JOINT RESOLUTION

SEEA

Special School District
Board of Education

and the

Special Education Employee
Association
(SEEA)

July 1, 2023-June 30, 2026

Language & Salary

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MISSION STATEMENT

The Special School District Board of Education (Board of Education) and the Special Education Employee Association (SEEA) declare their intent to cooperate in their common aims to achieve the mission of the Special School District of St. Louis County:

In collaboration with partner districts, we provide technical education and a wide variety of individualized educational and support services, designed to ensure the student's successful contribution to our community.

ARTICLE 1

INTRODUCTION

The following articles have been agreed upon between the duly designated representatives of the Board of Education of the Special School District of St. Louis County and representatives of the Special Education Employees Association/Missouri SEEA, the designated exclusive bargaining representatives of all Employees in the bargaining unit defined in Section 2.3. The undersigned hereby submit these agreed articles to the Board of Education as a joint resolution and recommend its adoption.

Pursuant to the above, the Board of Education of the Special School District of St. Louis County, this May 23, 2023 has approved by resolution the following salaries, benefits and other terms and conditions of employment for the members of said bargaining unit.

BOARD OF EDUCATION TEAM

Date of Signing

6-30-2023

ASSOCIATION REPRESENTATIVES

Date of Signing

6-30-2023

ARTICLE 2
RECOGNITION

2.1 The Board of Education of the Special School District recognizes the Special Education Employee Association (SEEA) as the exclusive bargaining representative for all Employees in the unit as defined in subsection 2.3 for the duration of this joint resolution.

2.2 Special School District agrees to bargain with representatives of the designated exclusive bargaining unit as defined in Section 2.3 for the purpose of developing a joint resolution on matters pertaining to salaries, benefits and other terms and conditions of employment.

2.3 The bargaining units to which this joint resolution is applicable are as follows: all teacher aides, teacher assistants/paraprofessionals, Registered Behavior Technician (RBT) and Certified Occupational Therapy Assistants (COTAs) and Physical Therapy Assistants (PTAs) who are compensated according to the attached hourly rate schedule(s).

2.4 The term “Employee” when used hereinafter in this joint resolution shall refer to all regularly employed unit Employees as defined in subsection 2.3.

2.5 The term “District” shall refer to the Special School District of St. Louis County.

2.6 The term “Association” shall refer to Special Education Employees Association (SEEA).

2.7 The term “Superintendent” shall refer to the Superintendent of Schools of the Special School District of St. Louis County.

2.8 Unless the context in which they are used clearly requires otherwise, words used in this joint resolution denoting gender shall include both masculine and feminine; and words denoting number shall include both the singular and plural.

2.9 There shall be a job description for each Employee position. The District shall have the right to change job descriptions as needed. Any proposed change in job description shall be discussed with the Association prior to its implementation. If the District modifies a job description, it will be shared with the Association within ten (10) working days**.**

ARTICLE 3
STATUS OF THE RESOLUTION

3.1 The Board, whose authority is strictly defined and delineated by statute, may only function in the manner and to the extent that it is authorized to do so by Missouri statutes. The Board has the final responsibility of evaluating, establishing**,** and determining policies for the District.

3.2 This Resolution, upon approval by the Board, shall be considered as an additional operational document and shall be policy of the District. In the event that any other policy of the District relating to salaries or other terms and conditions of employment of the Employees is considered for change during the term of this Resolution, the Association will be allowed to bargain with Board representatives on the proposed change(s).

3.3 This Resolution sets forth terms and conditions of employment of all Employees.

3.4 The District shall post the Joint Resolution on the District's intranet site and provide the Association with an electronic copy of the Resolution. Amendments shall be posted on the District's intranet site within one month after approval by the Board. The District will provide a copy of the Joint Resolution to special education contacts in all partner districts and SSD schools/worksites. New Employees will be given a copy of the Joint Resolution at orientation.

ARTICLE 4
CONFORMITY TO LAW

4.1 If any term or provision, or any part of any term or provision, of this Resolution is or becomes in conflict with any federal or state law, such term or provision shall continue in effect only to the extent permitted by such law. Provided, if any term or provision of this Resolution is or becomes in conflict with any state or federal law, such conflict shall not affect or impair any other term or provision of this Resolution.

4.2 In the event a term or provision is determined to be contrary to law as stated in Section 4.1, District and Association representatives shall bargain within 90 days from the date either party notifies the other of a potential conflict with respect to such matter.

ARTICLE 5
RIGHTS OF THE ASSOCIATION

5.1 In a timely fashion, The District agrees to furnish to the Association in response to reasonable requests from time to time all available information concerning the financial resources of the District, including but not limited to: annual financial reports and audits, annual budgets including preliminary budgets, agenda and minutes of all public Board meetings, census data, warrant list after Board approval and Exceptional Pupil Aid Summary and such other public information that shall assist the Association in developing intelligent, accurate, informed and constructive programs on behalf of the Employees.

5.2 At Step I of the grievance procedure, Association representatives specifically designated by the Association may meet with appropriate supervisor(s) to consider grievances without loss of pay for time rendered, provided that these procedures do not disrupt the delivery of instructional services. The Association bargaining team members shall not suffer loss of pay while attending bargaining sessions with District representatives, provided such sessions are jointly scheduled, and the number of team members does not exceed six (6).

5.3 Representatives and/or building representatives of the Association shall be permitted to transact official Association business on school property at reasonable times with reasonable notice, provided that the transaction of said business does not disrupt the delivery of instructional services. The principal's office or appropriate District official shall be notified prior to any Association business being conducted on District property. The principal or District official can deny any request per the guidelines mentioned above. The Association will provide five (5) copies of any newsletter published by the Association or post publications on its website.

5.4 The Association acknowledges that the District owns and is therefore responsible for all copiers, communications equipment/services, and audio/visual equipment in District Buildings. Therefore, the District grants the Association permission to use said equipment/facilities according to the following conditions:

1. Any representative of the Association, prior to using District facilities and/or equipment, shall give reasonable notice of intent to use District facilities and/or equipment.

2. Said use may not disrupt the delivery of instructional services or the normal operations/ functions of the District.

3. The Association agrees to abide by all Board policies/District procedures regarding appropriate use of said facilities and equipment.

4. The designated District administrator may deny the Association use of District facilities and/or equipment if these conditions are not met.

5.5 Association representatives in collaboration with the designated Special Education School Administrator will mutually agree upon a location to post notices. Said notices will be preapproved by the designated Special Education School Administrator.

5.6 The Association may request the names, addresses, job assignments and work locations of all Employees one (1) time per semester or a total of two (2) times per year. The Association must request the roster information for first semester between October 1st and October 15th. The Association request for 2nd semester must be made between February 1st and February 15th.

5.7 After appropriate action by the Board, the District will provide the Association with a list of email addresses for all newly hired Employees and their assignment; Employees who have resigned or have been terminated; and Employees on long-term leave of absence.

5.8 If possible, the District will provide the Association with calendar information for partner districts on or before August 1st of each school year.

ARTICLE 6
PAYROLL DEDUCTION

6.1 The following guidelines will be applicable to Employees who desire to have their Association dues deducted from their payroll checks:

6.1.1 Any Employee may make an assignment authorizing deduction of membership dues, voluntary contributions, and assessments. Those shall be delivered by the Association to the District's payroll department.

6.1.2 The authorization for payroll deduction must be delivered to the payroll department no later than the first (1st) day of the pay period for which deduction is to be made.

6.1.3 Authorization for dues deduction shall continue in effect from year to year unless revoked in writing by notice to the Association between August 1st and August 31st, except in cases of termination or resignation from the District.

6.1.4 Pursuant to said authorization, the District shall deduct one eighteenth (1/18) of such dues from the salary check of the Employee each pay period for nine (9) months, beginning in October and ending in June of each year.

6.1.5 Deductions for members employed and/or enrolled after commencement of the school year, shall be appropriately established by the Association in writing to the payroll department.

6.1.6 On or before September 1st of each year, the Association shall certify to the payroll department the estimated total amount of dues for the ensuing year.

6.1.7 The Association shall give the payroll department a list of employees for whom dues are to be deducted no later than August 15th annually. The Association agrees to hold the District and the Board harmless for any damages arising out of any legal action by an Employee contesting any application of this policy and/or procedure.

6.1.8 With respect to all sums deducted by the District pursuant to authorization of the Employee(s), the Board agrees to remit promptly the sums to the Association.

6.1.9 If the Association, or any of its officers, authorize, lead or participate in any job action, withholding services or disruption of services against the District, the deduction of dues for the members of the Association will cease immediately for a period of time to be determined by the Board.

6.1.10 Upon appropriate written authorization from the Employee, the District shall deduct from the salary of the Employee and make appropriate remittance for approved annuities, credit unions, dependent insurance and any other plans or programs as may be approved by the District.

ARTICLE 7
EMPLOYMENT PROCEDURES

7.1 The seniority of Employees shall be established as of the first full-time employment date in the District. An Employee on authorized leave of absence, with or without pay, shall continue to accrue seniority during the period of said leave and the leave does not constitute an interruption in seniority.

7.2 Employees who resign and are later re-employed shall accrue seniority from the most recent date of re-employment. Part-time Employees do not accrue seniority during the period of part-time employment, provided there has been no interruption in continuous employment.

7.3 In any situation where two (2) or more Employees have the same seniority, a tie will be broken by use of a lottery in the presence of an Association representative.

ARTICLE 8
RESIGNATION OF EMPLOYEES

8.1 An Employee who is resigning shall give no less than two (2) weeks' notice unless there is an emergency situation.

ARTICLE 9
DUE PROCESS

9.1 Full-time and part-time Employees will be afforded due process. Whenever an Employee is required to appear before an administrator, supervisor, the Board or any members thereof, concerning disciplinary action (suspension, with or without pay; administrative leave; and termination), they will be given prior written notice of the meeting together with the purpose of the meeting and the invited participants. The Employee will have the opportunity to respond to the circumstances relating to the disciplinary action. The Employee will be entitled to have up to two representatives (SEEA President and or Uniserve Director) of the Association present to represent them during such an appearance. When a request for Association representation is made, no action shall be taken with respect to the Employee until the representative of the Association is present, provided such representation is timely. The District's decision regarding disciplinary action will be provided in writing to the Employee. The Employee may make a written request for the specific reason for the District's decision. Part- time hourly Employees will be provided a meeting with an Office of Employee Success and Engagement representative prior to termination. A part-time hourly Employee may request to have an Association representative at the above-mentioned meeting.

9.2 The District reserves the right to administer disciplinary action without Association representation where the consideration of normal District operations and/or the health and safety of any Employee or student might be affected. Article 9.1 does not apply when an administrator meets with an Employee to gather factual information relating to a situation or event. An employee may request Association representation if directed to complete a written statement as part of a fact gathering process. An employee may request a delay of up to twenty-four (24) hours to submit a written statement if the employee is experiencing an emotional crisis related to the situation or event requiring fact gathering.

9.3 The District agrees to follow a policy of progressive discipline with full-time and part- time Employees. A Formative Feedback Form must be completed prior to moving to the Progressive Discipline Process. The District's Progressive Discipline Process includes the issuance of three (3) Employee Corrective Action Forms: first (1st) written action, second (2nd) written action, and third (3rd) written action with possible suspension and separation. Suspension resulting from progressive discipline after the third (3rd) written action may be without pay.

Progressive discipline shall generally remain in effect for no more than one (1) calendar year. The issuance of the three (3) Employee Corrective Action Forms in sequential order must be done within one (1) calendar year from the date of the first (1st) written action form. The District may discipline any full-time and part-time Employee without utilizing progressive discipline in the event of serious violations of Board Policies and Regulations and/or when District operations and/or the health and safety of any Employee or student may be affected. Part-time hourly Employee suspensions shall be without pay. The District will restore a full- time or a part-time. Employee's pay if the District's investigation does not substantiate a violation of District Policies, Regulations, or procedures. Part-time Employee's back pay will be determined by calculating the part-time Employee's average pay during the previous two (2) pay periods. Employees shall receive a copy of any progressive discipline documents in the form of the Employee Corrective Action Form(s). The Employee may make written comments on the District's Employee Corrective Action Form(s) submit a written statement to be attached to the District's Employee Corrective Action Form(s). The immediate supervising administrator at their discretion, will allow an Association Representative to attend a progressive discipline meeting.

9.4 Employees are to be made aware of complaints within five (5) days of the administrator's knowledge of the complaint. Only a complaint brought to the attention of the Employee may be used as the basis of disciplinary action.

