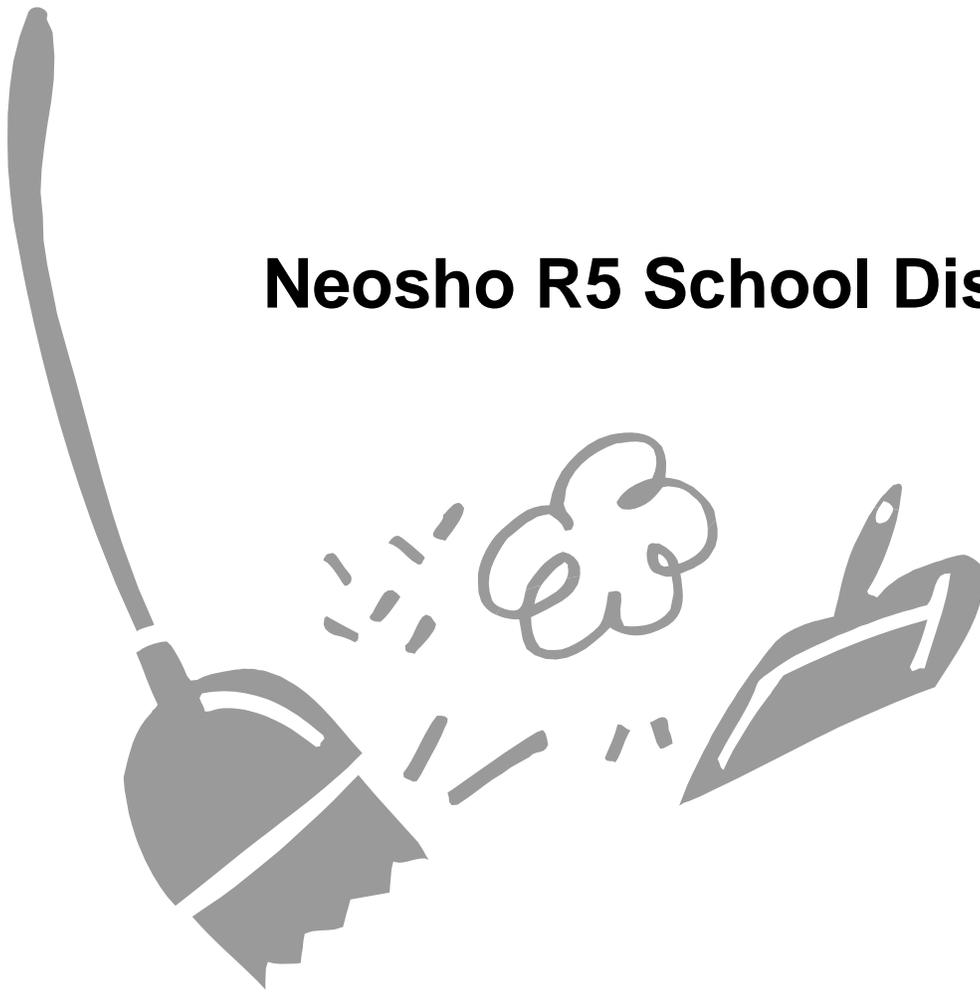


Neosho R5 School District



BUILDINGS & GROUNDS DEPARTMENT

Handbook



**NEOSHO R-5 SCHOOL DISTRICT
MISSION STATEMENT**

The mission of the Neosho R-5 School District is to inspire high academic achievement and maximize personal potential in all students.

BUILDINGS & GROUNDS DEPARTMENT GOAL

It is the goal of the Buildings & Grounds Department to provide clean, safe, healthful, well maintained facilities to house educational programs and activities of the Neosho R-5 School District.

BOARD OF EDUCATION

The Neosho R-5 School District Board of Education is organized and operated by the authority and in compliance with the laws set forth by the State of Missouri. It is composed of seven members, each elected to three year terms by the registered voters of the R-5 District. Each April, an election is held to fill two positions on the Board of Education, except every third year three members are elected. The Board holds regular meetings the third Monday of each month except for the months of January, February, March, and April, during which the Board will meet on the Tuesday following the third Monday (because we are not in session on the third Monday of these months). Board meetings start at 7:00 p.m. at the Administrative Center located at 418 Fairground Road.

