



Denison ISD

Facilities, Transportation, and Food Service
Procedures Handbook

Reviewed 3-22-24

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Employee Procedures Handbook Receipt

Name _____

Department _____

I hereby acknowledge receipt of a copy of the Denison ISD Employee Procedures Handbook. I agree to read the procedures handbook and abide by the standards, policies, and procedures defined or referenced in this document.

Employees have the option of receiving the procedures handbook in electronic format or hard copy.

<https://www.denisonisd.net/food-service>

Please indicate your choice by checking the appropriate box below:

I choose to receive the employee procedures handbook in electronic format and accept responsibility for accessing it according to the instructions provided.

I choose to receive a hard copy of the employee procedures handbook.

The information in this procedures handbook is subject to change. I understand that changes in district policies may supersede, modify, or render obsolete the information summarized in this book. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes.

I understand that no modifications to contractual relationships or alterations of at-will employment relationships are intended by this procedures handbook.

I understand that I have an obligation to inform my supervisor or department head of any changes in personal information such as phone number, address, etc. I also accept responsibility for contacting my supervisor, if I have questions or concerns or need further explanation.

I agree that the replacement cost for lost uniforms, keys, any pre-employment cost, such as fingerprinting, and any prorated leave days not earned may be deducted from my final payroll payment. _____ Employee Initial

Signature

Date

Please sign and date this receipt and give it to your direct supervisor.

Contact Information

Food Service	Main number	462-7047
Food Service Director	Debbie Hosford	462-7045
Food Service Secretary	Xochilt Alvarado	462-7047
Executive Chef	Lauren Hossle	462-7005
Food Service Assistant	Jerika Liggett	462-7611
Facilities and Transportation Office	Main number	462-7100
Facilities Director	David Self	462-7066
Facilities and Transportation Secretary	Trina Monroe	462-7070
Transportation Director	Randy Taylor	462-7068
Custodial Supervisor	James Cottrell	462-7625
Assistant Superintendent for Business:	Randy Reid	462-7036
Director of Business	Chelsea Menjivar	462-7037
Director of Human Resources	Kyle Uber	462-7089
Business Office (Payroll/Benefits)	Michelle Chesser	462-7041
Administration Building Receptionist	Cindy Aguilar	462-7000
Benefits	Lisa Powers	462-7042
Teacher Retirement System of Texas		(800)223-8778
District Web Site		denisonisd.net

Employees Note:

“If you must be absent from your scheduled shift or route, and have little or no advance warning, please call your direct manager/supervisor one hour (1) prior to the start of your shift to report your absence.”

“If you have a reason to be absent, tell your manager/supervisor about this as far in advance as possible. Your manager/supervisor will then determine if your request may be granted or if other arrangements can be made.”

Calling in “SICK”: If an employee is going to call in sick and miss their assigned shift the employee should call their direct manager/supervisor at the earliest time possible. Calling 1 hour before your shift starts has been standard practice. This shows consideration and will allow your manager/supervisor to get someone to cover your shift.

Signing below shows you received a copy of this document.

Signature

Date

Introduction

The purpose of this procedure handbook is to provide information that will help with questions and pave the way for a successful year. Not all district policies and procedures are included. Those that are, have been summarized. Suggestions for additions and improvements to this procedure handbook are welcome and may be sent to Randy Reid.

This procedures handbook is neither a contract nor a substitute for the official district policy manual. Nor is it intended to alter the at-will status of noncontract employees in any way. Rather, it is a guide to and a brief explanation of district policies and procedures related to employment. These policies and procedures can change at any time; these changes shall supersede any procedures handbook provisions that are not compatible with the change. For more information, employees may refer to the policy codes that are associated with procedures handbook topics, confer with their supervisor, or call the appropriate district office. District policies can be accessed online at <https://pol.tasb.org/Home/Index/526>.

Physical(Not Applicable to Food Service Employees)

All employees, upon being employed with Denison ISD Facilities and Transportation Service, must pass a physical exam. Bus drivers physical will be based on DOT regulations. This includes both permanent and temporary personnel. This exam is given at the expense of Denison ISD and arranged through the Facilities and Transportation Services Office.

Please note, all employees who are available for work 90 or more days will have the cost paid by Denison ISD. Employees, who do not work a minimum ninety (90) days and terminate employment with the Facilities and Transportation Department, will be responsible for repaying the cost of the physical. This amount will be deducted from the employee's final pay check(s).

Licensed Trade Personnel(Not Applicable to Food Service Employees)

All trades personnel hired because of specialized license will be responsible to keep their license current. DISD will pay the license fee. If license becomes lapsed due to negligence, the fee to be re-licensed will be at the employee's expense. Having been hired as a special trade employee will not exempt you from other duties assigned by the supervisor or director outside your licensed trade.