9.5 Any suspension of a full-time Employee shall be with pay pending Board action, except as outlined in Article 9.3.

ARTICLE 10
PERSONNEL RECORDS

10.1 It is the intent of the Board to maintain complete and current personnel files for all Employees. There shall be one personnel file for the District, which shall be maintained in the Office of Employee Success and Engagement. The personnel file may be an electronic file. This file will be considered confidential information and will only be available to authorized administrative personnel and to the Employee. Upon request to and in the presence of the appropriate administrative official, any Employee will have the right, during regular working hours, to inspect their own personnel file with the exception of the confidential section. The confidential section includes but is not limited to: pre-employment records and information obtained during personnel investigations.

10.2 Upon request, a copy of any documents that are not part of the confidential section shall be afforded the Employee. Only one such copy shall be at District expense. A representative of the Association, at the Employee's request, may accompany the Employee in this review.

10.3 Information of a derogatory nature will not be entered or filed in the Employee's personnel file until the Employee is given a copy of the written notice and an opportunity to review the information and comment thereon. The employee will have the right to append a reply to the statement, which will also be included in the personnel file.

10.4 Any material mutually determined by the District and the Employee to be inappropriate or invalid shall be removed from the Employee's personnel file.

10.5 Employment records shall be kept for all Employees, covering at least the following items:

1. Application of Employment
2. Copy of current Certification and/or current license
3. Official college transcripts/grade reports
4. I-9 Form (Federal Form to show eligibility for employment)
5. Police Record Check
6. References at time of employment
7. Years of employment
8. Salary each year
9. Formal evaluation records
10. Date of termination of service
11. Reason for termination of services
12. Drug Free Workplace
13. Department of Children and Family Services Report (new employees only).

10.6 The personnel records of all Employees shall be confidential. Except as provided in subsections 10.1 and 10.2 above, no one shall have access to these records except administrative personnel who are in charge of the records unless specific permission is given by the Superintendent.

10.7 Unless the document states otherwise, when an Employee is requested to sign material placed in their personnel file, such signature shall be understood to indicate their awareness of the material.

ARTICLE 11
EMPLOYEE EVALUATION

11.1 Evaluations for full-time Employees will be performed in accordance with the approved Guidelines for Performance Based Paraprofessional/COTA/PTA/RBT/ Teacher Aide evaluations. The Employee's evaluation shall be based on their work assignment and upon the performance criteria set forth in the District's Performance Based Evaluation (PBE). The PBE Guidelines will be available in the Office of Employee Success and Engagement and on the District intranet site.

11.2 The Superintendent may choose to modify the PBE process as they deem appropriate. It is understood that the Superintendent will solicit feedback from the PBE Development Committee. The Association may recommend Committee members for appointment to the PBE Development Committee. The Association may also make recommendations regarding the PBE process to the Superintendent.

11.3 Paraprofessionals/COTA/PTA/RBT/Teacher Aides will be evaluated by their supervising administrator with input from collaborating teacher(s). Except as defined in 11.2.

ARTICLE 12
STAFF PROTECTION

12.1 The District complies with all workers compensation laws. Once an Employee is injured, under the workers compensation statute, there is a three (3) day "waiting period" that is not covered under workers compensation. However, the District elects to pay for the date of injury as well as the first three (3) work days following the date of injury (the waiting period) at Regular Pay if it is an accepted injury. This assumes the District cannot accommodate any light duty restrictions.

If an Employee is absent from work for fourteen (14) or more days from an authorized workers compensation injury, Workers Compensation will pay the Employee for the waiting period. Therefore, upon returning to work, the District will deduct what workers compensation paid for the waiting period from the Employee's pay.

An Employee is not allowed to use PTO to cover or offset workers compensation absences. If an Employee is authorized to return to work by workers compensation, but chooses not to return, then they may use PTO if the absence is medically related.

12.2 Employee who sustains damage to personal property as a result of a student physical action while performing official District responsibilities may apply for reimbursement for the damages.

Any employee who believes that they have sustained damage to a personal property due to a student physical action shall submit a report of the incident to their supervisor. The supervisor will investigate each reported incident and make a recommendation to the Superintendent. The Superintendent shall make the final determination as to whether the damage is reimbursable.

12.3 The District shall inform all employees in a school building or such other District facility where employees work, who need to know of the presence of any carrier of an infectious disease as stipulated in Board Policy. The Board may amend the policy at any time. The Association will be provided an opportunity for input prior to any change being made but the Board has unilateral authority to amend or modify policy.

12.4 When infectious diseases are known to be present, employees will be notified as required by law and the District will take appropriate steps to protect the Employees in consultation with community medical resources. The District reserves the right to determine which Employees are at risk and which employees are at risk and which immunizations will be provided, and who will provide the immunizations within the policies, procedures, and guidelines of the Special School District.

12.5 The District liability insurance provided in Board policy gives coverage to those employees whose duties and responsibilities may include administering medication and performing medically related procedures. Employees expected to perform these duties and responsibilities will be told to do so in writing and provided training. The special School District Health Services Training Form shall be completed for all Employees whose duties and responsibilities include performing medically related procedures.

12.6 At each SSD School, emergency procedures will be distributed to employees at the site.

12.7 The District at its discretion will solicit participation from the Association for committees. The Association may request District participation for committees.

ARTICLE 13
ASSIGNMENTS AND TRANSFERS

13.1 General Provisions:

13.1.1 The District embraces the philosophy that staff assignments and transfers are effective vehicles to enhance the strength of the school system and the professional growth of the Employee.

13.1.2 The assignment and the transfer process should enable full-time Employee to be employed in a position that:

1. Provides appropriate educational services for students;
2. Considers the Employee's skills, strengths and interests.

13.2 Annual Assigned Positions

13.2.1. The immediate supervising administrator will assign positions based upon program need and certification/licensure. An immediate change in a full-time Employee's assigned building will be discussed with the Employee**.** If possible, the supervising administrator will notify an Employee of a change in building assignment for the next school year prior to the end of the current school year.

13.2.2 Full-time Employees returning from an approved leave of absence exceeding sixty (60) workdays will be assigned to a vacant position available at the time of their return provided certification/licensure and specialized skill requirements are met.

13.2.3 No paraprofessional shall perform health related procedures and/or specialized behavior interventions without related training.

13.3 Voluntary Transfer Event Process

13.3.1 Voluntary Transfer Process

All vacancies effective for the following school year (resignations, retirements, terminations, Board-approved non-renewals, new Board-approved positions, staffing additions via changes in student needs) will be posted internally. Specialized positions (RBTs, PTAs, and COTAs) will be simultaneously posted both internally and externally. Internal qualified candidates will be given exclusive preferential consideration for a period of (5) days before considering external candidates.

Employees are not required to obtain a reference from the current supervisor in order to be considered.

Internal Employees may apply for internal positions on or after 1st year of equivalent employment.

Staff with performance concerns documented, may be considered.

Mid-Year transfers will generally not be considered due to disruption to educational programming but may be considered on a case by case basis.

Once an offer is presented to an internal candidate, the candidate must accept or decline within (3) calendar days.

Except in cases of displacement or emergency opening, once a candidate accepts an offer, the employee is ineligible to accept any future offers during the period of the school year of transfer.

External candidates applying for positions may be considered for all equivalent positions without the need for additional applications for a period of 1 year.

Once a position has been offered and accepted by an internal candidate, the vacancy generated will also be posted internally for a period of 5 days. If an existing employee is offered and accepted the subsequent vacancies generated by transfer will be posted internally and externally simultaneously.

Positions vacated after June 1st will be posted internally and externally.

13.3.2 All candidates who submitted applications will be notified in writing or e-mail regarding the final status of their transfer request by the Office of Employee Success and Engagement. Those not selected for transfer will receive a transfer feedback form.

13.3.3 An Employee may submit a written request for administrative reassignment. Said request must include the reason and be submitted to the Chief People and Culture Officer. The District will have discretion in granting or denying any such request. The Employee may refuse the District's re-assignment offer and remain in their current assignment.

13.3.4 Chief People and Culture Officer or designee may allow Employees to use release time to interview for a position through transfer on a case-by-case basis. Requests for release time must be submitted in writing to the Chief People and Culture Officer immediately following notification of an interview opportunity.

13.4 Involuntary Transfer Process

13.4.1 An involuntary transfer is defined as a change in building that the full-time Employee did not request.

13.4.2 When an involuntary transfer is needed, the District will seek Employee volunteers. The District will determine the involuntary transfer based on certification and program need. If multiple volunteers meet the selection criteria, the involuntary transfer will be granted to the employee with the most seniority.

13.4.3 Where there are no volunteers, such transfers shall be made on the basis of reversed District seniority unless program need requires training and/or certification/licensure for an identified student population.

13.4.4 An involuntary transfer shall be made only after consultation between the Employee involved and the immediate supervising administrator, at which time the Employee shall be notified of the involuntary transfer. The reason for the involuntary transfer will be provided in writing. An Employee may request a meeting with their immediate supervising administrator to discuss significant changes to their assigned duties.

ARTICLE 14
HOURS OF WORK

14.1 All Employees shall be assigned definite hours of work and designated starting and ending times. Work schedules showing the Employees' hours, and days of work will be provided to Employees at the beginning of the school year. Employees shall be paid for the hours that they work according to the District's payroll calendar. A standard workday for ten (10) month employees will be seven- and one-half hours (7 1/2) but may extend to eight (8) hours. A standard workday for twelve (12) month employees will be eight (8) hours. All Employees covered by this language shall be paid one and one-half (1-1/2) times their hourly rate of pay for all authorized hours worked in excess of forty (40) in a workweek. Hours of work between 37-1/2 and 40 would be paid at the Employee's hourly rate. Prior approval from the Employee's supervisor to perform duties beyond the normal workday is necessary unless unforeseen circumstances require the Employee to stay clocked in beyond the normal workday. Unforeseen circumstances may include a safety emergency, delayed student transportation, unexpected student supervision, or completing time sensitive documentation for compliance reasons. The workweek will ordinarily be Monday through Friday.

14.1.1 Employees may be required to complete a modified workday if a partner district building(s) exceed seven and one-half (7-1/2) hours. Representatives of the Association and affected staff may consult with the administration about a modified workday. The Superintendent or designee will provide a resolution, which addresses the modified workday for the Employees. The Superintendent's decision may be appealed to the Board.

14.2 Staff meetings, whenever possible, will be held during the seven and one-half (7-1/2) hour workday. In cases where staff meetings cannot be reasonably scheduled during the workday, said meetings may be held outside the workday provided the following guidelines are followed:

14.2.1 The principal/supervisor, where appropriate, will communicate a staff meeting schedule change with their staff by means of bulletins, memos, district email or voicemail.

14.2.2 Employees may provide input regarding staff meeting schedules and topics.

14.2.3 The Special School District administration and Employees recognize there may be times when Partner Districts may require all staff to attend in-service meetings held in the Partner Districts.

14.2.4 Except in cases of emergency, the Employees shall be provided at least one (1) week prior notice of the scheduled staff meetings.

14.3 The District will provide a thirty (30) minute duty-free lunch period daily to full-time Employees. Special circumstances may require that Employees perform some student supervisory duty during the lunch period. An employee who does not receive their scheduled duty-free lunch on a regular basis should contact their supervising administrator. The supervising administrator will resolve the situation within ten (10) working days. Emergency situations may also require other lunch period duties. Part-time employees who work three and one-half (3.5) hours or more in a day will receive a thirty (30) minute duty-free lunch.

14.4 Through a collaborative scheduling process full-time employee shall receive two (2) fifteen-minute rest periods, both of which shall be scheduled as near the middle of each half of the workday as practicable. An employee who does not receive their scheduled rest periods on a regular basis or has a concern regarding the scheduling of rest periods should contact their supervising administrator. The site supervisor will resolve the situation within ten (10) working days. With supervisory approval, rest period may be combined with the Employees' lunch period. Employees shall not be docked or otherwise have their pay curtailed because of lunch or break periods. Part-time employees who work less than three and one-half (3.5) hours in a day will not receive a rest period. Part-time employees who work between three and one-half (3.5) and five (5) hours in a day will receive one (1) fifteen (15) minute rest period. Part-time employees who work five (5) hours or more in a day will receive two (2) fifteen (15) minute rest period.

14.5 Employees who are assigned to more than one school building or who otherwise must travel pursuant to the performance of their assigned duties shall be provided reasonable travel time. Said travel time shall be additional to their lunch and break and preparation periods as defined in 14.7.

14.6 If Employees assigned to SSD schools and worksites are unable to work a full day because their school is closed due to inclement weather or mechanical breakdown of plant building or equipment, the following guidelines apply:

1. The District will reschedule an adequate number of student attendance days to meet state attendance requirements during the remaining school year.

2. The employee will not suffer a loss of regular pay.

3. Employees that have previously scheduled absence on a day that is cancelled because of inclement weather, or a mechanical failure will have their requested time reinstated by the District. Article 14.6 does not apply to employees who are on a BOE approved leave of absence.

