

AGREEMENT BY AND BETWEEN

Bloomington Board of Education

School District 87

Bloomington, Illinois

AND

Bloomington Educational Support Personnel, IEA-NEA

Custodial/Maintenance

2023-24 THROUGH 2027-28

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**AGREEMENT BY AND BETWEEN THE
BLOOMINGTON BOARD OF EDUCATION, SCHOOL DISTRICT 87, AND
BLOOMINGTON EDUCATIONAL SUPPORT PERSONNEL, IEA-NEA**

This Agreement is made and entered into by and between the Board of Education of School District 87, Bloomington, Illinois (hereinafter referred to as the “Employer”), and the Bloomington Educational Support Personnel, IEA-NEA (hereinafter referred to as the “Union”).

ARTICLE 1: RECOGNITION AND DEFINITIONS

1.1 Recognition

The Employer recognizes the Union as the exclusive bargaining representative for all regular full-time and regular part-time Employees in the following job classifications: Custodian; Landscaper/Painter; Material Handler; Warehouse Clerk; Night Leader, Head Custodian; Maintenance; and Maintenance II (hereinafter referred to as “Employee”). Except by prior approval of the Union, the maximum number of part-time Employees shall be limited to eight (8) at any one time. Employees in confidential, supervisory, short-term, temporary, and managerial positions are excluded from representation by the bargaining unit.

1.2 Supervisors

Supervisors may continue to perform bargaining unit work, in addition to their supervisory duties, provided that no bargaining unit Employee is laid off and the Employer is actively seeking to fill any vacancy. When a supervisor is performing bargaining unit work due to a vacancy, such vacancy shall be posted consistent with this Agreement. Should any such vacancy not be filled within four (4) weeks of the posting, the Employer will notify the Union president of the reason(s) and the Union may present alternatives to the Employer for consideration. The parties intend this as a limited but explicit waiver of subcontracting for the express purposes and upon terms set forth above.

1.2.1 The Employer retains the exclusive right to select and hire supervisors from any source. Should the Employer select a bargaining unit Employee for a supervisory position, and should such Employee accept such offer, the Employee's bargaining unit seniority will continue to accrue for thirty (30) days after leaving the bargaining unit. If the Employee continues in the supervisory position beyond thirty (30) days, they shall cease to accumulate bargaining unit seniority.

1.2.2 A supervisory Employee who has been employed in the bargaining unit may utilize their bargaining unit seniority (i.e. time spent in the bargaining unit) to bump back into the bargaining unit should the Employer decide to relieve them of their supervisory duties. In the event such a supervisor is discharged, they shall have no right to return to the bargaining unit. A supervisory Employee who voluntarily returns to the bargaining unit will be credited with the seniority accrued from prior bargaining unit work and will begin accruing seniority from the date of their return; provided, however, such supervisory

Employee shall remain in their position for a maximum of sixty (60) days or until a replacement has been obtained.

1.3 Definitions

When used in this Agreement, the following definitions of terms shall apply:

1.3.1 "School District" or "District" means the Bloomington Public Schools, District 87, Bloomington, Illinois. The term "District" and the term "Employer" are synonymous as used herein.

1.3.2 "Superintendent of Schools" or "Superintendent" means the chief administrative officer of the Bloomington Public Schools, District 87, Bloomington, Illinois.

1.3.3 "Work Location" means school or building.

1.3.4 A "part-time Employee" is an Employee who is normally scheduled to work less than forty (40) hours per workweek.

1.3.5 A "temporary Employee" is an Employee hired to perform work during the summer months, to meet surges in workload which will not result in regular full-time employment, or to fill in when a regular full or part-time Employee is on leave or vacation.

1.3.6 Whenever the singular is used, it shall include the plural. Whenever a masculine term is used, it shall include the feminine.

ARTICLE 2: EMPLOYER-UNION RELATIONS AND RESPONSIBILITIES

2.1 Employer Rights

Except as specifically restricted by the express language of this Agreement, the Employer retains the right to manage the School District and direct the working forces in the manner it determines to be in the best interests of the School District. Such right includes, but is not limited to, the right to hire, assign, schedule, promote, demote, transfer, layoff, discipline and discharge Employees; to relieve Employees from duties because of lack of work or other legitimate reasons; to determine the work to be performed by Employees, the size of the work force, and the manner in which work is to be performed; and to establish and enforce reasonable rules and regulations applicable to Employees which are not in conflict with any provision of this Agreement.

2.2 Union Dues

The Employer, on written authorization by an Employee, agrees to deduct regular dues and initiation fees, if any, from an Employee's earnings each payday. Such check-off authorization card shall specify the amount to be deducted from each paycheck and the effective date of such authorization. The authorization cards, in a form approved in advance by the Employer, shall be furnished by the Union.

2.2.1 The Union shall notify the Employer, in writing, of the name and address of the Union official to whom such deductions shall be transmitted.

2.2.2 The Union and the Employer agree that any authorization for dues deduction shall be voluntary on the part of the Employee. Employee requests to authorize, revoke, cancel or change authorizations for payroll deductions shall be directed to the Union. Deductions shall remain in effect until the Employer receives notice from the Union that an Employee has revoked their authorization in accordance with the terms of the authorization. The Union shall be responsible for initially processing and notifying the Employer of proper requests or providing proper requests to the Employer. If requests are not provided to the Employer, the Employer shall rely on information provided by the Union regarding whether deductions for the Union were properly authorized, revoked, canceled or changed. .

2.2.3 In the event of any legal action against the Employer brought in a court or administrative agency because of its compliance with this Article, the Union agrees to defend such action, at its own expense and through its own counsel. The Union shall defend, indemnify and save the Employer harmless against any and all claims, demands, or other forms of liability for damages and costs imposed by any court or administrative agency which may arise out of or come into being by reason on any action taken or not taken by the Employer for the purpose of complying with the provisions of this Section.

2.3 Discrimination Against Employees

The Union and the Employer agree that they will not practice discrimination or discriminate against any Employee because of race, creed, color, national origin, religion, sex, age, marital status, military status or unfavorable discharge, physical or mental disability, pregnancy, gender identity, sexual orientation or genetic information if otherwise able to perform the essential functions of the job with reasonable accommodation.

2.3.1 Complaints of unlawful discrimination shall be resolved through the appropriate statutory procedure. However, this shall not be construed to create an exception to the application of Article 4 of this Agreement.

2.4 Union Membership and Activity

Employees shall have the right to organize, join, and assist the Union, and to participate in professional negotiations with the Employer as provided in this Agreement through representatives of their own choosing; provided, however, nothing herein shall be construed as sanctioning any action which is inconsistent with the terms of this Agreement. Neither the Employer nor the Union will discriminate on the basis of Union membership or non-membership, lawful Union activity or refusing to engage in such activity, participation in negotiations, or the adjustment of grievances.

2.4.1 The Union and the Employer agree that Union membership is entirely a matter of the Employee's free choice and determination.

2.4.2 Employees shall not solicit membership in the Union or carry on any Union activity during normal working hours as established by this Agreement.

2.5 Use of Employer's Facilities

The Employer agrees that the Union may use the Employer's facilities for lawful Union activities involving only Employees covered by this Agreement, provided such use does not interfere with the regular school operation. The use of such facilities shall be subject to all rules, conditions, and policies governing the use of such facilities. When applicable, the Union shall pay the regular charge for the use of such facilities.

2.5.1 Upon approval of an Application and Permit for Use of School Properties, the Union shall have the right to schedule Union meetings and activities on school property in accordance with the conditions specified in paragraph 2.5 of this Agreement.

2.5.2 The Union shall be permitted to post notices of meetings and other pertinent information regarding lawful Union activities on a bulletin board at each work location.

2.5.3 The Union shall be permitted to use the School District delivery service for communications to the Employees within a work location and system-wide; provided, however, political campaign materials so distributed shall be enclosed in separate envelopes. A copy of all materials sent by such delivery service shall be given to the Superintendent or designee at the same time such materials are deposited with the delivery service.

2.6 Discipline

The Employer understands that it may be desirable for an Employee to be represented by the Union at some meetings scheduled by the Employer.

2.6.1 If the Employer is investigating a matter involving an Employee which may reasonably lead to discipline, representatives of the Employer may discuss the matter with such Employee without a representative of the Union being present. However, it is understood and agreed that a meeting to discuss a pending or potential disciplinary matter will be held prior to issuing any written disciplinary action; and prior to scheduling such meeting, the Employee will be given written notice as to the nature of the meeting and informed of their right to be represented by a Union representative at such meeting.

