

## ADMINISTRATIVE PROCEDURE

### BUILDING SUPERVISOR SERVICES IN THE ABSENCE OF THE REGULAR BUILDING CUSTODIAN

3518  
Procedure No.

July 1, 2013  
Date

I. **PURPOSE:** To provide for continuation of building supervisor services when the regular custodian may be absent for any reason.

II. **INFORMATION:** The Auxiliary Crew is a central office managed force of Auxiliary Building Supervisors who are assigned to specific schools on a temporary basis to cover for the absence of a building supervisor due to leave or vacancy. This force numbers approximately nineteen custodians; therefore, they can be assigned only when absolutely necessary. Most schools have building equipment operators and night supervisors. Such personnel are competent to cover for the absence of a building supervisor and should normally be so used when available. When such personnel are not available, the services of the Auxiliary Crew should be requested in accordance with these procedures. Allocation of assignments from the Auxiliary crew will follow these priorities:

<u>Priority No.</u>	<u>Situation</u>
1.	Position has been covered by another employee for 10 consecutive working days.
2.	Position is vacant.
3.	Building Supervisor is on emergency leave.
4.	Building Supervisor is on sick leave.
5.	Building Supervisor is on annual leave.
6.	Building Supervisor is out for other reasons.

III. **PROCEDURES:**

A. Position has been covered by another employee for 10 working days:

1. Principal would first consider coverage of the position by another qualified person on the staff.
2. If no other qualified person is available, or their utilization not feasible, the school should call the Department of Building Services or request coverage from the Auxiliary Crew.

B. Building Supervisor position is vacant:

1. Principal would first consider coverage of the position by another qualified person on the staff.
2. If no other qualified person is available, or their utilization not feasible, the school should call the Department of Building Services to request coverage from the Auxiliary Crew.

## ADMINISTRATIVE PROCEDURE

BUILDING SUPERVISOR SERVICES IN THE  
ABSENCE OF THE REGULAR BUILDING  
CUSTODIAN

3518  
Procedure No.

July 1, 2013  
Date

C. Building Supervisor on emergency leave:

1. When need for leave is known in advance:

- a. Building Supervisor advises principal of need for leave at least one working day in advance of start of leave, and the expected return date.
- b. Consideration is given to the assignment of other qualified personnel on the staff to cover for Building Supervisor's absence.
- c. If no qualified person on the custodial staff is available, the school should call the Department of Building Services and request assignment from the Auxiliary Crew for the period of expected absence.

2. When need for leave is NOT known in advance:

Building supervisor will contact the Department of Building Services by 5:30 a.m. and request coverage by the Auxiliary Crew. If the absence will extend more than one day, the principal will determine if a qualified member of his custodial staff will be used or if the services of an Auxiliary Building Supervisor is needed for the entire time of the expected absence. Either decision should be communicated to the Department of Building Services since continuing coverage by the Auxiliary Crew will not be provided unless specifically requested by the principal.

D. When Building Supervisor is on Sick Leave:

The same procedures are outlined in paragraphs C.1 and 2 above should be followed as circumstances dictate.

E. When Building Supervisor is on Annual Leave:

1. Building Supervisor should advise the principal at least three days in advance of start of leave, including date and time of start of leave and return to duty.
2. Principal first considers coverage from other qualified personnel on the staff. If this is not feasible, the Department of Building Services

## ADMINISTRATIVE PROCEDURE

BUILDING SUPERVISOR SERVICES IN THE  
ABSENCE OF THE REGULAR BUILDING  
CUSTODIAN

3518  
Procedure No.

July 1, 2013  
Date

---

should be called to request coverage from the Auxiliary Crew for the required period.

F. When Building Supervisor is absent for other reasons:

Should the absence of a building supervisor occur for reasons other than outlined in paragraphs A through E above, the situation should be fitted to the procedure most closely resembling the circumstances of absence, or advice requested from the Department of Building Services .

IV. **RELATED PROCEDURES:** None.

V. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** These procedures originate with the Department of Building Services and will be updated as necessary.

VI. **CANCELLATIONS AND SUPERSEDURES:** This Administrative Procedure cancels and supersedes Administrative Procedure 3518, dated March 1, 2006.

VII. **EFFECTIVE DATE:** July 1, 2013.

Distribution: Lists 1, 2, 3, 4, 5, 9 and 10