

# NEGOTIATED AGREEMENT

2021 – 2025  
between



Community Consolidated School District 15  
Board of Education

and



S.E.I.U. Local No. 73

## TABLE OF CONTENTS

ITEM	PAGE
I. Recognition .....	1
II. Union Security .....	1
III. S.E.I.U. Committee on Political Education (COPE) .....	2
IV. Management Rights .....	2
V. Seniority and Probation .....	3
VI. Grievance Procedure .....	6
VII. Employee Benefits .....	7
A. Holiday Pay .....	7
B. Vacation Schedule .....	8
C. Sick Leave .....	9
D. Personal Business.....	10
E. Reserve Duty.....	10
F. Jury Duty.....	10
G. Bereavement .....	10
H. Family/Medical Leave .....	10
I. Absent Without Pay (AWP).....	12
VIII. Uniforms.....	12
IX. Wage Schedule—Job Descriptions .....	13
X. Hours of Work.....	13
XI. Unsatisfactory Performance and Disciplinary Procedures .....	14
XII. Labor/Management Meetings .....	15
XIII. Training Courses and Career Development.....	16
XIV. Mechanics Tools.....	16
XV. IMRF .....	17
XVI. Insurance .....	17
XVII. Miscellaneous.....	17
XVIII. Injury on the Job .....	18
XIX. Metropolitan L. Credit Union.....	18
XX. No Strike Clause.....	19
XXI. Subcontracting.....	19
XXII. Ratification .....	20
Appendix A—Salaries .....	21
Appendix B—Stipends .....	22
Appendix C—Job Descriptions .....	27



## **Community Consolidated School District 15**

### **Board of Education**

**Lisa Szczupaj, President**  
**Frank Annerino, Vice President**  
**Samantha Ader, Secretary**  
**Wenda Hunt**  
**Zubair Khan**  
**Michael Smolka**  
**Anthony Wang**

### **Superintendent of Schools**

**Laurie Heinz, Ed.D.**

**MEMORANDUM OF UNDERSTANDING  
AND  
WORKING AGREEMENT**

THIS AGREEMENT, made and entered into as of March 10, 2021 by and between the BOARD OF EDUCATION OF COMMUNITY CONSOLIDATED SCHOOL DISTRICT 15 of Illinois, hereinafter referred to as the "Board" and SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL No. 73, hereinafter called "Union."

The Board of Education of Community Consolidated School District 15 and the Service Employees Union Local No. 73, S.E.I.U. agree that the Board has the full and exclusive responsibility for providing high quality education for the children of District 15 and of carrying on vital and continuous programs in the field of education for the benefit of both the children and the community at large.

WITNESSETH:

THAT WHEREAS, it is not intended by the parties to modify any of the discretionary authority vested in the Board by the Statutes of the State of Illinois and the Constitution of the United States; and

WHEREAS, the Board recognizes the union as the exclusive bargaining representative for the personnel covered by the Agreement as hereinafter provided; and

WHEREAS, it is the intent and purpose of the parties hereto that this Agreement respect and promote the said responsibility and obligation of the Board, as well as the interests of its personnel covered by this Agreement; avoid interruptions and interferences with the Board's services to the children of District 15 and its programs; and set forth herein rates of pay, hours of work, and certain specified conditions of employment for the personnel covered by this Agreement.

NOW, THEREFORE, in consideration of their mutual covenants herein contained, the parties hereto agree in matters relating to wages and hours of employment as follows:

**ARTICLE I  
RECOGNITION**

The Board recognizes the union as the sole and exclusive bargaining representative for its full-time and regular part-time school year custodial, maintenance, internal services, and transportation mechanic personnel, except for those persons designated as non-working supervisors or in comparable roles. For the purpose of this Agreement, the term employees shall include all personnel listed under the terms of this Agreement. This statement does not exclude any non-certified employee from voluntary union membership subject to the provisions of Section II below. Additional classifications may be added by mutual consent of the parties.

**ARTICLE II  
UNION SECURITY**

A. The employer agrees that it will not discriminate against any employee because of his or her affiliation with the union, nor will the employer in any way discourage any employee from

joining the union and/or discriminate because of legitimate union activity. The employer further agrees to inform all present employees and all new employees, hired after the signing of the Agreement, that Local No. 73 Service Employees International Union is the exclusive bargaining representative of employees in the unit and that all matters of grievance must be handled through the procedures required by this Agreement.

- B. CHECK OFF OF UNION DUES: The employer agrees to deduct regular monthly dues uniformly required as a condition of the union membership from the wages of the employees who become or are union members and remit such dues to the union, providing the employee signs and submits to the employer a written authorization to deduct dues.
- C. The Secretary-Treasurer of the union shall certify to the employer the amount of the union dues and initiation fees, which shall be uniform. The union agrees to indemnify the Board for any erroneous collection of dues and to hold the Board harmless for any money turned over to the union.
- D. The Union agrees to hold harmless and indemnify the School District, School Board, and all current, former, and future, directors, employees, and agents thereof ("Indemnitees"), as to all claims that may arise in litigation in any forum resulting from the implementation or attempted implementation of this Article in this and prior Agreements.

**ARTICLE III  
S.E.I.U. COMMITTEE ON POLITICAL EDUCATION (COPE)**

- A. Upon receipt of a lawfully executed, written authorization from an employee, the District shall, during the term of this Agreement or until such authority is revoked by the employee in writing, deduct voluntary employee contributions to the S.E.I.U. Committee on Political Education (COPE), managed and operated by the union, in the amounts designated by the employee. Such deduction or deductions shall be made in twenty-four (24) equal installments and shall be remitted by the District to the union official designated by the union in writing to receive such funds. Employees who are hired after the first pay period of the fiscal year will have the deduction prorated for the remainder of the year. The SEIU Committee on Political Education shall refund to the District or to the employee any contributions which may be deducted erroneously or any monies which may be remitted erroneously.
- B. The union agrees to indemnify and hold harmless the District against any and all claims, suits, orders, or judgments against the District resulting from any action taken or not taken by the District pursuant to the provisions of Section A of this article.

**ARTICLE IV  
MANAGEMENT RIGHTS**

This Agreement shall not supersede any existing laws or future laws of the State or Federal governments as they affect the regular operation of the school system by the Board. If any article or provision of this Agreement shall be declared invalid by a court of competent jurisdiction or, shall become inoperative because of any State or Federal law, the remaining portions of the Agreement shall continue in full force during the term of this Agreement. The parties understand and agree that the management of the schools of District 15, the 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: the right to select, hire, transfer, promote, assign, and supervise employees; to

suspend, discharge, and discipline employees for just cause; to determine and change starting times, quitting times, and shifts, and the number of hours to be worked by employees; 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; to make reasonable rules and regulations with respect to employees covered by this Agreement; to determine policies and procedures with respect to the establishment, management, and conduct of its schools; to determine or change the methods and means by which its operations are to be carried on; to carry out all ordinary functions of management, whether or not exercised by the Board prior to the execution of this Agreement, subject only to the provisions specified in this Agreement.

## **ARTICLE V SENIORITY AND PROBATION**

### **A. School District Seniority**

1. School District seniority is defined as the length of an employee's continuous employment by the Board.
2. All seniority shall be terminated:
  - a. When an employee is discharged for cause.
  - b. When an employee quits.
  - c. When an employee fails to report for work after a layoff, when properly notified in accordance with this Agreement.
  - d. When an employee is laid off for a period of more than two (2) years.
3. Absence due to injury or disease for which Worker's Compensation is payable shall not terminate seniority within the time limits as noted in Paragraph A.2.d above.

### **B. Probationary Period**

1. All new employees shall be considered on a probationary trial basis for a period of ninety (90) work days commencing on their first day of employment with the District, excluding workdays that fall during the summer when the regular school year is not in session. The probationary period may be extended by the employee's direct supervisor for up to ninety (90) work days if the probationary employee has had documented performance issues during the initial 90-work day period. During the probationary period, the employee's work performance will be evaluated by the employer to determine if continued employment is warranted. It shall be the responsibility of the principal, and Manager of Environmental Services or the immediate supervisor to acquaint them with the manner in which a new employee is performing the work assigned. New employees shall be informed by the head custodian if their work is satisfactory and, if not, how it can be improved. Complaints regarding unsatisfactory work performance of probationary employees shall be directed to the principal or the immediate supervisor. The Manager of Environmental Services shall be informed of all such complaints regarding employees in the department.
2. A probationary employee may be discharged without cause or recourse at any time prior to the end of the probationary period. If an employee is terminated at any time during the probationary period, such action shall not be subject to the grievance procedure.
3. The seniority of a new employee shall be established at the conclusion of the probationary period and shall begin as of the most recent date hired.
4. All new employees shall be provided with a copy of their job description at the time of hire. Within thirty (30) days of their starting date, the immediate supervisor shall outline the job expectations.
5. One week prior to the expiration date of the probationary period or sooner if warranted,

the Manager of Environmental Services shall recommend, in writing, to the Assistant Superintendent for Personnel and Human Services or designee whether a new employee shall be granted continued employment or terminated.

