

ARGO COMMUNITY HIGH SCHOOL

AND

**SERVICE EMPLOYEES INTERNATIONAL UNION
S.E.I.U. CTW, CLC
LOCAL 73**

**CUSTODIAL AND MAINTENANCE STAFF AGREEMENT
FOR FISCAL YEARS
2014-2015, 2015-2016, 2016-2017, 2017-2018, 2018-2019**

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ARTICLE I
INTRODUCTION

The Board of Education, Argo Community High School_District 217 (hereinafter collectively “the District” or “the Board”), recognizes Local 73, Service Employee International Union, CTW, CLC (hereinafter “the Union”), to be the representative of the custodial and maintenance employees, excluding all supervisory, managerial, professional, and administrative employees under the Illinois Educational Labor Relations Act, 315 ILCS 5/1 *et seq.* The Board will comply with its bargaining obligations under the Illinois Educational Labor Relations Act prior to making any changes in mandatory subjects of bargaining during the term of this Agreement. The Board will provide the Union with reasonable notice of any proposed changes in such mandatory subjects of bargaining.

Section 1. *Line of Supervision*

All employees are in the direct employ of the Board. The Board, through the Superintendent of Schools, assigns responsibility for all employees. The Director of Building Facilities is charged with the responsibility and administration of all buildings and grounds, including the custodial and maintenance employees. All employment, advancement, and termination must be approved by staff in these positions and recommended to the Superintendent of Schools who in turn recommends to the Board.

Supervisors, as defined under the Act and any other non-bargaining unit personnel, except temporary employees, shall not normally perform the work of bargaining unit employees expect work (1) for the purposes of instructing or training employees; (2) of an experimental nature; (3) involving the review of new, altered or repaired equipment; (4) in emergency situations (i.e., safety of students, staff).

Section 2. *Non-Discrimination*

In accordance with applicable law, neither the District nor the Union shall discriminate against any employee covered by this Agreement because of race, sex, age, religion, creed, color, national origin, disability, sexual orientation, Union membership or non-membership.

Section 3. *Schedule of Wages*

As per attached schedule for 2014-2015, 2015-2016, 2016-2017, 2017-2018, 2018-2019.

Section 4. *Job Description*

Duties of each job shall be set forth by the Director of Building Facilities and shall be on a fair and equitable basis. For informational purposes only, the District will update the job descriptions and attach hereto as Addendum #1.

Section 5. *School Code*

Any provision in this Agreement not in conformity with the Illinois School Code or any other State statutes governing public schools shall be null and void, and this Agreement shall be rewritten in order to bring it into conformity with law.

Section 6. *Labor-Management Meetings*

Representatives of the Board and Union shall meet quarterly to discuss areas of mutual interest involving this Agreement and so constitute a Labor-Management Committee.

ARTICLE II

EMPLOYEE'S JOB WITH THE SCHOOL

Section 1. *Hours and Days of Work*

The regular workweek for the first and second shifts shall consist of five (5) days of eight (8) hours each, Monday through Friday, with one half (1/2) hour unpaid time allowed for lunch, which is not included in the eight (8) hour day. If an employee leaves the premises for lunch, he/she must punch out upon leaving and punch in upon his/her return. No employee may start his/her work shift earlier than scheduled unless he/she receives approval from the Director of Building and Facilities or his/her designee.

The regular workweek shall consist of forty (40) hours from Monday through Friday for the first and second shifts. The third shift shall begin at 10:30 p.m. on Sunday and end at 7:00 a.m. on Friday, or from 10:30 p.m. on Monday until 7:00 a.m. on Saturday. One-half (1/2) hour of each shift time shall be unpaid lunchtime, which is not included in the eight (8) hour day.

Notwithstanding any other provision of this Agreement, during the period of August 15 through June 1 of each school year, the District reserves the right to assign skilled and semi-skilled employees to a regular work week of Tuesday through Saturday, when their respective skill level is needed for student activities. Such workweek shall consist of five (5) days of eight (8) hours each, Tuesday through Saturday, for a total of forty (40) hours. One half (1/2) hour of each shift time shall be unpaid lunch time, which is not included in the eight (8) hour day. The Union recognizes that such employees may be assigned work not related to student activities. The Board and Union agree that references in the Agreement to a workweek of Monday through Friday shall be construed to mean Tuesday through Saturday with respect to skilled and semi-

skilled employees assigned to an alternate workweek in accordance with this section (See e.g., Article II, Section 2.).

Assignment of working hours shall be on the basis of needs for the school. Hours may be scheduled as needed provided forty-eight (48) hours prior notice is given in writing of shift assignment change to the employees involved. Shift changes will not include overtime unless more than eight hours work is done.

Section 2. **Overtime**

Overtime work will be paid at a rate of one and one-half times the basic rate. Lunch taken during overtime is not paid. Overtime shall be assigned in a fair and equitable manner--with the exception of emergency situations. If an employee refuses overtime, that time will be recorded as a refusal for equalization purposes only.

Management will post overtime assignments for a minimum of 48 hours on four-hour shifts per skill level required. Overtime assignments shall be offered to employees based upon seniority within a job classification. An overtime list will be created for each job classification and posted with the most senior employee of that classification listed first. Overtime assignments will be offered by seniority rotation based on that specific classification list, when needed. If all employees on that specific list refuse, the least senior employee may be forced to work in that classification. If all employees refuse in that classification, the Employer may select another employee from another classification if he/she has the ability and skill for the overtime job assignment based on seniority rotation.

A working week is to be made up of five (5) consecutive work days of eight (8) hours each from and including Monday to Friday, and shall be a forty-hour week. Time and one-half will be paid after eight (8) hours per workday and any hour(s) /day(s) worked that are in addition to the employee's 40-hour workweek.

When an employee must visit a doctor or dentist and provides proof of such visit to the Superintendent, or his designee, such excused absence will constitute part of the 40-hour workweek and will be charged to the employee's sick leave. Proof of such visit will be returned to the Director of Building Facilities, or his designee.

In case of cancellation of activities due to weather or other factors, workers called in to do work involved in these activities will be expected to work in their usual areas for one-half day or four (4) hours. The worker has the option, in the above situation, to choose not to work one-half day if he so prefers, and if he so chooses, will not be paid for one-half day's work.

The Director of Building Facilities must approve all overtime in advance.

Section 3. Emergency Call Back

A call back in the event of an emergency will entitle the employee so called to a minimum of four hours overtime allowance. In the event the work exceeds four hours in duration, actual time worked will be paid on a time and one-half basis. The Director of Building Facilities or the foreman must approve emergency callbacks.

Section 4. Time Clock

The custodial and maintenance staff will observe regular working hours and will clock in no earlier than ten (10) minutes prior to their shift. All employees must have changed to his/her work uniform and be clocked in by his/her regular starting time.

