St. Charles Education Support Staff Association

Collective Bargaining Agreement

Effective July 1, 2026 through June 30, 2028

As reported by the spokesperson for the St. Charles Education Support Staff Association (SCESSA) and the Board Administration Team, each individual item below and the Master Agreement was agreed to. As such, these items are jointly submitted to the Board of Education for approval at the regularly scheduled March 12, 2026 Board of Education meeting.

SCESSA Team Members	**SCSD/Board Team**
Jill Meyer**	Rodney Lewis*
Sharon Stewart	Jason Sefrit
Victoria (Tori) Loomis	Jeremy Shields
Keturah Kelly	Earl Draper
Julia Philipp	Ashley Jones
Dan Osthoff	Scott Bennett
Lisa Blaha***	Ann Westbrook
	Steve Wilson
	Martin Hanley
	Karen O'Hearn-BOE

Facilitator: Peggy Cochran

*Team Chairperson
**SCESSA President
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ARTICLE I: Advanced Education

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

ARTICLE II: Association Business

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

ARTICLE III: Benefits

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

2. Children of SCSD full-time support staff employees who retire with a minimum of seven (7)consecutive years of service may remain enrolled in their school of choice through graduation, regardless of residency within district boundaries. Non-resident retired staff are responsible for their child' s transportation.

ARTICLE IV: Breaks and Lunches

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

ARTICLE V: Climate Committee

1. A district committee will be formed to review the BCC/Classified Group Discussion processes and consider recommendations that include:ird
    - 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 gatekeeper(determined by the BCC in each school)
- Classified Discussion Group must go to principal first-gatekeeper can reinforce
- Lunch (principal and building rep) – touching base
- One training for all (staff and admin) on a yearly basis (upon request)
- Anonymous only at climate committee level, not when it goes to gatekeeper
- No verbal-must be written
- Review the process I redefine process

ARTICLE VI: Clocking IN/OUT

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

ARTICLE VII: Communication

1. Building administration will utilize/adhere to the following plan at the beginning of each school year.
    - Communicate clear directives for time allowed
        - ➢ Work with paras & teachers to make sure that time is available to check email during work time
    - Should not rely solely on email to communicate very important items
    - Ensure access to a computer for every Para/Support Staff Member by the following:
        - ➢ Make sure building has a web browser computer for checking email that's easily accessible and everyone knows where it is (could be in the library)
            - o Technology Director will work & communicate with building techs & principals on securing a computer & a designated spot for each building.
            - o Location of computer will be reported (by principal) to SCESSA President and Assistant Supt of HR
        - ➢ Heighten awareness of possible computers/chrome books that can be used throughout the building.
    - Offer email training, including basic steps typed out on how to use email. (2017-2018)

2. Supervising teachers and paraprofessionals will collaborate to allot time to address paraprofessional needs, including collaboration, restroom breaks, and email communication.

3. One hour of collaboration time between paraprofessionals and special education teachers will be scheduled during Welcome Week to allow teachers to share caseload information with paraprofessionals.

ARTICLE VIII: Committees

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

ARTICLE IX: Compensation

1. The Support Staff negotiation committee recommends the formation of a committee to review the structure of the support staff salary schedule and the grade placement of employee groups as it relates to job responsibilities during the 2008-2009 year. The district reassured the team that there

were no plans to eliminate district positions in lieu of contracted service providers. Any staffing reductions are a result of overall budget reductions and not an attempt to "outsource" jobs. (2010-2011)

2. The Human Resources office would review the use of "lead custodian" stipends throughout the district in an effort to ensure equity (especially at the elementary level). It was also agreed that a job description for "lead custodian" will be developed. (2010-2011)

3. A committee (HR/SPED/SCESSA) will research extra stipend for night-time differential stipend for custodians/maintenance. (2018-2019)

4. **2026–2027 School Year:**

   a. All eligible employees will advance one step on the salary schedule.
   b. Column D steps 11-20 will be indexed at 3%.
   c. $0.60 will be added to step 1 of Columns F, G, and H, and they will be indexed at 3%.
   d. Employees at Step 20 who do not receive a salary increase because they have reached the maximum step will receive a $300 longevity stipend.
   e. Elementary (K–8) evening custodians/painters' differential will increase by $0.10 to $0.40. Secondary (9–12) evening custodians' differential will increase by $0.10 to $1.10.