Food Handler Card

All food service employees must have a current valid food handler permits. The permit cost is approximately \$10.00 or less and is good for two years and must be ANSI approved. New employees must obtain card at own expense upon employment. If the Health Department Inspector finds an employee working without a valid Food Handler's Card, the employee could be fined \$400.00.

Uniforms and Personal Appearance(Facilities and Transportation)

In school business personal cleanliness and appearance are extremely important. A well-groomed employee in a clean uniform immediately creates a favorable impression of the services we perform. Our Board Members, staff, parents and students rightly expect us to maintain strict standards of cleanliness. It is the policy that all service employees shall wear clean clothes and maintain a high degree of personal cleanliness and conform to hygienic practices while on duty.

- 1) If uniforms are issued, they will be required apparel during the school year.
- 2) Employees who separate from work will be required to return any Denison ISD issued uniforms or the replacement cost for lost uniforms will be deducted from the employee's final paycheck.
- 3) Maintenance and custodial shoes must be liquid resistant, with non-slip soles. No canvas, cloth or mesh shoes are allowed. Your supervisor will advise you on whether or not your shoes are appropriate.
- 4) The only jewelry to be worn during your work schedule is a wedding band, wedding set or engagement ring. Necklaces must remain under the uniform. Watches and medical identification bracelets may be worn, but no other bracelets. Earrings must be conservative and not hang below the earlobe, with no more than 2 earrings per ear lobe. Rings other than earrings are not allowed. When in doubt, check with your supervisor or director.

Uniforms and Personal Appearance(Food Service)

In school business personal cleanliness and appearance are extremely important. A well-groomed employee in a clean uniform immediately creates a favorable impression of the services we perform. Our Board Members, staff, parents and students rightly expect us to maintain strict standards of cleanliness. It is the policy that all food service employees shall wear clean clothes and maintain a high degree of personal cleanliness and conform to hygienic practices while on duty.

- 1) All employees are required to wear:
 - a) Black pants or slacks. Capri-type pants may be worn in May and August. If approved by Principal, denim may be worn Friday. Knit pants, joggers, yoga, skinny pants, leggings or sweatpants are not acceptable.
 - b) District will annually provide two free designated color and style shirts. District provided shirts are to be returned upon termination of employment. If not returned within 3 days of termination, the replacement cost will be deducted from the employee's final paycheck. School spirit T-shirts are allowed on Fridays, dependent on approval of campus principal for all employees wearing matching T-shirts (in order for team concept). Tank tops are never allowed.
 - c) District-supplied aprons shall be worn at all times. Clean aprons shall be used for food preparation, replaced with a clean apron for serving. Aprons should be changed every day. Homemade aprons are not allowed. Aprons are to be kept clean and neat during meal service; employee should change apron should it become soiled. Employees that terminate employment are required to return any Denison ISD issued aprons or the replacement cost for lost aprons will be deducted from the employee's final paycheck.
- 2) A FSD approved, suitable and effective "nylon" type hair restraint must be worn while employee is in the kitchen or serving area. Shoulder length hair must be in a ponytail or bun, with a hair restraint covering. The Health Department may fine the employee if found not wearing hair restraint during inspection. Hair may be pulled back with FSD approved non-decorative hair accessories such as bobby pins, headbands, rubber bands, or barrettes (worn underneath the hair restraint). No objects shall be attached to headbands, rubber bands, barrettes, hairnets. Bands should be a maximum width of one (1) inch. Male employees must keep beards and mustaches neatly trimmed and properly groomed at all times, with the remainder of the face clean-shaven. Beard guards will be required if necessary.
- 3) Shoes must be skid-resistant soles (leather vinyl, and are closed back). **Black shoes are preferred**, but other colors are acceptable if worn in conjunction with slip resistant shoe covers. No tennis shoes or open-back shoes are allowed. Hose or socks must be worn. The Cafeteria Manager will advise as to whether shoes are appropriate or not.
- 4) The only jewelry to be worn during your work schedule is a wedding band, wedding set or engagement ring with no stones. Necklaces must remain under the uniform. Earrings must be conservative and not hang below the earlobe, with

no more than 2 earrings per ear lobe. When in doubt, check with your supervisor or director. If a medical alert tag is needed, it may be worn on a chain around the neck, and placed inside the employee's shirt.

- 5) Blue jeans may be worn with specific matching school spirit shirts on Fridays, **if the Principal sets that as a standard at the campus where working**. Blue jeans must meet the district dress code. Otherwise, denim jeans are allowed only on special school occasions as approved by administration, the campus Principal or Food Service Director. If jeans are worn, they must be clean, in good condition (no tears or openings), and not worn too tight. Food Service Department issued aprons must still be worn at all times.
- 6) An FSD approved uniform shall be worn when working any District function, Concessions, and to all Catered events (includes weekends and evening events). Properly fitting knee-length (only) shorts are allowed when working DISD concession events.
- 7) Employees must wear District issued name badges when on duty.

