



Administrative Procedure 5060

Employment Requirements – Custodial and Maintenance

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

Administrative Procedures Cross Reference:

Form Cross Reference:

[Fifth \(5th\) Class Power Engineering](#)

Legal/Regulatory Reference:

[CUPE Collective Agreement](#)

Date Adopted: June 2006

Amended: April 2022

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 Fifth (5th) Class Power Engineering 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 Fifth (5th) Class Power Engineering Certificate.
2. The candidate must be willing to enroll and be accepted into the Fifth (5th) Class Power Engineering 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 Fifth (5th) Class Power Engineering 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 following applicable pay rate until successful completion of the Fifth (5th) Class Power Engineering Certificate. (see *CUPE Collective Agreement*)

Job Title

Head Custodian (with 5th Class)
2nd Day Custodian (with 5th Class)
Office Utility Worker (with 5th Class)
Maintenance Worker III (with 5th Class)

Applicable Pay Rate

Head Custodian
Head Custodian
Head Custodian
Maintenance Worker III

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 *Fifth (5th) Class Power Engineering* form).