The function of the Board of Education is to establish policy by which the Neosho R-5 School District operates. In order to assure that the day-to-day operations are carried out, a Superintendent of Schools, as required by law, is employed to serve as chief executive office of the Board of Education.

GENERAL INFORMATION

| | |
|---|----------------|
| Superintendent of Schools: | Dan Decker |
| Assistant Superintendent of Business Finance: | Tim Crawley |
| Assistant Superintendent of Curriculum: | Glenda Condict |

The Neosho R-5 School District serves approximately 4340 students who reside within a 223 square mile area. Attendance units are as follows:

| | | |
|-------------------------|---------------------------|-------------|
| Administrative Center | 418 Fairground Road | Neosho, MO |
| Field ECE/Kindergarten | 302 Smith Avenue | Neosho, MO |
| Benton Elementary | 1120 Carl Sweeney Parkway | Neosho, MO |
| Central Elementary | 301 Big Spring Drive | Neosho, MO |
| Goodman Elementary | 117 School Street | Goodman, MO |
| South Elementary | 1111 Wornall Street | Neosho, MO |
| Carver Elementary | 12350 Norway Road | Neosho, MO |
| Middle School | 1400 Hale McGinty Drive | Neosho, MO |
| Jefferson Street Campus | 115 W. Brook Street | Neosho, MO |
| Jr. High & High School | 511 Neosho Boulevard | Neosho, MO |

The annual school term begins, operates and ends according to the calendar adopted by the Board of Education.

GENERAL PERSONNEL INFORMATION

EMPLOYEE DEFINITION

Support staff shall be defined as any person not employed for the specific purpose of instruction or administration of the School District.

EMPLOYEE CLASSIFICATION

Employees shall be classified as follows:

- ❖ **Full time employees** - work a minimum of eight (8) hours per day and occupy a position that has been authorized by the Board of Education to be a continuous position. These positions may be twelve (12) month positions.
- ❖ **Full part time employees** - work five (5) days per week or fewer than five days. (5.5) hours per day and not to exceed thirty (30) hours per week.
- ❖ **Substitute-Employees** - work on call on an as needed basis. These positions are temporary.

The employee acknowledges before being employed by the Neosho R-5 School District that they have to meet the requirements of a background check and will be placed on a ninety days probation period.

CHAIN OF COMMAND

The normal process of the chain of command always begins with the immediate supervisor, Buildings & Grounds Director, Superintendent, and then Board of Education. Employees are expected to attempt to resolve problems through the normal chain of command.

STAFF CONDUCT

Policy EBAB

The Board of Education expects that each professional and support staff member shall put forth every effort to promote a quality instructional program in the school district.

Employees of the district are expected to conduct themselves in a just and courteous manner with coworkers, pupils, parents/guardians, staff members and all others visiting the school district. Conduct themselves in a professional manner of dress; general behavior and actions bringing credit to their school and community.

PROHIBITION AGAINST DISCRIMINATION, HARASSMENT AND RETALIATION

Policy AC

The Neosho R-5 School District Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law. The Neosho R-5 School District is an equal opportunity employer.

PUBLIC RELATIONS

It is the responsibility of all employees to promote the positive image of the school district. Your friends and neighbors form their impressions of the district from what you say about it. Make sure the information you provide is accurate. *NEVER* pass along gossip, petty rumors, or other information.

STAFF GRIEVANCES

Policy GBM

Employees are encouraged to informally notify their immediate supervisor of a grievance. If the issue is not resolved, the employee should submit a written grievance, on forms provided by the district, to the immediate supervisor. The written grievance must clearly indicate that it is a grievance and specify which provision(s) of policy, regulation or collective bargaining agreement were allegedly violated.

JOB DESCRIPTIONS

Job descriptions are provided for each employee for their benefit and the benefit of the district. It is expected of each employee to follow and achieve the daily task listed on these job descriptions. Only a Director, Superintendent, or the Board of Education is able to make changes to a job description.

UNIFORMS

The Neosho R-5 School District provides uniforms for the Buildings & Grounds Staff. Employees are required to wear provided uniforms and keep them neat and clean.