14.7 If Employees assigned to partner district schools and worksites are unable to work a full day because their school is closed due to inclement weather or mechanical breakdown of plant building or equipment, the following guidelines apply:

1**.** The District will notify employees of their required make-up days due to inclement weather closing.

2. The employee will not suffer a loss of regular pay.

3. Employees that have previously scheduled absence on a day that is cancelled because of inclement weather or a mechanical failure will have their requested time reinstated by the District. Article 14.7 does not apply to employees who are on a BOE approved leave of absence.

14.8 Employees will not suffer a loss of regular pay if their work site closes early or has a late start because of inclement weather or other reasons.

14.9 Certified Occupational Therapists (COTA), Registered Behavior Technicians (RBT) and Physical Therapy Assistants (PTA) shall receive a preparation period daily that is forty-five (45) minutes or equivalent to a class period in the building in which they are assigned.

14.10 Employees that are assigned duties that they feel require additional preparation time may request said time from their administrative supervisor. The preparation time will be authorized or denied by the supervisor in a timely manner. The scheduling of the preparation period will be determined by the Employee/student schedule.

14.11 All Employees will be required to use the District's time and attendance system. Instructions on how to utilize the time and attendance system will be provided to all Employees.

14.12 All fulltime Employees will have access to a computer and be given time during their workday to check District and partner district email. Time to check District and partner district email will be in addition to lunch and break times.

ARTICLE 15
HOLIDAYS/ SCHOOL CALENDAR

15.1 The following shall be scheduled paid and non-paid holidays for full-time Employees:

1. January 1 (Paid)
2. Martin Luther King Day (Paid)
3. Presidents' Day (Paid)
4. Memorial Day (Non-Paid, unless part of your regular school year calendar)
5. Independence Day (Non-paid, unless part of your extended school year assignment, equivalent to hours worked)
6. Labor Day (Paid)
7. Wednesday before Thanksgiving (Paid)
8. Thanksgiving Day (Paid)
9. Day after Thanksgiving Day (Paid)
10. December 24 (Paid)
11. December 25 (Paid)
12. Winter Break: Follow your school calendar including business days between December 25-Dec 31
13. Juneteenth (Non-paid, unless part of your extended school year assignment, equivalent to hours worked)

All employees must work or have approved time off from the Office of Employee Success and Engagement on the last full regular shift scheduled prior to the holiday and the first full regular shift scheduled after the holiday, in order to receive holiday pay. Failure to do so will result in in a loss of holiday pay.

15.1.1 Twelve (12) month Employees will be granted the number of paid holidays stipulated in Board of Education policy.

15.1.2 When a holiday falls on a Saturday or a Sunday, the District reserves the right to follow the federal or state observance date for said holiday.

15.2 Full-time Employees who follow SSD's schools' calendar and are required to work when school is in session on one (1) of the above described paid or non-paid holidays shall receive additional pay equal to their regular daily rate of pay.

15.3 The Special School District schools calendar adopted by the Board of Education establishes the term (number of employment days) of the school year and identifies the number of days full-time staff are required to work. Employees assigned to school buildings or programs operated by Special School District will report to work on the days required as indicated by the Special School District school's calendar.

Employees assigned to work in partner districts will be provided information identifying the days they are required to work and will report to work on the days required by their calendar grid.

The number of workdays, for paraeducators in partner districts, indicated on the calendar will be no less than two (2) calendar days than the teacher workday calendar grid.

Any difference in workdays that is more than two (2) days will be discussed with the Association prior to implementation.

15.4 If possible, by July 1, Special Education Directors will notify Employees assigned to partner districts of their work calendar for the next school year.

15.5 The District will furnish completed calendar grids to the Association by July 1 of each year.

15.6 When the State NEA meeting is held in St. Louis, Special School District classes will not be in session. However, since this is a workday, Employees are expected to attend the State NEA meeting or report to their assigned building or district-sponsored in-services/workshops. If requested, Employees must provide proof of attendance. Prior notice must be given to the immediate supervising administrator if an Employee attends the local NEA conferences.

ARTICLE 16
PAID TIME OFF (PTO)

16.1 At the beginning of each work year, each full-time ten (10) month Employee, except Employees on a leave of absence, shall accrue a (PTO) allowance of thirteen (13) days with full pay. Twelve (12) month full-time Employees shall accrue the number of PTO days stipulated in Board Policy. Employees that begin the school year on a non-paid leave of absence will be credited with their PTO bank upon return to work. These days may be as needed by the Employee. An Employee may utilize a maximum of five (5) consecutive PTO days in one occurrence. For planned PTO occurrences, the Employee will inform their supervising administrator, accordingly, submit a time off request in the District's time and attendance system, and will follow established procedures to request a substitute.

Employees that start after the beginning of the school year will receive a prorated PTO allowance.

If an Employee is hired at the beginning of the school year, the Employee would accrue ninety-seven and a half (97.5) hours of PTO, which is equivalent to thirteen (13) days. If the Employee is hired later in the school year, the Employee would not receive the full ninety-seven and a half (97.5) hours of PTO for that school year. In those cases, the ninety-seven and a half (97.5) hours of PTO would be prorated based on the month in which the Employee was hired.

16.2 General Provisions

16.2.1 Employee's unused PTO allowance accumulates from year to year. Employees shall be paid PTO days upon death or retirement from the district. Employees will be credited with their accumulated paid time off (PTO) as specified in Article 16.2.4.

16.2.2 A full-time Employee who is absent sixty (60) workdays or less will return to the same position. An Employee who is absent more than sixty (60) workdays may be placed in the same, equivalent, or other position for which they are qualified.

16.2.3 Employees can view their PTO balance via the District's time and attendance system. Employees are expected to monitor the PTO hours noted in the District's time and attendance system. Any suspected discrepancy relating to PTO must be reported to the payroll department within thirty (30) days of the pay period when the discrepancy occurred. Failure to do so will result in a denial for any change requested.

16.2.4 Upon death or retirement from the district, a maximum of one hundred and ninety (190) days of accumulated PTO will be paid by the district at a total rate of one hundred and fifty dollars ($150) per day.

16.2.5 If an Employee retires or resigns during the work year, the number of PTO days credited shall be prorated. PTO for the month shall be granted upon working one (1) complete pay period.

16.2.6 Except in cases of emergency, prior approval of the Office of Employee Success and Engagement, shall be required in cases where the Employee's requested PTO falls on the first and last day of student attendance, the day before or after a holiday or break, or when PTO exceeds two (2) consecutive days. In such instances, a statement of the reason(s) for the PTO will be required.

16.2.7 A request for planned PTO may be denied within five (5) days from when the original request was submitted when, in the opinion of the supervising administrator, such PTO would unduly disrupt the delivery of educational services. If no denial is received within five (5) days, the PTO request will be considered approved.

16.2.8 Twelve (12) month Employees will accrue vacation days at the rate specified by Board Policy. Two (2) weeks advance notice is required for Employees to utilize vacation leave. Requests should be made to the Employee's immediate supervising administrator. The reason for vacation leave does not need to be provided except when the leave is to be used during the first or last day of student attendance or the day before or after a holiday or break. Twelve (12) month Employees will not accrue vacation time when on a non-paid leave.

16.3 Communication and Submittal of PTO Requests

16.3.1 The District and the Association recognize that Employee requirements regarding the communication of an absence may be different based on assignment and/or location. An Employee must communicate an absence as directed by their immediate supervising administrator. Using the established procedure, Employees must contact their immediate supervising administrator regarding their absence no later than one (1) hour prior to the beginning of the work day. In emergency situations in which this is not possible, the absence should be reported to their supervising administrator as soon as possible. Employees will be required to submit a time off request utilizing the District's time and attendance system. In addition, Employees will follow established procedures to request a substitute.

16.4 Physician's Statement/Medical Release for Consecutive PTO Use in Excess of Five (5) Days

16.4.1 Employees who are sick and as a result exceed five (5) consecutive PTO days per occurrence may be required to provide a physician's statement/medical release indicating inability to work on the PTO days utilized due to illness unless the absence is covered by the District's Family and Medical Leave Act (FMLA) Policy. This physician's statement/medical release detailing the reason for exceeding five (5) consecutive PTO days due to illness may be required by the Office of Employee Success and Engagement upon the Employee's return to work.

16.4.2 In the event that an Employee takes any PTO due to illness directly following a planned and approved occurrence of five (5) consecutive PTO days, the Employee may have to provide a physician's statement/medical release validating the Employee's inability to work on the day(s) directly following the planned and approved five (5) consecutive days of PTO.

16.5 PTO Usage During Family Medical Leave Act (FMLA) and District Medical Leave

16.5.1 Employees who have a serious health condition as defined by the District's Family and Medical Leave Act (FMLA) Policy, are required to provide an FMLA Certification of Healthcare Form from their medical provider indicating an inability to work and indicating the return to work date. The FMLA Certification of Healthcare Form is to be received in the Office of Employee Success and Engagement as required by federal law.

16.5.2 The District shall apply all accrued PTO to an FMLA absence to the extent allowed by law and Board Policy. If an Employee exhausts FMLA leave, they may apply for a District medical leave, which requires written medical documentation to validate the Employee's inability to return to work. An Employee may continue to utilize accrued PTO while on an approved District medical leave. Details regarding District medical leave can be found in Article 18.

16.6 Return to Work from a FMLA or District Medical Leave

A physician's statement/medical release is required to return to work after being on FMLA or District medical leave and must be submitted to the Office of Employee Success and Engagement either prior to or on the day of return.

16.6.1 If the medical release restricts the essential duties performed by the Employee in their job position as specified in the job description, action will be taken on a case- by-case basis and in accordance with the Americans with Disabilities Act (ADA).

16.6.2 Medical information must be from a practicing health care provider, as that term is defined in 29 CFR 825.125.

16.7 Abuse of PTO

16.7.1 The District reserves the right to request a physician's statement when there is an historical pattern or direct evidence of excessive absenteeism. The District also reserves the right to require an Employee to be examined by a Board approved physician at the District's expense, in such circumstances.

16.8 Perfect Attendance Bonus

16.8.1 Employees will have the opportunity to receive two hundred and fifty dollars ($250) for each entire quarter of perfect attendance. Perfect attendance is defined as not having any absences or unexcused time during an entire quarter which means no use of PTO days or non-paid absences. The first entire quarter of the school year will be from the beginning of the school year through October 31, the second entire quarter of the year will be designated from November 1 through January 15, the third entire quarter of the school year will be from January 16 through March 15, and the fourth entire quarter of the school year will be from March 16 through the end of the school year. The perfect attendance bonus, for each quarter will be paid one month following the end of the quarter. An Employee will not receive the perfect attendance bonus in the event they separate from the district prior to the end of the current school year. Use of bereavement leave, Jury Duty leave, leave for Court Subpoena, Crime Victim leave, critical leave, vacation and/or Election leave will not be counted as an interruption of perfect attendance. Employees that have perfect attendance all four quarters will receive an additional five hundred dollars ($500) perfect attendance bonus for the year which will be paid on the last payroll of the school year.

Employees working in the year-round courts programs will receive their perfect attendance bonus in accordance with the language above. However, the dates will be adjusted to the quarters of attendance established by the St. Louis County Courts.

16.9 Paid Parental Leave

16.9.1 Beginning July 1, 2023, a child that is born, adopted, or fostered on or after this date, the Employee will be able to apply for Paid Parental Leave. This shall also be applicable to an Employee that becomes a court appointed legal guardian of a minor child on or after July 1, 2023.

16.9.2 The District shall provide forty (40) days of paid consecutive leave not charged against the Employee's PTO. After the forty (40) days of paid consecutive leave provided by the District, has been exhausted, the employee will then use any PTO, vacation, or unpaid leave to fulfill the FMLA maximum of twelve (12) weeks if the need to continue leave exists..

16.9.3 If both parents are Employees, the District shall provide forty (40) combined paid leave days. The District will allow the Employees to utilize this leave at the same time or separate, in any combination of days but shall not exceed a combined forty (40) total days, per FMLA guidelines.

16.9.4 Health insurance benefits will continue to be provided during the paid parental leave under this policy at the same rate as in effect before the leave was taken regardless of the length of service, provided the Employee has at least one full year of service.

16.9.5 Employees who are ineligible for FMLA leave may take up to six (6) weeks of leave for birth, adoption, or foster care of a child and will be charged any combination of accrued PTO, vacation, or unpaid leave. Employees must provide medical certification.

16.9.6 Pregnant Employees who need more than six (6) weeks of non-FMLA leave for a pregnancy- related incapacity must provide certification of the medical necessity for such leave.

