

**TOWNSHIP HIGH SCHOOL DISTRICT NO. 113**

**BUILDING, GROUNDS, MAINTENANCE, AND SECURITY  
WAGES & FRINGE BENEFITS  
2022-2026**

1. Recognition Clause

This Agreement governs the wages, fringe benefits and other terms and conditions of employment, as negotiated between the parties, for all full-time, Custodians, Grounds Workers, Maintenance Workers, Security, and Skilled Maintenance Workers.

2. Physicals/Wellness Health Screening

Initial employee physicals are required and shall be reimbursed up to \$500 per employee. Any follow-up physicals required by the Board will be reimbursed up to \$500 each. Both periodic physical exams and health screenings will be required on a scheduled basis to be determined by the Board. The basic wellness health screen panel will be paid for by the Board.

3. Use of Facilities

Employees may utilize school facilities and/or equipment if authorized by the appropriate supervisor in charge. Approval must be given in advance.

4. Jury Duty

Reference [Board Policy 5-80](#)

5. Vacations 12-month employees

Vacation days are earned in arrears (i.e., vacation is earned in one work year and available for use at the beginning of the following work year). Previously earned and unused vacation days, to a maximum of one-half of annual earned days, may be "carried over" into the next work year. Carry-over days must be used no later than December 31.

Two weeks' vacation after 12 months of continuous employment. One additional day every year thereafter up to a maximum of 20 days.

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

	<u>Earned</u>	<u>Available for use</u>
○ First 12 months:	10	0
○ After Year 1:	11	10
○ After Year 2:	12	11
○ After Year 3:	13	12
○ After Year 4:	14	13
○ After Year 5:	15	14
○ After Year 6:	16	15

Fringe Benefits - Building, Grounds, Mechanics, and Security

○	After Year 7:	17	16
○	After Year 8:	18	17
○	After Year 9:	19	18
○	After Year 10:	20	19
○	After Year 11+:	20	20

**Vacation Blackout Periods:**

- The week before the end of school
- The first week of summer break
- The last week of summer break
- The first week of the school year

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

Twelve (12) month employees who leave the employ of the District will have their earned vacation days from the current year, as well as unused vacation days earned from the previous year as described in [Board Policy 5-330](#) paid as follows:

- Vacation days earned in the current year, plus unused vacation days earned from the previous year will be paid to the employee on their last payroll. This pay is subject to all mandatory taxes and deductions.

Twelve (12) month employees who retire from the District will have their earned vacation days from the current year, as well as unused vacation days earned from the previous year as described in [Board Policy 5-330](#) treated as follows:

1. Vacation days earned in the current year, plus unused vacation days earned from the previous year will be paid to the employee in their regular payroll, over the last four (4) months of their employment. This will maximize their final rate of earnings (FRE) on which their retirement benefit with IMRF is calculated. This pay is subject to all mandatory taxes and deductions.

AND/OR

2. The employee may take any amount of the vacation days earned from the previous year and un-used in the current year, or earned in the current year, as vacation days immediately prior to their retirement date.

***EXAMPLE #1: Retire June 30, 2024***

***A retiree with 20 years of service at the end of the 2024 fiscal year (June 30, 2024) is eligible for up to 40 unused vacation days. A 40-day vacation payout/use consists of 20 unused vacation days in the employee's current bank and a 20-day allotment earned in the current year that would have been available for use in the following year. The employee may receive these days as payout described in 1 above, use as described in 2 above, or a combination of payout and use.***

Fringe Benefits - Building, Grounds, Mechanics, and Security

EXAMPLE #2: Retire December 31, 2024

A retiree at the end of the calendar year (December 31, 2024) is eligible for up to 40 unused vacation days. A 40-day vacation payout/use consists of 10 rollover days, 20 unused vacation days in the employee's current bank earned from the previous year and an allotment of 10 days for the first half of the current year that would have been available for use in the following year.

These examples assume the employee takes no vacation time during the employee's last year.

6. Holidays

The Board of Education shall grant the following paid holidays on days when observed by the school calendar and falling during an employee's work week and during the employee's work year.

Independence Day	New Year's Eve
Rosh Hashanah and/or Yom Kippur	New Year's Day
Columbus Day	Martin Luther King Day
Veterans Day	Presidents' Day
Wednesday before Thanksgiving Day	Pulaski Day *
Thanksgiving Day	Good Friday
Friday after Thanksgiving Day	Memorial Day
Christmas Eve	Labor Day
Christmas Day	

\*In the event the District opts to not observe Pulaski Day as a designated holiday, BGMS will receive a floating holiday. This holiday must be preapproved by the direct supervisor, and it will be subject to the same rules that apply to personal days. The floating holiday must be used in the current school year and may not be carried over to the following school year.

