

1 **St. Charles Education Support Staff Association**

2
3 **Collective Bargaining Agreement**

4
5 **Effective July 1, 2024 through June 30, 2026**

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7 As reported by the spokesperson for the St. Charles Education Support Staff
8 Association (SCESSA) and the Board Administration Team, each individual item
9 below and the Master Agreement was agreed to. As such, these items are jointly
10 submitted to the Board of Education for approval at the regularly scheduled
11 March 14, 2024 Board of Education meeting.
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14 **SCESSA Team Members**

SCSD/Board Team

15 Kathy Alsdorf**

Rodney Lewis*

16 Jill Meyer**

Jason Sefrit

17 Tom Gormley

Jeremy Shields

18 Mary King

Earl Draper

19 Kathy Kostos

Julie McClard

20 Peggy Kaiser

Scott Bennett

21 Brenda Richarz

Chris Hallam

22 Lisa Blaha***

Ann Westbrook

23 Amanda Denson

24 Steve Smith

25 Kathy Beerman

26 Peggy Cochran – Facilitator

Heidi Sikma-BOE

27
28 *Team Chairperson

29 **SCESSA Co-President

30 ***MNEA UniServ Director

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ARTICLE I: Advanced Education

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1. It was agreed that classified employees would be charged tuition for Adult Education courses at the following rates:

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- Courses for which the instructor is paid hourly = no charge/free to classified employees

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- o If the class meets minimum enrollment requirements and the inclusion of support staff employee does not cause the enrollment to exceed the maximum enrollment

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- Classified staff receives a 100% discount on tuition for all classes, except for recreation and fitness (50% discount)

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- Retired classified staff will continue to receive a 10% discount for all classes regardless of how the instructor is paid

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- 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.

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- Classified employees are responsible for all non-tuition costs associated with courses (books or other materials, etc.).

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- The Adult Education program will publish a list of courses available to classified staff tuition free.

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ARTICLE II: Association Business

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1. The district will adhere to the agreement that was in place with SCESSA and employees 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)

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ARTICLE III: Benefits

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1. For the 2009-2010 school year, the District will continue to provide medical and dental insurance for employees consistent with past practice.

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ARTICLE IV: Breaks and Lunches

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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)

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ARTICLE V: Climate Committee

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

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- Re-train staff

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- Re-visit form

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- Talk to all staff about what it is and how it works for both processes

124

- Examine what goes to climate committee

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- Make building rep a gatekeeper(determined by the BCC in each school)

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- Classified Discussion Group must go to principal first-gatekeeper can reinforce

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- Lunch (principal and building rep) – touching base

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- One training for all (staff and admin) on a yearly basis (upon request)

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- 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: Clocking IN/OUT

1. A seven (7) minute window before and after scheduled worked hours will be designated as the start and end time for a day. Timeclock will adjust to scheduled clock-in, clock-out time
2. Staff will be notified of these changes by administration.

ARTICLE VII: 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 VIII: Committees

1. Each district committee will have a SCESSA appointed representative invited to attend.

ARTICLE IX: 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. The 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 24-25 school year
 - Agreed to 1 step
 - Move Health Clerk and Courier from column C to D
 - Move 3 Directors Secretaries to column E

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- Index 3% and add .60 to column C and E
- RBT (Registered Behavior Technician), intensive personal care paraprofessional, and paraprofessional working in specialized special education classrooms receive .25 per hour differential
- Para-RBT (Registered Behavior Technician) who also work in the specialized education classrooms receive .50 per hour differential
- The maximum paraprofessional differential received will be .50 per hour
- Employees on step 19-D hourly rate will increase to \$26.71
- Employees on step 20-D will increase to \$27.51
- Employee on step 20-F hourly rate will increase to \$35.25

5. For the 2025-2026 school year:
 - All eligible classified staff will receive a step and any additional money may be added to the salary schedule to continue indexing if the step does not exceed 2.5%

ARTICLE X: 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 XI: 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 canceled. 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 XII: Duration

1. Duration of Agreement – 2024-2026
2. 2-year salary, 2024-2026
3. 2-year language, 2024-2026
 - a. Open up salary and language after one year in 2025 if SCESSA and district administration cannot find a resolution to an issue discussed at the monthly Central Office administration and SCESSA leadership meeting with up to 2 issues using the IBB process.
 - b. A notice of intent to open negotiations must be provided to both parties by December 1, 2024.

