

# **MAINTENANCE AND OPERATIONS HANDBOOK**

**Revised**

**January 27, 2017**



## **WELCOME TO MAINTENANCE AND OPERATIONS**

You are a member of one of the best school districts in the country, the Aurora Public Schools.

The Maintenance and Operations Department is a customer service oriented team. Our success is built on employees who continually ensure that our customer's expectations are met by the timely completion of work, professional workmanship, and thorough communications. We employ people for their ability to contribute to this concept.

We are a progressive organization where your voice counts. Employees are encouraged to openly share new and innovative ideas to improve services, professional development, and personal growth. We want you to succeed at Aurora Public Schools by channeling your efforts to make your position rewarding and our organization successful.

The information contained in the Maintenance and Operations Handbook is provided as a continuing reference for all. These procedures are to be uniformly administered by members of the leadership team and consistently followed by all Maintenance and Operations employees. These standards will be revised and updated to meet the changing needs of the organization.

### **Maintenance and Operations Mission Statement**

To provide safe, well-maintained, and comfortable facilities, that complement and promote our dynamic learning environments.

### **Support Services Mission Statement**

Our job is to work with stakeholders to create and maintain safe, adaptable and highly functional school and work environments that accelerate learning for every APS student every day.

### **Core Values**

Know and understand the business of education.

Be fiscally responsible, strategic, and tactical with our resources by continuously analyzing and improving our business processes and utilizing data to drive optimal decision making.

Know what our customers need by providing opportunities for open communication and feedback and respond based on priority and resources.

Demonstrate exemplary customer service every day.

# Maintenance and Operations Employee Handbook

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**Important Notice**

This document is intended to furnish APS Maintenance and Operations employees with concise and easy to understand information concerning the policies, procedures and work practices of the department. Where there is conflict between this document and the policies and regulations of the Aurora Public School District, district policies and regulations govern. The document is not intended to create a contract of employment between the school district and any employee. This document is subject to change at the discretion of school district management at any time without notice.

# SECTION ONE GENERAL GUIDELINES

## AFTER HOURS RECALL

All employees are subject to after-hours recall when contacted by a supervisor or the district's security dispatch. Recalls are frequently for the purpose of making emergency repairs after hours or on the weekend. Every effort will be made to minimize emergency recalls and defer routine repairs until the next regular workday. However, the decision of the supervisor or district security dispatcher concerning the need for a recall is final. Employees who are recalled for emergency work will normally be paid a minimum of two hours from the time they get the phone call and assuming they come in. Employees on call or recall that use software applications to resolve emergency situations will be paid a minimum of 30 minutes or the time it takes to resolve the issue – whichever is greater. Snow removal is planned work and not considered emergency work.

## ATTENDANCE/TARDINESS

Reliable attendance and punctuality are essential responsibilities of each employee. Employees are expected to report on time and be prepared to work. Your attendance has a direct effect on the Maintenance and Operations Department's ability to provide services that support the mission of the school district.

Tardiness exists when an employee fails to report to work at their specified starting time or the employee doesn't notify their supervisor of their late arrival prior to the start of their work shift. Disciplinary action may occur if a pattern of tardiness develops or continues.

Employees may not leave during the work shift without getting permission from their supervisor or supervisor's backup.

Supervisors are expected to monitor leave and tardiness of each employee and counsel, request a medical statement from an employee's doctor, give written warning, or pursue disciplinary action based on the employee's attendance.

## BREAKS

Rest breaks for support staff employees shall be determined by the length of the work day and assigned reporting time. Rest breaks shall not exceed 15 minutes in duration.

- An employee working an eight hour day shall be entitled to two rest breaks, one during the first half and one the second during the remainder of the shift.
- An employee working less than an eight hour day but at least four hours shall be entitled to one rest break.
- An employee working less than a four hour day shall not be entitled to a rest break.
- Rest breaks are not to be taken at the beginning or end of a shift.
- At the discretion of the employee or depending on the work load lunch should be taken in the middle of the day and breaks should be taken in the middle of the morning and afternoon shifts.

Breaks must be taken on district property and at the site where the employee is currently working. Stopping at a convenience store, restaurant, bank, post office, credit union, retail outlet, or other place of business is not permitted. You are normally not permitted to combine your breaks, use break time to extend the lunch period, or take the break at the beginning or end of your work shift in order to arrive late or leave early.

**Lunch:** Each employee is authorized a duty-free lunch period of either 30 or 60 minutes, depending on their scheduled workday. Lunch will generally be taken on district property and typically at the work site, unless the employee is able to return to duty within the lunch period allotted. Employees traveling in district-owned vehicles are permitted to pick up lunch from a takeout restaurant provided the following conditions are met:

- The employee is traveling between authorized work locations; the restaurant must be located along the normally traveled route. The employee eats lunch at the next scheduled work location, or
- The employee may travel in a district-owned vehicle to a takeout restaurant from a work location provided that the closest restaurant to the site is used. The employee returns back to the work site to eat lunch.
- The employee understands the travel time to pick up lunch is part of their lunch period.

Employees who are assigned district vehicles are not permitted to go home for lunch in those vehicles. Generally, employees who opt to depart from APS work sites must return to the Facilities Complex and depart in their private vehicle. Please note that your lunch period starts when you leave your work site to return to facilities and ends when you return back to the work site and includes travel time.

## CELL PHONE USE

Employees who carry cell phones should refrain from placing or receiving personal calls during working hours except for urgent matters such as family emergencies. All employees will refrain from cell phone use while operating district vehicles and equipment. Employees may use a cell phone while operating a district vehicle provided they are using a hands-free device. This applies to all cell phones whether district or employee owned.

## DISTRICT VEHICLES

It is your responsibility to take care of the district vehicle assigned to you. The vehicle should reflect a professional image. You are expected to keep the vehicle clean, inside and out, and organized. Supervisors will inspect vehicles on a regular basis to ensure department standards are met.

Employees driving a district vehicle are responsible to obey all traffic laws, city ordinances, and district policies. At no time shall employees park (leave vehicle unattended) in a fire lane, handicapped spots, loading zones or block access to a trash/recycling dumpster. Employees are to refrain from driving on landscape surfaces without prior approval from the Exterior Operations supervisor.

It is the employee's responsibility to ensure the vehicle is locked when unattended, never running (warming up) when unattended, and under no circumstances are keys to be left in the vehicle.

District logos shall not be tattered or worn. Replacement logos may be obtained from Vehicle Maintenance. At no time shall a personal decal be placed on any district vehicle. Employees may display a US flag in his/her assigned vehicle. The flag will be displayed in the left side (drivers), rear window of each vehicle. The flag decal is provided by Maintenance and Operation. Please see the Assistant to the Director for a flag decal.

