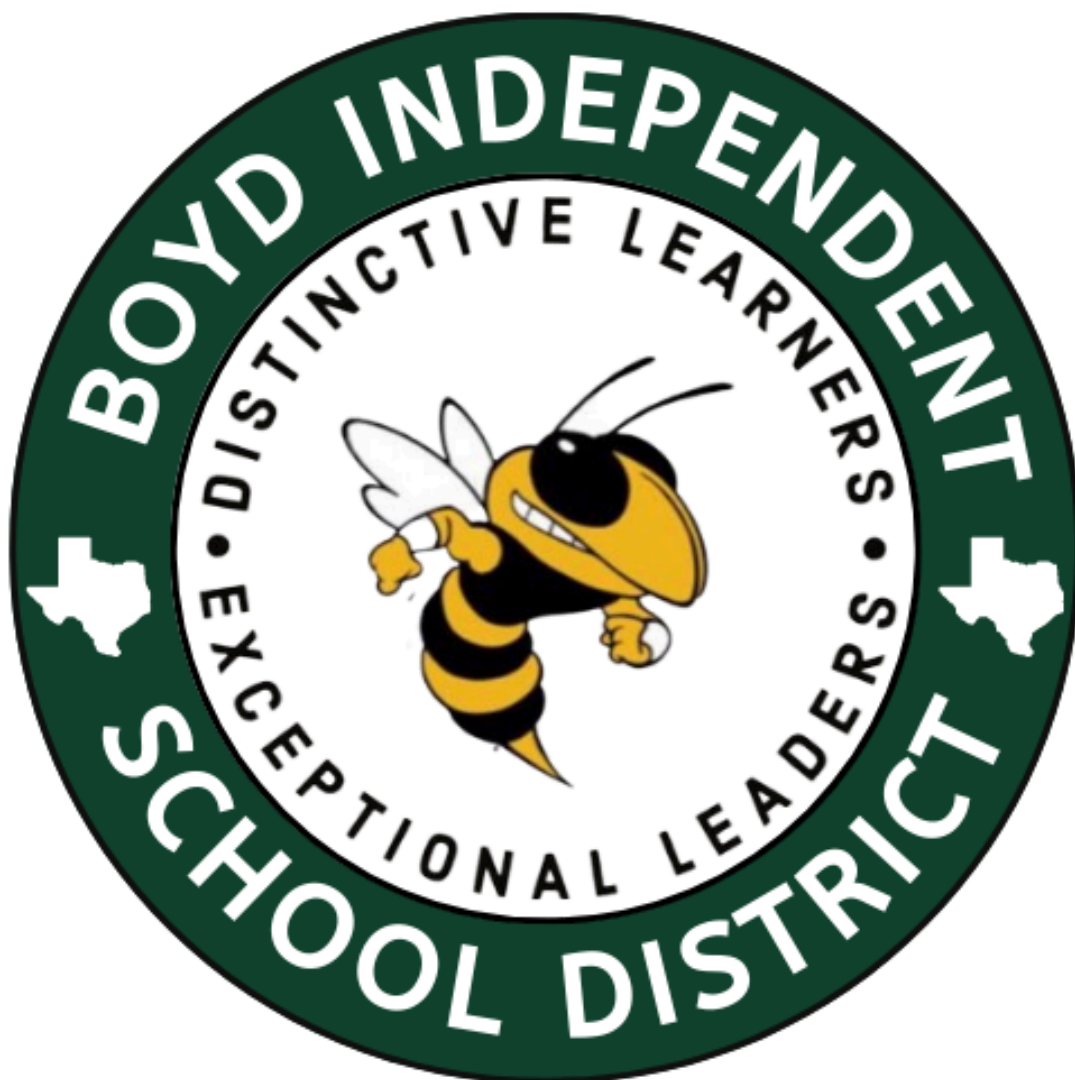




Custodial/Maintenance\ Personnel Supplemental Handbook

2026-2027

Table of Contents

Employment	4
Nature of Employment	3
Employee Relations	3
Equal Employment Opportunity	3
Resignation/Termination	4
Leaves and Absences	5
Recording	5
Availability	5
State Personal Leave	5
Discretionary Leave	5
Non-Discretionary Leave	5
Vacation	5
Sick Bank Leave	5
Attendance and Punctuality	7
Tardiness	7
Absenteeism	5
Docked Wages	5
Call in Procedures	5
Holidays	8
Compensation/Schedules	9
Time Keeping	9
Overtime	9
Pay	9
Work Schedules	10
Emergency Closings	10
Safety	11
General Procedures	12
Use of Phone and Mail Systems	12
Use of Equipment and Vehicles	12
Return of Property	12
Security Inspections	13
Employee Conduct and Rules	14
Personal Appearances	16
Progressive Discipline	16

Employment

Nature of Employment

Employment with Boyd ISD is voluntarily entered into, and all Custodial/Maintenance employees are employed at will and not by contract. Employment is not for any specified term and may be terminated at any time by either the employee or the district. Custodial/Maintenance employees are not exempt from overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor.

Policies set forth in this handbook are not intended to create a contract of employment, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between Boyd ISD and any of its employees. The provisions of the handbook have been developed at the discretion of management and, except for its policy of employment-at-will, may be amended or canceled at any time, at Boyd ISD's sole discretion.

Employee Relations

Employees shall be courteous to one another and the public, working together in a cooperative spirit to serve the best interests of the district. All District employees shall be expected to adhere to the standards of conduct set out in the "Code of Ethics and Standard Practices for Texas Educators. [\[See DH \(EXHIBIT\)\]](#)

Equal Employment Opportunity

Boyd ISD does not discriminate against any employee or applicant for employment because of race, color, religion, gender, sex, national origin, age, disability, military status, genetic information, or on any other basis prohibited by law. Additionally, the district does not discriminate against an employee or applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminatory employment practice. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

Employees with questions or concerns relating to discrimination for any of the reasons listed above should contact the HR Department.

Resignation/Termination

