

Geneva Community Unit School  
District 304



Working Conditions Agreement  
Custodians, Grounds, Maintenance,  
and Security Staff

July 1, 2013- June 30, 2016

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## I. RECOGNITION

- A. This Working Agreement was entered into as of May 28, 2013, between the Board of Education of School District 304, herein referred to as the “Board” and the Custodial, Grounds, Maintenance and Security personnel, hereinafter called “Staff”.
- B. The primary responsibility of the Board is to educate students. While Staff is not directly responsible for the teaching of students, maintaining a clean, healthy, and functional school environment contributes to an effective education program. To that end, Staff plays an important and vital role in supporting the educational program of the District.
- C. The Board is legally responsible for the determination of all policies and actions relating to the operation of the schools. The rules in this Working Agreement amplify Board policies that are contained in the Board of Education Policy Manual ([www.geneva304.org](http://www.geneva304.org)).
- D. The Superintendent of Schools delegates to the Assistant Superintendent-Business Services authority for the supervision of Staff covered by this Working Agreement. The Assistant Superintendent-Business Services, in turn, delegates to the Director of Facility Operations authority for the supervision of Staff covered by this Working Agreement.
- E. The Director of Facility Operations is delegated authority for maintaining the efficiency of work and enhancing the skills and capacities of employees by promoting good procedures and maintaining a program of in-service training.
- F. A meaningful relationship between the Staff and administrators/supervisors is an important element in the successful operation of a school district. Open dialogue regarding school operations is encouraged throughout the school year. It is the responsibility of each employee to communicate ideas for school improvement or problems/concerns to his/her immediate supervisor. In the event that a problem or concern remains unresolved after consultation with the immediate supervisor, the employee should bring the matter to the attention of the Director of Facility Operations. If the problem/concern is still not resolved at the Director of Facility Operations level, the chain of command outlined in the Appeal of Disciplinary Action section of this Working Agreement should be followed.
- G. The parties understand and agree that the management of the schools in District 304, control of the premises, and the direction of the working force are vested exclusively in the Board and include, but are not limited to, the following:
  - 1. the right to select, hire, transfer, promote, assign, and supervise employees;
  - 2. to suspend, discharge, and discipline employees for just cause;

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3. to determine and change starting times, breaks & lunch times, quitting times, shifts, and the number of hours to be worked by employees;
4. to determine staffing patterns, including, but not limited to, the assignment of employees as to numbers employed, duties to be performed, qualifications required, and areas worked;
5. to make reasonable rules and regulations with respect to employees covered by this Working Agreement;
6. to determine policies and procedures with respect to the establishment, management, and conduct of its schools;
7. to determine or change the methods and means by which its operations are to be carried on;
8. to carry out all ordinary functions of management whether or not exercised by the Board prior to the execution of this Working Agreement.

## **II. SENIORITY, EMPLOYEE LAYOFFS, AND PROBATIONARY PERIOD**

### **A. District Seniority**

1. Seniority shall be defined as the length of an employee's continuous service in the District in a specific job category - custodian/grounds, maintenance, and security. Accumulation of seniority shall begin on the employee's first day on the job (hire date). In the event that two or more employees have the same hire date, position on the seniority list shall be determined by the toss of coin.
2. The District will prepare and maintain a seniority list each year. The list will include the employee's name, job category, building assignment, and hire date. An employee may request a copy of the seniority list at any time.
3. An employee will lose seniority in the event of resignation, dismissal for cause, retirement, or being on layoff for more than one year. Absence due to a qualifying medical condition (Family Medical Leave) or eligibility for Workers' Compensation shall not terminate seniority.

### **B. Employee Lay Offs**

1. In the event that the Board determines to reduce the number of custodial, grounds, maintenance, and/or security staff positions in the District due to a lack of funds or a lack of work, the Administration will use the following layoff/recall procedures:

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- a. Employees will be laid off in the inverse order of their seniority within their respective job category: custodian/grounds, maintenance, or security.
- b. Part-time employees will be dismissed before any full-time employees.
- c. An employee who is laid off will retain his/her right to recall for one calendar year from the date he/she was released.
- d. If a vacancy occurs within the job category within one calendar year, the laid off employee with the highest seniority will be offered the position. If the position is declined, the District will not be obligated to offer employment if another position within that job category becomes available at a later time.

