

Criteria for Event Support Charges

Preface

A 2009 custodial staffing study conducted by Sightlines, LLC, recommended that the custodial staffing levels be adjusted to reflect the human resources needed to maintain the university's core academic mission. Several changes within the custodial department were affected, one of which was the reduction of regular support for sizeable events. The custodial department's priority goal is to keep the university space clean, and where necessary, to provide support to events with additional custodial resources whose extra cost is borne by the event requestor. The criteria for whether an event requestor will be required to pay for additional event support is fairly simple and is explained in detail below.

For Custodial Support Service

The Custodial Department staff is dedicated to maintaining university space at the appropriate cleanliness levels dictated by university expectations. The basic criteria used by the custodial manager to determine whether additional support for events is warranted is to determine if the event calls for support personnel levels above the normal staffing levels of the area(s) to be used by the event. If the event is of the nature that the existing custodial personnel can accommodate the event as part of their cleaning routine then no additional support is required, no additional expense is incurred, and no charge is levied. If, however, the event is of the nature that the regularly assigned custodian(s) in the space is/are incapable of performing their regular cleaning duties and accommodating the event, then the event planner is asked to cover the cost of additional personnel. ***The custodial manager determines whether additional help is necessary after discussing the details of the event with the event planner.***

For Grounds & Other Departmental Support Service

The basic criteria for whether there will be a charge for event support from the grounds department or other departments (such as electric shop), is whether **overtime** will be required to support the event. Unlike the custodial department, the grounds department is staffed to support events but only to the extent that work can be accommodated on straight work time. If, for example, an event requires a tent to be set up on a Saturday morning and then taken down on Sunday, the event planner would be responsible for the cost for such overtime. Otherwise, for straight time work, there is no charge for this support. ***The grounds foreman, or other appropriate shop foreman, is the individual who determines the need for overtime support services after discussing the details with the event planner.***

Preservation of Bargaining Unit Work

We realize that many events typically enlist volunteers who are able and willing to help get the event set-up and, perhaps, cleaned up. Everyone is reminded, however, that the core work involving deliveries, set-ups, tear-downs, and clean ups of university property is the responsibility of our AFSCME union employees. Use of outside help (contractors, rental agencies, etc.) must first be approved by IUP's Director of Human Resources.