is the result of many hours of hard work and input from employees over the past several years.

It is designed to help make your employment here an enjoyable experience and to help our department run as smoothly as possible.

Our Mission and Goal at RGCCISD is:

- To provide the highest quality of support for the educational programs by delivering the best possible maintenance services.
- To ensure a safe and pleasant work environment to enhance the learning environment to students on a daily basis.

Arcadio Salinas Jr.,
Director of Maintenance

Proclamation

The information in this handbook represents the rules, guidelines, and procedures, legal and local school board policies, safety, health agriculture, transportation mandating state/ federal codes, laws and regulations.

All procedures will be followed and abided by in memo form through chain of command as set forth by the Rio Grande City Consolidated Independent School District, Texas Association of School Boards Legal and Local Policies and Building Maintenance and Operations Department Policies Procedures Employee Handbook.

The Director of Maintenance will have the authority to amend the procedures and guidelines of this manual when deemed necessary for the safety of all student services, employees and visitors.

Disclaimer

The contents in this handbook are not meant to amend, modify or interpret an existing Board Policies, Administrative Regulations or Administrative Directives of the School District.

Maintenance Department Employee Handbook

General Policies for all employees

It is the intent and purpose of this handbook to provide guidelines, which must be followed in order to assure smooth daily operations of the Rio Grande City Consolidated Independent School District Building Maintenance and Operations Department.

Employment

The Superintendent of Schools shall carry out all employees hiring, and/or person designated by the Superintendent. It will be the practice of this school district to employ the best-qualified people obtainable for the salaries available. Auxiliary personnel shall serve at will, are not employed for any specified length of time and have no property right to their employment. (See Appendix-Employment Practices: At-Will Employment DCD (Legal) DCD (Local).

It is the policy of the Rio Grande City Consolidated Independent School District not to discriminate on the basis of sex, disability, race, color, or national origin in its educational and career/technology programs, activities, or employment as required by Title IX, Section 504 and Title VI..

Physical Exam

All employees are required to test for TB. Employees testing positive must undergo more tests to determine the extent of the infection.

Benefits/Opportunities

The department and the School District currently offer the following:

- ❖ Retirement Program
- ❖ Group Health Insurance (changes from year to year)
- ❖ Workman's Compensation
- ❖ State Leave (5 days)
- ❖ Life Insurance (\$10,000) subject to change
- ❖ Personal Leave (5 days)
- ❖ Jury Duty

All full time employees shall be released from their school duty to serve on a jury. Salaries of these employees shall be paid in full, provided they submit to the payroll office or the finance department, through their immediate supervisor, verification of jury services.

Maintenance Department Employee Handbook

Salaries

It is the intent of the Rio Grande City Consolidated Independent School District to pay its employees at the best possible salary. Rio Grande City Consolidated Independent School District Board operates on an annual budget year (September 1 through August 31) Salaries are paid bi-weekly and monthly

Safety Procedures

All rules, regulations, guidelines, procedures, Texas Association School Board Policies (Legal and Local), safety, health, agriculture, transportation state, federal codes and laws must be followed at all times. Employees must abide and comply with the Safety Program Handbook. Proper uniforms, safety belts and guidelines as outlined in Section 5 of the Building and Maintenance Safety Operations Handbook must be followed at all times.

Drug and Alcohol Abuse

Rio Grande City Consolidated Independent School District will provide and maintain a safe, healthful working environment for its employees to assure a safe, dependable environment for its patrons. Possession or use of alcohol, drugs or substances that may prevent employees from performing their duties safely is prohibited and may be grounds for dismissal.

Drug-Free Workplace Requirements (DBBA Legal)

The district prohibits the unlawful distribution, possession, or use of illegal drugs and alcohol on school premises or as part of any of the District's activities.

Employees who violate this prohibition shall be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol counseling or rehabilitation programs or employee assistance programs, termination from employment with the District, and referral to appropriate law enforcement officials for prosecution.

Compliance with these requirements and prohibitions is mandatory and is a condition of employment related event. (This notice complies with notice requirements imposed by the federal Drug-free Schools and Communities Act Amendments of 1989 (20 U.S.C. 322a and CFR 86.201).

