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THIS DOCUMENT DOES
NOT CIRCULATE

Highland Park Board of Education
Highland Park Maintenance + Custodial
Organization

MAINTENANCE AND CUSTODIAL ORGANIZATION

7/1/76 - 6/30/77

All positions and responsibilities are clearly defined in the custodial handbook.

The Supervisor of Buildings and Grounds is responsible for the maintenance and repair of all buildings and grounds. He or she shall have direct supervision of his or her maintenance crew and he or she is responsible to the Business Administrator.

The Head Custodian is charged with supervision of all custodians in his or her building. It is his or her responsibility to see that necessary work is done properly. He or she is responsible to the administration of his or her building.

All custodians in the building are the responsibility of the Head Custodian. He or she is their supervisor and will make recommendations as to each man's ability to the administrator of the building. Criticism of the custodian's work by any supervisory employee shall be directed to the Head Custodian of the building for correction.

In order to avoid unnecessary problems, all maintenance and custodial personnel are directed to follow the above procedures.

Austin E. Lepine
Asst. Superintendent/Business

ARTICLE 11

NEGOTIATION PROCEDURE

A. Deadline Date

The parties agree to enter collective negotiations in accordance with Chapter 123, Public Laws of 1974 in a good faith effort to reach agreement on all matters concerning the terms and conditions of employment. Such negotiations shall begin not later than October 15 of the calendar year preceding the calendar year in which this Agreement expires. Any Agreement so negotiated shall apply to all members, be reduced to writing, and be signed by the Board and the Association.

B. Information

During negotiation, the Board and the Association shall present relevant data, exchange points of view and make proposals and counter-proposals. The Board shall make available to the Association for inspection at reasonable times that information which is available to the public.

C. Agenda

Each party shall submit to the other, at least three (3) days prior to a negotiation meeting, an agenda covering matters they wish to discuss.

D. Non-Reduction of Benefits

Unless otherwise provided in this Agreement, nothing contained herein shall be interpreted and/or applied so as to eliminate, reduce nor otherwise detract from any terms and conditions of employment existing prior to its effective date.

E. Modifications

This agreement shall not be modified in whole or in part by the parties except by an instrument in writing only executed by both parties.

F. Statutory Savings Clause

Proposed new rules or modifications of existing rules governing working conditions shall be negotiated with the majority representative before they are established. When an agreement is reached, it shall be embodied in writing and signed by the authorized representatives of the Board and the Association.

ARTICLE III

GRIEVANCE PROCEDURE

Definition:

- A. A grievance shall mean a claim by an employee that there has been either a misinterpretation, misapplication, or violation of board policy or this agreement. A grievance shall also mean a claim by an employee that there has been an administrative decision adversely affecting him.
- B.
1. It is agreed by both parties that these procedures will be kept as informal and confidential as may be appropriate at any level of this procedure.
 2. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the aggrieved party to proceed to the next step. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be acceptance of the decision rendered at that point.
 3. It is understood that employees shall, during and notwithstanding the pendency of any grievance, continue to observe all assignments and applicable rules and regulations of the board until such grievance and any effect thereof shall have been fully determined.
 4. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process.
 5. Any aggrieved person may be represented at all stages of the grievance procedure by himself, or, at his option, by a representative selected or approved by the Association.

C. Grievance Procedure:

A grievance to be considered under this procedure must be initiated by the employee within thirty (30) days of the time the employee knew or should have known of the occurrence.

Level One

Any employee who has a grievance shall discuss it first with his immediate superior and building principal, separately or together, in an attempt to resolve the matter informally at this level.

Level Two

If as a result of the discussion, the matter is not resolved to the satisfaction of the employee within five (5) school days, he may set forth his grievance in writing to the Business Administrator on the grievance forms provided.

The Business Administrator shall communicate his decision to the employee in writing with reasons within five (5) school days of receipt of the written grievance.

Level Three

The employee, no later than five (5) school days after receipt of the Business Administrator's decision, may appeal the decision to the Superintendent of Schools. The appeal to the Superintendent must be made in writing reciting the matter submitted to the Business Administrator as specified above and his dissatisfaction with decisions previously rendered. The Superintendent shall attempt to resolve the matter as quickly as possible but within a period not to exceed ten (10) school days. The Superintendent shall communicate his decision in writing with reasons to the employee and the Business Administrator.