C. Probationary Period

1. New employees will serve a probationary period of one calendar year (365 days) beginning on the employee's first day on the job (hire date). Work demands vary depending on the time of the school year. The purpose of a one year probationary period is to provide the District with the opportunity to assess job performance throughout the entire school year.
2. During the probationary period, an employee may be subject to immediate job dismissal due to unsatisfactory work performance.

**III. WORK WEEK/DAY**

- A. The work week is designated as Sunday - Saturday.
- B. All employees will use the time card system designated by the District (the use of time cards will be suspended for the first six months of the 2013/2014 school year in order to allow a group of Operations staff the opportunity to study alternative time tracking methods. Time cards must still be used to track overtime.)
- C. Work assignments for an eight (8) hour shift will include an unpaid lunch break of one-half (1/2) hour and two (2) ten-minute breaks in a period of eight and one-half (8-1/2) consecutive hours. The first break will be taken two (2) hours after the start of the shift. The second 10-minute break will be taken approximately two hours after the lunch break concludes. Break times depend upon the established start time of the employee's shift. Lunch break times will be determined by the Head Custodian in each building, after discussion with building staff or the employees. Lunch break times will be determined by the Grounds and Maintenance Supervisor, after discussion with employees in that job category. A lunch schedule will be posted by each time clock.
- D. Work hours will be posted next to the time clocks; any deviation from the scheduled work day must be approved by the Director of Facility Operations.
- E. Each spring, the Director of Facility Operations will designate when summer work hours will begin and end.

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Twelve-month employees have the option of working nine (9) hour days Monday through Thursday and four (4) hours on Friday or they may work five (5) eight (8) hour days. Shift hours for each option are:

Monday – Thursday	6:00 a.m. - 3:30 p.m.
Friday	6:00 a.m. - 10:00 a.m.
	or
Monday – Fridays	6:00 a.m. - 2:30 p.m.

For safety reasons, there must be a minimum of two Operations staff working in each building during each shift. In the event one employee of a two-person shift is unable to come to work, the second employee must be willing to travel to another building to complete the shift.

There will be no second shift at the elementary level during summer hours. There will be two shifts at the high school. Middle school custodial staff will work first shift except for four custodians who may work second shift to do team cleaning in both buildings. Hours for this shift will be 1:00 p.m. - 10:30 p.m. Monday – Thursdays and 1:00 – 5:00 p.m. on Fridays. Second shift positions at the middle school level are available based on seniority. The Director of Facility Operations or designee will establish a process each spring to staff the four second shift middle school positions.

- F. The administration will not alter work hours without a fourteen (14) day notice, unless emergency conditions dictate otherwise.

#### IV. COMPENSATION

- A. The salary matrix in the appendix (b) will all apply to all Staff covered under this Working Agreement.
- B. The pay date schedule period will be published annually by June 1; the current pay system is bi-weekly (every other Friday).
- C. When an employee is called for jury duty, the amount received for mileage reimbursement may be retained by the employee. The amount received for the daily per-diem, as determined by the appropriate judicial authority, must be forwarded to the District. If the daily per-diem is not forwarded to the District, the employee will not receive his/her regularly scheduled District-paid compensation while subject to jury service.
- D. All overtime shall be approved by the Director of Facility Operations and/or his/her designee:

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1. All overtime will be paid according to the regulations established by the Illinois Department of Labor - Minimum Wage Law, with the exception of holidays and approved vacation days.
2. Overtime rates shall be one and one-half (1 ½) times the regular rate.
3. Hours worked on Sunday shall be paid at two (2) times the regular rate.
4. Hours worked on a paid holiday that falls on a Monday through Friday shall be paid at one and one-half (1 ½) times the regular rate in addition to the holiday pay.
5. Hours worked on a paid holiday that falls on a Saturday or Sunday (e.g. July 4<sup>th</sup>, Christmas Eve, Christmas Day, New Years Eve, New Years Day) will be paid at two (2) times the regular rate.
6. Snow removal crews: see overtime rules under Emergency Weather / Snow Day attendance.
7. Employees performing scheduled building check will be reimbursed for mileage at the published IRS rate. Mileage for travel to the building location and the return trip home must be recorded and turned in on a mileage reimbursement form to receive reimbursement.
8. Any unscheduled event or activity requiring an employee to return to work after completion of a regular work shift is defined as a call back. Minimum call back will be two (2) hours overtime as defined above. Any scheduled event or activity will be paid at the time and one-half rate on Saturday and double time on Sunday.

E. Seasonal (summer, winter or spring break) will:

1. Not receive employee benefits
2. Not be paid for holidays
3. Work the hours designated by the Director of Facility Operations
4. Be compensated at a rate to be determined by the Director of Facility Operations in consultation with the Assistant Superintendent-Business Services, but no higher than the hourly rate of a beginning day custodian.

F. When an employee is transferred to a labor grade or position for which a lower hourly rate is paid, the administration shall reduce the employee's hourly rate to the hourly rate of the position to which the employee is transferred. When an employee is transferred to a labor grade or position for which a higher hourly rate is paid, the administration shall increase the employee's hourly rate to the hourly rate of the position to which the employee is transferred.

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- G. The District will maintain a group of on call custodians and grounds personnel available to substitute on a daily basis. Substitutes will not accrue seniority and will be paid at a daily rate not higher than the rate paid to beginning rate in their respective job categories.

## V. PERFORMANCE EVALUATION

- A. It is the practice of the Board to encourage and recognize good performance whenever possible, but particularly through the formal performance evaluation process.
- B. During the first year of employment, the employee will be evaluated prior to the end of the probationary period. Beginning with the second year of employment, performance reviews will occur between March and June of each school year.
- C. The Evaluation Report may include written comments from the building principal.
- D. The performance evaluation process will be used to determine placement on the salary matrix. Receiving three (3) or more unsatisfactory ratings on the Evaluation Report will result in the employee not advancing on the salary schedule.
- E. The employee will sign the Evaluation Report after a meeting with the immediate supervisor; the employee signature does not indicate agreement or non-agreement with the written evaluation, but indicates that the supervisor reviewed the report with the employee.
- F. The employee may submit a written response to the Evaluation Report to the Assistant Superintendent-Human Resources within ten (10) of the date that the Evaluation Report is signed by the employee.
- G. The employee will receive a copy of the Evaluation Report at the time the employee signs the report.
- H. The employee is entitled to view his/her personnel file during normal business hours by contacting the Assistant Superintendent - Human Resources.

## VI. DISCIPLINE PROCEDURES

- A. The purpose of these procedures is to provide for the fair and consistent treatment of all Staff.
- B. The Board expects all Staff to give reasonable and productive effort on the job whenever they are being paid by the District. Staff are required to follow all Board policies and administrative guidelines, adhere to the appropriate job description, and

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observe good safety practices at all times, including the responsible use of all District property.

- C. After the employee has completed the probationary period, discipline or dismissal of an employee shall follow the procedures outlined in this section of the Working Agreement.
- D. The Board shall maintain its performance standards through corrective and progressive discipline, except for gross misconduct (defined on page 8), and follow the steps outlined below.
  - 1. Verbal Warning
  - 2. Written Reprimand
  - 3. Suspension With or Without Pay
  - 4. Dismissal
- E. When, in the judgment of the administration, the circumstances of a particular case and/or the seriousness of a particular offense make the application of Corrective and Progressive discipline inappropriate (such as gross misconduct), the appropriate disciplinary step to be used will be determined by the Administration.
- F. Before an employee is disciplined, the Administration shall conduct an investigation to determine the facts in the matter. The employee shall be given the opportunity, in a pre-disciplinary conference, to provide his or her explanation of his/her conduct. The Superintendent, or designee, may suspend an employee with pay while the matter is being investigated.
- G. An employee shall be entitled to invite a Staff member and/or legal counsel to attend any conference with an administrator to discuss the disciplinary action. Copies of all disciplinary action will be provided to the employee within five (5) working days of the conference with the supervisor to discuss the disciplinary matter.
- H. Disciplinary action shall not be made public except where expressly required by statute.
- I. Employees may be subject to immediate dismissal for the following reasons (gross misconduct):
  - 1. An employee who receives three (3) Employee Discipline Reports during a twelve (12) month period.
  - 2. Gross insubordination will be defined as, but not limited to, the following: an employee's willful disregard for a supervisor's direct order; inappropriate language; employee is disrespectful to supervisory staff.