Maintenance Department Employee Handbook

All drugs are prohibited with the exception of prescribed medicine. Prescribed medicine that interferes or otherwise limits the employee's ability to perform duties shall not be taken while performing such duties. Please advise Mr. Arcadio Salinas Jr., the Director of Maintenance.

Tobacco

Rio Grande City Consolidated Independent School District policy prohibits any type of tobacco use. This includes chewing tobacco, snuff, cigars and cigarettes while on school property or conducting school business.

At-Will Employment

Legal policy DCD states that the employment-at-will-doctrine places not duties on our employer regarding an employee's continued employment and thus bars contract and tort claims based on the decision to discharge an employee.

Employment with an indefinite term may be terminated at will and without cause, except as otherwise proved by law.

An at-will employee cannot be discharged if the sole reason for the discharge was that the employee refused to perform an illegal act.

An at-will employee relationship, standing alone without benefit of recognized exception, triggers no due process requirement or right.

Working Hours

The hours of scheduled work may vary according to the classification of employment in which you are employed. Refusal to work certain shifts will be cause for termination.

Dress Regulations- Employee's Image and Dress

All employees of the Maintenance Department play a very important role in the success of the Maintenance System. The role played by the employee is even more important because of their daily contact with the students, parents, school personnel and community members. Maintenance employees can instill confidence in the people they come in contact with.

Maintenance Department Employee Handbook

The maintenance employees must have a friendly personality and practice good personal hygiene. The following are characteristics, which identify a successful employee:

- Being friendly, but not familiar,
- Being firm, but not duly strict,
- Being honest and fair, but not partial,
- Being self-composed and clean,
- Being dependable and punctual,
- Demonstrating respect for all people, regardless of race, color, creed or economic status,
- Refraining from the use of tobaccos while on school grounds or school sanctioned activities,
- Being drug free,
- Practicing courtesy at all times, on the job or off duty, or in dealing with people,
- Addressing students by their proper names and expecting students to address you by your proper name,
- Observing all rules, state and federal laws and regulations, procedures, and policies of the school district and Maintenance Department.
- Practice safety rules and regulations in a clean environment.

Dress Regulations

This department does wear a uniform, and there are certain requirements to be observed while performing your job. All clothing must be neat and presentable at all times. Shorts are permitted during the summer months.

The wearing of proper footwear is necessary for the safe operation of your performance duties and your safety. Shoes must have a fully enclosed heel (toe and sides), be constructed of leather, leather-like material or canvas, provide adequate protection to the feet, never have more than a 2" heel or spikes, and it is recommended that soles be slip resistant.

Unacceptable footwear would include clogs, moccasins, platforms, sandals, slippers, thongs, wedges and pumps.

Employees reporting to work in shoes other than authorized will not be permitted to clock-in unless there are justifying circumstances. The resulting absence will be entered on the time records as an unauthorized absence.

Employees will not be permitted to use facial piercings which include: nose, tongue, eyebrows, lips, etc. This includes earrings on earlobes for male employees.

Maintenance Department Employee Handbook

Employee Shall:

1. Wear appropriate shoes at all times, while on duty,
2. Be clean shave or have well groomed mustaches and/or beards,
3. Have neatly groomed hair,
4. Be appropriately dressed and wear uniform, Clothing must be clean neat, and in good repair at all times, all shirt tails must be tucked in.
5. Refrain from using objectionable language anywhere while on duty or during school sanctioned activities.
6. DO NOT wear clothing that solicits sex, drugs, alcohol and cigarettes while on duty or during school sanctioned activities.
7. NO horse playing anywhere while on duty.

Uniform Regulations and Procedures

Uniforms are intended to provide greater recognition and to enhance our ability to work as a team. To ensure that uniformity of provision throughout the district, the following guidelines have been established.

All employees are required to wear uniforms during working hours. Employee may not be permitted to work unless they are in uniform. If the employee is performing a job other than their normal job, the Director of Maintenance may waive this requirement. Employees reporting to work in attire other than the prescribed uniform will not be authorized to clock-in unless there are extenuating circumstances.

