

St. Charles Transportation Education Association
Collective Bargaining/Master Agreement
Effective July 1, 2024 through June 30, 2026

As reported by the spokesperson for the St. Charles Transportation Education Association (SCTEA) and the Board Administration Team, each individual item below and the Master Agreement was agreed to. As such, these items are jointly submitted to the Board of Education for approval at the regularly scheduled March 14, 2024, Board of Education meeting.

10

SCTEA Team Members**SCSD/Board Team**

12 **Dean Meyer

* Rodney Lewis

13 Rodney O’Neal

Jason Sefrit

14 Eric Copeland

Jeremy Shields

15 India Barnes-Dobbins

Jack Williamson

16 Mike Vineyard

Stan Fowler

17 Theresa Dillow

Robert Anderson

18 Antoinette Kidd

Steve Wilson

19 Lisa Blaha**

Karen O’Hearn

20

Kathy Beerman

21 Peggy Cochran – Facilitator

22 *Team Chairperson

23 **MNEA Uniserv Director

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75 **ARTICLE I: Activity Trips**

76 **A. Bidding**

- 77 1. Trip list will be reset every trimester (per academic calendar)
- 78 2. When calculating a new driver's rotation in trip seniority, the total number of trips
- 79 awarded for the current trimester will be divided by the total number of drivers who
- 80 have participated in the current trimester. This will be used as the number of trips a new
- 81 driver begins with.
- 82 3. The activity driver/part time driver will get preference over a route driver whose third tier is
- 83 standby status.

84 **B. Summer**

- 85 1. Summer activity assignments handled separately by seniority

86 **C. Notification of Trips**

- 87 1. The Director of Transportation or designee will notify by email and text all drivers of
- 88 the assigned trip.

89 **D. Expenditure for Meals**

90 Drivers on trips which last at least 8 hours in duration will be entitled to meal reimbursement
 91 per established district guidelines. The current (2015-16) meal reimbursement rate is \$20 for
 92 breakfast, \$20 for lunch and \$35 for dinner. Itemized receipts must be submitted to be eligible
 93 for reimbursement.

94 **ARTICLE II: Attendance /Reporting**

95 **A. Call-in Procedure**

- 96 1. Utilize current AM and PM call-in procedure; call-in absences must talk with dispatchers
- 97 or directors
- 98 2. Allow a 2-shift 5:45 AM single call-in; If feeling better you may call prior to noon to see if
- 99 you are needed.

100

101

102 **B. Maximize Attendance**

- 103 1. Drivers and monitors will have the opportunity during the school year of earning 3 times
- 104 per year a presentee-ism incentives (\$150 each trimester) for perfect attendance (no use
- 105 of sick leave)
- 106 2. Accrue sick leave at one day per month (first payroll of the month) as you work.
- 107 Continue attendance committee
 - 108 ▪ Consider other attendance incentives
 - 109 ▪ Consider requirements for doctors' notes after a certain number of
 - 110 absences.

111

112

C. Perfect Attendance Incentive

1. Need Incentive Committee (SCTEA President and Director of Transportation) to recognize attendance and safety.
 - Employee of the month – Need process
 - Parking spot for perfect attendance
 - Lunch w/Superintendent
 - Educate people about purpose of sick days
 - District promotional items that may be available
2. Personal days will not count against an employee's perfect attendance.

D. Time Keeping Program

The technology department will provide an additional computer for the break room; possible two and Gmail icons will be added. The Assistant Superintendent for Business and Technology will find out if there is a view-only screen for employees to check time records.

ARTICLE III: Bidding Routes/Transfers

A. Bidding Processclimate

1. Bid at the beginning of year by seniority and limit one bid up per year. Routes vacated during the year will be posted for bid for five working days. Results will be posted.
2. An employee may bid a route at the annual bid even if they are out on leave if their doctor releases them for work within 30 days of the annual route bid date.

B. Newly Created Position

1. The district will follow board policy regarding the posting of positions, personnel reassignments, etc.
2. It was acknowledged that when unique circumstances occur, better communication to staff would be beneficial

ARTICLE IV: Climate Committee

A. BCC/Group Discussion

1. A district committee will be formed to review the BCC/Group Discussion processes and consider recommendations that include:
 - Re-Train staff
 - Re-visit form
 - Talk to all staff about what it is and how it works for both processes
 - Examine what goes to climate committee
 - Make a building rep a gatekeeper.
 - Certified discussion group must go to principal first – gatekeeper can reinforce
 - Lunch (principal and building rep) – touch bases
 - One training for all (staff and admin) on a yearly basis
 - Anonymous only at climate committee level, not when it goes to gatekeeper

- 153 ● No verbal – must be written
- 154 ● Review the process / redefine process
- 155 2. A committee (Admin/SCEA/SCESSA/SCTEA) will develop the plan and have ready by
- 156 August 1, 2017
- 157 3. Reduce the amount of time that committee meets (meet every other month)
- 158 4. Other options Transportation Building Climate Committee can consider:
- 159 ● Free lunch from SCTEA
- 160 ● Extra uniform shirt
- 161 ● Recognition at transportation banquet.

162 **ARTICLE V: Contract/Workdays**

- 163 A. Drivers/monitors will reduce their total number of workdays by 4 days within the next 4
- 164 years by utilizing one of the following options of reducing workdays.
- 165 ● 1 day/4 years = first workday for 4 years
- 166 ● 1 day/2 years & 2 days/1 year = first workday for 2 years, and then first and
- 167 second workday in the following year.
- 168 ● 1 day/1 year and 3 days/1 year = first workday for 1 year, and then
- 169 first/second/third workday in the following year.
- 170 ● 2 days/2 years = first and second workday of each year for 2 years.
- 171 ● 4 days/1 year = first/second/third/fourth workday for one year (all upfront in a
- 172 row)
- 173 B. Drivers/monitors can add to reduction of numbers, but can't go back and add workdays
- 174 C. Drivers/monitors must give declaration on workdays by June 1st each year.
- 175 D. When the district calls off school and/or declares an AMI day, the transportation
- 176 department employees will be paid.

177 **ARTICLE VI: District Committees**

- 178 1. Each district committee will have a SCTEA appointed representative invited to attend.

179 **Article VII: Duration**

- 180 A. All previous agreements negotiated will be honored within this document.
- 181 B. Duration of Agreement – 2024-2026
- 182 a. 2-year salary, 2024-2026
- 183 b. 2-year language, 2024-2026
- 184 c. Open up salary and language after one year in 2025 if SCTEA and district
- 185 administration cannot find a resolution to an issue discussed at the monthly Central
- 186 Office administration and SCTEA leadership meeting with up to 2 issues using the IBB
- 187 process.
- 188 d. A notice of intent to open negotiations must be provided to both parties by
- 189 December 1, 2024.
- 190
- 191
- 192

193 **ARTICLE VIII: Extra Duty Work**

- 194 1. Every Trimester a list will be posted of extra duties as needed (ie, wash buses, drive
195 buses to be worked on, sanitize buses, etc...), non-job description duties, and assigned
196 by seniority on a rotating basis.
- 197 2. Emergency duties will be called out on the radio and assigned by seniority.

198 **ARTICLE IX: Handbook**

- 199 **A. Updating**
- 200 2. Reconvene the handbook committee with reps from district and transportation – all
201 stakeholders represented as much as possible.
- 202 a. Mutually agreed upon by department/union and administration
- 203 **3. Finalizing current pilot activity bidding process**
- 204 a. Replace process in handbook with pilot process currently used – in handbook
205 committee

206 **ARTICLE X: Holidays**

- 207 **A. Pay for 2 additional holidays within the current work calendar. Total of 3 paid holidays**
208 **per year. (Labor Day, Martin Luther King Day and President's Day)**
- 209

210 **ARTICLE XI: Interest– Based Bargaining (Negotiations)**

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

214 **ARTICLE XII: Leaves**

- 215 **A. Maternity/paternity leave will increase up to:**
- 216 a. 7 weeks of unpaid leave (unless you have accrued sick leave), plus an additional
217 conversion week (3 personal days, including up to 2 sick days converted to personal)
218 can be used for regular birth.
- 219 b. 9 weeks of unpaid leave (unless you have accrued sick leave), plus a conversion week
220 (3 personal days, including up to 2 sick days converted to personal) can be used for c
221 -section birth.
- 222 **B. Transportation Medical Leave**
- 223 a. Drivers/Monitors work 900 hours in a year.
- 224 b. If a driver/monitor needs to be out long term for;
- 225 i. the birth of a child, or placement of a child for foster care or adoption
- 226 ii. employee's serious health condition
- 227 iii. employee is needed to care for; spouse, parent, child under age 18 or
228 child 18 or older and incapable of self care
- 229 To be eligible for FMLA type job protection (Transportation Medical Leave) the employee
230 must work 900 hours in the previous 12 months.

231 **ARTICLE XIII: Master Agreement**

- 232 1. Annually demonstrate access (at a regular safety meeting)
- 233 We do have all agreements together on one site (on District website)
- 234 2. Paper w/steps (cheat sheet) on how to access on the District website will be
- 235 created/given out
- 236 3. Email steps to all Transportation employees on how to access the District website
- 237 4. Form a committee to work on combining agreements into one document and bring it
- 238 back at next year's negotiations.
- 239

240 **ARTICLE XIV: Progressive Discipline**

241 **A. Minor Incidences**

242 This concern was discussed. Progressive discipline has flexibility based upon length of time
243 between incident and severity of incidents.

244 **ARTICLE XV: Recognition/Rights**

245 **A. Unit Recognition**

246 On August 30, 2012, MNEA (Missouri National Education Association) was designated and
247 selected by the majority of the employees of the St. Charles School District, in the unit
248 described below, as their exclusive bargaining representative. Pursuant to Section 105.525,
249 RSMo. 2000, Missouri National Education Association is the exclusive representative of all
250 the employees with this unit for the purpose of discussions with respect to salaries and
251 other conditions of employment. The unit is defined as: All full-time and part-time bus
252 drivers, monitors, dispatchers' mechanic and lot attendance/fuelers.

253

254 **B. Meetings with Administrators/Supervisors**

255 In all staff-administrator conferences dealing with documented performance concerns
256 associated with the staff member's evaluation, or other areas of documented concern,
257 transfer, suspension, or dismissal, the staff member shall be informed in advance of the
258 purpose of the meeting. Staff members will be allowed up to 3 working days to obtain
259 appropriate representation (building representative, colleague, etc.). If needed or if time
260 sensitive, administrators may make arrangements for bus coverage for a representative to be
261 at the meeting. Exceptions to this practice will be made at the discretion of the
262 Superintendent or designee.

263 **C. Payroll Deduction**

264 The district will adhere to the agreement that was in place with SCTEA and employees upon
265 joining and authorizing payroll deductions. Payroll deductions cannot be stopped mid-year if
266 that is prohibited by, and clearly and visibly stated on the agreement signed by the
267 employee. In such cases, the Superintendent will obtain documentation from the SCTEA
268 Treasurer showing that the employee received clear written notice that payroll deductions
269 could not be terminated in the course of the school year and will authorize continuation of
270 the deductions through the end of the school year.

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273 **ARTICLE XVI: Seniority and Seniority List**

- 274 1. Driver Trainee; seniority date is the date they pass their CDL.
 275
 276 2. Bus Driver Candidates who are hired with their CDL, seniority date is the date they
 277 are approved by the Board.
 278
 279 3. The Director of Transportation will post a paper of the seniority list and will update
 280 every time someone is hired or leaves employment. It will also be shared
 281 electronically as a Google document for transportation department staff.
 282
 283 4. A document will be created to record the date of the first regular assignment
 284 (attached). A regular assignment may be created after all requirements are met
 285 including CDL and other designated licensing endorsements as well fingerprinting for
 286 background check. This date will be utilized as the date of eligibility for seniority.
 287 Employee and director will sign and date the document. Seniority is available to full
 288 time and part time drivers and monitors. Substitute drivers are not eligible for
 289 seniority. Seniority will be assigned alphabetically if multiple employees have the
 290 same seniority date.

291 **ARTICLE XVII: Sick Leave Payout**

292 The sick leave payout policy GDBDA will be revised as follows:

293 Classified employees who have full time equivalent (FTE) years of service (combined part-
 294 time and full-time FTE, this service does not have to be continuous) in the St. Charles School
 295 District, as outlined below, will be paid for any unused AFD (absence from duty) leave (**up to**
 296 **1440 hours**) with the notification of intent to retire/resign/separate with proper written
 297 notice according to the following schedule: (**language goes into effect April 15, 2022**)

	Notification 90 days	Notification 60 days	Notification 30 days
1-9 FTE equivalent years of service	\$6/hour	\$5/hour	\$4/hour
10-19 FTE equivalent years of service	\$7/hour	\$6/hour	\$5/hour
20 or more FTE equivalent years of service	\$8/hour	\$7/hour	\$5/hour

- 298 A. Payments will be made within 60 days of the employee's separation from the district. If
 299 notice is not possible, the Board may make an exception to this policy.
 300 B. In case of the death of an employee to whom pay for unused leave is owed pursuant to
 301 Board policy, the unused leave will be paid to an individual designated by the employee.
 302 The designation will be assumed to be the same one made by the employee during the
 303 annual benefits open enrollment process unless the employee otherwise notifies HR of an
 304 alternate designation. If no designation is made, unused leave will not be compensated.

