



CPS Custodian Union Resource Guide

TABLE OF CONTENTS:

PAGE 1. "KNOW YOUR CONTRACT" ONE-PAGER

PAGE 2. LEAD CUSTODIAN VS REGULAR CUSTODIAN & CHAIN OF COMMAND CHART

PAGE 3. TIPS TO RESOLVE COMMON ISSUES

PAGE 4: IMPORTANT LINKS

SEIU Local 73

WWW.SEIU73.ORG | (312) 787-5868

“Know Your Contract!”

BOARD CUSTODIAN



Download your contract here: www.seiu73.org/contracts

CPS Unit Updates: <https://seiu73.org/updates/cps-3/>

General Issues? Contact your Union Steward → Union Organizer → [Member Action Center \(MAC\)](#)

Payroll Issues? Contact your Aramark supervisor → [HR Facilities](#) → [MAC](#)

Document, document, document! Put everything in writing.

Where to start: Article 14

Make sure you know:

Section 14-1, Overtime Preference
Section 14-3, 14-4, 14-5, 14-6, 14-7, & 14-8,
Voluntary Transfers
14-11, Cleanliness of Schools
Appendix D, Custodial Staffing, Training, &
Wage Structure

Wage chart: Page 47

Job Description

Page 88: Custodial Worker
Page 89-90: Lead Custodial Worker
Page 92-93: Factor Custodial Worker

Highlights:

The primary job responsibility of custodians is to clean and maintain the school building and facilities. For instance, this means that any moving of furniture or boxes should be for the purposes of cleaning; custodians should not be moving furniture to different floors because you are not movers.

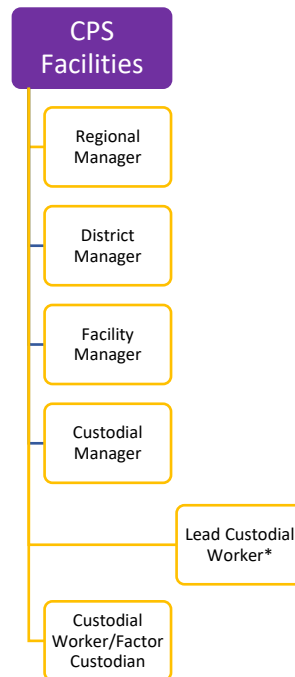


Are you a **Lead Custodial Worker**? Do you have a **Lead Custodial Worker** title?

Contact your Union Organizer or the [Member Action Center \(MAC\)](#) if you are performing any of the following responsibilities but **do not** have a **Lead Custodial Worker** title:

- Confirms that other assigned custodians are meeting job requirements through their assigned schedules and responsible areas.
- Reports on supply usage at intervals determined by the Principal or Department of Asset Management, and identifies and requests in a timely manner from appropriate school personnel the necessary custodial supplies for all custodial staff members to properly perform their duties.
- Completes miscellaneous duties as assigned by Principal or Principal Delegate.

CPS Chain of Command



**Please note, not every school has a Lead Custodial Worker yet.*

OT/Payroll Issues?

- Steps to address OT or payroll issues:
 - Step 1: contact your Aramark supervisor
 - Step 2: email HR Facilities at hrfacilities@cps.edu
 - Step 3: contact your Union Organizer (search for their name and information here: <https://seiu73.org/updates/cps-3/>)
- Board custodians should be offered overtime before privatized custodians (Section 14-1).

Need supplies? Broken Equipment?

- Contact your custodial manager first to order more supplies or get equipment fixed
- If your manager does not respond in a timely manner, bring the issue to your Building Level Safety Committee and email HRfacilities@cps.edu
- If you still cannot get the supplies/equipment you need, submit this form for the Union to bring to the District Level Safety Committee:
<https://forms.gle/Lyps8f6Q3EVs3M4V8>

Overworked?

- Your custodian manager should be the only person directing your work
- Ask them for your section assignment in writing
- You should only be responsible for your section but if you are asked to do additional work by your custodial manager, ask them to put the request in writing and to tell you what you can take off of your regular responsibilities for the day. Alternatively, they should be offering custodians overtime to complete cleaning if the school is understaffed/lacks subs.



Important Links

- Download your contract: www.seiu73.org/contracts
- CPS Unit Updates & search for your Union Organizer's contract information: <https://seiu73.org/updates/cps-3/>
- Member Action Center (MAC): Call 312-787-5868 or visit <https://seiu73.org/members/member-action-center/>
- Contact CPS HR Facilities: hrfacilities@cps.edu
- Submit the Board Custodian Experience Survey (please only do once): <https://forms.gle/19KfTGZNaaC4tRiQ6>
- Centralized reporting form for supplies and other issues to be brought to the District Level Safety committee: <https://forms.gle/Lyps8f6Q3EVs3M4V8>
- **Document, document, document! Put everything in writing!**