

EDUCATION STAFF PROFESSIONALS (ESP)
CONTRACT
BETWEEN
THE SCHOOL BOARD OF OSCEOLA COUNTY, FLORIDA (OCSB)
AND
THE OSCEOLA COUNTY EDUCATION ASSOCIATION (OCEA)



July 01, 2016 through June 30, 2018

Tentative Agreement, April 20, 2017
Ratified by OCEA, May 10, 2017
Ratified by OCSB, May 16, 2017
Effective July 01, 2016

Dr. Debra Pace,
Superintendent

Apryle Jackson,
OCEA President

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ARTICLE I: RECOGNITION CLAUSE

Section A. Bargaining Unit Definition

The School Board of Osceola County, Florida, hereinafter called the "Board," recognizes The Osceola County Education Association - Education Staff Professionals, affiliated with the National Education Association, the American Federation of Teachers and the Florida Education Association, hereinafter called the "Association," as the exclusive bargaining representative for education staff professionals in the School District known and designated as the School District of Osceola County, Florida. In this Agreement, the education staff professionals shall be defined as those employees included in the unit as certified by the Public Employees Relations Commission (PERC) Case No. RC – 2010-004 July 29, 2010:

Accounting Clerk-Finance, Accounting Clerk I, Accounting Clerk II, Attendance Assistant/Truancy Officer, Behavior Analysis Technician, Bookkeeper (Schools/Dept.), Bookstore Merchandising Clerk, Buyer I, Campus Monitor, Child Development Assoc. for COPE, Clerk I-Food Services, Clerk Typist, Clinic Aide for COPE, Community Involvement – Oasis Assistant, Community Relations Specialist – Oasis, Computer Lab Assistants, Computer Operator, Computer Routing Technician, Computer Technician I, Contract Expeditor, COPE Child Care Specialist, Criminal Justice Academy Specialist, Data Entry Operator, Data Quality Analyst, Data Quality Analyst-Lead, Dispatcher, Extended Day Assistant, Extended Day Benefitted Assistant, Extended Day Lead Assistant, Facilities Records Clerk, Family Services Records Clerk, Fencing Specialist Driver, Field Trip Coordinator, Food Service Computer Technician, FTE Specialist-Transportation, Fundraising Development Specialist, Grants & Marketing Specialist, Health and Safety Technician, Healthcare Assistant, Help Desk Operator, IEP Assistant, Instructional Technology Technician, Instructional Technology Trainer, Interpreter, Inventory Controls Clerk, Inventory Controls Lead, Judicial Liaison, Locksmith, Media Assistant, Mentor Advocate Specialist, Network Specialist-Department, Network Specialist-School, Office Assistant, Paraprofessional, Paraprofessional ESE, Pre- kindergarten ESE Paraprofessional, Pre- kindergarten Liaison, Program Assistant, Programmer, Project Intern Job Coach, Property Records Technician, Psychological Services Records Technician, Purchasing Records Clerk, Receptionist, Records Clerk-Records Management, Research Specialist, Safe Schools/Healthy Student, Transition Specialist, Safe Schools/Healthy Student Community –Based Family Liaison, Safe Schools/Healthy Student Evaluation Data Assistant, Safe Schools/Healthy Students Schools-Board Family Assistant, Secretary I, Secretary II, Senior Accounting Clerk, Senior Buyer, Senior Work Order Clerk, Social Services Assistant, Student Advocate Specialist, Student Placement Technician, Student Records Clerk, Student Services Records Clerk, Student Support Specialist, Student Support Technician, Technical Services Cataloger, Technology Production Specialist, Testing Specialist, Testing Technician, Title I Migrant Recruiter, Title I Parent Liaison, Title Liaison, Voluntary Pre-kindergarten Paraprofessional, Voluntary Prekindergarten Extended Day Assistant, Voluntary Prekindergarten Lead Paraprofessional, Worker Order Clerk-Transportation.

Section B. Recognition

The Association recognizes the Board as the duly constituted legislative body and agrees to bargain collectively only with the chief executive officer of the Board or his designee(s), and not with the individual members of the School Board. Any procedural concerns of the parties will be directed to the respective chief negotiators whenever practical.

Resumption of Negotiations - If either party should fail to ratify the tentative agreement, that party shall notify the other within five (5) working days, shall inform the other party to the extent possible of the reasons for rejection and shall confer with the other party to arrange a date, time and place to resume negotiations within ten (10) working days of such notice.

The Board recognizes the Association as the sole and exclusive bargaining representative for the purpose of collective bargaining in regards to wages, hours and all other terms and conditions of employment for all professional support personnel employed by the Board at its facilities located in Osceola County, Florida as determined by PERC. The Board agrees not to negotiate directly with employees, rather than the Union. The Board further agrees not to negotiate or otherwise deal with any other organization(s) purporting to represent bargaining unit employees during the term of this Agreement. The employer shall not permit dues deduction for another organization purporting to represent employees on these matters or negotiate with an individual or a group of employees over wages, benefits, hours and other terms and conditions of employment.

The Union agrees to negotiate directly with the designated Board negotiating team and not with the individual members of the School Board. Any procedural concerns of the parties will be directed to the respective chief negotiators whenever practicable.

ARTICLE II: MISCELLANEOUS PROVISIONS

Section A. Dignity and Professional Ethics

The School Board and the bargaining unit employees agree that they will demonstrate a professional attitude toward each other. Further, every employee of the School District, both in and out of the bargaining unit, is expected to adhere to State Board of Education Rule 6A-10.081 -- Principles of Professional Conduct for the Education Profession of Florida.

Section B. Use of Cellular Phones, PDAs and Other Electronic Devices

The personal use of cellular phones, PDAs, and other electronic devices shall be restricted to break times and lunch except for emergency situations. The use of such devices should not impede the operations of the facility or the conduct of business.

Section C. Safety and Health Program

1. The Board shall be responsible for providing a safe work place for every bargaining unit employee in compliance with all applicable state and federal laws. Employees shall be responsible for complying with safety practices and procedures for reporting, in writing, on the appropriate form to their supervisor and the Office of Health and Safety, in accordance with established procedures, all unsafe conditions, facilities or equipment of which he or she is aware. It shall be the Office of Health and Safety's responsibility in conjunction with the supervising administrator to provide the employees with the training/in-service on safety practices and the forms to be used for reporting any unsafe conditions. Employees will be compensated at their appropriate rate of pay for all time spent during their regularly scheduled hours in mandatory training classes.
2. Employees shall not be required to work under conditions that the employee and/or management reasonably believe are unsafe or hazardous, or would endanger the employee's health, safety, or well-being. In the event of a dispute between the employee and management over what constitutes an unsafe or hazardous condition, the conclusion of the District Health and Safety Specialist shall control, and they shall be held accountable by State and Federal regulations.
3. Any employee who is required to administer medications and/or medical care to students shall be trained to do so either by a qualified medical professional employed by the Board, or an outside qualified medical professional at the Board's expense.
4. Employee Assault and/ or Battery

When an employee is assaulted or battered while in the line of duty, the work site shall maintain a record of the incident. The work site shall provide a copy of all District reports to the employee as soon as possible. It is the employee's right to notify law enforcement and pursue charges as provided under Florida law.

Section D. Savings Clause

If any portion of this Agreement is held to be illegal, legally invalid, or unenforceable by a court of competent jurisdiction, or by the decision of any authorized governmental agency, then that provision shall be deleted from this Agreement to the extent that it violates the law. The remaining provisions of this Agreement shall remain in full force and effect for the duration of this Agreement to the extent they may be implemented without the deleted items. By mutual agreement, the deleted provisions as well as any other provision so affected by the deletion shall be renegotiated within thirty (30) days or the parties may mutually agree to deal with the matter in subsequent negotiations.

Section E. Children

Employees shall have the right to place their children at the school where the employee works, so long as the school has available space and the child is properly suited for the school, using usual criteria such as grade levels and programs offered and as long as he or she meets the student assignment guidelines, including out of county and out of zone admission policies, and administrative procedures as outlined in School Board Rule 5.20, Student Assignment, as adopted by the Osceola County School Board. The Board will not provide special transportation, nor shall it be responsible for before and after school hours in such cases.

Section F. Employee Dress

Employee should dress professionally and be generally neat, clean and well groomed. Dress should be appropriate to the work assignment. The following are guidelines concerning dress:

1. The size of shirts and pants must be appropriate to the employee's body size and not oversized or undersized. T-Shirts (except school logo/spirit shirts), clothing with rips or tears, clothing which is revealing (plunging necklines, exposes midriff, transparent or translucent, or excessively tight) shall not be worn.
2. Pants or shorts with belt loops must be worn with a belt so that the waistband is worn at the waist and not below.
3. The hem of the ladies' skirts or dresses must be no shorter than mid-thigh.
4. Employees may also wear sandals provided they do not interfere with the safety. Flip-flops, platforms, and shoes with wheels may not be worn.
5. Employee dress should not interfere with the work environment or present safety concerns.

Section G. Indemnity

In any case, where a bargaining unit employee is charged with a civil or criminal action arising out of, and in the course of, assigned duties and responsibilities, that employee may request that the Board provide legal services. In any case where the employee pleads guilty or nolo contendere or is found guilty of any such action, the employee shall reimburse the Board for any legal services which the Board may have supplied pursuant to this section. If the Board declines to provide legal services in response to the employee's request, and the employee is subsequently found not guilty or not civilly liable, the employee may renew his/her request and a recommendation shall be made to the Board for payment of the reasonable cost of legal services, and the Board shall reconsider such request previously declined. The selection of the attorney shall be mutually agreed upon by the employee and the Board.

Section H. Safety Shoes

All Education Support Professionals bargaining unit employees working in the Maintenance Department who are required to wear hard-toed safety shoes will receive an annual safety shoe payment of \$100 or in an amount no less than the safety shoe payment for employees within the Teamsters bargaining unit and the terms of their respective collective bargaining agreement, whichever amount is greater. All safety shoes must meet OSHA standards.

Section I. Testing Provisions

Employees who are certified Florida educators may be sought first to administer state or District tests. After certified Florida educators are sought, then volunteers among professional support staff employees may be sought, and administrators may select which volunteers shall administer state or District tests. However, professional support staff employees shall not be required to administer state or District tests unless they have been trained in the test administration procedures for the test. Training in test administration procedures shall occur either online or in person during the employee's contractual workday. The District and school shall develop and communicate procedures for employees to follow in the event of computer malfunctions, and these procedures shall be part of the training.

If the school principal or designee assigns a professional support staff employee (e.g., technology specialist, etc.) to provide technical support for computerized testing, then that employee shall not be required to administer any tests during the same timeframe that technical support is assigned.

ARTICLE III: MANAGEMENT RIGHTS

Section A. Standard of Service

It is the right of the public employer to determine unilaterally the purpose of each of its constituent agencies, set standards of service to be offered, and exercise control and discretion over its organization and operations. It is also the right of the public employer to direct its employees, take disciplinary action for proper cause, and relieve its employees from duty because of lack of work or for other legitimate reasons, provided, however, that the exercise of such rights shall not preclude employees or their representatives from raising grievances, should decisions on the above matters have the practical consequences of violating the terms and conditions of any collective bargaining agreements in force, or civil or career service regulations.

Section B. Authority of the Contract

The parties acknowledge that during the negotiations that resulted in this Agreement, each had the unlimited right to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining.

Section C. Committees

Throughout this Agreement, unless otherwise stated wherever it is provided that joint committee shall be formed, the following rules of probation shall apply.

1. The Union shall be permitted up to two (2) employee representatives on the following committees: Professional Support Staff Inservice Committee, District Insurance Committee, and District Safety Committee.
2. Should the District establish Committees directly affecting the Bargaining Unit, union representation shall be permitted on said committees.
3. Committee meetings are open to the public, though only committee members shall have voice and vote in the meetings.
4. Committee members shall not be paid for time spent at committee meetings, unless such meetings are held during the employees regularly scheduled work hours.
5. Committees shall prepare and distribute reports of findings and recommendations, in accordance with Florida Public Records Law.

Section D. No Strike/ No Lockout

The Union agrees that during the term of this agreement neither it nor its members shall participate in a strike against the Board by instigating, encouraging, or supporting in any manner a strike. "Strike" means the concerted failure of employees to report for duty; the concerted absence of employees from their positions; the concerted stoppage of work by employees; the concerted submission of resignations by employees; the concerted abstinence in whole or in part by any group of employees from the full and faithful performance of the duties of employment for the purpose of inducing, influencing, condoning or coercing a change in the terms and conditions of employment or the rights, privileges or obligations of public employment, or participating in a deliberate and concerted course of conduct which adversely affects the services of the Board; the concerted failure of employees to report for work after the expiration of this Agreement; and picketing in furtherance of a work stoppage. The term "strike" is not to be construed as participation in legitimate political activity.

ARTICLE IV: ASSOCIATION RIGHTS

Section A. Access Rights

The Association and its representatives shall have the right to the use of the school buildings for meetings provided that a written request has been made to the school principal for scheduling purposes. Representatives must be accompanied by a member of the Association. If any special non-instructional personnel services are necessary over and above their normal services because of such meetings, the Association shall be billed for any actual costs of such services, including any applicable overtime pay expended.

The Board shall notify the Association prior to the adoption by the School Board of new changes in Board policy in order that the Association will have the opportunity for input on said matters.

Section B. Posting of Notices

The Association shall be allowed to provide a bulletin board in each school for its use, provided that it shall not cover over nine (9) square feet of space, and the location of such bulletin board shall be mutually agreed upon between the Association and the principal.

