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Mission Statement

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

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

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

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

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

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

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

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

__________________________________________________________________________
Employee’s Signature                        Date

Please keep a copy for your records
Employment

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

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

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

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

Senate Bill 9 requires all certified employees through the State Board of Educator Certification (SBEC) to be fingerprinted and subject to a national and state criminal background check before September 1, 2011. The Texas Education Agency (TEA) will notify the District and employee as to when they will be required to be fingerprinted and will be given a deadline. At that time, the certified employee will be given information as to their responsibility in scheduling a fingerprinting appointment with the appropriate entity designated by the Department of Public Safety (DPS). Also, all non-certified employees will be subject to this same requirement prior to the District approving their employment.
All employees hired prior to January 1, 2008, are subject to a name-based criminal background through DPS at the discretion of the District. Criminal history record information obtained by the District shall not be released or disclosed to any person other than the individual who is the subject of the information and/or the Texas Education Agency.

**Employee ID Badges**

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

**Terms of Employment**

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

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

**Reassignments**

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

**Schedules**

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

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

**Night Work & Shift Work**

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

**Weekend Work**

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

**Breaks & Meal Periods**

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

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

**District-Issued Uniforms & Safety Equipment**

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

**Cellular Telephones**

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

**Use of Cell Phone or Similar Devices**

**General Use at Work.** While at work, employees are expected to exercise the same discretion in using personal cell phones as the use with office phones. Employees should restrict personal calls during work time and **should use personal cell phones only during scheduled lunch periods in non-working areas.** Other personal calls should be made during non-work time whenever
possible, and employees should ensure that their friends and family members are instructed of this policy.

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

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

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

Personal Use of District-Owned Cell Phones

The District may issue business cell phones to employees for work-related communications. To protect the employee from incurring tax liabilities for the personal use of such equipment, these District-issued phones are to be used for business purposes only. Employees in possession of District equipment (including cell phones) are expected to protect the equipment from loss, damage, or theft. On resignation or termination of employment, or at any time on request, the employee may be asked to produce the phone for return or inspection. Any employee unable to produce the phone for return or inspection may be subject to pay for the items at a cost equal to the fair market value. Subsequent occurrences may lead to a written reprimand and/or termination of employment.

Absenteeism and Tardiness

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

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

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

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

Notification

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

If for any reason you think you may be late for work, contact your supervisor, in advance whenever possible, but no later than your regular starting time, so that arrangements can be made to cover your workload, area, or station until you arrive. If contacting your supervisor before your start time is beyond your control, absences and late arrivals must be reported by 7:30 a.m. If you must leave early for an unavoidable reason, notify your supervisor as far in advance as possible.

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

Employees should remember that even if you properly notify your supervisor, this action alone will not automatically excuse tardiness. Being habitually tardy for work or leaving early will be considered cause for disciplinary action in addition to chronic or repeated absenteeism.

An employee who has been absent for more than 5 or more consecutive working days due to illness is required, upon returning to work, to present an excuse from a licensed physician indicating the nature of the illness. Employees absent due to a work-related injury must present an excuse from the treating physician and be approved by the Director of Facilities M & O to resume his/her regular duties.

SmartFind Express System (SFE)

Employees are personally responsible for recording his or her own absences on the SmartFind Express System and for reporting absences to their supervisor. Whenever possible, absences shall be reported to the SFE ahead of time and leave shall be charged as used. FAILURE TO RECORD YOUR ABSENCE ON THE SMARTFIND EXPRESS SYSTEM WILL RESULT IN “NO PAY” FOR THE EMPLOYEE. Choose from the following list of reasons to record your absence.
### Reason No.

<table>
<thead>
<tr>
<th>1. Personal Illness</th>
<th>2. Illness in Immediate Family</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. Death in Immediate Family</td>
<td>4. Family Emergency</td>
</tr>
<tr>
<td>11. Vacation</td>
<td>12. Recuperative Leave</td>
</tr>
<tr>
<td>13. Worker’s Compensation</td>
<td></td>
</tr>
</tbody>
</table>

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

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

Also note that the term “Family Emergency” is defined and limited to disaster and life-threatening situation involving the employee or a member of the employee’s immediate family.

### Medical Certification

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

1. The employee is absent for more than five consecutive workdays because of personal illness or illness in the immediate family;
2. The District requires medical certification due to a questionable pattern of absences or when deemed necessary by the supervisor or superintendent;
3. The employee requests FMLA leave for the employee’s serious health condition or that of a spouse, parent, or child; or

4. The employee requests FMLA leave for military caregiver purposes.

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

System Phone Number: 632-4480  Help Desk Phone Number: 632-8490
Access ID: ___________________ Social Security No: ___________
PIN: ______________________

System Calling Times to Substitutes

<table>
<thead>
<tr>
<th>Week Day</th>
<th>Today’s Jobs</th>
<th>Future Jobs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekdays</td>
<td>09:30 a.m. – 12:00 p.m.</td>
<td>05:00 – 10:00 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Sunday</td>
<td>None</td>
<td>08:00 – 10:00 p.m.</td>
</tr>
<tr>
<td>Holidays</td>
<td>None</td>
<td>06:00 – 10:00 p.m.</td>
</tr>
</tbody>
</table>

