



New Hire / Transfer / Change (Miscellaneous)

New Hire Transfer _____ Additional Assignment Assignment Change Code Change School or Department _____ Name of Employee _____ Address _____ City _____ State _____ Zip _____ Phone _____ Email _____	Lane A Lane D Position _____ Hire/Effective Date _____ Social Security # _____ Date of Birth <i>(must be 14 or older to work)</i> _____ Are you currently a CSD Student? YES ____ NO ____ If YES, what school and what grade? _____ True Time Approver _____
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Background Check Questions:

- | | | | |
|--|----------|---------|--|
| A: Have you ever been convicted of a violation of the law, other than a minor traffic violation? | YES ____ | NO ____ | |
| B: Have you ever pleaded guilty and had your guilty pleas held in abeyance in a criminal proceeding? | YES ____ | NO ____ | |
| C: Have you ever been placed on probation in conjunction with a criminal charge or conviction? | YES ____ | NO ____ | |
| D: Are any criminal charge or proceedings pending against you? | YES ____ | NO ____ | |

If you have answered **YES** to any of the above questions, provide a statement below:

E: Do you have the legal right to work in the United States? YES ____ NO ____

If **NO**, attach a copy of your I.N.S authorization to work in the United States. (*employment cannot be offered without a current I.N.S authorization*)

I understand and agree that as a Miscellaneous / Intermittent employee, the employment will be "at will". That is, either I or Canyons School District, may end the employment relationship at any time, for any reason, or for no reason.

_____ Employee Signature	_____ Date	_____ Supervisor Signature	_____ Date
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This application is not valid until signed by the hiring supervisor

ONCE HIRE SHEET IS SIGNED, ALL NEW EMPLOYEES MUST GO TO HUMAN RESOURCES, WITH THEIR HIRING DOCUMENTS, PRIOR TO THE EMPLOYEE BEGINNING WORK.

REQUIRED DOCUMENTS: Driver's license or School ID, Social Security Card/Birth Certificate, or a valid Passport and a voided check with the employees name on the account

Name of replaced employee:	Resigned Assignment Change/Transfer
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HUMAN RESOURCES USE ONLY:						
Lane: _____	Step: _____					
Hourly rate: _____	Employee ID#: _____					
True time approver: _____						
HR Signature: _____						

Charge Account						
Fund	Location	Year	Program	Function	Object	% of FTE

CONGRATULATIONS on your new job as a
Part Time Custodian for Canyons School District!
Before you may begin working, you will need to go to the
Canyons Administration Building - Human Resources
Department to fill out paperwork.

WHERE: 9361 South 300 East, in Sandy

WHEN: Monday – Friday, between 8:00AM to 4:30PM
You must go to HR within TWO (2) Business Days of receiving this packet.

WHAT: You will need to bring the following information
with you:

1. New Hire Form (signed by you and the Assistant Facility Manager)
2. Identification – See attached page that Lists Acceptable Documents
3. Voided check or print out from bank/credit union for Direct Deposit
 - a. Information must show the account in your name, type of account, and account number

You must bring **ALL** above items with you to complete the hiring process.

You **CANNOT** begin working until the hiring process is complete.

If you have any questions, contact the Assistant Facility Manager at the work location, or our HR department at 801-826-5500

LISTS OF ACCEPTABLE DOCUMENTS

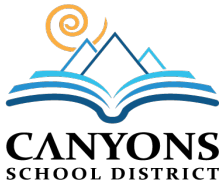
All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI 	OR	<ol style="list-style-type: none"> 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority For persons under age 18 who are unable to present a document listed above: <ol style="list-style-type: none"> 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record 	AND	<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) 3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 4. Native American tribal document 5. U.S. Citizen ID Card (Form I-197) 6. Identification Card for Use of Resident Citizen in the United States (Form I-179) 7. Employment authorization document issued by the Department of Homeland Security

Examples of many of these documents appear in the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.



