

LETTER OF AGREEMENT
BETWEEN
DEARBORN FEDERATION OF SCHOOL EMPLOYEES
AND DEARBORN BOARD OF EDUCATION

CUSTODIAL SALARY INCREASE AND UPDATED JOB DESCRIPTIONS – 2020-21

The Dearborn Board of Education (hereinafter referred to as the Board), and the Dearborn Federation of School Employees (hereinafter referred to as the DFSE), whereas the above mentioned parties agree as follows:

As a result of the consistent custodial shortage and ongoing recruitment and retention challenges of these positions, the salary schedule for custodians has been revised to be competitive with the tri-county, metro-Detroit area. The new salary schedule will start effective **November 1, 2020**.

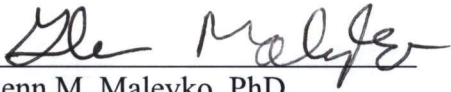
An updated salary schedule reflecting a new wage rate for Custodians will be created. The new rate of pay for Custodians will be identical for the three custodial grades (A, B, and C). As a result of matching the pay rate, the job requirements for the three grades will be identical and new job descriptions for the Custodial A, B, and C classifications were updated (See Attachment). Any language in the current contract regarding Custodial A work assignments will be replaced by this letter of understanding. The differentiation for the grades will only be based on the following:

Custodial A: 10 Months/4 Hours
Custodial B: 10 Months/8 Hours
Custodial C: 12 Months/8 Hours

Employee attendance is essential to the operation of the District regardless of the job, work assignment, or shift. However, due to the time sensitivity regarding certain responsibilities of day custodians, such as, food and general stock deliveries, cafeteria cleaning, students' needs, teachers' requests, etc., poor attendance of a day custodian employee may result in moving that day custodian employee to an open afternoon shift and bidding the vacant day custodian position out to the whole DFSE Bargaining Unit. If an open Custodial C position does not exist for the displaced employee to move into, then the displaced Custodial C employee will be allowed to bump the least senior Custodial C employee on the afternoon shift, in the district.

It is also understood that the new job responsibilities that are being added to the Custodial A and C classifications will require a reasonable amount of time for the current employees in these classifications to learn these newly required responsibilities. Training will be provided, if an affected employee requests it.

For the Board of Education
of the School District of the
City of Dearborn

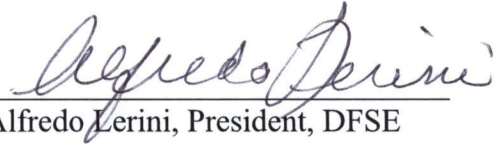


Glenn M. Maleyko, PhD.
Dearborn Public Schools

10-22-20

Date

For the Dearborn Federation of School
Employees



Alfredo Lerini, President, DFSE

10-16-20

Date

**DEARBORN PUBLIC SCHOOLS
STAFF POSITIONS**

TITLE: Custodial A & C

- QUALIFICATIONS:
1. High school diploma or equivalent (i.e., certificate of completion).
 2. Demonstrated experience in successful cleaning of school buildings.
 3. Demonstrated knowledge in the proper use of cleaning chemicals and equipment.
 4. Demonstrated ability to maintain security of school buildings through proper lock up or opening procedures.
 5. Ability to follow verbal and written instructions from appropriate supervisors.
 6. Positive attitude toward school staff members, students and the public who use the building.
 7. Ability to make minor repairs to building furniture and fixtures.

REPORTING
RELATIONSHIPS: Engineer

JOB GOAL: To provide a clean and safe school building conducive to a positive learning and work environment.

PERFORMANCE

- RESPONSIBILITIES:
- * 1. Perform cleaning duties as outlined by the Building Engineer including but not limited to: classrooms, restrooms, shower, vacuum rugs, mop, sweep, wax floors, clean inside windows, clean whiteboards, dust and wash walls and furniture, locker rooms, offices and other areas of the school building.
 - * 2. Perform minor repairs to school fixtures such as doors, light fixtures, window shades, desks and other furniture, etc.
 - * 3. Perform outside cleaning of building and grounds as outlined by the Building Engineer such as: snow shoveling, grass cutting, window cleaning and policing grounds and parking areas. In buildings that have a day custodian, and do not have a groundsperson assigned to that building, these duties will be the primary responsibility of the day custodian before being assigned to an afternoon custodian
 - * 4. Assist in preparation of athletic fields. In buildings that have a day custodian, and do not have a groundsperson assigned to that building, these duties will be the primary responsibility of the day custodian before being assigned to an afternoon custodian.

- * 5. Operate mechanized custodial equipment such as vacuums, hand scrubber, auto scrubber, carpet shampooers, etc.
- * 6. Move and rearrange school furniture as directed by the Building Engineer.
- * 7. Lock and unlock buildings to provide security and entry of groups using the building.
- * 8. Maintain manual and mechanized custodial equipment and report needed repairs to the Building Engineer.
- * 9. Maintain supplies and report needs to the Engineer.
- *10. Remove trash to outside containers.
- *11. Replace burned out lamps using step ladders, extension poles or scaffolding.
- *12. Work cooperatively with other employees in performance of project cleaning.
- 13. Report cleaning or safety problems to the Building Engineer.
- *14. Scrub and refinish floors during the school year to maintain protection of hard surfaces and minimize the need for floor stripping during summer cleaning.
- *15. Handle and stock all building deliveries including but not limited to deliveries related to the office, food service, custodial, etc. In buildings that have a day custodian, this will be their responsibility before being assigned to an afternoon custodian.
- *16. Perform other cleaning duties as assigned by the Building Engineer.

TERMS OF

EMPLOYMENT:

Custodial C: 8 hours, 12 months, DFSE Salary Schedule

Custodial A: 4 hours, 10 months, DFSE Salary Schedule

EVALUATION:

Annually by Building Engineer

* indicates essential functions of the job

Revised 10/6/2020

**DEARBORN PUBLIC SCHOOLS
STAFF POSITIONS**

TITLE: Custodial B

- QUALIFICATIONS:
1. High school graduation or equivalent.
 2. Ability to communicate adequately in English.
 3. Demonstrated knowledge in the proper use of cleaning chemicals and equipment.
 4. Demonstrated ability to maintain security of school buildings through proper lock up or opening procedures.
 5. Ability to follow verbal and written instructions from appropriate supervisors.
 6. Positive attitude toward school staff members, students and the public who use the building.
 7. Demonstrated experience in successful cleaning of school buildings.

REPORTING
RELATIONSHIPS: Building Engineer

JOB GOAL: To provide a clean and safe school building conducive to a positive learning and work environment.

- PERFORMANCE
RESPONSIBILITIES:
- * 1. Clean and mop the students' shower and locker room while students are using the swimming pool or gym.
 - * 2. Control the stock of students' bathing suits and put them in the drying room after use for sterilization and drying.
 - * 3. Clean the entire gym and locker room area as assigned by the Building Engineer.
 - * 4. Keep athletic instructors' areas clean.
 - * 5. Assist in cleaning the cafeteria during the lunch periods.
 - * 6. Perform other cleaning duties as assigned by the Building Engineer.

TERMS OF
EMPLOYMENT: 8 hours, 10 months, DFSE Salary Schedule

EVALUATION: Annually by School Engineer

*indicates essential functions of the job

Revised 10/6/2020