

# Richmond Community Schools

35276 Division | Richmond, Michigan 48062 | (586) 727-3562

*Guaranteed Learning for All Students!*



## CUSTODIAL HANDBOOK

2021-2022

**APPROVED MAY 23, 2022**

**NON-DISCRIMINATION STATEMENT.** In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education amendments of 1972, Section 504 of Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title II of the Americans with Disability Act of 1990, and Elliott-Larsen Civil Rights Act of 1977, it is the policy of the Richmond Community School District that no person shall, on the basis of race, color, religion, military status, national origin or ancestry, sex (including sexual orientation), disability, age (except as authorized by law,) height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to, discrimination during any program, activity, service or employment. Inquiries related to any nondiscrimination policies should be directed to the Superintendent, 35276 Division Road, Richmond, MI 48062, (586) 727-3565.

## **Welcome to Richmond Community Schools!**

This Handbook is designed to acquaint you with Richmond Community Schools and provide you with general information about working conditions, benefits, and policies affecting your employment.

You are responsible for reading, understanding, and complying with the provisions of this Handbook. Our objective is to provide you with a work environment that is constructive to both personal and professional growth.

This Handbook and any other provisions contained herein do not constitute a guarantee of employment or an employment contract, express or implied. Only the Superintendent of Schools or other authorized representative(s) of the District has the authority to enter into a signed written agreement guaranteeing employment for a specific term. This Handbook is intended solely to describe the present policies and working conditions at Richmond Community Schools. This Handbook does not purport to include every conceivable situation; it is merely meant as a guideline, and unless laws prescribe otherwise, common sense shall prevail. Of course, Federal, state, and/or local laws will take precedence over policies, where applicable.

Personnel Policies are applied at the discretion of Richmond Community Schools. Richmond Community Schools or Superintendent reserves the right to change, withdraw, apply, or amend any of our policies or benefits, including those covered in this Handbook, at any time. The District may notify you of such changes via email, posting on the District's Intranet, Portal or Web site, or via a printed memo, notice, amendment to or reprinting of this Handbook, but may, in its discretion make such changes at any time, with or without notice and without a written revision of this Handbook.

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## **PURPOSE**

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This Handbook will serve as a basis for accountability, communication, duties, protocols, and responsibilities related to employment as a custodian for Richmond Community Schools (RCS). You should read it carefully and keep it available for reference. All guidelines are based on Board policy, labor laws, and/or governing rules.

## **SCOPE**

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This Handbook applies to all employees employed as a General Maintenance Custodian or Custodian at RCS.

## **DISCLAIMER**

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Nothing in this Employee Handbook is intended to create, nor is it to be construed as, a contract or promise of any kind. RCS reserves the right to unilaterally add to, delete, or modify any of the policies and procedures described in this Handbook at any time, with or without notice. No one other than the Superintendent or his/her designee and/or Board of Education for RCS may revise this Handbook.

No statement or promise by a supervisor, manager, administrator, or individual Board of Education Member may be interpreted as a change in policy nor will it constitute an agreement with an employee.

## **CONTRACTS AND BOARD POLICIES**

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This Handbook supersedes any prior contrary verbal or written policies, statements, understandings, or agreements concerning the terms and conditions of employment with RCS. However, where any provisions of this Handbook conflicts or differs from a provision of an individual employment agreement executed by an employee and the Board of Education, the individual agreement will control. Further, if any provision of this Handbook conflicts with or differs from a provision of RCS' Board Policy, Board Bylaw, Policy Manual, and/or Administrative Rule, the most recent provision adopted by the Board of Education will control.

## **RCS BOARD OF EDUCATION POLICY MANUAL**

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All Board Policies are stored electronically. Our District policies are online and available for staff access. You may access board policy and administrative guidelines here:

<http://richmond.ss7.sharpschool.com/cms/One.aspx?portalId=1271767&pageId=4636458>

## **EQUAL EMPLOYMENT OPPORTUNITY**

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RCS is an equal opportunity employer. RCS prohibits and will not tolerate discrimination against any employee in any aspect of employment based upon the basis of race, color, religion, military status, national origin or ancestry, sex (including sexual orientation), disability, age (except as authorized by law,) height, weight, or marital status or, any other protected classification. This non-discrimination policy applies to all aspects of employment, including hiring, job assignment, training, compensation and benefits, discipline, and termination.

## **MISSION STATEMENT**

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**Richmond Community Schools** – At Richmond Community Schools, we provide a quality education that empowers students to be successful in a global community.

**Will L. Lee Elementary School** – In partnership with parents and community, the mission of the Lee School is to offer a caring environment that stimulates curiosity, promotes a desire to learn, and values each child as an unique individual.

**Richmond Middle School** – The mission of Richmond Middle School is to promote a high level of academic achievement and self-sufficiency

**Richmond High School** – Richmond High School is dedicated to instituting high standards, teaching students through dynamic instruction, and incorporating the latest technological advances.

### **AMERICANS WITH DISABILITIES ACT (ADA)**

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RCS is committed to complying fully with the Americans with Disabilities Act (ADA) and other applicable state laws protecting the disabled and ensuring equal opportunity in employment for qualified persons with disabilities. RCS shall not discriminate against qualified individuals with a disability with regard to any employment practice.

RCS will make reasonable accommodation(s) for qualified individuals who are otherwise able to perform essential job functions. Current employees and/or applicants for employment who require an accommodation to perform the essential functions of their jobs must request such accommodation by contacting the Director of Human Resources. Once the Director of Human Resources has been notified, the employee shall meet with his/her supervisor or Facilities Manager and the Director of Human Resources to determine the accommodation(s) that will allow the employee to perform the essential functions of his/her position without posing an undue hardship on RCS.

Employees or applicants for employment who believe that they have been discriminated against on the basis of disability should immediately report to the Director of Human Resources, who serves as the ADA coordinator. Any supervisor who receives a report of disability discrimination from an employee or applicant, or who becomes aware of such report, shall immediately notify the Director of Human Resources. Reports of disability discrimination may be made orally or in writing.

A report of disability discrimination shall be promptly investigated by the Director of Human Resources. In cases where the alleged disability discrimination was committed by the Superintendent, the Director of Human Resources, or a member of Board, RCS shall appoint outside legal counsel to investigate the alleged incident(s). RCS employees who are found to have engaged in disability discrimination shall be subject to disciplinary action, up to and including termination of employment.

