Geneva Community Unit School District 304

Working Conditions Agreement

Custodians, Grounds, Maintenance, and Security Staff

July 1, 2025 – June 30, 2027

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The purpose of the Custodians, Grounds, Maintenance, and Security Staff Working Conditions Agreement is to contribute to the overall effectiveness and efficiency of Operations and Maintenance Personnel through clearly communicated working conditions arrangements. This handbook should not be construed as a binding contract.

I. RECOGNITION

A. This Working Agreement was entered into as of July 1, 2025, between the Board of Education of School District 304, herein referred to as the "Board" and the Custodial, Grounds, Maintenance and Security personnel, hereinafter called "Staff".

B. The primary responsibility of the Board is to educate students. While Staff is not directly responsible for the teaching of students, maintaining a clean, healthy, and functional school environment contributes to an effective education program. To that end, Staff plays an important and vital role in supporting the educational program of the District.

C. The Board is legally responsible for the determination of all policies and actions relating to the operation of the schools. The rules in this Working Agreement amplify Board policies that are contained in the Board of Education Policy Manual (www.geneva304.org).

D. The Superintendent of Schools delegates to the Director of Operations authority for the supervision of Staff covered by this Working Agreement.

E. The Director of Operations is delegated authority for maintaining the efficiency of work and enhancing the skills and capacities of employees by promoting good procedures and maintaining a program of in-service training.

F. A meaningful relationship between the Staff and administrators/supervisors is an important element in the successful operation of a school district. Open dialogue regarding school operations is encouraged throughout the school year. It is the responsibility of each employee to communicate ideas for school improvement or problems/concerns to his/her immediate supervisor. In the event that a problem or concern remains unresolved after consultation with the immediate supervisor, the employee should bring the matter to the attention of the Director of Operations. If the problem/concern is still not resolved at the Director of Operations level, the chain of command outlined in the Appeal of Disciplinary Action section of this Working Agreement should be followed.

G. The parties understand and agree that the management of the schools in District 304, control of the premises, and the direction of the working force are vested exclusively in the Board and include, but are not limited to, the following:

1. the right to select, hire, transfer, promote, assign, and supervise employees;

2. to suspend, discharge, and discipline employees for just cause;

3. to determine and change starting times, breaks & lunch times, quitting times, shifts, and the number of hours to be worked by employees;

4. to determine staffing patterns, including, but not limited to, the assignment of employees as to numbers employed, duties to be performed, qualifications required, and areas worked;

5. to make reasonable rules and regulations with respect to employees covered by this Working Agreement;

6. to determine policies and procedures with respect to the establishment, management, and conduct of its schools;

7. to determine or change the methods and means by which its operations are to be carried on;

8. to carry out all ordinary functions of management whether or not exercised by the Board prior to the execution of this Working Agreement.

II. SENIORITY, EMPLOYEE LAYOFFS, AND PROBATIONARY PERIOD

A. District Seniority

1. Seniority shall be defined as the length of an employee's continuous service in the District in a specific job category - custodian/grounds, maintenance, skilled maintenance, and security. Any employee who moves from the category of "custodian/grounds" to "maintenance" or "skilled maintenance" will retain their years of seniority in the "custodian/grounds" category in addition to accruing years of seniority in the job category to which the employee moved. Any employee with the job description "on-call custodian" or "summer grounds" will not have a seniority date. Accumulation of seniority shall begin on the employee's first day on the job (hereafter referred to as "hire date"). In the event that two or more employees have the same hire date, position on the seniority roster shall be determined by blind lottery.

2. The District will prepare and maintain a seniority roster each year. The seniority roster will be sent via e-mail to all O&M staff prior to March 1 of each calendar year. The roster will include the employee's name, job category, building assignment, and hire date. An employee may request a copy of the seniority roster that was issued for that calendar year at any time.

3. An employee will lose seniority in the event of resignation, dismissal for cause, retirement, or being on layoff for more than one year. Absence due to a qualifying medical condition (Family Medical Leave) or eligibility for Workers' Compensation shall not terminate seniority.