16.9.7 This section creates no rights extending beyond the contracted period of employment. FMLA certification and recertification procedures apply to FMLA-eligible employees. An Employee must notify the district of the need for and anticipated duration of the leave at least thirty (30) days before leave is to begin, if foreseeable. If thirty (30) days' notice is not practicable, the Employee must give as much notice as possible, usually within two (2) business days. In most cases, it should be practicable to provide notice of the need for leave either the same day as the need for leave becomes known, or the next business day. A pregnant Employee shall continue in the performance of their duties if it does not impair their ability to perform their duties, based on medical opinion.

16.10 Critical Leave

16.10.1 Critical Leave is absence with pay that is taken separately from PTO. Up to five (5) days annually may be used for Critical Leave. Unused days cannot be rolled over or accumulated for future use. FMLA qualifying absences will run concurrently with FMLA allotments.

Critical Leave may be used for circumstances connected to one or more of the following reasons:

1. Catastrophic loss of property/home because of natural disaster, such as a tornado, fire, flood or other significant property damage.
2. Critical illness or injury of the Employee that requires emergency medical treatment through extended hospitalization beyond three days**.**
3. Critical illness or injury of a qualified family member (as defined under FMLA Guidelines) requires emergency medical treatment through extended hospitalization beyond three days.

16.10.2 Critical leave due to illness or injury of a qualified family member means an illness or injury is present in which the attending physician considers sufficiently serious to require the staff member's presence at the bedside or requires the Employee to remain in the vicinity of the hospital.

16.10.3 Employees applying for Critical Leave must submit appropriate documentation and file a request, with the Chief People and Culture Officer or their designee. If the Employee is the subject of the critical illness and is unable to file the request, a qualifying family, as define under the FMLA Guidelines can submit the request on their behalf within thirty (30) days of the incident.

16.10.4 Nothing contained herein shall be construed as precluding the Employee from using accrued paid leave for additional days needed if the Employee is eligible for such leave.

16.10.5 An Employee may submit a written appeal request for Critical Leave to the Chief People and Culture Officer or their designee for relationships not listed under FMLA Guidelines.

16.11 Paid Time Off (PTO) Bank

16.11.1 The purpose of the Paid Time Off Bank is to allow Employees to donate their accrued but unused paid time off (PTO) to fellow Employees who are experiencing a serious health condition and need time off but have exhausted their own PTO and any other available paid leave. This provides a way for Employees to support one another during difficult times. This is a voluntary program. No Employee is required or obligated to donate any PTO.

16.11.2 To donate PTO or to submit a request to receive PTO from the PTO Bank, follow the procedure and guidelines established in Board Policy GBBDF.

ARTICLE 17
DISABILITY LEAVE OF ABSENCE

17.1 Employees on disability leave shall not have their positions filled on a permanent basis, provided said disability does not exceed sixty (60) workdays of employment. In cases where the disability exceeds sixty (60) workdays the employee may be placed in the same, equivalent or other position for which the employee is qualified. However, should there be a reduction in force during the period of the employee's leave; the employee shall be subject to the Reduction in Force procedure of this Resolution.

17.2 Failure to return to work at the end of the non-paid leave shall constitute voluntary termination.

17.3 An eligible Employee must submit to the Office of Employee Success and Engagement a fitness-for-duty certification completed by a health care provider, as that a term is defined in 29 CFR () 825.125 prior to or on the day of return to FMLA leave. Medical information must be from a practicing health care provider, as that term is defined in 29 CFR () 825.125.

17.3.1 If the medical release restricts the duties performed by the employee in their job assignment as specified in the job description, action taken will be on a case-by-case basis and/or in accordance with Americans with Disabilities Act.

ARTICLE 18
NON-PAID LEAVE OF ABSENCE

18.1 The Board recognizes that the personal welfare of its Employees may require occasional extended absences from duty. Non-paid leave of absence shall be granted for child-rearing, study and other reasons at the discretion of the Board with the following limitations noted below. Non-paid leave shall not be granted to Employees with less than one (1) year of employment or to accept employment elsewhere. Education leave will be limited to one hundred and twenty (120) calendar days throughout the entirety of an Employee's employment with the District. A non-paid, non- FMLA child-rearing leave may be taken for a maximum of ninety (90) days.

18.2 Full-time Employees will be eligible for a non-paid leave of absence after one (1) calendar year of employment. The following procedures apply:

A. A full-time Employee who is eligible may request to receive up to thirty (30) work days of non-paid absence in a twelve (12) month rolling period. Non-paid leave of absence requests are subject to approval by the Chief People and Culture Officer.

B. For a non-paid leave of absence request to be considered, an Employee must submit the appropriate application to the Office of Employee Success and Engagement. Except in cases of emergency, the required application form should be submitted at least one (1) month prior to the start date of the non-paid leave request. Any exception to the one month notice must be approved by the Chief People and Culture Officer.

C. By mutual agreement between the Employee and the District, the Employee may return to work earlier than originally approved. The request must be submitted in writing to the Office of Employee Success and Engagement.

D. An Employee who is absent sixty (60) work days or less will return to the same position. An Employee absent more than sixty (60) work days may be placed in the same, equivalent, or other positions for which they are qualified. Should there be a reduction in force during the period of the Employee's non-paid absence, the Employee shall be subject to the reduction in force procedure stated in Article 28 of this Resolution.

E. An Employee returning to work following a non-paid leave of absence shall be granted step movement on the salary schedule for the following school year if the Employee was paid for one-half (1/2) or more of the contracted days in the school year in which the non-paid leave of absence was granted.

F. On return to active employment, the Employee shall be credited with previously accrued paid time off (PTO). Paid time off (PTO) for the current year will be prorated if the Employee does not work the entire year.

18.3 Failure to return at the end of an approved non-paid leave shall result as a voluntary resignation recommendation to the Board of Education.

18.4 District Medical Leave

18.4.1 For Employees who have exhausted Family Medical Leave Act (FMLA) leave or if they are not eligible for FMLA, they may apply for a District Medical Leave. District Medical Leave cannot be used intermittently.

Employees cannot exceed more than a total of ninety (90) days of District Medical Leave in a rolling two (2) year period. For a District Medical Leave request to be considered, an Employee must submit the appropriate application and corresponding medical documentation to the Office of Employee Success and Engagement.

18.4.2 The District shall provide Employee-only health benefits coverage (medical, dental, and vision) at no cost to the Employee through the duration of an Employee's approved District Medical Leave. Employees will not receive holiday pay during a District Medical Leave. Insurance plan guidelines will dictate eligibility and duration of life insurance coverage during a District Medical Leave.

18.4.3 An Employee must submit a physician's statement/medical release to the Office of Employee Success and Engagement as defined in 29 CFR 825.125 prior to or on the day of return from FMLA leave or District Medical Leave.

18.4.4 If the medical release restricts the essential duties performed by the Employee in their job position as specified in the job description, action will be taken on a case- by-case basis and in accordance with the Americans with Disabilities Act (ADA).

18.4.5 Medical information must be from a practicing health care provider, as that term is defined in 29 CFR 825.125.

18.4.6 An Employee on District Medical Leave may be eligible for the District's Long Term Disability benefit.

18.5 Child-rearing/Bonding Leave

18.5.1 Employees have the option of requesting additional leave specifically for the purpose of child-rearing/bonding if all FMLA leave is exhausted. This non-paid child-rearing/bonding leave must be seamless with the birth or adoption of the child, which means it must directly follow FMLA leave for the birth or adoption of the child.

To be eligible for non-paid child-rearing/bonding leave, an Employee must have completed one (1) full year of employment with the District and be a full-time Employee.

18.5.2 For a child-rearing/bonding leave request to be considered, an Employee must submit a written request to the Office of Employee Success and Engagement. Beginning and ending dates of the absence shall be included in the written request. Except in the case of an emergency, the written request shall be submitted to the of Employee Success and Engagement at least four (4) weeks prior to the start date of the child-rearing/bonding leave.

18.5.3 Child-rearing/bonding leave will be limited to a maximum of ninety (90) calendar days.

18.5.4 By mutual agreement between the Employee and the District, the Employee may return to work earlier than originally approved. The request must be submitted in writing to the Office of Employee Success and Engagement.

18.5.5 An Employee who is absent sixty (60) workdays or less will return to the same position. An Employee who is absent more than sixty (60) workdays may be placed in the same, equivalent, or other position for which they are qualified.

18.5.6 Employees may be responsible for monthly benefit contributions while on an approved child-rearing/bonding leave, in accordance with any applicable law(s).

18.5.7 On return to active employment, the Employee shall be credited with previously accrued paid time off (PTO). Paid time off (PTO) for the current year will be prorated if the Employee's return to work is after the start of the work year.

18.6 Education Leave:

18.6.1 To be eligible for education leave, an Employee must have completed one (1) full year with the District and be a full-time Employee.

18.6.2 For an education leave request to be considered, an Employee must submit a written request to the Office of Employee Success and Engagement. Beginning and ending dates of the absence shall be included in the written request.

18.6.3 Education leave will be limited to a maximum of one hundred and twenty (120) calendar days throughout the entirety of an Employee's employment with the District.

18.6.4 By mutual agreement between the Employee and the District, the Employee may return to work earlier than originally approved. The request shall be submitted in writing to the Office of Employee Success and Engagement.

18.6.5 Employees may be responsible for monthly benefit contributions while on an approved education leave, in accordance with any applicable law(s).

18.6.6 On return to active employment, the Employee shall be credited with previously accrued paid time off (PTO). Paid time off (PTO) for the current year will be prorated if the Employee's return to work is after the start of the work year.

18.7 Other Reasons at the Discretion of the Board

18.7.1 The Employee may deliver to the Office of Employee Success and Engagement a written request for a leave, with an explanation, which may be for a reason other than already stated in this Resolution. Beginning and ending dates of the absence shall be included in the written request. Except in the case of an emergency, the written request shall be submitted to the Office of Employee Success and Engagement at least four (4) weeks prior to the start date of the leave. The Board of Education will consider such request on an individual case-by case basis.

ARTICLE 19
BEREAVEMENT LEAVE

19.1 Bereavement leave may only be used for a qualifying event that occurs during the employee's school year. An Employee may submit a written appeal request for bereavement leave to the Chief People and Culture Officer for relationships not listed above.

19.2 When a death occurs in an employee's family the employee may take up to five (5) days off with pay to attend the funeral or make funeral arrangements. The district may require verification of the need for leave.

19.3 The district defines "family member" to include spouse, partner, child, parent, sibling, grandparent, grandchild, aunt, uncle, cousin, niece, nephew guardian, stepchildren, stepparent, stepsibling and in-law to those listed. Bereavement will also be available for employees that experience a miscarriage.

19.4 After the exhaustion of five (5) days of bereavement leave, the employee may use PTO leave.

ARTICLE 20
JURY DUTY/LEGAL LEAVE

20.1 Leaves of absence with pay shall be granted to full-time Employees for jury duty. Any compensation received for jury duty performed on contracted days shall be deducted from the employee's salary or the employee must sign over the compensation check, less mileage, to the District. Employees excused from jury duty are expected to return to work. The employee shall promptly notify the District when notification to serve on jury duty is received.

20.2 An employee subpoenaed by any legislative, judicial or administrative tribunal hearing shall be allowed time away from work with pay for such purpose providing it is in the best interest of the District as determined by the Superintendent and/or their designee.

ARTICLE 21
MILITARY LEAVE

21.1 All full-time District employees are entitled to leave of absence from their respective duties without loss of time, pay, regular absence provisions, impairment of evaluation rating, or any other rights or benefits to which otherwise entitled, for military services in accordance with State and Federal Laws, during which they are engaged in the performance of duty or training in the service of the State or of the United States under competent order, for a period not to exceed a the maximum number of days allowed by State and Federal Law per fiscal year. Before any payment of salary is made covering the period of the leave, the employee shall file with the District, an official order from the appropriate authority as evidence of such duty. This order shall contain the certification by the employee's commanding officer of performance of duty in accordance with the terms of such order. Extended leave may also be granted, without pay, for service in the Armed Forces of the United States.

21.2 Following such leave, the employee will be reinstated to the same or an equivalent position provided that the District receives an application for reemployment that conforms to the requirements of State and Federal Law.

21.2.1 The District is notified of the employee's desire to return by March 15 of the year immediately preceding the school year of availability.

21.2.2 Such notification is given to the District not later than ninety (90) days following military release or following hospitalization for a period of not more than one (1) year after military release.

21.3 Upon reinstatement, salary shall be based on the schedule for which the employee would have qualified had leave not been taken---not higher than the second step above that indicated on employee's last previous contract, i.e., not more than one (1) year salary credit will be granted.

