City of St. Charles School District

Classified/Support Staff Handbook 2026-2027

STATEMENT OF ACCOUNTABILITY

Please read this handbook carefully and refer to it as needed. It is your responsibility to familiarize yourself with its contents. This handbook is only a sampling of our policies. If you have any questions, please direct them to your supervisor or to the Associate Superintendent of Human Resources for clarification. Information in this handbook does not supersede policies, administrative procedures or regulations developed and formally approved by the Board of Education. Any inconsistency or contrary provision shall be controlled by Board Policy. This handbook can be viewed on-line at http://www.stcharlessd.org select Department, Human Resources, Employee Handbook page.

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INTRODUCTION

This Employee Handbook is a general guide to the District's employment policies and practices and includes some of your benefits and responsibilities as an employee. It is informational only, and is not intended to be and should not be construed as a contract. The District reserves the right to review the policies, procedures, and benefits and make revisions based on the need for or desirability of change. Thus, any policy, procedure, or benefit outlined in this Handbook may be modified with or without advance notice. District policy is available on the district web site: www.stcharlessd.org (click on OUR DISTRICT, then BOARD OF EDUCATION, then BOARD POLICIES). All support staff employees are **at will** and are not employed for a definite time period.

City of St. Charles School District
Collective Bargaining Agreement
Classified Staff 2026-2028

Available online at following link

http://www.stcharlessd.org – SCSD Departments– Human Resources – Salary and Benefits – Master Agreements & Negotiations

MISSION

Engage. Empower. Inspire.
Every Learner, Every Day!

VISION

The City of St. Charles School District will be a leader of academic excellence that prepares students to be successful in all aspects of life.

CORE VALUES

We, the City of St. Charles School District community of students, parents, staff, and patrons, value…

- Academic Excellence
- Student Centered
- Integrity
- Diversity
- Community

STRATEGIC PILLARS

- Academic Excellence
- Culture
- Resources

CSIP GOALS

For planning purposes, three overarching goals have been developed. These goals are statements of the key functions of the school district.

1. Academic Excellence Key Objectives:
    - Increasing proportional attendance
    - Student Achievement of a target designation in ELA, Math, Science, and Social Studies
    - Increase graduation rate and improve college and career readiness

2. Culture Key Objectives:
    - Increase Tier 1, 2, and 3 interventions strategies
    - Increase student feelings of safety and value
    - Increase community feelings of involvement

3. Resources Key Objectives:
    - District will determine a sustainable school configuration model
    - Create a comprehensive facilities improvement plan
    - Maintain 100% staffing levels
    - Demonstrate responsible financial stewardship

STAFF CONDUCT
Policy: GBCB

STAFF/STUDENT RELATIONS
Policy: GBH

CHANGE IN PERSONAL DATA
If you move to a different address, change your name, marital status, or receive a new telephone number, please notify the Human Resources Office, in writing, within five days.

DEDUCTIONS
The following deductions can be made from the employee's paycheck:

Social Security (FICA & Medicare)	Group Vision Insurance	St. Charles Education Foundation
City Tax	Retirement Systems of MO	Care to Learn
Federal Tax	Sec. #125 Cafeteria Plan	Association Dues
State Tax	Tax Sheltered Annuity	UNUM Plans
Group Health Insurance	United Way Fund	Flexible Spending Accounts
Group Life Insurance	Long-Term Disability Insurance	Health Savings Accounts
Group Dental Insurance	Short-Term Disability Insurance	

It is the responsibility of the employee to notify the Payroll Department in writing of any change that will affect his/her tax deductions. If you wish a certain amount to be withheld each pay period, please state the desired deduction on your W-4 form when you are hired or anytime thereafter by notifying the Payroll Department.

PAYDAY SCHEDULES
Policy: DLA

SCSD Payroll Processing Calendar
2026-2027

Leave, extra time worked, overtime, and dock time will be processed according to this calendar.