All employees must comply with this rule without exception. No employee shall clock in for any other employee.

Employees will be allowed to take five (5) minutes of shift time at the end of his/her shift for wash-up time.

Clocked in time shall be the basis upon which pay will be computed. Employees who violate the District's time clock procedures are subject to discipline up to and including discharge.

Section 5. Uniforms

All employees are required to wear the current District provided uniforms when performing work covered by this Agreement. The District shall provide, at no cost to the employees, five (5) uniforms (ten (10) components) for custodians and eight (8) uniforms (sixteen (16) components) for maintenance personnel. Every three years from the date of employment, the District shall provide, at no cost to the employees, an additional four (4) components for custodians and an additional six (6) components for maintenance personnel. Employees may purchase additional uniforms at their own cost. Employees who fail to comply with the District's uniforms policy are subject to discipline up to and including discharge. If the District decides to change the uniform and/or color of uniforms, the Employer will provide another full complement of uniforms to the employees at no cost. During summer months, employees will be allowed to wear T-shirts with sleeves and blue jeans or shorts.

Section 6. **Uniform Policy**

The District furnishes custodial and maintenance employees uniforms. Currently approved uniforms are to be worn when on duty, either regular or overtime. Uniforms are not to be worn off duty. Employees are required to change into uniforms before work and out of uniforms before leaving work.

Section 7. **Reduction in Force**

In the event of a layoff, the least senior employee(s) within a job classification shall be laid off first, provided the remaining employees in the classification are qualified to perform the work. Any employee so displaced from his job classification shall be permitted to displace the least senior employee in a lower job classification provided he is senior to the employee in the lower job classification, and, provided further, he is qualified to perform the work. Employees shall be recalled from layoff in order of seniority provided they are qualified to perform the work required in the position open. The term qualified to perform the work as used in this Section shall mean that the employee has the skill, ability, and physical capacity to satisfactorily perform the duties assigned. The District shall provide the affected employee and the Union with notice of the proposed lay-off at least thirty (30) days prior to the anticipated effective date of the layoff.

Section 8. **Recall from Layoff**

If the District has any vacancies for the following school term or within one calendar year from the beginning of the following school term after the effective date of a layoff under Section 7, the positions thereby becoming available within a specific classification shall be offered to the employees laid off under Section 7 from that classification, so far as they are qualified to hold such positions, in the reverse order of **total bargaining unit** seniority.

Section 9. **Certification**

An employee shall be eligible for a one-time bonus of \$250 for the successful completion of a course approved by the District, provided the employee obtains prior approval for the course from the Superintendent or designee; the course is designed to improve the skills of the employee that are directly related to his/her duties; and the employee submits a certificate of successful completion of the course outside of regular work hours. The cost of the training, test, and renewal certification fee, if applicable, will be paid by the District.

In cases where the Employer requires an employee to attend off-site training, the Employer will pay for the actual classroom hours and IRS mileage for the total miles driven to/from the training site; provided, however, that the employee requesting the mileage reimbursement must have driven his/her personal vehicle.

ARTICLE III
HOLIDAYS AND VACATIONS

Section 1. *Holidays with Pay*

All employees will observe the following days as paid holidays:

- | | |
|---|---------------------------------|
| 1. New Year's Day | 8. Veterans Day |
| 2. Lincoln's Birthday or Presidents' Day | 9. Thanksgiving Day |
| 3. Good Friday | 10. Friday after Thanksgiving |
| 4. Memorial Day | 11. Christmas Eve Day |
| 5. Independence Day | 12. Christmas Day |
| 6. Labor Day | 13. New Year's Eve Day |
| 7. Columbus Day | |

Martin Luther King and Casimir Pulaski days will be workdays, as these days are considered as necessary to the operation and maintenance of the school facilities. They will be paid at straight time rate.

Any holiday falling on a Saturday shall be observed on the preceding Friday. Any holiday falling on a Sunday shall be observed on the following Monday.

In the event school is in session on any of the above holidays, employees shall work their regular work schedule, and a day will be added to their vacation time or at a time mutually agreed upon with the foreman or Director of Building Facilities, but in no case shall more than three (3) holidays be allowed to accumulate toward an employee's vacation time.

Should an employee be serving on jury duty during a holiday, said employee will receive pay for such a holiday but will not be granted another day in addition to the paid day.

Should a holiday occur during an employee's vacation, an extra paid day will be added to the employee's vacation time.

No other holiday with pay will be allowed except for a national emergency duly authorized by state and local school boards.

The holiday will be paid for on the basis of the day observed as such holiday.

Section 2. *Vacation With Pay*

Beginning with the effective date of this contract, vacation days shall be calculated using July 1 as the eligibility date. Vacation days accrued by employees based on the anniversary of hire date shall not be lost or given up because of this change.

Regular employees shall be granted vacations with pay as follows:

1 year but less than 6 years	80 hours (2 weeks)
6 years but less than 9 years	120 hours (3 weeks)
10 years and above	160 hours (4 weeks)

Each 12-month employee who has 20 years of uninterrupted service as of July 1, 2014 shall be granted 200 hours (5 weeks) of vacation time. Employees who will not accrue 20 years of uninterrupted service until after July 1, 2014 shall only be eligible for 160 hours (4 weeks) of paid vacation, regardless of additional years of service.

Vacation days are calculated and generated on July 1 of each year. First year employees who are employed before November of each year will receive 80 hours (2 weeks) of vacation as of the next July 1. Those initially employed after November 1 but before February 1 will receive 40 hours (1 week) of vacation as of the next July 1. Those employed after February 1 will not be eligible for vacation benefits until the second July 1 after the hire date. Those hired after November 1 must completed a full year of uninterrupted employment to advance on the established vacation allotment schedule. For example, it would be on the employee's 7th July 1 that he/she would advance to 120 hours (3 weeks) of vacation. Vacation time shall not exceed two (2) weeks of continuous time without the approval of the Director of Buildings and Grounds. The Director of Buildings and Grounds must approve all vacation requests in advance. Vacation time must be used in either full or half-day increments. The needs of the District shall be the first consideration if vacation is requested and denied. Vacation time is earned for the preceding year of service.

Vacations shall be scheduled and approved at a time mutually agreed upon by the Superintendent of Schools or such other designated Supervisor.

Second and third shift employees may take one week's vacation during the school year with the following restrictions:

1. Selection of the one (1) week during the school year shall be limited to one (1) employee per shift per week or day.
2. Vacation requests will be granted in the order in which they are received; conflicts shall be resolved by seniority.
3. Approval of such vacation requests shall be based on the operational needs of the District, provided, however, such approval shall not be withheld arbitrarily, capriciously, unreasonably, or inequitably.
4. Two weeks' vacation during the school year for second and third shift employees may be approved provided that the second week is taken in a block during winter or spring break.

