

## CUSTODIAL SUBSTITUTES

1. Schools with three (3) custodians will be eligible for a substitute whenever a custodian is absent and funds are available. Schools with two (2) custodians or less will be eligible for a substitute custodian immediately regardless of funds available.
2. Schools with three (3) custodians will be eligible for a substitute when a custodian has been absent for four (4) consecutive days and funds are available.
3. Schools with four (4) to five (5) custodians will be eligible for a substitute when a custodian has been absent for six (6) consecutive days and funds are available.
4. Schools with six (6) or more custodians will be eligible for a substitute when a custodian has been absent for nine (9) consecutive days and funds are available.
5. All schools with three (3) or more custodians are required to have a written plan of action to insure that their school continue to meet the highest standards of cleanliness when a custodian is absent until they are eligible for a substitute. (THIS PLAN SHALL NOT INCLUDE ANY OVERTIME.)
6. All schools are required to get clearance from the Maintenance Department/Physical Plant & Grounds Division prior to getting a substitute.
7. No substitute will be employed if a custodian is out on annual leave with the exception of number one (1) above.

Adopted: 03/06/96

Revised: 08/21/02