Absence Reasons

<table>
<thead>
<tr>
<th>Number</th>
<th>Description</th>
<th>Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Personal Illness</td>
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<td>Child Custody Appearance</td>
</tr>
<tr>
<td>2.</td>
<td>Illness in Immediate Family</td>
<td>9.</td>
<td>Teacher Vacancy</td>
</tr>
<tr>
<td>3.</td>
<td>Death in Immediate Family</td>
<td>10.</td>
<td>Military Leave</td>
</tr>
<tr>
<td>4.</td>
<td>Family Emergency</td>
<td>11.</td>
<td>Vacation</td>
</tr>
<tr>
<td>5.</td>
<td>Personal Business Leave</td>
<td>12.</td>
<td>Recruiting Leave</td>
</tr>
<tr>
<td>7.</td>
<td>Jury Duty</td>
<td></td>
<td></td>
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</tbody>
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Employee Registration

Enter your Access ID, followed by the star (*) key. Enter your PIN followed by the star (*) key.
If you do not have a PIN, enter your Access ID followed by the star (*) key.

Name does not exist

- Record your name, press star (*) key when done.
- 1. Accept
- 2. Re-enter
- 3. Exit and hang-up

PIN is not valid

- Review your work locations and job descriptions
- Enter a PIN at least XX digits in length followed by the star (*) key.
- Hear your PIN
  1. Correct
  2. Re-enter
  3. Exit and hang-up

Employee Menu

Enter Access ID, followed by star (*) key.
Enter PIN, followed by star (*) key, listen to announcements.

Menu Options

1. Create Absence
2. Review, Cancel, or Move Jobs
3. Review Work Locations and Job Descriptions
4. Change PIN/Re-record Name
5. Exit and hang-up

For Options 1 and 2, see next page.

1. Change PIN
   - Enter new PIN followed by the star (*) key.
   - 1. Correct
   - 2. Re-enter
   - 3. Exit to menu options

2. Change recording of Name
   - Record your name, press the star (*) key when done.
   - 1. Accept
   - 2. Re-record
   - 3. Exit to menu options
MCALLEN INDEPENDENT SCHOOL DISTRICT
EMPLOYEE BROWSER ACCESS

Web Browser Access Instructions

Web Browser URL  https://sfe.mcallenisd.net  Help  Desk Phone Number  632-8490

Sign In

Open your web browser and access the SmartFindExpress Sign In page. Review the messages above the Sign In. Enter your Access ID and PIN. Review additional announcements on your home page, if any.

Create Absence

Important Note: Items in Bold are required to complete an Absence and receive a Job Number.

- Select the Location
- Select the Classification  
  - Choose from the drop-down menu
- Select the Reason for this absence from the drop-down menu
- Enter Budget Code, if applicable.
- Indicate if a substitute is required for this absence.  
  - Choose Yes or No
- Select Start and End Dates for your absence  
  - Enter the dates with forward slashes (MM/DD/YYYY) or use the calendar icon
- Select Start and End Times for your absence. Default times are listed  
  - To change defaults, enter time in HH:MM am or pm format  
  - Ensure that the correct time is entered. If the times for the substitute are different than the absence times, please enter the adjusted times
- Multiple Day (Recurring) Absence. Select the Modify Schedule button.  
  - Your default work schedule is shown. Remove the checkmark(s) from the Work Days boxes that do not apply to this absence  
  - Modify daily schedule and/or times for absence and substitute  
  - Select the Continue button
- Request a particular substitute  
  - Enter the substitute’s access ID number or use the Search feature to find the substitute by name
- Indicate if the requested substitute has accepted this job  
  - Yes = substitute is prearranged and will not be called and offered the job  
  - No = call will be placed and the substitute will be offered the job
- Enter special instructions for the substitute to view
- Select the Continue button
- Select the Create Absence button to receive a Job Number. Please record this Job Number.

Review/Cancel Absences

Review past, present and future absences or to cancel an absence.

Follow these steps  
- Select the format for absence display: List or Calendar view  
- Search for Jobs: Enter specific date range (MM/DD/YYYY) or Calendar icon, or enter job number or leave blank to return all your absences
MCALLEN INDEPENDENT SCHOOL DISTRICT
EMPLOYEE BROWSER ACCESS

- Select the Search Button
- Select the Job Number link to view job details on future jobs

From the Job Details screen
- Special instructions can be updated on future jobs. Modify the special instructions and select the Save button
- To cancel your job, select the Cancel Job button
- If a substitute is assigned to your absence and you want the system to notify them of the job cancellation (by calling them), place a checkmark in the box prior to the question “Notify the Substitute of Cancellation?”
- Select the Return to List button to return to the job listing.
Electronic Communications System

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

Rules for Appropriate Use

- The account is to be used mainly for educational purposes, but some limited personal use is permitted.

- You will be held responsible at all times for the proper use of your account, and the District may suspend or revoke your access if you violate the rules.

- Remember that people who receive email from you with a district address might think your message represents the district’s point of view.

Inappropriate Uses

- Any use of the computer system for illegal purposes, or in support of illegal activities, is prohibited.

- Disabling or attempting to disable any Internet filtering device.

- Encrypting communications to avoid security review.

- Borrowing someone’s account without permission.

- Downloading or using copyrighted information without permission from the copyright holder.

- Intentionally introducing a virus to the computer system.

- Posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another’s reputation, or illegal.

- Wasting school resources through improper use of the computer system.

- Gaining unauthorized access to restricted information or resources.