An employee or applicant who reports in good faith an incident(s) of disability discrimination, or who requests a reasonable accommodation, shall not be subject to retaliation or other reprisals for making such report or for requesting such accommodation. RCS employees who are found to have engaged in retaliation of any kind against an employee or applicant as a result of that employee's or applicant's report of discrimination or request for accommodation shall be subject to disciplinary action, up to and including termination of employment.

### **WORKERS' COMPENSATION**

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Employees are covered by Workers' Compensation laws for certain injuries sustained at work. The coverage generally applies to most medical charges and may provide partial payment for lost

wages. If an employee is injured while at work, he/she must report to his/her supervisor manager immediately. Failure to follow RCS procedures may affect your ability to receive Workers' Compensation benefits, to the extent permitted by law.

## **TITLE IX**

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The U.S. Department of Education's [Office for Civil Rights](#) (OCR) enforces, among other statutes, Title IX of the Education Amendments of 1972. Title IX protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. Title IX states that:

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

## **SCOPE OF TITLE IX**

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Title IX applies to institutions that receive federal financial assistance from ED, including state and local educational agencies. These agencies include approximately 16,500 local school districts, 7,000 postsecondary institutions, as well as charter schools, for-profit schools, libraries, and museums. Also included are vocational rehabilitation agencies and education agencies of 50 states, the District of Columbia, and territories and possessions of the United States.

Educational programs and activities that receive ED funds must operate in a nondiscriminatory manner. Some key issue areas in which recipients have Title IX obligations are recruitment, admissions, and counseling; financial assistance; athletics; sex-based harassment; treatment of pregnant and parenting students; discipline; single-sex education; and employment. Also, a recipient may not retaliate against any person for opposing an unlawful educational practice or policy, or made charges, testified, or participated in any complaint action under Title IX. For a recipient to retaliate in any way is considered a violation of Title IX. The [ED Title IX regulations](#) (Volume 34, Code of Federal Regulations, Part 106) provide additional information about the forms of discrimination prohibited by Title IX.

## **FERPA**

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The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA deals specifically with the education records of students, affording them certain rights with respect to those records. For purposes of definition, education records are those records which are:

- Directly related to a student, and
- Maintained by an institution or a party acting for the institution.

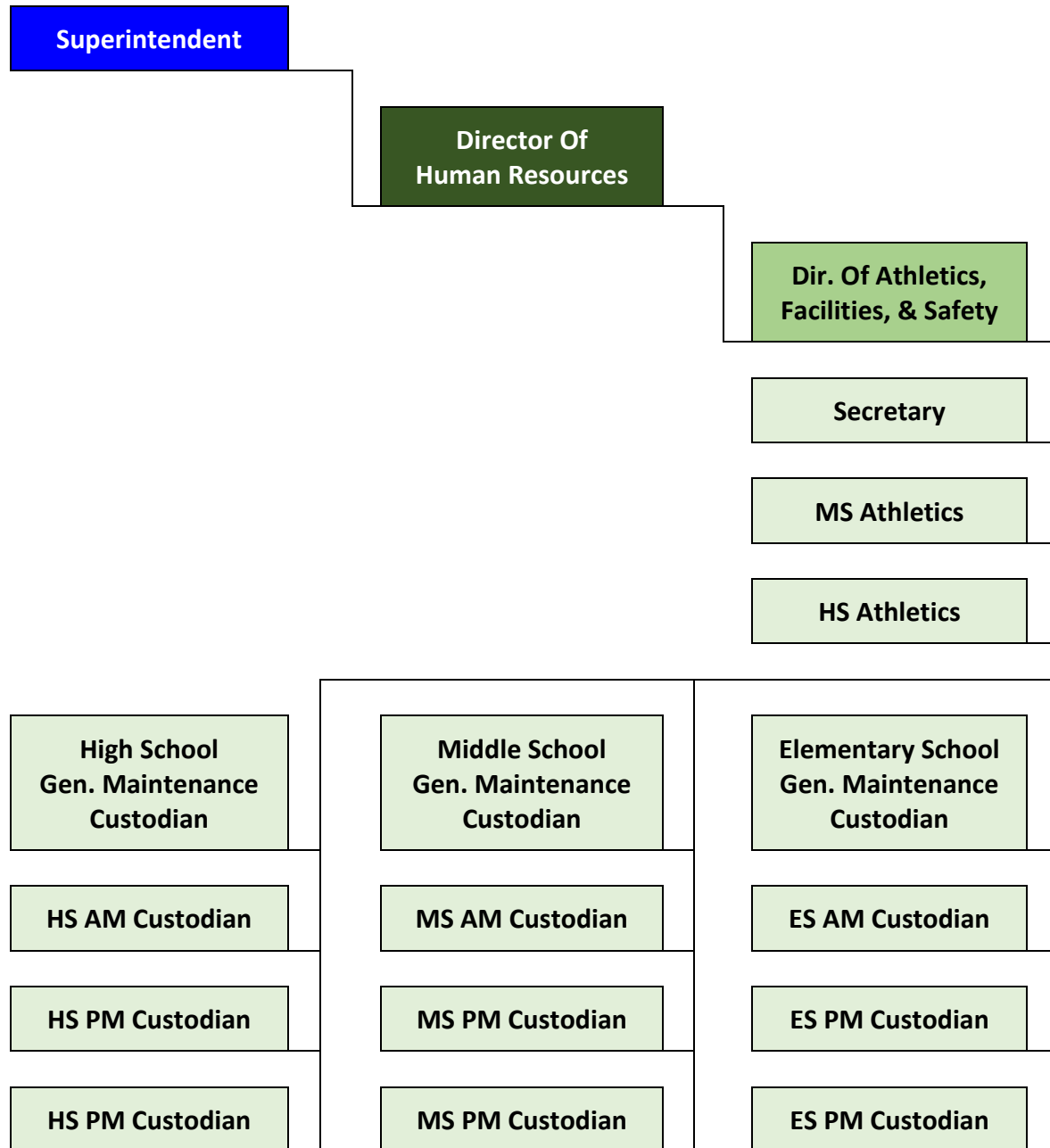
FERPA gives students who reach the age of 18 or who attend a post-secondary institution the right to inspect and review their own education records. Furthermore, the right to request amendment of records and to have some control over the disclosure of personally identifiable information from these records shifts from the parent to the student at this time.

As an employee of Richmond Community Schools, you may NOT discuss or share any information about a student that you obtain through the course of your assignment. It is the District expectation

that employees have in their Substitute Plans a reminder to substitutes not to discuss or share information about students they obtain while substituting for your position.

### ORGANIZATIONAL STRUCTURE

The following is an organizational chart for the Richmond Community Schools. The supervisor of all Custodial and Maintenance staff is the Director of Athletics, Facilities, and School Safety.



