

# Custodial and Maintenance Personnel Agreement

2023-24

2024-25

2025-26

Township High School District 214  
Arlington Heights, Illinois

## TABLE OF CONTENTS

	Page
Mission Statement, Beliefs, Goals	1
Partnership	2
Preamble	3
Article 1 Recognition.....	3
Article 2 Association Security and Dues Check-Off. ....	3-4
Article 3 Non-Discrimination.....	4
Article 4 Management Rights.....	4
Article 5 Grievance Procedure.....	4-6
Article 6 Hours of Work.....	6-8
Article 7 Seniority. ....	8-9
Article 8 Promotion and Lateral Transfers-All CMA Positions. ....	9-10
Article 9 Uniforms.....	10-11
Article 10 No Strike Pledge.....	11
Article 11 Insurance. ....	11-12
Article 12 Injury on the Job.....	12-13
Article 13 Sick Leave. ....	13-15
Article 14 Sick Leave Bank. ....	15-16
Article 15 Personal Leave. ....	16-17
Article 16 Bereavement.....	17
Article 17 Jury Service. ....	17
Article 18 Military Service.....	17
Article 19 Perfect Attendance Incentive.....	17
Article 20 Paid Holidays.....	18
Article 21 Paid Vacations.....	18-19
Article 22 Job Descriptions.....	19-20
Article 23 Voluntary Retirement Incentive.....	21-22
Article 24 Work Load Capacity. ....	22-23
Article 25 Discipline and Discharge. ....	23-25
Article 26 Reduction in Force Policy.....	25-27
Article 27 Payroll and Personnel Records.....	27
Article 28 Professional Growth.....	27-28
Article 29 Association Leave.....	28
Article 30 Site / District Level Meetings.....	28
Article 31 Staff Levels.....	28
Article 32 Wage Schedule-Positions & Grades and Longevity Bonuses.....	28-29
Article 33 Negotiations Procedure.....	29
Article 34 Termination and Renewal.....	30
Wage Schedule 2023-24.....	31
Wage Schedule 2024-25.....	32
Wage Schedule 2025-26.....	33
Index.....	34-36

## CUSTODIAL MAINTENANCE ASSOCIATION

### MISSION STATEMENT

Our mission is to provide, as a result of quality service and maintenance, a clean, safe, attractive environment that will ensure students, staff, and members of the community facilities that encourage the development and use of the knowledge, skills, and attitudes necessary for all to reach their full potential.

### BELIEFS

We believe . . .

- in public education.
- in the value of human resources.
- in learning as a life-long process.
- the quality of education depends on the quality of staff.
- the quality of facilities and equipment enhances the ability to learn.
- that students learn best in a safe, clean, supportive environment.
- that the CMA staff is an integral part of the District 214 team.
- that the CMA staff must continually strive to improve.

### GOALS

1. To increase articulation between CMA, Administration, and other employee groups to better meet district needs.
2. To provide clean, safe, attractive facilities for students, staff, and community members.
3. To promote and encourage a productive, reliable, quality work force.
4. To maintain a consistent level of excellence.
5. To establish and maintain a good working relationship between CMA and the Administration.
6. To facilitate the consistent imposition of high standards throughout the district.
7. To establish a level of compensation that enables us to live with dignity as responsible, productive members of our communities.

Custodial Maintenance Association  
and  
Board of Education

**PARTNERSHIP**

The Custodial Maintenance Association and the Board of Education and Administration believe in partnership as a culture in which we work together for the benefit of our students and community. We believe that such a culture requires continuous attention and support from all District 214 parties. Of particular importance is the attention to partnership as an ongoing process of dialogue and discovery. This is critical in order to transform the culture of our school district to one which inspires the human spirit, promotes collaboration, and accepts that each person is fully capable of making important contributions to our shared purpose. As partners we are committed to a trusting relationship in which we:

- value each other as persons;
- respect one another;
- listen to one another;
- talk to each other openly and honestly;
- reach consensus whenever possible;
- seek and understand information before reaching conclusions;
- take pride in and respect one another's abilities and interests;
- work together toward common goals;
- celebrate accomplishments;
- support each other in taking initiative;
- see problems as opportunities to work together;
- build a shared vision;
- work to enhance the relationship.

We expect to maintain ongoing partnership dialogue through the establishment of a partnership table at which we will:

- learn together about ways to develop a partnership culture;
- discuss ways to continually implement the culture of partnership in District 214;
- invite representatives from the Custodial Maintenance Association, Educational Support Personnel Association, Teachers Association, Administrator and Supervisor Association, and Board of Education, and assess the continuous development of partnership in our school district.

## PREAMBLE

WHEREAS, the Board (whenever the term "Board" is used in this Agreement, it shall be used to include any authorized agent of said Board) and the Custodial Maintenance Association (CMA) have endorsed voluntarily the practices and procedures of collective bargaining as a fair, orderly way of conducting the Board's relations with its employees insofar as such practices are appropriate to the obligation of the Board to retain the right to operate the School District in a responsible and efficient manner and are consistent with the paramount interests of the public and the students in the school system;

WHEREAS, the parties recognize that this Agreement is not intended to modify any of the discretionary authority vested in the Board and the School District by the statutes of the State of Illinois;

AND WHEREAS, it is the intention of the parties to this Agreement to provide, where not otherwise mandated by statutes, for the salary structure, fringe benefits, and other conditions of employment of the employees covered by this Agreement, to prevent interruptions of work and interference with the efficient operation of the School District, and to provide an orderly and prompt method of handling and processing grievances;

NOW, THEREFORE, the parties agree as follows:

### Article 1 RECOGNITION

In accordance with Illinois Educational Labor Relations Board's certification effective June 1, 1987, the Board of Education of Township High School District 214, Cook County, Illinois (hereinafter referred to as the "Board"), recognizes Custodial Maintenance Association, IEA- NEA (hereinafter referred to as the "CMA"), as the sole and exclusive negotiating agent for all Custodial Maintenance Personnel, (hereinafter referred to as "Employee"). Custodial Maintenance Personnel shall include all custodial and maintenance employees excluding supervisory personnel, and confidential employees defined in the Illinois Educational Labor Relations Act.

### Article 2 ASSOCIATION SECURITY AND DUES CHECK-OFF

- A. Each Bargaining Unit Member, as a condition of his/her employment, on or before thirty (30) days from the date of commencement of duties or the effective date of this Agreement, whichever is later, shall have the option to join the CMA.
- B. WHEREAS, CMA membership is not mandatory, membership applications provide for maintenance of membership for the duration of the Agreement or one year, whichever is shorter, and all applications and/or revocation shall be processed by the CMA office using the appropriate form.

The Board agrees to deduct CMA dues uniformly required for membership in the CMA during each pay period and, upon processing of individual authorizations for dues check-off in accordance with the terms of the dues deduction authorization as indicated above, will remit once monthly the sum total dues to the treasurer of the CMA. The CMA shall notify the Business Office of the School District as to the amount of dues; the CMA shall refund to the Board or the employee any

dues which may be deducted erroneously or any monies which may be remitted erroneously to the CMA.

- C. The CMA shall have access to a conveniently located bulletin board at each site for the posting of meeting notices and other information of interest to the membership.

### Article 3 NON-DISCRIMINATION

- A. Neither the Board nor the CMA shall discriminate against any employee on the basis of gender, race, color, religion, ancestry, sexual orientation, creed, age, national origin, disability, marital status, unfavorable discharge from military service, or veteran status.
- B. There shall be no discrimination against any employee for CMA activity or for serving as a building representative, committee member, or in any other CMA official position.

### Article 4 MANAGEMENT RIGHTS

The Board shall retain all rights to management of the property and buildings and direction of the work forces, subject to this Agreement and the grievance procedure contained herein. The Board agrees that all new policies or procedures or changes in existing policies or procedures that impact wages, hours, or working conditions of the members of the bargaining unit will be made known to the CMA in writing within a reasonable length of time prior to the implementation of said policies or procedures. The Board recognizes its obligations to the union pursuant to the IELRA with regard to wages, hours, and working conditions.

### Article 5 GRIEVANCE PROCEDURE

- A. Definition: Any claim by the CMA or an employee that there has been a violation, misinterpretation, or misapplication of the terms of this agreement shall be a grievance.
- B. Procedures: The parties hereto acknowledge that it is usually most desirable for an employee and supervisor to solve problems through free and informal communication. Accordingly, the parties shall attempt to informally resolve any grievance herein defined. If, however, the informal process fails to satisfy the employee or the CMA, a grievance may be processed as follows:
  - 1. The employee or the CMA may present the grievance which must be in writing to the grievant's supervisor with a copy to the Associate Principal, or designated administrator, within fifteen (15) work days of the incident. It must contain the article and section of the agreement allegedly violated and the remedy sought. The supervisor will arrange for a meeting to take place within five (5) work days after receipt of the grievance.

The CMA's representative, the grievant, and the grievant's supervisor shall be present for the meeting. Within five (5) work days after the meeting, the supervisor shall provide the grievant and the CMA with a written response including the reasons for the decision. If the supervisor does not respond within five (5) work days, the grievance shall be deemed admitted.

