

COMMUNITY CONSOLIDATED SCHOOL DISTRICT 59
Arlington Heights, Illinois

COLLECTIVE BARGAINING AGREEMENT

Custodial/Maintenance

July 1, 2012 - June 30, 2015

The District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, age, religious beliefs, disability, sex, or marital status.

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ARTICLE I RECOGNITION

1.1 The Board recognizes the Custodial and Maintenance Employee Organization, hereafter reference to as, CAMEO as the sole and exclusive negotiating agent for the custodial and maintenance employees of the District except for the following classifications: Director of Buildings and Grounds, Assistant to the Director of Buildings and Grounds, and warehouse, printing, and inventory control personnel. The Board agrees not to negotiate with or recognize any employee organization other than CAMEO for the duration of this Agreement.

1.2 Negotiations Procedures

- A. Negotiations shall begin no later than March 15, unless both Parties agree to an alternate date. CAMEO must notify the District no later than 30 days prior to March 15 of its request to bargain. Failure to issue notification will result in continuation of the current agreement for one additional year.
- B. If agreement is not reached on all items within 90 days of the commencement of negotiations, either party may declare to the other in writing that an impasse exists and call for a mediator. A written request for mediation by one party shall be considered a joint request for mediation, and the other party shall join in the request.
- C. When an impasse has been declared, the parties will request the services of a private mediator. If it is not possible to reach agreement on a private mediator, then an impartial mediator will be chosen from a list to be provided to the parties from either the Federal Mediation and Conciliatory Service or the American Arbitration Association. Any cost of mediation shall be shared equally by CAMEO and the Board. The mediator shall meet with the parties or their representatives, or both, forthwith, either jointly or separately, and shall take such steps, as he/she may deem appropriate to persuade the parties to resolve their differences and effect a mutually acceptable agreement. The mediator shall not, without the consent of both parties, make findings of fact or recommend terms of settlement.

ARTICLE II EMPLOYEE RIGHTS

- 2.1 **Right of Representation** - It is understood that in the instance of grievance proceedings beyond the second step, a representative(s) of CAMEO may be present.
- 2.2 **Personnel File** - In accordance with all prevailing current legislation, employees have the right to view contents of their personnel files.
- 2.3 **Organizational Dues** - Organizational dues for CAMEO may be deducted from employees' paychecks for those who elect to join CAMEO.

ARTICLE III EMPLOYMENT CONDITIONS

- 3.1 **Work Year** - The work year is July 1 through June 30.
- 3.2 **Work Week** - The workweek varies depending upon the employee's classification. The annual employment notice will specifically define each employee's workweek; however, changes may be necessary to accommodate a specific work assignment, which will last no longer than a month for any employee.

- 3.3 **Breaks** - The equivalent of one 15-minute break will be provided during each four (4) hour work period.
- 3.4 **Training** - The employees may be required to attend training sessions from time to time to learn more about their work. Such training sessions shall be held on paid time. The employer shall assume responsibility for any unusual expenses in connection with these training sessions. The employer should make available training for custodians to enhance the professionalism and efficiency of the work force.
- 3.5 **Health and Safety** - There shall be maintained such health, safety, and sanitary methods as are necessary to protect and preserve the welfare of the employees. Adequate lunchroom, washroom, and toilet facilities shall be maintained wherever necessary. Adequate first aid protection shall be made available to all employees during working hours.
- 3.6 **Duty Related Injury** - We operate under, and are subject to, the Workers' Compensation Act. The premium for this insurance is paid by the Board of Education. It provides for medical expenses and partial salary compensation for valid claims.

If an employee is injured in an accident in connection with employment in District 59, it should be reported immediately. Except for emergency conditions, the accident should be reported no later than the next working day. The principal, school nurse, and/or supervisors will obtain the necessary forms and take steps to see that the employee obtains approved medical attention. It is important that the employee makes an official report of the accident, even if the employee feels that the injury does not warrant medical attention. If complications do result from the injury, the employee will then be covered by the insurance.

For the first three days of absence after an injury incurred while in the course of employment employees shall receive full pay for work without deduction from accumulated sick leave. From the fourth day of absence until the employee's return to work, the employee will receive two-thirds of their salary from the district's Workers' Compensation Coverage. An additional one-third of the salary may be paid by the district from accumulated sick or vacation leave of the employee. All required deductions such as Illinois Municipal Retirement Fund and taxes shall be deducted.

An employee must secure a letter from a physician by the third day of absence stating that the employee is unable to perform his normal duties. If possible, modifications to the job responsibilities may be made to allow the employee to return to work as soon as possible. Depending on the length of disability, further written statements from a physician maybe requested.

- 3.7 **Work Day** - Except in emergency situations, employees shall be entitled to a 30-minute duty-free uninterrupted lunch period. This results in all full-time employees working a total of 7 1/2 hours, plus two (2) paid 15 minute breaks, plus a 30-minute unpaid lunch period. Subject to approval of the immediate administrative supervisor, an employee may schedule the lunch period anytime during the eight-hour shift.