It shall be the responsibility of the employee to keep uniforms clean and in good repair. Offensive odors resulting from a uniform that is either not clean or properly cared for shall be just cause not to allow an employee to work.

Patches, pins, badges, etc...are not to be placed on the uniform unless authorized by the Director of Maintenance. While on the clock the uniform must be worn in a neat and presentable manner, (shirt buttoned, shirt tails tucked, tail pant legs outside boots, etc...).

Compensation Time

Compensation time will work as previously. Arrangement for working overtime is to be negotiated with the immediate supervisor and reported to Mr. Arcadio Salinas Jr. and his secretary. Compensation time instead of overtime pay will be in order. Compensation time must be used before the next pay period.

Maintenance Department Employee Handbook

Tardies

All maintenance Staff will report for work at the proper times. Tardies will not be tolerated. All tardies will be reflected on the year-end evaluation.

Absences

Personnel must give advance notice of absentee employees. Employees must notify office personnel a day in advance. Emergency situations notification must be called in at least by 7:30 a.m. and no later. Employees that are absent and do not call in will be subject to reprimands/non recommendation for rehiring. Absences should be kept to a minimum. The Building Operations and Maintenance Administration office phone number is 956-716-4600. Excessive unexcused absences will be reason not rehiring or termination.

Each employee must submit an Absence from Duty Report immediately after returning to duty. All employees' absences will be recorded according to the rules, guidelines and regulation as set forth by the Rio Grand City Consolidated Independent School District in compliance with district legal and local policies.

Discretionary (Personal) leave shall not be allowed on the day before a school holiday or the day after a school holiday (COMPENSATION AND BENEFITS LEAVES AND ABSENCES) DEC (LOCAL). This also includes absences before or after OFF days.

Principals/Building Administrators

Administrators will make sure that campus staff does not interfere with the directives issued to the Maintenance department employees in reference to work orders procedures. All concerns will be addressed to the Maintenance Director from principals and building administrators must be in memo from and following procedures of chain and command.

Recognition

The department appreciates and wishes to acknowledge dedicated service by its employees. The department will recognize employees that were accident and absentee free throughout the year. In addition, the district will recognize employees completing five or more years of service at a five-year interval.

Private Property

Maintenance employees must respect any and all property belonging to personnel employed by the district. Maintenance employee are to refrain from handling other people's personal property within their reach and within the area assigned to the.

Maintenance Department Employee Handbook

Non-Authorized Work

No employee shall engage in any other task other than that authorized by the district and beneficial to the district while on the districts time. This shall include but not limited to the following:

1. No employee shall work on any personal project while on district time.
2. No employee shall work on any project for another person whether that person is a district employee or otherwise, while on district time.
3. Employees will attempt to accommodate all wishes of the school employees unless it is proven that it will take valuable time from the maintenance employee first priority, which is to provide a clean, safe environment of students and staff.
4. Employees will not perform secretary and/or clerical duties, switchboard or telephone communication during their scheduled working hours or during school sanctioned activities.
5. Employees will not sell nor promote the purchase of items during scheduled working hours or during school-sanctioned activities.
6. Employees will not make errands, drive immediate supervisor's vehicles during scheduled working hours or during school sanctioned activities.

Accidents on the Job

It is the goal of the department to provide the safest and economical maintenance services to our district. Safety is of the highest precedence. It is with this thought in mind that the following procedures have been formulated.

Employees injured while on the job will report to the building administrator and to the Building Operation and Maintenance Administrator, Mr. Arcadio Salinas Jr., along with any witness present at the time of the incident. The proper documentation must be filled out and if necessary the Director of Maintenance will accompany the injured employee. The injured employee will report to the doctor of his choice.

Maintenance Department Employee Handbook

If an accident occurs while you are on duty, you are protected under Workmen's Compensation. Any injury sustained by an employee while on school property, no matter how slight, must be reported immediately (within 24 hours to the Maintenance Director. Any accidents not reported within 24 hours period maybe termed "questionable" and be subject to investigation by the insurance carrier. Employee is not eligible for compensation if the accident is not reported. All Workmen's Compensation accidents are subject to investigations.

