

**OVERTIME FOR HEAD CUSTODIANS**

**Background**

When the supervisory responsibility for Head Custodians became the responsibility of the School Principal, there was a considerable amount of discussion involving the assignment of overtime. Of particular concern was the issue of whether or not the Head Custodian should be present at all times when a community group was using the facilities. Due to the various sizes of the community groups and the unique needs of each group, it was decided that the School Principal should use his or her own discretion in the assignment of overtime for the Head Custodian. The following procedure has been developed in order to help clarify the procedure to be used in authorizing overtime for Head Custodians.

**Procedure**

1. The Principal shall make the determination as to whether or not the Head Custodian needs to be available when a community group is using the facility. As a general rule, for small groups that only need to have gates and doors unlocked and locked, the regular night custodians can perform these duties.
2. If the Principal determines that the Head Custodian is needed for a use of facility function, the Principal shall notify the Head Custodian of the need and authorize the overtime. At no time shall overtime be worked without advanced authorization of the Principal.
3. The Principal shall establish a communication procedure with the Head Custodian in order to insure that no overtime is worked without advance authorization.