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ARTICLE XIII: 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 XIV: 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 XV: Holidays

1. Employees whose assignment is based on a 12-month calendar will be paid for 8 holidays. Employees whose assignment is based on less than a 12 month calendar will be paid for 3 holidays (Labor Day, Martin Luther King Day and Presidents Day)

ARTICLE XVI: 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 XVII: 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 one (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

265 been canceled due to inclement weather. Exceptions can be made in emergency situations
266 only.

267 *The Director of Facilities will determine if it is appropriate for maintenance/custodial staff to be
268 given (1) to (2) hours to report to work on inclement weather days. The Director of Facilities may
269 also require maintenance and/or custodial staff to report to work early to perform snow/ice
270 removal or other emergency services related to inclement weather. (2009-2010)

271 3. Support staff employees will be expected to work each day scheduled on their job classification
272 calendar with the following exceptions:

273 ➤ When schools are closed, 11 and 10-month employees will not report for work.
274 These days will be made up whenever “make-up snow days” are scheduled for
275 teachers and students.

276 4. It was agreed that classified staff allowed to arrive one to two hours late on inclement weather days
277 will be allowed to make up the one or two hours anytime within the pay period (as opposed to
278 within the same week). (2010-2011)

279 5. Clarification for 12-month employees (246 day, 254 day, and 206 day building techs) regarding
280 inclement weather school closings.

281 ● Cancellation on a scheduled work day (according to job calendar) and the day will
282 be made up on a day that is also a scheduled work day on their job calendar, they
283 would report to work unless directed otherwise and will receive straight time. This
284 is the traditional “snow day” scenario.

285 ● Cancellation on a scheduled work day (according to job calendar) and the day will
286 be made up on a “paid holiday”: Employees asked to work on the canceled day to
287 remove snow, etc. will receive a full day’s pay plus time and half for actual hours
288 worked on that day. Straight time will be paid on the make-up day (originally
289 scheduled “paid holiday”).

290 ● If snow occurs on a “paid holiday”, but it is not a “make-up day”, employees will be
291 paid their full day’s pay as scheduled, plus time and half for actual hours worked on
292 that day. (2015-2016)

293 6. The district will utilize the school messenger phone alert system to notify all maintenance and
294 custodial staff on school cancellation days or other emergencies in a timely manner.
295 The district will take efforts to update the school messenger database to make sure all phone
296 numbers are accurate. Maintenance and custodial staff should notify the district of phone number
297 changes as necessary.

298 ● The district will provide communication that clearly explains policies and procedures for
299 maintenance and custodial staff related to working on inclement weather days, including
300 those designated as a paid holiday.–Information related to this topic will be posted in
301 mailrooms, etc.

302 Email should not be used as the sole form of communication related to school closings and/or other
303 emergencies.

304 ● As the winter season approaches (no later than November), the district will send out
305 information to custodial and maintenance staff and building administrators that reminds
306 them of the policies and procedures addressed in this section (snow days on paid holidays,
307 etc.)

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ARTICLE XVIII: 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 XIX: 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)

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ARTICLE XX: 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 advance notice can be waived in emergencies. (2017-2018)

ARTICLE XXI: Mandated Video Training

1. Classified staff will be given time during the workday to complete their mandatory training videos with the support of the designated administrator.

ARTICLE XXII: Master Agreement

1. The Assistant Superintendent of Human Resources and the MNEA Uniserv Director will work together to create a searchable and topical database 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 XXIII: Mileage

1. The business office will meet with the technology department to answer questions. The standard mileage grid will be utilized. If an employee has reason to use an 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
2. Mileage will be reimbursed at the current IRS rate.

ARTICLE XXIV: 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)

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ARTICLE XXV: Overtime

1. Hours Worked: 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 10 month and 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 on time worked, which includes holidays and pre-approved vacation.
8. Review overtime paid quarterly.
9. Central Office Administration will communicate the approval process for overtime.
10. Emergency call-ins will be paid time & a half for time worked on non-contracted hours, regardless of hours worked.

ARTICLE XXVI: 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)

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ARTICLE XXVII: Paraprofessionals

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1. A paraprofessional time worked will be calculated as 7.5 hours per day for FMLA purposes.
2. Specialized Special Education Classrooms are defined as:
Any district-wide self-contained special education classroom designed specifically for students with intensive care needs (autism and/or multiple disabilities) or intensive social emotional needs (emotional disturbance and/or autism). Specific classrooms will be identified annually by the Assistant Superintendent of Special Services.
3. Registered Behavior Technician defined as:
A paraprofessional certification in behavior analysis certified by the BACB (Behavior Analyst Certification Board).

