

The School District of Osceola County, Florida

Employment Administration Handbook



GENERAL GUIDELINES

I. Purpose

The purpose of this handbook is to communicate to employees with the Osceola County School District, in positions not covered by union contract, the rules governing employment and salary administration. These rules may change from time to time and will be revised accordingly. References to elements of compensation identified in this document as based upon collective bargaining agreement provisions shall be administered according to the terms specified in the appropriate collective bargaining agreement.

Unless otherwise stated, this information is applicable to the following employee groups:

Administrative and Professional Support

Employees covered under union contracts shall refer to the contract language applicable to their position for comparable information. If contract language is silent these rules shall apply.

II. Definitions

A. **Assigned Calendar** – will be approved annually by the Board.

B. **Full-Time/Part-Time Designation** –Regular full-time Professional Support employees are those assigned to a pay type other than on-call who are employed to work a schedule equal to four (4) or more hours each day and five (5) days each week. Regular full-time Instructional employees are employed to work seven and one-half (7.5) hours per day and five (5) days per week. Regular full-time Administrative employees are assigned to a pay type other than on-call employed to work seven and one-half (7.5) hours per day and five (5) days per week. Full-time employees are entitled to all fringe benefits provided by the School Board.

Regular part-time instructional employees who work less than the threshold defined in the paragraph above, but more than or equivalent to a schedule 3.75 or more hours each day and five (5) days each week are in a benefited status by this definition. The expense of benefits coverage will be shared equally with the district. Employees will be reported on an hourly basis in accordance with the pay schedule for hourly employees and follow the work calendar assigned to their position classification.

- C. **Experience and Compensation Committee** – members of senior management who have been assigned by the Superintendent to provide oversight to the classification review and job evaluation process. Recommendations from this committee are made to the Board for adoption concerning new jobs and revisions to existing jobs.
- D. **Conditional Employment** – Initial and re-employment with the Osceola County School District is on a conditional basis pending satisfactory completion of the Background Security Check process including receipt of FDLE/FBI review of the employee’s fingerprints and a negative drug test result.
- E. **Confidential Office Personnel** – clerical positions that are assigned “confidential employee” status by virtue of acting in a confidential capacity to assist or aid select managerial employees, as defined by Section 447.203 (4) and (5) Florida Statutes (2022).

One clerical position may be designated at each school by the principal as the Confidential School-Based office position.

- F. **Exempt/Nonexempt Job Status** – attributes of jobs, as defined by the Fair Labor Standards Act, which determines eligibility for payment of overtime. Exempt jobs, or those meeting the definition under Executive, Administrative or Professional exemptions, are exempt from the overtime provisions of the Fair Labor Standards Act. Nonexempt jobs, those jobs not meeting the definition of exempt jobs, are covered by the overtime provisions of the Fair Labor Standards Act and Florida minimum wage and overtime provisions.
- G. **Fiscal year** – operational period for the Osceola County School District. The fiscal year begins on July 1 and ends on June 30.
- H. **Job** – a specific function or body of work to be performed which is defined under a job description.
- I. **Job Classification** – assignment of the job to the appropriate salary schedule and pay grade.
- J. **Job Study** – process of assigning the job to the appropriate salary schedule and pay grade. The process includes analysis of job responsibilities and knowledge required to perform the job; comparison to jobs of similar scope internally and externally to ensure appropriate pay level; review and approval by senior management; and approval and adoption by the School Board.

- K. **Lateral Transfer** – an action resulting in an employee being assigned to a position with the same or equivalent pay grade. This action may occur as result of an involuntary assignment to a different position of the same or equivalent pay grade, or a voluntary request to be assigned to a different position of the same or equivalent pay grade.
- L. **Pay Grade** – level of the job, for pay purposes, on the assigned salary schedule. The salary range is the pay opportunity associated with the pay grade.
- M. **Probationary Period**
1. **District-Level Administrative and School-Based Administrator positions** - first 97-workdays (FS 1012.33(1)(b)) of employment of the initial contract in a position during which the employee may be dismissed without cause or may resign without breach of contract.
 2. **Professional Support Staff** - first 90-calendar days (SBR 6.181) of employment of the initial contract in a position during which the employee may be dismissed without cause or may resign without breach of contract. At the conclusion of the probationary period the employee shall either be placed on regular employment status or terminated.
- N. **Promotion** – an action resulting in an employee being assigned to a position with a higher pay grade. This action may occur as a result of a job study on the existing position or application and acceptance to a vacant position of a higher pay grade.
- O. **Reduction in Pay Grade** – an action resulting in an employee being assigned to a position with a lower pay grade.
- Involuntary – action may occur as result of a job study on the existing position or an involuntary assignment to a position of a lower pay grade.
- Voluntary – action which may result from employee response to a vacancy posting for a position of a lower pay grade.
- P. **Salary Schedule** – a compilation of pay grades and salary ranges for assigned jobs. Osceola County School District maintains multiple salary schedules based on job functions, i.e., clerical, teachers, maintenance workers, professional/technical; as well as union representation.
- Q. **Student Trainees** are persons who are bona fide students in an accredited educational or vocational program who perform service for a public employer in a temporary non-benefited position set aside strictly for students. These positions cannot be filled by anyone other than a student. The employing worksite will be

