

How We Work Together

Lyons Joint Maintenance Facility Handbook

*“Coming together is a beginning
Keeping together is progress
Working together is success”
Henry Ford*

6/20/02 Revision

Joint Maintenance Facility History

- | | |
|-----------------------|---|
| September 1996 | TAS (Transportation Advisory Service) employed to conduct a feasibility study. |
| June 1997 | Mossien Associates employed as architects to review land and building requirements. |
| December 1997 | Agreement signed between Village/
Town/School. |
| February 1998 | First vote on project including purchase of Ruspak land defeated. |
| February 1999 | Second vote on project including purchase of Santelli property passed. |
| March 2001 | Bid opening for building facility. |
| August 2001 | Ground breaking ceremony. |
| May 2002 | Open House for public. |

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How We Work Together

Forward

As we began the effort to build the Lyons Joint Fuel Maintenance Facility, some in our community expressed doubt that the employees of the School, Town, and Village could work together in and from a single building. We have worked for years from three different environments that have given us each a different working style and have left us with different memories. But regardless of where we come from, we have all striven to give our best effort and talent in the service of the same Lyons taxpayers.

Now, those taxpayers, our neighbors, have found their way to provide us with this new Lyons Joint Fuel Maintenance Facility. As we begin sharing this facility, this handbook will provide some basic guidelines as to how we work together.

As we grow together and adapt to our new facility, it is likely that a situation will be encountered for which there is no guideline in this handbook. When that time happens, it is essential that representatives from the School, the Town, and the Village sit down and discuss and reach consensus on a fair resolution to that situation. Before moving on, add that resolution to this handbook as a guide for those who will follow.

Employee Conduct

- 1. Customer relations** – Our municipal departments' reputations have been built on excellent service and high quality work. To maintain this reputation requires the active participation of every employee. The opinions and attitudes that the people we serve have toward each municipal department may be determined for a long period of time by the actions of one employee. It is sometimes easy to take someone for granted, but when we do, we run the risk of offending not only that person, but his or her associates, friends or family who may also be served by our municipal departments. Each employee must be sensitive to the importance of providing courteous treatment in all working relationships.
- 2. Standard of conduct** – Each employee has an obligation to observe and follow proper standards of conduct at all times. If an individual's behavior interferes with the orderly and efficient operation of a department, corrective disciplinary measures will be taken. Disciplinary action may include an oral warning, written warning, suspension without pay and/or discharge. Each municipality will determine the appropriate disciplinary action imposed.

The following misconduct may result in discipline up to and including discharge:

- Flagrant misconduct
- Violation of the municipality policies or safety rules
- Insubordination
- Poor attendance
- Possession, use or sale of alcohol or controlled substances on work premises or during working hours
- Poor performance
- Theft or dishonesty
- Physical harassment, sexual harassment or disrespect toward fellow employees, visitors or other members of the public

These examples are not all inclusive. Discharge decisions will be based on an assessment of all relevant factors.

3. **Onsite Supervisors**
 - a. For employees of the Lyons Central School District, your Onsite Supervisor is the School Director of Transportation or his/her designee.
 - b. For employees of the Village of Lyons, your Onsite Supervisor is the Superintendent of Public Works or his/her designee.
 - c. For employees of the Town of Lyons, your Onsite Supervisor is the Town Superintendent of Highways of his/her designee.
4. **Care of equipment** – An employee is expected to use proper care when using any municipality's property and equipment. No property may be removed or borrowed on site from premises without the proper authorization of the affected onsite supervisor. If you lose, break or damage any property, report it to your onsite supervisor at once.
5. **Care of vehicles** – Operators of municipal vehicles are responsible for the safe operation and cleanliness of the vehicle. Accidents involving a municipal vehicle must be reported immediately to the employee's onsite supervisor. Employees are responsible for any moving violations and fines including an overweight load, which may result when operating a municipal vehicle. Municipal vehicles may only be used for job-related travel. The use of seat belts is mandatory for operators of municipal vehicles.
6. **Solicitation and distribution** – Solicitation by an employee of another employee is prohibited while either person is on the premises. Employee distribution of literature, handbills or other printed materials in work areas is prohibited at all times. Trespassing, soliciting or distribution of literature by non-employees on these premises is prohibited at all times.
7. **Bargaining Units** – Village and School are unionized. Town employees are not represented by a bargaining unit.
8. **Drug testing** – The school will use Data Med and test within the building. Town and Village will test with Wayne County.
9. **Suggestions** - A suggestion box will be provided in a common area for use by all employees. Employees are invited to submit written suggestions toward improving efficiency and working relationships at the Joint Maintenance Facility. The suggestion box will be opened weekly and suggestions jointly reviewed by the three onsite supervisors. Contributions (unless anonymous) will be acknowledged in a timely and appropriate manner.
10. **Complaints and Conflict Resolution**
 - a. If the concern/complaint involves a single municipality, that municipality will deal with the issue according to the process described below:
 - b. If the concern/complaint involves two or more of the municipalities, only those municipalities involved will deal with the issue according to the process described below:
 - Stage 1- The employee should relate the details of the concern/complaint to his/her own onsite supervisor, asking for said supervisor's advise and, if necessary, intervention in the matter. Said supervisor should involve other onsite supervisor (s) only if actions of employees of other municipalities are apparent cause of the concern/complaint.
 - Stage 2- If the concern/complaint cannot be resolved by the onsite supervisor (s), the next level of management (Village Mayor, and/or town Supervisor and/or School Business Administrator/Superintendent) should be asked for advise and, if necessary, intervention in the matter.
 - Stage 3- If the concern/complaint cannot be resolved by the (Village Mayor and/or Town Supervisor and/or School Business Administrator/Superintendent) the elected Board (s) of the municipality (ies) (Village Board and/or Town Board and/or School Board) should be asked for advise and if necessary, intervention in the matter. If a decision is required to resolve the matter, and no resolution has been accomplished at Stage 1 or Stage 2, the decision by the Board (s) at Stage 3 is considered final.

