

FREDERICK COUNTY PUBLIC SCHOOLS	Reg. No. 100-05
Subject: AUXILIARY CUSTODIANS	Issued: 7/1/06
Preparing Office: Office of the Superintendent	Amended: 4/17/18

Policy 203

I. Procedures

A. Purpose

The purpose of this regulation is to define the use and role of an auxiliary custodian. An auxiliary custodian may represent:

- A Frederick County Public Schools (hereafter “FCPS”) employee (whose job title is other than custodian) who has volunteered to work after-hours or weekends to support a community user group’s use of an FCPS facility (referred to as an “FCPS auxiliary custodian”)
- A non-FCPS representative approved by a school principal to perform basic custodial tasks on behalf of a community user group when an FCPS employee is not available to perform that function (referred to as “community user group auxiliary custodian” and used only as a last resort).

B. Criteria for Use of an Auxiliary Custodian

In all cases, either a responsible FCPS staff member or an auxiliary custodian will be present for any community user group program or event.

The FCPS school principal shall seek custodial support for a community user group from the following (listed in order of priority):

1. A member(s) of the school principal’s regular custodial team, or
2. Another member of the principal’s school staff (approved and trained as an FCPS auxiliary custodian, including a completed Job Data Change Form and Auxiliary Custodian Volunteer Agreement -- See Section D), or
3. Another FCPS custodian (obtained through the FCPS Custodian Coverage Pool – See SOP on Inside FCPS – Use of Facilities webpage), or
4. A community user group auxiliary custodian (approved by principal and trained by school staff, including a completed Auxiliary Custodian Volunteer Agreement – See Section D).

Note: Any FCPS staff member who serves in an FCPS auxiliary custodian capacity assumes all custodial responsibilities and shall be instructed in access procedures, emergency response procedures, cleanup, and related tasks.

The rate of compensation shall be as provided in FCPS Regulation 100-01, Section II. A. 5. Table II – Hourly Building Charges/Rates – “Labor Charges per hour.”

A Job Data Change Form must be submitted to Human Resources in order to have a pay line created for the FCPS auxiliary custodian. The timesheet will be coded as “AUX” using account code 66078.

Community user groups that are given permission to use a community user group auxiliary custodian will not be assessed the labor charge as provided in FCPS Regulation 100-01.

C. School Principal Responsibilities

The school principal will determine who will provide custodial support for any community user group activity. In the event an auxiliary custodian is assigned to a community group event, the following applies:

1. *Number of Auxiliary Custodians* – The school principal shall determine the number of auxiliary custodians that can be authorized for each community user group.
2. *Training* – School staff shall train auxiliary custodians in the location of cleaning equipment and supplies, alarm system procedures, appropriate emergency response procedures, and related information.
3. *Provisions* – The school principal shall provide an emergency contact list, one set of keys or magnetic access card, as appropriate, and a Notice of Loss/Damage form (found on InsideFCPS) for the auxiliary custodian to report any missing, damaged, or defective items in the facility.
4. *Meetings* – The school principal may convene meetings with auxiliary custodians to provide training and to address any outstanding issues or concerns. Auxiliary custodians are required to attend such meetings.

D. Responsibilities of an Auxiliary Custodian

1. *Supervision and Support* - Auxiliary custodians are entrusted with safeguarding FCPS facilities and fulfilling tasks related to use of the building in order to ensure safe and responsible occupancy. Basic tasks will include opening the facility, disarming the alarm system, ensuring proper behavior by the user group participants, cursory inspection and housekeeping, re-arming the alarm system, and securing the facility. The auxiliary custodian shall be present during the entire time the community user group occupies the facility and shall provide the necessary supervision and support.
2. *Criminal Background Check* – Individuals designated as community user group auxiliary custodians will be subject to fingerprinting for the purpose of a criminal background check prior to acting as an auxiliary custodian. The fingerprinting shall be scheduled by the auxiliary custodian by contacting the Human Resources Division. The community user group shall be responsible for this expense.
3. *Auxiliary Volunteer Custodian Agreement*-
 - a. Each auxiliary custodian (including both FCPS auxiliary custodians and community user group auxiliary custodians) and the school principal shall annually sign an FCPS “Auxiliary Custodian Volunteer Agreement” for each school in which they are authorized to act as an auxiliary custodian.
 - b. The completed Agreement form will be saved by the school’s FSDirect site administrator to K:\Auxiliary Custodian Volunteer Agreements.
 - c. This Agreement form must also be attached by school site administrator to the FSDirect schedule request form that is utilizing an auxiliary custodian. The auxiliary custodian’s name shall be listed in the box for Custodial in the Set-Up Requirement section of the request form.