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ARTICLE XXVIII: Parents as Teachers (PAT)

1. District cell phones will be provided to Parent Educators, if requested by the employee.

ARTICLE XXIX: 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 XXX: 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 XXXI: 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

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ARTICLE XXXII: Sick Leave Pay-out

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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:

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	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

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

492 Once a classified employee reaches over 150 days at their hours per day in their AFD, they can "cash" in
 493 days over the 150 days at their hours per day annually at the max amount for their years of service (see
 494 chart above). Employees must submit a written request to HR by December 1 for the AFD payout. Payment
 495 will be received within 60 calendar days.

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

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Article XXXIII: Snow Days

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1. All classified employees, 10 and 12 months, will be paid for traditional snow days that do not require to be made up. Twelve-month employees will have the option to work from home or in the building with supervisor approval. Custodian and Maintenance employees will be paid time and a half, 1.5 times their hourly rate, on snow days and AMI days for time worked.

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ARTICLE XXXIV: Substitutes

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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, increase sub pay for custodians and paras to \$15 per hour.
5. Paras and Health Clerk subbing for certified staff will receive \$30 for up to a half day and over a half day they will be paid \$60.
6. Secretaries covering for another secretary, designated by the Administrator, performing duties beyond their normal duties, will receive \$30 for up to a half day and over a half day will be paid \$60. If not otherwise compensated.
7. Secretaries who cover for certified staff (no more than 1 hour per day) will receive a \$30 stipend. No other compensation will be issued for additional staff to cover the secretary while they are subbing for certified staff. With administrator approval, overtime will be approved if the secretary needs to stay to complete daily duties.
8. SCSD PEERS/PSRS retired classified employees, who have worked for the City of St. Charles School District for a minimum of 10 years, will receive \$18 per hour when subbing in a classified position. SCSD and SCESSA will monitor the effectiveness of this hourly rate during monthly meetings.

544 **ARTICLE XXXV: Transfers**

- 545 A. Policy GDBA (Support Staff Salary Schedules) will be revised to ensure fair and equitable treatment
546 of staff regarding placement on the Classified Wage Schedule, a summary of suggested revisions
547 include:
- 548 1. Employees hired from outside the school district will be placed on the appropriate step of
549 the salary schedule for the position based on similar experience, not to exceed step 7;
550 commensurate with experience.
 - 551 2. Voluntary Reassignment:
552 a) Any employee reassigned to a higher paying job category in a comparable classification
553 with similar job skill requirements will be placed on the same step in the new category.
554 If an employee is voluntarily reassigned to a higher paying job category with unrelated
555 job skills, the employee will be placed on a step, not to exceed step 7; commensurate
556 with experience.
557 b) Any employee voluntarily reassigned to a lower paying job category in a comparable
558 classification with similar job skill requirements, will be placed on the same step in the
559 new category. If an employee is voluntarily reassigned to a lower paying job category
560 with unrelated job skills, the employee will be placed on a step not to exceed step 7;
561 commensurate with experience.
 - 562 3. Involuntary Reassignment:
563 a) Any employee involuntarily reassigned to a higher paying job category, will be placed
564 on the same step in the new category.
565 b) Any employee involuntarily reassigned to a lower paying job category will be placed on
566 the appropriate step of the new position with the salary comparable to the employee’s
567 current position.
 - 568 4. Employees will be placed on the board approved wage schedule. NO supervisor may
569 classify, hire, or set a starting wage without prior approval of the Assistant Superintendent
570 of Human Resources or the Superintendent of Schools.
 - 571 5. Extenuating Circumstances:
572 The Assistant Superintendent of Human Resources of the Superintendent of Schools has
573 the authority to alter or waive all or certain sections of the policy and its procedures to
574 accommodate extenuating circumstances. However, in such cases, the President of the
575 majority association must be notified. (2011-2012)
576

577 **ARTICLE XXXVI: Vacation**

- 578 1. Will allow up to 10 vacation days per year to be carried over with a deadline of October 1st for using
579 carry-over days. (2011-2012)
- 580 2. Maintenance will use a Google calendar to record scheduled vacation days (District to handle)
581 (2014-2015)
- 582 3. Leave may be requested and approved/denied up to 12 months in advance (2014-2015)
583

