

Intradistrict Communication

Date: January 10, 2023

To: All Building Principals

From: Anthony Godfrey, Superintendent of Schools
John Larsen, Business Administrator
Scott Thomas, Administrator of Auxiliary Services
June LeMaster, Administrator of Human Resources
Sarah Palmer, Director of Payroll
Steve Peart, Director of Custodial and Energy Services
Brent Burge, Human Resources Administrator

Subject: **Hours to Cover for Open Unfilled Lane 2 Assistant Custodial Positions**

As you are aware, it has become increasingly difficult to find and fill open Assistant Custodian positions. The following positions can work up to the indicated extra hours in order to cover for an open, unfilled, Lane 2 Assistant Custodian position. Not every individual can work the extra hours each week. Each week, determine who will work the extra hours.

<u>Location:</u>	<u>The Head Custodian OR</u>	<u>A Lead Custodian OR</u>	<u>An Assistant Custodian OR</u>	<u>Among the Sweepers</u>
Elementary Schools	up to 6 hours	na	na	up to 17 hours
Middle Schools	up to 12 hours	up to 16 hours	up to 20 hours	up to 40 hours
High Schools	up to 11 hours	up to 15 hours	up to 20 hours	up to 40 hours
Valley High/Rivers Edge	up to 13 hours	up to 16 hours	na	up to 40 hours
JATC North	up to 13 hours	up to 16 hours	na	up to 40 hours
JATC South	na	na	na	na
Kauri Sue Hamilton	up to 13 hours	up to 16 hours	na	up to 40 hours
South Valley	up to 6 hours	na	na	up to 17 hours
Auxiliary Services	up to 12 hours	up to 16 hours	up to 20 hours	up to 40 hours
District Office	up to 13 hours	up to 16 hours	na	up to 40 hours
Transportation	na	na	na	na

In order for a building to utilize the above hours the following is done:

- a) The Principal pre-approves these hours.
- b) The Head Custodian emails the Custodial Department by Friday of each week, who will be working the hours the following week.
- c) Only one person can work the extra hours each week, except for sweeper hours.
- d) These hours are for staff who already work at the short-handed location.

- e) These hours are recorded directly in True Time when worked. To obtain the True Time code for an individual to work these extra hours, please contact the Payroll Department.

Some cautions:

- a) Excess hours are covered by a Principals “in-lieu” budget.
- b) This is a temporary measure and is not intended to be long-term.
- c) This does not apply to other openings or situations other than Lane 2, open, unfilled Assistant Custodian positions.
- d) Overtime rate must be paid when applicable. See DP343 for more information.
- e) Child Labor Laws must be followed. See the attached summary.
- f) These extra hours may unintentionally incentivize custodians not to hire extra help. It is still preferable to hire a qualified individual than to utilize these hours.

**Department of Labor
Employed Minors – Work/Time Restrictions
Title 29 CFR 570**

Under 14 Years Old

Anyone under the age of 14 may not be employed in any capacity and may not attend sweeper training or other related training!

14 - 15 Years Old

Young persons, 14 and 15 years of age may be employed outside school hours in a variety of non-manufacturing and non-hazardous jobs for limited periods of time and under specified conditions.

- **May only work outside school hours**
- **May not work more than 3 hours on a school day, including Fridays**
- **May not work more than 18 hours during a week when school is in session**
- **May only work between 7 a.m. and 7 p.m.-except between June 1 and Labor Day when the evening hour is extended to 9 p.m.**
- **May not work more than 8 hours on a non-school day**
- **May not work more than 40 hours during a week when school is not in session**
- **May not work from ladders, scaffolds or similar items**
- **May not operate any power-driven machinery, except office machines. Does not include vacuums**
- **May not drive a vehicle which includes mules, golf carts, etc.**
- **May not drive forklifts, scissor lifts or cherry pickers**

16 – 17 Years Old

Basic minimum age for employment. 16 and 17 years of age may be employed for unlimited hours in any occupation other than those declared hazardous by the Secretary of Labor.

- **May not drive a District vehicle which includes mules, golf carts, etc.**
- **May not drive forklifts, scissor lifts or cherry pickers**

18 and Older

Once a youth reaches 18 years of age, he or she is no longer subject to the Federal youth employment provisions.

AdminOnly Information:

<https://employment.jordandistrict.org/minor-work-requirements-flsa-1-23-Updated1/>