B. Employee Lay Offs

In the event that the Board determines to reduce the number of custodial, grounds, maintenance, skilled maintenance, and/or security staff positions in the District due to a lack of funds or a lack of work, the Administration will use the following layoff/recall procedures:

1. Part-time employees (including seasonal and on-calls) will be dismissed before any full-time employees.
2. Full-time employees will be laid off in the inverse order of their seniority within their respective job category: custodian/grounds, maintenance, skilled maintenance, or security.
3. An employee who is laid off will retain his/her right to recall for one calendar year from the date he/she was released.
4. If a vacancy occurs within the job category within one calendar year, the laid off employee with the highest seniority will be offered the position. If the position is declined, the District will not be obligated to offer employment if another position within that job category becomes available at a later time.

C. Probationary Period

1. New employees will serve a probationary period of one and one half (1½) calendar years beginning on the employee's first day on the job. Work demands vary depending on the time of the school year. The purpose of a probationary period is to provide the District with the opportunity to assess job performance in a thoughtful and informed manner.
2. During the probationary period, an employee may be subject to immediate job dismissal due to unsatisfactory work performance.

III. WORK WEEK/DAY

A. The work week is designated as Sunday - Saturday.

B. All employees will use the time tracking system designated by the District.

C. Work assignments for an eight (8) hour shift will include an unpaid lunch break of one-half (1/2) hour and two (2) paid fifteen minute breaks in a period of eight and one-half (8-1/2) consecutive hours. The first paid break will be taken two (2) hours after the start of the shift. The second paid fifteen -minute break will be taken approximately two hours after the lunch break concludes. Break times depend upon the established start time of the employee's shift. Lunch break and break times will be determined by the Director of Operations or designee. A break/lunch schedule will be posted by each time clock.

D. Work hours will be posted next to the time clocks; any deviation from the scheduled workday must be communicated by the Director of Operations or designee. Any student non-attendance days (including student attendance half-days), staff are to start at their regular shift time unless otherwise instructed.

E Summer Work Hours: Each spring, the Director of Operations will designate when summer work hours will begin and end.

Twelve-month employees have the option of working nine (9) hour days Monday through Thursday and four (4) hours on Friday or they may work five (5) eight (8) hour days. Shift hours for each option are:

Monday – Thursday	6:00 a.m. - 3:30 p.m.
Friday	6:00 a.m. - 10:00 a.m.
Or	
Monday – Fridays	6:00 a.m. - 2:30 p.m.

1. There will not be a 2nd shift at the elementary level during summer hours.
2. There may be two (2) shifts at the middle schools.
    a. Custodial staff will work first shift except for four (4) custodians who may work 2nd shift to do team cleaning in both buildings.
    b. Hours for this 2nd shift will be Mon-Thurs 1:00 p.m.-10:30 p.m. and Friday 1:00 p.m.–5:00 p.m.
    c. 2nd shift positions at the middle school level are available based on seniority.
3. There will be two shifts at the high school because of events. Times will be established by Director of Operations or designee prior to the last day of school.
4. The Director of Operations will establish a process each spring to determine the staff who will work the 2nd shift at GHS and the four (4) 2nd shift GMSS/N positions.
5. Security, Grounds, and Maintenance will work four 10-hour days and split the week for 5-day coverage (Monday-Thursday and Tuesday-Friday) as scheduled by the Director of Operations.

F. The administration will not alter work hours without a fourteen (14) day notice, unless emergency conditions dictate otherwise.

IV. COMPENSATION

A. Hourly rate increases for the length of the agreement:

Year One (2025-2026) = Variable by position and level
Year Two (2026-2027) = 4.5% increase for all O&M employees

B. The pay date schedule period will be published annually by June 1; the current pay system is bi-weekly (every other Friday).

C. When an employee is called for jury duty, the employee must:
   1. Request the time off in Skyward using the "jury duty" code
   2. Sign over and forward the check received from the judicial authority for the daily per-diem to the Payroll Department.
   3. If the daily per-diem is not forwarded to the District, the employee will not receive his/her regularly scheduled District-paid compensation while subject to jury service.
   4. The District will reimburse the employee for mileage that was included in the check from the judicial authority.

