



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

TO: Board of Education
Dr. Andy Barrett, Superintendent

FROM: Dr. Adam Law, Assistant Superintendent of Human Resources

RE: Operations and Maintenance Working Conditions Update

DATE: April 28, 2025

The Working Conditions Agreement between the Board of Education and Custodial, Grounds, Maintenance, and Security Staff expires on June 30, 2025. During the last five months, Dan Choi, Paul Radlinski, Dr. Andy Barrett, Todd Latham, Jeff Daurer and I met on multiple occasions with a representative group of Operations and Maintenance staff members to discuss potential changes to working conditions and compensation in the Agreement.

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.

Proposed changes to the Working Conditions Agreement were discussed with the Board during closed session on Monday, April 14, 2025, and are attached to this memo. I also sent the Board a complete copy of the updated Custodians, Grounds, Maintenance, and Security Staff Working Conditions Agreement. Approval is recommended at the Board meeting on April 28, 2025.

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

Issue: Compensation

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

Year One (2025-26) = Variable by position (salary schedule eliminated)

Year Two (2026-27) = 4.5%

Issue: Probationary Period

Resolution: New employees' probationary period will increase from one calendar year to one and one half (1½) calendar years.

Issue: Summer Work Hours

Resolution: The Working Agreement has been updated to allow Security, Maintenance, and Grounds staff to flex their hours during the summer months, working four 10-hour days and splitting the week for 5-day coverage (Monday-Thursday and Tuesday-Friday) as scheduled by the Director of Operations.

Issue: Overtime Pay

Resolution: Eligibility for voluntary overtime pay is updated as follows:

No employee shall receive voluntary overtime pay unless they have physically worked (i.e., are "present and participating") for 40 hours in one week. Time-off hours for vacation, sick and personal days, FMLA, and bereavement are not factored into physical hours worked; however, time-off hours for holidays are factored into the hours worked for OT Eligibility. Straight time rates will be paid until 40 hours of "present and participating" work have been completed by employees. Mandatory/directed overtime is paid at the premium rate.

Issue: Proof of Personal Automobile Insurance

Resolution: Employees who operate a district vehicle or grounds equipment will no longer be required to provide their personal automobile insurance information to the Operations and Maintenance Office.

Issue: Bereavement Leave

Resolution: The limit for the number of sick days for bereavement leave for a death in the immediate family is increased from five (5) days to ten (10) days in order to comply with Board policy.

Issue: Absence Notification

Resolution: The time that employees must call the sick line to report an absence is changed as follows:

- Day shift employees must call in by 5:30 a.m. (formerly by 6:00 a.m.)
- 2nd shift employees must call in by 11:00 a.m. (formerly by noon)

Issue: Holiday

Resolution: The paid holiday on the day contiguous with Independence Day is replaced with a paid holiday on the Wednesday before Thanksgiving.

Issue: Retirement Bonus

Resolution: In the previous Working Agreement, employees who worked continuously for the District for a minimum of ten (10) years and who had reached or exceeded the age of fifty-five (55) received one-twelfth of the last year's annual salary in a post-retirement lump sum. The eligibility for the retirement bonus will remain the same, but the bonus structure is modified as indicated below for consistency with other employee groups.

10-19 years of service	10% of last annual salary
20-24 years of service	15% of last annual salary
25+ years of service	20% of last annual salary

Issue: Blackout Dates

Resolution: In the previous Working Agreement, personal days and vacations days were subject to Blackout Dates that included the week prior to the start of the school year, winter weather days requiring snow crew attendance, and OSHA trainings. With the new Working Agreement, those Blackout Dates are eliminated and supervisors will have their typical discretion with time off approvals during those periods of time.

Issue: Cell Phones

Resolution: Language in the Working Agreement was updated to reflect the change in practice from giving select employees district-issued cell phones to giving select employees a cell phone stipend to reimburse them for the business use of their personal cell phone.

Issue: Clothing

Resolution: Language in the Working Agreement has been updated to permit staff members to wear themed apparel during school spirit weeks, and to permit staff members to wear district-issued hats indoors.

Issue: Language Updates

Resolution: Various updates were made to select language and structures in the Working Agreement including the following:

- References to the title “Director of Facility Operations” replaced with “Director of Operations”
- References to starting dates of new policies removed (e.g., “Beginning with the 2019-2022 Working Conditions Agreement...”)
- “Strive to” is added to the sentence stating, “The District will strive to maintain a group of on-call custodians and grounds personnel available to substitute on a daily basis.”
- Language was added to reflect the compensation increase that employees can earn through professional development and/or earning a license or certificate in an area of district need.
- Removal of the O&M Organization Chart from the Working Agreement for consistency with other employee groups’ agreements.