



Guidelines for Team A and Team B Meetings With Individual Custodian

- I. Introductions
- II. Share the Confidentiality Statement to be signed by attendee(s)
- III. Discuss the following items
 - Employment with the new custodial contractor
 - Support offered through the Employee Assistance Program
 - Potential vacancies within ACPS that the custodian is qualified to apply for or could possibly receive training to qualify (Bus Driver, Bus Monitor, Paraprofessional, School Nutrition Assistant I, and Security Staff) – Please note: Full time employees who qualify and receive employment with another ACPS job will not qualify for the severance package.
 - Explain the calculation of funds for custodians eligible to receive severance packages

(Employees with less than 20 years of service as of June 30, 2019 will receive a one-time cash payment of \$1,500 for every full year of service and \$125 for each month in addition for any service less than a full year.)
 - Sick leave payout
- IV. **Share the Custodial Opportunity Fair on Friday, March 15, 2019 from 2:30 p.m. until 4:30 p.m. at Charles Barrett Elementary School in the Cafeteria.** Hear from staff and other invited guests about positions within ACPS that may be of interest to them, resume writing, opportunities through the Virginia Employment Commission and support from the Employee Assistance Program. A flyer will be provided regarding the Fair.
- V. Listen to comments, take questions and thank attendee(s) for meeting with the Team.

RESPONSIBILITIES OF THE HUMAN RESOURCES TEAM

TEAM A ThuHang Nguyen, Director of Compensation and Benefits
Sandra Hardeman – Director of Employee Relations

Schools and Contact Staff

- Hammond – Pierrette Peters
- Polk – Pree Ann Johnson
- Minnie Howard – Mark Eisenhour
- Barrett – Seth Kennard
- TC Williams – Tammy Ignacio

TEAM B Betty Hobbs, Acting Chief Human Resources Officer
Jim Loomis – Director of Employment Services

Schools and Contact Staff

- GW – Jesse Mazur
- John Adams – Ginja Canton
- Tucker – Rene Paschal
- Transportation – Ruth Clark
- Rowing Facility – Ruth Clark

TASKS

BETTY HOBBS

- Prepare a letter to go to custodial staff who have less than 20 years of service and casual custodial staff on Wednesday, February 27, 2019. Share the letter and other information with Pree Ann Johnson, Jim Loomis, Sandra Hardeman, ThuHang Nguyen, Mignon Anthony, Anita Cardova, David Banks, Debra Yap and Ruth Clark for feedback by Tuesday, February 26, 2019. We will inform EAA regarding our plan to provide support for custodial staff.

Send the letter to principals on Wednesday, February 27, 2019 so they can distribute them to the custodial staff before the end of the day.

- Prepare a procedure for Team A and Team B to follow at the individual meetings.
- Prepare a procedure for individual meetings to share with the custodians at the meetings.

- Contact Cindy Hormel to request that staff attend the Custodial Opportunity Fair to acquaint custodians who are interested in how they can qualify and apply for positions as School Nutrition Assistant I.
- Contact Charles Stone to request that staff attend the Custodial Opportunity Fair to acquaint custodians who are interested on how they can qualify and apply for positions as bus drivers and bus monitors.

JIM LOOMIS

- Contact Melissa Deak at the TC Career Center and ask that staff attend the Custodial Opportunity Fair to provide support and assistance in writing resumes.
- Contact Erin Stone to request that staff attend the Custodial Opportunity Fair to provide custodians who are interested with information on how they can qualify and apply for positions as paraprofessionals.
- Ask Emilee to work with Nia in preparing signs for the Fair and attend the Fair to provide assistance and support.

SANDRA HARDEMAN

- Contact the Virginia Employment Commission to request that staff attend the Custodial Opportunity Fair to acquaint custodians who are interested with the services the Commission can provide to support them.
- Contact James Bartlett to request that staff attend the Custodial Opportunity Fair to provide custodians who are interested with information on how they can qualify and apply for security positions.
- Ask Nia to work with Emilee in preparing signs for the Fair and attend the Fair to provide assistance and support.

THUHANG NGUYEN

- Contact the Employee Assistance Program to request that staff attend the Custodial Opportunity Fair to acquaint custodians who are interested with the services the Employee Assistance Program can provide to support them.
- Coordinate snacks for the Custodial Opportunity Fair.