



<b>SECTION:</b>	<b>Negotiations and Remuneration Agreements</b>	<b>APPROVAL DATE:</b>
<b>SUBSECTION:</b>	<b>Non-Organized Personnel</b>	<b>February 12, 1973</b>
<b>POLICY NAME:</b>	<b>Renewal of Existing Contracts: Janitorial Services</b>	<b>LAST REVISED:</b>
<b>POLICY NUMBER:</b>	<b>P.NRA.D.1</b>	<b>January 1, 1998</b>

1. If an individual or janitorial firm under contract with the Board is performing janitorial services satisfactory to the Principal and the Supervisor of Property, these contracts may be re-negotiated, with Administration given the authority to negotiate.
2. The area of the building, the duties required and the past performance of the individual shall be the criteria by which to determine the final settlement. In the case of a janitorial firm this shall not exceed a 10% increase without authorization of the Board. In the case of an individual, care shall be taken to assure that the final settlement does not go beyond the amount which a janitorial firm would require for the same work.
3. Where it is necessary to obtain a new contractual service, an advertisement shall be placed in the local newspaper and the newspaper serving the community in which the school is located.
4. The advertisement shall welcome applications from janitorial firms and also individuals wishing to perform the janitorial duties on a part-time basis under contract with the Board.
5. In the case of a janitorial firm the lowest tender shall not necessarily be chosen if past experience or information indicates that satisfactory service may be doubtful.
6. In the case of an individual that contract shall be established at the minimum allowed under the current system of calculating the contract amount, if the previous contract was less than 10% higher than the minimum. If the previous contract was higher than 10% above the minimum then the new contract shall be 10% below the previous contract for a trial period of six months.