Resignation is a voluntary act initiated by the employee to terminate employment with Boyd ISD. Boyd ISD requests at least two (2) weeks written resignation notice from all employees. All resignations must be in writing. If you must resign your position with the district, notify your supervisor as soon as possible so that a satisfactory replacement can be found.

Prior to the employee's departure, an exit interview will be conducted to discuss the reasons for resignation and the effect of resignation on benefits. All District-owned equipment, keys, tools, etc. must be returned to the employee's supervisor before a final paycheck will be issued. Accrued, unused vacation time will be paid at the time a final paycheck is issued. State personal leave will not be paid. Final paychecks will be issued at the end of the normal payroll period.

Supervisors have the authority to recommend to the Department Assistant Director that an individual's employment be terminated. Exit interviews shall be conducted and termination reports prepared on all termination recommendations. Final termination notification may be sent to the employee by letter from the Maintenance office. All District-owned equipment, keys, tools, etc. must be returned to the employee's supervisor before a final paycheck will be issued. Accrued, unused vacation time will be paid at the time a final paycheck is issued. Neither local sick leave nor state personal leave will be paid. Final paychecks will be issued at the end of the normal payroll period.

The following provisions shall apply to termination interviews and reports:

1. An exit interview and termination report shall be required regardless of the reason for termination.
2. An exit interview, termination report and COBRA notification shall be the responsibility of the person having immediate supervisory authority over the person terminating employment.
3. A termination report shall be completed and signed by the appropriate supervisor and shall become a permanent part of the terminating employee's personnel file.
4. A termination report, completed by the employee, shall be signed and delivered to the employee's supervisor prior to receiving a final paycheck from the district.

Leaves and Absences

The district offers employees paid and unpaid leaves of absences in times of personal need. Please refer to the Boyd ISD Personnel Handbook for additional information.

If an employee establishes a questionable pattern of absences or has missed more than five (5) consecutive days, the district may inquire about the necessity of such absences and may require a doctor's certification for days missed for sickness and any subsequent days. Any misuse of sick days will result in the loss of pay for the number of days in question. Misuse of days and questionable patterns of absence is subject to disciplinary action.

