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CONSTRUCTION PROCEDURE MANUAL

**PROTOCOLS FOR
FREMONT UNIFIED SCHOOL DISTRICT
MITIGATING CONSTRUCTION DISLOCATIONS
AND DISRUPTIONS
SITE CONSTRUCTION COMMITTEES**

During the construction process, the principal is the key communicator with staff, students, and parents. To ensure that the principal has adequate communication with critical stakeholders, there shall be a Site Construction Committee at each site. The following is the role of the Site Construction Committee.

- A. Prior to construction, the site principal will convene a site construction committee, which will serve as an advisory and communications vehicle with stakeholders regarding construction. The site committee will include administrators, parents, teachers (majority), and classified staff selected by their groups.
- B. A construction timeline will be maintained by the principal in a location visible to all. This will be updated by the principal as needed and reviewed with the site construction committee.
- C. The site construction committee will provide input to the principal on any issues and construction problems. The committee will represent the interests of students, parents, and teachers and staff to the principal.



POST-CONSTRUCTION PHASE

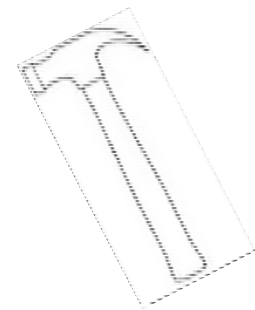
- A. During final completion and/or restoration of the construction project, including the twelve (12) month warranty period, there may be many details that must be addressed by either the construction company and/or District staff after students and staff have moved back into the site or location.
- B. The Facilities Department, with input from the site principal and the Site Construction Committee shall develop and implement a process for communication about and follow-up on the completion of the construction project.
- C. The Site Construction Committee will continue to meet throughout the post construction and warranty phase in order to maximize communication and understanding of the status of completing and/or restoring the site or location.
- D. Communications to staff and community will include post-construction updates, the identification of the responsible parties, and a report on the anticipated timelines for completion.
- E. A process will be developed by the Facilities Department to identify and address the myriad of unfinished details to restore the site or location to the finished condition. The process will include such things as staff input, district walk-through, construction punch list and timeline updates.
- F. A process will be used to solicit input from the users of the site or location to assist with the identification of any unfinished condition. The process will include such things as staff input, district walk-through, construction punch list and timeline updates.

RETURN PHASE

- A. The District shall have all furniture, materials (including maps and screens), and carpet/rugs returned to the classroom ready for student use prior to the teacher moving back into his/her regular classroom. Additional custodial services will be available for unanticipated moving problems.
- B. Each affected Bargaining Unit member at the site will be allotted custodial support to unpack and place items according to the diagram.
- C. The District will monitor the progress of the contractors at each affected site. The District shall notify the site principal regularly during the project concerning the progress of the work.
- D. The teacher will be given a tentative date at least seven (7) calendar days in advance of the anticipated date upon which they may move back into their classrooms.
- E. If any delays are anticipated, a contingency plan will be developed by the Facilities Department and provided to the Site Construction Committee and FUDTA.



- D. The site Construction Committee will meet as needed. Unit members may be offered extra duty credit toward their forty (40) hours for attending meetings scheduled by the administrator.
- E. The Site Construction Committee will share the FUSD Mitigating Construction Dislocations and Disruptions information, as well as specific information as appropriate.



- F. The Site Construction Committee will:
 - 1. Provide input on construction timelines/safety.
 - 2. Communicate as appropriate with all stakeholders throughout all phases.
 - 3. Inform the staff of their rights, responsibilities, and the communication plan, including the timeline that will be used during construction.
 - 4. Provide input on and create alternate recommendations if needed.

OPTIONS TO PACK & UNPACK TEACHER CLASSROOMS**A. INTENT AND PLANNING**

It is the District's intent that the primary focus for the teachers shall be instruction of students and not packing, unpacking, or setting up. The District shall provide additional manpower to pack and unpack all contents of the teacher's classroom. The Site Construction Committee shall plan for school-wide solutions, which include, but are not limited to the following:

- Alternative instructional programs to free up teachers to monitor packing and unpacking.
- Buyout all or part of the non-instructional workdays
- Credit towards the forty (40) hours of extra duty
- Buy minimum day utilizing additional instructional minutes.

B. ADDITIONAL TIME

Any affected teacher who needs additional time for packing and unpacking a classroom may request and shall be granted additional time. These requests will be granted unless the reasons for the denial are put in writing by the principal.

The options include:

1. Extra duty hourly rate of pay for up to twelve (12) hours. This assumes 6 hours packing and 6 hours unpacking and applies to the following two scenarios.
 - a. An individual teacher who packs up the contents of a classroom in one school year, storing the contents of the classroom in a storage locker during the summer, and unpacking the contents of the classroom in a subsequent school year.