Shared Use of Facilities

1. Designated Space- (*see attachment A*)

Refer to the Joint Maintenance Facility floor plan with designated space coloration. Working together and sharing is encouraged, however:

- School Transportation employees will avoid wandering into areas designated for Town or Village operations unless authorized by an onsite supervisor.
- Town employees will avoid wandering into areas designated for School or Village operations unless authorized by an onsite supervisor.
- Village employees will avoid wandering into areas designated for School or Town operations unless authorized by an onsite supervisor.

2. Securing the Facility (*see attachment B*)

a. **Security Procedures** - Each municipality will secure their own area at the end of the day.

1. The **Town** will be responsible to secure doors:
 - T1- Office from Hall
 - T2- Office to Work bay
 - T3- Break room
 - T4- Work Area/ South- East
 - T5- Work Area/ North
 - All overhead work area doors to be secured by the supervisor.
2. The **Village** will be responsible to secure doors:
 - V1- Office from Hall
 - V2- Break room
 - V3- Work Area/ South- West
 - V4- Work Area/ North
 - All overhead work area doors to be secured by the supervisor.

The **Town** and **Village** will share securing the door (T & V1) from the work area into the parts room.

3. The **School** will be responsible to secure doors:

- S1- School side entrance
- S2- Transportation Supervisor Office
- S3- Break room
- S4- Mechanic Office from Hall
- S5- Mechanic Office from Work area
- S6- Storage Area (NE)
- S7- Storage Area (SE)
- S8- Storage Area (SW)
- S9- Parts room
- S10- Work Area (west)
- S11- Work Area to Storage Area
- All overhead work area doors to be secured by the supervisor.

The **School** on site supervisor will lock the Main Entrance (A-1) and the Training room (A-2) at the end of the day.

b. After Hours Use of Facility

1. **Training Room** -- In the event that a group uses the training room after hours, a representative of the group will be responsible to:
 - Obtain a door key from the School Supervisor prior to use (sign for possession).
 - Secure the room door and the entrance door upon leaving.
 - Return the key in the designated drop box.