Each employee covered by this handbook has, as their primary administrative contact, the Director of Athletics, Facilities, and School Safety.



## **DIRECTOR OF ATHLETICS, FACILITIES, AND SCHOOL SAFETY.**

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The Director of Athletics, Facilities, and School Safety. is responsible for:

- Organizing the staffing and duties of the department to maintain and improve the district facilities.
- Departmental purchasing sequence (Central Office Facilities and Operations Secretary) Requisition, Purchase Order, Receiving, Sign-off.
- Department clerical for employee hours approves regular payroll, Overtime, Time away from the district (personal illness, vacation, personal business),
- Added District Systems, S2 Security Network, Building Radios, Cameras, Key accountability, Fire monitoring, AS400, Red Rover, WebCntrl, PowerSchool, School Messenger Presences, ProCare, E-Funds, FMX, and SafeSchools.
- Maintenance and Monitoring Schedules, Compliance Assurance, Storm water, AED's, and the tools we use to maintain them.

## **PARTIAL DUTIES OF DIRECTOR OF ATHLETICS, FACILITIES, AND SCHOOL SAFETY:**

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1. Primary responsibility and responsible to Superintendent for maintaining and improving District facilities.
2. Hire, train, supervise, and evaluate custodial personnel and work with them daily. Position requires a "hands-on" approach, working alongside subordinate employees.
3. Implement preventative maintenance plan for District facilities. Conduct site evaluations and develop short-term and long-term maintenance goals for facilities.
4. Ensure work performed by outside contractors is completed in a manner using quality design and materials.
5. Ensure all hazardous materials are inventoried, stored, and documented in compliance with applicable laws. Maintain records of safety and compliance inspections of facilities/equipment conducted by authoritative agencies.
6. Ensure proper utilization and monitoring/upgrading of District energy management control systems.
7. Maintain an inventory of District owned assets used to conduct the maintenance and improvement of our facilities. (ex. vehicles, power tools etc.)
8. Assist in budget recommendations, order necessary goods and supplies, develop bid specifications, purchase via competitive bidding, prepare purchase order requisitions and bills for payment.
9. Other duties may be assigned by the Superintendent or designee.

## **GENERAL MAINTENANCE CUSTODIAN:**

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### **MINIMUM QUALIFICATIONS:**

- ❖ Self-directed, responsible, and reliable.
- ❖ Ability to lead and work cooperatively with others.
- ❖ Ability to work alone at times.
- ❖ Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- ❖ Computer literate and experience with basic data entry.
- ❖ Ability to read and interpret documents such as safety rules, operating and maintenance.
- ❖ Demonstrated track record of leadership roles and leadership traits.
- ❖ Complete (at applicant's expense) State-mandated Criminal Background Check

### **PHYSICAL DEMANDS:**

- ❖ Stand for long periods of time.
- ❖ Walk for long periods of time.
- ❖ Repeat the same movements.
- ❖ Use their hands to handle, control, or feel objects, tools, or controls.
- ❖ Bend or twist their body.
- ❖ Ability to lift or move weighted objects (up to 50 pounds).

## **GENERAL MAINTENANCE CUSTODIAN PARTIAL DUTIES:**

- ❖ Mop, sweep and scrub floors, stairs and renew floor finishes.
- ❖ Responsible for overall maintenance and appearance of the building.
- ❖ Performs ongoing preventive maintenance and minor repair on plumbing, custodial equipment, building structures, and hardware.
- ❖ Performs minor electrical maintenance and repairs.
- ❖ Maintains building and grounds security.
- ❖ Moves furniture, supplies, and miscellaneous equipment.
- ❖ Replace and/or properly repair light fixtures.
- ❖ Shovels snow, and maintains grounds and equipment as needed for the safety of staff and students.
- ❖ Repair/replace plumbing fixtures on sinks, drains, faucets, and toilets.
- ❖ Repair/replace window treatment and window hardware.
- ❖ Assist Director of Athletics, Facilities, and School Safety. in directing work performed by custodial staff, development of work schedules, training and evaluation of employees, and maintenance of an inventory of building cleaning supplies and equipment.
- ❖ Make weekly checks of all safety devices.
- ❖ Be familiar with and observe local, state, and federal, fire, health, and safety regulations.
- ❖ Move furniture, supplies and miscellaneous equipment as directed.
- ❖ Participate in training opportunities.
- ❖ Ensure after school and weekend events are set up and staffed.
- ❖ Other duties as may be assigned by the Director of Athletics, Facilities, and School Safety or Building Administrator.

**CUSTODIAN:****MINIMUM QUALIFICATIONS:**

- ❖ Self-directed, responsible, and reliable
- ❖ Ability to successfully work both alone and cooperatively with others
- ❖ Maintain good attendance and job commitment
- ❖ Prior relevant experience
- ❖ Complete (at applicant's expense) State-mandated Criminal Background Check

**PHYSICAL DEMANDS:**

- ❖ Stand for long periods of time.
- ❖ Walk for long periods of time.
- ❖ Repeat the same movements.
- ❖ Use their hands to handle, control, or feel objects, tools, or controls.
- ❖ Bend or twist their body.
- ❖ Ability to lift or move weighted objects (up to 50 pounds)
- ❖

**CUSTODIAN PARTIAL DUTIES:**

- ❖ Mop, sweep and scrub floors, stairs and renew floor finishes.
- ❖ Responsible for performing custodial work required for routine cleaning, upkeep, and/or operation of school buildings assigned to his/her care.
- ❖ Cleans and dusts furniture, exhibit cases, fixtures, windows, doors, trim, and related furnishings.
- ❖ Collect, bag and/or dispose of waste daily
- ❖ Clean and service drinking fountains, kitchens, cafeterias, locker/shower room facilities and restrooms.
- ❖ Washes/cleans light fixtures.
- ❖ Moves furniture, supplies, and miscellaneous equipment.
- ❖ Perform assigned outdoor duties.
- ❖ Repair damaged plaster.
- ❖ Have basic knowledge of boilers and be able to safely respond to boiler alarms and other conditions.
- ❖ Assemble furniture and be able to make minor repairs on furniture and equipment.
- ❖ Move furniture, supplies and miscellaneous equipment as directed.
- ❖ Turns off unnecessary lighting and ensures security lights are on.
- ❖ Washes all interior and exterior glass including framed pictures, partitions, and doors.
- ❖ Works safely from ladders.
- ❖ Maintains and operates all equipment necessary to perform assigned tasks.
- ❖ Performs all assigned duties in a manner which contributes to the safety and wellbeing of the staff and buildings.
- ❖ Maintain security of building by locking windows and checking to make sure the exterior doors are locked and lock necessary interior doors.
- ❖ Reports directly to the Director of Athletics, Facilities, and School Safety and performs other duties as assigned.
- ❖ Regular and predictable attendance.