The Association shall have exclusive right to post notices of activities and matters of Association concern on designated bulletin boards. The Association shall have the right to use employee mailboxes for communications to employees. The Association shall have exclusive right to post/manage notices of activities and matters of Association concern on a designated electronic folder. The electronic folder shall be visible on each individual employee's district provided email account. The Board reserves the right to discontinue the electronic folder for just cause. District administrative staff may monitor items posted on either a bulletin Board or the electronic folder for content. The following procedures shall be followed should the Administration have concerns about the content of an item:

1. The Administration shall immediately notify the Association and cite for reasons and rationale for such concerns.
2. Following review of the posted item and discussion of the concerns, the Association shall determine whether or not to remove the item.
3. In the event that Association fails to respond or declines to remove the item, then the District may remove the item for just cause. The District recognizes that the Association's right to communicate with its members is not to be abridged and/or interfered with in any way except as outlined above.

Section C. Information and Reports

1. The Board agrees to furnish copies of any Board-related public documents reasonably requested by the Association at the cost established in the Xerox printing schedule, "Outside Copying-In-School personnel." The term "In School Personnel" shall be applicable only to Xerox printing. The Board further agrees to provide the Association electronic access to public documents in connection with Board meetings, including access to the Board agenda and supplemental packet, (excluding employee application and reference forms). In addition, the Board shall provide the Association access to all public records not exempted by Florida Statutes within a reasonable timeframe of such request. The School Board directory will be supplied to the Association electronically without cost no later than ten (10) days following the first employees' payday.
2. The Board will provide the Association with the names and addresses of all new bargaining unit employees and all retiring bargaining unit annually.

Section D. Membership Identification

No employee shall be prevented from wearing pins or other identification of membership in the Association or its affiliates.

Section E. Time for Official Duties

1. Members serving as the official representative of the Association on District committees, task forces, attending District meetings, or insurance meetings, or when acting as a representative of the Association at their worksite shall be considered on duty leave.
2. Duly authorized representatives of the Association and its respective affiliates shall be permitted to transact official Association business on school property during the times defined below:
 - a. Lunch periods.
 - b. Time before and after student day.
 - c. If the representative is not employed by the school, upon arrival at the school, he/she shall first report to the principal's office for the purpose of making such arrangements as the principal or his designee deems necessary to avoid interference with the school program or with employee assignments.
 - d. The supervisor shall facilitate the visit by providing a reasonable place for the Association representative to confer with employees.

Section F. Payroll Dues Deduction

1. The Board shall deduct from the pay of each ESP all membership dues of the Osceola County Education Association, provided that at the time of such deduction there is, in the possession of the Board, a valid written authorization for dues deduction executed by the employees.
2. Prior to July 1, the Association will notify the District of the specific amount of dues deduction. Such dues shall remain constant for the fiscal year (July 1 to June 30).
3. Any ESP may authorize dues deduction by presenting an authorization card to the Board. The amount deducted will be as listed on the authorization until such authorization is modified or revoked by the employee.
4. Authorization for dues deduction shall be in force until revoked in writing by the member to the Board and the Association. The revocable authorization for dues deduction will be effective thirty (30) working days from the date the written request is received by the Board.
5. All dues deduction by the Board shall be remitted to the individual designated in writing by the President of the Association within 5 working days of the deduction.
6. The Association shall indemnify and save harmless the Board from all claims, demands, suits, and costs, including reasonable attorney's fees, incurred in connection with the administration of this item, provided the Board acts in compliance with its dues deduction obligations.
7. The Board will not collect any fines, penalties, or non-uniform assessments on behalf of the Association.
8. The Association will not be assessed a service charge for cost incurred by the Board in order to provide any dues deduction requested by the Association pursuant to Florida Statutes.
9. Electronic Reporting: The Board agrees to provide to the Association the dues deduction information in an electronic format.

Section G. Conference Days

The Board will establish days with pay per year for the Association to use for annual conferences, based on 4.5% of the OCEA Education Support Professional membership on June 1 of each year. Any fraction will be rounded up to the next whole number. Withdrawal of days shall be by notification from the Association President to the Superintendent or his designated representative at least five (5) working days (except in cases of emergency) in advance of the leave. The Association shall provide at least fifteen (15) working days' notice when submitting a request for the release of three (3) or more employees from a single site or more than ten (10) district-wide. Notification shall include the names of the employees to be granted leave and the conference being attended. Except in cases of emergency, no substitutions may be made later than five (5) working days prior to the effective date of leave. Each employee for whom leave is to be granted shall apply to his/her respective principal in accordance with the same five (5) working day time limit.

ARTICLE V: EMPLOYEE RIGHTS

Section A. Right to Engage in Activities

Employees shall have the right to engage in concerted activities not prohibited by law. Employees shall have the entire liberty of political action when not engaged in their employment, provided such action is within the laws of the United States of America and the State of Florida. Employees shall be entirely free from political domination or coercion or the pretended necessity of making political contributions of money, other things of value, or engaging in any political work or activity against their wishes under the assumption that failure to do so will in any way affect their status as employees of the School Board.

Section B. Employee Privacy Rights

The Board agrees that the private and personal lives of any employee, including additional employment, are not within the appropriate concern or attention of the Board except as such conduct that occurs outside the workplace impacts upon work.

Section C. Physical Examinations

The cost of any physical examination taken by an employee at the direction of the Board, except that which is a prerequisite for employment, shall be borne by the Board. The Board shall provide a list of three doctors from which the employee shall choose one.

Section D. Fingerprinting

Sections 1012.32(3), and 1012.465, FS require that all employees shall be subject to a level 2 criminal background check every five (5) years. The School District shall pay the cost of re-fingerprinting employees, storing employees' fingerprints in the FDLE data base, and for conducting a level 2 background check every five (5) years for each person who is required to meet level 2 screening requirements.

Section E. Board Reimbursement

The Board shall reimburse employees for damage to clothing, dentures, eyeglasses, prosthetic devices, or artificial limbs where such damage occurs as a result of:

1. breaking up a fight
2. protecting students or other employee(s) from physical harm or injury
3. assault and/or battery occurring on him/her suffered in the course of the legal performance of his/her assigned duties.

Such reimbursement shall not exceed the replacement cost nor be paid when the above loss is reimbursable from other sources.

Employees will be reimbursed for any out of pocket expenses, up to a maximum of \$500.00 employee deductible, due to vandalism to their personal vehicle occurring on school district property, provided such loss is not covered by personal insurance or

reimbursed from other sources. Cases of vandalism shall be reported to an administrator as soon as the damage is discovered. If an administrator requests a police report, the employee shall comply. Every effort will be made to reimburse employees within sixty days of submitting the required paperwork.

Section F. Primary Assignment

Any bargaining unit employee will be informed in writing of any major change in his/her assigned job description for the next year no later than five (5) days before the end of the student school year. Changes shall not be made in an arbitrary or capricious manner. Subsequent changes identified and necessary due to changes in student needs or staff will also be done in writing promptly to the employee by his/her Principal/ Supervisor. Employees may request and will be notified of the changes that require any alteration in an assigned job description in a timely manner.

ARTICLE VI: NEGOTIATIONS

Section A. Ground Rules

1. Each party shall select its own team members, and at each bargaining session, each team shall possess all authority necessary to propose, counter propose, and tentatively agree to proposals or counter proposals subject to final ratification by the Board or Association membership as is applicable.
2. The parties shall mutually agree on the location for all negotiation sessions. The date and time for the next session will be established mutually no later than at the end of each session. Times for bargaining sessions will be mutually agreed upon by both parties.
3. All tentative agreements shall be signed by the chief negotiator or designee for each team. Each team shall be responsible for the maintenance of such records. Either party may, if it so chooses, utilize the services of outside consultants to assist in the negotiations.
4. If the negotiations described in this section reach impasse, the procedures as set forth in the Chapter 447, Florida Statutes shall apply. At the request of both parties, a mediator may be appointed subject to PERC guidelines. Subsequent to reaching impasse the parties may mutually agree, but are not required, to continue negotiations in an effort to reach further tentative agreements.
5. There shall be two officially signed copies of any collective bargaining agreement. One copy shall be retained by the Board and one by the Union.
6. Resumption of Negotiations - If either party should fail to ratify the tentative agreement, that party shall notify the other within a reasonable period of time, and shall inform the other party to the extent possible of the reasons for rejection and shall confer with the other party to arrange a date, time and place to resume negotiations within ten (10) working days of such notice.

Section B. Permissive Reopenings

Either party may ask to reopen negotiations at any time on any item, but negotiations shall only be reopened by mutual agreement and then only on those subjects that are mutually agreed upon.

Section C. Scheduled Reopenings

Negotiations shall be reopened annually at the request of the Association or the Board, not sooner than March 1 of each year. Negotiations will be limited to changes in wages, benefits, and no more than four (4) non-monetary issues from each party.

Section D. Publication of Contract

Within 45 days of ratification of this agreement and approval of the final draft of the document by the Association, the Board, at its expense, shall print annually fifty (50) copies of this Agreement for the Association for their distribution. The contract or any amendment shall be available online within 14 days of ratification and approval of the final draft of the document by the Association. Additional copies shall be made available at the then current printing cost.

ARTICLE VII: GRIEVANCE PROCEDURE

Section A. Grievance

Grievance - Any claim by a bargaining unit employee or a group of bargaining unit employees that there has been a violation, misinterpretation, or misapplication of a provision of this Agreement.

Grievant - Any bargaining unit employee or group of employees, as defined in the bargaining unit description set forth in the PERC certification, filing a grievance and the Association with the right to file grievances limited to class actions and Association rights of representation as provided in this Contract.

Written Grievance - a statement which apprises the Board representative of the nature of the grievance which contains at least: (1) a reasonable description of the grievance and the facts upon which it is based; (2) the specific Articles and clauses claimed to have been violated; (3) the date or dates upon which the alleged violation took place; (4) the remedy or correction requested; and (5) the signature of the grieving party or their representative.

Section B. General Provisions

Both parties encourage employees and administrators to arrive at a satisfactory resolution in accordance with this agreement of any grievance on an informal basis directly with each other. When resolution cannot be reached, the parties may resort to the more formal procedures stated herein in an effort to resolve the grievance and preserve good morale.

Administrative Channel –

- (1) Principal or other supervisor
- (2) Chief Human Resource Officer
- (3) Superintendent or Designee

1. Unit employees shall have the right to call upon any representative(s) to aid and assist in any level(s) of the grievance procedure. The grievant, his representative, and the Association shall have the right to be present at any and all levels.
2. Unit employees shall have the right to have all documents, communications, and records dealing with the processing of the grievance kept separately from the personnel file of the grievant.
3. No reprisals of any kind shall be taken against any participant in the grievance procedure by reason of such participation.
4. The number of days of each level shall be considered a maximum except when extended in writing by mutual consent.

5. If the grievant does not file a grievance within fifteen (15) days after the act or condition on which the grievance is based, is known or should have known, the right to grieve such act or condition shall be considered waived.
6. Failure of the grievant to appeal a decision to the next level of the grievance procedure within five (5) days of receipt of the decision shall be deemed to be acceptance of the decision rendered at that level.
7. Failure at any step in this grievance procedure to communicate the decision on a grievance within the specified time period shall permit the grievant to appeal to the next level in this procedure.
8. All meetings or conferences at Level I of the grievance procedure may be held during the regular bargaining unit employee workday at a time mutually agreed upon by the parties. All meetings at and after Level II of the grievance procedure shall be held after the regular employee workday, unless by mutual agreement of the parties, the meetings can be scheduled during the employee workday.
9. Nothing in this grievance procedure shall be interpreted as to limit or waive any rights or privileges granted to employees or the Association by Florida Statutes.
10. Association representatives will be entitled to inspect non-confidential data relevant to a grievance, and may request and receive copies thereof without charge up to a maximum of a total of ten (10) copies per grievance. Additional copies will be provided at cost.

Section C. Procedure for Resolving Grievances

1. Level I - The grievant will discuss the grievance with the principal or other supervisor except that Association or class action grievances may be filed directly with the Superintendent. In the discussion, the employee shall advise the administrator of the particular section(s) of the Contract the employee believes was (were) violated, and how they allegedly were violated. The administrator shall verbally respond to the grievant within five workdays of the meeting, and include an explanation as to why the administrator believes the contract was not violated.
2. Level II - If the grievant is not satisfied with the verbal disposition of the grievance at Level I, or if no decision has been rendered within five (5) days, then the grievant may file a written "Statement of Grievance" on a form provided by the Superintendent and available at each school, with the Chief of Human Resources.
3. Level III - If the grievant is not satisfied with the disposition of the grievance at Level II, or if no decision has been rendered in writing within five (5) days, then the grievant may file a written "Statement of Grievance" with the Superintendent. The Superintendent may at his/her discretion have his/her designee review and render a decision.
4. If the grievance is not settled at Level III, or no decision is received in writing within ten (10) days, it may be submitted for arbitration by the Association within twenty (20) days.

5. When an arbitration hearing is held, participating unit employees shall be given released time to attend the hearing.
6. The Federal Mediation and Conciliation Service (FMCS) will be requested to submit a panel of five (5) arbitrators from which the parties shall mutually select the arbitrator. If the arbitrator is unable to serve or the parties mutually agree that no person on the panel is suitable, the Federal Mediation and Conciliation Service (FMCS) shall appoint the arbitrator. Both parties agree to abide by the Voluntary Rules of the Federal Mediation and Conciliation Service (FMCS). The arbitrator shall not have the power to add to, subtract from, modify, or alter the terms of this Contract.
7. The parties shall share equally the arbitrator's fees and expenses.
8. The decision of the arbitrator shall be final and binding as set forth in Florida Statutes Chapter 447.