7. Christmas/New Year Holiday Schedule

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

- 2022-2023 Monday, December 26<sup>th</sup> and Tuesday, December 27<sup>th</sup>  
Monday, January 2<sup>nd</sup> and Tuesday, January 3<sup>rd</sup>
- 2023-2024 Monday, December 25<sup>th</sup> and Tuesday, December 26<sup>th</sup>  
Monday, January 1<sup>st</sup> and Tuesday, January 2<sup>nd</sup>
- 2024-2025 Tuesday, December 24<sup>th</sup> and Wednesday, December 25<sup>th</sup>  
Tuesday, December 31<sup>st</sup> and Wednesday, January 1<sup>st</sup>
- 2025-2026 Wednesday, December 24<sup>th</sup> and Thursday, December 25<sup>th</sup>  
Wednesday, December 31<sup>st</sup> and Thursday, January 1<sup>st</sup>

8. Workers' Compensation

The Board of Education shall provide a comprehensive workers' compensation policy to protect its employees from injury on the job. [Board Policy 5-186](#)

Fringe Benefits - Building, Grounds, Mechanics, and Security

9. Comprehensive Liability

The Board of Education shall provide liability insurance to protect its employees from tort suits.

10. Life Insurance

The Board of Education shall provide death, accidental death and dismemberment insurance in the amount equal to the employee's salary rounded to the nearest \$1,000 not to exceed \$50,000.

11. Annuity Policy

The Board of Education shall provide optional 403(b) and 457 tax shelter annuity plans for its employees.

12. Health & Dental Insurance

Health and dental insurance programs are available to the employees who work 30 or more hours in a week.

The Board of Education shall provide single health and dental coverage for the employee with the Board paying 100% of the premium coverage. The employee may elect to participate in either the district provided Self-insurance program, or the district provided HMO. The employee may also elect to participate in the district provided dental plan, with or without participation in either of the health plans. The employee may elect to take family coverage of the health and/or dental plans. The premium cost for family coverage will be shared by the Board and the employee at the following percentages:

2022-2023

Board	76%
Employee	24%

In the school years 2023-2024 through 2025-2026, the percentage of the premium paid by the employee may be adjusted by the Board, provided that it will not be higher than the percentage of the premium paid by employees covered by the agreement between the District 113 Education Association and the Board.

13. IMRF

The Board of Education shall make required contributions to the Illinois Municipal Retirement Fund for all employees who work at least 600 hours per year.

Fringe Benefits - Building, Grounds, Mechanics, and Security

14. Admission to District Programs

The Board of Education shall provide free of charge, if room permits, attendance at the Adult Evening family swim night, Saturday swim program, and summer school swim program, Adult Education courses, and summer school courses for dependents.

15. Sick Leave

The Board of Education shall award 15 sick days a year for 10-month employees and 18 days a year for 12-month employees. These days accumulate each year if not used to a maximum of 280 days. If an employee has accumulated the maximum carryover days, the new year allotment will be added to the available total for that year. For example, if the employee has accumulated the 280 unused days allowed, and is a 12-month employee, the coming year allotment of 18 days would be added to the maximum allowed to be carried over for a total of 298 days available for that year (i.e.  $280 + 18 = 298$  available for use). See Attachment A for examples.

The administration will work with the Board of Education to develop an attendance policy to monitor and control excessive use of sick days. The employee may utilize their accumulated sick leave for their own personal illness or for serious illness in the immediate family. The definition of immediate family can be found in the school code. Per board policy, employees absent for 3 consecutive days or more must provide a doctor's note upon their return to work.

16. Sick Leave - Immediate Family

The employee may utilize their accumulated sick leave for their own personal illness, or for serious illness in the immediate family. The definition of immediate family can be found in the school code.

17. Bereavement Leave

Board of Education [Policy 5-330](#) controls the use of bereavement leave. Requests for paid funeral leave for other than immediate family may be submitted to the building manager. The building manager will review each request and will approve reasonable requests on a case-by-case basis.

18. Personal Leave Days

Two days shall be granted for personal leave during each school year without a loss in pay. Personal leave shall be taken for unusual circumstances that cannot be accomplished during the weekend or after work hours.

19. Grandparent Days

Paid leaves taken in connection with the birth of an employee's grandchild shall be limited to two (2) days per occurrence. The intent of the leave is to allow the grandparent the

## Fringe Benefits - Building, Grounds, Mechanics, and Security

opportunity to be present for the birth and/or to provide support for the family member. The approved days off are to be used within 30 days of the birth/adoption.

### 20. Advance Training

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

### 21. Uniforms and Annual Clothing Allowance

Appearance and hygiene are important to our organization. Regular uniform laundering is expected. Employee dress and actions greatly impact the public perception of our District.

