

ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 7460

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CATEGORY: **Personnel, Classified Staff**

EFFECTIVE: **1-29-62**

SUBJECT: **Custodial, Substitutes**

REVISED: **7-09-99**

A. PURPOSE AND SCOPE

1. To outline administrative procedures for assignment and release of substitute custodians.

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: I-5500.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Custodial Operations Program; Maintenance, Operations, Warehousing, and Distribution Department; Business Services Division; Administrative/Operational Support.
2. **Substitute Requests.** Substitutes for custodians (caretakers) are provided for illness, industrial accident, floating holiday, bereavement, professional growth, personal necessity, personal business, and any leave without pay. If a caretaker is not available, the site can obtain authorization from the Custodial Operations Program Office to have other site custodians work overtime. (See Procedure 7426.)
3. **Vacation Substitutes.** Substitutes will *not* be authorized to replace custodians on vacation. **Exceptions:** Custodians assigned to *multitrack* year-round schools or district offices in year-round operation.

D. IMPLEMENTATION

1. **Requesting Substitutes**
 - a. **Absent custodian** calls school *as soon as telephone lines are open* to report absence but no later than 8 a.m.
 - b. **Site** immediately phones Custodial Operations Program Office (858-627-7224) to request a caretaker (7 a.m. to 8:30 a.m.). Late requests are filled subject to caretaker availability. An answering machine is set up for calls before 7 a.m. (858-627-7260).
 - c. **Custodial Operations Program Office** contacts site as soon as assignments are made. If substitute is not available, site may be authorized to have other site custodians work overtime.

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- d. **Breaks** (spring/winter/summer/intersession). Substitutes are provided one day after absence when schools are not in session.

2. **Releasing Substitutes**

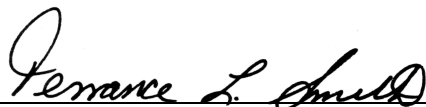
- a. **Absent custodian** calls site office, preferably day *before* return to duty, but *not later than 8 a.m.* on day of intended return.
- b. **Site** calls Custodial Operations Program Office as soon as possible, but *before 8:30 a.m.*, to notify of return of regular custodian and need to release substitute.
- c. **Custodial Operations Program Office**
 - (1) Contacts and releases substitute between 7 a.m. and 10:30 a.m.
 - (2) Submits time records for all caretakers monthly to Payroll Unit, Fiscal Control Department, Finance Division, Administrative/Operational Support. Site must immediately notify Custodial Operations Program Office if caretaker works more or less than assigned time to ensure accuracy.

E. **FORMS AND AUXILIARY REFERENCES**

- 1. Personnel - Payroll Handbook

F. **REPORTS AND RECORDS**

G. **APPROVED BY**



Chief of Staff, Terrance L. Smith
For the Superintendent of Public Education