ARTICLE VIII: PERSONNEL FILE ACCESS AND SECURITY

Section A. Privacy and Personnel Files

1. The Board shall comply in all respects with current state and federal laws concerning public school system employee personnel files. The term “personnel files” refers to all records, information, data or materials, which are maintained by the School Board anywhere (including the work site file), which are uniquely applicable to that employee, whether maintained in one or more location. All files maintained on employees shall be confidential except as provided in School Board rules or Florida Statutes. Items may not be placed in an employee’s personnel file unless the item has been made known to the employee pursuant to Section 1012.31, Florida Statutes.
2. An employee, or his Association designee authorized in writing, shall have the right, upon request, to review all documents contained in his own official personnel file and in the files maintained by a principal or work site administrator, whether or not such documents are subject to public disclosure under state law. The sole exception shall be records, which are expressly restricted from disclosure by law. The employee must make an appointment with the Human Resources Department, the school principal or work site administrator, as the case may be, in order that a managerial employee will be present when the employee’s file is inspected.
3. A Union representative shall receive one copy of any document in an employee’s personnel file if either:
 - a. the employee has given the Union written consent to review the file;
 - b. review of the file is pertinent to the Union’s role in enforcing this Agreement. All documents used for investigations remain confidential as prescribed by state law.
4. An employee shall receive one copy of any document in his own personnel file upon request to the Human Resources Department.
5. No anonymous letters or materials shall be placed in the personnel file. Materials, which are derogatory to an employee, may be placed in a personnel file only if they pertain to work performance, or other matters that may be reason for discipline, suspension, or dismissal. Such material must be reduced to writing within forty-five (45) days and signed by a person competent to know the facts or make the judgment. Additional material may be added to clarify or simplify as needed. A copy of all such materials to be placed in the personnel file shall be provided to the employee either:
 - a. by certified mail, return receipt requested to his/her address of record; or
 - b. by personal delivery to the employee (employee’s signature on a copy of the materials signifies receipt only); or
 - c. by a personal delivery to the employee with a statement by a non- bargaining unit witness certifying personal delivery to the employee.

6. An employee may have information placed in their file that pertains to their job performance, attitude, skills, or qualifications by submitting it to the Human Resources Department.
7. The employee has the right to answer in writing any such material in the personnel file within ten (10) working days after receipt.

ARTICLE IX: RIGHT OF REPRESENTATION

If an employee has a reasonable belief that discipline or discharge may result from what s/he says, the employee has the right to request Union representation. Employees may request three (3) working days to contact and obtain representation for the meeting.

ARTICLE X: EMPLOYEE DISCIPLINE AND DISMISSAL

Section A. Discipline

A regular status employee may be disciplined and/or discharged for just cause. Each situation will be treated on an individual basis.

Section B. Progressive Discipline

Should it become necessary to discipline an employee, it is the District's intent to do so consistent with the concept of progressive discipline except in those instances where infractions are of such a serious nature and do not warrant progressive discipline. This process includes as many as five (5) steps. Employees covered by this agreement may be disciplined for just cause in the following ways:

1. Informal contact (site record) - Initial minor infractions, irregularities or deficiencies shall first be privately brought to the employee's attention by the supervising administrator.
2. Verbal warning (site record) - If the conduct persists, the supervising administrator shall speak with the employee in private to issue a verbal warning. The supervising administrator shall inform the employee of the basis for the verbal warning and, where appropriate, the steps the employee must take to prevent further disciplinary action. Written notation of the verbal warning shall be placed in the employee's personnel file. This notation shall not be used as the basis for further progressive discipline if no other disciplinary action occurs within twelve (12) months from the date of said warning. A performance improvement plan may be implemented at this step of the progressive disciplinary process.
3. Written Reprimand (district record) - If the conduct continues, a written reprimand may be given to an employee. The written warning shall be dated and signed by the supervising administrator and shall include a complete description of the incident or problem, referring to specific times, dates, locations, personnel involved and rules violated. The written warning shall also describe the steps the employee must take to prevent further disciplinary action from occurring. The employee will be notified that further problems may result in more severe disciplinary action up to and including discharge. The written warning shall be given to the employee in private. The employee shall sign the original reprimand which will not necessarily imply that the employee agrees with the contents of the written warning, but only that the employee received it. The written warning shall not be used as the basis for further progressive discipline if no other disciplinary action occurs within twelve (12) months from the date of the written warning. Performance Improvement Plan should be considered at this step of the progressive disciplinary process.

4. Suspension With/Without Pay - The Superintendent has the authority to suspend employees with pay, or without pay upon recommendation to the Board. A notice of suspension shall be issued to the employee in writing, dated, and signed by the Superintendent. The written notice shall contain a reasonably complete explanation of the conduct or performance that is the reason for the suspension and the steps the employee must take to prevent further disciplinary action.
5. Demotion, involuntary transfer, or termination - In those situations where the progressive disciplinary steps have not resulted in modification of the identified behavior, or where the employee commits a serious infraction, the employee may be demoted, involuntarily transferred or terminated from employment. A termination must be made by recommendation of the Superintendent to the Board.

Section C. Reprimand - Privacy

All disciplinary actions shall be done in private.

Section D. Complaints Against Employees

When an allegation of wrongdoing or a complaint against an employee is investigated, the employee shall be notified of the specific nature of the complaint, the name of the person making the allegation, and shall have the opportunity to seek representation prior to any investigatory meeting. The employee shall have an opportunity to respond to the allegations or complaint during the investigation. In a meeting for the record from which the employee believes that discipline may follow, the employee may request representation. When a request for representation has been made, no such meeting shall take place until a representative shall have the opportunity to be present. The employee may request three (3) working days to contact or obtain representation. An extension may be granted upon mutual agreement of the parties. The employee shall have the opportunity to provide rebuttal testimony, documentation, and witnesses prior to completion of the investigation. Upon conclusion of the investigation, the employee and his/her representative shall be provided a copy of the written investigatory report. The employee shall be entitled to a pre-disciplinary hearing with the Chief Human Resource Officer or his designee to offer rebuttal testimony and documentation. Following the pre-disciplinary hearing the Chief Human Resource Officer may require further investigation, evidence or any material he/she deems necessary to conclude the investigation. The employee shall have the right to submit any additional information or statements following the pre-disciplinary hearing. At the close of the investigation, the Chief Human Resource Officer shall make a recommendation to the Superintendent for cause or no cause. No disciplinary action, including loss of pay or benefits shall be levied against an employee until such time as the Superintendent renders his decision.

Section E. Investigations

Investigations conducted by the District shall normally be concluded within forty (40) workdays. The District shall notify the Association-ESP of any investigation extended beyond the forty (40) days. The reasons for the extension will be stated in writing.

Section F. Representation

An employee will be afforded the opportunity to have union representation during the disciplinary process including the issuance of verbal and written discipline.

Section G. Hand Delivery

A copy of a written reprimand will be hand delivered to the employee by the management representative responsible for the reprimand. The employee's signature indicates receipt only, not agreement.

Section H. Absent - Mail

If any employee who is to receive a letter of instruction or written reprimand is absent from work or cannot be located, a copy will be mailed to his/her last known address by certified mail, return receipt requested.

Section I. Unverifiable/Anonymous

No verbal warning, letter of instruction, reprimand, suspension (with or without pay), demotion, involuntary transfer, or termination shall be issued based on unverifiable and/or anonymous information or complaints.

Section J. Administrative Leave With Pay

Administrative Leave with Pay is not considered disciplinary action.

Section K. Suspension or Reassignment Pending Investigation of Misconduct

1. Conduct on Duty. An employee may be suspended when his/her inappropriate behavior is so serious that immediate removal from the work place is necessary. The employee shall be required to leave school district property pending investigation and the period of suspension shall be without pay. A suspended employee may not be permitted to work on his/her normal day(s) off, nor take paid leave time, nor make up the time by working overtime in lieu of a payroll deduction for the period of suspension. Some examples would be theft, gross insubordination, threat of violent action, destruction of district property, and violation of the School Board Drug Free Workplace Policies. When an investigation has been completed, the appropriate disciplinary step, if any, will be applied.
2. Suspension with or without pay will be consistent with School Board policy.

ARTICLE XI: PROBATIONARY PERIOD AND CONTRACT STATUS

Section A. Probationary Period

1. Beginning July 1, 2011, all newly hired Educational Support employees will be placed on a one year probationary status during which time the employee may be terminated without cause and without breach of contract. Termination of a probationary employee shall not be subject to the grievance procedure. Probationary contract means an employment contract for a period of one school year awarded to an employee upon initial employment in the school district. For the purposes of this article, one school year is defined as the completion of the number of workdays for the position (for example, 254 work days for a 254 day position, 180 days for a 180 day position). Employees hired after December 31 will be offered a short term contract only and, if rehired the following year, shall complete an entire year probationary period.
2. A probationary contract may not be awarded more than once to the same employee unless the employee was rehired after a break in service for which authorized leave was not granted. A probationary contract shall be awarded regardless of previous employment in another school district or state.
3. Probationary employees who serve the entire probationary period shall be given a minimum of two assessments during the year.
4. During the probationary period, employees will enjoy all rights and responsibilities guaranteed by this Agreement, except the right to grieve, arbitrate, or appeal a probationary termination. Probationary employees shall be entitled to health benefits and vacation accruals, if applicable, the first day of the month following ninety (90) calendar days of continuous employment.
5. If an employee who has been employed by the District for more than one year, transfers into a position within the ESP bargaining unit, they will serve a ninety (90) day probationary period. If an employee, who has not been continuously employed with the district for more than one year, transfers to a position in the ESP unit, they too will serve a ninety (90) day probation period or their probation period that ends at the completion of one year from their continuous employment date, whichever is greater. During this probationary period, if the employee is not performing satisfactorily, the employee is given the opportunity to return to the previous position if it exists and is available. If the position fails to exist or is available, a similar one will be offered. If the employee refuses the position, then this will be considered a voluntary resignation. If returned to a previous level, the employment status at that level will be retained.

Section B. Contract Status

Upon successful completion of the one year probationary contract, the District may award a regular employment contract to the employee if:

1. the employee has been recommended by the Superintendent for reemployment and it is approved by the School Board
2. the employee has not received two consecutive annual performance evaluation ratings of unsatisfactory, two unsatisfactory annual performance evaluations within a three-year period, or three annual performance ratings of needs improvement or a combination of needs improvement and unsatisfactory.
3. Any regular Educational Support employee may be suspended or dismissed at any time during the term of the contract for just cause.
4. The regular contract shall be effective at the beginning of the school fiscal year following the completion of all of requirements.
5. A regular contract shall be renewed each year unless the Superintendent after receiving recommendations from the supervising administrator charges the employee with unsatisfactory performance and notifies the employee of unsatisfactory performance. If the employee's final annual assessment is unsatisfactory, the employee will be placed on a Performance Improvement Plan (PIP), if the employee fails to meet the required performance objective(s), the employee will be placed on performance probation for a period of ninety (90) days.
6. The following procedures shall be followed for regular contract employees placed on performance probation for unsatisfactory performance:
 - a. The Superintendent will be notified of the employees' failure to meet the required performance objective(s) and the supervising administrator's intention to place the employee on Performance Probation for Unsatisfactory Performance.
 - b. The employee will be placed on another Performance Improvement Plan (PIP), which will include training, spaced reviews with performance update conferences and strategies for improved performance.
 - c. The employee is to be observed and apprised regularly of plan progress (review sessions shall be no more than 30 days apart).
 - d. Within 14 days after the close of the 90 day period, the evaluator must assess the employee formally, determine if deficiencies have been corrected, and notify the Superintendent.
 - e. Within 14 days of notification, the Superintendent must notify the employee in writing whether or not performance deficiencies have been corrected and include the recommendation for continuation or termination of his/her employment contract.

- f. If the employee wished to contest the Superintendent's recommendation, he/she must, within 15 days, notify in writing their request for a hearing.
- g. Within 60 days of the receipt of the appeal, the School Board must conduct a hearing. A majority of the School Board is required to sustain the Superintendent's recommendation.

ARTICLE XII: EVALUATIONS

Section A. Purpose

Both parties agree that the Superintendent is responsible for the evaluation of performance of all bargaining unit employees. The overall purpose of the process is to improve the quality of services rendered to the public by providing employees with feedback and record of their service to the District.

Section B. Process

1. All non-probationary annual contract employees will be formally evaluated by their supervisor/administrator at least once annually in writing no later than the last week of May.
2. Each new and current employee shall be fully informed of the evaluation procedures, criteria, standards, and instrument to be used.
3. The formal evaluation will serve as a basis for discussion for recording satisfactory performance by an employee and where an employee's performance is unsatisfactory. (Attached as Appendix A).
4. The employee will receive, in a private meeting a completed copy of his/her formal evaluation. The supervisor or administrator and the employee will sign and date the completed form. The employee's signature will not necessarily imply agreement with the evaluation, but acknowledge receipt. The employee will have the right to discuss the evaluation with the supervisor or administrator.
5. Prior to giving an overall unsatisfactory evaluation, the supervisor shall notify the employee of the areas of ineffective performance, explain the performance deficiencies, provide assistance to improve, and give a time certain for the employee to correct the deficiencies.
6. Evaluations will be prepared and given by the employee's supervisor/administrator only; provided, however that the preparer of the evaluation may secure the input of others who the employee has reported to during the rating period. The input will be fully disclosed to the employee.
7. The employee may request Union representation at post evaluation or professional improvement plan meetings.
8. The employee will have ten (10) business days to respond in writing to the evaluation and said response will be made a part of the employee's personnel file.

Section C. Performance Improvement Plans

If matters arise which may later form the basis for an unsatisfactory rating on a performance evaluation, such matters will be made the subject of a written performance improvement plan (Attached as Appendix B). It shall be the responsibility of the supervisor/administrator to identify when an employee requires the assistance of a performance improvement plan for the purpose of improving performance deficiencies. The plan shall be prepared and given to the employee within ten business days after the supervisor/administrator becomes aware of the matters giving rise to the need for a plan. The components and procedure for preparing a performance improvement plan will be as follows:

1. A performance improvement plan will be prepared by the employee's supervisor/administrator, with input from the employee, on a form prescribed by the District.
2. The performance improvement plan will identify particular areas of concern and specific recommendations for improvement, strategies for improvement, a description of the assistance that will be offered, and a defined, reasonable length of time to correct performance deficiencies. The supervisor/administrator will meet with the employee no later than the end of this time period and document the employee's success/failure to meet the performance goal(s) of the plan. The employee will be responsible for completing the performance improvement plan.
3. A copy of the performance improvement plan will be given to the employee, reviewed with the employee in a private meeting, and placed in the employee's personnel file.

