

## **ARTICLE XIII**

### **LEAVES**

#### **Section 1. Voting Leaves**

The Board agrees to allow permanent and probationary employees who are registered voters a reasonable amount of time off (not to exceed one hour) with pay to vote in each local and general election. The location of the employee's precinct and the employee's work schedule shall be considered in scheduling such time off.

The employee may be required to show proof of registration to the supervising administrator prior to being granted voting leave.

#### **Section 2. Military Leave**

Permanent and probationary employees of The School Board of Miami- Dade County, Florida may be granted a military leave of absence provided that:

- A. He/she volunteers into the Armed Services.
- B. He/she is recalled to active service from a reserve status. The employee who is recalled for annual military responsibility will receive up to 17 calendar days with pay.
- C. Full-time employees who are either drafted or are already members of the active or retired reserves of the United States Armed Forces (but not enlistees), who are involuntarily called to active duty, shall have their health, life, and flexible benefits coverage continued by the Board for the period of their approved leave.

#### **Section 3. Parental Leave**

- A. A permanent or probationary employee who is an expectant mother or who adopts a child shall be granted parental leave at the employee's request. If this leave falls within the school year, an approximate time should be given as to when the employee expects to return. The employee's health care provider must approve her return to duty, in writing. The mother of an adopted child may return at her own request. The maximum period for which parental leave may be granted is one year (12 months).

The employee may request an additional year of leave which will be personal leave; therefore, the total time granted for the same pregnancy or adoption cannot exceed two years.

- B. A male employee shall notify his supervising administrator, in writing, of his desire to take parental leave to begin at any time between the birth of his child and one year thereafter. Except in cases of emergency, the employee shall give such notice at least 30 days prior to the day on which the leave is to begin.

- C. An employee adopting an infant child (i.e., one year of age or less) shall be entitled upon request to a leave to commence at any time during the first year after receiving de facto custody of said infant child, or prior to receiving such custody, if necessary, in order to fulfill the requirements of adoption.
- D. An employee who is granted a parental leave of absence, pursuant to the above, shall have the following re-employment rights:
  - 1. When an employee notifies the supervising administrator or the Chief Personnel Officer for Human Resources of the desire to return to active employment after parental leave, except for employees who return early, said employee shall immediately be assigned to the same position which the employee held at the time the leave commenced.
  - 2. If that position is no longer in existence, said employee will return to a substantially equivalent position.

#### **Section 4. Personal Leave Without Pay**

Leave of absence for personal reasons not to exceed 30 days may be granted to permanent employees of the Miami-Dade County Public Schools, if approved by the Superintendent, subject to the following guidelines: *(ADDED NOTE: EMPLOYEE MUST BE OUT THIRTY (30) CONSECUTIVE WORK DAYS BEFORE DISABILITY BEGINS.)*

- A. No wages or salaries shall be paid during such leave, except as provided in other sections of Board Rules.
- B. All such leaves in excess of 30 consecutive workdays shall be approved by the Board, except for those granted in accordance with provisions of the Workers' Compensation Law.
- C. Reemployment rights to a position of like status shall be protected.
- D. Such leave shall not exceed one year in duration.
- E. Such leave may be granted for one of the following reasons:
  - 1. to serve in a U.S. Government agency sponsored volunteer or service program;
  - 2. to fill full-time staff position(s) for AFSCME, Local 1184;
  - 3. to continue no more than one parental leave;\*
  - 4. recuperation and regeneration;\*

5. temporary relocation of residence outside of South Florida which could result in severe family hardship; and\*
6. Professional study leave with proof of full time enrollment in an accredited college or university.\*\*

\* In numbers 3, 4, and 5 above, eligible unit members may be granted personal leave without pay for each of these reasons only once. Personal leave for reasons other than those listed above may be approved by the Board upon recommendation of the Superintendent.

\*\* Professional study leave benefits will be made available pursuant to procedures established by the Board.

- F. Permanent employees may request personal leave without pay after three years of continuous employment with the Miami-Dade County Public Schools.

#### **Section 5. Personal Leave -- Other Provisions**

Any employee on leave may make contributions to any compensation or employee benefit plan that was available to the employee before the leave. The employer agrees to continue to pay its regular contribution to the employee's health and life insurance benefits for personal leave for a maximum of one (1) year.

