Facilities Department
Employee Manual

March 2019
DISCLAIMER

The information contained in this document is for use by employees of the Facilities Department of the Saint Paul Public Schools. While the information contained in this document has been prepared with all due care and is believed to be true and correct as of the date of publication, it is not warranted or represented that the information is free from errors or omissions. At all times, should a conflict or error be identified, existing Saint Paul Public Schools Board of Education policies and procedures, collective bargaining unit agreements, and all applicable governmental rules and regulations shall take precedence over the contents of the Saint Paul Public Schools’ Facilities Department Employee Manual. Changes may occur at any time at management’s discretion.

ACKNOWLEDGEMENT FORM

Upon review of the employee manual, all new Employees are required to sign and turn in a Handbook Acknowledgement Form found at Appendix 7.1.

MANUAL UPDATES

Updates to this manual will take place annually and will be communicated to staff via email at the time the update takes effect. A new acknowledgment form does not need to be signed when updates occur.
March 2019

Facilities Department Staff:

With the responsibility to service approximately 7.3 million square feet of buildings and 465 acres of grounds, our Facilities Department provides essential services to ensure that our school grounds and facilities are continuously cleaned, serviced, maintained and improved. The work we do provides functional, comfortable and safe environments for our learning community. Our work supports our own mission ‘Building professionals; creating and caring for the environments of learning’ as well as the District’s mission to ‘Inspire students to think critically, pursue their dreams and change the world’.

This employee manual has been developed to provide essential information on policies, procedures, rules and regulations to assist facilities department staff in understanding the mission and goals of the District and Department, as well as to make the day-to-day performance of your job easier. The information contained within this manual refers to, and complements, Board of Education policies and individual collective bargaining unit agreements. Ultimately, this manual also addresses standards and protocols required for the efficient and effective operation of the Facilities Department. It is each employee’s responsibility to read and understand the contents of this document and to contact your supervisor with any questions.

Thank you for all that you do for Saint Paul Public Schools.

Best Regards,

Tom Parent, AIA, LEED AP
Director of Facilities
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1. THE DISTRICT

1.1 Mission, Vision & Values

Mission Statement

“Inspire students to think critically, pursue their dreams and change the world”

Our Guiding Values

ACHIEVEMENT: Fostering academic success by taking action to increase student achievement through challenging and collaborative learning.

COMMUNICATION: Engaging with sincerity and honesty by using language that can be understood by all.

CONTINUOUS IMPROVEMENT: Pursuing excellence by identifying and strengthening what is working well and being flexible to change what is not.

COLLABORATION: Working together in a respectful manner that values and honors families, staff, students and the community.

ACCOUNTABILITY: Holding ourselves to high standards for the outcomes of student achievement and operational, instructional and fiscal performance.

INCLUSIVE CULTURE: Embracing each individual’s culture, race, ethnicity, ability and identity.

1.2 District Facts

Saint Paul Public Schools is a District with approximately 37,000 students and 5,400 District full-time staff. For additional District information visit https://www.spps.org/Page/2965

1.3 District Map

A map of the District can be found at Appendix 7.2.

1.4 District Strategic Plan

The District has a strategic plan that is our strategy for improving education for all students – without exception or excuse.

SPPS Achieves
Each student. One community. Endless Opportunities.
School Year 2019-2023

The SPPS Achieves strategic plan sets goals for student achievement, guides decision-making and focuses our efforts on long-term outcomes.

For more information visit https://www.spps.org/Page/36214.
1.5 District Leadership
The Superintendent is appointed by the Board of Education and is responsible for the general supervision of the School District.

1.6 Board of Education (BOE)
The seven-member Board of Education is the governing body of the Saint Paul Public Schools. Board members are elected at-large to serve four year terms. Each year the Board elects a chair, a vice-chair, a clerk and a treasurer. Board of Education meetings are usually held monthly at the District’s Administration Building, 360 Colborne. For more information visit https://www.spps.org/boe.

1.6.1 Board of Education Policies
All District employees are required to read and abide by Board of Education policies found at https://www.spps.org/Domain/13187. It is the responsibility of each District employee to be familiar with, understand and follow all Board policies. The District and the Facilities Department will not tolerate any violation of these policies. Failure to follow Board policies are subject to disciplinary action up to and including termination.

1.7 District Rules and Procedures
1.7.1 Personal Property
SPPS is not responsible for lost, stolen or damaged personal property.

1.7.2 District Property
Borrowing of District property for personal use is prohibited. Such actions are subject to disciplinary action.

1.7.3 Employee Identification
Prior to starting work with SPPS, all District employees must obtain an employee ID badge/Access Card. This badge is also an employees’ key to card access devices. Employees are expected to wear this photo ID at all times when serving in an employee capacity on SPPS property. Employee ID badges can be obtained at the Administration Building, 360 Colborne Street.

It is the employee’s responsibility to obtain a new ID badge/Access Card when lost or expired. Wearing expired badges will not be tolerated. If your badge is damaged or expired, turn in your old/broken ID badge/Access Card and there will be no charge for a new one. If an ID badge is lost, there will be a charge to the employee for a replacement. For more information, please email photo.id@spps.org.

1.7.4 Acceptance of Gifts/Donations
District employees may not directly or indirectly receive gifts, donations, compensation, rewards, gratuities, favors or services of anything of value, other than items of nominal value ($5.00 or less), personally from vendors, consultants, contractors or other private interests. Gifts or donations exceeding nominal value (including prizes for a drawing) must be made to the District, not an individual.

BOE Grant and Gift policy and BOE Procedures are found here: https://www.spps.org/cms/lib/MN01910242/Centricity/Domain/13187/706.00%20Grants%20and%20Gifts%206-17-08.pdf

In addition to BOE policy and procedures on grants and gifts, acceptance must be in accordance with Business Office procedures found at https://www.spps.org/Page/30943
1.7.5 District Phone Directory
Phone numbers for SPPS employees are online in the Directory at https://www.spps.org/domain/2961. There is also a corporate directory on each telephone in the District. Press directories, scroll to Corporate Directory and search for the person’s name.

