

# MEMORANDUM

To: All Custodial Staff

From: Tim Rybak , Director of Operations  
 Dave Kusinski, Assistant Director of Buildings and Grounds  
 Bill Heger, Coordinator of Buildings and Grounds

Date: June 12, 2017

Re: Skyward Changes and Department Guidelines

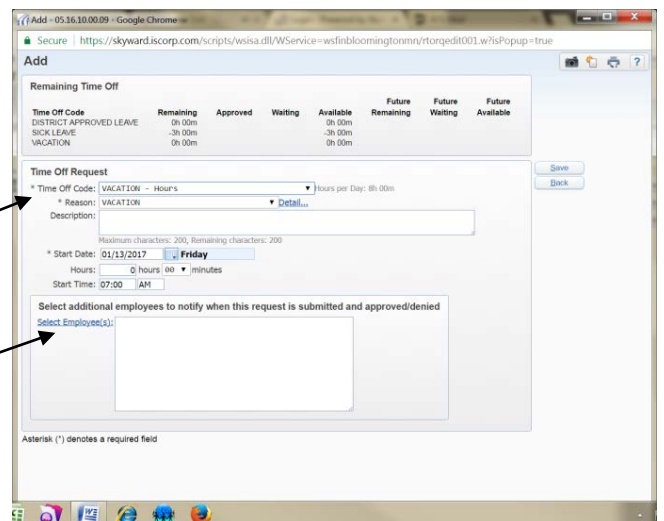
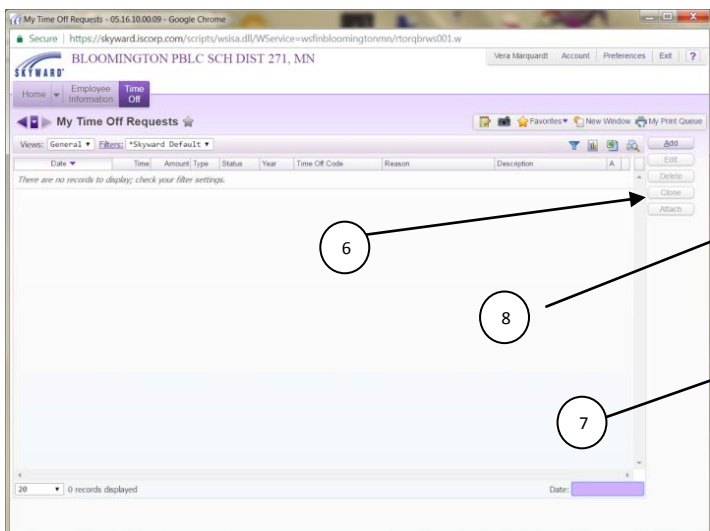
## PER HUMAN RESOURCES

1. TIES is going away June 30, 2017, and no one will be able to access their TIES account. If you need copies of anything from TIES - please make them **before June 30th!** HR and Payroll will also not be able to get anything out of TIES after that date, so please plan ahead!

2. We are launching the Employee Management side of Skyward 7/1/17. As changes occur due to that, I'll keep everyone informed. The first change is that **no negative balances** will be allowed for **sick time** or **vacation time** starting 7/1/17.

If you need to take sick time but do not have it accrued, you will need to enter those days under 'District Approved Leave', select 'Unpaid' as reason/type code, the in comment field place - 'Out of sick leave'. Taking vacation when no hours are accrued is not allowed, except for very limited circumstances and with pre-approval from HR.

## SKYWARD TIPS



1. An employee has to enter their own time off. No one else has access.

2. 4X4's need to enter time off for both sites, you should see a drop down box that allows you to select the supervisor you wish the absence request to go to. If you don't have two supervisors listed, please let us know.
3. Per Human Resources:
  - ✓ As a reminder, all absences need to be entered **3 days before** taking the absence, unless it is an unforeseen event (like illness, death in family, etc.)
  - ✓ All absences should be entered within **24** hours of taking it, if at all possible. In no case should absences be entered later than 5:00 PM Friday of the week you were out. Sick leave should be entered within **24** hours of returning to work.
  - ✓ We don't like having to write-up employees but we also want people to know how serious this is for those whose pay is affected by not putting it into Skyward.
4. Enter your hours worked or gone. Do not include lunch for the 8 hours. You will lose 30 minutes of vacation or sick by adding in your lunch.
5. Any edits/deletes have to be done by Human Resources **NOT Buildings and Grounds**
6. You can clone a day off for multiple days. Example taking a week off
7. You can select additional employees to notify when this request is submitted and approved/denied. You need to select your supervisor (i.e. Chief and Day Lead or CM Supervisor depending on your location) it will email them. *(Chiefs and Day Leads you can add your school secretary if you choose)*
8. District approved leave drop down is the default those are approved by HR after supervisor
9. If the entry is incorrect we will DENY IT B&G will put a comment in as to why.
10. Chiefs and Day Leads can view time off on Skyward calendar

\* Portion of your contract

## **BLOOMINGTON CUSTODIAL/TRANSPORTATION CONTRACT July 1, 2015 - June 30, 2017**

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### **8.1 Sick Leave**

Sick leave is accrued but cannot be used during the first ninety (90) days of employment. Sick leave must be used in minimum amounts of one (1) hour and must be used in full hour units. Sick leave may be used only for personal illness, personal illness of immediate family members per State and Federal law, death or serious illness in the immediate family as provided in Sections 8.2 and 8.3. A limited amount of sick leave may be used for necessary dental or medical care.

