

Classified/Support Staff

Collective Bargaining/Master Agreement

Effective July 1, 2022 through June 30, 2024

As reported by the spokesperson for the St. Charles Education Support Staff Association (SCESSA) and the Board Administration Team, each individual item below and the Master Agreement was agreed to. As such, these items are jointly submitted to the Board of Education for approval at the regularly scheduled March 10, 2022 Board of Education meeting.

SCESSA Team Members

Mary King**

Paula Paschall

Tom Gormley

Matt Pocilujko

Jill Meyer

Kathy Alsdorf

Sandi Swift

***Lisa Blaha

SCSD/Board Team

* Rodney Lewis

Jason Sefrit

Kate Kimsey

Kevin Richmiller

Tyson Plumlee

Marita Malone, BOE

Josh Schaffer

Kathy Beerman

Peggy Cochran – Facilitator

*Team Chairperson

**SCESSA President

***MNEA Uniserv Director

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ARTICLE I: Advanced Education

1. It was agreed that classified employees would be charged tuition for Adult Education courses at the following rates:
 - Courses for which the instructor is paid hourly = no charge/free to classified employees
 - If the class meets minimum enrollment requirements and the inclusion of support staff employee does not cause the enrollment to exceed the maximum enrollment
 - Classified staff receives a 100% discount on tuition for all classes, except for recreation and fitness (50% discount)
 - Retired classified staff will continue to receive a 10% discount for all classes regardless of how the instructor is paid
 - Exclusions: EMT courses and on-line courses offered through Adult Ed are excluded from this policy. Classified staff must pay full price for such courses.
 - Classified employees are responsible for all non-tuition costs associated with courses (books or other materials, etc.).
 - The Adult Education program will publish a list of courses available to classified staff tuition free.

ARTICLE II: Association Business

1. The district will adhere to the agreement that was in place with SCESSA and employee upon joining and authorizing payroll deductions. In such cases, the Superintendent will obtain documentation from the SCESSA Treasurer showing that the employee received clear written notice that payroll deductions could not be terminated in the course of the school year, and will authorize continuation of the deductions through the end of the school year. (2015-2016)

ARTICLE III: Benefits

1. The District will continue to provide medical and dental insurance for employees consistent with past practice.

ARTICLE IV: Breaks and Lunches

1. Include in employee handbook, "maintenance and custodial staff will receive two fifteen minute (AM and PM) breaks and one duty free thirty minute lunch as mutually agreed upon by the custodian/maintenance staff and his/her supervisor." The intent is to provide uninterrupted lunches and designated breaks whenever possible. (2013-2014)

ARTICLE V: Climate Committee

1. 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 (upon request)
- Anonymous only at climate committee level, not when it goes to gatekeeper
- No verbal-must be written
- Review the process I redefine process

ARTICLE VI: Communication

1. 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. (2017-2018)

ARTICLE VII: Compensation

1. The Support Staff negotiation committee recommends the formation of a committee to review the structure of the support staff salary schedule and the grade placement of employee groups as it relates to job responsibilities during the 2008-2009 year. The district reassured the team that there were no plans to eliminate district positions in lieu of contracted service providers. Any staffing reductions are a result of overall budget reductions and not an attempt to "outsource" jobs. (2010-2011)
2. Human Resources office would review the use of "lead custodian" stipends throughout the district in an effort to ensure equity (especially at the elementary level). It was also agreed that a job description for "lead custodian" will be developed. (2010-2011)
3. A committee (HR/SPED/SCESSA) will research extra stipend for night-time differential stipend for custodians/maintenance. (2018-2019)
4. For the 2022-2023 school year all steps on the Classified Staff Salary Schedule will receive a 3.5% increase (no steps will be given) and the first step on each range will remain.
5. An average increase of 3% in dollars will be allocated to the Classified Staff Salary Schedule for 2023-24, and distribution will be agreed on between the administration and SCESSA salary committee during the 2022-23 school year.
6. Extra Allowance Contract will increase by 3.5% in 2022-2023 and 3% increase in 2023-2024

ARTICLE VIII: Compensation Time

1. It was agreed that compensatory (comp) time would be eliminated for all classified employees. All employees working more than forty hours per week will be paid overtime (time and a half)

Note: Compensatory time only pertains to hours worked over forty hours in a week. Work schedules/times may be adjusted on a temporary basis within a forty-hour work week with approval from an immediate supervisor. Adjusting work schedules within a forty-hour week is considered flex-time.

