



GENEVA COMMUNITY UNIT SCHOOL DISTRICT 304
FROM THE OFFICE OF HUMAN RESOURCES

TO: Board of Education
Dr. Kent Mutchler

FROM: Dr. Adam Law

RE: Operations and Maintenance Working Conditions Update

DATE: April 22, 2019

The Working Conditions Agreement between the Board of Education and Custodial, Grounds, Maintenance, and Security Staff expires on June 30, 2019. Leslie Juby, Taylor Egan, Dr. Dean Romano, Scott Ney and I have met on multiple occasions during the last several months with a group of Operations and Maintenance staff members –Dan Murray, Bob Wicks, Vince Martin, Ron Benedict, Kevin McLaughlin, Ken Blatz, Jim Johnson, and Wes Miller.

The purpose of these meetings was to listen and learn about the interests and concerns of O&M personnel; share a management perspective with O&M staff; review and revise, where necessary, the current Working Conditions Agreement; and contribute to the overall effectiveness and efficiency of the District 304 Facility and Operations Department.

An update on changes to the Working Conditions was discussed with the Board during closed session on Monday, April 8, 2019, and it is attached to this memo. I have also sent the Board a complete copy of the updated Custodians, Grounds, Maintenance, and Security Staff Working Conditions Agreement.

**District 304 Board/Administration/Facility Operations Department
Working Conditions Agreement
Summary of Changes**

Issue: Compensation

Resolution: Hourly rate increases for the length of the agreement:

2019-20	3%
2020-21	3%
2021-22	3%

*On-call custodian: \$0.50 adjustment for 2019-2020 (from \$12.50 to \$13.00) and then annual percentage increase thereafter in order to be on track for the \$15.00/hour minimum wage requirement.

Establish a system for professional development that includes salary increases for staff who achieve new certifications in areas that benefit the district.

Issue: Seniority

Resolution: The job category of “skilled maintenance” was added in order to differentiate employees who work in positions requiring advanced training in HVAC, plumbing, technology, etc., from employees who work on general maintenance. In the event of a reduction in force, having this new job category would prevent a skilled maintenance employee with less years of seniority from being terminated and replaced by a general maintenance employee with more years of seniority.

Also, language was added to allow for employees moving from the category of “custodian/grounds” to “maintenance” or “skilled maintenance” to retain their years of seniority in the “custodian/grounds” category in addition to accruing years of seniority in the job category to which they moved.

Issue: Breaks

Resolution: In order have consistency with Educational Support Staff, the two paid 10-minute breaks per day for Custodian, Grounds, Maintenance and Security staff will be changed to two paid 15-minute breaks per day.

Issue: Mileage Reimbursement

Resolution: Language in the Agreement will be modified to reflect the use of Google maps instead of Yahoo maps as an attachment for mileage reimbursement requests.

Issue: Merit Pay

Resolution: Language in the Agreement regarding the merit pay program will be removed. The program was found to be overly subjective and difficult to accurately and consistently implement.

Issue: Discipline

Resolution: Language in the Working Agreement will reflect that any theft of equipment, supplies, or monetary funds – regardless of whether or not those items are property of the District – can be grounds for immediate dismissal.

Issue: Vacant Positions

Resolution: Language in the Agreement will be modified to reflect that available positions will be awarded based primarily on experience and/or qualifications, with seniority within the District included as a consideration in the final determination.

Issue: Sick/Personal Time

Resolution: Language will be added to the Agreement regarding absenteeism and that progressive discipline may be used with employees who abuse the time off benefit provided by the District. The language on absenteeism is consistent with the language in the Working Agreement for Educational Support Staff.

Additionally, employees who call in sick will be required to give the reason for needing a sick day.

Issue: Vacation

Resolution: Vacation usage will be limited to three (3) consecutive work weeks based on staffing levels without special approval by the Director of Facility Operations.

Issue: Blackout Dates

Resolution: The following language will be added to the Working Agreement:

Personal and Vacations Days are subject to Blackout Dates that include the week prior to the start of the school year, winter weather days requiring snow crew attendance, and OSHA training.

Issue: Clothing

Resolution: The following language will be added to the Working Agreement:

All staff members are required to wear appropriate attire as directed to provide both protection in compliance with OSHA standards, such as protective footwear and jeans, and visual designation as a District employee.

Issue: Music

Resolution: The following language will be added to the Working Agreement:

Listening to audible programming is limited to appropriate and non-offensive content at a volume that does not exceed the work area being maintained. Volume should be maintained at a level that does not interfere with surrounding spaces or inhibit announcements or safety warnings.