Consequences for Inappropriate Use

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

Please note that your use of a District computer is not private and that the District will monitor your activity on the computer system.
Computer System General Guidelines

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

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

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

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

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

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

Energy Policy

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

Goal
To comply with H.B.3693. The main purpose is to reduce consumption of electric energy. The Board of Trustees of MISD shall establish a goal to reduce the school district’s annual electric consumption by five percent each state fiscal year for six years beginning September 1, 2007.

Strategies and Implementation
Follow the district “Energy Savings Program” (ESP). The E.S.P would be posted on the MISD web site.

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

1. Generation of an energy resource conservation plan that outlines goals and objectives.
2. Development of acceptable energy conservation guidelines as outlined in the E.S.P.
3. Continue development and implementation of conservation programs.
4. Perform of energy studies on all new MISD constructions.
Operations and Review
1. Review of bills.
   a. Utilities bills will be inspected every month for accuracy.
   b. Campus data will be evaluated to achieve the energy conservation goals of the district.

2. Monthly reports to Board, community, and campuses.
   a. Monthly reports should be available for Board review, campuses and web accessible for the public.

Campuses Annual Audit
1. Annual audits of all campuses and facilities should be conducted to make all necessary improvements to increase the energy efficiency of the district.
2. Updates to the E.S.P. should be implemented as necessary with the approval of the Superintendent and reported to the Board.

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

Energy Savings Program (ESP)

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

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

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

C. Utility Bill Review and Reporting of Errors.

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

D. Reporting and Auditing

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

E. Procedure for Energy Conservation

1. Procedures for Operating Lights

   a. The following energy conservation measures are to be observed when operating lights in and around school buildings.

   b. Except as noted, all lights, interior and exterior, shall be turned off when the students leave each day and shall not be turned on until students arrive the next day. This includes exit lights and security lights.

   c. Lights in classrooms should not be turned on unless definitely needed. Teachers should make certain that lights are turned off when leaving the classroom.
d. Lights in gymnasiums and cafeterias should not be on unless students or being cleaned is utilizing them.

e. All outside lights should be kept off during daylight hours.

f. Custodians should turn lights on only in the specific area where they are working, when they are working.

g. All exterior lights should be kept off at all times unless the school facility is being used.

h. Hall light usage should be reduced.

i. Where natural light is sufficient, lights can be turned off.

j. When work areas are not occupied, lights can be turned off.

k. Instruct custodial staff to inspect and make sure all lights are turned off prior to ceasing their normal duties at the end of the night work shift.

l. Lighting in the following school district spaces should be turn off when rooms will be unoccupied for more than 15 minutes. All classroom and work space lighting, Offices, Auditoriums, Lockers/shower rooms.

2. Energy Use “After Regular School Hours”

a. It shall be the responsibility of the principal or his/her designee to provide adequate heating, air-conditioning, and lighting for after regular school hour events and to turn off heaters, air-conditioners and lights at the conclusion of that event.

b. Consolidate as many summer school classes at one campus as possible.

c. Requests for air-conditioning and/or lights for extra-curricular activities at campuses that are on the Central Office control shall be made by electronically submitting the Request for Power and Energy Usage one week in advance of the scheduled activity. Requests made later than 4:00 P.M. on the day of an activity may not be fulfilled because personnel in this department may not be available. For contacting these personnel, please call the HVAC Department before 4:00 P.M.

d. Zoning of used spaces for used during off times should be done to accommodate the amount of persons with the appropriate space available. For example gyms, cafeterias, libraries should not be used
after hours if not more than 10 people are going to be using the facility other options should be considered like the work room for example. Every time a request is made for afterhours building operation expect occupancy questions for the request to be granted.

c. Penalties should be imposed for those not complying with the above statute and those must be imposed by the Superintendent and/or Board.

d. Coordinate with the City of McAllen on the use of facilities and Director of Facilities, Maintenance and Operations. All the MISD facilities that are going to be used by the city like cafeterias, gyms, tennis courts etc. These events must be coordinated to delegate energy responsibilities of both parties.

3. Controls

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

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

a. The following energy conservation measures are to be observed in those buildings possessing air-conditioning equipment:

b. A temperature of 72 degrees shall be maintained in all areas when occupied by students, teachers, office personnel, and administrators.

c. All air-conditioning systems at all campuses will be turned on during the summer months and temperature shall be set at 82 degrees. Campuses operating for summer school purposes will be maintained at 75 degrees.

d. The air-conditioning equipment should be turned off at the approximate time the students leave school. It is anticipated that the temperature of the classroom will be maintained long enough to afford comfort for the period the teacher remains in the classroom after the student have left the building.

c. Time clocks will be set to turn off air conditioning units when students leave and turn on air-conditioning units early enough to make building temperature comfortable.
f. The following schedule is a guide to the average time for facilities to come on. This will be adjusted to accommodate different type of HVAC systems that might require more time to achieve temperature.