ARTICLE IX: Contract Days

1. Work calendar for building techs increased by three days (from 183 days to 186 days). The additional days would be added at the beginning of the work calendar. One work day would be moved from within the work calendar to the end of the calendar to provide time for end of the year duties. (2010-2011) Increased to 254 days for all techs in 2015-2016.
2. Principals and/or supervisors may recommend to the Assistant Superintendent of Human Resources that 201 day secretaries be approved to work on days when school is cancelled. If approved, the employee's work calendar will not be adjusted – they will still be expected to work all other designated work days. (2011-2012)

ARTICLE X: DURATION

1. DURATION OF AGREEMENT – 2022-2024 – SALARY AND LANGUAGE AGREEMENT

ARTICLE XI: Early Separation Agreement

1. The team has agreed to offer a one-year Early Separation Incentive Plan (ESIP) for support staff who choose to terminate employment with the district at the end of the 2009-2010 academic year. The ESIP will give eligible employees an option of receiving a cash payment or receiving district paid medical and dental insurance for up to three years. The full plan is attached. (2009-2010)

ARTICLE XII: Health Clerks

1. The two remaining Health Clerks in the district will be treated as all other positions. When a vacancy occurs, the Human Resources department will evaluate district needs and determine whether the position will be filled. Health Clerks will not automatically be eliminated through attrition from this point forward. (2012-2013)
2. Existing health clerks will be assigned in a manner that best meets the needs of all district nurses/schools for the 2011-2012 school year. The Assistant Superintendent of Human Resources will assign health clerks after reviewing recommendations from the lead nurse. (2011-2012)

ARTICLE XIII: Holidays

1. One paid holiday would be added to the work calendar for all support staff employees working less than 12 months
2. Employees whose assignment is based on a 12 month calendar will be paid for 7 holidays. Employees whose assignment is based on less than a 12 month calendar will be paid for 1 holiday. Holidays will be identified by the District Calendar Committee and approved by the Board of Education.

ARTICLE XIV: Honoring Previous Agreements

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

ARTICLE XV: Inclement Weather

1. When schools are closed, 12-month employees will report to work as indicated by their school calendar. They will also be required to work whenever "make-up snow days" are scheduled. If "make-up snow days" are scheduled on dates that appear as "other vacation days" on an employee's calendar, the employee may take a day off for each "make-up snow day" worked; however, this requires mutual consent of employee and immediate supervisor. Employees shall be allowed to use personal days, vacation days or up to three AFD days (sick days) as a result of inclement weather.
 2. All full-time, 12-month employees (*see exceptions below) shall be given one (1) to (2) hour(s) to report to work on day(s) when classes have been canceled due to inclement weather and road conditions make it difficult for the employee to travel. The superintendent of Schools will determine if on (1) or two (2) hours is appropriate. However, any work time missed must be accounted for by:
 - 1) Making the time up (within same work week)
 - 2) Requesting personal or vacation leave at supervisor's discretion
 - 3) Docking employee's pay for missed time
 - Emergency leave with pay may be considered by the Superintendent when inclement weather prevents any such employee from reporting to work.
 - Flex time of up to two hours may be used. The employee shall notify his/her supervisor of using flex time.
 - Second shift employees shall be allowed at least twelve (12) hours between shifts in the event that employees are requested or required to work early on days when classes have been canceled due to inclement weather. Exceptions can be made in emergency situations only.
- *The Director of Facilities will determine if it is appropriate for maintenance/custodial staff to be given (1) to (2) hours to report to work on inclement weather days. The Director of Facilities may also require maintenance and/or custodial staff to report to work early to perform snow/ice removal or other emergency services related to inclement weather. (2009-2010)
3. Support staff employees will be expected to work each day scheduled on their job classification calendar with the following exceptions:
 - When schools are closed, 11 and 10-month employees will not report for work. These days will be made up whenever "make-up snow days" are scheduled for teachers and students.
 4. It was agreed that classified staff allowed to arrive one to two hours late on inclement weather days will be allowed to make up the one or two hours anytime within the pay period (as opposed to within the same week). (2010-2011)
 5. Clarification for 12-month employees (246 day, 254 day, and 206 day building techs) regarding inclement weather school closings.
 - Cancellation on a scheduled work day (according to job calendar) and the day will be made up on a day that is also a scheduled work day on their job calendar, they would report to work unless directed otherwise and will receive straight time. This is the traditional "snow day" scenario.
 - Cancellation on a scheduled work day (according to job calendar) and the day will be made up on a "paid holiday": Employees asked to work on the canceled day to remove snow, etc. will receive a full day's pay plus time and half for actual hours worked on that day. Straight time will be paid on the make-up day (originally scheduled "paid holiday").

