

## Jam Memo – Custodial Hours of Work

It is expected that all Custodial Staff, including sweepers, have established and set work hours. The immediate supervisor should be aware of and closely monitor this schedule. This schedule should not vary without the pre-approval of the immediate supervisor. Pre-approval for matters such as snow removal can be established and agreed-upon well in advance.

If a custodian encounters an emergency critical health/safety issue, it is expected that they will attend to those matters and work with their supervisors afterward to address the most appropriate way to make up the time.

Rental activities should never yield comp time for Custodians. Instead, Custodians should always be paid from the rental proceeds by submitting a time sheet to the rental office.

The following is the preferred order of addressing extra, non-rental, custodial hours that have been accrued and pre-approved

1. **Trade time taken within the same week.** This is time that can be traded within the same 40-hour workweek. No comp time is accrued and nothing is recorded on Skyward. This time is to be arranged and approved between the custodian and their supervisor. As with other positions within the school, we fill in and help cover for others when they are gone. Refer to the list of options at the bottom of the page if additional help is needed.

2. **Comp Time pre-approved and entered on skyward.** Please refer to DP343 NEG Hours of Work Classified Section II Paragraph C.

[http://policy.jordandistrict.org/dp343\\_neg/](http://policy.jordandistrict.org/dp343_neg/)

All comp time earned and used must be pre-approved by the immediate supervisor and entered in Skyward.

3. **Overtime Pay.** If after two consecutive pay periods the earned comp time cannot be used the principal may, with their own budget, compensate the custodians with pay. These comp time hours must then be removed from Skyward. Because the principal and custodian have two consecutive pay periods to agree upon comp time off, over time compensation should be extremely rare.

### **Options for custodial coverage:**

- Whenever the Head Custodian is on leave from the building, the Head Custodian should notify both their principal and the Custodial Department at 801-567-8740.
- Elementary schools can use their Adult Night Supervisor (ANS) to help cover for Head Custodians as long as the ANS is out of school (if the ANS is a student). However, the ANS should not work more than 25 hours per week.
- Secondary schools can use the afternoon lead or a day assistant to cover the building during times when Head Custodian is on leave.
- Substitute sweepers may be hired to cover the cleaning routes of full-time custodians that are off as long as all child labor laws are followed.

Whenever possible please encourage custodians to use vacation throughout the year and not save it all for the “use or lose” period in September. The key to all of this is regular communication between the principal and the head custodian.