1.7.6 Mileage
Employees using personal vehicles for School District business may be entitled to reimbursement for mileage. Employees must log into http://mileage.spps.org and submit mileage within 30 days of the end of each month. Mileage expenses submitted more than 30 days after the end of each month may not be reimbursed. The Business Office requests that expenses for miles driven in June be submitted no later than July 10 in order to facilitate the closing of the fiscal year. Please check with your Supervisor prior to traveling if you are unsure whether or not your mileage is reimbursable.

For more information visit https://www.spps.org/Page/31198

1.7.7 Travel
Pre-approval from employee’s supervisor and the Facilities Director is required prior to incurring any travel or registration expenses for attendance at workshops, conferences, or other approved business events.

Employees must follow established District procedures, including the completion of necessary forms and travel requisitions in eProcurement (a minimum of 30 days prior to travel) for Travel found at: https://www.spps.org/Page/31195.

1.7.8 District Holidays
The following are holidays in which District facilities are closed and Facilities Department staff do not work: New Year’s Day, Martin Luther King Day, President’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Day After Thanksgiving Day and Christmas Day.

1.7.9 District Closings Due to Severe Weather
Severe weather may necessitate the closing of schools by the Superintendent. If you suspect that the District might be closed because of severe weather, listen to WCCO-AM 830 for such an announcement. You may also receive a call from the District’s automated phone system. If there has been no announcement on WCCO, or if you have not been contacted directly, report to work as usual.

1.7.9.1 Essential Staff
The District may choose to designate “essential staff” who must report to work even if schools are closed. Essential staff are critical to ensuring buildings/sites are prepared for school re-opening and/or to receive students who do not get the school closing information. Your supervisor will inform you if you are a designated an “essential staff” person.

1.7.10 Facility & Grounds Use – Permit Office
Individuals or groups that would like to use District facility and/or grounds may submit an online permit request at https://www.spps.org/Page/24572 or call the Permit Office at 651-767-8235. There may be a charge for use of the facility/grounds.

1.7.11 Tobacco-Free Environment
Employees are required to follow the BOE Policy 414.00: Tobacco-Free Environment. This includes use of tobacco products on all district property, parking lots, and within district vehicles.
1.8 Information & Data Requests

As a public entity, providing requested information and data in a timely manner to any party is of the utmost importance. However, certain information may be subject to laws and regulations governing privacy. Furthermore, there are time frames in which entities are required to provide data, and potential costs to requestors for providing such information. All employees must follow SPPS Board Policy 304.00 – Records: Data Management. Employees are to follow the following process if information or data is requested.

1.8.1 Board of Education Requests

If an employee receives a request for information (files, data) from a school board member, the employee shall notify the Facilities Director immediately and provide the information (if known) directly to the Facilities Director. The Facilities Director will submit the information through the chain of command for distribution to the entire school board.

1.8.2 Data Requests

Any requests for data must follow the Minnesota Government Data Practices Act (MGDPA) and must be referred to the Chief Operations Officer to ensure state and federal laws as well as Board Policy are adhered to. The employee is also responsible for notifying their supervisor and/or the Facilities Director of the request immediately.

1.8.3 Media Requests

All media requests, including media that arrive on site unannounced, must be referred to the Office of Communications, Marketing & Development at 651-767-8110. The employee is also responsible of notifying their supervisor and/or the Facilities Director of the request immediately.

1.9 Reference Requests

1.9.1 References for Contractors, Vendors and Suppliers

Due to liability issues, the District does not give out references. The District can verify the contractor, vendor or supplier has done work with the District but other information shall not be provided. These requests should be referred to the Purchasing Department.

1.9.2 References for Current or Former Employees

The District’s position is to verify only the employment dates and job title of current employees. Anyone seeking employment verification can request this logging into PeopleSoft https://ps.spps.org/ and clicking Main Menu > Self Service > Payroll and Compensation > Employment Verification Report.

1.10 District Safety Committee

Safety is everyone’s responsibility. SPPS has a District Safety Committee (DSC) whose purpose is to involve labor and management in a cooperative effort to promote safety and health in the workplace. For more information visit https://www.spps.org/safetycommittee.
2. OPERATIONS DIVISION

2.1 Operational Departments

- Facilities Department
- Technology Service (TS)
- Nutrition Services (NS)
- Security and Emergency Management (SEM)
- Transportation
- Print, Copy, Mail Center

The Chief Operations Officer, who reports directly to the Superintendent, oversees the Operations Division.

2.2 Goals and Key Performance Indicators for the Operations Division

Key Performance Indicators (KPIs) are used by SPPS to measure performance and evaluate success. The Operations Division establishes and measures KPIs which provide a snapshot of where we are, how far we have come, and where we are going.

KPIs fall into four categories:

- **Customer Service** - provide optimal customer service by proactively giving our customers what they need.

- **Quality Work** - provide quality products and services to our customers the first time, every time, with efficient use of available resources at greatest value.

- **Financial Stewardship** - relentlessly pursue the optimal use of funds through rigorous examination and reporting insuring the highest accountability to our taxpayers.

- **Employee Evaluation & Satisfaction** - empowered, capable, motivated and valued employees working in teams to create superior support through thorough team training and periodic assessment.
3. FACILITIES DEPARTMENT

3.1 Mission Statement
Building professionals; creating and caring for the environments of learning

One-Stop contact information:
- Phone: 651-744-1800 answered 7:00 a.m. – 4:00 p.m.
- Fax: 651-290-8362
- Email: facilities@spps.org
- Website: http://facilities.spps.org/

Who We Are – Work Groups:
- **Maintenance & Operations** - provides maintenance, repair and custodial service functions for the District’s buildings and grounds.
- **Administrative Services** - provides research, data coordination and maintenance, and administrative support for the entire Facilities Department.
- **Distribution** - provides logistics support for transferring furniture, event equipment, resource libraries, computer carts and supplies.
- **Facility Planning and Furniture Services** - Long-range strategic planning is managed by skilled architects and engineers on the Facility Planning team who assess and oversee all construction design plans, finances, design standards, and space and landscaping guidelines.
- **Capital Project Delivery** - oversees the construction phase to ensure all projects meet district, state and federal standards. Responsibilities include oversight on the specifications and contractor bid process, contract administration, and financial management.
- **Environmental Services** - manages waste (recycling, trash, hazardous waste), researches and implements energy saving initiatives, and provides environmental health and safety programs, training and recordkeeping.