Level Four

If the grievance is not resolved to the employee's satisfaction, he, no later than five (5) school days after receipt of the Superintendent's decision, may request a review by the Board of Education. The request shall be submitted in writing through the Superintendent of Schools who shall attach all related papers and forward the request within five (5) school days to the Board of Education. The Board shall review the grievance and shall, at the option of the Board or upon request of the employee, hold a hearing with the employee and render a decision in writing with reasons within 35 calendar days of receipt of the grievance by the Board of of the date of the hearing with the employee, whichever comes later.

Level Five

If the decision of the Board does not resolve the grievance to the satisfaction of the employee, and the employee wishes review by a third party, he shall so notify the Board through the Superintendent within ten (10) school days of receipt of the Board's decision. An employee in order to process his grievance beyond level four must have his request for such action accompanied by the written recommendation for such action by the Association.

D. Procedure for securing the services of an Arbitrator

The following procedure will be used to secure the services of an arbitrator.

1. A request will be made to the American Arbitration Association to submit a roster of persons qualified to function as an arbitrator in the dispute in question.
2. If the parties are unable to determine a mutually satisfactory arbitrator from the submitted list, they will request the American Arbitration Association to submit a second roster of names.
3. If the parties are unable to determine, within ten (10) school days of the initial request for arbitration, a mutually satisfactory arbitrator from the second submitted list, the American Arbitration Association may be requested by either party to designate an arbitrator.
4. The arbitrator shall limit himself to the issues submitted to him and shall consider nothing else. He can add nothing to nor subtract anything from the Agreement between the parties or any policy of the Board of Education. The recommendations of the arbitrator shall be advisory. Only the Board, H.P.M.C.A. and the aggrieved and his representatives shall be given copies of the arbitrator's report. This shall be accomplished within thirty (30) days of the completion of the arbitrator's hearings.
5. The expense of any arbitration shall be borne equally by the H.P.M.C.A. and the Highland Park Board of Education.

ARTICLE IV

EMPLOYEE RIGHTS

Pursuant to Chapter 123, Public Laws of 1974, the Board agrees that every employee of the Board shall have the right to freely organize, join, and support the Association for the purpose of engaging in collective negotiations and other concerted activities for their mutual aid and protection.

As a duly elected body exercising governmental power under the Law of the State of New Jersey, the Board agrees that it shall not directly or indirectly discourage or deprive or coerce any employee in the enjoyment of any rights conferred by Chapter 123, Public Laws of 1974, or other laws of New Jersey, or of the United States; that it shall not discriminate against any employee with respect to hours, wages, or any terms or conditions of employment by reason of his membership in the Association, his participation in Association activities, collective negotiations, or his institution of any grievance, complaint, or proceedings under this Agreement or otherwise with respect to any terms or conditions of employment.

No employee shall be disciplined, reprimanded, or reduced in rank without just cause. Any such action asserted by the Board, or any agent or representative thereof, shall be subject to the grievance procedure herein set forth.

Whenever any employee is required to appear before the Board concerning any matter which could adversely affect the continuation of that employee in his employment or the salary or any increments pertaining thereto, then he shall be given prior written notice of the reasons for such meeting or interview and shall be entitled to have a representative of the Association present to advise him and represent him during such meeting or interview.

Except as otherwise provided in this Agreement and under the provisions of Chapter 123, Public Laws of 1974, The Highland Park Board of Education, hereby retains and reserves unto itself all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of New Jersey and of the United States, including all decisional laws and regulations of the State Department of Education and Commissioner of Education of the State of New Jersey.

ARTICLE V

JOINT COMMITTEE

The parties hereto believe that the efficiency of the respective employee's service to the student population of the schools and the welfare of the employees will be better served by periodic meetings of a Joint Committee wherein both the employer and the employees may discuss and implement suggestions for improving the services of the employees.

The Committee shall consist of the Superintendent or designee and two other members designated by the Superintendent and three members designated by the Association. The Committee shall meet four times per year (September, November, February and April) on the date and time to be mutually determined by the members of each committee. Other meetings may be requested by either group as necessary.

ARTICLE VI

FRINGE BENEFITS

General Benefits:

A. Pension

New Jersey State law requires that all personnel belong to a pension system. Custodians hired before July 1, 1966 are members of the Teachers' Pension and Annuity Fund, and all custodians employed after July 1, 1966 must join the Public Employees' Retirement Fund. These two funds are almost identical so it doesn't make any difference which fund you belong to. The benefits of this fund are too involved to explain here, but booklets are available in the Central Office if you so desire.

