



## Administrative Procedure 5060

# ***Employment Requirements – Custodial and Maintenance***

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**Board Governance Policy Cross Reference:** [1, 13](#)

**Administrative Procedures Cross Reference:**

**Form Cross Reference:**

[Power Engineering 5<sup>th</sup> Class](#)

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**Legal/Regulatory Reference:**

[CUPE Collective Agreement](#)

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**Date Adopted:** June 2006

**Amended:** December 2017

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An important obligation of the Brandon School Division is to employ staff possessing appropriate qualifications and expertise to accomplish assigned Custodial or Maintenance positions.

The following guidelines apply to employees only who are interested in an opportunity to further their career in the Division. These guidelines are intended for obtaining the necessary Power Engineering Class 5 Certificate required for Custodial or Maintenance positions within the Division.

1. The candidate must meet all the minimum requirements for a Custodial or Maintenance position with the exception of the Power Engineering Class 5 Certificate.
2. The candidate must be willing to enroll and be accepted into the Power Engineering Class 5 Certificate course at an educational institution recognized by the Division.
3. The candidate will be required to complete the course on his or her own time. Time will be allowed to write the provincial exam only.
4. The Division agrees to pay for course registration and books, the said cost to be deducted on a pro-rated basis from the employee's pay for 1 year or during the term assignment(s).
5. Upon successful completion of the Power Engineering Class 5 Certificate and passing the provincial exam within a 12 month period from date of appointment to the Custodial or Maintenance position, the employee will be reimbursed the said cost for course registration and books.

6. The candidate must guarantee the Division 2 years of continuous service following successful completion of the course. If the candidate resigns prior to that time period, they will be required to reimburse the Division a pro-rated amount at the time of resignation. Repayment of the course registration and books by the employee to the Division shall be made as follows: if resigning within 6 months – 75% repayment; if resigning within 1 year – 50% repayment; if resigning within 18 months – 25% repayment.
7. Should a permanent candidate not complete the course within the specified timeframe they will return to their original permanent position prior to the appointment to the Custodial or Maintenance position (the original position will be filled on a term basis for this period of time).
8. Should a term candidate not complete the course within the specified timeframe, the employment with the Division will be terminated.
9. The candidate's salary will be that of the applicable Custodian Assistant or Labourer rate for that employee until successful completion of the Power Engineering Class 5 Certificate. (see [CUPE Collective Agreement](#))
10. The candidate will be subject to a formal interview prior to recommendation for this position. The candidate must agree to all the above conditions in writing (see [Power Engineering 5<sup>th</sup> Class](#) form).