

ALLOCATION OF CARETAKER SERVICE

Background

This procedure has been developed to standardize caretaking time. It is to be used as a guide to assist in allocation decisions. The final decision shall be made by the Senior Manager of Caretaking Services after consulting with the Managers of Caretaking Services and the Principal of the school. Such consultations may involve a review of the operation in the school. The Senior Manager of Caretaking Services or designate shall assign the total caretaker staff available in the District on a basis such as to provide a uniform standard of operation for the various school facilities throughout the District, within available budget parameters.

Procedures

1. Basic Formula

Factors considered in determining the basic allocations are: net building size in square metres, stairwells, and number of portable classrooms and are adjusted to conform to available budget. Calculations shall be made as follows:

1.1 Total net sq/m of building (Usable space)

Gross sq/m x 95%

1.2 Area Factor

Given: 1.00 caretaker for every

Elementary 1950 sq/m

Middle 2150 sq/m

Secondary 2350 sq/m

Total net sq. metres of building = area factor

1.3 area factor Carpet Factor

Given: 0.01 caretaker for every carpet unit (One classroom or other areas of 95 sq. metres, excluding area rugs and entrance mats)

Total carpet units x 0.01 = carpet factor

1.4 Stairwell Factor

Given: 0.03 caretaker for every stairwell (minimum of ten risers)

Total stairwells x 0.03 = stairwell factor

1.5 Portable Classroom Factor

Given: 0.07 caretaker for every portable classroom

Total portable classrooms x 0.07 = portable factor

Basic Caretaker Allocation = sum of factors 1, 2, 3, 4 and 5

Factors used shall be determined in the spring of each year and shall be used for the following school year unless there is a significant change in any factors during the school year. Generally, no change in application of the formula will be made for variations of less than 0.25 of a full-time equivalent employee.

Operational Discretion

The formula provides a uniform standard of for allocation of custodial time. Other considerations which may affect staffing decisions include; building layout, age of the building, and building use.

Schools that share a caretaker with another location may be provided an additional caretaker time to compensate for the cleaning time lost in travelling between sites.

2. Day Caretaker Coverage - Elementary Schools

2.1 Assigned Caretaker Coverage - If 16 hours per day or more

day coverage = up to 8 hours

evening coverage = hours by formula less 8 hours

2.2 Assigned Caretaker Coverage - If 12 to 16 hours per day day coverage

= hours by formula less 8 hours evening coverage = 8 hours

2.3 Assigned Caretaker Coverage - If less than 12 hours per day

day coverage = nil

evening coverage = hours by formula

3. Absence Coverage

Coverage ordinarily commences on the first day of absence for contractual obligations ie sickness, loa's etc ..

4. Vacation Coverage

Vacation during break periods

Summer the minimum coverage provided consists of topping up caretaker hours to ensure that every school receives at least 160 hours (4 weeks) per FTE caretaker on staff.

Spring and winter break no replacement for vacation

During school year coverage ordinarily commences on the first day of absence.