305 **ARTICLE XVIII: Training**

306 **A. Discipline on Busses**

- 307 1. Staff (teachers, paras, administrators) could ride busses at the beginning of the year
- 308 2. Drivers could come to buildings to provide training for students
- 309 3. Identify and provide training for children and drivers (Ed Plus "Wheels on the Bus" is a
- 310 possible option)
- 311
 - 312 • Before the opening of the next school year, the Assistant Superintendent for
 - 313 Business and the Transportation Director will meet with staff to identify training
 - 314 and other helpful ideas to resolve the issue
 - 315 • Through the Climate Committee and safety meetings the Transportation Director
 - 316 will work with staff to identify areas of training.
 - 317 Consider scheduling follow-up times through the year on initial training
 - 318 • Review the schedule for training days at the beginning of the year
- 319 4. Assigned seats may be helpful
- 320 5. Flexibly assign monitors when possible and needed
- 321 6. Notify principals of problems
- 322 7. Use consistent safety rules
- 323 8. Strengthen communications between the principal/administrators with drivers-orientation
- 324 for students on how to ride the bus
- 325 9. Strategic placement of monitors (extra support) (Maybe teachers/para/nurse/custodian
- 326 would want to ride the bus)
- 327 10. Training of drivers and monitors

328 **ARTICLE XIX: Salary and Compensation**

- 329 A. Proposed salary schedule: 2024-25
- 330 • All current transportation employees will be placed on their years of experience step on
- 331 the new salary schedule as it is based on 1-7 years
- 332 • All half years and less of experience will be rounded down (For example: A person with
- 333 4.5 years experience will be placed on the 4th step.)
- 334 • All current and potential employees with over a half year of experience will round up to
- 335 a full year.
- 336 For the 2025-26 school year:
- 337 • Every employee will take a step
- 338
- 339 B. A recruiting/mentoring stipend of \$500 for non-administrative transportation staff will
- 340 be created with the intent of attracting and retaining new bus drivers. The specific
- 341 criteria for earning this stipend will be developed by the Human Resources office in
- 342 conjunction with SCTEA. Drivers will receive \$250 after the new driver has worked 92 90
- 343 days and another \$250 after 180 days. A brochure will be developed that employees can
- 344 sign and use to promote/recruit new drivers. The brochure will detail the benefits of the
- 345 position.
- 346 C. Board paid health, dental and vision insurance for all full-time employees.
- 347 D. Experience pay for all potential employees will match verified years of experience.

- All half years and less of experience will be rounded down (For example: A person with 4.5 years experience will be placed on the 4th step.)
- All potential employees with over a half year of experience will round up to a full year.

ARTICLE XX: Uniforms

- All new employees will receive 3 shirts and a new coat.
- All current employees will receive \$150 yearly to purchase needed uniforms.

Attachments:

- 1) Salary Schedules for 2024-25 and 2025-26
- 2) Early Separation Agreement (2013-14 only)
- 3) Record of First Date of Seniority Eligibility Form

378

SCTEA Salary Schedule for 2024-25 and 2025-26

	Driver	Dispatcher	Fuel/Lot Attendant	Mechanic	Monitor
Start	20.88	16.84	15.89	20.63	15.00
1st Year	21.76	18.56	17.51	22.75	16.28
2nd Year	22.64	20.28	19.13	24.87	17.56
3rd Year	23.52	22.00	20.75	26.99	18.84
4th Year	24.40	23.72	22.37	29.11	20.12
5th Year	25.32	25.44	23.99	31.23	21.40
6th Year	26.20	27.16	25.61	33.35	22.68
7th Year	27.08	28.88	27.23	35.47	23.32

379

380 For the 2024-25 school year, all employees will be placed on their years of experience step.

381 For the 2025-26 school year, all employees will move one (1) step.

382 All employees, within the SCTEA bargaining unit, who have reached the 7th year on their column may
 383 receive an increase either a percentage (%) or a dollar amount negotiated annually.

384 District will continue to provide district-paid health, dental, and vision plans to all full-time employees.

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ST. CHARLES R-VI SCHOOL DISTRICT
EARLY SEPARATION INCENTIVE PLAN (ESIP)
(Classified Employees – Participation During the 2013-2014 School Year)

Purpose

The purpose of this Early Separation Incentive Plan (ESIP) is (1) to provide a financial incentive to classified employees who elect early separation from the St. Charles R-VI School District and (2) to provide a cost savings to the District.

Eligibility Requirements

This plan is offered for the 2013-2014 school year **only**. The following **one-time** Early Separation Incentive Plan (ESIP) will be available to classified employees who meet the following criteria and therefore are considered eligible:

• Eligibility:

1. The recipient of the retirement benefit must be a classified employee; and
2. The recipient must have at least five (5) years of service with the District as determined by the criteria outlined in Years of Service below; and
3. The recipient must be eligible for retirement under one of the following PEERS retirement categories:

PEERS normal retirement, full benefit formula. To be eligible under this category, the employee must:

- a) have at least five (5) years of creditable service under PEERS (five (5) as required by PEERS, including the five (5) years of service with the District), and must be at least sixty (60) years of age; or
- a) have at least thirty (30) years of creditable service under PEERS, at any age; or
- b) have any combination of age and creditable service that equals or exceeds eighty (80) pursuant to the Rule of 80, as promulgated by PEERS.

Early retirement - 25-and-Out- Employees who retire under PEERS early retirement, 25-and-out option must:

- a) be under age 55; and
- a) have at least twenty-five (25) (including the five (5) years of service with the District) but fewer than thirty (30) years of creditable service under PEERS; and
- b) not qualify for the Rule of 80, as promulgated by PEERS.

441 Version – March 11, 2013

442

443 Early retirement - age reduction factor applied to full benefit formula: Employees who retire
444 under the PEERS full benefit formula, with the age reduction factor applied, must:

445 a) have at least five (5) years of creditable service under PEERS (five (5) as required by
446 PEERS, including the five (5) years of service with the District); and

447 b) be at least fifty-five (55) years of age.

448 ● Classified employees may choose any retirement option listed above under “Eligibility”
449 above.

450 ● If an eligible classified employee does not submit a written application and signed
451 Separation Agreement by the dates stated in the policy, the employee waives the right to
452 do so henceforth.

453 ● Classified employees who already qualify for retirement under any of the options
454 identified above have automatic eligibility for the plan if they meet the District service
455 minimum of five (5) years; however, they are required to submit the written application
456 and signed Separation Agreement as required by the policy.

457

458 **Years of Service**

459 For purposes of this ESIP policy only, “Years of Service” shall mean the sum of all full or partial
460 consecutive years during which the employee was employed by the St. Charles R-VI School
461 District and for which the employee received service credit under PEERS for such employment.
462 The number of years of service shall be determined by the employee’s PEERS retirement credit
463 records in the employee’s personnel file.

464 **Separating at the End of the 2013-2014 School Year**

465 The District will remit a one-time payment, as provided below, to each eligible employee who
466 has elected to participate in the ESIP. The Human Resource Office will generate a list of
467 potentially eligible employees and, based upon known information, contact these employees.
468 However, the District shall not be responsible for the omission of any potentially eligible
469 employee from the list. Each employee is solely and entirely responsible for determining
470 whether he or she may be eligible to participate in this Plan, and for submitting the required
471 documents in accordance with the timelines established herein.

472

473 Potentially eligible employees who desire to separate at the end of the 2013-14 school year must
474 apply to the Human Resources Office for the ESIP benefit no later than December 1, 2013. The
475 Human Resources Office will make a final eligibility determination and will notify all applicants
476 whether they qualify for the ESIP benefit for that year. Employees who do not qualify for the
477 ESIP benefit will not be eligible to participate in this one-time plan. Only the names of eligible
478 employees who have complied with all requirements under this Plan will be submitted to the
479 Board of Education for approved participation in this ESIP.

480

481 **Final School Year of Employment**

482 “Final School Year of Employment” shall mean full-time employment for the last full school year
483 with the District and shall be designated as “Final School Year of Employment.”

484 DL0172916

485 Version – March 11, 2013

486 Separation Agreement

487 In return for the financial incentive provided under this policy, the employee shall enter into a
 488 Separation Agreement with the District, releasing the District, its affiliates and subsidiaries,
 489 together with their respective current and former members, directors, officers, agents, and
 490 employees, and their attorneys and insurers, from any and all claims or other causes of action the
 491 employee may have against them. The signed Separation Agreement shall be submitted to the
 492 office of Human Resources no later than 4:00 p.m. on December 1, 2013.

493

494 Payment of Retirement Incentive

495 The ESIP will be a one-time payment in an amount to be determined by the following schedule,
 496 which is based upon years of service in the District, as defined above:

497	<u>Service</u>	502	
498		503	<u>Benefit</u>
499	5-9 Years of Service	504	\$3,500
500	10-19 Years of Service	505	\$7,000
501	20 or More Years of Service	506	\$10,500

507

508 The payment will be made on or before January 31st of the calendar year immediately following
 509 the date of Employee's separation from the District.

510

511 Completion of the Final School Year of Employment

512 To be eligible for the payment to be made under this policy, the employee must be compensated
 513 for every scheduled work day of the Final School Year of Employment, except as may be
 514 otherwise required by law. The ESIP benefit will be prorated for days not compensated or
 515 otherwise approved by the Board of Education during the Final School Year of Employment.

516

517 Survivorship

518 All benefits outlined within this ESIP will terminate upon the death of the individual employee.
 519 Therefore, the designation of beneficiaries is inapplicable to this ESIP.

520

521 Other Provisions

522 Eligible classified employees have five windows of eligibility for the Early Separation Incentive
 523 Plan: 5 years of creditable service and at least 60 years of age; 30 years of creditable service;
 524 eligibility for retirement through the Rule of 80; early retirement - 25-and-out; or the early
 525 retirement - age reduction factor applied to full benefit formula.

526

- 527 • If a classified employee does not submit a written application and signed Separation
 528 Agreement by the dates stated, the classified employee waives the right to do so for the
 529 duration of this ESIP.

530

531 DL0172916

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- The Early Separation Incentive Plan is available only to eligible employees who apply no later than December 1, 2013.
- For purposes of this policy, a certified employee is an employee who is required by law or by the District to have a teaching or administrative certificate issued by the Missouri Department of Elementary and Secondary Education to serve in the employee's position.
- In the event that a classified employee also happens to hold a certificate, the employee shall be eligible only for the benefits provided under the ESIP for classified employees.

Buy Back Option

Employees may become eligible for the Early Separation Incentive Plan through buying back PEERS service only if a buy back occurs and is completed by the notice date, December 1, 2013.

Withdrawal of Notice

Once the employee has submitted his/her notice of intent to elect early separation, the employee will be permitted to withdraw such notice only in accordance with the terms of the Early Separation Agreement or in emergency situations, subject to approval of the Board of Education.

Advice of Counsel and Tax Preparer

Participants in the Early Separation Incentive Plan should seek advice of counsel and their own tax preparer prior to signing the Separation Agreement. The law regarding treatment of separation payments is complex and changes from year to year. The District is not responsible for providing legal or tax advice to employees regarding the Early Separation Incentive Plan or the Separation Agreement. It is the employee's responsibility to obtain such advice in sufficient time to submit all applications and forms, as well as the signed Separation Agreement, in accordance with the deadlines established under this Plan.