- This Agreement shall be in effect for two (2) years. By the December 2026 labor management meeting, SCESSA and the Administrative Team may each propose up to two (2) language openers. All reopeners shall be discussed during regularly scheduled monthly meetings.

5. 2027-2028 School Year:

   a. All eligible employees will advance one step on the salary schedule.
   b. Attempt to index Column I to 3%.
   c. Employees at Step 20 who do not receive a salary increase because they have reached the maximum step will receive a $300 longevity stipend.

6. Any support staff employee interested in working additional hours outside of their hired position may inquire with both the Assistant Superintendent of Human Resources and the Director of Facilities regarding custodial work opportunities.

7. The paraprofessional differential cap established in the 24-25 School Year will be eliminated.

8. The Intensive Personal Care differential will increase by $0.10, bringing the total to $0.35.

ARTICLE X: Compensation Time

1. It was agreed that compensatory (comp) time would be eliminated for all classified employees. All employees working more than forty hours per week will be paid overtime (time and a half) Note: Compensatory time only pertains to hours worked over forty hours in a week. Work schedules/times may be adjusted on a temporary basis within a forty-hour work week with approval from an immediate supervisor. Adjusting work schedules within a forty-hour week is considered flex-time.

ARTICLE XI: Contract Days

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

3. New classified employees will serve a 90 working day probationary period. During this time, they will receive one sick day and one personal day. After completing 90 working days, the remaining anticipated leave will be populated in their leave banks and made available for use.

ARTICLE XII: Duration

1. Duration of Agreement – 2026-2028
2. 2-year salary, 2026-2028
3. 2-year language, 2026-2028

a. Open up salary and language after one year in 2027 if SCESSA and district administration cannot find a resolution to an issue discussed at the monthly Central Office administration and SCESSA leadership meeting with up to 2 issues using the IBB process.

b. A notice of intent to open negotiations must be provided to both parties by December 1, 2026.

ARTICLE XIII: Early Separation Agreement

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

ARTICLE XIV: Health Clerks

1. The two remaining Health Clerks in the district will be treated as all other positions. When a vacancy occurs, the Human Resources department will evaluate district needs and determine whether the position will be filled. Health Clerks will not automatically be eliminated through attrition from this point forward. (2012-2013)

2. Existing health clerks will be assigned in a manner that best meets the needs of all district nurses/schools for the 2011-2012 school year. The Assistant Superintendent of Human Resources will assign health clerks after reviewing recommendations from the lead nurse. (2011-2012)

ARTICLE XV: Holidays

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

ARTICLE XVI: Honoring Previous Agreements

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

ARTICLE XVII: Inclement Weather

1. When schools are closed, 12-month employees will report to work as indicated by their school calendar. They will also be required to work whenever "make-up snow days" are scheduled. If "make-up snow days" are scheduled on dates that appear as "other vacation days" on an employee's calendar, the employee may take a day off for each "make-up snow day" worked; however, this requires mutual consent of employee and immediate supervisor. Employees shall be allowed to use personal days, vacation days or up to three AFD days (sick days) as a result of inclement weather.
2. All full-time, 12-month employees (*see exceptions below) shall be given one (1) to (2) hour(s) to report to work on day(s) when classes have been canceled due to inclement weather and road conditions make it difficult for the employee to travel. The superintendent of Schools will determine if one (1) or two (2) hours is appropriate. However, any work time missed must be accounted for by:
    1) Making the time up (within same work week)
    2) Requesting personal or vacation leave at supervisor's discretion
    3) Docking employee's pay for missed time
    - Emergency leave with pay may be considered by the Superintendent when inclement weather prevents any such employee from reporting to work.
    - Flex time of up to two hours may be used. The employee shall notify his/her supervisor of using flex time.
    - Second shift employees shall be allowed at least twelve (12) hours between shifts in the event that employees are requested or required to work early on days when classes have been canceled due to inclement weather. Exceptions can be made in emergency situations only.