2. If the grievance is not resolved at Step 1, then the CMA and/or the grievant may appeal the decision in writing to the Associate Principal or designated administrator within five (5) work days after receipt of the Step 1 response or within five (5) work days after the Step 1 meeting, whichever is later. The Associate Principal or designated administrator shall arrange with the CMA representative for a meeting to take place within five (5) work days after the receipt of this appeal. Within five (5) work days after this meeting, the Associate Principal or designated administrator shall provide the CMA with a written response including the reasons for the decision. If the Associate Principal or designated administrator does not respond within five (5) work days, the grievance shall be deemed admitted.
3. If the grievance is not resolved at Step 2, then the CMA and/or grievant may appeal the decision in writing to the Associate Superintendent for Human Resources, within five (5) work days after receipt of the Step 2 response or within five (5) work days after the Step 2 meeting, whichever is later. The Associate Superintendent for Human Resources shall arrange with the CMA representative for a meeting to take place within five (5) work days after the receipt of this appeal. Within five (5) work days after this meeting, the Associate Superintendent for Human Resources shall provide the CMA with a written response to the appeal including the reasons for the decision. If the Associate Superintendent for Human Resources does not respond within five (5) work days, the grievance shall be deemed admitted.
4. Arbitration

If the grievance is not resolved at Step 3 to the satisfaction of the CMA, they may refer the grievance to binding arbitration by notifying the President of the Board of Education in writing within ten (10) work days of receipt of the Associate Superintendent for Human Resources' written decision. At the same time, the CMA shall forward a demand for arbitration to the American Arbitration Association, requesting a panel of five (5) arbitrators who are members of the A.A.A. Labor Arbitration Panel.

Upon receipt of the list of arbitrators, the parties shall have five (5) work days in which to research the names therein. Upon the expiration of the research period, the President of the Board of Education and the President of the CMA (or their designee[s]) shall meet within seventy-two (72) hours in order to select an arbitrator. If the parties cannot agree on the selection of an arbitrator, each party will alternately strike one name from the list until only one arbitrator remains. The party winning a toss of a coin shall have the option of striking the

first name or having the other party do so.

Notification of arbitrator selection and all arbitration proceedings shall conform to the rules and regulations outlined by the A.A.A. Such proceedings shall take place at the earliest possible date.

The decision of the arbitrator shall be final and binding on the parties. The authority of the arbitrator shall be strictly limited to whether there has been a violation, misinterpretation, or misapplication of the Custodial Maintenance Personnel Agreement. Cost incurred, with the exception of respective legal fees and research costs, shall be shared equally by the Board of Education and the CMA.

#### C. General Provisions

The Board acknowledges the right of the CMA's grievance representative to participate in the processing of a grievance at any level, and no employee shall be required to discuss any grievance if the CMA's representative is not present.

Should the attendance at a meeting involving any grievance require that an employee of the custodial or maintenance department or a CMA representative be released from his/her regular duties, he or she shall be released without loss of pay or benefits.

Class grievances involving one or more employees, grievances involving an administrator at the District level, and grievances involving promotion may be initially filed by the CMA at Step 3.

When a promotion is grieved, all the related positions and movement shall be frozen until the completion of Step 3.

### Article 6 HOURS OF WORK

A. The standard work week shall consist of forty (40) hours, Monday through Friday.

A standard work day, within a 40-hour week, will consist of eight and a half (8.5) hours, with a 30-minute unpaid lunch break and two paid 15-minute breaks per shift.

Employees may not leave the building during the meal period without approval of the immediate supervisor and are expected to utilize the time clock to punch out when leaving and punch in when returning. A supervisor will not unreasonably withhold approval of an employee's request to leave the building during the meal period.

B. Starting and quitting times for each employee shall be established by the supervisor. Once starting and quitting times have been established, an employee or supervisor must submit in writing to the Associate Principal, or the appropriate level of supervision, any request for a change with reasons why such a change is desirable. The supervisor's request will be granted only for good reason.



First Shift: The basic rate shown on the wage schedule is to apply when the assigned starting time is between 5:00 A.M. and 9:00 A.M.

Second Shift: The basic rate plus \$.70 per hour will be paid when the assigned starting time is between 1:00 P.M. and 5:00 P.M.

Third Shift: The basic rate plus \$.75 per hour will be paid when the assigned starting time is between 9:00 P.M. and 1:00 A.M.

The positions known as "Weekend and Holiday Generalist" are now included in general membership minimums and will add to custodial positions. Those individuals in these positions will have shifts adjusted to meet the needs of the district. The varying shifts are specific to those employees only.

Due to special building needs, delayed starts, snow days or emergency closings, a supervisor may request a variance in an employee's work hours within the established starting time range of the employee's assigned shift as listed above in Article 6, HOURS OF WORK, Section B, Paragraphs 2, 3, and 4. Examples of special building needs may include, but are not limited to, teacher parent conferences, sports awards nights, major tournaments, commencement, and summer projects.

- C. In the event of an emergency closing, the supervisor will be notified of the closing by an administrator. The supervisor/administrator so designated is then responsible for notifying the employees of the situation. This notification may be "pre-programmed" by the supervisor.

Essential personnel (CMA) are expected to report to work and will earn their regular rate of pay. Any CMA worker who feels unsafe or uncomfortable coming to work may use vacation, personal or floating holiday time for the assigned shift(s). They forty-eight (48) hours of notice to utilize vacation time will be waived in this specific scenario.

In the event of an emergency closing, the hours of the closing will not be charged against an employee's sick leave, vacation, holiday, or personal time.

In the event of closing an individual building during the work day, all employees will be expected to work. If a supervisor deems it necessary to release employees due to reasons of health or safety, such release will be without loss of pay.

- D. All overtime work shall be paid for at the rate of time and one-half. There shall be no pyramiding of overtime.
- E. When an employee is asked to perform the work of an absent employee for a minimum of one (1) work day, he/she shall be paid at his/her own step rate or at his/her own step rate in the position of the absent employee, whichever is greater. When an employee is asked to assume most of the responsibilities of the Supervisor for an extended period of time (defined as a minimum of four (4) hours), he/she shall be paid at the rate of the 1st shift lead custodian or \$3.00 per

hour, in addition to his/her regular rate, whichever is greater.

- F. Overtime is authorized work performed beyond forty (40) hours in a week. Holidays and pre-approved vacation days shall be counted as work days in the computation of overtime. Overtime work shall be limited to the ability of the individual employee to perform the work available. All overtime shall be equalized among eligible employees in so far as practicable.

A record of overtime work of each employee shall be maintained by his/her supervisor.

- G. Overtime

The supervisor shall be responsible for posting a list of overtime opportunities no later than four days prior to the event (or as soon as practical). Overtime work will be compensated at the custodial rate of pay in all instances unless the specific assigned work is aligned to a different CMA position.

If no employee signs up within three (3) days of the event, the supervisor shall assign the next eligible or available employee from the overtime roster which has been maintained to ensure that such overtime is equally distributed. The employee who is assigned to overtime may arrange to give the assignment to a qualified substitute from the overtime roster with the approval of the supervisor. This assignment, whether worked or not, shall be counted as an overtime opportunity for the original assigned employee.

- H. Overtime work performed between the 1st and 15th of the month shall be included in the paycheck on the 30th; and overtime work performed between the 16th and 30/31st of the month shall be included in the paycheck on the 15th, providing the timecard indicating the overtime is received in Payroll at least ten (10) days prior to that particular payday.

- I. All employees shall observe regular work hours and shall utilize the time clock to punch in at the beginning of their shift and to punch out at the end of their shift. Employees are required to “punch in” and to have changed into the required work uniform prepared to begin their shift on time. They shall punch in no more than fifteen minutes before their shift begins and punch out no more than fifteen minutes after their shift ends. No employee shall punch the time clock for any other employee. A salary deduction may be applied in the event of chronic tardiness.

Time provided for “wash up” is dependent upon the work assignment of each employee on a particular day. “Wash-up time” is not automatic but is granted by the supervisor when the need arises.

- J. In the event of an emergency call-back, an employee shall receive a minimum of three (3) hours pay at his/her regular overtime rate so long as the call-back time is apart from his/her regular shift time. Call-back responsibilities shall be limited to the emergency responsibilities giving rise to the call-back. If the call-back begins after midnight, the employee shall have the option of adjusting the starting time of the employee's following work shift. The supervisor shall be notified if

this option is being exercised.

#### Article 7 SENIORITY

Seniority is length of service from the date of hire. If an employee is hired on a temporary basis to take the place of a regular employee for any reason consistent with past practice, said employee shall be deemed a temporary employee. If a temporary employee is hired for a regular position, his/her seniority shall revert to the most recent uninterrupted date he/she was hired as a temporary employee.

A thirty-day training period will be followed by a 240 day probationary period. Upon successful completion, seniority shall revert to date of hire. This probationary period is defined as the time in which a newly hired regular employee demonstrates the necessary work habits, skills, knowledge, attitude, and performance to warrant continued employment. Article 25, Discipline and Discharge, is waived during this probationary period. The probationary employee will be evaluated in writing by the supervisor and lead custodian at the end of thirty (30) days, ninety (90) days, one hundred and eighty (180) days, and two hundred seventy (270) days.

#### Article 8 PROMOTION AND LATERAL TRANSFER FOR ALL CMA POSITIONS

- A. A screening committee comprised of two (2) CMA representatives and two (2) Board representatives will review all qualified CMA candidates who apply for promotion or lateral transfers for all CMA positions. The members of the screening committee will not include the supervisor from the building at which a candidate will be placed. The committee will consider the job description, the candidates' evaluations and qualifications, and other criteria that it deems appropriate. Candidates for promotion Custodian Grade 2 or above and to Maintenance Grade 1 or above must have significant strength in four or more areas in the last two employee evaluations. Candidates for lateral transfer must have satisfactory or above on all areas in the last two employee evaluations. Receiving an unsatisfactory in any area of the last two evaluations or a written letter of reprimand in the last two years will disqualify the candidate for promotion or transfer unless agreed to by the Administration. Human Resources will provide necessary information to the screening committee. The committee will recommend the advancement of up to three candidates to be interviewed at the site. The selection of candidates recommended for advancement or lateral transfer for all CMA positions by the screening committee is not grievable.

Promotion or lateral transfer for all CMA positions will be awarded to one candidate if two or three fully qualified candidates are advanced by the committee. If the committee recommends the advancement of only one candidate to be interviewed by the site, this one may be selected, or not selected by the site. If not selected, the designated administrator must state a reason(s) for the decision in writing. The candidate(s) may appeal only the site decision through the grievance process. An employee may not laterally transfer from one building to another more than once during a twelve-month period from the date of last transfer.