St. Charles School District
Transportation Department
Record of First Date of Seniority Eligibility



Employee Name _____

Employee Position _____

Date of First Regular Assignment _____

Employee Signature _____

Date _____

Director Signature _____

Date _____

2024-2026 Negotiations Items

Transportation Negotiations

2/21/2024

603	SCTEA Team	SCSD Team
604	Rodney O’Neal	Rodney Lewis
605	Eric Copeland	Jason Sefrit
606	Theresa Dillow	Jeremy Shields
607	Michael Vineyard	Jack Williamson
608	Antoinette Kidd	Steve Wilson
609	India Barnes-Dobbins	Stan Fowler
610	Dean Meyer	Robert Anderson
611	Lisa Blaha	Karen O’Hearn
612		Kathy Beerman

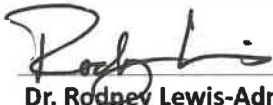
Review 2022-2024 Negotiations

- 614 1. SCTEA (all NEA leadership) will be invited to all district committees
- 615 2. Uniforms
 - 616 ● All new employees will receive 3 shirts and a new coat.
 - 617 ● All current employees will receive \$150 yearly to purchase needed uniforms.
- 618 3. Personal Day
 - 619 ● Personal days will not count against an employee’s perfect attendance
- 620 4. Trip Notification
 - 621 ● The Director of Transportation or designee will notify by email and text all drivers of
 - 622 the assigned trip
- 623 5. Wages
 - 624 ● Proposed salary schedule
 - 625 ● All current transportation employees will be placed on their years of experience step on
 - 626 the new salary schedule as it is based on 1-7 years
 - 627 ● All half years and less of experience will be rounded down (For example: A person with
 - 628 4.5 years experience will be placed on the 4th step.)
 - 629 ● All current and potential employees with over a half year of experience will round up to
 - 630 a full year.
 - 631 ● 2nd year (25-26)-every employee will take a step

632

- 633 6. FMLA - job protection for drivers and monitors
 634 • To be eligible for FMLA type job protection (Transportation Medical Leave) the employee
 635 must work 900 hours in the previous 12 months.
 636 7. Retain and attract employees to the district-Holiday Pay
 637 • Pay for 2 additional holidays within the current work calendar. Total of 3 paid holidays
 638 per year. (Labor Day, Martin Luther King Day and President's Day)
 639 8. Extra Duty Work
 640 • Same way trips are done
 641 • Post list every trimester-post extra duty(non-job description duties) assigned by seniority
 642 on a rotating basis
 643 • Emergency duties put out on the radio and done by seniority
 644 9. Seniority Start date
 645 • Driver Trainee; seniority date is the date they pass their CDL
 646 • Bus Driver Candidates who are hired with their CDL, seniority date is the date they are
 647 Board approved.
 648 10. 2-year salary, 2024-2026
 649 • 2-year language, 2024-2026
 650
 651 11. Open up language after one year in 2025 if SCTEA and district administration
 652 cannot find a resolution to an issue discussed at the monthly Central Office
 653 administration and SCTEA leadership meeting with up to 2 issues using the IBB
 654 process.
 655 • A notice of intent to open negotiations must be provided to both parties by
 656 December 1, 2024.

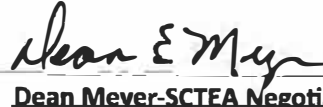
The following signatures indicate a tentative agreement has been reached by the union and the district.



Dr. Rodney Lewis-Administration Chair

03/08/2024

Date



Dean Meyer-SCTEA Negotiations Chair

03/08/2024

Date

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



Donna Towers- BOE President

3/14/24

Date



Dean Meyer-SCTEA President

03/14/2024

Date

St. Charles Transportation Education Association Agreement

With

The City of St. Charles School District

Master Agreement

2022-2024

1 **St. Charles Transportation EA**

2 **Collective Bargaining/Master Agreement**

3 **Effective July 1, 2022 through June 30, 2024**

4
5 As reported by the spokesperson for the St. Charles Education Transportation
6 Education Association (SCTEA) and the Board Administration Team, each
7 individual item below and the Master Agreement was agreed to. As such, these
8 items are jointly submitted to the Board of Education for approval at the regularly
9 scheduled May 12, 2022, Board of Education meeting.

10
11 **SCTEA Team Members**

SCSD/Board Team

12 Runi Hertz*

 * Rodney Lewis

13 Mike Schiller

 Jason Sefrit

14 Jill Wooldridge

 Steve Smith

15 Rodney O'Neal

 Cindy Priest

16 Tom Hickman

 Soni Callloway

17 Lisa Blaha**

 Kathy Beerman

18 Peggy Cochran – Facilitator

19 *Team Chairperson

20 **MNEA Uniserv Director

21

22

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ARTICLE I: Activity Trips

A. Bidding

1. Trip list will be reset every trimester (per academic calendar)
2. When calculating a new driver's rotation in trip seniority, the total number of trips awarded for the current trimester will be divided by the total number of drivers who have participated in the current trimester. This will be used as the number of trips a new driver begins with.
3. The activity driver/part time driver will get preference over a route driver whose third tier is standby status.

B. Grandfather

1. Some Activity Drivers are designated as "grandfathered" (1 full-time and 3 part-time). These employees were in either a part-time or full-time Activity Driver position when the district started district-operated bus service. At that time, the district had a desire to eliminate the job category of "Activity Driver", but agreed to retain these drivers in those roles indefinitely as long as their performance was satisfactory. Since that time the district has re-evaluated the position and plans to continue the job category for the foreseeable future.
2. Drivers in this "grandfathered" category will have a signed form in his/her personnel file to confirm the designation. Such employees are encouraged to retain a copy of this form for future reference.

C. Summer

1. Summer activity assignments handled separately by seniority

ARTICLE II: Attendance /Reporting

A. Call-In Procedure

1. Utilize current AM and PM call-in procedure; call-in absences must talk with dispatchers or directors
2. Allow a 2-shift 5:45 AM single call-in; if feeling better you may call prior to noon to see if you are needed.

B. Maximize Attendance

1. Drivers and monitors will have the opportunity during the school year of earning 3 times per year a presentee-ism Incentives (\$150 each trimester) for perfect attendance (no use of sick or personal leave)
2. Accrue sick leave at one day per month (first payroll of the month) as you work. Continue attendance committee
 - Consider other attendance incentives
 - Consider requirements for doctors' notes after a certain number of absences.

113 C. Perfect Attendance Incentive

- 114 1. Need Incentive Committee (SCTEA President and Director of Transportation) to recognize
115 attendance and safety.
116 ▪ Employee of the month – Need process
117 ▪ Parking spot for perfect attendance
118 ▪ Lunch w/Superintendent
119 ▪ Educate people about purpose of sick days
120 ▪ District promotional items that may be available

121 D. Time Keeping Program

122 The technology department will provide an additional computer for the break room; possible
123 two and Gmail icons will be added. The Assistant Superintendent for Business and
124 Technology will find out if there is a view-only screen for employees to check time records.

126 **ARTICLE III: Bidding Routes/Transfers**

127 A. Bidding Process

- 128 1. Bid at beginning of year by seniority and limit one bid up per year. Routes vacated during
129 the year will be posted for bid for five working days. Results will be posted.
130 2. An employee may bid a route at the annual bid even if they are out on leave if their doctor
131 releases them for work within 30 days of the annual route bid date.
132

133 B. Newly Created Position

- 134 1. The district will follow board policy regarding the posting of positions, personnel
135 reassignments, etc.
136 2. It was acknowledged that when unique circumstances occur, better communication to
137 staff would be beneficial

138 **Article IV: Duration**

- 139 A. The duration of this agreement is for 2 years (2022-23 and 2023-24) on both language and
140 salary.
141 B. All previous agreements negotiated will be honored within this document.

142 **ARTICLE V: Handbook**

143 A. Updating

- 144 1. Reconvene the handbook committee with reps from district and transportation – all
145 stakeholders represented as much as possible.
146 a. Mutually agreed upon by department and administration
147
148 2. Finalizing current pilot activity bidding process
149 a. Replace process in handbook with pilot process currently used – In handbook
150 committee

ARTICLE VI: Climate Committee

A. BCC/Group Discussion

1. A district committee will be formed to review the BCC/Group Discussion processes and consider recommendations that include:
 - Re-Train staff
 - Re-visit form
 - Talk to all staff about what it is and how it works for both processes
 - Examine what goes to climate committee
 - Make building rep a gate keeper
 - Certified discussion group must go to principal first – gatekeeper can reinforce
 - Lunch (principal and building rep) – touch bases
 - One training for all (staff and admin) on a yearly basis
 - Anonymous only at climate committee level, not when it goes to gatekeeper
 - No verbal – must be written
 - Review the process / redefine process
2. A committee (Admin/SCEA/SCESSA/SCTEA) will develop the plan and have ready by August 1, 2017
3. Reduce the amount of time that committee meets (meet every other month)
4. Other options Transportation Building Climate Committee can consider:
 - Free lunch from SCTEA
 - Extra uniform shirt
 - Recognition at transportation banquet.

ARTICLE VII: Contract/Workdays

- A. Drivers/monitors will reduce their total number of workdays by 4 days within the next 4 years by utilizing one of the following options of reducing workdays.
- 1 day/4 years = first workday for 4 years
 - 1 day/2 years & 2 days/1 year = first workday for 2 years, and then first and second workday in the following year.
 - 1 day/1 year and 3 days/1 year = first workday for 1 year, and then first/second/third workday in the following year.
 - 2 days/2 years = first and second workday of each year for 2 years.
 - 4 days/1 year = first/second/third/fourth workday for one year (all upfront in a row)
- B. Drivers/monitors can add to reduction of numbers, but can't go back and add workdays
- C. Drivers/monitors must give declaration on workdays by June 1st each year.

ARTICLE VIII: Leaves

A. Maternity/paternity leave will increase up to:

1. 7 weeks of unpaid leave (unless you have accrued sick leave), plus an additional conversion week (3 personal days, including up to 2 sick days converted to personal) can be used for regular birth.
2. 9 weeks of unpaid leave (unless you have accrued sick leave), plus a conversion week (3 personal days, including up to 2 sick days converted to personal) can be used for c-section birth.

ARTICLE IX: Interest– Based Bargaining (Negotiations)

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

ARTICLE X: Master Agreement

1. Annually demonstrate access (at a regular safety meeting)
We do have all agreements together on one site (on District website)
2. Paper w/steps (cheat sheet) on how to access on the District website will be created/given out
3. Email steps to all Transportation employees on how to access the District website
4. Form a committee to work on combining agreements into one document and bring back at next year's negotiations.

ARTICLE XI: Progressive Discipline

A. Minor Incidences

This concern was discussed. Progressive discipline has flexibility based upon length of time between incident and severity of incidents.

ARTICLE XII: Recognition/Rights

A. Unit Recognition

On August 30, 2012, MNEA (Missouri National Education Association) has been designated and selected by the majority of the employees of the St. Charles School District, in the unit described below, as their exclusive bargaining representative. Pursuant to Section 105.525, RSMo, 2000, Missouri National Education Association is the exclusive representative of all the employees with this unit for the purpose of discussions with respect to salaries and other conditions of employment. The unit is defined as: All full-time and part-time bus drivers, monitors, dispatchers, mechanic and lot attendance/fuelers.

B. Meetings with Administrators/Supervisors

In all staff-administrator conferences dealing with documented performance concerns associated with the staff member's evaluation, or other areas of documented concern, transfer, suspension, or dismissal, the staff member shall be informed in advance of the purpose of the meeting. Staff members will be allowed up to 3 working days to obtain appropriate representation (building representative, colleague, etc.). If needed or if time sensitive, administrators may make arrangements for bus coverage for a representative to be at the meeting. Exceptions to this practice will be made at the discretion of the Superintendent or designee.

C. Joining Payroll Deduction

The district will adhere to the agreement that was in place with SCTEA and employee upon joining and authorizing payroll deductions. Payroll deductions cannot be stopped mid-year if that is prohibited by, and clearly and visibly stated on the agreement signed by the employee. In such cases, the Superintendent will obtain documentation from the SCTEA Treasurer

showing that the employee received clear written notice that payroll deductions could not be terminated in the course of the school year and will authorize continuation of the deductions through the end of the school year.

ARTICLE XIII: Seniority List

1. Director of Transportation will post a paper of the seniority list and will update every time someone is hired or leaves employment. It will also be shared electronically as a Google document for transportation department staff.
2. A document will be created to record the date of the first regular assignment (attached). A regular assignment may be created after all requirements are met including CDL and other designated licensing endorsements as well fingerprinting for background check. This date will be utilized as the date of eligibility for seniority. Employee and director will sign and date the document. Seniority is available to full time and part time drivers and monitors. Substitute drivers are not eligible for seniority. Seniority will be assigned alphabetically if multiple employees have the same seniority date.

ARTICLE XIV: Sick Leave Payout

The sick leave payout policy GDBDA will be revised as follows:

Classified employees who have full time equivalent (FTE) years of service (combined part-time and full-time FTE, this service does not have to be continuous) in the St. Charles School District, as outlined below, will be paid for any unused AFD (absence from duty) leave (up to 1440 hours) with the notification of intent to retire/resign/separate with proper written notice according to the following schedule: (language goes into effect April 15, 2022)

	Notification 90 days	Notification 60 days	Notification 30 days
1-9 FTE equivalent years of service	\$3/hour \$5/hour	\$2/hour \$5/hour	\$1/hour \$4/hour
10-19 FTE equivalent years of service	\$4/hour \$7/hour	\$3/hour \$6/hour	\$2/hour \$5/hour
20 or more FTE equivalent years of service	\$5/hour \$8/hour	\$4/hour \$7/hour	\$3/hour \$6/hour

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

A lump sum payment will be made in January of the calendar year following the date of retirement/resignation/separation. If notice is not possible according the timeline noted above, the Board may make an exception to this policy. This is intended, in part, as an attendance incentive.

- b. In case of the death of an employee to whom pay for unused leave is owed pursuant to Board policy, the unused leave will be paid to an individual designated by the employee. The designation will be assumed to be the same one made by the employee during the annual benefits open enrollment process unless the

employee otherwise notifies HR of an alternate designation. If no designation is made, unused leave will not be compensated.

