



GENEVA OPERATIONAL GUIDELINES

FACILITIES

Standard Request

- Send request with details to your department administrative assistant- who will enter the request into Asset Essentials for you.

Emergency Request – Call Headmaster or administrative assistant to radio team

- AC not working when temp is above 75
- Heat not working when temp is below 60
- Flooding/major leaks/overflowing
- Wildlife issues/threat
- Electrical concerns/power failure/lights/burning smell
- Toilet paper and paper towels out

Clean Up/Sick students

- Teachers use in-class kit to address issue
- Call nurses to assist
- Use emergency request process for facilities if teacher/nurse unable to remedy situation

Classroom temperature settings

- During the day: AC no lower than 70-72
- When you leave for the day: AC to 74-76

IT (Computer, phone, smartboard, projector)

Standard Request

- Send email to describe work order
- nlawson@genevaschooltx.org
- apalermo@genevaschooltx.org

Emergency Request- Call EXT 204 (rings to cell)

- Unable to conduct class or meeting that is occurring now/very soon.

Zoom Pin/Voicemail

- Log into Zoom online
- Click Phone from the left side menu
- Click Settings tab
- Scroll down to Pin Code (in Desk Phone section)

Office Program (Word, Outlook, Excel) is not functioning properly:

- Try opening the program on the web instead of in your app. If that doesn't solve the problem, email a "non-emergency" request to Nicole to troubleshoot

HUMAN RESOURCES (David Rodgers/Shawna McGray) **PAYROLL & BENEFITS** (Kate Luffy)

Time off/Paycom

- Planned – complete form/get HM approval
- Unplanned - call your department's substitute coordinator ASAP
- Complete request in Paycom (see flyer) regardless of planned or unplanned.
- Blackout Days: One time absence requires supervisor approval. Ongoing absence requires HOS approval

ACCOUNTING

Tyler - Money In/ Accounts Receivable EXT 208

Laurie – Money out/Accounts Payable EXT 224

Brenda – Accounting Director EX 207

Purchasing/Paying

- Get approval from department head/supervisor first
- Fill out Green Sheet if check is needed for payment.
- Allow 10 days for check to be processed
- We do not pay TX sales tax
- TX Sales Tax Exemption form is available in the Business Office or with your supervisor

Selling/Collecting

- Use HomeTown Ticketing or ParentSquare.
- Avoid using checks or cash as payment for items you are selling
- If cash/checks must be used, do not leave cash or checks in school mailboxes/inboxes and turn in to Accounting Office in D103 (by GS library). They can also pick up cash/checks from you.

Reimbursement

- Fill out Green Sheet for reimbursement no later than 30 days after purchase
- Allow 10 days for check to be processed.

Geneva Credit Card

- Receipts must be turned in within 48 hours of return to campus with Pink Sheet- signed by official card holder
- We do not pay TX sales tax (ie. You may end up paying for that personally if you do not choose to use the sales tax exemption form)
- Geneva must be the name of the purchaser (subscriptions etc.)

Purchase Orders and Invoices

If we have a vendor relationship with an account,

- Get prior approval from your supervisor
- Complete the Blue PO form
- PO number is your last name and date (russell081123)
- Vendors should email invoices to accountspayable@genevaschooltx.org

NURSE/WELLNESS

AED Locations

- Lyceum
- Gym
- MPB
- Nurses' Office

First Aid Kits

Student Illness or Injury

- Non-Emergent: follow your school handbook for nurse visit procedures
- Urgent/Emergent: Follow First Aid training for when to call 911. For all other urgent needs, radio or call the nurse phone: 830-443-1775

Student Illness Absences

- Students who leave school due to illness should be sent to the nurse's office before being picked up
- Please alert the nurse's office of any communicable illness in your classrooms/departments (flu, strep etc.) for tracking purposes.

Medication

- Students should not self-medicate.
- Medications should be kept in nurses' office

Volunteers/Field Trips and Travel

- Student emergency forms should be taken on any field trips or away games/travel.
- Contact your department's administrative assistance to determine approved chaperones/volunteer