

BOARD BRIEF

Date: March 22, 2019

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

For INFORMATION X

Board Agenda: Yes \_\_\_

No X

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

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

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

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

**BACKGROUND:**

***Individual Meetings***

The Department of Human Resources staff met individually with custodians who have less than 20 years of service and custodians serving as casual employees on March 8, 11, 12, 13 and 14.

We conveyed to the custodians that the procurement process will ensure that a selected contractor will offer custodial positions to all of the full time custodians with less than 20 years of service with ACPS if they meet the contractor's hiring requirements.

Custodians were asked to review the sheet outlining the items for discussion and place their initials or check next to the positions that may be of interest to them so that we can notify them if positions in these areas become available.

During the individual meetings, the Human Resources Team shared the amount of severance payouts with full time custodians who have less than 20 years of service if they are not hired in another ACPS position by June 30, 2019. We also shared the guidelines for sick leave payout, annual leave payout and continuation of health insurance.

***Custodial Opportunity Fair***

The Department of Human Resources staff organized the Custodial Opportunity Fair which was held at Charles Barrett Elementary School on March 15, 2019, from 2:30 until 4:30 p.m.

Custodians were encouraged to come and hear from staff and other invited guests about:

- Procedures and assistance with resume writing;
- Opportunities that may be available through the Virginia Employment Commission;

- Support offered through the Employee Assistance Program;
- Positions within ACPS that may be of interest; and
- Vacant positions for which they qualify or could possibly receive training to qualify within and outside of ACPS.

**SUMMARY:**

***Individual Meetings***

Principals were very helpful in scheduling meetings with custodial staff and sat in on some discussions at the request of the custodians. Some custodians had EAA representatives, family member participation, or met with the Human Resources Teams individually. Translation services were provided when requested. On the sheet outlining the items for discussion during individual meetings, many custodians chose not to discuss or place their initials next to positions that may be of interest to them. Therefore, we were not able to get information in these areas for those custodians. All 33 full time and casual custodians met with the Human Resources Team.

***Custodial Opportunity Fair***

- Seven of the 33 full time and casual custodians attended the Custodial Opportunity Fair.
- ACPS staff and guests were at the fair to greet custodial staff and provide assistance with resume writing, information on positions within the school system that may interest them, and support that can be provided by the Virginia Employment Commission.
- Fruit and other snacks were provided.

**RECOMMENDATION:** The Superintendent recommends School Board review the information on this brief.

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