2.6.2 A copy of any written disciplinary action shall not be placed in the Employee's personnel file without first giving the Employee a copy of the written disciplinary action and the opportunity to place a written response to such disciplinary action in their personnel file.

2.6.3 The parties recognize that the Employer may take immediate action in response to an arrest of an Employee when the arrest involves a matter which could impact the operation of the District. Such actions could include temporary reassignments, leaves of absence with or without pay at the discretion of the Employer, or other similar measures.

Such actions are not considered discipline and are not subject to "just cause". However, any discipline imposed upon an Employee as result of an arrest, or events leading up to an arrest, are subject to "just cause".

2.6.4 Disciplinary action will be imposed upon an Employee only for just cause. Any disciplinary action imposed upon an Employee may be processed as a grievance through the regular grievance procedure set forth in Article 4 of this Agreement.

2.7 Review of Personnel File

At the mutual convenience of the Employee and the Employer, such Employee shall have access to their personnel file. At the Employee's request a representative of the Union may accompany them in such review. There shall be one personnel file for each Employee which shall contain all records and information except confidential material. The term "confidential material" refers to letters or references for such Employee and any material protected from disclosure pursuant to the Illinois Personnel Record Review Act.

2.8 Outside Contracting

Work which can be performed properly, safely, and economically by the District's Employees will ordinarily be assigned to such Employees.

2.8.1 The Employer, however, reserves the right to contract for work which it deems necessary or desirable in accordance with sound principles of school administration.

2.8.2 The Employer shall have the absolute right to subcontract work where no bargaining unit Employee who would customarily perform the work is laid off as a direct and proximate result of the decision to subcontract.

2.9 Rules and Regulations

The Employer agrees that its rules and regulations covering Employee conduct shall be reasonable, and enforcement of said rules and regulations shall be reasonable and equitable.

2.10 Assault Upon an Employee

The Employer and the Union agree that assaults on Employees are a matter of grave concern.

2.10.1 Employee shall promptly report to their building principal, or other person designated by the Superintendent, any alleged case of assault on such Employee while performing their assigned duties.

2.10.2 The Employer shall render reasonable assistance, including legal counsel where necessary to assist in cooperating with the State's Attorney's prosecution of a charge, to such employee in connection with any prosecution by the State's Attorney or other public prosecutor of the person who allegedly assaulted such Employee within the scope of their work. No deduction from such Employee's wages or leave will be made because of time lost by such Employee at the request of such authorities to assist in any such prosecution.

An Employee may at their option have a Union representative present at any meeting held under this paragraph between such Employee and the legal counsel selected by the Employer in any situation in which the Employee's work status or rights may be at issue. An employee will not be subject to lost time due to being required by the State's Attorney to participate, during work time, in prosecution of a charge related to an employee's alleged victimization at work.

2.11 Surveillance

2.11.1 The purpose of surveillance equipment is to secure the buildings. The purpose of surveillance equipment is not to evaluate the performance of employees or to monitor their behavior or conduct.

2.11.2 Surveillance shall only occur in common areas including, among others, hallways, parking lots, grounds, cafeterias, and gymnasiums. Surveillance equipment will not be utilized to observe employee performance or otherwise be accessed as documentation in the employee evaluation process.

2.11.3 Data from the surveillance equipment may be reviewed by the District's personnel in connection with investigations of suspected criminal conduct or security violations or incidents. Access to data involving District personnel will be limited to appropriate administrative personnel and police liaison officers. Such review will take place in the office of one of the parties listed above. If the review of data inadvertently reveals alleged incidents of employee misconduct, the following process will be followed:

- a. The Employee and the Union will be notified if the District intends to investigate the alleged employee misconduct incident. Such notification shall be in writing.
- b. The Union representative or the Employee's representative may review the data depicting the alleged employee misconduct.
- c. The employee has the right to be represented in all investigatory meetings regarding alleged misconduct unless the employee declines representation. For further information see Section 2.6 of this Agreement.
- d. Any discipline that may be imposed against the employee as a result of the misconduct investigation shall be in accordance with the applicable provisions in this Agreement.

2.11.4 Data from surveillance equipment may be stored for up to capacity unless there is cause to believe that such data would document a criminal or security incident.

2.11.5 All new Employees will be notified in writing, of the use of the surveillance equipment as part of orientation. All Employees will be notified in writing when surveillance equipment is added or replaced which is different from existing equipment in its ability or capacity.

2.12 Training and Orientation for New Employees

A training and orientation materials will be provided for all newly hired Employees at the start of their employment. Topics to be covered during training and orientation will include, but not be limited to, pertinent human resources policies and procedures, benefits, job description, roles and responsibilities, the evaluation process, safety, and technology (including accessing District email and other online resources). The Union will be provided with up to one hour of time to meet with a new Employee during the first two weeks of employment.

2.13 Safety

A joint Safety Committee will be co-chaired by the Union President or designee and the Superintendent or designee. The co-chairs of the committee will determine the other members of the committee and invite additional participants as necessary. The committee shall meet at least quarterly, or more often as determined by the co-chairs, to discuss concerns related to health and safety, including but not limited to, current conditions, requests for training or resources, best practices, and recommendations for improving health and safety. While the Safety Committee will not engage in collective bargaining, they may agree to recommendations as needed or refer those to the Board and Union if a need for bargaining arises. The parties agree the foregoing is intended to be an explicit waiver of bargaining, and that this committee shall not be a bargaining committee. Results from discussions shall not be construed as contract or agreement for purposes of grievance or bargaining, from which this committee is explicitly exempt.

ARTICLE 3: STRIKES AND LOCKOUTS

3.1 No Strikes

The Union agrees there shall be no strike, withholding of services, slow-down, mass resignations, mass absenteeism, picketing, or other refusal to render full and complete service to the Employer during the term of this Agreement. The Union also agrees that it will not authorize or encourage any interruption of service, including sympathy strikes or similar actions.

3.1.1 In the event of an interruption of service, the officers of the Union will immediately order its members to return to work.

3.1.2 Any Employee participating in any activity prohibited by this Section will be discharged by the Employer. Should the discharge be challenged through the grievance procedure, the only issue for the arbitrator shall be whether the Employee participated in the action. The arbitrator may not issue a lesser penalty.

3.2 No Lockouts

The Employer agrees that during the term of this Agreement it will not lock out any Employee covered by this Agreement in connection with any labor dispute with the Union.

ARTICLE 4: GRIEVANCE PROCEDURE

4.1 Definition

A grievance is a claim by the Union or an Employee that the Employer has violated, misinterpreted, or misapplied this Agreement.

4.2 Procedures

Grievances shall be processed as rapidly as possible. The number of days indicated at each step shall be considered a maximum and every effort shall be made to expedite the process. All time limits shall consist of normal workdays. A grievance shall be processed as follows:

4.2.1 Step One - An attempt shall be made to resolve any grievance by informal discussion between the Employee and immediate supervisor. Such discussion shall be held at a time agreeable to the Employee and the supervisor.

4.2.2 Step Two - If the grievance cannot be resolved at step one, the aggrieved Employee may file the grievance in writing with the administrator or supervisor designated by the Superintendent, who has authority to make a decision on the grievance. Such grievance shall be filed within ten (10) days after the date of occurrence of the facts upon which the grievance is based. The written grievance shall state the facts involved, the provision(s) of this Agreement which the Employer allegedly has violated, and the relief sought. Within ten (10) days after such written grievance is filed, the aggrieved Employee and administrator who has authority to make a decision on the grievance shall meet to resolve the grievance. Within ten (10) days after such meeting, the Employee and the Union shall receive a written response to the grievance which shall explain the Employer's reason(s) for the decision on the grievance.

4.2.3 Step Three - In the event the grievance has not been satisfactorily resolved at step two, or the step two time limits expire without the issuance of a written reply, the Union may file a written appeal of the grievance with the Superintendent of Schools by giving written notice of such appeal within ten (10) days of the step two answer or the expiration of the time limit for the step two answer. A copy of such appeal also shall be filed with the administrator who prepared the step two answer. Within ten (10) days after such appeal is filed, the aggrieved Employee, a Union representative, and the Superintendent or designee shall meet to resolve the grievance. Within ten (10) days after such meeting, the Superintendent or designee shall give the aggrieved Employee and the Union a written answer to the grievance which states the reasons for the decision of the Superintendent or designee.

