

Key Proposed Changes to Original Custodial Restructure

1. Work locations

After completion of the bumping process (per the OSEA bargaining agreement), employees may request their workplace locations within their new position classification level.

2. Mitigation of salary impact on current employees

An 8% impact cap on salary reductions has been proposed. No custodial employee will have his / her pay reduced by more than 8%. Some will have zero pay reductions; pay reductions for individuals will range between 0% and 8%.

3. Elimination of contract day reduction impact on current employees

2010-11 established/probationary employees would be grandfathered in 260-day positions.

4. Day-shift custodian positions will be Custodian II positions

The original restructuring proposal had day-shift staff at Custodian I, 185-day contracts with evening positions being Custodian II, 260-day contracts. This would be reversed: day custodians would be Custodian II, 260-day positions; evening would be staffed with Custodian I, 185-day positions.

New Custodial Structure & Implementation Key Elements

1. Change from site-based management to centralized management for:
 - a. Training; technical and safety
 - b. Universal performance standards & evaluations
 - c. Temporary changes to daily work assignments
 - d. Permanent work location assignments
 - e. Supervision
2. Bargaining agreement & bumping determines the classification level for all custodians in the new structure.
3. No intent to contract out existing jobs; positions will be available for all staff unless the employee chooses not to accept position he / she is eligible to bump into. All positions in the new structure, including 185-day positions, will have medical benefits. 260-day positions will continue to have vacation benefits.
4. For those employees who have been bumped into a lower classification, or opted to accept a layoff, recall rights as per the bargaining agreement will apply for 27 months.
5. Current staff that would bump into 185-day contract positions will be grandfathered in 260-day contracts.
6. Being consistent with the bargaining agreement language, and within a classification level, custodians' requests for workplace locations will be considered.
7. In the future, in order to cover shifts and assignments, the District may need to move custodians between buildings in jobs at same classification level and approximately same shift hours.
8. All new hires for vacant positions will be placed at the salary level and contract days per the new model.
9. Work duties have been carefully aligned with classification position descriptions.
10. Building mechanical system preventive maintenance will shift to the Maintenance Dept. Other minor work (floor tile repair, leaky faucet repair, lighting lamp spot replacements, etc.) will continue to be performed by building custodians.
11. Grounds work: mowing, weeding, trash cleanup, etc. becomes the responsibility of the Maintenance Dept.

New Custodial Structure & Implementation Key Elements

New Proposed Custodial Staffing 2011 - 2012

School	Position	APU	Estimated Shift	Calendar
Elementary	Custodian II	1	6:30 - 3:00pm	260
	Custodian I	1	3:00 - 11:30pm	185 **
Larger Elementary	Custodian II	1	6:30 - 3:00pm	260
	Custodian I	1	3:00 - 11:30pm	185 **
	Custodian I	0.5 or 1	3:00 - 11:30pm	260
Middle	Custodian II	1	6:30 - 3:00pm	260
	Custodian I	1	3:00 - 11:30pm	185 **
	Custodian I	1.5 or 2	3:00 - 11:30pm	260
High School	Custodian I	1	6:30 - 3:00pm	185 **
	Cust. Foreman I	1	10:30 - 7:00pm	260
	Custodian II	1	3:00 - 11:30pm	260
	Custodian I	2.5 or 3.5	3:00 - 11:30pm	260
Options	Custodian II	1	6:30 - 3:00pm	260
	Custodian I	1	3:00 - 11:30 pm	185 ** or 260
	Custodian I	0.5 to 2	3:00 - 11:30pm	260
Ancillary *	Custodian II	1 or 2	Varies *	260
Maintenance Services	Custodian II	4	6:30 - 3:00pm	260
	Custodian II	3	3:00 - 11:30pm	260
	Custodian III	6	7:00 - 3:30pm	260
	Custodian III	5	3:00 - 11:30pm	260
	Custodian IV	1	7:00 - 3:30pm	260
	Custodian IV	4	3:00 - 11:30pm	260
	Cust. Foreman IV	1	6:30 - 3:00pm	260
	Night Supervisor	2	3:00 - 12:00pm	260

Notes:

* The Custodian II at the Ancillary sites will work hours consistent with the building operational schedule.