required to submit to Human Resources prior to employment proof of program enrollment by the student. They are excluded from the six-month employment limitation.

- R. **Task Assigned Position** – the temporary assignment of the employee, with the approval of the School Board, to a position for which a job description may or may not exist.
- S. **Workday** – the normal workday for employees covered by these guidelines is seven (7) to seven and one-half (7 1/2) hours (lunch period is unpaid). The actual work schedule for the position will be determined by the supervisor based on department need. In cases where the efficiency of the worksite is enhanced, a work schedule that deviates from the standard work hours established for the worksite and position may be requested. Appropriate documentation shall be maintained.
- T. **Year of Service** – employees who worked at least one (1) day more than half of their assigned calendar and/or salary schedule in the prior fiscal year will have attained the required year of service.

III. **Employment**

The Osceola County School District is considered to be an employer of choice in Central Florida. High standards must be fully met, as outlined in the job description, for job applicants to be considered for employment with the district.

- A. New employees are hired on a conditional basis and must successfully complete an initial probationary period.
- B. Continued employment is on a fiscal year basis pending Board-approved reappointment for the next fiscal year.
- C. All employee groups will be scheduled for a minimum of twenty (20) checks regardless of the number of months worked. All employees shall be provided a form authorizing enrollment in Direct Deposit for payroll purposes.

The Direct Deposit method may be discontinued for an employee receiving pay through that method if the employee should leave the district's employment or take a leave of absence.

- D. At the time of separation, it is the administrator's responsibility to ensure the collection of all equipment, reports, records, materials, receipts, books, funds, and other district property assigned to the employee.

Any such items that are not accounted for or returned shall be reported to the appropriate department and/or Law Enforcement.

- E. Employees will enter at the appropriate pay for the job classification and pay grade based on the candidate's skills and experience. Consideration will be given to external market competitiveness, comparability, and internal consistency in making the final pay determination. Under no circumstances will salary placement be less than the minimum or above the maximum of the salary range for the job.
- F. Permanent, full-time employees who are required to be members of the Florida Retirement System. Contributions are paid in accordance with FRS guidelines.
- G. Regularly employed personnel working in a combination of two (2) or more positions shall be assigned a primary position and all other work will be considered extra pay.
- H. Employees working two different positions are not permitted to claim time from both for the same time slot. This is a violation of Florida Statutes and will result in immediate repayment of monies and disciplinary action up to and including termination.
- I. In the absence of qualified applicants, the Superintendent may waive position requirements to meet the demands of the district needs.

The chosen candidate and the supervising administrator will develop a plan, including a timeline, to meet the minimum requirements of the position acquired. The plan must be provided to the Superintendent for approval. After Superintendent approval, the plan must be submitted to the Human Resources Department with the enrollment or action form.

A follow-up report must be submitted to the Superintendent and Human Resources Department at the time of completion. This report must detail and contain all completion documentation that was described in the initial plan submitted at the time of hire.

IV. Salary Administration

- A. The Board shall decide annually on the amount, if any, of salary schedule increases and manner of implementation. Board-approved salary increases will be implemented as directed by Board action for regularly established positions. All other rates are effective the date immediately following Board adoption of the

Employment Administration Handbook Appendix unless specifically noted in the following text.

B. Eligibility for Salary Increase

1. Employee eligibility to participate in a Board-approved salary increase requires employment with the district attaining a year of service, as defined below, in active, permanent status with an **Overall satisfactory or better performance evaluation rating**. For the purposes of this document, an "overall satisfactory assessment or evaluation" is defined as a Professional Support Staff employee evaluation with no ratings of "DEVELOPMENT NEEDED" or "UNSATISFACTORY" (Ratings 3 or 4). The administrative assessment includes a category of "Overall Assessment Rating".