Recording

Leave used shall be recorded in increments of one-half day. Employees shall be charged leave as used. Any leave taken for which leave balances are not available shall result in no paid wages for that day. Any leave taken at time of termination for which leave balances are not earned shall result in a deduction from the employee's paycheck.

NOTE: During the summer months the district may elect to work 4 ten hour days in a work week (40 hrs.). Hours will be recorded on time sheet as 4 ten-hour days. Leave will be charged at the rate of 4 hour increments.

Availability

Paid leave for the current year shall be available for use at the beginning of July or at time of employment prorated according to the number of days to be worked until the end of June of that school year. Paid leave shall be approved for more workdays than have been accumulated in prior years plus those to be earned during the current year.

When an employee who has used more leave than he or she has accumulated ceases to be employed by the district, the cost of the unearned leave days shall be deducted from the employee's final paycheck.

State Personal Leave-

Each employee shall earn state personal leave at the rate of one-half workday for each twenty-six (26) workdays of employment, up to the statutory maximum of five (5) workdays annually. There is no limit on the accumulation of state personal leave, and it can be transferred to other Texas school districts. There are two (2) types of personal leave: discretionary and non- discretionary. The Board requires employees to differentiate between uses of personal leave:

Discretionary

Leave that is taken at an employee's discretion and that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary personal leave must submit a request three (3) days in advance of the anticipated absence to his or her supervisor. Discretionary leave may not last more than three (3) consecutive workdays, except with special approval for extenuating circumstances.

Non-Discretionary

Leave that is taken for personal or family illness, emergency, or a death in the family is considered non-discretionary leave.

Vacation

Full-time maintenance and custodial employees are eligible to earn and use vacation time as described in this handbook. The amount of paid vacation time employees receive each year does not increase with the length of their employment.

Maintenance and custodial employment work year is from July 1 through June 30. Employees employed on July 1 will be granted ten (10) workdays of paid vacation per year (July 1 – June 30). Employees that begin employment after July 1 will have vacation time available at time of employment and prorated at one-half (1/2) vacation day for every twenty-three (23) working days. Vacation pay will be paid at the rate of the employee's base rate of pay and will not include overtime or any special form of compensation. Vacation pay must be used as days off and will not be paid in cash payment in lieu of time off.

Pre-approval for vacation days is required. The department director must approve scheduling of vacation time. Employees should request approval to take vacation not less than five (5) days in advance. Requests will be reviewed based on business needs and staffing requirements. (Requesting vacation time does not guarantee approval.)

Vacation time is not cumulative and must be used by the end of June of each year. Upon termination of employment, employees will be paid for any unused, earned vacation days. Any unearned vacation taken at time of termination will be deducted from the employee's final check at their full day or half day rate of pay.

Sick Leave Bank

Employees (who are members of the Boyd ISD Sick Leave Bank) may apply for additional sick leave. Please see the 2026-2027 Boyd ISD Employee Handbook and/or Sick Leave Bank membership forms for full details.

Attendance and Punctuality

To maintain a safe and productive work environment, Boyd ISD expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on Boyd ISD. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they must notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.

Tardiness

Boyd ISD requires that employees attend regularly and report promptly for duty as scheduled. Tardiness is defined as any employee arriving after his/her scheduled starting time.

Absenteeism

Any three (3) incidences of absences that are not covered by either **paid** (Workers' Compensation, Sick/Personal Leave, Sick Leave Bank, jury duty, vacation, compliance with a subpoena, military service, etc.) or qualified **unpaid** leave (Family and Medical Leave) which result in docked wages within the twelve (12) months immediately preceding the last occurrence of excessive absenteeism.

Employees may be subject to disciplinary action, up to and including termination, for excessive absenteeism/tardiness.

Docked Wages

"Docked wages" result when an employee fails to follow the call-in procedure of his/her department and is absent or tardy for all or any portion of a workday and has used all leave balances. Failure to follow the call-in procedure, even when the employee may have accrued paid leave to apply to the absence, may result in docked wages.