<table>
<thead>
<tr>
<th>SCHOOL TYPE</th>
<th>START TIME</th>
<th>STOP TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>High Schools</td>
<td>5:00 a.m.</td>
<td>6:00 p.m.</td>
</tr>
<tr>
<td>Middle Schools</td>
<td>5:00 a.m.</td>
<td>4:00 p.m.</td>
</tr>
<tr>
<td>Elementary Schools</td>
<td>6:00 a.m.</td>
<td>4:00 p.m.</td>
</tr>
</tbody>
</table>

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

5. Procedures for Operating Heating Equipment

a. The following energy conservation measures are to be observed when operating heating equipment in school buildings:

b. The thermostat controls shall be set no higher than 72 degrees in areas that are occupied by students, teachers, office personnel, and administrators. Thermostats shall be set at 55 degrees at all other times.

c. When individual classroom and office heating and air-conditioning equipment is in operation. At times, when the remainder of the building is not tempered, doors to these rooms shall be closed.

d. In those classrooms with individual thermostat controls, the teacher will be responsible for setting the thermostat on 55 degrees as he/she leaves the room at the end of the day.

e. If it is found that on extremely cold nights (less than 50 degrees), the building is not comfortable when students arrive in the morning, take the following actions:

f. Heating units will be turned off when the students leave.

g. Keep exterior doors closed when heating units are being used.

6. Summertime Shutdown Procedures

a. Turn off electric hot water heaters.

b. Unplug all except one water fountain.
c. Unplug copying machines.
d. Unplug electric appliances and office machines.
e. Turn off outside security lights in daytime.
f. Check security light time clocks as appropriate.
g. Report any commodes/faucets that run water constantly.
h. Turn off hot water circulating pumps.*
i. Turn off all gas hot water heaters, except one, and reset it to 115 degrees where allowed by code.*
j. Turn off all empty refrigerators and open the doors.*
k. Turn off all empty freezers and walk-in freezers and open the doors.*
l. Turn off all convection ovens.
m. Shut down boilers.*
n. Turn off lights in all unoccupied areas.
o. Maintain fluorescent lamps and lens clean and dust free.
p. Replace fluorescent lamps when ends turn black.

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

7. Winter break Shutdown Procedures
   a. Turn off electric hot water heaters.
   b. Unplug all water fountains.
   c. Unplug electric typewriters and office machines.
   d. Turn off exhaust fans.
   e. Check security light time clock settings where applicable.
   f. Turn off and unplug all unnecessary equipment.
   g. Set thermostats at 55 degrees (both day and night thermostats).**
**NOTE:** Custodians must return to their building prior to the students' return to reset their thermostats on the normal daytime setting to insure the proper heating of the building when the students return to school.

8. Kitchen Operating Requirements
   a. A helpful procedure is to use exhaust hoods only when cooking. These hoods draw copious quantities of air from a room - many room volumes per hour. This is air that has already been tempered, and the energy spent doing so is lost when it is exhausted to the atmosphere. Kitchen lights should be on during operation hours and turned off at the end of the kitchen operation.

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

10. Vending Machines
    a. The district will consider installing energy control devices on vending machines. The District will encourage vendors to provide commercial available energy control device for refrigerated vending machines which consists of an infrared occupancy sensor combined with a controller that senses room temperature and powers up the machine when needed to keep the products cool.

11. Portable Buildings
    a. Portable buildings lighting will be upgraded and programmable thermostats installed, with proper training and monitoring of use, can also reduce the annual energy requirement of portable classrooms. Also, light switches with occupancy sensors will be installed whenever the lighting in a portable building is upgraded.

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

1. Annual campus audit reviews with administrators and staff.

2. During the review the energy management team will discuss the main points that need to be refresh and the room for improvement to increase the energy savings for each facility with all the campus personnel and staff.

3. The energy management team shall provide strategies for energy savings that can be achieve by using simple and elaborated strategies. The team should encourage principals and teachers to participate in the Watt Watchers program.

4. The Energy Management Team would send a reminder via-email for shut down during long breaks.

G. Incentives

1. Incentives should be provided to promote energy savings throughout the district if the MISD budget allows it.

2. Guide Lines for Incentives
   a. Incentives will be provided to the most efficient overall campus and to the most improved.
   b. The most efficient overall should be counted from September to May of the current year.
   c. The most improved will be determined from September May of the current year.
   d. Rankings are based on the building consumption (Kwhr) per square foot of the building. Improvement is based on a comparison of the ranking from the previous school year.
   e. The presentation will be at the campus.
   f. The amounts will be awarded $500 for the most efficient and $1000 for the most improved. Campuses will not be eligible for the next three years for the same category.
   g. Square Foot Criteria
      1. Square feet of main buildings, gyms, auditorium, portables, etc will be taking into consideration. Area lights provided by a separate meter will be omitted.

H. Personal appliances in the classroom

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

I. Report Findings to Superintendent

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

Overview of Facilities Maintenance & Operations

Organization

The Facilities Maintenance & Operations Department employs a force of professional, Para-professional, and manual trade employees. Department employees include: custodians, carpenters, general maintenance, electricians, plumbers, HVAC technicians, pesticide applicators, painting, locksmith & welder. Our employees can respond to urgent and specialized needs and provide continuity of basic maintenance and repair programs. Also, they can offer a timely and efficient response to minor renovation projects.

Project Scope of Work

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

Department Charge Back for Services

At times, Facilities Maintenance & Operations receives from campuses and departments requests for services which the Facilities Maintenance & Operations Department does not receive a budget
allocation. When this occurs, the requesting school or department must seek approval of the project and obtain the budget source for funding. Facilities Maintenance & Operations charges to the department or school the actual cost of materials only. No profit, labor, or overhead charges are billed to departments.

Examples of department charge back for services include:

1. Request for materials

2. Painting of offices and departmental spaces, or of public spaces to change colors, or painting not warranted by the condition (fading or flaking) of existing paint.