D. All overtime shall be approved by the Director of Operations or designee:
   1. All overtime will be paid according to the regulations established by the Illinois Department of Labor - Minimum Wage Law, with the exception of holidays and approved time off.
   2. OT Eligibility: No employee shall receive voluntary overtime pay unless they have physically worked (i.e., are "present and participating") for 40 hours in one week. Time-off hours for vacation, sick and personal days, FMLA, and bereavement are not factored into physical hours worked; however, time-off hours for holidays are factored into the hours worked for OT Eligibility. Straight time rates will be paid until 40 hours of "present and participating" work have been completed by employees. Mandatory/directed overtime is paid at the premium rate.
   3. Overtime rates shall be one and one-half (1½) times the regular rate.
   4. Hours worked on Sunday shall be paid at two (2) times the regular rate as long as OT Eligibility has been met. Exception: Districtwide Security personnel when Tuesday is the 2nd day off and Saturday Maintenance personnel when Monday is the 2nd day off.
   5. Hours worked on a paid holiday shall be paid at two (2) times the regular rate in addition to the holiday pay as long as OT Eligibility has been met.
   5. Snow removal crews:
      a. Snow removal crews will be paid one and one-half (1½) times the regular hourly rate for the hours worked prior to the start of the regular workday. b. To qualify for the one and one-half (1½) times the regular hourly rate, the employee must work the full regular workday.
   6. Any unscheduled event or activity requiring an employee to return to work after completion of a regular work shift is defined as a call back. Minimum call back will be three (3) hours overtime as defined above.
   7. As long as OT Eligibility has been met, any scheduled event or activity will be paid at the time and one-half rate on Saturday and double time on Sunday/Holiday for the hours worked with the exception for Security personnel when their weekend is Monday/Tuesday and Saturday Maintenance personnel when their weekend is Sunday/Monday.

8. Security personnel with Monday as a regular day off will be provided Wednesday off for any holiday that occurs on a Monday. Saturday Maintenance personnel will be provided Tuesday off for any holiday that occurs on a Monday.

E. Mileage Reimbursement
   1. Mileage for use of personal car will be reimbursed at the prevailing rate established by the Internal Revenue Service on January 1 prior to the beginning of the school year. (www.gsa.gov)
   2. Every October the Director of Operations or designee will notify employees who qualify for mileage reimbursement via e-mail. The e-mail will state why the employee was approved for mileage reimbursement, what forms should be used and status of employee's license on file.
   3. Employees performing scheduled building check will be reimbursed for mileage traveled to the building location and the return trip home. Trip mileage must be documented on a mileage reimbursement form and be accompanied with a "Google" map within the same pay period.
   4. Individuals on snow removal crews called in on the weekend or holidays will be reimbursed for mileage traveled to the building location and the return trip home. Trip mileage must be documented on a mileage reimbursement form and be accompanied with a "Google" map.
   5. Personal vehicles may not be used for work purposes unless approved in advance by the Director of Operations. If an employee is authorized to use their personal vehicle for work purposes, the employee will receive reimbursement for miles driven between school facilities. Mileage will not be reimbursed for the trip to and from home. Employees will use the mileage matrix between school facilities provided by the District's business office.
   6. Employees who are on the Snow Removal Crew, Building Check list, or participate in Mileage Reimbursement must provide a copy of their Driver's License to the O&M office and are responsible for keeping the records current.
   7. All employees who operate a district vehicle or grounds equipment must provide a copy of their Driver's License to the O&M office and are responsible for keeping the records current.

F. Seasonal employees (summer, winter, or spring break) will:
   1. Not receive employee benefits
   2. Not be paid for holidays
   3. Work the hours designated by the Director of Operations or designee
   4. Be compensated at a rate to be determined by the Director of Operations in consultation with the Assistant Superintendent-Human Resources, but no higher than the hourly rate of a beginning elementary custodian.

G. Pay Differentials
   Middle School Custodians = Additional $1.25/hour
   High School Custodians = Additional $2.00/hour
   Head Custodians = Additional $2.50/hour (plus level differential as applicable)
   Lead Grounds/Maintenance/HVAC = Additional $3.50/hour (in lieu of a stipend)

H. When an employee is transferred to a labor grade, level, or position for which a lower hourly rate is paid, the administration shall reduce the employee's hourly rate to the hourly rate of the position to which the employee is transferred. When an employee is transferred to a labor grade, level, or position for which a higher hourly rate is paid, the administration shall increase the employee's hourly rate to the hourly rate of the position to which the employee is transferred.