**ARTICLE XIV**  
**ANNUAL LEAVE (VACATION)**

**Section 1. Accrual--Annual Leave (Vacation)**

- A. Accrual Rates -- full-time permanent twelve-month employees
1. First three years of employment -- 1-1/4 days per month (15 days maximum per fiscal year).
  2. Fourth year of employment and thereafter -- 1-2/3 days per month (20 days maximum per fiscal year).
- B. Other Accrual Provisions
1. A year of employment is defined as a year of service with the Miami-Dade County public school system which is creditable for a contract year, which is more than one-half the contractual period.
  2. A month, for annual leave purposes, is defined as each two consecutive pay periods, commencing with the first pay period of each fiscal year, which includes the first workday in July of such fiscal year.
  3. To receive credit for an accrual month, the employee must have 11 paid work days or more during any month (as defined above).
  4. The effective date of accrual rate changes shall be determined, as of July 1, following the fiscal year during which the employee completes the creditable service, as applicable.
  5. Responsible supervisors should make every effort to insure that earned annual leave is used on a current yearly basis in order to provide employees with vacation and proper rest and relaxation.
- C. If the employee has not used annual leave on a current basis, the employee may accrue a maximum of 62.5 days of annual leave.

**Section 2. Annual Leave (Vacation) Scheduling**

- A. Annual leave (vacation) should be used to provide periodic vacation. Employees will be permitted the opportunity of taking a minimum of 10 consecutive days' vacation during a fiscal year, provided that number of annual leave days has been accrued. Annual leave may be used for purposes other than vacation when authorized by the supervising administrator.

- B. Upon reasonable notice, supervising administrators may require an employee to use any part of his/her accrued annual leave for vacation purposes at any time that is deemed advisable.
- C. Annual leave for an employee shall be so scheduled that there will be minimum disruption of the operation of the school system.
- D. School site custodial staff shall not, for arbitrary or capricious reasons, be denied the opportunity to take annual leave during the winter recess.
- E. In setting annual leave schedules within departments of the M-DCPS, preference as to annual leave dates will be given to those employees with the greatest amount of service in the same classification.

### **Section 3. Compensatory Time**

In the event an employee is required to work on a holiday or the day it is observed, the employee shall be entitled to additional payment at his/her regular hourly rate for hours worked on the holiday or to compensatory time, subject to Article IX, Section 8(F).

### **Section 4. Early Dismissal**

The Superintendent shall excuse all employees at noon on the last workday preceding December 24 and January 1.

### **Section 5. Eligibility for Pay**

An employee who is not returning after the holiday is to be terminated on his/her last workday prior to the holiday and is not eligible for holiday pay.

## **ARTICLE XV**

### **SICK LEAVE**

**Section 1.** The contract provisions governing absences and leaves of personnel are patterned after state laws and regulations. Each full-time permanent employee is entitled to accumulate one day of sick leave per month of employment. Such sick leave is to be accrued in the following manner.

- A. Each full-time permanent employee shall be credited with four days of sick leave at the end of the first month of employment of each contract year and shall, thereafter, be credited for one day of sick leave for each month of employment, which shall be credited to the employee at the end of the month and which shall not be used prior to the time it is earned and credited to the employee; however, each employee shall be entitled to earn no more than one day of sick leave times the number of months of employment during the year of employment. If the employee terminates his/her employment and has not accrued the four sick days available to him/her, the School Board may withhold the average daily amount for the sick days utilized but unearned by the employee. Such sick leave shall be cumulative from year to year and there shall be no limit on the number of days of sick leave an employee may accrue.
- B. Employees who are employed on a full-time basis during the summer session shall be eligible to accrue sick leave pursuant to the above provisions.
- C. Full-time employees who are eligible to accrue sick leave may use up to six days personal leave with pay per year, provided that such days shall be charged against the employee's current sick leave accrual. This leave is non-cumulative.

**Section 2.** All unused accumulated sick leave days earned after July 1, 1954 will be restored to employees previously employed upon returning to employment in the school system, except for employees who have retired.

**Section 3.** Sick leave shall be approved in the following two categories.

- A. Illness of self or illness and/or death of:

- Mother Husband Foster children
- Father Wife Stepparents
- Sister Child Stepchildren
- Brother Foster parent Grandchild
- Mother-in-law Son-in-law Uncle
- Father-in-law Daughter-in-law Aunt
- Brother-in-law Grandmother Niece
- Sister-in-law Grandfather Nephew

B. Illness and/or death of:

Persons who reside in the same residence as the person who is requesting sick leave.

