CUSTODIAL SERVICES - REGULATION

1. Subject to direction and supervision by the Superintendent of Buildings and Grounds, the custodians shall perform such duties as may be required of them by the Superintendent of Schools.

2. The time of the one-half hour lunch or supper break shall be at the discretion of the building principal.

3. Night personnel are to be on call for snow removal assistance or other emergencies at the discretion of the head custodian/senior custodian, the Superintendent of Buildings and Grounds, or the administration.

4. At least one custodian, or as many others as the occasion demands, shall be present at the school for necessary work at all evening functions or other activities authorized by the administration.

5. Overtime will be permitted within the constraints of the annual budget. All overtime must be requested by the Head Custodian and be approved by the Superintendent of Buildings and Grounds and the building principal in advance of the work assignment. Because of budget constraints, the Assistant Supervisor for Business shall be notified of the need for overtime work, the type of work to be performed, and the approximate amount of time needed to perform the work. Authorized overtime pay shall be (a) at the rate of 1.5 of regular pay or (b) compensatory time off equivalent to the hours worked and upon agreement by both the employee and employer. Employees scheduled to work on Sundays will be paid at the rate of two (2) times their regular rate of pay for authorized overtime actually worked. Employees scheduled to work on holidays, provided for in their Contract, will be paid their regular rate of pay for that day plus (2) times their regular rate of pay for authorized overtime actually worked.

Overtime will be distributed in an equitable and sequential manner. When overtime becomes available in a department or building, the Head Custodian in conjunction with the Superintendent of Buildings and Grounds will be responsible for declaring the existence of overtime and for locating individuals to work for that period of time.

The Head Custodian in conjunction with the Superintendent of Buildings and Grounds shall be responsible for recording the amount of overtime offered to an individual and also the amount of overtime refused by an individual. Copies of these records will be submitted to the Assistant Superintendent for Business on the first day of each month for the period which includes the previous month.

When requesting employees to work overtime, the Head Custodian, in conjunction with the Superintendent of Buildings and Grounds, will make such requests of the individual whose job description qualifies that individual to perform the tasks and duties which require completion during overtime hours.
When practical, the Head Custodian, in conjunction with the Superintendent of Buildings and Grounds, will post in a conspicuous place a record of overtime accepted, as well as overtime offered and refused. When possible, every effort will be made to ensure that within any month overtime or availability of overtime is equitably distributed. A Head Custodian, in conjunction with the Superintendent of Buildings and Grounds, may offer overtime to regular employees not assigned to his/her area of responsibility only in those instances where individuals regularly assigned in that area are not available for overtime.

All overtime will be reported on the Somers Central School District Hourly Compensation Form (SPF-003). Reason for the overtime must be provided. The Head Custodian and the Superintendent of Buildings and Grounds will initial the form and then route it to the building principal (where applicable) who will send it to the Assistant Superintendent for Business.

By mutual agreement between the Superintendent of Schools or his designee, and the employee, an employee may receive compensatory time off instead of receiving overtime pay. Compensatory time will be calculated on the basis of one hour compensatory time off for one clock hour overtime actually worked and may not be accumulated in excess of 35 hours per school year. Compensatory time may be taken only by mutual agreement between the Superintendent, or his designee, and the employee, and must be used up within a period of two (2) months following the end of the school year in which it is earned.

Compensatory time credit must be reported using the appropriate section of the Hourly Compensation Form (SPF-003). Credit will be recorded in the Administrative Services Office. Individuals wishing to use their compensatory time credit must file an authorized Leave of Absence Form (SPF-002) at least two weeks prior to the effective date of their intended use of compensatory time credit, using the same routing pattern established for the hourly compensation form.

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