

2026-2030

AGREEMENT

**(hereinafter referred to as “The Agreement”)
between the**

**TOWNSHIP HIGH SCHOOL DISTRICT 113
BOARD OF EDUCATION**

and

**BUILDING, GROUNDS, MAINTENANCE AND SECURITY (BGMS)
GROUP**

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ARTICLE I - INTRODUCTION

A. Recognition Clause

This agreement governs the wages, fringe benefits and other terms and conditions of employment, as negotiated between the parties for all full time , custodial grounds maintenance and security workers. This Agreement constitutes the entire agreement between the parties and shall remain unchanged for its duration unless mutually agreed upon in writing.

B. Shared Commitment to Non-Discrimination / Equal Employment Opportunity Practices

The Board and the BGMS employees affirm their continued support of the Board's policies prohibiting discrimination on account of race, religion, color, nationality, gender, gender identity, sexual orientation, marital status, age, or disability in accordance with law.

ARTICLE II – BGMS POLICIES

A. Board of Education Policies and Procedures

All employees must adhere to Board of Education Policies and Procedures. These policies and procedures can be found on the District's website at:

<https://boardpolicyonline.com/?b=townshiphsd> 113.

B. Consumers Credit Union

District employees are eligible for membership in the Consumers Credit Union. This organization provides savings opportunities through payroll deduction. The Credit Union is also a source of installment credit for a variety of purposes. Loan repayments can be made via payroll deduction. For more information contact the District Payroll Department or the Consumers Credit Union at (877) 275-2228.

ARTICLE III - EMPLOYMENT

A. Job Vacancies

When vacancies occur, or new positions are created, the job shall be posted for five (5) days internally so that all employees may know of the opening. Once all internal transfers are complete any position left vacant will be posted externally. An employee shall be selected to fill the job unless it can be shown that no qualified applicant can meet the new position requirements.

B. Probationary Review for New Employees

New employees to the District shall be on a probationary period for one calendar year. The purpose of the probationary status is to enable District 113 to determine that the employee has the desired work habits, skills, knowledge, attitude, and performance to warrant continued employment.

The immediate supervisor will schedule probationary review meetings with the immediate supervisor to discuss and review the probationary employee's performance. The meetings will be held at one month, three months and six months during the first year of employment.

During the probationary period, employees shall be subject to termination at any time, with or without cause, subject to applicable federal, state, and local laws prohibiting unlawful discrimination or retaliation.

C. Seniority

Seniority shall be considered to begin on the first day of full-time employment in their current position within the group category (Custodial, Grounds, Maintenance, Security). After successful completion of a probationary period of one year (12 months) from the first day of employment on the job, seniority will prevail in cases of change of shift, application to fill a vacancy or transfer to an equivalent position or assignment if all other factors are equal and the applicant is fully qualified to meet the requirements of the position. Seniority will be forfeited when an employee is terminated, resigns, or retires from the group.

ARTICLE IV - WORKING CONDITIONS

A. Work Year

For 12-month BGMS employees the work calendar will consist of 260 days or 2080 hours.

For 10-month BGMS employees the work calendar will consist of 217 days or 1736 hours.

For 9.5-month BGMS employees the work calendar will consist of school attendance days when the students are in the building which consists of 202 days or 1616 hours

B. Work Schedule

For first shift BGMS employees, the work day will consist of 8.5 hours, which reflects an 8 hour workday, two 15-minute breaks and a 30 minute unpaid duty-free lunch (40 paid hours/week).

For second and third shift BGMS employees, the work day will consist of 8 hours, which reflects an 8 hour workday, two 15-minute breaks and a 30 minute paid working lunch (40 paid hours/week).

Start times and end times will be determined by the employee's supervisor as outlined below:

1st Shift - Start time 5:00am to 8:30am

1st shift schedule examples: 5:00am-1:30pm, 7:00am-3:30pm

2nd Shift - Start time 10:00am to 4:30pm

2nd shift schedule examples: 10:00am-6:00pm, 3:00pm-11:00pm

3rd shift - Start time 8pm to 11:30pm

3rd shift schedule examples: 9:00pm-5:00am

Work schedules may be adjusted by the Supervisor to meet district priorities, with employees entitled to two weeks' notice of changes. Prior to implementation, the Supervisor will consult with affected employee(s) regarding potential impacts on personal schedules (e.g., childcare or second jobs) and explore mutually agreeable alternatives when possible.