21.4 Military leave shall not:

1. Cause loss of previously accumulated PTO;
2. Cause loss of permanent status.

ARTICLE 22
ASSOCIATION LEAVE

22.1 The Association will be credited with twenty-five (25) days of leave with pay to be used by Association representatives for Association business as may be authorized by the President of the Association

22.2 The Association shall be granted four (4) days leave for each delegate to attend NEA/MNEA conferences. The purpose, dates and times of the conference attendance for each delegate will be documented in writing to the District. The Association will reimburse the District for the cost of a substitute, if a substitute is hired, at the Board approved rate. Release of more than two (2) paraeducators per building is contingent upon the availability of substitutes.

22.3 The President of SEEA will be released from their regular position on a full-time basis. During the term of office, the President of SEEA shall be compensated in accordance with the Salaries and Salary Payment article of this agreement and retain all other benefits they would in full-time employment. They will maintain seniority, and absence from the classroom shall not be construed as a break in service. The President of SEEA shall be assigned a mailbox, an email address and a voicemail number. The President of SEEA will follow the Special School District school calendar.

22.3.1 The President of SEEA will clock in and clock out daily using the District's time and attendance system. All requests for absences will be approved by the Chief People and Culture Officer and/or designee, and all of the District's attendance processes and procedures should be followed.

22.3.2 The Association will reimburse the district half the cost of the President of SEEA's total compensation for up to 7.5 hours of work per workday, at the cost of the President's salary in an amount equal to one half (1/2) of the difference between the salary of "Assistant" Step 1 and Step 9. If the President of SEEA works more than 7.5 hours per workday, the Association will be responsible for compensating the President of SEEA for those hours of work in accordance with the law. The Association agrees to fully defend, indemnify, and hold the district harmless from any claims or losses that arise from the President of SEEA's work, including, but not limited to, claims for overtime, unpaid compensation, or other wage-and- hour allegations, or claims that arise due to the President of SEEA's working outside of the District's facilities.

22.4 The Association shall submit all requests for leave to the Superintendent or their designee in writing, not less than seven (7) working days in advance and shall specify the names of the Employees involved and the length of time/days off. The District has the discretion to deny a request for leave when, in the opinion of the Superintendent, or their designee, such leave would unduly disrupt the delivery of educational services.

ARTICLE 23
INSURANCE AND FRINGE BENEFITS

23.1 Article 23 applies to full time Employees only unless otherwise stipulated by state and or federal law.

23.2 The Board shall pay the Employee costs of the insurance premiums for individual coverage for Board specified Group Health/Medical Insurance, Group Vision Insurance and Group Family Dental Insurance for full-time employees only unless otherwise stipulated by state and or federal law.

New employees will receive their employee benefits on their start date. Benefit coverage for eligible dependents will also begin on the employees start date. Due to a financial need the Board reserves the right to implement, for benefit coverage, a waiting period not to exceed forty-two (42) calendar days.

23.3 The Board shall pay the employer costs of the insurance premiums for Board specified Group Long Term Disability Insurance.

23.4 In the event any Employee or dependent is entitled to benefits under any other insurance plan, refer to the Special School District Health Care Plan and/or District Group Long Term Disability, General Provisions, Coordination of Benefits.

23.5 The Board shall pay the employer costs of the insurance premiums for Board specified Group Life Insurance in the amount equal to one and one-half (1-1/2) times the Employee's current annual salary rounded to the nearest thousand which shall be payable to the Employee's designated beneficiary.

23.6 The Board shall offer an IRS Section 125 Plan for qualified medical and dependent care expenses.

23.7 It is the intent of the District to maintain the coverage standards and specifications for current Board specified Group Health/Medical Insurance, Group Family Dental Insurance, Group Life Insurance, and Group Long Term Disability Insurance. In the event the Board contemplates a change in benefits that will reduce coverage, the District will notify the Association.

ARTICLE 24
PAYMENT

24.1 Hourly rates for Employees subject to this Resolution during the term of this Resolution are contained in an Appendix and attached hereto and by this reference incorporated herein.

24.2 When applicable, increment steps shall take effect each year during the term of this Resolution. An Employee shall receive increment credit and advancement when employed one- half (1/2) or more of the annual number of workdays the position is authorized during the school year. An Employee that does not receive an increment step on the schedule will not make less than the hourly rate they received during the previous school year. A financial emergency may affect the ability of the District to offer an annual increment step. If this occurs, the Board or its designee will meet with Association representatives to discuss the emergency and the District's solution regarding hourly rates/increment steps. Employees who qualify for a higher channel placement shall have their schedule placement adjusted to reflect their additional compensation. The District will make necessary adjustments in October for Employees who submit required information prior to October 1 of each year. If appropriate, increases will be retroactive to the beginning of the current semester. Channel adjustments will not include increment step movement.

24.3 Employees will be paid for the hours that they work less required and elected deductions. Pay days shall be the fifteenth (15^{th}) day and the last workday of each month. When a pay day falls on a holiday or a day that is not scheduled as a regular workday, the paycheck will be issued on the preceding workday with the exception of spring/winter break.

24.4 The District will pay all compensation due the Employee within fifteen (15) working days after their final day of employment provided said Employee has given two (2) weeks' notice of resignation.

24.5 Employees shall be placed on the appropriate hourly rate step on the schedule based on employment experience and educational preparation. A financial emergency may affect how much work experience the District credits to new hires. The District will only utilize employment experience listed on the District-approved application to determine schedule placement. If an Employee underrepresented employment experience on their application during their initial hire, they may submit additional employment verification information within ninety (90) calendar days from their Board-approved hire date to the Office of Employee Success and Engagement for consideration. The Office of Employee Success and Engagement will determine if the information provided will result in a change to the Employee's schedule placement. Any change in schedule placement will be prospective from the Board of Education's approval of the new hourly rate.

24.6 A full-time teacher assistant may be used as a teacher substitute when the regular teacher is not in the classroom due to absences, meetings, conferences and special events. A teacher assistant used as a substitute shall be provided additional pay at the rate established below. If the Employee substitutes three (3) hours consecutively/Cumulatively or 3 class periods within the same day**,** the teacher assistant would receive the substitute rate of sixty ($60.00) dollars per day. Stated rate shall increase to sixty-five ($65.00) dollars in the 2024-2025 academic year and to seventy ($70.00) dollars in the 2025-2026 academic year.

24.6.1 Such additional compensation shall be paid bi-monthly to the Employee.

24.7 Supervisory approval is required prior to the scheduling of the IEP conference, assignment to another building, etc., where the teacher assistant is utilized as a substitute. In emergencies, when all efforts to obtain a certified substitute for an LEA building have been exhausted, it may be necessary to pull a teacher assistant from another LEA building in close proximity to cover the assignment.

24.8 For the purpose of placement on the appropriate step of the hourly rate schedule, Employees shall be given credit for previous comparable full-time and part-time work experience. The term "comparable" shall be defined as service in a position with any public or private enterprise/institution where the Employee's qualifications and job functions were substantially similar to the qualifications and functions required by the District's position. New Employees shall be placed one step up on the salary schedule for each year of comparable full-time employment.

24.9 Employees who conduct workshops that are outside of their normal work schedule shall be compensated at their normal rate of pay or:

- $150.00 each (1 presenter) 2 hours or more
- $105.00 each (2 presenters) 2 hours or more
- $85.00 each (3 presenters) 2 hours or more
- $70.00 each (4 presenters) 2 hours or more

Planning and preparation that occur outside of a normal work schedule should be documented and submitted for payment.

24.10 Crisis Team.
Employees serving as a member of the Crisis Team in an SSD school building shall be compensated at the rate of $750 per quarter. For a total of $3,000.00 per school year.

24.11 The District's grievance process must be used to dispute any District decision relating to step and grade placement. If a change is made to an Employee's step and grade as the result of a grievance, the maximum salary adjustment may be retroactive to the beginning of the current school year in which the grievance was filed.

ARTICLE 25
EXTENDED SCHOOL YEAR (ESY)/SUMMER PROGRAMS

25.1 The District shall first attempt to employ qualified regular District Employees in part- time positions in programs conducted by the District during the summer. The District will only consider Employees who are able to work the full Extended School Year (ESY)/Summer Program term. In the event that no qualified regular Employees are available, the District may hire outside candidates for ESY/Summer Program.

25.2 ESY/Summer Program assignments will ensure that staff are appropriately certified and have the experience and training to meet the needs of the program. After administrative sections have been made staff will be assigned based on District seniority and employee preference.

If vacancies remain after initial ESY/Summer Program assignments are made, the District may fill those vacancies with remaining qualified candidates who have not yet been selected for an ESY/Summer Program assignment.

25.3 Employees that do not have satisfactory performance may be prohibited from working ESY. An ESY/Summer Program recommendation for continued employment is required for returning ESY/Summer Program staff.

25.4 To the extent possible, staff assignments will be made by May 1, and no later than May 15. If additional enrollment occurs, staff will be hired according to existing ESY/Summer Program guidelines.

25.5 Employees working in summer programs shall be provided with a fifteen (15) minute break period per day.

25.6 Teacher Assistants, Teacher Aides, RBTs, COTAs and PTAs will be compensated at their regular rate of pay for ESY/Summer Program work.

ARTICLE 26
TRANSPORTATION REIMBURSEMENT

26.1 Employees will be reimbursed for mileage when use of a personal automobile is required to perform job responsibilities.

26.2 Mileage reimbursement will be provided for business related travel that is an integral part of the employee's job, i.e. parent conferences, student observation/consultation, IEP process, etc.

26.3 Reimbursement will not be provided on regular workdays for travel from home to the first work site of the day, whether it is a regular work site or not. Reimbursement will not be provided on regular workdays for travel from the last work site of the day to home. If, however, work related travel is necessary and approved on a non-workday, reimbursement will be provided for travel to and from home.

26.4 Reimbursement will be based upon Board approved rate.

26.5 Mileage reimbursement will be monitored by the employee's immediate supervisor. All requests for mileage reimbursement should be submitted to the employee's immediate supervisor.

26.6 Request for mileage reimbursement should be submitted monthly if the amount to be reimbursed exceeds forty dollars ($40.00).

26.7 If mileage reimbursement is less than forty dollars ($40.00), the request for mileage reimbursement should be submitted quarterly, i.e. September, December, March and June.

26.8 Request for mileage reimbursement must be submitted by the 5th day of the month immediately following the month(s) for which reimbursement is being requested.

26.9 Payment for mileage will be received within approximately six (6) weeks after reimbursement request is approved by the employee's immediate supervisor and authorized by the Board.

26.10 It is the employee's responsibility to follow the above mileage reimbursement process. Failure to do so could result in delay in payment or in non-payment.

ARTICLE 27
TUITION REIMBURSEMENT

27.1 If available, the district shall set aside funds for the purpose of tuition reimbursement for full-time staff based on the annual budget within the following guidelines:

- The maximum dollar amount of reimbursement per credit hour will not exceed the amount charged for undergraduate or graduate hours by the University of Missouri-St. Louis (UMSL) or the actual cost whichever is lower.

- Six (6) undergraduate or six (6) graduate credit hours shall be the maximum number of credit hours per employee for reimbursement in any school year beginning with the fall semester and concluding at the end of the following summer session.

- This regulation will not reimburse any course for which the employee incurs no tuition cost. Incidental costs including, but not limited to, textbooks, supplies, registration, and parking fees will not be reimbursed.

- In cases of financial emergency, the district reserves the right to make necessary adjustments or to eliminate the allotted dollar amount reserved for tuition reimbursement.

27.2 To be eligible for district-funded tuition reimbursement, you must meet the following conditions:

- Enroll in a college credit, CEU workshop or certification/licensure maintenance course that has been approved by the Office of Employee Success and Engagement.

- Earn a grade of “C” or above for undergraduate courses, earn a grade of “B” or above for graduate courses or “certificate of completion” or “pass” if grading is pass/fail.

- Be employed full-time. No payment will be made to employees who are no longer employed by the district at the time of reimbursement.

- Complete the necessary form(s) for your course(s) or workshop(s) and submit it to the Office of Employee Success and Engagement. Only submit a form for course(s) and workshop(s) that you will be taking during the upcoming semester.

27.3 Employees who meet the requirements and anticipate receiving reimbursement must submit an application to the Office of Employee Success and Engagement where a final determination regarding reimbursements will be made. If approval is denied, the employee shall receive in writing the reason for the denial.

27.4 Annually budgeted tuition reimbursement funds will be allocated until the funded amount is expended each fiscal year.

27.5 The Board of Education retains full authority to revise and/or discontinue tuition reimbursement at any time.

27.6 All applications must be submitted by the deadline stated without exception. Late submissions will not be processed.

Applications must contain the following:

- Name of college/university
- Official title of course(s) and course number
- Number of credit hours per course
- Degree credit type
- Start and end date of course(s)
- Cost per credit hour
- Statement of coursework relevance to position with the district

27.7 Tuition reimbursement is based on the annual tuition rates established by UMSL for the maximum number of credit hours allowed.