The salary increase will be based upon the job classification in effect as of July 1. Changes in pay grade or job classification administered after the payment of the annual salary increase will not result in the payment of an additional annual increase based on the new classification.

2. A year of service is attained by working at least one (1) day more than half of the work calendar and/or salary schedule to which an employee was assigned during the prior fiscal year.

C. Employees may be contracted to work beyond their normally assigned work schedule in related or non-related allocated positions. Compensation for such work shall be based on the assigned rate of pay for the position.

1. Lunch is not included in the work hours of non-exempt employees. A lunch break within the regular day is required. An employee cannot add their lunch break to the end of workday and leave early on a regular basis.
2. At times it may be necessary to require new employees to perform work prior to the official beginning date of the Board-approved calendar for their position so as to ensure a smooth transition for the start of the school year. This applies only to work or training associated with the regular position, which they will assume. However, prior to any work performed or training received by the individual, that individual must complete the pre-employment process as outlined in School Board Rules.

3. A written request for approval must be submitted to the Chief Human Resources Officer if a part-time non-benefited regularly employed person is hired for additional hours of work beyond their schedule. The written request must include the employee's current schedule and the proposed additional schedule.

V. Professional Development

The Professional Development Inservice Incentive is based on the accumulation of allowable points completed as of June 30 of each year. In order to receive an inservice check, an employee must be at work or on paid leave in an eligible Professional Support Staff position the date the inservice check is issued. Transfers from non-qualifying (Administrative or Instructional) to qualifying positions (Professional Support Staff) must be in place before the first day of administrative or teacher contract in order to qualify for the payment. Professional Support transferring to an Instructional or Administrative position will be eligible for the incentive as long as the employee is on paid status the date the inservice check is scheduled to be issued.

PROFESSIONAL DEVELOPMENT RATE SCHEDULE

- A. An employee presenter will be paid, based on established rate for workshops conducted outside the regularly scheduled workday or while they are on leave if the workshops are held during the regular workday.
- B. A participant may be paid a stipend for attendance at a district approved inservice training outside the regularly scheduled workday.

VI. Supplements

- A. An employee receiving a supplement(s) who leaves the district's employment, takes a leave of absence, or transfers to a different position shall automatically be paid all monies due for that supplement(s) on a pro rata basis in their last regular paycheck. If the individual is to continue performing the work and receive supplement pay, a supplement enrollment form will be required at that time.
- B. All vacant salary supplement positions shall be advertised. Instructional personnel throughout the district are to be offered coaching positions prior to any other individual being considered. Other regularly employed personnel or those who are not employees of the district are required to hold a valid part-time, temporary, or professional educator's certificate (FS 1012.55). Minimum requirements include, but are not limited to fingerprinting, drug testing, and high school diploma. All costs incurred will be paid by the individual candidate. Individuals who do not hold a regularly established position and are receiving a

coaching supplement will be hired on the basis of a “substitute” employment status prior to performing any work. Payment of the supplement to these individuals will be made according to the supplement payroll schedule.

VII. Natural Disaster

If work schedules are interrupted by natural disaster or other unforeseen events affecting employee groups, such workdays missed shall be made up within the same fiscal year as established by the Superintendent and approved by the Board. Under no circumstances is this to be left at the discretion of the individual since accrual of pay, sick and vacation benefits are applied uniformly throughout the employee groups. Natural Disaster Leave (SBR 6.553) is available in accordance with School Board rules regarding definition, eligibility, application, approval, and reimbursement.

VIII. Jury Duty

An employee shall be authorized to be absent during work hours and shall receive their regular salary while serving as a juror in any court case. If notice of jury duty is received, the supervisor should be immediately notified in writing. Proper leave shall be requested by the employee and submitted to the supervisor for approval. In the event that the employee is excused from further attendance by the court, the employee shall return to their place of assignment as expeditiously as possible. The employee must provide documentation from the Clerk of the Court’s office for attendance verification.

IX. Witness Leave

An employee of the district who is subpoenaed as a witness on a regularly scheduled workday for district-related business, may be absent from assigned duties and shall receive their regular salary, while serving as a witness in any court case or other legal or administrative proceeding under the following conditions:

- A. That the employee has been subpoenaed by the court or agency having subpoena powers.
- B. That the employee shall submit a copy of the subpoena or letter from either attorney in the case to the supervisor.
- C. In the event that the employee is excused from further attendance by the court, the employee shall return to their place of assignment as expeditiously as possible.