What We Do:
- Building Repair & Maintenance
- Capital & Deferred Building Improvements
- Construction Planning and Management
- Custodial Services
- Grounds Maintenance
- Athletic Turf Services
- Snow Plowing
- Recycling & Solid Waste Services
- Energy & Utility Consumption (Monitoring & Conservation Efforts)
- Pest Management
- Furniture (Purchasing and Repair)
- Event Furniture Services and Distribution
- Distribution of District Resources (IT Carts, District Material Center Resources, PreK Library Resources, Multi-Cultural Library Resources)
- Program Relocations
- Property Management (Leases/Joint Use Agreements)
- Hazardous Materials Training, Monitoring & Removal
- Indoor Air Quality Investigations
- Environmental Health & Safety Training
3.2 Customer Service Expectations
Customers of the Facilities Department include all students, administrators, staff, parents and community members of the District. Providing the best possible customer service to those we serve is an essential part of our job. In your day-to-day dealings with all customers keep in mind the following:

- An employee’s conduct, speech and appearance is a reflection of the Saint Paul Public School District. Be friendly and helpful while remaining within the boundaries / demands of the job. Do not engage in horseplay or become overly friendly with students or staff. Do not disrupt school or classroom routines. If students are engaging in inappropriate activities, call it to the attention of a teacher or the principal. Do not become involved in disciplinary matters. The greatest service our department provides is to contribute to well kept, safe buildings to promote the District’s educational mission.

- Know the pertinent information about the site such as testing schedules, arrival or dismissal times, activities or special events, and schedule your work accordingly.

- When performing work in buildings, rooms must be prepared so that teachers and students can do their best work while not having to focus on the facilities. If you are working in a classroom, be sure to clean up your materials and leave the room in good condition.

- Recognize that head engineers are the eyes and ears of our department. Head engineers must be advised of all work that is being done in the buildings and the status of said work. Include head engineers in meetings and walk-throughs. Solicit information and involve them in the planning, maintenance and distribution processes.

- Cooperation between principals and Facilities staff is absolutely essential to overall school operation.

- Our District is an integral part of the Saint Paul community. Many community organizations use our buildings and grounds. Be courteous and helpful to visitors.

3.3 Standard Operating Procedures (SOPs)
The Facilities Department has Standard Operating Procedures delineating various work processes for the Facilities Department. SOPs are available on the FOR FACILITIES STAFF tab on the Facilities website. Employees are required to review and follow SOPs.

3.4 Professional Appearance
Expectations for all employees include:
- All clothing must be clean, neat and in good repair.
- Closed-toed shoes are required in areas outside of an office environment.
- Professional looking open-toed shoes are allowed in office environments; this excludes flip flops, beach footwear, and Croc-like shoes.
- Hemmed shorts and skirts, no more than 2” above the knee may be worn.

3.6 Equipment and Uniforms
3.6.1 Safety Equipment
Employee’s that are issued personal protective equipment (PPE) must wear the equipment on the job as requires. These items include but are not limited to safety shoes, eye protection, hard hats, and safety vests. If there are questions regarding PPEs, please contact your supervisor.
3.6.2 Tools
SPPS will supply all tools necessary for assigned job tasks. All tools shall be returned at the end of employment.

3.6.3 Uniforms/Clothing with SPPS Logo
Trades, grounds, labor, mechanic, storekeeper, distribution, furniture processor and custodial services permanent and temporary staff are required to wear uniform shirts when on duty as their outer garment.

Any employee wearing clothing containing the SPPS logo should use their best judgment and only wear these items to places consistent with the image of Saint Paul Public Schools.

3.7 Workday
Employee work hours are to be uniform and consistent within the organizational operating hours. Employees must receive pre-approval from their supervisor to arrive late or leave early. Failure to comply with work day expectations may result in disciplinary action.

Alternative work hours must be proposed in writing by the employee and submitted to their supervisor for consideration. Decisions will be based on work hours necessary to meet the operational demands of the Work Groups or Department. Operations must be adequately covered before approval will be rendered.

All Facilities Department employees who are assigned the work location of 1930 Como Avenue are expected to start and end their workday at 1930 Como Avenue unless pre-approved by their supervisor.

Hours of Operation:

<table>
<thead>
<tr>
<th>Facilities Work Group</th>
<th>Work Group Operational Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Services</td>
<td>7:00 a.m. – 4:00 p.m.</td>
</tr>
<tr>
<td>Custodial Services</td>
<td>6:00 a.m. – 11:00 p.m.</td>
</tr>
<tr>
<td>Distribution</td>
<td>7:00 a.m. – 2:00 p.m.</td>
</tr>
<tr>
<td>Environmental Services</td>
<td>7:00 a.m. – 4:00 p.m.</td>
</tr>
<tr>
<td>Facility Planning &amp; CPD</td>
<td>8:00 a.m. – 4:30 p.m.</td>
</tr>
<tr>
<td>Grounds</td>
<td>7:00 a.m. – 3:30 p.m.</td>
</tr>
<tr>
<td></td>
<td>1:30 p.m. – 9:30 p.m.</td>
</tr>
<tr>
<td>Labor</td>
<td>6:00 a.m. – 2:30 p.m.</td>
</tr>
<tr>
<td>Maintenance</td>
<td>6:00 a.m. – 3:30 p.m.</td>
</tr>
</tbody>
</table>

3.7.1 Lunch and Rest Breaks
Lunch and rest breaks are provided as per collective bargaining unit agreements. For more information visit https://www.spps.org/Page/33566.

