General rules and regulations for employees

Theft /Damage and Privacy
The district expects honesty from each employee while working on district premises.

No employee shall loan, give, sell take or destroy any equipment supplies or tools including personal items that are left in sight or otherwise detected while working in the buildings.

Employees are expected to respect the property of the district being sure work equipment does not damage the building, other equipment, and furnishings. All accidences should be reported as soon as possible even if there is no injury or damage.

No employee shall give sell or otherwise make available any records of the district this includes any paperwork or information left in waste basket or containers.

No employee shall open any drawers, doors, cases, or any container not necessary for completion of the job.

Employees must turn in any items of jewelry, money, electronics or other items of value found while working in the building.

__________Employee initials

Scheduled Work Hours
At no time should you leave the building before the end of your shift without prior approval from your supervisor or Custodial Manager to use vacation or PTO.

Combining break and lunchtimes together in order to leave early is NOT permitted. Everyone who works an 8 hour shift is required to take two 15 minute breaks and one half hour lunch.

If a custodian needs to leave work for ANY reason they are to notify one of the following individuals immediately.

<table>
<thead>
<tr>
<th>Custodial Manager</th>
<th>Custodial Supervisor</th>
<th>Custodial Supervisor</th>
<th>Custodial Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Goddard</td>
<td>Mike Dolan</td>
<td>Carlos Alvarez</td>
<td>Heather Rogers</td>
</tr>
<tr>
<td>303-702-8321</td>
<td>720-552-1989</td>
<td>303-717-3909</td>
<td>303-746-6466</td>
</tr>
</tbody>
</table>

__________Employee initials
Telephone/Cell Phone Usage
We realize that employees have situations arise that require the use of the telephones or cellular telephones for personal reasons. Many times these situations must be dealt with during working hours. The following procedure is in effect concerning cellular telephone or telephone use during business hours:
Personal phone calls should be made and received before or after work or on breaks and lunches. An employee on break or lunch may use a district telephone to make local calls only.

If an emergency situation should arise that requires you to make or receive telephone calls while working, inform your immediate supervisor as soon as possible.

You may carry and answer your cell phone during working hours to be used ONLY for emergency situations. Any abuse will not be tolerated.

_________Employee initials

Computer usage
There is a district policy stating that all district computers are to be used for district business ONLY!
Therefore if you are playing games, checking internet sites, or using the computer for any other reason besides district business, please stop immediately. Continuing this practice is a violation of the district policy.

If you are caught abusing this policy, you will held accountable, up to and including a recommendation for termination.

_________Employee initials

Tobacco usage
There shall be no smoking or use of any tobacco products on school district property.

_________Employee initials

Substance abuse
No employee shall report to work while under the influence of any alcoholic beverages narcotics or marijuana nor shall any alcoholic beverages narcotics or marijuana be used during work hours. No drugs or alcoholic beverages are allowed on district property.

_________Employee initials
**Professionalism**
Employees are expected to conduct themselves in a professional manner at all times. Use of profanity and or disrespectful behavior will not tolerated.

Custodial Employees appearance should be consistent with good hygiene safety and what the district considers appropriate business attire.

Employees will not assume or exercise authority or control over students no physical contact should ever be made.

Student contact shall be limited to business needs only issues or concerns with students shall be reported immediately to the building administrator and the custodial supervisor and manager.

__________Employee initials

__________________________________________________

Employee Signature                          Print name

________________________________________

Facility                          Date