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3. Engaging in inappropriate behavior with students, other staff, parents, and visitors of the District, including, but not limited to, harassment (Board Policy #4362) and threatening behavior (Board Policy #4362.01).
4. Possession and/or consumption of any controlled substance, including alcohol, on District property, as defined in Board Policy # 4122.01. Coming to work under the influence of any controlled substance, including alcohol, as defined in Board Policy #4122.01. When an employee is suspected of possession, consumption, or being under the influence of alcohol or a controlled substance while on District premises or while performing work for the District, the employee may be subject to an immediate drug/alcohol screen at an accredited medical clinic upon the authorization of the Assistant Superintendent-Human Resources or designee.
5. Possession of any firearms or explosives on District property.
6. Revealing any District confidential information (including but not limited to student records or a staff personnel file, confidential correspondence) to any unauthorized individual.
7. Misconduct outside the District which affects the employee's ability to work effectively, upon reviewing the circumstances of each situation.
8. Falsification of records (including but not limited to applications, time-cards, building check forms, evaluation reports, and employee disciplinary reports).
9. Leaving the assigned building/work areas knowingly without permission of a supervisor.
10. Misuse of the District computer network including unauthorized use during work time.
11. Theft of District equipment, supplies, or monetary funds.

## **VII. APPEAL OF A DISCIPLINARY ACTION**

- A. Within five (5) work days of disciplinary action (e.g. verbal warning, receipt of written reprimand, suspension with pay, suspension without pay, and/or recommendation for dismissal, the employee can appeal the disciplinary decision using the following chain of command:
  1. Director of Facility Operations
  2. Assistant Superintendent - Business Services
  3. Assistant Superintendent - Human Resources
  4. Superintendent of Schools
  5. Board of Education

- B. Upon receipt of the notice to appeal, the appropriate administrator will meet with the employee and render a decision within five (5) work days after the meeting.
- C. When the employee is required to appear before the Board concerning any matter which is disciplinary in nature, or which could adversely affect the continuation of that employee in his/her position of employment, or his/her salary, or any salary pertaining thereto, the employee shall be given 72 (seventy two) hours prior written notice of the reasons for such a meeting and shall be entitled to invite a Staff member and/or legal counsel to the meeting with the Board.

## VIII. POSITION VACANCY

- A. Position vacancies will be posted next to the time clocks.
- B. All staff may apply for the vacancy; the application form must be returned to the office of the Director of Facility Operations within seventy-two (72) hours of its posting.
- C. The position will be awarded based on seniority and/or qualifications.
  - 1. Internal candidates who are not selected will be notified by the Director of Facility Operations as to the reason the employee was not selected.
- D. The salary rate for the position will be based on the current salary matrix; if a 2<sup>nd</sup> shift employee is selected for a 1<sup>st</sup> shift position the salary differential will be deducted prior to placement on the salary matrix.
- E. The transfer will be made as soon as practical.
- F. The administration reserves the right to transfer employees when it is operationally in the best interest of the District.

## IX. PAID TIME OFF

- A. Sick Leave
  - 1. Maintaining good attendance is a condition of employment and an essential function of the job. To minimize hardships that may result from illness or injury, the District provides paid sick leave benefits.
  - 2. Twelve (12) month employees will receive paid sick leave at the rate of one (1) day per month (12 per fiscal year). Nine (9) month employees will receive ten (10) paid sick leave days each fiscal year.