Call in Procedures

Employees should make every effort to notify their supervisor by phone at least thirty (30) minutes prior to regular scheduled time in advance of absence. If you do not speak directly to the Assistant Maintenance Director, a voice mail message must be left notifying him of the following:

1. Date/reason of absence (family illness, personal day, etc.)
2. Length of the absence
3. Phone number where you can be reached

Failure to contact, notify or leave a message will be taken as job abandonment.

Holidays

Boyd ISD provides twelve-month regular full-time maintenance and custodial employees with eleven (11) holidays during the year as scheduled by the Superintendent or the designee. All holidays must be taken in full-day increments.

Holidays for 2026-2027 are as follows:

1 day – Labor Day (Sep 7)

2 days – Thanksgiving (Nov 26 & 27)

5 days – Christmas (Dec 21-25)

1 day – New Year’s Day (Jan 1)

1 day – Memorial Day (May 31)

1 day - Fourth Of July (Jul 4)

Paid holidays will be according to procedures developed by Department directors and in keeping with the differing staffing needs of the various departments.

In order to receive holiday pay, an employee must have been paid for the day immediately before and the day immediately following the holiday. The pay can be for regular pay, personal leave pay, vacation pay, or pay received from the Sick Leave Bank. Holiday pay will be calculated based on the employee’s straight time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day. Paid holiday hours do not count toward the computation of overtime.

Compensation/Schedules

Time Keeping

Federal and state laws require Boyd ISD to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties. Accurately recording time worked is the responsibility of every Custodial/Maintenance employee.

Altering, falsifying or tampering with time records or recording time on another employee's time record will result in disciplinary action up to and including termination of employment.

Custodial/Maintenance employees should report to work at their scheduled time only. Do not clock in before your scheduled time and do not clock out more than seven (7) minutes after the scheduled stop time **without express, prior authorization from the supervisor.**

Custodial and Maintenance employees are required to clock in and out each day in the Red Rover system. The Red Rover system is rounded to the nearest fifteen minutes.

Overtime

Overtime is legally defined as all hours worked in excess of 40 hours in a workweek and is not measured by the day or by the employee's regular work schedule. For the purpose of calculating overtime, a workweek begins at 12 a.m. Sunday and ends at 11:59 p.m. Saturday.

Custodial/Maintenance personnel eligible for overtime pay will be paid in the form of overtime for hours worked in excess of forty (40) hours in the work week. Hours paid but not worked, e.g., vacation or sick leave, **will not** count toward the computation (40-hour work week) of overtime.

All overtime MUST be pre-approved by the Assistant Director of Maintenance & Assistant Director of Custodial. Violation of this policy can result in disciplinary action.

Pay

All employees are paid on the 20th day of each month. In the event that a regularly scheduled payday falls on a weekend or holiday, employees will receive pay on the workday before the regular scheduled payday. Each paycheck will include earnings for all work performed from the month prior to the pay day month. All timecards and payroll changes must be submitted to Payroll no later than the 5th of the pay day month.

Boyd ISD Business Office participates in direct deposit (pay funds are sent directly into the designated bank account each payday). Employees will receive an itemized statement of wages when BOYD ISD makes direct deposits.

Boyd ISD does not provide pay advances on unearned wages to employees.

Boyd ISD takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. In the unlikely event that there is an error in the amount of pay, an employee should promptly bring the discrepancy to the attention of the immediate supervisor so that corrections can be made accordingly.

Work Schedules

Work schedules for employees vary throughout the organization. Supervisors will advise employees of their individual work schedules. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

Emergency Closings

Boyd ISD schools will remain open provided buildings can be comfortably heated; students can arrive at school and remain at school safely. When conditions of inclement weather, icy roads, lack of adequate heat, power failure, or fire exist, the Superintendent or his designee will make the decision as to the closing of schools. If the decision to close schools or delay opening for the day is made during non-working hours, local radio and/or television stations will be asked to broadcast notification of the closing. Every effort will be made to render a decision by 6:00 a.m.

Custodial and Maintenance employees may be required to work on a day when school operations are officially closed. In these circumstances, employees who work will receive regular pay.

Safety

To assist in providing a safe and healthful work environment for employees, customers and visitors, Boyd ISD has established a workplace safety program. All immediate supervisors have responsibility for implementing, administering, monitoring and evaluating the safety program. Its success depends on the alertness and personal commitment of all employees. All employees received a copy of the Boyd ISD Emergency Operations Plan.

