

**CLASSIFIED/SUPPORT STAFF
COLLECTIVE BARGAINING AGREEMENT**

Effective July 1, 2017 – June 30, 2018

As reported by the spokesperson for the St. Charles Educational Support Staff Association (SCESSA) and the Board/Administration Team, each individual item below was agreed to. As such, these items are jointly submitted to the Board of Education for approval at the regularly scheduled March 9, 2017 Board of Education Meeting.

Board/Administration Team

Jeff Marion, Superintendent
*Jason Sefrit, Assistant Superintendent
Josh Kean, Board of Education
Steve Smith, Assistant Director L&C
Corey Hahn, AD/Assistant Principal
Russ Leary, Facilities Director

SCESSA Team

*Mary King
Carol Stadler
Russell Blevins
Tom Gormley
Tim Wyman
Sandi Swift
Matthew Pocilujko

Lisa Blaha, observer (MNEA)

Peggy Cochran, Facilitator

*Team Chairperson

How can we ensure all employees are afforded time to be able to check school emails during their regular work hours?

-Building administration will utilize/adhere to the following plan at the beginning of each school year:

- *Communicate clear directives for time allowed
 - Work with paras & teachers to make sure that time is available to check email during work time
- *Should not rely solely on email to communicate very important items
- *Ensure access to a computer for every Para/Support Staff Member by the following:
 - Make sure building has a web browser computer for checking email that's easily accessible and everyone knows where it is (could be in the library)
 - *Technology Director will work & communicate with building techs & principals on securing a computer & a designated spot for each building.
 - *Location of computer will be reported (by principal) to SCESSA President and Assistant Supt of HR
 - Heighten awareness of possible computers/chrome books that can be used throughout the building.
- *Offer email training, including basic steps typed out on how to use email

How do we ensure District policies, procedures, and chain of command are honored, through the different avenues of communication (BCC/Classified/SCTEA Group Discussion)?

-A district committee will be formed to review the BCC/Classified Group Discussion processes and consider recommendations that include:

- *Re-train staff
- *Re-visit form
- *Talk to all staff about what it is and how it works for both processes
- *Examine what goes to climate committee
- *Make building rep a gate keeper (determined by the BCC in each school)
- *Classified Discussion Group must go to principal first -gatekeeper can reinforce
- *Lunch (principal and building rep) -touching base
- *One training for all (staff and admin) on a yearly basis
- *Anonymous only at climate committee level, not when it goes to gatekeeper
- *No verbal -must be written
- *Review the process / redefine process

A committee (Admin/SCEA/SCESSA/SCTEA) will develop the plan and have ready by August 1, 2017.

How can we improve maternity/paternity leave?

-Maternity/paternity leave will increase up to:

*7 weeks of unpaid leave (unless you have accrued sick leave), plus an additional conversion week (3 personal days, including up to 2 sick days converted to personal) can be used for regular birth

*9 weeks of unpaid leave (unless you have accrued sick leave), plus a conversion week (3 personal days, including up to 2 sick days converted to personal) can be used for c-section birth

How do we ensure that Board policy accurately reflects the Interests-Based Bargaining process?

-Admin/SCEA/SCESSA/SCTEA will review and make recommendations no later than November 2017 for revisions to Board Policy GDQDA that references dates and processes that are no longer standard practice that need to be updated.

How can we ensure that in an emergency an employee can call in for a personal day without the 5 day notification required?

-Administration will clarify and educate staff members on professional language. 5 days can be waived in emergencies.

How can we ensure smooth implementation of new time clock procedures for hourly employees?

- Committee Research led by the Assistant Supt of Business/Technology & SCESSA Rep
- Pilot the program in certain departments with a group this spring (2017)
- Training/Communication

How can we ensure that Nurses/OT are represented by the association most familiar with issues related to exempt employees, etc?

- The district Nurses and OT will now be represented by the SCEA (Certified Group).
- Board policies will need to be changed and state Board of Mediation paperwork will need to be completed & submitted. A committee of SCEA/ SCESSA /Administration representatives will work together to ensure a smooth transition.