The frequency for washing a vehicle is 72 hours following a snow storm, maximum once a week, or as needed. Available hours for the wash bay for Maintenance and Operations will be Monday – Friday, 8:00 AM – 4:00 PM. If the wash bay is unavailable for any reason during those days and times Transportation will notify facilities dispatch. Our dispatcher will announce on M&O digital channel when the wash bay is closed. Based on communications from Transportation, our dispatcher will announce when the wash bay is reopened.

Each vehicle is assigned a white fuel card which must stay with the vehicle. In addition to the vehicle fuel card, the operator uses his/her district ID to dispense fuel. Your supervisor will instruct you on how to obtain fuel for your vehicle. It is imperative that you enter the vehicle's odometer reading accurately when re-fueling. Always stay by the vehicle when fueling to prevent possible gas spills. If you have a fuel spill, immediately contact a Fleet Maintenance Manager and your supervisor for assistance.

Basic fluids i.e. oil, windshield wash etc. are available at Transportation. You are expected to check and/or replenish all fluid levels each time you fuel. You are also expected to inspect your vehicle daily for the proper operation of:

Windshield wipers and washers	Windshield intact and undamaged	All lights and directional signals	Horn
Tire inflation and safe tread depth	Brakes	Mirrors	Safety belts

Only personnel assigned to the Fleet Maintenance Shop, Team Leaders, Supervisors, the Transportation Director and personnel designated by the Fleet Manager or Transportation Director are authorized in the maintenance bays. Other employees are not authorized in the maintenance bay unless authorized by the Fleet Manager or Transportation Director.

If you have a vehicle or equipment breakdown contact Facilities Base (303-367-3000 ext. 28600) or your supervisor who in turn will contact Fleet Maintenance.

If you have any vehicle or equipment maintenance needs or malfunctions, please follow these procedures:

- Deliver the vehicle to Transportation, if the vehicle/equipment is operational and can be safely driven. Otherwise, contact your supervisor.
- Report the repair need to the Fleet Maintenance office.

- Do not go directly to fleet mechanics for assistance.
- If no one is in the main office, please go to the main door located on the east side of the service bay, by the wash bay entrance (between door numbers 6 and 7) and press the bell. A mechanic will assist you.
- Arrange a ride back to facilities.
- Transportation will notify your supervisor when the repairs are complete.

Accidents or any type of vehicle damage must be reported immediately to your supervisor and Fleet Manager. More information can be found at <http://risk.aurorak12.org/risk-forms/>

KeyWatcher, the department's automated key checkout system, contains building and vehicle keys. Checking keys out from KeyWatcher is not intended for primary or daily use. It is intended for short term, limited use situations, where the employee's assigned keys do not allow access. KeyWatcher keys must be returned daily.

## DRIVER LICENSES

All employees required to drive district vehicles as part of their job must maintain a valid State of Colorado Driver's License or Colorado Commercial Driver's License as applicable to their assigned duties and shall have good driving records. Failure to maintain a valid driver's license, as applicable to duties assigned, and/or have good driving records may result in the termination or other disciplinary actions.

As a condition of employment, employees will authorize Motor Vehicle Record checks on DR 2489 (Requestor Release and Affidavit of Intended Use) or other pertinent/applicable authorizing documents. See APS Policies and Regulations **EEBA-2E**. At a minimum, the Risk Management Department will review MVR's monthly for employees assigned to operate district vehicles.

All employees who drive district vehicles as part of their job are required to report any traffic citations for moving violations to their immediate supervisor. Employees will use the traffic violation form to report violations, (see **EEBA-1-E**, Notification of Traffic Violation). If the traffic citation is received for driving during the duty day, the report shall be made immediately.

If the citation is received for driving outside the duty day, the report shall be made within 48 hours of the time the employee returns to work. Employees are required to report any conviction (or plea of guilt or nolo contendere) for a traffic-related offense to their immediate supervisor within the same time periods. Failure to give notice as outlined here will be grounds for discipline, up to and including termination.

**Additional CDL requirements:** Employees who are required to operate vehicles requiring a CDL are responsible to take a DOT physical every two years. Aurora Public Schools conducts drug and alcohol testing per the Federal Commercial Carrier Safety Rules. This testing applies to all drivers required to obtain a Commercial Driver's License in order to fulfill the duties required of the job they are performing. The test consists of: pre-employment, reasonable suspicion, post-accident, random, return to duty and follow-up. Post- accident testing will always be offered even if the rules do not require the test. Refusal to take a mandatory test will be considered as a positive test and discipline will be addressed per district policies. The district pays for all required tests. In the event of a positive report, the employee may request a split sample bottle. The employee will be responsible for expenses associated with the split sample.

## E-MAIL AND COMPUTERS

The e-mail and computer systems of the Aurora Public Schools constitute a system which is to be used by district employees to accomplish the business purposes of the school district. Anyone using this system should be aware that computer files and e-mail messages are not confidential.

Both retrieval authorized by district policy and unauthorized retrieval may occur. In addition, e-mail messages may constitute public records under the Colorado Open Records Act. Consequently, employees should utilize some other method of creating, storing and conveying confidential, private or personal information they wish to remain confidential. By using this system, users agree to abide by the e-mail policy and regulation and confirm that they have read and understand the terms of that policy.

All Maintenance and Operations Department 12-month employees have district e-mail accounts. E-mail is an effective way to reach any or all employees with important information; therefore, it is imperative that each employee check his or her e-mail at least once a day. Please refer to APS Policies and Regulations **EGAEA** for clarification on e-mail and computer usage.

Employees need to maintain their District assigned electronic device(s) in good working condition. If an employee

is experiencing operational challenges with hardware, software, connectivity, et cetera, they should communicate the issue to the Assistant to the Director for technical support. If the problem cannot be remedied, the Assistant to the Director will work with IT and the employee to resolve the issue.

Damage to electronic devices must be reported to the Assistant to the Director immediately. Electronic devices are a necessary part of the Department's operation. In some cases the device may be under warranty, so timely reporting is critical. Our goal is to get the employee's device repaired or replaced as quickly as possible.

## FLEXTIME

Whenever possible, the supervisor will attempt to cover extra work through flexible scheduling, that is, by granting time off during the same workweek. When flexible scheduling is not possible, and work over 40 hours is authorized, the employee will be paid.

Work performed in excess of 40 hours per week for classified employees, except classified administrators and supervisors, shall receive overtime compensation at the rate of one and one-half times their normal hourly wage for time in excess of 40 hours.

Compensatory time is not permitted.