If school is open, all employees are expected to get to work. If an employee does not report to work because of bad weather, the employee may take that day as a "personal business" or "vacation" day. Application by using the appropriate form will be honored. If personal business and vacation days have been used up, the absence will be a day without pay.

ARTICLE IV EMPLOYMENT PRACTICES

- 4.1 **Probationary Periods** - The probationary period for custodial and maintenance staff newly hired into the district shall be 180 days. During the probationary period, the immediate administrative supervisor, using the appropriate form, shall complete an evaluation at approximately the 30, 90, and 180-day mark. The final (third) evaluation will contain a recommendation for continued employment on a non-probationary status or termination.

Current employees accepting a new position that requires a change in job classification within the District will complete a 90-day probationary period. The immediate administrative supervisor, using the appropriate form, shall complete an evaluation at the 30, 60, and 90-day mark. The final (third) evaluation will contain a recommendation for continued employment in the new position or a return to the previous job classification. When a job classification change occurs, the employee shall be entitled to full pay from the first day.

- 4.2 **Evaluation** – A committee of district and CAMEO staff will meet to revise and update the evaluation system by December 1, 2012.

Realizing employee performance will change over a period of time and the quality of service needs periodic review, the following procedure will be followed for rating an employee's performance:

- A. Biennially by May 30, unless a need arises to review more frequently, the employee's immediate administrative supervisor will submit employee performance reports concerning the personnel being supervised. In the case of day/night custodians, the head custodian will provide his/her immediate administrative supervisor with input regarding the evaluation report. In the case of maintenance personnel, relief custodians, and Admin Center custodian, the Director and/or Assistant Director of Buildings and Grounds will complete the evaluation report.
- B. Performance reports will be filed with the Assistant Superintendent for Human Resources with copies to the immediate administrative supervisor and the employee.
- C. In the event an employee feels the formal written evaluation was incomplete or unjust, the employee may put in writing the objections and have them attached to the evaluation report to be placed in the employee's personnel file. A copy of such report must also be given to the employee's immediate administrative supervisor.
- D. The head and night/day custodian's immediate administrative supervisor will be the building administrator(s). Maintenance, relief custodial, and Admin Center custodian employee's immediate administrative supervisor will be the Director and/or Assistant to the Director of Buildings and Grounds.
- E. When the immediate administrative supervisor is not assigned to work, the Director and/or Assistant Director of Buildings and Grounds assume supervision responsibilities.

- 4.3 **Employee Resignation and/or Termination**

- A. **Notice of Resignation** - Should an employee elect to resign from the District, a written notice to the Assistant Superintendent for Human Resources is required, with a copy to the employee's administrative supervisor.

- B. **Termination Conference** - The Assistant Superintendent for Human Resources or designee will schedule a termination conference with the employee as soon as possible after receiving the written notice of resignation.
- C. **Termination Procedure** - All termination procedures must be completed prior to the issuance of the final paycheck.

4.4 **Employee Dismissal and Disciplinary Procedure**

- A. **Dismissal Policy** - Suspension and termination shall result from any act or event that, in the Administration's sole and exclusive judgment, proves to be detrimental to the general welfare of District 59, consistent with federal and state laws.
- B. **Suspension** - Any custodial or maintenance employee may be suspended, without pay, by the Assistant Superintendent for Human Resources upon recommendation of the employee's immediate administrative supervisor.
- C. **Disciplinary Procedures**
 - 1. If an employee is not meeting District standards of behavior or performance, the employee's immediate administrative 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. Prepare a summary memorandum and/or documentation for the staff member's and the supervisor's own records indicating that the meeting took place.
 - 2. If there is a second occurrence, the immediate administrative supervisor should hold another meeting with the employee and take the following actions:
 - a. Issue a written reprimand that will place in the personnel file, to the employee.
 - b. Warn the employee that any additional incidents will result in more severe disciplinary action.
 - c. Forward to the Assistant Superintendent for Human Resources the written reprimand that describes the first and second incidents and summarizes the actions taken during the meeting with the employee.
 - 3. If there is a third or additional occurrences, the immediate administrative supervisor shall issue a written reprimand to be placed in the personnel file, and may also take one of the following actions:
 - a. Recommend suspension of the employee without pay for up to five (5) work days.
 - b. Recommend a pay freeze at the annual salary increase for up to 1 year. Any pay freeze can be rescinded at any point with the recommendation of the immediate administrative supervisor.
 - c. Recommend indefinite suspension of the employee without pay and termination.

d. After making a recommendation under this item, the immediate administrative supervisor should prepare and forward to the Assistant Superintendent for Human Resources a written report describing the occurrences, indicating the timing between the occurrences, and summarizing the action taken or recommended and its justification.

4. Progressive discipline will not be followed in cases of exceedingly inappropriate or irremediable conduct, including but not limited to theft, physical altercations, and sexual harassment.

