

Palm Springs Unified School District- Extracurricular Activities Facilities, Custodial, Security and Technology Personnel Use Procedures for School Teams, Clubs, and School Connected Organizations (SCOs)/Groups Procedures

School teams and clubs, including SCO groups who use or are requesting to use facilities outside of normal working hours (before 6am and after 10:30pm, Monday through Friday, weekends, and other non-school days):

Facilities Use

1. Shall complete a PSUSD “Use of District Facilities” form to ensure lights and HVAC are scheduled and operational for the event (use of school kitchen facilities must include the services of a district school nutrition employee, and the employee shall be paid at his/her appropriate salary, and shall be entitled to extra duty pay, including overtime pay, as applicable, following the procedures outlined in the Collective Bargaining Agreement between the Palm Springs Unified School District and the Teamsters Employee Union. In addition, if a district school nutrition employee is used, Nutrition Services will contact Maintenance and Operations and a custodian will be assigned to clean the kitchen following its use. The custodian shall also be paid at his/her appropriate salary, and shall be entitled to extra duty pay, including overtime pay, as applicable, following the procedures outlined in the Collective Bargaining Agreement between the Palm Springs Unified School District and the Teamsters Employee Union.)
2. When school teams and clubs, including SCOs that request to use another facility within the District shall obtain permission from the principal/designee of the host facility via a PSUSD “Use of District Facilities” form. All other provisions of this procedure apply as agreed upon by the administration of both schools.

Note: a facility usage fees *shall not be charged* even if the school team, club and/or SCO charges a fee for another group to participate in the activity. Accounting for receipt of charges shall be made through either the school team’s/club’s ASB/USB account or an authorized and district-approved SCO and are subject to audit.

Custodial Personnel Use

3. Shall secure the services of a district-employed custodian, following the procedures outlined in the Collective Bargaining Agreement between the Palm Springs Unified School District and the Teamsters Employee Union, where more than 20 students and/or adults are anticipated to attend and regardless to whether money/fees will be collected. If a waiver for custodial services is approved by the school principal, then custodial services shall not be required for the event and the principal accepts responsibility for ensuring the facility is tidy and secured upon completion of the event.

Note: If a custodian is employed, he/she shall be paid at his/her appropriate salary, and shall be entitled to extra duty pay, including overtime pay, as applicable. It shall be the responsibility of the custodian to respond to all custodial-related issues that may arise during the event to include, but not limited to biological spills, general set up and take down of equipment, cleaning restrooms and used facilities, and the securing and alarming of the facility at the completion of the event.

Security Personnel Use

4. Shall secure the services of a district-employed Campus Security Officer/Assistant (CSO/CSA), following the procedures outlined in the Collective Bargaining Agreement between the Palm Springs Unified School District and the Teamsters Employee Union, where money/fees will be collected. The school principal/designee may waive the request for a district-employed Campus Security Officer/Assistant (CSO/CSA) if the principal/designee determines a CSO/CSA presence is not needed at the event. If a waiver is granted, the school principal/designee must notify the Executive Director of Security and Disaster Preparedness a waiver has been granted and school site administration shall be responsible for facilities supervision (to include school grounds, parking lots, etc.) during and after the event until the campus is clear of all persons.

Note: If a CSO/CSA is employed, the CSO/CSA shall be paid at his/her appropriate salary, and shall be entitled to extra duty pay, including overtime pay, as applicable and as dictated in the Collective Bargaining Agreement. It shall be the responsibility of the CSO/CSA to respond to all security-related

issues that may arise during the event at the direction of the administrator in charge of and in attendance at the event.

5. It shall be at the discretion of the principal/designee at the school, in consultation with the Executive Director of Security and Disaster Preparedness, to determine how many CSOs/CSAs work an extra-curricular activity or event.

Technology Use and Related Personnel

6. Shall secure the services of a district-employed Educational Technology and Information Systems (ETIS) employee, following the procedures outlined in the Collective Bargaining Agreement between the Palm Springs Unified School District and the Teamsters Employee Union (as appropriate and necessary), if the District's network will need to be accessed or manipulated in any way, regardless to whether money/fees will be collected by the school team(s) and/or club(s).

Note: The ETIS employee shall be paid the appropriate salary, and shall be entitled to extra duty pay, including overtime pay, as applicable. In addition, a fee may apply, at the determination of the Director of Technology, to access the District network.

<i>Updated November 1, 2018; v. 2.1</i>