**Section 4. Short Term Disability Benefit**

Full-time unit employees whose disability occurred on or after January 1, 2003 will be eligible to apply for the Board-approved CORE Short Term Disability Benefits shall not be decreased to coordinate with the use of sick days. *[Added information: Employee must be out 30 consecutive work days before disability begins.]*

**Section 5. Illness-in-Line-of-Duty Leave**

All employees shall be entitled to illness-in-line-of-duty leave when they are absent from their duties because of illness from any contagious or infectious disease contracted in the course of their employment. The following requirements are observed:

- A. Duration of leave, compensation, and procedures shall be the same as injury-in-line-of-duty.
- B. Contagious or infectious disease as heretofore described shall include childhood diseases (measles, chicken pox, diphtheria, rubella), typhoid, meningitis, tuberculosis, hepatitis, mononucleosis, ringworm, conjunctivitis, and head lice, when substantial proof is provided that such illness resulted from contact with students or other employees.

## **ARTICLE XVI**

### **HOLIDAYS**

#### **Section 1. Legal Holidays**

- A. The following are paid legal holidays for full-time permanent and full-time probationary employees:
1. Labor Day
  2. Veterans' Day
  3. Thanksgiving Day
  4. Martin L. King's Birthday
  5. All Presidents' Day
  6. Memorial Day
  7. Independence Day (12-month employees)
- B. Part-time permanent and part-time probationary employees shall be eligible for four hours of pay at their regular hourly rate for each of the above legal holidays, provided that such employees have earned hours during the pay period in which the holiday occurred or during either of the two preceding pay periods.
- C. If a holiday falls during an employee's regular work week and the employee is required to work on that day, the employee will be paid one and one half times his/her regular rate of pay for all hours worked.

#### **Section 2. Board-Approved Holidays**

In addition to legal holidays, the following days have been approved as official holidays for all full-time permanent employees:

Friday following the fourth Thursday in November. (Thanksgiving)

Two days in addition to December 25.

In the event December 25 falls on Saturday, the holidays shall be observed on Thursday, Friday, and Monday. In the event December 25 falls on Sunday, Monday, or Tuesday, holidays shall be observed on Monday, Tuesday, and Wednesday.

#### **Section 3. Legal Holidays Falling on Saturday or Sunday**

When a legal holiday falls on a Saturday or Sunday, it shall be observed, respectively, on the preceding Friday or the following Monday for permanent or probationary personnel not regularly scheduled to work on the respective Saturday or Sunday. In the event permanent or probationary employees are scheduled to work on such Saturday or Sunday, they shall be granted such holidays on the day on which the holiday occurs.



#### **Section 4. Succession of Holidays**

When one or more holidays fall on Saturday or Sunday in a succession of holidays, the holiday occurring on Saturday shall be observed on a preceding workday; a holiday occurring on a Sunday shall be observed on a workday following the respective Sunday.

#### **Section 5. Early Release on Working Day Preceding Holiday**

On a working day, which immediately precedes a holiday, supervising administrators shall have the authority to release unit employees (Job Code 7013 -- Work Order Clerk and Job Code 4370 -- Chief Work Order Clerk) 30 minutes early. If the holiday falls on a Monday, supervising administrators may release these employees 30 minutes early on the preceding Friday.

**ARTICLE XVII**  
***JURY DUTY AND SUBPOENA AS A WITNESS***

**Section 1.** In case of jury summons, the employee must report to the court on the appointed day, as there is no statutory exemption from jury service. Any permanent or probationary employee who is summoned as a member of a jury panel shall be granted temporary duty with pay, and any jury fees shall be retained by the employee.

An employee subpoenaed in line of duty to represent the Board as a witness or defendant shall be given temporary duty with pay and any witness fees shall be retained by the employee.

In no case shall temporary duty with pay be granted for court attendance when an employee is engaged in personal litigation; however, employees who have accrued annual leave (vacation) may be granted annual leave in such cases, with approval of the responsible supervisor.

**Section 2.** Any employee of the school system may be placed on temporary duty without loss of pay when he/she has been subpoenaed by a court, as a result of incidents occurring which are related to his/her employment with The School Board of Miami-Dade County, Florida.

Any employee who has in his/her custody official records of the school system, and is subpoenaed by a court to produce such records, may also be granted temporary duty without loss of pay.