4.2.4 Step Four - If the step three answer is not acceptable to the Union or the step three time limits expire without the issuance of a written reply, the Union may appeal the grievance to final and binding arbitration by giving written notice of such appeal within twenty (20) days after receipt of the step three answer or expiration of the time limit for the step three answer. If the Employer and the Union cannot agree upon an arbitrator within

seven (7) days after the Union files such appeal, the American Arbitration Association will be requested to provide a panel of seven (7) arbitrators. Either party may reject the first panel of arbitrators by giving the other party written notice of such rejection. Upon receipt of an acceptable panel of arbitrators, the parties shall meet at a mutually agreed time, and each party alternately shall strike one name from the panel until only one name remains, who shall be the arbitrator for the given grievance. The first party to strike a name shall be determined by coin flip. Such arbitration shall be under and in conformance with the "Voluntary Labor Arbitration Rules" of the American Arbitration Association; provided, however, if the parties mutually agree, such arbitration may be conducted under the "Expedited Labor Arbitration Rules" of such Association.

- a. Neither the Employer nor the Union shall be permitted to assert an argument or evidence before the arbitrator which was not previously disclosed to the other party.
- b. The arbitrator shall have no authority to alter, delete, or add to the terms of this Agreement.
- c. Each party shall bear the full cost for its representation in the arbitration. The cost of the arbitrator shall be divided equally between the parties.
- d. If either party requests a transcript of the proceedings, that party shall bear the full costs of the transcript. If both parties order a transcript, the cost of the two (2) transcripts, or three (3) transcripts if the arbitrator requests a copy, shall be divided equally between the parties.

4.3 Other Provisions

The following, when applicable, shall apply in processing a grievance:

4.3.1 If the Union and the Superintendent or designee mutually agree, lower steps of the grievance procedure may be bypassed, and the grievance taken directly to step four of this grievance procedure.

4.3.2 Class grievances involving one or more Employees may be initially filed by the Union at step three.

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

4.3.4 All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel file of the participants.

4.3.5 A grievance may be withdrawn at any level without establishing a precedent.

ARTICLE 5: HOURS OF WORK

5.1 Normal Workday

The normal workday is eight (8) consecutive hours with the exception of regular breaks and unpaid meal periods. The normal workday for the day shift shall start at times which appropriately coordinate with the start of the school day in each building and the normal workday for the night shift shall start at 3:00 p.m., except where it is necessary for the Superintendent or designee to make other arrangements for the best operation of the School District.

5.1.1 Employees on the day shift shall have the option of taking either a one (1) hour or one-half (1/2) hour unpaid meal period on the days school is in session provided the one-half (1/2) hour meal period does not result in over-time. There shall be a one-half (1/2) hour unpaid meal period for Employees on the night shift and for Maintenance Employees. All such meal periods shall be scheduled in a manner which keeps a work force on duty for special projects which require day and night shift Employees working together.

5.1.2 There shall be a one-half (1/2) hour unpaid meal period on all shifts on days when school is not in session, except where it is necessary for the Superintendent or designee to make other arrangements for the best operation of the building.

5.1.3 Employees are required to take a meal period within five (5) hours of the start of work when they work a regular eight (8) hour shift.

5.1.4 An Employee can be required to work only a maximum of sixteen (16) hours in a normal workday which must be followed by a minimum of eight (8) hours off the job time, except in the case of an extreme emergency.

5.2 Normal Workweek

The normal workweek shall consist of five (5) consecutive normal workdays occurring Monday through Saturday. An Employee's scheduled workweek shall be on a regular basis, except as hereinafter set forth. The workweek shall commence with the start of the day shift on Monday.

5.2.1 Temporary changes in the scheduled workweek may be made by the Superintendent or designee when school is not in session and/or when it is necessary to meet the operational needs of the Employer. Employees whose scheduled workweek will be changed for two (2) weeks or longer shall be notified in writing of the change at least one (1) week prior to implementation.

5.2.2 The least senior Employee or Employees shall be assigned to work a Tuesday through Saturday workweek, unless a more senior Employee requests such workweek, and provided such Employee or Employees are qualified to perform the work required. For the purpose of applying this paragraph, seniority shall be determined in the applicable job classification at the building or buildings involved.

5.2.3 An Employee may voluntarily agree to accept a split shift workweek consisting of workdays on Monday through Thursday and Saturday. The Employer and the Union agree that it is not the intent of this Section to avoid overtime situations by its implementation.

5.2.4 The Employer shall require all Employees to take off at least twenty-four (24) consecutive hours of rest in each calendar week (Sunday through Saturday) in addition to the regular period of rest allowed at the close of each working day. Individual cases with work required due to a breakdown of machinery or equipment is an allowed exception. Part-time Employees are included in this requirement when exceptional circumstances cause them to work beyond their part-time assignments.

5.3 Schedule Changes During Extended Breaks

Employees who are normally scheduled to work the second or third shift shall have the option to work the day shift during winter and spring break. Should the Employer determine the need for staffing during the second or third shift during such extended breaks, the least senior Employee or Employees shall be assigned to remain on their regular second or third shift, unless a more senior Employee requests to remain on their regular shift.

The Employer will determine staffing needs for each building or work location for summer break. Employees who are normally scheduled to work the second or third shift may request to work the day shift during summer break. Based on staffing needs, the Employer may grant requests for temporary shift changes on the basis of seniority within the building, starting with the most senior Employee making such request.

An Employee who requests and is approved to move to days from second or third shift shall forfeit, during the term of their voluntary move to days, any shift differential.

ARTICLE 6: EMPLOYEE BENEFITS

6.1 Paid Holidays

Employees covered by this Agreement shall be entitled to paid holidays annually. Generally, those include: 1 – New Year's Day, 2 – Martin Luther King Day, 3 – President's Day, 4 – the Friday of Spring Break*, 5 – Good Friday*, 6 – Memorial Day, 7 – Juneteenth, 8 – Independence Day, 9 – Labor Day, 10 – Columbus Day, 11 – The Wednesday before Thanksgiving*, 12 – Thanksgiving Day, 13 – the Friday after Thanksgiving, 14 – Christmas Eve*, 15 – Christmas Day, and 16 – New Year's Eve*.

**Five of the aforementioned holidays are commonly understood as "floating holidays". Prior to scheduling such days to be designated by the Employer, the Superintendent or designee will invite the Union to submit its views in writing with respect to the day to be so designated.*

Paid holidays may be adjusted by the Employer from time to time to reflect holidays observed in the School Calendar approved by the Board of Education. If changes occur in the approved holidays, they will be communicated in writing to the Union. If those changes result in a currently

observed holiday not being observed, the parties will discuss which day will be designated as a floating holiday in its place.

6.1.1 Holidays which fall on a calendar Saturday will be observed on the preceding Friday, and holidays which fall on a calendar Sunday will be observed on the following Monday; provided, however, if observance of any such holiday would fall on a day when school is scheduled to be in session, observance of such holiday will be mutually agreed to by the Employer and the Union and scheduled for a day when school is not in session.

6.1.2 If an authorized holiday falls during an Employee's vacation, one (1) additional days' vacation will be allowed providing such Employee is at work the day preceding and the day following vacation, unless absent on either of such days because of sick leave or other leave approved by the Employer.

6.1.3 Whenever a paid holiday occurs within the normal forty (40) hour workweek, the paid Holiday shall be considered as hours worked for the purpose of computing overtime.

6.1.4 To be eligible for holiday pay, an Employee must work their last scheduled workday prior to the holiday and their first scheduled workday after the holiday, unless absent on either of such days because of sick leave or other leave approved by the Employer.

6.2 Vacations

Regular full-time and part-time Employees covered by this Agreement shall be entitled to vacation with pay in accordance with the provisions of this Section. The number of eligible vacation days shall be computed on July 1st of each year. If an Employee cannot use all of their vacation by August 15th, they may carry over up to five (5) days to be used as additional vacation the following year with a maximum of thirty (30) days at any time, or transfer any unused vacation days to their accumulated Sick Leave balance. The Employee must notify the Human Resource Office no later than July 1st how many of their unused vacation days they choose to transfer over as vacation time and/or sick leave. If the Employee does not notify the Human resources office by July 1st, any vacation time up to five (5) days will automatically carry over as vacation time, with any remainder being added to their accumulated sick leave balance.

6.2.1 Employees who have completed the probationary period specified in Article 7 of this Agreement shall be granted vacation with pay at straight time in accordance with the following schedule:

- a. An Employee with less than twelve (12) months of service on July 1st shall receive one (1) working days earned vacation for each full month of service not to exceed ten (10) days.
- b. An Employee with one (1) full year of service on July 1st, but less than eight (8) years, shall receive ten (10) working days earned vacation.
- c. An Employee with eight (8) full years of service on July 1st, but less than fifteen (15) years, shall receive fifteen (15) working days earned vacation.