3. Alteration, repair, or refinishing of offices, library, lounge, and kitchen furniture and equipment. Infrastructure of any additional of these will be charged also.

4. Building wood cabinets and computer workstations, including metal file frames

5. Requests for additional keys

6. Replacing, re-keying, or additions to the present locking hardware on doors or desk because of lost keys, illegal entry, and the like

7. Special events that cannot be covered by assigned custodians or maintenance personnel during normal working hours (7:00 a.m. – 3:30 p.m.)

8. Requests for manpower beyond normal working hours (i.e., graduation ceremony, football games, etc.)

9. Bulletin boards, white or chalk boards, tack boards, and hanging strips for offices.

10. Installation of carpet on offices, labs, meeting rooms and library.

The total amount of time that will be charged for services performed by personnel will be all time spent working on-site and in the shop, including travel to and from the shop. The employee’s regular and/or overtime rates will be used to calculate the cost of labor.

**Funding**

The Facilities Maintenance & Operations Department allocates a certain amount of funding to make corrective repairs to facilities. In some cases, the requesting school or department may be asked to provide funding if requests do not follow the criteria for normal repairs and maintenance. Please contact the Director for Facilities Maintenance & Operations or the Facilities Maintenance & Operations Specialist to verify funding.
Emergencies

In the event of an emergency between the hours of 7:00 a.m. through 5:00 p.m., all calls for service should be made to Facilities Maintenance & Operations at 632-3200. A crew consisting of one employee from the Plumbing, Electrical, & HVAC Departments will be available until 4:30 p.m. each day respond to emergency calls.

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

Preventive Maintenance

Preventive maintenance is the scheduled attention to the physical needs of a system that results in the reduction of the possibility of breakdown and the lengthening of the life of a system. Facilities Maintenance & Operations schedules routine preventive maintenance checks on building, roof, electrical, plumbing & HVAC, mechanical systems.

Bulletin Boards and Sign Holders

Bulletin boards, white boards, tack boards, and hanging strips for offices and classrooms are the responsibility of the requesting school or department. These items will be installed when requested on a work order request.

Grounds

The District takes a great deal of pride in the appearance of its buildings, grounds, and landscaping. The Facilities Maintenance & Operations Department employs a grounds crew that is responsible for turf maintenance and care of shrubs. Hundreds of students utilize the facilities daily. It takes conscious efforts on everyone's part to help keep the campus grounds and buildings as free of litter, graffiti, and abuse as possible. Please help keep your campus clean.

Pest Control Management

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

When necessary, the District shall obtain pest control services for school buildings either by contracting with a business that has a structural pest control business license or requiring the District employee who is licensed as a certified non-commercial applicator or technician to perform the services. Currently, the District employs a licensed certified non-commercial applicator to perform this service.
Before treating a school building for pest control, the District shall ensure that the necessary signs and information for employees and parents of students are posted or made available.

For further information regarding the District’s integrated pest control program, please visit the following website at http://www.tasb.org/policy/pol/private/108906/ and search for Policy CLB.

**Petty Cash**

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

**On-Call Time**

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

**Overtime**

A non-exempt employee shall have the approval the Director of Facilities M & O before working overtime. An employee who works overtime without prior approval is subject to discipline but shall be compensated in accordance with the Fair Labor Standards Act. Overtime shall be paid at a rate of no less than one and one-half hours for each hour of overtime worked. Employees must physically work over 40 hours in one workweek to receive overtime compensation. Every workweek stands alone in determining overtime hours worked. The workweek for Facilities Maintenance & Operations employees begins on Saturday 12:00 a.m. and ends on Friday 11:59 p.m. In order to be compensated, an employee must fill out an “Authorization for Overtime for Non-Exempt Employees” found in the Forms Section of this handbook. For further information regarding the District’s compensation and benefits policy, please visit the following website at http://www.tasb.org/policy/pol/private/108906/ and search for Policy DEA.
**Flextime**

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

**AHERA**

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

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

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

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

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

• Provide members of the maintenance and custodial staff with at least two hours of asbestos-awareness training.

**Keys and Locks**

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

1. The employee will obtain a Requisition for Key Form from the Building Principal or Building Administrator and will list all keys needed.

2. The Building Principal or Building Administrator will approve the Requisition for Key Form AND if necessary;

3. Route ONLY the requests for master and building keys to the respective Director for Facilities Maintenance & Operations & Chief of McAllen Independent School District Police for approval.

4. Once all the approving officials have signed the Requisition for Key Form, the Building Principal or Building Administrator will generate a work order.

5. The Requisition for Key Form is then submitted to Facilities Maintenance & Operations and should reference the work order number.

6. Facilities Maintenance & Operations will deliver or notify the employee that keys are available for pick up.

7. The employee will sign the Key Control Log acknowledging receipt of keys.

8. All keys must be returned to the Building Principal or Building Administrator upon termination of employment or change of position or movement into a different building, which requires a different key or no keys.

9. Keys are issued by the Facilities Maintenance & Operations Department to authorized employees and should not be duplicated by users. The Facilities Maintenance & Operations Department, upon request, will duplicate keys once permission is granted.

10. The Facilities Maintenance & Operations Department is the only department allowed to cut and issue keys for buildings. Duplication of keys by an outside locksmith is strictly prohibited.