Communication

At Denison ISD, we believe that "communication" is a two-way street and we encourage not only our supervisors to communicate with their employees, but we also encourage our employees to communicate with their supervisor. We want our employees to know and understand the reason why things are being done in a certain way and the reasons for various rules or changes in methods of operation. We are convinced that a well-informed employee is a better employee.

We would also like your ideas and suggestions as to how we can improve our operation. Many times the person doing the job is in the best position to recognize better ways of doing them. Finding better ways of doing things will help provide better service for our customers, improve efficiency, and in the long run make all of our jobs more satisfying and rewarding.

We require you to check your emails, text and any other information platforms daily for new procedures, memos, changes in work schedules, and other notices, which might affect your work. Keep yourself up-to-date on our operations as they may affect you. If you encounter any problems or need additional information to carry out your responsibilities, do not hesitate to talk with your supervisor.

Your Direct Supervisor

The best and most immediate source of information about your job and Denison ISD is your direct supervisor. Your supervisor is the person you should rely on in job-related matters. Do not hesitate to ask questions or request assistance. Your supervisor has the answer or can get it for you—that is part of their job. Another part of your supervisor's job is directing work activities and making sure that the job is performed efficiently and according to the high standards set by Denison ISD. Work with your supervisor, and if you see a better way of performing a task, discuss it with your supervisor. Your viewpoint is important and your supervisor will appreciate your input. Honest and open communication is essential if you are to develop a good working relationship with your supervisor.

Complaints and Grievances

In an effort to hear and resolve employee concerns or complaints in a timely manner and at the lowest administrative level possible, the board has adopted an orderly grievance process. Employees are encouraged to discuss their concerns or complaints with their supervisors or an appropriate administrator at any time.

The formal process provides all employees with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all administrative procedures are exhausted, employees can bring concerns or complaints to the board of trustees. Additional information about this policy can be found at <https://pol.tasb.org/Policy/Code/526?filter=DGBA> .

Orientation Period

We want you to become familiar with your job and new surroundings as soon as possible. An initial training/orientation period has been established to provide both you and the School District an opportunity to determine if the job suits you and if you suit the job. To help you get started, your supervisor will discuss your job responsibilities with you, show you around, and familiarize you with your new job.

The training/orientation period is normally 90-days, but it can be extended for various reasons by the district staff during your initial training. During your training/orientation period your progress will be reviewed and any necessary adjustments or revisions, including termination, will be made. Employees may be moved to several campuses during their employment with the district. Be sure to take full advantage of this opportunity to ask questions and openly discuss any concerns you have with your supervisor.

Training

Most of the time your training will take place on the job, and will continue as long as you are with Denison ISD. In addition to the instruction received from your supervisor you will learn from fellow employees and from observation.

Other sources might include films, manuals, and formal instruction. Denison ISD recognizes its obligation to provide the opportunity for greater development and achievement through training. We encourage employees to approach any training provided in a positive manner with a spirit of both enthusiasm and cooperation.

Teamwork

Denison ISD prides itself on the idea of **teamwork**. We believe that every person on our staff is a vital part of the team. As with any team, there is always a leader. The leaders are the supervisors and the Director. They will provide leadership in your department with a positive attitude. Denison ISD expects that all employees will reflect a **positive attitude** to our consumers and students. At times, there may be an idea or request that you might not agree with. The procedure you should follow if this type of situation arises is to schedule a meeting with your supervisor so that they can explain it to you. If you feel that the situation has not been settled after talking to the supervisor, you should schedule a meeting with the director, your supervisor and yourself. Failure to demonstrate a positive attitude could result in disciplinary actions.

Hygiene and Sanitation(Food Service)

The Cafeteria Manager or Assistant Cafeteria Manager will inspect foodservice employees when they report to work to be sure that each employee is following all Standards of Operations (SOP's), and that all foodservice employees are adhering to the personal hygiene policy during all hours of operation.

1. Personal cleanliness and hygiene are important in the Food Service environment and must be maintained while at work. Report to work in good health, clean, and dressed in clean, suitable attire. Body and hair must be clean; deodorant worn daily.
2. Perfume use must be kept to a minimum, as some perfumes cause allergies or permeate food products.
3. Uniform and apron are to be kept clean at all times.
4. Keep hands away from face, nose, mouth, and hair while on duty.
5. Keep fingernails trimmed (fingertip length), filed, and maintained so that the edges

and surfaces are cleanable and not rough.