#### C. Promotions and Demotions

1. It shall be the general policy of the school district to consider internal applicants for promotional vacancies before advertising and accepting applications from candidates who are outside the district. No internal applicant will be promoted unless he or she can demonstrate the ability to perform the required work of the vacant position.
2. Subject to the Board's right to fill a vacancy on a temporary basis under paragraph F below, when a promotional vacancy occurs or a new position is created, notice will be posted for five (5) working days. Copies of the notice will be sent to each head custodian, each building principal for posting in the school, and the Union Chairperson. The posting will describe the position and advise that written applications will be accepted from employees within the bargaining unit. The notice will specify the final date and hour for the receipt of the applications. After the closing date, the Personnel Office will provide the Manager of Environmental Services, principal or supervisor, and Union Chairperson with a list of all internal applicants who apply for promotional vacancies.
3. The Manager of Environmental Services will conduct the initial screening and submit a list of qualified applicants to the principal or supervisor for consideration. The Personnel Office will prepare a summary of each candidate's employment history in the school district that includes information on evaluation and absences which shall exclude FMLA qualifying or other legally protected absences. If an internal applicant is not selected as a qualified candidate to be interviewed, he or she may request a meeting with the manager of Environmental Services to review the reasons for not being included on the list. All qualified applicants for positions shall be interviewed by the principal or supervisor with the Union Chairperson or designee present. The Manager of Environmental Services and the Assistant Superintendent for Personnel and Human Services may be included in the interview. No teacher shall be included in the interview.
4. It is agreed that the Board, in exercising its judgment, will give consideration to the employee's entire service record with the school district. The term "entire service record" as herein used shall include the following:
  - Length of service
  - Ability to perform the work assigned
  - All formal evaluations conducted on the employee while working in the school district.
5. When an employee is promoted, he or she will be placed on a 60 working day probationary qualifying period. During that time, the designated employee or the Board may request return to the previous classification.
6. Promotions shall be defined as a change in job category as outlined in Appendix B. Internal applicants who are promoted will be compensated by a raise of 10%. If an employee is promoted and subsequently returns to his/her previous classification during the probationary qualifying period, he/she shall be placed at the salary step for his/her previous classification consistent with his/her continuous service.
7. If the Board elects to demote an employee after the probationary qualifying period, his/her new salary shall be determined by lowering the base salary of that employee by 10%. This paragraph shall not be construed to create any obligation on the part of the Board to demote, rather than to dismiss, such an employee.

#### D. Layoff and Rehire

1. In the event the Board of Education decides to reduce the number of classified personnel

positions in the bargaining unit or discontinue some particular type of educational support service, the following guidelines will be in effect.

- a. The Superintendent's recommendation regarding the dismissal or release of classified personnel or reduction in hours worked by classified personnel shall be based upon the length of continuing service with the school district within the respective category of positions.
  - b. The Superintendent may consider the requirements of available positions and the possibility of movement between classifications in reaching his/her recommendation.
  - c. The following categories of positions shall be subject to the provisions of this policy:
    - Custodian
    - Laborer
    - Driver (Internal Services, Nutrition Services, Utility)
    - Warehouse/Delivery Assistant (Nutrition Services)
    - Warehouse (Central Distribution)
    - Apprentice Mechanic
    - Warehouse (Nutrition Services)
    - Head Custodian
    - Maintenance
    - Mechanic
2. The immediate supervisor of any employee whose release or hours reduction is to be recommended to the Board of Education shall schedule an individual conference with that person to inform him or her of the administration's recommendation.
  3. Any classified staff member removed or dismissed or has his or her hours reduced under this provision shall be notified in writing of the Board's decision by certified mail at least sixty (60) days before the date of renewal or dismissal or reduction in hours. The notification shall include a statement of honorable dismissal and the reason(s) therefore.
  4. Vacancies for the following school term or within one (1) calendar year from the beginning of the following school term within a specific category of position or any other category of position shall be tendered to employees so removed or dismissed from that category of position in order of seniority, so far as they are qualified to hold such positions. When rehiring employees who have been honorably dismissed, the Board will notify them by certified mail at the last known address. If such employees do not notify the Board within five (5) days from the mailing date of such notice that they will report for work on the date specified, or give reasonable and acceptable reasons for unavoidable delay beyond such time, they shall be considered as having resigned and all seniority shall be terminated.
  5. Any qualified staff dismissed or released pursuant to this provision shall be paid all earned compensation on or before the next payroll date following his or her last day of employment.

#### E. Seniority Lists

The Board shall furnish to the union two (2) copies of the current list of employees which shall include the employee's name, hiring date, and classification. The list will be provided to the union and posted in each building by February 1 of each year. If no errors are reported by the union within thirty (30) calendar days, the list shall be considered correct and stand as is without grievance.

#### F. Temporary Vacancies

1. A job will be considered vacant when an employee has resigned, is discharged, demoted, promoted, transferred, or when it is a newly created position. Any vacancy may be filled on a temporary basis for ninety (90) calendar days. The Board and the union can mutually



- agree to extend a temporary position beyond the 90-day limit.
2. When the time limit on a temporary vacancy expires, the job will be advertised as a permanent position and filled as per Paragraph D or C.
  3. Employees temporarily assigned to a lower paid job shall receive their regular rate of pay.

## **ARTICLE VI GRIEVANCE PROCEDURE**

### **A. Definition**

A grievance is defined as any controversy between the Board employees and any employee covered by this Agreement, which relates to a violation of any provision of this Agreement. All grievances must include the identification of the specific provision violated and an explanation that shows this Agreement has been violated.

- B. For the purpose of representation in negotiations and in the grievance procedure, the Board recognizes the Union Grievance and Negotiations Committee of nine (9) members or stewards.

- C. The union will keep the Board informed concerning current officers and representatives of Local No. 73.

- D. Should any differences arise as to the meaning or application of any of the provisions of this Agreement, the grievance shall be processed in accordance with the following procedure; it being mutually agreed that an earnest effort shall be made by both parties predicated upon the exercise of good faith to settle such differences as expeditiously as possible pursuant to such procedure.

### **E. Procedure**

#### **1. Step One**

Any employee with an alleged grievance, as defined by the provisions of this article, shall, within ten (10) working days of occurrence of the violation or interpretation, discuss the complaint with his/her immediate supervisor. The employee may be accompanied by the union steward and/or a duly authorized union representative, in this or any other level of the grievance procedure. It is agreed that all grievance meetings shall normally be held at a time that does not interfere with the needs of the school; at any rate, employees shall suffer no loss of pay by attending mutually agreed upon meetings. In Step One, the principal and/or the Assistant Superintendent for Personnel and Human Services shall be involved. If the difference is not settled satisfactorily at this level, the grievance shall be reduced to writing and processed to Step Two.

#### **2. Step Two**

If the grievance remains unsettled in Step One, the employee may elect to advance the grievance to step 2 by submitting the grievance to the Manager of Environmental Services within five (5) working days. The involved parties, union steward, and Manager of Environmental Services shall meet again within five (5) working days after the receipt of the disposition to discuss the grievance at a mutually satisfactory time. The Manager of Environmental Services shall give his/her report in writing within five (5) working days after the meeting.

#### **3. Step Three**

If the difference remains unsettled in Step Two, a written report may be submitted to the Assistant Superintendent for Business and Auxiliary Services of District 15 within five (5)

working days. The Assistant Superintendent for Business and Auxiliary Services, involved parties, union representative of Local No. 73, and the union steward shall meet to discuss the grievance within five (5) working days after receipt of the written report from the Manager of Environmental Services. The Assistant Superintendent for Business and Auxiliary Services shall give his/her report in writing within five (5) working days after such meeting.

4. Step Four

If the difference still remains unsettled in Step Three, a written report may be submitted within five (5) working days to the Superintendent of Schools of District 15. A meeting time shall be established that will be satisfactory to the Superintendent or representative, and all parties involved within ten (10) working days, at which time the grievance will be resolved.

5. Step Five

Within ten (10) working days after receiving the decision of the Superintendent, Local No. 73 may submit the grievance to Arbitration.

G. Binding Arbitration

The arbitrator in his/her decision shall not amend, modify, nullify, ignore, or add to the provisions of this Agreement. The arbitrator's authority shall be strictly limited to the issue or issues presented by the parties and his/her decision must be based solely upon interpretation of the meaning of the express language of the Agreement.

H. Selection Process

The Board and the union will select a third party to act as the impartial arbitrator and the administrator of the proceedings which shall be held in a district building unless the parties mutually agree otherwise. The list of names can be provided by the American Arbitration Association or the Federal Mediation and Conciliation Service. Each party shall bear the full costs for its representation in the arbitration proceedings. The cost of the arbitrator, a certified court reporter, a written transcript and the American Arbitration Association shall be divided equally between the parties. However, each party shall be responsible for compensating its own representatives and/or witnesses.

## **ARTICLE VII EMPLOYEE BENEFITS**

A. Holiday Pay

1. All full-time employees will receive pay for Board approved holidays which fall during regular working schedules. This pay shall be computed at the regular straight time rate.
2. Holidays that fall on weekends when school is not in session shall be observed as follows:
  - a. A holiday falling on a Saturday will be observed the preceding Friday.
  - b. A holiday falling on a Sunday will be observed the following Monday.
3. To qualify for holiday pay, an employee must be present on the last work day before the holiday and the first work day after the holiday unless he or she has received prior approval for personal leave in accordance with Section D - Personal Business or vacation days. If an employee is sick on the day before or after a holiday, he or she may be required to furnish the employer with a doctor's statement in order to receive holiday pay.
4. Employees who are required to report for work on a holiday, but fail to report for and perform such work, shall not be entitled to any holiday pay.
5. Employees, who work on a holiday shall be paid at one and one-half (1-1/2) times their regular straight time hourly rate for the hours actually worked.

6. Paid Holidays: The following are designated paid holidays:

New Year's Day	Columbus Day
Dr. Martin L. King's Birthday	Thanksgiving Day
President's Day	Day after Thanksgiving
Memorial Day	Christmas Day
Fourth of July	Labor Day

- a. Work performed on Good Friday shall be paid at time and one-half of the employee's regular rate unless it is a designated work day for other employees in the school district.
- b. Other non-work days may be declared by the Board or Superintendent. If these non-work days fall on days when students are not in school, the Manager of Environmental Services may ask employees to volunteer to work on those days in exchange for another non-work day to be designated by mutual agreement between the Manager and employee. These non-work days are not official holidays and do not qualify for overtime pay.
- c. If the number of holidays combined with paid non-work days falls below thirteen (13) during any year of this Agreement the Board agrees to negotiate the impact of the reduced holidays/paid non-work days on employee work schedules.
- d. Part-time employees shall receive the following paid holidays:

Thanksgiving Day  
Christmas Day  
Memorial Day  
Fourth of July  
(for part-time employees who work during the summer)

7. Overtime pay for employees will be paid at two times the regular scheduled rate of pay for work performed on the following holidays:

Thanksgiving Day  
Christmas Eve, December 24  
Christmas Day, December 25  
New Years Day, January 1  
Independence Day, the designated legal holiday

B. Vacation Schedule

1. Vacation days are non-cumulative.
2. The employee must receive advance approval for all vacations from the principal and, when appropriate, the Manager of Environmental Services. No vacation request shall be denied in any arbitrary or unreasonable manner.
3. No vacation for custodians and maintenance staff will be permitted between August 15 and September 1 of each year.
  - a. As a general rule, only three (3) individuals per classification may be approved for vacation at one time unless otherwise authorized by the Manager of Environmental Services.
  - b. Requests for vacations should be received at least thirty (30) days and no later than forty eight (48) hours prior to the requested vacation period. In the case of a conflict between two or more vacation requests that are received at the same time, the more senior employee's request shall be approved. Once a vacation request is approved, it

can only be changed by mutual agreement.

