

Facilities, Maintenance & Operations

2022-2023 Academic School Year

Employee Rules and Regulations



Employee Rules and Regulations

© McAllen Independent School District
Department of Facilities, Maintenance & Operations
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Mission Statement

The primary mission of the Facilities, Maintenance & Operations Department is to serve the needs of students, faculty, and staff by maintaining and improving the physical environment and facilities of the McAllen Independent School District. In this role, the Facilities, Maintenance & Operations Department carries out its mission by providing professional support in the areas of Custodial Services, Construction, Grounds, Electrical, Plumbing, Heating, Ventilation, & Air Conditioning, Integrated Pest Management, Painting, Welding and Locksmith.

Facilities, Maintenance & Operations employees are dedicated to the concept of improving productivity and effectiveness through more efficient use of time and materials, implementation of new technology and equipment, and improving skills through training and seminars. It is recognized that the major strengths of the Facilities Maintenance & Operations Department are the employees and available resources used in the performance of its work. This is strengthened by the support and commitment of the Administration and Board of Trustees in providing a well-maintained and developed district. By this commitment, we are able to help support the academic excellence and educational programs of the McAllen Independent School District.

The Facilities Maintenance & Operations management team is committed to treating employees with dignity and respect, fostering positive attitudes and acceptable behavior. We also believe in recognizing satisfactory employee performance, administering policies fairly, and communicating the plans and directions of the department to all employees.

The Facilities, Maintenance & Operations Department is located at 4309 Warrior Ave., behind Rowe High School. You may reach us by telephone at (956) 632-3200.



Employee Acknowledgement of Understanding

Employee Handbook

I hereby acknowledge that I have been informed of the Facilities, Maintenance & Operations Handbook, the McAllen ISD Website, and the MISD Board Policies. I agree to read this handbook and abide by the standards, policies, and procedures defined or referenced in the document.

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

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

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

Employee's Signature	Date

Please keep a copy for your records.

Overview of Facilities Maintenance & Operations

Organization

The Facilities Maintenance & Operations Department employs a staff of professional, paraprofessional, and manual trade employees. Department employees include: custodians, carpenters, general maintenance, electricians, plumbers, HVAC technicians, pesticide applicators, painters, locksmiths & welders. Employees within the FMO Dept. can respond to urgent situations, specialized needs, and provide continuous maintenance/repairs to MISD assets. In addition, minor renovation projects may also be undertaken by the FMO Dept.

Project Scope of Work

At times, the Facilities, Maintenance & Operations Department is called upon to render services for many alteration and renovation projects by various departments. While the Facilities, Maintenance & Operations Department is a repair and maintenance organization, at times it is effective to take on projects of a limited scope. Projects that require specialized equipment or are scientific or technological in scope are usually contracted out to local contractors. The Facilities, Maintenance & Operations Department, alongside the Purchasing Department, work in the administering of all contracts and services for these projects. Together, they determine the best means to complete each project. To submit projects for consideration, use the Project Request Form found in the Forms Section of this handbook.

Campus/Site

Each McAllen ISD Campus / Site, whether open or closed, will be maintained by the FMO Department. The Campus Administration as well as the FMO Staff will work hand in hand to execute a prominent and effective teaching environment.

Employment

Equal Employment Opportunity

The McAllen Independent School District (MISD) does not discriminate against any employee or applicant for employment because of race, religion, sex, marital status, age, national origin, disability, military status, or any other basis prohibited by law. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

Applications for Employment

Anyone seeking employment in the Facilities, Maintenance & Operations Department with the McAllen Independent School District shall submit an online application. The applicant shall reference all vacancy posting numbers for which he or she would like to be considered. **Incomplete applications will not be considered**.

Background Checks

As per Senate Bill 9, the district shall obtain criminal history record information that relates to all certified and non-certified employees. The bill, which became effective January 1, 2008, is a comprehensive statue requiring various levels of criminal history review for different types of public school employees including:

- All certified educators working in public schools who have not been previously fingerprinted
- All non-certified public-school employees
- All substitute teachers
- School contractor employees who have direct contact with students
- Student teachers and volunteers, with certain exceptions

Senate Bill 9 requires all certified employees through the State Board of Educator Certification (SBEC) to be fingerprinted and subject to a national and state criminal background check before September 1, 2011. The Texas Education Agency (TEA) will notify the district and employee as to when they will be required to be fingerprinted and will be given a deadline. At that time, the certified employee will be given information as to their responsibility in scheduling a fingerprinting appointment with the appropriate entity designated by the Department of Public Safety (DPS). Also, all non-certified employees will be subject to this same requirement prior to the district approving their employment.

All employees hired prior to January 1, 2008 are subject to a name-based criminal background through DPS, at the discretion of the district. Criminal history record information obtained by the district shall not be released or disclosed to any person other than the individual who is the subject of the information and/or the Texas Education Agency.

Employee ID Badges

Each full-time employee shall be provided an ID badge indicating their name, title, and campus/department following the employment process. The ID badge must be worn at all times while on McAllen ISD premises. The use of the ID badge by any other person is prohibited. ID badges must be surrendered to the immediate supervisor upon termination of employment.

Terms of Employment

Para-Professional and Auxiliary Employees: All para-professional and auxiliary employees, regardless of certification, are employed at-will. Employment is not for any specified term and may be ended at any time by either the employee or the district with or without good cause.

Non-Certified Professional and Administrative Employees: Employees in professional and administrative positions that do not require certification such as accountants, directors of operations, systems analysts, etc., are employed at-will. Employment is not for any specified term and may be ended at any time by either the employee or the district with or without good cause.

Reassignments

All employees are subject to assignment or reassignment by the Superintendent or designee.

Schedules

Employee start and end times are determined by the Director of Facilities, Maintenance & Operations. Employees may be required to work different shifts, including weekends and holidays, to meet the needs of the district and the department. No schedule should be considered permanent or fixed.

The Fair Labor Standards Act (FLSA) has no provisions regarding the scheduling of employees, with the exception of certain child labor provisions. Therefore, McAllen ISD may change an employee's work hours without giving prior notice or obtaining the employee's consent.

Night Work & Shift Work

The Fair Labor Standards Act (FLSA) does not require extra pay for night work. However, the FLSA does require that covered, non-exempt workers be paid not less than time and one-half the employee's regular rate for time worked over 40 hours in a work week. For more information, please see the section under "Overtime".

Weekend Work

The Fair Labor Standards Act (FLSA) does not require extra pay for weekend work. However, the FLSA does require that covered, non-exempt workers be paid not less than time and one-half the employee's regular rate for time worked over 40 hours in a workweek. For more information, please see the section under "Overtime".

Breaks & Meal Periods

Federal law (under the Fair Labor Standards Act) does not require lunch or coffee breaks. Breaks will no longer be scheduled.

Meal periods (typically lasting at least 30 minutes) are not work time and thus <u>not</u> compensable.

District-Issued Uniforms & Safety Equipment

Certain staff is provided district-issued uniforms. These employees shall be required to wear the uniform while on duty. Personal use of district-issued uniforms may result in a tax liability accruing to the employee; therefore, employees are prohibited from wearing district-issued uniforms when off duty except for commuting to and from work. Uniforms may include work shirts, pants and shoes. Glasses and/or any other protective items will be provided by the district. If an employee fails to return district-issued uniforms and safety equipment within 14 calendar days after termination of employment with McAllen ISD, the employee will be subject to pay for the items at a cost equal to the fair market value.

Cellular Telephones

The following sets forth the Facilities, Maintenance & Operations' policy about cell phone usage and applies to all employees. For purposes of this policy, the term "cell phone" is defined as any handheld electronic device with the ability to receive and/or transmit voice, text, or data messages without a cable connection (including, but not limited to, cellular telephones, digital wireless phones, walkie-talkies, telephone pagers, PDAs (personal digital assistants with wireless communications capabilities, or RIM ("research in motion") wireless devices). The Facilities, M & O Department reserves the right to modify or update this policy at any time.

Use of Cell Phone or Similar Devices

General Use at Work. While at work, employees are expected to exercise the same discretion in using personal cell phones as the use with office phones. Employees should restrict personal calls during work time and should place personal calls during scheduled lunch periods in non-working areas. Other personal calls should be made during non-work time whenever possible, and employees should ensure that their friends and family members are instructed of this policy. A supervisor will have the ability to communicate with such employee via personal cellphone only under safe conditions.

To ensure the effectiveness of meetings, employees are asked to place the cell phone on vibrate mode before entering meetings.

<u>Unsafe Work Situations</u>. The Facilities, Maintenance & Operations Department prohibits the use of cell phones or similar devices at any work site at which the operation of such device would be a distraction to the user and/or could create an unsafe work environment. Such work sites must be secured or the device used only by an employee who is out of harm's way at such work environments.

Use While Driving. The Facilities, Maintenance & Operations Department prohibits employee use of cell phones or similar devices while driving a district vehicle. This prohibition includes receiving or placing calls, text messaging, surfing the internet, receiving or responding to email, checking for phone messages, or any other purpose. Employees may not use cell phones or similar devices to receive or place calls, text message, surf the internet, check phone messages, or receive or respond to email while driving if they are in any way performing activities related to their employment. Employees must stop their vehicles in safe locations in order to use cell phones or similar devices.

