



February 27, 2019

Dear Custodial Staff With Less Than 20 Years of Service and Casual Custodial Staff,

We are looking forward to assisting you in preparing for opportunities for future offers of employment. As we shared previously, the procurement process will ensure that we select a contractor who will offer custodial positions to 100% of the full time custodians with less than 20 years of service with ACPS if the contractor's hiring requirements are met. Beyond this, you may also find opportunities in another field within ACPS or perhaps another custodial position in a surrounding jurisdiction.

Our principals, the Department of Operations staff and the Department of Human Resources staff met on Friday, February 22, 2019 to discuss ways in which we can assist you during this transition. In addition to the January 10, January 16, and February 12 meetings that have been conducted, we will do the following:

- On March 8, 11, 12, 13 or 14, one of two teams of HR staff will meet with you at your school site. Your principal will schedule the meeting time with you. Members of the teams will be:
 - Team A: ThuHang Nguyen – Director of Compensation and Benefits
Sandra Hardeman – Director of Employee Relations
 - Team B: Betty Hobbs – Acting Chief Human Resources Officer
Jim Loomis – Director of Employment Services

During the meeting at your school site, feel free to bring your principal, EAA representative(s), family member(s) and/or other staff support from the school. We will ask each attendee you bring to sign a confidentiality statement since we would like to explain the calculation of funds for custodians eligible to receive severance packages and the Employee Assistance Program services.

Items we would like to discuss with you include the following additional supports:

- Employment with the new custodial contractor;
- Support offered through the Employee Assistance Program;
- Potential vacancies within ACPS that you are qualified to apply for; and
- Encouragement to apply for vacant positions for which you qualify or could possibly receive training to qualify. Please note: Full time employees who qualify and receive employment with another ACPS job will not qualify for the severance package.

- If you would like to learn about options to continue to work within ACPS, join us for the **Custodial Opportunity Fair on March 15, 2019 from 2:30 until 4:30 p.m. at Charles Barrett Elementary School in the Cafeteria.** Come to hear from staff and other invited guests about positions within ACPS that may be of interest to you, support with resume writing, opportunities through the Virginia Employment Commission and support from the Employee Assistance Program.

We look forward to meeting with you individually and seeing you at the March 15 Custodial Opportunity Fair if you choose to attend.

Sincerely,

A handwritten signature in cursive script, reading "Betty Hobbs", written in a reddish-brown ink.

Betty E. Hobbs, Ed.D.
Acting Chief Human Resources Officer