The District will provide all full-time employees with uniforms upon hire. Employees are not expected to pay for uniforms. Uniform items include: shirts, pants, coats (winter & rain), hats, gloves, rain gear, flashlights, belts, key cord.

Upon hire all full-time staff will receive 5 uniform shirts and 5 uniform pants or jeans.

In consultation with their supervisor, on an as needed basis staff will be issued appropriate outdoor gear including winter jackets, insulated coveralls, gloves, and rain gear. This gear remains property of the district to be returned after employment ends and will be reused if in good condition.

After hire, the district will replace uniform items as needed, within reason. Employees requesting replacement uniform pieces should coordinate with their supervisor.

In addition to replacement clothing, employees will be entitled to an annual uniform allowance in the amount of \$200.00. Such allowance will be paid in the employee's July 15<sup>th</sup> paycheck and is subject to all mandatory taxes and other deductions for regular earnings.

These funds are intended to be spent on items that are not part of a standard uniform (such as shirts and pants) but are nonetheless related to an employee's required work activities (such as shoes, boots and other necessary equipment), as determined by the Department of Operations.

### 22. Work Year

- a. 12-month Custodial/Maintenance/Grounds - 260 days a year or 2080 hours. 10-month Custodial - 1733 hours.
- b. Security – 10 months, usually August 15 through June 15; required to work on normal school vacations. (1733 hours)
- c. Security – 9.5 months, school attendance days and when students are inbuilding. (1616 hours)

Fringe Benefits - Building, Grounds, Mechanics, and Security

23. Work Day

- a. Custodial/Maintenance first shift – 8.5 hours per day, which includes two 15-minute breaks and a 30-minute unpaid duty-free lunch period (40 hours/week)
- b. Custodial/Maintenance second and third shift – 8 hours per day, which includes two 15-minute breaks and a 30-minute paid working lunch (40 hours/week).
- c. Security – 8.5 hours per day, which includes two 15-minute breaks and a 30-minute unpaid duty-free lunch period (40 hours/week)
- d. Grounds – 8.5 hours per day, which includes two 15-minute breaks and a 30-minute unpaid duty-free lunch period (40 hours/week)

Shift times may be adjusted over the summer with appropriate notice to impacted staff.

24. Retirement Benefits

a. Retirement Stipend

The retirement stipend will be paid to retirees (retiring and qualifying for IMRF retirement) who have a minimum of 10 years experience in District No. 113. Retirement stipends will be calculated as follows and paid to the retiree in the retiree's regular payroll over the final three to four months of employment: This payment is subject to all mandatory taxes and deductions.

10-14 Years in District 113	15-19 Years in District 113	20 + Years in District 113
\$4,500	\$5,000	\$5,500

b. Sick Day Payout

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

25. Insurance Supplement for Retirees

The Board of Education will supplement the cost of medical insurance premiums for full-time building and grounds staff who retire from the District and meet the following qualifications and move to a non-district insurance plan (*ie* HMO not district PPO):

- a. IMRF retirement annuitant (minimum age - 55)
- b. Fifteen years of service in District #113
- c. Full-time (over 600 hours per year)
- d. Not enrolled in district PPO

## Fringe Benefits - Building, Grounds, Mechanics, and Security

The supplemental insurance amount shall be as follows:

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

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

### 26. Probationary period

All employees hired on or after July 1, 2022, shall have a 12-month probationary period. This probationary period is designed to provide new employees time to orient to the position and responsibilities and the District time to determine whether the employee demonstrates the skills and abilities to perform the assigned duties in accordance with the District's performance standards. During the probationary period, employees shall be subject to termination at any time for any reason.

### 27. Seniority

Seniority shall be considered to begin with the first day of employment on the job. Part-time service will be included in seniority on a pro-rated basis. After successful completion of a probationary period of one year (12 months) from the first day of employment on the job, seniority will prevail in cases of promotion to a higher-level position, change of shift, application to fill a vacancy or transfer to an equivalent position if all other factors are equal and the applicant is fully qualified to meet the requirements of the position.

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

### 28. Overtime

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

Overtime pay shall be at the rate of 1.5 times the regular rate of pay for work hours that exceed 40 in a work week. Paid holidays or other paid leave days, pursuant to this Agreement, shall be included as actual time worked for purposes of computing eligibility for overtime pay.

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



## Fringe Benefits - Building, Grounds, Mechanics, and Security

29. Promotion and Change in Category Procedures

When employees are promoted within a category of position, or change between categories of positions, starting salary rate in the new position is determined as follows:

1. If the employee moves into a new category of position or a promotional position where the starting salary is less than what the employee earned in the position from which he/she transferred, the employee will receive \$2.00 per hour on top of the employee's current salary rate.
2. If the employee moves into a new category of position or a promotional position where the starting salary is more than what the employee earned in the position from which he/she transferred, then the employee will receive \$2.00 per hour on top of the starting salary rate in the new position.