3.7.2 Custodial Services Lunch and Rest Breaks
Site supervisors shall establish when and where custodial lunch and relief breaks can be taken. Once times are established, they should be posted on the custodial office door. Supervisors may modify those times as necessary to take care of emergency conditions.

The District abides by Minnesota Statute §177.253 Mandatory Work Breaks which states: Subdivision 1 - Rest breaks. An employer must allow each employee adequate time from work within each four consecutive hours of work to utilize the nearest convenient restroom.
Subdivision 2 - **Collective bargaining agreement.** Nothing in this section prohibits employers and employees from establishing rest breaks different from those provided in this section pursuant to a collective bargaining agreement.

No reduction in lunch hours or normal break(s) will be allowed to modify starting or ending time; i.e. stacking of breaks and/or lunch to arrive late or leave early is not routinely permitted and will only be allowed on a case-by-case basis with prior approval from the employee’s supervisor.

### 3.7.3 Sign-Out Board
A sign-out board is located in the Facilities Department front office area at 1930 Como Avenue. Employees who are listed on the sign-out board are required to use the board daily. Staff must indicate destination(s), departure time and the expected time of return.

### 3.7.4 Requests for Time-Off
Employees must submit a request for time-off (including vacation, sick time, conferences, professional development, and personal time-off) to their supervisor electronically or in whatever form your supervisor has requested. Supervisors must pre-approve time-off requests. Any employee who knows in advance that he/she will be absent from work is expected to request time-off from his/her supervisor as soon as possible but not less than 24 hours in advance.

Employees may take time off to vote in regularly scheduled state primary or general elections or an election to fill a vacancy in the office U.S. or state senator or representative without a reduction in pay per Minnesota Statute §204C.04 and §204C.08 Subd.1d. Employees are not required to use personal leave or vacation time for this purpose. Employees are required to coordinate their absence to vote with their supervisor.

### 3.7.5 Unplanned Absences
Employees who cannot report to work because of illness or emergency must make every effort to contact their supervisor by the time indicated in the employee’s collective bargaining agreement. If an employee must leave a job location because of illness, the employee must notify his/her supervisor before leaving the site. If the employee is unable to reach the supervisor, employees who are assigned the work location of 1930 Como Avenue are to call the One-Stop Shop at 651-744-1800.

### 3.7.6 Custodial Services Call in Procedures if Unable to Report for Work
If Custodial Services staff are unable to report to work the employee must leave a message at 651-603-5005 as early as possible, but no later than noon or 1 hour before starting time, whichever is earlier. If Custodial Services staff becomes ill or must leave because of an emergency, the employee must call 651-603-5005. If the employee is responsible for opening a building, the employee must arrange for coverage with a member of the site’s evening crew. If an employee is unable to do so, their Custodial Supervisor should be contacted as early as possible. Employees must call in each day they are off work and the day they return to work.

### 3.7.7 Medical Verification
Employees are required to provide a signed doctor’s certificate for any medical absence of more than three (3) working days. In addition, employees may be required to submit a doctor’s statement to their immediate supervisor for any period of absence due to illness or injury, regardless of length. If required documentation is not received, an employee’s absence will be considered as unauthorized, will be without pay, if applicable, and may be subject to disciplinary procedures.
3.7.8 Blackout Dates
At certain times throughout the year, to ensure continuity of operations, vacation time is restricted. Blackout dates for the Facilities Department include, but are not limited to, two (2) weeks before the start of the school year and the first week of school. Limited time-off may be granted at the Supervisor’s discretion and will be determined based on operational needs and staffing levels.

3.7.9 Time Reports
Supervisors must review and approve employee time reports. Each employee must complete a time report for every two-week pay period and turn it into their supervisor by 10am on payday Friday. An employee that will be out of the office when a time report is due must turn it in to their supervisor prior to departure.

3.7.10 Working Remotely
Until such time that the District forms an official policy around remote work, the Facilities Department has adopted the below procedural guidelines to ensure consistent and clear expectations for managers and staff alike. Having the flexibility for working remotely (defined as a location other than DSF/1930 Como) is beneficial for many staff member’s productivity and work-life balance. However, clear communication, expectations, and limits must be maintained for the overall success of the department.

3.7.10.1 Requirements:
1) Positions eligible for working remotely are subject to management’s discretion and in accordance with applicable labor agreement. Positions that work in direct contact with students, community members, or otherwise directly support school operations on a regular basis are not eligible to work remotely. Questions regarding this may be directed to an employee’s supervisor.
2) Employees within their probationary period or currently on a Performance Improvement Plan (PIP) may not be eligible.
3) Working remotely will require an employee to have remote access (VPN), including:
   a) District issued laptop
   b) District issued cell phone/ approved method of alternative contact. Office phone cannot be forwarded to personal phones.
   c) Secured Wi-Fi network
4) Working remotely must be pre-approved and can be revoked at any time based on business need or employee performance. Employees should submit requests via e-mail to their supervisor at least 48 hours in advance. The employee should receive confirmation and approval before considering the request approved. Emergencies or other short-notice requests will be handled on a case-by-case basis between supervisor and employee.

3.7.10.2 Understandings:
1) Deadlines, goals, and productivity expectations should be clearly defined between the employee and supervisor prior to the employee working remotely. Status updates/reports should be provided to supervisor upon request.
2) When working remotely, the employee maintains all responsibilities of the position, including holding/attending meetings, site visits, administrative duties, phone calls, etc. The employee’s location should in no way inhibit the ability to work collaboratively as a team.
3) The employee should be fully accessible during their work hours via e-mail, phone, text, and Skype. Employees should be available to attend meetings using Skype or other methods such as conference call. Desk phones should be forwarded to their District cell phone or an alternative method of contact should be provided. Employees should indicate their location on the sign in/out board at 1930 Como.
4) It is the responsibility of the employee to maintain the confidentiality of all materials removed from the office.
5) When working remotely, employees are expected to adhere to all policies, procedures, and directives, including SPPS Board Policies 520.00 Technology Usage and Safety and 426.00 Use of Social Media.

6) The Employer is not responsible for any injuries/accidents that occur when working at home or other off-site location. It is the responsibility of the employee to establish and maintain a safe working environment.

