



Maintenance Department
1281 Cedar Lane, Bracebridge, ON
(705)645-8704 Fax: (705) 645-6605

MEMORANDUM

DATE: October 30, 2007
TO: ALL CUSTODIAL STAFF
FROM: Craig Young, P. Eng.
Senior Manager of Plant
RE: Early Start Time for Friday Afternoon Shift

Lindsay Office
205 David St
Lindsay, ON K9V 5K7
(705) 328-3923 F 328-2795
Haliburton Office
Box 507
Haliburton, ON K0M 1S0
(705)457-1980 F 457-3040

The practice of an earlier start time for the Friday afternoon is an item that T.L.D.S.B. will be addressing in this memo.

T.L.D.S.B. will now be offering the option of an earlier start time for the Friday afternoon shift to ALL school custodians in the T.L.D.S.B., providing the following criteria is met:

1. Written application must be made to the Custodial Supervisor requesting an earlier start time, detailing the work that will be performed during the earlier start, how and when the regular work will be completed, whether rentals are present on Fridays, and the period of time for the request.
2. Rentals must be covered by the Regular time. Overtime will not be permitted to cover Friday evening rentals that occur during the Regular Shift hours.
3. The request for an earlier Friday afternoon shift start is dependant upon the school being at an acceptable cleanliness standards.
4. The early Friday afternoon shift shall not start any sooner than 2 hours earlier than the Regular Shift hours.

Craig Young, P. Eng.
Senior Manager of Plant