A staff transfer may be executed upon mutual agreement of the Administration and the

CMA leadership that may bypass the transfer/promotion process explained above. CMA staff assigned to Central Maintenance may be dispatched to work in any building on an as-needed basis as determined by the Administration. Such assignments do not constitute a transfer and are not subject to the procedures detailed herein.

The salary increase for a promoted employee shall be to the step above a five percent (5%) increase over the employee's current hourly rate of pay.

- B. When vacancies occur, or new positions are created, the job shall be posted so that all employees may know of the opening for three (3) work days. If the administration contemplates a change as a result of the vacancy occurring, the CMA will be contacted for discussion within five (5) work days. A regular employee shall be selected to fill the job within five (5) work days following the posting or after the screening committee's decision, unless it can be shown that no qualified applicant is available.
- C. Persons hired into positions from outside the CMA shall meet equivalent qualifications required of CMA personnel. If the position is posted externally, any CMA member may also apply. If the CMA member is not selected, the decision is not grievable. The 270 day probationary period described in Article 7 will apply for all candidates hired from the external posting.
- D. A promoted or transferred employee for all CMA positions shall be given a trial period of up to sixty (60) calendar days, exclusive of the school year summer vacation period, and within that time may return to his/her previous job classification. Except for promotion, the employee may not bid for another position during this trial period.

At the end of thirty (30) and sixty (60) days, the employee shall receive a written evaluation from the supervisor. During the sixty (60) day trial period, the employee shall receive the rate of pay for the new job. If unable to qualify within this trial period, the employee shall be assigned to a position in his/her previous job classification, if available. If no immediate vacancy exists in the employee's previous job classification, in the interim, he/she shall be assigned to the highest position available at or below the former classification. As higher positions become available, the employee will continue to advance toward his/her former classification. The employee's pay will revert to the rate last held prior to promotion or transfer. The RIF process in Article 26 may apply. The building representatives and the President of the CMA shall be notified of the appointment.

## Article 9 UNIFORMS

- A. The Board, or their designee, will purchase and provide uniforms for all employees. It is mandatory that uniforms be worn at all times while on duty. This is a means of identification by staff, students, the public, and especially public servants in time of emergency.
- B. Each new employee will be provided with five (5) uniforms. The initial uniform allotment shall be either five (5) shirts and five (5) pairs of pants/shorts or three

(3) shirts, three (3) pairs of pants/shorts and two (2) sets of coveralls (or other mutually agreeable combinations). The employee will launder and care for the uniform. The District 214 identification patch shall be in place. CMA t-shirts rather than button-down shirts may be worn during the summer.

The District specifically requires an employee to wear safety-shoes. The District will reimburse the employee in an amount not to exceed \$250 per year.

C. Replacement of worn uniform items will be handled as follows:

A uniform item will be defined as a shirt or pair of pants/shorts. A set of coveralls or light jacket shall be considered two (2) items. The employee will show the worn out uniform item to the supervisor prior to ordering a new one. At that time the supervisor will determine whether or not the uniform item is suitable for continued use and, if unsuitable, will order a new uniform item. The old uniform item will be returned to the supervisor when the replacement item is picked up.

A maximum of ten (10) replacement uniform items per year per employee will be supplied in this fashion.

D. Upon termination of employment (for any reason), the employee will be required to turn in his/her uniforms to the supervisor at the time that keys are also returned. In the event that he/she does not return uniforms, an appropriate deduction will be made from the employee's final check.

Article 10 NO STRIKE PLEDGE

The CMA agrees that it will not, during the term of this Agreement, engage in or assist in a strike except as permitted by the Illinois Educational Labor Relations Act.

Article 11 INSURANCE

A. The Association and Board will participate in the District 214 Insurance Committee for purposes of periodically reviewing district insurance coverage for employees. The committee may prepare modifications for consideration by the Board of Education.

B. The details of the Medical, Dental, Vision, Prescription Drug, Voluntary Personal Accident Insurance, and Group Life Insurance Benefits programs, including the employees covered thereunder, are contained in the Township High School District #214 Medical, Dental, and Vision Plan available on the Township High School District 214 website in the Employee Insurance Benefits Portal, [www.d214.org](http://www.d214.org) Disability Income and Employee Assistance information is in the District Staff Information folder available on the employee intranet.

C. Each CMA employee who elects to purchase the insurance will pay a percentage of the annual premium or premium equivalent as determined by the district in collaboration with the Insurance Committee for that year. Every effort will be made to determine and publicize the next year's premium or premium equivalent prior to the end of the preceding school year. The district administration will meet with

CMA leadership to summarize the determination of the premium or premium equivalent after it has been determined by the district.

- D. The District 214 Insurance Committee representing all employees covered by the Medical/Dental Program, the administration, and the Board of Education will confer to develop recommendations for future coverage and premium changes. The committee will work collaboratively to limit the increase in total insurance costs to 3% each year. In the event that costs increase by more than 3% the committee will vote to adjust the insurance plan, thus maintaining a maximum 3% overall increase, or elect to increase the employee share to cover the additional cost above 3%.
- E. A Section 125 Plan includes three options. The first involves pre-tax payment of single and dependent medical/dental premiums. The second involves pre-tax payment of medical/dental expenses which are not reimbursed by insurance. The third involves pre-tax payment of dependent care expenses. Participation in each option will be voluntary. The terms and conditions for participation are specified in a plan document which has been prepared by the Board to comply with provisions of the Internal Revenue Code.
- F. Employees electing to participate in the HDHP with HSA will receive a Board contribution toward the HDHP. The HDHP deductible and HSA contribution levels are subject to change to remain in compliance with IRS guidance and regulations related to high deductible health plans and health savings accounts. The amounts and coverage are subject to change or to reduction to remain under the "Cadillac Plan" excise tax thresholds.

The Insurance Committee will review data on an ongoing basis to determine what changes may need to be made to the insurance program to manage costs. Information about plan options - such as deductible levels, percentage-of-premium payment rates, out-of-pocket maximums, and health-savings-account (HSA) contributions—will be issued by the Insurance Committee prior to the open-enrollment period each fall. Insurance program costs and options will be managed within the 3% threshold described in Item D above and will approximate, to the greatest extent possible, the costs and options in place the prior year.

## Article 12 INJURY ON THE JOB

- A. In the event that an employee is injured while in the course of his/her employment, he/she is covered by Workers' Compensation Insurance with limits as set by law. Any employee who is injured while actually performing the duties of the job shall complete an "initial accident report form" and any additional form(s) that may be required of the employee. All necessary forms are available from the principal or supervisor's Administrative Assistant.
- B. An employee injured on the job shall be compensated in accordance with the provisions of the Illinois Workers' Compensation Act. An employee injured on the job shall continue to receive amounts equal to his/her full salary, without loss of sick leave for the first two injuries, for up to twenty (20) working days following injury. On the twenty-first (21) working day of disability, the employee will begin receiving **only** the Workers' Compensation benefit as

determined by the Workers' Compensation Administrator in accordance with the Illinois Workers' Compensation and Workers' Occupational Diseases Act. This process will reset after three (3) years.

The employee is further encouraged to submit at that time a request for temporary disability benefits from the Illinois Municipal Retirement Fund. IMRF may determine that the employee is eligible to receive a minimum benefit of \$10 per month in addition to Workers' Compensation, if all the requirements as established by the IMRF have been met. Receiving the IMRF minimum disability benefit allows an employee to continue to earn IMRF service credit as well as maintain all other IMRF benefits in force during such time as the employee is receiving Workers' Compensation benefits.

Workers' Compensation disability payment checks that an employee is eligible to receive are mailed to the payroll department by the district Workers' Compensation administrators. Payroll will make any necessary adjustments to the employee's regular paycheck to ensure proper compensation as described in the preceding paragraph before forwarding to the employee.

- C. If an employee injured on the job is released for limited/light duty and brings a release form and the physical capabilities form from his/her physician, he/she is expected to report to work. The employee shall be assigned the same duty, shift, and location. Any variation in duty, shift, and location must be mutually agreed to by the employee and supervisor. The determination of available work, the right of assignment, and duration of assignment shall be made by the district.
- D. Each building shall have a safety committee which shall include at least one representative chosen by the CMA.

#### Article 13

#### SICK LEAVE

A.	<u>Month Employed</u>	<u>Sick Day Eligibility</u>
	July	14.0
	August	13.2
	September	12.0
	October	10.8
	November	9.6
	December	8.4
	January	7.2
	February	6.0
	March	4.8
	April	3.6
	May	2.4
	June	1.2

Sick leave used during the probationary period shall not exceed the amount earned. After the initial year of employment, all employees shall be granted sick leave in the amount of fourteen (14) days per year with the unused days to be accumulated.

A statement of sick leave accumulated will be given to each employee as of July 1 of each year. A holiday occurring while an employee is on sick leave shall not count against his/her accumulated sick leave.

- C. Sick leave shall be interpreted to mean personal illness, quarantine at home, or serious illness or death in the immediate family or household. Immediate family includes parents, spouse, qualified domestic partners, brothers, sisters, children, foster children, grandchildren, grandparents, parents-in-laws, brothers-in-law, sisters-in-law, and legal guardians.
- D. It is expected that an employee will use the district's automated attendance system and will also notify his/her supervisor or the acting supervisor prior to the shift starting time when he/she will be absent. Any employee absent for three (3) or more consecutive days because of illness may be required to provide a physician's certificate. In the event of an extended illness/absence, the supervisor and employee shall endeavor to remain in contact with each other.
- D. If an employee is unable to start the fiscal year due to illness, the employee will be granted the annual allotted sick days as if the employee has started the fiscal year. If an employee is using sick bank days and is unable to start the fiscal year, the new annual allotted sick leave is not granted until after the employee returns to work. Furthermore, the actual number of sick leave days to be allotted shall be pro-rated taking into account that no additional sick leave is accumulated while utilizing the sick leave bank.
- E. Attendance Abuse
  - 1. If the supervisor suspects that a pattern of sick leave abuse is developing, the supervisor will:
    - a. notify the building CMA representative of the supervisor's plan to hold a conference with the employee;
    - b. hold a conference with the employee to discuss supervisor's concerns. A CMA representative may attend this meeting if the employee wishes to have the representative present;
    - c. determine if the employee is experiencing a difficulty that the supervisor may assist in alleviating;
    - d. while meeting with the employee, if the supervisor concludes that attendance abuse has occurred, he/she will provide the employee with a warning that further absences could result in suspension without pay.