2. **School Field Trip Bus Drivers** will enter the storage area through door #56 to put the vehicle away and enter the common area through door #51. Said Driver will secure these doors.
3. **Village After Hours Use of Facility** is restricted to Police and Fire personnel. The individual using the facility will be responsible in securing the building.
Town Highway Superintendent has no need for after hour security use by the Town.
- c. **Removal of Property or Materials**
 Gifting or removal of municipal, taxpayer-owned property and materials stored onsite will be considered stealing and will be prosecuted to the full extent of the law.
3. **Public Access to the Facility**
 - a. **Public Access**
 Each municipality will take care of its own visiting public and salespersons.
 - b. **Touring the Facility**
 Public tours are encouraged but must be arranged in advance with the three onsite supervisors. A municipality designee will be present in each municipality's area during a tour.
 - c. **Unauthorized Areas**
 The Public is not allowed in garage areas without permission from an onsite supervisor and must be accompanied by a municipal employee during such visit.
 - d. **Signage**
 Sign reading- "Employees Only Beyond this Point" will be provided to designate those areas not open to the public except under the aforementioned conditions.
4. **Shared Outdoor Maintenance**
 - a. **Snowplowing**
 The school will plow as necessary to facilitate bus traffic. Town/Village will plow and move/remove major snow as duties cleaning public highways may allow. Village and Town will try to open entrances and access to fuel storage facility before they leave on runs.
 - b. **Lawn mowing/yard work** – Responsibility for care of specified areas are as follows:
 - School: off-site hillsides and area in front around frog ponds.
 - Village: perimeter of frog ponds as possible and perimeter of parking lots.
 - Town: Ditch maintenance including Black Brook.
5. **Shared Indoor Maintenance**
 - a. **Women's Restroom**
 The School will clean the Women's Restroom at least once a week.
 - b. **Powder Room**
 The School will clean the Powder Room at least once a week.
 - c. **Men's Restroom**
 The Town/Village will alternate having responsibility for cleaning the Men's Restroom at least once a week. On even months (February, April, June, August, October, and December) the Town will have responsibility. On odd months (January, March, May, July, September, and November) the Village will have responsibility.
 - d. **Common Areas and Hallways**
 On the months the Town/Village has responsibility for cleaning the Men's Restroom, they will also mop the floors in the Common Areas and Hallways at least once a week.
 - e. **Kitchenette**
 The School will clean the Kitchenette at least once a week.
 - f. **Break Rooms**
 Each municipality will have responsibility for cleaning its own Break Room. Each municipality will have responsibility for equipment for storage of lunches, etc.
 - g. **Training Room**
 The Training Room will be cleaned by its last user. The School will do extensive cleaning during the four major recesses (Summer, Christmas, February, and Spring).
6. **Shared Spaces**
 - a. **Storage Yard**
 Refer to the Joint Maintenance Facility Site Plan with Designated Space. The Storage Yard is located at the north end of the Joint Maintenance Facility around the perimeter of the (future) Salt Storage Barn. The specific dimensions of the storage yard are designated in the Intermunicipal Agreement. The Storage Yard space will be shared by the Town/Village.

Specific arrangements for sharing of space in the Storage Yard will be worked out between the Town/Village onsite supervisors.

b. Hoist bays

The (south) hoist bay is designated for use by the School. The (north) hoist bay is designated for shared use by the Town/Village.

c. Training room scheduling

The Training Room is designated for shared use by the Town/Village/School. It will also be available for use by approved community organizations, by permission of school administration. The School Transportation Supervisor will be responsible for scheduling the use of the Training Room. Scheduling will be done on a first come, first serve basis.

d. Bulletin boards

The Bulletin Board in Main Corridor is designated for shared use by the Town/Village/School for "Right to Know" and other mandatory postings. The Bulletin Board in Training Room will be left open for use during training sessions.

e. Mezzanine Storage Areas

Refer to the Joint Maintenance Facility Floor Plan with designated space coloration. The Mezzanine Storage Area is intended for storage of large items and bulk (non-flammable) purchases. Equal areas (sq. ft.) have been assigned to the Town/Village/School for shelving or open storage. Aisles and certain "line-of-sight" considerations must be complied with.

f. Flammable Room Storage Areas

Refer to the Joint Maintenance Facility Floor Plan with Designated Space coloration. The Flammable Room Storage Area is intended for storage of paint, antifreeze, etc. Equal areas (sq. ft.) have been assigned to the Town/Village/School for shelving or open storage. Aisles and certain "line-of-sight" considerations must be complied with.

g. Employee Parking

Refer to the Joint Maintenance Facility Floor Plan with Designated Space. General areas for parking by employees of the Town/Village/School have been designated. Parking spaces closest to the main entrance of the facility have been designated for use by the visiting public employees should avoid parking in those spaces.

7. Fuel Island

a. Priority of Service

Fire Trucks and Ambulances have priority for refueling. Other vehicles are to be refueled on a first come, first serve basis.

b. Fueling Procedure

1. Fueling will be done on a first come first serve basis. Fire trucks and ambulance will take precedent over all other vehicles in case of emergencies.
2. We will be using a card system for fueling. The employee will follow the directions per training.

8. Controlled Activities

a. Smoking in work place

Smoking is prohibited inside or on the grounds of the Joint Maintenance Facility. No designated "smoking area" may be established.

b. Welding

Small welding projects may be done using a portable-welding machine. No designated "welding area" may be established. Major welding projects are not allowed inside or on the grounds of the Joint Maintenance Facility.

c. Painting

Small painting projects may be done by brush or with spray cans. No designated "painting area" may be established. Major painting projects are not allowed inside or on the grounds of the Joint Maintenance Facility.

