

OBJECTIVE

The following administrative procedures are specific to the BPS Department of Environmental Health and Safety (EH&S). This document is not intended to supersede any other poignant procedure(s) or over-arching policy(s) administered by the BPS District Office. This document is intended to further clarify the day-to-day functions of this important educational agency support department.

The collaborative and cross-functional philosophy and practice inherent with this support department, requires any one departmental staff member to take action and ask questions pertaining to this and other related BPS policies and procedures. The traditional chain-of-command structure established by this department is intended to expediently clarify and resolve administrative gaps discovered.

Business Hours of Operation

Standard business hours of operation (6:30 AM – 3:00 PM) shall be the same for all departmental staff. Any/all planned schedule changes will require pre-notification to affected employees (i.e. for special projects), and shall be in accordance with classified-trades labor union agreement language. Similarly, lunchtime and breaks shall also be in accordance with any applicable labor union agreement language.

Tracking Staff Labor Resource (Work Orders /Time)

Electronic work-orders (via Facilities Services CMMS database) are issued to classified employees as a means to assign and track all classified labor efforts. Each classified employee is expected to record in the CMMS database an 8-hour workday and a 40-hour workweek with the use of direct-labor and indirect-labor type work-orders.

In addition to tracking labor with work orders, electronic/paper *Time-Logs* are used (printed/signed) by all departmental staff when recording all District workdays and workweeks, as required on the *Time-Log Form* that is administered by the BPS Finance Department.

On Call, Overtime and After Hours Work

The Environmental Safety Specialist Trades are required by job description and labor union agreement language to weekly rotate a designated and compensated Specialist staff for after-hours emergency service labor support to the facilities Services, PO&M Department. The PO&M Department's on-call supervisor and Answering-service/Dispatch Center directly administer after-hours service call related to school and ancillary campus infrastructure and operational issues. The Specialist trades are expected to arrange for and communicate on-call shift changes related to all forms of planned and unplanned Leave of Absence (LOA: i.e. sick, personal, & vacation absences). If a shift gap goes unresolved, the Supervisor will move the schedule to the next person in rotation (first-in first-out).

Field Equipment Staging & Staff Transportation Logistics

All departmental staff are issued a BPS vehicle for the use of containing (and transporting to individual school-sites) tools-of-the-trade, service related materials, equipment, and supplies. *Vehicle Mileage Logs* are used for each motor vehicle and are retrieved/filed on a monthly basis. The Department Supervisors and Manager review (random or selective) *Mileage Logs* on a monthly basis. Departmental staff are permitted/encouraged to park their assigned vehicle on school grounds nearest to their home-of-residence during non-business hours (weeknight & weekends). With the use of electronic business machines (wireless laptops, cell phone, etc.) and the daily issuance of work orders, each staff typically start their workday as they enter their assigned vehicle and transit to the BPS site requiring their service. Staff shall not log 'travel-time' as 'production work time' when the staff member is instructed to report directly to the department's main office (Rockledge Fl.) at the beginning of the workday. Similarly, when staff conclude their workday in the office, they shall not log the time traveled to their neighboring school campus as billable ('production') work time. Under such circumstances, the employee shall not record the 'travel time' within their 8-hour workday (*Time Log*). Instead, the employee shall record the 'commute to/from work location' on the BPS *Vehicle Mileage Log* (& elsewhere if/as necessary for comply with record keeping requirements) for annual reporting of *person-use-of-government-vehicle* to BPS Finance Department (as required to adjust individual annual income rates for tax-filing purposes). The Department Manager shall maintain an accurate listing of vehicles assigned to staff, and where all departmental vehicle are parked during non-business hours.

Business Machines / Phones

Each department staff is provided with a district issued desktop computer, portable laptop (or tablet), and cellphone. Standard business printer machines and copy machines are staged in the Main Office for conveying paper records. Portable devices are enabled with wireless functions so that paper records can be generated in BPS school and ancillary site buildings. Use of these machines and phones shall comply with usage requirements established by the BPS Educational Technology Division.

Equipment & Material Control

The department follows the purchasing, inventory-tracking, transfer, disposal and reporting procedures prescribed by the BPS Purchasing Department and Property Control Division for all purchased/acquired assets. An electronic tracking database administered by the Property Control Division is used for all tagged assets. In addition, the department participates in a monthly ten-percent (10%) random cycle count, as a secondary-level means of tracking and maintain possession of tagged equipment.

Leave of Absence

All departmental staff are required to place a phone call and/or send electronic message notifying all unplanned LOA (sick & personal). Staff shall do so as soon as they know they have to leave work or not report to work during an upcoming work-shift. The communication shall identify:

- which type of LOA is being used (sick or personal)
- any in-process critical-path information to be conveyed to fellow staff and/or customers for in-process work
- anticipated duration of LOA

By 8:00 AM each workday the department manager (&/or their designee) shall issue a global email message notifying the leadership of the employee taking the LOA and relevant fellow staff (i.e. Supervisor, Lead, Assistant Superintendent).

Unplanned extended LOA (i.e. FMLA, injury) requires use of BPS Human Resources Department forms. Approval of Planned LOA (vacation) requires the use of BPS designated leave-approval form and associated procedure and supervisor approval.

Dress Attire

An established departmental operating budget is adequate to cover the occasional cost to replace BPS/departmental logoed shirts to all staff. Staff shall wear uniform shirts in a tucked-in fashion when in the view of the public, and free of stains and holes/tears. Staff are responsible for cleaning shirts. Staff are permitted to wear dungaree-style slack (or other industrial-type slacks or casual-business style slacks) as long as they are relatively free of stains, fray, and holes.

Periodic Meetings and Leadership Reports

The Department Manager holds an 'All-Hand' staff meeting on an approximate two-week basis. The agenda for such meeting is structured around District Board and Cabinet Leadership updates, and drills down through the 'chain-of command' within the department, finishing with an open discussion for all present staff members to address district/department pertinent topics. A summary of each meeting is generated for record and distribution to those who were not in attendance.

The Department Manager (and their designees) attends other meeting as instructed by BPS Leadership and relevant adhoc committees.

Website Maintenance & Update

The department's web-page is a subset to the BPS Facilities Services Web-page (residing on the BPS website). The Department Manager and their designee shall perform a web-page review to identify any need for update changes. This should be done more frequently if/as necessary based on the need to provide accurate information to web-page users (fellow departments and the community at-large). The web-page shall include an organizational chart and brief description of services provided. It shall also provide links to all department related procedures, specifications, and forms.