7) For any remote work arrangement, management may request that an employee be able to report to any requested work site within one (1) hour upon request.

8) Accurate and transparent time reporting is expected while working remotely and should be logged in quarter hour increments with true working time represented on time reports.

9) Generally, arrangements to work remotely should not exceed more than two (2) work days per calendar month.

3.8 Communications

3.8.1 Email
The Facilities Department uses email as the primary means of communications. All employees are required to check email daily.

3.8.2 Department Website
The Facilities Department website can be found at https://www.spps.org/facilities. Questions concerning the Facilities website should be directed to Facilities Administrative Services.

3.8.3 Weekly Custodial Update
Each week, the Facilities Department issues a Weekly Custodial Update. Information in this update is important and should be reviewed by employees. Employees may submit items for inclusion in the Weekly Custodial Update. Any items to be included in the Weekly Custodial Update must be submitted to Custodial Services no later than noon on Monday for inclusion in that week’s update.

3.8.4 The Bridge
The Bridge is a weekly on-line Superintendent communication for all Saint Paul Public Schools (SPPS) staff. All District employees are expected to read The Bridge weekly as important District information is provided through this forum. Contact Facilities Administrative Services for assistance submitting an item to The Bridge. For additional information visit https://www.spps.org/domain/14417

3.9 Office Equipment and Supplies

3.6.4 Technology Usage and Safety Policy
All employees must be familiar with and follow the District’s Technology Usage and Safety Policy. The use of District technology resources is a privilege, not a right. Unacceptable use of District technology resources may result in suspension or cancellations of authorized use or access, discipline under applicable District policies and procedures or civil or criminal liability under applicable laws. For more information visit: Policy 520.00 Technology Usage & Safety

3.6.5 Accessing Web Based Email
An employee may access their email account from anywhere inside or outside the District by going to https://www.spps.org/office365

3.6.6 Signatures
Each employee may set up an e-mail signature in Office365. Employees choosing to do so should use the following as a guide:
3.6.7 Out of Office Response
Employees must use the Automatic Replies, or “out of office” feature in Microsoft Outlook e-mail when on vacation or have other planned time off. Be sure to indicate the date returning to the office.

3.6.8 Facilities Department Server
Employees are required to retain their work on the department server rather than on individual desktops or hard drives. The data on the server is backed up frequently and storing work on the server provides for easy information sharing within the department. Contact Facilities Administrative Services if assistance in accessing the server is needed.

3.6.9 TS Helpdesk
Computer problems must be submitted to TS via a service ticket either on the web or by phone at 651-603-HELP (4357). Log on to https://servicedesk.spps.org/. The TS department will send progress reports via email or log on to the TS request system anytime to check the status of the request. Contact Facilities Administrative Services if unsure as to whether a TS service ticket is required.

3.6.10 Software
Contact Facilities Administrative Services for questions about software or operating systems issues.

3.6.11 Office Phones
Questions regarding phones, including how to use different features, setting up voicemail, etc., should be directed to Facilities Administrative Services, or for more information visit https://www.spps.org/domain/13091. To place an outside call, dial 9. When calling internally within the District, use the extension which is the last 5 digits of the phone number.

3.6.11.1 Voicemail
Employees assigned a phone extension are responsible for setting up a greeting that must include the statement “press 0 to be redirected to the operator.” Questions on how to record and/or retrieve voice mail should be directed to Facilities Administrative Services. Custodial offices should set up a voicemail stating the school site.

3.6.11.2 Temporary/Alternate/Out of Office Greeting
A planned leave of a day or more, employees are responsible for recording a voice mail message indicating:
- they are out of the office
- when they will return
- who callers should contact should they need assistance

3.6.11.3 Desk Phone Issues
Desk telephone problems must be submitted to TS via a service ticket either on the web or by phone at 651-603-HELP (4357). Log on to https://servicedesk.spps.org/. The TS department will send progress
reports via email or log on to the TS request system anytime to check the status of the request. Contact Facilities Administrative Services if unsure as to whether a TS service ticket is required.

3.6.12 Cell Phones
Cell phones/mobile devices are assigned to SPPS personnel to improve and enhance efficiencies with SPPS communications in their daily work. The privilege of having a District-issued cell phone/mobile device extends only to its use for District-related communications. For assistance with a District cell phone, please contact 651-744-1733.

3.6.13 Postage Machine
A postage machine, located in the Facilities Department office area, is provided for any outgoing business mail. Contact Administrative Services with questions.

3.6.14 Display Monitors (Televisions)
Display monitors are provided for conferencing and meeting use. Additional display monitors, personal or professional, are not allowed without prior approval from the Facilities Director.

3.6.15 Copiers, Printers, Scanners & Fax
The Facilities Department has copier/printers located in the supply area and office area. Both are capable of printing, copying or scanning black & white and/or color documents. Contact Facilities Administrative Services for questions, or to be added to the list for scanning. The Facilities Department fax number is 651-290-8362. The Fax machine is part of the copier/printer located in the supply area. Directions for use are posted above the machine. Custodial Services employees have access to copiers and other office equipment at their work site.

3.6.16 Office Supplies
Office supplies are stored in the drawers and cabinets in the corridor area between the office area and the shops area. Anyone unable to locate the supplies in this area, or needing supplies ordered, should contact Facilities Administrative Services. It is an employee’s responsibility to notify Facilities Administrative Services if a supply item is running low and before that last supply item is taken. Supplies are ordered weekly. Custodial Services employees may also contact the lead clerk at their work site for office supplies.

3.7 Physical Work Spaces
3.7.1 Neat and Orderly Appearance
All work areas – offices, shops, custodial offices and common areas – are to be kept in a neat, organized and clean condition. Work areas are to reflect the professionalism of the Facilities Department. Under no circumstances should there be any inappropriate materials in work areas including harassing or violent materials based on an individual’s race, creed, sex, marital status, national origin, age, color, religion, ancestry, status with respect to public assistance, sexual or affection orientation or disability, as well as pornographic, obscene or sexually explicit materials or abusive or threatening materials. For more information visit the Policy 415.00 on Violence and Other Offensive Behavior or the Technology Usage and Safety policy 520.00.