ARTICLE XV: Training

A. Discipline on Long Busses

1. Staff (teachers, paras, administrators) could ride busses at the beginning of the year
2. Drivers could come to buildings to provide training for students
3. Identify and provide training for children and drivers (Ed Plus "Wheels on the Bus" is a possible option)
 - Before the opening of the next school year, the Assistant Superintendent for Business and the Transportation Director will meet with staff to identify training and other helpful ideas to resolve the issue
 - Through the Climate Committee and safety meetings the Transportation Director will work with staff to identify areas of training. Consider scheduling follow-up times through the year on initial training
 - Review the schedule for training days at the beginning of the year
4. Assigned seats may be helpful
5. Flexibly assign monitors when possible, and needed
6. Notify principals of problems
7. Use consistent safety rules
8. Strengthen communications between the principal/administrators with drivers-orientation for students on how to ride the bus
9. Strategic placement of monitors (extra support) (Teachers/para/nurse/custodian who would want to ride the bus)
10. Training of drivers and monitors

ARTICLE XVI: ~~Attract and Retain Quality Staff~~ Salary and Compensation

A two-year agreement was made that commits approximately 4% to the Transportation Salary schedule for 2016-17 and 3% for 2017-18. The actual salary schedules are attached/included in this agreement.

A two (2) year salary agreement commitment with an average 9.5% to bus drivers' salary schedule and 6.5% average increase to the monitors, fueler, dispatcher, and mechanic.

A two-year agreement was made that commits approximately 4% to the Transportation Salary schedule for 2016-17 and 3% for 2017-18. The actual salary schedules are attached/included in this agreement.

1. A two (2) year salary agreement commitment with an average 9.5% to bus drivers' salary range schedule and 6.5% average increase to the salary schedule for monitors, fueler, dispatcher, and mechanic.
2022-2023

Bus drivers-6.5% will be added to the starting salary schedule of \$18,15 with an average range increase of 2.0%-9%

Monitors-6.5% Increase to each step-no step

- 311 2023-24
312 Bus drivers will receive an average range increase of 2-4%
313 Monitors no increase, no step
314 2. A recruiting/mentoring stipend of \$500 for non-administrative transportation staff will be created
315 with the intent of attracting and retaining new bus drivers. The specific criteria for earning this
316 stipend will be developed by the Human Resources office in conjunction with SCTEA. Drivers will
317 receive \$250 after the new driver has worked 92 days and another \$250 after 180 days. A
318 brochure will be developed that employees can sign and use to promote/recruit new drivers. The
319 brochure will detail the benefits of the position.
320 3. Drivers on trips which last at least 8 hours in duration will be entitled to meal reimbursement per
321 established district guidelines. The current (2015-16) meal reimbursement rate is \$15 for
322 breakfast, \$15 for lunch and \$30 for dinner. Itemized receipts must be submitted to be eligible
323 for reimbursement.
324 4. Board paid health, dental and vision insurance for all full-time employees.
325 5. Up to 5 years of experience pay will be given to bus drivers for driving experience. They will be
326 placed on the salary schedule range according to their experience. Each year's experience equals
327 3% when starting pay is \$18.15 times 3% equals \$.55.

328 **Attachments:**

- 329 1) Salary Schedule
330 2) Early Separation Agreement (2013-14 only)
3) Record of First Date of Seniority Eligibility Form

The following signatures indicate a tentative agreement has been reached by the union and the district.



Administration/BOE Chair

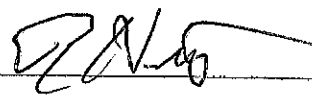

SCTEA Negotiations Chair

5-2-22
Date

5/2/22
Date

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


St. Charles BOE President


SCTEA President

5/12/2022
Date

5/17/2022
Date

2022-23 TRANSPORTATION SALARY SCHEDULE

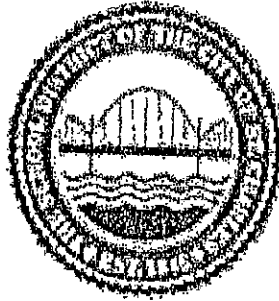
	TA		TB		TC		TD	
Step	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount
1	13.92	15.89	16.84	20.63				
2	14.33	16.38	17.35	21.26				
3	14.91	17.01	18.03	22.09				
4	15.45	17.66	18.69	22.90				
5	16.03	18.29	19.37	23.74				
6	16.58	18.93	20.05	24.56				
7	17.15	19.55	20.72	25.39				
8	17.69	20.19	21.39	26.21				
9	18.25	20.84	22.08	27.03				
10	18.67	21.32	22.59	27.66				
11	19.21	21.94	23.25	28.47				
12	19.78	22.57	23.91	29.29				
13	20.32	23.22	24.59	30.12				
14	20.90	23.86	25.28	30.95				
15	21.60	24.64	26.10	31.98				
16	22.14	25.28	26.78	32.81				
17	22.71	25.92	27.47	33.63				
18	23.13	26.39	27.98	34.26				
19	23.54	26.87	28.48	34.87				
20	23.96	27.35	28.97	35.50				
	Monitors		Lot/Fuel Attendant		Dispatcher		Mechanic	

21-22	22-23	23-24
Amount	Amount	Amount
\$ 16.65	\$ 18.15	\$ 18.88
→	→	→
\$ 17.31	\$ 18.87	\$ 19.62
→	→	→
\$ 17.66	\$ 19.25	\$ 20.02
→	→	→
\$ 18.37	\$ 20.02	\$ 20.82
→	→	→
\$ 18.74	\$ 20.43	\$ 21.15
→	→	→
\$ 19.87	\$ 20.86	\$ 21.28
→	→	→
\$ 20.48	\$ 21.30	\$ 21.73
→	→	→
\$ 22.37	\$ 22.82	\$ 23.28
DRIVERS		

Years of Experience	22-23	23-24
Amount	Amount	Amount
0 years	\$ 18.15	\$ 18.88
1 year	\$ 18.70	\$ 19.45
2 years	\$ 19.25	\$ 20.02
3 years	\$ 19.80	\$ 20.59
4 years	\$ 20.35	\$ 21.16
5 years	\$ 20.90	\$ 21.73
DRIVERS		

District will continue to provide board-paid health, dental, and vision plans to all full time employees.

St. Charles School District
Transportation Department
Record of First Date of Seniority Eligibility



Employee Name _____

Employee Position _____

Date of First Regular Assignment _____

Employee Signature Date

Director Signature Date

ST. CHARLES R-VI SCHOOL DISTRICT
EARLY SEPARATION INCENTIVE PLAN (ESIP)
(Classified Employees – Participation During the 2013-2014 School Year)

Purpose

The purpose of this Early Separation Incentive Plan (ESIP) is (1) to provide a financial incentive to classified employees who elect early separation from the St. Charles R-VI School District and (2) to provide a cost savings to the District.

Eligibility Requirements

This plan is offered for the 2013-2014 school year only. The following one-time Early Separation Incentive Plan (ESIP) will be available to classified employees who meet the following criteria and therefore are considered eligible:

- Eligibility:
 1. The recipient of the retirement benefit must be a classified employee; and
 2. The recipient must have at least five (5) years of service with the District as determined by the criteria outlined in Years of Service below; and
 3. The recipient must be eligible for retirement under one of the following PEERS retirement categories:

PEERS normal retirement, full benefit formula. To be eligible under this category, the employee must:

- a) have at least five (5) years of creditable service under PEERS (five (5) as required by PEERS, including the five (5) years of service with the District), and must be at least sixty (60) years of age; or
- b) have at least thirty (30) years of creditable service under PEERS, at any age; or
- c) have any combination of age and creditable service that equals or exceeds eighty (80) pursuant to the Rule of 80, as promulgated by PEERS.

Early retirement - 25-and-Out- Employees who retire under PEERS early retirement, 25-and-out option must:

- a) be under age 55; and
- b) have at least twenty-five (25) (including the five (5) years of service with the District) but fewer than thirty (30) years of creditable service under PEERS; and
- c) not qualify for the Rule of 80, as promulgated by PEERS.

Early retirement - age reduction factor applied to full benefit formula: Employees who retire under the PEERS full benefit formula, with the age reduction factor applied, must:

- a) have at least five (5) years of creditable service under PEERS (five (5) as required by PEERS, including the five (5) years of service with the District); and
- b) be at least fifty-five (55) years of age.

- Classified employees may choose any retirement option listed above under "Eligibility" above.
- If an eligible classified employee does not submit a written application and signed Separation Agreement by the dates stated in the policy, the employee waives the right to do so henceforth.
- Classified employees who already qualify for retirement under any of the options identified above have automatic eligibility for the plan if they meet the District service minimum of five (5) years; however, they are required to submit the written application and signed Separation Agreement as required by the policy.

Years of Service

For purposes of this ESIP policy only, "Years of Service" shall mean the sum of all full or partial consecutive years during which the employee was employed by the St. Charles R-VI School District and for which the employee received service credit under PEERS for such employment. The number of years of service shall be determined by the employee's PEERS retirement credit records in the employee's personnel file.

Separating at the End of the 2013-2014 School Year

The District will remit a one-time payment, as provided below, to each eligible employee who has elected to participate in the ESIP. The Human Resource Office will generate a list of potentially eligible employees and, based upon known information, contact these employees. However, the District shall not be responsible for the omission of any potentially eligible employee from the list. Each employee is solely and entirely responsible for determining whether he or she may be eligible to participate in this Plan, and for submitting the required documents in accordance with the timelines established herein.

Potentially eligible employees who desire to separate at the end of the 2013-14 school year must apply to the Human Resources Office for the ESIP benefit no later than December 1, 2013. The Human Resources Office will make a final eligibility determination and will notify all applicants whether they qualify for the ESIP benefit for that year. Employees who do not qualify for the ESIP benefit will not be eligible to participate in this one-time plan. Only the names of eligible employees who have complied with all requirements under this Plan will be submitted to the Board of Education for approved participation in this ESIP.

Final School Year of Employment

"Final School Year of Employment" shall mean full-time employment for the last full school year with the District and shall be designated as "Final School Year of Employment."

Separation Agreement

In return for the financial incentive provided under this policy, the employee shall enter into a Separation Agreement with the District, releasing the District, its affiliates and subsidiaries, together with their respective current and former members, directors, officers, agents, and employees, and their attorneys and insurers, from any and all claims or other causes of action the employee may have against them. The signed Separation Agreement shall be submitted to the office of Human Resources no later than 4:00 p.m. on December 1, 2013.

Payment of Retirement Incentive

The ESIP will be a one-time payment in an amount to be determined by the following schedule, which is based upon years of service in the District, as defined above:

<u>Service</u>	<u>Benefit</u>
5-9 Years of Service	\$3,500
10-19 Years of Service	\$7,000
20 or More Years of Service	\$10,500

The payment will be made on or before January 31st of the calendar year immediately following the date of Employee's separation from the District.

Completion of the Final School Year of Employment

To be eligible for the payment to be made under this policy, the employee must be compensated for every scheduled work day of the Final School Year of Employment, except as may be otherwise required by law. The ESIP benefit will be prorated for days not compensated or otherwise approved by the Board of Education during the Final School Year of Employment.

Survivorship

All benefits outlined within this ESIP will terminate upon the death of the individual employee. Therefore, the designation of beneficiaries is inapplicable to this ESIP.

Other Provisions

Eligible classified employees have five windows of eligibility for the Early Separation Incentive Plan: 5 years of creditable service and at least 60 years of age; 30 years of creditable service; eligibility for retirement through the Rule of 80; early retirement - 25-and-out; or the early retirement - age reduction factor applied to full benefit formula.

- If a classified employee does not submit a written application and signed Separation Agreement by the dates stated, the classified employee waives the right to do so for the duration of this ESIP.

- The Early Separation Incentive Plan is available only to eligible employees who apply no later than December 1, 2013.
- For purposes of this policy, a certified employee is an employee who is required by law or by the District to have a teaching or administrative certificate issued by the Missouri Department of Elementary and Secondary Education to serve in the employee's position.
- In the event that a classified employee also happens to hold a certificate, the employee shall be eligible only for the benefits provided under the ESIP for classified employees.

Buy Back Option

Employees may become eligible for the Early Separation Incentive Plan through buying back PEERS service only if a buy back occurs and is completed by the notice date, December 1, 2013.

Withdrawal of Notice

Once the employee has submitted his/her notice of intent to elect early separation, the employee will be permitted to withdraw such notice only in accordance with the terms of the Early Separation Agreement or in emergency situations, subject to approval of the Board of Education.

Advice of Counsel and Tax Preparer

Participants in the Early Separation Incentive Plan should seek advice of counsel and their own tax preparer prior to signing the Separation Agreement. The law regarding treatment of separation payments is complex and changes from year to year. The District is not responsible for providing legal or tax advice to employees regarding the Early Separation Incentive Plan or the Separation Agreement. It is the employee's responsibility to obtain such advice in sufficient time to submit all applications and forms, as well as the signed Separation Agreement, in accordance with the deadlines established under this Plan.

TRANSPORTATION EMPLOYEES

COLLECTIVE BARGAINING AGREEMENT

Effective July 1, 2019 through June 30, 2022

As reported by the spokesperson for the St. Charles Transportation Education Association (SCTEA) and the Board/Administration Team, each individual item below was agreed to. As such, these items are jointly submitted to the Board of Education for approval at the regularly scheduled May 9, 2019 Board of Education Meeting.