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3. Sick leave is defined as time away from work for personal illness, quarantine at home, or serious illness or death in the immediate family or household, or birth, adoption, or placement for adoption. Immediate family is parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, and legal guardians.
4. When an absence from work as defined above is necessary, employees are expected to use sick leave days appropriately. Ordinarily, there will be up to a five (5) day limit for sick leave taken for a death in the immediate family.
5. A physician's certificate is required after three (3) consecutive days of absence for personal illness or as it may be deemed necessary by the Director of Facility Operations when an employee's attendance is unsatisfactory.
6. Sick leave taken on a repeated/habitual basis may be viewed as an abuse of the system. The following absences will be considered abuses of sick leave subjecting employees to corrective and progressive discipline:
  - a. Repeated absences on a Friday and/or a Monday
  - b. Repeated absences preceding or following paid holidays or vacations
  - c. Repeated absences to cover tardiness at the start of a shift
  - d. Exhausting available sick leave for two or more consecutive fiscal years
  - e. Repeated unexcused absences
7. Sick leave may be accumulated in accordance with Illinois Municipal Retirement Fund (IMRF) rules & regulations for retirement purposes. Unused sick leave days at the end of the fiscal year in June carry forward to the next fiscal year starting on July 1. Upon leaving the District, unused sick leave will be reported to the Illinois Municipal Retirement Fund.
8. All employees must call the Facilities Office to report sick time. Custodians & Grounds staff must call (630) 463-3090; Maintenance staff must call (630) 463-3027 and Security staff must call (630) 463-3020. Failure to call by the following times may be subjected to disciplinary action:
  - a. Day shift employees must call by 6:00 a.m.
  - b. 2nd shift employees must call by noon

C. Holidays

1. The following are paid days off:

New Year's Eve Day	Labor Day
New Year's Day	Columbus Day
Martin Luther King Day	Thanksgiving Day
President's Day	Thanksgiving Friday
Good Friday	Christmas Eve Day
Memorial Day	Christmas Day
Fourth of July	

2. Any administrative/Board approved holiday days of convenience will be afforded to all employees covered under this Working Agreement.

D. Personal Business Leave

1. Personal business leave will be paid at completed years of service, in accordance with the following schedule:

Completed years of service	Personal Days
0 - 4 years	2 days
5 - 9 years	3 days
10 + years	4 days

2. During the first year of employment personal business leave will be prorated from the first day of employment until July 1.
3. Unused personal business leave will convert to sick leave at the end of the fiscal year.
4. Personal business leave shall not be used for the purpose of secondary employment, recreational (extended) weekends or for recreational purposes in general, or for the purpose of extending vacation or holiday periods. Personal business leave can be used to conduct legal business, observe religious holidays, attend funerals not covered by sick leave, or attend to family matters (e.g., weddings, graduations, taking a child to college). Personal business leave need not be used when an employee is called to jury duty.
5. Staff should request personal leave by using the appropriate form supplied by the Office of Human Resources. When possible, the personal business leave request form should be submitted no less than two days in advance of the absence. The form should be submitted to the Office of Facility Operations.

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6. Staff requesting personal leave need not detail a specific reason for the request unless the personal day requested is adjacent to a holiday, a vacation or sick day, or for two or more consecutive days. If the personal leave request is adjacent to a holiday (e.g. the Friday before Labor Day, the Tuesday after President's Day), a vacation or sick day, or for two or more consecutive days, the employee requesting personal leave must attach a written reason to the personal leave form.
7. All personal business leave requests are subject to review and final approval by the Director of Facility Operations and the Assistant Superintendent-Human Resources. Staff should not assume approval of a personal business leave request if it meets one of the criteria in paragraph #6. Each request will be reviewed on a case-by-case basis and must be of an emergency or unique nature before approval is given.
8. Ordinarily, personal business leave must be exhausted before work days without pay will be granted.