Start Date	End Date	Payroll Date
7/5/2026	7/18/2026	8/5/2026
07/19/2026	08/01/2026	8/20/2026
8/2/2026	08/22/2026	9/5/2026
8/23/2026	9/5/2026	9/20/2026
9/6/2026	9/19/2026	10/5/2026
9/20/2026	10/3/2026	10/20/2026
10/4/2026	10/17/2026	11/5/2026
10/18/2026	10/31/2026	11/20/2026
11/1/2026	11/14/2026	12/5/2026
11/15/2026	11/28/2026	12/20/2026
11/29/2026	12/12/2026	01/05/2027
12/13/2026	1/2/2027	1/20/2027
1/3/2027	1/23/2027	2/5/2027
1/24/2027	2/6/2027	2/20/2027
2/7/2027	2/20/2027	03/05/2027
2/21/2027	3/7/2027	3/20/2027
3/8/2027	3/20/2027	4/5/2027
3/21/2027	4/3/2027	4/20/2027
4/4/2027	4/17/2027	5/5/2027
4/18/2027	5/1/2027	5/20/2027
5/2/2027	5/15/2027	6/5/2027
5/16/2027	5/29/2027	6/20/2027
5/30/2027	6/19/2027	7/5/2027
6/20/2027	7/3/2027	7/20/2027
7/4/2027	7/17/2027	8/5/2027

Start Date	End Date	Payroll Date
8/1/2026	8/15/2026	08/05/2026
8/16/2026	8/31/2026	8/20/2026

SCSD pays employees who receive equalized pay in 24 payments each fiscal year. Those equalized payments are prepaid for current time worked (see example above). If an employee leaves the district, their equalized pay will be adjusted.

SUPPORT STAFF POSITIONS
Policy: GDA

SUPPORT STAFF RECRUITING AND HIRING
Policy GDC-1

SUPPORT STAFF COMPENSATION
Policy GDBA

PERSONNEL RECORDS
Policy: GBL

SUPPORT STAFF TIME SCHEDULES
Policy: GDJ

MILEAGE REIMBURSEMENT

Staff members assigned to more than one school building are eligible for mileage reimbursement. It is your responsibility to maintain a travel log and complete necessary paperwork as directed by your building principal, Human Resources, and/or designated administrator. Staff members must use the approved mileage chart when reporting mileage. The mileage rate is approved by the board and is no more than the IRS rate. If you have any questions, please contact your direct supervisor or Human Resources.

Special Education staff complete mileage reports through the office of the Assistant Superintendent of Special Services.

EXEMPT AND NONEXEMPT EMPLOYEES

Policy: GBA

PARAPROFESSIONAL PAY DIFFERENTIALS

RBT (Registered Behavior Technician), intensive personal care paraprofessional, and paraprofessional working in specialized special education classrooms receive .25 per hour differential

- Para-RBT (Registered Behavior Technician) who also work in the specialized education classrooms receive .50 per hour differential
- The maximum paraprofessional differential received will be .50 per hour

Specialized Special Education Classrooms are defined as:

Any district-wide self-contained special education classroom designed specifically for students with intensive care needs (autism and/or multiple disabilities) or intensive social emotional needs (emotional disturbance and/or autism). Specific classrooms will be identified annually by the Assistant Superintendent of Special Services.

Registered Behavior Technician defined as: A paraprofessional certification in behavior analysis certified by the BACB (Behavior Analyst Certification Board).

SUPPORT STAFF ASSIGNMENTS AND TRANSFERS

Policy: GDI

CALL IN/CALL BACK PAY

Classified employees in non-exempt positions (positions that ARE eligible for overtime compensation) that are called in to work when he or she has not been previously scheduled will be given a minimum of two (2) hours pay. The two- hour pay minimum will not apply if the employee was called in during the two- hour period immediately prior to the beginning of his or her next regularly scheduled work shift. Employees called in two hours immediately prior to the beginning of his or her next regularly scheduled work shift will be paid for all hours worked. Only actual hours worked shall be credited in determining eligibility for overtime compensation.

STAFF ABSENCES AND TARDINESS

Policy: GBCBC

SUPPORT STAFF LEAVES
Policy: GDBDA
This policy covers the types of leave, appropriate use of leave banks, and payout information for unused leave upon separation from employment.

WORKERS' COMPENSATION
Policy: GBEA
An employee must report all injuries immediately to his or her immediate supervisor by completing the district's incident report form. If the nature of the injury or illness is such that the employee cannot immediately submit the completed incident form, the employee's supervisor will assist the employee in completing the form as soon as possible, but no later than 30 days after the injury or illness. Employees who fail to report a work-related injury within 30 days of such injury or illness may jeopardize their ability to receive compensation and other benefits pursuant to law and this policy.