Board/Administration Team

Jason Sefrit, Superintendent
*Rodney Lewis, Assistant Superintendent
Marita Malone, Board Member
Julie Williams, Principal Lincoln
Steve Smith, Assistant Director
Cindy Priest, Transportation Director

SCTEA Team

*Runi Hertz
Mike Schiller
Dale Burkhart
Jill Wooldridge

Lisa Blaha, observer (MNEA)
Peggy Cochran, Facilitator
*Team Chairperson

How can we improve the Handbook explanation on assignments for L&C, middays, ECC?

- The Director can designate up to 4 Special Education bus routes as high needs. There will be an information meeting or interested drivers and monitors.
- A separate bidding process by seniority will take place on up to 4 Special Education Routes. Director of Transportation can veto a bid. Anyone vetoed can bid on another SpEd route not designated high needs or any other route.
- The designated high need SpEd routes will be bid separately and before the bidding takes place for the other SpED and regular routes.
- All routes will be posted at least 1 full day prior to bidding.
- All Early Childhood are open and will be bid on with all other routes.
- Lewis and Clark routes first semester will be clarified, and the process used to fill those needs by standby and L&C staff. Second semester routes will be posted and bid on when known.

How can we realign/define the position of Dispatcher?

Restore dispatcher to original job description and move the dispatcher's to its own column.

How can we retain current employees and attract new ones?

- For 2019-20, all drivers will receive a one-time market adjustment equal to 6.5%.
- All eligible employees will be granted one step on the salary schedule.
- Eliminate the salary schedule for drivers. Replacing the following ranges: Beginning rate: \$16.00 an hour, Experience to be recognized a 3% per year increments, up to 5 years. Maximum beginning rate of \$18.01 an hour.
- Maximum drivers rate \$22.50 an hour.
- The "TC" column will be new and equal to the pay grade E on the support staff salary schedule with only the dispatcher's position in that grade. The mechanic position will stay in the current grade however it will be renamed "**TD**".
- For 2020-21, increase spending by 2% (compared to the previous year). Drivers will all receive 2%. Other transportation employees would not take a step but would receive a 2% increase.
- For 2021-22, the total spending increase would increase by 2% (compared to the previous year). The distribution will be determined by administration/SCTEA representatives during the year of 2020-21.
- Year three (2021-22) will be reopened for further negotiations if the balances in Fund 1 and Fund 2 on July 1, 2020, are below 20% or above 25% according to the ASBR (Annual Secretary Board Report.)

How can we clarify what determines advanced salary placement for new hires?

- All new hires with documented experience will receive 3% per year increments, up to 5 years. Maximum beginning rate of \$18.01.
- The Assistant Superintendent of Human Resources will notify the SCTEA president about all new hires and their hourly rate/step placement.

How can the district continue to provide a high-quality health plan for all full-time employees, while still maintaining fiscal responsibility?

Assign to be Benefits Committee and move forward with a recommendation:

The Benefits Committee will use the 2019-2020 school year to study and propose a restructuring of our health plans to address the interests.

Then bring back to negotiations or the SCEA leadership team in early 2020 and then seek Board approval in fall of 2020 for implementation on January 1, 2021.

Short Term Disability Insurance: (follow up from the 2018 negotiations)
2018 Negotiation Team agreed to assign the Benefits Committee to find a solution to our current Short term disability policy which only benefits a small portion of our employees.

The Benefits Committee recommends that the district end, as of January 1, 2020, our mandatory participation in Short Term Disability Policy.

The benefits committee recommends that the district provide Short Term Disability Insurance Option and a Long Term Disability Option which employees could elect or decline on a voluntary basis to fit their personal needs.

Education for employees if choosing an HSA option

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

Rodney Lewis, Assistant Superintendent — HR
Board Team Chairperson

Date



Runi Hertz, SCTEA Team Chairperson

Date

5/15/2019

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

Josh Kean BOE President

Date

5/16/19



Runi Hertz, SCTEA President

Date

5/15/2019

TRANSPORTATION EMPLOYEES
COLLECTIVE BARGAINING AGREEMENT

Effective July 1, 2018 — June 30, 2019

As reported by the spokesperson for the St. Charles Transportation Education Association (SCTEA) and the Board/Administration Team, each individual item below was agreed to. As such, these items are **jointly** submitted to the Board of Education for approval at the regularly scheduled March 8, 2018 Board of Education Meeting.

Board/Administration Team

Jeff Marion, Superintendent
*Jason Sefrit, Assistant Superintendent
Sherri Bickmeyer, Board Member
Julie Williams, Principal Lincoln
Cindy Priest, Transportation Director

SCTEA Team

***Rani Hertz**
Mike Schiller
Dale Burkhart
Jill Wooldridge

Lisa Blaha, observer (MNEA)
Peggy Cochran, Facilitator
*Team Chairperson

How can we address holiday pay?

- **Pay time and a half on federal holidays (when school is not in session)**

How can we ensure that "high needs" (SPED) routes are assigned/staffed appropriately to facilitate a safe and orderly bus environment?

- Director can designate up to **4** SPED bus routes as high need. There will be an informational meeting for interested drivers & monitors
- Do a separate bidding process by seniority for the designated SPED routes. Director of Transportation can veto a bid.
- Anyone vetoed can bid on another SPED route not designated high need or any other route.
- The designated high need SPED routes will be bid separately and before the bidding takes places for the other SPED and regular routes.

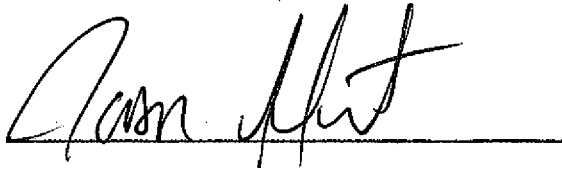
How can we improve on the August open route bid?

- Post all routes at least full day ahead
- Informational meeting & designated SPED routes (up to 4) bid on first day (afternoon)
- Other SPED routes / Regular routes bid on second day

How can we continue to retain and attract quality staff?

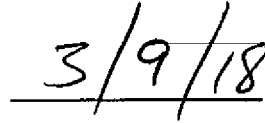
- **Driver steps 2-8 receive 3%**
- **Monitors, mechanics, fueler, dispatcher receive a step + .5% which equals 3%**
- A salary committee will be created to work on possible salary structures that ensure steps can be taken for future years. (Meeting will take place **in the training** room at the Transportation Depot to encourage participation of all transportation employees.)

Honoring Previous Agreements: *The District agrees to honor previous agreements to the extent supported by state and federal law and St. Charles School District Board policy,*



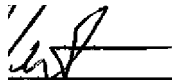
Jason Sefrit, Assistant Superintendent - HR

Board Team Chairperson



Date

G-A¹¹⁻¹



Runi Hertz, SCTEA Team Chairperson



Date

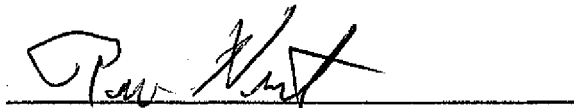
The following signatures reflect that the Board of Education has voted to approve and the SCTEA has ratified this Closure Agreement.



Josh Kean, BOE President



Date



Runi Hertz, SCTEA President



Date

Transportation Pay Schedule 2018-19

TA, TB, TC Step +.5%;

TD No Step + 3%

	TA	TB	TC
	Step	Stop	Step
1	\$ 12.81	\$ 14.63	\$ 18.99
2	\$ 13.20	\$ 15.08	\$ 19.57
3	\$ 13.73	\$ 15.66	\$ 20.33
4	\$ 14.23	\$ 16.25	\$ 21.08
5	\$ 14.75	\$ 16.83	\$ 21.85
6	\$ 15.26	\$ 17.42	\$ 22.61
7	\$ 15.78	\$ 18.00	\$ 23.37
8	\$ 16.28	\$ 18.59	\$ 24.13
9	\$ 16.80	\$ 19.19	\$ 24.88
10	\$ 17.19	\$ 19.63	\$ 25.46
11	\$ 17.69	\$ 20.20	\$ 26.21
12	\$ 18.21	\$ 20.77	\$ 26.96
13	\$ 18.71	\$ 21.37	\$ 27.73
14	\$ 19.24	\$ 21.96	\$ 28.49
15	\$ 19.88	\$ 22.69	\$ 29.44
16	\$ 20.38	\$ 23.27	\$ 30.21
17	\$ 20.90	\$ 23.86	\$ 30.96
18	\$ 21.29	\$ 24.29	\$ 31.54
19	\$ 21.67	\$ 24.74	\$ 32.10
20	\$ 22.06	\$ 25.18	\$ 32.68

	TD
	Step
2	\$ 14.85
3	\$ 15.83
4	\$ 16.89
5	\$ 17.82
6	\$ 18.88
7	\$ 19.94
8	\$ 20.62

Drivers

Dispatcher
Fueller/Lot
Monitors Attendent Mechanic

3% Average Increase. TA, TB, TC will take a step (if able) + .5%
TD will not take a step, but will have 3% added to each cell.

District will continue to provide board-paid health,
dental, and vision plans to all full time employees.

TRANSPORTATION EMPLOYEES
COLLECTIVE BARGAINING AGREEMENT

Effective July 1, 2017 — June 30, 2018

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

Board/Administration Team

Jeff Marion, Superintendent
*Jason Sefrit, Assistant Superintendent
Mike Thorne, Board Member
Julie McClard, Director of SPED/Student Services
Cindy Priest, Transportation Director

SCTEA Team

*Runi Hertz
Mike Schiller
Dale Burkhart
Jill Wooldridge
Rich Paulsen

Lisa Blaha, observer (MNEA)
Peggy Cochran, Facilitator
*Team Chairperson

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

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

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

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

How can we improve maternity/paternity leave?

Maternity/paternity leave will increase up to:

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

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

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

How can we obtain a Master Agreement?

- Annually demonstrate access (at a regular safety meeting)
 - *We do have all agreements together on one site (on District website)
- Paper w/ steps (cheat sheet) on how to access on the District website will be created/given out
- Email steps to all Transportation employees on how to access the District website
- Form a committee to work on combining agreements into one document and bring back at next year's negotiations

How do we ensure participation from transportation employees within the Transportation Climate Committee process?

- Reduce the amount of times that committee meets (meet every other month)
- Other options Transportation Building Climate Committee can consider:
 - *Free lunch from SCTEA
 - *Extra uniform shirt
 - *Recognition at transportation banquet

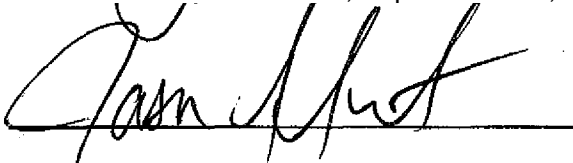
How can we ensure the number of workdays for drivers and monitors is consistent with the actual needs of the department?

- Drivers & monitors will reduce their total number of workdays by 4 days within the next 4 years by utilizing one of the following options of reducing workdays.
 - *1 day/4 years = first workday for 4 years
 - *1 day/2years & 2 days/1year = first workday for 2 years, and then first & second workday in the following year
 - *1 day/1 year & 3 days/1year = first workday for 1 year, and then first/second/third workday in the following year
 - *2 days/2 years = first and second workday of each year for 2 years
 - *4 days/1 year = first/second/third/fourth workday for one year (all upfront in a row)
- Drivers/monitors can add to reduction of numbers, but can't go back and add workdays
- Drivers/monitors must give declaration on workdays by June 1st each year

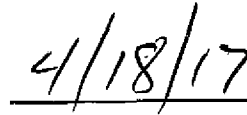
Honoring Previous Agreements: *The District agrees to honor previous agreements to the extent supported by state and federal law and St. Charles School District Board policy.*

4/1 7/17

Jeff Marion, Superintendent, Board Team Date



Jason Sefrit, Assistant Superintendent — HR



Date

Board Team Chairperson



Runi Hertz, SCTEA Team Chairperson

4/18/2017
Date

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

|

Dale Hallemeier, BOE President

Date - 4/13/2017

Runi Hertz, SCTEA President

|

Date

Transportation Salary Schedule 2017-2018

	TA	TB	TC
Step	Amount	Amount	Amount
1	12.75	14.56	18.90
2	13.13	15.00	19.47
3	13.66	15.58	20.23
4	14.16	16.17	20.98
5	14.68	16.75	21.74
6	15.18	17.33	22.50
7	15.70	17.91	23.25
8	16.20	18.50	24.01
9	16.72	19.09	24.76
10	17.10	19.53	25.33
11	17.60	20.10	26.08
12	18.12	20.67	26.83
13	18.62	21.26	27.59
14	19.14	21.85	28.35
15	19.78	22.58	29.29
16	20.28	23.15	30.06
17	20.80	23.74	30.81
18	21.18	24.17	31.38
19	21.56	24.62	31.94
20	21.95	25.05	32.52
	Monitors	Dispatcher Fueller/Lot Attendant	Mechanic

Total Average Increase Is 3% (No step)

	TD
Step	Amount
1	
2	14.42
3	15.37
4	16.40
5	17.30
6	18.33
7	19.36
8	20.02
Drivers	

Total Average Increase is 3%

Step 8 Total Increase Is 1.5%

**TRANSPORTATION EMPLOYEES
COLLECTIVE BARGAINING AGREEMENT**

**Effective July 1, 2016 June 30, 2017 (Issues 1-3)
July 1, 2016 — June 30, 2018 (Issue 4)**

As reported by the spokesperson for the St. Charles Transportation Education Association (SCTEA) and the Board/Administration Team, each individual item below was agreed to. As such, these items are jointly submitted to the Board of Education for approval at the regularly scheduled March 10, 2016 Board of Education Meeting.

