Extra Custodial Instructions

You need some extra custodial work, now what??.....

STEP 1 - Log into SFE and select Administrator, select Create Vacancy and complete as below.

Location: use the dropdown to select YOUR location and ENSURE you select the **CU** for the Custodian Location Option (Not the CUPE location option). DO NOT PROCEED UNTIL YOU ARE ABLE TO MAKE THIS SELECTION!

Classification: use the dropdown to select "**Custodian CUST**" IF YOU DO NOT SEE THAT CHOICE, please phone the SFE Dispatch Operator at 250-505-7065 or email sfe@sd8.bc.ca . That means you do not have the proper permissions and some adjustments need to be made to your permissions. DO NOT PROCEED UNTIL YOU ARE ABLE TO MAKE THIS SELECTION!

Reason: 30- Extra staff - CUPE

Budget Code: Input your G/L code or, for District costs use 550-12500
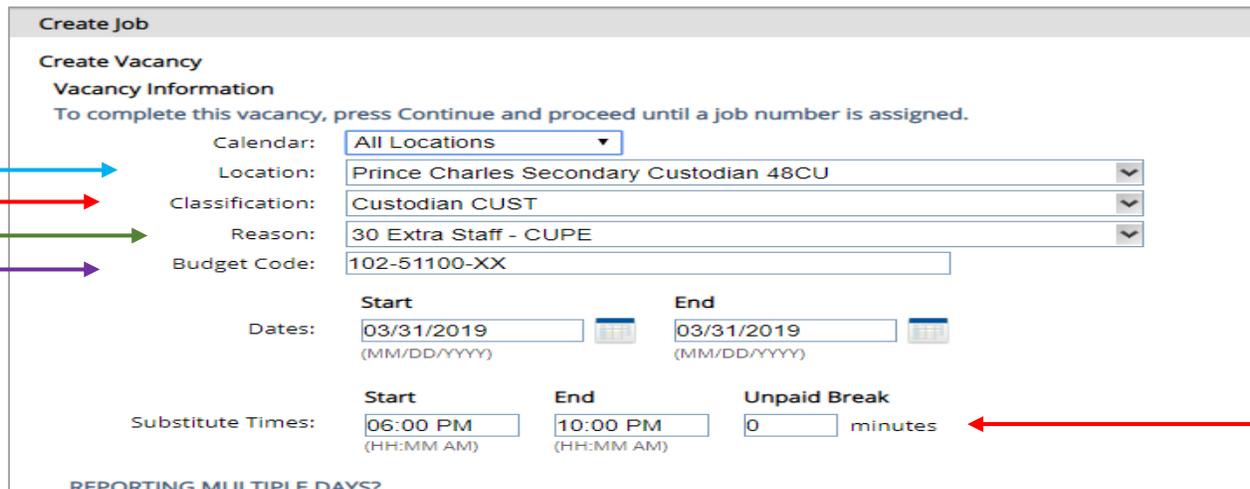
Create Job

Create Vacancy
Vacancy Information
To complete this vacancy, press Continue and proceed until a job number is assigned.

Calendar:	All Locations ▼
Location:	Prince Charles Secondary Custodian 48CU
Classification:	Custodian CUST
Reason:	30 Extra Staff - CUPE
Budget Code:	102-51100-XX

|	Start	End
Dates:	03/31/2019 (MM/DD/YYYY)	03/31/2019 (MM/DD/YYYY)

	Start	End	Unpaid Break
Substitute Times:	06:00 PM (HH:MM AM)	10:00 PM (HH:MM AM)	0 minutes

REPORTING MULTIPLE DAYS?

Substitute Times: If callout is for 4 hours or less, delete the 30 minute Unpaid Break and enter 0.

VERY IMPORTANT: Dates and Substitute times: If you are needing custodian on Saturday, please enter the SFE in on **FRIDAY** in the early am (for example 2 am to 6 am for a 4-hour callout). If you are needing Sunday, enter the SFE in on a **MONDAY** with the same idea as above.