B. Health Plan

The Board of Education will provide insurance coverage through the Connecticut General Life Insurance Company as per agreed contract covering health, hospital, surgical and major medical expenses.

The Board also agrees to provide Dental Care Benefits as per agreed contract with a \$25 per person deductible clause,

Enrollments are at the request of the employee and are subject to the contracting company's enrollment policies and conditions.

C. Vacations

Custodians and Maintenance staff shall be eligible for vacations as listed under the salary guide agreement.

In computing vacation years up to two years of wartime military service will be allowed. Personnel employed after January 1 shall receive no credit for that school year.

Vacation policy will be administered as follows:

Custodians and maintenance staff will receive vacations according to seniority. (Years worked in Highland Park.)

All vacation time must be taken during the summer months or during period when schools are closed for vacations. No vacations shall be allowed the week before school opening.

Special vacation requests, outside of the times listed above, must be approved by the Head Custodian, the school principal, and the Business Administrator. This also applies to extra vacation time without pay.

New personnel hired during the school year (Sept. 1) will be given one day's vacation for each month worked providing he completes the school year (June 30).

All vacation dates are subject to the approval of the Head Custodian, the building principal and the Business Administrator.

Summer vacation requests must be submitted by June 1, winter vacation requests by December 1. Requests must be signed by the building principal and submitted to the Business Administrator for approval of these dates.

All vacations must be taken during the period earned and are not accumulative.

Night men are not required to work days except in an emergency during the school year. During the summer months, all crews will work days.

D. Miscellaneous

Custodians shall be given uniforms up to three per year as needed.

Custodians shall have in each building foul weather gear - one set per year until adequate gear is purchased.

Painter shall have "white" instead of standard uniforms.

Maintenance men will have coveralls as necessary.

ARTICLE VII

TRANSFERS AND PROMOTIONS

All job openings shall be posted in all schools before outside interviews are sought.

Applicants must apply within three days of posting date following the procedure listed below.

A. Transfers

1. School to School

All requests for transfer from one building to another must be in writing to the Business Administrator. The request will be evaluated on the following basis:

- a. Reason for the request.
- b. Evaluation of work record.
- c. Length of service in the school system.
- d. Approval of principal of building to which the transfer is requested.

1. Maintenance Crew

All requests for transfer from a building to the maintenance staff must be in writing to the Business Administrator listing qualifications for the position. The request will then be evaluated on the following basis:

- a. Qualifications for the position.
- b. Evaluation of present work record.
- c. Approval of the Superintendent of Buildings and Grounds.

B. Promotions

1. Head Custodian

The appointment of a head custodian in a building will be at the recommendation of the building principal in that building. Length of service will be a factor in the selection but it will not be the sole factor or the most important. The most important factor in the selection will be for the person to meet the requirements as outlined in the job responsibilities and qualifications. This can best be determined by the present attitude and job being done.

C. Evaluations

The evaluation of custodian and maintenance personnel is intended to improve building operation and maintenance. It is also intended to form the basis for recommendation for re-employment.

It is the Principal's responsibility to officially evaluate each of the men in his building.

Each head custodian is to complete two evaluations on each of his men; the first one by November 1, and the second one by April 1. These are to be turned in to the building principal.

The building principal will send a preliminary evaluation to the Business Administrator by November 15. He may send additional evaluations as he sees fit.

The official evaluations must be completed by the principal of the building and submitted to the Business Administrator. It is suggested that the head custodian and principal coordinate their evaluations, but the second official evaluation must be completed by April 1.

The maintenance staff will be evaluated by The Supervisor of Buildings and Grounds in the same way and meeting the same date deadlines.

ARTICLE VIII

HEALTH ALLOWANCES

A. Hospitalization Coverage

Outlined under "Fringe Benefits".

B. Absences

1. Illness

Twelve days per year for personal illness for twelve month employees. During the first year of employment and in the year when retirement has been requested, custodians will be allowed one day per month for illness. If an employee uses less than half of the allowed sick days, two additional days will be added to the total left for accumulative purposes. All unused sick days are cumulative to an unlimited maximum.