X. Timekeeping Documentation and Assigned Work Location

- A. Each employee is responsible for accurately reporting days and hours worked in accordance with district timekeeping procedures.
- B. When establishing positions throughout the district, the worksite that is the location where the majority of work is performed by the employee will have all payroll reporting for that individual regardless of the program administration.
- C. Any position that is established that deviates in number of hours and/or months which is used as a basis in calculating the salary tables included in the Board-approved salary schedule will be reported on an hourly basis.
- D. In cases where the efficiency of the worksite is enhanced, a work schedule that deviates from the standard work hours established for the worksite and position may be requested. Appropriate documentation shall be maintained. All work performed must be on site or at an approved location.

XI. Up to One Half-Day Board Leave

This type of leave is considered time release from work and cannot be used in conjunction with any other type of leave. Therefore, an employee must work at least one-half of any part of the workday in order to be approved for this type of leave. It may not be utilized on a regular basis.

XII. School Resource Officers

School Resource Officers are not employees of the district. Employing agencies are contracted to provide the SRO services. Therefore, School Resource Officers do not require drug testing by the district. Fingerprinting is required for certification purposes only.

XIII. Additional Period of Instruction

Provided a temporary employment contract is submitted that shall stipulate which type of class is being taught, teachers may teach an additional period during their normally scheduled workday in lieu of their planning period. In such situations, the worked planning period will be added to extend the length of their normally scheduled workday and must be completed at a district worksite. Additional compensation will be calculated at their hourly rate of pay.

ADMINISTRATIVE SALARY GUIDELINES

I. Employee Experience and Compensation Committee

- A. Where appropriate, the Experience and Compensation Committee shall make a recommendation for placement on the administrative salary schedule to the Superintendent. The committee may recommend placement at the minimum to the top of the salary schedule or the limits set herein for individual administrative positions.
- B. The candidate may be asked to provide the official job description from the prior employer for the position for which experience is to be credited which includes all of the following elements:
 - 1. Responsibility for hiring, discipline, and termination of employees
 - 2. Supervision of employees
 - 3. Evaluation of employee performance
 - 4. Budget supervision
 - 5. Experience is equivalent/appropriate to the position (like to like).
- C. The candidate may be asked to provide copies of State-issued certificates showing the appropriate or equivalent (out-of-state candidates) certification for the period of time covered by the experience.
- D. The candidate may be asked to provide proof of satisfactory performance assessments/evaluations for all documented years of experience which the candidate desires to be used by the committee for determination of placement on the salary schedule.

II. Assistant Principal Experience

An Assistant Principal will start at the minimum rate for their assigned pay schedule. Any additional compensation will be recommended to the Superintendent:

- A. Assistant Principal salary assignment will be determined by comparison of current Assistant Principals with similar experience up to the maximum on the salary schedule for the position.

- B. Experience as a classroom teacher may not be used as experience credit for pay purposes on the administrative salary schedule. In the event the Assistant Principal minimum daily rate of pay is less than the current instructional rate of pay, the Assistant Principal's pay will be determined by increasing the instructional daily rate by 10%.
- C. Experience in a district-level administrative position and/or experience as a non-classroom instructional support position may be granted with the recommendation of the Superintendent for pay purposes.
- D. Documented experience must be reviewed by a committee established by the Superintendent (Experience and Compensation Committee). The committee shall make a recommendation for placement on the administrative salary schedule to the Superintendent.

III. Principal Experience

A Principal will start at the minimum rate for their assigned pay schedule. Any additional compensation will be recommended to the Superintendent for pay purposes as follows:

- A. Principal salary assignment will be determined by comparison of current Principals with similar experience up to the maximum on the salary schedule for the position.
- B. The transfer of district-level administrative experience may be granted with the recommendation of the Superintendent and as follows:
 - 1. Documented experience as a district-level administrator (director or above with certification as "School Principal").
 - 2. Experience must be reviewed by a committee established by the Superintendent (Experience and Compensation Committee). The committee shall make a recommendation for placement on the administrative salary schedule to the Superintendent.
- C. The candidate may be asked to provide proof of satisfactory performance assessments/evaluations for all documented years of district-level or combined district/school-level experience which the candidate desires to be used by the committee for determination of placement on the salary schedule.
- D. Experience as a teacher (classroom teacher, coach, guidance counselor, etc.) may not be used as experience credit for pay purposes on the administrative salary schedule.