TIME CLOCKS

All hours worked by employees are tracked by a time clock system. There is a designated computer in each district facility that Buildings & Grounds employees are to use for clocking their time IN and OUT. It is required that all Buildings & Grounds department employees clock "himself" or "herself" IN and OUT each day.

WORK SCHEDULES

The school year and work calendars will be set annually by the Board of Education. Work hours may be changed by the administration as needed. Regular attendance is essential in order to maintain a high quality of instruction. Support staff employees will be subject to disciplinary action when their absenteeism is deemed to be excessive.

BREAK AND MEAL PERIODS

Breaks will be provided in accordance with Federal and State law. In addition, an unpaid meal period of ½ hour will also be provided daily for full time staff members. Each employee shall have one 15 minute paid break for each 4 hours of scheduled work time. Employees working 7.5 hours daily are eligible for 2 break periods.

All staff members are expected to adhere strictly to the length of time designated for breaks and meal periods. Employee's that do not adhere to these designated time periods can be cause for appropriate disciplinary action up to and including termination.

TARDINESS

In order to preserve and maintain effective operations, employees should be present and ready to work by their assigned starting time. Excessive tardiness can be cause for appropriate disciplinary action up to and including termination

PAY PERIODS AND WORK WEEKS

Pay periods will begin on the 11th day of each month and end on the 10th day of the following month. A work week consist of seven days, which will begin on Sunday and end on the following Saturday. All employees will be paid on the 20th day of each month. If the 20th day falls on a weekend or a holiday, checks are distributed on the last day of work prior to the 20th.

OVERTIME

Employees will work the regularly scheduled time unless additional time is approved by their supervisor prior to the additional time requested. Time worked above and beyond the regular schedule is paid at the rate of overtime wages of 1.5 hours for every hour worked over. Overtime is based on having physically worked a 40 hour week. Sick days or other paid leave days do NOT count towards working a 40 hour week.

SUPPORT STAFF LEAVES AND ABSENCES

Policy GDBDA

Consistent staffing is important to the learning environment and district operation and therefore is an essential duty of all employees. When an employee is routinely tardy, frequently absent or is absent for an extended period of time, the learning environment and district operations deteriorate, and the students suffer. Employees may be terminated for excessive absences or tardiness. The employee's salary will be docked if the absence or tardiness occurs for a reason not granted as paid leave under Board policy or if it exceeds the number of days the employee has been granted under a designated leave, even if the absence or tardiness is authorized by the Board or the superintendent.

ABSENTEEISM

Situations do arise due to illness or personal/family emergency that causes an employee to miss work. Employees are required to notify the Buildings & Grounds office of an absence in a timely manner, and as soon as possible. An employee who is absent due to illness may be required to provide written verification from a healthcare provider.

Excessive absences from work can affect our ability to meet the needs of our operation as well as creating additional work for your fellow employees. Excessive absences (*other than for circumstances covered by the Family and Medical Leave Act or emergency medical care*) may result in appropriate disciplinary action up to and including termination.

CALLED MEETINGS

Periodically throughout the school year and summer, it is necessary to bring everyone together for a meeting. Attendance is required at these meetings unless otherwise approved by the Director.

TOBACCO-FREE DISTRICT

Policy AH

To promote the health and safety of all students and staff and to promote the cleanliness of district property, the district prohibits all employees, students and patrons from smoking or using tobacco products in all district facilities, on district transportation and on all district grounds at all times. This prohibition extends to all facilities the district owns, contracts for or leases to provide educational services, routine health care, daycare or early childhood development services to children. This prohibition does not apply to any private residence or any portion of a facility that is used for inpatient hospital treatment of individuals dependent on, or addicted to, drugs or alcohol in which the district provides services

HAZARDOUS MATERIALS

Policy EBAB

To promote the health and safety of the students, staff and patrons of the district, and to ensure the environment is reasonably protected from hazardous materials, the Board of Education of the Neosho R-5 School District directs the administration under the guidance of the superintendent to develop procedures which address the purchase, storage, handling, transportation and disposal of hazardous materials for all school facilities and operations of the district. Emergency response actions and evacuation plans will also be coordinated with the procedures

WORKERS' COMPENSATION

Policy EBEA

Pursuant to state law, an employee of the Neosho R-5 School District who is injured, killed or who is exposed to and contracts any occupational disease arising out of and in the course of employment is eligible for compensation in accordance with this policy and the Missouri Workers' Compensation Law.

