

**EI Paso Independent School District
Athletic Office**

Estimated Custodial Work Hours at Athletic Events

The following schedule illustrates, by sport, the number of custodians and the approximate total number of hours required on duty during athletic activities. Please note that totals illustrated below are estimates only. Custodians are required to record ACTUAL HOURS worked, in accordance with the Fair Labor Standards Act, on their time cards. In all cases, the employee will be paid for the actual hours worked that are recorded on the time card submitted to the Athletic Office.

The employee is required to explain (in the Description of Work Performed category on the time card) cases where they exceed the estimates listed below. The Athletic Department will compare the actual number of hours worked to the estimates listed below and will follow up in cases where a significant variance is detected.

SPORT	TOTAL # OF H.S. CUSTODIAN	TOTAL # OF HOURS
Football		
Varsity	2 or 3 (1 must be a female)	12
Junior Varsity	1	3
Ninth Grade	1	3
Cross Country	0	0
Basketball		
Varsity, JV, 9th	1	5
Volleyball		
Varsity, JV, 9th	1	4
Wrestling	1	3
Swimming	0	0
Tennis	0	0
Soccer	1	3
Spring Tennis	0	0
Track & Field		
Varsity, JV, 9th	1	3 Thurs and/or Fri 6 Saturday
	(1 must be a female for girls meets)	
Softball		
Varsity or JV	1 (only where needed)	1
Baseball		
Varsity or JV	1 (only where needed)	1
Golf	0	0

SPORT	TOTAL # OF M.S. CUSTODIANS	TOTAL # OF HOURS
Football		
Seventh	1	2
Eighth	1	2
Basketball		
Seventh	1	1.5
Eighth	1	1.5
Volleyball		
Seventh	1	1.5
Eighth	1	1.5
Soccer		
Seventh	1	1
Eighth	1	1

Requests for additional custodians (including justification for the request) must be submitted, in writing, to the Athletic Director prior to the athletic activity. If approved by the Athletic Director, these costs will be covered by the Athletic Department. The principal will be required to secure funding from sources other than the Athletic Department in cases where additional custodians are on duty (for an athletic activity) without prior approval from the Athletic Director. This statement is not intended to imply that payment to the employee will not be paid or that payment will be delayed but rather that the campus administrator did not comply with written guidelines and funding secured in cases where there is not prior approval from the Athletic Director.

Revised: July, 2011