Safety Belts

All employees will abide and comply with all the rules, regulations, guidelines, procedures, Texas association School Board Policies (Legal and Local) safety, health, agriculture, transportation state, federal codes and laws.

The use of seat belts is mandatory at all times while operation or as a passenger in a district vehicle. Buckle up for your safety and others. Failure to comply with this directive may result in reprimand and a citation by district, city or state law enforcement officers.

Any employee who receives a traffic citation while operating a district vehicle will report citation to the Maintenance Director. This district will not pay fines for a citation to district employees.

Speed Limits

Abide and comply by all transportation codes, Texas Department of Public safety Laws, Rio Grande City Police Department, Starr County Sheriff's Department, Rio Grande City Consolidated Independent School Police Department rules, regulations, guidelines procedures, Texas Association School Board Policies (Legal and Local), safety, health, agriculture, transportation state, federal codes and laws.

Driving during inclement weather

Extra precaution should be taken while operating a district vehicle during inclement weather. Follow all transportation codes. Employees are to use their best judgment during inclement weather. Be prepared to evaluate problems that will facilitate to starting the normal operations of the day. Extreme caution will be used and practiced at all times while operating a district vehicle.

Maintenance Department Employee Handbook

District Vehicle Safety-Concepts

1. In emergency situation, expedient and orderly movement of people contributes to safety.
2. Understanding and practicing recommended evacuation procedures could accomplish expedient and orderly movement of people.

District Vehicle Safety Equipment

All drivers will be responsible for carrying their vehicle manual and inspecting their safety equipment. If lost or not in working condition the driver must report problems with safety equipment to the safetyman.

1. Use of Safety Equipment on the:
 - a. Emergency hazards flashers. These flashers should be used as warning device. They should be activated when a need exists to draw other drivers' attention to the school vehicle. Example: Flashers should be used in case of mechanical failure on the highway.
 - b. Fire extinguisher. One five (5) pound or larger dry chemical type fire extinguisher is located in the driver's compartment. A five-pound extinguisher has approximately 60 seconds of use.
 1. Use of dry chemical extinguisher.
 - a. Remove extinguisher from the mounting bracket.
 - b. Hold extinguisher in vertical position.
 - c. Release safety device.
 - d. Squeeze handle to discharge chemicals.
 - e. Direct chemical discharge at the base of the flame.
 - c. A removable first aid kit is assigned to each district vehicle and mounted in an accessible place within the driver's compartment. Replace any items used from emergency equipment supplies as soon as possible.

District Vehicle-Emergency Procedures for mechanical breakdown

1. Move the vehicle off the roadway, if possible, to prevent accidents. If you are on a freeway, try to get off the roadway on the right hand side.
2. Turn off ignition switch headlights and remove key.
3. Set handbrake.

Maintenance Department Employee Handbook

4. Activate emergency hazard flasher.
5. If possible, request two different passing motorists to notify school officials of the school vehicle location and expected mechanical failure. The driver should provide the assisting motorists with proper number to call. The driver should remain with the school vehicle.
6. If no motorists are available, the assistant driver to nearby home, place of business, etc. to make a telephone call to school officials