    *The Director of Facilities will determine if it is appropriate for maintenance/custodial staff to be given (1) to (2) hours to report to work on inclement weather days. The Director of Facilities may also require maintenance and/or custodial staff to report to work early to perform snow/ice removal or other emergency services related to inclement weather. (2009-2010)
3. Support staff employees will be expected to work each day scheduled on their job classification calendar with the following exceptions:
    - When schools are closed, 11 and 10-month employees will not report for work. These days will be made up whenever "make-up snow days" are scheduled for teachers and students.

4. It was agreed that classified staff allowed to arrive one to two hours late on inclement weather days will be allowed to make up the one or two hours anytime within the pay period (as opposed to within the same week). (2010-2011)
5. Clarification for 12-month employees (246 day, 254 day, and 206 day building techs) regarding inclement weather school closings.
    - Cancellation on a scheduled work day (according to job calendar) and the day will be made up on a day that is also a scheduled work day on their job calendar, they would report to work unless directed otherwise and will receive straight time. This is the traditional "snow day" scenario.
    - Cancellation on a scheduled work day (according to job calendar) and the day will be made up on a "paid holiday": Employees asked to work on the canceled day to remove snow, etc. will receive a full day's pay plus time and half for actual hours worked on that day. Straight time will be paid on the make-up day (originally scheduled "paid holiday").
    - If snow occurs on a "paid holiday", but it is not a "make-up day", employees will be paid their full day's pay as scheduled, plus time and half for actual hours worked on that day. (2015-2016)
6. The district will utilize the school messenger phone alert system to notify all maintenance and custodial staff on school cancellation days or other emergencies in a timely manner.
   The district will take efforts to update the school messenger database to make sure all phone numbers are accurate. Maintenance and custodial staff should notify the district of phone number changes as necessary.
    - The district will provide communication that clearly explains policies and procedures for maintenance and custodial staff related to working on inclement weather days, including those designated as a paid holiday.–Information related to this topic will be posted in mailrooms, etc.

   Email should not be used as the sole form of communication related to school closings and/or other emergencies.
    - As the winter season approaches (no later than November), the district will send out information to custodial and maintenance staff and building administrators that reminds them of the policies and procedures addressed in this section (snow days on paid holidays, etc.)

ARTICLE XVIII: Job Classification

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

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

ARTICLE XIX: Job Duties

1. A committee facilitated by the Assistant Superintendent for Human Resources and the Director of Facilities will examine custodial needs in the district, including, but not limited to the following:

1. On-going standardized training for employees (current and new employees)
2. Cleaning standards district-wide and within individual buildings (leveled cleaning schedules, etc.)
3. Training for substitute custodians

The committee will include custodians and principals from various buildings as identified by the Human Resources department. The committee will develop standards and recommendations to be presented to the Superintendent no later than December of 2012. Once approved by the Superintendent, it will be the responsibility of the Director of Facilities and Building Principals to implement recommendations. (2012-2013)

2. Facilities Director will re-verify checklist for each building/area with building custodian and provide template for consistency
    I. Start with clean restrooms
    II. Empty trash
    III. Clinic
    IV. Drinking fountains
    V. Other duties that may be accomplished with reduced staff

    Facilities Director to provide direction to principals to communicate to building staff when leveled cleaning occurs. Leveled cleaning information will be distributed to custodians and building principals/assistant principals at the beginning of each year by Facilities Director
    Facilities Director to ensure ongoing and timely training (2014-2015)
3. Written documentation from the authorizing administrator will be provided for substantive (not clerical or other simple corrections) changes to a student's record (i.e. residency waivers, grade changes, school assignments, etc.).
4. Preferably the documentation will be in electronic form and uploaded to the student Information System. (2016-2017)