**ARTICLE XVIII**  
**OTHER BENEFITS**

**Section 3. Tools and Uniforms**

**A. Uniform Allowance**

1. Employees, in order to qualify for the annual uniform allowance, shall wear the prescribed uniform while performing their duties during normal working hours and scheduled overtime. Employees are responsible for keeping their uniforms neat and clean. Footwear must conform to common industry safety standards.
2. CUSTODIAL: Light blue shirt/blouse (with collar) and dark blue pants (no denim) or dress.
10. Continued failure to wear a prescribed uniform may result in appropriate disciplinary action, including loss of the uniform allowance.
11. The uniform allowance will be paid to eligible employees on or before May 31 of the work year on a tax-free basis in the amount of \$175. New employees upon completion of the probationary period will receive an initial uniform allowance of \$250.
13. Employees required to wear work uniforms, as prescribed herein, will be exempt from such requirements for the following specific dates or events:

AFSCME, Local 1184 Union Days (6) (Annually)  
ROAD-E-O Days  
School Spirit Days  
National School Breakfast and Lunch Weeks  
Department of Food and Nutrition Special Promotions

The Union may request additional dates or events for exemption, subject to the approval of the Assistant Superintendent for School Operations. Request for date(s) to be designated as Union day(s) shall be submitted at least two weeks in advance of such date(s).

**B. Handtool Allowance**

An annual handtool allowance will be paid to those Maintenance and Transportation employees qualifying under the terms stipulated in Appendix V. The annual payment of an allowance for the upkeep and replacement of hand tools will be calculated based upon agreed values increased by the percentage increase in the Hand Tools category #1042 of the U. S. Department of Labor, Bureau of Labor Statistics, for the month of July of that year.

#### **Section 4. Unemployment Compensation (Refer to Appendix II)**

The current Board policy to comply with State Statutes shall continue in force and effect.

#### **Section 5. Insurance (Refer to Appendix II)**

#### **Section 6. Retirement**

The current Board policy and practice shall continue in force and effect.

#### **Section 7. Mileage**

Employees whose duties for the school system require them to travel within the county from their official headquarters to other locations shall be reimbursed for travel in a privately-owned vehicle on the basis of the maximum mileage allowance under Florida law. Mileage allowance shall be computed at the maximum allowable rate per mile for distance actually traveled on official business, as established in Florida Statutes.

#### **Section 11. Custodial Salary Supplement**

Full-time custodians who receive official State Custodian and/or State Master Custodian certification from M-DCPS Adult Education Programs shall be eligible for a salary supplement. Such benefit shall not be retroactive but will be effective from the date on which Human Resources receives official documentation regarding such certification and shall be paid in the following manner: \$260 at the completion of each certification, to be paid in a lump sum. Subsequent to the lump sum payment, the hourly wage will be increased by \$.26 for each certificate earned and documented, effective with the first pay period subsequent to the receipt of this documentation.

**ARTICLE XIX**  
***EMPLOYEE PROTECTION IN WORK ASSIGNMENTS***

**Section 1.** Employees shall not be required to work under unsafe or hazardous conditions nor to perform tasks which endanger their health, safety, or well-being. Employees are to be provided a safe work place and are to be furnished with safety devices, protective clothing, and such safeguards as are necessary to reduce or eliminate accidents and injuries. Managers/supervisors are to do everything reasonably necessary to protect the life, health, and safety of each employee and the public.

**Section 2.** Employees will follow safe practices and operating methods on all jobs assigned. Employees shall be required to wear the safety devices, protective clothing, or equipment designated by management for employee protection. Safety devices and equipment, when required, will be provided by the Board. Refusal or failure of an employee to use or wear such devices or equipment, or failure to follow safe practice and operating methods, shall be grounds for appropriate disciplinary action.

**Section 3.** In the event an employee is involved with an accident or injury, an accident report will be completed and distributed, as prescribed by Administrative Directives.

## **ARTICLE XX**

### ***ESTABLISHED PRACTICES***

#### **Section 1. Break Time**

For daily work assignments of six or more hours, permanent and probationary employees (except bus drivers and bus aides) shall be entitled to one 15-minute break for each half of the work assignment. For work assignments of less than six hours, such employees shall be entitled to one 15-minute break.

Employees who spend a majority of the workday working with a Video Display Terminal (VDT) shall be permitted to perform other job-related duties (i.e., work not involving use of a VDT) 10 continuous minutes out of each hour. Such time shall not be cumulative and shall be in addition to break time established above.