Upon receiving a report of an injury or illness, the supervisor will immediately forward the report to the superintendent or designee. The superintendent or designee will promptly forward a copy of the report to the district's workers' compensation insurance carrier and will be responsible for keeping the carrier informed of the employee's status.

FAMILY AND MEDICAL LEAVE ACT
Policy: GBBDA

SUPPORT STAFF FRINGE BENEFITS
Policy: GDBC

SUSPENSION OF SUPPORT STAFF MEMBERS
Policy: GDPD

EVALUATION OF SUPPORT STAFF
Policy: GDN

SUPERVISION OF BUILDING LEVEL CUSTODIANS
Building-level custodians report directly to Director of Facilities. The Director of Facilities will provide support and guidance to the principal as needed. The Director of Facilities will ensure that proper training is provided and that appropriate supplies and equipment are available to custodial staff. The Director of Facilities will complete performance evaluations for building level custodians in consultation with the building principal, and building principals along with the Director of Facilities will together conduct interviews for building level vacancies in.

Vacation leave should be jointly approved by the Director of Facilities to ensure that district-wide staffing needs are met.

RESIGNATIONS
Policy: GDPB-1

RETIREMENT
The Public Education Employee Retirement System (PEERS) is deducted from your paycheck if you work 20 or more hours a week. Social Security and Medicare are also deducted. The District matches the amount paid to PEERS, Social Security and Medicare.

Support staff that are retired and receive a retirement allowance, other than for disability, may be hired on a temporary substitute basis, not to exceed a total of five hundred fifty (550) hours, in any one school year, without discontinuance in their retirement allowance.

RETIREMENT STATEMENT
The district recommends that each employee carefully review the annual retirement statement from PEERS for accuracy.
To contact the RETIREMENT SYSTEM OF MISSOURI:
800-392-6848 or www.psrs-peers.org

REDUCTION IN SUPPORT STAFF WORK FORCE
Policy: GDPA

DRUG FREE WORKPLACE
Policy: GBEBA

USE OF TOBACCO AND IMITATION TOBACCO PRODUCTS
Ref: Policy AH

DUE PROCESS

Concerns made against an employee must be called to the attention of the employee. The employee may provide a written response to the concern. Concerns not called to the attention of the employee may not be used as the basis for disciplinary action.

The St. Charles School District practices progressive discipline for employees that include but are not limited to: verbal warning, written warning, suspension with/without pay, and discharge. Disciplinary action shall be appropriate to the behavior that precipitates the action. An employee may have a representative present, if they so choose, when the District is contemplating suspension or discharge of the employee.

The District reserves the right to bypass the practice of progressive discipline in instances when, in the judgment of the District, consideration for the health and safety of the employee, other employees, and/or students, or the effective operation of the District would dictate prompt action requiring removal of the employee from his/her work situation.

DIVISION OF FAMILY SERVICES
In the event that a complaint is filed with the Missouri Division of Family Services or other similar agency alleging that an employee of the District has engaged in abuse or neglect as defined by the Missouri Child Abuse Act, the District will implement such measures as are required and permitted by law and Board policy to safeguard the interests of District students, while also permitting the employee an opportunity to respond to the complaint. The District acknowledges that resolving such complaints involves a careful balancing of the rights of employees and students, together with the District's obligations under state and federal law.

SUPPLIES
Please see your building administration or your supervisor regarding the purchasing of supplies. The District does not expect support staff employees to purchase classroom supplies with his/her own money.

COMPLAINTS AND GRIEVANCES- NON-DISCRIMINATION POLICY
Policy AC
Policy AC-1

PROHIBITION AGAINST DISCRIMINATION, HARASSMENT AND RETALIATION
Policy: AC
The St. Charles R-VI School District Board of Education is committed to maintaining a workplace and educational environment that is free from illegal discrimination, harassment and retaliation in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law. The St. Charles R-VI School District is an equal opportunity employer.