** Existing staff grandfathered in 260-day contracts

Custodial Proposal Frequently Asked Questions

1. **Some tasks currently performed by school Foreman I are not in the position description of a Custodian II; where will these duties go?**
Duties such as crew oversight and building system maintenance will be performed by the Maintenance Department.
2. **Some school custodian position descriptions include grounds maintenance functions. How will those functions be performed?**
The merging of the Maintenance Department and custodial services will include several Custodian III positions that will be deployed to school sites on a rotating basis to provide these functions. This will shift the building custodians' grounds maintenance responsibility to the Maintenance Department.
3. **Some school custodian position descriptions include building systems maintenance functions (i.e. preventive maintenance on boilers & HVAC systems, minor building repairs, etc.). How will those functions be performed?**
The merging of the Maintenance Department and custodial services will provide Custodian III positions that will be deployed to school sites on a rotating basis to provide these functions.
4. **Foreman at elementary and middle schools are currently responsible for submitting work orders for repair work. How will that change?**
Custodian II (day shift) positions will assume the responsibility for submitting work orders. There are a number of school secretaries and principals that already submit work orders and will be able to continue that practice. Emergency service needs should be reported immediately via phone to the Maintenance Department by a Custodian II, school secretary, principal, etc.
5. **When will the new training program happen?**
Training will provided during the summer.
6. **Are custodian positions being removed from school buildings?**
Building staff will not experience a change in the number of custodians at work on days when students are in attendance.
7. **How will emergencies be handled?**
The school custodian, and or staff should contact Maintenance Services. This is the same process as is in place today.
8. **Who will assist with Principal requests?**
The day Custodian II will have time in his / her schedule under new model to allow time to assist with school needs such as setting up for assemblies; not all of their time will be scheduled for cleaning tasks. Additional support can be requested from the Maintenance Department by the building custodian or principal when needed.

Custodial Proposal Frequently Asked Questions

9. How are building cleaning efficiencies going to be achieved?

In addition to an improved training program, the District will provide more efficient equipment, using team cleaning at all schools in the summer and high schools year-round, providing specific cleaning routes with room-by-room tasks and time durations. With the centralization of all custodial staff, relocation of resources to cover absences and special building needs can be accommodated with no additional financial impact to the District.

10. Is the 8% Impact Cap linked to individual pay? What does the \$964,000 cost mean?

Yes. Under this proposal, the maximum loss of pay to any individual staff person would be 8% of their annual salary. Some employees will experience no loss of salary. The pay reductions would range from 0% to 8%.

\$964,000 is the estimated first-year cost to the District to cover the gap between what the pay would be under the salary and contract-day structure in new model and the 8% impact limit.

11. If the district is going to financially provide the 8% Impact Cap, where are the budget savings?

The estimated \$1.4 million annual savings will develop over time as attrition (future retirements, resignations) opens vacancies that will be filled by individuals who would be placed at the pay level and number of contract days prescribed in the new model.

12. If all existing staff will remain under 260-day contracts, what happens if someone's new position is a 185-day position?

In that case, this individual will grandfathered as a 260-day employee.

13. Would new hires be placed at the new pay rates and contract days?

Yes. Neither the 8% cap nor 260-day grandfathering would apply for new hires. In these cases the individuals will be placed at the pay rate and contract days specified for that position.

14. Will existing staff be relocated to a different building? What determines who goes where?

The bumping process prescribed in the collective bargaining agreement will be followed to determine staff placements in classification levels. Within classification levels (i.e. Custodian II), individual employees will be able to request their initial assignments. Final staffing placements will be made by HR consistent with current practice. It is expected that some staff will be in new locations.

Custodial Proposal Frequently Asked Questions

15. Will custodians be subject to furlough days?

Yes; all employee groups are subject to furlough days.

16. Why is the District adding two new custodial supervisor positions? How will these positions be filled?

The new model shifts supervision of custodians from building administrators to the Maintenance Department, which currently has only two supervisors overseeing about 70 staff. The new model adds about 170 custodians to this department; it is necessary to have two more supervisors, who will work nights, to adequately perform these duties and to provide assistance to the night time custodial staff. These new supervisor positions will be posted and filled with internal candidates.

17. How will cleaning assignments be structured?

All custodians will have specific cleaning routes and specified room-by-room duties to perform; the responsibilities will be essentially the same from building to building.

18. How much contracting will be added?

The District will not contract out any existing custodial jobs. In fact, there will be more custodial positions in the new model than exist today.

19. How are performance evaluations to be done under the new model?

Custodian performance evaluations will be the responsibility of the Maintenance / Custodial Department supervisors. Specific, measurable performance standards will be provided to each custodian. Performance input from principals will be sought and utilized in the performance evaluation process.