- c. Employees in Internal Services shall be entitled to take vacation during the summer provided as a general rule that only one bargaining unit employee shall be scheduled for vacation leave at a time.
4. Vacations may be taken only after an employee has completed at least six months of continuous service as determined below; however, an employee discontinuing his or her service prior to six months will be granted no vacation allowance.
5. Employees who begin service on or before the fifteenth of the month earn full vacation credit for that month. Employees who begin service after the fifteenth of the month begin earning vacation credit from the first day of the next succeeding month.
6. If on June 30 an employee has completed at least six months but less than twelve (12) months of continuous service, the amount of vacation earned, to the nearest full day, is .834 times the months worked in the fiscal year exclusive of legal holidays which fall within the vacation period. If, on June 30, an employee has completed twelve (12) months but not less than five (5) years of continuous service, the amount of vacation earned is ten (10) days exclusive of legal holidays which fall within the vacation period.
7. If, on June 30, an employee has completed at least five (5) years but less than ten (10) years of continuous service, the amount of vacation earned is fifteen (15) days exclusive of legal holidays which fall within the vacation period.
8. If, on June 30, an employee has completed at least ten (10) years of continuous service, the amount of vacation earned is twenty (20) days exclusive of legal holidays which fall within the vacation period.
9. If an employee discontinues service to the district and at that time has not taken all or part of earned vacation, a cash vacation allowance will be paid for the time not taken and computed at the employee's daily rate provided the employee has notified the district in writing at least two (2) weeks prior to the desired separation date and provided the Board has granted approval of the separation date.
10. Employees are permitted to carry over up to five (5) days of vacation that must be used no later than October 1st of the following school year. Requests to carry over vacation days must be made no later than June 30th of the preceding school year through the Personnel office and specify the number of days to be carried over.

#### C. Sick Leave

1. All full-time (12-month) employees will be allowed twelve (12) days of absence per year due to personal illness, quarantine at home, serious illness or death in the immediate family or household (as defined in the *School Code*), or birth, adoption, or placement for adoption without loss of pay. All part-time employees who are scheduled to work 600 hours or more per year will be allowed ten (10) sick days per year to be prorated based on hours worked.
2. The maximum amount of accumulated sick leave shall be unlimited. Payment for accumulated sick leave at the time of retirement for any days in excess of 240 days shall be paid at a rate of \$25.00 per day for a maximum of 90 days.
3. The plan of offering a sick leave program to employees should be regarded as a benefit and not taken lightly nor is it to be treated in an unethical fashion. In the administration of this Sick Leave Provision regarding personnel, it shall be the practice to make the twelve (12) days of sick leave available following the first day of work. This practice assumes that the employee will fulfill the annual contract.
4. An employee who is absent due to illness for three (3) or more consecutive days or as the District may deem necessary in other cases may be required to submit a doctor's excuse.

#### D. Personal Business

1. Each employee is allowed three (3) personal leave days annually without loss of pay in addition to allowable sick leave. Employees must request use of a personal day at least 48 hours before the use of a personal day except in cases of emergency. This leave is non-cumulative as emergency or legal days with the unused days to be added to the accumulated sick leave at the end of each contract year. The day immediately preceding or immediately following a legal holiday or vacation shall not be approved as personal leave except in the case of an emergency or religious holiday.
2. Form #PD2224 (5/90), "Personal Leave Request Form," is to be completed and submitted to the principal or, in his/her absence, the Manager of Environmental Services. Maintenance and utility service personnel will submit the request directly to the Manager of Environmental Services.

#### E. Reserve Duty

Upon advance notice to the principal and/or the Manager of Environmental Services, any employee who is a member of one of the reserve components of the armed forces of the United States and who is required by reason of such affiliation to attend a summer camp, take a cruise, or otherwise participate in a reserve function during the employee's contract period, shall be excused at full pay for the purpose of fulfilling this responsibility. This leave shall not exceed fifteen (15) consecutive school days in any fiscal year. The employee shall be obligated to refund to the district any compensation received from the government for such military leave less the travel allowance paid by the government.

#### F. Jury Duty

Any employee may be excused at full pay for the purpose of fulfilling a summons for jury duty.

#### G. Bereavement

Four (4) days are allowed without loss of pay for absence due to a death in the immediate family. Immediate family in this instance is defined as parents, spouse (including a civil union partner under Illinois law), brothers, sisters, children, grandparents, grandparents-in-law, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, daughters-in-law, sons-in-law, and legal guardians.

#### H. Family/Medical Leave

1. Employees are eligible for medical and/or family leave in accordance with the provisions in the Family and Medical Leave Act (FMLA) of 1993. Such leave is unpaid unless accumulated sick leave, vacation days or personal leave is available. The total family and medical leave, paid or unpaid under this provision, cannot exceed twelve (12) weeks during any fiscal year or, for service member family leave, twenty-six (26) weeks during any fiscal year. The following reasons are eligible for family/medical leave:
  - a. The birth of a child and to care for the newborn child, provided the leave is completed no later than twelve (12) months after the birth of the child;
  - b. The placement of a child with the employee for adoption or foster care, provided the leave is completed no later than twelve (12) months after the placement of the child;
  - c. Because the employee is needed to care for the employee's spouse, child, or parent with a serious health condition; or
  - d. The treatment of a serious health condition that makes the employee unable to perform the functions of the job.
  - e. Any qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a covered member of the military on active duty.
  - f. Service member family leave: Care of a covered service member with a serious injury

- or illness if the employee is the spouse, child, parent or next of kin of the service member.
2. Any other leave provided for in this agreement which may be taken for any of the above purposes will be credited to the employee's twelve (12) weeks of family/medical leave.
  3. An employee on family or medical leave will continue to be covered under the district's health and dental insurance plans under the same terms as if the employee had been continuously working during the leave period, provided that:
    - a. Coverage shall end when the employee notifies the district of his/her intent not to return to work, fails to return on the scheduled date or exhausts his/her family and medical leave rights under this provision;
    - b. The employee will be required to pay his/her share of applicable premium payments at the same time as such payments would be made if by payroll deductions. Coverage may lapse if a employee's premium payment is more than thirty (30) days late;
    - c. The district may recover its premium cost if the employee fails to return to work following an approved, unpaid leave unless the reason for the failure to return is a serious health condition of the employee, spouse, parent or child or serious injury or illness of a covered service member or other circumstance beyond the employee's control. In this event, the district may require a certification of the existence of a serious health condition which the employee must provide within thirty (30) days of the request.
  4. Upon conclusion of a family/medical leave, the employee will be restored to his/her former position or to an equivalent position as established by school board policies and practices and this agreement (with respect to pay, benefits and other terms and conditions of employment) with any general pay increases or benefit enhancements granted during the leave, provided that:
    - a. An employee will be required to submit a physician's release prior to returning from a personal medical leave;
    - b. An employee returning from family/medical leave has no greater rights to a position than had he/she been continuously working during the leave period (e.g. In case of RIF);
    - c. Where the employee seeks an intermittent/reduced schedule medical leave, the district may temporarily transfer the employee to an available alternative position with equivalent pay and benefits for which the employee is qualified if the transfer better accommodates the requested recurring periods of leave; and
    - d. An employee on an approved family/medical leave may not perform work for another employer during the leave.
  5. Health Coverage and Other Benefits
    - a. The employer must maintain coverage under any group plan that provides health care to the employee or employee's family. The coverage must be continued for the duration of the FMLA leave at the same level and under the same conditions coverage would have been provided if no leave had been taken, provided that:
    - b. Coverage shall end when the employee notifies the district of his/her intent not to return to work, does not return on the scheduled date or exhausts his/her family and medical leave rights under this provision;
    - c. The employee will be required to pay his/her share of applicable premium payments at the same time as such payments would be made if by payroll deductions. Coverage may lapse if an employee's premium payment is more than thirty (30) days late.
    - d. The school district may recover the premium paid for coverage during the leave if the employee does not return to work:
      - 1) Due to the continuation, recurrence or onset of a serious health condition of a family

- member or employee that would otherwise entitle the employee to take leave, or;
- 2) Due to the serious injury of illness of a covered service member; or
- 3) Due to other circumstances beyond the control of the employee.
- e. The school district may recover its share of health insurance premiums through deduction from any sums due to the employee (e.g., unpaid wages, vacation pay, etc.) provided such deductions do not otherwise violate applicable federal or state laws.

I. Absent Without Pay (AWP)

AWP days may be granted for non-consecutive absences to employees who have exhausted all paid leave and who are not eligible for FMLA leave. Medical documentation from a physician will be required and must be submitted to the Personnel Department no later than twenty-four (24) hours after the absence. If the absence is not for a medical purpose, such AWP days must be pre-approved by the Assistant Superintendent of Personnel and Human Services or designee, and will only be granted in extenuating circumstances.