#### **Section 2. Clean-up Time**

Permanent and probationary employees (except bus aides) will have 10 minutes prior to the close of each work shift for the purpose of clean-up and/or returning tools and equipment.

#### **Section 3. Split Shifts**

There shall be no split work shifts.

#### **Section 4. Shift Differential**

A shift differential shall be paid to those full-time permanent and full-time probationary employees working the afternoon/evening (second) shift and the night (third) shift.

- A. Second Shift - Full-time permanent and full-time probationary employees, including head custodians, will be eligible for the second shift premium when the start of the shift is 12:30 p.m. or later, but prior to 6:00 p.m. The shift premium will be \$.40 per hour.
- B. Third Shift - Full-time permanent and full-time probationary employees, including head custodians, will be eligible for the third shift premium when the start of the shift is 6:00 p.m. or later, or three hours before the beginning of the normally scheduled first day shift. The shift premium will be \$.45 per hour.

#### **Section 5. Shift Assignment**

- A. Permanent fulltime school-site custodians shall be given a 20-workday notice of a change in shift assignment. Where the change in shift assignment constitutes a hardship, the employee may request a transfer, pursuant to the provisions of Article X, Section 1(E). Shift changes shall not be made in an arbitrary or capricious manner.

- B. Permanent, fulltime school-site custodians shall be given priority consideration for a shift change to fill a vacancy at the same work location.
- C. Appeals of Hardship Assignments may be addressed through the administrative directive issued by the Associate Superintendent of School Operations.





# CUSTODIAL JOB DESCRIPTIONS

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*Custodian*  
*Lead Custodian*  
*Head Custodian*  
*Master Custodian*

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## MIAMI-DADE COUNTY PUBLIC SCHOOLS

### JOB DESCRIPTION

CLASS TITLE: Custodian (5605 - Hourly) JOB CODE: 5615  
DEPARTMENT: Assigned Departments/  
Schools/Plant Operations PAY GRADE: 14 (B4) DATE: 03/02/01

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#### BASIC OBJECTIVES

This is routine custodial work involving cleaning and maintaining buildings, facilities, equipment and grounds. The work involves a variety of housekeeping tasks which are specific in nature and follow a well-established and clearly prescribed routine. Work is performed under direct supervision of the Lead, Head or Master Custodian as prescribed by the site or supervising administrator, and according to standard work methods, practices and procedures. Work is subject to inspection during progress and upon completion. Operations and Maintenance Special Projects Team Custodians and Substitute Custodians are supervised by Master Custodians and administrators of the Plant Operations Department.

#### JOB TASKS/RESPONSIBILITIES

1. Accomplishes a job assignment which involves the cleaning and maintenance of buildings, facilities and grounds using standard work methods, practices and procedures.
2. Collects and removes trash from building(s), facilities and grounds.
3. Scrubs, mops, waxes and polishes floors; dusts, cleans and sanitizes as necessary: windows, woodwork, furniture, appliances, restrooms, fixtures and equipment, and other building and equipment surfaces as assigned.
4. Loads and unloads materials, equipment, supplies; moves and sets-up furniture and equipment.
5. Assists in daily cleaning of cafeteria facilities and project cleaning of kitchen facilities.
6. Maintains lawns, flowerbeds, shrubs and other plants immediately adjacent to buildings, facilities and fence lines. Applies fertilizers, pesticides and herbicides as instructed.
7. Assists with or performs the minor repair or servicing of buildings and equipment.
8. Performs related work as required or as assigned.

## **PHYSICAL REQUIREMENTS**

This is heavy work which requires the following physical activities: climbing, balancing, kneeling, crouching, crawling, twisting, reaching, standing, walking, pushing, pulling, lifting (40 lbs. minimum), finger dexterity, grasping, feeling, repetitive motions, talking, hearing and visual acuity. The worker is exposed to cold, heat, noise, vibration, hazards, oils and atmospheric conditions. The work is performed indoors and outdoors. May be required to work fourteen (14) feet above the floor or ground level with or without reasonable aids and be able to perform cleaning tasks at forty-feet (40) above the ground or floor when requested.

## **MINIMUM QUALIFICATION REQUIREMENTS**

1. Completion of eighth grade or demonstrated ability to read, write and understand written instructions.
2. Sufficient physical strength and agility to perform a variety of routine manual tasks in the care, cleaning and general maintenance of buildings and equipment.
3. Satisfactory completion of a physical examination prior to hire date.

Prior revision date(s): 06/09/89, 04/16/93, 06/05/97