SEXUAL HARASSMENT UNDER TITLE IX
Policy: ACA

COMMUNICABLE DISEASES & UNIVERSAL PRECAUTIONS
Policy: EBB
Bloodborne Pathogens SCSD

STAFF USE OF COMMUNICATION DEVICES
Policy: GBCC

LACTATION SUPPORT
Policy: EBBC

EXTRA DUTY RULES

We are now able to allow support staff employees to work as ticket takers, score keepers, event workers, etc., at district events that occur outside the normal work day. The Fair Labor Standards Act (FLSA) has a limited exception to allow this to happen. This exception is known as the "occasional and sporadic" and "substantially different" rule. If non-exempt employees elect to work occasionally or sporadically on a part-time basis in a different capacity from their regular job duties, the hours worked in that different capacity need not be counted toward the employee's regular work week hours and, thus, are not subject to overtime pay. This is only permissible if the work is **occasional and sporadic and** the nature of the work is **substantially different** from the work performed as part of the employee's regular employment. Athletic coaches and club sponsors will **never** qualify for this exemption since the coaching/sponsorship duties are not occasional and sporadic – there is a regular/fixed season or term of employment.

Considering that many support staff employees have a desire to work after school events and the district has a need to adequately staff these events with qualified and dependable workers, we have decided to allow support staff employees to be considered for such work during the 2013-2014 school year.
To comply with FLSA guidelines, support staff employees working after school events will be paid in one of two ways:

1. Standard rate for the work
   - If the nature of the work is substantially different from their regular job or the work does not cause the employee to work in excess of 40 hours in a work week
2. Blended Rate
   - If the nature of the work is not occasional or sporadic and/or substantially different from their regular job
   - If the employee works in excess of 40 hours as a result of the additional work

   A blended rate is calculated in the following manner:

   Regular work # of hours worked x hourly rate of pay = total
   Extra Work # of hours worked x hourly rate of pay = total
   Total combined wages divided by a total combined hours = blended hourly rate
   Any hours worked over 40 would be paid at 1.5x the blended hourly rate

   Example:
   Regular Job: 40 hours @ $13.17 per hour = $526.80
   Ticket Taker: 6 hours @ $12.00 per hour = $72.00
   46 hours = $598.80

   $598.80/46 = $13.02
   $13.02 x 1.5 = $19.53
   Overtime rate is $19.53 for every hour worked over 40

To make inquiries about working events, please contact the Activities Director(s) at the high school(s).

SCHOOL VOLUNTEERS
Policy: IICC
Volunteer Information

CRIMINAL BACKGROUND CHECKS
Policy: GBEBC

EMPLOYEE REFERENCES
Policy: GBLB

TECHNOLOGY USAGE
Policy: EHB
SCSD Technology Training

FACULTY AND STAFF COMPUTER USAGE GUIDELINES
The District Technology Office of the St. Charles City School District has established the following guidelines for regulating the use of district-owned computing systems and facilities. The following guidelines apply to all district employees.

Using Your PC
It is important to remember that the St. Charles City School District owns the PCs and servers used here. As such, the district reserves the right to monitor the use and content of all PCs, networking equipment, and files stored on its systems. Safeguard your privacy by using the equipment here only for legitimate district purposes.

Installing Software
No employee may-without the specific consent and cooperation of the Technology Office-download and/or install ANY software package onto district computers. This includes, but is not limited to, screen savers, games, educational software, and other third-party programs. For both operational and legal reasons, it is crucial that the District Technology Office manage what software is installed on district-owned Macs and PCs.

Purchasing Computer Equipment and Software
Without exception, the District Technology Office must pre-approve all computer equipment and software purchases. This is essential so that the department can arrange for proper integration of new equipment into our network. Most importantly, it ensures proper software licensing, which is a top priority of the district.

Email, Messaging, and the Internet
Email, messaging, and the internet is to be used only for normal district communication. Using your email account or the Internet to transmit or receive pornographic or inappropriate materials is an extremely serious violation and will result in disciplinary consequences.