## **MANAGEMENT RIGHTS**

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The district has the right to hire, promote, transfer, suspend or otherwise discipline or discharge any employee.

## **TYPES OF EMPLOYEES**

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**Full-Time Employees:** These employees normally work a 30-to-40-hour week or 130 hours in a calendar month by IRS standards.

**Part-Time Employees:** Employees who work fewer than 30 hours per week are employed part-time.

Overtime shall be paid at the rate of 1.5 times an employee's hourly rate for any hours worked in excess of 40 hours in a week. Time off for purposes of vacation, holidays and Personal Time Off will not count towards the 40 hours.

## **EMPLOYEE'S RIGHTS**

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1. An employee shall be entitled to all rights he/she may have under the Michigan General School Laws, the Michigan Public Employment Relations Act, the laws of the State of Michigan and the United States, the Constitutions of Michigan and the United States and other applicable rules and regulations. Employees shall be protected by RCS in the exercise of said rights to be free from and without fear of discrimination or discipline in their professional employment with the RCS.
2. Employees shall have the right to rely on RCS maintaining reasonable programs for the prevention of and correction of hazardous conditions that may occur in the schools to protect the health, welfare, and safety of employees.
3. The provisions of this handbook shall be applied without regard of race, color, religion, military status, national origin or ancestry, sex (including sexual orientation), disability, age (except as authorized by law,) height, weight, or marital status or any other protected classification.
4. RCS shall make available in each work site at:
  - Staff lounge room for the employees.
  - Separate lavatory facilities for staff and students.
  - A secure area where the employee may store his/her personal belongings while at work.

## **TRAINING**

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RCS will provide training to employees as needed. Examples of training referenced here are equipment use, maintenance of equipment, First Aid and CPR. In addition, RCS may provide employees with instruction or instructional materials for such purposes. If the employee is requested or approved to attend training outside of their normally scheduled work hours, the employee will be paid at their regularly scheduled rate of pay.

The Administration will comply with laws that require RCS to pay for training and/or testing. In complying with such laws, Administration reserves the right to select the method by which training and/or testing is delivered. RCS's obligation to pay for such training and/or testing shall be limited to one occurrence unless contrary to said law.

## KEYS

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Keys shall only be issued to the building, room or area of the building that the person's position or request has been approved. District personnel shall only be provided a key or keys for the room and/or area that they have been authorized access to. Non-district personnel shall not be provided interior or exterior keys but shall have the area opened by the custodian only when a facility use request has been complete and approved.

The Richmond Community School District does hereby grant the privilege of the use and possession of keys to district property as follows (Terms and Conditions):

- Key holder agrees to and understands that the reasonable responsibility for the care of building, premises and conduct of persons using school district facilities while under the supervision of key holder is inherent with key holder privileges.
- Key holder agrees to not give possession of such key(s) to any other neither person nor cause or allow any copies to be made of such key(s).
- Key holder further agrees to return key(s) to the District when the need for said key(s) no longer exists, employment with Richmond Community Schools is terminated or ceases, or demand due to reasonable request
- Lost or stolen keys shall be reported immediately to the Superintendent's Office.
- A fee of \$50 for each key lost or replacement key issued shall be assessed.

## BADGE

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Security Badges shall only be issued to District Employees. Outside individuals shall obtain access to the building, via a custodian, only when a facility use request has been complete and approved. Security badges must be worn and visible by all staff.

The District reserves the right to establish building access based on the employee's position. Unauthorized use of a security swipe card by an individual other than the person who has been issued the badge shall be cause for immediate termination of the security badge privileges. Security badges lost or stolen must be reported to the Superintendent's Office within 24 hours. A replacement fee shall be assessed for damaged or lost/stolen badges.

## EMAIL

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Each employee shall be issued a District provided email. This email is for school use only. All emails received requiring a response shall be returned within forty-eight (48) hours.

A professional email signature line is required and to be formatted after this template:

<Name> 12pt, Calibri  
<Title/Positions> 10pt, Calibri  
**Richmond Community Schools** 12pt, Old English  
<Work Location> 12pt, Calibri  
<building address> \* Richmond, Michigan 48062 10pt, Calibri  
O: <office phone> \* F: <office fax> 10pt, Calibri  
[www.richmond.k12.mi.us](http://www.richmond.k12.mi.us) 10pt, Calibri

*Committed to Guaranteed Learning for All Students!* 12pt, Bold, Red, Brush Script MT

CONFIDENTIALITY NOTICE: This email message (including attachments) may contain legally privileged and/or confidential information, including, but not limited to, student personally identifiable information. Unless you are the intended recipient, you may not use, copy or disclose any information contained in this message. If you have received this email message in error, please immediately advise the sender by email, delete the message from your computer, and destroy any copies of it. 10pt, Calibri

All email communication between custodians-students and custodians-parents shall be immediately brought to the building administrator and the employees immediate supervisor.

## **SAFETY**

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RCS is committed to provide and maintain a safe and healthy work environment and will establish operating practices and training designed to assure the safety of all employees. All employees are responsible for their individual safety and prevention of accidents. If an employee discovers a situation that they believe to be unsafe they should immediately report the condition to their supervisor. If the condition is not remedied within a reasonable period of time, then the employee may report the condition to the Superintendent.

In addition, the Director of Athletics, Facilities, and School Safety is responsible for promoting accident prevention and enforcing safety protocols. If an employee is injured while on the job or on RCS grounds, it is the employee's responsibility to contact their immediate supervisor and file an *Employee's Report of Injury* form with the Human Resources office immediately. Any employee that is required to seek medical treatment must contact Human Resources for further direction.

## **SUBSTANCE ABUSE POLICY**

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The District has a zero-tolerance for smoking, smoking related products, and alcohol use on campus and in district-vehicles. If the District has reasonable suspicion that the Employee is under the influence of drugs or alcohol, the Employee will be required to undergo a drug or alcohol test. Failure to comply is grounds for immediate termination. Employees found in violation of this policy shall face disciplinary action, up to and including termination.

## **AT-WILL POLICY**

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All employees should understand that the employment relationship between RCS and its employees is a voluntary relationship which may be terminated by either RCS or the employee, at any time, with or without cause, at any time for any reason, or for no reason at all. This Employment Handbook is not an employment contract and does not guarantee employment for any duration.

