



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: May 23, 2022

The Working Conditions Agreement between the Board of Education and Custodial, Grounds, Maintenance, and Security Staff expires on June 30, 2022. Mike McCormick, Larry Cabeen, Dr. Kent Mutchler, Todd Latham, Scott Ney and I have met on multiple occasions during the last two months with a representative group of Operations and Maintenance staff members.

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, May 9, 2022, and are 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. Approval is recommended at the Board meeting on May 23, 2022.

**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:

2022-23	\$0.50 per hour plus 4%
2023-24	3.5%
2024-25	3.25%

Issue: Organizational Chart

Resolution: The Organizational Chart has been updated to reflect the current practice of the Director of Facility Operations reporting directly to the Superintendent instead of reporting to the Assistant Superintendent of Business Services.

Issue: Summer Work Hours

Resolution: The Working Agreement has been updated to reflect the current practice of not allowing Security and 2nd shift Maintenance staff to flex their hours during the summer months in order to have appropriate coverage during the summer.

Issue: Overtime Pay Exceptions

Resolution: The Working Agreement has been updated to reflect the current practice of overtime pay exceptions for certain job categories.

Issue: Proof of Personal Automobile Insurance

Resolution: The Working Agreement has been updated to reflect the current practice of requiring select employee groups to provide a copy of their driver's license and personal automobile insurance card to the Operations and Maintenance Office.

Issue: On-Call Maintenance Staff

Resolution: An on-call schedule will be implemented and a stipend allocated for Maintenance staff in order to better distribute the workload for night and weekend emergency building responses.

Issue: Disciplinary Procedures

Resolution: Language in the Agreement has been modified to specifically address use of cannabis and allow for alcohol/drug testing when accidents occur that cause injury or property damage. Additionally, Board policies have been updated to reflect PRESS policies instead of NEOLA policies.

Issue: Sick Time Notification

Resolution: Language in the Agreement has been modified to require staff who need to leave work during their shift to contact their supervisor and call into the sick line.

Issue: Vacation

Resolution: The Good Friday holiday has been replaced with a paid holiday on a day contiguous to Independence Day. Additionally, the Juneteenth holiday and the 2022 Election Day holiday have been added. Language has also been added to codify the past practice of only granting holidays to 9-month employees who work at least 17.5 hours per week.

Issue: Paycheck Adjustments

Resolution: Language regarding final paycheck adjustments in cases of overuse of vacation days for employees who resign has been removed from the Working Agreement in order to be compliant with labor law.

Issue: Staffing Levels

Resolution: Language has been modified in the Working Agreement to allow up to three (3) custodians at the middle school level to be on vacation at the same time in order to provide better flexibility with granting vacation days.

Issue: OSHA Trainings

Resolution: Language in the Working Agreement has been updated to reflect the increase in the number of required OSHA trainings.

Issue: Snow Removal Attendance

Resolution: Language in the Working Agreement has been changed for the absence call-in process for the Snow Removal Crew.

Issue: Clothing

Resolution: Language in the Working Agreement has been updated to reflect best practices with uniforms and PPE.