

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 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. The maintenance supervisor may include the building principal/administrator, 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.
3. All purchasing of custodial equipment/supplies will be placed within the maintenance budget. Consultation with custodians and the maintenance supervisor may take place as necessary.
4. The Varsity Contractors quality audits may be used to conduct 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. Time sheets are to be turned in to the 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 approved by the principal-maintenance supervisor, and the building principal notified, 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 head custodian and approved by maintenance supervisor or his/her designee.



LEGAL REFERENCE:

ADOPTED: July 21, 1998

AMENDED/REVISED: April 16, 2007, June 16, 2008