D. Termination - Except when detrimental to the general welfare of District 59, the appropriate administrative supervisor should schedule at least one conference with the employee prior to recommending dismissal.

4.5 **Physical Examination** – Prior to beginning employment, new employees shall be required to complete a comprehensive physical examination at the District’s expense. The forms will be supplied by the District and must be completed by a doctor licensed to practice medicine in the State of Illinois. If additional physicals or fitness for duty exams are required by the District, District 59 shall pay for the physical examination.

4.6 **Motor Vehicle Safety**

As a condition of employment for employees who will operate district vehicles or who are split-shift employees that will drive as part of their normal work responsibilities, the District, at its expense, will request a Motor Vehicle Record.

Only employees who have received Administrative authorization are able to operate district vehicles. Employees will operate district vehicles safely at all times.

Employees who are authorized to operate district vehicles are required to report any violations that have resulted in suspension or revocation of their driving privileges. Lack of notification will result in disciplinary action up to and including termination of employment.

Employees who are split-shift employees that drive their personal vehicles as part of their normal work responsibilities must annually provide evidence of personal auto insurance coverage, which meets or exceeds Illinois’s required minimum auto insurance limits.

4.7 **Time Sheets** – Staff will utilize the electronic time-off system for all standard time-off requests and documentation. Overtime will continue to be documented on a time sheet.

4.8 **Paydays** - Checks are distributed to the employee or electronically transmitted to the employee’s bank on a bi-weekly basis.

4.9 **Payroll Deductions**

A. In accordance with Federal and State regulations, the District will process all appropriate payroll deductions, including but not limited to: Tax-free Annuity Programs, Federal & State withholding taxes, IMRF contributions, etc.

4.10 **Payroll Adjustments**

- A. Changes affecting an employee's payroll check will be recognized by the Human Resources Department if the information is provided and received, in writing, at least 10 days prior to payday.
- B. Adjustments to an employee's final paycheck may require additional time.

4.11 **Withholding of Payroll Checks** - Payroll checks will be withheld if an employee has not completed the appropriate termination procedures.

ARTICLE V ASSIGNMENTS, TRANSFERS, REDUCTION-IN-FORCE

5.1 **Promotion or Transfer**

- A. **General Qualifications** - Promotion or transfer from one position to another shall be based on performance, evaluation, and ability as assessed by the appropriate supervisors.
- B. **Procedure** - All vacant positions will be posted within the district and/or advertised outside the district. A copy of each position shall be provided to the President of CAMEO. Performance and ability as assessed by the appropriate administrative supervisors will be the criteria for the selection, and existing employees will be given first consideration. In case of a tie, seniority will prevail.

Consideration will be given to those expressing a desire to be transferred; however, the district may involuntarily transfer personnel to fill any position of a non-promotional nature. There will be no reduction in the hourly rate of pay for an employee involuntarily transferred.

- C. **Selection** - The appropriate administrative supervisor will recommend the selection of individuals for vacant positions subject to the recommendation of the Assistant Superintendent for Human Resources and final approval by the Board of Education.
- D. **Outside Hiring** - Consistent with district needs, the district may hire or contract from the outside for any position, full or part-time, any time necessary or contract on a temporary basis. In unique situations where current staff lack the required certification or training, the district will discuss hire in rate flexibility with CAMEO leadership.

5.2 **Temporary Assignment** - When a situation arises that causes a head custodian or a maintenance person to be absent from his/her duties 5 or more consecutive days, and a member of the custodial staff assumes these responsibilities, that staff member shall receive the differential rate of pay for that role retroactively to the first consecutive day

5.3 **Reduction-in-force** - When, in the judgment of the Board of Education, decline in enrollment or any other reason requires reduction of custodial/maintenance staff, the Administration shall attempt to accomplish same by attrition. In the event necessary reduction in staff cannot be adequately accomplished by attrition given the necessity to maintain the most competent and qualified staff available in the interests of perpetuating the highest quality program possible, the

Administration shall base its decision as to resulting employment on the Administration's sole and exclusive judgment of the relative skill, ability, competence, and qualifications of available staff to do the available work.

If a choice must be made between two (2) or more custodial/maintenance staff members of equal skill, ability, competence, and qualifications to do the available work, continued employment will be given to the custodial/maintenance staff member with the greater full-time continuous length of service in District 59.

ARTICLE VI GRIEVANCE PROCEDURE

6.1 A grievance is a complaint that there has been a violation, a misrepresentation, or a misapplication of any provision of this Agreement.