2. Personal Days

- a. Two days per year shall be allowed for personal reasons. Application to the school principal for personal days shall be made at least two days before taking such leave. (Emergencies excepted.) Reasons for request are not required except for the day preceding or following a school holiday. Principal reserves the right to reject such requests; his approval shall not be unreasonably withheld.
- b. Three days leave for the death or serious illness of any member of the immediate family except that five days will be allowed for the death or serious illness of mother, father, spouse, or children.
- c. One half-day for funeral outside the immediate household unless funeral is outside local area. One day is allowed for this.

These days are not cumulative or interchangeable.

HIGHLAND PARK PUBLIC SCHOOLS

CUSTODIAL SALARY GUIDE

1976 - 1977

STEP	CUSTODIAN	MAINTENANCE HELPER	MAINTENANCE ASSISTANT
1	7800	7800	9100
2	8100	8100	9400
3	8400	8400	9700
4	8700	8700	10,000
5	9000	9000	10,300
6	9300	9300	10,600
7	9600	9600	10,900
8	9900	9900	11,200
9	10,200	10,200	11,500
15 yr. H.P.	10,500	10,500	11,800
20 yr. H.P.	10,600	10,600	11,900
25 yr. H.P.	10,700	10,700	12,000

Additional:

Night Premium	\$300
Groundskeeper	300
Black Seal	200

Head Custodian:

High School	1400
Middle "	1000
Elementary	800

Overtime:

1 1/2 times regular pay over 40 hours per calendar week.

Double time for Thanksgiving, Christmas, New Year's, Easter, Independence Day, Labor Day, if working on actual day.

Vacation:	1	-	5 yrs.	2 weeks
	6	-	12 "	3 "
	13	-	25 "	4 "
	over 25		"	22 days

Holidays: 15 per year.

CUSTODIAL HOLIDAYS - 1976 - 1977

July 5, 1976	Independence Day
September 6, 1976	Labor Day
October 4, 1976	Yom Kippur
November 5, 1976	Veterans' Day Substitute
November 25, 26, 1976	Thanksgiving
December 24, 1976, Dec. 27	Christmas
December 31, 1976	New Year's Eve
February 21, 1977	Washington's Birthday
February 25, 1977	Asst. Superintendent Day
April 4, 1977	Passover
April 8, 11, 1977	Easter
May 30, 1977	Memorial Day

ARTICLE X

1. JOB QUALIFICATIONS AND DESCRIPTIONS

Supervisor of Buildings and Grounds:

Personal: Applicant must be able to present three satisfactory references.
Health record must show reliable, responsible habits. Doctor's examination as to fitness will be required. Applicant may use his or her personal physician or the school physician. Board will stand cost if school physician is used.

Education Ability to speak, read, and write English.
Ability to do elementary mathematics.

Experience Three years of maintenance experience in all major areas -- carpentry, masonry, plumbing, electrical, painting.
Show evidence of supervisory experience.

Competencies Ability to properly figure and estimate costs for necessary maintenance jobs.
Knowledge of available materials and methods needed to complete assigned jobs.
Ability to direct other employees and maintain morale.
Exhibit courteous, professional attitude toward staff, pupils, and public.
Be able to write and keep records.
Knowledge to demonstrate and perform the various types of work required of maintenance and custodial personnel.
Ability to direct and evaluate the performance of all personnel under his or her supervision.

Responsibilities

1. The coordination of the ordering of custodial supplies and equipment.
2. The overall maintenance program as follows:
 - a. The submission of budget needs to the Business Administrator.
 - b. Calculating and ordering the necessary supplies for maintenance work.
 - c. Completing the necessary repairs himself or directing the other members of the maintenance staff in all areas of maintenance.

- d. Reporting to the Business Administrator all needed repairs which must be contracted for.
 - e. Maintaining regular service on all equipment such as fans, blowers, etc.
3. Be available for emergency calls at any time, day or night.
 4. Coordinate the removal of snow as directed in the snow removal procedures.
 5. Work with the school principals and head custodians to see that all necessary maintenance repairs and custodial tasks are completed with a minimum of interruption of the normal school operation.
 6. Inspect all buildings and equipment on a regular basis. Call needed cleaning and repairs to attention of proper supervisor, starting with head custodian of building.

The Supervisor of Buildings and Grounds is directly responsible to the School Business Administrator.