Boyd ISD provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communication.

Some of the best improvement ideas come from employees. Those with ideas, concerns, or suggestions or improved safety in the workplace are encouraged to raise them with their supervisor. Reports and concerns about workplace safety issues may be made without fear of reprisal.

Each employee is expected to obey safety rules and to exercise caution in all work activities.

Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action up to and including termination of employment.

Each employee is expected to wear their Identification badges at all times.

In the case of accidents, regardless of how insignificant the injury may appear, employees must immediately notify their Assistant Director. When physically able, it is the employee's responsibility to contact Brittany Hutchens, HR Coordinator within twenty-four (24) hours of the accident in order to complete an Injury Packet for insurance purposes.

Employees are not allowed to bring friends and/or family members with them to work during their scheduled work time due to safety and insurance regulations.

General Procedures

Use of Phone and Mail Systems

Personal use of telephones or outgoing calls, including local calls, may not be permitted according to departmental procedure. Long distance calls are never permitted. Receipt of collect calls will not be permitted.

The mail system is reserved for business purposes only. Employees should refrain from sending or receiving personal mail at the workplace.

Use of Equipment and Vehicles

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace.

When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards and guidelines.

Immediately notify your supervisor if any equipment, machine, tool or vehicles appear to be damaged, defective or in need of repair. Prompt reporting of damage, defects, and needed repair could prevent deterioration of equipment and possible injury to others.

The improper, careless, negligent, destructive, or unsafe use of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

Employees involved in an accident while operating a district-owned vehicle must promptly report the incident to their immediate supervisor. District-owned, leased, or rented vehicles may not be used for personal use without the prior approval of the Department Director.

Return of Property

Employees are responsible for items issued to them by Boyd ISD or in the employee's possession or control, such as the following:

- Equipment
- Keys
- Picture ID badge
- Access badge
- Protective equipment

- Tools
- Uniforms
- Vehicles

Employees must return all Boyd ISD property immediately upon request or upon termination of employment. Where permitted by applicable laws, Boyd ISD may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. Boyd ISD may also take all action deemed appropriate to recover or protect its property.

Security Inspections

Boyd ISD wishes to maintain a work environment that is free of controlled substances, alcohol, firearms, explosives, or other inappropriate materials. To this end, Boyd ISD prohibits the possession, transfer, sale or use of such materials on its premises.

Desks, lockers, and other storage devices may be provided for the convenience of employees but remain the sole property of Boyd ISD. Accordingly, they, as well as, any articles found within them, can be inspected at any time by any agent or representative of Boyd ISD with or without prior notice.

Employee Conduct and Rules

To ensure orderly operations and provide the best possible work environment, Boyd ISD expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization. It is not possible to list all the forms of behavior that are considered unacceptable in the workplace.

The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of Boyd ISD property
- Falsification of time keeping records
- Working under the influence of alcohol or any controlled substance
- Possession, distribution, sale, transfer, or use of alcohol or controlled substance in the workplace, on duty, or while operating Boyd ISD owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of Boyd ISD owned or customer owned property
- Insubordination or other disrespectful conduct toward supervisor, co-workers, parents, students, school personnel, customers
- Violation of safety or health rules which creates or contributes to an unsafe condition – bringing friends and/or family members to work
- Smoking in prohibited areas
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms/weapons, in the workplace
- Excessive absenteeism/tardiness or any absence without notice
- Unauthorized absence from workstation during the workday
- Unauthorized use of telephones, mail system, or other Boyd ISD owned equipment
- Unauthorized disclosure of confidential information
- Violation of personnel policies
- Unsatisfactory performance as established in the job description
- Failure to comply with all or part of Board policy DH and DH(Local) entitle “Employee Standard of Conduct” and as either or both may be amended from time to time
- Improper uniform/dress

Personal Appearance

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image Boyd ISD employees present.