2. If the supervisor has identified an unacceptable attendance pattern, he/she will initiate a conference with the employee. Present at the conference will be the employee, the supervisor, and a CMA representative. Those present at the conference will review the attendance patterns of the employee. If the supervisor is confident that an abusive attendance pattern exists, he/she will warn the employee that additional absences of this nature may result in a one (1) day suspension from work without pay.
3. If it becomes necessary to suspend the employee for one (1) day, a reinstatement conference will be held with the employee on the day that the employee returns to work. Present at the conference will be the employee, his/her supervisor, a CMA representative and the Associate Principal or designated administrator. During this reinstatement conference the supervisor will warn the employee that if the unacceptable attendance pattern continues, the employee will be suspended from work for three (3) days without pay.
4. If it is necessary to suspend the employee for three (3) days, upon the employee's return to work a reinstatement conference will be held. Present at the conference will be the employee, his/her supervisor, the Associate Principal or designated administrator, a CMA representative and other CMA representatives as deemed appropriate by the CMA. At this reinstatement conference a final warning will be issued stating that further abuse of the use of sick days or other inappropriate absences will result in the employee's termination.

#### Article 14 SICK LEAVE BANK

- A. All employees, after one (1) year of employment, will be eligible for and will participate in the sick leave bank. The sick leave bank governing board of the CMA, in consultation with the Superintendent, will act as an advisory board in all matters that concern the policies and administration of the sick leave bank.
- B. On July 1 of every year, the Board shall place into the sick leave bank a number of days equal to the number of custodial and maintenance personnel employed at that time. If, after the addition of the aforementioned days, the total number in the sick leave bank is less than six hundred (600) days, the Board will add a sufficient number of days, not to exceed two hundred (200), to bring the reserve up to six hundred (600) days.
- C. No employee shall be permitted to withdraw sick leave from the sick leave bank until his/her own accumulated sick and personal leave, vacation allocation, and floating holidays have been depleted, a physician's written verification of illness has been submitted, and the request has been approved by the sick leave bank governing board of the CMA or its designee.

- D. Each person will be eligible to draw from the sick leave bank a maximum of two (2) times the amount of his/her highest accumulated sick leave as of July 1 of any fiscal year. An eligible employee's entitlement in the bank shall not be reduced unless actually used. However, in no case shall any employee's entitlement in the sick leave bank exceed two hundred and eighty (280) days over the entire course of his/her employment.
- E. If a period of prolonged illness or hospitalization continues from one fiscal year to another, the employee will be entitled to no more and no less than the total number of days accrued from his/her accumulated sick leave and the sick leave bank. This shall be calculated at the beginning of the illness when the disability began. No employee will accumulate additional annual sick leave during this period.

The intent of this plan is to provide extended sick leave to those eligible employees who incur a period of prolonged illness or hospitalization. Use of the sick leave bank will not be permitted for any illness or injury to a member of the employee's "immediate family" as defined in Article 13, Section B of this Agreement.

#### Article 15 PERSONAL LEAVE

- A. Each employee is entitled to up to four (4) personal leave days per year. The personal leave accrual during the initial year of employment is as follows: In the initial fiscal year of employment, employees shall be eligible for personal leave in accordance with the following schedule:

<u>Month of Employment</u>	<u>Personal Days</u>
July	4.0
August	4.0
September	3.5
October	3.0
November	3.0
December	2.5
January	2.5
February	2.0
March	1.5
April	1.0
May	0.5
June	0.0

These days will not accumulate; however, any unused personal leave days at the end of each fiscal year will be added to the employee's accumulated sick leave. In no case shall said days be used to extend vacation days, nor shall they be used for employment for which remuneration is received.

Written notification stating the reason for personal leave shall be submitted to the

supervisor no less than 24 hours prior to the leave unless circumstances necessitate a verbal request. Personal leave days may be used for the practice of individual religious preference.

- B. When no other leaves are available, an unpaid Leave of Absence may be granted to an employee.

Article 16      BEREAVEMENT

In the case of death in the immediate family, as defined in the School Code, the employee will be allowed up to three (3) days absence with pay, per occurrence of death. Immediate family includes parents, spouse, qualified domestic partners, brothers, sisters, children, foster children, grandchildren, grandparents, parents-in-laws, brothers-in-law, sisters-in-law, and legal guardians. These days will not reduce the employee's accumulated sick leave or unused personal days. If additional time is needed because of extenuating circumstances, the employee may use available sick days, vacation days, floating holidays, and/or personal days. A supervisor may request verification of death of the immediate family member.

Article 17      JURY SERVICE

- A. An employee will receive his/her regular salary while on required jury duty.
- B. The stipend received by an employee for jury duty will be retained by the employee. The employee will not be reimbursed by the district for travel or other expenses for jury duty.

Article 18      MILITARY SERVICE

An employee who is a member of an Armed Forces Reserve or National Guard Unit, when called for summer camp shall be granted up to fifteen (15) calendar days to fulfill such duty. Should a reserve unit be called for special duty, the Superintendent may grant up to thirty (30) calendar days; the request for leave must be approved by the Board. The Board shall, upon full disclosure by the employee, compensate the employee for the difference in pay, if any, during such period of leave.

Article 19      PERFECT ATTENDANCE INCENTIVE

A perfect attendance incentive of \$125 will be provided for each employee who has perfect attendance for one hundred and eighty two (182) consecutive calendar days from either his/her last absence or his/her last incentive award. Perfect attendance shall be defined as unbroken service with the exception of vacation days, paid holidays as determined by the Board, military service, or jury duty. The use of sick leave, personal leave, bereavement leave, workers' compensation, or an unpaid absence will result in broken service with respect to consecutive calendar days.

Article 20 PAID HOLIDAYS

Paid holidays for employees in the initial fiscal year of employment shall be those listed on the fiscal calendar. After the initial fiscal year of employment, employees will be entitled to fifteen (15) paid holidays per year, as detailed in the fiscal calendar. The Board, or their designee, will consult with the CMA, prior to the adoption of the fiscal calendar, on the assignment of the days designated as paid holidays by the Board.

If there are fewer than fifteen (15) holidays during the fiscal year, the employee may take the additional day(s) off with pay as a floating holiday(s) by giving advance notice of at least forty eight (48) hours to his/her supervisor for approval. Floating holidays do not apply to employees during the initial fiscal year of employment. After (20) years of service, employees will be entitled to two (2) additional floating holidays.

In the event of termination during any fiscal year other than the initial fiscal year, paid holidays will be prorated according to date of termination. With approval prior to the date of termination, that date of termination may be adjusted to reflect the prorated holidays. No compensation will be paid for unused holidays without the aforementioned prior approval.

Article 21 PAID VACATIONS

- A. Eligibility for days of vacation is to be prorated based on date of employment. All vacations are to be taken during the fiscal year following the year in which vacation was earned. However, with supervisory approval, vacations may be taken in June of the year in which they were earned.

Vacation days shall continue to accrue while an employee is on authorized sick leave but not when utilizing the sick leave bank or when on Workers' Compensation.

Schedule for days of vacation earned in the initial fiscal year, to be taken during the second fiscal year, beginning July 1:

<u>Month of Employment</u>	<u>Vacation Days</u>
July	10
August	9
September	8
October	7
November	6
December	5
January	4
February	3
March	2
April	1
May	0
June	0

In the event of termination, credit will be given for prorated vacation days earned based on completed months of service as follows:

<u>Annual Vacation Days</u>	<u>Pro-rated Accrual</u>
10	.83 days per month
15	1.25 days per month
20	1.67 days per month

- B. Employment prior to September 30 shall constitute a full year of eligibility toward the vacation schedule after the initial, prorated, fiscal year of employment.

The use of vacation days should be approved at least forty-eight (48) hours in advance. Vacation taken in increments of more than two (2) consecutive workdays will require one week's notice for planning purposes. No more than two members on the same shift at the same building may be off on vacation at the same time, with the exception of central maintenance, in which only one member per department may be on vacation at the same time.

A supervisor will not unreasonably withhold approval of an employee's vacation request. Vacation days shall be accrued as follows:

<u>After Completing</u>	<u>Vacation Days</u>
1 year	10
2 years	10
3 years	10
4 years	10
5 years	10
6 years	15
7 years	15
8 years	15
9 years	15
10 years	20

An employee will be permitted to carry over a maximum of five (5) vacation days to the following fiscal year. Such vacation days must be used by December 31. The maximum number of consecutive vacation/floating holidays used may not exceed twenty-five (25) working days.

- C. Holidays falling during an employee's vacation shall be added to vacation time and paid at the proper rate.

## Article 22

### JOB DESCRIPTIONS

- A. Job descriptions as set forth in section E. have been prepared as a guide to each job classification, identifying immediate supervisor, general responsibilities, qualifications, and position expectations. The job descriptions are minimal as to qualifications and responsibilities for each job classification. The work of Custodial/Maintenance

employees will change from time to time depending on many factors such as time of year, school activities, personnel available, condition of equipment, supplies, etc.

- B. The District will attempt to maintain eleven (11) Master Maintenance positions in specialized divisions.