District Vehicle-Accident Procedures

1. Turn off the ignition switch, headlights and remove key.
2. Set handbrake.
3. Remain calm.
4. Request assistance of passing motorist if notifying set highway patrol or other legal investigating officers, and in notifying local school administrators, of the accident and its location.
5. Protect the accident scene from further damage.
 - a. Check for the fire or possibility of fire.
 - b. Activate emergency hazards flashers.
 - c. Recruit adult assistants to flag approaching vehicles from all directions. Flagman should take positions and operate approximately 100 running steps from the accident.
 - d. Had light beams should be directed on vehicles involved in the accident, if the accidents occur at night.
 - e. Flagman should attempt to avoid undue traffic congestion by directing traffic around the accident scene. In some cases, it may be necessary to stop all traffic. If traffic is stopped, all drivers should be instructed to remain in the car, unless instructed to do otherwise.
6. If an accident results only in damage top a vehicle and the accident occurs on main lane ramp, shoulder, or adjacent area of a freeway on a metropolitan area and each vehicle involved can be normally and safely driven, each shall move his or her vehicle to a designated investigation site. If available to the accident location as stated in Section 39, of the Texas Motor Vehicle Laws.
7. Facts relating to the accident should be discussed only with investigating officers and school officials.
8. A driver in an accident is required to give his/her name, address, driver's license numbers, and vehicles information to other involved in the accident The driver should also get names and physical address of the witness to the accident.

Maintenance Department Employee Handbook

9. The driver should continue driving from the accident scene until authorized to do so by school officials.
10. Accident report form ST-21 must be completed and forward by the driver to the Texas department of Public Safety within 10 days of an accident involving \$250 or more in damage, personal injury or death.
11. A complete and comprehensive report of the accident should be prepared and submitted to school official within (5) days.

District Vehicle-Daily Maintenance and Inspection

Drivers are responsible for the proper Pre- and Post-inspection and the filling out of the inspection form of the truck they are assigned.

A proper post-inspection may help the driver avoid receiving a violation summons from the police for driving faulty equipment or being stranded, due to a mechanical breakdown or causing an accident.

A proper post-inspection may avoid a potential problem from occurring before it happens. It is also allows the mechanics time to possibly repair the problem before the next route.

Items needing repair should be written up on a vehicle trouble report and submitted to the head mechanic before punching out.

District Vehicle-Clock in and inspection

After you clock-in go immediately to your vehicle. You are allowed ten (10) minutes from your clock-in time you are to depart from the main compound. During those ten (10) minutes, you must complete your pre-trip inspection and clean windows as necessary and check tires as required. Take the time to review the paperwork as necessary.

If after the pre-trip inspection you find that you need oil, water or air, then take the vehicle to the shop and add the proper amount to your vehicle. Be careful when approaching or leaving the shop, there may be several vehicles there at one time.

Maintenance Department Employee Handbook

District Vehicle-Engine starting procedure

When starting the engine, Do Not race the engine. If you have any questions as to the proper engine starting procedure for your vehicle ask your Lead Driver, or one of the mechanics.

District Vehicle-Report all motor vehicle accidents

A driver will immediately and verbally report a motor vehicle accident regardless of how minor or serious to the authorities and the Maintenance Director. The driver will make sure of the accident location, extent of injuries and damage to the vehicle before reporting the accident. Failure to report an accident may be cause for recommendation for termination. Drivers are required to complete a written accident report with proper documentation of those involved and witness of the accident. The accident report should be filled out on the day the accident occurs. The driver should provide all possible details in reference to the accident. Failure to submit a written report for the date of the accident may result in the following disciplinary actions:

First Offense: Recommendation for Suspension

Second Offense: Recommendation for Termination

District Vehicle-Liability Insurance

Drivers are responsible to check for the Certificate of Liability Card (furnished by the office) being present at the time the school vehicle leaves the maintenance compound.

Radios, ETC.

The assigned employee will check out school district radios. The employee will be responsible for ht proper use of the radio and will abide by all Federal Communications Commissions Rules and Regulations. Personal radios, head phones or ear plugs are prohibited while performing duties. Purpose: SAFETY

Maintenance Department Employee Handbook

Employee complaints/Chain of Command/Grievance Procedures

Employee having questions concerning the operation of this department are to address the proper supervisors or director in charge. Answers must be sought first from immediate supervisor as stated in grievance procedures and then presented to Mr. Arcadio Salinas Jr., Director of Maintenance.

It is the responsibility of the supervisor to discuss with the staff concerned complaints received complaints, as well as supervisory action taken, shall be documented.

Speeding/Unsafe Driving Complaints

After one (1) verified complaint of speeding/unsafe driving is received by the supervisor, the driver in question will be so notified and given an opportunity to respond to the accusation. This may be cause for suspension.