Vacation time earned must be used one week prior to the next July 1. No carryover in vacation time will be permitted unless the District has denied the employees vacation requests and the employee is unable to utilize the days before the end of the work year.

A vacation week consists of seven consecutive calendar days, including Saturday and Sunday. See Article III, Section 4 eligibility of Holiday pay.

No pay in lieu of vacation will be granted except upon retirement.

If a payday falls while an employee is scheduled on vacation and the employee wishes to receive his check before he leaves on vacation, fifteen (15) working days advance notice must be given to guarantee payment prior to the employee beginning his/her vacation.

If an employee is terminated, vacation pay will be paid on a prorated basis from the preceding year.

Section 3. **Jury Duty**

If required to serve on jury duty, employees will receive the difference between jury duty pay and regular daily pay. Rather than take a deduction (which affects Pension), the jury pay can be remitted to the Business Office, and full pay on salary continues.

Section 4. **Absence Before and/or After a Holiday**

Employees must be on the job the last regularly scheduled workday preceding each holiday and the first regularly scheduled workday following the holiday in order to be eligible for holiday pay. However, if an employee is on sick leave (as certified by a physician), vacation, personal or jury duty, he will be paid for the holiday.

Section 5. **Military Leave**

Military leave shall be granted and administered in accordance with applicable state and federal law.

ARTICLE IV
SALARY AND COMPUTATION AND PAY PERIODS

Section 1. **Pay Dates and Salary Computation**

General salary ranges are in effect for all maintenance and custodial employees. These ranges are reviewed by the Board annually, and appropriate adjustments made. The ranges now in effect are shown on the Schedule. Salary is calculated as follows:

52 weeks times 40 hours equals 2,080 hours in working year.

Annual salary divided by 26 equals bi-weekly salary.

Bi-weekly salary divided by 10 equals daily salary rate.

Annual salary divided by 2,080 hours equals hourly basis.

All salaries are subject to withholding as provided by law plus other deductions requested by the employee (Credit Union, Insurance, etc.) in accordance with law, provided the plans are in effect at the school.

Pay dates are calculated based on the fiscal year from July 1 through June 30. Employees will be paid every two weeks for time worked during the two (2) week period. Pay dates will be on the employee's last regularly scheduled workday every two (2) weeks.

Exceptions to the regular pay dates may be caused by winter and spring breaks. Early pay dates will not include overtime and shift pay. These will be paid the on the next regular pay date. All employees are required to utilize direct deposit for the payment of their wages.

Section 2. **Overtime Pay**

Overtime pay earned from the previous two (2) week pay period will be paid on the following two (2) week pay period with the exception of Christmas and spring breaks.

ARTICLE V
EMPLOYEE BENEFITS

Section 1. **Pension or Retirement Fund**

All full-time classified employees are automatically members of the Illinois Municipal Retirement Fund. Monthly contributions are withheld from salaries in a fixed and predetermined amount. Each employee received notice of any change in deduction at the time the amounts are determined by the Fund.

Further information is available from the Business Office as to the exact operation of the Plan.

Section 2. Hospitalization Insurance

All employees and their families are eligible for coverage in the group health insurance plan currently in effect for the school district. Choice of carrier will be decided by the Board of Education.

Included in the insurance program is a life insurance policy of \$100,000 for 2014-2015, 2015-2016, 2016-2017, 2017-2018, 2018-2019, with an accelerated benefit for each employee; all premiums paid by the Board.

Each employee electing to participate in the Plan must choose to contribute through monthly payroll deductions according to the following annual schedule:

Single Coverage

<i>Contract Year</i>	<i>Employee Insurance Contribution Rate</i>
2014-2015	16% of total premium cost
2015-2016	16% of total premium cost
2016-2017	16% of total premium cost
2017-2018	16% of total premium cost
2018-2019	16% of total premium cost

Family Coverage for (semi-skilled and skilled classifications)

<i>Contract Year</i>	<i>Employee Insurance Contribution Rate</i>
2014-2015	16% of total premium cost
2015-2016	16% of total premium cost
2016-2017	17% of total premium cost
2017-2018	18% of total premium cost
2018-2019	19% of total premium cost

Employees in the custodian category who currently take family insurance coverage shall be grandfathered at the 16% contribution rate for family coverage for the duration of this Agreement.

Starting with the 2014-2015 school year, an Insurance Committee will be formed to identify and evaluate potential plan changes designed to control insurance premium costs. The committee shall consist of two (2) representatives from each bargaining unit, one (1) representative from the confidential secretary group, and two (2) administrators. After evaluating potential cost saving plan changes, the committee shall make a recommendation to the Board of

Education in regard to the insurance plan offered to all eligible employees for the 2015-2016 school year and beyond. The Board of Education shall have the final authority to approve the recommended plan. SEIU employees may switch to the committee-recommended plan once it is approved by the Board of Education or may elect to stay with their existing plan for the life of this contract.

The District in its discretion and after written notification to the Union, sixty (60) work days prior to any implementation, may during the life of this Agreement make such changes in the plans of the carrier and/or the carrier as it deems appropriate so long as those changes are equivalent or better and applicable to all other employees of the District. If at any time during the life of this Agreement the premium decreases, the bargaining unit employee(s) shall also have their insurance premium decreased at the effected time accordingly.

The District has implemented a flex benefit plan, which will, at a minimum, permit employees to pay their contributions toward hospitalization and dental coverage on a pre-tax basis.

In the event an employee elects not to participate in the District's health insurance plan, the Board shall purchase a tax-sheltered annuity of four thousand dollars (\$4,000) per year for the duration of this agreement. The Board shall select the company(s) to provide the tax-sheltered annuity.

The Board shall contribute twenty-four dollars (\$24) per month toward the dental premium for each full-time employee.

COBRA (Consolidated Omnibus Budget Reconciliation Act of 1985) is a federal law, enforced by the U.S. Department of Labor, Employee Benefits Security Administration. The District will follow the COBRA regulations in effect at the time of this contract.

Section 3. *Sick Leave*

Sick leave days are calculated and generated on July 1 of each year. Sick leave benefit allocation for probationary employees will be prorated from actual hire date through June 30 upon completion of the established probationary period outlined in this agreement. Personal leave for probationary employees will not be subject to proration. Proration shall be defined as follows: if hire date is the first (1st) to the fifteenth (15th), count as a full month. If hire date is after the fifteenth (15th), the proration shall be one-half (1/2) of the month. Effective July 1, each employee shall receive a full annual allocation of sick and personal leave time. Sick leave shall be defined to mean personal illness or disability, serious illness in the immediate family or household, or quarantine at home.