## GRIEVANCES

It is the policy of the district to develop and practice effective methods of resolving employee grievances relating to formal disciplinary actions.

The Director of Employee Relations is designated as the Grievance Officer for the school district. It will be the function of the officer to establish procedures and facilitate the processing of formal grievances. Please refer to APS Policies and Regulations **GBK** for more information on grievances or use this link: <http://aurorak12.org/pol-reg/SectionG/gbk.pdf>

## HOLIDAYS

Like leave accrual, the number of paid holidays an employee receives per year is dependent on days and hours worked. Please refer to the chart as a general guideline; refer to APS Policies and Regulations **GDD** for more specific information.

Employee Type	Number of Paid Holidays per Year	Specific Holidays Off
12 month/full time	11	July 4th Labor Day, 2 days at Thanksgiving 2 days for Winter Break, 2 days at New Years, Martin Luther King Day, President's Day, Memorial Day
Other Employees working less than 12 mo.	10	All of the above except July 4th
This is a general guide only; please refer to APS Policies and Regulations <b>GDD</b> for specific information		

## IDENTIFICATION BADGE/PROXIMITY CARD/DISK

Maintenance and Operations staff are issued identification badges that serve as both their District ID and access to buildings (Proximity Card/Disk) and for fuel dispensing. Employees are required to safeguard their ID and proxy card/disk. All APS employees must wear their identification badges at all times when on APS property. District ID's must be in good condition, current (not expired) and employee photograph clearly distinguishable – worn, damaged or expired ID's must be replaced.

If you lose or misplace your ID or proxy card/disk you must immediately notify you supervisor. The supervisor will notify Security, Assistant to the Director and Director. Replacement proxy card/disk is obtained from Security at Education Services Center – 1. M&O will be charged the replacement fee of \$3. (Be sure to remind them to charge the M&O account.) Replacement Proxy Card/Disk requests are entered by the Assistant to the Director.

Replacement ID's are obtained from HR Employee Services at Educational Services Center – 4. If you misplace or lose your I.D. M & O will be charged the replacement fee of \$10. (Be sure to remind them to charge the M & O account.) The Employee Services Office does I.D. Badge replacements from 7:30 a.m. to 4:15 p.m. Monday



through Friday, excluding holidays.

Please do NOT attach your keys to the same lanyard that holds your I.D. Should you lose the lanyard, this would present a serious security risk.

## **KEYS**

Employees are required to safeguard District keys issued to them. If you lose or misplace a key, you must immediately inform your supervisor. Your supervisor will notify Security, the Assistant to the Director and Director. Supervisors may assess employee for the re-keying cost for each lost key if negligence or policy violations contributed to the loss.

Employees terminating their employment with the District must turn in all assigned keys. The employees' final paycheck may be held until this requirement is met. An employee entering or leaving a locked building is responsible for securing the building, and may be held responsible for any loss or damage to district property resulting from failure to do so.

KeyWatcher, the department's automated key checkout system, contains building and vehicle keys. Checking keys out from KeyWatcher is not intended for primary or daily use. It is intended for short term, limited use situations, where the employee's assigned keys do not allow access. Employees who frequently need building master keys will be assigned a personal identification number for KeyWatcher. These employees are responsible for safeguarding their pin number and returning keys to the box within the established time period. KeyWatcher keys must be returned daily.

## **OVERTIME versus OVER CONTRACT**

The Oracle Self Service Timecard automatically calculates over contract or overtime depending on hours worked. Please note that district holidays, sick leave, vacation, or other types of leave are not counted as hours worked. Here are a couple of examples of how over contract or overtime is calculated:

- An employee takes eight hours vacation on Tuesday, but works six hours on Saturday. The employee would be paid six hours over contract - not overtime. Why? The employee "actually worked" 38 hours during the workweek. The vacation day doesn't count as hours worked.
- Monday is a district holiday. Employees are required to work 32 hours during the workweek (or take vacation, et cetera). An employee is called into work on Saturday. The work takes 10 hours to complete. The employee would be paid eight hours over contract and two hours overtime. Why? The district holiday doesn't count as hours worked. The first eight hours are over contract. Once the employee reaches the 40 hour threshold, in this case 32 hours + 8 hours, they are entitled to overtime for any additional hours worked. So, in this example, two hours would be paid as overtime.

All overtime or over contract must have prior approval from a supervisor. A supervisor may assign overtime or over contract in cases of emergencies or unusual circumstances. For after-hours recall, this authority is delegated to the District's Security Dispatch operator or On-Call supervisor. In most cases, employees will be given an opportunity to accept overtime voluntarily.

## **PERSONAL INFORMATION**

Please remember to change your name with the compensation office and all information with the benefits office including life insurance, PERA account, 401(k) and/ or 403(b) and beneficiaries if applicable. Employees are expected to updated Oracle Self- Service with any address and telephone number changes. To use this service go to: <http://hr.aurorak12.org/resources/oracle-self-service/>

## **PERSONAL VEHICLES - USE FOR DISTRICT BUSINESS**

Employees may use private cars on school district business with the permission of their supervisor. In such cases, the insurance carried by the car's owner is considered primary. For detailed information concerning individual and district liability when using your personal vehicle on district business, see APS Policies and Regulations **EEBB**. Employees authorized to use their cars for district business or who incur other travel expenses resulting from their attendance at approved conferences or meetings are reimbursed for mileage at a rate established by the district.

## **TOOLS/EQUIPMENT - DISTRICT**

Employees are responsible for taking reasonable care of district tools/equipment and may be held financially

responsible for loss or damage due to negligence. Tools/equipment may not be borrowed for personal use and are subject to inventory when directed by a supervisor. All purchases, replacement or not, require a supervisor's approval. Failure of a departing employee to turn in all assigned tools/equipment will result in the retention of their final paycheck until this requirement is met.

## **TOOLS/EQUIPMENT – PERSONAL**

In some trades it is customary for technicians to furnish their own personal tools and equipment. Usually Maintenance and Operations will replace personal tools that break or wear out with an equivalent type and quality. You will be required to provide the damaged tool to your supervisor prior to replacement.

## **WORK ORDER PARTS AND SUPPLIES**

The Facilities Warehouse stocks a variety of the parts and supplies frequently needed for school/site repairs. To obtain parts, employees must provide a valid work order number so the items can be properly issued and removed from inventory. Request only the quantities and types of parts required to accomplish the repair. Replenishment of truck stock should be charged to the work orders established for that purpose. Some work is funded by individual sites, so we must ensure that they are only paying for parts needed and used for their request.

If you have parts left over after completing a job, please return them to the warehouse. You will need to provide the original work order number.