Verified complaints will be defined as complaints, which the supervisor can confirm through the source of the complaint. For a complaint to be considered, the complainant must be willing to make the complaint in writing and sign their name with a physical address of the complainant. Purpose: Consistency & Order. All central office appointments must be made through Mr. Arcadio Salinas Jr.'s office. No exception.

(See TASB Grievance Procedure Policy)

Suspension

An employee may be suspended with or with pay, at the discretion of the Superintendent of Schools or his designee while the Rio Grande City Consolidated Independent School District board policy, rule or regulations, Suspension may extend until a decision has been at a trial or hearing.

Breaks

Maintenance employees are allowed breaks within their shifts. Breaks will consist of no longer than fifteen (15) minutes. Lunch or supper will be half hour to an hour, depending on how the campus operates. Regardless of time mentioned, all directives and duties must be done properly and efficiently.

Maintenance Department Employee Handbook

Telephone Use

The telephone in the office and the shop are for business purposes. Please do not use these phones for personal calls. Please be considerate of other people wanting to use the telephone by limiting your time on the phone.

Emergency calls will be handled in accordance with the severity of the emergency. Our business phone number may be given to your immediate family only (including baby sitters or day care centers). Other non-emergencies will be handled accordingly.

Inspection/Reviews

Personnel and equipment will be subject to random/spot inspections. Such inspections will reinforce rules and regulations. These procedures will ensure that employees/equipment are in good working condition. Maintenance employee's closets will be kept in good order and MSDS will be posted or filed so that they may be reached rapidly. All equipment will be inspected for proper storage. All maintenance employees are responsible for school safety. Maintenance employees will report all safety hazards to their immediate supervisor. If the building administrator does not respond, relay information to Mr. Arcadio Salinas Jr.'s office. Purpose: Safety.

Student Management

Maintenance employees are to show respect and serve as example to all school personnel and student body. Maintenance employees are to report all disrespectfulness and violations to their immediate supervisor immediately. Maintenance employees must not "look the other way" when students are violating school policy. Maintenance employees that do not report violations will be reprimanded and disciplined accordingly.

Relationships: Personal or otherwise

Relationships that interfere with the smooth and efficient operation of the department will not be tolerated. Employees are to keep personal opinions and comments to themselves. Employees are to focus only on the task at hand, this being the proper duties and directives assigned to employee. Disorders caused by employee relationships are grounds for suspension possible leading to termination. Show of affection will not be tolerated.

Maintenance Department Employee Handbook

Sexual Harassment Complaints

All sexual harassment complaints and questions should be addressed to Mr. Gilberto Garcia, Assistant Superintendent for Human Resources at 956-716-6700.

In-Service/Meetings

Meetings will have specific agendas (written or verbal) and all designated personnel are expected to attend. Employees must be sure they sign attendance roster to reflect their attendance. Failure to show will have consequences. At times employees will be asked to attend a short meeting while off the clock. Employees are expected to show loyalty and reliability in working towards improving the department.

Training

Proper use of machinery and safety training will be required. All personnel not showing will be properly documented in employee's file. This will be reflected on the end of the year evaluation.

Evaluations

All maintenance employees, whether full-time or part-time, will be evaluated at the end of the year. Campus principals and administrator will be asked to evaluate the work at respective sites. Considered also will be the employee's attitude and attendance. All incidents, if any, will be documented.

Visitors/Vendors

All visitors and vendors must report to the office for official business only, sign in and proceed from there. Employees are not allowed to have visitors during working ours. Employee's children are not allowed on the campus ground during working hours.

Parking

Employees must park in the designated areas for employees.

Maintenance Department Employee Handbook

School Staff Contact

Employees shall limit conversation with staff member to what is required to perform their duties. No employee shall in any manner interfere with any school staff member in the performance of his or her duty.

Weapons- As defined in the Texas Penal Code (46.03)

Any employee found carrying any weapons on a school vehicle or on school property will be dismissed.