- d. An Employee with fifteen (15) full years of service on July 1st , but less than twenty-five (25) years, shall receive (20) working days earned vacation.
- e. An Employee with twenty-five (25) or more full years of service on July 1st shall receive twenty-five (25) working days earned vacation.

6.2.2 Vacations shall be taken between July 1st and August 15th of each school year at a time mutually agreed to by the Superintendent or designee and the Employee. Notice of decision will be given within two (2) working days upon receipt of the request, if the request is denied, such written notice will be provided to the Employee and will include the reasons for denial. The District, upon written request from the Union, will provide reports regarding the status of all paid leave. Working days will exclude Saturdays, Sundays, and holidays.

6.2.3 If a regular full-time or part-time Employee who has completed their probationary period resigns prior to their anniversary date, such Employee shall be paid their full days of vacation accrued to the effective date of their resignation; provided, they give the Employer written notice of their resignation at least two (2) weeks prior to the effective date of such resignation. If an Employee is discharged for just cause, they shall not receive accrued vacation pay.

6.3 Uniforms

The Employer shall provide regular full-time and part-time Employees with the following:

- Five (5) uniform shirts. Two (2) new shirts will be provided by the Employer annually.
- Personal Protective Equipment (PPE) as necessary based upon work duties and work environment.

6.3.1 Such uniforms shall be worn while on duty and to and from work only. Employees shall be responsible for the care and upkeep of uniforms and shall change to a clean and fresh uniform as necessary to maintain a neat, presentable appearance.

6.3.2 The Employer shall replace Employer-provided shirts that are damaged beyond repair for a presentable appearance while performing work or work-related duties without cost to the Employee when such clothing is returned to the Employer.

6.3.3 Upon receiving receipts, the Employer shall reimburse each such Employee up to \$300 annually for the cost of additional work clothing. Such clothing may include but is not limited to pants, shoes and boots or outerwear such as boots, gloves, rain gear, insulated coats, bibs, and coveralls.

6.3.4 Maintenance Employees agree to have a weekly uniform rental deducted from their regular pay per the signed "Authorization for Uniform Rental Payroll Deduction" form. The rate will be increased for the Employee at 12-month intervals based upon the Consumer Price Index adjustments made by the uniform company. The Employer agrees to pay the maximum of \$1.75 per week of this expense. Bloomington Public School emblems are

being provided by the Employer. The Employer agrees to pay a flat \$2.50 per week (environmental cleaning treatment tax) for all Employees on the rental program. Any missing or obviously abused garments will be paid for by the Employee at the current rate assessed by the company providing the uniforms.

6.4 Jury Service

An Employee on jury service during scheduled working hours shall receive their regular pay, based on their applicable hourly wage rate for a maximum of eight (8) hours per workday, for the time on jury service upon surrendering to the Employer all payments received for such jury service less any mileage, meal allowance, and parking fees. If the jury service is on the Employee's scheduled time off, they shall retain the pay for such jury service.

6.4.1 If the time on jury service is less than the normal workday, the Employee will return to their scheduled work shift.

6.4.2 If time on jury service and the scheduled workday overlap or if payment for jury service is more than the Employee's regular pay for eight (8) hours per workday, necessary adjustments will be made by the Employer.

6.5 Sick Leave

Sick leave with full pay shall be granted to an Employee in accordance with the following:

6.5.1 An Employee shall accumulate sick leave at the rate of twelve (12) working days for a twelve (12) month employment period starting July 1st and ending June 30th, and such sick leave days shall be available on July 1st of each employment period. An Employee employed after July 1st shall accumulate sick leave at the rate of one (1) day for each remaining full month of the first employment period, and such sick leave days shall be available on the Employee's first scheduled workday. Any unused sick leave days shall be accumulated to a maximum of two hundred and seventy-five (275) working days.

6.5.2 An Employee may use sick leave for personal illness, injury, quarantine at home, temporary disability, or serious illness or death in the Employee's immediate family or household. Immediate family for the purpose of this Section shall include: father; mother; sister; brother; wife; husband; child or grandchild related by blood, marriage, or adoption; grandfather; grandmother; father-in-law; mother-in-law; brother-in-law; sister-in-law; domestic partner; and legal guardian. Sick leave shall also be interpreted to mean birth, adoption, placement for adoption, and the acceptance of a child in need of foster care. Sick leave may also be used for medical and dental appointments for an Employee or a member of their household. An eligible Employee unable to work due to pregnancy may treat such disability as a temporary disability under this paragraph.

6.5.3 Sick leave may be used to attend funerals.

6.5.4 An Employee shall notify their supervisor or other person designated to receive such notice of an absence, stating the nature of the absence, time expected to be away from

work, and when they expect to return to work.

6.5.5 If an Employee is on sick leave the day preceding and/or the day following a paid holiday granted under Section 6.1, such Employee shall not be charged sick leave for such paid holiday.

6.5.6 Normally, paid sick leave shall be taken for either one-half (1/2) or all of a normal scheduled workday; however, an Employee may request such leave in time amounts pursuant to established administrative procedure.

6.5.7 The Employer may require a physician's statement as a basis for verifying an Employee's illness, injury, quarantine at home, or temporary disability after an absence of three (3) consecutive workdays or as it may deem necessary in other cases.

6.5.8 Upon return from sick leave, the Employer may require an Employee to take a fit for duty exam to be paid by the Employer and/or produce a statement from their doctor to determine whether the job assigned to such Employee is suitable to their physical condition, or whether the Employer or such Employee is, or would be, exposed to an abnormal hazard, or whether the Employee is capable, or in proper physical condition, to return to work.

6.5.9 An Employee eligible to receive paid sick leave, who is injured in the course of employment with the School District and is entitled to receive benefits under the Illinois Worker's Compensation Act, shall receive full salary for the length of the injury or the maximum accumulated sick leave, whichever is less, upon surrendering to the Employer all compensation provided by Worker's Compensation. An Employee not eligible to receive paid sick leave shall retain all compensation provided by Workmen's Compensation.

6.6 Personal Leave

Personal leave with full compensation shall be granted to an Employee in accordance with the following:

6.6.1 An Employee shall be granted personal leave at the rate of two (2) days for a twelve (12) month employment period starting July 1st and ending June 30th, and such leave days shall be available on July 1st of each employment period. A new Employee employed after July 1st shall be granted such leave at the rate of one-half (1/2) day for each remaining full quarter of the first employment period, and such leave days shall be available on the first workday after the Employee has completed their probationary period. For the purpose of this Section, quarters of the employment period are: July 1st through September 30th, October 1st through December 31st, January 1st through March 31st, and April 1st through June 30th. Such leave shall not be accumulated from year to year; however, on July 1st of each employment period full days and one-half days of such leave not used during the preceding employment period will be added to the Employee's accumulated paid sick.

6.6.2 An Employee may use personal leave for any reason. Normally, such leave shall be taken for either one-half or all of the normal scheduled workday; however, an Employee may use such leave in time amounts of less than one-half (1/2) day pursuant to established administrative procedures. Employees will be provided a written copy of the procedures.

6.6.3 The granting of personal leave shall be subject to the availability of qualified substitute workers to cover such leave and the prior approval of the Superintendent or designee. An Employee's request for such leave may be denied on a given workday if ten (10) percent of the bargaining unit Employees at a work location or a maximum of four (4) Employees system wide already have been granted leave on such workday. For the purpose of this paragraph, the number of Employees comprising the ten (10) percent will be determined by rounding to the nearest whole number, with one (1) being the minimum at any work location. Denial of leave will not occur once a leave has been approved by the appropriate supervisor. Notice of the decision will be given within two (2) working days upon receipt of the request. Working days will exclude Saturdays, Sundays, and holidays.

6.6.4 A request for personal leave shall be submitted in advance on a form provided by the Employer, and such request shall state the specific reason for the requested leave. Such form shall be submitted three (3) days in advance of such leave, except in emergency situations. Following approval or disapproval of such request, a copy of the form will be returned to the Employee making the request.

6.6.5 Personal leave shall only be approved on the first day of school, last day of school, and the day immediately before or after Thanksgiving break, Winter break, and Spring break in an emergency situation, for observance of a religious holiday, or on the special approval of the Superintendent or designee.

6.7 Tax Sheltered Annuity

An Employee may participate in a tax sheltered annuity plan authorized by the Employer, the payment therefor to be made through payroll deduction authorized in writing by the Employee on a form supplied by the Employer.

6.8 Group Medical Plans

6.8.1 The Employer will pay each month an amount equal to the monthly cost for the single rate in the Bloomington Public Schools Group Medical Plan for each full-time Employee's coverage under either plan.