- If snow occurs on a “paid holiday”, but it is not a “make-up day”, employees will be paid their full day’s pay as scheduled, plus time and half for actual hours worked on that day. (2015-2016)
6. The district will utilize the school messenger phone alert system to notify all maintenance and custodial staff on school cancellation days or other emergencies in a timely manner. The district will take efforts to update the school messenger database to make sure all phone numbers are accurate. Maintenance and custodial staff should notify the district of phone number changes as necessary.
- The district will provide communication that clearly explains policies and procedures for maintenance and custodial staff related to working on inclement weather days, including those designated as a paid holiday.—Information related to this topic will be posted in mailrooms, etc.
- Email should not be used as the sole form of communication related to school closings and/or other emergencies.
- As the winter season approaches (no later than November), the district will send out information to custodial and maintenance staff and building administrators that reminds them of the policies and procedures addressed in this section (snow days on paid holidays, etc.)

ARTICLE XVI: Job Classification

1. A committee would be formed to review and make recommendations related to the following items:
 - Support Staff Job Classifications (including job titles, pay grades, etc.)
 - Support Staff Salary Schedule Structure

It will be the responsibility of the Assistant Superintendent for Human Resources to ensure that a committee is formed and develops recommendations by December 2023. Recommendations will be presented to the 2024-2025 Support Staff Negotiations Team for consideration. The Compensation Study completed by CBIZ on behalf of the district will serve as one source of data for the committee’s work. (2009-2010)

ARTICLE XVII: Job Duties

1. A committee facilitated by the Assistant Superintendent for Human Resources and the Director of Facilities will examine custodial needs in the district, including, but not limited to the following:
 1. On-going standardized training for employees (current and new employees)
 2. Cleaning standards district-wide and within individual buildings (leveled cleaning schedules, etc.)
 3. Training for substitute custodians

The committee will include custodians and principals from various buildings as identified by the Human Resources department. The committee will develop standards and recommendations to be presented to the Superintendent no later than December of 2012. Once approved by the Superintendent, it will be the responsibility of the Director of Facilities and Building Principals to implement recommendations. (2012-2013)
2. Facilities Director will re-verify checklist for each building/area with building custodian and provide template for consistency
 - I. Start with clean restrooms
 - II. Empty trash
 - III. Clinic

IV. Drinking fountains

V. Other duties that may be accomplished with reduced staff

Facilities Director to provide direction to principals to communicate to building staff when leveled cleaning occurs. Leveled cleaning information will be distributed to custodians and building principals/assistant principals at the beginning of each year by Facilities Director
Facilities Director to ensure ongoing and timely training (2014-2015)

3. Written documentation from the authorizing administrator will be provided for substantive (not clerical or other simple corrections) changes to a student's record (i.e. residency waivers, grade changes, school assignments, etc.).
4. Preferably the documentation will be in electronic form and uploaded to the student Information System. (2016-2017)

ARTICLE XVIII: Leaves Bereavement

1. Bereavement leave may be taken in the event of the death of family members or friends. Employees may use three (3) days of paid bereavement leave and two (2) additional days of AFD Leave annually for bereavement. Employees who have used their 3 bereavement days and 2 additional days of AFD Leave allowed annually may request permission to use additional days of AFD Leave by submitting a written request to the Assistant Superintendent for Human Resources. Documentation, such as a funeral notice, will be required for such requests to be considered. (2009-10)
2. 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 (2017-18)
 - * 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 (2017-2018)
3. Requesting personal day-Administration will clarify and educate staff members on professional language. The 5 days advanced notice can be waived in emergencies. (2017-2018)

