



Perry Community School District

Maintenance Staff Handbook

Updated August 2023

This handbook includes Maintenance Tech and Custodial Positions

Maintenance Staff plays an important role in the Perry Community School District.

Providing a safe, clean and well maintained environment is our primary objective.

Contracted Days and Working Hours

- All full time maintenance staff will have a 260 day contract.
- All part time maintenance staff will work during normal school days.
- Employees are expected to be clocked in and ready to work at their scheduled times.
- All staff must take a 30 minute meal break during shift unless approved by the Director.
- Day shift Custodians hours are 6:00 AM - 2:30 PM.
- Evening shift Custodians hours are 2:30 PM - 11:00 PM.
 - Evening shift will start shift one hour earlier on early out days or as approved by the Director.
- Both Day and Evening shifts will be asked to provide additional coverage from time to time, in such cases as much notice will be provided as possible.
- The Maintenance Tech position hours are Monday through Thursday 7:00 AM - 3:30 PM and Friday 6:00 AM - 2:30 PM, with on-call hours as assigned.
- During weather related emergencies call-ins will be given in as much notice as possible based off current weather conditions and predictions.

Attendance

- As a vital team member, it is of utmost importance that you attend work on a regular and timely basis.
 - All absences must be recorded in AESOP, and should be entered before the 6:00 AM cut-off for that day. While emergencies may arise, please make it a priority to enter absences into AESOP.
 - Your number of available days for the year can be found using AESOP. If you are not sure how many days you have remaining, please contact the business office or the Director.
- Leave without pay will not be permitted without prior approval. If you are out of time and need to be absent, it is your responsibility to seek approval from the Director prior to your absence of leave without pay.
- Excessive numbers of absences will be reviewed and may result in documentation and employee write up. Continued excessive absences may result in the recommendation for termination.
- Failure to report to work or notify the Director of your absence or tardiness on a given day may result in the recommendation for termination.

Job Duties and Work Requirements

- All Custodial staff will be fully responsible for their designated routes.
- Within each route Custodial Staff shall fully complete the daily route requirements unless otherwise directed by the Director and/or Maintenance Tech. Such requirements include but are not limited to trash collection, restroom cleaning, and floor care for their designated routes.
- Staff must be able to work in inclement weather conditions.
- Staff will be required to attend and complete any required and assigned training.

Professionalism and Attire

- As an employee of the Perry Community School District, you are expected to act as a professional at all times. The things you do at work, in the community, or on social media are a reflection on the school district as a whole. Staff shall remain mindful of their surroundings and limit interruptions to the education process.
- All staff shall bring forth and air all grievance with the Director.
- All staff shall wear job appropriate attire, including closed toed shoes. Clothing may not contain any explicit language, drug or alcohol endorsements, or offensive imagery.

Email and Cell Phone Usage

- Staff will have a school issued email account and will be responsible for checking it as needed to stay up to date with various correspondences and important information from other employees.
- Staff shall limit personal cell phone usage to their 30 minute break unless for an emergency/personal scenario that is urgent.

Evaluations

- All Maintenance Staff shall receive a written evaluation at least once every three years per Board policy. Such evaluation will be provided on the include format.



Buildings and Grounds

EMPLOYEE PERFORMANCE REVIEW

EMPLOYEE NAME		JOB TITLE	
DATE HIRED	DATE OF LAST REVIEW	DATE OF THIS REVIEW	

Rating Scale: NME – Not Meeting Expectations ME - Meets Expectations EE - Exceeds Expectations

PERFORMANCE		Comments or Examples
Attendance/On Time (Dependability)		
Quality of Work (Inspection Results)		
Quality of Work (Meets Deadlines & Organized)		
Communication Skills (Supervisor/Coworkers)		
Job Knowledge (Equipment, Chemicals & Required Training)		
Team Player		
Attitude (Coworkers, Customer, and Job)		
Safety (Works Safely and helps others work safely)		

GOALS

--

COMMENTS

--

Employee's Signature

Supervisor's Signature