2017-2018 Classified Salary Schedule

Step	A		B		C		D		E		F		G		H		I		J	
	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount
1	9.92	12.41	12.96	14.16	15.25	18.39	18.66	22.08	26.73	40.82										
2	10.23	12.77	13.35	14.58	15.71	18.92	19.23	22.74	27.52	42.03										
3	10.62	13.28	13.86	15.16	16.33	19.67	19.97	23.63	28.59	43.67										
4	11.00	13.77	14.39	15.72	16.93	20.40	20.71	24.51	29.66	45.31										
5	11.41	14.28	14.90	16.29	17.54	21.15	21.47	25.40	30.74	46.94										
6	11.80	14.76	15.43	16.85	18.16	21.87	22.22	26.29	31.81	48.57										
7	12.22	15.26	15.93	17.43	18.77	22.61	22.96	27.17	32.88	50.20										
8	12.61	15.75	16.47	17.98	19.37	23.35	23.69	28.06	33.95	51.83										
9	12.99	16.26	16.97	18.56	19.99	24.08	24.45	28.93	35.01	53.48										
10	13.31	16.62	17.38	19.00	20.45	24.64	25.01	29.58	35.82	54.69										
11	13.69	17.12	17.88	19.54	21.05	25.37	25.75	30.47	36.88	56.32										
12	14.08	17.62	18.41	20.12	21.65	26.10	26.50	31.35	37.96	56.32										
13	14.49	18.12	18.91	20.67	22.27	26.84	27.24	32.24	39.03	0.00										
14	14.88	18.61	19.45	21.25	22.89	27.56	28.00	33.12	40.10	0.00										
15	15.39	19.24	20.09	21.96	23.64	28.48	28.92	34.23	41.43	0.00										
16	15.77	19.72	20.61	22.52	24.26	29.23	29.68	35.11	42.50	0.00										
17	16.17	20.23	21.13	23.09	24.87	29.96	30.42	36.00	43.57	0.00										
18	16.48	20.60	21.52	23.51	25.33	30.51	30.98	36.66	44.37	0.00										
19	16.77	20.97	21.90	23.94	25.79	31.06	31.54	37.32	45.17	0.00										
20	17.07	21.34	22.29	24.36	26.24	31.61	32.09	37.98	45.98	0.00										
Crossing Guard																				
Office Clerk	Custodian Play/Lunch	Health Clerk - 183 Library Clerk - 183 Cafeteria Receptionist - 246 Paraprofessional - 182	General Maint 183 Secretary 201 Secretary 246 Secretary	Tech 206 Registrar Sec to Principal PAT	Skilled Maint HVAC/Comm Electrical Bookkeepers Asst. Bookpr Bus. Office Emp Benefits Payroll Accts. Rec Accts Pay Asst. Youth Program Coor.	Exec. Secretary Fed Programs Spec	Tech 254 Dist Webmaster Cota Student Info System Coordinator	Nurse Dist Network Admin Communications Coordinator EMT Primary Instr.	OT PT											
Camp Assistant start on step 4				Tech 206 start on step 6		Marketing/Media	Technical Writer Youth Program Fac.													

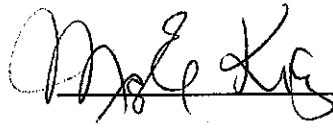
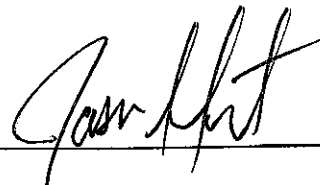
No Step with 3% increase

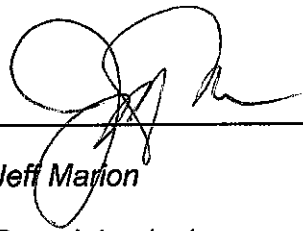

HONORING PREVIOUS AGREEMENTS:

The District agrees to honor previous agreements to the extent supported by state and federal law and St. Charles School District Board policy.

The above represents the agreements reached by the Board, Administration and majority association of teachers in the City of St. Charles School District.

The following signatures reflect that the Board of Education has voted to approve and the SCESSA has ratified this Closure Agreement.

	Date <u>3/10/17</u>		Date <u>3-14-17</u>
Mary King		Jason Sefrit	
SCESSA President/Team Chairperson		Assistant Supt of HR/Team Chairperson	

	Date <u>3-14-17</u>		Date <u>3-16-17</u>
Jeff Marion		Dale Hallemeier	
Superintendent		Board/Administration Chairperson	