ARTICLE XIX: Master Agreement

1. The Assistant Superintendent of Human Resources and the MNEA Uniserv Director will work together to create a searchable and topical data base of past agreements. (2013-2014)
2. It was determined that this already exists on the District website. It's searchable with the Control/F function. (2018-2019)

ARTICLE XX: Mileage

1. The business office will meet with the technology department to answer questions. The standard mileage grid will be utilized. If employee has reason to use alternate route, a note should be provided seeking supervisor approval for the variation. When possible the route will be confirmed electronically by the employee (on-line map routing). (2013-2014)
Attachment: Mileage Grid **BUILDING TO BUILDING GRID - ADD**

ARTICLE XXI: Negotiations

1. Allow release time without loss of pay for at least one negotiations session (2014-2015)
2. Allowance to participate will be made for night shift personnel if necessary (2014-2015)

3. 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. (2017-2018)

ARTICLE XXII: Overtime

1. **Hours Worked:** For purposes of this policy, hours worked means all hours during which the individual is required to be on duty – generally from the required starting time to normal quitting time – and all hours an employee is permitted to work – including paid holidays (if eligible). Meal periods and break periods of 20 minutes or longer do not count as hours worked unless the individual performs work during the meal period.
2. **Paid Holiday Eligibility:** Those employees whose assignments are based on a 12 month calendar and include paid holidays and who work or take pre-approved vacation leave the scheduled work day before and the scheduled work day after each paid holiday.
3. **Paid Holiday Compensation:** Eligible employees who work or take pre-approved vacation leave the scheduled work day before and the scheduled work day after a paid holiday will be credited with the paid holiday hours toward the employees 40 hour work week (Sunday, 12:01 a.m. through Saturday, 12:00 midnight)
4. In the event the total hours worked plus eligible paid holiday hours exceeds 40 hours per week (Sunday, 12:01 a.m. through Saturday, 12:00 midnight) then the hours in excess of 40 hours will be considered overtime (2008-2009)
5. It was agreed that compensatory (comp) time would be eliminated for all classified employees. All employees working more than forty hours per week will be paid overtime (time and a half). Note: Compensatory time only pertains to hours worked over forty hours in a week. Work schedules/times may be adjusted on a temporary basis within a forty hour work week with approval from an immediate supervisor. Adjusting work schedules within a forty hour week is considered flex-time. (2010-2011)
6. If no custodians assigned to a building where overtime is needed are available or willing to work, the overtime assignment will be offered to other building custodians. This process will be facilitated by the Director of Facilities or his/her designee. (2011-2012)
7. Pay overtime worked based on time paid, not time actually worked, during weeks when pre-approved leave is used; item will be brought back to negotiations for review next year. (2014-2015)
8. Pay time & a half for time worked on non-contracted days (and week), regardless of hours worked

ARTICLE XXIII: Professional Development

1. The process for employees to use in providing feedback (survey – request for specific kinds of training) will be reaffirmed in order to get input in a systematic manner. (2013-2014)

ARTICLE XXIV: Representation

1. In all staff-administrator conferences dealing with documented performance concerns associated with the staff member's evaluation, or other areas of documented concern, transfer, suspension, or dismissal, the staff member will be allowed up to 3 working days to obtain appropriate representation (building representative, colleague, etc.). If needed or if time sensitive, administrators may make arrangements for work coverage for a building

representative to be at the meeting. Exceptions to this practice will be made at the discretion of the Superintendent or designee. (2015-2016)

ARTICLE XXV: Safety

1. The district will consider training selected staff at Lewis and Clark in basic first aid/CPR
2. The Health Occupations instructors at Lewis and Clark will be informed that it is an expectation of their job that they respond to student or staff emergencies as needed.
3. Staff can always contact 911 for emergencies. (2016-2017)

ARTICLE XXVI: Salary Committee

1. During the duration of this agreement a Salary Committee will be established and charged to do the following, but not limited to:
 - Educate employees on existing policy
 - Review steps
 - Examine other categories of employees to see if job description and salary should change
 - Review the policy
 - Examine structure of the salary schedule
 - Examine positions on the salary schedule

ARTICLE XXVII: Sick Leave Pay-out

1. Effective beginning with the 2022-23 school year, classified employees who have full-time equivalent years of service (combined part-time and full-time FTE, this service does not have to be continuous) in the St. Charles School District, as outlined below, will be paid for any unused AFD leave (up to 1,440 hours) for written notification of intent to retire/resign/ or leave employment as a result of non-renewal or RIF (reduction in force) with proper notice at the following rates:

	Notification 90 Days	Notification 60 Days	Notification 30 Days
1-9 FTE equivalent years of service	\$6/hour	\$5/hour	\$4/hour

10-19 FTE equivalent years of service	\$7/hour	\$6/hour	\$5/hour
20 or more FTE equivalent years of service	\$8/hour	\$7/hour	\$6/hour

Payments will be made within 60 days of the employee's separation from the district. If notice is not possible, the Board may make an exception to this policy.

In case of the death of an employee to whom pay for unused leave is owed pursuant to Board policy, the unused leave will be paid to an individual designated by the employee. The designation will be assumed to be the same one made by the employee during the annual benefits open enrollment process, unless the employee otherwise notifies HR of an alternate designation. If no designation is made, unused leave will not be compensated.

ARTICLE XXVIII: Substitutes (Custodian)

1. Current custodians will be offered overtime to cover for absent custodians when possible (opposite shift, etc.). Custodians in the building where the absence occurs will have priority. If no custodian in that building accepts the overtime, it will then be offered to other district custodians, the courier, and then maintenance staff. The Director of Facilities will create a list of staff who would like to be considered for such overtime and then prioritize by seniority in the district.
2. The district will review custodial sub pay rates and if not competitive, consider an increase for the 2016-2017 school year.
3. The district/SCessa will develop an incremental custodial sub pay rate that increases based on the number of hours worked during a school year in order to provide an incentive for subs to accept positions when offered. This incremental sub rate will remain in effect in subsequent years only if it is deemed to have improved the ability to obtain custodial subs.
4. Custodial Sub Rate \$12.00

ARTICLE XXIX: Transfers

- A. Policy GDBA (Support Staff Salary Schedules) will be revised to ensure fair and equitable treatment of staff regarding placement on the Classified Wage Schedule, a summary of suggested revisions include:
 1. Employees hired from outside the school district will be placed on the appropriate step of the salary schedule for the position based on similar experience, not to exceed step 7; commensurate with experience.
 2. Voluntary Reassignment:

- a) Any employee reassigned to a higher paying job category in a comparable classification with similar job skill requirements will be placed on the same step in the new category. If an employee is voluntarily reassigned to a higher paying job category with unrelated job skills, the employee will be placed on a step, not to exceed step 7; commensurate with experience.
- b) Any employee voluntarily reassigned to a lower paying job category in a comparable classification with similar job skill requirements, will be placed on the same step in the new category. If an employee is voluntarily reassigned to a lower paying job category with unrelated job skills, the employee will be placed on a step not to exceed step 7; commensurate with experience.
- 3. Involuntary Reassignment:
 - a) Any employee involuntarily reassigned to a higher paying job category, will be placed on the same step in the new category.
 - b) Any employee involuntarily reassigned to a lower paying job category will be placed on the appropriate step of the new position with the salary comparable to the employee's current position.
- 4. Employees will be placed on the board approved wage schedule. NO supervisor may classify, hire, or set a starting wage without prior approval of the Assistant Superintendent of Human Resources or the Superintendent of Schools.
- 5. Extenuating Circumstances:

The Assistant Superintendent of Human Resources of the Superintendent of Schools has the authority to alter or waive all or certain sections of the policy and its procedures to accommodate extenuating circumstances. However, in such cases, the President of the majority association must be notified. (2011-2012)

ARTICLE XXX: Vacation

- 1. Will allow up to 10 vacation days per year be carried over with a deadline of October 1st for using carry-over days. (2011-2012)
- 2. Maintenance will use a Google calendar to record scheduled vacation days (District to handle) (2014-2015)
- 3. Leave may be requested and approved/denied up to 12 months in advance (2014-2015)

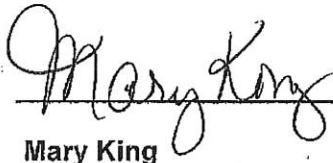
The above represents the tentative agreements reached by the Board, Administration and SCESSA in the City of St. Charles School District.



