

**Addendum to Employee Handbook  
Custodians  
Revised January 2011**

**Training and Certification** - Special courses for technical licenses required by the district will be provided without cost to the employee. Any expenses incurred by the employee for obtaining special courses or licenses required by the district will be reimbursed to the employee.

**School Cancellation**

In the event of a **school closure day**, all custodial staff will be expected to report to work and remain at their work-site through the duration of their work assignment. If the employee is unable to work, he/she will utilize appropriate leave or receive no compensation.

In the event of a **district closure day**, all custodial staff will be expected to report to work. Custodians, as emergency personnel, are to work on a district closure day however, with the approval of the immediate supervisor, may leave prior to the end of their normal workday once snow removal and other weather related activities are completed.

Custodians who work on a district closure day will be paid as if they worked for the entire day.

A custodian who is unable to work on a district closure day must take appropriate leave for their entire scheduled workday. If a custodian is unable to work on a district closure day and no appropriate leave is available, he/she will receive no compensation for the day.

**Reporting Times When School is Cancelled**

In the event of either a school or district closure, first shift employees will report at their regularly scheduled time unless directed differently by their supervisor. Second shift employees will report by 10:00 A.M. or at a time pre-determined by the supervisor. Third shift employees will remain on their regular work schedule unless directed differently by the supervisor.

In the event of school cancellation, employees may visit the LPS website at [www.lps.org](http://www.lps.org) or call 436-1000 to obtain information about the type of closure day that has been designated.

**Appraisal** - Custodial employees are to be appraised periodically during the first three months in a new assignment, annually for the first two years, and every other year thereafter. If an employee has not received an appraisal within the time frame described above, one may be requested from his/her supervisor.

The appraisal schedule and format are subject to change.

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This addendum is not a contract of employment nor does it create any employment rights or expectations.