



## **CUSTODIAL/MAINTENANCE**

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## **AT WILL EMPLOYMENT**

Custodial and maintenance employees are at-will employees, and nothing set forth in this handbook shall be interpreted to provide any guarantee or contract for on-going employment.

## **CALL IN PROCEDURE**

All first shift Custodial/Maintenance personnel should call in before 5 a.m. All second shift Custodial/Maintenance personnel should call in before 11 a.m.

## **COMPENSATION & PAYROLL**

Employees will be paid by direct deposit on a bi-weekly payroll.

## **EMERGENCY SCHOOL CLOSINGS**

All Custodial/Maintenance employees should report to work if possible on emergency school closing days. If you are unable to come to work, you may take vacation time or some other form of paid time off, if available, or take the time as unpaid. If you are asked to make up the time it will be at your regular rate of pay and also subject to overtime provisions in the General Handbook.

## **EMPLOYEE CLASSIFICATIONS**

- Part-time and Fulltime Custodian, Route Driver
- Elementary Assistant Facility Foreman, Groundskeeper
- Elementary Facility Foreman, Middle School Assistant Facility Foreman, Maintenance/Custodian (Pool Operators)
- Middle School Facility Foreman, Facilities Coordinator, High School Assistant Facility Foreman, Assistant Supervisor of Grounds
- High School Facility Foreman
- Supervisor of Grounds, Maintenance Technicians

## **HOLIDAYS**

Regular full-time & part-time employees will receive the following ten (10) paid holidays per year (holidays for part-time employees will be prorated):

New Years Day	Thanksgiving Day
Good Friday	Day following Thanksgiving
Memorial Day	Christmas Eve
Fourth of July	Christmas Day
Labor Day	New Years Eve

## **INSURANCE**

Custodians and Maintenance staff who are scheduled to work more than 20 hours per week will be eligible for Health Insurance, Dental Insurance and Cash in Lieu benefits. District insurance contributions and cash in lieu amount will be prorated for part-time employees.

Dental: The current District contribution will be set annually. The employee percentage may vary by option choice. The District may change the insurance plan options at any time.

Health Insurance: The current District contribution will be set annually. The employee percentage may vary by option choice. The District may change the insurance plan options at any time.

Cash in Lieu of Insurance: Employees working a .5 FTE or more choosing not to take the District Health Insurance can take cash in lieu. Cash in lieu in the amount of \$120 per month for full-time employees will be prorated by the appropriate FTE. This election will be subject to all required/applicable deductions, see general handbook for more information.

Life Insurance: Benefit will be a payout of one (1) times their salary at the time of their death. The benefit is fully paid by the District. Employees are eligible to purchase supplemental life for themselves, spouses, domestic partners and children.

Long Term Disability: District will pay 100% of the premium and the policy currently pays out at 66 2/3% of your salary.

## **LEAD CUSTODIAN FILL IN**

Any person filling in for a Lead Custodian will receive an additional \$1.00 per hour in addition to your normal base pay.

## **RETIREMENT**

Employees age 62 or older with at least 20 years of District experience will qualify for the retirement benefit.

Tax Sheltered Annuity Payment: Upon retirement, a custodian/maintenance worker will receive a fixed dollar amount (currently \$1,000) per month for 36 months. These dollars will be deposited by the District in a tax sheltered annuity and will grow tax deferred until withdrawn by the retiree.

If a custodial/maintenance retiree should die during the period of the annuity payments, a surviving spouse or surviving domestic partner shall be entitled to a lump sum payment equal to one hundred (100%) percent of the remaining annuity payments owed to the retiree. The surviving spouse/domestic partner will receive the lump sum payment in cash within thirty (30) days after the District receives documentation confirming the death of the retiree. Internal Revenue Service rules and regulations prohibit the District from making the surviving spouse/domestic partner lump sum payment into a tax sheltered account. The surviving spouse/domestic partner benefit vests as of the date of the employee's death, meaning that if the employee has any surviving spouse at the time the retiree dies, the surviving spouse/domestic partner will receive the remaining benefit regardless whether the retiree was married at the time of retirement. **The benefit provided to the surviving spouse/domestic partner may be subject to tax implications as would be required by local, state and federal laws.**

## **SAFETY**

Appropriate eye or face protection must be used when employees are exposed to any of the following:

- flying particles (side protection is required),
- liquid chemicals, or
- acids or caustic liquids.

Hand Protection: must be worn by personnel whose hands are exposed to hazards such as:

- skin absorption of harmful substances,
- severe cuts or lacerations,
- severe abrasions,
- punctures,
- chemical burns, or

- extreme cold.

Foot Protection: Foot protection with closed toes shall be worn at all times. This does not include slip in shoes.

## **UNIFORMS**

The District will provide you with uniforms which you are expected to keep clean and in good repair. You must wear a District provided uniform each work day.

## **VACATION**

All regular custodian/maintenance employees with an FTE of .5 or more will receive vacation days per the following schedule:

After year 1 – 5 2 weeks                      years 6 – 14 3 weeks                      years 15+ 4 weeks

Vacation for part-time employees will be prorated based on the number of hours worked. Up to ten (10) days may be carried over from the previous year.