I. The District will strive to maintain a group of on-call custodians and grounds personnel available to substitute on a daily basis. Substitutes will not accrue seniority and will be paid at a daily rate not higher than the rate paid to the beginning rate in their respective job categories.

J. Employees can earn salary increases for the attainment of new certifications in skill areas that benefit the district. All professional development must be pre-approved by the Director of Operations and the Assistant Superintendent of Human Resources. The Professional Development Approval Form is located on the the 304 Hub under "Facility Operations." Upon verification by the Director of Operations of completion of 30-40 PD credit hours and/or earning a license or certificate in an area of district need, the staff member will be moved the equivalent of one salary schedule step (1.6% raise) or other amount as determined by the Assistant Superintendent-Human Resources in collaboration with the Director of Operations.

K. Emergency On-Call Maintenance employees will receive a $50 per week stipend for being on-call to respond to emergencies.

V. PERFORMANCE EVALUATION

A. It is the practice of the Board to encourage and recognize good performance whenever possible, but particularly through the formal performance evaluation process**.**

B. A new employee will be evaluated prior to the end of the probationary period. After the conclusion of a new employee's probationary period, performance reviews will occur between March and June of each school year unless a performance concern arises earlier than that timeframe.

C. The Evaluation Report may include written comments from the supervisor and/or building principal.

D. The performance evaluation process will be used to determine placement on the salary matrix. Receiving three (3) or more unsatisfactory ratings on the Evaluation Report will result in the employee not advancing on the salary schedule.

E. The employee will sign the Evaluation Report after a meeting with the immediate supervisor; the employee signature does not indicate agreement or non-agreement

with the written evaluation but indicates that the supervisor reviewed the report with the employee.

F. The employee may submit a written response to the Evaluation Report to the Assistant Superintendent-Human Resources within ten (10) business days of the date that the Evaluation Report is signed by the employee.

G. The employee will receive a copy of the Evaluation Report at the time the employee signs the report.

H. The employee is entitled to view his/her personnel file during normal business hours by contacting the Assistant Superintendent-Human Resources.

VI. DISCIPLINE PROCEDURES

A. The purpose of these procedures is to provide for the fair and consistent treatment of all Staff.

B. The Board expects all Staff to give reasonable and productive effort on the job whenever they are being paid by the District. Staff are required to follow all Board policies and administrative guidelines, adhere to the appropriate job description, and observe good safety practices at all times, including the responsible use of all District property.

C. After the employee has completed the probationary period, discipline or dismissal of an employee shall follow the procedures outlined in this section of the Working Agreement.

D. The Board shall maintain its performance standards through corrective and progressive discipline, except for gross misconduct (defined on page 8), and follow the steps outlined below:
    1. Verbal Warning
    2. Written Reprimand
    3. Suspension With or Without Pay
    4. Dismissal

E. When, in the judgment of the administration, the circumstances of a particular case and/or the seriousness of a particular offense make the application of Corrective and Progressive discipline inappropriate (such as gross misconduct), the appropriate disciplinary step to be used will be determined by the Administration.

F. Before an employee is disciplined, the Administration shall conduct an investigation to determine the facts in the matter. The employee shall be given the opportunity, in a pre-disciplinary conference, to provide his or her explanation of his/her conduct. The

Superintendent, or designee, may suspend an employee with pay while the matter is being investigated.

G. An employee shall be entitled to invite a Staff member and/or legal counsel to attend any conference with an administrator to discuss the disciplinary action. Copies of all disciplinary action will be provided to the employee within five (5) working days of the conference with the supervisor to discuss the disciplinary matter.