➤ *Reporting*

An employee must report all injuries immediately to his or her immediate supervisor by completing the district's incident report form. If the nature of the injury or illness is such that the employee cannot immediately submit the completed incident form, the employee's supervisor will assist the employee in completing the form as soon as possible, but no later than 30 days after the injury or illness. Employees who fail to report an injury or illness arising out of and in the course of employment within 30 days of such injury or illness may jeopardize their ability to receive compensation and other benefits pursuant to law and this policy.

Upon receiving a report of an injury or illness, the supervisor will immediately forward the report to the superintendent or designee. The superintendent or designee will promptly forward a copy of the report to the district's workers' compensation insurance carrier and will be responsible for keeping the carrier informed of the employee's status.

➤ *Use of Leave*

The district does not permit the use of paid leave for absences during the period when the employee receives workers' compensation wage benefits. Because by law an employee will not receive workers' compensation wage benefits for the first three (3) days of absence if the total absence is less than 14 days, the district will apply available paid leave for those days. However, the employee will only receive compensation for those days once the district knows that the employee will not receive workers' compensation wage benefits for those days.

Employees who are absent due to an illness or injury compensable under workers' compensation and who are receiving such compensation will not lose seniority or any accumulated paid leave due to the absence. However, the employee will not continue to accumulate paid leave during the absence.

Employees are required to use accumulated paid leave to receive medical treatment, evaluation or to attend physical rehabilitation during work time. If paid leave has been exhausted and the employee must be absent during work time to receive medical treatment, evaluation or to attend physical rehabilitation in conjunction with a work-related injury or illness, the employee may be granted unpaid leave.

➤ *Medical Providers*

The district may designate medical providers to be used in the administration of workers' compensation claims and treatment. A list of district-designated providers will be available to employees upon request. If a medical provider has been designated by the district and the employee chooses to use his or her own provider, the employee is responsible for all costs associated with the provision of those services.

➤ *Loss of Benefits*

An injury caused by the failure of employees to use safety devices provided by the district or obey rules adopted by the district for the safety of employees will result in the reduction of benefits payable under this policy and pursuant to law.

Violation of the district's Drug-Free Workplace policy or any other district policy, procedure or rule relating to the use of alcohol or non-prescribed controlled substances will result in a reduction or loss of benefits payable under this policy and pursuant to law if the injury was sustained in conjunction with the use of alcohol or non-prescribed controlled substances.

The Board authorizes post-injury testing for non-prescribed controlled substances or alcohol in accordance with Board policy and law. Refusal to submit to the test will result in the loss of benefits.

An employee is disqualified from receiving temporary total disability workers' compensation benefits during any period of time in which the employee receives unemployment benefits.

Temporary, partial or total disability workers' compensation benefits are not payable if an employee is terminated from employment for misconduct post-injury.

STAFF / STUDENT RELATIONS

Policy GBH

Staff members are expected to maintain courteous and professional relationships with students. All staff members have a responsibility to provide an atmosphere conducive to learning through consistently and fairly applied discipline and the maintenance of physical and emotional boundaries with students. These boundaries must be maintained regardless of the student's age, the location of the activity, whether the student allegedly consents to the relationship or whether the staff member directly supervises the student. Maintaining these boundaries is an essential requirement for employment in the district.

Staff members who violate this policy will be disciplined, up to and including termination of employment. Depending on the circumstances, the district may report staff members to law enforcement and the Children's Division (CD) of the Department of Social Services for further investigation.

The district will provide training to district staff that includes current and reliable information on identifying signs of sexual abuse in children and potentially abusive relationships between children and adults. The training will emphasize legal reporting requirements and cover how to establish an atmosphere where students feel comfortable discussing matters related to abuse.

EMPLOYMENT REVIEW AND PROGRESSIVE EMPLOYEE DISCIPLINE

The Buildings & Grounds Director and the principal of the building which the employee is assigned to, will complete a written evaluation of support staff under their supervision. All support staff employees will be evaluated at least once during their first year of employment and then at least once every year thereafter. The Director and Building Principal will evaluate the performance of employees under their supervision in the following areas:

- Job knowledge
- Quality of work
- Quantity of work
- Dependability
- Cooperation
- Other areas as appropriate for the specific job

This evaluation will be used to increase job proficiency, and determine eligibility for reemployment.

