

# Code G: Personnel and Employee Relations

<b>POLICY TITLE AND CODE</b>
<b>SUPPORT STAFF - SCHOOLS: CARETAKERS</b> <span style="float: right;"><b>GJA</b></span>

## STATEMENT OF POLICY

Greater Saskatoon Catholic Schools will assign its caretaking staff on pre-determined criteria.

## RATIONALE

Caretakers perform a service function under the immediate jurisdiction of the Principal.

## AUTHORITY

➤ *The Education Act*, Section 85 (1) (q)

## GUIDELINES

1. Caretakers are assigned to elementary schools on the following basis:
  - 1.1 Schools having a floor area of at least 15,000 square feet shall be assigned a Head Caretaker and additional caretakers at the discretion of the designated Superintendent of Education; and
  - 1.2 Schools having a floor area of less than 15,000 square feet shall be assigned caretaking service according to the determination of the designated Superintendent of Education.
2. Caretakers are assigned to high schools on the following basis:
  - 2.1 Schools with an enrolment of at least eight hundred (800) students shall be assigned a Building Operator and sufficient caretaking staff to provide for a ratio on one (1) full-time employee for each 20,000 square feet of floor area; and
  - 2.2 Schools with an enrolment of fewer than eight hundred (800) students shall be assigned a Head Caretaker and additional caretaking staff according to the determination of the designated Superintendent of Education.

## **PROCEDURES**

## **REFERENCES**

Statement of Educational Commitment of Greater Saskatoon Catholic Schools:

- To provide an identifiable Catholic environment
- To make the school a place of evangelization and pastoral action
- To practice stewardship with respect for all God's creation

## **FORMS**

### **DATE APPROVED**

June 28, 1982

### **DATE AMENDED**

June 8, 1994

April 2004