

BOARD BRIEF

Date: March 1, 2019

For ACTION \_\_\_\_\_

For INFORMATION X\_\_\_\_\_

Board Agenda: Yes \_\_\_

No X\_\_\_

**FROM:** Betty E. Hobbs, Ed.D., Chief Human Resources Officer

**THROUGH:** Gregory C. Hutchings, Jr., Ed.D., Superintendent of Schools  
Department of Human Resources Staff  
Department of Operations Staff  
Department of Finance Staff

**TO:** The Honorable Cindy Anderson, Chair, and  
Members of the Alexandria City School Board

**TOPIC:** Update on Support for Custodial Staff

**BACKGROUND:** An audit of Educational Facilities in 2017 resulted in a reassessment of the outsourcing of custodial services. The Department of Operations staff and the Department of Human Resources staff met with custodians on January 10 and 16, 2019 to share the plan for the recommended change. The Superintendent followed up with a meeting on February 12, 2019 with custodial staff to discuss the rationale for the proposal and to share some of the support that will be provided for custodial staff.

**SUMMARY:** This update shares some future activities that will support custodial staff throughout this process. To assist ACPS custodial staff with less than 20 years of service during this transition period, the procurement process will ensure that we select a contractor who will offer custodial positions to 100% of the full time custodians if the contractor's hiring requirements are met. Beyond this, custodians may also find opportunities in another field within ACPS or perhaps another custodial position in a surrounding jurisdiction.

Our principals who work with custodial staff with less than 20 years of service, the Department of Operations staff and the Department of Human Resources staff met on Friday, February 22, 2019 to discuss ways in which we can assist our full time and casual custodians during this transition.

In addition to the January 10, January 16, and February 12, 2019 meetings that have been conducted, individual meetings will be held at school sites by two teams of the Department of Human Resources staff on March 8, 11, 12, 13 or 14 with affected custodians. During the meetings, custodians may bring their principal, EAA representative(s), family member(s) and/or other staff support from the school. These attendees will be asked to sign confidentiality

statements since we will explain the calculation of funds for full time custodians eligible to receive severance packages and Employee Assistance Program services.

A Custodial Opportunity Fair will be held on March 15, 2019 from 2:30 until 4:30 p.m. at Charles Barrett Elementary School in the cafeteria. Staff and other invited guests will share information about support staff positions within ACPS that may be of interest to the custodians, provide support with resume writing, share opportunities through the Virginia Employment Commission and offer support from the Employee Assistance Program.

**IMPACT:** All full time custodians with less than 20 years of service with ACPS will be offered custodial positions with the contractor. Individual meeting with the Department of Human Resources staff and a Custodial Opportunity Fair for custodians who would like to explore options beyond employment with the contractor will provide support. Additionally, a severance package will be provided for full time custodians with less than 20 years of service as of June 30, 2019 who are not selected for other positions within ACPS. The severance package will include a one-time cash payment of \$1,500 for every full year of service and \$125 for each month for any service less than a full year. As of June 30, 2019, the severance package cash payment will cost ACPS approximately \$496,000.

**RECOMMENDATION:** The Superintendent recommends School Board review.

**ATTACHMENTS:**

- 190301\_Letter, Custodial Staff Support\_190227
- 190301\_Flyer, Custodial Opportunity Fair
- 190301\_Procedure, Meetings With Individual Custodians
- 190301\_Confidentiality Statement
- 190301\_Procedure Team A and Team B

**CONTACT:** Betty E. Hobbs, Chief Human Resources Officer at (703) 619-8167.