Sick leave is applicable to all regular, full-time employees. Sick leave of thirteen (13) days per year with unused leave cumulative to 260 days is granted to all regular, full-time employees. Said leave is to be at full pay. Part-time employees receive sick days on a prorated basis.

Unused sick leave shall accumulate up to a limit of 260 days, provided that the employees who would have accumulated additional sick leave days but for the 260-day maximum shall be permitted to use such days if the maximum number of allowable accumulated sick leave days creditable toward retirement for I.M.R.F. purposes would otherwise be adversely affected.

Each employee shall be notified on July 1 of the accumulated sick leave days.

Sick leave may be taken for personal illness, quarantine at home, or serious illness in the immediate family or household. After three (3) consecutive days absence a physician's certificate will be required as a basis of pay in accordance with the provisions of the Illinois School Code. The certificate must be turned in before an employee will be allowed to return to work.

An employee who is absent due to illness on the workday before or after a vacation period will be required to submit a physician's statement identifying the illness.

Three (3) personal leave days will be granted to each full-time employee each year. These days are not cumulative, but unused personal leave will be credited to the cumulative sick days until maximum sick days are reached. An employee shall give 24 hours' notice before using a personal day. As bereavement time is necessary, two paid personal days will be first used and then sick days may be used if necessary.

If an employee takes repeated individual days (3 or more) in a month as sick days, a doctor's note may be required.

The employee may use the yearly sick leave at any time before it is actually earned. In the event of termination of employment an adjustment will be made in the last paycheck if the employee has been paid more sick leave than earned. In the event of a work-related injury, workers compensation will be paid to the injured employee. In addition, at the employee's option, the Board will pay the employee the difference of workers compensation and the employee's regular pay to the extent that accumulated sick leave will permit such payment. The days to be charged to the employee's sick leave will be rounded to the next nearest full day or half day. After sick days are exhausted, vacation days may be used on the same basis. This decision must be made when it is evident that a payment is forthcoming from workers compensation.

Section 4. **Family Medical Leave Act**

Refer to Board Policy regarding Family Medical Leave Act.

Section 5. **Credit Union**

Credit Union membership is available to all employees through the New Century Federal Credit Union. Payroll deductions are available if requested.

Section 6. *Medical Service*

A nurse is on duty at most times during school hours. Clinical services are available immediately. Report any injury at once to the Director of Building Facilities and/or the foreman in charge. All employees are fully covered under workers compensation insurance as well as disability benefits from I.M.R.F.

Section 7. *Union Security and Payroll Deduction of Dues*

As authorized by the Board an election has resulted in the designation of the Union, as the exclusive representative of all custodial and maintenance employees of the District (except such exclusions provided in this document). Union membership shall not be considered mandatory. Divisiveness among personnel must be discouraged and cooperation of all employees encouraged with the policies negotiated and adopted by the Board. No member of the Administration will interfere with the individual rights of each employee to Union representation.

The District agrees, for the term of this Agreement, to deduct the monthly Union membership dues from the payrolls for each employee, provided the District has received an individual and voluntary authorization for such deductions. The total amount of such deductions shall be paid within ten (10) days following the Board meeting at which the payrolls are approved to the Secretary-Treasurer, Service Employees International Union Local 73, 300 South Ashland, Suite 400, Chicago Illinois 60607. No deduction authorization for the month can be made later than the fifth (5th) of the month.

The initiation fee for Union membership by any employee(s) will be paid in two successive pays, each one representing one-half of the fee.

Section 8. *Fair Share*

1. The provisions of this Article apply only to employees covered by the Agreement who were hired on or after July 1, 1989, who are not Union members and to employees covered by the Agreement who were Union members as of the effective date of this Agreement but who subsequently resign from the Union. This fair share agreement does not apply to employees hired before July 1, 1989 and who were not Union members as of the effective date of this Agreement. Employees covered by this Article shall subsequently be referred to as "covered non-members".

2. Commencing on the effective date of this Agreement, covered non-members shall pay to the Union each month their fair share of the costs of the services rendered by the Union that are chargeable to non-members under state and federal law.

3. The Union shall certify to the Board a fair share amount not to exceed the dues uniformly required of members in conformity with federal and state law and the rules of the Illinois Educational Labor Relations Board (“IELRB”).

4. Such fair share payment by covered non-members shall be deducted by the Board from the earnings of covered non-members and remitted to the Union within ten (10) workdays of said deduction unless the Board is required to remit a fee to the IELRB for escrow. In no event shall the Board begin such fair share fee deductions earlier than fourteen (14) days (or any later period as required by the rules and regulations of the IELRB) after certification by the Union as provided in Paragraph 3 above.

5. The Board shall cooperate with the Union to ascertain the names of all covered employees from whose earning the fair share payments shall be deducted and their work locations and shall provide the Union space to post a notice concerning fair share.

6. The Union and the Board shall comply with the rules of the IELRB concerning notice, objections, and related matters contained in its fair share rules. The parties expressly recognize the right of covered non-members to challenge the amount of fair share fees. The fair share notice posted by the Union shall advise the covered non-members of their right to so object and of the procedure for so doing.

7. Upon adoption of any Union internal appeal procedure, the Union shall supply the Board with a copy. In addition, the Union shall advise the Board of subsequent changes therein.

8. If a covered non-member establishes the right of non-association based upon bona fide religious tenets or teaching of a church or religious body of which such employees are members, such covered non-member shall be required to pay an amount equal to the covered non-members fair share to a non-religious charitable organization mutually agreed upon by the non-member and the Union. If the non-member and the Union unable to reach agreement on the matter, a charitable organization shall be selected from a list established and approved by the IELRB in accordance with its rules.

9. The Union agrees to indemnify and save the Board harmless against any claims, demands, suits or other form of liability which may arise by reason of any action taken or omitted by the Union or the Board in complying with the provisions of this Article, including reimbursement for any legal fees or expenses incurred in connection herewith.

10. The Board agrees to notify the Union promptly in writing of any written claim, demand, or suit, in regard to which it will seek to implement the provision of Paragraph 9 above, and if the Union so requests in writing to surrender any claims, demands, suits or other forms of liability to the Union for defense.

11. If, during the term of this agreement, the IELRB or a court of competent jurisdiction rules any part of this Article void or not enforceable, the Union and the Board agree to convene negotiations on this matter immediately for the sole purpose of bringing this Article into compliance with the standards or rulings of said IELRB or court.