6. The wearing of artificial fingernails, fingernail polish, and artificial eyelashes is not allowed.
7. Wash hands:
 - a. before beginning work duties,
 - b. after every break period,
 - c. after eating, drinking, smoking, or chewing tobacco,
 - d. after picking up any object from the floor,
 - e. after touching the garbage cans or trash,
 - f. after sneezing, coughing, or using a handkerchief,
 - g. before leaving the restroom,
 - h. after handling the computer key-board or calculator,
 - i. after handling money,
 - j. after using the telephone,
 - k. after touching doorknobs,
 - l. after checking in groceries,
 - m. when moving from one preparation area to another,
 - n. before putting on or changing gloves,
 - o. after touching hair, face, nose, or body,
 - p. after handling raw meats, poultry, or fish,
 - q. after any cleanup activity such as sweeping, mopping, or wiping counters,
 - r. after touching dirty dishes, utensils, or equipment,
 - s. after anytime the hands may become contaminated.
8. To ensure that hands are clean and free of germs, use this hand washing method:
 - Wet hands and forearms with warm, running water and apply soap.
 - Scrub lathered hands and forearms, under fingernails, and between fingers for at least 10-15 seconds. Rinse thoroughly under warm running water for 5-10 seconds.
 - Dry hands and forearms thoroughly with single-use paper towels.
 - Dry hands for at least 30 seconds if using a warm air hand dryer.
 - Turn off water using paper towels.
 - Use paper towel to open door when exiting the restroom.
9. Change gloves as frequently as necessary to keep clean and free of contamination: IE:
after covering a cough or sneeze; after working at cash register; after taking out garbage,

etc. The Health Department may fine employee if found not wearing gloves during inspection.

10. Cover minor skin rashes, scrapes or cuts completely with an antiseptic preparation. Treat and bandage wounds and sores/abrasions immediately. Visit the school nurse if necessary. When hands are bandaged, single-use gloves must be worn (HACCP requirement). Cover a lesion containing pus with a bandage. If the lesion is on a hand or wrist, cover with an impermeable cover such as a finger cot or stall and a single-use glove (HACCP requirement).
11. Keep shirt pockets empty No money is to be kept on your person at any time.
12. Purses or backpacks are never allowed in the facility or on the premises. Cell phones are very unsanitary and should not be used during food preparation or serving time. They are to be kept in locker, not on person unless emergency arrangements have been made with Cafeteria Manager.
13. Eat only during designated meal periods or break; eating at any other time while on duty is not permissible. Eat only in designated break areas where food or food contact surfaces may not become contaminated. Beverages may be permitted only in a designated area and with designated coverings. Check with the Cafeteria Manager on the specific regulations.
14. Taste food the correct way:
 - Place a small amount of food into a separate container.
 - Step away from exposed food and food contact surfaces.
 - Use a teaspoon to taste the food. Remove the used teaspoon and container to the dish room. Never reuse a spoon that has already been used for tasting.
 - Wash hands immediately.
15. Do not chew gum, or use toothpicks, matchsticks, etc., while on duty.
16. Do not carry pencils or pens behind the ear or in the hair.
17. Smoking or tobacco use is prohibited on Denison ISD property by School Board policy and Texas state law. This includes the parking lot even while sitting in your own vehicle. Denison ISD does not pay for smoke breaks.
18. Spitting is forbidden due to spreading of germs. It is not permitted in any area of a Food Service operation.

19. Cover mouth when coughing or sneezing; turn head away from food areas and sneeze or cough into arm; wash hands, and put on a clean pair of gloves (HACCP requirement).

Hygiene and Sanitation(Facilities & Transportation)

- 1) Personal cleanliness and hygiene are important in the school environment and must be maintained while you are at work.
- 2) Clothes are to be kept clean at all times.
- 3) Cover minor skin rashes, scrapes or cuts completely with an antiseptic preparation. Visit the school nurse if necessary.

Safety

Denison ISD is dedicated to ensuring the safety of all employees because you are our most valuable asset. Each of us must be dedicated to the principle that "all accidents are preventable".

General Safety Rules have been established and will be strictly enforced to reduce the potential of injuries. It is every employee's responsibility to familiarize themselves with these rules:

- 1) Report all unsafe conditions to your supervisor immediately.
- 2) Immediately report **all** accidents to your supervisor. Your supervisor will assist you in filling out an accident report describing the accident.
- 3) Learn the right way to do your job. If you are not sure you thoroughly understand your job, ask your supervisor for further instructions.
- 4) **Never** use any equipment until you are trained in its use.
- 5) Practice safe lifting techniques:
 - Be sure you have good footing and remove greasy substances from your hands.
 - Lift with your legs in a smooth, even motion.
 - When making a lift from the floor, keep your arms and back as straight as possible, bend your knees, lift with the powerful muscles in your legs.