Employees may request schedule adjustments for personal needs (e.g., childcare or second jobs). The Supervisor will review such requests in good faith and grant them at its discretion, consistent with operational demands and this Agreement.

Additionally, shift schedules may be modified during the summer months, provided impacted staff receive appropriate notice.

C. Breaks

All BGMS employees receive two 15-minute paid breaks, which shall be taken at times determined through collaboration between the employee and their direct supervisor. Breaks may not be taken at the beginning or the end of the day resulting in a late start or early release. Employees acknowledge that a supervisor may rearrange a scheduled paid break time to accommodate the needs of the District.

D. Attendance

All BGMS employees must record their work hours each day by clocking in and out at the beginning and end of each shift (via the time clock machines at each building) using either their physical ID

badge or fingerprint recognition. Employees will not be required to clock in and out during their meal break. The 30-minute unpaid meal break for first shift BGMS employees will be automatically deducted during the work hours (6.5 - 8.5 hours). Employees must be completely relieved of all duties during unpaid meal periods. If an employee's meal period is interrupted or the employee is required to perform any work during such period, the employee shall immediately report the missed or interrupted meal period to their supervisor.

E. Absence/Tardy Procedure

An employee who is unable to report to work or anticipates being late/tardy shall notify their immediate supervisor the night before or as soon as possible. A pattern of frequent absences and/or tardiness may subject the employee to disciplinary action which may include loss of pay and/or termination.

F. Emergency Days/School Closures/Late Starts

Emergency school cancellation day is defined as a regularly scheduled day of student attendance where school is cancelled for the entire district as determined by the Superintendent (i.e., inclement weather, natural disaster, or other event at the discretion of the District). School cancellation day is not defined as school cancellation due to a pandemic, epidemic or other event resulting in school cancellation as ordered or recommended by a local, state or national agency, organization, or entity.

On emergency school cancellation days employees will be paid for a full day of work at their regular rate of pay. Employees who work on an emergency school cancellation day(s) will be paid at time and half for all hours worked, in addition to the pay they receive at their regular rate for a full day of work. The district retains discretion regarding which employees will be required to work on emergency school cancellation days.

In the event the District transitions to a remote learning day due to inclement weather(Including, but not limited to, Snow or extreme temperatures) and other 12-month building level support staff personnel are permitted to work remotely, any BGMS employee who physically reports to work shall receive an additional premium of one-half (0.5) times their regularly hourly rate of pay for all hours worked on campus, up to a maximum of eight (8) hours per day.

ARTICLE V - LEAVES OF ABSENCE

A. Sick Leave

The Board of Education shall award 15 sick days per year for 10-month employees and 18 days per year for 12-month employees. All sick leave days accumulate without limit.

The employee may utilize their accumulated sick leave for personal illness or for serious illness in the immediate family. The definition of immediate family can be found in the school code. Per board policy, employees absent for 3 consecutive days or more must provide a doctor's note to the Human Resources department upon their return to work.

Sick leave may be taken in whole-day, half-day (4 hours) or one-quarter day (2 hours or less) increments.

B. Vacation for 12-Month Employees

Vacation days are earned in arrears (i.e., vacation is earned in one work year and available for use at the beginning of the following work year). Previously earned and unused vacation days, to a maximum of one-half of annual earned days, may be "carried over" into the next work year. Carry-over days must be used by the last day of winter break.

12-month employees earn two weeks' vacation after 12 months of continuous employment and 9.5 month or 10-month employees, who have worked in the district for 12 months or longer, who transfer to a 12-month position will have 10 vacation days available for use during their first year. One additional day every year thereafter up to a maximum of 20 days.

Vacation days for 12-month employees are earned in one and available for use in the following year in the following amounts:

	<u>Earned</u>	<u>Available for use</u>
• First 12 months:	10	0
• After Year 1:	11	10
• After Year 2:	12	11
• After Year 3:	13	12
• After Year 4:	14	13
• After Year 5:	15	14
• After Year 6:	16	15
• After Year 7:	17	16
• After Year 8:	18	17
• After Year 9:	19	18
• After Year 10:	20	19
• After Year 11+:	20	20

Vacation Blackout Periods:

- The last two (2) weeks of summer break
- The first week of the school year

Exceptions for special cases will be considered and if approved, will need both the supervisor and H.R. approval.