Substitute instructions: enter the specific instructions and times you want the custodian to be at your location, and what you would like them to focus on.
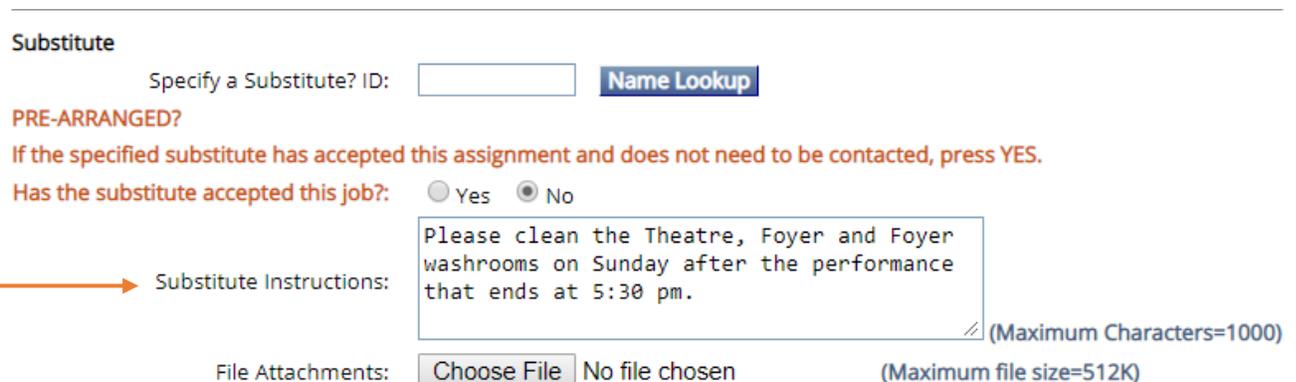
Substitute

Specify a Substitute? ID:	[ ] Name Lookup

PRE-ARRANGED?

If the specified substitute has accepted this assignment and does not need to be contacted, press YES.

Has the substitute accepted this job?: ○ Yes ● No

Substitute Instructions:
```
Please clean the Theatre, Foyer and Foyer
washrooms on Sunday after the performance
that ends at 5:30 pm.
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(Maximum Characters=1000)

File Attachments: Choose File No file chosen (Maximum file size=512K)
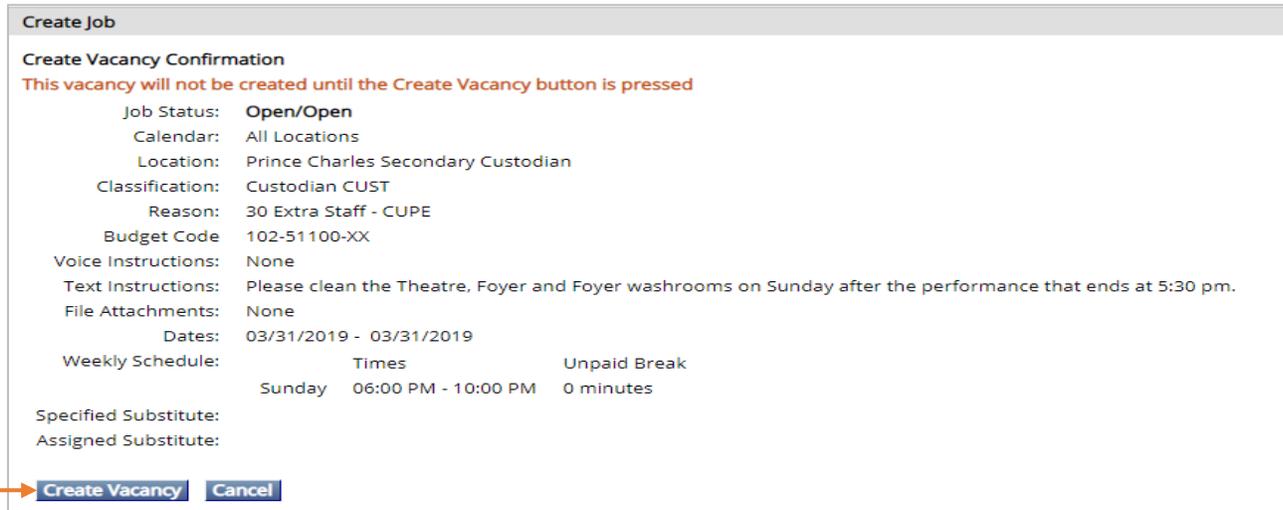
Administrator Comments: if this is a district cost please explain the activity. Schools will be invoiced for all user group and Extra Custodial jobs without an appropriate explanation.

Select Continue

It may ask if you want to Confirm Work Day Length (check that AM and PM are entered correctly in the Substitute Times section) – select yes

Now a screen like this should show up:

Select **Create Vacancy** when you have reviewed all the information that you have input.

Now you will see this screen with your job number and "Job Creation – Successful."

Step 2: Email the Operations Secretary at clerical.operations@sd8.bc.ca with the job number and any other instructions to ensure that the job will be scheduled and invoiced appropriately.

nmaintenance@sd8.bc.ca

Now you can either exit out of SFE or create a new vacancy.

Some important points:

- All Saturday and Sunday jobs must be entered into SFE 72 hours in advance or the callout may not be scheduled.
- If the focus area requires more time to clean than requested by the school the Custodian will contact the Manager of Operations for authorization to continue. The school will be invoiced for the complete job.
- The school will be invoiced for Extra Custodial jobs for user groups at a rate of $30.00 per hour. This cost is the responsibility of the school to collect.
- If the job is for a school sponsored athletic tournament use code 550-12500 and indicate that in the email and Administrator Comments.