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Human Resources Department

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Update to the Governing Board Decision Regarding Compression, Custodians, and Preventive Maintenance Staff

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Custodians

The addition of ten (10) full time equivalents (FTE) in custodian staffing was approved by the Governing Board on September 10, 2013. This additional staffing was approved for allocation to school sites identified as having a higher than the District average square feet per custodial FTE. The central assignment process began September 11, 2013 and is nearly complete.

All identified site administration and custodians with increased FTE from 0.5 to 1.0 in their current assignments have been contacted. Of the 12 Custodians identified for increase from 0.5 FTE to 1.0 FTE, three declined full time work and nine accepted an increase to 1.0 FTE. The three custodians who declined full time work have already been reassigned to available 0.5 FTE positions. These changes were effective no later than Monday, September 23, 2013.

Human Resources Department used various criteria to offer placement to staff that were transferred and/or reduced to 0.5 FTE for SY14 start of school year assignment. These criteria include creating a full time assignment, proximity to another 0.5 FTE assignment for pairing, recent assignment to the site, seniority if all other factors are similar, and reduction-in-force recall if no other option of currently employed custodian is possible. When appropriate for efficiency, individuals were given the first offer to return to a site where they had worked recently because of familiarity with the site/position.

In summary, 6.5 FTE of the approved additional 10 FTE are assigned. Of the remaining 3.5 FTE, 3.0 FTE is projected to be assigned by September 27, 2013. The Palo Verde 0.5 FTE is projected to be assigned by October 11, 2013.

- 9 custodians increased from 0.5 FTE to 1.0 FTE at their assigned site.
 - *These assignments utilized 4.5 FTE of the additional 10 FTE approved.*
- 3 custodians declined an increase from 0.5 FTE to 1.0 FTE at their assigned site and were reassigned to 0.5 FTE positions at other sites.
- 3 custodians were transferred from a 0.5 FTE position to a 1.0 FTE position at a site where they were previously recently assigned.
 - *These assignments utilized 1.5 FTE of the additional 10 FTE approved.*
- 1 custodian in a 0.5 FTE position was paired with a vacant 0.5 FTE position at a nearby school.

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▫ *This assignment utilized 0.5 FTE of the additional 10 FTE approved.*

Table 1: Ten Additional FTE Added to School Sites Using Average Square Footage Formula Implementation Action

School	+/- FTE	New Total FTE	Proposed Action	Action Update 9/23/13
Blenman	+0.5	2.0	Increase current Blenman 0.5 FTE custodian to full time 1.0 FTE.	Current 0.5FTE Custodian (Maria Morales) declined; Transfer Ms. Morales to vacant 0.5FTE Custodian position at Rose K-8 School. Transfer previous Blenman custodian (Guillermo Perez) to 1.0 status. Mr. Perez vacated a 0.5 FTE at Ochoa – The 0.5 Ochoa Custodian position will be matched with another 0.5FTE Custodian position in the area.
Catalina	+ 1.0	7.5	Increase current Catalina 0.5 FTE custodian to full time 1.0 FTE. Offer the additional .5 to a Custodian at a school in the surrounding area.	<i>1.5 Still vacant</i> - Current 0.5 FTE Custodian resigned. Offer 1.0FTE position for internal transfer/increase FTE. Will match vacant 0.5 FTE with Doolen to make another 1.0 FTE for internal transfer/increase FTE.
Cholla	+0.5	8.0	Increase current Cholla 0.5 FTE custodian to full time 1.0 FTE.	Increase current 0.5 FTE Custodian to 1.0 FTE effective 9-19-13 (Maria Noriega)
Cragin	+0.5	2.0	Increase current Cragin 0.5 FTE Custodian to full time.	Current 0.5 FTE Custodian (Vinh Nguyen) declined. Transfer Mr. Nguyen to vacant 0.5 FTE at Carrillo. Transfer previous Cragin custodian (Beatrice Romero) to 1.0 status. Ms. Romero vacated 0.5 at Davidson. – Will match with other 0.5 FTE Custodian position in the area.
Doolen	+0.5	3.5	Offer additional 0.5 FTE Custodian position to surrounding area school	Match vacant 0.5 FTE Custodian position with Catalina to make another 1.0 for internal transfer.
Magee	+0.5	3.0	Increase current Magee 0.5 FTE Custodian to full time 1.0 FTE	Increase current 0.5 FTE Custodian to 1.0 FTE effective 9-23-13 (Jose Hernandez)
Mansfeld	+0.5	3.5	Increase current Mansfeld 0.5 FTE Custodian to full time 1.0 FTE	Increase current 0.5FTE Custodian to 1.0 FTE status effective 9-23-13 (Katherine Taylor) Recent retirement, have <i>vacant 1.0</i> to offer
Palo Verde	+0.5	7.0	0.5 FTE is vacant – HR unable to place due to Board Policy for Turn Around Model staffing. Position vacancy will be advertised.	<i>1.0 still vacant</i> - Posted position; close date 9/29/13.
Pistor	+0.5	3.5	Offer additional 0.5 FTE to Custodian at a school in the surrounding area.	Matched with 0.5 FTE custodian at Warren, increase to 1.0 FTE effective 9-24-13. (David Madril)

