

## **CUSTODIAL ADDENDUM TO BCSC SUPPORT STAFF HANDBOOK**

### Attendance

#### **Day shift custodians:**

Day shift custodians shall call their assigned building and notify their immediate supervisor of their tardiness or absence at least 30 minutes before their scheduled start of the shift. They must also call the Transportation and Maintenance representative and notify an employee personally of their absence or late arrival.

#### **Lead day shift custodian:**

The lead day custodian must contact a designated employee in an adequate amount of time to properly prepare the building for students and staff arrival. This employee must also contact the building supervisor and the Maintenance and Transportation representative to notify them of his/her tardiness or absence.

#### **Mid-shift employees:**

A mid-shift employee (employee who arrives before the evening shift custodians are scheduled to arrive) must call the Transportation and Maintenance representative and their immediate supervisor at least 60 minutes before the start of their scheduled shift to notify them of their absence or late arrival.

#### **Evening custodians:**

Evening shift custodians must call their immediate supervisor and the Transportation and Maintenance representative before noon the day of their absence or late arrival.

**“No Call, No Show”**  
Custodial Policy

Due to the requirements to maintain a clean and safe environment for staff and students, B.C.S.C. requires the custodial staff to report to work on time prepared to begin work related duties. Evening shift custodians are required to make contact advising a Sick Day, no later than noon of the day requested and must not have exhausted all Sick Days provided by the corporation. Any custodian who fails to notify their supervisor or assigned contact and then fails to report to work for a work shift, (this includes overtime which has been assigned) will have considered to have committed a ‘No Call, No Show’ violation. The first violation will result in a suspension from work without pay. A second violation with B.C.S.C. shall result in termination from employment.

### **“Job Abandonment”**

When an employee unexpectedly leaves the workplace prior to the completion of a full shift and without the knowledge and allowance of the Lead shall be considered to have committed Job Abandonment. This act could result in suspension without pay and/or termination from employment.

## B.C.S.C. Custodial Dress Code

Each of our schools has a dress code for our students. Custodial staff should be clean and professional when arriving at work.

- No gym shorts will be allowed.
- Shorts or skirts should be no shorter than finger tip length (4 inches above the knee).
- No sleep pants, yoga pants, tights or stretch pants shall not be solely worn by the custodial staff.

Lace up or slip on shoes are allowed however no open toed shoes (sandals) or strapless shoes (strapless crock style) are not permitted for safety reasons.

- No opened toe shoes.
- No crocks or strapless shoes.

Revealing tops or tops in need of repair are not permitted as a work shirt.

- Tank tops, spaghetti straps or t-shirts with oversized arm holes may not be worn as an exterior shirt but may be worn with appropriate shirts layered over the top in order to pass minimal dress code expectations. Leads and their staff are expected to maintain an appropriate dress code while at work. Failure to follow this dress code will result in disciplinary actions and will require immediate corrections.

No advertisements or promotions which includes but is not limited to tobacco, alcoholic beverages, unlawful or inappropriate behavior. Also, words or symbols that could result in a hostile work environment due to a threatening, insulting or dehumanizing display.

- No: Joe Camel, beer, alcoholic beverages or Taverns shall be displayed on a person or clothing.

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