E. Vacation

1. Vacation is earned from the first day of employment at the rate of .83 days per month.
2. Vacation is posted and available as of July 1.
3. Vacation earned in one fiscal year is available for use in the following fiscal year.
4. Vacation is earned in accordance with the following schedule:

<b>Completed years of service</b>	<b>Vacation days</b>
1 to 3 years	10 days
4 to 9 years	15 days
10 to 15 years	17 days
16 to 19 years	20 days
20 + years	22 days
Employees who were eligible for vacation days that exceeded the above schedule will continue to be grandfathered at either 23, 24, or 25 days.	

5. Vacation days must be approved at least two weeks in advanced by the immediate supervisor and District level supervisor.
6. No more than two (2) custodians at an elementary building and/or middle school can be on vacation at the same time during the school year.
7. No more than four (4) high school custodians may be on vacation at the same time.

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8. Maintenance and grounds must have two staff available at all times.

## **X. BENEFITS**

### **A. Health Insurance**

1. The District will provide health insurance coverage for those employees who are 12 month employees and work on average 30 hours or more per week in a fiscal year.
2. Starting in the 2013/2014 year (September 1, 2013), the Board will pay 95% of the monthly insurance premium for single coverage and the employee will pay 5% of the monthly insurance coverage premium for single coverage. For family coverage, the Board will use the following methodology to determine the monthly insurance coverage premium: Total cost of family insurance minus 95% of the monthly insurance premium for single coverage. The balance is then split in the following manner: the Board pays 60% of the balance; the employee pays 40% of the balance.

### **B. Dental Insurance**

1. The District will provide dental insurance coverage for those employees who are 12 month employees and work on average 30 hours or more per week in a fiscal year.
2. Contributions toward single or family dental insurance will be in accordance with the dental insurance contributions outlined in the negotiated teachers' agreement.

### **C. Life Insurance**

1. The District will provide a \$50,000 group term life insurance for those employees who are 12 month employees and work on average 30 hours or more per week in a fiscal year.
2. Additional life insurance coverage is available for employees who choose to purchase additional life insurance.

### **D. Retirement Benefit**

1. All 12 month staff covered under this Working Conditions Agreement, who have worked continuously for the District for a minimum of ten (10) years, and who have reached or exceeded the age of fifty-five (55) shall receive one-twelfth of the last year's annual salary in a post-retirement lump sum.

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2. In order to properly process the retirement notification, the Assistant Superintendent – Human Resources should be notified at least three months prior to the effective date of retirement.

## **XI. MISCELLANEOUS**

- A. There will be representation from the Staff covered by the Working Agreement on the District Insurance Committee.
- B. The Assistant Superintendent-Business Services, the Assistant Superintendent-Human Resources, and the Director of Facility Operations will meet at least four times a year (quarterly) with a custodian from the elementary level, middle school level, and the high school level, a member of the grounds staff, a member of the maintenance staff, and a member of the security staff to discuss the operation of this Working Agreement and other matters related to the safe and efficient operation of the District.
- C. Staff Training
  1. The Director of Facility Operations will authorize and coordinate all Staff training activities in the District.
  2. All staff will participate in the mandatory OSHA training; failure to participate may result in a disciplinary form.
  3. OSHA training will be scheduled at a time when school is not in session.
  4. The District will provide training during the regular work day to Staff on work-related topics that will increase productivity and enhance the skills of individual staff members. Occasionally, the District will pay for training for individual staff members when the training is essential to the safe and efficient operation of the school district.
- D. Personal vehicles may not be used for work purposes unless approved in advance by the Director of Facility Operations. If an employee is authorized to use their personal vehicle for work purposes, the employee will receive reimbursement for miles driven based on the published rate for mileage reimbursement ([www.gsa.gov](http://www.gsa.gov)).
- E. Emergency Weather/Snow Day Attendance
  1. In the event that weather conditions force the cancellation of school, it is expected that all Staff covered by this working conditions agreement will make a good faith effort to come to work and arrive at their scheduled start time.