12. Upon receipt of a lawfully executed, written authorization from an employee, the District shall, during the term of this Agreement or until such authority is revoked by the employee in writing, deduct voluntary employee contributions to the S.E.I.U. Committee on Political Education (COPE), managed and operated by the Union, in the amounts designated by the employee. Such deduction or deductions shall be made in twenty-four (24) equal installments and shall be remitted by the District to the Union official designated by the Union in writing to receive such funds. Employees who are hired after the first pay period of the fiscal year will have the deduction prorated for the remainder of the year. The S.E.I.U. Committee on Political Education shall refund to the District or to the employee any contributions, which may be deducted erroneously, or any monies, which may be remitted erroneously.

Section 9. **Bulletin Board Privileges**

The Union will be allowed bulletin board privileges in quarters set aside for employees.

Section 10. **Union Meetings**

Union meetings shall be held on the members' own time; however, the school facilities may be used for such meetings.

Section 11. **No Strike/No Lockout**

During the term of this Agreement, neither the Union nor the employees will instigate, promote, sponsor, engage in, or condone any strike, slowdown, informational picketing, sympathy strike, concerted stoppage of or refusal to perform work or any other intentional interruption of work or interference with work by this unit of employees of the District. In the event that any employee or group of employees shall participate or engage in any of the activities herein prohibited, the Union agrees, immediately upon being notified by the Board, to direct such employee or group of employees to cease such activity and resume work at once.

The Board shall have the right to discharge or otherwise discipline any employee who engaged in any of the activities prohibited by this Article.

The employer will not lock out any of its employees during the term of this Agreement.

ARTICLE VI
GENERAL WORKING RULES

Section 1. *Temporary Assignment*

1. The Supervisor may assign employees as required.

2. When an employee is requested to perform tasks, on a temporary basis, which fall in a higher pay classification, the employee will be paid at the corresponding higher rate of pay for the classification. To qualify for the higher rate of pay, on a temporary basis, the employee must work a minimum of two (2) hours per day performing tasks which fall in the higher pay classification.

Section 2. *Tardiness and Failure to Clock In*

An employee will be docked for any tardiness in excess of fifteen (15) minutes. Employees who have more than three (3) tardies in a calendar month or seven (7) tardies in a calendar year shall be subject to progressive discipline up to and including discharge. Employees who fail to clock in or out for work more than two (2) times in a calendar month or more than five (5) times in a calendar year shall be subject to progressive discipline up to and including discharge.

Section 3. *Call-in Procedures*

An employee, not a relative, must call into the Business Office or Maintenance Office phone number when they are sick and cannot work. This report must be made four (4) hours before the employee's starting time. Failure to make this report can result in layoff without pay for a period not to exceed five (5) days. A second failure to report can be grounds for further discipline up to and including discharge.

Section 4. *Insubordination*

Refusal or failure to perform assigned work, or to comply with other rules relative to employment, shall be cause for dismissal. The foreman, union steward and the employee together shall discuss the work situation to make clear to all concerned what is to be done to make the employee's work acceptable by the foreman. Repeated or consistent failure to do work assigned will be cited in a written notice to the employee and the union steward. Three written notices of reprimand shall constitute just cause for dismissal.

Section 5. *Inappropriate Language*

The use of profane or offensive language on school grounds or in the presence of faculty or students is strictly prohibited and may result in discipline up to and including discharge.

Section 6. **Use of Tobacco Products**

Employees are not permitted to smoke nor use tobacco products on school property.

Section 7. **Drug and Alcohol Policy**

The District and the Union agree that employees who violate the District's Drug and Alcohol Free Workplace Policy are subject to discipline up to and including discharge. However, in lieu of discipline and depending on the seriousness of the offense, the District may offer an employee who has violated the District's Drug and Alcohol Free Workplace Policy one (1) opportunity to satisfactorily participate in and complete a drug and/or alcohol abuse assistance or rehabilitation program that has been approved by the District.

Section 8. **Employee Responsibility**

It is the function of every employee to assume responsibility whenever he or she may find it, whether or not assigned. Responsibility is to include sharing of information, mechanical or factual, covering procedures within the organization. Also a cooperative effort is necessary to assist each other with problems that may occur.

Section 9. **Disciplinary Records**

Upon the written request of the employee, disciplinary records over two years old may be removed from the employee's personnel file by the Superintendent depending on such factors as the date of misconduct, nature of misconduct and any repeated instance of misconduct.

Section 10. **Progressive Discipline**

For individual instances of unsatisfactory work performance or attendance, discipline will progress as follows:

1. An oral reprimand or warning.
2. A written reprimand or warning.
3. Suspension, with or without pay.
4. Dismissal.

However, in cases of misconduct involving harm or threat of harm to students and/ or staff, a more severe consequence, up to and including dismissal from employment, may result.

Except in cases of inappropriate conduct involving and/or endangering students, disciplinary action shall be removed from an employee's file if two (2) years pass without the employee receiving additional discipline for the same/like violation.

Section 11. Just Cause Discipline

No employee who has successfully completed his probationary period may be dismissed or otherwise disciplined except for just cause.

Section 12. Health and Safety Committee

A health and safety committee made up of management and Union representatives will meet, discuss, research and develop solutions for health and safety issues at the District.

Section 13. Union Representation

An employee shall be entitled to the presence of a Steward and/or Union representative at an investigatory interview if he/she requests one and if the employee has reasonable grounds to believe that the interview may be used to support disciplinary action against him/her.

Section 14. Notice of Discipline to Union

The District shall timely send to the representative of the exclusive bargaining unit, copies of all written warnings, suspensions and discharges given to bargaining unit employees.

**ARTICLE VII
GRIEVANCE PROCEDURE**

Section 1. Grievance Steps

- Step 1 Between the employee, either alone or with the Shop Steward and/or Union Representative and the employee's foremen. The supervisor will give an answer within 24 hours.
- Step 2 The grievance will be reduced to writing if the supervisor's answer is not satisfactory, and will be submitted to the Director of Building Facilities. A meeting may be held between the Grievant, the Union Grievance Committee, and the Director of Building Facilities.
- Step 3 If the grievance is not satisfactorily resolved, it may be appealed to the Business Manager. A written answer will be filed with all parties as soon as possible but no later than five (5) days from date of submission in Step 3.
- Step 4 If the grievance is not resolved satisfactorily at this point, it may be appealed in writing to the Superintendent of Schools and/or the Board. Within 10 work days of the receipt of the appeal, the Superintendent or the Board shall issue

a written decision to the employee with a copy to the Steward and Union Representative involved in presenting the Step 4 grievance.

