

Head Custodian
(Step by Step Checklist – November 15, 2017)

Job Abandonment – DP323 - Contract Custodians

1. First day No Call/No Show
 - Make multiple attempts to contact by phone, text and email. Document attempts.
 - Notify administrator.
2. Second day No Call/No Show
 - Make multiple attempts to contact by phone, text and email. Document attempts.
 - Notify Administrator – Letter sent both regular and certified mail with deadline to contact school. Copy of letter to HR.
 - Notify Brent Burge – May need to block payroll to avoid overpayment.
 - Discuss with administration whether to inactivate badge/security codes.
3. Third day No Call/No Show
 - Make multiple attempts to contact by phone, text and email. Document attempts.
 - If employee fails to contact by letter due date, HR will send an abandonment letter.
 - Verify what district property employee is required to return.
 - Inactivate badge/security codes.

Job Abandonment- Hourly/non-contracted

- Work with administrator. Provide letter of warning (final) if the person returns.
- If unable to contact and no response, administrator sends a letter stating that employee failed to call/show and employment has been terminated. Send a copy of the letter to HR.
- For Sweepers, follow established processes for discipline of sweepers.

Resignations – Contract Custodians

1. If an employee contacts you **in person** stating he/she is resigning:
 - Direct employee to resign in Employee Access (Skyward) – Have them login right then and resign
 - Notify Administrator
 - Contact Brent Burge to work with Payroll to avoid overpayment if he/she hasn't resigned online
 - HR will send an email to the principal and administrative assistant when a resignation is received
 - Collect all district property, keys, phone, etc. - Inactivate badge and security access
2. If an employee contacts you by **phone/email/text** stating he/she is resigning immediately:
 - Direct employee to resign in Employee Access (Skyward)
 - Keep copies of emails/texts if he/she fails to resign in employee access. Forward to HR
 - Notify Administrator
 - Contact Brent Burge to work with Payroll to avoid overpayment if they haven't resigned online
 - Administrator will need to email HR stating the employee resigned and provide any documentation
 - Collect all district property, keys, phone, etc. - Inactivate badge and security access

Resignations – Hourly/Sweeper

3. If an employee contacts you stating he/she is resigning:
 - Direct employee to resign in Employee Access (Skyward)
 - Notify Administrator
 - Notify HR to inactivate employee. Send any documentation from employee resigning (email, text)
 - Collect all district property, keys, phone, etc. – Inactivate badge and security access