The Warehouse tool room stocks a limited amount of special purpose tools and hand tools. Employees are to request tools only when needed and immediately return them to the tool room when the work is complete.

**Direct Purchase:** Always confirm that an item is not available from the warehouse before ordering it through Purchasing. When charging parts against a work order for a specific repair at a school, you should order only the parts you need to complete that repair. Do not order extra for future repairs. When picking up parts from suppliers, you will be required:

- To obtain supervisor approval
- Show your APS ID badge
- Provide a work order number
- Provide a site name

The suppliers have been instructed that these are mandatory requirements.

Prior to leaving the supplier, employees are required to:

- Review the receipt
- Make sure the receipt is tax exempt
- Purchases are itemized and priced

At the end of each work day the employee is required to give their supervisor all purchase receipts.

The supervisor is responsible to:

- Review all purchase receipts
- Ensure the following information is on the receipt:
  - Work Order #
  - Location
  - Employee name
  - Supervisor signature
  - Date
- Turn in all receipts to front office in box at the end of each day.

Under no circumstance can employees purchase items for personal use on district time or use district accounts, open purchase orders, checks, tax exempt or other means of payment.

## **WORK ORDER TIME ACCOUNTING**

All technicians are issued an electronic device for work order time accounting. You are expected to account for your work time as accurately as possible. To ensure accurate time accounting you must post work hours and update work order status daily. Daily time accounting should be completed at the end of your work day.

## **WORK PERFORMED AT DISTRICT SITES**

When working at district sites, all employees must sign in at the front office, present District ID, and state the nature of their business. Safety should always be an employee's first concern. It is expected that all work be performed in a professional manner, efficiently, and of the highest quality. It is also extremely important to set a good example for students and staff. This includes proper language and conduct.

Upon leaving the building, the employee must sign out. The employee must notify the office staff or the Head Custodian on the status of the work. If it will be necessary to return to complete the repair, please tell an office staff member or Head Custodian when you expect to return. No time will be spent at any building premises unless you have a specific reason to be there.

# SECTION TWO

## PROFESSIONAL CONDUCT

### COMMUNICATION

Effective communication is critical to the success of the department and its employees. Communication among our employees and with our customers must be open, honest, and complete.

Communication is a two-way street. As a result, supervisors and employees are encouraged to openly talk about ideas which they may have to improve operations, and to discuss any problems which may prevent the operations from running in an efficient, professional manner.

### CONFLICT OF INTEREST

Employees are required to conform to all requirements of APS Policies and Regulations **GBEA**, (<http://aurorak12.org/pol-reg/SectionG/gbea.pdf>) Staff Ethics/Conflicts of Interest. The following is a summary of **GBEA** which may affect maintenance and operations department employees. The acceptance of gifts from district contractors or suppliers is limited to items of small value as defined by the district regulation. Under most circumstances, a district employee may not work for a company that does business or has done business with the district. The use of district materials, supplies, or resources for any purpose other than the advancement of the interests of the district is prohibited.

In general, Maintenance and Operations Department employees are permitted to perform outside work for pay as long as this does not conflict with their district employment. You are prohibited from using district tools, equipment, or materials in your personal business or use. You are also prohibited from conducting personal business on district time, and this includes taking personal business phone calls during the workday or giving your work phone number to your business clients. You may not buy supplies for your personal or business projects while on district time. If you have any doubt about the acceptability of an outside employment position, or other requirements of the conflicts of interest policy, consult your supervisor.

### CUSTOMER SERVICE

Customer service is equally important as the skills and talents you bring to the department. Students, staff, and community are all considered our customers.

In all interactions with customers you are expected to:

- Address the customer with respect
- Demonstrate understanding for the customer's anxiety
- Work around the customer's schedule if necessary
- Notify the customer if you have to leave a project unfinished
- Keep promises made to the customer, or if unable, explain the reason why
- Opinions, information or expressions that reflect negatively on the District are discouraged

### DISCIPLINE

The Board of Education of Aurora Public Schools authorizes the Superintendent to compose and implement regulations relating to the suspension, discipline and termination of classified employees. Such regulations are designed to treat employees fairly while at the same time maintain a productive and efficient workforce. The conduct described below illustrates the kinds of behavior that could result in varying degrees of disciplinary action:

- Failure to carry out instructions or failure to perform a job in a satisfactory manner
- Insubordination
- Discourteous, offensive or abusive conduct or language
- Dishonesty
- Possessing, using, distributing or being under the influence of alcohol or any illegal drugs
- Excessive absences or tardiness
- Abusing sick leave privileges
- Failing to notify a supervisor prior to absence
- Falsifying district records
- Engaging in a work stoppage
- Failing to follow safety regulations or practices
- Provoking or participating in a fight

- Being convicted of a criminal offense
- Carelessness with or intentionally damaging property
- Temporarily or permanently removing, possessing or using district property without authorization
- Threatening, intimidating or coercing others
- Horseplay or practical jokes that can or do result in injury or damage to property
- Failing to report situations that could be injurious to personnel or equipment
- Possessing, on district property, any object that can be considered a weapon
- Making false, vicious or malicious statements about another employee or the district
- Engaging in conduct, on/off the job, which adversely affects the employee's ability to do his/her job or which reflects adversely on the district

## **DRESS CODE/APPEARANCE REQUIREMENTS**

All employees should reflect a neat and hygienically clean appearance consistent with the work they are performing. It is expected that all employees will represent the Maintenance and Operations Department in a positive and professional manner in their personal appearance.

The following defines appropriate or inappropriate attire/appearance:

- Clothing must be neat and in good repair. Your choice of clothing should be appropriate for the job you are performing and should reflect professionalism and common sense. Clothing shall not advertise alcohol, drugs, tobacco, and sex or reflect gang related appearances. Suggestive or provocative artwork or lettering shall not be worn at any time. Shirts must have sleeves. Skirts may be worn provided the length is modest and reflects a professional image. Materials such as lycra/spandex are not recommended as an outer garment.
- Wearing of hats, du-rags, hoods, stocking caps or other types of headgear is prohibited inside buildings. Wearing of hardhats or other types of protective helmets, approved by the Occupational Safety and Health Administration are permitted as dictated by the work. The M&O facility is considered a shop due to the nature of work conducted, employees can wear hats while working in the shop and using other M&O areas.
- Footwear shall be in good repair and appropriate for the conditions and the type of work being performed; note that the emphasis should reflect safety. Open-toed shoes are prohibited for technicians and supervisors.
- Employees who work on or near dynamic equipment should avoid wearing loose clothing or dangling jewelry, which might become entangled in moving parts.
- Similarly, long hair should be tied back to avoid risk of entanglement in spinning shafts and similar hazards.
- Facial hair shall be well groomed and not present a potential safety concern near dynamic equipment and/or power/hand tools.
- At the discretion of the supervisor, the site administrator as applicable, shorts may be worn from the last day of traditional school until September 1st, and during fall and spring break periods. Shorts must be hemmed, have a modest standing length, and reflect a professional image (no gym or athletic shorts allowed). Employee safety is the first consideration when choosing whether to wear or not to wear shorts. Supervisors are responsible for ensuring shorts are appropriate for the job being performed.