11. Service requests for a lock and key changes or repair should be directed to the Facilities Maintenance & Operations Department through a work order. Facilities Maintenance & Operations will determine if any associated costs will be charged to the department, school, or office making the request.
12. Loss of keys must be reported immediately to the Building Principal, Building Administrator, and McAllen ISD Police Department. In the event re-keying is necessary, the requesting department, school, or office will be charged for all new keys and locks.

13. Employees shall be charged a fee of $10.00 for lost keys and core changes are $35 per lock. The number of doors that have to be changed will determine the expense incurred for the loss of a master key.

14. Payment must be made to Facilities Maintenance & Operations for lost keys before a duplicate key is made or issued.

15. Campuses shall keep a log of all master keys issued for their site.

Accumulations of Inventory

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

Material Control Procedure

This procedure seeks to account for all material purchased and/or disposed. Any department that has a need for adding or disposing material and/or equipment must complete an “Add/Transfer/Disposal Form”. The Fixed Assets Department will remove disposable property once the proper approvals have taken place. No district-owned property may be disposed of in any manner without the written approval from the Chief Financial Officer. No district-owned property may be donated to any entity, organization, or individual. For larger disposals of property, Internal Audit MUST visually verify the material’s existence. The Director for Facilities Maintenance & Operations has the final assignment of authority and responsibility for the disposition of any property at Facilities Maintenance & Operations, which has been deemed obsolete, useless, or excessive. After approval has been granted to dispose of the material or equipment, the department must enter a “Moving Crew Work Request” to obtain a work order number. The “Add/Transfer/Disposal Form” should reference the work order number on the form. All items being disposed require an explanation on this form before it is accepted by the Fixed Assets Department. The disposal of technology equipment must be inspected by the Information Systems Department prior to being picked up by the Fixed Assets Department that will be responsible transporting items to auction or disposal sites.
Work Orders

Work orders should be submitted at least one week prior to the work request date. Work orders are received, reviewed, and scheduled by each trade supervisor. Work is assigned to manual trade staff and is generally performed by the due date unless material is not in stock. All work orders will be acknowledged within three work days and subsequently scheduled as time permits. Work orders should be submitted via Information Systems’ Unicenter ServicePlus Service Desk.

Purchase Requisitions

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

Store Issues

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

Vehicle Regulations / Time on Task

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

1. Do not arrive at the complex before 3:20 PM.

2. Do not line up to punch out before 3:20 PM. If you do, you will be asked to punch out and go home and you will not receive pay for lost time.

3. Do not leave your job site until 3:10 PM.

4. Do not close down the job prior to 3:05 PM.
5. Driving around town to waste time will not be tolerated.

6. **Drive the speed limit.** You will be allowed to drive slower if you are pulling a trailer or any heavy equipment or large quantity of materials.

7. Use a direct route from the complex to the job site and vice-versa.

8. While driving in vehicles, all employees should be alert at all times.

9. Unauthorized stops will not be tolerated (restaurants, convenience stores, etc.)

10. Lunch will be from 12:00 Noon to 12:30 PM. **Excess time used for lunch will be deducted from your time cards.**

11. Vehicles will be maintained, to include washing, as per the department schedule.

12. Employees should not congregate in unauthorized areas.

13. All occupants of vehicles will be responsible for violation of rules.

14. All occupants are responsible for contents of vehicle and trailers.

15. You must punch in and out every day, regardless of time.

16. Absences or late arrivals will be reported no later than 7:30 AM.

17. The use of cell phones or similar devices for district-related purposes while driving is prohibited; employees must stop their vehicles in safe locations in order to use cell phones or similar devices.

Effective 1/17/2005

Revised 9/29/2010
Staff Directory

Lionel Frederick, Director of Facilities Maintenance & Operations

Hugo H. Avila, Staff Engineer / HVAC Supervisor

Joe Mendez, Facilities, Maintenance & Operations Specialist

Ben Arredondo, Interim Electrical Supervisor

Abel Casas, Grounds Supervisor

Fernando Castro, Construction Supervisor

Raul De La Peña, Plumbing Supervisor

Miriam Escalon, Dispatcher for Facilities, Maintenance & Operations

Maria A. Gonzalez, Facilities, Maintenance & Operations Secretary

Xavier Jimenez, Area Custodial Supervisor

Gabriel Lara Jr., Area Custodial Supervisor

Daniel Lopez, Area Custodial Supervisor

Dave Pacheco, Computer Support Specialist

Robert Peña, Lead Custodial Foreman

Melissa G. Rodriguez, Computer-Aided Design & Drafting Operator

Terri Salinas, Facilities, Maintenance & Operations Secretary

Jesus Saucedo, Fixed Assets Specialist
Forms

Authorization for Overtime for Non-Exempt Employees

Purchase Requisition Form (Non-stock items only)

Material Requisition Form (Stock items only)

Flexible Work Arrangement Application

Return to Stock or Vendor Form

Project Request Form

Plan Issuance Form

Construction / Work Site Area Policy

Change Order Form

Certificate of Substantial Completion
AUTHORIZATION FOR OVERTIME FOR NON-EXEMPT EMPLOYEES

Secretarial/technical and auxiliary employees (Facilities M & O, Custodial, Child Nutrition Program, and Transportation) paid on an hourly basis for all hours worked each week are non-exempt employees and shall be compensated for overtime in accordance with the Fair Labor Standards Act (FLSA) and the District’s compensation plan. Overtime must be granted at a rate of no less than one and one-half hours for each hour of overtime worked. Employees must physically work over 40 hours in one workweek to receive overtime compensation. Every workweek stands alone in determining overtime hours worked. The workweek begins on Saturday and ends on Friday. Non-exempt employees shall not work overtime without prior approval of his/her supervisor.

