



# Clerical and Custodial Allotments

What you need to know and how to manage them.




# There are Five Key Steps

- ▶ First - Annual allotments are calculated and distributed to Principals.
- ▶ Second - School staffing plans are modified / created based on annual allotment.
- ▶ Third - Employee assignments should be confirmed and compared to the plan.
- ▶ Fourth – Be sure the data in the periodic tracking tool is accurate.
- ▶ Fifth - Monitor the periodic tracking tool and report progress to your school administration.



# First - Your School Allotment is Calculated

- ▶ Clerical
  - ▶ School Level Minimums
  - ▶ Projected ADM
- ▶ Custodial
  - ▶ Square Footage (Including Mobile Units)
  - ▶ Projected ADM
- ▶ Cushion / Over Time
  - ▶ Same from year to year if not told otherwise (Not in 1<sup>st</sup> allotment sheet to principals or planning tool)
  - ▶ Covers 12 Month Employee variance AND
  - ▶ Covers any Overtime worked
- ▶ Other
  - ▶ Pre-K Classrooms (1 MOE per classroom)
  - ▶ Summer Reading Program (Reviewed Annually – 240 hours for 16-17)



# Second - Planning

- ▶ Assigned MOEs
  - ▶ 1 MOE = 172 Hours
  - ▶ There are 26 two week pay periods in the year
  - ▶ Regardless of how MOEs are allotted, they are not restricted for use (clerical vs. custodial)
- ▶ Use the planning tool provided and keep it simple
- ▶ Work with school administration
- ▶ Understand the plan – A good plan will take care of itself with very little action on your part.

# Use the Planning Tool

**Cabarrus County Schools**  
Clerical & Custodial Planning Tool

**THIS SHEET DOES NOT ACCOUNT FOR MOE GIVEN FOR OVERTIME & OTHER**

	<b>Clerical</b>	<b>Custodial</b>
Enter the Total Number of C&C MOE Allotted:	39	49
<b>Total Hours</b>		
Converted to hours allotted:	15,136	

## Clerical/Custodial Months Allotted versus Months Used 2016 - 2017

School Number: 329

School Name: Rocky River Elementary

**NOTES:**  
Pre-K Program Adjustment - 1 MOE

	<b>MOE Allotment</b>	<b>Hourly Allotment</b>
Clerical Allotment:	39.00	6,708.00
Custodial Allotment:	49.00	8,428.00
Cushion (OT & 12 Month):	2.00	344.00
Finance Adjustment:	1.00	172.00
<b>Total Allotment:</b>	<b>91.00</b>	<b>15,652.00</b>

Clerical & Custodial Positions					
				Hours Remaining	(37)
Name	Months Per Year	Hrs per Day	Hours Per Year	Balance	
VANDERBURG	12.0	8.0	2,080	13,056	
HILL	12.0	8.0	2,080	10,976	
RUCKER JR	12.0	8.0	2,080	8,896	
Custodian 2	10.0	6.7	1,441	7,456	
MOKLER	10.0	8.0	1,720	5,736	
Custodian	12.0	8.0	2,080	3,656	
Treasurer	12.0	8.0	2,080	1,576	
KENDZIERSKI	10.0	7.5	1,613	(37)	
Employee 9			0	(37)	
Employee 10			0	(37)	
Employee 11			0	(37)	
Employee 12			0	(37)	
Employee 13			0	(37)	
Employee 14			0	(37)	
Employee 15			0	(37)	
Employee 16			0	(37)	
Employee 17			0	(37)	
Employee 18			0	(37)	
Employee 19			0	(37)	
Employee 20			0	(37)	
Employee 21			0	(37)	
Employee 22			0	(37)	
Employee 23			0	(37)	
Employee 24			0	(37)	
Employee 25			0	(37)	
			15,173		



## Third – Double Check Staff Assignments

- ▶ Not required, but can help you head off problems early on
- ▶ Check assignments by September 1
- ▶ Simply check each employee assignment against the planning tool
- ▶ Address as required



## Fourth – Ensure Tracking Tool is Accurate

- ▶ Send completed planning tool to Ed by the end of July. This has already been requested and I have some responses already.
- ▶ **AND** review the first tracking sheet which comes out in September and address any variances from the plan.
  - ▶ Check MOE
  - ▶ Check Hours per Day / Hours per Week
  - ▶ Check for the entire year
  - ▶ Check every person



## Fifth – Monitor and Report

Monitor and report progress to school administration.  
(Shared responsibility)

Let's look at one of the Mid Year 2015-2016 update sheets together.





# Other Common “Things”

Facility Use worked by custodian– How does it impact the allotment for your school?

Common Issues (Pit Falls)....

School personnel transitions (Admin and/or Treasurer).

Unmanaged overtime.

Adjusting for the expiration of special exceptions.