## **ARTICLE VIII UNIFORMS**

- A. New uniforms will be provided at the time of initial employment and replacement uniforms will be provided as needed. The Board will provide uniforms for custodians as follows:
  - 1. Five (5) shirts (long and/or short sleeve, depending on employee's choice).
  - 2. Five (5) pairs of pants.
  - 3. One (1) winter jacket.
- B. The Board will provide uniforms for maintenance personnel as follows:
  - 1. Five (5) long sleeve shirts.
  - 2. Five (5) short sleeve shirts.
  - 3. Five (5) uniform pants.
  - 4. One (1) insulated coverall.
  - 5. One (1) uninsulated coverall.
  - 6. One (1) winter jacket.
  - 7. One (1) spring jacket.
- C. The Board will provide and launder uniforms for mechanics as follows:
  - 1. Thirteen (13) sets of uniforms.
  - 2. Three (3) jackets.
  - 3. Two (2) sets of insulated coveralls.
- D. The Board will provide uniforms to central stores personnel as follows:
  - 1. Three (3) shirts and three (3) pairs of pants.
  - 2. Two (2) sets of coveralls, one (1) set to be insulated.
- E. The Board will also provide two (2) sets of coveralls to Head Custodians, one (1) set to be insulated.
- F. Employees who have been furnished with uniforms are required to wear them while on duty.
- G. Employees, with the exception of mechanics, will be responsible for laundering and repairing uniforms.

- H. The district will provide one pair of shoes per year for the maintenance employees and laborers who perform asphalt replacement, repair, seal coating, and striping with input on the specific selection from the employees.

**ARTICLE IX  
WAGE SCHEDULE – JOB DESCRIPTIONS**

A wage schedule according to job classification is attached hereto and marked as Appendix A. Job descriptions are attached and marked Appendix B.

**ARTICLE X  
HOURS OF WORK**

- A. The standard work week shall be defined as forty (40) hours, Monday through Friday unless an alternate work week has been mutually agreed to between the employee and the supervisor with authorization by the Assistant Superintendent for Personnel and Human Services.
- B. The classification of Utility Service Personnel shall be designed to provide security building checks, substitute custodial service and/or maintenance assistance as may be required. The hours for the Utility Service position(s) will include weekends, holidays, and night work as required and assigned by the Manager of Environmental Services without overtime pay.
- C. Head custodians shall work an eight (8) hour day from 6:30 a.m. to 3:00 p.m. or from 7:00 a.m. to 3:30 p.m. Custodians working the evening shift will work from 2:30 p.m. to 10:30 p.m. or from 3:00 p.m. to 11:00 p.m., including a half-hour (1/2) paid lunch period. Regardless of which schedule is selected for a school, there shall be a thirty (30) minute overlap between the ending time for head custodians and the beginning time for custodians. The principal and Manager of Environmental Services will determine the specific hours for each building. When schools are not in session during the regular school year, custodians will work five (5) days per week (excluding holidays) from 7:00 a.m. to 3:30 p.m. When schools are not in session during the summer, the regular work week shall consist of four (4) work days per week with the schedule for the first three (3) days to be from 6:30 a.m. to 5:00 p.m. and the schedule for the fourth days to be from 6:30 a.m. to 4:30 p.m. The first workday shall be established by the District based on the needs of the building or Department. All time off during the summer—including vacation, personal and sick days—shall be deducted at ten (10) hours per day.
- D. The work hours for first shift mechanics shall consist of eight consecutive hours between 5:00 a.m. and 5:00 p.m. The work hours for second shift mechanics shall be from 2:00 p.m. to 10:00 p.m. with one-half hour paid lunch period. When schools are not in session during the summer, the regular work week shall consist of four (4) work days per week with the schedule for the first three (3) days to be from 6:30 a.m. to 5:00 p.m. and the schedule for the fourth day to be from 6:30 a.m. to 4:30 p.m. The first workday shall be established by the District based on the needs of the building or Department. All time off during the summer—including vacation, personal and sick days—shall be deducted at ten (10) hours per day. Mechanics regularly assigned to work second shift shall also receive a one-half hour paid lunch period on days when they are required to work on the first shift. Attendance at in-service meeting for the transportation employees scheduled during the first shift shall be optional for mechanics assigned to the second shift. It will be the responsibility of the mechanics to obtain the information that is disseminated at the meeting.



- E. The work hours for night maintenance employees shall consist of eight consecutive hours between 2:00 p.m. and 10:00 p.m. with one-half hour paid lunch period. The work hours for other employees not covered by this agreement shall consist of eight consecutive hours within the time frame of 6:00 a.m. and 6:00 p.m. as determined by the immediate supervisor with input from the affected employees.
- F. Upon mutual agreement between the employee and the Manager of Environmental Services or designee, the work hours for maintenance employees may be adjusted in order to work on a specific project. If an employee's shift is adjusted such that his quitting time is after 6:00 p.m., the employee will qualify for one-half hour paid lunch period. Such adjustments shall be scheduled at least one week in advance. When schools are not in session during the summer, the regular work week shall consist of four (4) work days per week with the schedule for the first three (3) days to be from 6:30 a.m. to 5:00 p.m. and the schedule for the fourth day to be from 6:30 a.m. to 4:30 p.m. The first workday shall be established by the District based on the needs of the building or Department. Each leave day during the summer—including vacation, personal and sick days—shall be deducted as one day.
- G. The specific times detailed above are a general guideline. At the District's sole discretion, work schedules may be adjusted in order to assure the efficiency and effectiveness of the department. The decision to adjust work schedules shall not be arbitrary or capricious and will be made for legitimate business reasons.
- H. All overtime must be approved in advance by the Manager of Environmental Services or immediate supervisor.
- I. When a custodian is assigned to clean a section of an absent full-time or part-time custodian in addition to his or her own assigned section, the Manager of Environment Services will evaluate the work load of the staff at the school and authorize whether overtime is required, how much shall be assigned and to whom.

**ARTICLE XI  
UNSATISFACTORY PERFORMANCE AND DISCIPLINARY PROCEDURES  
FOR NON-PROBATIONARY EMPLOYEES**

From time to time it may be necessary to initiate disciplinary action against an employee for misconduct or unsatisfactory work performance. The employee has the right to request representation at any investigatory conference at which the employee reasonably believes his/her answers may lead to discipline. The employee is responsible for contacting the appropriate person to provide that representation. Notice to the union chairperson shall be given at least forty-eight (48) hours in advance unless impractical due to the seriousness of the employee misconduct.

**A. Unsatisfactory Work Performance Procedures:**

The employer shall provide employees with an opportunity to correct unsatisfactory work performance pursuant to the following steps.

1. Step 1—As soon as possible after the first incident of unsatisfactory performance, the immediate supervisor and, when appropriate, other supervisory personnel including the head custodian, Supervisor of Custodial Services, Supervisor of Maintenance, or Manager of Environmental Services, will meet with the employee to provide direction and guidance

for appropriate job performance. A written record of the meeting shall be provided to the employee. A copy will be kept by the immediate supervisor.

2. Step 2—If unsatisfactory work performance continues, the employee shall be given a written notice detailing the deficiencies in his or her performance and identifying what steps must be taken to improve that performance. A 30-calendar day minimum timeline for correcting the deficiencies must be included in the written notice.
3. If improvement is immediate and continues for 90 working days, the written notice shall be removed from the employee's personnel file upon written request from the employee. However, if similar unsatisfactory performance is exhibited within one (1) year of the remediation, the written notice shall be returned to the employee's personnel file and the disciplinary procedure will continue with Step 3.
4. Step 3—If improvement does not occur as a result of Step 2, a second written notice shall be given to the employee informing him or her that continued unsatisfactory work performance will lead to dismissal. At this step the employee's skills and abilities will be evaluated to determine if he or she can serve the school district in another capacity. A transfer to another position in the district may occur at this step.
5. Step 4—Continued unsatisfactory work performance shall result in dismissal from employment in the school district. The immediate supervisor shall present such recommended notice in writing to the employee stating the effective date of the dismissal.
6. The immediately above procedure for non-probationary employees is subject to the grievance procedure.

**B. Misconduct Procedures:**

1. The employer shall provide progressive discipline. For certain serious misconduct incidents or offenses, suspension or immediate termination may be the first step in the disciplinary process with the approval of the Manager of Environmental Services or the Assistant Superintendent for Personnel and Human Services.
2. Upon an Employee's request, written complaints or letters of discipline will be expunged from the Employee's file two (2) years after the date they are placed in the file and cannot be used for future disciplinary purposes unless there is another complaint or letter of discipline of a similar nature against the Employee during the two (2) year period. However, any written complaints or letters of discipline, which address behavior that has jeopardized the health or safety of others, shall remain in the Employee's file permanently and may be used for future discipline.

**C. Excessive Absenteeism:**

Employees who demonstrate a pattern of exceeding their accumulated sick leave benefits under this Agreement may be subject to progressive discipline up to and including termination.

## **ARTICLE XII LABOR/MANAGEMENT MEETINGS**

Joint labor/management committee meetings will be regularly scheduled on a quarterly basis as appropriately agreed to by both parties. Head custodian meetings will be held from time to time as the need arises. The local union chairman shall be informed of any joint meetings so he/she may attend. As part of the joint labor/management committee during the 2012-13 school year, the parties will review data regarding District overtime requests to individuals, hours and dates of requests, and individual acceptance/rejection of overtime requests with all such data to be collected by head custodians. The committee will discuss and made a good faith effort to make recommendations designed to resolve any problems on an advisory basis only. Also as part of

the joint labor/management committee, the parties will review data and suggestions regarding the need for replacement and additional mechanics tools maintained by the Transportation Department. The Assistant Superintendent for Business shall lead this topic. The committee will discuss and make a good faith effort to make recommendations designed to resolve any problems on an advisory basis only.