Absenteeism and Tardiness

The following sets forth the Facilities, Maintenance & Operations' procedure for reporting absences, guidelines for handling excessive and/or unscheduled absences, and to outline the employees' responsibilities to adhere to established work schedules to maintain efficient, effective operations within the McAllen Independent School District, in order to minimize absenteeism and tardiness.

Rules and procedures contained herein are subject to change, and all personnel are encouraged to consult with their supervisor if they have any questions that do not appear to be covered.

All employees are expected to abide by these rules. Any violation of the rules set out in this procedure will result in disciplinary action, which may include termination.

General

All employees of the Facilities, Maintenance & Operations Department are required to work as scheduled and to leave work when their scheduled workday is complete. **Employees are also personally responsible for reporting/recording their absences** on the Skyward (Buisness) prior to an absence and shall charge leave as used. In addition, employees are responsible for notifying supervisors of absences, late arrivals, or early departures in accordance with the department's call-in and notification procedure.

Notification

Each employee shall be ready to start the work day in his/her work station at the scheduled starting time unless (1) the supervisor has given prior approval for the employee's late arrival, or (2) for reasons beyond his/her control, the employee is unable to be at work on time.

If for any reason an employee believes he/she may be late for work, that employee should contact their immediate supervisor prior to their shift start time so that arrangements can be made to cover the workload, area, or station of said employee. If contacting the immediate supervisor before the shift start time is beyond an employee's control, absences and late arrivals must be reported by 7:30 a.m. that same day. If an employee must leave early for an unavoidable reason, notification to the supervisor is mandatory.

Failure to follow the established procedure for notification before 7:30 a.m. is grounds for disciplinary action.

Even if the immediate supervisor is notified of an employee's tardiness, this will not constitute a pardon. Being habitually tardy for work or leaving early will be considered cause for disciplinary action in addition to chronic or repeated absenteeism.

Medical Certification

Employees absent due to a work-related injury must present an excuse from the treating physician and be approved by the Director of Facilities M & O/Department of Employee Benefits to resume his/her regular duties.

SKYWARD – Business System

Employees are personally responsible for recording his or her own absences on the SKYWARD - Business System and for reporting absences to their supervisor. Whenever possible, absences shall be reported to the SKYWARD - Business System ahead of time and leave shall be charged as used. **FAILURE TO RECORD YOUR ABSENCE ON THE SKYWARD - Business System WILL RESULT IN "NO PAY" FOR THE EMPLOYEE**. Choose from the following list of reasons to record your absence

Reason No.

1. Personal Illness	2. Illness in Immediate Family
3. Death in Immediate Family	4. Family Emergency
5. Personal Business Leave	6. Authorized School Business
7. Jury Duty	8. Mandatory Court Appearance
9. Teacher Vacancy	10. Military Leave
11. Vacation	12. Recuperative Leave
13. Worker's Compensation	

When choosing reason "Illness in Immediate Family" and "Death In Family", please note that the term "Immediate Family" is defined as:

- 1. Spouse
- 2. Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands in loco parentis (in place of a parent).
- 3. Parent, stepparent, parent-in-law, or other individual who stands *in loco parentis* (*in place of a parent*) to the employee.
- 4. Sibling, stepsibling, and sibling-in-law.
- 5. Grandparent and grandchild
- 6. Any person residing in the employee's household at the time of illness or death.

Also note that the term "Family Emergency" is defined and limited to disaster and lifethreatening situation involving the employee or a member of the employee's immediate family.

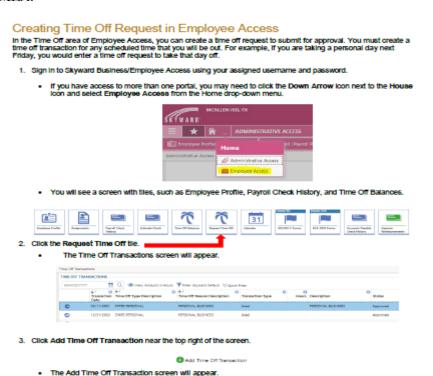
Medical Certification

As stated in the Compensation and Benefits – Leaves and Absences section of the McAllen ISD Local Policy (108906),

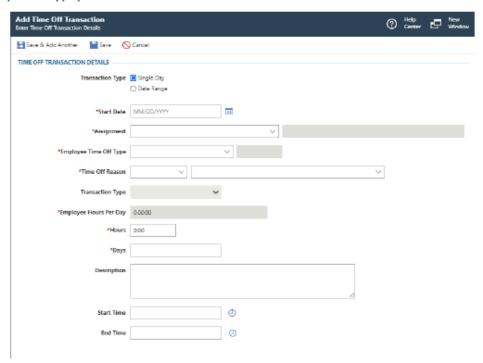
"An employee shall submit medical certification of the need for leave if:

- 1. The employee is absent more than three consecutive work days because of personal illness or illness in the immediate family;
- 2. The district requires medical certification due to a questionable pattern of absences or when deemed necessary by the supervisor or Superintendent;
- 3. The district requires medical certification in accordance with provisions at REIMBURSMENT FOR LEAVE UPON RETIREMENT, below;
- 4. The district requests FMLA leave for the employee's serious health condition or that of a spouse, parent, or child; or
- 5. The employee requests FMLA leave for military caregiver purposes.

In each case, medical certification shall be made by a health-care provider as defined by the FMLA."



4. Complete the appropriate fields.



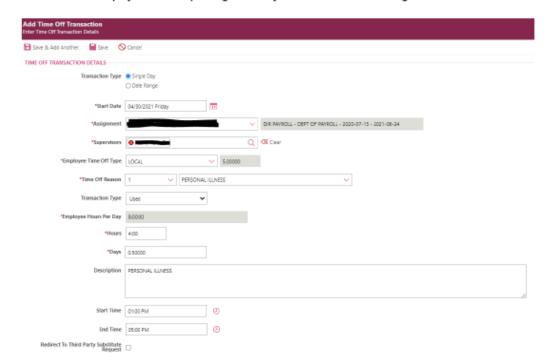
Required fields are identified with an asterisk. You must complete required fields before you can save your work.

- Select the Transaction Type: Single day or Date Range (for multiple consecutive days with same time off type). If you select Date Range, the End Date field will also be displayed.
- 2. Enter the Start Date or click the Calendar 31 icon to choose a date using the calendar.
 - . If you selected Single Day for your time off request, skip to step 4.
 - . If you selected Date Range for your time off request, continue to step 3.
- 3. Enter the End Date or click the Calendar 31 icon to choose a date using the calendar.
- 4. Verify the Assignment or enter the correct assignment if necessary.
- 5. Click on the magnifying glass on the right side of the Supervisor box and select your supervisor.
- 6. Enter the Employee Time Off Type or click the Down Arrow icon to choose from the drop-down list.
 - · Your balance will appear to the right of your selection.

Time Off Type Code	Time Off Type Description	
ASB	AUTHORIZED SCHOOL BUSINESS	
LOCAL	LOCAL TIME OFF	
STATE_P	STATE PERSONAL	
STATE_S	STATE SICK	

- 7. Enter the Time Off Reason or click the Down Arrow icon to choose from the drop-down list.
 - · The Transaction Type and Description fields populate based on the Time Off Reason you select.
- 8. The Transaction Type will automatically populate with either Used or Unpaid.

- · If you have days available, "Used" will automatically populate.
- If you do not have days available, "Unpaid" will automatically populate. Please note that "Unpaid means that you will be docked.
- 9. Verify the Employee Hours Per Day is correct. This field defaults based on the assignment you selected.
- Verify the Hours (Single Day Only). Do not enter anything in this field. This field will automatically populate based on what is entered in the next field, Days.
- 11. Verify the Days or enter the correct value if necessary.
 - If you selected Single Day for your time off request, enter either 1 for full day or 0.5 for half day and skip to Step 13.
 - · If you selected Date Range for your time off request, continue to the next step.
- 12. Verify the number of Workdays you are requesting off is correct. This is the number of active workdays between your requested start and end dates and cannot be modified.
- 13. Enter a Description if necessary.
- Enter a <u>Start Time</u> or click the Clock icon to enter the current time.
- Enter an <u>End Time</u> or click the Clock icon to enter the current time.
 - In the image below, the Add Time Off Transaction screen displays time off request details used by an employee when requesting half a day off from work due to being sick.



- 16. If you do not need a substitute for this absence or if your position does not allow for a substitute, uncheck the box for Redirect to Third Party Substitute Request if appropriate.
- 17. If a substitute is needed, make sure the box Redirect to third party substitute request is checked off and then choose one of the options near the top left of the screen to save your work.