Custodial/Grounds Services

Sweeper Rules

Revised 10/2025



1. All Sweepers must be here by _____
2. If you are going to be late, call the Assistant Facility Manager at _____ or Lead Custodian at _____ as soon as possible.
3. If you are sick, you must call the Assistant Facility Manager, Lead Custodian, or Senior Sweeper before noon. Failure to report your absence from work may be cause for termination of employment. Remember frequent absences and/or tardiness are also grounds for dismissal.
4. For non-sick absent days, notify the Assistant Facility Manager, Lead Custodian, or Senior Sweeper as soon as possible, 2 weeks notice is preferred. If time off is needed within two weeks or after employee schedule is posted, the employee is responsible for finding coverage for time off.
5. **Work the full time you are getting paid for. Your 'start time' is the time you actually begin working, not just when you arrive at work. Your 'end time' is the time you complete your route and/or assigned tasks, not just when you are ready to leave the building. Be accurate when reporting your time. Misrepresentation of hours worked may result in termination of employment.**
6. Employees who work less than four hours, do not receive paid breaks. Always work the full time you are getting paid for.
7. **No unauthorized equipment is to be used. This includes, but not limited to, such things as computers, phones, printers, copy machines, etc.**
8. Sweepers should not go through Faculty members' desks, filing cabinets, papers, etc.
9. Sweepers should not have food or beverages in their work areas.
10. Friends and/or relatives should not be with or follow you while you are working.
11. Sweepers are always under scrutiny. Talking/Texting on cell phones is not allowed during work time, except for emergencies. Phones are allowed, as a privilege, to be used with music, and earbuds, with only one earbud inserted in ears.
12. You are responsible for your area. If you see someone in the building that should not be there, inform the Lead Custodian, Senior Sweeper, or Teacher to ask him/her to leave.
13. You are not authorized to be in any part of the building other than your assigned area, unless authorized by the Assistant Facility Manager, Lead Custodian, or Senior Sweeper to help elsewhere.
14. Office areas are off limits except to the person cleaning the area.
15. Report any physical damage to the building such as broken furniture, broken light fixtures, damaged walls/doors, loose toilet seats, leaking water, etc., to the Lead Custodian or Senior Sweeper.
16. Inform the Lead Custodian or Senior Sweeper in the event of accidental breakage, such as lamps, machines, pictures, etc.
17. Negligent or willful damage to school property or equipment and/or waste of school/custodial supplies may result in termination of employment.
18. Shortage of supplies should be reported to the Lead Custodian or Senior Sweeper.

19. **You need to use the correct chemicals for the correct job. DO NOT MIX CHEMICALS, if you do not know something ASK!**
20. You are responsible for keeping all equipment you use clean and well maintained. All Custodial Closets and Supply Rooms are to be kept clean and neat.
21. **Injuries on the job must be reported to the Assistant Facility Manager, Lead Custodian, Head Administrative Assistant, or Principal within 24 hours. Serious accidents requiring medical treatment should be reported immediately by calling our Security department at 801-255-1985. IN AN EMERGENCY CALL 911.**
22. **Due to Child Labor Laws: 14- and 15-year-old Sweepers MAY NOT use ladders 6 feet or taller, Aerial Work Platforms (i.e. genie lift, scissor lift, etc.), or any fuel-powered equipment.**
23. **No Sweepers are allowed on the roof of any Canyons School District Building.**
24. As an employee, it is expected that you follow the same dress code that is required for full-time employees of Canyons School District. You are a representative of the District, please follow the Canyons School District Employee Dress Code and Appearance Policy GBEB-R-2 which states:
- Employees of Canyons School District are expected to adhere to standards in grooming and dress which reflect a positive image to students and patrons and which are in keeping with a professional education system.
 - Employees shall maintain standards of personal cleanliness, which are conducive to good health and contribute to a pleasant working environment.
 - Employees shall be neatly groomed and dressed in clothing, which is suited to the day's work or activity.
 - Employees shall dress in a manner befitting adult who serve as role models for students.
- Failure to observe the above policies and procedures will be justifiable cause for termination. If you come to work inappropriately dressed you will be asked to go home and change or told you will not be able to work for that day. Repeat offenses will be justifiable cause for termination.
25. **You are required to follow all policies and procedures of the school or District building where you work.**
26. **Upon completion of your job, be sure to recheck the area to see that everything is in order. Be sure doors and windows are locked and secured and all lights are turned off.**
27. I understand and agree that, if employed as a part-time employee, the employment will be "at will". That is, either Canyons School District or I may end the employment relationship at any time, for any reason, or for no reason.

I have read and understand the above, and have received a copy.

Employee Signature

Date

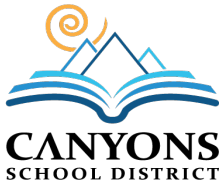
Employee Name (PRINT)

Parent/Guardian Signature

Date

Assistant Facility Manager Signature

Date



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Employee Signature

Date

Employee Name (PRINT)

Parent/Guardian Signature

Date

Assistant Facility Manager Signature

Date