During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their departments. Specific dress requirements will be discussed during interviews and orientation sessions. Shorts and short sleeve shirts (no tank tops, tube tops or muscle shirts) are permitted during the summer months and/or when an employee is working outside in extreme hot weather, caps and/or hats are also permissible. Employees who appear for work inappropriately dressed or exhibiting unacceptable personal hygiene will be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work. "Proper attire" is determined per the Supervisor's discretion.

Uniforms provided by Boyd ISD are required to be worn.

Progressive Discipline

Boyd ISD is committed to ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Disciplinary action **may** call for any of four steps:

1. Verbal counsel
2. Written warning
3. Final written warning with or without suspension, paid or unpaid
4. Recommendation for termination of employment – depending on the severity of the problem and not necessarily the number of occurrences

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal counsel, a next offense may be followed by a written warning followed by written warning with suspension, and still another offense may lead to termination of employment.

Boyd ISD recognizes that there are certain types of employee problems, however, that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without a progression through the usual discipline steps.

While it is impossible to list every type of behavior that may be deemed a serious offense, the problems listed are examples of unsatisfactory conduct that will trigger progressive discipline.

Discipline will proceed if an employee violates one of the following:

- Policy/Procedure/Directive
- Conduct/Behavior
- Work Performance
- Workflow Impact

Reasons for Termination or Reprimand may include, but are not limited to, one or more of the following:

- **Smoking in unauthorized areas while on duty**
- **Improper uniform**
- **Bringing friends and/or family members to work during scheduled work time**
- **Excessive absence from duty regardless of the cause**
- **Excessive tardiness**
- **Leaving the job during duty time without permission**
- **Creating or contributing to unsatisfactory or unsafe conditions**
- **Violating safety rules and regulations on District property or in District-owned vehicles**

- Failure to obey the orders of supervisor
- Threatening, intimidating, coercing, or interfacing with employees, supervisors, or students
- Failure to perform assigned duties in an efficient and orderly manner as determined and directed by the supervisor
- Gambling on District premises
- Abusive language to employees, supervisors, students, visitors, or customers
- Fighting on District premises
- Theft or misappropriation of property of employees or the district or failure to report same to appropriate personnel
- Reporting to work under the influence of alcohol or controlled substances or possession of such on District premises
- Altering and/or tampering with time records relative to pay
- Falsification of records or other documents related to the district's activities
- Sabotage
- Immoral conduct or indecency
- Failure to maintain an effective working relationship or maintain good rapport with colleagues, students, and/or supervisory staff
- Failure to demonstrate sufficient evidence of competency in position
- Failure to satisfactorily fulfill duties and responsibilities established in the job description
- Deficiencies pointed out in observation reports, evaluations, or other supplemental memoranda
- Neglect of duties/job abandonment (3 days no show/no call)
- Reduction of personnel through loss of enrollment, loss of funding, or pursuant to any reduction-in-force policy
- Disability, not otherwise protected by law, that impairs performance or required duties
- Failure to comply with all or part of Board policies DH and/or DH(Local) entitled "Employee Standards of Conduct" and as either or both may be amended from time to time
- Being found to have engaged in sexual harassment
- Allowing personal visitors into school facilities during work hours
- Insubordination

2026-2027 CUSTODIAL/MAINTENANCE HANDBOOK RECEIPT

Name: _____

Campus/Department: _____

I hereby acknowledge receipt of my personal copy of the Boyd ISD Custodial/Maintenance Personnel Handbook. I agree to read the handbook and abide by its standards, policies, and procedures as defined or referenced in this document.

Employees have the option of receiving the handbook in electronic format or hand copy. An electronic version of the Custodial/Maintenance Employee Handbook is located on Boyd ISD District Website at www.boydisd.net.

Please indicate your choice by checking the appropriate box below:

☐ I choose to receive the employee handbook in electronic format and accept responsibility for accessing it according to the instructions provided.

OR

☐ I choose to receive a hard copy of employee handbook, and understand I am required to contact Brittany Hutchens, HR Coordinator to obtain a hard copy.

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

I understand that no modifications to contractual relationships or altercations of at-will employment 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 address, phone number, etc. I also accept responsibility for contacting my supervisor if I have questions or concerns or need further explanation.

Employee Signature

Date