- Save & Add Another Saves your request and refreshes the Add Time Off Transaction screen so
 you can add another. Your time off request displays in the Time Off Transactions list in W Waiting for Approval status.
- Save Saves your request and you return to the Time Off Transactions list, which displays your
 time off request in W Waiting for Approval status. If you checked the Redirect to Third Party
 Substitute Request box, you are redirected to your third-party software.
- 18. Once the absence has been created, you will be taken back to the Time Off Transaction screen where you will see your request:



Please note that all absences will need to be approved by your Supervisor.

Contact the Human Resource Department if you have any issues creating an absence/s in Skyward at 956-618-6005.

Electronic Communications System

Access to the district's electronic communications system is a privilege and not a right. With this opportunity comes responsibility. Therefore, it is your responsibility to follow the rules for appropriate use.

Rules for Appropriate Use

- The account is to be used mainly for educational purposes, but some limited personal use is permitted.
- You will be held responsible at all times for the proper use of your account, and the district may suspend or revoke your access if you violate the rules.
- Remember that people who receive email from you with a district address might think your message represents the district's point of view.

Inappropriate Uses

- Any use of the computer system for illegal purposes, or in support of illegal activities, is prohibited.
- Disabling or attempting to disable any internet filtering device.
- Encrypting communications to avoid security review.
- Borrowing someone's account without permission.
- Downloading or using copyrighted information without permission from the copyright holder.
- Intentionally introducing a virus to the computer system.

- Posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- Wasting school resources through improper use of the computer system.
- Gaining unauthorized access to restricted information or resources.

Consequences for Inappropriate Use

 Suspension of access to the system; revocation of the computer system; or other disciplinary or legal action, in accordance with the district policies and applicable laws.

Please note that your use of a district computer is not private and that the district will monitor your activity on the computer system.

Computer System General Guidelines

Any use of the computer system for commercial purposes or fund raisers is prohibited.

Any use of the computer system for product advertisement or political lobbying is prohibited.

No use of the computer system shall serve to disrupt the use of the system by other users.

Computer system accounts should be used only by the authorized owner of the account for the authorized purpose.

All communications and information accessible via the computer system should be assumed confidential in accordance with district policy or guidelines.

From time to time, the district will make decisions on whether specific uses of the computer system are consistent with this policy.

My Apps



Energy Policy

Purpose

At MISD we believe that every effort should be made to conserve energy and our natural resources while providing a safe and comfortable learning and work environment for all students and staff.

Goal

To comply with <u>H.B.3693</u>:

The main purpose is to reduce consumption of electric energy. The Board of Trustees of MISD shall establish a goal to reduce the school district's annual electric consumption by five percent each state fiscal year for six years beginning September 1, 2007.

Strategies and Implementation

Follow the district "Energy Savings Program" (ESP). The E.S.P would be posted on the MISD web site.

Position

The Superintendent will delegate responsibilities to appropriate staff and shall continue to establish procedures to ensure the program success, which shall include the following practices.

- 1. Generation of an energy resource conservation plan that outlines goals and objectives.
- 2. Development of acceptable energy conservation guidelines as outlined in the E.S.P.
- 3. Continue development and implementation of conservation programs.
- 4. Perform of energy studies on all new MISD constructions.

Operations and Review

- 1. Review of bills.
 - a. Utilities bills will be inspected every month for accuracy.
 - b. Campus data will be evaluated to achieve the energy conservation goals of the district.
- 2. Monthly reports to Board, community, and campuses.
 - a. Monthly reports should be available for Board review, campuses and web accessible for the public.

Campuses Annual Audit

1. Annual audits of all campuses and facilities should be conducted to make all necessary improvements to increase the energy efficiency of the district.

2. Updates to the E.S.P. should be implemented as necessary with the approval of the Superintendent and reported to the Board.

Policy Success

The fulfillment of this policy is the joint responsibility of the trustees, administrators, teachers, students and the support personnel. Cooperation shall be experienced on all levels for the success of this policy.

Energy Savings Program (ESP)

A. Purpose

At MISD we believe that every effort should be made to conserve energy and our natural resources while providing a safe and comfortable learning and work environment. The MISD Superintendent and Board of Trustees recognize the necessity of using energy resources efficiently and wisely and acknowledge that the successful implementation of the district policy is the joint responsibility of board members, administrators, teachers, staff, and requires the cooperation of students, parents, and community members who use our facilities. Based on this objective, we will schedule the review of the procedures and regulations accompanying the ESP on an annual basis or as needed and consider potential energy savings strategies available to us. Such measures may include investments with paybacks in the form of energy utilization savings, using alternative sources of energy, examining the efficiency of district equipment and fuel/energy usage (water, gas, electric, technology). We will not compromise the safety or air quality of our students and staff while exercising sound environmental and financial judgment.

B. Goal

The main purpose is to reduce consumption of electric energy and to comply with the State HB 3693. The law requires that the Board of Trustees of MISD establish a goal to reduce the school district's annual electric consumption by five percent each state fiscal year for the six years beginning September 1, 2007.

A portion of the district's energy savings cannot be achieved without investing in more energy-efficient equipment, in timely maintenance, in knowledgeable personnel and in proper monitoring systems. Because the idea is to save money and energy, whenever money is spent there should be a clear cost-benefit analysis that shows the expected return on the investment. Each campus administrator will be accountable for energy management on his/her campus, with energy audits being conducted and feedback provided by the Energy Management Team. This analysis will make the ESP a successful energy savings program that will enable MISD to meet and surpass the H.B.3693 requirements.

C. Utility Bill Review and Reporting of Errors.

It has been estimated that more than ten percent of companies have been significantly overcharged on their electric, natural gas, fuel, water and/or wastewater bills. Here at MISD utilities will be inspected every month for accuracy and the campus data will be evaluated to achieve the energy conservation goals of the district. Monthly reports will be available to the Board, community and campuses, and web accessible for the public.

D. Reporting and Auditing

Monthly reports will be available for board review, web postings of all the campuses energy consumption and the campus rating in comparison with the other schools around the district will also be available for review. Reports are posted on the McAllen ISD website. Campuses will be audited as required to assure compliance with the requirements listed in the procedure for energy conservation. Day and evening audits will be conducted to assure complete compliance Audits will be routed to Central Administration.

E. Procedure for Energy Conservation

1. Procedures for Operating Lights

- a. The following energy conservation measures are to be observed when operating lights in and around school buildings.
- b. Except as noted, all lights, interior and exterior, shall be turned off when the students leave each day and shall not be turned on until students arrive the next day. This includes exit lights and security lights.
- c. Lights in classrooms are to be turned off unless needed. Teachers should make certain that lights are turned off when leaving the classroom.
- d. Lights in gymnasiums and cafeterias should not be on unless they are being utilized by students or if they are being cleaned by the custodial staff.
- e. All outside lights should be kept off during daylight hours.
- f. Custodians should turn lights on only in the specific area where they are working.
- g. All exterior lights should be kept off at all times unless the school facility is being used.
- h. Hall light usage should be reduced.
- i. Where natural light is sufficient, lights can be turned off.
- j. When work areas are not occupied, lights can be turned off.

- k. Instruct custodial staff to inspect and make sure all lights are turned off prior to ceasing their normal duties at the end of the night work shift.
- l. Lighting in the following areas should be turned off when unoccupied for more than 15 minutes. All classrooms, work spaces, offices, auditoriums, and lockers/shower rooms.

2. Energy Use "After Regular School Hours"

- a. It shall be the responsibility of the principal or his/her designee to provide adequate heating, air-conditioning, and lighting for events held after school hours. This individual will also be responsible for the shutdown off heaters, air-conditioners and lights at the conclusion of said events.
- b. Consolidate as many summer school classes at one campus as possible.
- c. Requests for air-conditioning and/or lights for extra-curricular activities at campuses that are on the Central Office control shall be made by electronically submitting the Request for Power and Energy Usage one week in advance of the scheduled activity. Requests made later than 3:00 P.M. on the day of an activity may not be fulfilled because personnel in this department may not be available. For contacting these personnel, please call the HVAC Department before 3:00 P.M.
- d. Zoning of used spaces for use during off times should be done to accommodate the number of persons with the appropriate space available. For example, gyms, cafeterias and libraries should not be used after hours if not more than 10 people are going to be using the facility. With situation such as these, we encourage staff to consider other options such as a work room for example. Every time a request is made for afterhours building operation, please state the reason in order for the request to be granted.
- e. Penalties may be imposed for those not complying with the above statute by the Superintendent and/or Board.
- f. Coordinate with the City of McAllen on the use of facilities and the Executive Director of Facilities, Maintenance and Operations. All the MISD facilities that are going to be used by the city such as cafeterias, gyms, tennis courts etc. These events must be coordinated to delegate energy responsibilities of both parties.

3. Controls

a. HVAC, lights, water heaters and boiler controls will be inspected for proper operation. The ESP will ensure that the energy at all facilities have been programmed according to night and weekend operations when district facilities are closed. This includes operating systems such as heat, air conditioning, ventilation, air handling units, boiler controls, exhaust fans, lighting, and utilization of any other fuel of energy source impacting the effectiveness of the MISD ESP and conservation policy.