27.8 All employees that apply for tuition reimbursement will receive notification from the Office of Employee Success and Engagement whether their application has been approved or denied.

27.9 Approval of coursework does not guarantee tuition reimbursement.

After courses are completed, the following items are required:

- An official transcript or grade report issued by the college/university
- The minimum grade requirement must be met
- An itemized receipt or official proof of payment issued by the college/university

27.10 Reimbursement monies will be issued to eligible employees at the end of each deadline period. The deadlines to submit required documentation will be October 1st, February 1st, and June 1st for each school year.

27.11 Transcripts and receipts/proof of payment must be received by stated deadlines without exception. Late submissions will not be processed.

27.12 Reimbursement may be impacted by fiscal limitations.

ARTICLE 28
REDUCTION IN FORCE

28.1 The term "layoff" as used herein refers to action by the District reducing the number of full-time Employees in the District due to program needs or for economic reasons only. It does not refer to decisions to discharge an individual employee.

28.2 In the event of layoff, the District shall provide written notice to all affected employees on or before May 15 of the school year preceding the year in which layoff would occur.

28.3 In the event that the District anticipates a layoff of employees, the District will immediately notify the Association.

28.4 Layoff shall be by seniority. Seniority is defined as per Article 7, Section 7.1 and 7.2. There shall be separate seniority lists for employees in each job classification, "Teacher Aides", "Teacher Assistants", "ABA Paraprofessionals", "RBTs" "COTAs" and "PTAs".

28.5 By May 1 of the school year proceeding the year in which any layoff would be implemented, the District will publish and distribute to all employees and the Association seniority lists ranking each employee from greatest to least seniority ranking all employees so affected shall participate in a drawing by lot; to determine position on the seniority rating list. The Association and all employees so affected shall be notified in writing of the date, place and time of the drawing. The drawing shall be conducted openly and at a time and place which will allow affected employees and the Association to be in attendance.

28.6 Employee shall not be replaced or reduced in seniority ranking by school employees that are not members of the unit represented by the Association.

28.7 All retained employees face possible reassignment to fill essential vacancies. Pursuant to the application of these layoff procedures and as a result thereof, an employee may be reassigned to a new position. In the event an employee is to be placed outside his current job assignment as a result of layoff, the District shall provide such employee necessary retraining and orientation to the new assignment without cost to the employee. The performance of an employee so reassigned shall be evaluated in accordance with the Guidelines for Performance Based Paraprofessional Evaluation.

28.8 Laid off employees shall be placed in a re-employment pool and shall remain in such pool for a maximum period of two (2) succeeding fiscal years. Reassignment from this pool to existing vacancies shall be made on the basis of the employee's ranking on the seniority list as determined in Section 29.5 of this Article. No new employees shall be hired to fill existing or new assignments until the pool has been exhausted. The District shall give written notice of recall from layoff by sending a certified letter to said employee at their last known address stating the time, place and date on which the employee is to report to work. It shall be the responsibility of the employee to notify the District, in writing, or their current address. The employee will notify the employer by certified mail of any change of address or of an extended vacation that would exceed fifteen (15) working days. If the employee fails to accept or does not respond to this notice of recall within fifteen (15) working days, unless a written extension is granted in advance by the Board or designee, the employee shall be considered to have voluntarily terminated their individual employment relationship with the District. If the employee is unable to accept the assignment due to, but not limited to, physical limitations as verified by a medical statement, hospitalization and/or reasonable transportation requirements, the employee shall remain in the pool to be recalled.

28.9 The District shall pay the full cost of the current health and life insurance benefit programs of all full-time employees on layoff for three (3) months beginning the month after the employee's District paid benefits would normally cease.

28.10 The period of layoff shall not impair the seniority of the employee as per Article 7, Section 7.1 and 7.2.

28.11 At the time of their recall and upon their return to active employment, the employee will be provided all benefits which the employee is entitled to at that time, the employee's unused accumulated PTO will be restored to the employee and the employee will be placed on the proper step of the salary schedule for the employee's current position, according to the employee's experience in the District.

ARTICLE 29
GRIEVANCE PROCEDURE

29.1 Definitions

29.1.1 A "grievant" shall mean an Employee, group of Employees, and/or the Association filing a grievance on behalf of a named Employee, or as an entity in matters pertaining to this Resolution.

29.1.2 A "grievance" shall be a written claim by a grievant that a dispute or disagreement exists involving interpretation or application of the terms of this Resolution or of an existing Board policy.

29.1.3 A "party in interest" is the person or persons making the claim and any person whom might be required to take action or against whom action might be taken in order to resolve the claim.

29.1.4 "Work Days" shall refer to days on the SSD calendar when Employees are on duty.

29.2 Grievance Guidelines

29.2.1 Evaluation decisions and judgments of Employee performance, the termination of services of a tenured Employee, or the non-renewal of a probationary Employee's contract are excluded from this grievance procedure. (Reference "Appeal of the Performance Evaluation Process" as outlined in the PBE guidelines for resolution of PBE matters.)

29.2.2 The written grievance shall identify the term of this Resolution or existing Board policy and will identify the relief requested by the grievant. The grievant must elect the remedy for their dispute/disagreement with this Resolution. If an Employee chooses to first file a charge with an outside agency, the Employee is precluded from filing a grievance.

29.2.3 The Board shall recognize grievance representatives upon their identification by the Association. Upon the grievant' s request, an Association representative shall be present for any meetings, hearings, appeals or other proceeding relating to a grievance which has been formally presented in writing.

29.2.4 A class grievance involving more than one supervisor and a grievance involving the administrator above the building level may be filed by the Association at Step II.

29.2.5 In matters dealing with alleged violations of Association rights, the grievance shall be initiated at Step II.

29.2.6 Nothing contained herein shall be construed as limiting the right of any Employee having a complaint to discuss the matter via administrative channels and to have the problem adjusted without the involvement of the Association.

29.3 Grievance Process

29.3.1 INFORMAL STEP - The parties of interest acknowledge that it is most desirable for

an Employee and his immediately involved administrative supervisor to resolve problems through free and informal communications. Within ten (10) working days of the dissemination of verbal and/or written communication about an act or condition, which is the basis for a possible grievance, the Employee shall request to meet with the immediately involved administrative supervisor. When requested by the Employee, a representative of the Association may be present to assist in this resolution.

29.3.2 STEP I – If the grievant is not satisfied with the disposition of Informal Process, then the grievant may, within ten (10) working days, submit the grievance in writing to the administrative supervisor, with a copy to the Chief People and Culture Officer and Superintendent. The administrative supervisor will arrange for a meeting to take place within seven (7) working days after receipt of the written grievance. Upon conclusion of the hearing, the administrative supervisor will have seven (7) working days to provide the grievant with their written decision, including the reasons for the decision.

29.3.3 STEP II – If the grievant is not satisfied with the disposition of their grievance at Step I, or if no decision has been rendered within the Step I time frame, then the grievant may, within seven (7) working days, submit the grievance for appeal to the Director. The Director shall arrange for a hearing with the grievant to take place within seven (7) working days after receipt of the appeal. Upon conclusion of the hearing, the Director will have seven (7) working days to provide the grievant with their written decision, including the reasons for the decision.

29.3.4 STEP III – If the grievant is not satisfied with the disposition of their grievance at Step II, or if no decision has been rendered within the Step II time frame, then the grievant may, within seven (7) working days submit the grievance for appeal to the Superintendent or ~~his/her~~ their official designee. The Superintendent or their official designee shall arrange for a hearing with the grievant to take place within seven (7) working days after receipt of the appeal. Upon conclusion of the hearing, the Superintendent or their official designee will have seven (7) working days to provide the grievant with their written decision, including the reasons for the decision.

29.3.5 STEP IV - If the grievant is not satisfied with the disposition of their grievance at Step III, or if no decision has been rendered within the Step III time frame, then the grievant may, within seven (7) working days, submit the written grievance for appeal to the Board. The Board or its official designee shall arrange for a hearing with the grievant before the full Board or, at the Board's discretion, with a subcommittee of the Board to take place no later than the second business meeting after the written appeal has been received. The Board will conclude its deliberations no later than the second business meeting after the hearing and will provide the grievant with its written decision within seven (7) working days. The decision of the Board is final and binding on all parties.

29.3.6 When a grievance is submitted on or after May 1, the parties agree to attempt to reach a resolution regarding the grievance prior to the beginning of the new school year school year.

29.3.7 No event from a prior academic year (July 1 through June 30) will be considered grievable.

29.3.8 The parties in interest shall have the right to include in the presentation such witnesses, as they deem necessary to develop facts pertinent to the grievance.

29.3.9 No reprisals of any kind will be taken by the Board or the District against any

Employee because of their participation in this grievance procedure.

29.3.10 The District will furnish the Association such information as is reasonably requested for the processing of any grievance.

29.3.11 Failure by the grievant to file or process any grievance within the time limit provided in this procedure shall be a bar to any further action on such grievances.

29.3.12 The time limits specified may be extended by the mutual written agreement of the grievant and any person with whom the grievance is filed or appealed.

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

ARTICLE 30
ADMINISTRATIVE RIGHTS

30.1 The Association recognizes that all matters pertaining to the policies that affect the management and operation of the Special District, including its educational and fiscal affairs, are the basic responsibility of the Board pursuant to the Educational Laws of the State of Missouri except as these policies are specifically modified by the terms of this Joint Resolution

30.1.1 The Association recognizes that the Special District retains the sole and exclusive right and authority to manage the business of the Special District, including, but not limited to the right and authority to plan, direct and control its operations; to determine the location, design, size and number of buildings; to decide the business hours of its operation; to decide the types of educational service it shall provide within lawful limitations; to determine the starting and quitting time for employees, work schedules and number of hours to be worked; to select, implement and modify as needed the method for recording and accounting for time worked and time absent; to organize and reorganize the administrative staff; to determine duties assigned to positions and to assign duties to administrative positions; to have the sole right to discipline, suspend with or without pay, and to discharge employees; to hire, layoff, assign, transfer, and promote employees; to select and hire, to promote to a better position, to maintain efficiency of employees; to determine the number of teaching and non-teaching staff; to make assignments, to introduce new or improved methods, techniques, and programs; to evaluate employees to determine the method of evaluation; to determine class size; to determine whether or not to subcontract; to determine the number and duties of employees; to determine whether and to what extent the work required in operating its business and supplying its services shall be performed by employees covered by this Agreement; to consolidate programs; and to make reasonable rules and regulations pertaining to employees by this Joint Resolution.

30.1.2 It is the intention of the parties that all of the rights, powers, and authority that the Special School District had prior to the signing of this Joint Resolution are retained by the Special District and that with the exception of specific provisions of this Joint Resolution the Special District shall have unrestricted right to manage its affairs. This Joint Resolution constitutes the full and complete commitments of the Special District to the Association.

30.1.3 In the exercise of such rights above the District shall comply with the provisions of this Joint Resolution. It is further agreed that the final decision of the Special District made by the Superintendent with respect to any of the above matters shall not be further reviewable by the grievance procedure.

ARTICLE 31
COMPLETE DISCUSSIONS

31.1 This Joint Resolution summarizes the entire discussion between the Special School District and the Association. The parties acknowledge that during the discussions which resulted in this Joint Resolution, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter allowed under the law.

31.2 Upon mutual agreement to discuss the topic, the District and the Association may bargain over proposed changes to this Joint Resolution during its term. All terms and conditions of employment not covered by this Joint Resolution remain within the discretion of the District's rights under Article 30 Administrative Rights as set forth herein, subject to the requirements of law.

ARTICLE 32
DURATION

32.1 The term of this Resolution's language shall be from July 1, 2023, until June 30, 2026.

32.2 The term of this Resolution for salary shall be from July 1, 2023, until June 30, 2026.

Certified Occupational Therapy Assistant (COTA) and Physical Therapy Assistant (PTA)
2023-24 Hourly Rate Schedule

	COTA/PTA	COTA/PTA Longevity 6-10 years	COTA/PTA Longevity 11-15 years	COTA/PTA Longevity 16-20 years	COTA/PTA Longevity 21+ years
1	29.00				
2	30.00				
3	31.00				
4	32.00				
5	33.00				
6	34.00	35.00			
7	38.00	39.00	40.00	41.00	42.00

	COTA/PTA w/Degree Conferred	COTA/PTA w/Degree Conferred Longevity 6-10 years	COTA/PTA w/Degree Conferred Longevity 11-15 years	COTA/PTA w/Degree Conferred Longevity 16-20 years	COTA/PTA w/Degree Conferred Longevity 21+ years
1	30.00				
2	31.00				
3	32.00				
4	33.00				
5	34.00				
6	35.00	36.00			
7	39.00	40.00	41.00	42.00	43.00

This schedule includes an overall 22% increase.
Eligible staff members will receive step movement and a longevity differential.
Longevity is based on current consecutive years of service with SSD.
Steps on the salary schedule do not represent years of service with the district.