ARTICLE XX: Leaves Bereavement

1. Bereavement leave may be taken in the event of the death of family members or friends. Employees may use three (3) days of paid bereavement leave and two (2) additional days of AFD Leave annually for bereavement. Employees who have used their 3 bereavement days and 2 additional days of AFD Leave allowed annually may request permission to use additional days of AFD Leave by submitting a written request to the Assistant Superintendent for Human Resources. Documentation, such as a funeral notice, will be required for such requests to be considered. (2009-10)
2. 7 weeks of unpaid leave (unless you have accrued sick leave), plus an additional conversion week (3 personal days, including up to 2 sick days converted to personal) can be used for regular birth (2017-18)
    * 9 weeks of unpaid leave (unless you have accrued sick leave), plus a conversion week (3 personal days, including up to 2 sick days converted to personal) can be used for c-section birth (2017-2018)
3. Requesting personal day-Administration will clarify and educate staff members on professional language. The 5 days advance notice can be waived in emergencies. (2017-2018)
4. Classified employees shall receive sick leave based on their work schedule. Employees working a ten (10) month schedule shall receive ten (10) sick days annually, and employees working a twelve (12) month schedule shall receive twelve (12) sick days annually.

All classified employees shall receive three (3) personal days annually. Up to three (3) sick days may be converted to personal days each year, for a maximum of six (6) personal days annually.
The District shall continue transitioning to a paperless personal leave request system.

5. Employees may use all accrued and eligible absent from duty(AFD) leave during documented FMLA absences.

ARTICLE XXI: Mandated Video Training

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

ARTICLE XXII: Master Agreement

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

ARTICLE XXIII: Mileage

1. The business office will meet with the technology department to answer questions. The standard mileage grid will be utilized. If an employee has reason to use an alternate route, a note should be provided seeking supervisor approval for the variation. When possible the route will be confirmed electronically by the employee (on-line map routing). (2013-2014)
   Attachment: Mileage Grid BUILDING TO BUILDING GRID
2. Mileage will be reimbursed at the IRS rate as of July 1st of the current school year.

ARTICLE XXIV: Negotiations

1. Allow release time without loss of pay for at least one negotiations session (2014-2015)
2. Allowance to participate will be made for night shift personnel if necessary (2014-2015)
3. Admin/SCEA/SCESSA/SCTEA will review and make recommendations no later than November 2017 for revisions to Board Policy GDQDA that references dates and processes that are no longer standard practice that need to be updated. (2017-2018)

ARTICLE XXV: Overtime

1. Hours Worked: Hours worked means all hours during which the individual is required to be on duty – generally from the required starting time to normal quitting time – and all hours an employee is permitted to work – including paid holidays (if eligible). Meal periods and break periods of 20 minutes or longer do not count as hours worked unless the individual performs work during the meal period.
2. Paid Holiday Eligibility: Those employees whose assignments are based on a 10 month and 12 month calendar and include paid holidays and who work or take pre-approved vacation leave the scheduled work day before and the scheduled work day after each paid holiday.
3. Paid Holiday Compensation: Eligible employees who work or take pre-approved vacation leave the scheduled work day before and the scheduled work day after a paid holiday will be credited with the paid holiday hours toward the employees 40 hour work week (Sunday, 12:01 a.m. through Saturday, 12:00 midnight)

4. In the event the total hours worked plus eligible paid holiday hours exceeds 40 hours per week (Sunday, 12:01 a.m. through Saturday, 12:00 midnight) then the hours in excess of 40 hours will be considered overtime (2008-2009)
5. It was agreed that compensatory (comp) time would be eliminated for all classified employees. All employees working more than forty hours per week will be paid overtime (time and a half). Note: Compensatory time only pertains to hours worked over forty hours in a week. Work schedules/times may be adjusted on a temporary basis within a forty hour work week with approval from an immediate supervisor. Adjusting work schedules within a forty hour week is considered flex-time. (2010-2011)
6. If no custodians assigned to a building where overtime is needed are available or willing to work, the overtime assignment will be offered to other building custodians. This process will be facilitated by the Director of Facilities or his/her designee. (2011-2012)
7. Pay overtime on time worked, which includes holidays and pre-approved vacation.
8. Review overtime paid quarterly.
9. Central Office Administration will communicate the approval process for overtime.
10. Emergency call-ins will be paid time & a half for time worked on non-contracted hours, regardless of hours worked.