6.2 Grievance Procedure

- A. First Step: An attempt shall be made to resolve any grievance in an informal, verbal discussion between the employee and the immediate administrative supervisor.
- B. Second Step: If the grievance cannot be resolved informally, the employee shall file the grievance in writing with the immediate administrative supervisor. The written grievance shall state the nature of the grievance, shall note the specific clause(s) of the Agreement and shall state the remedy requested. The filing of the formal, written grievance at the second step must be within 20 work days from the date of the occurrence of the event giving rise to the grievance. The immediate administrative supervisor shall make a decision on the grievance and communicate it in writing to the employee within 10 workdays after receipt of the grievance.
- C. Third Step: In the event a grievance has not been satisfactorily resolved at the second step, the employee shall file, within five (5) work days of the immediate administrative supervisor's written decision at the second step, a copy of the grievance with the Assistant Superintendent for Human Resources. Within 10 workdays after such written grievance is filed, the employee and the Assistant Superintendent for Human Resources shall meet to resolve the grievance. The Assistant Superintendent for Human Resources shall file an answer within 10 work days of the third step grievance meeting and communicate it in writing to the employee and immediate administrative supervisor.
- D. Fourth Step: Within 10 work-days after receiving the decision of the Assistant Superintendent for Human Resources an appeal may be made to the Superintendent. The appeal shall be in writing and shall set forth the act or conditions and the grounds on which the grievance is based. Within 10 workdays after the Superintendent has received the grievance, a meeting will be arranged between the employee and the Superintendent with the object of solving the matter formally. Within 10 work days after such meeting the Superintendent shall communicate the decision in writing with supporting reasons to the employee.
- E. If CAMEO disagrees with the decision of the Superintendent, it shall notify the Superintendent within 20 working days of the date of receipt of CAMEO's desire to have the grievance processed to binding arbitration. The impartial arbitrator shall be chosen

from a list to be provided to the parties by the American Arbitration Association. The cost of the arbitration shall be shared equally by CAMEO and the Board. Every effort will be made to process grievances and conduct arbitration during non-work hours.

- F. In the case of a class action grievance, it may begin at the third step.

ARTICLE VII LEAVES

7.1 Personal Business

CAMEO personnel hired after June 30, 1999, with two continuous years of employment will be eligible for three days of personal business to be deducted from sick leave. Employees with less than two continuous years of service will be eligible for one day of personal business to be deducted from sick leave. Personnel desiring a personal business day must present their request to their principal or supervisor for forwarding to the Assistant Superintendent for Human Resources with a copy to the Director of Buildings and at least two weeks prior to the requested day, except in an emergency situation, which must be explained.

CAMEO personnel hired prior to July 1, 1999, with two continuous years of employment; will be eligible for four days of personal business, three of which will be deducted from sick leave and one non-deductible. If the one non-deductible day is not used, it will be added to the employee's sick leave allocation for the next school term. Employees with less than two continuous years of service will be eligible for one day of personal business to be deducted from sick leave. Prior to submitting a personal business request, the Day/Night custodians should review and discuss such request with the Head Custodian. Personnel desiring a personal business day must present their request to their principal or immediate administrative supervisor for forwarding to the Assistant Superintendent for Human Resources with a copy to the Director of Buildings and Grounds at least two weeks prior to the requested day, except in an emergency situation, which must be explained.

- A. Religious Observances
- B. Personal Emergency - impassable roads (hazardous conditions of more than two (2) hours delay), home emergency, traffic accident.
- C. Commercial Business Transaction - closing on house, bank transactions, completion of important contract.
- D. Legal Obligation - court appearance, legal hearings, appointments requested by civil authorities.

Personal business days may not be used to extend holidays or vacations and when a request precedes or follows either, the reason for the request must be stated. Attendance at conferences, professional meetings, and the like, is not personal business.

- 7.2 **Sick Leave** - Sick leave days will be allowed at the rate of twelve (12) per year; after two (2) continuous years of service thirteen (13) days will be granted, with unlimited accumulation. Sick leave is a form of insurance provided by the Board of Education for the employee's protection while employed by the District.

Sick Leave shall be defined as:

- Care for the employee's own physical or mental illness, or injury or medical condition, or professional medical diagnosis.
- Care for the employee's family member who is suffering from a physical or mental illness, or injury or medical condition, or professional medical diagnosis.
- To attend a medical appointment for himself or herself or for that of the employee's family member.

Family member shall be defined as a child, spouse, parent or parent-in-law of the employee, or a person with whom the employee has resided in the same household for 6 months or longer.

Violation by CAMEO staff member of the intent of this article will result in loss of pay and may be grounds for dismissal.

Appointments with doctors or dentists should be scheduled during the first or last hour of the workday.

Absence from work for three (3) consecutive days or more without notifying their immediate administrative supervisor will constitute basis for dismissal proceedings.

A certificate from an employee's doctor may be requested to verify a lengthy, (three (3) days or more) or unusual illness, or to insure that the employee has sufficiently recovered to return to work.

Sick leave must be recorded through the district's time-off tracking system.

Sick Leave Bank - (The District and Association have agreed to formation of a sick leave bank for members of the CAMEO who voluntarily elect to participate in the program.