It is anticipated that all employees will have a satisfactory relationship with the school district. However, when problems do arise, a verbal warning or correction may be warranted. When a problem is serious, a written notice will be issued at the first offense. There are situations that will result in immediate termination. These are, but not limited to: stealing from the school district, falsification of time sheets, abuse and/or fraudulent use of sick leave, deliberate insubordination.

RESIGNATION OF SUPPORT STAFF MEMBERS (*Employees Not Under Contract*)

Any support staff member who desires to resign must submit a written letter of resignation to his or her immediate supervisor. The letter should specify when the resignation is to be effective and should be submitted at least two weeks prior to the effective date. A resignation is final upon submission and cannot be withdrawn unless authorized by the supervisor to whom it was submitted. The resignation need not be approved by the Board.

PERSONNEL RECORDS

Policy GBL

It is the intent of the Board of Education to maintain complete and current personnel files, including all information necessary to comply with the Fair Labor Standards Act, for all district employees.

The file of an individual employee will be considered confidential information and a closed record, to the extent allowed by the law, and will only be available to authorized administrative personnel and to the employee. Individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment are closed records under the Missouri Sunshine Law to the extent allowed by law. Pursuant to state law, the names, positions, salaries and lengths of service of all employees are public information and must be released upon request. In accordance with federal law, the district shall release to parents, upon request, information regarding the professional qualifications and degrees of teachers and the qualifications of paraprofessionals who are employed by a school receiving Title I funds and who provide instruction to their child at that school.

Files containing immigration records and files containing medical information regarding an employee will be kept separate from other personnel files.

Upon request to and in the presence of the appropriate administrative official, any employee may inspect his or her own personnel file during regular working hours, with the exception of the ratings, reports and records obtained prior to the employment of the individual, including confidential placement papers.

STAFF CELL PHONE USE

Policy GBCC

The district prohibits any employee cell phone use that interrupts or disrupts the performance of duties by the employee or otherwise interferes with district operations, as determined by the employee's supervisor. This prohibition applies regardless of whether the cell phone used is owned by the employee or provided by the district.

➤ *Use in Vehicles*

Regardless of other provisions of this policy, unless there is an emergency, employees shall not use cell phones when:

1. Driving district-provided vehicles.
2. Operating a vehicle in which a student is being transported on district property.
3. Supervising students who are entering or exiting a vehicle, crossing thoroughfares or otherwise safely reaching their destinations.

Even in emergency situations, employees should first take all possible safety precautions before using cell phones.

➤ *Use of District-Provided Cell Phones*

The district may provide cell phones and service to some employees to assist them in carrying out their employment-related duties on and off district property. Use of a district-provided cell phone is a privilege. The superintendent or designee has sole discretion as to which employees will be provided cell phones and may recall any previously issued cell phone. Employees do not have any expectation of privacy in district-provided cell phones or any information stored on them, and such phones may be confiscated and searched at any time.

Employees are expected to exercise reasonable care to protect district-provided cell phones from damage or theft and must report any such incidents immediately. The district may require employees to reimburse the district for any damage or theft that was the result of the employee's negligence. Users of district-provided cell phones must abide by any use limitations included in the district's service contract.

➤ *Personal Use of District-Provided Cell Phones*

Personal use of district-provided cell phones is permissible as long as the use does not exceed the limits of the applicable plan. However, personal use of a cell phone is not permitted if the phone or service is paid for under E-Rate. An employee whose use exceeds plan limitations will be required to reimburse the district for all expenses beyond those covered by the plan and may have privileges suspended or revoked unless the employee can show that all use was for employment-related duties and the phone was not used for personal reasons.