IV. District-Level Administrator Experience

District-level administrative experience may be granted with the recommendation of the Superintendent as follows:

- A. Documented experience as a district/school-based administrator may be credited by comparison of current administrators with similar experience. The committee shall make a recommendation for placement on the administrative salary schedule to the Superintendent.
- B. Documented experience as a district/school-based administrator at a lower level (assistant principal to director, coordinator to director, director to assistant superintendent, etc.) or experience in a professional technical position may be credited for the new position closest to a 10 percent increase from the position from which the person has transferred.
- C. Experience as a classroom teacher may not be used as experience credit for pay purposes on the administrative salary schedule. In the event the administrative minimum daily rate of pay is less than the current instructional rate of pay, the administrator’s pay will be determined by increasing the instructional daily rate by 10%.

V. Advanced Degree/Special Credentials Credit

- A. Administrators who hold the following degree credentials from an accredited college or university will be provided additional salary for the highest advanced degree held as follows (School Based administrators must meet the requirement as outlined in Section 1012.22(1)(c)3, Florida Statutes [e.g., Senate Bill 736 (2011)] to be considered for the incentive:

Specialist Degree	\$1,500
Doctorate Degree	\$3,000
Juris Doctorate	\$3,000

- B. Administrators may be eligible to earn the following incentive for special credentials provided that the credentials are appropriate to their job assignment (i.e., Director of Finance – Certified Public Accountant)

Certified Public Accountant	\$1,500
Licensed Architect	\$1,500
Professional Engineer	\$1,500

VI. Experience Verification

- A. Administrators shall be paid at the minimum of assigned pay grade until such time as verification of experience is received by the Board. Verification must be received within one year of the date of hire. Any payment of back salary shall be made at the next payroll period and shall be paid retroactively to the first day of the fiscal year in which the verification of experience is received.

In every circumstance, the district and the Superintendent reserve the right to act in the best interest of the district and its students in recognizing past and appropriate work experience for pay purposes.

- B. An administrator who leaves the district's employment will only be paid according to verified information that is on file with the Human Resource Department through the last date of active employment. The "last date of active employment" shall mean actual day worked or date of paid leave status. For instance, unpaid experience verifications on file will be submitted and no others will be accepted after the last date of active employment. Also, if the employee should be rehired in any capacity, this would not entitle them to retroactive pay or benefits for that period of employment from which they had left.

VIII. Natural Disasters

Administrators required to report to work by the Superintendent during a natural disaster when other administrators are not required to report to work may be paid for hours worked at their hourly rate of pay in accordance with the district's approved salary schedule only if funding is determined to be available by the Board. All administrators will be required to document time worked on a form provided by the district.

PROFESSIONAL SUPPORT STAFF SALARY-RELATED GUIDELINES

Definition

Professional Support Staff are all positions not instructional or administrative by classification and can further be delineated by the following categories:

- Transportation
- Food Service
- Maintenance/Facilities
- Technical
- Paraprofessional
- Health Related
- Clerical
- Professional Technical
- Managerial/Supervisory

Within the categories of employee classification there are sub-groupings of skill level.

I. Groups

GROUP I – Entry Level – Those positions for which only a high school diploma is required and no special certifications (Levels less than 2)

GROUP II – Skilled Positions – Those positions which require minimal additional technical education or certifications fall into this category (Levels 2-6)

GROUP III – Skilled/Confidential/Entry Level Supervisory – Those positions which require additional education, skills, certifications and have responsibilities which extend beyond those who require direct supervision fall into this category. (Levels 7-14)

GROUP IV – Highly Technical– Those positions that require a college degree, advanced technical training, specialized technical/trade fall into this category. (Levels 15-25)

GROUP V – Supervisory - Those positions that require a college degree, the supervision of budget/employees/personnel fall into this category. (Levels 15-25)

II. Experience/Clerical Testing – New Employees

- A. Definition of Experience for Salary Purposes – For employees new to the district, one day more than half of their new assigned calendar will constitute one year of experience for salary experience consideration. Experience must be like to like and substantially related. No more than one year of experience credit may be awarded for one fiscal or calendar year (multiple full-time jobs). Documented

experience (district or industry) may be credited on a one year for one year basis up to a maximum of step 10 on the salary schedule for the position to be determined as follows:

1. Documented experience must be reviewed by a committee established by the Superintendent (Experience and Compensation Committee or designee). The committee/designee may recommend placement at step 0 to step 10 of the salary schedule, but the recommendation cannot exceed the step for the highest documented experience (i.e., a candidate with 3 years' experience may be recommended for steps 0-3 only).
 2. A maximum of ten (10) years of experience, when related to the position as described above, will be granted when properly verified in writing on district form #FC-120-0192 from previous employers and approved by the Human Resources Department. Written verification of such prior experience or service must be received within twelve (12) months of initial employment with pay retroactive to first day of current contract year. Experience credit will be awarded, upon verification, at the time of initial hire and placement on the salary schedule.
 3. Employees shall be paid at zero (0) years of experience until such time as verification of experience is received by the Board. Any payment of back salary shall be made at the next payroll period and shall be paid retroactively to the start date of the position or current fiscal year in which experience is being provided.
 4. An employee who leaves the district's employment will only be paid according to verified information that is on file with the Human Resources Department through the last date of active employment. The "last date of active employment" shall mean actual day worked or date of paid leave status. For instance, unpaid experience verifications on file will be submitted and no others will be accepted after the last date of active employment. Also, if the employee should be rehired in any capacity, this would not entitle them to retroactive pay or benefits for that period of employment from which they had left. Further, if an employee leaves the district's employment prior to the Board adoption date of salary schedules or benefits, they will not be entitled to any retroactive pay or benefits.
- B. In every circumstance, the district and the Superintendent reserve the right to act in the best interest of the district and its students in recognizing past and appropriate work experience for pay purposes.

- C. No experience as a substitute teacher or employee will be recognized for experience credit.
- D. Once an employee completes their initial probationary period, and separation of employment will not create a second opportunity for experience submission.
- E. Clerical test scores for previous employees will not expire due to a break in service.

III. Experience – Transferring Current Employees

- A. Current employees who transfer into a similar position with a higher pay level shall be placed at the lowest pay level for that position or the closest to a 10% increase from the position from which the person has transferred, whichever is greater. In the event the new step is less than step ten (10), the employee may be credited up to ten (10) years of related experience.

In the event an employee transfers to a substantially different position in which their previous external experience would not have initially been credited, the employee would be eligible to submit an experience verification for consideration of credit up to a maximum of step 10 on their newly assigned pay level. Experience must be submitted on the district approved experience verification form within the current submissions guidelines as a new employee.

- B. Transfers to a lower pay level shall not result in an increase in pay. Employees transferring to a lower pay level shall transfer at their current experience step.
- C. Employees voluntarily returning to a position previously held shall be placed at the pay level and experience level they held at the time of position change.
- D. Personnel downgraded as the result of reduction in force or forced reduction in pay grade shall be reviewed on an individual basis.
- E. Administrative or Instructional Personnel transferring into a professional support staff position shall be reviewed on an individual basis.

IV. Transportation Guidelines

- A. Accrued leave shall be based on the average hourly pay as earned on the previous two pay periods. This shall not exceed 7.5 hours per day unless the assigned route has a permanent time that is greater than 7.5 hours. In that case, the employee will earn the amount as indicated on their permanent time sheet. All advance days will be based on 7.5 hours.
- B. Permanent regularly employed bus drivers will receive a one-time \$300 reimbursement for completion of the seventy-five (75) hour training program. In order to receive payment, the bus driver must have successfully completed their 90-day probationary period. The Director of Transportation will be responsible for the authorization of this one-time payment and shall report it on the Extra Pay Payroll (object 102). This does not apply to persons employed as substitutes (object 750). This is considered training reimbursement; thus, a temporary employment contract is not necessary.

V. On Call-Temporary Worker/Substitute Employees

- A. Temporary employees are those personnel hired as extra help or temporary replacement for a regular employee and who are paid only for the hours they actually work. These workers are reported under object 7500 or 7510. They are not entitled to the fringe benefits provided by the School Board. Employees shall be informed at the time of employment that such employment is of a temporary basis rather than permanent. This employment shall not be in excess of six (6) calendar months in a school year except for student trainees.
- B. The following criteria must be met in order to be considered a temporary replacement worker and paid out of object 7510: substitute employees are those who perform services which are normally performed by a full-time employee and which are performed during the absence of a full-time employee not receiving pay. They are not entitled to the fringe benefits provided by the School Board.
 - 1. Prior to any work performed under this provision a Temporary Employment Contract (FC-120-0101) must be completed by the worksite contracting the temporary worker, the worksite shall submit an electronic request through the district temporary contract system for approval. Contracts, which are the responsibility of the initiating worksite, are not valid and will not be executed for payment unless all information required is complete: worker cleared Human Resources for enrollment, type of work to be performed, rationale/justification/purpose for work performed, contract properly reflects beginning date and number of days

to be worked, budget source for expenditure with sufficient funds to cover the encumbered amount, and all appropriate signatures.