Assignment to the Master Maintenance grade will be a decision of a committee consisting of the supervising administrator, Associate Superintendent for Human Resources and the President of CMA (and/or designee) based on a determination that the employee meets all of the following criteria:

- a. has a high skill and knowledge in the specific trade and substantial knowledge of related duties;
- b. has the ability to work well with people at all levels of the organization;
- c. has the ability to communicate effectively, both verbally and in writing;
- d. has excellent leadership skills;
- e. has a work history that demonstrates an outstanding work ethic.

Whenever there is less than one Master in any of these classifications, an employee working in the vacant classification may file a written request to the Associate Superintendent for Human Resources for assignment to the Master Maintenance grade.

In the future, due to changing demands, the district may find it necessary to eliminate or change in size any of the above specialized divisions or replace it with one or more new divisions. If this occurs, the district agrees to notify the Association. The district will make a concerted effort to make these changes through attrition whenever possible. The district further agrees to create a Master Maintenance position for any newly created divisions.

- C. Employees must have the required certificate(s), coursework, or license(s), either as stated in each job description or which might be mandated by any future law(s) or regulation(s). Those who do not meet this requirement shall have one year from the date of this contract or one year from notification by the administration of any new law(s) or regulation(s) to obtain the proper certificate(s), coursework, or license(s). Employees holding appropriate certificate(s), coursework, or license(s) must keep them current in order to maintain their present job status. Failure to either obtain or keep current any certificate(s), coursework, or license(s) without specific approval of the administration will result in disciplinary action taking place as outlined in Article 25 (Discipline and Discharge) of this agreement.
- D. All District 214 Custodial/Maintenance job descriptions are found in the District Staff Information folder under Human Resources/Job Descriptions.

Article 23

VOLUNTARY RETIREMENT INCENTIVE

A. Effective with the commencement of this contract, and in retirements effective during the contract, in order to be eligible to participate in the Voluntary Retirement Incentive Program, an employee must meet all of the following criteria:

1. be eligible for Illinois Municipal Retirement Fund (IMRF) retirement benefits;
2. have completed at least fifteen (15) years of full-time employment in District 214; (Full-time is defined as a minimum of thirty [30] hours per week.)
3. retire effective at of the end of the fiscal year in which the employee gives notice;
4. submit written notification to the Associate Superintendent for Human Resources no later than January 15 four years in advance of the year of retirement in order to qualify for maximum salary benefits or according to the following timeline. The selected retirement date must be on the last day of the employee's contract date.

Voluntary Retirement Incentive Timeline

<u>Retirement Date</u>	<u>Submit Intent by</u>	<u>Years of 6% Increase</u>
June, 2024	1/15/2024	1
June, 2025	1/15/2025	1
	1/15/2024	2
June, 2026	1/15/2026	1
	1/15/2025	2
	1/15/2024	3
June, 2027	1/15/2026	2
	1/15/2025	3
	1/15/2024	4
June, 2028	1/15/2026	3
	1/15/2025	4
June, 2029	1/15/2026	4

B. Under this agreement, the Board of Education will provide the following:

1. If the CMA employee provides four years notice of his/her intent to retire according to eligibility requirements of the section above, he/she will receive 106% of his/her previous year's IMRF base salary for each of the final four years for time worked.

If the employee provides less than four years notice of his/her intent to retire, he/she shall receive 106% of their previous year's IMRF base salary for each year of the remainder of their tenure in the district.

When the employee submits his/her intent to retire he/she is taken off of the salary schedule and the retirement incentive shall become due and payable to the employee as provided below, in lieu of any scheduled salary increases.

The base salary is increased 6% over the previous year's actual base salary as a retirement incentive. If the employee receives additional pay that would cause the employee's IMRF creditable earnings to be increased by more than 6% over the previous year when combined with the modified base salary, then the full 6% increase in modified base salary shall not be due and payable to the employee in that year.

If an employee's creditable earnings increase more than 6% in the final year of employment, his/her retirement incentive will be adjusted to 6% and the additional amount will be paid to him/her as a lump sum retirement incentive within 45 days after the employee's final paycheck for regular earnings.

Should any legislation or regulation or ruling arise that would impose a fee, fine, penalty or additional cost to the district the incentive will be adjusted to remain under the threshold that would result in the fee, fine, penalty or additional cost.

Any duties or activities beyond the employee's base salary for which he/she will be paid will require the pre-approval of both the immediate supervisor and the associate superintendent for human resources. This will help to insure that the 6% cap is not exceeded. After submitting an intent to retire, an employee may not perform any assignments that have not been pre-approved.

AND

2. Employee medical and dental insurance from the District as per the conditions in the current District 214 Insurance Booklet at 50% of the individual employee cost of such insurance until the age of 65 or until the employee becomes eligible for Medicare, whichever occurs first.

These retirement benefits are not offered in conjunction with any other retirement program unless specifically approved by the Board.

## Article 24      WORKLOAD CAPACITY / TEMPORARY ASSIGNMENTS

- A. It shall be the policy of the Board to schedule a work load that is not beyond the capacity of each individual employee.
- B. If the employee has concern for his/her personal safety upon being assigned a task, he/she may request an immediate review by the supervisor and the CMA building safety committee representative. When such situations arise during the second



or third shift, the assignment may be deferred until reviewed by the supervisor and the CMA building safety committee representative.

- C. Based upon district needs, when a shortage of personnel exists due to an employee's extended illness or injury, additional temporary help shall be provided as needed. If the need is other than custodial, current employees may be temporarily reassigned. This reassignment will be based on the district's need, an employee's skills, and mutual agreement between the employee and the appropriate supervisor(s). If the need is custodial, a temporary custodian shall be hired.

Employees who are temporarily reassigned to a position must meet all of the expectations of that position and to the department to which they are assigned. If unable to meet these expectations, they shall be returned to their former positions.

## Article 25      DISCIPLINE AND DISCHARGE

- A. No employee may be dismissed, reduced-in-rank, laid off, reprimanded, suspended or disciplined without just cause. As appropriate for the offense, progressive discipline will be used. All letters or memos that are disciplinary or could lead to disciplinary action or reprimand shall be written within fifteen (15) work days of knowledge of the alleged incident. The CMA will be copied on all letters of discipline, which will remain in the employee's personnel file for three (3) years. After three years, any official warning letters or references to disciplinary action shall be removed from the personnel file, provided the employee has not experienced any disciplinary problems during that time. However, the District may retain records of such discipline in a separate file, if the District believes such records may be needed at a future date for legal and/or compliance purposes.
- B. An employee shall be entitled, upon the request of the employee, to have a CMA representative present during a meeting with a supervisor which may reasonably lead to disciplinary action.

### C. Disciplinary Procedures

At any investigatory interview conducted for the purpose of determining the facts involved in any suspected violation of District rules and regulations, the following procedures are to apply:

- a. prior to the interview, the employee who is suspected of violating District rules and regulations must be told in general terms what the interview is about.
- b. the employee has the right to have a CMA representative present at the interview, provided the employee requests such representation.
- c. the employee may have a co-worker present at the interview, provided he/she so requests and further provided the employee's interview covers issues affecting other employees.

The progressive disciplinary procedures described in Section C, 1-5 below, may be applied to an employee who is experiencing a series of unrelated problems involving job performance and/or behavior.

In cases involving serious misconduct, such as a violation of law, the procedures contained in Section C, 1- below, may be bypassed. The supervisor should suspend the employee immediately and, if appropriate, recommend termination of the employee. If a supervisor recommends that an employee be terminated, the Associate Superintendent for Human Resources should conduct an investigation and a hearing for the employee before a final decision is reached.

Employees suspended from work will not receive or accrue any employee benefits during the suspension.

Employees who believe they have been disciplined too severely or without good cause may utilize the grievance procedure.

#### Progressive-Discipline Steps

1. If an employee is not meeting District standards of behavior or performance, the employee's supervisor should take the following actions:
  - a. meet with the employee to discuss the matter;
  - b. inform the employee of the nature of the problem and the action necessary to correct it;
  - c. issue a verbal warning;
  - d. prepare a memorandum for the supervisor's and the employee's records indicating that the meeting took place and a verbal warning was issued.
2. If there is a second occurrence, the supervisor should hold another meeting with the employee and take the following actions:
  - a. issue a written reprimand to the employee;
  - b. warn the employee that a third incident will result in more severe disciplinary action; and
  - c. prepare and forward to the Associate Superintendent for Human Resources a written report describing the first and second incidents and summarizing the actions taken during the meeting with the employee.
3. If there is a third occurrence, the supervisor should take the following actions:
  - a. suspend the employee without pay for up to (10) work days; and
  - b. prepare and forward to the Associate Superintendent for Human Resources a written report describing this third incident and summarizing the actions taken during the meeting with the employee.
4. If there are additional occurrences, the supervisor should take the following actions:
  - a. Suspend the employee indefinitely and recommend termination. After taking action under this item, the supervisor should prepare and forward to the Associate Superintendent for Human Resources another written report describing the occurrences, indicating the timing between the occurrences, and summarizing the

action taken or recommended and its justification.

## Article 26      REDUCTION IN FORCE POLICY

### A. Purpose

The purpose of this policy is to provide a systematic and orderly process for a reduction in the number of employees. In the event it becomes necessary to reduce the number of employees, the personal well-being of the affected employees shall be given primary consideration. Reducing the number of employees because of reduced allocation, elimination of a position, or the closing of a building would proceed with the understanding that all employees are District 214 employees, and it will be assumed that all affected employees will desire to continue employment in the District. In all cases, the Board, or their designee, shall make a concerted effort to make any necessary reduction by attrition.

### B. Employee Classifications

For the purpose of reducing the number of employees, all employees will be placed in the following classifications according to the wage schedule in this agreement:

1. Master Maintenance
2. Lead Building Maintenance
3. Lead Technology/Media Services Technician
4. Central Maintenance
5. Lead Custodian
6. Lead Grounds Keeper
7. Building Maintenance
8. Assistant Central Maintenance
9. Grounds Keeper
10. Preventive Maintenance Technician
11. Utility Maintenance
12. Technology/Media Services Technician
13. District Mail Delivery
14. Custodian

Reducing the number of employees for any reason (examples include, but are not limited to, the elimination of a position, reduced allocation, or building closure) will be treated as the elimination of a position or positions within a classification. The Board, or their designee, has the right to determine how many positions will be eliminated within each classification.