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2. Staff arriving late to work (within two hours of their regularly scheduled start time) due to weather conditions will be paid for the full day.
3. Staff must work a minimum of six hours and must work until their regular end time to qualify for a full day's pay.
4. The following options are available to Staff choosing not to come to work during an emergency weather day:
  - a. Use of a vacation day
  - b. Use of a personal business day
  - c. Elect to take a pay dock
5. Snow Removal Crews:
  - a. Snow removal crews will be paid 1 ½ times the regular hourly rate for the hours worked prior to the start of the regular work day.
  - b. To qualify for the 1 ½ times the regular hourly rate, the employee must work the full regular work day.
  - c. Individuals on snow removal crews called in on the weekend or holidays will be offered mileage at the published IRS rate. Mileage for travel to the building location and the return trip home must be recorded and turned in on a mileage reimbursement form to receive reimbursement.

F. Unsafe and Hazardous Working Conditions

1. Employees are responsible for performing their duties in a safe manner.
2. All staff will use the required safety and protective equipment provided by the District. Employees who fail to use the safety and protective equipment will be subject to disciplinary action.
3. Failure by District personnel to provide safety and protective equipment should be reported to the Assistant Superintendent – Business Services immediately.
4. Portable Stage Platforms (4' x 8' wood) and pianos are to remain at their respective buildings as they are not to be transported by District personnel.
5. Employees, who encounter conditions which are likely to endanger their health and or safety, shall promptly report the condition to the Director of Facility Operations. The Director of Facility Operations shall promptly investigate the complaint and attempt to remedy the condition if it is determined the condition may endanger the employee's health/safety. Employees are responsible to perform their duties in a safe method and with safe equipment.

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6. Contaminated Areas - No employee will be required to enter a contaminated area but, if for any reason an employee must enter a contaminated area, his or her protection must be in compliance with Section IV of the Operations and Maintenance Plan of the Asbestos Management Plan for Geneva School District 304, Geneva, IL.
7. Bomb Threats - No employee will be required to participate in the search process for any explosive device in any Geneva School District 304 building. This task shall be performed by the proper law enforcement agencies of Kane County.

#### G. Cell Phones

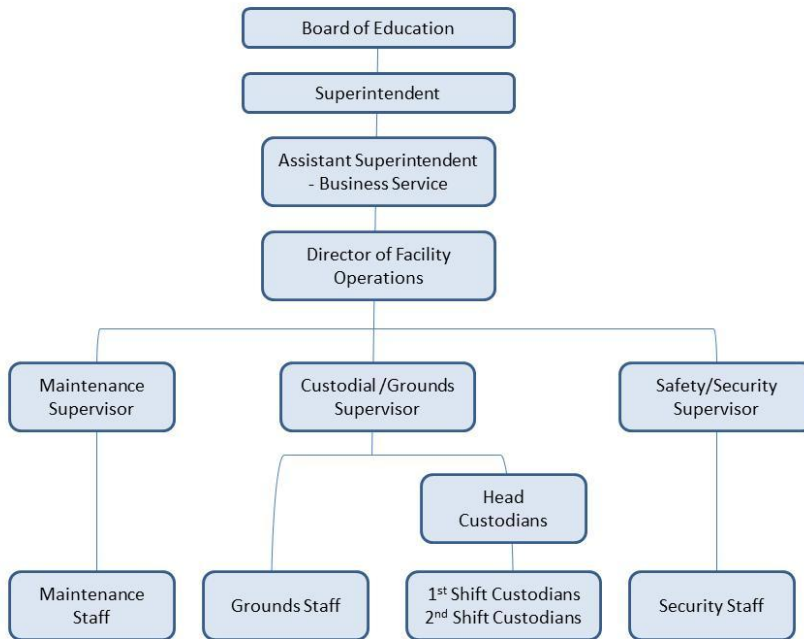
1. All employees must carry their District-issued wireless communication device (WCD) which is fully charged and turned on when on duty. Second shift Custodians at the elementary and middle schools will carry the District- issued WCD on a rotating basis. These phones are issued to employees to facilitate communication between co-workers if and when needed. At no time are employees allowed to use a hands free head set or intercom type device while at work. Personal calls on District-issued WCDs are not appropriate unless it is an emergency. Personal WCDs are only allowed to be used during breaks or in the event of an emergency. For more information about WCD use, refer to Board Policy 7530.01.