- When lifting from an elevation, such as a table or shelf, bend your knees and bring the object as close to your body as possible, 'hug it' to you keeping your back straight and lift with your legs.
 - When the weight is too heavy or bulky for you to lift without straining, **get help**. Remember that "using your head saves your back."
- 6) When storing materials on shelves, always locate the heavier, bulkier materials on the lower shelves. Use a stepladder or step stool for obtaining materials from storage or upper shelves. **Never** climb on boxes, storage racks, crates, tables or chairs.
 - 7) Materials dropped or spilled on the floor should be cleaned up immediately. Safety is everyone's responsibility.
 - 8) Do not attempt to repair or adjust equipment. Report any faulty equipment to your supervisor.
 - 9) Use a broom or brush and pan to sweep up pieces of glass; never pick-up broken glass by hand, and remember to dispose of it in a container specifically labeled for broken glass.
 - 10) Unplug all electrical machinery before cleaning or adjusting. All equipment should be in the "off" position before being plugged into an outlet.
 - 11) Be careful when going through doorways and around corners.
 - 12) Keep hallways and aisles clear.
 - 13) When using chemicals, make sure the containers are properly labeled and are closed after each use. Always return any chemicals to their proper storage area after each use. Be sure to read and follow labels for proper mixing instructions. Do not leave carts with chemicals unattended.
 - 14) Be aware of all caution signs. A "caution wet floor" sign must be heeded. This means that the area is slippery and that you must use extreme caution when walking through the area.
 - 15) When working with steam equipment, remember hot steam can cause just as serious an injury as the hot water below. When inserting or removing pans, release steam safely before proceeding.
 - 16) Cafeteria Manager must make sure all HACCP safety logs are completed in the designated time period.
 - 17) Cafeteria Manager must make sure all Monthly Inspection guidelines are completed.
 - 18) Cafeteria Manager should inspect safety kits for current dates.

- 19) No prescription drugs are allowed in kitchen/cafeteria. No over the counter drugs are allowed in kitchen/cafeteria. These items may be kept in personal locker or designated locked area/nurses office.
- 20) Be aware of all caution signs. A "caution wet floor" sign must be heeded. This means that the area is slippery and that you must use extreme caution when walking through the area.
- 21) When using power tools, wear protective eye, ear and body protection.
- 22) Never back a vehicle without checking for clearance.
- 23) Never leave your keys in a vehicle.

- 24) Report immediately any and all district vehicle incidents.

Your supervisor will train you in safety procedures for your particular job. The best rule of thumb is to "use common sense". If in doubt, stop immediately and ask or call your supervisor for assistance.

Use of District Vehicles

Employees that operate district vehicles must have and maintain a valid driver's license at all times. Employees must notify supervisors about any changes in their driver license status. Employees are expected to follow all traffic laws and operate the vehicles in safe manner. Employees must adhere to department vehicle procedures and guidelines.

Attendance

The ability to provide our students, faculty, staff, and guests with the highest level of consumer service is directly related to each individual employee's success in performing their scheduled tasks. When individuals call to inform their supervisor that they will be tardy or absent for their scheduled shift or route, the tasks assigned to the missing individuals must now be completed by other employees. In order to minimize the inconvenience and effect the absences and tardiness calls have on our operation, we have developed the following *Attendance and Tardiness Guidelines*:

We know that situations may arise when you might be absent or late. Reasonable allowance is made for occasional absences or tardiness. To provide for these situations and still have an efficient operation, we have set up these procedures:

- 1) If you have a reason to be absent, tell your supervisor about this as far in advance as possible. Your supervisor will then determine if your request may

be granted or if other arrangements can be made.

- 2) All employees that need a scheduled Personal leave may be taken for up to two consecutive days. Additional consecutive days for extenuating circumstances must be approved by the supervisor and director.
- 3) Report your own absence in the Frontline system and to your supervisor except in the case of an unavoidable emergency. Depending on others to report for you may be detrimental.
- 4) If you must be absent from your scheduled shift or route, and have had little or no advance warning, please call your supervisor a minimum of one hour (1) prior to the start of your shift to report your absence.
- 5) Excessive absences from the job, and established patterns of excessive absences, however legitimate or necessary, will be cause for disciplinary action and may even result in an employee's termination.
<https://pol.tasb.org/Policy/Code/526?filter=DEC>
- 6) If you are ill, your supervisor may ask you per school board policy <https://pol.tasb.org/Policy/Code/526?filter=DEC> provide a doctor's medical certification of illness and fitness to return to work. If you are absent more than four consecutive work days, you are required to provide a doctor's medical certification of illness and fitness to return to work.
- 7) Employees are also expected to report to work on all scheduled work days.
- 8) Always do your best to be at work on time. If you are late three (3) or more times within any 30-day period, it will be considered excessive and will be cause for disciplinary action. Please call your supervisor if you are unavoidably delayed. Remember that you must be in uniform and ready for work before your scheduled shift or route.

