



CUSTODIAL STAFFING PROCEDURE (OPS-P012)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure describes the Custodial Staffing Policy when staffing of a school's or building's custodial team drops below 66% staffed.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Custodial and Warehousing Manager
- 2.2 Assistant Manager Custodial/Operations

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Operations Officer

4.0 DEFINITIONS:

4.1 During School Term

- 4.1.1 Six (6) days or less - Does not qualify for additional staffing – request comp time from Principal/Facility Administrator to cover.
- 4.1.2 Seven (7) days or more – Qualifies for additional staffing – request comp time from Principal/Facility Administrator – request a temporary custodian from Custodial and Warehousing Manager or Assistant Manager Custodial/Operations.
- 4.1.3 Non-Qualifying Absence: Vacation, Comp, LOA Personal.
- 4.1.4 Qualifying Absence: LOA, Medical, Family Emergency, FMLA, Bereavement.

4.2 During Summer Hours

- 4.2.1 Six (6) days or less - Does not qualify for additional staffing – use approved comp time to address absence.
- 4.2.2 Seven (7) days or more – Qualifies for additional staffing – use approved comp time – request comp time from Custodial and Warehousing Manager– request a temporary custodian from Custodial and Warehousing Manager or Assistant Manager Custodial/Operations.
- 4.2.3 Non-Qualifying Absence: Vacation, Comp, LOA Personal.
- 4.2.4 Qualifying Absence: LOA, Medical, Family Emergency, FMLA, Bereavement.

5.0 PROCEDURE:

- 5.1 A need for custodial assistance is identified by Lead Custodian to the Principal/Facility Administrator.
 - 5.1.1 Custodial staffing less than 66% creates the need for a temporary replacement



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- 5.2 Sites that have less than 66% staffing may request assistance from the Custodial and Warehousing Manager for a temporary custodian from the float custodians or from the feeder system until team is above 66% staffed.
- 5.3 Principal/Facility Administrator submits request via email to the Custodial/Warehousing Manager or in the Custodial and Warehousing Manager's absence the Assistant Manager Custodial/Operations.
- 5.4 Receipt of request is acknowledged.
- 5.5 Approval/disapproval is based on availability of staff in the float custodians and then the custodial feeder system.
- 5.6 Principal/Facility Administrator is notified via email of the decision concerning the request.
- 5.7 If approved, temporary custodial support is sent to temporary work site within three (3) work days. The losing Principal and Lead Custodian assign individual to receiving school. Date and shift, time and start date are established by the receiving Principal or Facility Administrator.
- 5.8 Support custodian remains at temporary work site until the team is again at 66% staffed.
- 5.9 No float custodian or a custodian from the feeder system will have sole responsibility for opening or closing a school by themselves.

6.0 CUSTODIAL STAFF FEEDER SYSTEM:

MCHS/MCMS Cumberland Heights MCES Norman Smith	CHS/RICHVIEW Barksdale Moore East Montgomery Sango Carmel	RHS/RVMS Glenellen Moore Norman Smith RVES St. B/Burt	NEHS/NEMS Oakland Hazelwood NEES RVES St. B/Burt
WCHS/WCMS Barkers Mill Pisgah Hazelwood Ringgold WCES Glenellen	KHS/KWMS Byrns Darden KWES Liberty Ringgold WCES	NWHS/NPMS Central Office Greenwood Liberty Minglewood Woodlawn	

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
E-mail (hard copy)	Custodial and Warehousing Manager's Office	Current year plus one	Discard as Desired	Secured Building



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8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
11/1/10		Initial Release
9/14/12	A	Change MNT to OPS Procedure, Add Special Projects Manager to Responsibility, 4.2, 4.3, and 5.3 change to Special Projects Manager.
11/17/14	B	Change Custodial Foreman to Operations Foreman, Update Definitions, Add Operations Foreman to 5.2, remove via phone call from 5.3, Remove COO from 5.5, Add 5.9, Add Carmel, Pisgah, and Oakland to 6.0.
9/23/19	C	2.1 Changed "Operations Foreman" to "Custodial and Warehousing Manager"; 2.2 Changed "Special Projects Manager" to "Assistant Manager Custodial/Operations"; 4.2.1 Changed "Operations Foreman" to "Custodial and Warehousing Manager", changed "Special Projects Manager" to "Assistant Manager Custodial/Operations"; 4.2.2 Changed "Operations Foreman" to "Custodial and Warehousing Manager", changed "Special Projects Manager" to "Assistant Manager Custodial/Operations"; 5.2 Changed "Operations Foreman" to "Custodial and Warehousing Manager"; 5.3 Changed "Operations Foreman" to "Custodial and Warehousing Manager", changed "Special Projects Manager" to "Assistant Manager Custodial/Operations". 7.0 Record Retention Table replaced "Operations Foreman's" with "Custodial and Warehousing Manager's".

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