

A
Janitors

July 30, 1954

TO JANITORS:

The schools of Loudoun County will open on Tuesday, September 14, 1954.

The school board has provided that all janitors will be employed for 9½ months. The schools will close on June 9th and you will be on duty June 10th to clean up the building. Your year then should start on August 26, 1954.

Beginning on August 26, you will be expected to put in as much time on the average per day as you would normally give to your duties as janitor. Those on full time should be on hand each working day, those on part time may of course do all of the work in a less number of days by working full time.

One problem that especially gives concern is washing windows. We want this done. You will, however, please remember that you are under the direct supervision of the Principal, if available for giving you instructions. If the window washing can not be completed before schools open, it might be completed during the first week or so of school.

Although you are not on duty quite a fourth month in August, it is our plan to pay you one-fourth of your salary at the end of August and then pay for one-fourth month in June. Those of you who are both bus drivers and janitors will be paid only for the janitors' part until you start driving.

Janitors at the Loudoun County High School will have very little preliminary cleaning but will be expected to help with moving equipment.

Very sincerely yours,

O.L. Emerick

O.L. Emerick
Division Superintendent

OLE:b