2. Temporary or substitute employees will be paid according to the board approved on-call/substitute pay rate schedule of the position for which they are substituting only if required qualifications of the position as described in the Board-approved job description have been successfully met upon the offer of employment by the hiring supervisor. Otherwise, the current minimum wage rate will be paid for work performed under this provision.
3. No employment performed as a substitute will be recognized for experience credit.

SUPPLEMENT PAY GUIDELINES

Supplement rates negotiated within collective bargaining agreements are specified in their respective contract document.

RULES GOVERNING THE SELECTION OF COACHING PERSONNEL

The health and safety of our students is a paramount concern. Effective immediately, the guidelines are in place for the “selection” of high school coaching personnel.

SUPPLEMENTED POSITIONS

All coaching positions shall be advertised and offered to members of the teacher bargaining unit first. It is only after no one within the bargaining unit expresses an interest that the position can be offered first - to any other employee within the district and absent interest of any qualified employee - to a member of the community. The election not to be paid a supplement for the position does not preclude this requirement.

In order to receive a supplement for a coaching position the individual must hold a valid Florida Teaching Certificate or a valid Florida Coaching Certificate. Certificates may be either “Professional” or “Temporary”, but the validity dates of the certification must cover the entire season for which the person is coaching.

Teachers or Coaches who allow their certificates to expire may not be continued in the position. They may be reinstated provided that they again hold a new valid teaching or coaching certificate.

VOLUNTEER COACHES

Volunteer coaches (persons not receiving a supplement for participation) may be utilized in the high school athletic program. For the safety of our students, all volunteer coaches must be approved and register with the OASIS Department before they begin to coach any sport within the School District of Osceola County. This process will require the volunteer to pay the required fee to FDLE to enable a fingerprint report to be provided to OASIS. Upon clearance with OASIS, the applicant must register to attend and complete the Child Abuse/Ethics Workshop. No volunteer coaches will be permitted to participate in a program until they are in compliance with this requirement.

Additionally, volunteer coaches may not be permitted to be alone with students at any time. A district employee must be present at all times when students are present. Under no circumstances may a volunteer transport students in their private vehicle unless a district employee is present in the vehicle, the driver has a valid Florida Driver’s License and the volunteer maintains the minimum insurance liability limits as listed in School Board Rule 8.36.

RESPONSIBILITIES FOR COMPLIANCE

It shall be the responsibility of the School Principal to make certain that all individuals working within the athletic programs of their school comply with the guidelines of the district.

Professional Support Staff

A. Salary Supplements for transportation staff will be paid as follows:

Bus Drivers Long Haul Routes* \$1,415.00

*A Long-Haul Supplement is provided as approved by the Chief Human Resources Officer and the Director of Transportation for a driver serving the geographic extremes of the district and is unable to return home during the school day. "Long Haul" runs include but are not limited to Yeehaw Junction, Kenansville, and Holopaw.

B. Salary Supplements for Professional Support Staff will be paid as follows:

Professional Support Staff who hold a degree or CPA certification from an accredited institution not required for the position held will receive additional compensation for advanced training as follows: associate degree - \$600, bachelor's degree - \$ 1,200, master's degree - \$ 1,500, specialist's degree \$ 1,900, doctoral degree - \$ 2,500. Compensation will reflect the highest earned degree in excess of job requirements.

C. Substitute Teacher Contact \$559
(One per school)

D. The Professional Development Salary Incentive for permanent, full-time professional support staff personnel will be based upon the requirements of the Professional Development Plan and the following point schedule:

90 Points earns \$ 125 of incentive pay per year
180 Points earns \$ 250 of incentive pay per year
270 Points earns \$ 375 of incentive pay per year
360 Points earns \$ 500 of incentive pay per year
450 Points earns \$ 625 of incentive pay per year
540 Points earns \$ 750 of incentive pay per year
630 Points earns \$ 875 of incentive pay per year
720 Points earns \$1,000 of incentive pay per year

The Professional Development and Educational Salary Incentive is based on the accumulation of allowable points completed as of June 30 of each year. In order to receive an inservice check, an employee must be at work or on paid leave in an eligible Professional Support Staff position the date the inservice check is issued. Transfers from non-qualifying (Administrative or Instructional) to qualifying positions (Professional

Support Staff) must be in place before the first day of administrative or teacher contract in order to qualify for the payment.