## **OPEN DOOR POLICY**

All Maintenance and Operations supervisors have an "open door" policy out of respect for our employees. Supervisors may not notice something which you think should be obvious to them (or, even if they saw something, they may not realize how serious it was to you). It is your obligation to tell your supervisor if something has upset you.

We realize that not every problem can be resolved to everyone's total satisfaction. However, we believe that most problems arise through miscommunication or lack of understanding of the reasons of the department (or of a coworker) for a particular decision - so, if the problem can be resolved by talking through the concerns of the employee, everyone will benefit by the elimination of most workplace conflicts.

We are committed to the principles of common courtesy and open communication.

## **PROBLEM RESOLUTION**

Whenever an employee is concerned with something which has occurred in the workplace, and the employee has

been unable to resolve the problem through routine workplace discussions (or the employee reasonably believes that such discussions would be futile or counter-productive), the employee is encouraged to notify his/her supervisor. As a general rule, problems are more easily resolved if they are addressed quickly, so the employee should talk with his/her supervisor as soon as possible.

## **RULES OF CONDUCT**

The proper conduct of all employees is necessary to ensure a safe, productive and pleasant working environment. As a Maintenance and Operations employee, you are expected to conduct yourself in accordance with the following guidelines:

- Safety is our first priority, be safety conscious at all times
- Know and follow all established guidelines in the employee handbook
- Perform the job assigned to the best of your ability
- Be prompt in reporting to work and devote full attention to your work while on duty
- Be fair, courteous and cooperative in dealing with customers and fellow employees
- Take personal responsibility to get along with others who may have different beliefs, backgrounds, or other differences
- Display common courtesy when interacting with others

## **TIME MANAGEMENT**

All employees are expected to manage their time efficiently while on duty. Unless you have a specific task at the facilities complex, you should depart to your first job 15 minutes after your shift begins and return at the end of the day no more than 15 minutes prior to your shift ending.

## **SECTION THREE EMPLOYEE DEVELOPMENT AND RECOGNITION**

### **JOB TRANSFERS**

Employees who wish to transfer to a vacant position for which the employee is qualified for shall apply on-line by going to: <http://www.applitrack.com/aurorak12/onlineapp/> and follow the step by step directions for classified employees highlighted in green.

### **QUARTERLY AWARDS**

Maintenance and Operations recognizes individuals in our department who exemplify good customer service skills by going "Above and Beyond" and how we do that is by awarding quarterly awards. Staff members are encouraged to nominate an employee and then the leadership team and the previous award winners make the selection. Two facilities staff and two custodial staff are selected every quarter. You can nominate a colleague by going to this link: <http://maintop.aurorak12.org/>

### **PERFORMANCE EVALUATIONS**

All classified employees shall be evaluated every other year by their appropriate supervisor on the computerized electronic form entitled "Classified Employee Performance Evaluation". Evaluation criteria includes but not limited to:

- Job Duties
- Human Relations
- Initiative
- Goals
- Attendance
- Adhering to Policies, Regulations and Handbook
- Department Performance Indicators

Supervisors are expected to review and discuss each employee's evaluations with the Director of Maintenance and Operations prior to meeting with the employee. Evaluations are signed by the employee, their supervisor, the Director and sent to the Division of Human Resources and placed in the employee's permanent file. A signed copy will be given to the employee and placed in the site personnel file.

More frequent evaluations may be initiated by the supervisor. An employee may request an annual evaluation.

Classified employee performance evaluations for year round employees will be due to the Division of Human Resources no later than June 30. Classified employee performance evaluations for non-year round employees will be due to the Division of Human Resources no later than the employee's last workday.

### **SEEKING ADVANCEMENT**

All employees are encouraged to look beyond their current position to seek advancement. When possible, we firmly believe that promoting from within is the right thing to do. Your actions today and tomorrow could have an impact on decisions made next year or the year after.

Setting a goal, developing a plan to meet your goal, and then implementing your plan are all important steps when seeking advancement. Communicating your goal with your supervisor or others that hold the position you seek can help too. He/she may be able to provide insight into the skill sets and education needed to reach your goal. Please keep in mind that in most cases this means you will need to provide your own training. Remember – the time to start working towards your goal(s) is now – not when the position you seek becomes open.

### **TRAINING**

We try our best to provide adequate (third party) training opportunities for all of our employees, but sometimes the most beneficial training is from your co-workers. We have a diverse and talented work force, who will openly share ideas, strategies, and concepts. At times budget constraints limit our third party training but please take advantage of every opportunity given to you.

## SECTION FOUR LEAVE

### ABSENCE REPORTING

Facilities based employees are required to record all absences in AESOP at <https://kelly.aesoponline.com/login2.asp>. Every absence needs to be recorded in a timely fashion.

#### HOW TO REPORT ABSENCES

Maintenance and Operations classified employees use Oracle Self Service Timecards to report work and AESOP to report leave hours. An employee must report an unscheduled absence prior to the start of his or her scheduled work shift by calling the absence reporting number (303-326-1942) and make the appropriate selection.

All leave must be reported in AESOP by the employee. AESOP can be accessed either by the internet: <https://kelly.aesoponline.com/login2.asp>, telephone 1-866-535-5998 or email [kesschedule@kellyservices.com](mailto:kesschedule@kellyservices.com). When emailing use the following format for reporting absences:

- Employee's Full Name:
- Date:
- Reason: (ex-Vacation, Personal, Paid Health, Bereavement)
- Time: (ex- Full day, Half day AM, Half day PM, Custom)
- Employee's Start Time and End Time: (Actual Work Hours for example-7:00am-3:30pm or 6:30am-3:00pm)
- No substitute needed

For unscheduled absences it is mandatory the employee enter the absence in AESOP the day of the absence. Please note if using the website absences need to be reported one hour before actual start time, for example if your start time is 6:30am the absence needs to be entered before 5:30am. Absences reported less than an hour before your start time need to be called into AESOP or emailed.

Scheduled absences such as vacations can be entered in AESOP in advance. AESOP will automatically populate your Oracle timecard but not until the day after the absence has occurred. Supervisors are responsible for monitoring staff leave and will verify the accuracy of each reported absence on a weekly basis.