***TO SEE A FULL LISTING OF NEOSHO R-5 SCHOOL BOARD POLICIES AND PROCEDURES,
PLEASE GO TO THE DISTRICT WEBSITE AT:
www.neoshopublicschools.net**

EMPLOYEE RIGHTS AND RESPONSIBILITIES UNDER THE FAMILY AND MEDICAL LEAVE ACT

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- for incapacity due to pregnancy, prenatal medical care or child birth;
- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son, daughter or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

***The FMLA definitions of "serious injury or illness" for current servicemembers and veterans are distinct from the FMLA definition of "serious health condition".**

Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least 12 months, have 1,250 hours of service in the previous 12 months*, and if at least 50 employees are employed by the employer within 75 miles.

***Special hours of service eligibility requirements apply to airline flight crew employees.**

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and

a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA; and
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulation 29 C.F.R. § 825.300(a) may require additional disclosures.



For additional information:
1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627
WWW.WAGEHOUR.DOL.GOV

U.S. Department of Labor | Wage and Hour Division



WHD Publication 1420 · Revised February 2013



NEOSHO R-5 SCHOOL DISTRICT — HOME OF THE WILDCATS

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July 1, 2014

To parents & employees;

Asbestos is an issue we have been dealing with for many years. The Asbestos Hazard Emergency Response Act of 1986 (referred to as AHERA) was enacted by Congress in 1987. AHERA was enacted to determine the extent of and develop solutions for any problem schools may have with asbestos.

We continue to have our facility inspected by the Asbestos Program Manager and their representatives. In addition a certified inspector inspects the facility every three years as required by AHERA. All areas at this time are in good condition (non-friable) and show no change.

A copy of the asbestos management plan is available for your inspection in our administrative offices during regular office hours. Our Asbestos Program Manager will answer all inquiries regarding the plan.

We will continue to implement the asbestos management plan. Our intent is not only complying with; but also exceeding federal, state and local regulations in this area. We plan on taking whatever steps are necessary to ensure our children and our employees have a healthy, safe environment in which to learn and work.

Sincerely,

Shawn Dilday
Asbestos Program Manager

Neosho R5 School District
Buildings & Grounds Department
Building Custodian

Direct Supervisor: Building Principal / Assistant Principal

Reports To: Buildings & Grounds Director

Pay Period: Monthly

Terms of employment: 12 month

Evaluations: Will be done yearly by the Buildings & Grounds Director and the Building Principal.

Scope: The Building Custodian will be expected to perform work that is described as consisting of moderate to heavy physical activities. This will include tasks related to building security, cleanliness, sanitation and personal safety. The Custodian(s) will be expected to work in any building of the school district, as assigned by the Director of Buildings & Grounds.

Qualifications: *(Qualifications may include but are not limited to the following):*

- Learn and apply the approved products and procedures for cleaning and maintaining buildings, fixtures and equipment of the district.
- High School diploma or equivalent.
- Proper and safe operation of equipment.
- Perform heavy manual labor, including moving furniture and equipment, lifting items weighing up to 50 lbs.
- Identify areas in need of cleaning and perform cleaning as appropriate.
- Read, understand and apply written instructions including work procedures, product labels, material safety data sheets, and equipment instruction manuals.
- Understand and follow verbal instructions.
- Follow safety procedures; identify and report safety hazards.
- Establish and maintain effective, efficient working relations with co-workers and members of the public; act in a courteous and effective manner when interacting with the public, staff and students.
- Work efficiently with limited direct supervision.

Duties: *(Duties may include but are not limited to the following):*

- Sweep, mop, scrub, strip, wax, and buff floors; sweep, vacuum, shampoo, bonnet clean, extract carpets; operate heavy floor care equipment; sweep sidewalks stairways, and entry-ways.
- Shovel, scrap, sweep and remove snow and ice from sidewalks.
- Clean, disinfect, dust and polish restrooms, water fountains, sinks, windows, fixtures and equipment.
- Wash off or paint over graffiti.
- Move and arrange office equipment, furniture and equipment; set-up and tear down furniture and equipment for all events of the district.
- Keep utility storage areas, custodial closets and equipment clean, safe and in good working order.
- Check security of facility; report any vandalism, illegal entry, or fire hazards; maintain security and ensure user compliance with facility policies and procedures; turn out lights and lock doors and windows upon leaving the building.
- Replace light bulbs and fluorescent tubes as needed.
- Make minor repairs to the building interior or exterior including fixtures, furniture and equipment.
- Report all safety hazards immediately to Building Principal or Director of Buildings & Grounds.
- Report any significant repairs needed to the Building Principal or Director of Buildings & Grounds.
- Use chemical cleaning materials as required; follow label directions and use proper procedures.
- Assist in the upkeep of school grounds; weed-eat, mowing, trimming trees or shrubs, rake playground wood chips and inspect playground equipment for potential safety problems.
- Police exterior of the building for trash and debris to be placed in the dumpster.
Perform daily scheduled housekeeping duties as required or assigned by the Buildings & Grounds Director, Building Principal or Superintendent.