Rodney Lewis, Administrative Chairperson

3.7.21

Date



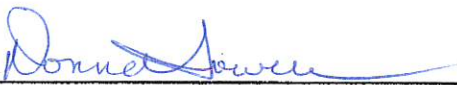
Mary King

SCESSA President/ Team Chairperson

3/7/21

Date

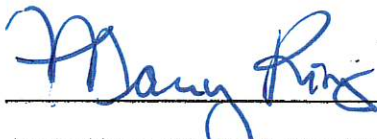
The following signatures reflect that the Board of Education has voted to approve and the SCESSA has ratified this Closure agreement.



Donna Towers, Board President

3/10/22

Date



Mary King, SCESSA President

3-10-22

Date

SCSD Building-to-Building Mileage Grid (mileage reimbursed at .48 per mile)

Mileage from Map Quest-Shortest Distance

Updated June 30, 2020

In-District - Acct 6343																	Out-of	
	←																→	Office Depot
Benton	Benton	ECC	Blackhurst	Coverdell	Harris	Lincoln	Monroe	Null	HMS	JIS	SCHS	SCW	L&C	Success	Juvenile Justice	Trans/Maint	Lowe's Depot	
400 N. 6th St.	X	1.6	0.9	1.6	4.8	0.6	3.8	2.4	1.0	3.7	0.5	3.5	3.3	0.4	2.1	4.4	2.7	5.1
ECC																		
1323 Boone's Lick Rd.	1.6	X	2.1	3.1	4.5	0.9	3.7	2.6	2.5	3.5	2.0	3.5	2.8	2.0	1.7	3.8	2.5	4.9
Blackhurst																		
2000 Elm St.	0.9	2.1	X	1.4	4.6	1.2	2.9	1.6	0.8	3.3	0.7	2.7	2.9	0.6	2.8	4.2	2.5	4.9
Coverdell																		
2475 W. Randolph St.	1.6	3.1	1.4	X	5.4	2.2	3.3	1.9	1.5	3.9	1.4	3.2	3.3	1.5	3.6	5.0	3.3	5.7
Harris																		
2800 Old Moberge Rd.	4.8	4.5	4.6	5.4	X	5.0	3.2	3.8	5.0	3.0	4.9	3.2	2.6	3.2	2.6	1.2	2.6	5.0
Lincoln																		
625 N. 6th St.	0.6	0.9	1.2	2.2	5.0	X	3.6	2.6	1.6	3.4	1.1	3.4	3.0	1.0	1.6	4.4	2.4	4.8
Monroe																		
2670 Zumbuhl Rd.	3.8	3.7	2.9	3.3	3.2	3.6	X	2.0	3.6	0.4	3.9	0.4	0.5	3.7	4.4	2.3	1.0	3.3
Null																		
435 Yale Blvd.	2.4	2.6	1.6	1.9	3.8	2.6	2.0	X	2.0	2.2	2.3	1.6	1.7	2.2	4.2	3.4	1.8	4.1
Hardin																		
1950 Elm St.	1.0	2.5	0.8	1.5	5.0	1.6	3.6	2.0	X	3.4	0.6	2.8	3.2	0.6	2.8	4.3	2.6	5.3
Jefferson																		
2660 Zumbuhl Rd.	3.7	3.5	3.3	3.9	3.0	3.4	0.4	2.2	3.4	X	3.6	0.4	0.8	3.6	4.7	2.7	1.4	3.4
St. Charles High																		
725 Kingshighway	0.5	2.0	0.7	1.4	4.9	1.1	3.9	2.3	0.6	3.6	X	3.4	3.4	0.2	2.7	4.5	2.8	5.4
St. Charles West																		
3601 Dene Rd.	3.5	3.5	2.7	3.2	3.2	3.4	0.4	1.6	2.8	0.4	3.4	X	0.6	3.3	4.5	2.5	1.2	3.2
Lewis & Clark																		
2400 Zumbuhl Rd.	3.3	2.8	2.9	3.3	2.6	3.0	0.5	1.7	3.2	0.8	3.4	0.6	X	3.2	3.9	1.9	0.6	2.9
Success Campus																		
1600 Waverly St.	0.4	2.0	0.6	1.5	3.2	1.0	3.7	2.2	0.6	3.6	0.2	3.3	3.2	X	2.6	4.3	2.6	5.0
JJ Center																		
1700 S. River Rd.	2.1	1.7	2.8	3.6	2.6	1.6	4.4	4.2	2.8	4.7	2.7	4.5	3.9	2.6	X	5.1	3.2	5.3
Trans/Maint.																		
3800 W. Clay	4.4	3.8	4.2	5.0	1.2	4.4	2.3	3.4	4.3	2.7	4.5	2.5	1.9	4.3	5.1	X	2.0	0.9
Lowe's																		
2900 W. Clay	2.7	2.5	2.5	3.3	2.6	2.4	1.0	1.8	2.6	1.4	2.8	1.2	0.6	2.6	3.2	2.0	X	2.6
Office Depot																		
4045 Veterans Mem.	5.1	4.9	4.9	5.7	5.0	4.8	3.0	4.1	5.3	3.4	5.4	3.2	2.9	5.0	5.3	0.9	2.6	X