ARTICLE XIII: HOURS OF WORK

Section A. Normal Work Day

The length of the normal work day shall be clearly designated to each employee prior to the beginning of the work year.

Section B. Work Calendar Changes

An employee will be notified by July 1 of changes to their work calendar.

Section C. Flexible Work Schedule

A flexible work schedule is defined as modifications to the established work schedule that affect the beginning and ending times and the duty-free lunch. A flexible work schedule shall not change the number of hours the employee works per normal work week. Flexibility in an individual's schedule may be approved/disapproved in advance by the supervisor provided any denial is not arbitrary, capricious, or discriminatory.

Section D. Duty Free Lunch

All full-time employees who work at least four (4) continuous hours shall be provided a duty-free lunch period without pay of not less than thirty (30) minutes per day.

Section E. Right to Leave

An employee shall not be required to find a replacement for his/her approved leave.

Section F. Straight Time Pay

Work time above the normal workweek but less than forty (40) hours shall be paid at the straight time hourly rate.

Section G. Overtime Pay

Hours worked in excess of forty (40) per week will be paid at one and one-half time the employee's regular hourly rate. Paid leave days will not be counted as time worked for the purpose of computing overtime pay. Payment for overtime will be included in the paycheck for the week in which the overtime was worked in accordance with the established payroll schedule, except that when a paycheck is issued early the overtime pay may be delayed until the next paycheck. Generally, overtime hours must be authorized in advance by the immediate supervisor, and all overtime hours worked must be reported for the week in which they were worked.

Section H. Paychecks

All nine and ten month employees will have the option to receive twenty four (24) or twenty (20) equal paychecks which will be paid on a semi-monthly basis. Eleven and twelve month employees will receive 24 checks.

1. Errors in Paycheck

Errors in payroll checks shall be reported promptly to the payroll department. Errors in payroll checks shall be corrected no later than the next paycheck; except that an error in the last paycheck shall be corrected within ten (10) working days of notification to the payroll department.

- a. Salary Corrections — Amounts overpaid to employees shall be recovered by deductions from subsequent salary payments within the same fiscal year that the error is discovered. The number of subsequent checks to be affected shall be no greater than the number of checks that contained the error. If an employee terminates prior to reimbursing the District in full, the remaining balance due to the School Board shall be deducted from the final check. In the event that the amount due to the School Board is greater than the final check, or if the overpayment occurred on a person who is no longer an employee, recovery shall be by direct reimbursement and shall be due and payable within thirty (30) days of notice of the amount due.

2. Direct Deposit

The Board shall provide direct deposit of regular salaried paychecks. Enrollment is open throughout the year. All employees are required to enroll in direct deposit. The District will maintain a list of financial institutions that will work with employees without a bank account to establish an account. In lieu of printing a pay checks/stubs, the District will provide check/salary information electronically through the Employee Portal.

3. End of the Year Paychecks

Employees who work nine or ten months will receive all end of the year paychecks no later than ten (10) calendar days after the last employee day. If the tenth day falls on a holiday or weekend, checks will be distributed on the last workday prior to the weekend or holiday.

Section I. Mileage, Meals, and Rates Per Diem

1. Employees' Privately Owned Vehicles

Employees authorized to use their privately owned vehicle for approved work duties travel shall be paid mileage at the Board designated rate.

2. Employees Assigned More Than One (1)

School employees who are assigned to more than one (1) worksite per day shall be reimbursed for the mileage driven between Schools for actual miles driven. Such mileage reimbursement will not include routine travel to and from the assigned School and the employee's residence.

3. Out of County Meals

Meals for required/approved overnight travel shall be paid pursuant to the State established rates.

Section J. Substitute Stipend

When a Professional Support Staff employee is utilized as a substitute teacher, the following daily stipend rates shall apply:

- A total of two (2) to four (4) hours equals a ten dollar (\$10.00) daily stipend.
- A total of greater than four (4) hours equals a twenty dollar (\$20.00) daily stipend.

Section K. Election Days

On election days, professional support staff employees may leave at the close of the student day after the safe dismissal of students for the purpose of voting. No professional support staff employee shall be required to stay beyond the regular workday on election days except employees who may be assigned on a rotating basis to cover the work site front office in order to provide essential services to parents and the general public.

The school administration shall not schedule a school-related event after the regular workday on election days, with the exception of an FHSAA event or other similar event beyond the control of the school administrator. In cases where such an event is scheduled and a professional support staff employee is required to attend, the school administrator and the employee may schedule in advance as feasible a date for the employee to leave early for the purposes of early voting.

Section L. Professional Development Day

One (1) Professional Development Day for bargaining unit-eligible Professional Support Staff employees shall be given per year.

ARTICLE XIV: VACANCIES, TRANSFERS, AND REDUCTION IN FORCE

Section A. Vacancies

Vacancies, including those for any bargaining unit, shall be posted at least five (5) days (administrative positions ten (10) days) before the final date for application. The Board will continue to give consideration to currently employed personnel and will give preference to qualified applicants from within the school district when in the judgment of the Superintendent all qualifications are equal. Individuals shall submit their applications in writing to the Superintendent or his designee prior to the established deadline in order to be considered for the position.

Bargaining unit employees who apply for an advertised position will be notified in writing whether they have been selected for the position.

The Superintendent shall post electronically on the District website a list of known professional support staff vacancies as vacancies occur for the coming year within fourteen (14) days of Board approval of the Personnel Allocation Package.

The Association's office shall receive a copy of all vacancies posted within the system. This vacancy list shall be updated each week as vacancies occur through the end of the post-school planning period. Thereafter, a list of vacancies shall be available electronically, at the County and Association offices. Any position being held for an employee returning from approved leave will be posted as a vacancy. However, priority for filling the vacancy will be given to the returning employee.

Section B. Posting of Vacancies

Posting shall take place when a vacancy exists as a result of promotion, resignation, retirement, termination, new staffing, and new operation start up. Vacancies shall be posted on the District website for employees to review. Posting shall include the position title, the location, special qualifications if necessary in the opinion of management, and the date the position was initially posted. The posted list shall remain posted until replaced by a new list.

Section C. Transfers

1. If a bargaining unit employee desires a transfer to be effective the next school year, he or she must submit a transfer request electronically on the employee portal by March 1.
2. A bargaining unit employee on the transfer list will not be required to transfer and is not required to discuss the transfer request with nor receive the approval of his or her principal.
3. Bargaining unit employees may apply and will be considered for transfers at any time. Bargaining unit employees on the transfer list shall be considered first for any vacant position for which they qualify and specifically apply; however, the receiving administrator will make the final recommendation. Transfers will not be done in an arbitrary or capricious manner.

Section D. Allocation Reduction – Worksite

1. If there is an allocation reduction at a worksite for any reason and transfers become necessary, then transfers shall be on a voluntary basis whenever practicable. The principal shall meet with the affected departments/programs to review reductions to be made and seek volunteers to transfer. The names of the volunteers shall be given to the Human Resources department for placement.
2. If no or not enough employees volunteer for transfer, those bargaining unit employees with the least continuous years of district service in the school district will be placed at other worksites providing the employee possesses the necessary training and qualifications for the position in question and the program needs of the school.
3. Least service shall be determined initially by:
 - a. by job title
 - b. by consecutive years of district service then
 - c. by specific hire date.
4. Allocation reduction employees in the bargaining unit shall be assisted in finding a position within the district. Allocation reduction employees shall be placed in a similar position for which they are qualified before a person may be hired.

Section E. Conversion to Charter Schools

The District shall forward copies of all proposals concerning Charter Schools to the Osceola County Education Association as they are received. The following item is of particular interest to employees at a school which converts to Charter Status:

- a) Upon the approval of the Board for a school to convert, the Superintendent or a designee shall meet with the President or a designee to review and discuss the process to allow bargaining unit employees to transfer from the converting Charter school, including the transfer timelines that will be followed. Each employee shall have the opportunity to request to transfer from any converted school. Conversion-school employees shall be assisted in finding a position within the District. Assistance shall include information about openings and opportunities to interview. Conversion-school employees shall be placed in a similar position for which they are qualified before a new employee may be hired or other current employees allowed to transfer voluntarily. Employees may be offered different type of position for which they are qualified.

Section F. Reduction in Force – District

If there will be a recommendation of a reduction in force (RIF), the Superintendent shall first meet with the Association to review the need for the reduction. Such review shall occur prior to official Board action and include the projected number of allocations to be reduced, financial and student data which require the reduction, and timelines for implementation of any reduction. If there is a reduction in bargaining unit allocations for any reason and transfers become necessary, then transfers shall be on a voluntary basis whenever practicable. In making involuntary transfers or reductions in force, bargaining unit employees with the least amount of service in the school district shall be transferred or laid off first, providing the employees transferred and the employees remaining in the district possess the necessary training and qualifications for the position in question and the program needs of the school.

Least amount of service shall be determined initially by:

- a) by job title
- b) by consecutive years of district service then
- c) by specific hire date.

Section G. Layoffs

1. Any bargaining unit employee who is to be laid off will be so notified in writing at least thirty (30) days before the effective date of the layoff unless a District financial crisis exists. Such notice will include the proposed time schedule, the reasons for the proposed action, and his/her recall rights as set forth in this Article.
2. A bargaining unit employee who is laid off shall retain recall rights for eighteen months from the last day of regular employment.
3. Laid off employees shall have the right to purchase employee benefits as provided through COBRA.
4. A bargaining unit employee who is being recalled shall have twelve (12) calendar days from the postmarked date of the recall certified letter in which to reply to the Superintendent whether he/she will accept recall. Failure to respond or to accept the offer of recall within the foregoing time limit results in automatic forfeiture of recall rights. It shall be the obligation of the bargaining unit employee to keep the county office informed of his/her correct mailing address.
5. Bargaining unit employees on layoff shall be recalled prior to the hiring of a new employee in their position and in the reverse order of layoff, providing they possess the necessary qualifications and have clearly demonstrated the ability to meet both the requirement of the position in question and the program needs of the school.
6. Such bargaining unit employees shall remain on the recall list until they accept a position with a similar job title, refuse a position with a similar job title, resign, retire, or the rights to recall have expired.

7. Bargaining unit employees may submit additional qualifications to be used for recall after layoff.

Section H. Cross Training and Job Shadowing

1. Employees who wish to be cross-trained in other positions must include this as part of their professional development plan. Approval must be received in advance from the employee's immediate supervisor.
2. It shall be the responsibility of the employee to submit to his/ her supervisor the proposed cross-training plan, to include:
 - a. Specific approval by his/ her immediate supervisor as to the:
 - 1) Classification specification of the position to be shadowed,
 - 2) Current qualifications for the position to be shadowed,
 - 3) Proposed site and employee who will be shadowed, and
 - 4) Proposed dates and time to be spent in shadowing.
 - b. Written approval from the employee to be shadowed, as well as his/ her immediate supervisor (after receipt of approval from the requesting employee's immediate supervisor).
 - c. A plan for ensuring that the shadowing employee's duties and responsibilities will be covered during his/ her absence.
3. The employee shall obtain acknowledgment from the employee shadowed and both supervisors upon completion of the job shadowing.
4. Completion of all approved job shadowing professional development programs shall be attached to the annual evaluation form.

ARTICLE XV: LEAVE

Section A. Leave of Absence

A leave of absence is permission granted by the Board for an employee to be absent from duty for a specified period of time with the right to return to employment on the expiration of leave. Any absence of a member of the bargaining unit from duty shall be covered by leave duly authorized and granted. Leave shall be officially granted in advance and shall be used for the purposes set forth in the leave application. Any request that leave be granted retroactively shall be denied except in the case of leave for sickness or other emergencies, in which case leave shall be deemed to be granted in advance provided prompt report is made to the proper authority.

Section B. Sick Leave

1. Each full-time employee shall receive four (4) days of sick leave as of the first day of employment of the current contract year, and thereafter shall be credited with one (1) additional day of sick leave at the end of each month of employment to a maximum of nine (9) days for nine (9) month employees, ten (10) days for ten (10) month employees, eleven (11) days for eleven (11) month employees, and twelve (12) days for twelve (12) month employees. Employees returning from sick leave shall be returned to the same School assignment and position held before the leave.
2. The total unused portion of the annual sick leave shall be permitted to accumulate indefinitely.
3. Sick leave days accumulated by an employee prior to a leave of absence shall be credited to the employee upon return.
4. Annual and accumulated sick leave days may be used either for personal illness or emergencies as defined below:
 - a. Personal illness of the employee
 - b. Death or illness of father, mother, brother, sister, husband, wife, child, other close relative, or member of his/her own household
 - c. Sick leave may be used for maternity reasons upon verification of pregnancy by a statement to the Superintendent from a licensed physician.
5. Employees can transfer sick leave into this District, from another District in Florida, equal to the amount that they earn in this District. Employees formerly employed in Osceola County shall have any accumulated sick leave reinstated upon reemployment. The reinstated leave shall be reduced only to the extent that the number of days used in another District exceeds the number earned in that District.

Section C. Employees' Voluntary Sick Leave Bank

1. Membership

Any full-time employee of the Board, having been employed by the School Board for at least one (1) year and having at least ten (10) days accrued sick leave by the end of September of each year (inclusive of four (4) days sick leave advanced), may enroll in the sick leave bank by voluntarily contributing one (1) sick day to the Bank. The enrollment shall be opened each year during the months of September and February only. Employees on leave returning to service may join the Bank within ten (10) days of their employment if they meet all other criteria.

- a. Enrollment must be made on the prescribed form furnished by the Personnel Department.
- b. Any sick leave day contributed pursuant to this section shall be removed from the personally accumulated sick leave balance of that employee and shall not be returned.
- c. Membership in the Sick Leave Bank shall be continuous from the initial enrollment until an individual member has withdrawn from the plan or has drawn the maximum allowed from the Bank.

