

It is acknowledged by the Board of Trustees of Minidoka County Joint School district #331 that circumstances warrant that the responsibilities of the district custodial staff be under the direct supervision of the ~~Maintenance Supervisor~~ building principal/administrator on a 12 month cycle.

The following provisions are to be followed:

1. The hiring, training, evaluation and placement procedures of the custodian/custodians will be conducted by the ~~maintenance supervisor~~ building principal/administrator. The ~~supervisor~~ principal may include the ~~principal~~ maintenance supervisor, and when necessary, the head custodian for input and consultation of building concerns.
2. The recommendation for hiring of custodians to the school board will be done under the direction of the ~~maintenance supervisor~~ building principal/administrator.
3. All purchasing of custodial equipment/supplies will be placed within the maintenance budget. Consultation with custodians and principals may take place as necessary.
4. The Varsity Contractors quality audits will may be used to conduct ~~a weekly and a monthly~~ an evaluation/inspection of all buildings within the district. Any buildings that are under rental agreements by the district will be inspected by this procedure as well.
5. ~~The weekly audit will be conducted by the head custodian and signed off by the principal.~~
6. ~~The monthly audit will be conducted by the director of operations, maintenance supervisor, principal and head custodian.~~
7. Time sheets are to be turned in to the ~~maintenance office~~ building or department office in a timely manner by the head custodian and authorized by the respective supervisor(s) prior to being forwarded to the district office. Written requests for leave of absences must be ~~initialed by~~ approved by the principal ~~and signed by the Maintenance Supervisor~~ before leave can be taken during the academic school year. During the summer schedule all written requests for leave of absences, must be turned into the ~~Maintenance Supervisor~~ head custodian and approved by building principal/administrator.

**LEGAL REFERENCE:****ADOPTED: July 21, 1998****AMENDED/REVISED: April 16, 2007**