



Superintendent's Circular

School Year 2011-2012

NUMBER:
FMT-4

DATE:
September 1, 2011

CUSTODIAL PAY ADJUSTMENTS – CALL-IN PROCEDURE

In order that the Office of Facilities Management (Building Services) may properly adjust a custodian's pay in a timely manner, it is essential that you follow the payroll procedure outlined below:

When a Senior Custodian is absent, you must notify Facilities Management (Building Services), by telephone 617-635-9162 or e-mail (abrennan@boston.k12.ma.us) with the name of the absent Senior Custodian, name of the custodian covering and the reason for the absence. Please include all dates of absence if known.

When the absent Senior Custodian returns to work, Facilities Management (Building Services) must be notified to ensure that the person covering is paid for the correct number of days.

The custodial pay period begins on Saturday and ends on Friday. It is a weekly payroll. If the absentee is to be out on a long-term basis, Facilities Management (Building Services) must be notified if the current Acting Senior should be carried forward to the next pay period.

If a custodian is being docked for all or any part of a day - you must notify Anne Brennan to ensure the dock is properly recorded. You must also notify Facilities with the reason for the dock (i.e., late, no show/no call, left early).

If a custodian is at "0" balance (out of sick, personal or vacation leave), he/she must be coded S2080 and the reason must be entered in the "comments" panel.

All docks and acting senior coverage must be reported in a timely manner.

In order to ensure coverage in a single-man building, prior notice should be given to the Office of Facilities Management (Building Services) whenever possible. Forty-eight (48) hours notice is required for personal and compensatory days; two weeks notice is required for vacation.

Calls for acting senior coverage, while school is in session will only be taken from the Headmaster/Principal, Secretary, or Principal's designee. Custodians should call in any Acting Senior coverage during school vacations and summer months.

For more information about this circular, contact:

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Carol R. Johnson, Superintendent