

**MEMORANDUM OF UNDERSTANDING  
RE: NEW OPERATIONS SUPPORT ASSISTANT POSITION**

This Memorandum of Understanding (“MOU”) is entered into by and between the **Board of Education of Community High School District No. 155**, McHenry and Lake Counties (“the District”) and the **Community High Education Support Staff, IEA-NEA (“CHESS”)** (collectively, “the Parties”).

**WHEREAS**, the District intends to create an FLSA-nonexempt Operations Support Assistant position within the bargaining unit represented by CHESS; and

**WHEREAS**, the Parties met and reached certain agreements regarding working conditions and compensation for this new position, and the Parties wish to memorialize the understandings reached between them;

**NOW THEREFORE**, any provisions of the current collective bargaining agreement (the “Agreement”) between the Parties notwithstanding, the Parties agree to the following:

1. **Recitals.** The recitals above are incorporated into this MOU by reference.
2. **Workday and Work Year.** The position of Operations Support Assistant is a 12-month position and, pursuant to Section 3.1 of the Agreement, will have an 8-hour workday. This position is subject to all other parameters set forth in Section 3.1 for 12-month Custodial/Maintenance positions.
3. **Lunch and Breaks.** Pursuant to Section 3.3 of the Agreement, the Operations Support Assistant is entitled to a duty-free unpaid lunch break (30 minutes) and two 15-minute breaks. However, the lunch break for Operations Support Assistant may be adjusted (with start and/or end times adjusted accordingly to ensure an 8-hour workday), as determined by the District Administration.
4. **Uniforms.** The provisions of Section 5.11 of the Agreement shall apply to the Operations Support Assistant position.
5. **Building Assignments.** The Board has the right to reallocate the Operations Support Assistant across the District office and school campuses as needed.
6. **Compensation Level.** The new hire for the position of Operations Support Assistant will be placed at Custodial Level 3 in Article 14.1 of the Agreement between the Parties.

**IN WITNESS WHEREOF**, the District and CHESS have executed this Agreement on the dates written below.

*Signature page to follow*

**Community High Education Support Staff,  
IEA-NEA**

By: Bronica Gutzymer  
President

Date: 8/13/25

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**Board of Education of  
Community High School District No. 155,  
McHenry and Lake Counties**

By: Nicole Parris  
Board President

Date: 8/19/25

**Attest**

By: Mary M. Muecher  
Board Secretary

Date: August 19, 2025