Supervisor Approval:

To ensure proper staffing coverage, advanced notice and supervisor approval is required for all vacation requests. Supervisors have the discretion to deny vacation requests based on the needs

of the District. BGMS employees will follow these guidelines when submitting vacation time:

- 1 work day: Submit request at least 48 hours in advance.
- Less than 5 consecutive work days: Submit request at least five days in advance.
- 5 to 9 consecutive work days: Submit request at least two weeks in advance.
- 10 consecutive work days: Submit request at least one month in advance.
- More than 10 consecutive work days: This length of vacation is generally reserved for extraordinary circumstances and requires special approval by Human Resources.

Subject to minimum staffing levels, vacation time will be approved by the supervisor or designee on a first-come, first-served basis.

C. Personal Leave

For 9.5-month and 10-month employees, two (2) days non-cumulative, personal business leave during each school year will be permitted without loss of pay with prior approval by the supervisor. 10-month employees with full extracurricular assignment are entitled to a third day of personal leave. Previously earned and unused personal leave days may be carried over into the next work year. However, an employee may only accumulate up to three personal leave days per work year.

For 12-month employees, three (3) days non-cumulative, personal business leave during each school year will be permitted without loss of pay with prior approval by the supervisor.

Requests for such leave should be directed to the immediate supervisor at least 48 hours in advance (or) to the greatest extent possible.

Every unused personal day may be rolled over to the following work year as a sick leave day (i.e., one unused personal day equals one sick leave d(ay) subject to IMRF approval. ([Reference Board Policy 5-330](#)).

D. Parental Leave

Reference Board Policy 5:160 (Parental Leave), Board Policy 5:250 (Leaves of Absence) and Board Policy 5:330 (Sick Days, Vacation, Holidays, and Leaves).

E. Grandparent Leave

Paid leave taken for the birth or adoption of an employee's grandchild shall be two (2) days per occurrence. The intent of the leave is to allow the grandparent the opportunity to be present for the birth/adoption or to provide support for the family members. The approved days off are to be used within 30 days of the birth/adoption.

F. FMLA Leave

Reference Board Policy 5:185 (Family and Medical Leave) and Board Policy 5:160 (Parental Leave).

G. Bereavement Leave

Reference Board Policy 5:250 (Leaves of Absence) and Board Policy 5:330 (Sick Days, Vacation, Holidays, and Leaves).

H. Jury Duty

Reference Board Policy 5:80 (Court Duty).

I. Holiday Leave

The Board of Education shall grant the following paid holidays:

Independence Day	Christmas Eve Day
Labor Day	Christmas Day
Yom Kippur*	New Year's Eve Day
Rosh Hashanah*	New Year's Day
Indigenous Peoples' Day	Martin Luther King Day
Veterans Day**	Presidents' Day
Wednesday before Thanksgiving	Casimir Pulaski Day**
Thanksgiving Day	Good Friday
Friday after Thanksgiving Day	Memorial Day
	Juneteenth

*When the holiday falls during the work week.

**Floating Holiday when the holiday falls on the weekend. (The holiday needs approval by the employee's direct supervisor, and will be subject to the same rules that apply to personal days. The floating holiday must be used in the current school year and may not be carried over to the following school year.)

BGMS employees required to work on a designated holiday or non-work non-paid day within their work calendar, due to an emergency or other extenuating circumstances will receive compensation at one and one-half times their regular rate of pay.

J. Winter Break

In addition to the Christmas and New Year's Holiday, one additional day off will be provided with pay for each Holiday. The Holiday schedule is as follows, but the Board may adjust/move the days if needed based on the school day calendar.

Winter Break Dates

2026-2027	2027-2028	2028-2029	2029-2030
Thursday, 12/24	Thursday, 12/23	Monday, 12/25	Monday, 12/24
Friday, 12/25	Friday, 12/24	Tuesday, 12/26	Tuesday, 12/25
Thursday, 12/31	Thursday, 12/30	Monday, 1/1	Monday, 12/31
Friday, 1/1	Friday, 12/31	Tuesday, 1/2	Tuesday, 1/1

ARTICLE VI - SALARY AND BENEFITS

A. Salary

2026-27

- Increase in starting wages of \$0.50 per hour over the 2025-2026 rates as outlined in Appendix I
- Returning employees from the 2026-26 work year will receive a 2.9% (CPI-U 2024) increase to their base hourly wage, plus an additional \$0.25 per hour.
- The creation of stipend positions for lead grounds and lead security at each school.
- Lead stipend rates outlined in Appendix II.