## **EMPLOYEE DISCIPLINE**

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RCS employees are expected to maintain the highest standards of personal conduct, integrity, and performance. Maintenance of these standards will promote the efficiency and effectiveness of work operations and assure compliance with laws and regulations.

RCS reserves the right to impose discipline on employees, up to and including termination of employment for violation of the policies outlined in this Handbook, for violation of Board policy, law, and/or for failure to otherwise meet RCS expectations. Any behavior and/or offenses in violation of Board policy, law, etc. may warrant immediate discipline and/or possible termination.

## **DISCIPLINARY OFFENSES**

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Examples of behavioral and/or job performance related conduct which may lead to discipline, include, but are not limited to, the following:

Misconduct including but not limited to:

- Violation of a policy contained in this Employee Handbook, and or other RCS policies or procedures.
- Excessive absenteeism and/or tardiness.
- Verbal, physical, psychological abuse and/or mistreatment of a member of the public, supplier, vendor, guest, or co-worker.
- Working or reporting for work under the influence of alcohol or controlled substances, and/or bringing or possessing alcohol or controlled substances on RCS premises or in connection with any RCS activity or function.
- Falsification or misuse of, or omission on, RCS forms, records or reports, including time sheets and employment applications.
- Theft, misappropriation, removal, or misuse of property belonging to RCS, an employee, board member, member of the public, supplier, vendor, student, or guest of RCS.
- Failure to return from an authorized leave of absence or vacation at the designated time.
- Unlawful discrimination or harassment, including sexual harassment, of others.
- Possession of weapons, firearms, or explosives on the premises of the RCS.
- Unauthorized disclosure or misuse of confidential information.
- Failure to maintain proper grooming, dress, cleanliness, or hygiene.
- Smoking a tobacco product on RCS property.
- Sleeping, loitering, or loafing on the job.
- Unauthorized use of RCS's equipment, including computers, telephones, technological devices.
- Gambling on the RCS time or premises.
- Offensive conduct or conduct unbecoming an employee.
- Insubordination or violation of any official order or regulation.
- Acceptance of a bribe.
- Fighting.
- Negligent or willful damage to, or waste of, public property or funds.

Performance Issues:

- Failure to complete work assignments.
- Producing substandard products or services.
- Failure to meet established performance standards.
- Unsatisfactory work performance.

## **STUDENT SAFETY**

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Custodians and General Maintenance Custodians shall IMMEDIATELY report any of the following to their immediate supervisor:

- Allegations of abuse of students, or any other inappropriate conduct with students, staff, or parents.
- Assault or any other type of workplace violence.
- Possession or under the influence of alcohol or illegal narcotics while at work.

- Any suspected child abuse must be immediately reported to a district administrator in accordance with section (3) of MCL 722.623 - the Child Protection Law

The Superintendent or designee will handle all violations of student safety listed above in accordance with Board Policy and any applicable laws.

### **DISCIPLINARY ACTION**

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RCS may, in its sole discretion, utilize the following types of disciplinary actions in response to employee misconduct or may take a disciplinary action that is not outlined below:

First Instance	Verbal Warning
Second Instance	Written Warning / Reprimand
Third Instance	Short term suspension without pay
Fourth Instance	Extended suspension without pay or termination

The following factors may be considered in determining the appropriate type of discipline:

1. The nature and severity of the offense.
2. The employee’s disciplinary and work record.
3. Any mitigating circumstances.

All disciplinary actions shall be documented in a disciplinary memorandum, which shall include the date of the disciplinary action, the reason for such action, the type of discipline imposed, and the name of supervisor, administrator, or principal issuing the discipline. A copy of the disciplinary memorandum shall be provided to the employee and a copy shall be placed in the employee’s personnel record in the Human Resources Department.

### **ATTENDANCE**

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#### **Objective**

The purpose of this section is to set forth RCS policy, expectations, and procedures for handling employee absences and tardiness and to promote the efficient operation of the district by minimizing unscheduled absences.

Each position as employed by the RCS is essential for the clean, safe, orderly, and efficient operation of the district. By accepting the position, the employee has created an expectation to be present as scheduled, barring a pre-arranged absence or unforeseen event, to fulfill the duties of that position.

#### **Policy**

Punctual and regular attendance is an essential responsibility of each employee at RCS.

1. Employees are expected to report to work as scheduled, on time and prepared to start working.
2. Employees are expected to remain at work for their entire work schedule. Permission from a supervisor must be obtained prior to any unscheduled departures from the premises.
3. Late arrival, early departure or other absences from scheduled hours are disruptive and must be avoided unless approved in advance by the supervisor.



## **Absence**

An “absence” is defined as the failure of an employee to report for work when he or she is scheduled to work. The two types of absences are defined below:

***Excused absence*** occurs when all the following conditions are met:

- The employee provides to his or her supervisor sufficient notice in advance of the absence (as outlined under Personal Time Off).
- The absence request is approved in advance by the employee’s supervisor or the Director of Athletics, Facilities, and School Safety; and
- The employee has sufficient accrued Personal time off (PTO) to cover the absence.

***Unexcused absence*** occurs when any of the above conditions are not met.

- An unexcused absence counts as one occurrence for the purposes of discipline under this policy.

If it is necessary for an employee to be absent or late for work because of an illness or an emergency, the employee must notify his/her supervisor no later than two (2) hours prior to the employee’s scheduled starting time on that same day. If the employee is unable to call, he/she must have someone make the call on their behalf. Entering the absence into Red Rover is not sufficient. For information on how to use Red Rover please click here: <https://help.redroverk12.com/hc/en-us>

Employees with three (3) or more consecutive days of excused absences *due to illness or injury* **must** provide RCS proof of physician’s care and a fitness for duty release prior to returning to work. Employees must take earned PTO for every absence, unless otherwise allowed by District policy. (e.g., leave of absence, bereavement, jury duty).

## **TARDINESS AND EARLY DEPARTURES**

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Employees are expected to report to work and return from scheduled breaks on time. If an employee cannot report to work as scheduled, he/she must notify his/her supervisor no later than his/her regular starting time. This notification does not excuse the tardiness, but simply notifies the supervisor that a schedule change may be necessary. An employee who must leave work before the end of his/her scheduled shift must notify a supervisor immediately.

### ***Employee Schedules***

Each employee is responsible for knowing when and where he/she is to work. If you have any doubts, contact your supervisor. Each employee must be both **IN** their assigned building and **READY** to start working at the exact time they are scheduled to work.