Section 2. Arbitration

If the grievance is not settled in Step 4 and the Superintendent or Board's final answer is not satisfactory to the Union, the Union may appeal the grievance to arbitration by giving written notice of its desire to arbitrate to the Superintendent and to the President of the Board within forty five (45) working days after the date of the Board's final answer in Step 4. Within 15 days of providing the written notice to the Board President or Superintendent, the Union shall advise, in writing, the Federal Mediation and Conciliation Service (FMCS) of its intent to arbitrate and shall requests a list of seven (7) arbitrators, all of whom are members of the National Academy of Arbitrators, in accordance with its rules on labor arbitration. Within 5 work days from the issuance of this list of arbitrators, the Union shall contact the District and the parties shall select an arbitrator. The selection of the arbitrator will occur in the following manner: The District and the Union shall first attempt to agree on an arbitrator. If the parties cannot agree, the parties shall select an arbitrator by alternating the striking of names until only one (1) arbitrator is remaining. The parties shall alternate who begins the striking process with each Step 4.

The arbitrator shall be notified of his/her selection by a joint letter from the Board and the Union requesting that he set a time and a place for the hearing, subject to availability of the Board and Union representatives, and the letter shall specify the issue to the arbitrator. The arbitrator shall have absolutely no power nor right to amend, modify, nullify, ignore, or add to the provisions of this Agreement. He shall consider only the particular issue presented to him in writing by the Board and the Union, and his decision shall be based solely upon his interpretation of the meaning or application of the express terms of this Agreement to the facts of the grievance presented. The decision of the arbitrator shall be final and binding on the Board, the Union and the employee or employees involved. The Board and the Union shall share the expenses of the arbitrator, including his/her fee, equally.

Section 3. Time Limits

For the purposes of this Article only, the term "work day" shall refer to Monday through Friday, excluding weekends and holidays.

Section 4. Discharge

Grievances concerning the discharge of an employee shall be taken up initially at Step 3 of the grievance procedure.

Section 5. Grievances of Probationary Employees

Grievances may not be presented concerning the disciplinary suspension, discharge or layoff of an employee who is a probationary employee (new employee).

ARTICLE VIII
JOB SECURITY

Section 1. **Seniority Definition**

General Definition of Seniority: Seniority shall be defined as the length of continuous service to the employer for purposes of wages and benefits. Upon employment, each employee shall receive a seniority date which shall be the date the Board approved his/her employment or their first day of actual work, whichever is earlier. If two or more employees have the same seniority date, the District shall conduct a drawing of lots witnessed by the affected employees and authorized Steward or Union Representative.

Classification seniority applies to these distinctive classifications: Custodian, Semi-Skilled, and Skilled. Classification seniority shall be defined as the date the employee begins to work in a classification. Classification seniority shall apply to layoffs and recall rights in accordance with Article II, Section 7 and 8, choice of vacation period, lateral transfer, and overtime.

Section 2. **Probationary Period**

Each new employee is considered to be on probation for a period of sixty (60) calendar days after starting employment. The Director of Building Facilities will review performance records with probationary employees at the end of the first month and prior to the end of the sixty (60) calendar day probationary period. At the end of this period each employee is placed on the regular staff with full-vested rights in all programs, or terminated.

Following satisfactory completion of the probationary period, the employee will be eligible to participate in the Union, insurance programs, and eligible to participate in the Illinois Municipal Retirement Fund.

All personnel moving from one classification to a higher classification shall be on probation for sixty calendar (60) days. During the probationary period the pay will be granted at the rate of the step on which he is working. Refer to Salary Schedule.

Section 3. **Continuous Service**

Continuous service is broken only for the following:

- a) Resignation or retirement;
- b) Discharge for just cause;
- c) An employee's transfer out of the bargaining unit;
- d) An employee's failure to return to work within three (3) days after written notice of recall has been sent via certified mail, return receipt requested to the address appearing on the employee's records, it being the employee's obligation to keep the District informed on the current address;

- e) An employee has been laid off and his/her recall rights have expired.

Continuous service shall not be broken and shall continue to accumulate during an approved leave of absence, lay-off, or disability within the limits provided for.

Section 4. *Seniority - Promotion*

It is the policy to promote from within the present staff to give each employee the opportunity to use his ability and interest in his work to better his position.

In considering candidates, the District will review their qualifications, including skill, ability, attendance, and work record. If candidate qualifications are relatively equal, seniority will prevail. The principal criteria will be to obtain the best possible employee for the job.

All job openings will be posted at the clock station for ten (10) working days. Employees who see a posting that looks interesting are invited to submit their bids to the Director of Building Facilities. The Director of Building Facilities and/or the Business Manager will screen all applicants. Final recommendations are made to the Superintendent of Schools for approval. Notification will be given at once when a decision by the Board has been made.

Section 5. *Lateral Transfer*

A lateral transfer is movement to another position in the same classification. If a vacancy occurs or there is a newly created position(s), an employee may submit their bid to the Director of Buildings and Grounds at the time of posting in accordance with Section 1. The position will then be filled with the employee with the most seniority. If the employee decides to return to their previous shift or if the District has just cause to return the employee to their previous shift, this will be conducted no less than 10 work days from the move. If there are no employees that have placed a bid for a lateral transfer, the position will be filled in accordance with Article VIII, Section 1.

Section 6. *Separation*

If it becomes necessary to resign, employees should advise the Director of Building Facilities at least two (2) weeks in advance to permit replacement. This notice will entitle the employee to accumulate vacation pay, if any, to date of resignation.

Section 7. *Retirement*

The retirement policy of the District follows the School Code. Each employee retiring must make application for separation benefits from Social Security. The Business Office will complete all necessary papers and forms for the I.M.R.F. for those qualified for retirement income. Payment starts soon after application has been completed.

Any employee covered by this Agreement may elect to receive only one of the following two retirement benefits:

- (1) A post-retirement annuity payment equal to the number of years of service times two-hundred fifty dollars (\$250). For example, an employee with thirty (30) years of service would receive a post-retirement annuity in the amount of seven thousand five hundred dollars (\$7,500); OR
- (2) Co-payment by the Board of post-retirement single insurance coverage, based on the employee's plan prior to retirement, at a rate of 50% of the insurance premium cost for employees with 20-24 years of employment with the District, and 75% of total premium cost for employees with 25 or more years of employment with the District, from the time of retirement until the employee is eligible for Medicare.

To be eligible for one of the benefits listed above, an employee must sign an irrevocable letter submitting his/her request to retire one year prior to the date of retirement. For example, if an employee wishes to retire June 30, 2015, he/she must submit their signed letter no later than June 30, 2014.

Section 8. **Workload**

The Board declares that it is the policy of the District not to arbitrarily increase employees' workload when a wage increase is granted.

When work assignments are changed, any employee who feels that he/she is being unjustly treated has recourse through the grievance procedures.

Section 9. **Subcontracting**

The District and the Union recognize that staffing has a bearing on the quality of the custodial/maintenance program. The parties agree that staffing should be maintained at levels commensurate with the quality of the work the District deems necessary. The District agrees that during the term of this Agreement it will not subcontract custodial or maintenance work traditionally performed by this bargaining unit to an outside agency or janitorial contracting firm, where such subcontracting would result in the layoff of any employee in the bargaining unit.