### **ARTICLE XIII TRAINING COURSES AND CAREER DEVELOPMENT**

- A. The union and employer recognize that the establishment of a cost effective system for employee growth and development yields significant benefits for both the employee and the Board.
- B. The employer and union hereby agree to plan an employee career development program which promotes the continuing education, training, and upgrading of employees. The career development program will enable employees to increase knowledge and skills, prepare for promotion, and advance career goals and professional status without compromising continued employment. The Board shall make every reasonable effort to meet personnel needs by way of internal promotion and career development prior to recruiting from outside the bargaining unit.
- C. The employer and union agree to establish a joint committee to plan and implement an employee career development program. The committee shall be composed of an equal number of employer and employee representatives. The Manager of Environmental Services will serve as chairman of the committee. The committee shall meet on a regular basis as necessary to accomplish its goals. Employee members of the committee shall be paid at their normal rate if the meetings are conducted during work time. When recommended by the employer, employees shall be permitted to attend approved classes during work hours without loss of pay. Tuition for such classes will be paid by the employer.
- D. The committee will conduct an assessment of employer and employee needs to serve as the basis for program planning and development. The needs assessment will be used to prepare an outline of programs to be developed and implemented. A timetable will also be established to aid in the planning and development activities. All programs which are developed must be consistent with the terms and conditions of this Agreement and shall not abridge the rights of any individual employee. Program plans are to be submitted to the Assistant Superintendent for Business and Auxiliary Services for review prior to implementation. Programs will be provided based on the availability of resources to conduct such programs.

### **ARTICLE XIV MECHANICS TOOLS**

- A. The Board of Education recognizes that the district mechanics incur expenditures to maintain and purchase tools and equipment. It is agreed that a committee will be established with representation from the Transportation Department and the mechanics to determine the purchase of work related items including, but not limited to
  - Tools
  - Tool Box
  - Lighting
  - Boots/Gloves

- B. The committee will recommend the number and type of tools to be purchased. Final approval of all purchases will be made by the Director of Transportation Services.
- C. Beginning July 1 of each year, mechanics that have completed 12 months as a District 15 mechanic will be provided a tool allowance. Mechanics shall provide the District a receipt confirming such purchase. The reimbursement shall be equal to the amount paid, not to exceed \$1,000 annually.

**ARTICLE XIV  
IMRF**

All employees, except as otherwise specified, shall come under the provisions of the Illinois Municipal Retirement Fund as provided by state statute.

**ARTICLE XVI  
INSURANCE**

The health, dental, and vision insurance benefit plans for employees in the SEIU bargaining unit will be the same as those that are provided to the teachers in the school district. During the term of this Agreement, the employee premium payment for dependent health insurance will be 50% of the total premium.

**ARTICLE XVII  
MISCELLANEOUS**

- A. Duly authorized representatives of the union shall have the right to use the District mail service, staff mailboxes, and bulletin boards for the following purposes:
  - notices of union meetings
  - minutes of meetings
  - union election notifications
  - results of elections
  - social, educational, and recreational activities of the union.
- B. All visitors to schools and/or facilities who are not employed at that school or facility are required to report to the main office upon arrival.
- C. Employees required by the employer to attend training sessions shall be compensated for attendance plus any expenses in connection thereto.
- D. Appropriate in-service training meetings for employees covered by this Agreement will be held as determined by the administration.
- E. The Board understands it has a responsibility to provide employees with a safe and healthy work environment. Employees are expected to follow suggestions and recommendations established by the District Safety Committee, provided employees are properly notified of suggestions and recommendations of the committee.
- F. Employees assigned to work other than their own and at a higher classification as established by the starting salary rate shall be paid an additional \$5.00 per hour.

- G. Overtime pay for callbacks outside an employee's regular work schedule will be guaranteed at a minimum of three (3) hours.
- H. Employees in the bargaining unit will be evaluated once annually by April 15<sup>th</sup>.
- I. Overtime pay shall be at the rate of 1.5 times the regular rate of pay for work hours that exceed 40 in a work week. Paid holidays or other paid leave days, with the exception of paid sick leave days, pursuant to this Agreement, shall be included as actual time worked for purposes of computing eligibility for overtime pay. Paid sick leave days shall not be included as actual time worked for purposes of computing eligibility for overtime pay.
- J. Employees called into work for an emergency before or after their 8 hours shall receive pay at 1.5 times the regular rate of pay for the additional work hours regardless of whether they have exceeded 40 hours in a work week as defined immediately above in Section I. An emergency is defined as an unplanned weather or building related problem for which the employee is called into work with less than 12 hours of prior notice.
- K. Employees covered by this Agreement may submit input to the District Health Insurance Committee for consideration.
- L. The board agrees to permit the union chairperson or designee to use up to eight (8) hours per month for the purpose of conducting official union business related to District 15, with the approval of the employee's immediate supervisor and the manager of environmental services.

**ARTICLE XVIII  
INJURY ON THE JOB**

- A. Employees who are injured while working for the school district and who qualify for Worker's Compensation will receive full pay for the first three (3) days absent due to injury on the job with 1/3 day deducted from their accumulated sick leave. Employees who have exhausted all of their sick leave or who do not qualify for sick leave will receive 2/3 pay for the first three days absent due to injury on the job.
- B. If an employee is disabled more than three (3) days, he or she may draw upon his or her accumulated sick leave or vacation time based on the following formula:
- C. Regular daily salary rate - Worker's Compensation Rate = portion of accumulated sick leave or vacation to be deducted from the regular daily salary rate.
- D. If the lost time continues to 14 days or beyond, the above formula will apply from the first day the employee is absent.

**ARTICLE XVII  
METROPOLITAN L. CREDIT UNION**

The employer agrees to provide payroll deduction for the Credit Union of Local No.73. The union shall provide a copy of the Credit Union Application Form to the District payroll department specifying the amount of money to be deducted per paycheck. The union agrees to indemnify the Board for any erroneous collections of money and to hold the Board harmless for any money turned over to the Metropolitan L. Credit Union.

**ARTICLE XVIII  
NO STRIKE CLAUSE**

- A. During the term of this Agreement, the union shall not, directly or indirectly, call, sanction, encourage, finance, and/or assist in any way, nor shall any employee in the bargaining unit covered by the Agreement instigate or participate directly or indirectly, in any strike, concerted sick call, concerted withdrawal of services, slow down, walkout, work stoppage, picketing, or other interference with any operation of the Board. The union shall cooperate with the Board throughout said period in continuing operations in a normal manner and shall actively discourage and endeavor to prevent or terminate any violation of this article. Employees covered by this Agreement will not honor nor recognize any picket line which may at any time or for reason be placed at the premises of School District 15.
  
- B. The Board agrees that during the term of this Agreement, it will not lock out any of its employees covered hereby.
  
- C. Participation during the term of this Agreement in any strike, concerted sick call, concerted withdrawal of services, slow down, walkout, work stoppage, picketing, or other interference with the Board's operation in violation of this article, shall be just cause for dismissal or other disciplinary action by and in the sole discretion of the Board for any or all employees participating therein. In the event any violation of this article occurs, the union shall promptly notify all employees covered by the Agreement that the strike, concerted sick call, concerted withdrawal of services, slow down, walkout, work stoppage, picketing, or other interference with the Board's operations is prohibited by this article and is not in any way sanctioned or approved by the union. The union shall promptly order all employees covered by this Agreement to return to work at once.

**ARTICLE XXI  
SUBCONTRACTING**

- A. The District agrees that upon considering subcontracting of any work presently performed by an employee in the bargaining unit, but that will not result in a reduction-in-force, it shall:
  - 1. Notify the Union in advance of subcontracting, and
  - 2. Upon request, meet with the Union prior to letting contracts for the purpose of discussing alternatives to subcontracting of bargaining unit work.
  
- B. If the District is considering subcontracting any work presently performed by an employee in the bargaining unit which will result in a reduction-in-force, the District will notify the Union no later than six (6) months prior to entering into the subcontract.

**ARTICLE XXII  
RATIFICATION**

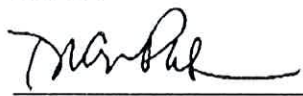
This Agreement, upon ratification by both parties, replaces and supersedes in entirety any and all other prior Agreements in effect between the parties and will remain in effect until June 30, 2021. Notification to change or modify this Agreement shall be made in writing prior to June 30, 2021.

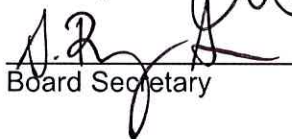
IN WITNESS WHEREOF, the parties hereto, acting by their respective duly authorized representatives have executed and delivered this Agreement on December 15, 2017.

BOARD OF EDUCATION  
OF COMMUNITY CONSOLIDATED  
SCHOOL DISTRICT 15


LOCAL NO. 73,  
SERVICE EMPLOYEES INTERNATIONAL  
UNION

  
\_\_\_\_\_  
Lisa Szczupaj,  
Board President

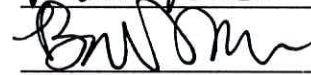
  
\_\_\_\_\_  
SEIU  
Dian Palmer/President  
Name/Title

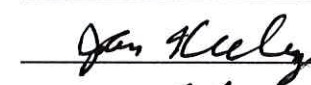
  
\_\_\_\_\_  
Samantha Ader,  
Board Secretary

Negotiating Team for SEIU

  
\_\_\_\_\_  
Mark Exline,  
SEIU President

  
\_\_\_\_\_  
Robert Braun

  
\_\_\_\_\_  
Brad Downey

  
\_\_\_\_\_  
Jan Keeley

  
\_\_\_\_\_  
Joseph Stanley

  
\_\_\_\_\_  
Matt Zastrow

  
\_\_\_\_\_  
Michele Barnas

  
\_\_\_\_\_  
Chris White  
SEIU Local 73 Representative

**APPENDIX A**  
**SALARIES**  
Starting Annual Rates

Category	Position	Beginning Salary
A	Custodian	38,483
A	Laborer	38,483
A	Driver (Internal Services, Nutrition Services, Utility)	38,914
A	Warehouse/Delivery Assistant (Nutrition Services)	38,914
A	Warehouse (Central Distribution)	38,914
A	Apprentice Mechanic	42,855
A	Warehouse (Nutrition Services)	43,914
B	Head Custodian	48,334
C	Maintenance/Mechanic 0 – 4 years of experience	50,500 – 52,000
C	Maintenance/Mechanic 5 or more years of experience	52,000 – 53,5000
D	Security	51,106

**Starting Hourly Rates**

Substitute Custodian	\$16.25/hour
Part-Time Custodian	\$17.47/hour

Annual Increases for continued employment:

2017-18	2% increase
2018-19	2% increase
2019-20	2% increase
2020-21	2% increase
2021 - 22	3% increase
2022 - 23	3% increase
2023 - 24	3% increase
2024 - 25	2% increase



**APPENDIX B  
STIPENDS**

**I. Winston Campus Head Custodian Stipend**

The head custodian at Winston Campus will receive a stipend for the additional duties required to maintain the building and grounds.