7.3 **Long-term Disability** - It is the intent of the Board to provide a wide range of fringe benefits to aid in securing and retaining services of competent employees. Occasionally, however, an exceptionally grievous illness or injury may strike an employee causing severe hardship so that the degree of protection intended by the Board is not provided. Accordingly, the Board shall review such extreme situations and determine, in its sole discretion, whether additional benefits should be provided under these guidelines.

7.4 **Bereavement Leave** - Up to three (3) days leave of absence may be granted for bereavement in case of death in the immediate family (husband, wife, children, mother, father, mother-in-law, father-in-law, brother, sister, brother-in-law, sister-in-law, grandparents, grandchildren, or any relative living in the immediate household). These days will not be deducted from sick leave. In unusual circumstances, requests may be made to the Assistant Superintendent for Human Resources, who may at his/her discretion, grant the use of bereavement days for death of person(s) other than those of the immediate family. These absences will be deducted from sick leave. In cases of undue hardship or religious reasons, if additional days are needed as a result of death in the immediate family, such additional days may be granted at the discretion of the

administration and deducted from sick leave. In the case of an employee who has not accumulated sick leave, advance sick leave may be granted if recommended by the immediate administrative supervisor and approved by the Assistant Superintendent for Human Resources.

- 7.5 **Leave of Absence Without Pay** - Special leaves of absence without pay (and without loss of seniority, status, appointment or accrued benefits) may be approved and granted by the Assistant Superintendent for Human Resources, provided that such a request for leave is substantiated by good cause. Such leaves may not be granted for an aggregate period of more than 30 days in any one three-year period of employee service and must be recommended by the immediate administrative supervisor. All requests for leave of absence without pay must be submitted to the Assistant Superintendent for Human Resources at least two (2) weeks prior to such leave.

If the leave of absence is greater than 30 days, it will be necessary to have the approval of the immediate administrative supervisor, the Assistant Superintendent for Human Resources, and the Board of Education. In this case, it must be the employee's understanding that when the employee is ready to return to duty, there is a possibility that his job would no longer be available. However, the employee would be given first consideration of any job opening in the department and would not lose former seniority.

During approved leaves of absence, if the employee wishes to continue the district insurance program, the employee is responsible for paying the premiums.

- 7.6 **Jury Duty** - An employee called for jury duty shall be granted special leave to fulfill such duty and shall receive a regular salary during this time.
- 7.7 **Reserve Duty** - An employee who is regularly a member of an armed service reserve unit and who is called for special duty, may be granted special leave up to 30 days to fulfill such duty. The District shall, upon full disclosure by the employee, compensate the employee for the difference in pay, if any, during such a period of leave.

ARTICLE VIII SALARY AND FRINGE BENEFITS

- 8.1 The salary classification and rates of pay are as per Appendix A are included with this Agreement and shall go into effect July 1, 2012.

8.2 Benefits of Part-time Employees

The benefits for employees working four (4) or more and less than eight (8) regular hours per day shall be prorated according to the actual number of regular hours for which they are required to work. The benefits affected are as follows:

- Vacation
- Personal Business
- Sick Leave
- Day Before Holiday
- Medical, Dental & Vision Insurance

8.3 **Overtime**

- A. After a forty (40) hour workweek has been met, overtime will be paid at the time and one-half rate. While the customary workday is eight (8) hours, a flexible schedule may be implemented with mutual agreement between employee and supervisor with two (2) weeks prior notice, with final approval by the Buildings and Grounds Department. Paid holidays, approved sick leave, personal business, vacation, bereavement, and jury duty days shall be included as regular time for purposes of computing eligibility for overtime.
- B. In the event the school district is officially closed because of emergency situations, all employees are expected to be at work. The rate of pay will be time and one-half for all hours worked on days that the school district is officially closed. If required, the custodian/s may also be asked to come to work earlier than normal for the purpose of aiding the head custodian in insuring the building can be reopened as soon as possible. If any employees are not requested and required to come to work by the Director or Assistant Director of Buildings and Grounds, they will receive their regular rate of pay.
- C. If school is open, all employees are expected to get to work. If an employee does not report to work because of bad weather, the employee may take that day as a "personal business" or as a "vacation" day. Application by using the appropriate form will be honored. If personal business and vacation days have been used up, the absence will be a day without pay.
- D. The appropriate administrative supervisor in conjunction with the Director of Buildings and Grounds must approve all overtime requests prior to the overtime work. Failure to comply with this regulation may result in the loss of overtime pay. Overtime hours will not be converted to regular pay.
- E. An employee called to work prior to his normal schedule, or retained for duty after his normal schedule, shall be paid at a regular overtime rate for these hours.
- F. Equitable arrangements shall be devised so that overtime hours are fairly distributed.

8.4 **Overtime Rates** - When meeting the previously described conditions for a normal payroll week (usually Monday through Sunday), all overtime on the sixth continuous day (usually Saturday) shall be at the time and one-half rate. On Sunday, the rate of pay will be at the double-time rate for all hours worked.