### ***Disciplinary Action***

Absenteeism or tardiness that is unexcused or excessive in the judgment of RCS may result in discipline, up to and including termination.

### ***Job Abandonment***

Any employee who fails to report to work for a period of three (3) consecutive days or more without notifying his/her supervisor will be considered to have abandoned the job and voluntarily terminated the employment relationship.

NOTE: This attendance policy does not apply to absences covered by the Family and Medical Leave Act (FMLA), or leave provided as a reasonable accommodation under the Americans with Disabilities Act (ADA). These exceptions are described in separate policies of this Handbook and/or Board Policy.

### **VACANCIES, PROMOTIONS AND TRANSFERS**

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Whenever a new job or vacancy covered by this Handbook, as determined by the Board of Education, occurs in the District, the Board shall publicize the same by posting such job or vacancy through <https://richmondcsd.tedk12.com/hire/index.aspx> and emailing the posting to all staff.

Circumstances may warrant transfers or appointments in certain situations, as determined by the Superintendent or designee.

### **SCHOOL CLOSURE/DISMISSAL**

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School closures due to inclement weather will not result in any schedule changes for our custodial teams unless notified by supervisor.

All staff will be expected to report to work for their normal scheduled shift. Day custodians shall assist with building preparations for cleanup, including but not limited to, snow removal, salting, etc. evening custodians are also to report at their designated time.

If the daily work schedule has been completed, then staff should look to a prepared list of duties and responsibilities from the Director of Athletics, Facilities, and School Safety.

### **PROBATIONARY PERIOD**

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The Employee is subject to a probationary period of ninety (90) calendar days from the date of their hire. The District shall have the option to extend the probationary period for an additional thirty (30) calendar days. At any time during the probationary period, the Superintendent may terminate the Employee's contract.

### **EMPLOYEE EVALUATION**

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The Employee shall be evaluated annually by the Superintendent or designee prior to June 30th of each school year. The determination of the evaluation instrument shall be the sole discretion of the District. An unsatisfactory evaluation shall be cause for termination of the contract.

### **ANNUAL EVALUATION FORM**

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1. Employee performance that is deemed unsatisfactory may be placed on a performance improvement plan ("PIP"), which shall outline those area(s) in which the employee's performance was unsatisfactory and which shall provide a deadline by when the employee's performance must improve.
2. General observations of the work performance can be both formal and informal based on observation, dialogue, work performance, etc. Any written evaluation of an employee's performance shall be discussed with the employee and signed by the employee. Copies of the District evaluation form shall be submitted to the employee within ten (10) school days after the formal evaluation. Employees who disagree with their written performance evaluation may submit a rebuttal within thirty (30) calendar days of receipt of their evaluation. The rebuttal shall be attached to, and shall become part of, written evaluation.

## **PROTECTION OF EMPLOYEES**

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The Board recognizes its responsibility to give all reasonable support and assistance to employees through CARE of Southeast Michigan, the districts Employee Assistance Program.

## **WORK CONDITIONS**

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### Workday

The work shift shall be no more than eight and one-half (8.5) hours each day with a one-half (1/2) hour unpaid lunch period. The workday may be adjusted at the discretion of the Superintendent.

Summer workdays may be scheduled for ten and one-half (10.5) hours each day with a one-half hour unpaid lunch period.

### Call-Ins

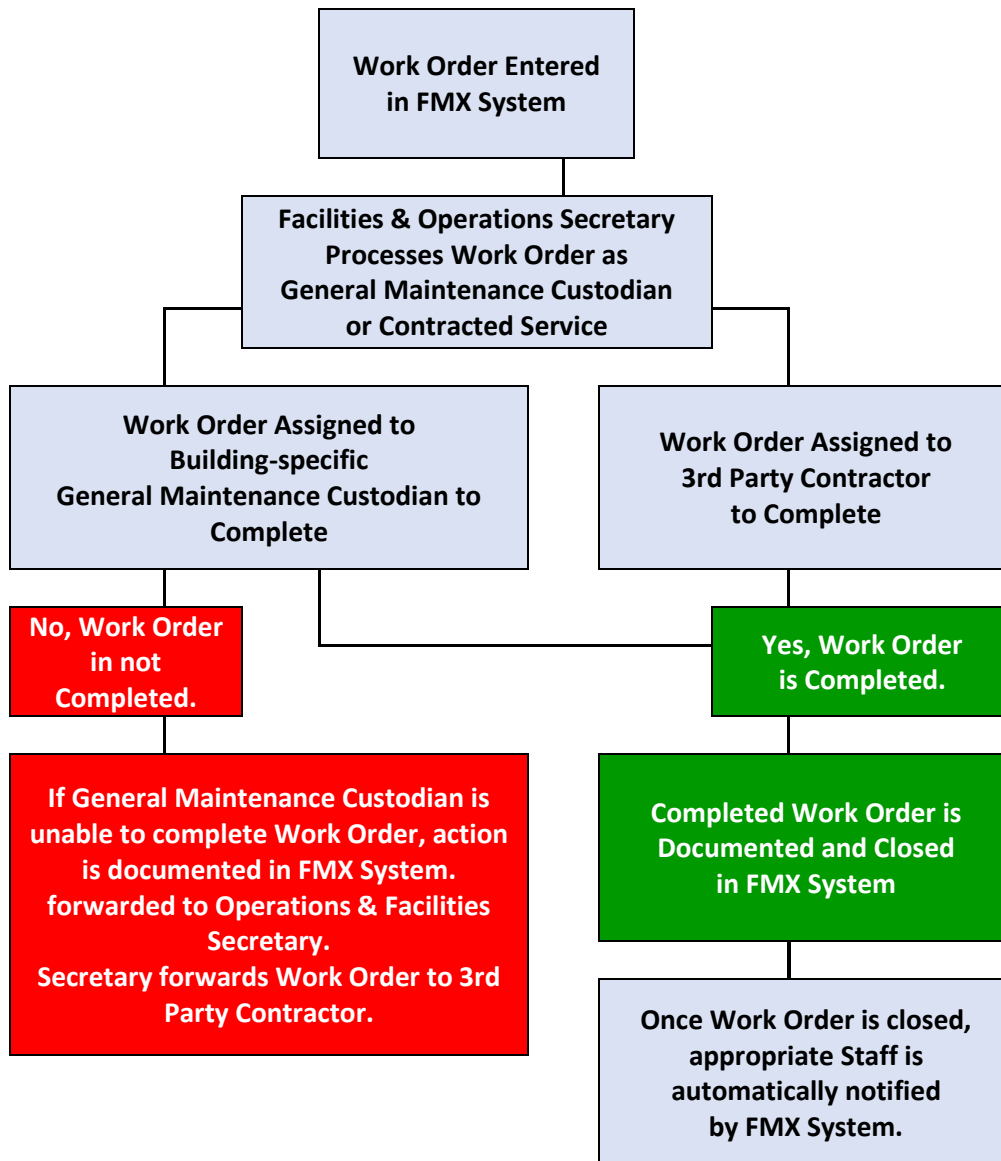
A minimum of two (2) hours shall be credited to an employee requested to work an unscheduled call-in even if less time is worked by the employee. This provision does not apply to additional time worked prior to or following the employee's regular work schedule.