Maintenance Assistants

- Personal Applicant must be able to present three satisfactory references.
Health record must show reliable, responsible, habits. Doctor's examination as to fitness will be required. Applicant may use his or her personal physician or the school physician. Board will stand the cost if school physician is used.
- Education Ability to speak, read, and write English.
Ability to do elementary mathematics.
- Experience Three years of maintenance experience in all major areas--carpentry, masonry, plumbing, electrical, painting.
- Competencies Knowledge of available materials and methods needed to complete assigned jobs.
Exhibit courteous, professional attitudes toward staff, pupils, and public.
Be able to understand and carry out instructions from Superintendent.
Have ability to perform assigned tasks in a skilled, careful manner.
Have supervisor ability where nere needed when performing allocated tasks.

Responsibilities

1. Maintenance work as assigned by the Supervisor of Buildings and Grounds or the School Business Administrator on a work order basis.
2. Substituting for a building custodian or bus driver in case of an emergency.

Maintenance Helper

Personal Applicant must be able to present three satisfactory references.
Health record must show reliable, responsible habits. Doctor's examination as to fitness will be required. Applicant may use his or her personal physician or the school physician; Board will stand cost if school physician is used.

Education Ability to speak, read, and write English.
Ability to do elementary mathematics.

Experience Must have had some experience in maintenance areas and demonstrate an interest in this type of work.

Competencies: Exhibit courteous, professional attitudes toward staff, pupils, and public.

Ability to follow directions as assigned in maintenance tasks

Responsibilities:

1. Help in any assigned maintenance work.
2. Substituting for a building custodian or bus driver in case of an emergency.
3. Assisting in snow removal as required.
4. Be available in emergencies to assist the Supervisor of Buildings and Grounds.

Maintenance helpers are responsible directly to Supervisor of Buildings and Grounds.

Head Custodian

Personal

Applicant must be able to present three satisfactory references.

Health record must show reliable, responsible, habits. Doctor's examination as to fitness will be required. Applicant may use his or her personal physician or the school physician; Board will stand cost if school physician is used.

Education

Ability to speak, read, and write English.
Ability to do elementary mathematics.

Experience:

1. Must have at least three years experience as a school or industrial custodian. This requirement can be waived if appointment is from within the system.
2. Holder of Black Seal Boiler License.

Competencies:

1. Exhibit courteous, professional attitude toward staff, pupils, and public.
2. Show ability to direct personnel under his or her supervision in a reasonable, fair, competent manner.
3. Ability to keep required, accurate records.
4. Be able to demonstrate a knowledge of the different types of work to be done by custodians as well as a knowledge of the standards of service that may be reasonable expected.
5. Ability to perform necessary custodial jobs within his or her jurisdiction.

Responsibilities

1. Prepare written work schedules for all positions under his or her supervision, including head custodian.
2. Direct and supervise assistant custodians and/or matrons and inspect work done by same.
3. Written requisitions for custodial supplies and equipment.
4. Written requisitions for plant maintenance needs (to be forwarded through building principal). In cases of emergency, the required service or parts should be reported directly to the Supervisor of Buildings and Grounds.
5. Small items needed should be purchased directly from designated supply house with the approval of the building principal.
6. Make overtime assignments and keeping of overtime records for themselves and assistant custodians engaged in building service.

7. Keeping an inventory of custodial supplies and equipment.
8. Reporting to the building principal cases of:
 - a. vandalism
 - b. failure of assistant custodians and/or matrons to perform satisfactorily under his or her direction.
 - c. insubordination of assistant custodians or matrons.
 - d. accidents and injuries to school personnel on school property.
 - e. special building needs.
9. Complete responsibility for the school plant.
10. Receiving and checking of supplies and materials as directed by the principal.
11. Snow removal as outlined in the Snow Removal Procedure.
12. Setting up the vacation schedule and submitting it to the school principal and Business Administrator for approval.
13. Seeing that the school grounds are in satisfactory condition at all times, including the lawn and hedge areas as well as policing the total school area.
14. Checking the boiler and cafeteria refrigeration once per day while it is operating, including Saturdays, Sundays and holidays.
15. Make regular periodic checks on building and equipment. See that normal inadequacies are corrected immediately.
16. Consult with and carry out suggestions made by Supervisor of Buildings and Grounds.
17. Periodically visit buildings during the evening for proper supervision of night custodians.

The Head Custodian is directly responsible to the school building administrator.

Custodian

Personal

Applicant must be able to present three satisfactory references.