As stated, the usual workweek is Monday through Sunday. Other workweeks shall be established and noted at the time of employment on the employment notification. In work weeks where a Board of Education approved paid holiday occurs, any employee called in on said holiday or the week day designated in substitution for the holiday shall be paid his/her holiday pay plus double time and one-half for all hours worked.

8.5 **Longevity Stipend**

CAMEO staff members who have received the maximum pay rate for one fiscal year, in their respective class, will receive, in the subsequent year, an off-schedule longevity stipend. Staff will received the stipend based on completed years of service to the district as of July 1. A longevity stipend is defined as an annual fixed payment that is not accumulative from year to year. The stipend will be allocated as follows:

| Years of Service / Year | 2012/13 | 2013/14 | 2014/15 |
|--------------------------------|---------|---------|---------|
| 10-19 Years of Service | \$1,200 | \$1,200 | \$1,200 |
| 20-29 Years of Service | \$1,500 | \$1,500 | \$1,500 |
| 30 Years/Plus Years of Service | \$1,800 | \$1,800 | \$1,800 |

8.6 **Holiday – 12-Month Employees**

- A. Holidays will be those established by the Board of Education in adopting the annual list of holidays. The updated annual list of holidays will be provided to each employee. One floating holiday will be granted to each employee hired prior to July 1, 1999. The floating holiday must be taken when students are not present and with the approval of the Administrative Supervisor. Requests for floating holidays must be presented to the immediate administrative supervisor for approval at least 1 day in advance. It is the employee’s responsibility to contact the Director of Buildings and Grounds for final approval. The floating holiday must be used in the current school year or the employee will lose it; it cannot be carried over into another year. If an employee leaves the District before the end of the school year, his/her floating holiday hours will be pro-rated.
- B. If an additional waiver is approved by the Board of Education to eliminate a holiday, the Administration will meet with a representative from CAMEO to discuss granting an additional floating holiday for employees hired prior to July 1, 1999.

An employee must work the scheduled work day before and after a holiday in order to receive holiday pay, except when the holiday occurs during time that the employee is on approved vacation or when the employee has had the absence approved by the appropriate supervisor.

When a paid holiday falls on a Saturday or a Sunday, the Board of Education will designate a floating holiday for the holiday.

8.7 **Day Before a Holiday** - Consistent with the needs of the District, employees shall be dismissed one (1) hour early on the day before Thanksgiving, the last working day before Christmas, and on the day before Spring Break.

8.8 **Vacation** - Vacation leave for 12-month employees shall be 10 working days after one (1) year of continuous service and be earned according to the following vacation chart:

- At the end of 1 full year 10 days
- At the end of 2 full years 10 days
- At the end of 3 full years 10 days

At the end of 4 full years 11 days
At the end of 5 full years 15 days
At the end of 6 full years 16 days
At the end of 7 full years 17 days
At the end of 8 full years 18 days
At the end of 9 full years 19 days
At the end of 10 full years 20 days
At the end of 11 full years 21 days
At the end of 12 full years 22 days
Every year thereafter 22 days

Vacations shall be coordinated and staggered throughout the year to insure a reasonable staff level at the building and/or department. All vacation requests over one day must be submitted to the immediate administrative supervisor 14 days in advance, with the assumption that coverage will not be available. Prior to submitting a vacation request, the Day/Night custodians should review and discuss such request with the Head Custodian. The administrative supervisor will forward the building approved recommendation to the Director of Buildings and Grounds for final approval. Requests for vacation time of one day or less must be presented for approval to the immediate administrative supervisor at least one day in advance. It is the employee's responsibility to contact the Director of Buildings and Grounds for final approval.

It may become necessary to impose blackout periods where no vacations will be approved due to specific needs of the district.

No vacation requests will be unreasonably withheld.

8.9 **Vacation Computation** - Vacation days for personnel employed during the year will be prorated from the date of employment. An employee hired prior to January 1 will receive credit for the year for vacation purposes. An employee hired January 1 or after will not receive the full year's credit for vacation computation.

8.10 **Additional Vacation Items**

- A. **Holidays During Vacation Leave** - Vacation leave shall be figured on a working basis. If an observed holiday (see Holidays) occurs during the vacation leave, such holiday will not be charged as a day of vacation.
- B. **Vacation Leave Schedule** - Vacation leave must be approved by the employee's immediate administrative supervisor and the Director of Buildings and Grounds. The needs of the District shall govern the scheduling of school year vacation requests. The vacation requests for the ensuing summer should be completed by April 1 and turned in to the Director of Buildings and Grounds. Time preference shall be based on seniority.
- C. **Vacation Leave at Termination** - Upon separation from employment, vacation time earned, will be paid at the employee's regular salary rate. Vacation leave will be prorated to the nearest full day for mid-year termination.

- 8.11 **Uniforms** – The District shall provide nine (9) standard work uniform pieces per year, consisting of pants, shirts, and locker shirts. Safety shoes meeting ASTM standards, jacket, and parka with hood will be replaced on an as needed basis. Reimbursement for safety shoes shall not exceed \$150.00. Employees unable to wear a safety shoe will provide appropriate medical documentation to the Director of Buildings and Grounds.