4. Procedures for HVAC (Heating, Ventilation, and Air Conditioning) Equipment

- a. The following energy conservation measures are to be observed in those buildings possessing air-conditioning equipment:
- b. A temperature of 72 degrees shall be maintained in all areas when occupied by students, teachers, office personnel, and administrators.
- c. All air-conditioning systems at all campuses will be turned on during the summer months and temperature shall be set at 82 degrees. Campuses operating for summer school purposes will be maintained at 75 degrees.
- d. The air-conditioning equipment should be turned off at the approximate time the students leave school. It is anticipated that the temperature of the classroom will be maintained long enough to afford comfort for the period the teacher remains in the classroom after the students have left the building.
- e. Control systems will be set to turn off air conditioning units when students leave and on early enough to make the building temperature comfortable.
- f. The following schedule is a guide for the average HVAC start time for MISD facilities. This will be adjusted to accommodate different types of HVAC systems that might require more time to achieve the standard temperatures.

SCHOOL TYPE	START TIME	STOP TIME
High Schools	5:00 a.m.	6:00 p.m.
Middle Schools	5:00 a.m.	6:00 p.m.
Elementary Schools	5:00 a.m.	6:00 p.m.

g. Campuses that provide tutoring sessions will have extended schedules as necessary. Please contact the HVAC Supervisor for confirmation of extended schedules.

5. Procedures for Operating Heating Equipment

- a. The following energy conservation measures are to be observed when operating heating equipment in school buildings:
- b. The thermostat controls shall be set no higher than 72 degrees in areas that are occupied by students, teachers, office personnel and administrators. Thermostats shall be set at 55 degrees at all other times.
- c. When individual classroom and office heating and air-conditioning equipment is in operation. At times, when the remainder of the building is not tempered, doors to these rooms shall be closed.
- d. In those classrooms with individual thermostat controls, the teacher will be responsible for setting the thermostat on 55 degrees as he/she leaves the room at the end of the day.
- e. If it is found that on extremely cold nights (less than 50 degrees), the building is not comfortable when students arrive in the morning
 - a. Notify the HVAC Supervisor
- f. Heating units will be turned off when the students leave.
- g. Keep exterior doors closed when heating units are being used.

6. Summertime Shutdown Procedures

- a. Turn off electric hot water heaters.
- b. Unplug all but one water fountain.
- c. Unplug copy machines.
- d. Unplug electric appliances and office machines.
- e. Turn off outside security lights in daytime.
- f. Check security light time clocks as appropriate.
- g. Report any commodes/faucets that run water constantly.
- h. Turn off hot water circulating pumps.*

- i. Turn off all gas hot water heaters, except one, and reset it to 115 degrees where allowed by code.*
- j. Turn off all empty refrigerators and open the doors.*
- k. Turn off all empty freezers and walk-in freezers and open the doors.*
- 1. Turn off all convection ovens.
- m. Shut down boilers.*
- n. Turn off lights in all unoccupied areas.
- o. Maintain fluorescent lamps and lens clean and dust free.*
- p. Replace fluorescent lamps when ends turn black.*

7. Winter break Shutdown Procedures

- a. Turn off electric hot water heaters.
- b. Unplug all water fountains.
- c. Unplug electric appliances and office machines.
- d. Turn off exhaust fans.
- e. Check security light time clock settings where applicable.
- f. Turn off and unplug all unnecessary equipment.
- g. Set thermostats at 55 degrees (both day and night thermostats).**

**NOTE: Custodians must return to their building prior to the students' return to reset their thermostats on the normal daytime setting to insure the proper heating of the building when the students return to school.

8. Kitchen Operating Requirements

a. A helpful procedure is to use exhaust hoods only when cooking. These hoods draw copious quantities of air from a room - many room volumes per hour. This is air that has already been tempered, and the energy spent doing so is lost when it is exhausted to the exterior. Kitchen lights should

^{*}NOTE: These will be accomplished by Facilities Maintenance and Operations.

be on during operational hours and turned off at the end of the kitchen operation.

9. Dumpster Usage

a. Dumpster usage will be scheduled according to the school year calendar to save on unnecessary pick up costs. Pick up times will be reduced to one-three times a week during the winter and summer months. Campuses that will be having summer school will follow regular pick up times.

10. Vending Machines

a. The district will continue to consider further installing energy control devices on vending machines. The district will encourage vendors to provide commercial energy control devices for refrigerated vending machines. These devices have a built-in infrared occupancy sensor combined with a controller that senses room temperature and powers up the machine when needed to keep the products cool.

11. Portable Buildings

a. Efficient lighting and programmable thermostats will be installed in all portable buildings. With proper training and monitoring of use, MISD can also help reduce the annual energy usage of portable classrooms. In addition, light switches with occupancy sensors will be installed whenever the lighting in a portable building is upgraded.

12. Water Usage

a. School employees and staff should educate children and adults in water conservation strategies. For example: Turning off water while brushing your teeth can save 20 gallons of water a month. MISD faucets should be upgraded with automatic shut off water saving devices. Dripping faucets and running toilets should be reported as soon as possible for this can save MISD 300 gallons a month per fixture.

F. Education

1. Annual campus audit reviews with administrators and staff.

- 2. During the review, the energy management team will discuss the main points that need to be refresh and the room for improvement to increase the energy savings for each facility with all the campus personnel and staff.
- 3. The energy management team shall provide strategies for energy savings that can be achieve by using simple and elaborated strategies. The team should encourage principals and teachers to participate in the Watt Watchers program.
- 4. The Energy Management Team would send a reminder via-email for shut down during long breaks.

G. Personal appliances in the classroom

- 1. A ban on personal appliances in the classroom can save the MISD district thousands of dollars per year.
- 2. Personal appliances in the classrooms like microwaves, coffee makers, toasters, hot plates etc. are not allowed. Everybody should be aware of the policy because penalties would be imposed if not abiding to the policy. (Penalties should be imposed by the Superintendent and/or Board of Trustees according to the appliance found in the classroom.)

H. Report Findings to Superintendent

a. All the necessary upgrades that are found throughout the year or during an audit will be reported to the Superintendent to prioritize the improvements needed to save energy throughout MISD.

Emergencies

In the event of an emergency between the hours of 7:00 a.m. through 5:00 p.m., all calls for service should be made to Facilities, Maintenance & Operations at 956-632-3200. A crew consisting of one employee from the Plumbing, Electrical, & HVAC Departments will be available until 3:30 p.m. each day to respond to emergency calls.

In the event of an emergency between the hours of 5:00 p.m. through 7:00 a.m., all calls for service should be made to the McAllen ISD Police Department at 956-632-8768 & 956-632-3674.

Preventive Maintenance

Preventive maintenance is the scheduled attention to the mechanical needs of a system that result in the reduction of downtime and help lengthen the life of that system. Facilities, Maintenance & Operations schedules routine preventive maintenance checks on buildings, roofs, electrical components, plumbing and HVAC mechanical systems.

Grounds

MISD takes a great deal of pride in the aesthetics of its buildings' grounds and landscaping. The Facilities, Maintenance & Operations Department have an experienced grounds team on staff that is completely responsible for all exterior maintenance (both athletics and school grounds). Since all irrigation schedules and locations have been efficiently planned, we ask that all new "planting" projects please be discussed with the Executive Director of FMO. Please understand that not all "planting" projects may be approved as these projects require a higher level of maintenance that the FMO staff may not, at the time, be able to accommodate.

Hundreds of students utilize MISD Facilities daily and with this in mind, it takes a conscious effort from every single individual (not just the FMO Dept.) to help maintain the campus grounds as free of litter, graffiti, and abuse as possible.

Pest Control Management

On September 11, 1995, the Board of Trustees adopted an Integrated Pest Control Program for the use of pesticides, herbicides, and other chemical agents to control pests, rodents, insects, and weeds at school buildings and other school facilities.

When necessary, the district shall obtain pest control services by either contracting a business with a pest control business license or designate the district's licensed applicator to perform the services. Currently, the district employs a licensed certified non-commercial applicator to perform this service.

Before treating a school building for pest control, the district shall ensure that the necessary signs and information for employees and parents of students are posted or made available.

For further information regarding the district's integrated pest control program, please visit the following website at https://www.tasb.org/services/policy-service.aspx and search for Policy CLB.

Petty Cash

A petty cash fund has been created to handle emergency purchases and permits by the City of McAllen. Petty cash represents money provided for school district expenditures of \$50 or less, per unit on a cash basis, as an alternative to requesting a purchase order through normal purchasing process. Petty cash funds may not be established to circumvent the state purchasing guidelines. Petty cash funds must adhere to the McAllen Independent School District policies and procedures. It is unlawful to misuse or abuse state funds. For further information on the district's petty cash policies and procedures, please contact the Accounting Department at 618-6038.