2. Replenishment Contributions

If the Bank is depleted during a School year, members may be assessed up to a maximum of three (3) days per year.

3. Administration and Governance

- a. A Human Resources Department Committee will administer the Sick Leave Bank and will determine the validity of claims against the Bank.
- b. The Personnel Department will make available an annual report of usage of the Bank to the School Board and to Participating members.
- c. Appeals shall be handled by the Superintendent who will establish a five member Appeals Committee, representatives of both Association and management for the purpose of settling any dispute arising from claims against the Bank. The Committee will be comprised of two members from the Teacher Association appointed by the President and two members appointed by the Superintendent, and one Non-Instructional person mutually agreed upon by the Association President and the Superintendent. This Appeals committee shall be the final authority on all disputes or interpretation involving eligibility for benefits.

4. Eligibility

In the event of a serious personal illness, accident, or injury of which the employee has no control, causing a participating employee to be absent from work for an extended period of time, the employee may receive paid leave as follows:

- a. All accumulated sick leave of the employee must first be expended, followed by a leave, not charged to sick; of five (5) work days per incident.

- b. Applications must be made to the Personnel Department including a statement from a doctor attesting to the member's extended illness, accident, or injury. The statement must certify:
 - 1) The nature of the illness, accident, or injury.
 - 2) That in the event of an operation, it is absolutely necessary and could not reasonably be delayed until a break in the employee's duty schedule.
 - 3) The probable date the member would be able to return to work.
 - c. Application must also provide permission to investigate medical records and either information needed for review or appeal.
 - d. A participating member shall not be eligible to use sick leave from the Bank if the employee is on leave for injury or illness in the line of duty, worker's compensation, or on medical retirement.
5. **Benefits**
- a. All cases will be reviewed by the Sick Leave Bank Approval Committee when each twentieth (20th) day of benefits had been reached up to the maximum amount allowable. At this time, the Committee may request additional medical certification. Also, at this time, any sick leave which may have been accrued by the participant must then be used before resumption of drawing from the Sick Leave Bank.
 - b. Upon approval of application, a member will be allowed to draw up to a maximum of forty (40) paid sick leave days from the Bank, provided there remains sufficient leave days in the Bank.
 - c. The employee shall not have to pay back in any manner the number of days used from the Sick Leave Bank except as outlined in the Section below.
 - d. In the event a member draws from the Sick Leave Bank, that individual membership shall be suspended from the Bank membership after drawing all days authorized from the Bank. Such individuals may reinstate membership by meeting qualifications in section above.
6. **Participation Abuse**
- Alleged abuse of the Sick Leave Bank shall be investigated by the Personnel Department. If an employee is found to have abused the use of the Sick Leave Bank, the employee shall repay all sick leave credit (in dollars) drawn from the Sick Leave Bank and after review by the Appeals Committee be subject to such other disciplinary action as determined by the School Board.
7. **Withdrawal from Participation**
- Any participating employee who wishes to withdraw from participation in the Sick Leave Bank may do so and withdrawal will be effective immediately upon receipt by the Personnel Department of written notification of the employee's intent to withdraw. Any previously contributed sick leave will become the property of the Sick Leave Bank.

8. Discontinuance of Sick Leave Bank

If it becomes necessary to terminate the Sick Leave Bank, unused sick leave in the Bank will be distributed in the following manner:

- a. Each member will receive an equal share of the unused days to be credited to his personal accumulated sick leave account.
- b. Any balance left will be disposed of at the sole discretion of the Board.
- c. In no instance will the days credited back to members be greater than the number remaining in the Bank.
- d. Any member joining this Sick Leave Bank acknowledges that the limit of liability for any challenge to the Appeals Committee's decision is limited to the number of days the individual contributed to the Bank.

Section D. Illness-in-the-Line-of-Duty Leave

Any employee shall be entitled to illness-in-line-of-duty leave when he/she has to be absent from duties because of a personal injury received in the discharge of duty or because of diagnosed illness from any contagious or infectious disease contracted in School through which direct contact has been substantiated. Leave shall be authorized for a total not to exceed ten (10) days per year. However, in the case of sickness or injury occurring under such circumstances as in the opinion of the School Board warrants it, additional emergency sick leave may be granted out of local funds for such term and under such conditions as the School Board shall deem proper. Use of such leave shall result in no reduction of the employee's accumulated sick leave, and shall be with full pay. The Board shall also provide Worker's Compensation insurance for all employees for properly reported injuries received in the discharge of their duties.

Section E. Leave for Personal Reasons

Employees shall be granted six (6) days of leave for personal reasons with pay per School year.

1. Notification of leave for personal reasons shall be made in advance. The employee shall make every reasonable effort to notify the administrator by noon of the workday before the absence except when unforeseen events make such arrangements by the employee impractical.
2. The applicant's reason for taking leave for personal reasons shall be to state that he is taking it under the provisions of this Contract.
3. Leave for personal reasons shall be charged to sick leave when used under this part.

Section F. Maternity Leave

Maternity leave not to exceed one (1) year without pay and shall be granted following request by the employee. A pregnant employee shall have the option of:

1. Electing to take maternity leave.
2. To continue working until certified by a physician as being unable to perform his/her duties, at which time accrued sick leave will be granted, and the employee electing such leave shall return to work as soon as physically able.

An employee returning to active employment from maternity leave when the leave has not been charged entirely to sick leave, shall immediately be assigned to the same position held at the time the leave commenced if said position is available. If the position is not available, the employee will be reassigned to the first available position for which the employee is qualified.

3. An employee returning to active employment from maternity leave which has been charged entirely to sick leave shall immediately be assigned to the same position held at the time the leave commenced.

Section G. Adoptive Leave

An employee adopting a child six (6) years of age or less shall be entitled to adoptive leave without pay not to exceed one (1) year. An employee returning to active employment from an adoptive leave shall be reassigned to the first available position for which the employee is qualified.

Section H. Jury Duty or Court Witness

1. An employee shall be authorized to be absent from assigned duties and shall receive his regular salary plus court fees while serving as a witness in any job related court case. The employee shall submit a copy of the subpoena or letter from either attorney in the case to the Superintendent.
2. An employee shall be authorized to be absent from assigned duties, and shall receive his regular salary plus court fees while serving as a juror in any court case. If notice of jury duty is received, the principal or Superintendent should be immediately notified in writing of invoice from the District.

Section I. Personal Leave

1. An employee may request personal leave without pay for a specified period up to one (1) year. The request shall be made in writing on the form prescribed by the Board. The leave must be approved by the employee's immediate supervisor and the Superintendent or his designee before it is presented to the Board for approval. The request shall specify the time of the leave and the reason for the request. Personal leave without pay may be requested for, but not limited to:
 - a. Leave to serve in the armed services;
 - b. Leave for academic study;
 - c. Leave for serving in the Peace Corps;
 - d. Leave for child-rearing (for natural or adopted child);
 - e. Leave for child bearing;
 - f. Leave to run for or serve in an elected office;
 - g. Leave to serve as an officer in the Florida Education Association or its national affiliate; or
 - h. Leave to participate in exchange programs in the School Districts, states, territories or countries.
2. The request for personal leave without pay will be approved only if the employee's immediate supervisor, the Superintendent, and the Board are satisfied that the needs of the District can be met.
3. An employee on personal leave without pay may maintain coverage in the following employee benefit programs provided the employee pays the full cost on a monthly basis in advance of the month due.
 - a. An employee on personal leave without pay may remain an active participant in the employee's retirement system by contributing thereto the amount necessary to continue as a member on leave, subject to the provisions of the retirement system of which the employee is a member.
 - b. An employee on personal leave without pay may maintain coverage in group insurance programs as provided in this contract provided the insurance carrier permits. The employee shall pay the premiums for such insurance programs on a monthly basis in advance of the month due.
4. Experience credit while on unpaid leave.
 - a. An employee on military leave shall be credited with up to four (4) years' experience on the salary schedule upon return to duty.
5. Upon the expiration of personal leave without pay, the employee will be placed in the first similar available position for which he/she is qualified. Upon the expiration

of a personal leave granted for a period of ten (10) working days or less, the employee will be assigned to the same position held at the time the leave commenced.

6. An employee wishing to return to work before the end of the requested leave should make his request to the Superintendent as soon as possible but at least ten (10) days before he wishes to return to work. The Board will make every effort to allow the employee to return to work as soon as practicable.
7. No leave shall be granted beyond one (1) year. Automatic renewal of a personal leave without pay is not granted. It shall be the responsibility of the employee on leave to request renewal by May 1. Personal leave without pay shall not exceed 24 months, except that, upon written request; the Superintendent may recommend that this provision be waived. Employees shall be notified, in writing, of the above stipulations upon notification of leave approval.

Section J. Family Medical Leave

Family Medical Leave shall be administered pursuant to School Board Rules.

Section K. Vacation Leave

1. Twelve (12) month professional support employees shall accumulate vacation as follows:
 - a. One (1) day for each month of employment for those employed by the District for less than five (5) active service years;
 - b. One and one-quarter (1 1/4) days per month of employment for those employed five (5) active service years or more; and
 - c. One and one-half (1 1/2) days per month of employment for those employed ten (10) active service years or more.
2. Earned leave shall be credited at the end of the month. An employee earning pay for at least seventy-five percent (75%) of the workdays in the month shall be treated as earning benefits for a month of employment.
 - a. A full time employee whose normal working day is less than eight (8) hours shall earn and use vacation leave days in proportion to hours worked.
 - b. Annual vacation leave time for an individual employee shall be approved by the superintendent/designee and scheduled so that there will be a minimum disruption of the operation of the School system.
 - c. A leave application shall be filed with the Superintendent or designee showing the annual leave dates.
 - d. Annual leave used shall be charged to accumulated balances on a last-in first-out basis.

- e. The accumulation of leave for the purpose of terminal pay shall be subject to the School Board Rules.

Section L. Pallbearer

The School principal or any department head is authorized to approve any employee's request to serve as a pallbearer.

Section M. Charter School Leave

An employee of the School Board may take unpaid leave to accept employment in a Charter School upon the approval of the School Board. While employed by the Charter School and on leave that is approved by the School Board, the employee may retain seniority accrued in the School District and may continue to be covered by the benefit programs of the School District, if the Charter School and the School Board agree to this arrangement and its financing. The employee must apply for Charter School Leave on an annual basis. An employee who is granted Charter School Leave may not participate in the sick leave pool because the employee is not an employee of the District while on Charter School leave. If the District at the end of the leave employs the employee, the employee may participate in the sick leave pool and will be credited with accumulated sick leave in accordance with School Board policy when the employee returns.

Section N. Natural Disaster Leave

If an employee is affected by a Natural Disaster in the county where the employee resides, then that employee may be eligible for Natural Disaster Leave.

1. Natural Disaster - A Natural Disaster means a tornado, hurricane, flood, fire, or similar event.
2. Eligibility - An employee may be eligible for Natural Disaster Leave if the employee has been directly affected by the natural disaster. A person is directly affected by the natural disaster under the following circumstances:
 - a. Personal injury as a result of the natural disaster
 - b. Substantial loss of property (defined as the employee's primary physical residence) as a result of the natural disaster.
3. Application - An eligible employee may file an application for a maximum of ten (10) days of paid Natural Disaster Leave. The application must include documentation to support the employee's eligibility and the number of days requested. An eligible employee must file an application for Natural Disaster Leave within thirty (30) days of the natural disaster.
4. Approval of Leave - A determination of eligibility for Natural Disaster Leave is solely within the discretion of the Superintendent/designee. The number of days of Natural Disaster Leave granted to an eligible employee is also solely within the discretion of the Superintendent/designee. An employee who has been granted Natural Disaster Leave may request an extension of the number of days of the

leave. Approval of an extension is solely within the discretion of the Superintendent.

5. Reimbursement - The Natural Disaster Leave shall be paid retroactively to eligible employees as a reimbursement after their application has been approved by the Superintendent.

All full time employees of the School District, who have been employed for three (3) consecutive months, may receive a maximum of two (2) hours of paid discretionary volunteer leave, for every calendar month of the School calendar year, for the purpose of volunteering, mentoring, or otherwise assisting in Osceola County Public Schools. For the purposes of this policy, the School calendar year is defined as the adopted student School year consisting of one-hundred eighty (180) days. An employee is eligible for this leave after three (3) months of consecutive employment. Discretionary volunteer leave time is noncumulative.

It is the responsibility of the employee to make prior arrangements regarding the appropriate completion of their job responsibilities during the requested leave. The employee must submit the proposed arrangements for completion of job responsibilities and requested leave time in advance to the employee's direct supervisor for approval.

Section O. Military Leave

1. Military leave shall be granted without pay, except as provided below, to an employee of the Board who is required to serve in the Armed Forces of the United States or this state in fulfillment of obligations incurred under selective service laws or because of membership in the reserves of the Armed Forces or National Guard or retirees and may be granted at the discretion of the Board without pay to any employee volunteering for military duty. An employee granted such leave for military service shall, upon completion of the tour of duty, be returned to employment without prejudice provided application for reemployment is filed within six (6) months following the date of discharge or release from active military duty and provided further that the Board shall have a reasonable time, not to exceed thirty (30) days to reassign the employee to duty in the School system. Military leave shall not be counted as years of service for pay purposes.
2. All employees who are commissioned reserve officers or reserve enlisted personnel in the United States military, naval service, members of the National Guard, or recalled retirees or draftees shall be entitled to leave of absence from their respective duties without loss of pay, time, or efficiency rating in field days during which they shall be engaged in field or coast defense exercise or other training ordered under the provisions of the United States military or Navy Training Regulations for such personnel when assigned to active duty, provided that leaves of absence granted as a matter of legal right under the provisions of this section shall not exceed seventeen (17) days in any one annual period.