**Neosho R5 School District
Buildings & Grounds Department
Groundskeeper**

Direct Supervisor: Buildings & Grounds Director

Reports To: Buildings & Grounds Director

Pay Period: Monthly

Terms of employment: 12 month

Evaluations: Will be done yearly by the Buildings & Grounds Director

Scope: The Groundskeeper will be expected to perform work that is described as consisting of moderate to heavy physical activities. This will include tasks related to but not limited to mowing and weed eating district property, landscaping, trimming, pruning, painting, moving district equipment for programs and or activities, building/property security and personal safety.

The groundskeeper is a district support staff employee and will be expected to perform work duties throughout the school district as assigned by the Buildings & Grounds Director.

Qualifications: *(Qualifications may include but are not limited to the following):*

- Proper and safe operation of machinery, power tools and hand tools.
- Perform heavy manual labor, including moving furniture and equipment, lifting items weighing up to 50 lbs.
- High School diploma or equivalent.
- Maintain district property, keep all district property well groomed and always maintain a good appearance.
- Read, understand and apply written instructions including work procedures, product labels, material safety data sheets, and equipment instruction manuals.
- Understand and follow verbal instructions.
- Follow safety procedures; identify and report safety hazards.
- Establish and maintain effective, efficient working relations with co-workers and members of the public; act in a courteous and effective manner when interacting with the public, staff and students.
- Work efficiently with limited direct supervision.

Duties: *(Duties may include but are not limited to the following):*

- Shovel, scrap, sweep and remove snow and ice from sidewalks.
- Wash off or paint over graffiti.
- Move and arrange office equipment and furniture; set-up and tear down furniture and equipment for all events of the district.
- Keep storage areas, equipment, and machinery clean, safe and in good working order.
- Check security of facility; report any vandalism, illegal entry, or fire hazards; maintain security and ensure user compliance with facility policies and procedures.
- Make minor repairs to the building interior or exterior including fixtures, furniture and equipment.
- Report all safety hazards immediately to Building Principal or Buildings & Grounds Director.
- Report any significant repairs needed to the Building Principal or Buildings & Grounds Director.
- Use chemical cleaning materials as required; follow label directions and use proper procedures.
- Maintain and upkeep school grounds; weed-eat, mowing, trimming trees and shrubs, rake playground wood chips and inspect playground equipment for potential safety problems.
- Police exterior of the building for trash and debris to be placed in the dumpster.

Neosho R5 School District
Buildings & Grounds Department
Maintenance Technician

Direct Supervisor: Buildings & Grounds Director

Reports To: Buildings & Grounds Director

Pay Period: Monthly

Terms of employment: 12 month

Evaluations: Will be done yearly by the Buildings & Grounds Director.

Scope: The Maintenance Technician is a district support staff employee and will be expected to perform work duties throughout the school district as assigned by the Buildings & Grounds Director. The Maintenance Technician will be expected to perform work in all district settings as directed by the Buildings & Grounds Director. The Maintenance Technician will perform work consisting of moderate to heavy physical activities. This will include tasks related to but not limited to; HVAC, electrical, plumbing, boiler operations, cabling, carpentry, building maintenance, moving district equipment for programs and or activities, building/property security and personal safety.