Board/Administration Team

***Jeff Marion, Superintendent
Cindy Priest, Transportation Director
Donna Towers, BOE Member**

**Lisa Blaha, observer (MNEA)
*Team Chairperson
Peggy Cochran, Facilitator**

SCTEA Team

***Runi Hertz
Dale Burkhardt
Rich Paulsen
Mike Schiller
Jill Wooldridge**

Issue #1: How can we improve the current activity trip bidding process?

- Trip list will be reset every trimester (per academic calendar)
- When calculating a new driver's rotation in trip seniority, the total number of trips awarded for the current trimester will be divided by the total number of drivers who have participated in the current trimester. This will be used as the number of trips a new driver begins with.

Issue #2: How can we make sure that newly created or available positions in transportation are posted?

- The district will follow board policy regarding the posting of positions, personnel reassignments, etc.
- It was acknowledged that when unique circumstances occur, better communication to staff would be beneficial

Issue #3: How Is the term "grandfathered" defined as it relates to Activity Drivers?

- Some Activity Drivers are designated as "grandfathered" (1 full-time and 3 part-time). These employees were in either a part-time or full-time Activity Driver position when the district started district-operated bus service. At that time, the district had a desire to eliminate the job category of "Activity Driver, but agreed to retain these drivers in those roles indefinitely as long as their performance was satisfactory. Since that time the district has re-evaluated the position and plans to continue the job category for the foreseeable future.
- Drivers in this "grandfathered" category will have a signed form in his/her personnel file to confirm the designation. Such employees are encouraged to retain a copy of this form for future reference.

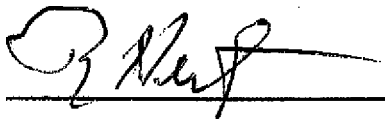
Issue #4: How can we attract and retain quality staff?

- A two year agreement was made that commits approximately 4% to the Transportation Salary schedule for 2016-17 and 3% for 2017-18. The actual salary schedules are attached/included in this agreement.
- A recruiting/mentoring stipend of \$500 for non-administrative transportation staff will be created with the intent of attracting and retaining new bus drivers. The specific criteria for earning this stipend will be developed by the Human Resources office in conjunction with SCTEA. Drivers will receive \$250 after the new driver has worked 92 days and another \$250 after 184 days. A brochure will be developed that employees can sign and use to promote/recruit new drivers. The brochure will detail the benefits of the position.
- Drivers on trips which last at least 8 hours in duration will be entitled to meal reimbursement per established district guidelines. The current (2015-16) meal reimbursement rate is \$15 for breakfast, \$15 for lunch and \$30 for dinner. Itemized receipts must be submitted to be eligible for reimbursement.
- Board paid health, dental and vision insurance for all full-time employees.

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

Jeff Marion, Superintendent, Board Team

Board Team Chairperson



Runi Hertz, SCTEA Team Chairperson

3-11-16

Date

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

Dale Hallemeier

Dale Hallemeier, BOE President

Date



Runi Hertz, SCTEA President

3-11-16

Date

Transportation Salary Schedule 2016-2017

Step	TA Amount	TB Amount	TC Amount
1	12.38	14.14	18.35
2	12.75	14.56	18.90
3	13.26	15.13	19.64
4	13.75	15.70	20.37
5	14.25	18.26	21.11
6	14.74	16.83	21.84
7	15.24	17.39	22.57
8	15.73	17.98	23.31
9	16.23	18.53	24.04
10	16.60	18.96	24.59
11	17.09	19.51	25.32
12	17.59	20.07	26.05
13	18.08	20.64	26.79
14	18.58	21.21	27.52
15	19.20	21.92	28.44
16	19.69	22.48	29.18
17	20.19	23.05	29.91
18	20.56	23.47	30.47
19	20.93	23.90	31.01
20	21.31	24.32	31.57
Monitors		Dispatcher Fueller/Lot Attendent	Mechanic

TD	
Step	Amount
1	
2	14.00
3	14.92
4	15.92
5	16.80
6	17.80
7	18.80
8	19.72
Drivers	

Employees advance one step on the schedule

Total Average Increase for 16-17 is 4.0%

TD Step 8 - Increase is 1.5%

Transportation Salary Schedule 2017-2018

	TA	TB	TC
Step	Amount	Amount	Amount
1	12.75	14.56	18.90
2	13.13	15.00	19.47
3	13.66	15.58	20.23
4	14.16	16.17	20.98
5	14.68	16.75	21.74
6	15.18	17.33	22.50
7	15.70	17.91	23.25
8	16.20	18.50	24.01
9	16.72	19.09	24.76
10	17.10	19.53	25.33
11	17.60	20.10	26.08
12	18.12	20.67	26.83
13	18.62	21.26	27.59
14	19.14	21.85	28.35
15	19.78	22.58	29.29
16	20.28	23.15	30.06
17	20.80	23.74	30.81
18	21.18	24.17	31.38
19	21.56	24.62	31.94
20	21.95	25.05	32.52
Monitors		Dispatcher Fueller/Lot Attendant	Mechanic

	TD
Step	Amount
1	12.91
2	14.42
3	15.37
4	16.40
5	17.30
6	18.33
7	19.36
8	20.02
Drivers	

No step advance

Total Average Increase is 3% (No step)

TD Step 8 - Increase is 1.5%

TRANSPORTATION EMPLOYEES
COLLECTIVE BARGAINING AGREEMENT

Effective July 1, 2015 — June 30, 2016

As reported by the spokesperson for the St. Charles Transportation Education Association (SCTEA) and the Board/Administration Team, each individual item below was agreed to. As such, these items are jointly submitted to the Board of Education for approval at the regularly scheduled March 12, 2015 Board of Education Meeting.

Board/Administration Team

Jeff Marion, Superintendent
*Kim Harris, Assistant Superintendent
Charles Brazeale, Assistant Superintendent
Cindy Priest, Transportation Director
Julie Williams, Principal

SCTEA Team]

*Runi Hertz
Ron Jenkins
Jill Wooldridge
John Schreiner

Lisa Blaha, observer (MNEA)
*Team Chairperson
Peggy Cochran, Facilitator

Issue #1: How can we address the call-in procedure as it is currently practiced?

- Utilize current AM and PM call-in procedure; call-in absences must talk with dispatchers or directors
- Allow a 2-shift 5:45 AM single call-in; If feeling better, you may call prior to noon to see if you are needed

Issue #2: How can we maximize attendance

- Drivers and monitors will have the opportunity during the school year of earning 3 times per year a presentee-ism incentives (\$150 each trimester) for perfect attendance (no use of sick or personal leave)
- Accrue sick leave at one day per month (first payroll of the month) as you work
Continue attendance committee
 - o Consider other attendance incentives
 - o Consider requirements for doctors' notes after a certain number of absences

Issue #3: How can we get the timekeeping program to work on the computer in the Drivers/Monitors Break Room?

The technology department will provide an additional computer for the break room; possibly two and Gmail icons will be added. The Assistant Superintendent for Business and Technology will find out if there is a view-only screen for employees to check time records.

Issue #4: How can we ensure representation when we go into a disciplinary meeting?

in all staff-administrator conferences dealing with documented performance concerns associated with the staff member's evaluation, or other areas of documented concern, transfer, suspension, or dismissal, the staff member shall be informed in advance of the purpose of the meeting. Staff members will be allowed up to 3 working days to obtain appropriate representation (building representative, colleague, etc.). if needed or if time sensitive, administrators may make arrangements for bus coverage for a representative to be at the meeting. Exceptions to this practice will be made at the discretion of the Superintendent or designee.

Issue #5: How can we maintain discipline on the long busses?

- Staff (teachers, paras, administrators) could ride busses at the beginning of the year
- Drivers could come to buildings to provide training for students
- is a possible option)

- o Before the opening of the next school year, the Assistant Superintendent for Business and the Transportation Director will meet with staff to identify training and other helpful ideas to resolve the issue
- o Through the Climate Committee and safety meetings the Transportation Director will work with staff to identify areas for training
- o Consider scheduling follow-up times through the year on initial training
- o Review the schedule for training days at the beginning of the year
- Assigned seats may be helpful
- Flexibly assign monitors when possible and needed
- Notify principals of problems
- Use consistent safety rules

Issue #6: How can we address minor incidences from impacting progressive discipline procedures?


This concern was discussed. Progressive discipline has flexibility based upon length of time between incident and severity of incidents.

Issue #7: How can we ensure that those who join an association are members for the year in which they sign up?

The district will adhere to the agreement that was in place with SCTEA and employee upon joining and authorizing payroll deductions. Payroll deductions cannot be stopped mid-year if that is prohibited by, and clearly and visibly stated on the agreement signed by the employee. In such cases, the Superintendent will obtain documentation from the SCTEA Treasurer showing that the employee received clear written notice that payroll deductions could not be terminated in the course of the school year, and will authorize continuation of the deductions through the end of the school year.

Clarification: The activity bid process piloted in 2014-2015 will remain in place.

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



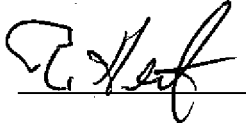
Jeff Marion, Superintendent, Board Team

3/12/15
Date



Kim Harris, Assistant Superintendent HR
Su

3.13.15
Date



Runi Hertz,, SCTEA Team Chairperson

3/12/15
Date

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

Dale Hallemeier, BOE President

Date



3/12/15

Runi Hertz, SCTEA President

Date

TRANSPORTATION SALARY LEVEL PLACEMENT: 2015-16

Step	TA	TB	TC		TD
Total	Amount	Amount	Amount		Step Amount
1	12.38	14.14	18.35		12.91
2	12.75	14.56	18.90		13.92
3	13.26	15.13	19.64	3	14.92
4	13.75	15.70	20.37	4	15.80
5	14.25	16.26	21.11	5	16.80
6	14.74	16.83	21.84	6	17.80
7	15.24	17.39	22.57	7	18.80
8	15.73	17.96	23.31		19.43
9	16.23	18.53	24.04		
10	16.60	18.96	24.59		
11	17.09	19.51	25.32		
12	17.59	20.07	26.05		
13	18.08	20.64	26.79		
14	18.58	21.21	27.52		
15	19.20	21.92	28.44		
16	19.69	22.48	29.18		
17	20.19	23.05	29.91		
18	20.56	23.47	30.47		
19	20.93	23.90	31.01		
20	21.31	24.32	31.57		

Drivers

Step +.05% Average Total Increase

NewStep 8

Step 2 eligible

5.62% Average Total Inc

Monitors Dispatcher Mechanic

Fueller/Lot

Attendant

Step + 3% Average Increase

5.49% Average Total Increase

TRANSPORTATION EMPLOYEES
COLLECTIVE BARGAINING AGREEMENT

Effective July 1, 2014 — June 30, 2015 (Items 1-4.1&2)

Effective July 1, 2015 — June 30, 2016 (Items 4.3&4)

As reported by the spokesperson for the St. Charles Transportation Education Association (SCTEA) and the Board/Administration Team, each individual item below was agreed to. As such, these items are jointly submitted to the Board of Education for approval at the regularly scheduled May 8, 2014 Board of Education Meeting.

Issue 1: How can we update the current transportation handbook?

Issue 2: How can we finalize the current trial process for activity bidding?

Issue 3: How can we add incentives such as perfect attendance?

Issue 4: How can we better retain current employees and attract new ones?

Board/Administration Team

*Jeff Marion, Superintendent
Kim Harris, Assistant Superintendent
Cindy Priest, Transportation Director
Jeremy Shields, Assistant Principal
Tim Bekebrede, Board of Education

SCTEA Team

*Runi Hertz
Barb Moore
Deena Chittendon
Jill Wooldridge
John Schreiner
Richard Poulsen
Richard Wright
Joann Jackson

Lisa Blaha, observer (MNEA)

*Team Chairperson

Peggy Cochran, Facilitator

Issue 1:

Issue #1) How can we update the current transportation handbook?

1. Reconvene the handbook committee with reps from district and transportation — all stakeholders represented as much as possible
 - a. Mutually agreed upon by dept and administration
2. Finalizing current pilot activity bidding process
 - a. Replace process in handbook with pilot process currently used — in handbook committee

Issue #2) How can we finalize the current trial process for activity bidding? (How can we assign trips in an equitable manner?)

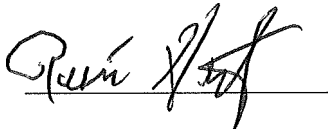
1. Re-set bidding process on the first day of class of each semester
2. Summer activity assignments handled separately by seniority

Issue #3) How can we add incentives such as perfect attendance?