**Rio Grande City Consolidated Independent School District
Employee Acknowledgement Form**

I acknowledge with my signature below that I have received the Maintenance Department Employee Handbook and will:

1. Read the Maintenance Employee Handbook within the next 3 working days.
2. If my employment with the department ceases, I must return the book in good condition or pay \$5.00 for a replacement book.
3. I am responsible for updating the Maintenance Employee Handbook as material are added, deleted &/or changed.

Employee's Signature

Date Maintenance Employee Handbook was received

Maintenance Department Procedures for Maintenance and Repairs

Maintenance and operations work order request shall be submitted for those services required to ensure that the facility is continued in a state of readiness so as to perform its intended purposes. The work order request can be signed by only the Principal or the Campus Coordinator, Building Administrators in order to be processed.

There are four categories of Maintenance and Operations work order request:

- Emergency
- Priority
- Routine
- Scheduled Maintenance

*Emergency and Priority calls shall be placed directly to the Office of Maintenance Services. The Maintenance Office shall, at the receipt of emergency and priority calls, work order will be stamped and assigned to the appropriate department.

- **Emergency** calls may be placed at any time and will be acted upon immediately. The definition of an emergency shall be any condition that would cause the plant or school to close or that would endanger the health or lives of the occupants, or that would result in further damage to the building.
- **Priority** calls may be called in during regular working hours and will be acted upon within 24 hours. The definition of a priority call shall be any condition that does not require immediate attention but the problem denotes a sense of urgency.
- **Routine** work order requests are not immediate in nature and will be acted upon within 10 working days from which it was received as long as the work order request can be completed within 22 man hours, if more hours are needed the requestor shall be notified. Moreover if the request requires two different crafts, two separate work orders will be needed.
- **Scheduled Maintenance** work order request forms identify services that are performed on a regularly scheduled basis and are relatively minor in nature.

*Emergency and Priority work orders are the only work orders to be faxed to the Maintenance Office. Routine and Scheduled Maintenance work orders can be sent by mail or hand delivered.

**Maintenance Department
Emergency Telephone Numbers**

Director of Maintenance Mr. Arcadio Salinas Jr.	956-239-0640
Maintenance Department Office	956-716-4600 956-487-7682 fax
Emergency Number	911
Police Departments	911
Ambulance	911
Police Departments:	
Starr County Sheriff's Department (Out of City Limits-24 hrs.)	956-487-5571
Rio Grande City Police Department (City Limits-24 hrs.)	956-487-8892
City of La Grulla Police Department (Day time only)	956-487-8522
Fire Departments:	
Rio Grande City Fire Department	956-487-5312
La Casita Fire Department	956-716-8333
La Rosita Fire Department	956-849-3333
Hospital	
Starr County Memorial Hospital	956-487-5561
Disaster	
American Red Cross	1-800-785-7851
Salvation Army	956-487-5312

To: Mr. Arcadio Salinas Jr.
Director of Maintenance

From: Mr. Roberto Alvarado
Asbestos Designated Person

Re: Federal, State, health and safety codes, rules, regulations, and guidelines.
Public information for Students, Parents, and District Personnel

I am pleased to let you know that the Rio Grande City CISD is working hard to maintain compliance with federal and state regulations concerning asbestos. Should you desire to review the asbestos management plan for your child's school, a copy of the plan is available in the principal's office as well as the school's central administration office.

If you have any questions about the plan or this federally mandated program, please contact me at (956) 716-4600 or (956) 716-1639.

Sincerely,

Roberto Alvarado
Asbestos Designated Person

Pest Control Information

This school district periodically applies pesticides inside buildings. Information concerning these applications may be obtained from Mr. Roberto Alvarado, Pest Control Coordinator at (956) 716-4600, Fort Ringgold, Rio Grande City, Texas 78582. If Mr. Alvarado can not be reached, please contact Mr. Arcadio Salinas, Director of Maintenance at (956) 716-4600.

Operations & Maintenance Program

Plan of Action in case Asbestos is found:

1. Seal off the area
2. Notify Superintendent and Asst. Supt. for Finance & Operations
3. Contact Architect
4. Architect will contact private services to clean the area.