

# Administrative Procedures

<b>AP-908</b>	<b>Date of implementation:</b> Fall 2019
	<b>Date of update:</b>
	<b>Related Administrative Procedures:</b> <a href="#">AP-901 Facilities Strategic Plan</a>
<b>CARETAKING STRATEGIC PLANNING</b>	

**Purpose:** To outline the core commitments of the Caretaking Strategic Plan and identify the Initiatives implemented to achieve these goals.

In accordance with Section 190(5) of *The Education Act, 1995*, every school will observe all laws and any regulations with respect to the maintenance of standards concerning sanitation, lighting and communicable diseases.

## Procedure

### 1) Core Commitments

To provide caretaking services that sustain safe, healthy and inviting environments to encourage Learners for Life to reach their full potential.



## 2) Strategic Personnel Initiatives

### a) Supervision

- Caretakers are supervised by school administrators.
- Administrators are to ensure that caretakers complete their assigned duties at an acceptable standard.

### b) Employee Relations

- Caretakers answer directly to school administrators.
- A direct line of communication with Human Resources (HR) is available for both caretakers and administrators.

### c) Position Descriptions

- Facilities assists HR to develop position descriptions.
- Position descriptions are available on the Division website under Career Descriptions.

### d) Recruitment

- School administrators are to work with HR to recruit new caretakers and substitute caretakers (subs).
- School administrators are to work with HR to interview caretakers.
- The Facility Operations Assistant position may assist in the recruitment of caretakers as required.
- Facilities annually updates the Caretaking Full-Time Equivalent (FTE) spreadsheet. The spreadsheet includes variable such as building area, enrollment, age of building, etc. Facilities, HR and Finance collaborate to finalize the spreadsheet. HR informs school administrators of the FTE allocation for the next school year.

### e) Leave

- All vacation requests are to be approved by school administrators.
- Caretakers are to submit vacation requests to school administrators and arrange for a sub. Administrators should not approve vacation leave until a caretaking replacement has been arranged.
- If caretakers are sick or absent for any reason, the absence is to be entered into Atrieve by the caretaker or administrators. The administrator is to arrange for a sub.
- If a sub is not available, contract caretakers may be employed to replace the absent caretaker. Budgetary authority to hire a contract caretaker is to be determined.

### 3) Technical Initiatives

#### a) Technical Support

- Facilities submits technical bulletins and procedures to the school administrators. School administrators are responsible for delivering this information to caretakers.
- Caretakers can ask administrators for technical support. Both administrators and caretakers can ask Facilities staff for technical support.
- Refer to the Caretaker's Handbook for comprehensive information on caretaking including purpose, roles, responsibilities, safety, cleaning schedules, colour coding, global health information, operation of equipment and tools, training, procedures, forms, etc.

#### b) Safety

- Facilities is to arrange for an annual caretaking professional development day. Records of safety certifications are to be kept in Atrieve. Facilities is to advise HR of caretakers that have successfully completed safety training. HR is to enter this information in Atrieve.
- School administrators are to arrange with Caretakers to attend safety training. Caretakers, in consultation with administrators, are to arrange for caretaking subs if required.
- Examples of safety training include Workplace Hazardous Materials Information System (WHMIS), fall awareness, lifting, bloodborne pathogens, etc.

#### c) Supplies Procurement

- Caretakers are responsible for submitting material requisitions for caretaking supplies.
- Facilities reviews and approves/denies material requisitions, contacts the supplier and orders the supplies.

#### d) Callouts

- Caretakers are to fill out Alarm Response Claim/Cold Weather Callout form and deliver to the school administrators monthly.
- School administrators are to review the callout forms and submit to Facilities.
- The Facilities supervisor is to review the callout forms and submit to Payroll for payment.

### References

[The Education Act, 1995, Section 190\(5\)](#)

[Caretaker's Handbook](#) (internal document)

[Alarm Response Claim/Cold Weather Callout Form](#) (internal document)