3. Beginning September 12, 2001 all full-time regular employees who are Reservists/Florida National Guard called to full-time Federal or State military service, recalled retirees or draftees and are unable to complete contractual obligations to the Board shall be paid according to the salary schedule plus supplements and benefits for the first thirty (30) days of service. Thereafter, any such reservists shall (1) have his/her total gross military pay supplemented up to the amount he/she was earning on the salary schedule plus supplements and benefits; (2) accrue sick and vacation leave and all other employee rights and benefits in effect at the time he/she was called to active duty. Individuals who are unable to return to work after discharge due to service related disabilities shall not be required to refund salary and the cost of benefits paid for the term of the leave.

Section P. Temporary Duty Elsewhere

1. An employee may be assigned to be temporarily away from his/her regular duties and place of employment for the purpose of performing other educational services, including participation in surveys, professional meetings, study courses, workshops and similar services of direct benefit to the School District. Such assignment may be initiated by the Superintendent or by the individual who desires the temporary duty as days of duty and is subject to the employee's supervisor's approval.
2. The Superintendent shall develop procedures and guidelines to implement this policy.

Section Q. Association President Leave

1. If elected into office, this language allows an Education Staff Professional to serve as a full time release President for the Association. The Association President shall be given credit on the salary schedule for the year(s) served as President.

ARTICLE XVI: BENEFITS

Section A. Terminal Pay

Terminal pay for accumulated sick leave will be provided to employees at normal retirement or to his beneficiary if service is terminated by death. The amount of such terminal pay shall be determined as follows:

1. During the first three (3) years of service, the daily rate of pay multiplied by thirty-five (35) percent times the number of days of accumulated sick leave.
2. During the next three (3) years of service, the daily rate of pay multiplied by forty (40) percent times the number of days of accumulated sick leave.
3. During the next three (3) years of service, the daily rate of pay multiplied by forty-five (45) percent times the number of days of accumulated sick leave.
4. During and after the tenth (10th) year of service the daily rate of pay multiplied by fifty (50) percent times the number of days of accumulated sick leave.
5. For employees having served a minimum of thirteen (13) years in Osceola County, the daily rate of pay will be multiplied by 100% times the number of days accumulated sick leave.

The parties agree to participate in a mandatory plan for all employees to shelter their sick leave pay out at retirement in accordance with IRS regulations. Retirees shall have the option to withdraw their sheltered sick leave pay out without individual financial loss.

Section B. Insurance

The Board shall provide for all regular full-time employees a fully paid group life insurance plan which shall pay the employee's designated beneficiary an amount equal to the employee's annual salary rounded up to the next higher thousand in the event of death, and in the event of accidental death or dismemberment, a sum not less than twice that amount. There shall be a provision for the purchase of additional insurance coverage to be paid by the employee. In addition, the Board shall make available through payroll deduction, life insurance for each dependent at the employee's expense. This insurance shall be with the Board approved carrier.

The Board shall provide double life insurance, fully paid, for any employee at or above step 10 on the salary schedule.

Section C. Major Medical

The Board will annually provide a fully paid individual major medical plan to all regular full-time bargaining unit employees. The Board will also make available major medical benefit plan(s) at an additional cost above the fully paid Board contribution for individual coverage. If an employee's regular employment ends during the course of the twelve month period of the plan, the benefits will end on the employee's last work day of that active employment. However, if the employee successfully completes their contract year as evidenced by reappointment or if the employee would have been reappointed as evidenced by a satisfactory evaluation, but is not reappointed due to a reduction in force, or because the employee chooses to resign, the coverage will continue through the day prior to the start of the work calendar for the new School year. The employee may continue these benefits after these dates in accordance with the COBRA law by paying the premium. The full annual premium cost to the Board for the group health insurance package shall be considered a vital part of the employee's compensation. The full amount of premium increase from year to year shall be considered as a benefit increase in lieu of a salary increase deducted from dollars available for salary increases.

Specific benefits shall be as delineated in "The School District of Osceola County Florida Medical Indemnity Plan Document" and shall be available through the Risk Management Office. The plan summary, including "Coverages" and "Exclusions/Limitations," will be provided to every employee. The Association and the individual employees shall be notified prior to any plan changes. The insurance carrier shall be decided upon by the Board. Dependent coverage shall be available at the expense of the employee. Where two members of the same family are employed by the School District, the total amount paid for the spouse shall be credited toward the cost of dependent coverage.

Employees may request that physicians be added to the plans(s) through the insurance committee; however, it is understood the network provider makes the determination. When an employee chooses to participate in a health plan, the employee may choose any of the employee paid dental plans available for their dependents.

Section D. Additional Benefits

The Board will make available to employees, disability benefits, an indemnity dental insurance plan and vision insurance plan through payroll deduction at the employee's expense, provided that the required minimum number of employees enroll. The Board shall reserve the right to cancel when enrollments drop below minimum levels required by the carrier. The disability insurance plan, dental plan, and carrier shall be decided upon by the Board jointly.

The Board shall provide general liability protection for employees at the same coverage limits as provided to all other employees.

The Board will continue to provide payroll deductions to the employee, for all tax deferred annuity programs that comply with current IRS regulations and recommended monitoring procedures that limit the Board's liability. In order to limit that liability, approved Vendors will be required to (1) provide the Plan Administrator with monthly electronic data files necessary for effective recordkeeping and/or information sharing and (2) agree to offset the employer's plan administration expense per month per participant. Failure to comply with the requirements outlined above and companies with on-going administrative problems will be subject to removal from the approved Vendor listing. It is further agreed by both parties that there will not be a minimum number of participants required.

Employees retiring from Osceola County shall be allowed to remain as participants in-group health and life insurance programs covered by the Agreement until at least age 65. In accordance with federal law, at age 65, retirees will be required to enroll in Medicare Part B, the health insurance will become secondary to Medicare, and life insurance may be converted to an individual policy or keep the \$10,000 policy. Employees choosing to remain as participants shall be required to reimburse the Board for the premium in advance of the due date according to the schedule of due dates provided by the Superintendent.

The Board will consider requests for the purchase of early retirement annuities qualified by IRS regulations in accordance with Florida Statutes and Board rules.

The Board shall provide employees with access to all qualifying insurance deductions in accordance with IRS Section 125.

Section E. Deferred Retirement Option Program (DROP)

The program shall be administered pursuant to Florida Statutes.

ARTICLE XVII: COMPENSATION AND EXPERIENCE CREDIT

Section A. Professional Compensation

Professional compensation for employees during the term of this Agreement shall be set forth in the Appendices, which are attached to and made a part of this Contract. Employees shall be paid according to the salary schedule and shall receive years of experience subject to the following criteria:

1. Experience Credit

- a. An employee who is re-employed after a break in service for approved leave will not lose his/her prior experience level on the salary schedule.
- b. All Florida public school, nonpublic, private sector, and in and out of the United States experience, in the same or reasonably related job classification shall count as experience on the salary schedule up to five (5) years. 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.

c. **Current Employees Who Transfer**

If a current employee transfers into a position of a higher pay level, they shall be placed at the lowest pay level for that position or the closest to a 5% increase from the position which the person has transferred, whichever is greater. If the new step is less than step 5, the employee may be credited up to five (5) years of related experience. If an employee transfers to a different position within the bargaining unit with substantially different job responsibilities (such as a custodian to a paraprofessional), the employee shall be placed under probation for a period of ninety (90) calendar days as recommended by the supervising administrator.

d. **New Employees**

Adds new language that once an employee's probationary period has been completed, transferring to a similar position will not create a second opportunity for experience submission. If an employee transfers to a substantially different position where their previous external experience may not have been credited initially, the employee can submit experience verification paperwork for consideration of credit up to a maximum of step 5. They must meet the deadline for experience verification submission.

2. Military Experience

If an individual's employment is interrupted by military service, up to four (4) year's salary credit shall be granted, however no military experience for which an employee is receiving retirement benefits shall be applied as year's credit on the salary schedule. Verification of such experience must be received by the Board within one (1) year from date of hire.

Section B. Step Increases

If the projected increase in available unrestricted revenue for the general fund is less than the projected costs to implement full step, then the parties understand that full step will not be granted and will negotiate for any potential salary increase. If the projected increase in available revenue for the general fund exceeds the projected costs to implement the full step, the step shall be paid and retroactively to the beginning of the employee's contract year along with any other potential increases agreed to through the collective bargaining process.

Section C. Unsatisfactory Evaluations

Effective July 1, 2011, the following language shall be implemented. The salary of a Bargaining unit employee reflected in Appendix C – Salary Schedule of this contract shall remain the same dollar amount under the following conditions:

1. If the bargaining unit employee receives an overall "unsatisfactory" on his/her annual evaluation (for the purposes of this article, overall "unsatisfactory" shall be determined to be one more than half of the indicators on the assessment rated as "unsatisfactory"), the employee's movement on the salary schedule shall be frozen for the subsequent school year(s) until that employee demonstrates "effective" performance on their annual_evaluation. At such time, vertical movement on the salary schedule shall be resumed.

ARTICLE XVIII: TERMS OF CONTRACT

Section A. Term of the Contract

This Contract shall become effective when ratified by the Educational Staff Professionals unit of the Osceola County Education Association, approved by the Board, and signed by the parties, and shall remain in effect for the term identified by the "Approval of the Parties" document, which follows this Article. Each party may notify the other, in writing, between March 1 and March 30 that it desires to open for negotiation Wages and Health Insurance Benefits, and up to four Articles of the Agreement for each side. Initial proposals except Salary and Supplement Schedules shall be exchanged no later than one (1) week prior to the end of the traditional school year.

2015-16 MEMORANDUM OF UNDERSTANDING: Child Find Training

**MEMORANDUM OF UNDERSTANDING –
Child Find Training,
Education Support Professionals (ESP)**

Whereas, the School District of Osceola County, Florida, and the Osceola County Education Association believe that compliance with all federal laws regarding Exceptional Student Education (ESE) and Section 504 students is a priority;

Whereas, the Individuals with Disabilities Education Act (IDEA) mandates *Child Find*;

Whereas, *Child Find* requires that schools must identify all children, from birth through age 21, who have disabilities and who may be entitled to special education services;

Whereas, *Child Find* also requires that schools must evaluate any child that they know or suspect may have a disability;

Whereas, both parties agree that employees must have a firm understanding about their roles and responsibilities in meeting these federal legal requirements and identifying students in need of ESE services;

Whereas, both parties agree that appropriate training for employees is essential to fulfill these federal legal requirements, become familiar with the *Child Find* requirement and understand related District procedures;

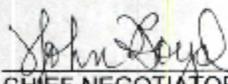
Therefore, be it resolved that both parties agree to the following conditions:

- Employees who have contact with students shall complete the school district's required workshop on *Child Find* within the 2015-16 school year.

**OSCEOLA COUNTY
SCHOOL BOARD**

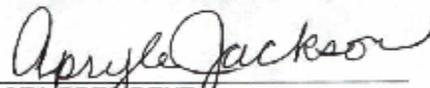


SUPERINTENDENT
Melba Luciano



CHIEF NEGOTIATOR FOR OCSB
John Boyd

**OSCEOLA COUNTY
EDUCATION ASSOCIATION**



OCEA PRESIDENT
Apryle Jackson



CHIEF NEGOTIATOR FOR OCEA
Barbara Gleason

Date: December 03, 2015

2015-16 MEMORANDUM OF UNDERSTANDING: Collaborative Bargaining

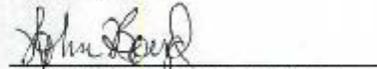
**MEMORANDUM OF UNDERSTANDING
Collaborative Bargaining,
Education Support Professionals (ESP)**

In lieu of Article XVIII, Term of Contract, for the 2015-2016 contract year the parties agree to enter into a collaborative bargaining process. A contract will be ratified with the understanding that Contract Articles, specific paragraphs or new issues may be opened, bargained, ratified, and implemented throughout the year.

**OSCEOLA COUNTY
SCHOOL BOARD**

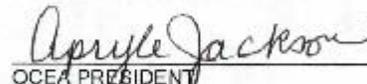


**SUPERINTENDENT
Melba Luciano**



**CHIEF NEGOTIATOR FOR OCSB
John Boyd**

**OSCEOLA COUNTY
EDUCATION ASSOCIATION**



**OCEA PRESIDENT
Apryle Jackson**



**CHIEF NEGOTIATOR FOR OCEA
Barbara Gleason**

Date: September 17, 2015

2015-16 MEMORANDUM OF UNDERSTANDING: Union-Management Meetings

**MEMORANDUM OF UNDERSTANDING
Union-Management Meetings,
Education Support Professionals (ESP)**

Whereas, the School District of Osceola County, Florida, and the Osceola County Education Association believe that a means for continuing communication is valuable to both employees and managers in order to improve the workplace;

Therefore, be it resolved that both parties agree to the following conditions:

1. Representatives of both parties agree to meet with employees and managers representing the following five (5) functional areas: Clerical, Extended Day, Nurses, Paraprofessionals, and Technology Specialists.
2. A committee for each area shall be formed and meet two (2) times per year, at least once each semester of the school year.
3. The Association shall provide an agenda of discussion items to the District's Chief Negotiator no later than five (5) workdays prior to the date of the scheduled meeting.
4. The committees may discuss recommended solutions to work-related issues which could result in improved quality of work.
5. As a result of the discussions in these meetings, the Association shall provide update at each regular meeting and may submit proposals to ESP Bargaining Leadership Team. Such proposals must be recorded on the appropriate form and be supported by data and research.
6. These meetings shall not be intended for the purpose of negotiations or to bypass the grievance procedure.
7. As a result of the discussions in these meetings, the Association shall be given the opportunity to provide input regarding inservice courses and training programs for employees.