### C. Seniority Rights

Any reduction in the number of employees will be based on a seniority system in all classifications, except Master Maintenance, Lead Building Maintenance, and Central Maintenance in which both seniority and qualifications (see Article 26, Section E) will be the determining factors. Seniority will be based on length of service from date of hire.

An employee whose position has been eliminated will have the right to assume the position of the least senior employee in the same classification on the same shift, or a lower base pay classification. The least senior employee on each shift may then be required to move to a different shift.

### D. Restrictions

An employee whose position has been eliminated will not be permitted to move to a position in a job classification which has a higher base wage, nor will an employee be permitted to assume the position of any other employee who has greater seniority.

### E. Qualifications

All employees within a specific job classification will be considered equally qualified. In the case of Master Maintenance, Lead Building Maintenance, and Central Maintenance, qualifications will be determined by the skills required for each specific position.

Any employee required to assume a position in a different job classification must be able to meet the qualifications of that job classification. All District 214 Custodial/Maintenance job descriptions are found in the District Staff Information folder under Human Resources/job descriptions.

Employees having in-District experience in more than one job classification will be considered qualified for those job classifications provided they held regular employee status within those job classifications.

If employees wish to assume positions in job classifications in which they have no previous in-District experience, the Board, or their designee, shall have the right to determine if they are qualified.

### F. Procedure

1. A seniority list for each job classification will be developed.
2. An employee, whose position is being eliminated, will then assume the position of the least senior employee in that job classification.
3. The least senior employee may then be required to assume a position in another job classification which has a lower base wage.

4. If more than one employee is eligible to assume a position in a job classification, the most senior may make a selection from the vacancies created by the R.I.F. procedure until all eligible employees have been placed.
5. An employee who has been required to change his/her job classification will be given a one-time only right of refusal when he/she bids upon the initial vacancy in his/her former job classification.
6. Application for assuming a position in a new job classification will be made to the Associate Superintendent for Human Resources.
7. Recall

Upon request to Human Resources, employees who have completed one full year of service as a regular employee, and have been released because of reduction in force, will be listed on a recall list for the purpose of reemployment in his/her former job classification or a job classification which has a lower base wage. Such individuals will be maintained on this list, in seniority order, for one year after their termination date. If an individual declines a position, he/she will be removed from the list.

Regular positions not filled by regular employees shall be offered to the individuals on this list. No new individuals will be hired into a classification until all qualified former employees on this list have had an opportunity to be reemployed. It is the responsibility of each individual to keep the Associate Superintendent for Human Resources informed as to his/her whereabouts.

#### Article 27 PAYROLL AND PERSONNEL RECORDS

- A. Employees shall, upon request, have full access to all the information, including evaluations, contained in their salary and personnel records.
- B. Authorized deductions shall normally be divided equally between the 15th and 30th checks for the twelve month period from July 1 through June 30. Exceptions are made for court ordered payments, community contributions, Association dues, and for other payments, as approved by the Board.

#### Article 28 PROFESSIONAL GROWTH

The Building and Grounds Training Committee will be responsible for staff development for current employees. The committee will work cooperatively with Human Resources to establish, implement, and oversee a new employee induction program.

Upon approval from the supervisor, employees may attend, with pay, staff development meetings that would be of benefit to them and the District. The Board will make available funds annually to each building for employee professional activities. These funds shall be used for workshops, courses and seminars. Approval for funds must be received from the Supervisor and Director of Operations. Employees are expected

to attend any required annual training programs as well as participate in other designated staff development activities. Employees attending approved professional growth programs shall be reimbursed for all reasonable expenses related to those programs.

Any employee who also wishes to enroll in courses necessary for promotion shall be afforded the opportunity to make up hours missed while attending class. Hours missed will be made up in a manner mutually agreed upon by the employee and supervisor in the pay period in which they were missed.

Article 29      ASSOCIATION LEAVE

With the approval of the employee's supervisor, the President of the CMA and/or designee will be excused from assigned duties, and the CMA will reimburse the Board for the time excused, at the current hourly rate.

Article 30      SITE / DISTRICT LEVEL MEETINGS

The CMA and Superintendent recognize the importance of communications in maintaining a good relationship and agree to meet at reasonable times as needed.

Each site shall establish a system for holding regular meetings with a CMA representative, supervisor, and administrator to discuss building maintenance and custodial issues.

The CMA President and a representative, the Associate Superintendent for Human Resources, and the Employee Relations Supervisor shall meet semi- annually to discuss mutual concerns.

Article 31      STAFFING LEVELS

A minimum of one hundred sixty-four (164) full-time custodial/maintenance positions will be maintained by the district, in addition to 28 part-time positions. Part-time employees are not CMA members, but are paid according to terms set forth in this agreement. They will be trained for and assigned various duties, such as building supervision and cleaning on weekends, holidays, and as needed, at the discretion of the administration. They may also be deployed to different buildings as needed, but their work will not exceed 29 hours/week.

Article 32      WAGE SCHEDULE -- POSITIONS AND GRADES AND LONGEVITY BONUSES

The salary schedule for the length of this agreement (from 2023-2024 through 2025-2026) will include fourteen (14) steps with the first and last steps being consistent with those of the twelve-step schedule in place in 2018-19. The actual schedule will be configured within those parameters by the Administration upon mutual agreement by the CMA negotiation team representative. Yearly increases on top of step will be as follows:

- 2023-24 = 4.70%
- 2024-25 = 3.30%
- 2025-25 = 3.00%

For the length of this contract, a \$750 “top of step” payment will be issued each year. This payment will be for those members who are at the top of the pay scale but have not reached 20 years of service.

Longevity bonuses will be paid annually to anyone with twenty or more years of service in District 214 according to the following terms:

- For 20 years of service = \$1050 paid at the start of the 21<sup>st</sup> year of service and every year thereafter until 25 years of service is attained;
- For 25 years of service = \$1200 paid at the start of the 26<sup>th</sup> year of service and every year thereafter.

#### Article 33                      NEGOTIATIONS PROCEDURE

- A. This Agreement shall be open to negotiations, if between November 15 and November 30 of the calendar year preceding the calendar year of expiration, either the President of the CMA or the President of the Board notifies the other of that intention. This notification shall be in writing, exchanged through the Superintendent, and will include the names of the negotiating team members. The other party will be required to respond with the names of its negotiating team members no later than December 7.
- B. Each party shall select its negotiating representatives according to its own internal provisions. Each team shall consist of at least five (5) and no more than ten (10) team members.
- C. The Board and the CMA shall confer upon their respective representatives the necessary power and authority to make tentative agreements on proposals which shall be presented to the Board and CMA respectively for approval/ratification.
- D. By 3:00 P.M. December 15 of the same year, five (5) copies of any changes, additions, or deletions to the Agreement either party wishes to open for negotiations shall be submitted to the other party in writing simultaneously along with rationale for the changes.
- E. The first negotiations meeting shall be held on or before January 15. The chairperson(s), date, time, and place for this meeting shall be arranged by the respective presidents or their designees.
- F. Ground rules shall be established at the first negotiations meeting.

Article 34      TERMINATION AND RENEWAL

This agreement shall be in full force and effect from July 1, 2023, until June 30, 2026.

Nothing in this agreement shall permit the taking away of modification of any benefit received by any employee or group of employees, nor shall wages be reduced, as a result of past practice in District 214, through the signing of this agreement. In witness whereof, the parties have caused their signatures to be hereunto affixed by their duly authorized officers.