Board Approved: April 25, 2023
Board Approved (Revised): May 23, 2023

Effective: July 1, 2023

Registered Behavior Technician (RBT)
2023-24 Hourly Rate Schedule

	RBT	RBT Longevity 6-10 years	RBT Longevity 11-15 years	RBT Longevity 16-20 years	RBT Longevity 21+ years
1	24.00				
2	25.00				
3	26.00				
4	27.00				
5	28.00				
6	29.00	30.00			
7	30.00	31.00			
8	31.00	32.00			
9	35.00	36.00	37.00	38.00	39.00

	RBT w/Degree Conferred	RBT w/Degree Conferred Longevity 6-10 years	RBT w/Degree Conferred Longevity 11-15 years	RBT w/Degree Conferred Longevity 16-20 years	RBT w/Degree Conferred Longevity 21+ years
1	25.00				
2	26.00				
3	27.00				
4	28.00				
5	29.00				
6	30.00	31.00			
7	31.00	32.00			
8	32.00	33.00			
9	36.00	37.00	38.00	39.00	40.00

This schedule includes an overall 21% increase.
Eligible staff members will receive step movement and a longevity differential.
Longevity is based on current consecutive years of service with SSD.
Steps on the salary schedule do not represent years of service with the district.

Board Approved: April 25, 2023
Board Approved (Revised): May 23, 2023

Effective: July 1, 2023

Teacher Aide
2023-24 Hourly Rate Schedule

	Teacher Aide	Teacher Aide Longevity 6-10 years	Teacher Aide Longevity 11-15 years	Teacher Aide Longevity 16-20 years	Teacher Aide Longevity 21+ years
1	17.00				
2	18.00				
3	19.00				
4	20.00				
5	21.00				
6	22.00	23.00			
7	23.00	24.00			
8	24.00	25.00			
9	28.00	29.00	30.00	31.00	32.00

This schedule includes an overall 18% increase.
Eligible staff members will receive step movement and a longevity differential.
Longevity is based on current consecutive years of service with SSD.
Steps on the salary schedule do not represent years of service with the district.

Board Approved: April 25, 2023
Effective: July 1, 2023

Teacher Assistant
2023-24 Hourly Rate Schedule

SPECIAL SCHOOL DISTRICT OF ST. LOUIS COUNTY

	Teacher Assistant	Teacher Assistant Longevity 6-10 years	Teacher Assistant Longevity 11-15 years	Teacher Assistant Longevity 16-20 years	Teacher Assistant Longevity 21+ years
1	21.00				
2	22.00				
3	23.00				
4	24.00				
5	25.00				
6	26.00	27.00			
7	27.00	28.00			
8	28.00	29.00			
9	33.00	34.00	35.00	36.00	37.00

	Teacher Assistant w/Degree Conferred	Teacher Assistant w/Degree Conferred Longevity 6-10 years	Teacher Assistant w/Degree Conferred Longevity 11-15 years	Teacher Assistant w/Degree Conferred Longevity 16-20 years	Teacher Assistant w/Degree Conferred Longevity 21+ years
1	22.00				
2	23.00				
3	24.00				
4	25.00				
5	26.00				
6	27.00	28.00			
7	28.00	29.00			
8	29.00	30.00			
9	34.00	35.00	36.00	37.00	38.00

This schedule includes an overall 37% increase.
Eligible staff members will receive step movement and a longevity differential.
Longevity is based on current consecutive years of service with SSD.
Steps on the salary schedule do not represent years of service with the district.

Board Approved: April 25, 2023
Board Approved (Revised): May23, 2023

Effective: July 1, 2023

Certified Occupational Therapy Assistant (COTA) and Physical Therapy Assistant (PTA) 2024-25 Hourly Rate Schedule

	COTA/PTA	COTA/PTA Longevity 6-10 years	COTA/PTA Longevity 11-15 years	COTA/PTA Longevity 16-20 years	COTA/PTA Longevity 21+ years
1	30.00				
2	31.00				
3	32.00				
4	33.00				
5	34.00				
6	35.00	36.00			
7	39.00	40.00	41.00	42.00	43.00

This schedule includes a $1.00/hr increase per step.
Eligible staff members will receive step movement and a longevity differential.
Longevity is based on current consecutive years of service with SSD.
Steps on the salary schedule do not represent years of service with the district.

	COTA/PTA Associates Degree	COTA/PTA Associates Degree Longevity 6-10 years	COTA/PTA Associates Degree Longevity 11-15 years	COTA/PTA Associates Degree Longevity 16-20 years	COTA/PTA Associates Degree Longevity 21+ years
1	31.00				
2	32.00				
3	33.00				
4	34.00				
5	35.00				
6	36.00	37.00			
7	40.00	41.00	42.00	43.00	44.00

This schedule includes a $1.00/hr increase per step.
Eligible staff members will receive step movement and a longevity differential.
Longevity is based on current consecutive years of service with SSD.
Steps on the salary schedule do not represent years of service with the district.

	COTA/PTA Bachelors/Masters Degree	COTA/PTA Bachelors/Masters Degree Longevity 6-10 years	COTA/PTA Bachelors/Masters Degree Longevity 11-15 years	COTA/PTA Bachelors/Masters Degree Longevity 16-20 years	COTA/PTA Bachelors/Masters Degree Longevity 21+ years
1	32.00				
2	33.00				
3	34.00				
4	35.00				
5	36.00				
6	37.00	38.00			
7	41.00	42.00	43.00	44.00	45.00

This schedule includes a $1.00/hr increase per step.
Eligible staff members will receive step movement and a longevity differential.
Longevity is based on current consecutive years of service with SSD.
Steps on the salary schedule do not represent years of service with the district.

Board Approved: April 25, 2023
Board Approved (Revised): May 23, 2023

Effective: July 1, 2023

Registered Behavior Technician (RBT)
2024-25 Hourly Rate Schedule

	RBT	RBT Longevity 6-10 years	RBT Longevity 11-15 years	RBT Longevity 16-20 years	RBT Longevity 21+ years
1	25.00				
2	26.00				
3	27.00				
4	28.00				
5	29.00				
6	30.00	31.00			
7	31.00	32.00			
8	32.00	33.00			
9	36.00	37.00	38.00	39.00	40.00

This schedule includes a $1.00/hr increase per step.
Eligible staff members will receive step movement and a longevity differential.
Longevity is based on current consecutive years of service with SSD.
Steps on the salary schedule do not represent years of service with the district.

	RBT Associates Degree	RBT Associates Degree Longevity 6-10 years	RBT Associates Degree Longevity 11-15 years	RBT Associates Degree Longevity 16-20 years	RBT Associates Degree Longevity 21+ years
1	26.00				
2	27.00				
3	28.00				
4	29.00				
5	30.00				
6	31.00	32.00			
7	32.00	33.00			
8	33.00	34.00			
9	37.00	38.00	39.00	40.00	41.00

This schedule includes a $1.00/hr increase per step.
Eligible staff members will receive step movement and a longevity differential.
Longevity is based on current consecutive years of service with SSD.
Steps on the salary schedule do not represent years of service with the district.

	RBT Bachelors/Masters Degree	RBT Bachelors/Masters Degree Longevity 6-10 years	RBT Bachelors/Masters Degree Longevity 11-15 years	RBT Bachelors/Masters Degree Longevity 16-20 years	RBT Bachelors/Masters Degree Longevity 21+ years
1	27.00				
2	28.00				
3	29.00				
4	30.00				
5	31.00				
6	32.00	33.00			
7	33.00	34.00			
8	34.00	35.00			
9	38.00	39.00	40.00	41.00	42.00

This schedule includes a $1.00/hr increase per step.
Eligible staff members will receive step movement and a longevity differential.
Longevity is based on current consecutive years of service with SSD.
Steps on the salary schedule do not represent years of service with the district.

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Effective: July 1, 2023

Teacher Aide
2024-25 Hourly Rate Schedule

	Teacher Aide	Teacher Aide Longevity 6-10 years	Teacher Aide Longevity 11-15 years	Teacher Aide Longevity 16-20 years	Teacher Aide Longevity 21+ years
1	18.00				
2	19.00				
3	20.00				
4	21.00				
5	22.00				
6	23.00	24.00			
7	24.00	25.00			
8	25.00	26.00			
9	29.00	30.00	31.00	32.00	33.00

This schedule includes a $1.00/hr increase per step.
Eligible staff members will receive step movement and a longevity differential.
Longevity is based on current consecutive years of service with SSD.
Steps on the salary schedule do not represent years of service with the district.

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Teacher Assistant
2024-25 Hourly Rate Schedule

	Teacher Assistant	Teacher Assistant Longevity 6-10 years	Teacher Assistant Longevity 11-15 years	Teacher Assistant Longevity 16-20 years	Teacher Assistant Longevity 21+ years
1	22.00				
2	23.00				
3	24.00				
4	25.00				
5	26.00				
6	27.00	28.00			
7	28.00	29.00			
8	29.00	30.00			
9	34.00	35.00	36.00	37.00	38.00

This schedule includes an $1.00/hr increase per step.
Eligible staff members will receive step movement and a longevity differential.
Longevity is based on current consecutive years of service with SSD.
Steps on the salary schedule do not represent years of service with the district.

	Teacher Assistant Associates Degree	Teacher Assistant Associates Degree Longevity 6-10 years	Teacher Assistant Associates Degree Longevity 11-15 years	Teacher Assistant Associates Degree Longevity 16-20 years	Teacher Assistant Associates Degree Longevity 21+ years
1	23.00				
2	24.00				
3	25.00				
4	26.00				
5	27.00				
6	28.00	29.00			
7	29.00	30.00			
8	30.00	31.00			
9	35.00	36.00	37.00	38.00	39.00

This schedule includes an $1.00/hr increase per step.
Eligible staff members will receive step movement and a longevity differential.
Longevity is based on current consecutive years of service with SSD.
Steps on the salary schedule do not represent years of service with the district.

	Teacher Assistant Bachelors/Masters Degree	Teacher Assistant Bachelors/Masters Degree Longevity 6-10 years	Teacher Assistant Bachelors/Masters Degree Longevity 11-15 years	Teacher Assistant Bachelors/Masters Degree Longevity 16-20 years	Teacher Assistant Bachelors/Masters Degree Longevity 21+ years
1	24.00				
2	25.00				
3	26.00				
4	27.00				
5	28.00				
6	29.00	30.00			
7	30.00	31.00			
8	31.00	32.00			
9	36.00	37.00	38.00	39.00	40.00

This schedule includes an $1.00/hr increase per step.
Eligible staff members will receive step movement and a longevity differential.
Longevity is based on current consecutive years of service with SSD.
Steps on the salary schedule do not represent years of service with the district.

Board Approved: April 25, 2023
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Effective: July 1, 2023

Certified Occupational Therapy Assistant (COTA) and Physical Therapy Assistant (PTA)
2025-26 Hourly Rate Schedule

	COTA/PTA	COTA/PTA Longevity 6-10 years	COTA/PTA Longevity 11-15 years	COTA/PTA Longevity 16-20 years	COTA/PTA Longevity 21+ years
1	30.00				
2	31.00				
3	32.00				
4	33.00				
5	34.00				
6	35.00	36.00			
7	40.00	41.00	42.00	43.00	44.00

Eligible staff members on step 9 will receive a $1.00/hr increase.
Eligible staff members will receive step movement and a longevity differential.
Longevity is based on current consecutive years of service with SSD.
Steps on the salary schedule do not represent years of service with the district.

	COTA/PTA Associates Degree	COTA/PTA Associates Degree Longevity 6-10 years	COTA/PTA Associates Degree Longevity 11-15 years	COTA/PTA Associates Degree Longevity 16-20 years	COTA/PTA Associates Degree Longevity 21+ years
1	31.00				
2	32.00				
3	33.00				
4	34.00				
5	35.00				
6	36.00	37.00			
7	41.00	42.00	43.00	44.00	45.00

Eligible staff members on step 9 will receive a $1.00/hr increase.
Eligible staff members will receive step movement and a longevity differential.
Longevity is based on current consecutive years of service with SSD.
Steps on the salary schedule do not represent years of service with the district.

	COTA/PTA Bachelor's Degree	COTA/PTA Bachelor's Degree Longevity 6-10 years	COTA/PTA Bachelor's Degree Longevity 11-15 years	COTA/PTA Bachelor's Degree Longevity 16-20 years	COTA/PTA Bachelor's Degree Longevity 21+ years
1	32.00				
2	33.00				
3	34.00				
4	35.00				
5	36.00				
6	37.00	38.00			
7	42.00	43.00	44.00	45.00	46.00

Eligible staff members on step 9 will receive a $1.00/hr increase.
Eligible staff members will receive step movement and a longevity differential.
Longevity is based on current consecutive years of service with SSD.
Steps on the salary schedule do not represent years of service with the district.

