
PROCEDURE FOR ARRANGING FOR A SUBSTITUTE SWING SHIFT OR GRAVEYARD SHIFT CUSTODIAN (MNO-P009)

WENATCHEE SCHOOL DISTRICT

1.0 SCOPE:

- 1.1 To describe the procedure for arranging for a substitute Swing Shift or Graveyard Shift Custodian.

**The online version of this
procedure is official;
therefore, all printed versions
are unofficial copies.**

2.0 RESPONSIBILITY:

- 2.1 Head custodian
- 2.2 Assistant Director of Maintenance and Operations
- 2.3 Swing custodian
- 2.4 Graveyard custodian

3.0 APPROVAL AUTHORITY:

- 3.1 Assistant Director of Maintenance and Operations

4.0 DEFINITIONS:

- 4.1 Head custodian — lead custodian at the building level
- 4.2 Swing custodian — custodian at building during the swing shift
- 4.3 Graveyard custodian — custodian at building during the graveyard shift
- 4.4 Assistant Director of Maintenance and Operations — person supervising custodial staff
- 4.5 District Substitute Custodian List: — list of ten persons willing to substitute custodial shifts in the Wenatchee School District

5.0 PROCEDURE:

- 5.1 The swing or graveyard custodian is unable to complete his or her shift for the day.
- 5.2 The swing or graveyard custodian then contacts the lead custodian to report the absence. To ensure a substitute, the swing custodian should call by 10:00 a.m. and the graveyard custodian by 2:00 p.m.
- 5.3 The lead custodian contacts the Assistant Director of Maintenance and Operations to request a sub with a call first and then an e-mail. This should include the name of the absent custodian, the reason for the absence, and the shift times affected.
- 5.4 The Assistant Director of Maintenance and Operations consults the District Substitute Custodial List and calls until he finds a substitute custodian willing to accept the job; he then e-mails the lead custodian, building principal, and head secretary with the information.
- 5.5 If no sub is available, the Assistant Director of Maintenance and Operations will authorize four hours of overtime to cover the custodial needs.

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6.0 ASSOCIATED DOCUMENTS:

6.1 District Substitute Custodian List

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
District Substitute Custodial List	Assistant Director of Maintenance and Operations's Office	Yearly	As desired	None

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev:</u>	<u>Description of Revision:</u>
29-May-03	A	Original Release
04-Nov-04	B	Updated job title, deleted flowchart
21-Dec-05	C	Replaced "Custodial Supervisor" with "Assistant Director of Maintenance and Operations"

**** E n d o f p r o c e d u r e ****