30. Annual Raise

For the 2022-2023 work year, a one-time conversion will take place to adjust the salaries for employees who worked for the District during the 2021-2022 work year and returned to the District for their respective 2022-2023 work year. All employees will receive an hourly wage rate in an amount that is the greater of one of the following options:

3. 2.75% over the 2021-2022 work year wage rate plus \$.50 per annual allotment of hours. (i.e., 40 hour /week employee is 2080 hours per year -- \$1,040.00); or
4. An increase of 1.25% per year of seniority over the 2022-2023 starting salary rate for the respective category of position.

For purposes of calculating option 2, seniority is based on an agreed upon list shared between the parties identifying the seniority of each employee under this Agreement.

For the remaining years of the Agreement, raises are per the chart below:

School Year	2023-24	2024-25	2025-26
	3.75%	CPI (2%-3.5)	CPI (2%-3.5)

31. Hourly Starting Pay

Category of position	2022-2023	2023-2024 Rate Increase \$0.25 per hr.	2024-2025 Rate Increase \$0.25 per hr.	2025-2026 Rate Increase \$0.25 per hr.
Security (9.5 and 10 month)	\$19.00	\$19.25	\$19.50	\$19.75
Custodial (10 and 12 month)	\$19.50	\$19.75	\$20.00	\$20.25
Grounds	\$22.00	\$22.25	\$22.50	\$22.75
Maintenance	\$23.50	\$23.75	\$24.00	\$24.25
Skilled	\$27.75	\$28.00	\$28.25	\$28.50

Fringe Benefits - Building, Grounds, Mechanics, and Security

32. Shift and Duty Availability Differentials

Second shift differential for custodial and maintenance - \$300 per year  
Third shift differential for custodial and maintenance - \$600 per year  
Duty availability differential for grounds - \$600 per year  
Lead custodial and maintenance - \$2,000 per year

33. Emergency School Cancellation Days

Emergency school cancellation day is defined as a regularly scheduled day of student attendance where school is cancelled for the entire district as determined by the Superintendent (i.e., inclement weather, natural disaster, or other event at the discretion of the District). School cancellation day is not defined as school cancellation due to a pandemic, epidemic or other event resulting in school cancellation as ordered or recommended by a local, state or national agency, organization, or entity. On emergency school cancellation days employees will be paid for a full day of work at their regular rate of pay. Employees who work on an emergency school cancellation day(s) will be paid at time and half for all hours worked, in addition to the pay they receive at their regular rate for a full day of work. The district retains discretion regarding which employees will be required to work on emergency school cancellation days.

34. Senate Bill 1947

The following sentence will become effective on the date that the same or a substantially similar sentence (as the following sentence) is included in the salary and benefits agreements between District 113 and the Teachers labor group (DEA). "Notwithstanding any provision to the contrary in this Agreement, the salary increase for employees shall be 0% over the prior year's base salary for any fiscal year covered by the term of this Agreement that is impacted by a state-imposed property tax "freeze" or upon a successful voter-initiated referendum pursuant to S.B. 1947."

35. Biometric Time Clocks

The District is interested in exploring the use of biometric time clocks as a means of calculating pay and recording employee attendance. The administration will meet with the BGMMS salary committee when it is ready to discuss implementation of biometric time clocks.

36. Committee Meetings

A joint committee will meet regularly outside the normal work day, but no more than four (4) times per school year. The committee will consist of two (2) representatives per building. Participation shall be voluntary. When committee membership is established the parties agree to share agenda items at-least 24 hours prior to any committee meeting.

Fringe Benefits - Building, Grounds, Mechanics, and Security

**SALARY COMMITTEE**

**TOWNSHIP HIGH SCHOOL  
DISTRICT NO 113, LAKE COUNTY, IL**

Redacted signatureRedacted signature

DocuSigned by:  
[Redacted]  
Robert Gannon, Building

DocuSigned by:  
[Redacted]  
Ken Fishburn, Board President

DocuSigned by:  
[Redacted]  
Peter Cahill, Security

DocuSigned by:  
[Redacted]  
Dr. Bruce Law, Superintendent

DocuSigned by:  
[Redacted]  
D-8BB033A662BA418... Grounds

[Redacted]  
Terry Joiner, Security

DocuSigned by:  
[Redacted]  
Peter Mordini, Grounds

DocuSigned by:  
[Redacted]  
N-BD107EC836C2485... lding

DocuSigned by:  
[Redacted]  
David Walsh, Security