Qualifications: *(Qualifications may include but are not limited to the following):*

- Minimum of 1 year maintenance experience.
- General heat/AC experience.
- General plumbing experience.
- General electrical experience.
- General boiler operations.
- High School diploma or equivalent.
- Must be able to satisfactorily complete an apprenticeship and or formal training in area of specialty as deemed necessary from the Buildings & Grounds Director.
- Must be able to become certified in any area pertaining to job as deemed necessary from the Buildings & Grounds Director.
- Proper and safe operation of machinery, power tools hand tools and equipment.
- Use all safety equipment and precautions to protect students, staff, patrons and self. Including hearing and eye protection.
- Perform heavy manual labor, including moving furniture and equipment.
- Read, understand and apply written instructions including work orders, work procedures, product labels, material safety data sheets, and equipment instruction manuals.
- Understand and follow verbal instructions.
- Follow safety procedures; identify and report safety hazards.
- Establish and maintain effective, efficient working relations with co-workers and members of the public; act in a courteous and effective manner when interacting with the public, staff and students.
- Work efficiently with limited direct supervision

Duties: *(Duties may include but are not limited to the following):*

- Perform service work and repairs in all areas of plumbing.
- Perform service work and repairs in all areas of heat/ac.
- Perform service work and repairs in all areas of electrical.
- Perform service work and repairs on boilers, pressure vessels and air tanks.
- Maintain accurate records on inspections, service work and repairs.
- Keep storage areas, equipment, and machinery clean, safe and in good working order.
- Assist in checking security of facility; report any vandalism, illegal entry, or fire hazards; maintain security and ensure user compliance with facility policies and procedures.
- Makes necessary repairs to the building interior or exterior including fixtures, furniture and equipment.
- Report all safety hazards immediately to the Buildings & Grounds Director.
- Report any significant repairs needed to the Buildings & Grounds Director.
- Use chemical cleaning materials as required; follow label directions and use proper procedures.
- Changing equipment filters on a regular scheduled basis.
- Run all cabling of the district consisting of; network, telephone, fiber, intercom etc.
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Neosho R5 School District
WORKERS' COMPENSATION REPORTING INFORMATION
Return Completed Form to the Buildings & Grounds Department within 24 Hours of Accident

EMPLOYEE INFORMATION

SSN: _____ Full Name: _____
Phone: (home) _____ (work) _____ (cell) _____
Home address: _____ City: _____ State: _____ Zip: _____
Birth date: _____ Marital status: _____ # of dependants: _____ Sex (M/F): _____

WORK INFORMATION

Date of hire: _____ Wage amount (hourly or salary): _____
Status (full time / part time): _____
Job start time: _____ (am / pm) Job end time: _____ (am / pm) Number of hours worked per week: _____
Number of hours worked per day: _____ Number of days worked per week: _____
Job / Position title: _____
Assigned building location: _____
Occupation / Duty: _____
Immediate supervisors name and title: _____
Supervisors contact number: _____ Extension: _____

INCIDENT INFORMATION

Did incident occur on employer premises? **YES / NO** (*Circle one*)
Location where incident occurred: _____
Location address: _____
Note the **precise** place within the building (or) area that this incident occurred: _____

Date of incident: _____ Time of incident: _____ (am / pm)
Date supervisor notified: _____ Time notified: _____ (am / pm)
Medical attention required? **YES / NO** (*Circle one*)
List how and who transported you to the medical facility: _____

OFFICE USE ONLY

Clinics / Hospitals name & address: _____
Attending physicians' name: _____ Hospital / Clinics phone: _____
Type of injury / diagnosis: _____

July 06

NEOSHO R5 SCHOOL DISTRICT

**SCHOOL PERSONNEL ABSENTEE REPORT/FORM
REQUEST TO SCHEDULE PERSONAL LEAVE FORM**

I, _____, will be, would like to be, or was absent from my duties as
_____ for the date(s) listed: _____.

PLEASE CHECK () THE REASON OR REASONS FOR THE ABSENCES ABOVE:

- F Funeral Leave** (Maximum of 5 days for immediate family only as in policy/regulation 4320)
- FI Family Illness** (Illness of family member as per policy/regulation 4320)
- I Illness** (Employee illness as per policy/regulation 4320)
- J Jury Duty** (Call to serve on a jury as per policy/regulation 4320)
- P Personal Reasons** (as per policy/regulation 4320)
- PD Professional/Curriculum Development** (within or outside district)
- SA School Activity** (Supervising approved school activity)
- UE Unexcused**
- VA Vacation** (only if authorized for employees on 12 month contract)

COMMENT/EXPLANATION:

DATE **FACULTY/STAFF MEMBER** **SUPERVISOR**