#### H. Clothing

1. All staff members will wear their uniform shirts and identification badges when on duty year round. Staff members are permitted to wear school spirit wear on Fridays only. Custodial and Maintenance employees will be provided five (5) work shirts at District expense. If shirts become unfit for District representation, they are to be turned in to the Supervisor and replacement shirt(s) will be provided at District expense.

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Organization Chart  
Custodians, Grounds, Maintenance, and Security Staff



**Geneva Community Unit School District 304 - Proposed 2013-2014**

**Custodial, Maintenance, Grounds and Security Salary Schedule**

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Day Custodians	13.14	13.39	13.64	13.90	14.17	14.44	14.71	14.99	15.27	15.56	15.86	16.16	16.47	16.78	17.10	17.43
2nd Shift Custodians	13.33	13.58	13.84	14.11	14.37	14.65	14.92	15.21	15.50	15.79	16.09	16.40	16.71	17.03	17.35	17.68
Head Elementary Custodian	14.28	14.55	14.83	15.11	15.40	15.69	15.99	16.29	16.60	16.92	17.24	17.57	17.90	18.24	18.59	18.94
Head Middle School Custodian	14.34	14.62	14.88	15.15	15.42	15.70	15.98	16.27	16.56	16.86	17.16	17.50	17.85	18.21	18.58	18.95
Head High School Custodian	14.39	14.67	14.95	15.23	15.52	15.81	16.11	16.42	16.73	17.05	17.37	17.70	18.04	18.38	18.73	19.09
2nd Shift High School Head Custodian	14.59	14.86	15.14	15.43	15.73	16.02	16.33	16.64	16.96	17.28	17.61	17.94	18.28	18.63	18.98	19.34
Maintenance	17.10	17.42	17.75	18.09	18.43	18.78	19.14	19.51	19.88	20.25	20.64	21.03	21.43	21.84	22.25	22.68
Security	13.67	13.93	14.19	14.46	14.74	15.02	15.30	15.59	15.89	16.19	16.50	16.81	17.13	17.46	17.79	18.13
Grounds	13.67	13.93	14.19	14.46	14.74	15.02	15.30	15.59	15.89	16.19	16.50	16.81	17.13	17.46	17.79	18.13

**Geneva Community Unit School District 304 - Proposed 2014-2015**

**Custodial, Maintenance, Grounds and Security Salary Schedule**

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Day Custodians	13.22	13.47	13.73	13.99	14.25	14.52	14.80	15.08	15.37	15.66	15.96	16.26	16.57	16.88	17.20	17.53
2nd Shift Custodians	13.41	13.66	13.92	14.19	14.46	14.73	15.01	15.30	15.59	15.89	16.19	16.49	16.81	17.13	17.45	17.78
Head Elementary Custodian	14.37	14.64	14.92	15.20	15.49	15.78	16.08	16.39	16.70	17.02	17.34	17.67	18.01	18.35	18.70	19.05
Head Middle School Custodian	14.43	14.70	14.96	15.23	15.51	15.79	16.07	16.36	16.66	16.96	17.26	17.61	17.96	18.32	18.68	19.06
Head High School Custodian	14.48	14.75	15.03	15.32	15.61	15.90	16.21	16.51	16.83	17.15	17.47	17.81	18.14	18.49	18.84	19.20
2nd Shift High School Head Custodian	14.68	14.96	15.24	15.53	15.83	16.13	16.43	16.74	17.06	17.39	17.72	18.05	18.40	18.75	19.10	19.47
Maintenance	17.20	17.53	17.86	18.20	18.55	18.90	19.26	19.63	20.00	20.38	20.77	21.16	21.56	21.97	22.39	22.81
Security	13.75	14.01	14.28	14.55	14.83	15.11	15.40	15.69	15.99	16.29	16.60	16.92	17.24	17.56	17.90	18.24
Grounds	13.75	14.01	14.28	14.55	14.83	15.11	15.40	15.69	15.99	16.29	16.60	16.92	17.24	17.56	17.90	18.24