MID-SESSION CONSTRUCTION

- A. For those sites where construction projects continue simultaneously with instruction, the District will work to reduce the amount of disruption in accordance with the following criteria:
 1. Testing cycles (e.g. SAT 9) will be included in the master construction calendar and the contractor will be required to cease work during the testing hours for affected sites as scheduled by the principal.
 2. Principals who need modifications in the construction schedule for other reasons (WASC, PQR, and CCR school review schedules) shall notify the Facilities Department with the room/area to be exempted from work.
 3. Construction-related activities, which produce fumes, dust, etc., will be scheduled in ways that minimize student/staff exposure to fumes. Special care will be taken to schedule tarring and painting at times when the majority of staff/students would not be exposed to fumes. Schools will be notified at least 72 hours in advance of any paint or tar work so that sensitive students/staff can be accommodated in advance.
 4. Any concerns of staff regarding the safety of construction work should be forwarded to the principal who will investigate the concern and report promptly to the unit member. Principals will maintain a record of concerns and responses and share them with the site construction committee.
- B. At all times, construction company employees shall wear and prominently display identification badges issued by Fremont Unified School District.

- L. Temporary classrooms (trailers or others) will meet the minimum standards of existing classrooms on the site. In those circumstances when the classroom does not meet the basic standards set for the temporary classrooms (trailers or others), the District and FUDTA will, within seven (7) work days, arrive at a specific timeline within which the standards will be met:

1. Teacher desk/chair
2. File cabinet
3. Bookcases
4. Chalkboard, chalk/whiteboard, pens
5. Projector screen
6. Student desks/chairs
7. Heating/ventilation
8. Clock
9. Locked cabinet for teacher personal and/or professional equipment
10. Electrical outlets
11. Method of communicating on emergency basis.
12. Fire alarms
13. Temporary classrooms shall meet the same air quality standards as regular classrooms
14. Pencil sharpeners
15. Flag
16. Trash Can



b. The same as in a. above, except that the compensation would apply equally to two different teachers if one was responsible for packing up the contents of a classroom and storing the contents of the classroom in one school year, and the other unpacked the contents of the same classroom in a subsequent school year.

2. Substitute teachers to cover a teacher's class for up to two (2) days.

3. Extra duty hourly rate of pay for up to an additional twelve (12) hours for a second move for an individual teacher. For example: This individual packs up the contents of a classroom during a single school year, moves to a temporary classroom for a predetermined period of time, and unpacks the contents of the classroom in the temporary classroom. After the period of time has elapsed and the original classroom is ready for occupation, the same teacher packs up the contents of the temporary classroom, moves back to the original classroom, and unpacks the contents in the original classroom during a single school year.

Special Note:

All timecards should be submitted to Principal for approval and then forwarded to Human Resources.

PREPARATION PHASE

- A. The District will provide all packing materials of appropriate size including, but not limited to, boxes, tags, and inventory forms, to the affected classroom teacher at least thirty (30) working days in advance of the required move. The District shall also provide assistance for packing.
- B. In those schools with active libraries, affected libraries will close no fewer than 2-3 days before the required move. Internet connections will be reconnected within 2-3 days following the end of the project, unless otherwise identified in timelines.
- C. The District will provide assistance for moving heavy objects, including any maps and screens from the walls.
- D. Employees in special circumstances (Special Education classrooms, lab-type classrooms, specialized equipment classrooms, teachers with handicapping conditions) may request additional time and/or assistance. All reasonable requests for additional time and/or assistance for packing and unpacking will be honored.
- E. Site managers will decide whether the audio-visual equipment will be boxed and/or stored. Sites will have additional custodial time for boxing of this equipment if requested.
- F. Contents of boxes containing equipment will be labeled as packed. The employee will provide the District with an inventory of the classroom. The inventory form will include the following: textbooks, instructional supplies, class supplies, other books, and teachers' supplies. The District will provide an inventory of all equipment and boxes removed from the room.

- G. Boxes containing supplies will be labeled with general types or categories of supplies (textbooks, instructional supplies, class supplies, other books, and teacher supplies). Teachers will complete labeling and inventory no later than 3 days prior to the move. All boxes will be boxed and labeled with title and number and placed on the room diagram. Unless otherwise agreed upon, the District form containing the room inventory and diagram of room setup will be turned in no less than 3 days prior to the move.
- H. Teachers will prepare a classroom diagram, and the District will return the classrooms to their former configuration. Additional custodial services will be available the first day of return to school/classroom in order to make needed adjustments.
- I. Employees will have the option of taking computers home. Forms will be provided by the Technology Department.
- J. Replacement of damaged, lost, or stolen equipment and materials will be in accordance with Board Policy BP 4218.2 & Administrative Regulation AR 4218.2. questions can be directed to the FUSD Risk Management Department.
- K. Teachers who are not currently sharing a classroom will not be required to share a classroom while displaced to a trailer or temporary classroom, without mutual agreement between the affected unit members.