2022-23 Classified Schedule

Step	B	C	D	E	F	G	H	I
	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount
1	13.58	14.18	15.49	16.69	20.12	20.43	24.17	29.25
2	13.97	14.61	15.96	17.20	20.70	21.05	24.89	30.12
3	14.54	15.17	16.59	17.87	21.53	21.86	25.86	31.29
4	15.08	15.75	17.21	18.53	22.32	22.67	26.83	32.47
5	15.62	16.31	17.83	19.20	23.15	23.50	27.81	33.64
6	16.16	16.88	18.44	19.88	23.93	24.32	28.77	34.83
7	16.70	17.43	19.08	20.54	24.75	25.14	29.74	35.98
8	17.24	18.02	19.69	21.20	25.55	25.93	30.71	37.16
9	17.80	18.58	20.33	21.88	26.36	26.77	31.67	38.33
10	18.18	19.02	20.79	22.39	26.97	27.38	32.37	39.21
11	18.74	19.57	21.29	23.05	27.79	28.17	33.35	40.37
12	19.29	20.14	22.02	23.76	28.57	29.01	34.32	41.56
13	19.84	20.69	22.63	24.37	29.38	29.81	35.29	42.71
14	20.38	21.29	23.26	25.06	30.16	30.65	36.26	43.89
15	21.06	21.99	24.00	25.88	31.17	31.66	37.47	45.34
16	21.59	22.56	24.65	26.55	31.99	32.49	38.43	46.51
17	22.14	23.13	25.27	27.23	32.79	33.30	39.40	47.69
18	22.55	23.57	25.74	27.74	33.39	33.91	40.13	48.56
19	22.97	23.97	26.22	28.22	33.82	34.52	40.85	49.45
20	23.35	24.39	26.67	28.71	34.60	35.13	41.58	50.33
	Camp Assistant Start on Step 4	Teacher Assistant Start on Step 6	Secret/State Keeper Step 1	Tech 1 & Data Analyst Start on Step 6	Asst Youth Prog Coord	Marketing/Media	Technical Writer Youth Prog Facilitator	ENT Primary Insvr.
	Courier Custodian Office Clerk Play/Lunch	Cafeteria Health Clerk - HS Receptionist - 246	HS Secretary 204 Secretary General Maint Paraprofessional - HS2	PAT Registrar Sec in Principal Tech 1 Data Analyst Warehouse Mgr	Electrical HVAC Techn Skilled Maint Accounts Payable Accts Receivable Bookkeepers Business Office Employee Benefits Payroll	Exec. Secretary Dist Parent Liaison/ Interpreter	Business Coordinator Fed Prog Coordinator HR Coordinator SIS Coordinator Tech 2	Dist Network Admin

- For the 2022-2023 school year all steps on the Classified Staff Salary Schedule will receive a 3.5% increase (no steps will be given) and the first step on each range will remain.
- An average increase of 3% in dollars will be allocated to the Classified Staff Salary Schedule for 2023-24, and distribution will be agreed on between the administration and SCESSA salary committee during the 2022-23 school year.
- Extra Allowance Contract will increase by 3.5% in 2022-2023 and 3% increase in 2023-2024

Lead Custodian- extra allowance 3.5% increase

Para Intensive care differential - \$ 0.25

Custodian night differential - \$ 0.15

Para subbing for a teacher is \$25 for half day \$50 for full day

Health Clerk subbing for a nurse is \$25 for a half day and \$50 for full day