ARTICLE IX
UNION NOTIFICATION

Section 1. **Union Notification**

The Union shall be notified in writing by the Business manager or his/her designee of the following:

- a) New hires, including name, address and work location;
- b) Terminations, including designation of “voluntary” or “involuntary;”
- c) A complete seniority list on July 1 of each contract year.

Section 2. *Salary Schedule*

Employees shall be paid on a regular index salary schedule according to their classification and their years of service in their respective classification.

Employees shall be paid on the basis of twenty six (26) pay periods per fiscal year beginning July 1 through June 30. The District shall provide employees with a schedule of their pay dates with their first paycheck of the fiscal year.

**ARTICLE X
DURATION**

This Agreement shall remain in full force and effect from July 1, 2014 through June 30, 2019. This Agreement shall continue in effect from year to year unless either party notifies the other in writing at least sixty (60) days prior to the expiration date of the Agreement or yearly extension, indicating its desire to modify, amend, or terminate the Agreement.

**ARTICLE XI
SCHEDULE OF WAGES**

Section 1. *Salary Schedule*

Employees shall be paid on a regular index salary schedule according to their classification and their years of service in their respective classification.

Employees shall be paid on the basis of twenty six (26) pay periods per fiscal year beginning July 1 through June 30. The District shall provide employees with a schedule of their pay dates with their first paycheck of the fiscal year.

Hourly Rates for All Employees Hired before July 1, 2006

All employees shall receive an annual wage increase equal to the CPI-U, not to be less than 2.5% and not greater than 4.5% for each year of this Agreement beginning July 1, 2014 through June 30, 2019 with retroactive pay of wages and benefits beginning July 1, 2014.

	July 1, 2014 = 2.5%	Hourly Wage Rate
Custodian	68¢	\$27.94
Semi-Skilled	76¢	\$31.01
Skilled	83¢	\$33.99

Rates for Employees Hired After July 1, 2006 through July 1, 2014

Custodian

Salary Schedule

Year 1	Year 2	Year 3	Year 4	Year 5
\$15.00	\$17.00 (\$2.00)	\$18.00 (\$1.00)	\$19.00 (\$1.00)	\$20.00 (\$1.00)

Semi-Skilled

Salary Schedule

Year 1	Year 2	Year 3	Year 4	Year 5
\$16.50	\$18.70 (\$2.20)	\$19.80 (\$1.10)	\$20.90 (\$1.10)	\$22.00 (\$1.10)

Skilled

Salary Schedule

Year 1	Year 2	Year 3	Year 4	Year 5
\$18.75	\$21.25 (\$2.50)	\$22.50 (\$1.25)	\$23.75 (\$1.25)	\$25.00 (\$1.25)

Employees in all classifications who move off this Salary Schedule above due to having more than 5 years of seniority during the life of this agreement shall receive an annual wage increase equal to the CPI-U, not to be less than 2.5% and not greater than 4.5% for each year of this Agreement beginning July 1, 2014 through June 30, 2019 with retroactive pay of wages and benefits beginning July 1, 2014.

Rates for Employees Hired After July 1, 2014

New employees in all classifications shall be paid at the probationary rate until their successful completion of the probationary period as prescribed in Article VIII, Section 2 at which point they shall be paid the full starting rate for their classification, set forth below. The probationary rate is equal to eighty-five percent (85%) of the starting rate.

Custodian

Starting Rate \$15.00

Salary Schedule

Year 1 (2014/15)	Year 2 (2015/16)	Year 3 (2016/17)	Year 4 (2017/18)	Year 5 (2018/19)
\$15.00	\$15.50	\$16.00	\$16.50	<i>See below</i>

For year five, beginning July 1, 2018 such employees shall receive a wage increase equal to the CPI-U, not to be less than 2.5% and not greater than 4.5%.

Semi-Skilled

Starting Rate \$16.50

Salary Schedule

Year 1 (2014/15)	Year 2 (2015/16)	Year 3 (2016/17)	Year 4 (2017/18)	Year 5 (2018/19)
\$16.50	\$17.00	\$17.50	\$18.00	<i>See below</i>

For year five, beginning July 1, 2018 such employees shall receive a wage increase equal to the CPI-U, not to be less than 2.5% and not greater than 4.5%.

Skilled

Starting Rate \$18.75

Salary Schedule

Year 1 (2014/15)	Year 2 (2-15/16)	Year 3 (2016/17)	Year 4 (2017/18)	Year 5 (2018/19)
\$18.75	\$19.25	\$19.75	\$20.25	<i>See below</i>

For year five, beginning July 1, 2018 such employees shall receive a wage increase equal to the CPI-U, not to be less than 2.5% and not greater than 4.5%.

Shift Differential

The shift differential for second shift, 2:30 p.m. to 11:00 p.m. shall be fifty cents (\$.50) per hour; and fifty-five (\$.55) per hour for third shift, 10:30 p.m. to 7:00 a.m..

Working Foreman

The Working Foreman shall be paid a differential of three (\$3.00) dollars per hour in addition to the skilled hourly rate beginning July 1, 2014 through June 30, 2019.

Ratified by SEIU CTW, CLC Local 73 on the _____ day of July, 2014.

President

Secretary

Approved by Board of Education on the _____ day of July, 2014.

President

Secretary

ADDENDUM #1
JOB DESCRIPTIONS

**JOB DESCRIPTION
SEMI-SKILLED MAINTENANCE
ARGO COMMUNITY HIGH SCHOOL**

IMMEDIATE SUPERVISOR: Director of Building & Grounds & Shift Supervisor

CLASSIFICATION: 12-Month Semi-Skilled Maintenance

PRIMARY RESPONSIBILITIES:

Perform duties involving maintenance of building, equipment, supplies and grounds including lining of sports fields.

Assist in performing preventative non-certified maintenance work on HVAC, plumbing that also includes unclogging drains, electrical, vehicle and other systems as assigned; painting

Perform repair and alteration work on building and educational equipment.

Perform athletic field maintenance and set up for events on a seasonal basis. Seasonal rotation of work between inside and outside rotates among team.

Responsible for laundry duties for Physical Education and Athletic programs as assigned.

Perform temporary relief work of regular custodians when needed in unusual circumstances.

Secure building and equipment.

May be assigned to work in special areas during times when students are not in attendance or at times of emergency situations.

Assist with designated setups and teardown of staging, chairs etc. for events throughout the year.

Ability to handle extensive physical activity including lifting a minimum of 50lbs on a frequent basis and assist with setup or teardown for events.

Assist staff, students and visitors with daily requests for direction, access to rooms etc.