Employee Definitions

Temporary Employee – An employee who is temporarily hired to work at any campus or department. Examples of temporary employees are: summer or holiday painting employees, student workers, concession stand workers, and game workers. This employee's days, hours and assignment may change daily as determined by the supervisor of the employee. **The employee receives pay for actual hours worked, but does not receive any other benefits, such as holiday pay, additional leave days, health insurance, or other benefits offered to permanent employees.**

Permanent Employee – An employee who is recommended by their supervisor for a regularly assigned position for a minimum of four hours per day becomes permanent and is eligible for benefits of Teacher Retirement, Medical and Life Insurance, holiday pay and personal/sick leave days. When an employee becomes permanent, Teacher Retirement deductions are withheld from their pay in lieu of Social Security. However, this employee is not necessarily permanently assigned to a specific campus and may be transferred or used to fill in at any campus when the needs of the district dictate.

Permanent Floater Employee – A permanent floater employee may be either a temporary or permanent employee. A permanent floater fills in at any campus route or job and the working hours may not be consistent with the ones that the employee has been previously assigned.

Part-Time Employee – A part-time employee works less than 20 hours a week and is not eligible to receive benefits.

Pay

Employees are paid on a semi-monthly basis (Paid two times per month). You may obtain a payday schedule from your supervisor or from the Denison ISD Business Office webpage. Your supervisor will explain to you the actual dates for which you are being paid.

Denison ISD employees are paid by direct deposit. Employees can review their payroll information online using the **Employee Access Center** located at <https://denison.erp.frontlineeducation.com/servicecenter2/EntryPointSignInAction.do?x-tab-id=undefined>

Payroll Advances – Advances made to employees are considered gifts of public funds and is an illegal act. Therefore we do not allow payroll advances.

Overtime Compensation

It is the policy of Denison ISD to keep overtime work to a minimum. However, there may be times when overtime work is required. Overtime work must have prior approval by the director or assistant director. Overtime wages will be paid at the rate of one and one-half (1- 1/2) times your normal hourly wage for all hours worked in excess of forty (40) hours per week, unless another rate has been agreed upon. **Holiday, vacation, sick, and benefit hours do not count towards overtime, only hours actually worked.**

Any employee working overtime without prior approval is subject to disciplinary action.

Deductions from Your Pay

Denison ISD is obligated by law to withhold Federal and State Income Tax, and Social Security (FICA) for part-time employees working less than 20 hours a week and

Teacher Retirement for permanent employees working 20 hours or more per week. Other payroll deductions, as authorized by each employee may be for Life, Cancer, Dependent Medical Insurances, heart disease, salary protection, dental Cafeteria 125 benefits, Health Savings Accounts, Uniforms, Denison Education Foundation, and United Way.

REMEMBER THAT YOU ARE RESPONSIBLE FOR MAKING SURE THAT ALL DEDUCTIONS BEING TAKEN OUT OF YOUR CHECKS ARE CORRECT.

Correcting Payroll Errors

It is **your** responsibility to verify that all information is correct. If there is an error in your name, your social security number, etc., or any incorrect deductions, you should contact the payroll clerk, in the Business Office immediately at 462-7041. If there is an error in number of hours worked or your hourly pay rate, contact your director or assistant director. The necessary steps will then be taken to make the correction on the next pay period.

Time Records

Accurate time records submitted are important. When you start work, you will be shown the proper procedures for recording your time worked. The method of recording your hours shall require you to use a time clock, phone, or utilize a computer time system.

Employees are expected to work the hours that they are scheduled. Hours worked in excess of your regularly scheduled hours require **the designated supervisor's approval.**

Please observe the following procedures regarding your time records:

- 1) Record your scheduled start time **after** you are in **proper** uniform and **are ready to begin work.**
- 2) Record your ending time when your schedule or route is finished or you leave work.
- 3) If you forget to record your time, you must complete a time variance form and return to your direct supervisor. Your director or other office personnel will correct your forgotten time in the Frontline system.
- 4) Time errors must be reported immediately to your direct supervisor.
- 5) Your direct supervisor must approve any corrections or changes. You and your direct supervisor must initial any changes.
- 6) An employee is authorized to record only their own time. Recording time for another employee or asking an employee to record time for you will subject both employees for disciplinary action.

Personnel Records

It is important to both you and Denison ISD that your personnel records be correct and up-to-date. It is your responsibility to update your information in the Employee Access Center or fill out a new W4 form for number of dependent change.