Emergency Call Time

An able employee who is not currently working outside of his/her regular work hours is considered to be "off-the-clock", under FMO terms. All employees are required to be "on-call" or availably ready to come into work for a response call or emergency after they are off the clock. Unless an employee is physically on-site responding to a call, all time spent answering or troubleshooting calls will not be compensated. All on-site work must be approved by an employee's immediate supervisor. If an employee is not able to respond to an on-site call, he/she must provide a valid reason to the immediate supervisor. A minimum of two hours will be compensated for work completed on-site. Any additional time needed to complete the work must require the approval of the Executive Director of FMO. If time spent on-site is less than two hours, an employee will still be compensated for the minimum amount. Upon completion of said call, an employee must alert their immediate supervisor to see if there are additional tasks to complete within that two hour time frame. Non-exempt employees are not to respond to more than two on-site calls per any given paycheck. Supervisors will be responsible to properly coordinate with the rest of their team for on-site calls. No special preference will be given to any employee for "emergency" calls. Employees called to respond to "emergency" calls will be chosen by the supervisor.

An employee who is not required to remain on his or her work premises but is merely required to leave word where he or she may be reached is NOT working while on-call. Although we may require you to be accessible by telephone or paging device, you may still be able to use the on-call time to engage in personal activities in your choosing. Therefore, your on-call time is not hours worked and not compensable. However, all time spent responding to calls is hours worked and will be compensated at a minimum of 2 hours, even if the time spent responding to the call was less. If time spent was more than 2 hours, the actual time spent on the job will be compensated.

Overtime

Before engaging in any work outside of a non-exempt employee's regular work hours, not considering "emergency" work, all work must have the approval of the Executive Director of FMO. Any work completed on-site over 40 hours in one workweek is considered to be "overtime". An employee who works overtime without prior approval is subject to disciplinary action. Depending on the employee's work tasks for the week, a supervisor may arrange an employee's work schedule to compensate for the unapproved work time outside of regular hours. If this is unfeasible or unapproved by the Executive Director of FMO, an employee will be properly compensated for the overtime in accordance with the Fair Labor Standards Act. Overtime shall be paid at a rate of no less than one and one-half hours for each hour of overtime worked. Every workweek stands alone in determining the number of hours worked overtime. The workweek for Facilities Maintenance & Operations employees is set to begin every Saturday at 12:00 a.m. and ends every Friday at 11:59 p.m. In order to be compensated, an employee must fill out an "Authorization for Overtime for Non-Exempt Employees" found in the Forms Section of this handbook. This form must then be signed and approved by the immediate supervisor. For further information regarding the District's compensation and benefits policy, please visit the following website at https://www.tasb.org/services/policy-service.aspx and search for Policy DEA.

Flextime

On occasion, employees are given the opportunity to schedule their own working hours within the limitations set by the Facilities Maintenance & Operations Department to meet its goals and objectives. This will occur when an employee has worked more than 8 hours on a day, on a regular workweek. The only requirement is that employees must not physically work over 40 hours per workweek and that all flexible scheduling arrangements be cost neutral and mutually agreed upon by both McAllen ISD and the employee. A "Flexible Work Arrangement Application," found in the Forms Section of this handbook, must be filled out by the employee and approved by his or her supervisor.

AHERA

The Environmental Protection Agency's asbestos program for schools, Asbestos Hazard Emergency Response Act, (AHERA) and its guidance for other building owners is founded on the principle of "in-place" management of asbestos-containing materials (ACM). This approach is designed to keep asbestos fiber levels low by teaching people to recognize asbestos-containing materials and actively manage them. Removal of ACM is not usually necessary unless the material is severely damaged or will be disturbed by a building demolition or renovation project.

The Asbestos Hazard Emergency Response Act (AHERA), a provision of the Toxic Substances Control Act, was passed by Congress in 1986. AHERA requires local education agencies to inspect their schools for asbestos-containing material and prepare management plans that make recommendations for the reduction of asbestos hazards.

Public school district and non-profit private schools are subject to Hera's requirements.

The rules implementing AHERA are published in the Code of Federal Regulations, Chapter 40, Part 763, Subpart E. The AHERA rules require local education agencies to take actions, including the following:

- Perform an original inspection and re-inspection every three years of asbestos-containing material;
- Develop, maintain, and update an asbestos management plan and keep a copy at the campus or building;
- Provide yearly notification to parent; teacher, and employee organizations regarding the availability of the school's asbestos management plan and any abatement actions taken or planned in the school;
- Designate a contact person to ensure the responsibilities of the local education agency are properly implemented;
- Perform periodic surveillance every six months of known or suspected asbestoscontaining building material;

- Ensure that properly-accredited professionals perform inspections and response actions and prepare management plans; and
- Provide members of the maintenance and custodial staff with at least two hours of asbestos-awareness training.

Keys and Locks

This procedure will apply to all District keys, to include door keys, file cabinet keys, and storage keys.

- 1. The employee will obtain a Requisition for Key Form from the Building Principal or Building Administrator and will list all keys needed.
- 2. The Building Principal or Building Administrator will approve the Requisition for Key Form AND if necessary;
- Route ONLY the requests for master and building keys to the respective Executive Director for Facilities, Maintenance & Operations & Chief of McAllen Independent School District Police for approval.
- 4. Once all the approving officials have signed the Requisition for Key Form, the Building Principal or Building Administrator will generate a work order.
- The Requisition for Key Form is then submitted to Facilities, Maintenance & Operations and should reference the work order number.
- 6. Facilities, Maintenance & Operations will deliver or notify the employee that keys are available for pick up.
- 7. The employee will sign the Key Control Log acknowledging receipt of keys.
- 8. All keys must be returned to the Building Principal or Building Administrator upon termination of employment or change of position or movement into a different building, which requires a different key or no keys.
- 9. Keys are issued by the Facilities Maintenance & Operations Department to authorized employees and should not be duplicated by users. The Facilities, Maintenance & Operations Department, upon request, will duplicate keys once permission is granted.
- 10. The Facilities, Maintenance & Operations Department is the only department allowed to cut and issue keys for buildings. Duplication of keys by an outside locksmith is strictly prohibited.
- 11. Service requests for lock and key changes or repair should be directed to the Facilities, Maintenance & Operations Department through a work order. Facilities, Maintenance & Operations will determine if any associated costs will be charged to the department, school, or office making the request.

- 12. Loss of keys must be reported immediately to the Building Principal, Building Administrator, and McAllen ISD Police Department. In the event re-keying is necessary, the requesting department, school, or office will be charged for all new keys and locks.
- 13. Employees shall be charged a fee of \$10.00 for lost keys and core changes are \$35 per lock. The number of doors that have to be changed will determine the expense incurred for the loss of a master key.
- 14. Payment must be made to Facilities, Maintenance & Operations for lost keys before a duplicate key is made or issued.
- 15. Campuses shall keep a log of all master keys issued for their site.

Accumulations of Inventory

The Facilities, Maintenance & Operations Department requires an adequate and accessible reserve of supplies and materials in order to function properly. These supplies and materials are stored at the MISD Warehouse and are used throughout the District. The more typical supplies that should be part of the inventory or warehouse operation are those that are expended by Facilities, Maintenance & Operations staff on a more frequent basis. Any unused supplies and materials by personnel must be returned to the MISD Warehouse for credit. This will prevent unnecessary accumulations of inventory at unauthorized sites as well as ensure that all inventory items, spare parts, and otherwise hazardous materials are accounted for and kept in a safe and secure location. For any concerns regarding the MISD Warehouse, please contact the Purchasing Department.

Material Control Procedure

This procedure seeks to account for all material purchased and/or disposed. Any department that has a need for adding or disposing material and/or equipment must complete an "Add/Transfer/Disposal Form" located below. The Fixed Assets Department will remove disposable property once the proper approvals have taken place. THERE IS NO EXPLANATION AS TO HOW MUCH MATERIAL CAN BE PICKED UP. HOW MUCH MATERIAL CANNOT BE ACCOUNTED FOR AND THROWN AWAY SUCH AS DESKS AND CHAIRS, ETC. WHERE IS THAT POLICY? No district-owned property may be disposed of in any manner without the written approval from the Chief Financial Officer. No district-owned property may be donated to any entity, organization, or individual. For larger disposals of property, Internal Audit MUST visually verify the material's existence. Executive Director for Facilities, Maintenance & Operations has the final assignment of authority and responsibility for the disposition of any property at the Facilities, Maintenance & Operations Department, which has been deemed obsolete, useless, or excessive. After approval has been granted to dispose of the material or equipment, the department must enter a "Moving Crew Work Request" to obtain a work order number. The "Add/Transfer/Disposal Form" should reference the work order number on the form. All items being disposed require an explanation on this form before it is accepted by the Fixed Assets Department. The disposal of technology equipment must be inspected by the Information Systems Department prior to being picked up by the Fixed Assets Department that will be responsible for transporting items to auction or disposal sites.

Work Orders

Proper communication between the school and Facilities, Maintenance & Operations Dept. is critical for the state of each work order. Work orders should be submitted in TEAMWORKS System at least one week prior to the work request date. Work orders are received, reviewed, and scheduled by each trade supervisor. Work is assigned to manual trade staff and is generally performed by the due date unless material is not in stock. Every single work order will be acknowledged and scheduled as time permits. Work orders that are items listed on the FMO work schedules:(located at: http://mcallen.teamworkslive.com) will be canceled and returned unless stated as an emergency by the school principal. Work orders requesting non-maintenance work such as a small construction project or remodel must have the "Project Request Form" (located below) attached to said work order. HVAC scheduling requests submitted via work orders must have the "Work orders that have not been approved by the Executive Director of FMO will be discussed in the returning email of the work order system.