### In-Service

Employees may be required to attend in-service training opportunities at the discretion of the employer.

## WORK ORDER PROCESS

The district utilizes the website FMX to route work orders and facility use requests. The process for workorder routing is outlined below.



## PERSONAL TIME OFF

The District shall grant the Employee eight (8) hours of *Personal Time Off* on the 1st of each month, to a maximum of ninety-six (96) hours per contract year. Employees shall not take *Personal Time Off* on the day preceding and/or following a paid holiday or approved vacation unless a doctor's note is provided.

After two consecutive *Personal Time Off* days, the district reserves the right to request a doctor's note from the Employee.

Accrued, but not utilized *Personal Time Off* shall be compensated at the Employee's hourly rate, payable on July 10<sup>th</sup> each year. In the event the Employee leaves the employment of the School District before the end of the fiscal year, he/she shall be required to reimburse the School District for *Personal Time Off* days that were utilized, but not yet earned. The Employee agrees that reimbursement owed by him/her shall be payroll deducted.

## **HOLIDAYS**

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If the Employee works his/her schedule workday prior to and after a holidays, the Employee shall be afforded the following paid holidays: (1) Fourth of July, (2) Labor Day, (3) Thanksgiving, (4) Friday after Thanksgiving, (5) Christmas Eve, (6) Christmas Day, (7) New Year's Eve, (8) New Year's Day, (9) Good Friday, and (10) Memorial Day.

## **VACATION**

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The District shall grant the Employee the following vacation hours annually:

40 Hours (5 Days)	After 1 year of employment
80 Hours (10 Days)	After 5 years of employment
120 Hours (15 Days)	After 11 years of employment

When possible, vacations shall be scheduled during the school breaks (e.g., Christmas Break, Winter Break, Spring Break or Summer Break).

The Employee shall submit their request for vacation utilizing the District's absence management system to the Superintendent or designee at least two (2) weeks in advance.

Unused vacation time shall not accrue and shall be compensated at one-half (1/2) the Employee's hourly rate, payable on July 10<sup>th</sup> of each year.

Less than full time employees shall receive prorated Personal time off.

## **BEREAVEMENT DAYS**

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The Employee shall be permitted to be absent from duties for up to five (5) days annually as a result of a death in the immediate family. The immediate family shall be defined as spouse, children, father or mother of either spouse, sibling of either spouse, grandparent of either spouse, brother, sister, brother-in-law, sister-in-law, any other person acceptance as an exemption on the Employee's income tax or any person who makes his/her home with the Employee and in the judgment of the Superintendent is emotionally dependent of the Employee as member of a household.

The Superintendent may extend these provisions in instances when in his/her judgement the time limitations is not sufficient to allow for all of the adjustments occasioned at the time of bereavement.

If the Employee works on the day of the death (DofD), the days allowed shall not include the day of death but shall begin with the day following the day of death. If the day of death is a scheduled workday and the Employee does not work that day, the days allowed begin with and include the day of death.

Example:

MON	TUE	WED	THU	FRI	SAT
DofD	PBD (Day 1)	PBD (Day 2)	PBD (Day 3)	PBD (Day 4)	NPBD (Day 5)

WED	THU	FRI	SAT	SUN	MON
DofD	PBD (Day 1)	PBD (Day 2)	NPBD (Day 3)	NPBD (Day 4)	PBD (Day 5)

FRI	SAT	SUN	MON	TUE	WED
DofD	NPBD (Day 1)	NPBD (Day 2)	PBD (Day 3)	PBD (Day 4)	PBD (Day 5)

DofD = Day of Death  
 PBD = Paid Bereavement Day  
 NPBD = Non-paid Bereavement Day

Unused bereavement days shall not accumulate or be compensated.

## LEAVES OF ABSENCE

The following types of Leaves of Absence are recognized:

### 1. PERSONAL LEAVES (NOT PAID TIME OFF OR VACATION TIME)

Unless otherwise required by law, leaves of absence for personal reasons are available on such terms and conditions as are recommended to the Board of Education by the Superintendent. Personal leaves shall be without pay or benefits.

### 2. MEDICAL LEAVES

In accordance with the Family and Medical Leave Act of 1993, 29 U.S.C. 2601 et seq. ("FMLA"), RCS will grant up to twelve (12) weeks of leave (or in the case of leave to care for a family member who has suffered a severe injury or illness in connection with the applicable military service, 26 weeks) to eligible employees for qualifying reasons under the FMLA. FMLA leave is an unpaid leave, however, employees will be required to use any available sick and/or personal business days in his/her paid time off bank while on an FMLA leave. To request an FMLA leave, the employee must contact the Director of Human Resources.

A medical leave of absence may be granted to employees who are ineligible for FMLA leave. If an employee is eligible for FMLA leave, the employee must exhaust his/her FMLA leave before requesting a medical leave without pay. Additionally, an employee shall be required to exhaust all accrued paid time off prior to requesting an unpaid medical leave of absence.

To request an unpaid medical leave of absence, an employee must contact the Director of Human Resources and provide documentation from a physician stating the need and anticipated duration of the requested medical leave. Such leaves shall be at the sole discretion of the Superintendent, or his/her designee, and may only be granted upon written approval.

An employee returning from an unpaid medical leave of absence must provide the district with written notice at least thirty (30) days prior to the employee's scheduled return date. Additionally, prior to the employee's return, he/she must submit a physician's certification confirming his/her fitness to return to work. Failure to notify the district will be treated as a voluntary resignation.

### **3. MILITARY LEAVES**

Leaves for active military service or reserve training will be granted in accordance with the applicable law.

### **4. UNPAID LEAVE OF ABSENCE**

Unless otherwise required by law, a leave of absence is an authorized absence from work without pay or benefits.