2027-28

- Returning employees from the previous work year will receive a 2.7% (CPI-U 2025) increase to their base hourly wage, plus an additional \$0.10 per hour.
- An increase in starting wages for all positions of \$0.50 per hour over the 2026-2027 rates.

2028-29

- CPI-U 2026 based increase with a floor of 2.5% and a ceiling of 5% for all existing staff.
- An increase in starting wages for all positions of \$0.50 per hour over the 2027-2028 rates.

2029-2030

- CPI-U 2027 based increase with a floor of 2.5% and a ceiling of 5% for all existing staff.
- An increase in starting wages for all positions of \$0.50 per hour over the 2028-2029 rates.

Appendix I - Starting Rate

	2026-2027	2027-2028	2028-2029	2029-2030
Category of position	Rate increase \$0.50 per hr.	Rate increase \$0.50 per hr.	Rate increase \$0.50 per hr.	Rate increase \$0.50 per hr.
Security	\$20.25	\$20.75	\$21.25	\$21.75
Custodial	\$20.75	\$21.25	\$21.75	\$22.25
Grounds	\$23.25	\$24.00	\$24.50	\$25.00
Maintenance	\$24.75	\$25.25	\$25.75	\$26.25
Skilled	\$29.00	\$29.50	\$30.00	\$30.50

Appendix II - Lead Stipend Rates

Position	Per Hour	Per Year (2080 hrs)	Per Year (1736 hours)
Maintenance	\$3.50	\$7280	NA
Grounds	\$3.00	\$6240	NA
Custodial (2nd shift)	\$2.50	\$5200	NA
Security	\$1.75	\$3640	\$3038

B. Shift and Duty Availability Differentials

The following differentials will be paid to applicable BGMS employees based on their position classification:

Position Classification	Differential Per Year
Second Shift	\$300
Third Shift	\$600
Grounds	\$600

C. 35 ILCS 200/18-206

The following sentence will become effective on the date that the same or a substantially similar sentence (as the following sentence) is included in the salary and benefits agreements between District 113 and the Administrative Assistant labor group, the Bus Drivers labor group, and the Teachers labor group (DEA). "Notwithstanding any provision to the contrary in this Agreement, the salary increase for employees shall be 0% over the prior year's base salary for any fiscal year covered by the term of this Agreement that is impacted by a petition, passed by the voters of the District, to limit the educational levy imposed by the District to fund its programs pursuant to 35 ILCS 200/18-206.

D. Uniforms and Annual Clothing Allowance

The District will provide all full-time employees with uniforms, consisting of shirts and pants, at no cost to the employee upon hire. BGMS employees will receive five (5) uniform shirts and five (5) pairs of pants supplied by the District. Additional uniform items will be provided by the district on an annual basis at the same distribution level (5 shirts and 5 pants). Employees are expected to wear uniforms during their shifts, and are expected to keep all issued uniform items in good condition.

Proper footwear, consistent with the requirements of each position, is expected to be worn at all times. As deemed necessary and in consultation with their supervisor, employees may be issued appropriate slip-on protective toe footwear, outdoor gear, including winter jackets, insulated coveralls, hats, gloves, and rain gear. These items remain the property of the District and must be returned at the conclusion of employment; gear in good condition may be reused.

In addition to replacement clothing, employees are entitled to an annual uniform allowance of \$200.00, which will be provided through the district-identified uniform supplier or check reimbursement. Uniform allowance funds are intended to cover items not provided as standard uniform apparel, such as shoes, boots, or additional job-related equipment, as determined by the immediate supervisor. Items purchased using these funds are to be utilized during work.

E. Internal Promotions and Lateral Transfers

A promotion is defined as an employee advancing from their current position in a category to a higher classification of category. The starting pay rate for the new position will be determined as the greater of: The employee's current hourly rate plus \$2.00, or the current starting rate for the new position.