Employee Benefits

Insurance: Denison ISD offers medical and life insurance for permanent employees. Enrollment is handled through the Business Office when an employee becomes permanent. These policies and prices are subject to change.

Paid Holidays: For a permanent employee to receive credit for a paid holiday, the employee must have prior approval by the Director to not work the day prior to the holiday and the day following the holiday(s) and be employed by the district for 30 days. The employee will be paid for the number of hours daily scheduled.

Holiday pay is based on your primary assignment and cannot be earned for extra duty or temporary assignments.

Temporary employees (Part time painter, student workers, other part time employees) do not earn pay for holidays.

Exceptions are as follows:

- If an employee is ill on the day before or the day after the holiday, a physician's statement is required to certify the illness for the employee to receive pay for the holiday.
- If an employee does report to work as scheduled, and it is determined by the employee and supervisor that the employee is too ill to work, the employee will be released from duty and will receive pay for the holiday.
- In case of death in the immediate family, jury duty, court subpoena or other extenuating circumstances, the employee, with documentation will be released from duty and will receive pay for the holiday.

Paid Holiday List:

Labor Day
Thanksgiving (2 days)
Christmas (2 days)
New Year's Day
Memorial Day (if school is in session for Food Service and Transportation employees)
July 4th (Facilities employees only)

Vacation Leave (PTO)(Facility Employees only)

Each full-time employee in a position normally requiring 12 months of service shall be granted ten days of paid vacation leave each fiscal year in accordance with administrative regulations.

An eligible employee hired after the beginning of the duty year shall have his or her vacation pro-rated based on the actual amount of time worked during the fiscal year.

As of January 31, 2016, vacation leave must be used in the fiscal year it is granted, or the leave shall be forfeited at the end of the year. An employee who accumulated vacation leave prior to January 31, 2016, shall be permitted to use a maximum of five accumulated vacation days in addition to the current year's allotment in accordance with administrative regulations. If the employee does not use all five accumulated days during the fiscal year, the unused portion shall be forfeited so that the employee's accumulated vacation balance is gradually reduced to zero days.

An eligible employee shall be permitted to use two days of vacation without prior approval from his or her supervisor or the assistant superintendent.

An employee shall not be paid for his or her unused vacation leave when the employee separates from service with the District.

Probationary Employees (employed less than 90 days) are not allowed vacation leave until completing 60 working days with the district.

Employee Leave

Policies DEC, DECA, DECB contain information about other employee leave that is offered to employees. These policies can be found on the District website at <https://pol.tasb.org/Home/Index/526>.

Work Rules

Not all types of conduct can be covered by a set of work rules. The following list of work rules, therefore, is not all-inclusive, but is designed to help you understand what is expected of you as a Denison ISD employee and to help you know what type of activity should be avoided. You will find that most of these rules will not be new to you, but rather have been communicated to you either orally or in written form in the past. As necessary and appropriate, Denison ISD may establish additional rules or modify existing rules. **The primary purpose of these rules** is to help you as an employee and Denison ISD **provide a high quality of service to our customers (students, parents,**

teachers and administrators). These rules are the only way Denison ISD can be successful and provide you with job security. Adherence or non-adherence to these rules either directly or indirectly influences the quality of service we render to our customers. Violations of Denison ISD work rules may result in disciplinary action. Disciplinary action will be taken in accordance with the nature of the offense. The offenses and their resultant actions are categorized as follows:

- A. Serious offenses which may result in immediate discharge.
- B. Serious offenses which call for strong disciplinary action, and possible suspension or discharge.
- C. Offenses which when repeated, or taken in conjunction with other less serious offenses, result in the following disciplinary steps:
 - 1) First offense - first warning.
 - 2) Second offense - final warning.
 - 3) Third offense - discharge.

(NOTE: These offenses may, depending on the nature and circumstances, warrant more severe disciplinary action, including suspension and/or termination without following the above process).

A. Examples of serious offenses which may result in immediate discharge:

- 1) Fighting on Denison ISD time or on Denison ISD premises.
- 2) Willful destruction of Denison ISD property.
- 3) Immoral conduct.
- 4) Instigating, counseling others, or taking part in an unlawful work stoppage or slowdown.
- 5) Smoking or use of tobacco products on or in school property and/or on school time.
- 6) Misrepresentation of facts in seeking employment.
- 7) Carrying concealed weapons, or possession of firearms, weapons, alcoholic beverages, illegal drugs, or intoxicants on or in Denison ISD property or premises.
- 8) Falsifying any reports or records.
- 9) Misusing, removing, or trying to remove Denison ISD, and/or government material (records, documents, property, tools, equipment, food products, etc.)

from Denison ISD property or from premises without proper authorization from the facilities and transportation director.