- a. For regular part-time Employees employed to work more than four (4) hours per workday but less than eight (8) hours per workday, the Employer will pay a portion of the monthly rate for the Group Medical Plan coverage toward the monthly cost of either Plan based on the percentage of time employed by the Employer on a regular basis.
- b. Any excess in the monthly rate for the Group Medical coverage for part-time Employees shall be paid by the Employee through payroll deductions.

- c. An Employee shall become eligible for such Medical coverage as provided in this Section on the first day of the month following the date they begin active service with the Employer.

6.8.2 An eligible Employee may purchase coverage for their dependents at their expense in the Plan they have chosen for their coverage, the payment therefor to be made through payroll deductions authorized in writing by the Employee on a form supplied by the Employer.

6.8.3 An eligible Employee who resigns employment with the Employer after performing completely their individual employment contract with the Employer shall continue to have insurance medical coverage paid by the Employer, through the end of the month following the month in which employment ended

6.8.4 An eligible Employee who retires may continue coverage in the Plan they were participating in on the last day of employment by paying to the Employer in advance the full cost of the monthly rate for such medical coverage. Dependent coverage as defined in such Plans will be available at the retiree's option and expense, provided such retiree had dependent coverage prior to retirement. The District's Insurance Committee shall determine eligible participants within the Group Medical Plan. Any change to eligibility shall not trigger renegotiation for the retiree group.

6.8.5 Medical benefits shall be in accordance with the terms of the Group Medical Plan documents in effect at the time a claim for coverage is made. Copies of all master policies, documents describing benefit coverage of claim procedures and experience, and other documents generated by the Plan administrator provided to the Employer shall be provided to the Union.

6.8.6 An ongoing Insurance Committee consisting of seven (7) members shall be established to monitor the operation of the medical plan and to offer suggested changes in benefit components and/or operating procedures. The Insurance Committee shall be composed of four (4) members chosen by the Bloomington Education Association, one (1) member chosen by the Union, one (1) member representing wage-hour participants, and one (1) member representing administrative Employees who participate in the plan.

- a. The Insurance Committee shall be specifically responsible for:
 - 1. employee education regarding health insurance issues;
 - 2. suggesting adjustments in existing components of the health plan if any are necessary in the opinion of the insurance committee;
 - 3. monitoring investment of Trust monies and suggesting any changes in current trusteeship;
 - 4. providing suggestions regarding the use of the Plan Administrator;
 - 5. providing suggestions regarding the selection of the PPO provider(s); and
 - 6. utilizing current or new data to monitor the Plan's operation.

- b. The Insurance Committee shall meet as necessary, but no less than quarterly during the regular school year to fulfill its responsibilities. Such meetings may be scheduled during the workday and bargaining unit members shall be released to attend. The Committee shall make all suggestions to the Board of Education, BEA, and Union in writing by majority vote of its participants. The Board of Education, BEA, and Union shall act and communicate their respective disposition regarding any suggestion from the committee within sixty (60) calendar days of receiving a request to act from the committee. If the Board of Education, BEA, and Union do not all agree with the Insurance Committee's recommendation, then the status quo shall be maintained.

6.8.7 Group Medical monthly rates for individual, single plus one, and family shall be set by an independent actuary. The report from the actuary shall be provided annually. The new rates shall take effect the following July 1st.

6.9 Life Insurance

The Employer will pay the full monthly premium cost under the Employer's group life and group accidental death and dismemberment ("AD&D") insurance plan for each regular full-time Employee and each regular part-time Employee who is employed to work more than four (4) hours per workday. The amount of coverage shall be equal to an Employee's annual salary as computed by multiplying the Employee's applicable hourly wage rate as set forth in Appendix A of this Agreement by 2,080 hours for regular full-time Employees or times the number of hours employed per workday times two hundred and sixty (260) days for eligible regular part-time Employees, rounded to the next highest \$1,000 and with a minimum amount of \$10,000 subject to the age restrictions and limitations set forth in the life insurance policy..

6.9.1 Optional group life and AD&D insurance in a like amount as provided by the Employer shall be available under the terms and conditions of such plan at the Employee's option and expense. Payment for such optional insurance shall be made through payroll deductions.

6.9.2 The group life and AD&D insurance plan shall be in accordance with the Employer's practices and procedures with respect to such plan. The Employer shall have exclusive control of the method of providing coverage, selection of the carrier, management of accumulated reserves, and all responsibilities incidental to the administration of the life and AD&D insurance plan.

6.10 Union Leave Days

Union leave shall be granted to an Employee in accordance with the following:

6.10.1 The Union shall submit to the Superintendent or designee a written request for Union Leave at least seven (7) days in advance of the commencement of such leave. Such request shall state the specific reason for the requested leave, name of Employee and the day or days of such leave.

6.10.2 The Superintendent or designee shall approve the leave, provided the Employee's absence will not impair the work schedule for such Employee's assigned work area.

6.10.3 There shall not be an aggregate number of Union Leave days in any school year in excess of five (5) workdays.

6.10.4 No more than two (2) Employees may be absent pursuant to this Section on any one workday, and no more than one (1) Employee may be absent from any one (1) school building or work location on any one (1) school day.

6.10.5 The Union shall reimburse the Employer for each such leave day the cost of the Employee's substitute should one be employed.

6.11 General Leave of Absence

A general leave of absence without salary may be granted to an Employee who has completed a minimum of two (2) consecutive years of employment with the Employer.

6.11.1 Such leave may be granted for work-related educational training approved in advance by the Superintendent or designee.

6.11.2 The leave may be granted for not more than one (1) year, but in exceptional circumstances may be extended one (1) additional year. The request for the leave shall be in writing and shall state the specific reason for desiring the leave of absence.

6.11.3 An Employee returning from a general leave will be offered the first available position for which they are qualified and at a salary normally paid for such position.

6.11.4 All benefits available to an Employee shall be suspended during a general leave of absence; however, such Employee may make arrangements to continue group health and accident insurance coverage during such leave at their own expense according to benefit plan documents.

6.11.5 Seniority shall not accumulate during a general leave of absence.

6.12 Part-time Employee Benefits

Part-time Employees shall be entitled to paid holidays, vacations, sick leave, one (1) day personal leave, and jury service. However, they shall accrue such benefits only in proportion to the number of hours they are scheduled to work as compared to a regular full-time Employee. (For example, a part-time Employee normally scheduled to work twenty (20) hour per week will only receive four (4) hours pay for a paid holiday and will only accrue twenty (20) hours of paid time off for each week of vacation entitlement.) Part-time Employees shall be provided uniforms; group medical insurance, and life insurance, if applicable; and participation in the tax-sheltered annuity program, and general leave of absence and union leave as provided elsewhere herein.

6.13 Travel and Expense

An Employee required to work at more than one building location, and using their own vehicle for transportation between buildings, shall be given a mileage reimbursement at the District-approved mileage rate.

6.14 Non-Bargained Leave Days

Non-Bargained Leave days outside those negotiated through Collective Bargaining or other entitlements may have a detrimental impact on providing services to our stakeholders. In addition, they may cause a negative impact on student performance, staff morale, and an unrealized financial loss. The union agrees to work with the District to provide solutions to effectively reduce Non-Bargained Leave days. These solutions include the support and development of Administrative Procedures and processes aimed at addressing and mitigating Non-Bargained Leave days.

ARTICLE 7: WAGES

7.1 Wages

Hourly compensation for Employees covered by this Agreement shall be in accordance with Job Classifications in Appendix A. Pay rates for each year covered by this Agreement are also found in Appendix A.

For the purposes of this Agreement, the number of classifications for custodial Employees is reduced from six (6) to four (4). As part of negotiations, Employees were placed in Custodian 1, Custodian 2, Custodian 3 or Custodian 4 for the 2023-2024 contract year. Existing custodial Employees will then move up one classification each year of this Agreement from where they were placed for 2023-24.

- **Custodian 1:** Starting rate during the first twelve (12) months of continuous employment as Custodian.
- **Custodian 2:** On the date following completion of first twelve (12) months of continuous employment as a Custodian 1, the Employee will be classified as a Custodian 2.
- **Custodian 3:** On the date following completion of twelve (12) months of continuous employment as a Custodian 2, the Employee will be classified as a Custodian 3.
- **Custodian 4:** On the date following completion of twelve (12) months of continuous employment as a Custodian 3, the Employee will be classified as a Custodian 4.