A lateral transfer is defined as an employee moving to another position within their current category (e.g., a change in shift or months worked).

F. Overtime

Overtime is governed by Board of Education Policy 5-35. The workweek will be 12:00 a.m. Sunday until 11:59 p.m. Saturday. An employee shall not work overtime without the employee's supervisor's express approval.

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. For purposes of this Agreement only, and not as required by law, paid holidays or other paid leave days, pursuant to this Agreement, shall be included as actual time worked for purposes of computing eligibility for overtime pay. For 12-month BGMS employees, if a workweek includes a non-work, non-paid day, any hours worked outside of the employee's regularly scheduled hours will be compensated at time and a half if the employee would otherwise qualify for overtime. In these instances, sick leave taken during the same week will not be counted as hours worked when determining overtime eligibility. For 9.5- and 10-month employees, this same provision will apply on the specific day aligned with the 12-month calendar.

Overtime pay for building checks, snow removal, events and callbacks outside an employee's regular work schedule will be guaranteed at a minimum of three (3) hours.

G. Compensatory Time

Compensatory time in lieu of overtime, may be used subject to **pre-approval** by the supervisor and the immediate supervisor and in conformance with [Board Policy 5-310](#).

H. Tuition Reimbursement

Up to \$1,500 every three (3) years shall be reimbursed to employees taking approved course work that will raise their efficiency or work proficiency and for which prior approval was received from their immediate supervisor and the Assistant Superintendent for Finance. Payment shall be made upon successful completion of the course or term.

Up to \$500 of the three-year allotment of \$1,500 may be used to attend workshops, seminars, webinars and conferences subject to prior approval by the supervisor and the Chief Human Resources Officer.

I. Child Care, District 113

District employees may enroll their children, ages two through five, in Deer Park Teaching and Learning Center (DPTLC) which is housed at Deerfield High School, or the Little Giants Day Care Center, housed at Highland Park High School. For further information contact the Director of DPTLC, at 224-632-3380 or the Director of LGDCC at 224-765-2800.

J. Direct Deposit Payroll

Employee paychecks are distributed via direct deposit.

K. Employee and Family Assistance Program (EFAP)

The District provides the Employee and Family Assistance Program (EFAP) at no charge to employees. Interested employees should contact the Benefits office for more information.

L. Final Compensation

Upon separation from employment for any reason, employees shall receive all earned and unpaid wages, including accrued but unused vacation time, in accordance with the Illinois Wage Payment and Collection Act.

ARTICLE VII - FRINGE BENEFITS AND INSURANCE

A. Insurance Coverage -- Group Coverage

Life insurance, accidental death and dismemberment insurance, health insurance, and dental insurance shall be provided by the Board, pursuant to the following specifications and conditions:

1. All BGMS employees who are employed on a part-time basis, the minimum as established by the DEA agreement, or higher are eligible to participate in the District's insurance plans at the contribution rates set forth below. A BGMS employee's insurance coverage shall run from July 1st through June 30th provided the employee remains employed for the full school year.
2. Coverage for new hires will begin the first day they are required to report to work (orientation, inservice, and/or working, whichever comes first).

B. Insurance - Health, Dental, Vision

During open enrollment, or within thirty (30) days of experiencing a qualifying major life change, BGMS employees will be provided PPO/HMO/Dental/Vision options for contribution. Dental PPO/HMO percentages will match the Board health insurance contributions in the chart below; vision insurance is currently included in District 113 health plans.

	2026-2027	2027-2028	2028-2029	2029-2030
PPO	Mirror terms of DEA agreement.	Mirror terms of DEA agreement.	Mirror terms of DEA agreement.	Mirror terms of DEA agreement.
HMO	Mirror terms of DEA agreement.	Mirror terms of DEA agreement.	Mirror terms of DEA agreement.	Mirror terms of DEA agreement.

Employees with domestic partners who comply with the Illinois Civil Union Law shall be afforded access to family medical and dental benefits at the premium cost splits above.

Beginning with open enrollment for the 2026-27 school year, BGMS employees who do not elect health insurance benefits will receive \$2,000 in lieu of insurance payment. This payment will be disbursed as a lump sum and will be included in the final paycheck of the fiscal year.

C. Term Life Insurance

BGMS employees are entitled to life insurance coverage in the amount of their yearly salary up to a maximum amount of \$50,000 with 100% of the premium paid by the Board.

