ODL/SDL PROCEDURE (MNO-P012)
WENATCHEE SCHOOL DISTRICT

1.0 SCOPE:

1.1 This procedure describes how the Assistant Director of Maintenance and Operations sets up the master Overtime and Substitute Desired Lists for custodial services.

2.0 RESPONSIBILITY:

2.1 Assistant Director of Maintenance and Operations

3.0 APPROVAL AUTHORITY:

3.1 Assistant Director of Maintenance and Operations

4.0 DEFINITIONS:

4.1 ODL - Overtime Desired List, a list of custodians willing to work overtime at a building other than their own

4.2 SDL - Substitute Desired List, a list of utility custodians willing to substitute for lead custodians in a building other than their own

4.3 ODL/SDL Letter - a letter sent to all custodians in August asking if they want to be on the ODL or SDL

5.0 PROCEDURE:

5.1 The Assistant Director of Maintenance and Operations sends a letter to all custodians near the end of August asking if they want to be on the ODL/SDL for the upcoming school year.

5.2 The letter must be returned and signed, indicating if they want to be included on either list.

    5.2.1 If the letter is not returned, the person is dropped from the list.

5.3 The Assistant Director of Maintenance and Operations sets up each list, based on district seniority.

5.4 The Assistant Director of Maintenance and Operations assigns work off each list and rotates through lists.

6.0 ASSOCIATED DOCUMENTS:

6.1 Overtime Desired List

6.2 Substituted Desired List

6.3 ODL/SDL Letter

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
ODL/SDL lists	Assistant	One year	As desired	None

	Director of Maintenance and Operations office			
ODL/SDL letter	Assistant Director of Maintenance and Operations office	One year	As desired	None

8.0 REVISION HISTORY:

Date:	Rev:	Description of Revision:
13-Jan-04	A	Original Release
04-Nov-04	B	Updated job title, deleted flowchart
21-Dec-05	C	Replaced "Custodial Supervisor" with "Assistant Director of Maintenance and Operations"

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