

Intradistrict Communication

DATE: August 24, 2018

TO: Elementary Principals

FROM: John Larsen, Business Administrator
Steve Peart, Director of Custodial Services
June LeMaster, Administrator of Human Resources
Brent Burge, Human Resource Administrator-Classified

SUBJECT: Hours Increase for Custodial Assistant PT

With the increasing challenge to recruit and retain qualified part-time custodian assistants (elementary adult night supervisor), employees in this position are now allowed to work up to 25 hours/week, with principal approval.

Funding

- Using multiple factors, Custodial Services allocates funding for appropriate cleaning of your building. This includes wages for sweepers and the custodian assistant PT. **Please note: If you increase the hours for your custodian assistant PT, your sweeper funding will be decreased proportionally.**

Restrictions

- Student adult night supervisor substitutes and sweepers may not increase hours based on laws restricting hours worked by minors.
- Only custodial funding may be used to increase hours.
- The assistant custodian PT should not exceed 25 hours per week.

Implementation

- Submit a change form to HR to increase hours up to 25/week (.625 FTE).

If you have any questions, please contact Brent Burge in Human Resources at 801-567-8224.

Cc: Cabinet