REPRODUCTION OF COPYRIGHTED MATERIALS
Policy: EGAAA

SUPERVISION OF STUDENTS
Policy: JHFA

SECLUSION AND RESTRAINT

Policy: JGGA

REPORTING AND INVESTIGATING CHILD ABUSE/NEGLECT
Policy: JHG

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)
FERPA SCSD
The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
    - School officials with legitimate educational interest;
    - Other schools to which a student is transferring;
    - Specified officials for audit or evaluation purposes;
    - Appropriate parties in connection with financial aid to a student;
    - Organizations conducting certain studies for or on behalf of the school;
    - Accrediting organizations;
    - To comply with a judicial order or lawfully issued subpoena;
    - Appropriate officials in cases of health and safety emergencies; and
    - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means

of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.
Or you may contact:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

PUBLIC SOLICITATIONS/ADVERTISING IN DISTRICT FACILITIES
Policy: KI
Current Practice: https://www.stcharlessd.org/scsd-departments/communications

POLITICAL CAMPAIGNS
Policy: DCB

MANDATORY EMPLOYEE TRAINING
All employees must complete mandatory training on a yearly basis. The Associate Superintendent of Human Resources will facilitate and inform employees of required training. Verification of completion is required. The district currently utilizes Vector for this training.

EMPLOYEE RESOURCES
Visit the website http://www.stcharlessd.org (*Employees-Employees Resources)* for links and other helpful information for district employees. This site features links to salary schedules, bargaining agreements, benefits, insurance, DESE and much more.

The City of St. Charles School District Building-to-Building Mileage Grid

Mileage from Map Quest-Shortest Distance

Updated June 30, 2020

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

City of St. Charles School District

Request for Modification/Amendment to Classified Wage Schedule

This form should be completed by any employee requesting a change, modification, or amendment to any current job description/classification. A copy of the affected job description and this form should be submitted to the Associate Superintendent for Human Resources. Requests must be received by December 15th to be considered for the following school year (July 1st).

Employee Name: Job Title:

Direct Supervisor : Date:

Modification Requested:

Reason for request (provide rationale; include as much detail as possible):

****THIS FORM IS AVAILABLE ONLINE AT THE DISTRICT'S WEBSITE*****

HUMAN RESOURCES OFFICE USE ONLY

- ☐ Request reviewed – No action taken (see attached explanation)
- ☐ Request reviewed – Additional committee work required.
- ☐ Request reviewed – Job description modified as submitted.
- ☐ Request reviewed - Referred to Meet and Confer team for consideration.

_____ _____

Signature of Associate Superintendent, HR Date

~ATTENTION EMPLOYEES~

Work Related Injury Procedure

In the event of a work-related injury, please follow these procedures:

1. When a work-related injury occurs, immediately report it to your supervisor (buildings should report to their principal) and fill out an Employee Accident Report.
   - For Custodians working day hours, report the injury to your principal (immediate supervisor) as well as the nurse at your building.
   - If your supervisor is not available and you are maintenance or custodial staff, please contact the maintenance office to report your injury (636-443-4872).
     - For custodians working evening hours, your emergency contact is 636-634-8262. If not urgent, report the injury to your supervisor the next day at work.

~During our clinic hours we will send work-related injuries to the District's clinic~

Bridge Health Center 2424 Zumbehl Road, St. Charles, MO 63301 636-443-4202

Monday	7:00 a.m. – 12:00 p.m.
Tuesday	7:00 a.m. – 5:00 p.m.
Wednesday	7:00 a.m. – 12:00 p.m.
Thursday	Noon – 5:00 p.m.
Friday	7:00 a.m. – 12:00 p.m.

Outside the clinic hours we send work-related injuries to:

Concentra Urgent Care
1794 Zumbehl Road
St. Charles, MO 63303
636-947-1666

Make sure your school nurse/secretary gives you a **completed M.U.S.I.C. Workers Compensation Treatment Request** to take with you. Also, fill out the **Employee Accident Report** and leave with your supervisor or nurse. Please contact the Executive Assistant to the Assistant Superintendent of Operation at 636-443-4006 when you are sent for care.

For serious work injuries that need immediate attention (day or night) go to St. Joseph's Hospital Emergency Room, 300 1st Capitol Dr., St. Charles, MO 636-947-5000. In severe circumstances dial 911.

2. Please turn in paperwork you acquire from any visit for a work related injury to your supervisor which will be forwarded to the Business Office.
3. Any questions about work related injuries? Contact the Business office at 636-443-4006 or 636-443-4028.

St. Charles R-VI School District
400 North Sixth Street
St. Charles, MO 63301

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Board of Education Meetings are held the
2nd Thursday of every month beginning at 6:30 pm