ARTICLE XXVI: Professional Development

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

ARTICLE XXVII: Paraprofessionals

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

ARTICLE XXVIII: Parents as Teachers (PAT)

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

ARTICLE XXIX: Representation

1. In all staff-administrator conferences dealing with documented performance concerns associated with the staff member's evaluation, or other areas of documented concern, transfer, suspension, or dismissal, the staff member will be allowed up to 3 working days to obtain appropriate representation (building representative, colleague, etc.). If needed or if time sensitive, administrators may make arrangements for work coverage for a building representative to be at the meeting. Exceptions to this practice will be made at the discretion of the Superintendent or designee. (2015-2016)

ARTICLE XXX: Safety

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

ARTICLE XXXI: Salary Committee

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

ARTICLE XXXII: Sick Leave Pay-out

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

	Notification 90 Days	**Notification 60 Days**	**Notification 30 Days**
1–9 FTE equivalent years of service	$6/hour	$5/hour	$4/hour
10–19 FTE equivalent years of service	$7/hour	$6/hour	$5/hour

20 or more FTE equivalent years of service	$8/hour	$7/hour	$6/hour

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

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

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

2. The SCESSA Salary Committee and Central Office Team shall determine any increase to sick leave payout, effective July 1, 2026.

Article XXXIII: Snow Days

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

ARTICLE XXXIV: Substitutes

1. Current custodians will be offered overtime to cover for absent custodians when possible (opposite shift, etc.). Custodians in the building where the absence occurs will have priority. If no custodian in that building accepts the overtime, it will then be offered to other district custodians, the courier, and then maintenance staff. The Director of Facilities will create a list of staff who would like to be considered for such overtime and then prioritize by seniority in the district.
2. The district will review custodial sub pay rates and if not competitive, consider an increase for the 2016-2017 school year.
3. The district/SCESSA will develop an incremental custodial sub pay rate that increases based on the number of hours worked during a school year in order to provide an incentive for subs to accept positions when offered. This incremental sub rate will remain in effect in subsequent years only if it is deemed to have improved the ability to obtain custodial subs.
4. ~~Custodial Sub Rate increases sub pay for custodians and paras to $15 per hour.~~
5. Paras and Health Clerk subbing for certified staff will receive $30 for up to a half day and over a half day they will be paid $60.

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

9. Secretaries may be asked to substitute for certified staff only as a last resort. When a secretary covers for a certified staff member, coverage will be limited to no more than one class period per day, and the secretary will receive a stipend of $0.50 per minute for the time spent substituting in a classroom. No additional compensation will be provided to other staff who cover the secretary's regular duties during this time. With prior administrator approval, overtime may be authorized if the secretary must remain beyond regular hours to complete daily responsibilities.

10. Substitute custodians and substitute paraprofessionals will be paid at the Step 1 rate on their respective columns on the salary schedule.

ARTICLE XXXV: Transfers

A. Policy GDBA (Support Staff Salary Schedules) will be revised to ensure fair and equitable treatment of staff regarding placement on the Classified Wage Schedule, a summary of suggested revisions include:
    1. Employees hired from outside the school district will be placed on the appropriate step of the salary schedule for the position based on similar experience, not to exceed step 7; commensurate with experience.
    2. Voluntary Reassignment:
        a) Any employee reassigned to a higher paying job category in a comparable classification with similar job skill requirements will be placed on the same step in the new category. If an employee is voluntarily reassigned to a higher paying job category with unrelated job skills, the employee will be placed on a step, not to exceed step 7; commensurate with experience.
        b) Any employee voluntarily reassigned to a lower paying job category in a comparable classification with similar job skill requirements, will be placed on the same step in the new category. If an employee is voluntarily reassigned to a lower paying job category with unrelated job skills, the employee will be placed on a step not to exceed step 7; commensurate with experience.
    3. Involuntary Reassignment:
        a) Any employee involuntarily reassigned to a higher paying job category, will be placed on the same step in the new category.
        b) Any employee involuntarily reassigned to a lower paying job category will be placed on the appropriate step of the new position with the salary comparable to the employee's current position.
    4. Employees will be placed on the board approved wage schedule. NO supervisor may classify, hire, or set a starting wage without prior approval of the Assistant Superintendent of Human Resources or the Superintendent of Schools.

