

TO: P-12 DSOEA Employees
P-12 DFSE Custodial Employees

FROM: Don Ball, Director of Safety, Security and Maintenance
Ruth Bankhead, Director of Human Resources, Non-Instructional

RE: Change in Start/End Times

DATE: January 25, 2019

Administration has been working with both unions to inform them that we will be making changes to engineer, BOS and custodial start/end times. The purpose of the changes are to ensure engineers will be able to meet with the custodial staff they supervise, in person, on a daily basis. We have found that most engineers leave for the day before their custodial staff arrives and as a result, most communication is done through written notes.

In order to have a cohesive work environment, adjustments will be made and go into effect Monday, March 11, 2019. This will give those who are affected 30 days to make appropriate adjustments, as necessary.

A detailed work schedule will be sent to each building the week of February 11, 2019. It is our goal to provide maximum benefit to the district and employees to have sufficient coverage at the buildings for evening events as scheduled by the District.

Thank you in advance for your cooperation in the transition.

DB:RB/rm

cc: Executive Cabinet
General Administrators
Thomas Hand, DSOEA President
Alfredo Lerini, DFSE President