H. Disciplinary action shall not be made public except where expressly required by statue.

I. Employees may be subject to immediate dismissal for the following reasons (gross misconduct):
    1. An employee who receives three (3) Employee Discipline Reports for any infraction during a twelve (12) month period.
    2. Gross insubordination will be defined as, but not limited to, the following: an employee's willful disregard for a supervisor's direct order; inappropriate language; employee is disrespectful to supervisory staff.
    3. Engaging in inappropriate behavior with students, other staff, parents, and visitors of the District, including, but not limited to, harassment (Board Policy #5:20) and threatening behavior (Board Policy #5:20).
    4. Smoke or otherwise use tobacco, cannabis, or vape products on school property (Board Policy 8:30).
    5. Possession and/or consumption of any controlled substance, including alcohol and cannabis, on District property, as defined in Board Policy #5:50. Coming to work under the influence of any controlled substance, including alcohol, as defined in Board Policy #5:50. When an employee is suspected of possession, consumption, or being under the influence of alcohol or a controlled substance while on District premises or while performing work for the District, the employee may be subject to an immediate drug/alcohol screen at an accredited medical clinic upon the authorization of the Assistant Superintendent-Human Resources or designee. Employees who directly cause or contribute to an accident resulting in injury or property damage may be subject to an immediate drug/alcohol screen at an accredited medical clinic upon the authorization of the Assistant Superintendent-Human Resources or designee.
    6. Possession of any firearms or explosives on District property.
    7. Revealing any District confidential information (including but not limited to student records or a staff personnel file, confidential correspondence) to any unauthorized individual.
    8. Misconduct outside the District which affects the employee's ability to work effectively, upon reviewing the circumstances of each situation.
    9. Falsification of records (including but not limited to applications, time-cards, building check forms, evaluation reports, and employee disciplinary reports).
    10. Leaving the assigned building/work areas knowingly without permission of a supervisor.

11. Misuse of the District computer network including unauthorized use during work time.
12. Theft of equipment, supplies, or monetary funds.

VII. APPEAL OF A DISCIPLINARY ACTION

A. Within five (5) work days of disciplinary action (e.g. verbal warning, receipt of written reprimand, suspension with pay, suspension without pay, and/or recommendation for dismissal, the employee can appeal the disciplinary decision using the following chain of command:
   1. Director of Operations
   2. Assistant Superintendent-Human Resources
   3. Superintendent of Schools
   4. Board of Education

B. Upon receipt of the notice to appeal, the appropriate administrator will meet with the employee and render a decision within five (5) work days after the meeting.

C. When the employee is required to appear before the Board concerning any matter which is disciplinary in nature, or which could adversely affect the continuation of that employee in his/her position of employment, or his/her salary, or any salary pertaining thereto, the employee shall be given 72 (seventy two) hours prior written notice of the reasons for such a meeting and shall be entitled to invite a Staff member and/or legal counsel to the meeting with the Board.

VIII. POSITION VACANCY

A. Position vacancies will be e-mailed to all O&M staff.

B. All staff may apply for the vacancy; the application form must be returned to the office of the Director of Operations or designee within seventy-two (72) hours of its posting.

C. The position will be awarded based on experience and/or qualifications. Seniority within the District will be a consideration in the final determination.

D. Internal candidates who are not selected will be notified by the Director of Operations as to the reason the employee was not selected.

E. The transfer will be made as soon as practical.

F. The administration reserves the right to transfer employees when it is operationally in the best interest of the District.

IX. PAID TIME OFF

A. Sick Leave

1. Maintaining good attendance is a condition of employment and an essential function of the job. To minimize hardships that may result from illness or injury, the District provides paid sick leave benefits. However, sick leave taken on a repeated basis may be viewed as abuse of the system. Unexcused absences and excessive excused absences are cause for progressive corrective action and may result in dismissal for cause. Repeated occurrences will result in verbal warnings, written warnings, and/or termination of employment.

2. Sick leave will be paid at completed years of service, in accordance with the following schedule(s):

Years of Service	Sick Leave Allotment (12 month)	Sick Leave Allotment (9 month)
1-10	12 days	10 days
11-15	14 days	12 days
16-20	16 days	14 days
20+	18 days	16 days

3. Sick leave is defined as time away from work for personal illness, quarantine at home, or serious illness or death in the immediate family or household, or birth, adoption, or placement for adoption. Immediate family is parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, and legal guardians.

4. When an absence from work as defined above is necessary, employees are expected to use sick leave days appropriately. Ordinarily, there will be up to a ten (10) day limit for sick leave taken for a death in the immediate family.

5. A physician's certificate is required after three (3) consecutive days of absence for personal illness or as it may be deemed necessary by the Director of Operations when an employee's attendance is unsatisfactory.