584 **ATTACHMENTS:**

- 585 1. Mileage Grid
- 586 2. Salary Schedule

The City of St. Charles School District Building-to-Building Mileage Grid
Mileage from Map Quest-Shortest Distance
Updated June 30, 2020

	In-District - Acct 6343															Acct 6343		
	Benton	ECC	Blackhurst	Coverdell	Harris	Lincoln	Monroe	Null	HMS	JIS	SCHS	SCW	L&C	Success	Juvenile Justice	Trans/Maint.	Lowe's	Office Depot
Benton 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 Muegge 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 Zumbahl 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 Zumbahl 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 Droste 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 Zumbahl 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

2024-25 Classified Schedule

	C	D	E	F	G	H	I
Step	Amount	Amount	Amount	Amount	Amount	Amount	Amount
1	15.60	15.64	17.46	20.32	20.63	24.41	29.54
2	16.07	16.12	17.98	20.91	21.26	25.14	30.42
3	16.55	16.76	18.52	21.75	22.08	26.12	31.60
4	17.05	17.38	19.08	22.54	22.90	27.10	32.80
5	17.56	18.01	19.65	23.38	23.74	28.09	34.00
6	18.08	18.62	20.24	24.17	24.56	29.06	35.17
7	18.63	19.27	20.85	25.00	25.39	30.04	36.35
8	19.19	19.89	21.47	25.81	26.19	31.02	37.53
9	19.76	20.53	22.12	26.62	27.04	32.00	38.71
10	20.35	21.00	22.78	27.24	27.65	32.70	39.60
11	20.97	21.60	23.46	28.06	28.45	33.68	40.77
12	21.59	22.24	24.17	28.86	29.30	34.66	41.98
13	22.24	22.86	24.89	29.67	30.11	35.64	43.14
14	22.91	23.49	25.64	30.46	30.96	36.62	44.33
15	23.60	24.28	26.41	31.48	31.98	37.84	45.79
16	24.30	24.90	27.20	32.31	32.81	38.81	46.98
17	25.03	25.52	28.02	33.12	33.63	39.79	48.17
18	25.78	26.00	28.86	33.72	34.25	40.53	49.05
19	26.56	26.71	29.72	34.16	34.87	41.26	49.94
20	27.35	27.51	30.62	35.25	35.48	42.00	50.82
	Crossing Guard Custodian Office Clerk Play/Lunch Receptionist - 246 Teacher Assistant Starts on Step 6	183 Secretary 201 Secretary 246 Secretary Courier Health Clerk General Maint Paraprofessional - 182 Score/Gate Keeper Step 1	PAT Registrar Sec to Principal Tech 1 Warehouse Mgr Director's Secretary Central Enrollment Start on Step 10 Tech 1 Start on Step 6	Electrical HVAC/Comm Skilled Maint Accounts Payable Accts Receivable Employee Benefits Payroll Asst Youth Prg Coord	Exec. Secretary Dist Parent Liaison/ Interpreter CEA Specialist Career Prog Specialist Marketing/Media	Business Coordinator Fed Prog Coordinator HR Coordinator SIS Coordinator Tech 2 Database Administrator Technical Writer Youth Prog Facilitator	Dist Network Admin EMT Primary Instr. Senior Database Administrator

*Lead Custodian- extra allowance 3% increase

*RBT, Para Intensive care, Specialized SPED differential - \$ 0.25

*RBT's in Specialized SPED receive .50

*Maximum Para Differential .50

**Custodian night differential

K-8 = \$ 0.30 / 9-12 = \$ 1.00

*Para subbing for a teacher is \$30 for half day \$60 for full day

*Health Clerk subbing for a nurse is \$30 for a half day and \$60 for full day

*Secretaries performing the duties of another secretary will receive \$30

for a half day and \$60 for a full day if not otherwise compensated

*Secretaries who cover a certified position (no more than 1 hr per day) will receive \$30

*District paid medical, dental and vision

590 **Summary of the 2024-26 Negotiations**

591

592 Paras and Health Clerk subbing for certified staff receive \$30 for up to a half day
593 and over a half day will be paid \$60.

594

595 Secretaries covering for another secretary, designated by the Administrator,
596 performing duties beyond their normal duties, will receive \$30 for up to a half day
597 and over a half day will be paid \$60. If not otherwise compensated.