D. Accidental Death and Dismemberment Insurance

The Board provides \$50,000 for Accidental Death and Dismemberment to BGMS employees, which is paid at 100% by the Board.

E. Flexible Benefits Plan

The Board shall maintain a “flexible benefits plan” which meets the requirements of Section 125 of the Internal Revenue Code. If at any time such Section 125 or its underlying regulations shall be amended, the parties shall promptly meet to agree upon an amendment of such plan.

F. Workers' Compensation

The Board of Education shall provide a comprehensive workers' compensation policy to protect its employees from injury on the job.

ARTICLE VIII – RETIREMENT/IMRF

A. Eligibility Requirements for Retirement Benefits

All BGMS employees hired prior to January 1, 2012, are eligible for a retirement stipend ([Reference Board Policy 5-295](#); Custodial/Maintenance/Mechanics/Security). To be eligible, one must have:

1. begun their employment with the District prior to January 1, 2012, and must have remained continuously employed with the District thereafter until their retirement date; and
2. at least ten (10) years of continuous service with the District at the time of retirement and must qualify for retirement under the IMRF at the time of retirement; and
3. provided the Superintendent with irrevocable written notice of retirement at least six (6) months prior to the date of retirement.

B. Retirement Stipend

Please reference Board Policy 5-295.

C. Insurance Supplement for Retirees

The insurance supplement will be provided by the Board, toward the cost of insurance coverage. The insurance supplement can be used to pay for the District-provided HMO plan or third-party insurance and can be used for obtaining either single or family insurance coverage. Invoices will be reimbursed up to the allowable maximum amount on a quarterly basis.

The following enhancement structure shall apply:

15-19 years of District 113 service = \$200/Month
20-24 years of District 113 service = \$300/Month
25-29 years of District 113 service = \$400/Month
30+ years of District 113 service = \$500/Month

The supplement shall be paid for a maximum of five years or until the end of the fiscal year in which the annuitant turns age 65, whichever occurs first.

D. Sick Day Payout Retirees

Full-time BGMS employees shall receive \$50.00 per day for all sick days in excess of 240 days in their sick leave account, up to a maximum of 58 days (\$2,900). Such payment will be made in a lump sum two months following separation from employment.

E. IMRF

The Board of Education shall submit the employee and the district required contributions to the Illinois Municipal Retirement Fund for all employees who work at least 600 hours per year. Deductions will also be made for Social Security (FICA). IMRF benefits information, including an optional voluntary contribution of up to 10% of one's salary can be found here ([IMRF Website](#))

BGMS employees working less than 600 hours per year will have deductions for Social Security (FICA) only.

ARTICLE IX - GRIEVANCE PROCEDURES

A. Grievance - Purpose

The primary purpose of this procedure is to secure the resolution of grievances at the lowest level possible.

B. Grievance - Defined

A grievance is any claim by an BGMS employee or group of BGMS employees that any policy of the Board of Education, or any administrative regulation, applicable to or affecting the grievance, or grievant in their capacity as an employee of the district is arbitrary, has been discriminatorily applied, or has not been applied in accordance with its terms. A grievance may relate only to an actual or imminent application of a policy or rule.

C. Informal Resolution

It is expected an employee and their immediate supervisor will try to resolve problems through free and informal communications without resorting to the formal grievance procedure. To this end, employees who believe they have a grievance may discuss the matter informally with their immediate supervisor in an effort to resolve the matter before undertaking the formal grievance procedure set forth below.

The formal timeline outlined below for the written grievance can start no later than fifteen (15) school days after the last meeting or good faith effort at informal resolution.

D. Procedures for Adjustment of a Grievance

- **Step 1 - Immediate Supervisor.** All grievances must be presented in writing within fifteen (15) school days following the last meeting or good faith effort at informal resolution, including an attempt to meet to resolve. The written grievance shall specifically identify the policy or administrative regulation violated and the remedy sought. A grievance may be presented:
 - a. by an employee in person; or
 - b. by an employee accompanied by an another employee

Upon receiving the written grievance, the supervisor shall set a meeting to discuss the grievance within five (5) school days. The supervisor shall issue a written determination with the resolution to the grievance to the grievant(s) within five (5) school days of such meeting, with copies of such decision shared with the immediate supervisor, the Chief Human Resources Officer, and the effected employee.