	COTA/PTA Master's Degree	COTA/PTA Master's Degree Longevity 6-10 years	COTA/PTA Master's Degree Longevity 11-15 years	COTA/PTA Master's Degree Longevity 16-20 years	COTA/PTA Master's Degree Longevity 21+ years
1	33.00				
2	34.00				
3	35.00				
4	36.00				
5	37.00				
6	38.00	39.00			
7	43.00	44.00	45.00	46.00	47.00

Eligible staff members on step 9 will receive a $1.00/hr increase.
Eligible staff members will receive step movement and a longevity differential.
Longevity is based on current consecutive years of service with SSD.
Steps on the salary schedule do not represent years of service with the district.

Board Approved: April 25, 2023
Effective: July 1, 2023

Registered Behavior Technician (RBT)
2025-26 Hourly Rate Schedule

	RBT	RBT Longevity 6-10 years	RBT Longevity 11-15 years	RBT Longevity 16-20 years	RBT Longevity 21+ years
1	25.00				
2	26.00				
3	27.00				
4	28.00				
5	29.00				
6	30.00	31.00			
7	31.00	32.00			
8	32.00	33.00			
9	37.00	38.00	39.00	40.00	41.00

Eligible staff members on step 9 will receive a $1.00/hr increase.
Eligible staff members will receive step movement and a longevity differential.
Longevity is based on current consecutive years of service with SSD.
Steps on the salary schedule do not represent years of service with the district.

	RBT Associates Degree	RBT Associates Degree Longevity 6-10 years	RBT Associates Degree Longevity 11-15 years	RBT Associates Degree Longevity 16-20 years	RBT Associates Degree Longevity 21+ years
1	26.00				
2	27.00				
3	28.00				
4	29.00				
5	30.00				
6	31.00	32.00			
7	32.00	33.00			
8	33.00	34.00			
9	38.00	39.00	40.00	41.00	42.00

Eligible staff members on step 9 will receive a $1.00/hr increase.
Eligible staff members will receive step movement and a longevity differential.
Longevity is based on current consecutive years of service with SSD.
Steps on the salary schedule do not represent years of service with the district.

	RBT Bachelor's Degree	RBT Bachelor's Degree Longevity 6-10 years	RBT Bachelor's Degree Longevity 11-15 years	RBT Bachelor's Degree Longevity 16-20 years	RBT Bachelor's Degree Longevity 21+ years
1	27.00				
2	28.00				
3	29.00				
4	30.00				
5	31.00				
6	32.00	33.00			
7	33.00	34.00			
8	34.00	35.00			
9	39.00	40.00	41.00	42.00	43.00

Eligible staff members on step 9 will receive a $1.00/hr increase.
Eligible staff members will receive step movement and a longevity differential.
Longevity is based on current consecutive years of service with SSD.
Steps on the salary schedule do not represent years of service with the district.

	RBT Master's Degree	RBT Master's Degree Longevity 6-10 years	RBT Master's Degree Longevity 11-15 years	RBT Master's Degree Longevity 16-20 years	RBT Master's Degree Longevity 21+ years
1	28.00				
2	29.00				
3	30.00				
4	31.00				
5	32.00				
6	33.00	34.00			
7	34.00	35.00			
8	35.00	36.00			
9	40.00	41.00	42.00	43.00	44.00

Eligible staff members on step 9 will receive a $1.00/hr increase.
Eligible staff members will receive step movement and a longevity differential.
Longevity is based on current consecutive years of service with SSD.
Steps on the salary schedule do not represent years of service with the district.

Board Approved: April 25, 2023
Effective: July 1, 2023

Teacher Aide
2025-26 Hourly Rate Schedule

	Teacher Aide	Teacher Aide Longevity 6-10 years	Teacher Aide Longevity 11-15 years	Teacher Aide Longevity 16-20 years	Teacher Aide Longevity 21+ years
1	18.00				
2	19.00				
3	20.00				
4	21.00				
5	22.00				
6	23.00	24.00			
7	24.00	25.00			
8	25.00	26.00			
9	30.00	31.00	32.00	33.00	34.00

Eligible staff members on step 9 will receive a $1.00/hr increase.
Eligible staff members will receive step movement and a longevity differential.
Longevity is based on current consecutive years of service with SSD.
Steps on the salary schedule do not represent years of service with the district.

Board Approved: April 25, 2023
Effective: July 1, 2023

Teacher Assistant
2025-26 Hourly Rate Schedule

	Teacher Assistant	Teacher Assistant Longevity 6-10 years	Teacher Assistant Longevity 11-15 years	Teacher Assistant Longevity 16-20 years	Teacher Assistant Longevity 21+ years
1	22.00				
2	23.00				
3	24.00				
4	25.00				
5	26.00				
6	27.00	28.00			
7	28.00	29.00			
8	29.00	30.00			
9	35.00	36.00	37.00	38.00	39.00

Eligible staff members on step 9 will receive a $1.00/hr increase.
Eligible staff members will receive step movement and a longevity differential.
Longevity is based on current consecutive years of service with SSD.
Steps on the salary schedule do not represent years of service with the district.

	Teacher Assistant Associates Degree	Teacher Assistant Associates Degree Longevity 6-10 years	Teacher Assistant Associates Degree Longevity 11-15 years	Teacher Assistant Associates Degree Longevity 16-20 years	Teacher Assistant Associates Degree Longevity 21+ years
1	23.00				
2	24.00				
3	25.00				
4	26.00				
5	27.00				
6	28.00	29.00			
7	29.00	30.00			
8	30.00	31.00			
9	36.00	37.00	38.00	39.00	40.00

Eligible staff members on step 9 will receive a $1.00/hr increase.
Eligible staff members will receive step movement and a longevity differential.
Longevity is based on current consecutive years of service with SSD.
Steps on the salary schedule do not represent years of service with the district.

	Teacher Assistant Bachelor's Degree	Teacher Assistant Bachelor's Degree Longevity 6-10 years	Teacher Assistant Bachelor's Degree Longevity 11-15 years	Teacher Assistant Bachelor's Degree Longevity 16-20 years	Teacher Assistant Bachelor's Degree Longevity 21+ years
1	24.00				
2	25.00				
3	26.00				
4	27.00				
5	28.00				
6	29.00	30.00			
7	30.00	31.00			
8	31.00	32.00			
9	37.00	38.00	39.00	40.00	41.00

Eligible staff members on step 9 will receive a $1.00/hr increase.
Eligible staff members will receive step movement and a longevity differential.
Longevity is based on current consecutive years of service with SSD.
Steps on the salary schedule do not represent years of service with the district.

	Teacher Assistant Master's Degree	Teacher Assistant Master's Degree Longevity 6-10 years	Teacher Assistant Master's Degree Longevity 11-15 years	Teacher Assistant Master's Degree Longevity 16-20 years	Teacher Assistant Master's Degree Longevity 21+ years
1	25.00				
2	26.00				
3	27.00				
4	28.00				
5	29.00				
6	30.00	31.00			
7	31.00	32.00			
8	32.00	33.00			
9	38.00	39.00	40.00	41.00	42.00

Eligible staff members on step 9 will receive a $1.00/hr increase.
Eligible staff members will receive step movement and a longevity differential.
Longevity is based on current consecutive years of service with SSD.
Steps on the salary schedule do not represent years of service with the district.

Board Approved: April 25, 2023
Effective: July 1, 2023

Memorandum of Understanding between the Special School District of St. Louis County (SSD) and the Special Education Employee Association (SEEA)

Effective at the start the 2022-2023 SSD school calendar, the President of SEEA will be released from their regular position on a full-time basis. The district will cover 75% of the cost of the President of SEEA's total compensation up to 7.5 hours of work per workday and the Association will cover 25% for the 2022-2023 and 2023-2024 school years.

For the 2024-2025 and thereafter, the district will cover agreed upon cost of the President of SEEA's total compensation in Article 22.3 in the SEEA Joint Resolution.

Memorandum of Understanding between the Special School District of St. Louis County (SSD) and the Special Education Employee Association (SEEA)

The SEEA and SSD Administration agree to the following for the 2023-24 school year:

Differential pay for degree attainment will be phased in over the next three years. During the 2023-24 school year all eligible employees will receive an additional $1.00 (one dollar) per hour for having an Associate's Degree and above. During the 2024-25 school year all eligible employees will receive an additional $2.00 (two dollars) per hour for having a Bachelor's Degree and above. During the 2025-26 school year all eligible employees will receive an additional $3.00 (three dollars) per hour for having a Master's Degree.

Memorandum of Understanding between the Special School District of St. Louis County (SSD) and the Special Education Employee Association (SEEA)

The SEEA and SSD Administration agree to the following amendments to **Article 22 Association Leave** for the **2023-24** school year:

Article 22.3, is amended to read as follows:

The President of SEEA will be released from their regular position on a full-time basis. During the term of office, the President of SEEA shall be compensated in accordance with the Salaries and Salary Payment article of this agreement and retain all other benefits they would in full-time employment. They will maintain seniority, and absence from the classroom shall not be construed as a break in service. The President of SEEA shall be assigned a mailbox, an email address, and a voicemail number. The President of SEEA will follow the Special School District school calendar. In lieu of the full-time release of the President, the Association, through its President, may designate release time between its President and their designee for a combined total release time of two and one-half (2.5) days per week.

Article 22.3.1, is amended to read as follows:

The President of SEEA, or otherwise released designee, will clock in and clock out daily using the District's time and attendance system. All requests for absences will be approved by the Chief People and Culture Officer and/or designee, and all of the District's attendance processes and procedures should be followed.

Article 22.3.2, is amended to read as follows:

The Association will reimburse the District half the cost of the President of SEEA's total compensation for up to seven and one half (7.5) hours of work per workday, at the cost of the President's salary in an amount equal to one half (1/2) of the difference between the salary of "Assistant" Step 1 and Step 9. If the President of SEEA works more than seven and one half (7.5) hours per workday, the Association will be responsible for compensating the President of SEEA for those hours of work in accordance with the law. The Association agrees to fully defend, indemnify, and hold the District harmless from any claims or losses that arise from the President of SEEA's work, including, but not limited to, claims for overtime, unpaid compensation, or other wage-and-hour allegations, or claims that arise due to the President of SEEA's working outside of the District's facilities. The same reimbursement methodology and indemnification provision shall apply to any other Employee released by the Association President through this Article 22.3.

Memorandum of Understanding between the Special School District of St. Louis County (SSD) and the Special Education Employee Association (SEEA)

The SEEA and SSD Administration agree to the following amendments to **Article 16 Paid Time Off (PTO)** for the 2023-26 school years:

Article 16.2.6, is amended to read as follows:

Except in cases of emergency, prior approval of the immediate supervisor, shall be required in cases where the Employee's requested PTO falls on the first and last day of student attendance, the day before or after a holiday or break, or when PTO exceeds five (5) consecutive days. In such instances, a statement of the reason(s) for the PTO will be required. If the Employee disagrees with the decision of the supervisor, the Employee may appeal the supervisor's decision with the Chief People and Culture Officer or their designee.

Article 16.8.1, is amended to read as follows:

Employees will have the opportunity to receive two hundred and fifty dollars ($250) for each entire quarter of perfect attendance. Perfect attendance is defined as not having any absences or unexcused time during an entire quarter which means no use of PTO days or non-paid absences. For ten (10) month Employees the first entire quarter of the school year will be from the beginning of the school year through October 31, the second entire quarter of the year will be from November 1 through January 15, the third entire quarter of the school year will be from January 16 through March 15, and the fourth entire quarter of the school year will be from March 16 through the end of the school year. For twelve (12) month Employees the first entire quarter of the school year will be from July 1 through September 30, the second entire quarter of the year will be from October 1 through December 31, the third entire quarter of the school year will be January 1 through March 31 and the fourth entire quarter of the school year will be April 1 through June 30. The perfect attendance bonus, for the first, second and third quarters will be paid one month following the end of the quarter, the fourth quarter will be paid on July 15. An Employee will not receive the perfect attendance bonus in the event they separate from the district prior to the end of the current school year. Use of bereavement leave, Jury Duty leave, leave for Court Subpoena, Crime Victim leave, critical leave, vacation and/or Election leave will not be counted as an interruption of perfect attendance. Employees that have perfect attendance all four quarters will receive an additional five hundred dollars ($500) perfect attendance bonus for the year which will be paid on July 15.

Employees working in the year-round courts programs will receive their perfect attendance bonus in accordance with the language above. However, the dates will be adjusted to the quarters of attendance established by the St. Louis County Courts.