New employees will receive a full compliment of uniforms upon employment. The full compliment of uniforms includes five (5) pants, five (5) shirts, five (5) locker shirts, one (1) jacket, and one (1) parka with hood. The District has the option to request the return of the uniforms.

Coveralls for painting shall be provided for each employee who is expected to perform painting duties one pair of pull-on rubber boots will be provided for each building. Work gloves may be requisitioned from the warehouse.

- 8.12 **Health, Accident, and Dental Insurance** - The District makes available to all employees a comprehensive plan of health, dental, vision, and accident insurance, with the Board contributing 96% of the cost for any employee accessing single coverage only. In addition, the Board will contribute 65% (50% for all new employees hired after July 1, 1990) of the dependents' coverage, the employee paying the other 35% (50% for new employees hired after July 1, 1990) of dependent's coverage, through a payroll deduction. The dependents' coverage is optional at the employee's discretion. Employees have the option to convert and continue their insurance after retirement at their expense. The hospital major medical coverage is in the Group Insurance Plan Description and Certificate Booklet. Any changes, which occur during the life of this contract, will be implemented for CAMEO.

If the Insurance Committee fails to recommend or the District Education Association fails to approve plan changes sufficient to reduce the percentage premium increase to the threshold (9% or more in any single year of the contract or exceeding 14% over any rolling two year period), premium costs in excess of the threshold shall be split 50/50 between the Board and its employees. The cost paid by insured employees shall be shared by those receiving single as well as dependent coverage.

- 8.13 **Life Insurance** - The District will make available for each employee a \$75,000 life insurance policy and will pay the entire cost of the premium on said policy.
- 8.14 **Travel Expenses** - Any employee who must use a personal automobile or otherwise personally provide transportation when on school district business shall be reimbursed by the District at the current rate. Such mileage reimbursement shall not include routine travel to and from the employee's home and the employee's assigned school.

This Agreement shall be effective July1, 2012 and shall continue in effect until June 30, 2015.

This Agreement was approved at the June 11, 2012 Board of Education meeting.

In Witness Thereof:

For: District 59 Custodial and Maintenance Organization

For: The Board of Education School District No. 59

CAMEO President

Board of Education President

DATE

CAMEO Pay Schedule: July 1, 2012 - June 30, 2015

| CAMEO Pay Schedule: July 1, 2012 - June 30, 2013 | | | |
|---|----------------|-----------------------------|----------------|
| | CLASS ONE | CLASS TWO | CLASS THREE |
| | Custodians | Head & Relief Custodians | Maintenance |
| <i>Position Differential</i> | | <i>\$3.00</i> | <i>\$4.50</i> |
| 1 | \$16.00 | \$19.00 | \$23.50 |
| 2 | \$16.88 | \$19.88 | \$24.38 |
| 3 | \$17.75 | \$20.75 | \$25.25 |
| 4 | \$18.63 | \$21.63 | \$26.13 |
| 5 | \$19.50 | \$22.50 | \$27.00 |
| 6 | \$20.38 | \$23.38 | \$27.88 |
| 7 | \$21.25 | \$24.25 | \$28.75 |
| 8 | \$22.13 | \$25.13 | \$29.63 |
| 9 | \$23.00 | \$26.00 | \$30.50 |
| <i>Off schedule Increase</i> | <i>1.00%</i> | <i>1.00%</i> | <i>1.00%</i> |
| <i>Maximum</i> | <i>\$25.81</i> | <i>\$29.36</i> | <i>\$36.31</i> |

Off Schedule Increase: CAMEO staff members who advance off Step 9 in their respective class will received the off schedule percentage increase.

| CAMEO Pay Schedule: July 1, 2013 - June 30, 2014 | | | |
|---|--------------------------------|--------------------------------|------------------------------|
| | CLASS ONE | CLASS TWO | CLASS THREE |
| | Custodians | Head & Relief Custodians | Maintenance |
| <i>% on Base/Position Differential</i> | <i>0.00%</i> | <i>\$3.00</i> | <i>\$4.50</i> |
| 1 | \$16.00 | \$19.00 | \$23.50 |
| 2 | \$16.88 | \$19.88 | \$24.38 |
| 3 | \$17.75 | \$20.75 | \$25.25 |
| 4 | \$18.63 | \$21.63 | \$26.13 |
| 5 | \$19.50 | \$22.50 | \$27.00 |
| 6 | \$20.38 | \$23.38 | \$27.88 |
| 7 | \$21.25 | \$24.25 | \$28.75 |
| 8 | \$22.13 | \$25.13 | \$29.63 |
| 9 | \$23.00 | \$26.00 | \$30.50 |
| <i>Off schedule Increase Maximum</i> | <i>1.00%</i> <i>\$25.81</i> | <i>1.00%</i> <i>\$29.36</i> | <i>1.00%</i> <i>36.31</i> |

