



**ADMINISTRATIVE PROCEDURE**  
SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 7410  
PAGE: 1 OF 4  
EFFECTIVE: I-29-62  
REVISED: I-I 6-97

CATEGORY: Personnel, Classified Staff

SUBJECT: Placement of Custodians

---

**A. PURPOSE AND SCOPE**

1. To outline administrative procedures governing placement of custodians in schools.
2. **Related Procedures:**
  - Custodial, maintenance, and supply services for child development centers . . . . . No. 526 1
  - Application and examination of classified employees . . . . . No. 7440
  - Classification of classified staffpositions . . . . . No. 7540
  - Overtime authorization and compensation for classified employees . . . . . No. 7426
  - Standardized work years . . . . . No. 7055

**B. LEGAL AND POLICY BASIS**

1. **Reference:** Board policy: C-3800, I-1300, I-1340, I-5000, I-6600, I-7000, I-7001 ; Board minutes, 6-10-68; *Merit System Rules for Classified Employees*.
2. This procedure **pertains** to matters within the scope of collective bargaining. Contract language within specific collective bargaining agreements on this topic shall prevail over any language to the contrary in this procedure.
3. **Selection and Placement.** All staff members are appointed subject to placement by the superintendent or the superintendent's designated representative.

**C. GENERAL**

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Personnel Administration Department, Human Resource Services Division.
2. **Recruitment and Application.** The Personnel Administration Department examines and certifies all eligible candidates for each job opportunity in accordance with Procedure No. 7440 and *Merit System Rules* and provides a certified list of eligibles (in rank order) to the custodial operations program supervisor.
3. **Workload Studies**
  - a. Custodial positions are budgeted and filled in accordance with workload formulas based on field studies which take into account various characteristics of each school plant and operation. Custodians are added to or withdrawn from schools on the basis of the study; principals may request new surveys when changes in facilities dictate. (The current square footage of all school sites is maintained in the Custodial Operations Program Office.) Results of such formulas are expressed in terms of custodial minutes per day.

- b. San Diego Unified School District also allots schools a specified amount of time for custodial assistance of instruction. Instructional help (“services to staff”) time of one **and-one-half** (1%) minutes per day is allotted for each of the following positions: principal, vice principal, teacher (counselor, adviser), administrative assistant, full-time secretarial/clerical staff, librarian, nurse, and cafeteria manager.

**4. Classification Placement Formula**

- a. **School sites.** Whenever changes in total square footage of a school site result in the supervising custodial classification of the school falling into a higher or lower range as specified in the formula, additional or reduced staffing and reallocation of the supervising custodial position to the appropriate class shall be made effective at the earliest possible time (see Procedure No. 7540).

<b>Title</b>	<b>Basis of Classification</b>
Custodial operations supervisor	Supervisor of custodial operations
Building services supervisor IV	Supervises operation of school site with permanent and portable building spaces totaling at least 170,001 square feet.
Building services supervisor III	Supervises operation of school site with permanent and portable building spaces totaling between 70,001 and 170,000 square feet.
Building services supervisor II	Supervises operation of school site with permanent and portable building spaces totaling between 42,001 and 70,000 square feet.
Building services supervisor I	Supervises operation of school site with permanent and portable building spaces totaling up to 42,000 square feet.
Senior custodian crew leader	One per each school where a building services supervisor IV is placed.
Custodian crew leader	One per each school where a building services supervisor III is placed.
<b>Custodian</b>	Supervises no assistants; number placed depends on workload survey.
Relief custodian -	Works as a substitute for custodians, crew leaders, or building services supervisors.

- b. **Administrative sites.** The following **staffing** levels are provided at the administrative sites listed below:

<b>Site</b>	<b>Staffing</b>
Education Center	Building services supervisor III/custodian crew leader
Dana Center	Building services supervisor III/custodian crew leader
Purchasing/Instructional Media Center	Building services supervisor III
Maintenance & Operations Center/Transportation Center (combined)	Senior custodian crew leader
Revere Center	Custodian crew leader

**D. IMPLEMENTATION**

**1. Full-Position Custodial Vacancies**

**a. Custodial operations program supervisor**

- (1) Upon verification of a vacancy, contacts site administrator to determine whether he/she wishes to interview candidates.
- (2) Forwards names of five highest-ranked interested and available candidates and names of any interested eligible transfers to site administrator.
- (3) Sends candidates for interviews.
- (4) Upon receipt of notification memo from site administrator, forwards name of individual selected and selected material to Personnel Administration Department for completion of placement processing and filing of materials.

**b. Site administrator**

- (1) Interviews **from** top five eligibles **from** certified list and corresponding number of eligible transfer candidates, or
- (2) Waives interview process.
- (3) Selects a candidates from interviewes or, if interview process waived, **from** top five eligibles on certified list or **from** eligibles on transfer list; notifies custodial operations programs supervisor of selection by memo.

**2. Relief Custodian Vacancies. Custodial operations program supervisor**

- a. Interviews and selects an individual from eligibility list provided by Personnel Administration Department.
- b. Forwards name of individual selected and the selection material to Personnel Administration Department for completion of placement processing and filing of materials.

**3. Temporary Hourly Custodians and Caretakers. Custodial operations program supervisor**

- a. Interviews and selects an individual **from** appropriate applications.
- b. Forwards name of individual selected and selection material to Personnel Administration Department for completion of placement processing and filing of materials

**E. FORMS AND AUXILIARY REFERENCES**

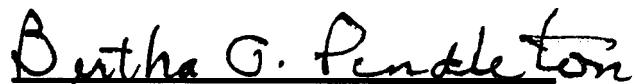
- 1. Form letter used by office of custodial operations program supervisor to certify eligible candidates to principal/site administrator.
- 2. Merit System Rules for Classified Employees, distributed to each new classified employee.

**F. REPORTS AND RECORDS**

**G. APPROVED BY**



Assistant Superintendent  
Human Resource Services

  
Superintendent