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

ARTICLE XXXVI: Vacation

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

ATTACHMENTS:

1. Mileage Grid
2. Salary Schedule
3. Summary of 2026-28

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

Rodney Lewis — 3-4-26

Rodney Lewis, Administrative Chairperson **Date**

Jill Meyer — 3/4/26

Jill Meyer, SCESSA President **Date**

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

Heidi Sikma — 3/12/26

Heidi Sikma, Board President **Date**

Jill Meyer — 3/12/26

Jill Meyer, SCESSA Co-President **Date**

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 1045 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

2026-2027 Classified Salary Schedule

	C	D	E	F	G	H	I
1	15.60	16.23	17.46	20.92	21.23	25.01	29.54
2	16.07	16.72	17.98	21.55	21.87	25.76	30.42
3	16.55	17.22	18.52	22.19	22.52	26.53	31.60
4	17.05	17.73	19.08	22.86	23.20	27.33	32.80
5	17.56	18.27	19.65	23.55	23.89	28.15	34.00
6	18.08	18.82	20.24	24.25	24.61	28.99	35.17
7	18.63	19.38	20.85	24.98	25.35	29.86	36.35
8	19.19	19.96	21.47	25.73	26.11	30.76	37.53
9	19.76	20.56	22.12	26.50	26.89	31.68	38.71
10	20.35	21.18	22.78	27.30	27.70	32.63	39.60
11	20.97	21.82	23.46	28.11	28.53	33.61	40.77
12	21.59	22.48	24.17	28.96	29.39	34.62	41.98
13	22.24	23.15	24.89	29.83	30.27	35.66	43.14
14	22.91	23.85	25.64	30.72	31.18	36.73	44.33
15	23.60	24.57	26.41	31.64	32.11	37.83	45.79
16	24.30	25.30	27.20	32.59	33.08	38.96	46.98
17	25.03	26.01	28.02	33.57	34.07	40.13	48.17
18	25.78	26.79	28.86	34.58	35.09	41.34	49.05
19	26.56	27.59	29.72	35.61	36.14	42.58	49.94
20	27.35	28.42	30.62	36.68	37.23	43.86	50.82
	Crossing Guard Custodian Lunch/Play Aide Receptionist 246 Teacher Assistant-Start on Step 6	183 Secretary 201 Secretary 246 Secretary Courier Health Clerk General Maint Paraprofessional Activities Staff-Step 1	PAT Registrar Secretary To Principal Warehouse Manager Director Secretary Tech 1 - Start on Step 6	Skilled Maint Accounts Payable Accts. Receivable Employee Benefits Payroll	Exec.Secretary Dist/Parent Liaison/Interpreter Career Service Specialist Marketing/Media	Business Coordinator Fed. Prog Coordinator HR Coordinator CEA Coordinator Tech 2 Database Administrator	Dist Network Admin EMT Primary Inst. Senior Database Administrator

*Lead Custodian - extra allowance 3% increase
*RBT, Specialized SPED Differential - $0.25
*Para Intensive Care Differential - $0.35
*RBT's in Specialized SPED Differential - $0.50
*Custodian Night Differential- K-8 $0.40 / 9-12 $1.10

*Para subbing for a teacher - $30 half day $60 full day
*Health Clerk subbing for a nurse - $30 half day $60 full day
*Secretaries performing duties of another secretary - $30 half day $60 full day if not otherwise compensated
*Secretaries covering certified position (no more than 1 class period per day)- $0.50 per minute
*District paid medical, dental, and vision

Summary of the 2026-28 Negotiations

Article 34 #7

What guidelines should govern the use, compensation, and approval process when Secretaries cover for certified staff?