Off Schedule Increase: CAMEO staff members who advance off Step 9 in their respective class will received the off schedule percentage increase.

| CAMEO Pay Schedule: July 1, 2014 - June 30, 2015 | | | |
|---|--------------------------------|--------------------------------|--------------------------------|
| | CLASS ONE | CLASS TWO | CLASS THREE |
| | Custodians | Head & Relief Custodians | Maintenance |
| <i>% on Base/Position Differential</i> | <i>0.75%</i> | <i>\$3.00</i> | <i>\$4.50</i> |
| 1 | 16.12 | 19.12 | 23.62 |
| 2 | 17.00 | 20.00 | 24.50 |
| 3 | 17.88 | 20.88 | 25.38 |
| 4 | 18.76 | 21.76 | 26.26 |
| 5 | 19.65 | 22.65 | 27.15 |
| 6 | 20.53 | 23.53 | 28.03 |
| 7 | 21.41 | 24.41 | 28.91 |
| 8 | 22.29 | 25.29 | 29.79 |
| 9 | 23.17 | 26.17 | 30.67 |
| <i>Off schedule Increase Maximum</i> | <i>1.50%</i> <i>\$25.81</i> | <i>1.50%</i> <i>\$29.36</i> | <i>1.50%</i> <i>\$36.31</i> |

Off Schedule Increase: CAMEO staff members who advance off Step 9 in their respective class will received the off schedule percentage increase.

ATTACHMENT A

TAX SHELTERING ARRANGEMENT

Effective January 7, 1983, all classified employees covered in the Agreement will be included in the tax shelter arrangement between the Board and the Association. This tax shelter will be paid by the Board as the employee contribution to the Illinois Municipal Retirement Fund (IMRF) in the amount of four and one-half (4.5) percent of annual earnings. The parties agree that the tax shelter plan is to conform to IRS regulations and applicable law and is to be consistent with existing school district sheltering plans. The following guidelines apply:

- A. The shelter plan will not exceed the Board's money commitment as represented by the basic salary schedule(s) (or employee contracts) effective during the period of this Agreement.
- B. Thy employee does not have the option to choose to receive the contributed amounts directly instead of having them paid by the employer to the pension plan.

ATTACHMENT B

CAMEO SICK LEAVE BANK

The Board of Education, in cooperation with the CAMEO organization has established a Sick Leave Bank on a voluntary basis. Any employee covered by the CAMEO AGREEMENT is eligible to participate. New employees upon completing their 180-day probation are eligible to participate.

The Executive Board of CAMEO or a designated Sick Leave Committee will act as an advisory board in all matters that concern the Policies and the administration of the Sick Leave Bank.

The intent of this Bank is to Provide extended Sick leave to those members who incur a period of extended illness or hospitalization.

The Sick Leave Bank is established at a level of 500 days.

The CAMEO Advisory Board has established that a maximum number of 30 days may be drawn on for extended illness. The CAMEO Advisory Board may grant an extension of 30 days at half pay beyond the maximum limit upon review of the circumstances. There are no extensions beyond the second 30 days.

Employee's enrolling in the sick Bank will donate one day of sick leave per year to the sick bank on July 1. New employees, upon completing their 180-day probation.

A person withdrawing from membership of the sick Bank will not be able to withdraw the contributed days.

A person who has contributed will not be able to withdraw days from the Bank until after all their own accrued sick leave days and or all their vacation time has been depleted and a two-day deduction period has transpired for each extended illness. Should a single extended illness exceed 10 days, the deduction shall not apply. A doctor's written verification will be necessary to exclude the two-day deduction. It is the member's responsibility to notify the CAMEO Advisory Board of extended illness.

All requests must be accompanied by a Doctor's statement, whether the procedure is elective or non-elective and the recommended recovery period. If an elective procedure, the member will wait until July 1 to request access to CAMEO sick bank. Benefits from the Sick Bank are subject to approval of the CAMEO Advisory Board. The Board reserves the right to disapprove any request that is not in the best interest of the Bank.

An extended illness will be considered at least five consecutive working days. If hospitalization occurs, a minimum of three working days will grant eligibility. Sick or vacation time used from one's own occurred time will count towards minimum days required for an extended illness.

The CAMEO Advisory Board, upon emergency, may request that contributing members donate one additional day a year to the Sick Leave Bank if its reserves become depleted.

Persons withdrawing sick leave days from the bank will not have to replace these days.

A representative from the CAMEO Advisory Board shall meet when necessary, with the Assistant Superintendent for Human Resources for exchanging information about the Sick Leave Bank.

Anyone who chooses not to join the sick bank at time of employment and then joins at a later date will be liable to the sick bank for the same number of days that would have been contributed from date of employment. Anyone quitting and rejoining at a later date will be liable to the sick bank for the same number of days that would have been contributed from date of employment.

7/11/11; Revised 5/3/13