### BEREAVEMENT

The Board of Education of Aurora Public Schools shall grant regular and part-time employees leave, without loss of pay if the employee has enough accrued leave, not to exceed a five-day period, in the event of a death in the employee's immediate family.

### FAMILY EMERGENCY

An employee who has accrued enough leave shall be entitled to a maximum of five days leave with pay during each year in the event of illness or disability of a family member of her/his immediate family.

Due to unusual circumstances, the Chief Personnel Officer or designee may extend the five day limit described above.

### JURY DUTY and WITNESS LEAVE

Employees must submit all jury summons or witness documentation to their supervisor who in turn will forward the documentation to Human Resources. All jury duty and witness leave must be reported through the absence reporting system.

### LEAVE (ABSENCES, SICK, VACATION, etc...)

Important leave policies: Accrual of paid leave (vacation, sick time, bereavement, personal days, etc.) is dependent upon the number of days worked in a year and the number of hours worked per day.

Prior to reporting an absence or requesting leave; the employee is responsible for verifying that the appropriate leave is available. If the employee has insufficient time to cover the absence or leave, and needs to use leave without pay, the employee must have prior approval from his or her supervisor before taking the leave. An absence consisting of more than three continuous days will require verification and release by your physician prior



to your return to duty status. (Leave of absence for an extended period of time needs to be done through Employee Benefits, at ext. 28072.)

EMPLOYEE	HEALTH LEAVE	VACATION
12-month, full-time (8. Hrs. day)	10 hrs./month	Less than 5 yrs. in APS = 8hrs. /mo. 5-9 yrs. in APS = 10hrs. /mo. 10-14 yrs. In APS = 12 hrs. /mo. 15+ in APS = 14 hrs./mo.
12-month, part-time (4+ hrs./day, but less than 8 hrs./day)	Pro-rated based on hours worked per day	Pro-rated based on hours worked per day
<b>Please note:</b> For specific information on your leave accrual, please call ext. 28039 or ext. 28040 to reach the HR Compensation Department.		

### PAID HEALTH LEAVE BANK

- All new employees contribute one day of their paid health leave to the Health Leave Bank on their one year anniversary with APS; when necessary, employees may be called upon to contribute again to revitalize the bank when hours run low.
- Individuals who have used all accrued paid health leave may apply to the bank or additional paid leave days for personal injury or illness (limit is 25 days/year; exceptions for up to 50 days can be made by the Health Leave Bank Committee); the Health Leave Bank Committee has the right to reject any application. Refer to APS Policies and Regulations **GDCAA** for specific information on the health leave bank.

### Important Leave Reminders

- Every employee receives three special days (aka personal time) per year. These days may be used for personal business, such as legal matters, home closings, etc. but not for personal recreation. Personal time is included in your sick time total on your paycheck.
- Jury duty time and work time do not come out of your health leave or vacation accrual. Additional paperwork is required for jury duty.
- Health leave and vacation accrual do carry over from year to year, but personal time does not. You cannot accrue more vacation than you would in a two year period.
- For purposes of tracking your accrued leave, please remember that the APS payroll runs from the Saturday prior to or on the 15<sup>th</sup> of a month through the similar Saturday of the following month.
- Health leave may be only used for personal illness or the illness of an immediate family member (spouse, children, and parents). Bereavement leave is limited to five days for immediate family and is included in your sick time total on your paycheck.

Days Granted	Leave Type	Description
Five Annually	Family Health Emergency	Granted in the event of illness or disability of a member of her/his immediate family. Leave time is subtracted from employee's sick leave accumulation.
Length of Service	Jury Duty	Employees who are called for jury duty shall receive full pay during their absence but shall assign their jury duty pay, mileage expense excepted, to the district.
Three Annually	Special Leave	Personal reasons for special leaves of absence shall include accidents, court appearances, funerals, graduations, situations over which the employee has no control, illness in the immediate family and other similar cases. Leave time is subtracted from employee's sick leave accumulation.
Five Annually	Bereavement Leave	Granted in the event of a death in the employee's immediate family. Leave time is subtracted from employee's sick leave accumulation.

Any employee taking sick leave may be required to verify the illness or injury by furnishing a medical doctor's statement.

Sick leave with pay is a benefit provided to employees to protect their health and welfare. Sick leave may not be used for travel time out of state for routine medical service. Among the reasons for which paid sick leave may be used are:

- Injury or illness to the employee; and
- Dental visits, doctor visits or other health purposes when such appointments can only be made during the work day, provided however, that the employee shall come to work before the appointment if s/he can remain for two or more hours of her/his normal duty day before reasonably having to leave for the appointment and shall return to work after the appointment if s/he can reasonably return with two or more hours of her/his normal duty day remaining after arrival.

An employee receiving compensation from the State Compensation Insurance Fund, the district's Long-Term Disability Insurance or PERA disability fund for a period during which the employee is on paid leave and consequently is receiving full pay shall assign such payments to the district and have paid leave days restored equivalent to the amount of money so assigned.

Accrual of paid leave (vacation, sick time, bereavement, personal days, etc.) is dependent upon the number of days worked in a year and the number of hours worked per day.

## VACATION

Employees must submit requests for vacation through their supervisor. Vacation shall be scheduled at the convenience of the district and when possible at the convenience of the employee. Approval is contingent on scheduled work and the availability of other employees to cover workloads during the time requested. You should discuss unusual leave circumstances with your supervisor prior to submitting your request.

Requests for vacation leave of three days or less requires at least three workdays notice.

Requests for vacation leave of greater than three consecutive days require at least 10 workdays notice.

- All vacation leave must be reported in AESOP.
- Vacation leave is generally not allowed 10 working days prior to or following the first day of school.
- Classified employees are allowed to carry a maximum of two years vacation time i.e. 8 hours of vacation per month = 192 hours (8 x 24). If this level is reached you will be in a "use or lose" situation where you will not accumulate any more time until you use vacation time to get below the maximum allowed.