TEAMWORKS

Work Order System Manual

- To Create a New Work Order:
 a. Go to Web Site Address: McAllen.Teamworkslive.com
 - i. Log In Screen



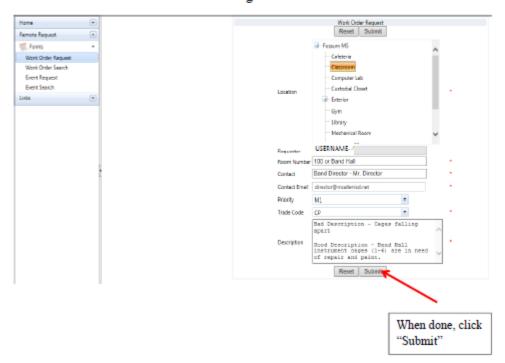
Enter your user



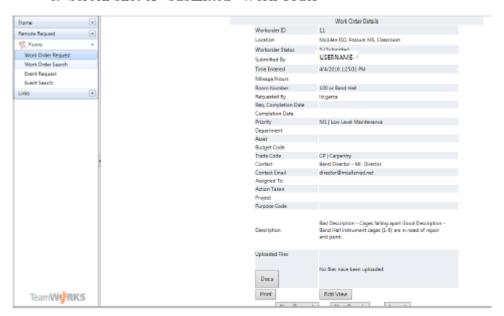
c. Click on Work Order Request



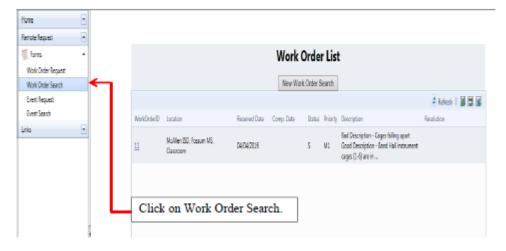
- d. Sample of Work Order Request
 - All Items With a Red Asterisk, Are Required to be Filled Out Prior to Submitting to FMO.



e. Screen Shot of "Submitted" Work Order



f. To get a list of your "Submitted" Work Orders



Purchase Requisitions

Before initiating a purchase request for supplies for maintenance & operations, staff needs to consult with the Warehouse to ascertain that it is not a stocked item. If the item is not stocked or if the inventory is not going to be replenished with ample time to complete a job, then staff may contact an outside vendor to initiate a purchase request to procure the item. All purchase requisitions shall be filled out completely and accompanied by a work order before being approved by the Executive Director of Facilities, Maintenance & Operations. A copy of the Purchase Requisition Form for Non-stocked Items can be found in the Forms Section of this handbook. Any returns shall be documented on the Return to Stock or Vendor Form in order to obtain credit.

Store Issues

Stores issuances from the Warehouse for supplies and materials shall be requested using the Material Requisition Form for In-stocked Items found in the Forms Section of this handbook. It shall have a complete description of the work which is to be performed, the requester's name, stock item numbers, units of measure, quantities requested, work order number, campus name, and signed by a trade supervisor. The form must also be accompanied by a copy of the work order before being approved by the Executive Director of Facilities Maintenance & Operations. Any returns shall be documented on the Return to Stock or Vendor Form in order to obtain credit.

Vehicle Regulations / Time on Task

Auxiliary staff shall abide by the following list of regulations while driving a school-district vehicle. Any violations of the rules listed below will result in documentation. Second violations will result in recommendation to terminate employment with McAllen ISD. These regulations are:

- 1. Do not arrive at the complex before 3:20 PM.
- 2. Do not line up to punch out before 3:20 PM. If you do, you will be asked to punch out and go home and you will not receive pay for lost time.
- 3. Do not leave your job site until 3:10 PM.
- 4. Do not close down the job prior to 3:05 PM.
- 5. Driving around town to waste time will not be tolerated.
- 6. <u>Drive the speed limit</u>. You will be allowed to drive slower if you are pulling a trailer or any heavy equipment or large quantity of materials.
- 7. Use a direct route from the complex to the job site and vice-versa.
- 8. While driving in vehicles, all employees should be alert at all times.

- 9. Unauthorized stops will not be tolerated (restaurants, convenience stores, etc.)
- 10. Lunch will be from 12:00 Noon to 12:30 PM. Excess time used for lunch will be deducted from your time cards.
- 11. Vehicles will be maintained, to include washing, as per the department schedule.
- 12. Employees should not congregate in unauthorized areas.
- 13. All occupants of vehicles will be responsible for violation of rules.
- 14. All occupants are responsible for contents of vehicle and trailers.
- 15. You must punch in and out every day, regardless of time.
- 16. Absences or late arrivals will be reported no later than 7:30 AM.
- 17. The use of cell phones or similar devices for district-related purposes while driving is prohibited; employees must stop their vehicles in safe locations in order to use cell phones or similar devices.

Effective 1/17/2005

Revised 9/29/2010

Staff Directory

Facilities, Maintenance & Operations 4309 Warrior Drive, Suite B McAllen, Texas, 78501 O: 956-632-3200

Ruben Trevino, Executive Director of Facilities, Maintenance & Operations

Roel Moroles, Assistant Director of Facilities, Maintenance & Operations

Joe Mendez, Finance and Operations Specialist of Facilities, Maintenance &

Operations

Melissa Ortiz, Project Manager of Facilities, Maintenance & Operations

Raymond Rodriguez, Auxiliary Specialist of Facilities, Maintenance & Operations

Oscar Tovar, Warehouse Supervisor

Prisma Villarreal, Budget & Cost Specialist

Bookkeeper – Alex Torres (ext. 3017)

Construction Supervisor – Hector Gonzalez (ext. 3004)

Dispatcher – Rosie Aguilar (ext. 6886)

Electrical Supervisor – Vacant (ext. 3010)

Auxiliary/General Maintenance Supervisor – Ben Arredondo (ext. 3009)

Grounds Supervisor – Alfredo Rodriguez (ext. 3005)

HVAC Supervisor – Joe De Ochoa (ext. 3003)

Area Custodial Supervisor – Maribel Ibañez (ext. 3007)

Area Custodial Supervisor – Juan Hinojosa (ext. 3006)

Plumbing Supervisor – Lazaro Elizondo (ext. 3011)

Secretary – Mary Salinas (ext. 3019)

Secretary – Nelly Lazos (ext. 3020)

Forms

Authorization for Overtime for Non-Exempt Employees – Monthly Payroll Time Report

Flexible Work Arrangement Application

Project Request Form

Maintenance Request Form

MISD Key Request Form – District Level

Construction / Work Site Area Policy

Change Order Form

Certificate of Substantial Completion

Plan Issuance Form

Material Requisition Form (Stock items only)

Custodial Supply Order Form (Stock items only)

Purchase Requisition Form (Non-stock items only)

McALLEN INDEPENDENT SCHOOL DISTRICT Monthly Payroll Time Report

Name:							
	Last	First		M.I.		EIN	
Pay Period Beg	ginning	Ending_		Campus			
	A.M.		P.M.				
DATE	DAY	IN	OUT	IN	OUT	TOTAL	Reason for Extra Duty
	Saturday						Daty
	Sunday						
	Monday						
	Tuesday						
	Wednesday						
	Thursday						
	Friday			WORK	WEEK TOTAL		
DATE	DAY	IN	OUT	IN	OUT	TOTAL	Reason for Extra Duty
	Saturday						
	Sunday						
	Monday						
	Tuesday						
	Wednesday						
	Thursday Friday				-		
	Filday			WORK	WEEK TOTAL		
DATE	DAY	IN	OUT	IN	OUT	TOTAL	Reason for Extra Duty
	Saturday						
	Sunday						
	Monday						
	Tuesday						
	Wednesday						
	Thursday Friday						
	Tilday			WORK	WEEK TOTAL		
DATE	DAY	IN	OUT	IN	OUT	TOTAL	Reason for Extra Duty
	Saturday				1		
	Sunday						
	Monday						
	Tuesday Wednesday						
	Thursday						
	Friday						
				WORK	WEEK TOTAL		
DATE	DAY	IN	OUT	IN	OUT	TOTAL	Reason for Extra Duty
	Saturday						
	Sunday						
	Monday						
	Tuesday Wednesday						
	Thursday						_
	Friday			+			
	Tiluay			WORK	WEEK TOTAL		
				Horati	TEER TOTAL		_
		NOTE: All Sec Time Report	., Clerks and Ai Should Be Sent	des Must Record Their to Payroll at End of Ea	r Time Daily ach Month		
	0.01.1.7.7.7.7.7.7.7.7.7.7.7.7.7.7.7.7.7	IDI OVEE				DATE	_
	SIGNATURE OF EN	IPLOYEE				DATE	
810	NATURE AND TITLE O	E ADM/SLIDV				DATE	

McAllen Independent School District

Division of General Operations Department of Plant Operations

FLEXIBLE WORK ARRANGEMENT APPLICATION

Recognizing the need for McAllen Independent School District employees to maintain work, family, and personal commitments, McAllen ISD supports flexible scheduling options that are mutually agreed upon by both McAllen ISD and the employee. All flexible scheduling arrangements must be cost neutral and contribute to customer service, productivity, and employee morale.

