PROCEDURES FOR PROMOTION OF PERMANENT LEVEL ONE CUSTODIAN ENGINEER TO LEVEL TWO.

Permanent Custodian Engineer Level I notifies the Division of School Facilities, Director of Field Operations in writing, that he/she has acquired his/her stationary engineer license and would like to be considered for promotion into permanent Level II title, (henceforth called "Step-ups"). A current copy of the NYC Stationary Engineer license must be attached to the written request and the request must be received prior to the Friday the vacancy list becomes effective.

The Division of School Facilities will review the request, taking into account the applicant's past job performance and financial management. The applicant will be notified of the determination.

Step-ups will be given a Level II seniority date of the Friday the vacancy list becomes effective. If more than one Step-up is promoted, Rank # will be based on their seniority in the permanent Level I title.

Step-ups currently in Level I assignments, regardless of how long assigned, must apply for transfer to a Level II assignment from the vacancy list. If a step-up does not receive a Level II assignment from that list, and there are Level II assignments still available, the Division of School Facilities will assign that individual to one of those assignments. (Should the Custodian Engineer decline the promotion, he/she must rescind their request in writing.) In the event there are no Level II assignments available from the list, the step-up will receive the same Friday seniority date in the Level II title, but will be temporarily assigned to a Level II building until the following vacancy list is advertised. The step-up must then apply for transfer to jobs on that list.

All Step-ups must serve one year in their first Level II assignment before they can transfer.

Level 1 Custodian Engineers with Refrigeration Licenses, serving in Level II assignments at the time of their promotion, with less than two years in assignment, must remain in that assignment for one year from the date they promoted to Level II before they can transfer. Level 1R Custodian Engineers serving in assignments who would be eligible to transfer may apply for transfer from the list.

A Level I Custodian Engineer without a Refrigeration License serving in an assignment 76M Sq. Ft to 94M Sq. Ft., or serving in a 15 year plus assignment (95M Sq. Ft. to 100m Sq. Ft.) at the time of their promotion, with less than two years in assignment, must remain in that assignment for one year from the date promoted to Level II before they are eligible to apply for transfer. A Level I Custodian Engineer that meets the preceding criteria, with two years or more in their current assignment is eligible to apply for transfer from the list and may do so if they choose.

There will be no probation period for Level II step-ups, provided they previously served a one-year probation in the lower title. Those who did not, would serve the balance of their probation in the Level II assignment. A Level I Custodian Engineer with a refrigerator license serving in a Level II assignment, who has not completed probation, will complete their one-year probation at that assignment under the Level II title.

This agreement supersedes the previous agreement dated November 14, 2002 and will be effective as of the vacancy list dated March 13, 2014.

For the Department of Education
Date: March 20, 2014

For Local 891
Date: March 27, 2014