

RIVERSIDE PUBLIC SCHOOL DISTRICT 96

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To: Martha Ryan-Toye, Superintendent
From: Mark Kuzniewski
Date: September 10, 2025
RE: Part-Time Custodian

Background:

When the District moved to providing lunches at all the schools, there was need for additional custodial assistance during the lunch hours due to the manner in which tables are stored, put up and taken down, and the need to clean the lunch areas very quickly, and, at times, to quickly set that space for other uses that may require chair seating (i.e. Band). To that end, the District used our current night custodian staff to work overtime during the day for the last several years. While a practical solution to a District need especially at a time right after covid that hiring these roles was near impossible, over the last several years the need for a night custodian to arrive mid day for an overtime shift, then return in the evening for their regular shift, has become taxing on some of the individuals. Given a new hiring market, it may make sense to explore eliminating overtime. Currently, the District is paying overtime for lunch assistance at both BPES and AES totaling about 20 hours per week of overtime. The overtime hourly rate varies by employee who covers those shifts, but averages \$33 per hour or \$660 per week.

Proposal:

It is proposed that the District start by hiring one Part-Time custodian to work from 12:00-3:00 daily through the school year to help reduce the overtime hours. In short, to replace 10 hours of overtime pay with 15 hours of regular pay. I can monitor the effectiveness of this strategy over the next few months and provide an update in the future as to any other changes needed.

I have suggested the time of 12:00-3:00 (15 hrs per week) as the part-time shift to make it a bit more of an attractive part-time position and to allow the work hours to directly flow into a night shift in the event of a night custodian calling in sick. When not assisting with lunch related duties, any additional time will be spent cleaning areas in district buildings that need attention.

The proposal is a very slight savings to the District. This position will eliminate 10 hours of overtime (\$330 per week) and replaces it with a regular salary of \$20.00 per hour (\$300 per week).