**OSCEOLA COUNTY
SCHOOL BOARD**

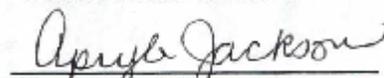


SUPERINTENDENT
Melba Luciano



CHIEF NEGOTIATOR FOR OCSB
John Boyd

**OSCEOLA COUNTY
EDUCATION ASSOCIATION**



OCEA PRESIDENT
Apryle Jackson



CHIEF NEGOTIATOR FOR OCEA
Barbara Gleason

Date: September 17, 2015

2015-16 MEMORANDUM OF UNDERSTANDING: Employee Technology Awareness

**MEMORANDUM OF UNDERSTANDING –
Employee Technology Awareness and Security,
Education Support Professionals (ESP)**

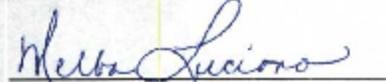
Whereas, the School District of Osceola County, Florida, and the Osceola County Education Association believe that digital literacy is essential for a twenty-first century education;

Whereas, both parties believe that digital security is a priority for both school district employees and students.

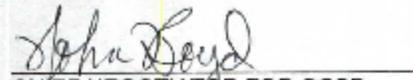
Therefore, be it resolved that both parties agree to the following conditions of use for the school district's technology property (e.g., computers, etc.) and network:

- Professional support staff employees shall complete the school district's required workshop on technology use and security and the school district's network acceptable use policy.
- Professional support staff employees shall sign the appropriate school district form that indicates the employee has received, has read, and understands the school district's documents *Employee Technology Awareness and Security Handbook* and *School Board Rule 8.60 - Network Acceptable Use*.

**OSCEOLA COUNTY
SCHOOL BOARD**



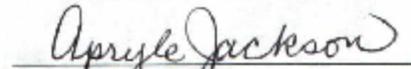
SUPERINTENDENT
Melba Luciano



CHIEF NEGOTIATOR FOR OCSB
John Boyd

Date: October 22, 2015

**OSCEOLA COUNTY
EDUCATION ASSOCIATION**



OCEA PRESIDENT
Apryle Jackson



CHIEF NEGOTIATOR FOR OCEA
Barbara Gleason

2015-16 MEMORANDUM OF UNDERSTANDING: First Paycheck of 2016-17 School Year

**MEMORANDUM OF UNDERSTANDING
First Paycheck of the 2016-17 School Year for Professional Support Staff Employees**

Whereas, both parties to the contract agree to work collaboratively to resolve all issues that impact teachers; and

Whereas, both parties acknowledge that August 01, 2016, shall be the first workday for professional support staff employees for the 2016-17 school year; and

Whereas, both parties agree to comply with the requirements in state law regarding the payment of employees' salaries;

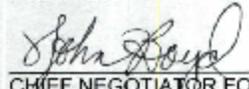
Therefore, be it resolved that the parties agree to the following conditions in order to issue the first paycheck to professional support staff employees for the 2016-17 school year in a fair manner:

- The first paycheck of the 2016-17 school year for professional support staff employees shall be August 19, 2016.

**OSCEOLA COUNTY
SCHOOL BOARD**

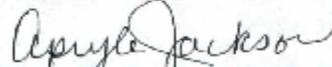


SUPERINTENDENT
Debra Pace



CHIEF NEGOTIATOR FOR OCSB
John Boyd

**OSCEOLA COUNTY
EDUCATION ASSOCIATION**



OCEA PRESIDENT
Apryle Jackson



CHIEF NEGOTIATOR FOR OCEA
Barbara Gleason

Date: **May 19, 2016**

2016-17 MEMORANDUM OF UNDERSTANDING: Collaborative Bargaining

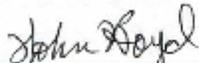
**MEMORANDUM OF UNDERSTANDING
Collaborative Bargaining,
Education Support Professionals (ESP)**

In lieu of Article XVIII, Term of Contract, for the 2016-17 contract year, the parties agree to enter into a collaborative bargaining process. A contract will be ratified with the understanding that Contract Articles, specific paragraphs or new issues may be opened, bargained, ratified, and implemented throughout the year.

**OSCEOLA COUNTY
SCHOOL BOARD**



SUPERINTENDENT
Debra Pace

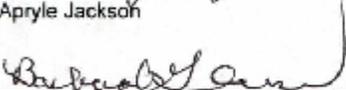


CHIEF NEGOTIATOR FOR OCSB
John Boyd

**OSCEOLA COUNTY
EDUCATION ASSOCIATION**



OCEA PRESIDENT
Apryle Jackson



CHIEF NEGOTIATOR FOR OCEA
Barbara Gleason

Date: August 18, 2016

2016-17 MEMORANDUM OF UNDERSTANDING: Union-Management Meetings

**MEMORANDUM OF UNDERSTANDING
Union-Management Meetings,
Education Support Professionals (ESP)**

Whereas, the School District of Osceola County, Florida, and the Osceola County Education Association believe that a means for continuing communication is valuable to both employees and managers in order to improve the workplace;

Therefore, be it resolved that for the 2016-17 contract year, both parties agree to the following conditions:

1. Representatives of both parties agree to meet with employees and managers representing the following five (5) functional areas: Clerical, Extended Day, Nurses, Paraprofessionals, and Technology Specialists.
2. A committee for each area shall be formed and meet two (2) times per year, at least once each semester of the school year.
3. The Association shall provide an agenda of discussion items to the District's Chief Negotiator no later than five (5) workdays prior to the date of the scheduled meeting.
4. The committees may discuss recommended solutions to work-related issues which could result in improved quality of work.
5. As a result of the discussions in these meetings, the Association shall provide update at each regular meeting and may submit proposals to ESP Bargaining Leadership Team. Such proposals must be recorded on the appropriate form and be supported by data and research.
6. These meetings shall not be intended for the purpose of negotiations or to bypass the grievance procedure.
7. As a result of the discussions in these meetings, the Association shall be given the opportunity to provide input regarding inservice courses and training programs for employees.

**OSCEOLA COUNTY
SCHOOL BOARD**

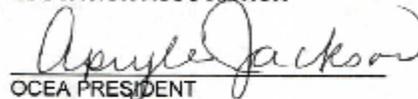


SUPERINTENDENT
Debra Pace

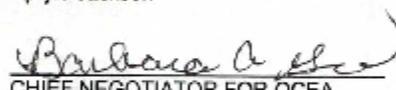


CHIEF NEGOTIATOR FOR OCSB
John Boyd

**OSCEOLA COUNTY
EDUCATION ASSOCIATION**



OCEA PRESIDENT
Apryle Jackson



CHIEF NEGOTIATOR FOR OCEA
Barbara Gleason

Date: August 18, 2016

2016-17 MEMORANDUM OF UNDERSTANDING: MyPGS Employee Orientation Tab

MEMORANDUM OF UNDERSTANDING – MyPGS Employee Orientation Tab, Professional Support Staff Employees

Whereas, the School District of Osceola County, Florida, and the Osceola County Education Association agree that efficient compliance with applicable state and federal laws and consistency in standards of service are priorities for both school district employees and students.

Therefore, be it resolved that both parties agree to the following conditions for employee orientation:

- Beginning the 2016-17 school year, all employees shall complete the following professional development modules for School Board policies, pending their availability, within the School District's Employee Orientation Tab within MyPGS [e.g., My Professional Growth System, the professional development component of the School District's Local Instructional Improvement System (LIIS)]:
 - Message from the Superintendent
 - *Professional Ethics*
 - Civility
 - Prohibiting Discrimination, Including Sexual and Other Forms of Harassment
 - *Prohibiting Bullying and Harassment*
 - Reporting Child Abuse, Abandonment, or Neglect
 - Child Find
 - Employee Technology Awareness and Security Handbook
 - *Blood-borne Pathogens*
 - Employee Evaluation System/ Handbook (as applicable to the employee's job assignment);
 - School District Faculty Handbook
- The School District shall:
 - provide OCEA the opportunity to review and negotiate the contents of Employee Orientation Tab; and
 - notify OCEA prior to the inclusion of any additional module to Employee Orientation Tab.
- By no later than March 01, 2017, employees shall:
 - acknowledge electronically the receipt of the policies within the modules of the School District's Employee Orientation Tab within MyPGS; and
 - complete related required training, if applicable.
- Administrators shall make reasonable accommodations for employees who may have limited access to computers and provide reasonable assistance for employees who may have limited computer skills;
- Administrators shall provide time for opportunities for employees to complete the modules during the course of the contractual workday;
- In addition, employees may complete the modules during the course of the contractual workday at times that do not conflict with essential assigned duties (e.g., student supervision, student enrollment, employee payroll, etc.).
- During this first school year of implementation, flexibility shall be a priority for both parties, and any related employee progressive discipline for noncompliance shall be a last resort after two or more documented opportunities for good faith compliance have been provided to the employee and shall be subject to the terms and conditions of our collective bargaining agreement.

2016-17 MEMORANDUM OF UNDERSTANDING: School Improvement Grant 1003(g) Cohort 4 (SIG4), Professional Support Staff Employees

**MEMORANDUM OF UNDERSTANDING –
School Improvement Grant 1003(g) Cohort 4 (SIG4), Professional Support Staff Employees**

Whereas, the School District of Osceola County, Florida, and the Osceola County Education Association (OCEA) agree to work collaboratively to resolve all issues that impact the wages, hours, terms, and conditions of employment for professional support staff employees; and

Whereas, both parties agree that efficient compliance with applicable state and federal laws and our collective bargaining agreement and that consistency in standards of service are priorities for School District employees, students, parents, and community members; and

Whereas, both parties agree that the School District should be encouraged to apply for significant grant opportunities that may provide additional earning opportunities for professional support staff employees; and

Whereas, the School District currently has one (1) elementary school (e.g., Central Avenue Elementary School) that most effectively meets the required criteria designated within the application for the School Improvement Grant 1003(g) Cohort 4 (SIG4);

Therefore, be it resolved that both parties agree to the following additional terms and conditions of employment pursuant to the School District's award of the School Improvement Grant 1003(g) Cohort 4 (SIG4) amount sufficient to fund strategic grant projects, deliverables, and activities at Central Avenue Elementary School:

- The School District shall comply with state and federal requirements of the grant proposal in order to ensure the grant's initial and continued funding during the four (4) year period of the grant.
- All current Central Avenue Elementary School professional support staff employees in good standing shall be guaranteed employment within the School District for the 2017-18 school year.

"Good standing" shall be defined as professional support staff employees who have:

- No "Development Needed" or "Unsatisfactory" final summative evaluation ratings;
 - No progressive discipline above a verbal warning;
 - No currently ongoing School District investigations for any complaint or wrongdoing; and
 - No currently ongoing investigations, arrests, and/ or charges for violation of a local, state, or federal law.
- If the School District experiences reduced enrollment or budgetary constraints, including, but not limited to, reduction or proration of state or federal funds, the procedures for Reduction in Force (RIF) within the existing collective bargaining agreement shall also apply to any changes in staff at Central Avenue Elementary School.

- Qualified job applicants in the following job categories shall be eligible to submit a job application for each available position at Central Avenue Elementary School in order to participate in the School Improvement Grant 1003(g) Cohort 4 (SIG4) projects, activities, and opportunities for additional compensation if hired:
 - All current Central Avenue Elementary School employees;
 - All current School District professional support staff employees; and
 - Applicants who are outside the School District.
- In order to facilitate and support the Transformation Model process for Central Avenue Elementary School, the OCEA President or designee may be present as an observer during:
 - interviews of current employees who are OCEA members and who apply for positions at Central Avenue Elementary School; and
 - meetings with current employees who are OCEA members and who are required to transfer to other worksites.
- All current Central Avenue Elementary School professional support staff employees in good standing, who are not hired to continue their employment with the School District at Central Avenue Elementary School, shall be placed in a similar position at a worksite within the School District.
- In order to comply with the terms of the School Improvement Grant 1003(g) Cohort 4 (SIG4), as a condition of employment, each professional support staff employee who is hired for a position at Central Avenue Elementary School must sign a letter of commitment in which the employee agrees to:
 - participate in professional development (including, but not limited to training sessions and professional learning communities);
 - participate in family/ community involvement activities; and
 - provide higher-level performance in order to be eligible for additional compensation above the employee's contractual rate of pay.
- Professional development (including, but not limited to training sessions and professional learning communities) and parent/ community involvement activities specific to the projects, deliverables, and activities of this grant may occur during or beyond the regular contractual workday and during the summer months.
- The School District provides the following assurances for each professional support staff employee who is hired for a position at Central Avenue Elementary School:
 - The regular contractual workday for professional support staff employees shall remain the same as the employee's current regular contractual workday (e.g., 7 hours, 7.5 hours, etc.);
 - The regular contractual workweek for professional support staff employees shall remain 37.5 hours;

- Professional support staff employees shall receive their contractual rate of pay for any required meetings, required professional development activities, and/ or required family/ community involvement activities that are scheduled beyond the regular contractual workday;
- The maximum number of any required professional development activities beyond the regular contractual workday shall be no more than one (1) additional Pre-Planning Day per school year;
- The maximum number of any required family/ community involvement activities beyond the regular contractual workday shall be no more than one (1) per month or eight (8) per school year;
- Mid-year transfer requests may be considered but shall not be guaranteed since mid-year transfers disrupt student learning; both the Assistant Superintendent for Elementary Curriculum and Instruction and the school principal must approve mid-year transfer requests;
- If a professional support staff employee leaves Central Avenue Elementary School prior to the end of the four (4) years of the period of the grant, the employee shall not be required to repay any additional compensation the employee may have received prior to the date of transfer, resignation, or retirement, etc.; and
- "Higher-level performance" shall be defined as a final summative evaluation rating of "Satisfactory" or "Strength."
- Professional support staff employees who are hired for positions at Central Avenue Elementary School and who successfully participate in the completion of the School Improvement Grant 1003(g) Cohort 4 (SIG4) projects, deliverables, and activities shall be eligible to earn additional compensation up to \$4250 above the employee's contractual rate of pay over the four (4) years of the period of the grant:
 - Year 01 Signing Bonus = \$1250 to be paid no later than the second regularly scheduled paycheck of Year 01
 - Year 02 Retention Bonus = \$500 to be paid no later than the second regularly scheduled paycheck of Year 02
 - Performance Bonus = \$2500 to be paid in whole or in part no earlier than after the completion of Year 03 and the remainder no later than after the completion of Year 04

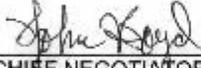
Bonuses shall be paid as supplements for retirement purposes where permissible within the terms of the grant.