9. Removal of Property or Materials

Gifted or removal of municipal, taxpayer-owned property and materials stored onsite will be considered stealing and will be prosecuted to the full extent of the law.

Agreement Between Municipalities

1. Intermunicipal Agreement

All provisions of this document will be subject to the Intermunicipal Agreement (*latest revision*).

2. Joint Maintenance Facility Committee

- a. The Joint Maintenance Facility Committee will be created from its predecessor and shall have nine members including:
 - One Town Board Member, One Village Board Member, and One Board of Education Member.
 - Town Supervisor, Village Mayor, and School Business Administrator
 - The three onsite supervisors including: Town Supt. of Highways, Village Supt. for Public Works, School Director of Transportation
- b. This committee shall meet as needed but not less than semi-annually. It shall be the responsibility of the School Business Administrator to set meeting dates.
- c. This committee will review the enterprise fund.
- d. This committee will plan for the future.
- e. This committee should maintain and update "How We Work Together Handbook".

3. Joint Maintenance Facility Enterprise Fund

- a. Funds for said Maintenance Facility Enterprise Fund shall be generated from a fuel surcharge. Fuel used by the Town, Village, and School will be purchased by the School and will be dispensed at the Joint Facility at a cost of 3 cents more per gallon than paid by the school. This surcharge will be reviewed semi-annually.
- b. The Joint Maintenance Facility Enterprise Fund shall be administered by the School.

4. Invoicing Procedure

Items likely to be invoiced, including but not limited to:

- a. An invoice procedure and form will be agreed to by the Joint Fuel/Maintenance committee.
- b. All items covered by a maintenance agreement will be the responsibility of the school. Items not covered by a maintenance agreement, will be the responsibility of each municipality.

5. Renovation

- a. Cost of major renovation will be divided into thirds after state aid. The Enterprise fund will be used to offset the cost of major renovations if renovation effects all three.
- b. If only two are involved (salt barn) then they will pay their own way without the enterprise fund.
- c. All renovations should meet state building codes and fire inspections. State funded building projects will need to meet State Education building codes.

6. Site Expansion

Any addition or expansion to the current Joint Maintenance site should meet with the approval of all three municipalities.

7. Onsite Supervisors

The three-onsite supervisors School District Director of Transportation, Town Supt. of Highway, and Village Supt. for Public Works should meet weekly. Agendas should include a review of improvement in the day-to-day operations, any topic deemed important to any onsite supervisor, and the review of the contents of the suggestion box. Anyone of the three-onsite supervisors can call a meeting to discuss facility/employee concerns. The other two-onsite supervisors are expected to attend the meeting and cooperate in resolving any concern.

8. **Facility Maintenance Committee-** Team effort (School Director of Transportation, School Head Mechanic, Deputy Highway Superintendent, Central Garage Mechanic, Motor Equipment Operator). They should think about bathroom, hallways, parking, daily routine, lights, locks, etc. Try to anticipate concerns and establish procedures before a problem occurs. Procedures should be written and made part of the employees handbook

9. Facility Safety Committee

Committee will meet monthly on the first Monday of every month. All employees should take any concerns to their representative prior to the meeting and should expect a reply by Wednesday

of that week. The members will be the on site supervisors of each municipality plus a designee from each entity.

- **School Representative** will be the President of the Transportation Employee Association.
- **Town Representative** will be the Deputy Highway Superintendent.
- **Village Representative** will be the Shop Mechanic.

10. Training - It was suggested to have each municipality adopt policies that are the same, or similar, such as:

- OSHA
- Sexual Harassment
- MSDS
- Right to Know
- Blood Pathogen
- Drug Testing
- Confined Spaces
- Hearing Test
- First Aid Training (*additional*)

11. Items to be Furnished by Each Municipality

a. **Phones**

One system will be provided, with each municipality having its own phones with direct numbers. Each municipality will be responsible for its own phone line(s) and phone service charges. Each municipality will develop procedures for its own voice mail. A jointly paid fax line and a dedicated line for fire prevention will be provided for all three municipalities.

b. **Furniture**

Each municipality will provide their own furniture.

12. Use of facility by others

- a. Must be approved by all three municipalities before they can use the facility. They must show proof of insurance while on school property.
- b. Potential Fuel Facility users must be eligible to purchase state bid fuel.