3.7.2 Lunch/Break Room
The Facilities Department Lunch/Break Room is located off the supply area corridor for use by employees. Employees are responsible for keeping this room and equipment clean. Satellite food preparation areas are not allowed.
3.7.3 Conference Rooms
There are two conference rooms available for meetings in the Facilities area. Room reservations must be made through Outlook Calendar. It is important to reserve rooms ahead of time as they are available to others outside of Facilities. Availability of rooms can be checked for last minute meetings using Outlook Calendar to avoid conflicts. In addition, conference rooms in areas outside the Facilities area at 1930 Como (Blue Room, Lab A, Lab C, Conference Room 2A) can be reserved through Outlook Calendar. See Facilities Administrative Services if assistance is needed. Employees are required to leave the rooms in the condition you found them in.

3.7.4 Computer Lab
The Computer Lab is located in the break room. The lab is used for training and is available to employees to check email, paychecks and to do research, etc.

3.7.5 Work Stations
The Facilities open office area is comprised of “systems” work stations. These stations are supplied with: desk/work surface, pelican drawer, chair, computer, phone, lateral file, shelf, slat wall with accessories, stool, trash receptacle and recycling bin. Due to the frequency of staff moves, no other furniture or equipment is allowed in work stations, including underneath work surfaces, without approval of the Facilities Director.

3.7.6 Private Offices
Offices are supplied with: desk/work surface, hutch, under work surface lateral file, pelican drawer, chair, 2 guest chairs, computer, phone, a lateral file cabinet, slat wall with accessories, white board, trash receptacle and recycling bin. No other furniture or equipment is allowed in the office, including additional cabinets, printers, bookcases, etc. without approval of the Facilities Director.

3.7.7 Maintenance Office Area
Foreman/Lead office area includes a desk, computer, bulletin board, phone and file cabinet. An area is provided for the Foreman to meet with staff.

3.7.8 Custodial Offices
Custodian office includes a desk, computer, phone, and file cabinet.

3.7.9 Windows and Door Sidelights
Interior windows and door sidelights are to remain open with an unobstructed view at all times. No blinds or coverings are allowed.

3.7.10 Ergonomics
3.8 **Driver’s License**

3.8.1 **License Status**
Employees holding positions that require a driver’s license must provide proof of a valid driver’s license to the Facilities Department upon request or renewal. Employees are required to notify their supervisor immediately if there is any change in their license status.

3.8.2 **DOT Requirements**
Random drug and alcohol testing will be administered for employees that hold Commercial Driver’s Licenses (CDL) and drive DOT regulated vehicles in accordance with the DOT. Supervisors will notify employees if they are subject to these requirements.

3.9 **Vehicle Fleet**

3.9.1 **Assigned Vehicles**
The Facilities Department has a fleet of vehicles assigned to maintenance, grounds, labor and distribution staff. Supervisors will assign employees District vehicles as applicable. If assigned a District vehicle, the employee is required to drive it for all District related work. All District vehicles must remain at 1930 Como Avenue before and after the work day. Employees driving District vehicles must comply with all laws and regulations as well as District policies and department procedures.

3.9.2 **Fleet Parking**
The vehicle fleet parks in the runway on the south side of the building, east docks or the gated area on the east side of the building.

3.10 **Parking at District Properties**
In order to provide efficient servicing of buildings, parking spots designated as ‘Maintenance Parking Only’ are located at most District buildings and are reserved for District-owned and identified Facilities Maintenance vehicles only. These parking stalls have been identified close to a door so that maintenance technicians are able to move equipment and tools into a building quickly and with minimal disruption. Non-maintenance staff visiting a site should park in the general parking lot.
4. EMPLOYEE PERFORMANCE MANAGEMENT, GROWTH AND RECOGNITION

4.1 Performance Management System
Operations Division employees will participate in the Performance Management System. Performance Management plays an important role in empowering employees and providing direction to help the employee learn and grow in their profession. Performance Management is the process by which supervisors involve their employees in planning, monitoring, developing and rating their individual performance. This process helps to improve effectiveness in the accomplishment of the District mission and goals.

Performance Management includes:
- Planning Work and Setting Expectations
- Monitoring Work Performance
- Developing Standards
- Rating Employee Performance

4.2 Professional Growth & Development
Professional growth and development may include seminars, training, conferences, conventions or classes that an employee may participate in for skills training, job enrichment or professional growth. Opportunities exist for employees to participate in such activities and are subject to established District procedures.

4.2.1 Required Regulatory Training
Employees must attend and complete all required regulatory training. Failure to attend and complete training within mandated deadlines will result in disciplinary action.

4.2.2 Other Mandatory Training
The Facilities Director holds the right to determine any other training as mandatory, including the delivery method of such training. Employees will be notified in advance of their required attendance at such training. Failure to attend and complete such training will result in disciplinary action.

4.2.3 Conferences, Conventions, Seminars and Training Opportunities
Some collective bargaining agreements include an allowance for employee professional growth. Employees may check the bargaining agreement at https://www.spps.org/Page/33566 to see if such an allowance is provided and if so, the dollar amount of the allowance and appropriate uses. Employees must follow all District procedures, including requests for time off/vacation, submission of appropriate forms and necessary attachments in order to be eligible to use professional growth funds.

In addition to the above, the Facilities Department has limited funds for attendance by Facilities staff at job related professional development seminars or conferences as authorized or directed by the Facilities Director. Again, employees must follow all District procedures including submission of all necessary pre-approval forms and complete a request for time off.

4.2.3.1 Inside or Outside Twin Cities Metro Area
Attendance at professional conferences, conventions, seminars and training opportunities, even if it does not include an overnight stay, requires submission of a completed Travel Authorization Request form with a copy of the course syllabus or conference/seminar agenda attached as well as travel estimates for hotel, meals and travel. Attendance at all conferences, conventions, seminars and training by Facilities
employees, even if there is no cost, requires prior approval of the Facilities Director and verification of funding if there is cost.

