

**Memorandum of Agreement
Between the Board of Education of
Elmwood Park School District 401 and
Elmwood Park Custodian and Maintenance Association, IEA/NEA**

Transition Role Special Assignment

The Board of Education and Association mutually seek to temporarily amend the parties' 2022-2026 collective bargaining agreement relating to a special assignment within the bargaining unit. The parties hereby agree as follows:

- 1) The following duties and conditions shall apply to the transition role:
 - a) Any work hours performed under the special assignment job title will increase the employee's hourly rate by \$2 per hour and will be included in any overtime pay calculation.
 - b) Recommends and implements building assignments and work schedules for all maintenance and custodial staff.
 - c) Implements buildings and grounds preventative maintenance and improvement plans; including for all major building equipment systems.
 - d) Consults with the Business Manager to maintain all maintenance and custodial needs as related to buildings and grounds.
 - e) Maintains an updated inventory related to all custodial and maintenance equipment, supplies, etc.
 - f) Schedules custodians for coverage of facilities and grounds for non-school time activities, events and programs and oversees the preparation of school building facilities and grounds for designated non-school time activities, events and programs.
 - g) Arranges and coordinates outside contractors for preventive maintenance work.
 - h) Supervises the inspection and monitoring of all safety and security systems (e.g., fire alarms, smoke/heat detectors, sprinkler systems, security alarms, fire extinguishers, equipment alarms).
 - i) Supervises the inspection and monitoring of all buildings and grounds equipment and systems that relate to the environmental functioning of the buildings and grounds (e.g., generators, lighting systems, water systems, septic/sewerage systems, heating and cooling systems, plumbing systems and communications equipment).
 - j) Schedules grass cutting, snow plowing and major grounds work.
 - k) Works with the Business Manager and Principals to coordinate key control management and safeguards for all school facilities.

- l) Sees that services such as rubbish removal, pest control management, air quality testing, water quality testing, etc., are provided to the school district according to need or requirements.
 - m) Has direct contact with all vendors involved with maintenance and custodial needs and works with the Business Manager regarding purchasing. Oversees the receipt, inventory, storage, distribution and reordering of supplies.
 - n) Sees that any vehicle owned and/or used by the school district for maintenance/custodial work is properly maintained.
 - o) Responds to buildings and grounds emergencies as necessary.
 - p) Schedules Building and Fields Use for after hours and community groups.
 - q) Performs other duties, tasks and responsibilities as assigned by the Business Manager.
 - r) Prioritizes, recommends, and schedules all maintenance projects for the school district.
- 2) This Memorandum of Agreement shall expire on January 1, 2023, unless it is extended by mutual written consent on a month-to-month basis.
- 3) This Memorandum of Agreement is not precedential in effect and shall not constitute a practice or precedent under the CBA, any Successor CBA, or any other collective bargaining agreement.
- 4) The Memorandum of Agreement is subject to the grievance/arbitration provisions of the parties' Collective Bargaining Agreement.
- 5) To the extent of any conflict or inconsistency between this Memorandum of Agreement and the CBA or any Successor CBA, the provisions of this Memorandum of Agreement shall control.

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Association	Date	Board of Education	Date