



Superintendent's Circular

NUMBER:
FMT-04
Version 01

CUSTODIAL PAY ADJUSTMENTS – CALL-IN PROCEDURE

This Circular will remain in effect unless rescinded or superseded by a subsequent version.

So 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 (emalone2@bostonpublicschools.org) with: the name of the absent senior custodian; the name of the custodian covering; the reason for the absence; and 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 Beth Malone 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), they must be coded. Select Absence Name - Leave Without Pay, then select Absence Reason. Additional information should be entered in the "comments" panel.

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

To ensure coverage in a **single-person 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 head of school/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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| Owner: | Assistant Director, Building Services |
| Department: | Facilities Management |
| Mailing Address: | 1216 Dorchester Ave, Dorchester, MA 02125 |
| Phone: | 617-635-9162 |
| Fax: | 617-635-9306 |
| Email: | Operations-Department-Heads@bostonpublicschools.org |

Mary Skipper, Superintendent