Employees are responsible for monitoring and managing their vacation time so they are not in a "use or lose" situation. The table below is a reference for the maximum number of vacation days accumulated based on years of services:

<b>Years of Service</b>	<b>Hours Per Month or Maximum Hrs.</b>	<b>12 Month Employees</b>
0-4	8 or 192	12 days
5-9	10 or 240	15 days
10 – 14	12 or 288	18 days
15+	14 or 336	21 days

# SECTION FIVE SAFETY AND HEALTH

## ACCIDENT PROCEDURE WHILE DRIVING

If you are in a motor vehicle accident while driving an Aurora Public Schools vehicle:

- Call police immediately if the accident involves other parties.
- See the APS Automobile Accident Reporting Procedures for additional instructions.
  - Link to Risk Managements Motor Vehicle Accident page:  
<http://risk.aurorak12.org/claims/motor-vehicle-accidents/>
  - Link to Automobile Accident Reporting Brochure:  
<http://risk.aurorak12.org/wp-content/uploads/sites/113/2015/12/auto-brochure-rev-June-20152.pdf>
- Contact your supervisor to report the incident.
- Supervisor notifies Risk Management if there are bodily injuries.
- Supervisor notifies Fleet Maintenance if the vehicle needs towed.
- Complete an accident report and send electronic copies to the following:
  - a. Risk Management (Attn: Lissa Pierce)
  - b. Fleet Maintenance (Attn: Shawn Smith) and,
  - c. M&O Director Assistant (Regina Springli) to be included in the employee's personnel file.
  - d. Employee's supervisor (if not sent by the employee's supervisor)
- Arrange to take the vehicle to Fleet Maintenance for a damage assessment. Skip this step if the vehicle is towed.

**Risk Management has prepared a brochure on Automobile Accident Reporting Procedures to be kept in the glove box of each APS vehicle with the APS insurance card. Please contact Risk Management to request a brochure for your vehicle.**

## ASBESTOS AND ENVIRONMENTAL AWARENESS TRAINING

All employees are required to take Asbestos and Environmental Awareness Training at the beginning of their employment and annually thereafter. Your supervisor will notify you when your training is scheduled.

## EAR BUDS, HEADPHONES, AND RADIOS

Ear buds and headphones will not be worn during student or staff contact hours, when a potential safety issue exists, or when operating a vehicle or equipment. Radios may be played at the discretion of the site administrator/supervisor.

## EMERGENCY PROCEDURES

The safe guarding of employees is a priority for the department. We have an emergency procedure plans in place and a copy can be found on the Maintenance and Operations Google shared drive under Procedures, Plans and Specs:

- Facilities Complex Lockdown and Emergency Procedures:  
<https://drive.google.com/drive/folders/0B5Xg2u9qh2Qbbm5ISVVNemN2dW8>
- Facilities Complex Tornado Plan  
<https://drive.google.com/drive/folders/0B5Xg2u9qh2Qbbm5ISVVNemN2dW8>

## ENVIRONMENTAL COMPLIANCE

The Environmental Compliance Branch is a team which manages numerous environmental regulatory issues. They strive to assist, maintain, and improve ways to protect the district stakeholders and contribute to a positive learning environment. If you have questions or concerns about environmental issues please contact (303) 367-3000 ext. 28682.

**Emergency/Spill Response Contact Information**  
**APS Security – (303) 367-3060**  
**Environmental Compliance – (303) 367-3000 ext. 28682**

## **HAZARDOUS MATERIALS (USE OF)**

The use of hazardous materials is a necessary function of the day-to-day operations for the department. Working safely with hazardous materials is the responsibility of all employees. Prior to the use of these materials, employees must learn how to properly handle, store, and dispose of the products. Information on the safe use of hazardous materials can be found on the product's label and material safety data sheet. Additionally, employees may be required to attend Hazard Communication Training.

The district has strict regulations for the purchase of hazardous materials. An employee may purchase hazardous materials only from the approved list of materials maintained at the Purchasing Office. Items which are not on the list, must receive written approval from the Environmental Compliance Manager prior to the purchase of such materials. Please notify your supervisor if you have any questions or concerns about hazardous material usage or see district regulation **EBAB-R** for additional information.

## **HAZARDOUS PRODUCT STORAGE AREA**

The Hazardous Product Storage area at Facilities is classified as a small quantity generator of hazardous waste. To meet the regulatory requirements of a small quantity generator, Aurora Public Schools Facilities Complex must implement an emergency contingency plan. The emergency contingency plan establishes preparedness and prevention procedures to eliminate or minimize potential hazardous material incidents. To protect themselves, co-workers, and the community, employees of the Maintenance and Operations Department must understand how to respond appropriately to a fire, explosion, or hazardous material spill at the hazardous products storage area.

In the event of a fire, explosion, or hazardous material spill at the Hazardous Products Storage area, employees of the Maintenance and Operations Department must follow these guidelines:

- Move to a safe location.
- Immediately report the incident to control 2 using your district radio to contact the dispatch office.
- Do not attempt to extinguish a fire.
- Do not attempt to stop or clean up a hazardous material spill.

## **SECURITY ALARMS**

After hours building access will sometimes involve entering through an active security alarm system. Buildings will vary regarding the type of alarm systems and the methods of operation. Alarm access codes are issued by Security and must be treated with the same care and discretion as keys. To request an alarm code use the following link: <http://security.aurorak12.org/forms-2/alarm-codes-and-proxy-access/>

When entering a building with the alarm system activated, you must call or radio the District Security Office (303-367-3060) (via radio – control 2) just before or immediately after entering the building. You must provide your name, purpose for entering, and estimated duration of stay. You must also call Security when you are leaving the building. If these procedures are not followed, the Security Office will assume that any alarm received is the result of an unauthorized intrusion and the Aurora Police will be dispatched.

## **SMOKING/TOBACCO PRODUCTS**

In accordance with Colorado Statute, the use of all tobacco products on school property and at school-sponsored activities by students, teachers, staff and visitors is prohibited.

School property means all property, whether owned, leased, rented or otherwise used by a school, including, but not limited to, the following:

1. All interior portions of any building used for instruction, administration, support services, maintenance, storage and any other structure used by a school.
2. All school grounds surrounding any buildings over which the school is authorized to exercise dominion and control. Such grounds include any playground, athletic field, recreation area, parking area and privately-owned vehicles parked on District property.
3. All vehicles used by the school for the purpose of transporting students, workers, visitors or any other persons.
4. Any sanctioned activity or event.

“Tobacco product” means:

- a. Any product that contains nicotine or tobacco or is derived from tobacco and is intended to be ingested or inhaled by or applied to the skin of an individual, including but not limited to cigarettes, cigars, pipe tobacco, snuff and chewing tobacco; and
- b. Any electronic device that can be used to deliver nicotine to the person inhaling from the device, including but not limited to an electronic cigarette, cigar, cigarillo or pipe.
- c. "Tobacco product" does not include any product that has been approved by the appropriate federal agency as a tobacco use cessation product.

Use means lighting, chewing, smoking, ingesting or application of any tobacco products.

