

PSE Request to Perform Bargaining Unit Work

Date: _____

To: Public School Employee Local Chapter

Cc: Director of Facilities/Maintenance

From: _____

(Personal Requesting Work To Be Released)

INSTRUCTIONS: This request to perform bargaining unit work is to be provided at least 30 days in advance for consideration.

Person(s) Performing Work:

Scope of Work: (Be specific: Include drawings, clean up plans, etc.)

Justification: Why this work cannot be accomplished by a regular school district work order.

Project Details:

State Date of Project:

Completion Date of Project:

Anticipated Cost of Project:

Funding Source:

Fiscal Accountability: Additional employee hours and materials shall be paid in the event Maintenance is required to assist in the project completion. This may include the expense of debris removal/clean up.

If additional work is required, the following account will be used

Result of Review by P.S.E Local Chapter:

Approved

Not Approved

Justification:

Need more information and clarification

Specify information needed:

Signatures:

Project Originator: _____

Building Principal Approval: _____

P.S.E. Representative: _____

Director of Facilities/Maintenance: _____

Affected P.S.E. Member: _____

Date Received by P.S.E. Chapter: _____