

City of St. Charles School District
CLASSIFIED/SUPPORT STAFF
COLLECTIVE BARGAINING AGREEMENT
Effective July 1, 2011 – June 30, 2012

As reported by the spokesperson for the St. Charles Educational Support Staff Association (SCESSA) 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 April 14, 2011, Board of Education Meeting.

- Issue 1: Classified Wage Schedule
- Issue 2: Overtime and Vacation Issues
- Issue 3: Clerical Support for Nurses
- Issue 4: Placement on Classified Wage Schedule
- Issue 5: 201 Day Secretaries and Inclement Weather Days
- Issue 6: CBIZ Salary Study Recommendations

Approved by the Board of Education on April 14, 2011.

Board/Administration Team

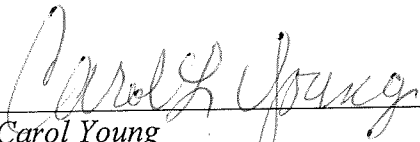
Randy Charles, Superintendent
*Jeff Marion, Assistant Superintendent
Charles Brazeale, Director of Inst. Technology
Rick Radford, Assistant Superintendent
Russ Leary, Director of Facilities
Donna Towers, Board of Education
Mike Thorne, Board of Education

SCESSA Team

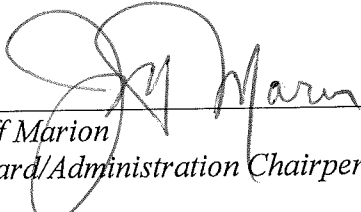
*Carol Young
Judy Brink
Bob Broeckelman
Tom Gormley
Mary King
Shirley Landers
Deb Little
Sandi Swift

Lisa Blaha, observer (MNEA)

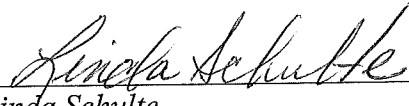
*Team Chairperson



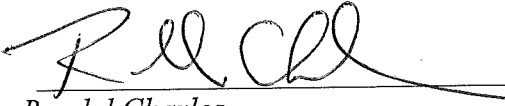
Carol Young
SCESSA President/Team Chairperson



Jeff Marion
Board/Administration Chairperson



Linda Schulte
Board of Education President



Randal Charles
Superintendent

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Issue 1:

How can we appropriately compensate classified/support staff.

Based on CBIZ Compensation Study recommendations, the wage schedule was consolidated by eliminating Grade F and moving employees in that grade to Grade E in a manner that assures that they make at least what they would have made on Grade F for 2011-2012 had the schedule not been changed.

Grade K was capped at step 11. The one employee currently on step 20 of Grade K will continue to be paid on step 20 of the 2010-2011 wage schedule. All other current and future employees on grade K of the 2010-2011 wage schedule will advance no further than step 11.

Building Techs I, II, and III will be reclassified to one grade above their current placement on the wage schedule.

Since grade F is being eliminated, all grades will be renamed (A-J) on the 2011-2012 wage schedule.

The appropriate job classification for two other classified positions, Registrar and Subfinder, were discussed. The team agreed that these positions would be reviewed through established Human Resources procedures. The review process is initiated by an employee's submission of a "Request for Modification/Amendment to Classified Wage Schedule" form, which can be accessed on the district's website and/or by contacting the Human Resources department directly.

For the 2011-2012 school year, the District will continue to provide medical, dental, and Short-Term Disability insurance for classified employees consistent with the coverage currently in existence.

The approved Classified Wage Schedule is attached.

Issue 2:

How can we fairly treat custodial and maintenance personnel with overtime and vacation issues?

Policy GDBDA (Support Staff Short-Term Leaves and Absences) will be revised to allow up to 10 vacation days per year be carried over with a deadline of October 1st for using carry-over days.

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.

Issue 3:

How can we ensure adequate help for nurses at Jefferson Intermediate and SCW?

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.

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Issue 4:

How can we ensure that the step system is applied fairly for voluntary employee transfers and new hires?