7.1.1 For the purpose of determining continuous employment in the job classification under this Section, an Employee must work ninety percent (90%) of the scheduled workdays at each classification to move to the next classification. In making this computation, paid

holidays, paid vacation, paid sick leave, Family Medical Leave, and paid personal leave will be included as workdays.

7.1.2 A new Employee shall be on probation for the first six (6) months of employment. Such Employee's work progress, dependability, and aptitude will be evaluated at the end of such probationary period to determine whether the Employer desires the Employee as a regular Employee. An employee discharged during their probationary period shall not have recourse through the grievance procedure.

7.1.3 Employees classified as Maintenance II as of July 1, 2023 will remain at that classification and receive the wages designated for Legacy Maintenance II in Appendix A until they retire, resign, or voluntarily transfer to a different classification. All other maintenance Employees as of July 1, 2023 and newly hired maintenance Employees will be classified as Maintenance, paid the wages designated in Appendix A, and be eligible, upon qualification, for the Licensure Premium found in 7.5 of this Agreement.

7.2 Education Units

Completion of education units as defined and approved by the Employer will result in an increase in the regular hourly rate of the Employee as set forth in Appendix A.

7.2.1 Completion of a City of Bloomington premise only (District 87) license in an approved maintenance area will qualify as the equivalent of thirty (30) education units.

7.2.2 Completion of a State of Illinois license or City of Bloomington Contractor License in an approved trade will qualify as the equivalent of forty (40) education units.

7.2.3 Adjustment in hourly rates due to completion of education units will be effective on the first full pay period following completion of the education units specified above or awarding of the license specified in 7.2.1 and 7.2.2.

7.3 Shift Premium

7.3.1 Second Shift Premium

A work shift starting at 3:00 p.m. shall be considered a second shift (3:00 pm – 11:30 pm). An Employee working on the second shift shall receive a second shift premium of fifty cents (\$.50) per hour. If a second shift Employee works a day shift rather than their normal second shift during a school vacation period during the regular school year or at the direction of the Employer, they nevertheless shall receive their second shift premium for the straight time hours worked during such period. During the summer months, an Employee who works a shift that begins at 11:00 a.m. or after shall receive a second shift premium for any hours worked during that shift after 3:00 p.m.

7.3.2 Third Shift Premium

A work shift starting at 11:00 pm shall be considered third shift (11:00 pm – 7:30 am). An Employee working on the third shift shall receive a third shift premium of seventy-five cents (\$.75) per hour. If a third shift Employee works the second shift, or a day shift, rather than

their normal third shift during a school vacation period during the regular school year or at the direction of the Employer, they nevertheless shall receive their third shift premium for their hours worked during such period.

7.4 Asbestos Removal Premium

A work shift involving asbestos removal assigned to Employees with an Asbestos Removal license will result in a premium of \$3.00 for each hour worked in this assignment.

7.5 Licensure Premium

An Employee in the Maintenance or Landscaper/Painter classifications whose licensure and/or accreditation meet the requirements from the Authority Having Jurisdiction (AHJ), which could be the State of Illinois and/or City of Bloomington, for legal and complete performance of work without supervision pursuant to an applicable trade (e.g., plumbing, mechanical, electrical, HVAC) shall be entitled to the premium as outlined below for each licensure and/or accreditation held up to the cap. It shall be the responsibility of the Employee to procure, maintain, and provide proof to the Employer of acquisition and maintenance of appropriate licensure and/or accreditation.

Nothing in this section regarding wage shall immunize an Employee against doing work assigned for which they are qualified and hold the proper licensure and/or accreditation, nor shall it be construed to prohibit the employer from assigning a person to help with work or immunize an employee against doing work assigned.

Employees holding one professional license or accreditation from those listed below will receive a \$1.50 per hour premium. Employees holding two or more professional licenses or accreditations from those listed below will receive a \$3.00 per hour premium. Certificates do not qualify and licenses for this purpose shall not include driver's license, CDL, or other similar licensure. Legacy Maintenance II employees shall not be eligible for the premium.

- Trade license preferences in accordance with City of Bloomington Section M-130.2
- Current State of Illinois Plumber's License
- Current City of Bloomington, Limited, Premise Only, Electrical License.
- Current City of Bloomington, Limited, Premise Only, HVAC License w/Refrigerant handling license (EPA 608 or equivalent).
- Successful completion of a Carpenter Apprenticeship Program
- Current Illinois Department of Professional Regulation Locksmith License
- Asbestos Worker/Supervisor Licensure
- Illinois Department of Agriculture Pesticide License
- Associates Degree in Applied Science-Industrial Technology: Construction, Design and Fabrication, Electronics, Facilities Management, Renewable Energy (or equivalent)
- Other professional licenses, upon District approval, issued by Authority Having Jurisdiction

The parties agree to revisit the list of qualifying licenses and/or accreditations at least annually as part of Labor/Management meetings.

7.6 Substitute Head Custodian/Night Leader/Warehouse Clerk/Material Handler

When a Head Custodian/Night Leader/Warehouse Clerk/Material Handler is absent and the Superintendent or designee assigns an Employee to serve as a substitute Head Custodian/Night Leader/Warehouse Clerk/Material Handler, such Employee shall receive fifty cents (\$.50) per hour in addition to their regular and overtime pay. The additional fifty cents (\$.50) per hour starts at the time the Employee begins the assignment until the end of the normal Head Custodian/Night Leader/Warehouse Clerk/Material Handler shift. Normally, a substitute Head Custodian/Night Leader/Warehouse Clerk/Material Handler will not be assigned for less than eight (8) hours per normal scheduled workday. In no case shall the pay of the substitute Head Custodian/Night Leader/Warehouse Clerk/Material Handler exceed the pay of the regular Head Custodian/Night Leader/Warehouse Clerk/Material Handler.

7.7 Overtime

Time and one-half (1 1/2) the Employee's regular hourly rate shall be paid for all hours worked in excess of eight (8) hours per normal workday or on an Employee's sixth consecutive day worked in a normal workweek. However, a change in an Employee's work schedule pursuant to Section 5.2.1 will not result in daily overtime liability for the Employer.

7.7.1 If an Employee is required to work on a Holiday granted under Section 6.1 of this Agreement, such Employee shall be paid at the rate of time and one-half (1 1/2) for all hours so worked, except for work performed on Christmas Day and New Year's Day (December 25 and January 1), when such Employee shall be paid at double time. Such compensation for work performed on a Holiday shall be in addition to the Holiday pay granted under Section 6.1. If an Employee's work shift commences on the day prior to a Holiday, this paragraph shall not apply to such hours worked on the Holiday. If the Holiday (except Christmas and New Year's) falls on a Saturday or Sunday and is observed by the Employer on a Friday or a Monday, the observed Holiday under 6.1 receives the bonus rate. The Saturday and Sunday work would be paid at one and one-half (1 1/2) times the regular rate (overtime rate 7.4).

7.7.2 Payment of overtime or premium rates shall not be duplicated for the same hours worked, but the higher of the applicable rates shall apply.

7.7.3 Hours compensated for at overtime or premium rates shall not be counted further for any purpose in determining overtime liability under the same or any other provision of this Agreement or under applicable law.

7.7.4 Overtime shall be distributed as equally as practicable among the Employees in the same classification qualified to perform the particular overtime work required. When assigning weekend and holiday activity overtime at BHS and BJHS, every effort should be made to grant the overtime to those volunteering who have worked the least amount of overtime that year. In the event two Employees have volunteered and are tied for working the least amount, the overtime assignment should be granted to that Employee with the higher seniority among the two. Volunteers expecting to be considered for the overtime

must submit their request within 48 hours. Should the Union or an Employee challenge successfully the Employer's distribution of overtime, the remedy shall be to equalize the overtime imbalance.

7.7.5 Posting of Weekend and Holiday Activity Overtime in School Buildings

- a. Notice of weekend and holiday activity overtime in school buildings shall be posted as soon as possible, within reason, and will give all qualified custodial Employees in the building the opportunity to sign up. This notice will remain posted in the school building for 48 hours, at which time overtime assignments shall be made. If there are insufficient volunteers after the 48-hour posting in the school building, notice of the posting will be sent to all custodial Employees in the District.
- b. If there are insufficient volunteers after the 48-hour posting in the school building, the assignment may be made from among those custodial Employees who volunteered from outside the building.
- c. In the event that additional qualified custodial Employees are needed for overtime and there are insufficient volunteers, Employees may be assigned to work overtime, based on seniority, with the least senior Employee in the school building being assigned the first time the need arises, the next least senior Employee being assigned the following time, and so on.
- d. Job classifications for weekend and holiday overtime in school buildings include:
Custodian, Night Leader, Head Custodian, Material Handler, and Warehouse Clerk.