6. Sick leave taken on a repeated/habitual basis may be viewed as an abuse of the system. The following absences will be considered abuses of sick leave subjecting employees to corrective and progressive discipline:
    a. Repeated absences on a Friday and/or a Monday
    b. Repeated absences preceding or following paid holidays or vacations
    c. Repeated absences to cover tardiness at the start of a shift
    d. Exhausting available sick leave for two or more consecutive fiscal years
    e. Repeated unexcused absences

7. Family Medical Leave: If you are to be absent for more than five consecutive days, you will need to check with Human Resources to determine leave eligibility under the Family and Medical Leave Act (FMLA). FMLA provides up to 12 weeks of unpaid, job-protected leave to eligible employees for certain specified family and medical reasons as outlined by the U.S. Department of Labor. Additional information about Family Medical Leave (Board Policy #5:185) and eligibility for this type of leave is available upon request from the Office of Human Resources.

9. Sick leave may be accumulated in accordance with Illinois Municipal Retirement Fund (IMRF) rules & regulations for retirement purposes. Unused sick leave days at the end of the fiscal year in June carry forward to the next fiscal year starting on July 1. Upon leaving the District, unused sick leave will be reported to the Illinois Municipal Retirement Fund.

9. All employees must call the Facilities Office at (630) 463-3090 with a reason for their absence to report sick time so that the shift can be covered. Staff who need to leave work during their shift must contact their direct supervisor and call into the sick line (630-463-3090) before leaving. Employee must enter their sick time in Skyward, and failure to do so may lead to disciplinary action. Failure to call by the following times may be subjected to disciplinary action:
    a. Day shift employees must call by 5:30 a.m.
    b. 2nd shift employees must call by 11:00 a.m.

B. Holidays
1. The following are paid days off for 12 month employees:

New Year's Eve Day	Labor Day
New Year's Day	Columbus Day
Martin Luther King Day	Wednesday before Thanksgiving
President's Day	Thanksgiving Day
Memorial Day	Thanksgiving Friday
Juneteenth	Christmas Eve Day
Independence Day	Christmas Day

2. The following are paid days off for 9-month employees who work at least 17.5 hours per week:

Martin Luther King Day
President's Day
Memorial Day
Labor Day
Columbus Day
Wednesday before Thanksgiving
Thanksgiving Day

3. Any administrative/Board approved holiday days of convenience will be afforded to all employees covered under this Working Agreement.

C. Personal Business Leave

1. Personal business leave will be paid at completed years of service, in accordance with the following schedule:

Completed years of service	Personal Days
0 - 4 years	2 days
5 - 9 years	3 days
10 + years	4 days

2. During the first year of employment personal business leave will be prorated from the first day of employment until July 1.

3. Unused personal business leave will convert to sick leave at the end of the fiscal year.

4. Personal business leave shall not be used for the purpose of secondary employment, recreational (extended) weekends or for recreational purposes in general, or for the purpose of extending vacation or holiday periods. Personal business leave can be used to conduct legal business, observe religious holidays, attend funerals not covered by sick leave, or attend to family matters (e.g., weddings, graduations, taking a child to college). Personal business leave need not be used when an employee is called to jury duty.

5. Staff should request personal leave by entering the request in Skyward using the code "Personal". When possible, the personal business leave request should be submitted no less than two days in advance of the absence.

6. Staff requesting personal leave need not detail a specific reason for the request unless the personal day requested is adjacent to a holiday, a vacation or sick day, or for two or more consecutive days. If the personal leave request is adjacent to a holiday (e.g. the Friday before Labor Day, the Tuesday after President's Day), a vacation or sick day, or for two or more consecutive days, the employee requesting personal leave must give a detail explanation in the Skyward request.

7. All personal business leave requests are subject to review and final approval by the Director of Operations and the Assistant Superintendent-Human Resources. Staff should not assume approval of a personal business leave request if it meets one of the criteria in "Section C – Personal Business Leave" #4. Each request will be reviewed on a case-by-case basis and must be of an emergency or unique nature before approval is given.

8. Ordinarily, personal business leave must be exhausted before work days without pay will be granted. However, work days without pay taken on a repeated basis may

be viewed as abuse of the system. Unexcused absences and excessive excused absences are cause for progressive corrective action and may result in dismissal for cause. Repeated occurrences will result in verbal warnings, written warnings, and/or termination of employment.

