

CUSTODIAL AND MAINTENANCE STAFF DUTIES

The regular upkeep, daily cleaning, minor repairs, etc., are important phases of a successful school. Custodians and maintenance personnel will be employed and assigned in a manner that best fulfills these needs.

Employment/Assignment

All custodians and maintenance personnel will be employed and assigned by the superintendent after consultation with the respective building principal.

The first 60 days of employment will be considered as a probationary period for all custodians and maintenance personnel. This period, or any part of it, will be used to determine whether or not the person employed can and will perform satisfactorily. The employment of a person not performing satisfactorily will not be continued beyond this probationary period. However, the person may be released after such period if the work performed becomes unsatisfactory and the level of due process required by statute for support employees is followed.

Custodians and maintenance personnel may be reassigned or have their work schedules revised or reduced as the needs of the district demand. The district will follow due process procedures as required by statute for those support employees who have been employed by the school district for more than one year.

Supervision

The building principal shall be responsible for the supervision of the custodian(s) and maintenance personnel assigned to the respective building(s) during the months the principal is on duty. The superintendent or the maintenance director will outline the programs and supervise custodians and maintenance personnel during the summer months.

Teachers or other school employees desiring custodial services or reporting unsatisfactory conditions that require attention should advise the building principal rather than the custodian or maintenance personnel except in emergencies.

Teachers are expected to aid the custodians by keeping their rooms clean, waste paper off the floors, books properly stored and arranged, classroom doors closed and lights off when not in use, etc. Also, teachers are expected to close and lock their windows after the last period of the day. Nevertheless, custodians will clean the rooms and check the windows, lights, and heat during their work schedule. The custodian should call to the attention of the principal continued ignorance of the expected assistance of the teachers.

Hours of Employment

1. Time schedules for custodians and maintenance personnel will be established by the superintendent or the maintenance director.
2. All custodians and maintenance personnel are expected to report promptly for duty and remain throughout the time for which they are paid. They shall utilize their time in the performance of their duties.

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3. Authorized breaks shall be restricted to two 15-minute periods during any eight-hour workday with 30 minutes off for lunch and/or dinner. The lunch/dinner time will not be paid. Break times for days of less than eight hours shall be limited to one 10-minute break for each four-hour work period or any fraction thereof. The remainder of the work period shall be spent in the performance of the required duties.
4. Custodian and maintenance personnel are not to be absent during the hours of employment without the knowledge and consent of the principal, superintendent and/or director.
5. Custodians or maintenance personnel may or may not be required to work during days the schools are not in session. This will be the decision of the superintendent.

Duties

Custodians and maintenance personnel are expected to perform all duties necessary to keep their buildings and grounds clean, sanitary, and in good repair. The respective building principal, superintendent, or maintenance director will prepare a list of duties and time schedules for each of the buildings.

Included in the normal duties of custodians and maintenance personnel are the following:

1. Daily sweeping of all hallways and classrooms, including teachers' lounges;
2. Mopping of all classrooms and hallways at least twice per week, including teachers' lounges;
3. Sweeping and mopping all bathrooms daily, including teachers' restrooms;
4. Cleaning and disinfecting all commodes, urinals, and lavatories daily;
5. Washing bathroom partitions at least twice per week;
6. Keeping toilet tissue and paper towel dispensers filled;
7. Cleaning and dusting all offices;
8. Keeping the grass mowed and the grounds clean of debris around the buildings;
9. Cleaning (washing) all windows, doors, walls, etc., as needed;
10. Performing minor maintenance items around the building(s).
11. Performing any other duties assigned by the building principal or the superintendent and/or the maintenance director. Other duties will be assigned only as time permits or in the case of emergencies.

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All custodians and maintenance personnel shall be assigned to maintenance duties during the summer months except during the necessary time required to clean the other buildings.

General

1. Custodians and maintenance personnel should be neat and clean when fulfilling their duties.
2. Custodians and maintenance personnel are expected to report all incidents of vandalism, theft, etc., to their building principals or to the superintendent.
3. Custodians and maintenance personnel are expected to take their concerns, complaints, suggestions, etc., directly to the building principal or to the superintendent.
4. All purchasing or ordering of custodial and maintenance supplies will be done through the superintendent's office.
5. Custodial and maintenance supplies and equipment are for school purposes only. Supplies are not to be used for personal or private use. No equipment will be loaned without the knowledge and consent of the principal or superintendent.
6. All custodians and maintenance personnel will be evaluated by their principals and/or the maintenance director. An evaluation conference will be held at least once each semester to advise the custodians and maintenance personnel of expected changes in duties and assignments.

Sick Leave

Custodians and maintenance personnel will be under the same sick leave policy and emergency leave policy as other noncertified personnel. (See policy DEC-R2 and policy DEC-R4.)

Vacations/Holidays

Custodians and maintenance personnel will be provided with paid vacations and holidays as per the following:

1. All 12-month employees will be granted an annual two-week vacation after their first year of employment with the Colcord Schools.
2. All vacations will be scheduled through the superintendent's office. Vacation schedules will generally be restricted to the summer months and/or at times that best meet the needs of the schools and the employees.
3. Custodians and maintenance personnel employed for a time of less than one year, but more than six months, may be allowed a vacation based on a fractional day (5/6) for each month of employment.

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4. Vacation pay will be based upon the number of daily hours of regular employment. (In other words, vacation pay will not be for more hours than the employee is paid during regular employment.)
5. Any custodian or maintenance personnel employed on less than a full 12-month basis will not be entitled to paid vacations.
6. Twelve-month custodial and maintenance personnel will receive six paid holidays per year: New Year's Day; Memorial Day; July 4th; Labor Day, if school is dismissed; Thanksgiving Day; and Christmas Day. Any other days missed during the nonschool days must be by arrangement with the principal or superintendent and will not be paid.

Payroll

Custodial and maintenance personnel are paid on a monthly basis. Payday will be on or about the 15th of each month. The monthly payroll will be computed for the exact time worked after the last pay period ended.

Resignations

Custodians and/or maintenance personnel are obligated to give the school district a minimum of two weeks notification, whenever practical, when they plan to resign their jobs. Such notification will be given in writing to the principal or the superintendent and a separation report will be completed. In cases where two weeks notification is not practical, the employee should provide an explanation to the superintendent and complete the required separation report.

Terminations

Prior to termination of employment, the district will comply with support employee due process as set forth in Oklahoma law.

Refer to CLAB, "Classroom Housekeeping".