

REGULATION #6501.1

JANITORIAL STANDARDS AND SUPERVISION

1. Responsibility for Standards and Staffing

The responsibility for establishing and maintaining standards for cleanliness, and for janitorial staffing within budget considerations, has been delegated to the Director of Physical Plant.

2. Janitorial Handbook/Cleaning Procedures

A janitorial handbook is to be maintained, with copies in all janitorial places of employment. The handbook is to be updated regularly as new techniques and products are developed. Newly- appointed janitors are to be advised, by their immediate supervisor(s), of the existence and importance of the manual and its value as an instructional guide and reference. In addition, janitor supervisors are to ensure that newly-employed janitors are given adequate orientation to school district procedures and expectations.

3. Supervision

Janitor supervisors have been assigned area responsibilities for the day-today supervision of janitorial forces. Within individual schools head janitors are expected to assume supervisory responsibility. Principals having a concern about standards of cleanliness, janitorial service levels or the department of a member of the janitorial staff should first raise the matter with their head janitor. If the matter is not satisfactorily resolved at that level the principal should then contact the janitor supervisor for the area.

4. Employee Performance Evaluations

Janitor supervisors are to ensure that the performance of janitors is evaluated during probationary periods, on transfers or promotions, and when otherwise might be required. The advice of principals, head janitors and others as appropriate should be sought when evaluations are conducted. Completed forms are to be forwarded to the Employee Relations Office.

5. Shift Schedules and Overtime

The Manager of Service Operations will fix shift schedules for individual schools for days when schools are in session, as may be required for efficient operations and school security. Normally janitors will work other than day shift as limited cleaning may be undertaken during school hours.

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Shift schedules will normally remain unchanged for non-instructional days. During the Christmas, spring and summer vacation closures, however, janitors will work day shifts.

Insofar as may be practicable, changes in established shifts will be reviewed with the school principals concerned prior to implementation.

No overtime will be paid unless prior approval has been received from the Director of Physical Plant or the Manager of Service Operations.

In the event of temporary school closures, utility failures or the like, janitors shall remain on duty unless otherwise directed by their janitor supervisor.

6. Completion of Time Sheets

It is the responsibility of each janitor to daily record hours worked. The head janitor will counter-sign the time sheets prior to them being submitted weekly via the courier service to the Manager of Service Operations for approval.

Approved: 1984-04