

**Berwyn South School District 100 and
South Berwyn Custodians' Association**

**Memorandum of Agreement
Article 10 Hours - Contract Provisions**

The Board of Education ("District" or "Board") of Berwyn South School District 100 and the South Berwyn Custodians' Association ("Association") agree to add the below provisions, specifically, Articles 10.4, 10.5, 10.6 and 10.7 to Article 10 - Hours of the 2023-2027 collective bargaining agreement ("CBA"). Both parties agree the aforementioned articles were in fact tentative agreements during the 2023 Interest-based bargaining sessions but were inadvertently omitted from the fully executed CBA. As such, the below provisions are subject to the grievance/arbitration provisions of the CBA.

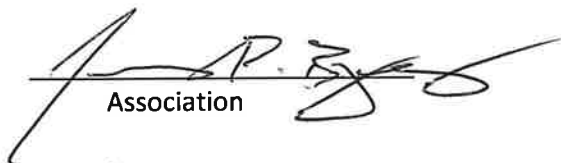
PROVISIONS TO BE ADDED:

- 10.4 Call List:** The Director of Buildings and Grounds will create a call list for building emergency situations and distribute to the Superintendent, Association President and the Berwyn Police Department on an annual basis by August 1. The Head Custodian of the building with an emergency issue shall be the first employee to be called. If the Head Custodian is not available, the next employee on the call list shall be the Assistant Head Custodian of that building. If the Assistant Head Custodian is not available, the next employee on the call list shall be the assigned maintenance employee of that building. At District Office, the Assistant Head Custodian shall be the first employee to be called. If the Assistant Head Custodian is not available, the next employee on the call list shall be a maintenance employee based on availability.
- 10.5 Events for Overtime:** If an event requires overtime at a school building, and requires two employees, the Head Custodian from that school shall get first opportunity for one of the overtime positions unless he/she is unable to perform the overtime at which time the Assistant Head Custodian shall be offered the first overtime opportunity, and the second opening would be offered to all custodians on a districtwide rotating list created by the Director of Buildings and Grounds. At District Office, the first opportunity will go to the Assistant Head Custodian and the second opening would be offered to all custodians on a rotating list districtwide. The list will consist of all bargaining unit members in order of seniority in the district.
- 10.6 Snow removal and Plowing duties:** Snow removal, including on weekends is the responsibility of the Head Custodian of the building. If the Head Custodian is not available, the responsibility shall go to the Assistant Head Custodian of that building. If the Assistant Head Custodian is not available, the responsibility shall go to the custodian of that building where applicable. If none of the employees are available, the Director of Buildings and Grounds will assign a member from the rotating list from 10.5. At District Office, the

Assistant Head Custodian shall be the first employee to be called. If the Assistant Head Custodian is not available, the rotating call list in 10.5 will be used. During workdays the Director of Buildings and Grounds may assign this work to any bargaining unit member.

Snowplowing is the responsibility of the maintenance employee assigned to each building, and in cases in which a maintenance employee is unable to fulfill this duty, a back-up list of employees who have been trained for this particular duty will be created by the Director of Building and Grounds. Maintenance employees on this list will be called first followed by other trained employees by seniority.

10.7 Training: The District will provide quality training for its employees regarding proper and safe operations of building equipment used on the job. In addition, the District will provide onboarding training for new employees including, but not limited to the use of Human Resource platform of the District, currently the Frontline platform.



Association

9/21/23
Date



Board of Education

9/20/23
Date