Employee Information

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<th>SSN:</th>
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<tbody>
<tr>
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Overtime Hours

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TOTAL

Approvals (FOR OFFICE USE ONLY)

<table>
<thead>
<tr>
<th>Supervisor’s Signature</th>
<th>Date</th>
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<tbody>
<tr>
<td>Director’s Signature</td>
<td>Date</td>
</tr>
<tr>
<td>Budget Account No.</td>
<td></td>
</tr>
</tbody>
</table>

REVISED 9/17/03, 9/02/10
# PURCHASE REQUISITION FORM
(NON-STOCK ITEMS ONLY)

### General Information
- **Date:**
- **Suggested Vendor:**
- **Vendor Address:**
- **City, State and Zip Code:**
- **Vendor Phone and Fax Number:**
- **Vendor No.:**
- **Work Order #:**
- **Project Name:**

### Requested By

### Item Information
<table>
<thead>
<tr>
<th>ITEM #</th>
<th>DESCRIPTION</th>
<th>QTY.</th>
<th>UNIT OF ISSUE</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
</table>

### Approval
- **Approved:**
- **Denied:**

### Signatures
- **Director of Facilities Maint. & Operations Signature:**
- **Date:**
- **Entered By:**
- **Date:**
MATERIAL REQUISITION FORM
(IN-STOCK ITEMS ONLY)

DATE: ___________ WORK ORDER #: ___________ STORE ISSUE #: ___________

PERSON (S) PREPARING REQUISITION: ________________________________

TRADE: ________________________________ CAMPUS ID OR LOCATION: _____________________

BILL TO ACCOUNT #: ________________________________

INVENTORY MATERIAL ITEM (S) NEEDED FOR PROJECT

<table>
<thead>
<tr>
<th>STOCK #</th>
<th>QTY.</th>
<th>UNIT OR EACH</th>
<th>ITEM DESCRIPTION</th>
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DEPARTMENT SUPERVISOR APPROVAL SIGNATURE: ________________________________

(PERSON (S) RECEIVING MATERIAL SHOULD VERIFY ITEMS ARE CORRECT BEFORE LEAVING WAREHOUSE)
FLEXIBLE WORK ARRANGEMENT APPLICATION

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

Employee Information

<table>
<thead>
<tr>
<th>Employee's Name</th>
<th>SSN:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Positions</td>
<td>Daily Rates</td>
</tr>
<tr>
<td>Campus/Location</td>
<td>OT Rates</td>
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</table>

Proposed Work Schedule for Flexible Arrangement

<table>
<thead>
<tr>
<th>WEEK</th>
<th>DATE</th>
<th>AM IN</th>
<th>AM OUT</th>
<th>PM IN</th>
<th>PM OUT</th>
<th>TOTAL</th>
<th>REASON</th>
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<tbody>
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</table>

TOTAL 40 HOURS

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

Employee’s Signature ___________________________ Date __________

Approvals (FOR OFFICE USE ONLY)

<table>
<thead>
<tr>
<th>Supervisor’s Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director’s Signature</td>
<td>Date</td>
</tr>
</tbody>
</table>

REVISED 9/1700, 9/01/10
## RETURN TO STOCK OR VENDOR FORM

**McAllen ISD**

**Facilities Maint. & Operations**

**4300 W. Rodriguez Ave.**

**McAllen, Texas 78501**

---

**WORK ORDER #:**

**PROJECT NAME:**

**STORE ISSUE #:**

---

**DATE OF RETURN:**

**DATE OF PURCHASE:**

---

**PERSON RETURNING RETURN:**

**ACCOUNT #:**

**DEPARTMENT:**

**VENDOR NAME:**

---

<table>
<thead>
<tr>
<th>ITEM #</th>
<th>QTY. UNIT OR EACH</th>
<th>ITEM DESCRIPTION</th>
<th>REASON FOR RETURN</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

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**PERSON'S NAME RETURNING ITEM(S) (PRINT):**

**SIGNATURE:**

---

**SUPERVISOR'S NAME APPROVING RETURN (PRINT):**

**SIGNATURE:**

---

**DIRECTOR’S NAME APPROVING RETURN (PRINT):**

**SIGNATURE:**
# PROJECT REQUEST FORM

## PART A - TO BE COMPLETED BY THE REQUESTER

<table>
<thead>
<tr>
<th>Requester</th>
<th>Contact Person:</th>
</tr>
</thead>
<tbody>
<tr>
<td>School / Dept.</td>
<td>Telephone No.</td>
</tr>
<tr>
<td>Address</td>
<td>Date Needed:</td>
</tr>
<tr>
<td>City/State/Zip</td>
<td>Funding Source:</td>
</tr>
</tbody>
</table>

**Project's Scope of Work**

**Funding Amount:**

**Justification for Work Requested (describe need for and/or benefits of project)**

---

**Authorized Signature - Principal/Dept. Head**

<table>
<thead>
<tr>
<th>Title</th>
<th>Date</th>
</tr>
</thead>
</table>

## PART B - TO BE COMPLETED BY DIRECTOR OF FACILITIES MAINT. & OPERATIONS

- [ ] Approved
- [ ] Not Approved

**Project Manager Assigned:**

**Director of Facilities Maint. & Operations**

<table>
<thead>
<tr>
<th>Signature</th>
<th>Title</th>
<th>Date</th>
</tr>
</thead>
</table>

## PART C - TO BE COMPLETED BY SPECIALIST FOR FACILITIES MAINT. & OPERATIONS

The funding source for this special project request has been identified and appropriated accordingly.

