

**NEW YORK CITY DEPARTMENT OF EDUCATION
DIVISION OF SCHOOL FACILITIES
OFFICE OF BUILDING SERVICES**

June 20, 2018

OFFICE OF BUILDING SERVICES CIRCULAR NO. 4 - 2017/18

NOTE: All Circulars are to be kept in a permanent file

TO ALL CUSTODIAN ENGINEERS

Fiscal Year 2019 Custodial Operating Building Budgets

The Department of Education's Division of School Facilities (DSF) is responsible for formulating custodial operating budgets in order to provide a safe, clean and well maintained learning environment in the most efficient manner. In an effort to ensure that all of our buildings are properly funded and maintained, DSF has created budgetary modifications which will allow us to continue to provide the highest quality building services for our students, staff and administrators.

Custodial operating budgets for the fiscal year beginning July 1, 2018 (FY19) will be released in the near future. The following information will describe how these budgets were modified and will address specific changes to our current budgeting practices.

202 Base Building Allocations

Commencing with the FY19 budget, base building allocations, where applicable, will include funding for PlaNYC schoolyards, water flushing, Local 32BJ and Local 94 vacation replacement reimbursement and Local 94 sick replacement reimbursement. As a result, custodian engineers will no longer have the ability to claim these expenditures as 202S emergency reimbursements.

FY19 budgets were developed using the prevailing wage rates for all custodial helper titles through June 30, 2019, including the January 1, 2019 increase.

202S Emergency Reimbursement

Effective June 22, 2018, it is no longer allowable to claim 202S vacation replacement reimbursement as these costs are already funded in the 202 base building allocation. To increase operational efficiencies, custodian engineers are encouraged to schedule vacations from April 15 through September 15 and utilize vacation replacement employees to cover staffing deficiencies during these times. To further maximize efficiencies, custodian engineers can schedule vacations during periods when replacement staff would not be required.

Since vacation accruals are now funded on an annual basis and should not carry over to the following year, custodian engineers are encouraged to have all custodial employees exhaust their FY19 vacation balances prior to the close of the fiscal year. Failure to exhaust a custodial helper's FY19 vacation accrual will cause that financial liability to rollover into the building's future fiscal year budget(s).

Custodian engineers may continue to claim sick alternate (SA) as an emergency reimbursement for Local 32BJ members only.

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Beginning with the FY19 budget, and effective June 22, 2018, the following 202S codes will be eliminated.

BS	Building Security
ET	Custodial Employee Training
HC	Holiday Coverage
HS	Hurricane Sandy
PA	Personal Day Alternate
PN	PlaNYC
VA	Vacation Alternate
WF	Water Flushing
BM	Book Moves
SA	Sick Alternate

Beginning with the FY19 budget, and effective June 22, 2018, the following 202S codes will be added.

RS	Restructuring
SA	Sick Alternate 32BJ Only

All other 202S codes not identified shall remain in effect.

113 Extra Activity

Commencing with the FY19 budget, buildings will be issued an annual 113 extra activity budget at the start of the fiscal year. As a result, extra activity funding will no longer be reimbursed on a 28 day PO period cycle. Be advised that each building's 113 allocation for FY19 was formulated in part from an average/proration of the prior two fiscal years.

Custodian engineers must continue to submit space sheets (PO67) to their respective Grant Office for all extra activity taking place at their buildings on a 28 day PO period cycle. This requirement is essential as next year's 113 extra activity allocations will be based on the current year's space sheet submissions.

FY19 extra activity budgets were developed using the prevailing wage rates for all custodial helper titles through June 30, 2019, including the January 1, 2019 increase.

During the work week, custodian engineers are encouraged to maximize their 113 budgets by utilizing existing staff schedules to cover extra activities.

ADP and Galaxy Updates

Commencing with the FY19 budget, and effective June 22, 2018, the full wage rate for all custodial helper titles will be reflected in ADP and Galaxy. Previous building level savings generated from reduced wage rate custodial helpers has been eliminated.

Beginning in FY19, and effective June 22, 2018, budget code 113E will be eliminated. All extra activity funding will reside in budget code 113.

Please contact your deputy director of facilities if you have any questions regarding this information.

John T. Shea
Chief Executive Officer
Division of School Facilities