

## MEMORANDUM OF UNDERSTANDING

This document shall constitute a Memorandum of Understanding between The Support Personnel Association of Lee County ("SPALC") and The School District of Lee County ("the parties") relating to the Custodial Service Guidelines.

The parties agree to the following:

**Purpose: To establish guidelines for principals and employees to be used when additional custodial services are required.**

1. Any SPALC employee who wants to be considered for custodial work must complete the training and meet the following criteria:
    - Attend the basic custodial processes and procedures training provided by Building Services.
    - Demonstrate the ability to read, write and follow instructions in the English language.
    - Possess the ability to work on short notice and flexible hours
  2. A need for additional custodial services is identified by the principal/administrator due to short term absences of regular scheduled custodians on a short term custodian position vacancy.
  3. Once the need is identified, the principal/administrator has the discretion to do the following:
    - Offer additional hours to existing custodians who work in the building
    - Offer additional hours to employees who have completed the requirements stated in item 1 within their school.
    - If no employees within the school are available, the principal/administrator will contact other schools for qualified candidates to perform the work.
    - If no employees are available, the principal/administrator may recruit people other than employees to take the required training and be employed on an on-call basis.
  4. The employee performing custodial services will report to a designated person for his/her daily assignment.
  5. Each school will be provided limited funding through the Budget Department. The available funds will vary from school to school based on the number of custodial units.
  6. The following guidelines will occur when employees accept the additional work:
    - Employees who are currently paid at the Custodial Pay Grade in their regular position will be paid based on their current step.
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- Employees who are currently paid at a pay grade other than the Custodial Pay Grade, will be paid based on Step 1 of the current Custodian Pay Grade.
7. The Custodial Labor Management Committee will evaluate these guidelines and make recommendations on or before November 1, 2007.
- Data to evaluate these guidelines will be compiled in late September 2007.

**CONDITIONS OF THE AGREEMENT**

1. Provisions for seniority will be waived for SPALC employees.
2. The additional duties will be paid on an Extra/Overtime form with Custodial Services noted.
3. These guidelines have been developed/agreed upon to provide the Principal/Administrator the flexibility to assign these custodial duties based upon satisfactory job performance, qualifications and availability.
4. SPALC reserves the right to represent these employees for these services.

Agreed to:

The Support Personnel Association  
of Lee County

The School District of Lee County

Robert L. Rushlow      4-26-07  
Robert L. Rushlow      Date  
President

James W. Browder      4/30/07  
James W. Browder, Ed.D.      Date  
Superintendent

Suzan M. Rudd      4/26/07  
Suzan M. Rudd      Date  
Service Unit Director  
Island Coast, FEA

Gregory K. Adkins      4/26/07  
Gregory K. Adkins, Ed.D.      Date  
Chief Negotiator