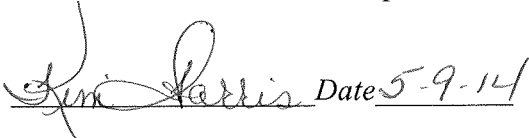
1. Need Incentive Committee (Runi Hertz & Cindy Priest) to Recognize Attendance & Safety
 - a. Employee of the month — Need process
 - b. Parking spot for perfect attendance
 - c. Lunch w/superintendent
 - d. Educate people about purpose of sick days
 - e. District promotional items that may be available

Issue #4) How can we better retain current employees and attract new ones?

1. Drivers: 2014-2015 salary increase of 5,16% for drivers
2. Monitors, dispatchers, fueler/lot attendant, and mechanic - 2014-2015 salary increase of 5.19%
3. Drivers: 2015-2016 salary increase = steps (remove step one, move off-schedule drivers onto new step 8 + .05% increase. Step 2 is the first eligible step.
4. Monitors, dispatchers, fueler/lot attendant, and mechanic 2015-2016 step + 3% increase

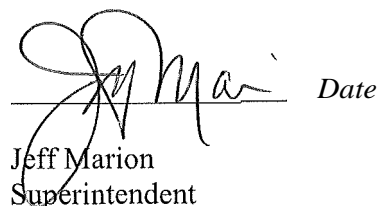


Runi Hertz
SCTEA President/Team Chairperson

 Date 5-9-14

Kim Harris
Board/Administration

ale Hallemeier
Board of Education President

 Date
Jeff Marion
Superintendent

TRANSPORTATION SALARY LEVEL PLACEMENT: 2014-15

Step	TA	TB	TC	TD
1.	12.02	13.73	17.82	12.84
2	12.38	14.14	18.35	13.85
3	12.87	14.69	19.07	14.85
4	13.35	15.24	19.78	15.84
5	13.83	15.79	20.49	16.72
6	14.31	16.34	21.20	17.71
7	14.79	16.89	21.91	18.71
8	15.27	17.44	22.63	OS
9	15.76	17.99	23.34	
10	16.12	18.41	23.88	
11	16.59	18.94	24.59	
12	17.08	19.49	25.30	
13	2.	17.55	20.04	
14	3.	18.04	20.59	
15	4.	18.64	21.28	
16	5.	19.12	21.83	
17	6.	19.61	22.38	
18	7.	19.97	22.79	
19		20.33	23.20	
20		20.68	23.61	

Monitors Dispatcher
Fueller/Lot
Attendent

5.19% Average Increase (No Step)

Drivers

5.16% Average Increase (No Step)

TRANSPORTATION SALARY LEVEL PLACEMENT: 2015-16

<u>Step</u>	TA	TB	TC
Total	Amount	Amount	Amount
1	12.38	14.14	18.35
2	12.75	14.56	18.90
3	13.26	15.13	19.64
4	13.75	15.70	20.37
5	14.25	16.26	21.11
6	14.74	16.83	21.84
7	15.24	17.39	22.57
8	15.73	17.96	23.31
9	16.23	18.53	24.04
10	16.60	18.96	24.59
11	17.09	19.51	25.32
12	17.59	20.07	26.05
13	18.08	20.64	26.79
14	18.58	21.21	27.52
15	19.20	21.92	28.44
16	19.69	22.48	29.18
17	20.19	23.05	29.91
18	20.56	23.47	30.47
19	20.93	23.90	31.01
20	21.31	24.32	31.57

Monitors Dispatcher Mechanic
 Fueler/Lot
 Attendent

Step + 3% Average Increase

5.49% Average Total Increase

TD	
Step	Amount
1	42.91
2	13.92
3	14.92
4	15.92
5	16.80
6	17.80
7	18.80
8	

Drivers

Step +.05% Average Increase

New Step 8

Step 2 is the first eligible step

5.62% Average Total Increase

City of St. Charles School District
TRANSPORTATION EMPLOYEES

COLLECTIVE BARGAINING AGREEMENT

Effective July 1, 2013 — June 30, 2014

As reported by the spokesperson for the St. Charles Transportation Education Association (SCTEA) and the Board/Administration Team, each individual item below was agreed to. As such, these items are jointly submitted to the Board of Education for approval at the regularly scheduled March 14, 2013 Board of Education Meeting.

Issue 1: Fair and Equitable Bidding of Routes

Issue 2: Up to Date and Accurate Seniority List & Seniority Definition

Issue 3: Attract and Retain Employee

Issue 4: Fair and Equitable Work Assignments for Charters & Shuttles

Issue 5: Transportation Handbook — Updated & Reflective of Practices

Issue 6: Master Agreement

Board/Administration Team

Jeff Marion, Superintendent
*Kim Harris, Assistant Superintendent
Steve Brosch, Transportation Director
Steve Wilson, Assistant Principal
Charles Brazeale, Assistant Superintendent
Mike Thorne, Board of Education

SCTEA Team

*Joann Jackson
Jerome Bauman
Deena Chittendon
Runi Hertz
Richard Poulsen
Jill Wooldridge
Barb Moore
Gary Stephens

*Team Chairperson

Peggy Cochran, Facilitator

Lisa Blaha, observer (MNEA)

Issue 1:

How can we make sure that the bidding of routes is fair and equitable (including vacated routes)?

Solution:

Bid at beginning of year by seniority and limit one bid up per year. Routes vacated during the year will be posted for bid for five working days. Results will be posted.

City of St. Charles School District

Issue 2:

How can we make sure that the seniority list is updated and current?

Solution:

Transportation Director will post a paper copy of the seniority list and will update the posting every time someone is hired or leaves employment. It will also be shared electronically as a Google document for transportation department staff.

A document will be created to record the date of first regular assignment (attached). A regular assignment may be created after all requirements are met including CDL and other designated licensing endorsements as well fingerprinting for background check. This date will be utilized as the date of eligibility for seniority. Employee and director will sign and date the document. Seniority is available to full time and part time drivers and monitors. Substitute drivers are not eligible for seniority. Seniority will be assigned alphabetically if multiple employees have the same seniority date.

Issue 3:

How can we retain current employees and attract new ones?

Solution:

Transportation employee compensation will be increased by 1.5% for 2013-2014. This will be accomplished by adding additional compensation to the employee's current step. If the district's fund balance on June 30, 2013 is above 20%, the bargaining team will be reconvened to reconsider the salary agreement for 2013-2014. An early separation incentive program will be offered to maximize funds available for compensation. The classified wage schedule and the ESIP are attached.

The sick leave payout policy GDBDA will be revised as follows:

Classified employees who have full time equivalent (FTE) years of service (combined part-time and full-time FTE, this service does not have to be continuous) in the St. Charles School District, as outlined below, will be paid for any unused AFD (absence from duty) leave (up to 1,125 hours) with notification of intent to retire/resign/separate with proper written notice according to the following schedule:

	Notification <u>90 days</u>	Notification <u>60 days</u>	Notification <u>30 days</u> <u> </u>
1-9 FTE equivalent years of service	\$3/hour	\$2/hour	\$1/hour
10-19 FTE equivalent Years of service	\$4/hour	\$3/hour	\$2/hour
20 or more FTE equivalent years of service	\$5/hour	\$4/hour	\$3/hour

A lump sum payment will be made in January of the calendar year following the date of retirement/resignation/separation.

If notice is not possible according the timeline noted above, the Board may make an exception to this policy.

This is intended, in part, as an attendance incentive.

City of St. Charles School District

Issue 4:

How can we ensure that work assignments for charters and shuttles are assigned fair and equitably?

Solution:

Post predictable shuttles (attached to regular routes) for bidding via live bid by seniority

Next live bid picks up where you left off

Activity trips should be open to regular drivers while protecting regular routes

Post additional shuttles for bid as they are determined

For activity trips and one time trips utilize live bid by seniority

When advance notice is not possible — Next person up for the trip is asked — Result is posted

Issue 5:

How can we ensure that the Transportation Handbook is updated to current practice?

Solution:

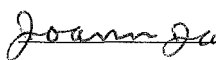
The handbook for 2013-2014 will be revised and the SCTEA president will have opportunity for input.

Issue 6:

How can we ensure the development of a master agreement with the issues that we have discussed?

Solution:

The Assistant Superintendent of Human Resources and the MNEA Uniserv Director will work together to create a user friendly searchable and topical data base of this agreement.

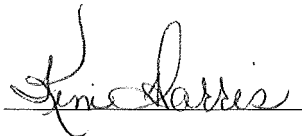


Date 3-14-13

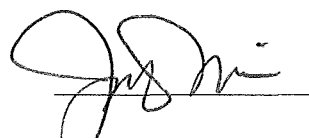
Date 3/14/13

Joann Jackson
SCTEA President/Team Chairperson

Linda Schulte
Board of Education President

 Date 3-14-13

Kim Harris
Board/ Administration Chairperson

 3/14/13
Jeff Marion
Superintendent

St. Charles School District
Transportation Department
Record of First Date of Seniority Eligibility



Employee Name _____

Employee Position _____

Date of First Regular Assignment _____

Employee Signature Date

Director Signature Date

2013-2014 Wage Schedule

	Grade A	Grade B		Grade C		Grade E		Grade G		Grade I	Grade J
	9.09	11.37		11.88	12.98	13.98	16.85	17.11	20.24	24.50	37.41
	9.37	11.71	B1	12.23	13.37	14.40	17.35	17.62	20.85	25.23	38.53
	9.73	12.17		12.71	13.89	14.96	18.03	18.30	21.66	26.21	40.03
	10.09	12.62	B2	13.19	14.41	15.52	18.70	18.99	22.47	27.19	41.52
	10.46	13.08		13.66	14.93	16.08	19.38	19.67	23.28	28.17	43.02
	10.82	13.53	B3	14.14	15.45	16.64	20.05	20.36	24.09	29.15	44.52
	11.19	13.99		14.61	15.97	17.20	20.72	21.04	24.90	30.13	46.01
	11.55	14.44	B4	15.09	16.49	17.76	21.40	21.72	25.71	31.11	47.51
	11.91	14.90		15.56	17.01	18.32	22.07	22.41	26.52	32.09	49.01
	12.19	15.24	B5	15.92	17.40	18.74	22.58	22.92	27.12	32.83	50.13
	12.55	15.69		16.39	17.91	19.29	23.25	23.61	27.93	33.81	51.62
	12.91	16.15	B6	16.87	18.43	19.85	23.92	24.29	28.74	34.79	
	13.28	16.60		17.34	18.95	20.41	24.60	24.97	29.55	35.77	
	13.64	17.06	B7	17.82	19.47	20.97	25.27	25.66	30.36	36.75	
	14.10	17.63		18.41	20.12	21.67	26.11	26.51	31.37	37.97	
	14.46	18.08		18.89	20.64	22.23	26.79	27.20	32.18	38.95	
17	14.82	18.54		19.36	21.16	22.79	27.46	27.88	32.99	39.93	
	15.10	18.88		19.72	21.55	23.21	27.97	28.40	33.60	40.67	
	15.37	19.22		20.07	21.94	23.63	28.47	28.91	34.21	41.40	
	15.64	19.56		20.43	22.33	24.05	28.98	29.42	34.81	42.14	64.34
	Crossing Guard Office Clerk	Play/Lunch Aide Custodian (1) Bus Monitor		Health Clerk Library Clerk Cafeteria Receptionist Paraprofessional Reg. Ed Title Spec. Ed. (*2) Bus Driver (B1-Step 1 B2-Step 2, etc)	Dispatcher General Maint. Bldg Level I Tech 183 Secretary, 201 Secretary, 246 Secretary, Lot Att/ Fueler	Bldg. Tech II Registrar Trainer/Safety Coordinator Sec. to Principal PAT	Mechanic Skilled Maint. HVAC/Comm. Electrical Bookkeepers Asst. Bookpr Bus. Office Emp. Benefits Payroll Accts. Receiv. Accts Payable	Bldg. Tech III Exec. Secretary Fed Prgms Spec. App Support Spec	Dist Netwk Admin Dist Webmaster COTA	Nurse	OT PT

has increased for 2013-14.

(*1) Custodians who work the evening shift receive a \$.15 per hour differential

(r2) Paraprofessionals who provide intensive personal care to students receive a \$.15 per hour differential

Bus drivers who provide training (as Assistant Trainer) will receive a .50 per hour differential for training time in addition to their normal hourly rate.

EARLY SEPARATION AGREEMENT
Participation During the 2013-2014 School Year
(Certified and Classified Employees)

THIS EARLY SEPARATION AGREEMENT ("Agreement") is entered into on this ____ day of _____, 2013, between the St. Charles R-VI School District ("District"), and _____ ("Employee").

WHEREAS, Employee is and has been a certified or classified employee of the District; and

WHEREAS, Employee meets all of the requirements for early separation from employment with the District in accordance with the Early Separation Incentive Plan applicable to Employee's position as a certified or classified employee; and

WHEREAS, Employee has timely requested the benefits of early separation from employment with the District; and

WHEREAS, Employee intends to take early separation from employment and to relinquish Employee's rights to future employment with the District, and the District intends to grant early separation from Employee's employment with the District.