D. Vacation

1. Vacation is earned from the first day of employment at the rate of .83 days per month.

2. Employees who are hired during the fiscal year will be granted vacation days prorated through June 30th and then on an annual basis beginning July 1st. Although the accounting of vacation days assumes a certain number for the fiscal year, the actual days are earned as the employee works from month to month. Employees may not take vacation days in advance of being earned unless there is a special circumstance approved by the Director of Operations and Assistant Superintendent-Human Resources.

3. Unused vacation time does not accumulate from year to year, but supervisors may apply some flexibility to allow a maximum of 5 vacation days to carry over if there is a plan to take those vacation days during the month of July after the beginning of the new fiscal year. The use of unused vacation time after July 31 must be approved by the Assistant Superintendent-Human Resources.

4. Vacation is earned in accordance with the following schedule:

Completed years of service	Vacation days
0 to 3 years	10 days
4 to 9 years	15 days
10 to 15 years	17 days
16 to 19 years	20 days
20 + years	22 days
Employees who were eligible for vacation days that exceeded the above schedule will continue to be grandfathered at either 23, 24, or 25 days.	

5. Vacation days must be approved at least two weeks in advanced by the immediate supervisor and District level supervisor.

6. Ordinarily, vacation days must be exhausted before work days without pay will be granted.

7. Staffing guidelines when approving vacation:
    a. No more than two (2) custodians at an elementary building, and no more than three (3) custodians at a middle school can be on vacation at the same time.

b. No more than four (4) high school custodians may be on vacation at the same time.
c. Maintenance must have two (2) staff available at all times.
d. Grounds must have three (3) staff available at all times.

8. Vacation usage is limited to 21 consecutive calendar days based on staffing (as outlined above) without special approval by the Director of Operations.

X. BENEFITS

A. Health Insurance

1. The District will provide health insurance coverage for those employees who are 12-month employees and work on average 30 hours or more per week in a fiscal year.
2. Contributions toward single or family health insurance will be in accordance with the health insurance contributions outlined in the negotiated teachers' agreement.

B. Dental Insurance

1. The District will provide dental insurance coverage for those employees who are 12-month employees and work on average 30 hours or more per week in a fiscal year.
2. Contributions toward single or family dental insurance will be in accordance with the dental insurance contributions outlined in the negotiated teachers' agreement.

C. Life Insurance

1. The District will provide a $50,000 group term life insurance for those employees who are 12-month employees and work on average 30 hours or more per week in a fiscal year.
2. Additional life insurance coverage is available for employees who choose to purchase additional life insurance.

D. Retirement Benefit

1. All 12-month staff covered under this Working Conditions Agreement, who have worked continuously for the District for a minimum of ten (10) years, and who have reached or exceeded the age of fifty-five (55) shall receive a post-retirement lump sum bonus as indicated below.

10-19 years of service	10% of last annual salary
20-24 years of service	15% of last annual salary
25+ years of service	20% of last annual salary

2. In order to properly process the retirement notification, the Assistant Superintendent–Human Resources should be notified at least three months prior to the effective date of retirement.

XI. MISCELLANEOUS

A. There will be representation from the Staff covered by the Working Agreement on the District Insurance Committee.

B. The Superintendent, the Assistant Superintendent-Human Resources, and the Director of Operations will meet at least four times a year (quarterly) with a custodian from the elementary level, middle school level, and the high school level, a member of the grounds staff, a member of the maintenance staff, and a member of the security staff to discuss the operation of this Working Agreement and other matters related to the safe and efficient operation of the District.

C. Staff Training
   1. The Director of Operations will authorize and coordinate all staff training activities in the District.

   3. All staff will participate in the mandatory OSHA trainings.
      a. Failure to participate may result in a disciplinary form.
      b. OSHA trainings will be scheduled at a time when school is not in session.
      c. The two (2) days of OSHA training will occur annually.

   4. The District will provide training during the regular workday to Staff on work-related topics that will increase productivity and enhance the skills of individual staff members. Occasionally, the District will pay for training for individual staff members when the training is essential to the safe and efficient operation of the school district.

   5. On-Call custodians will be paid for GCN Training at home because they do not receive network access in the District. All other O&M Staff will be expected to complete the annual GCN Training during their regular workday.