Health record must show reliable, responsible habits. Doctor's examination as to fitness will be required. Applicant may use his or her personal physician or the school physician; Board will stand cost if school physician is used.

Education

Ability to speak, read, and write English.
Ability to do elementary mathematics.

Experience

Have knowledge of basic tools and their use.

Competencies

1. General housekeeping.
2. Minor repairs.
3. Security services.
4. Agreeable personality; must have the capacity to get along with children.
5. Ability to accept supervision and take direction.

Responsibilities

1. General Housekeeping. The custodian will be responsible for the cleanliness of those areas of the school assigned to him by the Head Custodian and building principal. These duties will include:
 - a. Sweeping, mopping, scrubbing, stripping, and sealing floors.
 - b. Washing, polishing, and dusting furniture, doors and frames, window frames and sills, window shades and blinds, chalkboards, bookshelves, etc.
 - c. Cleaning glass and replacing broken glass.
 - d. Cleaning plumbing fixtures of various types--sinks, drinking fountains, toilets, etc.
 - e. Brushing, dusting and washing of walls, partitions and ceilings.
 - f. Washing, polishing and dusting of lockers.
 - g. Cleaning custodial tools and equipment.
 - h. Sweeping sidewalks.
 - i. Floor painting and touch-up areas as assigned by the Head Custodian and building principal.
 - j. Minor repairs to furniture and equipment such as:
 1. tightening screws and nuts.
 2. adjusting furniture and equipment, etc.
 3. oiling motors.
 - k. Proper care of tools assigned for use.
2. Security service such as closing windows, locking doors, policing plant in the normal course of working hours or when in attendance for outside activities.

3. Miscellaneous services such as moving furniture setting up and taking down of folding chairs, snow removal, unloading and storage of supplies, etc.
4. All custodians shall be required to follow assigned work hours. Changing of or shortening of work hours may take place only with the approval of the head custodian, administration of school, and Business Administrator. custodians not fulfilling required work hours shall be liable to disciplinary action.

It should be understood by the custodian that the work schedule set by his or her head custodian is only an outline of the work that he or she is expected to perform. This schedule represents the MINIMUM amount of work that can be required. The custodian should expect additional assignments either written or verbal, from his or her head custodian over and above those covered by the schedule sheet.

The custodian is directly responsible to the Head Custodian of his or her building.

Duties of Groundskeeper - High School

Before Spring Season

1. All damaged equipment necessary for spring use should be repaired and painted where necessary.
2. Wire fence pulled tight.
3. Bleachers erected for baseball and track areas where designated.
4. Baseball field made ready for spring use. (Especially mound and home plate area.)
5. Track made ready for spring use
6. Backstop for baseball erected and put out. (First week in March.)
7. Hurdles put out on straight-away.
8. Judges' stand brought out.
9. Broad jump pit turned over.
10. Roped areas for track should be set up and fixed (High jump, pole vault, broad jump, judges' area).
11. All fields should be limed and fertilized, possibly aerated also.
12. Clock mechanism on scoreboard changed for track.
13. Small benches put out on field.
14. Weeds should be removed and area cleaned up after winter.
15. Specific jobs done as reported and necessary during each season and all areas as need arises and reported.
16. Repair of bleachers and painted as necessary to keep in good condition always.

April 1st to End of Season:

1. Grass cut when necessary.
2. Fields that are available and not in use should be watered when necessary.
3. If no rain over a period of time, track will need watering.

Baseball

Varsity infield should be dragged every morning - home plate and pitcher's mound repaired daily and bases put out.

For Game Days:

Varsity infield dragged, rolled, mound and home plate area packed, lines put down. Jay-Vee field dragged, lines and bases put out and home plate and pitcher's mound fixed.

Track

Day of meet, track must be dragged, rolled and necessary lines put down. Lines fixed for discus, javelin, and shot-put areas.

Areas should be kept clean of debris after contests. End of season: Designated equipment brought in and put away.

Summer Months

Fields and surrounding areas must be watered and grass cut regularly. Baseball diamonds made ready for use. Track made ready for use if necessary.

Before September 1st.

After recreation baseball is over, bleachers should be erected for football. Scoreboard changed for football. Goal posts erected on football field. All football charging sleds should be repaired, painted, pads put on and put out on the field areas.

September 1st to end of fall season

Daily for P.E. Classes:

Targets out for girls.
P.E. Fields lined for class as designated by instructors.
Area should be kept clean of papers, dirt, and other debris, especially under bleachers.