Secretaries may be asked to substitute for certified staff only as a last resort. When a secretary covers for a certified staff member, coverage will be limited to no more than one class period per day, and the secretary will receive a stipend of $0.50 per minute for the time spent substituting in a classroom. No additional compensation will be provided to other staff who cover the secretary's regular duties during this time. With prior administrator approval, overtime may be authorized if the secretary must remain beyond regular hours to complete daily responsibilities.

Article 34 #4

How can we attract and retain Substitute Custodians and Paras to remain competitive with surrounding districts?

Substitute custodians and substitute paraprofessionals will be paid at the Step 1 rate on their respective columns on the salary schedule.

Article 32 #2

How can we incentivize and increase attendance?

- The SCESSA Salary Committee and Central Office Team shall determine any increase to sick leave payout, effective July 1, 2026.

Article 9 #8

How can we support our staff members in need?

Any support staff employee interested in working additional hours outside of their hired position may inquire with both the Assistant Superintendent of Human Resources and the Director of Facilities regarding custodial work opportunities.

Article 9 #8

How can we better support paraprofessionals?

- The paraprofessional differential cap established in the 24-25 School Year will be eliminated.
- The Intensive Personal Care differential will increase by $0.10, bringing the total to $0.35.

Article 7 #2&3

- Supervising teachers and paraprofessionals will collaborate to allot time to address paraprofessional needs, including collaboration, restroom breaks, and email communication.

- One hour of collaboration time between paraprofessionals and special education teachers will be scheduled during Welcome Week to allow teachers to share caseload information with paraprofessionals.

Article 9 #4

How can we recruit, support, and retain our evening custodians and evening employees?

Elementary (K–8) evening custodians/painters' differential will increase by $0.10 to $0.40.

Secondary (9–12) evening custodians' differential will increase by $0.10 to $1.10.

Article 9 #4- replacing

How can we ensure we retain, attract, and compensate high-quality support staff in SCSD?

- **2026–2027 School Year:**
    - All eligible employees will advance one step on the salary schedule.
    - Column D steps 11-20 will be indexed at 3%.
    - $0.60 will be added to step 1 of Columns F, G, and H, and they will be indexed at 3%.
    - Employees at Step 20 who do not receive a salary increase because they have reached the maximum step will receive a $300 longevity stipend.

- This Agreement shall be in effect for two (2) years. By the December 2026 labor management meeting, SCESSA and the Administrative Team may each propose up to two (2) language openers. All reopeners shall be discussed during regularly scheduled monthly meetings.

- 2027-2028 School Year:
    - All eligible employees will advance one step on the salary schedule.
    - Attempt to index Column I to 3%.
    - Employees at Step 20 who do not receive a salary increase because they have reached the maximum step will receive a $300 longevity stipend.

Article 11 #3

How can we maintain fiscal responsibility when an SCSD employee uses all sick and personal leave?

New classified employees will serve a 90 working day probationary period. During this time, they will receive one sick day and one personal day. After completing 90 working days, the remaining anticipated leave will be populated in their leave banks and made available for use.

Article 3 #2

How can we continue to support SCSD retired support staff and their children?

Children of SCSD full-time support staff employees who retire with a minimum of seven (7)consecutive years of service may remain enrolled in their school of choice through graduation, regardless of residency within district boundaries. Non-resident retired staff are responsible for their children's transportation.

Pre Negotiated

Article 20 #4 & #5

- Classified employees shall receive sick leave based on their work schedule. Employees working a ten (10) month schedule shall receive ten (10) sick days annually, and employees working a twelve (12) month schedule shall receive twelve (12) sick days annually.
  All classified employees shall receive three (3) personal days annually. Up to three (3) sick days may be converted to personal days each year, for a maximum of six (6) personal days annually.
  The District shall continue transitioning to a paperless personal leave request system.

- Employees may use all accrued and eligible absent from duty(AFD) leave during documented FMLA absences.

Article 23 #2

- Mileage will be reimbursed at the IRS rate as of July 1st of the current school year.