To be eligible for a leave of absence, a full-time employee must have completed one (1) year of service with the district. Employees on an unpaid leave of absence may not engage in supplemental employment. An unpaid leave of absence will normally not exceed twelve (12) work weeks. The district may, at its discretion, grant additional leave such that the total amount of leave does not exceed one (1) year.

Requests for leaves of absence must be in writing and submitted to the Superintendent, or his/her designee, not less than thirty (30) days before the date the leave is to begin. If such notice is not practicable, the notice is to be provided as soon as practicable.

An employee involved in personal litigation must use personal business time, if available, for such testimony.

An employee returning from an unpaid personal and/or medical leave of absence shall be reinstated to the first open comparable position in the same classification he/she held when the leave began.

### **WORKING WHILE ON LEAVE**

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To the extent permitted by local, state, or federal law, employees who are granted a leave of absence pursuant to any of the leave policies outlined in this Employee Handbook are prohibited from performing work for another employer, or from self-employment, during the period of leave. Failure to abide by this policy may result in discipline, up to and including termination of employment.

### **RETURN TO WORK AND MEDICAL CERTIFICATION**

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RCS may require an employee returning to work from a medical leave to submit to a physical examination at the RCS's expense, if such examination is job-related and consistent with a business necessity. Such an examination may be required to determine the existence and extent of any restrictions and the effect such restrictions will have on the employee's ability to perform the essential functions of his/her position and, if necessary, to determine a reasonable accommodation.

Employees that refuse to comply with the requirements of this section may be subject to discipline, up to and including termination of employment.

## **JURY DUTY**

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Absence for jury service by an employee shall not be chargeable to the Personal Time Off and Vacation Day allowance and the school district will pay the difference in salary between his/her daily salary and any fee he/she is paid for jury duty. The employee shall be required to provide the district documentation of any income received as a result of jury duty.

Any employee who is subpoenaed to appear in court as a witness on a day for which the employee was otherwise scheduled to work shall be granted time off without pay for the duration of their testimony.

## **COMPENSATION**

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### **Hourly Rate**

- a. An hourly rate of \$16.00 per hour will be paid for Custodian and \$19.50 per hour will be paid for General Maintenance Custodian.
  
- b. Two (2) hours of straight time, time and one-half if applicable, will be paid for General Maintenance / Maintenance custodians responding to Alarm calls after their normal work schedule.

## **MILEAGE REIMBURSEMENT**

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Mileage shall be reimbursed at the current Internal Revenue Service (IRS) rate for any school-related travel outside the school district. Mileage shall be calculated from Richmond Community Schools to the determined destination and shall be submitted quarterly (e.g., September 30<sup>th</sup>, December 31<sup>st</sup>, March 31<sup>st</sup>, and June 30<sup>th</sup>).

## **BENEFITS**

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The District shall provide the following single-subscriber benefits for full-time equivalent (FTE) Employees, as defined by the Affordable Care Act (ACA):

<b><i>Insurance</i></b>	<b><i>District's Portion</i></b>	<b><i>Employee Portion</i></b>
Medical	Up to the Legislative <i>Hard Cap</i>	Amount over <i>Hard Cap</i>
Dental	100%	0%
Vision	100%	0%
Life (\$15,000)*	100%	0%
Accidental Death & Dismemberment (\$15,000)*	100%	0%
Long-Term Disability*	100%	0%

\* Life and Long-term Disability would begin after the probation period **22-23 School Year only**

## **MISCELLANEOUS**

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### **UNIFORM**

Upon hire and each year thereafter, the District shall provide the Employee with five (5) shirts.



In fiscal years that end in an odd number (e.g., FY 2023), the District shall provide the Employee with one (1) winter coat.

The Employee shall be responsible for a work-style pant. The Employee shall be required to maintain and wear a clean District-issued uniform. The Employee will have the option to purchase additional shirts and coats at their expense.

### **EQUIPMENT AND FACILITIES**

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Employees are responsible for the daily cleaning and safe keeping of the equipment, materials and duty stations that are assigned to them. Except as otherwise outlined in this Employee Handbook, employees are prohibited from using RCS equipment, tools, vehicles, or other property for personal purposes without the written permission of the Superintendent or designee. Employees are responsible for ensuring custodial rooms and mechanical rooms are locked when not in use.

### **USE OF RCS-OWNED VEHICLES**

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Only authorized RCS employees shall operate RCS-owned vehicles.

All employees are expected to adhere to local and state traffic laws and regulations. The use of seat belts during operation of RCS-owned vehicles is mandatory. All vehicles must be locked when not in use.

Employees must immediately report any driving violation received while using a RCS-owned vehicle to his/her immediate supervisor. Additionally, all accidents involving RCS-owned vehicles must be immediately reported to the appropriate law enforcement agency and to the employee's immediate supervisor.

Employees are prohibited from using an RCS-owned vehicle as their personal vehicle. In addition, the following activities are prohibited regarding employee use of an RCS-owned vehicle:

1. Employees may not smoke in RCS-owned vehicles.
2. Employees may not operate an RCS-owned vehicle while under the influence of alcohol, marijuana, or illegal drugs.
3. Employees may not possess or store alcohol, marijuana, or illegal drugs in an RCS-owned vehicle.
4. Employees who lack a valid operator's license may not operate an RCS-owned vehicle.

RCS may perform regular checks of driving records on all employees who are authorized to drive RCS-owned vehicles and may consider reassigning current employees with unacceptable records to non-driving positions.

Any violation of this policy may result in discipline, up to and including termination of employment.

### **TEN ATTRIBUTES THAT ARE VALUED AND EXPECTED OF ALL EMPLOYEES**

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1. Being on time
2. Work ethic
3. Effort
4. Energy
5. Body language
6. Passion
7. Doing extra - contributing beyond the minimum expectation

8. Being prepared
9. Being coachable
10. Positive attitude

## **CONCLUDING STATEMENT**

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If any provisions of this document shall be found contrary to law, then such provisions shall not be deemed valid except to the extent permitted by law, but all other provisions shall continue to apply in full force and effect.

## **CONTACT INFORMATION**

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### **Preston Treend**

Director of Athletics, Facilities and School Safety

Phone: 586-727-3225

Email: [Ptrend@richmond.k12.mi.us](mailto:Ptrend@richmond.k12.mi.us)

### **Jamie Thiel**

Director of Human Resources

586-727-3565 EX 6002

[jthiel@richmond.k12.mi.us](mailto:jthiel@richmond.k12.mi.us)

### **Brian Walmsley**

Superintendent of Schools

586-727-3565

[Bwalmsley@richmond.k12.mi.us](mailto:Bwalmsley@richmond.k12.mi.us)