4. *Cleaning* – The auxiliary custodian is responsible for cleaning any areas used by the community user group, to the standards required by the school principal or designee.
5. *Missing, Damaged, or Defective Items* – The auxiliary custodian shall promptly report any facility defects discovered when first entering onto the facility grounds or building and immediately report any item that poses an immediate hazard using the emergency contact list. Any item not posing an immediate hazard must be recorded and subsequently submitted to the school principal or designee.
6. *Key and Magnetic Access Cards* – The auxiliary custodian is solely responsible for safeguarding the keys and magnetic access card that he/she is provided. Lost or stolen keys and magnetic access cards shall be reported immediately to the school principal and Office of Security and Emergency Management for deactivation of the access card. Duplication is strictly forbidden. Key and magnetic access cards shall not be loaned or transferred to anyone, unless trained as an auxiliary custodian and authorized by the school principal. Unless approved by the building administrator, the keys and magnetic access cards shall be returned to the school principal within seven (7) calendar days of the conclusion of the authorized use by the community user group or future use of any FCPS facilities may be denied.
7. *Controlling Building Access* – The auxiliary custodian shall not permit any unauthorized groups or individuals to enter the building and will assure that all authorized occupants vacate the property before the auxiliary custodian leaves. The auxiliary custodian shall not access the facility outside of the dates and times designated on the FSDirect schedule request form.
8. *Mandatory Meetings* – Auxiliary custodians shall attend any meetings scheduled by the school principal to obtain training or discuss any issues or concerns.
9. *Fire Safety* – Auxiliary custodians shall become familiar with the location of fire extinguishers, fire alarm stations, and emergency exits. Under no circumstances shall the auxiliary custodian permit fire exits to be blocked. The auxiliary custodian shall be familiar with the procedures for safely evacuating the facility, including ensuring that occupants are properly accounted for and stationed at a sufficient distance from the facility.
10. *Other* – The principal may have further requirements particular to their facility when the FSDirect schedule request form is approved, or at other times as may be appropriate.

E. Corrective Actions and Penalties for Failing to Uphold Auxiliary Custodial Duties

1. *Inadequate Cleaning* – Any cleaning that has to be performed by FCPS custodial employees to compensate for improper cleaning by a community user group will be invoiced for the actual cleaning time based upon the premium rate, as well as the cost of cleaning supplies should the situation require unusual treatment.
2. *Destruction or Theft of FCPS Property* – The community user group shall be responsible for the repair or replacement (at current cost) of any property stolen or damaged during their occupancy of the facility and possibly face criminal prosecution at the discretion of Frederick County Public Schools.

3. *False Alarms (Security and Fire)* – The community user group shall be responsible for any fines and services resulting from false alarms.
4. *Lost or Stolen Keys and Magnetic Access Cards* – The community user group is responsible for any costs associated with lost or stolen keys and magnetic access cards. This may include the cost of re-keying a facility to re-establish adequate security.
5. *Penalties* – Violations of any of the above may result in loss of facility use privileges and/or the option to use the auxiliary custodian by the community user group, as well as criminal prosecution, if warranted.

Approved:

original signed by

Theresa R. Alban
Superintendent

**Frederick County Public Schools
AUXILIARY CUSTODIAN VOLUNTEER AGREEMENT
SCHOOL YEAR: 20__ - 20__**

Community User Group Auxiliary Custodian
Name of Community User Group Supporting:

FCPS Auxiliary Custodian

Frederick County Public Schools and _____ hereby agree
(Volunteer's Name – please print)
as follows this _____ day of _____, 20__.

1. When requested, the volunteer agrees to serve as the auxiliary custodian during the dates and times specified on a School Dude FSDirect schedule request form with regard to a particular after-hours or weekend event for a community user group.
2. The auxiliary custodian will perform all such duties as may be reasonably required by Frederick County Public Schools; and in the performance of such duties, the auxiliary custodian will obey Frederick County Public Schools regulations and instructions.
3. A community user group auxiliary custodian will not be paid for services; the sole consideration being the permitted use of the school facility by the community user group. An FCPS auxiliary custodian will be paid according to the current regulation.
4. The auxiliary custodian agrees to abide by the requirements listed in FCPS Regulation 100-05, Section D - "Responsibilities of an Auxiliary Custodian."
5. This Agreement may be terminated by FCPS at any time for failure to abide by the terms and conditions outlined in this regulation.
6. A community user group auxiliary custodian is responsible for contacting the Human Resources Division to schedule fingerprinting prior to assuming duties of the auxiliary custodian.
7. At the direction of the building principal, an auxiliary custodian may be required to submit documentation certifying the required work has been completed.
8. Frederick County Public Schools hereby accepts the volunteer auxiliary custodian upon the terms herein stated.

SCHOOL: _____

(Volunteer's Signature)

(Principal's Signature)

Auxiliary Custodian's Cell or Home Phone:	Auxiliary Custodian's Address (street/city/state/zip):
	Email Address:

.....
(To be completed by the Building Principal)

Access to building will be through _____ door.
Key card # _____ with access restricted to _____ during hours _____ to _____.

NOTE: Contact FCPS Supervisor of Security and Emergency Management (301-696-6808) to restrict swipe key access.