598

599 Secretaries who cover for certified staff (no more than 1 hour per day) will receive
600 a \$30 stipend. No other compensation will be issued for additional staff to cover
601 the secretary while they are subbing for certified staff. With administrator
602 approval, overtime will be approved if the secretary needs to stay to complete
603 daily duties.

604

605 SCSD PEERS/PSRS retired classified employees, who have worked for the City of St.
606 Charles School District for a minimum of 10 years, will receive \$18 per hour when
607 subbing in a classified position. SCSD and SSCEA will monitor the effectiveness of
608 this hourly rate.

609

610 Mileage will be reimbursed at the current IRS rate.

611

612 Increase sub pay for custodians and paras to \$15 per hour.

613

614 All classified employees, 10 and 12 months, will be paid for traditional snow days
615 that do not require to be made up. Twelve month employees will have the option
616 to work from home or in the building with supervisor approval. Custodian and
617 Maintenance employees will be paid time and a half, 1.5 times their hourly rate,
618 on snow days and AMI days for time worked.

619

620 Each district committee will have a SCESSA appointed representative invited to
621 attend.

622 District cell phones will be provided to Parent Educators, if requested by the
623 employee.

624

625 FMLA

626 **What benefit could be provided to retain or recruit classified employees?**

627 ● Calculate para time worked as 7.5 hours per day for FMLA purposes.

628

629 **How can classified employees be given the time and support to complete
630 training videos?**

631 ● Classified staff will be given time during the work day to complete their
632 mandatory training videos with support of the designated administrator.

633

634 Holiday Pay Story

635 **What benefit could be provided to retain or recruit classified employees?**

636 1. Pay for 2 additional holidays within current work calendars.

637

638

639 Annual Sick Leave Payout

640

641 ● Once a classified employee reaches over 150 days at their hours per day in
642 their AFD, they can "cash" in days over the 150 days at their hours per day
643 annually at the max amount for their years of service (see chart above).
644 Employees must submit a written request to HR by December 1 for the AFD
645 payout. Payment will be received within 60 calendar days.

646

647 **How can we become fiscally responsible with regard to extra hours, overtime,
648 and leave?**

649

650 ● Pay overtime on time worked, which includes holidays and pre-approved
651 vacation.

652 ● Determine clock-in/clock-out procedure-(7 minutes within work hours
653 before or after designated start and end time)

654 ● Communicate approval process for overtime

655

656 **How can we ensure that we are retaining, attracting and compensating quality**
657 **support staff in the SCSD?**

658

- 659 ● Move Health Clerks and Courier from column C to D
- 660 ● Move Director Secretaries from column D to E
- 661 ● Current eligible employees advance a step on the salary schedule for
662 2024-2025 school year
- 663 ● Index Columns C and E to 3%
- 664 ● RBTs, Intensive personal care paraprofessionals and paraprofessionals
665 working in specialized special education classrooms receive .25 per hour
666 differential
- 667 ● Para- RBTs who also work in a specialized special education classroom will
668 receive a .50 per hour differential
- 669 ● The maximum paraprofessional differential received will be .50 per hour

670

671

672

673

674 ****Specialized Special Education Classroom definition:***

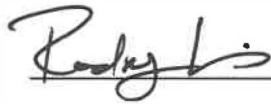
675 ***Any district-wide self-contained special education classroom designed***
676 ***specifically for students with intensive care needs (Autism and/or Multiple***
677 ***Disabilities) or intensive social emotional needs (Emotional Disturbance and/or***
678 ***Autism). Specific classrooms will be identified annually by the Assistant***
679 ***Superintendent of Special Services.***

680 ****Registered Behavior Technician definition:***

681 ***The RBT is a paraprofessional certification in behavior analysis certified by the***
682 ***BACB (Behavior Analyst Certification Board).***

683

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



3-8-24

Rodney Lewis, Administrative Chairperson

Date



3/8/24

Jill Meyer-SCESSA Co-President

Date



3/8/24

Kathy Alsdorf-SCESSA Co-President

Date

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



3/14/24

Donna Towers, Board President

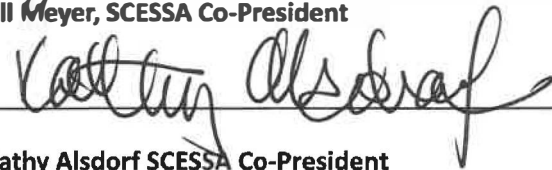
Date



3/14/24

Jill Meyer, SCESSA Co-President

Date



3/19/24

Kathy Alsdorf SCESSA Co-President

Date