4.2.4 Professional Licensure Fees
Professional licensure fees are covered by the District if professional licensing is required by the employee’s official job description. Employee may use professional development funds to pay for professional licensure fees if allowed by the employee’s bargaining unit. Employees may submit a request for payment of professional licensure fees by completing a “Professional Licensure Fees Payment Authorization Request” form.

4.2.5 Professional Association Membership Fees
Professional association membership fees may be covered by the District or the employee’s bargaining unit. Employees may submit a request for payment of professional association membership fees by completing a “Professional Organization Membership Dues Payment Authorization Request” form.

4.2.6 Tuition Reimbursement
Some collective bargaining agreements allow for tuition reimbursement. Employees should check their bargaining agreement at https://www.spps.org/Page/33566 to see if such an allowance is provided and if so, the dollar amount of the allowance and appropriate uses. The procedure for professional growth tuition reimbursement can be found at https://www.spps.org/Page/31200.

4.2.7 PD Express
Classes are available to employees through the District’s PD Express. Log onto PD Express at https://pdexpress.spps.org/ and browse the course catalog for a complete list. Many of the courses are designed for educators, but there are some courses applicable to Facilities staff.

4.9 Facilities Department Employee Recognition Program
The Facilities Department has an employee recognition program that allows employees and others outside of our department to show appreciation to a SPPS Facilities employee or team. Employee recognition should be based on how their work demonstrated departmental performance measures, Departmental Key Performance Indicators (KPIs) or SPPS values. There are two ways to recognize an employee: informally and formally.

4.3.1 Informal Recognitions
The informal recognition program is designed to say "thank you" or "job well done” to an employee/ co-worker. Complete the Certificate of Appreciation paper form, found in the lunch/break room, turn in the completed form to Facilities Administrative Services or your supervisor and the recognized employee will be given the certificate.

4.3.2 Formal Recognitions
The formal recognition program allows employees to nominate fellow employees or teams that go "above and beyond" in demonstrating our KPIs, SPPS values or Performance Measures and recognizes efforts significantly beyond what is expected. Complete a form online at https://www.spps.org/Page/34661. Recipients will be selected by an award nomination committee and recognized with a traveling trophy.
5. HUMAN RESOURCES

5.1 Current Personal Information Required
It is each employee’s responsibility to keep their Human Resources personal information current, including:
- Home address
- Home phone number
- Emergency contact information

Employees must notify the District of any changes, as follows:
- Notify Human Resources of any changes in PeopleSoft and selecting Self Service > Personal Information
- Notify your supervisor of the change.

5.2 Personnel File
Upon written request, employees have the right to review their personnel record once every six months during employment and after reviewing the record, to obtain copies at their expense. For more information visit https://www.spps.org/hr.

5.3 Human Resource Representatives
The Facilities Department has a Human Resource Consultant and a Human Resource Coordinator that also serve Nutrition Services. The Human Resource Consultant provides assistance with performance management, disciplinary issues and related employee matters. The Human Resource Coordinator provides assistance with staffing.

5.4 Collective Bargaining Agreements
Facilities Department employees are represented by collective bargaining agreements, including:
- AFSCME (American Federation of State, County and Municipal Employees)
- Bricklayers
- Carpenters
- Cement Masons
- Electricians
- Glaziers
- Machinists
- MMSA (Manual and Maintenance Supervisors Association)
- Operating Engineers
- Painters
- Pipefitters
- Plasterers
- Plumbers
- PEA (Professional Employees Association)
- Roofers
- SPSO (Saint Paul Supervisors Organization)
- Sheet Metal Workers
- Tri-Council

If you have any questions about what’s covered in an agreement, please refer to the appropriate bargaining unit contract which can be found at https://www.spps.org/Page/33566.
5.5 Discipline and Grievance Procedures
Disciplinary and grievance procedures are followed in accordance with the Labor Agreement between SPPS and the appropriate bargaining unit and civil service rules, if applicable. These can be found at https://www.spps.org/Page/33566.

5.6 Benefits
Please refer to https://www.spps.org/Page/33566 for a summary of employee benefits based on the collective bargaining agreements negotiated between the Saint Paul Public Schools and the employee’s bargaining unit or union. Benefits details are also provided in the individual bargaining unit agreements. Benefit year is January – December. Annual enrollment for benefits for the coming year is typically held in late fall.

5.8 Payroll
Employees are paid wages/salary that is subject to applicable payroll taxes, withholding and authorized deductions. There are 26 pay periods annually - paydays are every other Friday. Most employees are paid on a two-week lag basis. Employees are required to have an account for direct deposit for payroll purposes. For more information visit https://www.spps.org/hr. Paycheck information is available on-line to each employee. Employees may access their account by logging into PeopleSoft and selecting Employee Self Service.

5.9 Employee Time Off
For the amount and type of employee time off (vacation, medical, etc.) entitled to, please refer to the respective collective bargaining agreement found at https://www.spps.org/Page/33566.

5.10 Vacation Carryover
Individual collective bargaining agreements specify the amount (hours) of vacation time that can be carried over each calendar year. Employees are responsible for ensuring they obtain approval and use their vacation time accordingly. For more information, please refer to the respective collective bargaining agreement found at https://www.spps.org/Page/33566.

5.11 Workers Compensation – Injured on the Job
If an injury occurs on the job, your Supervisor or manager must be notified immediately. A First Report of Injury Form https://www.spps.org/Page/4113 must be completed by the employee’s Supervisor and turned into the Business Office within 48 hours of the incident. Supervisors must provide Facilities Administrative Services with a copy of all First Report of Injury Forms immediately after issuance.

If an employee is injured on duty the following procedures should take place:
- Employee immediately reports any work-related injury to employee’s immediate supervisor
- Supervisor will complete the First Report of Injury.
- If injury requires physician’s care, an employee is advised to seek treatment at Twin Cities Occupational Health or through their own medical care.
- If time is lost as a result of the injury, the employee should mark in the comment column of their timesheet “Injury on Duty”. Employees must call their supervisor if unable to work and give an expected return to work date based on physician’s evaluation.