The amount of the Winston Campus Head Custodial stipend is **\$5,000/year**.

**II. Maintenance Stipends**

- A. In order to receive a maintenance stipend, employees must present documentation annually by June 1 to their supervisor confirming successful completion of the requirements listed below.
- B. Supervisor will submit a memo to HR with attached documentation authorizing stipends for the new fiscal year.
- C. If an employee receives a new licensure between June 1 and December 30, the adjustment will be prorated by 50% and applied with the second payroll in the month of January.
- D. The District may consider alternatives for beginning stipend eligibility. A committee composed of an equal number of District office representatives and SEIU employees will meet to review alternatives including successful completion of an accredited technical institute/college or successfully passing alternative licensure/competency tests. The committee will decide, by majority vote, if such training or testing can be used in place of an apprenticeship program. These alternative paths can be used to qualify for HVAC/Refrigeration, Certified Electrician, or Licensed Plumber. Advanced stipends must include the required years of experience in a commercial setting.

<b>Maintenance Stipends</b>	<b>Stipend Amount)</b>
HVAC/Refrigeration (initial)	\$4,000
Advanced HVAC/Refrigeration	\$8,500
Certified Electrician (initial)	\$4,000
Advanced Certified Electrician	\$8,500
Licensed Plumber (initial)	\$4,000
Advanced Licensed Plumber	\$8,500
Asbestos Abatement (initial)	\$2,000
Additional initial stipends	\$1,000
Additional advanced stipends	\$2,000

**E. Maintenance Stipend Requirements:**

- 1. HVAC Stipend Requirements:
  - a) Applicants must possess certification from a recognized HVAC apprenticeship program and attained Journeyman status as an HVAC technician/repairman

- b) Applicants must possess EPA approved certification Section 608 Type II\* or higher
- c) Achieve a successful passing score on the International Mechanical Code's assessment of HVAC Service Techs
- 2. Other Requirements (applicable to internal candidates)
  - a) Satisfactory Evaluations
  - b) Excellent work record
  - c) Good attendance record
- 3. In the event that the EPA changes the tests and/or requirements for section 608 certification, the administration will consult with the union and make changes to the requirements for the HVAC Stipends in order to align with the EPA.

**F. Advanced HVAC/Refrigerant Stipend Requirements:**

- 1. Applicants must have 5 or more years of experience working at the HVAC Commercial Journeyman level
- 2. Applicants must possess certification from a recognized HVAC apprenticeship program and attained Journeyman status as an HVAC technician/repairman
- 3. Applicants must possess EPA approved certification Section 608 Type II\* or higher
- 4. Other Requirements (applicable to internal candidates)
  - a) Satisfactory Evaluations
  - b) Excellent work record
  - c) Good attendance record
- 5. In the event that the EPA changes the tests and/or requirements for section 608 certification, the administration will consult with the union and make changes to the requirements for the HVAC Stipends in order to align with the EPA.

**G. Certified Electrician Requirements:**

- 1. Applicants must possess certification from a recognized electrician apprenticeship program and have attained Journeyman status as Certified Electrician.
- 2. Applicants must possess valid National Electrical Code/National Fire Protection Association (NEC/NFPA) 70 Certification
- 3. Other Requirements (applicable to internal candidates)
  - a. Satisfactory Evaluations
  - b. Excellent work record
  - c. Good attendance record
- 4. *\*In the event that the NFPA changes the tests and/or requirements for section NEC/NFPA certification, the administration will consult with the union and make changes to the requirements for the Electrician Stipends in order to align with the NFPA.*

**H. Advanced Certified Electrician Requirements:**

- 1. Applicants must have 5 or more years of experience working as a Commercial Certified Electrician at the Journeyman level or higher
- 2. Applicants must possess certification from a recognized electrician apprenticeship program and have attained Journeyman status as Certified Electrician.
- 3. Applicants must possess valid National Electrical Code/National Fire Protection Association (NEC/NFPA) 70 Certification

4. Other Requirements (applicable to internal candidates)
  - a. Satisfactory Evaluations
  - b. Excellent work record
  - c. Good attendance record
5. In the event that the NFPA changes the tests and/or requirements for section NEC/NFPA certification, the administration will consult with the union and make changes to the requirements for the Electrician Stipends in order to align with the NFPA.

**I. Licensed Plumber Requirements:**

1. Applicants must possess certification from a recognized plumbing apprenticeship program and have attained Journeyman status as an IDPH Licensed Plumber
2. Other Requirements (applicable to internal candidates)
  - a) Satisfactory Evaluations
  - b) Excellent work record
  - c) Good attendance record

**J. Advanced Licensed Plumber Requirements:**

1. Applicants must have 5 or more years of experience working as an IDPH Licensed Commercial Plumber at the Journeyman level or higher
2. Applicants must possess certification from a recognized plumbing apprenticeship program and have attained Journeyman status as an IDPH Licensed Plumber
3. Other Requirements (applicable to internal candidates)
  - a) Satisfactory Evaluations
  - b) Excellent work record
  - c) Good attendance record

**K. Asbestos Abatement Requirements:**

1. Applicants must successfully complete an Illinois Department of Public Health (IDPH) accredited asbestos training program.
2. Any and all annual requirements must be met in order to maintain certification
3. Other Requirements (applicable to internal candidates)
  - a) Satisfactory Evaluations
  - b) Excellent work record
  - c) Good attendance record

**III. Mechanic Stipends**

- A. In order to receive a mechanic stipend, employees must present documentation annually by June 1 to their supervisor confirming successful completion of the requirements listed below.
- B. Supervisor will submit a memo to HR with attached documentation authorizing stipends for the new fiscal year.
- C. If an employee meets the requirements listed below between June 1 and December 30, the adjustment will be prorated by 50% and applied with the second payroll in the month of January.
- D. The District may consider alternatives for mechanic stipend eligibility. A committee composed of an equal number of District office representatives and SEIU employees will meet to review alternatives including successful completion of an accredited technical institute/college or successfully passing alternative licensure/competency tests. The committee will decide, by majority vote, if such training or testing can be

used in place of an apprenticeship program. To be eligible for the Master Mechanic or Lead Mechanic stipend, employees must meet the qualifications listed below.

<b>Mechanic Stipends</b>	<b>Stipend Amount (set amount)</b>
Mechanic	\$2,000
Master Mechanic	\$4,000
Lead Mechanic (only one stipend position available)	\$6,000

**E. Mechanic Stipend Requirements:**

1. Applicant must have three (3) years of service with Community Consolidated School District 15 as a mechanic
2. Applicants must achieve a passing score on the following sections of the Automotive Service Excellence (ASE) Exam\*:
  - S4 - Brakes (including Air Brakes)
  - S5-Steering/Suspension Systems
3. They must also achieve a passing score on any two of the following areas of the Automotive Service Excellence (ASE) Exam\*:
  - S2 - Diesel Engines
  - S3 - Drive Train
  - S1 - Body Systems and Special Equipment
  - S6 - Electrical/Electronic Systems
  - S7 -Air Conditioning Systems and Controls
4. Other Requirements
  - Satisfactory Evaluations
  - Excellent work record
  - Good attendance record

\*In the event that the ASE changes the tests and/or requirements for school bus mechanics, the administration will consult with the union and make changes to the requirements for the Mechanic Stipends in order to align with the ASE certification.

**F. Master Mechanic Stipend Requirements:**

1. Applicants must have three (3) years of service with Community Consolidated School District 15 as a mechanic
2. Applicants must achieve a passing score on the following sections of the Automotive Service Excellence (ASE) Exam\*.
  - S1 - Body Systems and Special Equipment
  - S2 - Diesel Engines
  - S3 - Drive Train
  - S4 - Brakes (including Air Brakes)
  - S5-Steering/Suspension Systems
  - S6 - Electrical/Electronic Systems
3. Other Requirements
  - Satisfactory Evaluations
  - Excellent work record

- Good attendance record

*\*In the event that the ASE changes the tests and/or requirements for school bus mechanics, the administration will consult with the union and make changes to the requirements for the Mechanic Stipends in order to align with the ASE certification.*

**G. Lead Mechanic Stipend Requirements:**

1. Applicants must have three (3) years of service with Community Consolidated School District 15 as a mechanic
2. Applicants must achieve a passing score on the following sections of the Automotive Service Excellence (ASE) Exam\*.
  - S1 - Body Systems and Special Equipment
  - S2 - Diesel Engines
  - S3 - Drive Train
  - S4 - Brakes (including Air Brakes)
  - S5-Steering/Suspension Systems
  - S6 - Electrical/Electronic Systems
3. Computer/Systems Technology Knowledge and Experience
4. Knowledge of the fuel management software and systems to include base troubleshooting of fuel pumps
5. Knowledge of fleet maintenance software
6. Must test and certify for Underground Fuel Tank management A, B, C Operator\*
7. Other Requirements
  - Satisfactory Evaluations
  - Excellent work record
  - Good attendance record

*\*In the event that the ASE changes the tests and/or requirements for school bus mechanics, the administration will consult with the union and make changes to the requirements for the Mechanic Stipends in order to align with the ASE certification.*

**APPENDIX C**  
**JOB DESCRIPTIONS**

A committee will be formed with representatives from both the District and SEIU to review and update the job descriptions. To the extent that the parties cannot agree upon an aspect of a job description, the final decision shall be made by the Assistant Superintendent of Human Resources.