Alva Kreutzer

President, Board of Education

5-18-2023



William Feltz

President, Custodial Maintenance Association

5/18/23



# CUSTODIAL/MAINTENANCE HOURLY WAGE SCHEDULE

2023-2024		4.7 Annual Increase														
	Step	1	2	3	4	5	6	7	8	9	10	11	12	13	14	
C-I	Custodian I - 1st	CMS11	21.11	21.67	22.24	22.81	23.42	24.04	24.69	25.34	26.00	26.68	27.38	28.10	28.84	29.61
C-I	Custodian I - 2nd	CMS12	21.84	22.41	22.97	23.55	24.15	24.77	25.42	26.07	26.73	27.41	28.11	28.83	29.58	30.34
C-I	Custodian I - 3rd	CMS13	21.89	22.46	23.02	23.60	24.21	24.82	25.47	26.12	26.78	27.46	28.16	28.89	29.63	30.39
C-II	Custodian II	CMS20	23.38	24.00	24.64	25.29	25.96	26.65	27.35	28.07	28.82	29.59	30.36	31.16	32.02	32.84
C-II	District Mail Delivery	CMS21	24.33	24.98	25.64	26.33	27.02	27.75	28.48	29.23	30.00	30.80	31.62	32.45	33.32	34.21
C-III	Lead Custodian - 1st	CMS31	27.35	28.07	28.82	29.59	30.37	31.18	32.02	32.87	33.72	34.62	35.54	36.50	37.46	38.47
C-III	Lead Custodian - 2nd	CMS32	28.08	28.80	29.56	30.32	31.11	31.91	32.75	33.60	34.46	35.36	36.27	37.23	38.19	39.20
C-III	Lead Custodian - 3rd	CMS33	28.13	28.86	29.61	30.37	31.16	31.96	32.80	33.65	34.51	35.41	36.32	37.28	38.25	39.25
M-I	Tech/Media Serv Tech I	MMS11	24.55	25.20	25.88	26.56	27.26	27.99	28.72	29.48	30.27	31.06	31.88	32.75	33.60	34.51
M-I	Maintenance I	MMS11	24.55	25.20	25.88	26.56	27.26	27.99	28.72	29.48	30.27	31.06	31.88	32.75	33.60	34.51
M-I	Groundskeeper	MMS14	25.30	25.97	26.65	27.36	28.07	28.82	29.59	30.37	31.18	32.02	32.85	33.71	34.61	35.52
M-I	Groundskeeper-Licensed	MMS15	26.58	27.30	28.01	28.75	29.51	30.30	31.10	31.93	32.78	33.64	34.54	35.44	36.39	37.35
M-II	Maintenance II	MMS21	26.12	26.81	27.53	28.26	29.01	29.78	30.56	31.39	32.22	33.06	33.95	34.85	35.79	36.72
M-II	Asst. Central Maintenance	MMS21	26.12	26.81	27.53	28.26	29.01	29.78	30.56	31.39	32.22	33.06	33.95	34.85	35.79	36.72
M-II	Preventive Maintenance	MMS21	26.12	26.81	27.53	28.26	29.01	29.78	30.56	31.39	32.22	33.06	33.95	34.85	35.79	36.72
M-II	Tech/Media Serv Tech II	MMS23	27.47	28.22	28.97	29.73	30.52	31.33	32.16	33.00	33.89	34.78	35.71	36.65	37.63	38.62
M-II	Lead Groundskeeper	MMS24	26.59	27.30	28.01	28.75	29.51	30.30	31.10	31.93	32.78	33.64	34.54	35.45	36.40	37.35
M-II	Lead Groundskeeper - Lic	MMS25	27.87	28.60	29.36	30.15	30.95	31.76	32.61	33.48	34.35	35.27	36.21	37.18	38.17	39.17
M-III	Lead Bldg Maintenance	MMS31	30.39	31.20	32.04	32.88	33.73	34.63	35.55	36.50	37.46	38.45	39.48	40.52	41.59	42.69
M-III	Central Maintenance	MMS31	30.39	31.20	32.04	32.88	33.73	34.63	35.55	36.50	37.46	38.45	39.48	40.52	41.59	42.69
M-III	Central Maintenance - 2nd	MMS32	31.13	31.93	32.77	33.61	34.47	35.37	36.28	37.23	38.19	39.18	40.22	41.25	42.32	43.42
M-III	Lead Tech/Media Serv Tech	MMS31	30.39	31.20	32.04	32.88	33.73	34.63	35.55	36.50	37.46	38.45	39.48	40.52	41.59	42.69
M-IV	Master Maintenance	MMS41	31.59	32.42	33.28	34.17	35.08	36.00	36.96	37.93	38.95	39.97	41.03	42.11	43.24	44.40
M-IV	Master Maintenance-2nd	MMS42	32.32	33.15	34.02	34.91	35.82	36.73	37.69	38.67	39.68	40.71	41.76	42.84	43.97	45.14

Top of Step Payment \$750 for those at top of pay scale but have not reached 20 years of service.

Longevity Bonus \$1050 paid at 21st year and every year thereafter until 25 years attained.

Longevity Bonus \$1200 paid at 26th year and every year thereafter.

# CUSTODIAL/MAINTENANCE HOURLY WAGE SCHEDULE

2024-2025		3.3 Annual Increase														
	Step	1	2	3	4	5	6	7	8	9	10	11	12	13	14	
C-I	Custodian I - 1st	CMS11	21.80	22.39	22.97	23.57	24.19	24.83	25.50	26.17	26.85	27.56	28.28	29.03	29.80	30.59
C-I	Custodian I - 2nd	CMS12	22.56	23.15	23.73	24.32	24.95	25.59	26.26	26.93	27.61	28.32	29.04	29.79	30.55	31.34
C-I	Custodian I - 3rd	CMS13	22.62	23.20	23.78	24.38	25.01	25.64	26.31	26.98	27.67	28.37	29.09	29.84	30.61	31.40
C-II	Custodian II	CMS20	24.15	24.79	25.45	26.12	26.81	27.53	28.25	29.00	29.78	30.56	31.36	32.19	33.07	33.93
C-II	District Mail Delivery	CMS21	25.14	25.81	26.49	27.20	27.91	28.66	29.42	30.20	30.99	31.82	32.66	33.52	34.41	35.33
C-III	Lead Custodian - 1st	CMS31	28.25	29.00	29.78	30.56	31.38	32.21	33.07	33.95	34.84	35.77	36.71	37.70	38.70	39.74
C-III	Lead Custodian - 2nd	CMS32	29.01	29.75	30.53	31.32	32.13	32.97	33.83	34.71	35.59	36.52	37.46	38.46	39.45	40.49
C-III	Lead Custodian - 3rd	CMS33	29.06	29.81	30.59	31.38	32.19	33.02	33.88	34.76	35.65	36.58	37.52	38.51	39.51	40.55
M-I	Tech/Media Serv Tech I	MMS11	25.36	26.03	26.74	27.44	28.16	28.91	29.67	30.46	31.27	32.09	32.93	33.83	34.71	35.65
M-I	Maintenance I	MMS11	25.36	26.03	26.74	27.44	28.16	28.91	29.67	30.46	31.27	32.09	32.93	33.83	34.71	35.65
M-I	Groundskeeper	MMS14	26.13	26.82	27.53	28.26	29.00	29.78	30.56	31.38	32.21	33.07	33.94	34.83	35.76	36.70
M-I	Groundskeeper-Licensed	MMS15	27.46	28.20	28.93	29.70	30.49	31.30	32.12	32.99	33.86	34.75	35.68	36.61	37.59	38.58
M-II	Maintenance II	MMS21	26.98	27.70	28.43	29.19	29.97	30.76	31.57	32.42	33.28	34.16	35.07	36.00	36.97	37.93
M-II	Asst. Central Maintenance	MMS21	26.98	27.70	28.43	29.19	29.97	30.76	31.57	32.42	33.28	34.16	35.07	36.00	36.97	37.93
M-II	Preventive Maintenance	MMS21	26.98	27.70	28.43	29.19	29.97	30.76	31.57	32.42	33.28	34.16	35.07	36.00	36.97	37.93
M-II	Tech/Media Serv Tech II	MMS23	28.38	29.15	29.93	30.72	31.53	32.36	33.23	34.09	35.01	35.93	36.89	37.85	38.87	39.90
M-II	Lead Groundskeeper	MMS24	27.47	28.20	28.93	29.70	30.49	31.30	32.12	32.99	33.86	34.75	35.68	36.62	37.61	38.58
M-II	Lead Groundskeeper - Lic	MMS25	28.79	29.55	30.33	31.15	31.97	32.80	33.69	34.59	35.49	36.44	37.40	38.41	39.43	40.46
M-III	Lead Bldg Maintenance	MMS31	31.40	32.23	33.10	33.96	34.85	35.78	36.72	37.70	38.70	39.71	40.79	41.86	42.96	44.09
M-III	Central Maintenance	MMS31	31.40	32.23	33.10	33.96	34.85	35.78	36.72	37.70	38.70	39.71	40.79	41.86	42.96	44.09
M-III	Central Maintenance - 2nd	MMS32	32.15	32.99	33.85	34.72	35.60	36.53	37.48	38.46	39.45	40.47	41.54	42.61	43.72	44.85
M-III	Lead Tech/Media Serv Tech	MMS31	31.40	32.23	33.10	33.96	34.85	35.78	36.72	37.70	38.70	39.71	40.79	41.86	42.96	44.09
M-IV	Master Maintenance	MMS41	32.63	33.48	34.38	35.30	36.24	37.18	38.18	39.18	40.23	41.29	42.39	43.50	44.67	45.87
M-IV	Master Maintenance-2nd	MMS42	33.39	34.24	35.14	36.06	37.00	37.94	38.94	39.94	40.99	42.05	43.14	44.26	45.43	46.63

Top of Step Payment \$750 for those at top of pay scale but have not reached 20 years of service.

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Longevity Bonus \$1200 paid at 26th year and every year thereafter.