- E. Mentoring and training program for new and seasoned Secretaries to establish standardized procedures and best practices, maintain consistency, fill knowledge gaps, and enhance performance and satisfaction.

Salary Supplements for the Secretary Mentoring Program will be paid as follows:

Supplemental pay in the amount of \$2,000 for the mentors.

Supplemental pay in the amount of \$2,500 for the lead mentors.

Administrative Staff

ADMINISTRATIVE SALARY SUPPLEMENTS - given not to the exclusion of other classifications if they are appropriately hired to perform these duties:

Bargaining	
Chief Negotiator	\$2,229
Team Member	\$1,488

Authorization, reporting, and issuing of pay will be the responsibility of the program administrator.

SALARY SCHEDULES/RATES OF PAY

Staff pay rates are negotiated within collective bargaining agreements and are specified within their respective contract document. Staff not covered under a collective bargaining agreement salaries will be recommended by the Superintendent for Board approval.

PROFESSIONAL DEVELOPMENT PRESENTER HOURLY RATE

\$33.33 per hour (Outside normal workday)

PROFESSIONAL DEVELOPMENT STIPEND RATE*

**Effective date of Board approval (3/21/06)*

\$100.00 per six to eight hour day \$50.00 per three to five hour day

HIGH SCHOOL, COLLEGE or POSTSECONDARY STUDENTS PROGRAM HOURLY RATE

Minimum wage

In the event a student is hired in a regular position, experience credit will be analyzed on an hour per hour basis.

Bookkeeper Extra Pay

A maximum of one bookkeeper supplement will be paid at each school or department that maintains a checking account which is accounted for by means of internal accounts software. If more than one employee is responsible for the internal accounts accounting function, the supplement may be split in proportion to the total of the internal accounts accounting function performed by each employee as determined by the principal.

Extra pay will be paid in increments as earned based on current year receipts according to the paydate schedule and receipt thresholds listed:

Paydate schedule (Extra Pay Payroll) – shall be consistent with Board-approved schedule.

Receipt thresholds:	\$68,000-\$201,999	warrants	\$1,207 extra pay
	\$202,000-\$400,999	warrants	\$2,416 extra pay
	\$401,000-\$602,999	warrants	\$3,220 extra pay
	\$603,000 and above	warrants	\$4,025 extra pay

The Principal will approve and report for pay at the time of the bookkeeper’s eligibility according to these schedules. The Senior Accountant will review the extra pay request for compliance. This is not considered temporary employment.

Environmental Center OPS Salary Rates

Osceola Historical Society/District - Docent. Minimum Wage

Environmental Center – Interpreter. Minimum Wage

Tutors

Tutors rate - On Call 1E

School Nutrition Association Certification

School Nutrition Services (Food Service Assistants and Food Service Lead Assistants) employees who maintain a current certificate for the School Nutrition Association shall be given twenty cents (20¢) per hour increase in pay for all hours worked. Food Service Managers and Food Service Assistant Managers will be paid a supplement of \$300 for 10-month employees and \$400 for 12-month employees that will be paid over four (4) installments throughout the school year.

Performing Arts Center Technician

\$ 20.00 per hour

Custodial Trainer - An individual hired to perform work as a Custodial Trainer shall be paid in accordance with the Osceola Technical College hourly pay schedule.

Pay Rates for Services Provided at Athletic Events

Gatekeeping (selling and/or taking of tickets):	\$ 15.00 per hour
Concession Stand Worker:	\$ 15.00 per hour
Scorekeeper:	\$15.00 per game

Game Officials

FHSAA Events (High School)

Rate of pay will be set by Negotiated Contract with Officials Association following the guidelines of the FHSAA Officials Guidebook

High School Swimming judges are paid \$100 a day for the OBC Swim Championships.

OBC Competitive Cheer judges are paid \$75 for the OBC Championships.

Middle School Events

Middle School Competitive Cheer judges are paid \$75 for the Middle School Championships.

Non FHSAA Events (Middle School Intramurals, etc.)

Rate of pay for officials from Associations will be set by Negotiated Contract following the guidelines of the FHSAA Officials Guidebook