**TITLE:** Custodian (Category A)  
**LOCATION:** Various  
**FLSA EXEMPT:** No  
**REPORTS TO:** Building Principal  
Manager of Environmental Services  
**ANNUAL WORK DAYS:** 260

### **Essential Duties and Responsibilities**

- Directly responsible to the Head Custodian.
- Perform all phases of the housekeeping and operations assigned by the Head Custodian.
- Perform work required for the routine cleaning and upkeep of the building.
- Mop, sweep, scrub floors and other surfaces.
- Clean, renovate, and renew floor surfaces.
- Clean and dust furniture, exhibit cases, fixtures, windows, doors, trim, and related furnishings.
- Wash and/or clean windows and door glass.
- Move furniture, supplies, and miscellaneous equipment as directed.
- Collect all waste paper and debris and dispose of according to building operations.
- Clean and service all toilets and restrooms.
- Clean drinking fountains and wash basins.
- Report items that require repair.
- Lock and secure all doors and windows before leaving building at the end of the day.
- Perform all other such duties assigned by the Head Custodian, Principal, or Supervisor of Buildings and Grounds.
- Report any injury or accident immediately. Assist the head custodian in filling out the proper forms relating to the injury or accident.

### **Primary Relationships**

- Manager of Environmental Services and Principal: All personnel in the school building are under the supervision of both the Manager of Environmental Services and the principal. Custodians will be responsible for directions given directly by the principal or through the head custodian.
- Head Custodian: The custodian is responsible directly to the head custodian in the building.
- Supervisor of Custodial Services: The custodian shall be under the technical supervision of the supervisor for custodial services' office. He or she shall be responsive to instructions or recommendations of the supervisor relative to the manner in which the job is performed. The supervisor of custodial services is the primary source of information and guidance in the performance of head custodian duties.
- Teachers: Custodians, as members of the building support staff, are requested to be responsive to reasonable requests of teachers for assistance. The principal will indicate guidelines for the extent and scope of such assistance.
- Students: The custodian's first concern with students shall be for their safety and well being. Conduct towards students must at all times be exemplary. The attitude should be one of helpfulness within the limits of assigned duties.

**TITLE:** Laborer (Category A)  
**LOCATION:** Maintenance Department  
**FLSA EXEMPT:** No  
**REPORTS TO:** Manager of Environmental Services  
**ANNUAL WORK DAYS:** 260

### **Essential Duties and Responsibilities**

- Receives oral and written instructions daily on work to be performed.
- Responsible for assisting the maintenance mechanic in performing repairs, construction, and preventative maintenance to buildings and equipment.
- Performs various tasks individually, as directed.
- Assists in the maintenance mechanic in performing interior and exterior plumbing, general carpentry and electrical repair, construction and preventative maintenance.
- Makes scheduled inspections of buildings, structures, and adjoining grounds to detect defects and signs of deterioration. Reports discrepancies to maintenance mechanic or supervisor.
- Performs some routine electrical repairs, replaces and makes minor repairs, replaces sockets, plugs, and outlets.
- Nails down loose boards, repairs door hinges, and other minor repairs.
- Performs preventative maintenance of equipment such as oiling moving parts, motor bearings, etc.
- Assist in inspection of equipment to detect worn or damaged parts.
- May perform touch-up painting in areas where repairs are made.
- Performs grounds or outdoor work, cutting grass, trimming, etc.
- Performs other related duties as assigned.

### **Education, Experience, and Skills Required**

- High school graduate or equivalent.
- Knowledge and ability to use hand tools, rulers, and power tools. Mechanical aptitude.



**TITLE:** Internal Services Driver (Category A)  
**LOCATION:** Various  
**FLSA EXEMPT:** No  
**REPORTS TO:** Manager of Environmental Services  
**ANNUAL WORK DAYS:** 260 Days

**Essential Duties and Responsibilities**

- Deliver and pick up mail, as needed.
- Deliver and pick up supplies and equipment, as directed.
- Make money pick up at designated schools and the bank delivery/pick up.
- Sort, prepare and deliver outgoing mail. Operate the postage meter.
- Assume overtime and emergency assignments during off hours on a rotating basis.
- Assume other responsibilities when school is not in session, such as working with the maintenance and custodial departments.
- Assume other responsibilities as may be assigned from time to time.

**Education, Experience, and Skills Required**

- Must be at least 21 years of age and a good driving record.
- High school graduate or equivalent.
- Prompt, reliable and dependable.
- Posses valid CDL and Illinois driver's license and able to drive a standard transmission.
- Be safety minded, neat and able to get along with numerous people district-wide.
- Able to lift 50-75 pounds.

**TITLE:** Nutrition Services Delivery Driver (Category A)  
**LOCATION:** Food Services  
**FLSA EXEMPT:** No  
**REPORTS TO:** Director of Nutritional Services  
**ANNUAL WORK DAYS:** 260/173 (prorated)

### **Essential Duties and Responsibilities**

- Safe delivery of satellite school lunches and on site food items.
- Pick up empty racks and unload at central kitchen.
- Perform duties in keeping with the procedures and methods established by the nutrition services department.
- Load truck with all items for school sites. Ensure that all items required are loaded and delivered.
- Maintain proper refrigeration temperatures for food items.
- Unload items safely at schools and put food in refrigerator to maintain safe temperatures and HACCP standards. Non-food items placed in appropriate locations.
- Return empty racks to the central kitchen.
- Pickup and/or take food and/or non-food items to schools if needed.
- Custodial responsibilities including, but not limited to and sweeping and mopping central kitchen area, cleaning bathroom and lounge area to maintain district/nutrition service standards.
- Assist in keeping dock garage areas clean and free of debris.
- Perform other duties as required.

### **Education, Experience, and Skills Required**

- High school diploma or equivalent.
- Excellent driving record.
- Hold a valid commercial driver's license (CDL-B).
- Knowledge of HACCP

**TITLE:** Utility Driver/Transportation Delivery (Category A)  
**LOCATION:** Transportation  
**FLSA EXEMPT:** No  
**REPORTS TO:** Director of Transportation  
**ANNUAL WORK DAYS:** 260

**Essential Duties and Responsibilities**

- Check the oil of all vehicles in the bus fleet and fill as required two times per week.
- Ensure that the buses are locked and the lot is secured at the end of each day.
- Pick up parts for mechanics as needed.
- Organize and clean the parts storage room and the shop area.
- Under the direction of the mechanic, make minor repairs on the buses such as replacing lights, mirrors, tires, etc.
- Assist in conducting regular service checks on buses.
- Assist mechanics on service calls as needed.
- Perform additional tasks as required by management.

**Education, Experience, and Skills Required**

- Must be at least 21 years of age and a good driving record.
- High school graduate or equivalent.
- Prompt, reliable and dependable.
- Possess valid CDL and Illinois driver's license and able to drive a standard transmission.
- Be safety minded, neat and able to get along with numerous people district-wide.
- Able to lift 50-75 pounds.
- Basic mechanical knowledge of automobiles is preferred.

**TITLE:** Warehouse/Delivery Assistant - Nutrition Services  
(Category A)  
**LOCATION:** Nutrition Services Department -Walter R. Sundling  
**FLSA EXEMPT:** No  
**REPORTS TO:** Director of Nutrition Services  
Line Coordinator  
**ANNUAL WORK DAYS:** 189

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assist in receiving, sorting, and storing multiple deliveries of food products and supplies for Central Kitchen under guidance of Warehouse Worker.
  - Matches invoices with delivery goods -reporting any shortages or substitutions to the Warehouse.
  - Checks and insures that all perishable products are dated appropriately for use.
  - Understands first-in, first-out (FIFO) procedures and assists in maintaining proper storage and rotation of food supplies in the warehouse, refrigerator, and freezers.
- Fill requisition requests to the Central Kitchen and on-site kitchens on a daily basis and assist in ensuring items are available and marked for drivers.
- Keep warehouse and kitchen clean and clear of debris and garbage during production hours.
- Maintain personal hygiene that is appropriate for working with food products in the kitchen and warehouse areas.
- Perform custodial duties as directed by Warehouse.
- Able to clean floors, washrooms, laundry area and office.
- Able to drive and load/unload department delivery truck as needed.
- Perform other duties as assigned.

### **EDUCATION, EXPERIENCE, AND SKILLS REQUIRED**

- High school diploma or equivalent.
- Previous warehousing experience, preferably in a food service environment.
- Knowledge in tracking warehouse inventory.
- Able to lift 70 pounds.
- Ability to maneuver and operate pallet jacks.
- Hold a valid CDL license.
- Preferred completion of a valid sanitation certification.
- Ability to demonstrate organizational skills in receiving, storage, and issuing of all food and supplies.
- Ability to work cooperatively with others.
- Ability to work under conditions in the department that require handling of merchandise, scheduling, interruptions, and emergencies as they arise.

**TITLE:** Warehouse Worker - Central Distribution (Category A)  
**LOCATION:** Central Distribution Facility  
**REPORTS TO:** Manager of Environmental Services  
**FLSA EXEMPT:** No  
**ANNUAL WORK DAYS:** 260

### **Essential Duties and Responsibilities**

- Responsible for receiving, storing, and delivering products to warehouse or school facilities
- Assist in inventory of furniture, equipment and supplies
- Move furniture and equipment of various nature to schools and/or other structures.
- Take deliveries at receiving warehouse
- Catalog received deliveries, sort and process
- Stage and/or stack deliveries and supplies
- Pick up furniture or equipment from buildings and transport to warehouse or school buildings
- Stack and arrange products, furniture or supplies at CDF, CLA and WRS.
- Assist in the cataloging and inventory of equipment, supplies, or furniture.
- Perform other duties as assigned.

### **Education, Experience, and Skills Required**

- Must be 21 years old and have good driving record
- Hold a valid Illinois CDL license
- High school graduate or equivalent
- Ability to drive vehicles with standard transmission
- Ability to lift 50-75 pounds and be physically fit
- Be safety minded, neat and able to get along with numerous people district-wide
- Must be able to demonstrate good organizational skills
- Previous experience in a warehouse operation is desired.
- Must be flexible and able to handle interruptions and emergencies effectively.

**TITLE:** Apprentice Mechanic (Category A)  
**LOCATION:** Transportation  
**FLSA EXEMPT:** No  
**REPORTS TO:** Director of Transportation  
**ANNUAL WORK DAYS:** 260

**Essential Duties and Responsibilities**

- Responsible for assisting the mechanics in repairing school buses and performing routine service on all vehicles in the fleet.
- Change the oil on all buses in the fleet on a regular basis and perform minor mechanical repairs.
- Assist the mechanics with major repairs.
- Ensure that the transportation facility is secure at the end of each day.
- Act as utility driver when needed.
- Respond to service calls as needed or assigned.
- Complete additional tasks as required by management.