Football field must be ready for Varsity Home games:

Field lined and cut.
Roped areas fixed and fences kept in condition.

Day of Varsity Game:

Equipment must be put out--sideline markers, flags, P.S. System and all other necessary equipment. After game, all equipment must be removed and put away.

For Monday and Friday home games, necessary equipment must be taken out to get field ready for game.

Grass should be watered and cut as necessary on available areas.

End of Football Season

All fields should be aerated, seeded, limed, and fertilized after the Thanksgiving Game.

Bleachers taken down and stored, sleds taken in and stored.

Groundskeeper should check with the Principal, the Director of Athletics, and the Physical Education Department Chairman for any further instructions.

During the winter season (Dec. 1 - March 15), the Groundskeeper will be assigned to the High School for athletic equipment repairs and any other custodial and maintenance assignment. He or she shall act as substitute custodian during vacations, or any long term absence as required in the school system, day or night.

II. PROCEDURES

A. General - Maintenance and Custodian

The following procedures are meant to clarify the roles and relationships of the custodians, maintenance personnel, principals and the Business Administrator.

1. All custodians in a given school are responsible to the building principal for their work assignments, both inside and outside of the building.
2. Head Custodians shall keep an accurate inventory of custodial supplies and equipment. Needed materials should be ordered, in writing, through the Supervisor of Buildings and Grounds, giving ample time to acquire same.
3. All requests for work of a maintenance nature, either repairs or improvements, are to be made on the provided work order form. The order must be approved by the principal or his designated assistant and the head custodian. Emergency repairs would be the exception.
4. All maintenance personnel and head custodians should receive job sheets, in writing, for special assignments.
5. Any custodian who cannot report for work should contact the building principal or his or her designated representative.
6. Any maintenance man who cannot report to work should contact the Supervisor of Buildings and Grounds or the Central Office.

B.

Snow Removal

1. It shall be the responsibility of the head custodian to see that the sidewalks are cleaned in time for school to open in the event of snow. This may be accomplished in any one or combination of ways:
 - a. The normal day crew may start at the hour necessary in the morning to complete the job; either the normal time or earlier.
 - b. The whole crew or any part necessary to complete the job may come in the night before.
 - c. It is the responsibility of the head custodian to call individuals required to get the job completed. If no call is forthcoming, custodians should report at their regular time.
 - d. The maintenance crew will plow the parking areas and the sidewalks wherever possible. The custodial staff will be responsible for all areas not plowed by maintenance crew.

2. In the event the schools are closed because of snow, the Supervisor of Buildings and Grounds will contact the head custodian in each school. If it is impossible for custodians to get to work, the Head Custodian will advise them as to when the snow removal will be undertaken. The night crew may work their normal shift or hours designated by the head custodian if deemed necessary.

C. Work Orders

The establishment of a procedure for maintenance work is intended to create an orderly disposition of repair work and improvements. It allows for the assignment of the maintenance crew on a priority basis as well as making all parties concerned aware of the necessary repairs and improvements. It also allows for cost analysis when appropriate.

In requesting work of a maintenance nature, the following procedure should be followed:

1. Complete the "Work Request" form describing the work as accurately as possible.
2. The building principal and the head custodian will sign the request, keep the white copy and forward three copies to the central office.
3. The central office will approve or deny the request. The yellow copy will be returned to the Head Custodian of the school; the gold copy will be given to the Supervisor of Buildings and Grounds for assignment, and the pink copy remains in the central office.
4. Upon completion of the assigned work order, maintenance personnel will have his or her copy signed by the school administrator or the head custodian (include the date). He or she will sign the yellow copy (including the date). The maintenance copy is then returned to the Supervisor of Buildings and Grounds who will be responsible for getting it to the Central Office.
5. The Central Office will review work orders not completed with the Supervisor of Buildings and Grounds at least once a month.
6. The Supervisor of Buildings and Grounds will file a written report at the end of each month of all work accomplished in each school. A copy of work completed in his or her school will be forwarded to the school administrator

ARTICLE X1

DURATION

This agreement shall become effective July 1, 1976
and will remain in full force and effective until
June 30, 1977.

In witness thereof the parties have here unto
affixed their signatures.

Highland Park Maintenance
and Custodial Association

Highland Park Board
of Education

By _____

By _____

Date _____

Date _____