**Budget Estimate (includes contingency):**

**Budget Account No.:**

**Project Name:**

**Project No.:**

**Signature**

**Specialist for Facilities Maint. & Operations**

<table>
<thead>
<tr>
<th>Title</th>
<th>Date</th>
</tr>
</thead>
</table>

---

41
# PLAN ISSUANCE FORM

**DATE:**

**PROJECT NAME:**

**CAMPUS ID OR LOCATION:**

**WORK ORDER #:**

**PROJECT ACCOUNT #:**

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>NAME</th>
<th>SIGNATURE</th>
<th>DATE RECEIVED</th>
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<tbody>
<tr>
<td>CUSTODIAL</td>
<td>ROBERTO FENA</td>
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<td>PLUMBING</td>
<td>RAUL DE LA PENA</td>
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<tr>
<td>CONSTRUCTION</td>
<td>FERNANDO CASTRO</td>
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<td>ABEI CASAS</td>
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<td>RUBEN MENDOZA</td>
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<td>BEN ARREDONDO</td>
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<td>INFORMATION SYSTEMS</td>
<td>PAT FAIR</td>
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<td>POLICE DEPARTMENT</td>
<td>CHRIS ESQUIVEL</td>
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<thead>
<tr>
<th>STAFF</th>
<th>NAME</th>
<th>SIGNATURE</th>
<th>DATE RECEIVED</th>
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<tbody>
<tr>
<td>CAMPUS/DEPARTMENT</td>
<td></td>
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<tr>
<td>DIRECTOR OF FACILITIES M &amp; O</td>
<td>LIONEL FREDERICK</td>
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<tr>
<td>CAD BOPERATOR</td>
<td>MELEDA RODRIGUEZ</td>
<td></td>
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<tr>
<td>STAFF ENGINEER</td>
<td>HUGO AVILA</td>
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</table>
CONSTRUCTION/ WORK SITE AREA POLICY

Approval has been granted to start a construction project at __________________________. To insure a satisfactory rate of progress and the safety of all MISD employees, it is essential that you adhere to the procedure listed as follows:

1. A construction/work site barrier shall be installed surrounding the area being worked on. This barrier will consist of fluorescent orange netting, tape, or similar material.

2. Only personnel working on the specific project will be permitted in the construction/work area. School personnel will not be allowed in the construction/work area.

3. All work will be done according to either plans and specifications or the instructions clearly noted by work order. Any request for changes or additions to the project work must be made to MISD Director of Facilities M & O or Project Manager assigned to that particular project. Personnel working in the construction/work area will only follow instructions from their immediate supervisor.

4. Only Principals and/or their designee will be allowed at the construction site in the company of the MISD Director of Facilities M & O or Project Manager assigned to that particular project. These inspections must be prearranged so that the progress of the work being done is not impaired, and the safety of the individuals making the inspection can be reassured.

5. All personnel actively engaged in the construction project should exercise proper precaution at all times for the protection of persons and property particularly at the work site.

_________________________________________  ________________
Signature of Principal or Designee                  Date

_________________________________________  ________________
Signature of Director of Facilities Maint. & Operations  Date

_________________________________________  ________________
Signature of Project Manager Assigned               Date
CHANGE ORDER FORM

McAllen ISD
Facilities Maint. & Operations
200 Warrior Ave.
McAllen, Texas 78502

DATE:

PROJECT NAME: WORK ORDER #:

CHANGE REQUESTED BY: DATE REQUESTED:

COST OF CHANGE ORDER:

THE PROJECT CHANGES ARE AS FOLLOWS:

________________________
Signature of Principal or Designee
Date

________________________
Signature of Director of Facilities Maint. & Operations
Date

________________________
Signature of Project Manager
Date
CERTIFICATE OF SUBSTANTIAL COMPLETION

PROJECT NO. __________________
WORK ORDER NO. __________________

REQUESTER:
Name: __________________________ Start Dates: ____________
School/Dept: __________________________ Completion Date: ____________
Address: __________________________ Estimated Cost: ____________
City/State/Zip: __________________________ Actual Cost: ____________

PROJECT OR PORTION OF THE PROJECT DESIGNATED FOR PARTIAL OCCUPANCY OR USE SHALL INCLUDE:

The Work performed on this project has been reviewed and found, to the Director of Facilities Maint. & Operations's or Project Manager's best knowledge, information and belief, to be substantially complete. Substantial completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Scope of Work so that the Requester can occupy or utilize the Work for its intended use. The date of Substantial Completion of the project or portion designated above is the date of issuance established by this Certificate.

Director of Facilities M & O or Project Manager (Print Name) __________________________ Signature __________________________ Date of Issuance ____________

Facilities Maint. & Operations will complete or correct the Work on the list of items attached hereto within ________ days from the above date of Substantial Completion.

Project Manager (Print Name) __________________________ Signature __________________________ Date ____________

The requester accepts the Work as designated portion as substantially complete and will assume full possession on __________________________ Date ____________

Requester (Print Name) __________________________ Signature __________________________ Date ____________