Responsible for working with all District personnel to provide a harmonious operation of the School District.

ADDITIONAL RESPONSIBILITIES: Other duties as assigned by the Supervisor that are in accordance with the collective bargaining agreement.

QUALIFICATIONS:

Experience in building maintenance and operations involving heating, ventilation, plumbing work that is not certified, as well as, painting and general structural equipment upkeep.

Experience with grounds maintenance and upkeep.

Experience in making minor repairs with electrical, plumbing, carpentry etc.

Experience with use of hand and power tools in maintenance work.

High school diploma or GED

Ability to relate verbally to students, parents, visitors and staff

Physical ability to meet job requirements

HOURS: Seasonal rotation as needs of school change. Initially 7:30 A.M. - 4:00PM (other hours as needed under the direction of the supervisor)

By signatures below, both the supervisor and employee agree that this job description is a true and accurate representation of the responsibilities, skills and requirements of this position.

<<name of EE>>

Date

**JOB DESCRIPTION
CUSTODIAN – FIRST SHIFT
ARGO COMMUNITY HIGH SCHOOL**

IMMEDIATE SUPERVISOR: Shift Supervisor

CLASSIFICATION: 12-Month Custodian – First Shift Employee

PRIMARY RESPONSIBILITIES:

- Perform general and heavy cleaning as assigned, including sweeping, dusting, mopping
- Assist with floor cleaning, polishing etc. as needed.
- Maintain inventory of supplies for daily restocking
- Move furniture or equipment as needed.
- Assist staff, students and visitors with daily requests for direction, access to rooms etc.
- May be assigned to periodic checking of operating equipment and report any malfunction to Shift Foremen.
- Secure building and equipment
- May be assigned to work in special areas during times when students are not in attendance or at times of emergency situations.
- Change light bulbs in classrooms and exit signs as needed.
- Ability to lift supplies/equipment up to 50lb on a frequent basis and assist with setup or teardown for events.
- Ability to handle extensive physical activity including lifting a minimum of 50lbs on a frequent basis and assist with setup or teardown for events.
- Responsible for working with all District personnel to provide a harmonious operation of the School District

ADDITIONAL RESPONSIBILITIES: Other duties as assigned by the Supervisor that are in accordance with the collective bargaining agreement.

QUALIFICATIONS:

- Experience in custodial cleaning, particularly schools
- Knowledge of cleaning equipment, supplies and safety precautions related to position.
- Excellent organizational and interpersonal skills
- High school diploma or GED
- Ability to relate verbally to students, parents, visitors and staff
- Physical ability to meet job requirements

HOURS: 7:30AM-4:00PM (other hours as needed under the direction of the supervisor)By signatures below, both the supervisor and employee agree that this job description is a true and accurate representation of the responsibilities, skills and requirements of this position.

<<name of EE>>

Mr. Dan Rubel

Date

Date

**JOB DESCRIPTION
CUSTODIAN – THIRD SHIFT
ARGO COMMUNITY HIGH SCHOOL**

IMMEDIATE SUPERVISOR: Shift Supervisor

CLASSIFICATION: 12-Month Custodian – Third Shift Employee

PRIMARY RESPONSIBILITIES:

- Perform general and heavy cleaning as assigned, including sweeping, dusting, mopping
- Assist with floor cleaning, polishing etc. as needed.
- Maintain inventory of supplies for daily restocking
- Move furniture or equipment as needed.
- Assist staff, students and visitors with daily requests for direction, access to rooms etc.
- May be assigned to periodic checking of operating equipment and report any malfunction to Shift Foremen.
- Secure building and equipment
- May be assigned to work in special areas during times when students are not in attendance or at times of emergency situations.
- Change light bulbs in classrooms and exit signs as needed.
- Ability to lift supplies/equipment up to 50lb on a frequent basis and assist with setup or teardown for events.
- Assist with designated setups and teardown of staging, chairs etc. for events throughout the year.
- Responsible for working with all District personnel to provide a harmonious operation of the School District

ADDITIONAL RESPONSIBILITIES: Other duties as assigned by the Supervisor that are in accordance with the collective bargaining agreement.

QUALIFICATIONS:

- Experience in custodial cleaning, particularly schools
- Knowledge of cleaning equipment, supplies and safety precautions related to position.
- Excellent organizational and interpersonal skills
- High school diploma or GED
- Ability to relate verbally to students, parents, visitors and staff
- Physical ability to meet job requirements

HOURS: 10:30PM-7:00AM (other hours as needed under the direction of the supervisor)

By signatures below, both the supervisor and employee agree that this job description is a true and accurate representation of the responsibilities, skills and requirements of this position.

<<name of EE>>

Mr. Dan Rubel

Date

Date

**JOB DESCRIPTION
CUSTODIAN – SECOND SHIFT
ARGO COMMUNITY HIGH SCHOOL**

IMMEDIATE SUPERVISOR: Shift Supervisor

CLASSIFICATION: 12-Month Custodian – Second Shift Employee

PRIMARY RESPONSIBILITIES:

- Perform general and heavy cleaning as assigned, including sweeping, dusting, mopping
- Assist with floor cleaning, polishing etc. as needed.
- Maintain inventory of supplies for daily restocking
- Move furniture or equipment as needed.
- Assist staff, students and visitors with daily requests for direction, access to rooms etc.
- May be assigned to periodic checking of operating equipment and report any malfunction to Shift Foremen.
- Secure building and equipment
- May be assigned to work in special areas during times when students are not in attendance or at times of emergency situations.
- Change light bulbs in classrooms and exit signs as needed.
- Ability to lift supplies/equipment up to 50lb on a frequent basis and assist with setup or teardown for events.
- Ability to handle extensive physical activity including lifting a minimum of 50lbs on a frequent basis and assist with setup or teardown for events.
- Responsible for working with all District personnel to provide a harmonious operation of the School District

ADDITIONAL RESPONSIBILITIES: Other duties as assigned by the Supervisor that are in accordance with the collective bargaining agreement.

QUALIFICATIONS:

- Experience in custodial cleaning, particularly schools
- Knowledge of cleaning equipment, supplies and safety precautions related to position.
- Excellent organizational and interpersonal skills
- High school diploma or GED
- Ability to relate verbally to students, parents, visitors and staff
- Physical ability to meet job requirements

HOURS: 2:30PM-11:00PM (other hours as needed under the direction of the supervisor)

By signatures below, both the supervisor and employee agree that this job description is a true and accurate representation of the responsibilities, skills and requirements of this position.

<<name of EE>>

Mr. Dan Rubel

Date

Date

For the Board:

Tenace Taylor
DDA

For the Union:

Christie Boardman
Jeri Barnett
George McFadden
Thom W. Wynn
Thomas C. Bumbidge