**Education, Experience, and Skills Required**

- Must be 21 years of age and have a good driving record.
- Must hold or qualify for a commercial driver's license (CDL-B).
- Must have knowledge of routine maintenance required for automobiles or other vehicles and be able to perform a service check on a car, truck, or bus.

**TITLE:** Warehouse Worker - Nutrition Services (Category A)  
**LOCATION:** Nutrition Services Department - Walter R. Sundling  
**REPORTS TO:** Director of Nutrition Services  
**FLSA EXEMPT:** No  
**ANNUAL WORK DAYS:** 260

### **Essential Duties and Responsibilities**

- Establish efficient operations between warehouse, central kitchen and nutrition service locations throughout the district in a safe and sanitary environment.
- Plan, direct and assist in receiving, marking, storing, and delivering of all food and non-food items.
- Supervise the overall receipt, recording and inspection of incoming warehouse items to ensure product is delivered in a sanitary and wholesome condition with adequate usage dates.
- Organize warehouse and drivers on daily assignments to best benefit departmental activities based on weather, delivery schedules, staff absences.
- Maintain proper storage requirements, optimum placement, rotation of food and supplies, and proper method of inventory control in the warehouse refrigerator and freezer.
- Understand and follow FIFO procedures.
- Receive incoming invoices of delivered goods.
- Report shortages, damages and other discrepancies to Central Kitchen Manager and office.
- Work closely with Director, Assistant Director, Kitchen Manager and other managers to identify and develop procedures to streamline warehouse operation.
- Develop inventory procedures and train and assist warehouse drivers on these procedures.
- Direct staff in proper cleaning procedures of kitchen, warehouse and office.
- Fill requisition requests to the central kitchen on a daily basis.
- Ensure that warehouse and kitchen are kept clean and clear of debris and garbage during production hours.
- Ensure that kitchen floors, washrooms, laundry area, and office are cleaned daily.
- Maintain personal hygiene that is appropriate for working with food products in the kitchen and warehouse areas.
- Assist in the organization and delivery of summer programs.
- Provide recommendations on equipment needs.
- Assist in the organization of staff for holidays/time off.
- Maintain cleaning schedule of all walk-in refrigerators and freezers.
- Able to drive and load/unload department delivery truck as needed.
- Performs other duties as assigned.

### **Education, Experience, and Skills Required**

- High school diploma or equivalency
- Previous warehouse experience preferred
- Must have Illinois Sanitation Certification or willing to obtain one within three (3) months of employment
- Ability to multi-task, work effectively and efficiently without direct supervision
- Able to communicate effectively
- Must have valid CDL
- Be able to lift 70 pounds, use pallet jacks, bend, squat and stand for extended periods of time

**TITLE:** Head Custodian  
(Category B)  
**LOCATION:** Various  
**FLSA EXEMPT:** No  
**REPORTS TO:** Building Principal & Manager of Environmental Services  
**ANNUAL WORK DAYS:** 260

### **Essential Duties and Responsibilities**

- Responsible for the custodial program in a building assigned.
- Responsible for promoting a safe, healthy, and pleasant school environment.
- As a member of the custodial staff may, as the occasion arises, or as scheduled, perform any or all duties of a custodian.
- Provide the leadership necessary to establish cleaning and sanitation of the school as a top priority.
- Take charge of all aspects of the physical operation of the building to which assigned.
- In consultation with the principal and supervisor of the custodial services, develop a work schedule for all custodians in the building.
- Assign personnel to cover the building for scheduled activities pertaining to the school operation and non-school activities.
- Train and instruct new personnel in the performance of their duties.
- Supervise the work of all custodial personnel assigned to the building.
- Recommend to the supervisor of custodial services necessary maintenance supplies and equipment.
- Assist in the development of the annual budget for the operations and maintenance.
- Be responsible for the proper and economical use of all supplies, tools, and equipment assigned to the building.
- See that the rules, regulations, and policies governing safety and the use of facilities are enforced.
- Keep required records and reports.
- In consultation with the principal, recommend the promotion of an individual custodian who performs duties as well and the termination of those who are not performing the job in a satisfactory manner.
- Report all injuries and accidents immediately to the principal of the building and complete the appropriate forms relating to the injury or accident.
- The head custodian has the responsibility of maintaining all mechanical equipment in the building and making repairs inclusive of minor carpentry, plumbing, electrical repairs (such as ballast replacements), temperature control, and mechanical systems.
- The head custodian is responsible for maintaining and trimming shrubbery and grass around the building and disposing of paper and debris on the grounds of the school.
- Snow removal of sidewalks, paths, and entries around the building.
- The head custodian must be proficient in the use of computers to perform job related duties including but not limited to: email communications, work orders, service calls, and energy management.
- The head custodian will perform such other duties assigned by the principal or Supervisor of Custodial Services.



Head Custodian  
(continued)

**Primary Relationships**

- Manager of Environmental Services and Principal: The head custodian reports directly to both the Manager of Environmental Services and the building Principal.
- Teachers: The custodial staff, as members of the support services team, is expected to be responsible to reasonable requests of teachers under guidelines of the principal. the relationship should be one of helpful cooperation.
- Custodians: The head custodian is responsible for training and direct supervision of custodians assigned to his or her building.
- Supervisor of Custodial Services: The head custodian shall be under the technical supervision of the supervisor of buildings and grounds office. He or she shall be responsive to instructions or recommendations of the supervisor relative to the manner in which the job is performed. The supervisor of buildings and grounds is the primary source of information and guidance in the performance of head custodian duties.
- Students: A head custodian's first concern with students is for their safety and well being. Relationships with students are governed by the highest standards of conduct and concern within the context of assigned responsibilities.

**Education, Experience, and Skills Required**

- Preferred completion of the Illinois Association of School Business Officials Facilities Operations Courses specializing in Custodial Operations.

**TITLE:** Maintenance (Category C)  
**LOCATION:** Various  
**FLSA EXEMPT:** No  
**REPORTS TO:** Manager of Environmental Services  
**ANNUAL WORK DAYS:** 260

**Essential Duties and Responsibilities**

- Performs all phases of building and grounds maintenance and related work.
- Responds to emergency situations of a mechanical nature.
- Performs general grounds, maintenance, repair, and construction work in two or more trades.
- Able to receive general instructions and exercise initiative and latitude in determining technical details of assignments.
- Performs all work incidental to construction of small structures or minor remodeling of buildings.
- Constructs or repairs sidewalks and makes masonry repairs.
- Resurface and repair roofs.
- Paint interior and exterior of buildings.
- Make electrical installations and repairs.
- Inspect and repair or replace plumbing, piping, fixtures, traps, valves, gauges, pumps, coils, gaskets, and related work.
- Construct shelves, cabinets, and other simple furniture as well as repair desks, tables, chairs, and other furniture.
- Operate tractor equipped with front loader and backhoe, install drainage lines, and make minor blacktop repair. Diagnose and make repairs on any mechanical equipment within the scope of training, experience, and ability; refer repairs beyond ability to immediate supervisor.
- Respond to any emergency requests within the scope of ability.
- Report all injuries and accidents to the supervisor of maintenance and assist with preparing proper forms.
- Assist with snow plowing and grounds.
- Perform such other duties as may be assigned or requested by the supervisor of maintenance or the supervisor of custodial services.
- Routine manual work in planting, fertilizing, spray lawns, shrubs, and trees.
- Responsible for the pruning of trees and shrubs and mowing and trimming grounds areas.
- Keep assigned parking lots and sidewalks clear of snow.
- Keep blacktop and other outside grounds area in good repair.
- Keep tools, mechanical equipment, vehicles, and tractors owned by the district in clean condition and good repair.
- Remove all debris from school grounds and parking lots and dispose of properly.
- Install playground equipment and keep pea gravel underneath equipment when requested by the principal and approved by the supervisor of custodial services.
- During times of the year when outside work is not required, complete inside work as directed by the supervisor of maintenance.

Maintenance  
(continued)

**Primary Relationships**

- Supervisor of Maintenance: Maintenance employees generally receive instructions and report to the supervisor of maintenance but, on occasion, may be directed by the manager of environmental services for specific tasks.
- Principals and Coordinators: In the interest of orderly procedure, the maintenance employees receive instructions for the Supervisor of Maintenance. They may, however, respond to reasonable requests for minor maintenance tasks by administrators when is feasible.
- Teachers and Students: As part of the non-instructional team, maintenance employees help prove the environment for learning and practice courtesy and consideration in all contacts with other staff members and students.

**Primary Relationships**

- May be required to hold a commercial driver's license (CDL)

**TITLE:** Mechanic (Category C)  
**LOCATION:** Various  
**FLSA EXEMPT:** No  
**REPORTS TO:** Director of Transportation  
**ANNUAL WORK DAYS:** 260

**Essential Duties and Responsibilities**

- Responsible for repairing and maintaining the school bus fleet in order to provide transportation services for the school district.
- Must possess a complete set of basic tools at the time of employment.
- Perform brake inspections every 10,000 miles on each school bus to ensure safety.
- Perform minor and major repairs on all District 15 vehicles.
- Unlock gates, buses, and buildings as required for job function.
- Check all buses in the fleet on school days to make sure they are started and running so drivers can begin their routes on time as required by the shop foreman.
- Perform the duties of the apprentice mechanic and utility driver as needed.
- Respond to all service calls involving bus breakdowns and accidents.
- Complete additional tasks as assigned by management.

**Education, Experience, and Skills Required**

- Must be a minimum of 21 years old and have a good driving record.
- Must hold a commercial driver's license (CDL-B)
- Must be able to perform minor/major repairs on buses or similar vehicles.
- Previous experience as a mechanic is desired.
- Must be able to carry out physical requirements of job responsibilities.
- School Bus ASE Certified preferred.