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Pueblo	+0.5	8.0	Increase current Pueblo 0.5FTE custodian to full time 1.0 FTE	Current 0.5FTE Custodian (Hilda Villela) declined; Transfer Mrs. Villela to vacant 0.5 FTE Custodian position at Manzo Elem. Transfer previous Pueblo custodian (Gerardo Chairó) to 1.0 status. Mr. Chairó vacated 0.5 FTE position at Rose – Now filled by previous 0.5 FTE Custodian from Blenman who wanted to remain part-time.
Rincon	+0.5	9.0	Increase current Rincon 0.5 FTE Custodian to full time 1.0 FTE	Increase current 0.5FTE Custodian to 1.0 FTE effective 9-23-13 (James Marques)
Roberts/Naylor	+0.5	3.0	0.5 FTE custodian position is vacant – Find nearby 0.5 FTE custodian to pair to create a 1.0 FTE	1.0 still vacant – Continue to offer during calls to increase FTE.
Sabino	+ 1.0	6.5	Increase current Sabino 0.5 FTE Custodian to full time 1.0 FTE. Offer additional 0.5 FTE Custodian at a school in the surrounding area.	Increase current 0.5 FTE to 1.0 FTE effective 9-18-13 (Daniel Pena Jr.)
Sahuaro	+0.5	8.0	Increase current Sahuaro 0.5 FTE Custodian to full time 1.0 FTE	Increase current 0.5 FTE Custodian to 1.0 FTE effective 9-24-13 (Charles O'Malley)
Santa Rita	+0.5	6.5	Offer additional 0.5 FTE to Custodian at a school in the surrounding area	0.5 FTE still vacant – Continue to offer during calls to increase FTE.
Utterback	+0.5	4.0	Increase current Utterback 0.5 FTE Custodian to full time 1.0 FTE	Increase current 0.5 FTE Custodian to 1.0 FTE effective 9-23-13 (Randy Cota)
Vail	+0.5	3.0	Increase current Vail 0.5 FTE Custodian to full time 1.0 FTE	Increase current 0.5 FTE Custodian to 1.0 FTE effective 9-23-13 (Raymundo Borquez)
Wright	+0.5	2.0	Increase current Wright 0.5 FTE Custodian to full time 1.0 FTE	Increase current 0.5 FTE Custodian to 1.0 FTE effective 9-23-13 (Vapor Neals)

Preventative Maintenance

The addition of 2 HVAC Mechanics, 1 Electrician, and 1 Plumber positions was approved by the Governing Board on September 10, 2013. Applicants from the previous HVAC Mechanic job posting were interviewed the end of last week and recommendations are in process. The additional HVAC Mechanic positions were posted to insure there were sufficient applicants to fill the 3 previously posted vacancies and the 2 additional vacancies. Recruitment for these positions includes vacancy posting on the TUSD website, Craig's List, local newspaper, and other direct recruitment actions. It is projected that these positions will be filled by October 21, 2013.

Compression

The next step in the Compression Resolution Plan – Phase 1 is in progress. This step involves two main areas of work that are projected to occur through the end of November. The first area of work is to conduct the research to determine the experience rating at time of hire and apply the TUSD years of service to the experience rating at time of hire. Securing staffing to conduct this body of work is in progress. The second area of work is to determine and implement the changes needed in the PeopleSoft Human Resources/Payroll/Benefits ERP system to apply the compression resolution actions.

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