# CUSTODIAL/MAINTENANCE HOURLY WAGE SCHEDULE

2025-2026 3.0 Annual Increase

Step	1	2	3	4	5	6	7	8	9	10	11	12	13	14
C-I Custodian I - 1st	CMS11	22.46	23.06	23.66	24.27	24.92	25.58	26.27	26.96	27.66	28.38	29.13	29.90	31.50
C-I Custodian I - 2nd	CMS12	23.24	23.84	24.44	25.05	25.70	26.36	27.05	27.74	28.44	29.16	29.91	30.68	32.28
C-I Custodian I - 3rd	CMS13	23.29	23.90	24.50	25.11	25.76	26.41	27.10	27.79	28.50	29.22	29.97	30.74	32.34
C-II Custodian II	CMS20	24.88	25.53	26.21	26.90	27.62	28.35	29.10	29.87	30.67	31.48	32.31	33.15	34.95
C-II District Mail Delivery	CMS21	25.89	26.58	27.28	28.02	28.75	29.52	30.30	31.10	31.92	32.77	33.64	34.52	36.39
C-III Lead Custodian - 1st	CMS31	29.10	29.87	30.67	31.48	32.32	33.17	34.07	34.97	35.88	36.84	37.81	38.83	40.93
C-III Lead Custodian - 2nd	CMS32	29.88	30.65	31.45	32.26	33.10	33.95	34.85	35.75	36.66	37.62	38.59	39.61	41.71
C-III Lead Custodian - 3rd	CMS33	29.93	30.70	31.50	32.32	33.15	34.01	34.90	35.80	36.72	37.68	38.64	39.67	41.76
M-I Tech/Media Serv Tech I	MMS11	26.12	26.81	27.54	28.26	29.01	29.78	30.56	31.37	32.21	33.05	33.92	34.85	36.72
M-I Maintenance I	MMS11	26.12	26.81	27.54	28.26	29.01	29.78	30.56	31.37	32.21	33.05	33.92	34.85	36.72
M-I Groundskeeper	MMS14	26.91	27.63	28.35	29.11	29.87	30.67	31.48	32.32	33.17	34.07	34.96	35.87	37.80
M-I Groundskeeper-Licensed	MMS15	28.28	29.04	29.80	30.59	31.40	32.24	33.09	33.98	34.88	35.79	36.75	37.71	39.74
M-II Maintenance II	MMS21	27.79	28.53	29.29	30.07	30.87	31.68	32.52	33.40	34.28	35.18	36.13	37.08	39.07
M-II Asst. Central Maintenance	MMS21	27.79	28.53	29.29	30.07	30.87	31.68	32.52	33.40	34.28	35.18	36.13	37.08	39.07
M-II Preventive Maintenance	MMS21	27.79	28.53	29.29	30.07	30.87	31.68	32.52	33.40	34.28	35.18	36.13	37.08	39.07
M-II Tech/Media Serv Tech II	MMS23	29.23	30.02	30.82	31.64	32.47	33.33	34.22	35.11	36.06	37.01	38.00	38.99	41.10
M-II Lead Groundskeeper	MMS24	28.30	29.04	29.80	30.59	31.40	32.24	33.09	33.98	34.88	35.79	36.75	37.72	39.74
M-II Lead Groundskeeper - Lic	MMS25	29.65	30.43	31.24	32.08	32.93	33.79	34.70	35.63	36.55	37.53	38.52	39.56	41.67
M-III Lead Bldg Maintenance	MMS31	32.34	33.20	34.09	34.98	35.89	36.85	37.82	38.83	39.86	40.91	42.01	43.11	45.42
M-III Central Maintenance	MMS31	32.34	33.20	34.09	34.98	35.89	36.85	37.82	38.83	39.86	40.91	42.01	43.11	45.42
M-III Central Maintenance - 2nd	MMS32	33.12	33.98	34.87	35.76	36.67	37.63	38.60	39.61	40.64	41.69	42.79	43.89	46.20
M-III Lead Tech/Media Serv Tech	MMS31	32.34	33.20	34.09	34.98	35.89	36.85	37.82	38.83	39.86	40.91	42.01	43.11	45.42
M-IV Master Maintenance	MMS41	33.61	34.49	35.41	36.36	37.33	38.30	39.32	40.36	41.44	42.53	43.66	44.80	47.24
M-IV Master Maintenance-2nd	MMS42	34.39	35.27	36.19	37.14	38.11	39.08	40.10	41.14	42.22	43.31	44.44	45.58	48.02

Top of Step Payment \$750 for those at top of pay scale but have not reached 20 years of service.

Longevity Bonus \$1050 paid at 21st year and every year thereafter until 25 years attained.

Longevity Bonus \$1200 paid at 26th year and every year thereafter.

# Index

Absence from work and	
bereavement .....	17
jury service .....	17
personal, leaves.....	16-17
Reserves (Armed Forces)-leave for.....	17
sick leave .....	13-15
Accidents (on job) .....	12
Arbitration and grievance procedure .....	4-6
Armed Forces Reserves .....	17
Assignments, work, see Work load	
Association (CMA).....	1-3
Leave .....	28
Attendance	
Abuse.....	14-15
perfect attendance incentive.....	17
Beliefs, CMA .....	1
Bereavement .....	17
Break times .....	6
Building representative(s)	
discrimination against .....	4
Bulletin Boards .....	4
Call back .....	8
Certificate(s).....	20
Class grievances.....	6
Classifications, employee.....	25
Closing of building(s).....	7
Committee members (Association) discrimination	
against .....	4
Compensation, see Salary	
Contract negotiations procedure .....	28
Courses, expenses for .....	27-28
Custodial Maintenance Association (CMA), see	
Association	
Death in family .....	17
Deductions on salary	
Association dues.....	3-4
for non-return of uniforms .....	11
records for .....	27
Dental plan.....	11-12
Dependent medical/dental insurance .....	11-12
Disability income program .....	11
Discipline & Discharge .....	23-25
and probationary period.....	9-10
Discrimination –gender, race, color, religion, ancestry,	
sexual orientation, creed, age, national origin,	
disability, marital status, unfavorable discharge from	
military service, veteran status.....	4
Dismissal procedure.....	23-25
and RIF.....	25-27
District meetings.....	28
Doctor's verification and sick leave .....	14
Dues.....	3-4
Duties (Assignments) .....	6-8, 19-20, 22-23
Emergency call back.....	8
Employee assistance program.....	11
Employment of temporary personnel.....	23, 28
Evaluations .....	9-10
and probationary period.....	9
and promotion .....	9
Evaluations, access to .....	27
Expenses	
jury service.....	17
professional.....	27-28
Family, immediate (defined) .....	14,16,17
File, personnel	
access to .....	27
and discipline letters.....	23-25
Floating holidays .....	18
and bereavement .....	17
Goals, CMA .....	1
Grievance procedure .....	4-6
Health insurance.....	11-12
and voluntary retirement incentive .....	22
Holidays (paid) .....	18
during sick leave.....	14
floating .....	18
religious holidays and personal leave .....	16
emergency closing.....	7
vacation time and .....	19
Hours of work, see Work Day	
Identification patch (uniforms) .....	10
IEA - NEA.....	3
Illinois Municipal Retirement Fund (IMRF) ....	12, 21-22
Illness, see Sick leave	
Immediate family (defined..) .....	14,17
Injury on job.....	12
Insurance.....	11-12
retirement and.....	22
Workers' Compensation .....	12
Committee .....	11
Job descriptions (general).....	19-20
Job vacancies .....	9-10
Jury Service .....	17
Keys and termination of employment.....	11
Lateral transfers .....	9-10
Leaves	
Association .....	28
bereavement .....	17
jury service .....	17
military service .....	17
of absence .....	17
personal .....	16-17
religious holidays and personal leave .....	16
sick .....	13-15
emergency closing and.....	7
professional .....	27-28



# Index

Legal action, and dues .....	3-4	Released time .....	27-28
License(s) .....	20	Religious holidays and personal leave .....	16
Life insurance .....	11	Remediation .....	23-25
Management rights .....	4	Renewal, Termination and.....	30
Meal period .....	6	Reserves (Armed Forces) leaves for .....	17
Medical evidence, and sick leave.....	14	Resignations/termination and vacation time .....	19
Medical insurance .....	11-12	Retirement incentive.....	21-22
Meetings, Site/District.....	28	RIF, see Reduction in Force .....	25-27
Membership dues.....	3-4	Rights, management .....	4
Military Leave.....	17	Safety	
Mission Statement .....	1	and work load .....	22-23
National Guard, leaves for.....	17	committee .....	13
Negotiations procedure.....	29	shoes .....	11
No strike pledge .....	11	Salary	
Non-discrimination statement .....	4	Armed Forces and .....	17
Overtime .....	6-8	call back .....	8
Paid holidays, see Holidays		deductions on .....	27
Paid vacations, see Vacation Time		holidays and .....	18
Partnership.....	2	jury service and .....	17
Part-time custodians.....	28	leave of absence and .....	17
Patch, identification (uniform) .....	10	overtime and.....	6-8
Payroll records .....	27	promotions and.....	9-10
Payroll, see Salary		records.....	27
Perfect attendance incentive.....	17	schedules.....	31-35
Performance review - see Evaluations		starting time and .....	6-8
Personal leave .....	16-17	Workers' Comp. Insurance.....	12-13
bereavement and .....	17	Section 125 Plan (Insurance) .....	12
for religious preferences .....	16	Seminars, expenses for .....	27-28
emergency days and.....	7	Seniority	
Personnel records .....	27	lateral transfers.....	9-10
Physician's verification and sick leave .....	14	promotion.....	8-9
Posting of vacancies .....	10	recall .....	27
Preamble.....	3	reduction in force (RIF) .....	25-27
President, CMA .....	28	rights .....	26
Probationary employee. ....	8	Shoes, safety.....	11
and sick leave .....	14	Sick leave	
Probationary period.....	9	abuse of.....	14-15
lateral transfer and .....	10	bank.....	15-16
sick leave and .....	14	bereavement and .....	17
Professional growth.....	27-28	family, immediate and .....	14
Progressive discipline.....	23-25	holidays and .....	7, 14
Promotion.....	9-10	injury on job .....	12
courses for .....	27-28	emergency closing and.....	7
grievances and .....	6	Site meetings .....	28
Punching in/out .....	8	Snow, closing building for .....	7
Qualifications .....	26	Staff levels.....	28
Quitting time, establishment of.....	6	Starting time, establishment of .....	6-7
Rate of pay - see Salary		Strike clause .....	11
Recall list.....	27	Substitutes, overtime .....	8
Recognition .....	3	Summer camp leaves (Armed Forces) .....	17
Records, access to .....	27	Suspension .....	15, 24-25
Reduction in force (RIF).....	25-27	Tardiness and salary deduction.....	8
Reimbursement			
jury service .....	17		
professional growth .....	27-28		

# Index

Temporary assignments .....	7, 23
Termination and Renewal .....	30
Termination of employment .....	24-25
keys and .....	11
RIF .....	25-27
paid holidays and .....	18
uniforms and .....	11
vacation time .....	19
Time clock .....	8
Training period .....	9
Transfers .....	9-10
Trial period for promoted/transferred	
Employees.....	10
Uniforms .....	10,11
Unpaid leave of absence .....	17
Vacancies, posting of .....	10
Vacation time .....	18-19
bereavement .....	17
holidays and .....	19
sick time and .....	18
emergency days and.....	7
and resignations .....	19
paid .....	18-19
Voluntary personal accident insurance .....	11
Voluntary retirement incentive .....	21-22
Wage Schedules	
2023-24 .....	31
2024-25 .....	32
2025-26 .....	33
Wash up time .....	8
Work	
Day .....	6-8
Load .....	7,22-23
Week .....	6, 7
Work assignments .....	22-23
Workers' Compensation insurance .....	12-13
Workshop, expenses for .....	27-28