Employee Information

Employee's Name:	Pin:	
Position:	Daily Rate:	
Campus/Location:	OT Rate:	

Proposed Work Schedule for Flexible Arrangement

		AM	PM	PM	PM		
WEEK	DATE	IN	OUT	IN	OUT	TOTAL	REASON
Saturday							
Sunday							
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
					TOTAL		HOURS

I hereby certify that I meet the provisions contained in Board Policy DEA (Local) and that I have elected to be compensated with release time at my own discretion or as determined by my supervisor to protect the District's schedules and activities.

	Ulbrack .					
Employee's Signature		_	Date			
	Approvals (FOR OF	FICE USE ONLY)				
	Supervisor's Signature:				Date:	
	Director's Signature:				Date:	



PROJECT REQUEST FORM

4309 WARRIOR AVE. McALLEN, TEXAS 78501

PART A - TO BE CO	MPLETED BY THE R	EQUESTER					
Requester			Contact Perso	n:			
School / Dept.			Telephone No	D			
Address			Date Needed:				
City/State/Zip			Funding Source (if known)	ce:			
Project's Scope of V	Nork		Funding Amo	unt: —			
Justification for Wo	ork Requested (desc	ribe need for	and/or benefits o	of project))		
Authorized Signature –	Principal/Dept. Head		Title				Date
DADT D TO DE CO	MPLETED BY DIRECT	TOP OF EACH	ITIES MAINT & O	DED ATION	VIC.		
Approved	Not Approved		nager Assigned:	FERATIO	N3		
Approved	Not Approved	rroject Ma	nager Assigned.				
		Director of Fa	cilities Maint. & Operat	tions			
Signa	iture		Title			Da	ate
The funding source	OMPLETED BY SPECIA e for this special pro- ncludes contingency o.	oject request				riated acco	ordingly.
Project Name					Dro	ject No.	
Project Name					rro	ject No.	
STO KOL		Specialist for	Facilities Maint. & Ope	erations			
Signa	iture		Title				Date



MAINTENANCE REQUEST FORM - CAMPUS LEVEL -

MCALLEN ISD STAFF								
DATE:			LO	CATION/ROOM#				
NAME/TITLE:			PRIORITY					
EMAIL/PHONE:				FMO TRADE				
BEST TIME FOR WO:		DAY	TIME		DURATION			
DETAILED REQUEST:								

SCHOOL OFFICE USE ONLY								
DATE RECEIVED:	WORK ORDER #:							
PRINCIPAL APPROVED:	YES				NO			
PRINCIPAL SIGNATURE:								
WORK ORDER #:		DATI	E SUBI	MITTED:				



Facilities, Maintenance & Operations

MISD KEY REQUEST FORM - DISTRICT LEVEL -

MCALLEN ISD STAFF							
SCHOOL				KEY N	UMBER		
LOCATION/ROOM				QUA	NTITY		
KEY BRAND	SCHLAGE	ВЕЅТОТН	ER	DATE	NEEDED		
		STAFF REC	EIVI	NG KEY			
NAME	TI	TLE		PHON	1E	EMAIL	
		SCHOOL O	FFIC	F ONLY			
					DATE	=	
PERSON RECE	IVED:				RECEIV		
PRINCIPAL APPR	ROVED:	YES			ı	NO	
PRINCIPAL SIGN	ATURE:	Market					
DATE SUBMITTED	TO FMO:						
		FMO OFF	ICE	ONLY			
DATE RECEIV	ED:			WORK	ORDER N	IUMBER:	
DIRECTOR APPR	ROVED:	YES			1	NO	
DIRECTOR SIGNA	ATURE:	Ministra					
DATE APPROVED	BY FMO:						



CONSTRUCTION/ WORK SITE AREA POLICY

4309 WARRIOR AVE. McALLEN, TEXAS 78501

Approval has been granted to start a construction project at							
The project will start on . To insure a satisfactory rate	of progress and the safety						
of all MISD employees, it is essential that you adhere to the procedure liste	ed as follows:						
1. A construction/work site barrier shall be installed surrounding the	area being worked on. This						
barrier will consist of fluorescent orange netting, tape, or similar material.							
2. Only personnel working on the specific project will be permitted in t School personnel will not be allowed in the construction/work area.	he construction/work area.						
3. All work will be done according to either plans and specifications or the instructions clearly noted by work order. Any request for changes or additions to the project work must be made to MISD Director of Facilities M & O or Project Manager assigned to that particular project. Personnel working in the construction/work area will only follow instructions from their immediate supervisor.							
4. Only Principals and /or their designee will be allowed at the construction site in the company of the MISD Director of Facilities M & O or Project Manager assigned to that particular project. These inspections must be prearranged so that the progress of the work being done is not impaired, and the safety of the individuals making the inspection can be reassured.							
5. All personnel actively engaged in the construction project should exall times for the protection of persons and property particularly at the wor							
TO COL							
Signature of Principal or Designee	Date						
TO NO.							
Signature of Director of Facilities Maint. & Operations	Date						
Standaura of Project Manager Assigned	Data						
Signature of Project Manager Assigned	Date						

MCALLEN	CHANGE ORD	ER FORM	
Facilities, Maintenance & Operation 4309 WARRIOR AVE. McALLEN, TEXAS 78501	ons	CHANGE ORDER #:	•
DATE:			
PROJECT NAME:		WORK ORDER #:	
CHANGE REQUESTED BY:		DATE REQUESTED:	
COST OF CHANGE ORDER:			
THE PROJECT CHANGES	ARE AS FOLLOWS.		
Mr. KAL			
Signature o	of Principal or Designee		Date
Clarater CDI and	- CP		Dete
Signature of Director	of Facilities Maint. & Operations		Date
Signatur	re of Project Manager		Date

MCLLEN	CERTIFICA	CERTIFICATE OF SUBSTANTIAL COMPLETION				
Facilities, Maintenance & Ope	rations	PROJECT NO.				
4309 WARRIOR AVE.	ations	WORK ORDER	NO.			
McALLEN, TEXAS 78501						
	PROJECT NAME:					
REQUESTER:						
Name :		Start Date:				
School / Dept. :		Completion Date:				
Address :		Estimated Cost:				
City/State/Zip:		Actual Cost:				
The Work performed on this Project Manager's best know stage in the progress of the V Scope of Work so that the F Completion of the project or	project has been reviewed and ledge, information and belief, /ork when the Work or design lequester can occupy or utiliz portion designated above is th	found, to the Director of Facilities It to be substantially complete. Substated portion is sufficiently complete ze the Work for its intended use.	Maint. & Operations's or antial completion is the e in accordance with the The date of Substantial			
Director of Facilities M & O (Print Name)	or Project Manager	Signature	Date of Issuance			
Facilities Maint. & Operations from the above date of Substar	•	ork on the list of items attached hereto	within days			
Project Manager (Prir	t Name)	Signature	Date			
The requester accepts the Work or	designated portion as substantiall	v complete and will assume full possession	n on			

Signature

Requester (Print Name)

Date

Date



PLAN ISSUANCE FORM

DATE:	PROJECT NAME :	
CAN WATER OF LOCATION		
CAMPUS ID OR LOCATION:		

WORK ORDER #: PROJECT ACCOUNT. #:

DEPARTMENT	NAME	SIGNATURE	DATE RECEIVED
CUSTODIAL	XAVIER JIMENEZ/GABRIEL LARA		
PLUMBING	LAZARO ELIZONDO		
CONSTRUCTION	HECTOR GONZALEZ		
GROUNDS	ALFREDO RODRIGUEZ		
HVAC	JC ESCAMILLA		
ELECTRICAL	JUVENTINO SALDIVAR		
DEPATMENT OF TECHNOLOGY	JUDITH ESCAMILLA		
POLICE DEPARTMENT	JOSE SILVA		

STAFF	NAME	SIGNATURE	DATE RECEIVED
CAMPUS/DEPARTMENT			
DIRECTOR OF FACILITIES M & O	RUBEN TREVÑO		
ASST. DIRECTOR OF FACILITIES M & O	ROEL MOROLES		
PROJECT MANAGER	MELISSA ORTIZ		



MATERIAL REQUISITION FORM (IN-STOCK ITEMS ONLY)

4 Mo	4309 WARRIOR AVE. cALLEN, TEXAS 78501	rations	(IN-STOCK ITEMS ONLY)
DATE:		WORK ORDER #:	STORE ISSUE #:
PERSON	N (S) PREPARING	G REQUISITION:	
TRADE	:		CAMPUS ID OR LOCATION:
BILL TO) ACCOUNT. #:		
			ERIAL ITEM (S) NEEDED FOR PROJECT
STO	CK# QTY.	UNIT OR EACH	ITEM DESCRIPTION
DEDAD	TA 4PAPE CLIDEDV	/ISOR APPROVAL SI	CONTACTION.
			D VEDIEV FIEMS A DE CODDECT BEEODE I CAVING WADELIOUSE

