

HEAD CARETAKER PRE-QUALIFYING TEST: REGISTRATION FORM

PRE-QUALIFYING TEST SESSION: FRIDAY March 15, 2013

LOCATION: St. Gabriel Catholic School
396 Spring Garden Ave. M2N 3H5

IMPORTANT NOTIFICATION: All candidates are required to bring in original certificates/transcripts to test site to be viewed by Human Resources. Only those candidates who have submitted an application to Human Resources and have received a confirmation will be permitted to write. No walk-in applicants will be permitted.

TIME: 12:45 p.m. (test will begin at 1:00 p.m. sharp)

Employees interested in pre-qualifying for Head Caretaker postings **must complete the pre-qualifying test(s). NO EXCEPTIONS WILL BE MADE.**

Please review the pre-qualifying process outlined on the back of the accompanying memo and registration form to ensure you are familiar with the details regarding the pre-qualifying process.

PLEASE PRINT:

Employee Name: _____

Current Position: _____

Current Work Location: _____

Seniority Date: _____ Phone Number (Day): _____

I am registering to write the following test(s) (**NOTE: if you are an Assistant Caretaker you must write both the General Head Caretaker test and the Head Caretaker Mechanical test. If you have a completed BESII certificate, you may also register to write the Head Caretaker BESII tests**):

A Part I: General Head Caretaker test
Part II: Head Caretaker Mechanical test (A copy of Heating 701 certificate/transcript OR Building Operator certificate/transcript to be attached to the registration form) ORIGINAL TO BE SEEN

- OR -

B Part I: General Head Caretaker test
Part II: Head Caretaker BESII Mechanical test. (A copy of BESII certificate/final transcript to be attached to the registration form) ORIGINAL TO BE SEEN

Completed registration forms must be returned to the Human Resources Department, attention Amy Gatto, Sr. Manager of Support Services, no later than Wednesday, March 6, 2013.

PLEASE NOTE: Due to problems in reading transcripts that are sent to us via fax, we request that you forward photocopies of your transcripts via Board courier or walk-in. All candidates are required to bring in original certificates/transcripts to test site to be viewed by Human Resources.

PLEASE NOTE: Only employees who have successfully pre-qualified for a position of Head Caretaker may bid, and be considered, for any future Head Caretaker positions. It is, therefore, important that employees who meet the pre-requisites for a Head Caretaker position register for the pre-qualifying tests.

PLEASE NOTE: The minimum basic requirement for an employee to be eligible to bid on a Head Caretaker position is a minimum of three years Caretaking experience with the Board.

FURTHER COMMUNICATION CONFIRMING YOUR ELIGIBILITY TO WRITE THE TEST WILL BE SENT VIA EMAIL TO YOUR BOARD EMAIL ACCOUNT. PLEASE ENSURE THAT YOU CHECK YOUR EMAIL ON A REGULAR BASIS.

Employee Signature

Date

HEAD CARETAKER PRE-QUALIFYING TEST PROCESS

Appendix C of the collective agreement between CUPE Local 1280 and the Board states that "Pre-qualified List A and Pre-qualified List B shall be such list of bargaining unit members that have pre-qualified, by such selection process that may be in effect from time to time, for posted Head Caretaker vacancies in Category A and Category B schools respectively." The Operations Department and CUPE Local 1280 have agreed on the following pre-qualifying process.

Employees wishing to pre-qualify for a Head Caretaker posting will be required to write pre-qualifying test(s). No exceptions will be made. Testing will occur approximately every six months.

Tests will be based on the Seneca College Heating 701 course and/or the Seneca College BESII course manuals, and/or the current Head Caretaker Manual.

There are four separate tests (see registration form). **Please review the following points carefully:**

- Assistant Caretakers registering to write the pre-qualifying test(s) will be required to write 2 tests:
 - A) 1) General Head Caretaker test
 - 2) Head Caretaker Mechanical test (Employee must attach copy of Heating 701 certificate OR Building Operator certificate to the registration form)

OR

 - B) 1) General Head Caretaker BESII test
 - 2) Head Caretaker BESII Mechanical test. (Employee must attach a copy of completed BESII certificate to the registration form)
- Head Caretakers currently in Category A schools (codes 1, 2, 3, 4, 5, and 6) registering to pre-qualify for Category B schools (codes 7, 8, 9 and 9+) will be required to write 2 tests:
 - 1) General Head Caretaker test
 - AND
 - 2) Head Caretaker Mechanical test.
- Head Caretakers currently in Category A schools who wish to pre-qualify for Category A or B schools requiring BESII will be required to write 2 tests.
 - 1) General Head Caretaker BESII test
 - AND
 - 2) Head Caretaker BESII Mechanical test. (Employee must attach a copy of completed BESII certificate to the registration form.)
- Head Caretakers currently in Category B schools who wish to pre-qualify for Category B schools requiring BESII will be required to write 2 test
 - 1) General Head Caretaker BESII test
 - AND
 - 2) Head Caretaker BESII Mechanical test. (Employee must attach a copy of completed BESII certificate to the registration form.)

The passing mark for all tests will be 65%. Employees must pass both tests to be short listed.

Employees will be advised of the results of their test scores by letter.

Employees will be eligible to re-write the test when the next test session is confirmed. However, each time an employee wishes to re-write the pre-qualifying test, they will need to register by the deadline date for that specific testing session. Human Resources will not keep lists of employees who do not pre-qualify or who wish to re-write.

If employees request to re-write the pre-qualifying test, the new test score will be the test score used from that point forward – even if it is lower than the previous test score.

If an employee's test results indicate that they have pre-qualified, their name, seniority date and the test results will be kept on a spreadsheet to be used when Head Caretaker positions are posted.

The pre-qualifying spreadsheet will be kept by the Human Resources department and is strictly confidential.

Employees' test results will be filed in the employee file within the Operations department and will be strictly confidential.

Pre-qualified employees will be short listed for 4 years following the date of the written test. Once the 4-year period expires, employees will be required to re-write the test(s).

Pre-qualified employees who bid on Head Caretaker positions will continue to be subject to the current posting/interview award process (seniority issues, any specific qualification/experience required as noted in the posting, successful positive recommendation from the SQS, test score, good attendance record, etc.)