For more information visit https://www.spps.org/Page/4111
5.18 Medical Verification
Employees are required to provide a signed doctor’s certificate for any medical absence of more than three (3) working days. In addition, employees may be required to submit a doctor’s statement to their immediate supervisor for any period of absence due to illness or injury, regardless of length. If required documentation is not received, an employee’s absence will be considered as unauthorized, will be without pay if applicable and may be subject to disciplinary procedures.

5.13 Leaves of Absence
For information about leaves of absence, please refer to your respective collective bargaining agreement found at https://www.spps.org/Page/33566. Family Medical Leave Act (FMLA) absence forms may be downloaded at https://www.spps.org/Page/33328 and submitted to HR as appropriate.

5.14 Employee Assistance Program
The Employee Assistance Program (EAP) is available to all District employees to provide you and your family members with tools for confronting and overcoming life’s challenges. It’s a professional counseling service that offers free, confidential assistance. Professional counselors are experienced in helping people identify and find solutions to personal issues such as: relationships, financial concerns, parent/child issues, depression, substance abuse, job stress, gambling, grief and more. For more information visit https://www.spps.org/Page/3484 or call 651-430-3383 or 1-888-243-5744.

5.15 Resignation/Retirement
The Facilities Department requests at least a two (2) weeks’ notice prior to the effective date of a resignation or retirement. All resignations or retirements shall be submitted in writing, signed by a supervisor and sent to Human Resources by using the form found at https://www.spps.org/cms/module/selectsurvey/TakeSurvey.aspx?SurveyID=110

5.16 Employee Last Day

5.16.1 Employee Checkout
The employee’s Supervisor is responsible for checking-out the separating employee and must complete a checklist for ending employment. See Admin Services for this checklist.

5.16.2 Exit Interviews
Upon resigning or retiring from SPPS, you may be asked to complete an exit interview online at https://www.spps.org/Page/4182. Exit interviews are useful for gathering employee feedback in order to improve working conditions and retain employees.
6. DISTRICT SERVICE FACILITY (DSF) - 1930 COMO AVENUE - BUILDING INFORMATION

6.1 Building Hours
Building hours for the DSF are 4:00 a.m. – 10:00 p.m. Monday through Friday. The building is opened early for the District kitchen food preparation needs. The Facilities doors are open from 7:00 a.m. – 4:00 p.m. Monday through Friday.

6.2 After Hours Entry
Hours outside of the normal building hours are considered after hours. Staff entering or exiting the building must follow the alarm procedures for afterhours building access. All lights and equipment must be turned off, with doors locked and secured, before staff leaves the building.

6.2.1. Alarm Procedures for After Hours Entry/Building Access to all buildings except the three listed below.
Staff must call the ECC/SEM Station if they do not have 24/7 access with appropriate information before entering the building. Failing to do so will result in an alarm call to the police.
- Call: 651-744-1191
- Provide the following:
  - School or Building Name
  - Your Name
- Badge must be presented at the disarm station as directed by ECC/SEM
- When exiting – repeat procedure (call with info, arm if appropriate, exit)

6.3 Departments Located at DSF
- Facilities
- Nutrition Services
- District Materials Resource Center
- Print, Copy Mail Center
- Technology Services (TS)
- PreK Library

6.4 Staff Parking
Facilities staff parking at DSF is on the west side of the building. Reserved, accessible and visitor spaces are signed. Additional parking for employees at DSF and visitors is located in the front and on the east side of the building. No employee shall park in the runway or the secured east parking lot without prior approval.

6.5 Parking Lot Speed Limit
The speed limit in all district parking lots is 15 miles per hour.

6.6 Severe Weather Shelter Locations
There are several severe weather areas at DSF. Please be familiar with all locations that may be in your area. For a tornado warning or emergency, building occupants are required to go to a designated severe weather area. Maps can be found on the FOR FACILITIES STAFF tab of the Facilities website.

6.7 Receiving
Each department at DSF has an assigned receiving location. Facilities are assigned docks 4, 5 & 7 on the west side of the building.
6.8 **Mail**
All incoming mail is brought to Facilities where it is sorted and distributed.

6.9 **Trash & Recycling**
Trash and recycling containers are provided for individuals and office areas. Larger recycling bins are located in the maintenance corridor and break room. Employees are expected to empty their individual recycling bins weekly or more frequently if needed into the larger bins. Recycling is strongly encouraged as it saves the District money.

Garbage in Ramsey County is taxed at a higher rate than the other counties in the metro. Because of this high tax, we expect all potential items to be reused or recycled. For more information visit [https://www.spps.org/Page/3393](https://www.spps.org/Page/3393)

6.10 **Confidential Shredding**
Confidential shredding containers are available in the maintenance corridor and office areas. An outside vendor picks up containers and shreds the materials. Personal shredders are not permitted.

6.11 **Integrated Pest Management System**
Employees shall assist in an effective pest control program by practicing proper sanitation, maintenance of facilities, and by alerting the Building Engineer if a problem is detected. Staff should follow general cleanliness and hygiene practices in all work areas including:

- Do not leave food sitting out.
- Keep work areas free of crumbs, spills, food and dirty utensils.
- Personal food items should be kept in tightly covered plastic containers.
- Do not leave food standing in sinks, disposals or drains overnight.
Appendix 7.1: Employee Acknowledgement

FACILITIES DEPARTMENT EMPLOYEE MANUAL ACKNOWLEDGEMENT

I acknowledge that I have received a copy of or understand that the SPPS Facilities Department Employee Manual is available via the Facilities Department website. If I have any questions about the Employee Handbook, or about other issues regarding my employment, I will contact my supervisor.

____________________________________  ____________________
Print Name                                  Date

____________________________________
Employee Signature

____________________________________
Building

Refusal to sign is not a release of responsibility for the content of the handbook.
Appendix 7.2: District Map

District Coverage Map 2018-2019

- Elementary / - Middle / - High School / - Non-Traditional Learning / - Non-Instructional