

# POLICY

SOMERSET COUNTY  
BOARD OF EDUCATION

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<b>Subject:</b> Personnel Practices- Custodial Employment	<b>Date Approved:</b> June 15, 1982 October 17, 2006 May 26, 2009 <b>Date Revised:</b> June 15, 1999 September 19, 2006 September 19, 2006 March 17, 2009 <b>Effective Date:</b> July 1, 1999 October 17, 2006 May 26, 2009

## 1. PURPOSE

To establish guidelines concerning the employment, responsibilities of and procedures for the custodial personnel of the Somerset County Public School System.

## 2. PROCEDURE

It shall be the responsibility of the Superintendent of Schools to develop specific guidelines regarding the employment, working conditions and assigned duties of all custodial employees.

The Board of Education shall be informed regarding these guidelines and shall retain the right to review the guidelines and conditions of employment.

Guidelines: Custodial Responsibilities and Procedures

Custodians are employed by the Board of Education to assist in the cleaning, general maintenance, and over-all physical care and security of the buildings to which the custodian is assigned and is directly responsible to the building principal or designee.

At various times, notices will be issued to assist in the proper custodial care of buildings.

Principals are asked to contact the Director of Transportation and Facilities for any need of additional supervisory assistance. Principals should also inform the Director of Transportation and Facilities of commendable and/or non-acceptable performance or conduct.

Disciplinary action shall follow due process as listed in Policy # 700-27, and evaluation procedure should follow stated policy #700-33.

\*The interview committee may consist of five members. The members may be the Building Principal, Human Resources Director, Director of Transportation & Facilities, Maintenance Technician, and head custodian.

Employment decisions shall be made based on ratings which are supported from the following criteria:

- Interview Questions
- Ability to Work with Others
- Job Knowledge
- Personal Qualities
- Job Performance
- Work Experience
- Work Habits
- Overall Rating of Employee

\* Composition of the committee may be altered by the superintendent as needed.

**Reference:** Annotated Code of Maryland  
4-103, 4-204, 4-205, 5-101