*Note: No 8 hours for a medical appointment unless we have an MPI  
Enter in the comment section if you have a doctor's note*

**8.1.1 Advance Notice:** In order to be eligible for sick leave, all employees must notify the District of the absence in advance of the start of their shift. In order to have enough time to find substitutes, first shift custodial employees and transportation

employees must give at least one (1) hour notice and second and third shift custodial employees must give at least three (3) hours' notice.

*Note: It's not a (MPI) Medical Proof of Illness if you notify us within 24 hours of having a doctor's appointment and you use sick leave. If not it becomes a (SLI) Sick Leave Incident.*

### **8.3 Personal-Emergency Leave**

Two (2) days of sick leave from the basic leave accrual may be used for various reasons of extreme personal necessity. Classified personnel receiving vacation leave may not use this leave as a supplement to their vacation leave. Prior notice except in emergency of intended use of emergency leave will be required. Attempts must be made to report use as soon as possible.

*Note: To receive Personal-Emergency Leave enter "Sick leave – Other" – "Personal Leave and detailed description" – you must have a description writing personal is not acceptable.*

*Examples: Personal Leave - Car Accident, house flooded, furnace went out, tree fell on house*

The screenshot displays the Skyward Time Off Request form. At the top, there is a table for 'Remaining Time Off' with columns for Time Off Code, Remaining, Approved, Waiting, Available, Future Remaining, Future Waiting, and Future Available. Below this is the 'Time Off Request' section, which includes fields for Time Off Code (SICK LEAVE - Hours), Reason (SICK OTHER), Description (Personal Leave - Car Accident, house flooded, furnace went out, tree fell on house), Start Date (06/12/2017 Monday), Hours (8 hours 00 minutes), and Start Time (07:00 AM). There are also 'Save' and 'Back' buttons. At the bottom, there is a section for 'Select additional employees to notify when this request is submitted and approved/denied' with a list of employees: DALY LYLE S and WILLIAMSON SCOTT.

### **8.4 Vacation**

Vacation may not be used during the initial six (6) months of employment unless specifically approved by the district but may be used as accrued thereafter. Vacation may be used in minimum amounts of two (2) hours and must be used in full hour units.

The time for the use of any vacation must be approved and will be at such times that will not cause undue burden on the District.

*Note: When your staff request vacations please don't bully, guilt or shame staff about taking time off. They have earned the time off and they deserve it just as much as you do. If it causes a hardship please ask them to reschedule. (Policy 457)*

## **DEPARTMENT GUIDELINES FOR ANNUAL LEAVE**

1. Leave request should be submitted on Skyward  
Cannot be negative to be approved  
In description write if "Building Chief has approved your time off" if you don't it will delay the process and your vacation

2. Limit number of Friday/Monday leaves to two per person during summer break.
3. Limit leave to four weeks (20 days). \* Before booking an extended vacation of more than 2 weeks you must get prior approval from your Chief and B&G. Example: Need 4 weeks to fly to Alaska and back before purchasing tickets you must get prior approval from Chief and B&G or it can be denied.
4. The Elementary Chiefs, Day Leads and Custodians will not take off carnivals and grandparents days or other major events.
5. Chiefs and Day Leads should not be on leave two weeks before school starts. We will also be limiting the amount of base custodians off due to construction schedules.
6. We will limit the number of custodians taking leave two weeks before school starts. NO VACATIONS THE WEEK BEFORE SCHOOL STARTS.
7. All Custodial Staff should plan to attend the Annual Health & Safety Training days.
8. Secondary buildings – Chief and Engineer and Day Leads should not be gone at the same time.

## **HUMAN RESOURCE LEAVE PROCESS**

Short term leaves are now requested through Skyward and do not require a paper leave form. “DAL” District approved leave typically includes child's school activity, graduation, bereavement and wedding and will require you to include a comment to provide more information before the leave can be approved. District approved leave is at the discretion of the district and is not allowed for recreation, absence of personal choice or purposes that could be conducted outside the workday. District approved leave may be paid or unpaid. Login to your Skyward account and record the time indicating the reason. Please allow at least three days for your supervisor and Human Resources to approve. You will receive an email back once the time has been approved.

For the following contact Buildings and Grounds or Human Resources

- Jury Duty
- Family and Medical Leave Act