CUSTODIAL SUPPLY ORDER FORM

	MCLLEN	STORE ISSUE #	t	Of	Tice	Us	e On	ıly		_
Date	INDEPENDENT SCHOOL DISTRICT	ENTERED ON:			/	Γ		/		
CAMPUS	Facilities, Maintenance & Operations		M	M		D	D		YY	1
		ENTERED BY:			_	_				

	REQUESTER:										
In-Stock	ITEM#	QTY.	DESCRIPTION	UNIT	UNI	T COST		TOTAL			
	9021		Wax - Applicatior	ea.	\$	4.45	\$	-			
	9022		Vo Ban Absorbent	ea.	\$	2.36	\$	-			
	9056		Trash Bags - 33 gal 40 x 33 (250/box)	bx.	\$	12.75	\$	-			
	9060		Trash Bag - 16 gal 24 x 33 (1000/bx)	bx.	\$	20.20	\$	-			
	9078		Replacemnet Blades 4" Unger	pkg.	\$	6.05	\$	-			
	9089		Broom Angle Plastic	ea.	\$	12.38	\$	-			
	9093		Gong Pot Brush	ea.	\$	4.16	\$	-			
	9105		Garbage Can Plastic 32 Gal.	ea.	\$	14.04	\$	-			
	9106		SPIC & SPAN DISINF. #PG-32535	gal.	\$	64.26	\$	-			
	9107		COMET DISINF. #PG-39948	gal.	\$	18.69	\$	-			
	9108		#33 PROLINE DISINF.FLOOR #PG-02039	gal.	\$	18.48	\$	-			
	9109		MR.CLEAN FINISH FLOOR #PG 39949	gal.	\$	14.67	\$	-			
	9117		Odor Eliminator	qt.	\$	2.20	\$	-			
	9121		"Peroxy 4D" Shower Wall Cleaner. ONLY	2lt.	\$	11.90	\$	-			
	9122		Cleaner-Bleach liquid 96 oz.	ea.	\$	1.45	\$	-			
	9131		Graffiti Remover "WOW"	ea.	\$	4.75	\$	-			
	9132		Mr. CLEAN MAGIC ERASER PAD	ea.	\$	0.52	\$	-			
	9137		Carpet Cleaner for Bonnet & Extractor	gal.	\$	4.99	\$	-			
	9138		Spray Buff (Restorer)	gal.	\$	10.32	\$	-			
	9141		Dry Erase Board Cleaner 8oz.	btl.	\$	2.90	\$	-			
	9142		Stainless Steel Cleaner/Polisher "WOW"	qt.	\$	6.05	\$	-			
	9144		Workhorse Rags	bx.	\$	41.54	\$	-			
	9149		Handheld Duster Microfiber	ea.	\$	4.49	\$	-			
	9167		Sanitary Liners	bx.	\$	14.90	\$	-			
	9180		Dusters Micro Fiber & Telescopic Pole	ea.	\$	12.20	\$	-			
	9183		Plastic Buckets (Pail)14 quart W/spout	ea.	\$	12.41	\$	-			
	9184		Up Right Dust Pan	ea.	\$	6.19	\$	-			
	9265		Disposable Latex Gloves (Large) PF	bx.	\$	3.23	\$	-			
	9266		Disposable Latex Gloves (Medium) PF	bx.	\$	3.29	\$	-			
	9267		Disposable Latex Gloves (Small) PF	bx.	\$	3.00	\$	-			
	9460		Paper Towels - 6 rls./ bx.	bx.	\$	33.15	\$	-			
	9470		1 1/2" Putty Knives	ea.	\$	0.91	\$	-			
	9530		Mop Bucket W/Ringer 35 Quart	ea.	\$	53.00	\$	-			
	9535		Bowl Mops		\$	0.53	\$	-			
				•	Sub	-Total:	\$	-			
							_				

Continues turn page ----->>>>>

CUSTODIAL SUPPLY ORDER FORM

	MCALEN	STORE ISSUE 1	t	0	ffice	Us	9 On	ľV		
Date	INDEPENDENT SCHOOL DISTRICT	ENTERED ON:			/			/		
CAMPUS	Facilities, Maintenance & Operations	ENTERED ON.	M	М		D	D		Y	Y
		ENTERED BY:								

In-Stock	ITEM#	QTY.	DESCRIPTION	UNIT	UNIT COST		TOTAL
III-Stock	9537	QII.	Mop Handles	ea.	\$ 7.11	-	-
	9538		Green - Mop Head	ea.	\$ 4.42	_	
	9539		Orange -Mop Head for RESTROOM ONLY	ea.	\$ 4.40	_	
	9664		4X10 Base Board Pads (5 pads per box)	bx.	\$ 5.38	-	
	9665		Toilet Tissue 80 Rolls Per Case	CS.	\$ 45.43	_	
	9670		Swivel Pad Holder	ea.	\$ 7.70	<u> </u>	
	9672		Treaded Handle (wood)	ea.	\$ 3.53	_	
	9810		Safety Scraper	ea.	\$ 1.58	_	
	9812		Caution Sign	ea.	\$ 9.56	<u> </u>	
	9830		Foam Hand Soap 6 bags per case (Kutol)	CS.	\$ 34.10	-	
	9835		Scouring Pumice Stick	ea.	\$ 1.87	\$	-
	9836		Individual Scrubbing Sponges (yellow/green)	ea.	\$ 0.52	_	
	9898		URINAL FLAT SCREEN IMPACT 1451	ea.	\$ 0.48	<u> </u>	
	9900		Foam Away (2 oz. per gallon)	gal.	\$ 10.50	\$	-
	9905		28 quart Waste Basket	ea.	\$ 6.45	\$	-
	9909		Dust mop treatment	gal.	\$ 14.40	\$	-
	9911		Floor Finish (Wax)	5-gal.	\$ 46.80	_	
	9914		Floor Stripper	5-gal.	\$ 40.75	\$	-
	9924		Single Edge Blades 100 count	pkg.	\$ 13.22	\$	-
	9925		Vacuum Bags for (Advance & Triumph)	ea.	\$ 0.59	\$	-
	9928		Replacemnet Locks for Item # 9168	ea.	\$ 5.23	\$	-
	9933		Back Pak - "Pro-Team" Bags -10 qts 10/pk.	pk.	\$ 7.50	\$	-
	9943		Back Pak - "Mosquito" Bags - 6 qts 10/pk.	pk.	\$ 7.15	\$	-
	9949		Round Classroom Trash Can	ea.	\$ 9.08	\$	-
	11106		Ceiling Tile 2' x 4'	pk.	\$ 43.64	\$	-
	13196		4' Lamps (36 per box)	ea.	\$ 1.93	\$	-
			Goldshield - 5 gal.	5-gal.	\$ -	\$	-
	*		Black Stripping Pads 20"	bx.	\$ -	\$	-
	*		Dispenser Foam Hand Soap	ea.	\$ -	\$	-
	*		Dispenser Paper Towel	ea.	\$ -	\$	-
	*		Bottle W / trigger - Spic & Span Disinfectant	ea.	\$ -	\$	-
	*		Bottle W / trigger - Comet Disinfectant	ea.	\$ -	\$	-
	*		Bottle W / trigger - Proline #33 Disinfectant	ea.	\$ -	\$	-
	*		Bottle W / trigger - Dust Mop Treatment	ea.	\$ -	\$	-
	*		Vacuum Bags - "Electrolux" - 10/pk.	pk.	\$ -	\$	-
					Total:	\$	-

MCALLEN INDEPENDENT SCHOOL DISTRICT	PU	RC:	HASE N-STO	E RE	QU	[S]	TTIC	N F	OR	M	Revised 7/21/2021
Facilities, Maintenance & Operations 4309 WARRIOR AVE. McALLEN, TEXAS 78501									P.O.		
DATE:		TYPE	3 4 E OF PURCH	5 6 ASE: (SE	7 8 LECT O	NE)	0	REQUI	SITION		
SUGGESTED VENDOR	FUND	FCN	OBJ	SUB OBJ	ORG.	YR	PRGM	PRJ GROUP	PRJ CODE	ГГЕМ	AMOUNT
VENDOR ADDRESS											
CITY, STATE AND ZIP CODE											
VENDOR PHONE AND FAX NUMBER VENDOR NO:											
WORK ORDER #:											
PROJECT NAME:											
REQUESTED BY TRADE											
ITEM # DESCRIPTION	ON			DU COI	ΓΥ QT	Υ	JNIT O		NIT	I	AMOUNT
						-					
								Т	OTAL		
APPROVED DENIED											
DIRECTOR OF FACILITIES MAINT. & OPERATIO	NS SIG	NATUR	E	_				DAT	E		
ENTERED BY								DAT	E		