- 10) Consumption, possession, and/or use of any type of alcoholic beverage, intoxicant, illegal drugs, or narcotic on or in Denison ISD property or on Denison ISD time.
- 11) Falsification of your time worked or recording another employee's work time or in any way tampering with your own or another's recorded work time.
- 12) Removal of property of another employee or a customer without permission.
- 13) Taking or giving bribes.
- 14) Failure to report to work or notify your direct supervisor of your absence for three consecutive days.
- 15) Sexual harassment.
- 16) Job abandonment – either by failure to report or deliberate abandonment after reporting to work.
- 17) Purchasing food products, supplies, or equipment from Denison ISD approved vendors while on duty or on Denison ISD premises for personal consumption on or off Denison ISD property.

**B. Example of serious offenses which call for strong disciplinary action
And possible suspension or discharge.**

- 1) Gambling on the job.
- 2) Reporting for work in an intoxicated condition or under the influence of drugs.
- 3) Disorderly conduct.
- 4) Insubordination. (Defined as intentionally disobeying a directive or becoming argumentative over a directive given by a supervisor or the food service director).
- 5) Profane or abusive language.
- 6) Horseplay, scuffling, throwing products, equipment, or tools, etc.
- 7) Violating any safety rules or practices - or engaging in any conduct which tends to create a safety hazard. (This offense in particular may be considered serious or very serious depending on the nature of the situation.)
- 8) Gross neglect of duty.
- 9) Conducting yourself during non-working hours in such a manner that the conduct would be detrimental to the interests or reputation of the Denison ISD.

- 10) Attempting to enter, entering, or assisting any person to enter or attempt to enter Denison ISD premises or restricted areas without proper authorization.
- 11) Making false, vicious, or malicious statements concerning any employee, Denison ISD, or its facilities.
- 12) Sleeping, sitting, or dozing on the job.
- 13) Being present on Denison ISD premises before scheduled work hours while not performing authorized services, or without express permission from your supervisor or the food service facilities.
- 14) Failure to report an accident or incident.
- 15) Violation of security procedures. (The seriousness of this type of offense will vary depending on the circumstances and nature of the situation.)
- 16) Absence without prior notification to your supervisor or without reasonable excuse.
- 17) Threatening, intimidating, coercing, or interfering with fellow employees on Denison ISD property.
- 18) Deliberate restriction of work.
- 19) Conducting yourself during working hours in such a manner that the conduct could be perceived by customers or staff as hostile or argumentative or exhibiting poor customer service.
- 20) Leaving your job or your regular working place during working hours for any reason without specific authorization from supervisor.
- 21) Failure to maintain a valid drivers license and notify supervisor about changes in their drivers license status, if driving a school vehicle.

C. Examples of less serious offenses which will result in progressive documentation with possibility of disciplinary steps:

- 1) Habitual absenteeism or establishing a clear pattern of absence.
- 2) Tardiness without notifying your supervisor or without reasonable excuse.
- 3) Habitual tardiness or an established pattern of tardiness.
- 4) Incompetence or failure to meet reasonable standards of efficiency.
- 5) Neglect of job, duties, and responsibilities (where gross neglect is not involved).

- 6) Lack of: application of assigned tasks and job outline; good customer service; or effort on the job
- 7) Failure to keep accurate records (where falsification is not involved).
- 8) Improper use of Denison ISD telephone.
- 9) Failure to comply with uniform guidelines, code of dress, personal hygiene, personal habit, safety, or other requirements established by Denison ISD.

Accidents and Injuries Procedures

All accidents and injuries must be reported immediately to your supervisor/manager. For minor injuries your supervisor/manager will determine if you will need to visit Urgent Care/Nova medical services for an evaluation. Your supervisor/manager will also help the employee timely complete the mandatory First Report of Injury for all injuries. For serious injuries call 911 and your supervisor/manager as soon as possible.

Employees that are directed or need to seek medical attention for an injury will also be subject to a drug test. Employees that have vehicle, bus, or equipment accidents are required to have drug test.

Employee Conduct and Welfare and Standard of Conduct

All employees are expected to work together in a cooperative spirit to serve the best interests of the district and to be courteous to students, one another, and the public. Employees are expected to observe the standards of conduct located in Board policy DH <https://pol.tasb.org/Policy/Code/526?filter=DH> .

Conclusion

If you have any questions after reading through the procedures handbook, be sure to see your direct supervisor or the director. They will try to help you in every way possible to make your job pleasant, productive, and mutually rewarding. The policies stated in this procedures handbook are subject to change at the sole discretion of Denison ISD. From time to time, you may receive updated information concerning changes in policy.