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:

- *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. However, they may not be placed on a step higher than any current employee in the same job classification who has ever had his/her salary frozen in the past.*
- *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.*
- *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.*
- *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.*
- *Extenuating Circumstances:*
The Assistant Superintendent of Human Resources or the Superintendent of Schools has the authority to alter or waive all or certain sections of this policy and its procedures to accommodate extenuating circumstances. However, in such cases, the President of the majority association must be notified.

Issue 5:

How can we ensure that 201 day secretaries are able to meet deadlines in the event of school cancellations (e.g. inclement weather)?

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 cancelled. If approved, the employee's work calendar will not be adjusted – they will still be expected to work all other designated work days.

Issue 6:

How can we begin implementing salary and job classification recommendations from the 2010-11 Classified Compensation Study conducted by CBIZ?

Adjustments to the Classified Wage Schedule were approved, including:

- *Reclassification of all Building Techs (to higher grade)*

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- *Wage Schedule was consolidated (one fewer pay grades/classifications).*

2011-12 Classified Wage Schedule

STEP	Grade A	Grade B	Grade B with .15 night differential	Grade C	Grade D	Grade E	Grade F (Old Grade G)	Grade G (Old Grade H)	Grade H (Old Grade I)	Grade I (Old Grade J)	Grade J (Old Grade K)
1	8.82	11.03	11.18	11.52	12.59	13.56	16.34	16.59	19.63	23.76	36.28
2	9.08	11.36	11.51	11.87	12.97	13.97	16.83	17.09	20.22	24.47	37.37
3	9.44	11.80	11.95	12.33	13.47	14.51	17.48	17.75	21.00	25.42	38.82
4	9.79	12.24	12.39	12.79	13.97	15.05	18.14	18.41	21.79	26.37	40.27
5	10.14	12.68	12.83	13.25	14.48	15.59	18.79	19.08	22.57	27.32	41.72
6	10.50	13.13	13.28	13.71	14.98	16.14	19.44	19.74	23.36	28.27	43.17
7	10.85	13.57	13.72	14.17	15.49	16.68	20.10	20.41	24.14	29.22	44.62
8	11.20	14.01	14.16	14.63	15.99	17.22	20.75	21.07	24.93	30.18	46.08
9	11.55	14.45	14.60	15.09	16.49	17.76	21.41	21.73	25.72	31.13	47.53
10	11.82	14.78	14.93	15.44	16.87	18.17	21.90	22.23	26.30	31.84	48.62
11	12.17	15.22	15.37	15.90	17.37	18.71	22.55	22.89	27.09	32.79	50.07
12	12.52	15.66	15.81	16.36	17.88	19.26	23.20	23.56	27.87	33.74	
13	12.88	16.10	16.25	16.82	18.38	19.80	23.86	24.22	28.66	34.69	
14	13.23	16.55	16.70	17.28	18.89	20.34	24.51	24.89	29.45	35.64	
15	13.67	17.10	17.25	17.86	19.51	21.02	25.33	25.71	30.43	36.83	
16	14.02	17.54	17.69	18.32	20.02	21.56	25.98	26.38	31.21	37.78	
17	14.38	17.98	18.13	18.78	20.52	22.10	26.63	27.04	32.00	38.73	
18	14.64	18.31	18.46	19.12	20.90	22.51	27.12	27.54	32.59	39.44	
19	14.91	18.64	18.79	19.47	21.28	22.92	27.61	28.04	33.17	40.15	
20	15.17	18.97	19.12	19.81	21.65	23.32	28.10	28.53	33.76	40.87	62.40

Paraprofessionals who provide intensive personal care to students receive a \$.15 per hour differential
 Assistant Trainer (Bus Driver) 50 hourly differential for trainer services
 Beginning 2011-2012 Grade J has only 11 steps (Grandfathered in and freeze person at J-20)
 Moved all Grade F to Grade E but hold harmless
 Moved Building Techns I, II and III up one grade.