7.6.6 Each Employee shall work overtime as assigned by the Employer unless they have good and sufficient reason for not working such overtime.

7.8 Call Backs

An Employee called back to work after completing their scheduled work shift and leaving the building shall receive at least two (2) hours pay at the applicable hourly rate. The foregoing shall not apply to hours worked immediately preceding or following the Employee's scheduled workday.

7.9 Paydays

Employees will be paid 24 paychecks per year on a semi-monthly basis on the 13th and 28th of each month. If these pay dates fall on a holiday or weekend, pay day will be moved to the last workday, Monday through Friday, prior. Pay periods will run from the 1st of the month to the 15th of the month (paid the 28th of that month) and from the 16th to the last day of the month (paid the 13th of the following month). When pay periods are adjusted for non-attendance days; regular time compensation will be paid as normal. A fiscal year pay day calendar will be made available on the school website no later than July 1st each year.

7.10 Voluntary Attendance at a Workshop or Meeting

An Employee who voluntarily agrees to attend a workshop or meeting approved by the

Employer shall receive compensation at their regular hourly wage rate for the actual time spent at the meeting, not to exceed eight (8) hours per day.

7.10.1 Travel time which may be authorized by the Employer on a non-workday immediately prior to or immediately following a workshop or meeting being held on a normal workday shall receive compensation at straight time or time off at straight time, not to exceed eight (8) hours for any such non-workday.

7.10.2 It is agreed and understood that under the provisions of this Section overtime shall not be paid for any hours in excess of eight (8) hours per day or forty (40) hours per normal workweek so long as said hours are volunteered by the Employee for use in attending a workshop or meeting authorized by this Section.

7.11 On-Call Stipend

In order for the Employer to maintain security of District buildings, Employees may be requested to accept being on-call during a weekend. Employees who voluntarily accept such on-call assignments will be paid fifty dollars (\$50) to be on-call for a 24-hour period or one-hundred dollars (\$100) to be on-call from Saturday at 3:00 p.m. through Monday at 7:00 a.m. Additionally, on-call Employees who respond to a call and report to a District building shall receive at least two (2) hours pay at the applicable hourly rate.

ARTICLE 8: SENIORITY, VACANCIES, LAYOFFS, AND TRANSFERS

8.1 Seniority

The Employer and the bargaining unit shall define "Seniority" as the period of continuous employment since last hired. A seniority list will be provided to the Union. An Employee claiming an error in the calculation of their seniority must file a grievance within ten (10) days of the receipt by the Union posting of such notice.

8.2 Vacancies and New Positions

The Employer shall post all vacancies or new positions covered by this Agreement in each school or work location for no less than five (5) working days, except in cases of emergency or immediate need for coverage, before permanently filling such position. Employees interested in filling a posted vacancy or new position shall apply in writing. An applicant who applies for a posted vacancy or new position shall be given an opportunity for an interview.

8.2.1 In selecting the successful applicant, the Employer will consider the following factors:

- a. Dependability;
- b. Aptitude;
- c. Job performance;
- d. Qualification, licensure, and certification; and

e. Physical fitness.

If among the qualified applicants, these factors are relatively equal, the position will be awarded to the applicant with the highest seniority.

8.2.2 If no written applications are received for the vacancy or new position, or if no Employee applying has the qualifications listed in paragraph 8.2.1, then an Employee who has not made application may be asked to apply for the vacancy or new position, an Employee may be assigned to the vacancy or new position, or a person may be employed to fill the vacancy or new position. The Employer may fill a vacancy with a temporary transfer pending selection of a permanent Employee.

8.2.3 An Employee promoted to a higher rated position shall be on probation for the first three (3) months in such position. Their performance in the higher rated position will be evaluated during such probationary period to determine whether they shall continue in the higher rated position. If such Employee's performance is not satisfactory, they shall be returned to their former position or an equivalent position without loss of seniority.

8.2.4 In order for an Employee to be considered for promotion to head custodian or night leader position, they must first have successfully completed 3 years of continuous employment as a Custodian, within the District.

8.3 Job Changes

An Employee assigned to a lower-rated classification by the Employer because such Employee's former position was eliminated by the Employer shall continue to receive the hourly rate of such former position until the Employer assigns such Employee to a job classification rated at an hourly rate the same or higher than the hourly rate of the Employee's former position. If the Employee refused to accept the higher rated job classification assigned to them by the Employer, such Employee shall receive the hourly rate for the lower classification to which they were assigned. An Employee assigned to a lower rated classification by the Employer because the Employee's former position was eliminated by the Employer who continues to receive the hourly rate of such former position shall receive no further increase in such hourly rate until the hourly rate for the classification in which they are actually working exceeds the hourly rate of their former position. However, such Employee shall continue to receive all other applicable fringe benefits. Except as described above, a transfer shall not cross job classifications.

8.4 Layoff

In the event of layoff, the Employee with the lowest seniority shall be laid off first, providing the remaining Employees are qualified to perform the available work.

8.4.1 Employees shall be recalled from layoff in the reverse order of layoff, provided the Employee to be recalled is qualified to perform the available work.

8.4.2 An Employee's right to be recalled shall terminate (a) after they have been laid off for a period equal to their length of service with the Employer at the time of layoff or one (1) year, whichever is less, or (b) if they fail to return to work within two (2) weeks after written notice of recall is sent by certified mail, return receipt requested, to the Employee's last known address on file with the Employer.

8.5 Request for Transfer

Any Employee interested in transferring to a different position enumerated in Section 1.1 of this Agreement or in transferring to a different work location or work shift may file a written request for such transfer with the Employer. Any such request shall be valid for six (6) months of the date thereof, at which time a new request may be filed. Such request shall be given consideration by the Employer when a permanent vacancy of the type specified on the request develops.

ARTICLE 9: LIMITATION OF AGREEMENT

9.1 Conformity to Law

No provision or clause of this Agreement may supersede State or Federal law. In the event that any provision of this Agreement or application of any such provision is or shall at any time be held by a court of final and competent jurisdiction to be contrary to law, such provisions, or such provision to the extent of such illegal application, as the case may be, shall be deemed to have been deleted from this Agreement and all other provisions or applications of this Agreement shall continue in effect.

9.2 Complete Agreement

The terms and conditions set forth in this Agreement represent the full and complete understanding and commitment between the parties hereto and conclude collective bargaining for the term hereof except as specifically provided in this Agreement. The terms and conditions of this Agreement may be modified by alteration, change, addition to, or deletion during the term hereof only through the voluntary mutual consent of the parties in a written amendment executed in accordance with the provisions of this Agreement.

ARTICLE 10: TERMINATION AND NEGOTIATION PROCEDURES

10.1 Contract Period

Following ratification by the Union and approval by the Employer, this Agreement shall become effective July 1, 2023, except as otherwise provided herein, and shall remain in effect through June 30, 2028.

10.2 Modification

This Agreement shall remain in effect from year to year after June 30, 2028, or June 30th of any

succeeding year, unless either party notifies the other in writing by certified mail that it desires to terminate this Agreement at least one hundred and twenty (120) days prior to June 30, 2028 or June 30th of any succeeding year.

10.2.1 Negotiations between the Employer and the Union shall begin as soon as practicable following notification of one party to the other as specified in paragraph 10.2. Meetings shall be held as necessary at times and places agreed to by both parties.

10.2.2 The Agreement reached through negotiations specified in Section 10.2 must be ratified by the Union members covered by this Agreement and approved by the Employer prior to the effective date of changes agreed upon during negotiations.

IN WITNESS WHEREOF, the parties hereto have duly executed this Agreement on _____, 2023.