NOW THEREFORE, in consideration of the mutual covenants and promises contained herein, the parties hereto agree as follows:

1. Employee hereby submits Employee's irrevocable letter of resignation and notice of intent to retire, effective at the end of the 2013-2014 school year. A copy of Employee's letter of resignation and notice of intent to retire is attached hereto as Exhibit A.

2. The District agrees to remit to Employee the total amount of _____ Thousand _____ Hundred and 00/100 Dollars (\$_____.00), less all deductions required by law, in accordance with the provisions of the District's Early Separation Incentive Plan for the 2013-2014 school year.

3. Employee acknowledges and understands that under current law, all payments made pursuant to this Agreement may be taxable as wages and will be subject to all deductions required by law. Employee further acknowledges, understands, and agrees that Employee is solely responsible for obtaining advice from his/her own attorney and/or tax preparer regarding the legal effect and tax consequences of entering into and receiving payments under this Agreement.

4. The payments made under this Agreement shall be for settlement of any and all claims Employee may have against the District, including the District's affiliates and subsidiaries, together with their respective current and former members, directors, officers, agents, and employees, and their attorneys and insurers, whether in their individual or official capacities, including but not limited to, claims for compensatory damages, emotional distress, loss of reputation, humiliation, embarrassment, costs, expenses, and attorney's fees.

5. Employee hereby releases, remises, and forever discharges the District, the Board of Education, and their affiliates and subsidiaries, together with their respective current and former members, directors, officers, agents, and employees, including their attorneys and insurers, whether in their respective individual or official capacities, from any and all claims or other causes of action he/she may have against them, including, but not limited to, any alleged rights or claims arising under the Americans with Disabilities Act, 42 U.S.C. § 12101 *et seq.*; the Age Discrimination in Employment Act, 29 U.S.C. § 621 *et seq.*; Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e *et seq.*, as amended by the Civil Rights Act of 1991, 42 U.S.C. § 1981a; the Rehabilitation Act of 1973, 29 U.S.C. § 791 *et. seq.*; the Missouri Human Rights Act, Mo. Rev. Stat. § 213.010 *et seq.*; the Missouri Teacher Tenure Act, Mo. Rev. Stat. §§ 168.102 - .130; any other alleged employment discrimination, breach of express or implied contract, or breach of covenant of good faith and fair dealing; or any other violation of federal, state, or local statutory or common law, relating to or arising out of Employee's employment with the District, or his/her separation from employment with the District, up to and including the effective date of his/her resignation.

6. Employee agrees not to enter into any suit, action, or other proceeding at law or in equity, or to prosecute further any suit or action that might presently exist, or to make any claim or demand of any kind against the District or any of the District's affiliates or subsidiaries, together with any of their respective current or former members, directors, officers, agents, or employees, or their attorneys or insurers, whether in their respective individual or official capacities, asserting any claim released by Employee in paragraph 5 of this Agreement, other than an action to enforce Employee's rights under this Agreement. If Employee enters into any action in violation of this paragraph 6, all payments required under paragraph 2 of this Agreement shall cease as of the date the District receives notice of such violation, and Employee shall further (1) forfeit and/or repay to the District one-half of all amounts previously paid pursuant to paragraph 2 of this Agreement, and (2) pay all legal costs, including attorneys' fees, incurred by the District, its affiliates and subsidiaries, and their respective current or former members, directors, officers, agents, and employees, or their attorneys and insurers, in defending against such action.

7. Employee further agrees that in the event any person or entity brings a charge, claim, complaint, or action asserting any claim released by Employee in paragraph 5 of this Agreement, Employee shall waive any right to recovery in connection with such charge, claim, complaint, or action, and shall exercise a good faith attempt to have such charge, claim, complaint or action dismissed.

8. Employee has been given forty-five (45) days in which to consider the terms of this Early Separation Agreement. Employee further acknowledges that this Early Separation Agreement has been reviewed in detail with Employee and that its language and intended effect have been explained, and that Employee has been offered a full and fair opportunity to review this Early Separation Agreement with legal counsel of Employee's choice prior to executing the Agreement. Employee also acknowledges that no promise or representation has been made to Employee by any representative of the District to induce Employee to enter into this Early Separation Agreement (except as specifically set forth herein), and that he/she has voluntarily entered into this Separation Agreement of his/her own free will based only upon the terms and conditions set forth herein.

9. Failure to complete Employee's Final Year Contract or Final School Year of Employment with the District will result in a prorated reduction in the benefits paid for those days not compensated during the Final Year Contract or Final School Year of Employment, except as may be otherwise required by law or approved by the Board.

10. In the event of death of Employee at any time prior to final payment of all premiums or cash option payments provided herein, this benefit shall terminate immediately upon death of Employee and no further payments will be made by the School District.

11. Employee may, upon written notice to the District, revoke this Early Separation Agreement within a period of seven (7) days, with such period to begin on the day Employee executes this Agreement, and this Agreement shall not become effective or enforceable until this period has expired.

12. The provisions of this Agreement will be governed by the laws of the State of Missouri.

13. If a court of competent jurisdiction determines that any provision contained in this Agreement, or any part thereof, cannot be enforced, the parties agree that such determination shall not affect or invalidate the remainder of the Agreement.

14. This Agreement constitutes the entire agreement between Employee and the District, and supersedes all prior understandings, whether oral or written, between the parties. Any amendments or modifications to this Agreement must be in writing and signed by the parties.

15. This Early Separation Agreement shall inure to the benefit of and be binding upon the parties hereto and their respective heirs, successors, and assigns.

IN WITNESS WHEREOF, the parties hereto have executed this Early Separation Agreement as of the day and year first above written.

CERTIFIED OR CLASSIFIED EMPLOYEE

Employee

Date: _____

ST. CHARLES R-VI SCHOOL DISTRICT

By: _____ Date: _____
President, Board of Education

Attest: _____ Date: _____
Secretary, Board of Education

EXHIBIT A

Board of Education
St. Charles R-VI School District
400 North Sixth Street
St. Charles, Missouri 63301

Dear Members of the Board:

I hereby submit my irrevocable letter of resignation and notice of intent to retire, effective at the end of the 2013-2014 school year, for the purpose of accepting early separation from my employment with the St. Charles R-VI School District.

Employee's Signature

Employee's Printed Name

Date of Signature

ST. CHARLES R-VI SCHOOL DISTRICT
EARLY SEPARATION INCENTIVE PLAN (ESIP)
(Classified Employees — Participation During the 2013-2014 School Year)

Purpose

The purpose of this Early Separation Incentive Plan (ESIP) is (1) to provide a financial incentive to classified employees who elect early separation from the St. Charles R-VI School District and (2) to provide a cost savings to the District.

Eligibility Requirements

This plan is offered for the 2013-2014 school year only. The following one-time Early Separation Incentive Plan (ESIP) will be available to classified employees who meet the following criteria and therefore are considered eligible:

- Eligibility:
 1. The recipient of the retirement benefit must be a classified employee; and
 2. The recipient must have at least five (5) years of service with the District as determined by the criteria outlined in Years of Service below; and
 3. The recipient must be eligible for retirement under one of the following PEERS retirement categories:

PEERS normal retirement, full benefit formula. To be eligible under this category, the employee must:

- a) have at least five (5) years of creditable service under PEERS (five (5) as required by PEERS, including the five (5) years of service with the District), and must be at least sixty (60) years of age; or
- b) have at least thirty (30) years of creditable service under PEERS, at any age; or
- c) have any combination of age and creditable service that equals or exceeds eighty (80) pursuant to the Rule of 80, as promulgated by PEERS.

Early retirement - 25-and-Out- Employees who retire under PEERS early retirement, 25-and-out option must:

- a) be under age 55; and
- b) have at least twenty-five (25) (including the five (5) years of service with the District) but fewer than thirty (30) years of creditable service under PEERS; and
- c) not qualify for the Rule of 80, as promulgated by PEERS.

Early retirement - age reduction factor applied to full benefit formula: Employees who retire under the PEERS full benefit formula, with the age reduction factor applied, must:

- a) have at least five (5) years of creditable service under PEERS (five (5) as required by PEERS, including the five (5) years of service with the District); and
- b) be at least fifty-five (55) years of age.

- Classified employees may choose any retirement option listed above under "Eligibility" above.
- If an eligible classified employee does not submit a written application and signed Separation Agreement by the dates stated in the policy, the employee waives the right to do so henceforth.
- Classified employees who already qualify for retirement under any of the options identified above have automatic eligibility for the plan if they meet the District service minimum of five (5) years; however, they are required to submit the written application and signed Separation Agreement as required by the policy.

Years of Service

For purposes of this ESIP policy only, "Years of Service" shall mean the sum of all full or partial consecutive years during which the employee was employed by the St. Charles R-VI School District and for which the employee received service credit under PEERS for such employment. The number of years of service shall be determined by the employee's PEERS retirement credit records in the employee's personnel file.

Separating at the End of the 2013-2014 School Year

The District will remit a one-time payment, as provided below, to each eligible employee who has elected to participate in the ESIP. The Human Resource Office will generate a list of potentially eligible employees and, based upon known information, contact these employees. However, the District shall not be responsible for the omission of any potentially eligible employee from the list. Each employee is solely and entirely responsible for determining whether he or she may be eligible to participate in this Plan, and for submitting the required documents in accordance with the timelines established herein.

Potentially eligible employees who desire to separate at the end of the 2013-14 school year must apply to the Human Resources Office for the ESIP benefit no later than December 1, 2013. The Human Resources Office will make a final eligibility determination and will notify all applicants whether they qualify for the ESIP benefit for that year. Employees who do not qualify for the ESIP benefit will not be eligible to participate in this one-time plan. Only the names of eligible employees who have complied with all requirements under this Plan will be submitted to the Board of Education for approved participation in this ESIP.

Final School Year of Employment

"Final School Year of Employment" shall mean full-time employment for the last full school year with the District and shall be designated as "Final School Year of Employment."

Separation Agreement

In return for the financial incentive provided under this policy, the employee shall enter into a Separation Agreement with the District, releasing the District, its affiliates and subsidiaries, together with their respective current and former members, directors, officers, agents, and employees, and their attorneys and insurers, from any and all claims or other causes of action the employee may have against them. The signed Separation Agreement shall be submitted to the office of Human Resources no later than 4:00 p.m. on December 1, 2013.

Payment of Retirement Incentive

The ESIP will be a one-time payment in an amount to be determined by the following schedule, which is based upon years of service in the District, as defined above:

<u>Service</u>	<u>Benefit</u>
5-9 Years of Service	\$3,500
10-19 Years of Service	\$7,000
20 or More Years of Service	\$10,500

The payment will be made on or before January 31st of the calendar year immediately following the date of Employee's separation from the District.

Completion of the Final School Year of Employment

To be eligible for the payment to be made under this policy, the employee must be compensated for every scheduled work day of the Final School Year of Employment, except as may be otherwise required by law. The ESIP benefit will be prorated for days not compensated or otherwise approved by the Board of Education during the Final School Year of Employment.

Survivorship

All benefits outlined within this ESIP will terminate upon the death of the individual employee. Therefore, the designation of beneficiaries is inapplicable to this ESIP.

Other Provisions

Eligible classified employees have five windows of eligibility for the Early Separation Incentive Plan: 5 years of creditable service and at least 60 years of age; 30 years of creditable service; eligibility for retirement through the Rule of 80; early retirement - 25-and-out; or the early retirement - age reduction factor applied to full benefit formula.

- If a classified employee does not submit a written application and signed Separation Agreement by the dates stated, the classified employee waives the right to do so for the duration of this ESIP.

- The Early Separation Incentive Plan is available only to eligible employees who apply no later than December 1, 2013.
- For purposes of this policy, a certified employee is an employee who is required by law or by the District to have a teaching or administrative certificate issued by the Missouri Department of Elementary and Secondary Education to serve in the employee's position.
- In the event that a classified employee also happens to hold a certificate, the employee shall be eligible only for the benefits provided under the ESIP for classified employees.

Buy Back Option

Employees may become eligible for the Early Separation Incentive Plan through buying back PEERS service only if a buy back occurs and is completed by the notice date, December 1, 2013.

Withdrawal of Notice

Once the employee has submitted his/her notice of intent to elect early separation, the employee will be permitted to withdraw such notice only in accordance with the terms of the Early Separation Agreement or in emergency situations, subject to approval of the Board of Education.

Advice of Counsel and Tax Preparer

Participants in the Early Separation Incentive Plan should seek advice of counsel and their own tax preparer prior to signing the Separation Agreement. The law regarding treatment of separation payments is complex and changes from year to year. The District is not responsible for providing legal or tax advice to employees regarding the Early Separation Incentive Plan or the Separation Agreement. It is the employee's responsibility to obtain such advice in sufficient time to submit all applications and forms, as well as the signed Separation Agreement, in accordance with the deadlines established under this Plan.