## **SNOW REMOVAL PLAN**

Please refer to the Snow Removal Plan located on the M&O Google shared drive:  
<https://drive.google.com/drive/folders/0B5Xq2u9qh2Qbbm5ISVVNemN2dW8>

## **TWO-WAY RADIOS**

Some employees will be issued two-way radios for communication use during the work day. The Maintenance and Operations Department uses the M&O digital channel for operational communication. Security Dispatch (Control 2) monitors radio communications 24 hours per day, seven days a week and can be reached on the M&O digital channel. Employees who are dispatched by radio should monitor M&O digital channel for transmissions at all times. If noise or other conditions make it impossible for you to monitor your radio, you must notify facilities base when you will be off the air and again when you are back on.

Use courtesy on the radio at all times. Listen first to make sure there is no active communication before talking. Key the radio and begin speaking after a short pause (2 seconds) and always be brief and to the point. Our radio frequency is monitored throughout the district so proper etiquette is strictly enforced. Use other means of communication for sensitive or extended conversations.

For safety reason your radio has been programmed with a personal code that identifies you during all communications. You should use the radio assigned to you but if it is necessary to use a different radio, you are required to notify the dispatcher.

Intentionally disrupting district radio channels jeopardizes the safety of your co-workers and may affect our FCC license. Such behavior will not be tolerated and disciplinary actions may occur.

## **VISITORS**

All visitors are required to enter at the main entrance and sign in at the front desk. Whenever you are visited by vendors or other guests, please ensure they have signed in and have a temporary ID badge and that they sign out and return the ID badge when leaving.

## **WORK INJURIES**

### **Non-emergency procedures**

Verbally inform your supervisor immediately.

Complete a [First Report of Injury](#) and give it to your supervisor. If that is not possible, complete the form by the end of your next work day. If you are physically unable to fill out an injury report, your supervisor can complete one on your behalf.

**See a school nurse who will determine if medical treatment is necessary.**

Unless you need emergency treatment, get an authorization form from the nurse and take it to one of the following district approved locations- <http://risk.aurorak12.org/claims/work-injuries/>

A Work Status Report will be given to you at the clinic. This report will indicate your physical condition, whether or not you have any work restrictions, and when you are to return for follow-up treatment. Employees are expected to hand-carry this report to your supervisor after you leave the clinic or within 24 hours. If you are medically unable to deliver the report within 24 hours, you must call your supervisor within 24 hours and report your status.

**In case of EMERGENCY:** In case of a life or limb threatening emergency, call 911.

If an injury occurs after hours and immediate medical treatment is needed, report to the nearest emergency room. ALL FOLLOW-UP MEDICAL TREATMENT MUST BE ARRANGED BY ONE OF THE CLINICS LISTED REGARDLESS OF REFERRALS MADE BY EMERGENCY ROOM PHYSICIAN(S).

Call (303) 365-7816, extension 28412, to report the emergency. After hours call (303) 367-3060, and the on duty dispatcher will be able to contact the Risk Manager. Have the employee complete a [First Report of Injury](#) as soon as possible, **or complete one for the employee if he/she is unable to fill one out**. Fax the report to Risk Management at (303) 326-1984.

## **WORKPLACE VIOLENCE**

The safety and security of our employees is very important. Threats, threatening behavior, acts of violence, or any related misconduct that disrupts another's work performance or the department's ability to execute its mission will not be tolerated. Any employee who makes threats, exhibits threatening behavior, or engages in violent acts on district property may be removed from the premises pending the outcome of an investigation. Threats, threatening behavior, or other acts of violence executed off district property but directed at department employees or members of the public while the employee is conducting district business are also unacceptable. Off-site threats include, but are not limited to, threats made via the telephone, fax, electronic or conventional mail, or any other communication medium.

Employees are responsible for notifying their supervisor of any threats that they have witnessed, received, or have been told that another person has witnessed or received. Employees should also report any behavior they have witnessed which they regard as threatening or violent when that behavior is job related or might be carried out on district property or in connection with district employment.

# SECTION SIX RESOURCES

## AURORA SCHOOLS FEDERAL CREDIT UNION

The Aurora Schools Federal Credit Union is a not-for-profit financial cooperative, created to serve its members/owners. Our members share a common bond of employment or association and have similar needs and interests. Please visit their website at: [www.asfcu.com](http://www.asfcu.com)

## CLASSIFIED EMPLOYEE COUNCIL (CEC)

If you are a non-supervisory classified employee, the CEC is your representative on policies, regulations, salaries, benefits and working conditions to the superintendent and the Board of Education of Aurora Public Schools. The council is comprised of representatives from all areas of classified staffing. Please use the link below to find more information about the Classified Employees Council: <http://cec.aurorak12.org/>

## DISTRICT FORMS

All employee related District HR forms that relate to Benefits, Contracts for Service, Evaluation and related hiring forms can be located at this website: <http://hr.aurorak12.org/resources/hr-forms/>

## DISTRICT INTRANET

All district employees are encouraged to consult the district web site for any questions they might have at: <https://sites.google.com/a/aurorak12.org/apsnet/home>

## DISTRICT POLICIES AND REGULATIONS

Employees are required to comply with all District Policies and Regulations; ignorance of a policy or regulation is no excuse. District policies and regulations are posted on the district's intranet. You may ask a supervisor for assistance in finding a policy or regulation. The link is: <http://aurorak12.org/about-aps/district-policies/>

## EMPLOYEE ASSISTANCE

The Horizon Behavioral Services Employee Assistance Program is a free service offered to all APS employees.

- Professional counselors can help you manage any type of problem with complete confidentiality, 24 hours a day.
- Call 1-800-284-1819 to schedule up to 4 office visits or for free 24 hour crisis counseling and intervention via phone.
- Completely confidential - APS will never know if you use this program.
- Other mental health coverage is also available under the medical plans.
- Visit their web site at <https://www.mylifevalues.com/login.aspx>
  - Login is Aurora Schools and password is eap.
- For additional EAP Services: <http://hr.aurorak12.org/benefits/employee-assistance-program/>

## EMPLOYEE BENEFITS

As an employee of the Aurora Public Schools, you are entitled to health, dental, retirement, and additional benefits. Please use this link for more information: <http://hr.aurorak12.org/benefits/> you can also get assistance at these extensions, 28038 or 28073.

## HR COMPENSATION

The functions within HR Compensation (located at ESC - #4, 303-344-8060) are more aligned with salary setting and gross compensation than actual payroll. They are available to assist with questions regarding available sick leave, vacation leave, and personal days. This is also the department that you would notify if you have moved or changed phone numbers. <http://hr.aurorak12.org/>

## MAINTENANCE AND OPERATIONS WEB PAGE

All pertinent information concerning our department can be found at this website: <http://maintop.aurorak12.org/>