Step 2 - Principal/District Administrator Level. In the event the matter is not resolved at Step 1, the grievance shall be referred to either the Principal of the School (for school-specific issues) or to the Chief Human Resources Officer within ten (10) school days of the receipt of the decision at Step 1.

Within ten (10) school days after receiving the grievance, the Principal or Chief Human Resources Officer shall hold a meeting with the employee to discuss the nature of the grievance.

Within ten (10) school days after the meeting, the Principal or Chief Human Resources Officer shall state their decision and reasoning in writing, and shall furnish a copy of such decision to the employee.

- **Step 3 - Superintendent Level.** Within ten (10) school days after receiving the decision of the Principal or Chief Human Resources Officer, an appeal of the decision may be made to the Superintendent. The appeal shall be in writing and shall set forth specifically the violation of policy or administrative regulation upon which the grievance is based and shall be accompanied by a copy of the decision at Step 2.

The Superintendent shall meet with the employee with a goal of arriving at a mutually satisfactory adjustment. The employee grievant may bring one other employee within their group with them to this meeting, if they so choose. Within fourteen (14) school days after receiving the appeal, the Superintendent shall communicate their decision, and reasoning in writing, to the Principal/Assistant Superintendent, and to the aggrieved employee.

- **Step 4 - Board of Education.** If the grievance is not resolved at Step 3, the employee may appeal the grievance in writing to the Board within ten (10) school days after receipt of the Superintendent's written determination. The Board shall consider the grievance within thirty (30) calendar days after receipt of the appeal. Within ten (10) days after the Board's consideration of the appeal, the Board shall provide the employee with a written response to the grievance.

School days are defined as days on which the employee grievant is assigned to work.

ARTICLE X – PERFORMANCE EVALUATIONS/REMEDIATION PROCESS

Performance Evaluations

A performance evaluation form, completed by the immediate supervisor, is required for each BGMS employee on an annual basis. The employee and the supervisor will meet to review the evaluation, sign, and forward the form to the immediate supervisor. The immediate supervisor will sign and make copies for the employee, the supervisor, the employee's file, and will forward the original to the Human Resources Administrator. Attached is a copy of the performance evaluation.

Remediation Process

If an employee's performance is judged unsatisfactory or does not meet District expectations, evidence will appear in both formative and summative documents written by supervisor(s). The supervisor(s), liaison, and immediate supervisor will provide the BGMS employee with written specific points for improvement, suggestions for making the improvements, the outcome that will indicate the improvement has been made, and a time for completion. This process hopes to develop the BGMS employees' performance to an acceptable level. Through cooperative efforts on the part of everyone involved, it is hoped that the BGMS employee's performance will improve, and the BGMS employee will return to the annual performance review. Should the specifications for improvement not be met, the supervisor(s), immediate supervisor, and liaison may recommend termination.

Everyone involved in the remediation works to bring the BGMS employee's performance to a level that meets District expectations. If the process does not affect an improvement in performance, a recommendation for dismissal will be sent to the Board of Education.

At this time, the BGMS employee has a right, upon request through the Superintendent, for a hearing with the Board of Education.

ARTICLE XI – SALARY COMMITTEE

Salary Committee

The Salary Committee shall comprise four elected representatives from each high school. These positions will be filled by one representative from each of the following areas at every school: Custodial, Grounds, Maintenance, and Security.

ARTICLE XII - TERM OF THE AGREEMENT

This Agreement shall be effective from July 1, 2026, until June 30, 2030.

IN WITNESS WHEREOF, the Parties have executed and adopted this Agreement this 19th day of May 2026.

FOR THE BGMS employees

Signed by:
[Redacted Signature]
7878B3C22666408
Peter Cullen, DHS

DocuSigned by:
[Redacted Signature]
BD107EC836C2485...
Nikolas Reinwald, HPHS

FOR TOWNSHIP HIGH SCHOOL
DISTRICT NO. 113, LAKE COUNTY, IL

DocuSigned by:
[Redacted Signature]
5D66E6CB3231931...
Board President, Jaime Barraza

DocuSigned by:
[Redacted Signature]
3A79B78988C94FD...
Superintendent, Dr. Chala Holland