**BLOOMINGTON EDUCATIONAL
SUPPORT PERSONNEL, IEA-NEA**

**BOARD OF EDUCATION
BLOOMINGTON PUBLIC SCHOOLS, DISTRICT 87**

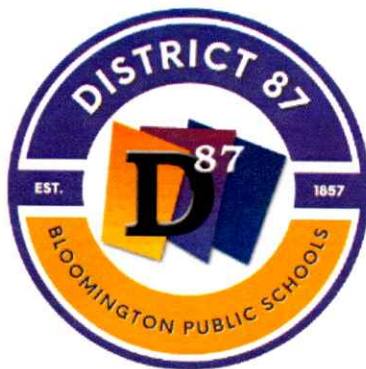
APPENDIX A

Hourly Pay Rates Effective July 1 of Each Year

JOB CLASSIFICATION	2023-24	2024-25	2025-26	2026-27	2027-28
Custodian 1	\$19.00	\$19.62	\$20.21	\$20.81	\$21.44
Custodian 2	\$20.00	\$21.00	\$22.00	\$23.00	\$24.00
Custodian 3	\$22.43	\$23.16	\$23.85	\$24.57	\$25.31
Custodian 4	\$25.86	\$26.70	\$27.50	\$28.32	\$29.17
Warehouse Clerk	\$29.44	\$30.39	\$31.31	\$32.25	\$33.21
Material Handler	\$27.94	\$28.85	\$29.71	\$30.60	\$31.52
Landscaper/Painter	\$29.44	\$30.39	\$31.31	\$32.25	\$33.21
Head Custodian	\$29.44	\$30.39	\$31.31	\$32.25	\$33.21
Night Leader	\$28.94	\$29.88	\$30.77	\$31.70	\$32.65
Maintenance	\$32.00	\$33.04	\$34.03	\$35.05	\$36.10
Legacy Maintenance II	\$35.83	\$37.00	\$38.11	\$39.25	\$40.43

Added to Hourly Rate Upon Completion of Education Units

NUMBER OF UNITS	2023-24	2024-25	2025-26	2026-27	2027-28
Ten (10)	\$ 0.30	\$ 0.30	\$ 0.30	\$ 0.30	\$ 0.30
Twenty (20)	\$ 0.60	\$ 0.60	\$ 0.60	\$ 0.60	\$ 0.60
Thirty (30)	\$ 0.90	\$ 0.90	\$ 0.90	\$ 0.90	\$ 0.90
Forty (40)	\$ 1.20	\$ 1.20	\$ 1.20	\$ 1.20	\$ 1.20
Fifty (50)	\$ 1.50	\$ 1.50	\$ 1.50	\$ 1.50	\$ 1.50



DISTRICT 87

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Superintendent of Schools
DR. SHERRILYN THOMAS
Asst. Superintendent of Human Resources
DR. NICOLE RUMMEL
Asst. Superintendent of Teaching & Learning
MR. MICHAEL CORNALE
Chief Financial & Facilities Officer

February 19, 2025

PJ Rexroat, BESP President
Bloomington Education Support Personnel

Re: LETTER of UNDERSTANDING – BESP Bargaining Unit Member Extracurricular Duties

This is to confirm the following understanding between the Bloomington Public Schools (the Employer) and the Bloomington Education Support Personnel (the Association) regarding bargaining unit member extracurricular duties.

Bargaining unit members who have been hired to cover a Bloomington Education Association Schedule B coaching or sponsorship position within District 87 shall leave their assigned shift without loss of pay to carry out coaching or sponsorship duties upon approval by the supervisor, building principal or athletic director.

While such approval will be based on the Employer's operational needs, including the availability of substitute personnel to fill the BESP member's position during their absence, the Employer shall make every reasonable effort to approve such leave to make it possible for the bargaining unit member to fulfill their extracurricular duties.

It is understood that, while the absence does not need to be reported as Professional Leave in the absence management system, the bargaining unit member shall provide prior notice of their absence to the supervisor, building principal or athletic director in charge of approving such absences and the supervisor will help facilitate clocking bargaining unit members out to ensure there is no loss of compensation. It is the bargaining unit member's responsibility to complete duties associated with their position despite the absence as agreed upon with the building principal or direct supervisor.

This letter of understanding is intended to foster a supportive atmosphere for BESP bargaining unit members to engage in coaching or sponsorship responsibilities within District 87 while maintaining their necessary job functions and work responsibilities within our schools. We believe this arrangement will benefit both the BESP



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MR. MICHAEL CORNALE
Chief Financial & Facilities Officer

bargaining unit members and the school district.

If this correctly sets forth your understanding of this matter, please sign the original of this letter and return it to the Assistant Superintendent of Human Resources. A signed copy will be returned to you upon approval of the Board of Education.

BLOOMINGTON PUBLIC SCHOOLS, SCHOOL DISTRICT 87

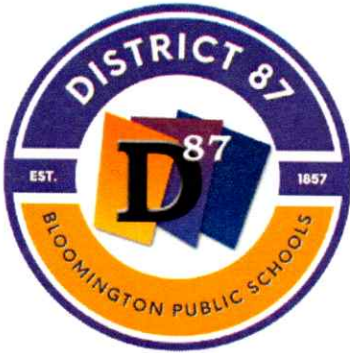
By: [Signature]
President, Board of Education

Date: 3/19/2025

By: [Signature]
President, Bloomington Education Support Personnel

Date: 3/12/25

c: Dr. David Mouser
Mr. Ben Matthews, IEA



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MR. MICHAEL CORNALE
Chief Financial & Facilities Officer

February 19, 2025

PJ Rexroat, BESP President

Bloomington Education Support Personnel (C&M)

Re: LETTER of UNDERSTANDING – BESP Custodial & Maintenance Education Units

This is to confirm the following understanding between Bloomington Public Schools (the Employer) and Bloomington Education Support Personnel (the Association) regarding Section 7.2 Education Units of the 2023-2028 BESP Custodial Maintenance Contract.

7.2 Education Units states the following:

Completion of education units as defined and approved by the Employer will result in an increase in the regular hourly rate of the Employee as set forth in Appendix A.

Any existing bargaining unit member at the effective date of this agreement shall have until May 1, 2025 to submit any previous coursework for consideration and approval by the Employer. After May 1, 2025 no coursework taken without prior approval from the Employer will be considered.

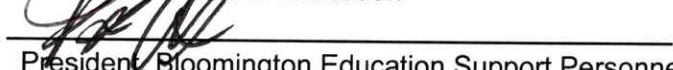
After May 1, 2025 for coursework to be considered for Education Units, bargaining unit members must complete the *Application for Approval for Education Course Unit Courses* provided in the Facilities Management Handbook and submit it to their direct supervisor for pre-approval/consideration.

Any bargaining unit members hired after the effective date of this agreement shall be informed of the opportunity to submit any qualifying coursework and credentials for consideration at the time of their hiring, and then will be subject to the pre-approval process for any additional coursework after their hiring.

If this correctly sets forth your understanding of this matter, please sign the original of this letter and return it to the Assistant Superintendent of Human Resources. A signed copy will be returned to you upon approval of the Board of Education.

BLOOMINGTON PUBLIC SCHOOLS, SCHOOL DISTRICT 87

By: 
President, Board of Education

By: 
President, Bloomington Education Support Personnel

Date: 3/19/2025
Date: 3/12/25

c: Dr. David Mouser
Mr. Ben Matthews, IEA



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MR. MICHAEL CORNALE
Chief Financial & Facilities Officer

March 19, 2025

Patrick Rexroat, President, BESP

Re: LETTER of UNDERSTANDING – New Employee Probationary Period (C&M)

This is to confirm the following understanding between Bloomington Public Schools (the Employer) and the Bloomington Education Support Personnel (the Association) regarding Section 7.1.2 of the 2023-2028 BESP Custodial Maintenance Contract.

Item 7.1.2 currently states the following:

A new Employee shall be on probation for the first six (6) months of employment. Such Employee's work progress, dependability, and aptitude will be evaluated at the end of such probationary period to determine whether the Employer desires the Employee as a regular Employee. An employee discharged during their probationary period shall not have recourse through the grievance procedure.

It is hereby understood that for new employee onboarding and subsequent training, Item 7.1.2 language shall be revised to state the following:

A new Employee shall be on probation for the first six (6) months of employment. Such Employee's work progress, dependability, and aptitude will be evaluated at the end of such probationary period to determine whether the Employer desires the Employee as a regular Employee. An employee discharged during their probationary period shall not have recourse through the grievance procedure.

During the first three months of the six-month probationary period, employees will work the day shift (7:00 am – 3:30 pm) for the purpose of new employee onboarding and training.

This further means that, upon the new employee hire, the second shift employee who would be next in line based on seniority to move from second shift to the day shift shall not move until the new hire has completed the three-month training period. Upon the completion of the new hire's three-month training period, the new hire will immediately move to second shift (3:00 pm – 11:30 pm), and the second shift employee eligible to move to day shift will immediately move to day shift.



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If this correctly sets forth your understanding of this matter, please sign the original of this letter and return it to the Assistant Superintendent of Human Resources. A signed copy will be returned to you upon approval of the Board of Education.

BLOOMINGTON PUBLIC SCHOOLS, SCHOOL DISTRICT 87

By: _____
President, Board of Education

Date: _____

By: _____
President, Bloomington Education Support Personnel

Date: _____

c: Dr. David Mouser, Superintendent
Mr. Ben Matthews, IEA