



In the Custodial Zone with Mr. Mike

WHAT SHOULD I DO?

Most people don't lose their jobs because they lack job knowledge or the ability to perform the job requirements. Where custodians often run into trouble is when they work their personal life around their job; instead of working their job around their personal life. Here are ten common disciplinary or termination problems. It's important to know what not to do and what strategies you can use to avoid these becoming an issue.

1. *Abuse of attendance.* **Problem avoidance:** Employers hire you to be dependable and be at work. It costs companies a lot of money in lost production, overtime or hiring a substitute. Make it a priority to be at work everyday. If you have an ongoing or temporary medical issue; work with your Human Resources to exercise your FMLA rights.
2. *Being late.* **Problem avoidance:** Stop using the excuses that traffic was bad, the babysitter was late, I had to stop at the bank, etc. Leave earlier, hire a more reliable babysitter and run your errands early enough that won't cause you to be late for work. Make being at work on time a priority. It will keep you out of trouble and reduce your stress .
3. *No call, no show.* **Problem avoidance:** No matter what the circumstances you must always call your employer if you are going to be off work for any reason. Most employers consider this job abandonment and is grounds for immediate termination. Employees should have a family member, spouse or friend on alert to call your employer in the event of an emergency.
4. *Reporting to work under the influence of drugs or alcohol.* **Problem avoidance:** Make sure you become familiar with your company's policies on all drugs and follow it. With many states passing legislation for marijuana use; make sure you know your company's rules with regards to testing positive for this or any other drug. Just because it's legal does not mean it's permitted for use by your employer. When consuming alcohol make sure you allow plenty of time from it to get out of your system before reporting to work. Don't stop drinking at 2:00 a.m. and go to work four hours later at 6:00 a.m. Allow at least twelve hours between your last drink and the beginning of your shift.
5. *Falsifying records or timecards.* **Problem avoidance:** Simply be honest!
6. *Sleeping on the job or watching television.* **Problem avoidance:** Manage your life so you get the proper amount of rest prior to reporting to work. Watching television should take place in your home; not at your employer's expense. Remember they are paying you to work; not sleep or watch television!
7. *Inappropriate use of computers.* **Problem avoidance:** Computers should only be used for school or job related purposes. Never use a company or school owned computer to check Facebook, look for another job, check your Fantasy sports stats, on-line dating, etc.
8. *Harassment of any kind.* **Problem avoidance:** Do not make unprofessional comments to others, inappropriate gestures, threatening behavior or sexual advances towards co-workers, other staff members, visitors or customers.
9. *Job performance .* **Problem avoidance:** Do what is asked of you per the job description. If you struggle to complete required tasks, ask for additional training. Find ways to do the job more efficiently. Be honest with yourself; how much time are you wasting on your cell phone, taking extended breaks and socializing with staff? This will have an impact on completing your work and the quality in which it is done.
10. *Not working safely.* **Problem avoidance:** While employers can't terminate you for a work related injury; after your recovery they can require you to be "fit for duty" as long as they have made reasonable accommodations. The thing to remember is you still have to perform the duties on the job description. To avoid these problems work safely. This means lifting properly, using ladders correctly, using PPE when required, etc. Working safely is your responsibility.

Find a reason you can; not a reason you can't!