D. Emergency Weather/Snow Day Attendance
   1. In the event that weather conditions force the cancellation of school, it is expected that all Staff covered by this working conditions agreement will make a good faith effort to come to work and arrive at their scheduled start time.

   2. Staff arriving late to work (within two hours of their regularly scheduled start time) due to weather conditions will be paid for the full day, however, they must call (630) 463-3090 to notify staff that they are on their way.

3. Staff must work a minimum of six hours and must work until their regular end time to qualify for a full day's pay.

4. The following options are available to Staff choosing not to come to work during an emergency weather day (a Skyward time off request must be entered):
    a. Use of a vacation day
    b. Use of a personal business day
    c. Elect to take a day without pay (AWOP)

5. Snow Removal Crews who cannot make it must contact the Director of Operations or designee at least one full hour before start time for snow removal in addition to calling the 630-463-3090 sick line so arrangements can be made.

E. Unsafe and Hazardous Working Conditions.
1. Employees are responsible for performing their duties in a safe manner.

2. All staff will use the required safety and protective equipment provided by the District. Employees who fail to use the safety and protective equipment will be subject to disciplinary action.

3. Failure by District personnel to provide safety and protective equipment should be reported to the Assistant Superintendent – Business Services immediately.

4. Portable Stage Platforms (4' x 8' wood) and pianos are to remain at their respective buildings as they are not to be transported by District personnel.

5. Employees, who encounter conditions which are likely to endanger their health and or safety, shall promptly report the condition to the Director of Operations. The Director of Operations shall promptly investigate the complaint and attempt to remedy the condition if it is determined the condition may endanger the employee's health/safety. Employees are responsible to perform their duties in a safe method and with safe equipment.

6. Contaminated Areas - No employee will be required to enter a contaminated area. The employee should contact the Director of Operations immediately.

7. Bomb Threats - No employee will be required to participate in the search process for any explosive device in any Geneva School District 304 building. This task shall be performed by the proper law enforcement agencies.

F. Cell Phones
1. The Director of Operations is responsible for identifying employees in the O&M Department who are expected to utilize a cellular communication device for Geneva

District 304 business purposes and are eligible for a cellular communication device stipend based on job requirements.

2. The cell phone stipend is intended to reimburse the employee for the business use of the device. The reimbursement is for substantial non-compensatory business purposes. The stipend will be considered a non-taxable working-condition fringe benefit to the employee.

3. Any employee who receives a stipend will be expected to provide their cellular phone number to necessary district staff members as requested by their supervisor and will be expected to be reasonably available via that cellular phone.

4. All employees may be expected to carry their District-issued radios, fully charged and turned on, when on duty. At no time are employees allowed to use a Bluetooth earpiece device connected to cellphones if doing so could affect their safety or the safety of others.

5. Personal phone calls are only allowed to be used during breaks or in the event of an emergency.

6. In accordance with Illinois law, the use of hand-held cell phone devices behind the wheel is prohibited. Employees must use the District provided Bluetooth in-car speakers with their cell phone when in a district vehicle.

G. Clothing
1. All staff members are required to wear appropriate attire as directed to provide both protection in compliance with OSHA standards, such as protective footwear and jeans, and visual designation as a District employee.

2. All staff members will wear their district-provided uniforms and identification badges when on duty year-round. Staff members are permitted to wear school spirit wear on Fridays and themed apparel during school spirit weeks only with the exception of Maintenance personnel who must wear appropriate personal protective equipment (PPE) while completing electrical work. Security staff will be provided security polo shirts for Friday wear. O&M employees will be provided five (5) work shirts at District expense. If shirts become unfit for District representation, they are to be turned in to the Supervisor and replacement shirt(s) will be provided at District expense. Other district-issued uniforms will be replaced on a case-by-case basis when they have worn out.

3. Due to the equipment and chemicals that O&M staff are exposed to the following personal clothing items will not be acceptable:
    a. Sandals/Flip-flops
    b. Long or loose skirts
    c. Shorts
    d. Sweatpants

e. Torn or ripped clothing

4. At all times O&M staff should wear clean clothing free of outside logos and proper footwear.

5. With the exception of district-issued hats, which may be worn indoors, hats and sunglasses are permissible only when working outside to protect employees from sun exposure.