- If a professional support staff employee, who is hired for a position at CAES, earns a final summative evaluation rating of "Needs Improvement" or "Unsatisfactory," then the professional support staff employee shall retain current contractual rights for transfer with a Professional Improvement Plan to a worksite other than CAES.

OSCEOLA COUNTY
SCHOOL BOARD

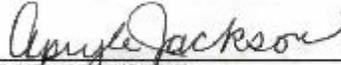


SUPERINTENDENT
Debra Pace



CHIEF NEGOTIATOR FOR OCSB
John Boyd

OSCEOLA COUNTY
EDUCATION ASSOCIATION



OCEA PRESIDENT
Apryle Jackson



CHIEF NEGOTIATOR FOR OCEA
Barbara Gleason

Date: **March 22, 2017**

APPROVAL OF PARTIES

**2016-17 through 2017-18 LABOR CONTRACT, SALARY AND FRINGES ACCEPTED BY
THE SCHOOL BOARD AND THE OSCEOLA COUNTY EDUCATION ASSOCIATION,
EDUCATION SUPPORT PROFESSIONALS (ESP)**

Accepted by the
School Board of Osceola County, Florida



Kelvin Soto,
Chairperson of the Board



Dr. Debra Pace,
Superintendent



John Boyd,
Chief Negotiator for the School Board

Accepted by the
Osceola County Education Association



Apryle Jackson,
President of the Association



Susan Compton,
ESP Vice President of the Association



Barbara Gleason,
Chief Negotiator of the Association

Witnesses as to the School Board



Witnesses as to the Association



Dated: May 16, 2017

**Tentative Agreement by Instructional Employees
Bargaining Leadership Team (BLT): April 20, 2017**

Ratified by Osceola County Education Association (OCEA): May 10, 2017

Ratified by Osceola County School Board (OCSB): May 16, 2017

Term of Contract Expiration Date: June 30, 2018

APPENDIX A: GRIEVANCE FORM

Osceola County Education Association
School Board of Osceola County, Florida

Grievance # _____

Name: _____ SS#: _____

Supervisor: _____ Work Location: _____

Date: _____

Applicable Contract Provisions: _____

Date Grievance Occurred: _____

Description:

Relief Sought:

Signature of Grievant: _____ Date: _____

LEVEL I Grievant and Supervisor met to discuss issue and attempt to resolve.

Date of Meeting: _____

LEVEL II Response by Chief Human Resources Officer

Date Received: _____

GRANTED

DENIED

Response by the Chief Human Resources Officer:

Signature: _____ Date: _____
Chief Human Resources Officer

FC-700-245

Grievance # _____

Name: _____ SS#: _____

LEVEL III Response by Superintendent or Designee

Date Received: _____

GRANTED

DENIED

Response by Superintendent:

Signature: _____ Date: _____
Superintendent

LEVEL IV Submit to Arbitration

Date Submitted: _____

Award of the Arbitrator: _____

SEE ATTACHMENTS

APPENDIX B: EVALUATION

THE SCHOOL DISTRICT OF OSCEOLA COUNTY, FLORIDA

PROFESSIONAL SUPPORT STAFF ASSESSMENT																	
NAME Last	First	Middle	EMPLOYEE ID NUMBER														
POSITION	SCHOOL DEPARTMENT		DATE														
PRINCIPAL/ADMINISTRATOR NAME	OTHER(S) HAVING INPUT IN THIS ASSESSMENT		PROBATION	ANNUAL													
			<input type="checkbox"/>	<input type="checkbox"/>													
EVALUATION RATINGS																	
<p>For the Performance Factors listed below, please indicate the effectiveness with which they were applied in achieving the results. When assessing each factor, apply the following broad definitions: (if a rating of 3 or 4 is used, a Performance Improvement Plan - FC-710-1959 must be attached.)</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">1. STRENGTH</td> <td style="width: 33%;">Positive impact on results</td> <td style="width: 33%;"></td> </tr> <tr> <td>2. SATISFACTORY</td> <td>Consistently meets expectations</td> <td></td> </tr> <tr> <td>3. DEVELOPMENT NEEDED</td> <td>Needs to increase present effectiveness to meet the requirements of the position</td> <td></td> </tr> <tr> <td>4. UNSATISFACTORY</td> <td>Considerable room for improvement; negative impact on results</td> <td></td> </tr> </table>						1. STRENGTH	Positive impact on results		2. SATISFACTORY	Consistently meets expectations		3. DEVELOPMENT NEEDED	Needs to increase present effectiveness to meet the requirements of the position		4. UNSATISFACTORY	Considerable room for improvement; negative impact on results	
1. STRENGTH	Positive impact on results																
2. SATISFACTORY	Consistently meets expectations																
3. DEVELOPMENT NEEDED	Needs to increase present effectiveness to meet the requirements of the position																
4. UNSATISFACTORY	Considerable room for improvement; negative impact on results																
JOB PERFORMANCE																	
PERFORMANCE FACTORS	1	2	3	4	COMMENTS: Use additional pages as necessary to explain rating												
JOB KNOWLEDGE: Has the knowledge to do job effectively and stays abreast of changes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____												
QUALITY/QUANTITY OF WORK: Accuracy, timely performance and thoroughness of work product	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____												
INTERACTION: Interacts in a positive way with others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____												
WORK ATTITUDE: Strong positive attitude – supports and helps others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____												
PUNCTUALITY/ATTENDANCE: Reports and leaves work on time – Works scheduled hour/days.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____												
SAFETY: Maintains safe work area and practices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____												
RESPONSIBILITY: Accepts responsibility for actions and assignments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____												
APPROPRIATE DRESS FOR JOB: Attire is consistent with policy and employee safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____												
ADAPTABILITY/FLEXIBILITY: Able to adapt to changing responsibilities and conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____												
SIGNATURES																	
<p>This Assessment has been discussed with me: (check one) <input type="checkbox"/> I agree with the contents <input type="checkbox"/> I disagree with the contents I understand that I have 10 days to respond in writing to this evaluation as provided by contract and School Board policy.</p>																	
Principal/Administrator Signature	Date	Employee Signature	Date														

Original with signatures: Professional Development
 Copies: Worksite, Employee

An Equal Opportunity Agency

FC-710-1961 (Rev. 02/12/08)

APPENDIX C: PROFESSIONAL IMPROVEMENT PLAN

THE SCHOOL DISTRICT OF OSCEOLA COUNTY, FLORIDA

PROFESSIONAL SUPPORT STAFF PROFESSIONAL IMPROVEMENT PLAN			
Name: _____		Social Security Number: _____	
Position Title: _____	School/Dept: _____	Date ____/____/____	
Principal/Administrator Name _____	Other(s) having input in this plan _____	Probation <input type="checkbox"/>	Annual <input type="checkbox"/>
Planning Date ____/____/____	Review Date(s): ____/____/____ ____/____/____, ____/____/____	Completion Date ____/____/____	
IMPROVEMENT OBJECTIVE/PERFORMANCE DEFICIENCY			
STRATEGIES			
ASSISTANCE OFFERED			
TIMELINE FOR ATTAINMENT			
Date: ____/____/____			
FINAL REVIEW			
<input type="checkbox"/> OBJECTIVE ACCOMPLISHED <input type="checkbox"/> OBJECTIVE NOT ACCOMPLISHED			
COMMENTS: _____			
SIGNATURES			
NOTE TO EMPLOYEE: Non-compliance with the accomplishment of this plan may impact your continued employment.			
PLANNING			
_____ Principal/Administrator Signature	_____ Date	_____ Employee Signature	_____ Date
FINAL REVIEW			
_____ Principal/Administrator Signature	_____ Date	_____ Employee Signature	_____ Date

An Equal Opportunity Agency

Original with signatures: Professional Development
Copies: Worksite, Employee

FC-710-1959
(Rev. 06/04)

APPENDIX D1: 2016-2017 SALARY SCHEDULE

ESP SALARY SCHEDULES 2016-17

2016-17 Schedule

Pay Level	ID	ID	ID	ID	ID	IE	IE	IE	IE	IE	IE	IE	IF	IF
Slot #	U06	U37	U02	U07	U43	U04	U57	U08	U20	U68	U69	U54	U58	U05
Desc	196/7	190/3.5	196/5	196/7.5	254/7.5	188/7	188/3.5	188/5	188/5.75	196/5	196/7.5	254/7.5	188/3.5	188/7
Change to Base														
Days														
Hours/Day														
Hours*Days														
Addl Per Hr														
Exp. Step														
0-4	11.8058	11.7808	11.8641	11.5981	11.5850	10.8920	11.0440	10.9528	10.9250	10.9441	10.8761	10.8650	11.5740	11.4220
5	11.8958	11.8508	11.7541	11.6881	11.6750	10.9820	11.1340	11.0428	11.0150	11.0341	10.9681	10.9550	11.6640	11.5120
6	11.7558	11.9108	11.8141	11.7461	11.7350	11.0520	11.2040	11.1128	11.0850	11.1041	11.0381	11.0250	11.7240	11.5720
7	11.8658	12.0208	11.9241	11.8561	11.8450	11.1520	11.3040	11.2128	11.1850	11.2041	11.1381	11.1250	11.8240	11.6720
8	11.8658	12.0208	11.9241	11.8561	11.8450	11.1520	11.3040	11.2128	11.1850	11.2041	11.1381	11.1250	11.8240	11.6720
9	11.8658	12.0208	11.9241	11.8561	11.8450	11.1520	11.3040	11.2128	11.1850	11.2041	11.1381	11.1250	11.8240	11.6720
10	12.0558	12.2108	12.1141	12.0461	12.0450	11.3120	11.4640	11.3728	11.3450	11.3641	11.2981	11.2950	11.9840	11.8320
11	12.2358	12.3908	12.2941	12.2261	12.2250	11.5020	11.6540	11.5628	11.5350	11.5541	11.4881	11.4850	12.1540	12.0020
12	12.4258	12.5808	12.4841	12.4161	12.4150	11.6820	11.8340	11.7428	11.7150	11.7341	11.6681	11.6650	12.3440	12.1920
13	12.6558	12.8108	12.7141	12.6461	12.6550	11.9020	12.0540	11.9628	11.9350	11.9541	11.8881	11.8850	12.5340	12.3820
14	12.8958	13.0508	12.9541	12.8861	12.8850	12.1420	12.2940	12.2028	12.1750	12.1941	12.1281	12.1250	12.7440	12.5920
15	13.1358	13.2908	13.1941	13.1261	13.1250	12.3520	12.5040	12.4128	12.3850	12.4041	12.3381	12.3350	12.9640	12.8120
16	13.3858	13.5208	13.4241	13.3561	13.3650	12.5820	12.7340	12.6428	12.6150	12.6341	12.5681	12.5650	13.1740	13.0220
17	13.6458	13.8008	13.7041	13.6361	13.6450	12.8420	12.9940	12.9028	12.8750	12.8941	12.8281	12.8250	13.3740	13.2220
18	13.9158	14.0708	13.9741	13.9061	13.9150	13.0620	13.2140	13.1228	13.0950	13.1141	13.0481	13.0450	13.6540	13.5020
19	14.1858	14.3208	14.2241	14.1561	14.1750	13.3220	13.4740	13.3828	13.3550	13.3741	13.3081	13.3150	13.9140	13.7620
20	14.4258	14.5808	14.4841	14.4161	14.4250	13.5620	13.7140	13.6228	13.5950	13.6141	13.5481	13.5450	14.1540	14.0020
21	14.6958	14.8508	14.7541	14.6861	14.6950	13.8220	13.9740	13.8828	13.8550	13.8741	13.8081	13.8150	14.4040	14.2520
22	14.9258	15.0808	14.9841	14.9161	14.9250	14.0620	14.2140	14.1228	14.0950	14.1141	14.0481	14.0550	14.6340	14.4820
23	15.2158	15.3708	15.2741	15.2061	15.2150	14.3220	14.4740	14.3828	14.3550	14.3741	14.3081	14.3150	14.9040	14.7520
24	15.4758	15.6308	15.5341	15.4661	15.4750	14.5820	14.7440	14.6528	14.6250	14.6441	14.5781	14.5850	15.1140	14.9620
25	15.7458	15.9008	15.8041	15.7361	15.7450	14.8320	14.9840	14.8928	14.8650	14.8841	14.8181	14.8250	15.3740	15.2220
26	15.9958	16.1508	16.0541	15.9861	15.9950	15.0820	15.2340	15.1428	15.1150	15.1341	15.0681	15.0650	15.6240	15.4720
27	16.2858	16.4408	16.3441	16.2761	16.2850	15.3320	15.4840	15.3928	15.3650	15.3841	15.3181	15.3250	15.8840	15.7320
28	16.5358	16.6908	16.5941	16.5261	16.5350	15.5820	15.7340	15.6428	15.6150	15.6341	15.5681	15.5750	16.1140	15.9620
29	16.8158	16.9708	16.8741	16.8061	16.8150	15.8020	15.9540	15.8628	15.8350	15.8541	15.7881	15.7950	16.3640	16.2120
30	17.0858	17.2208	17.1241	17.0561	17.0650	16.0920	16.2440	16.1528	16.1250	16.1441	16.0781	16.0850	16.6140	16.4620
31	17.3158	17.4708	17.3741	17.3061	17.3250	16.3320	16.4840	16.3928	16.3650	16.3841	16.3181	16.3250	16.8240	16.6720
32	17.8058	17.7808	17.8641	17.5981	17.6150	16.6120	16.7640	16.6728	16.6450	16.6641	16.5981	16.6050	17.1140	16.9620

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ESP SALARY SCHEDULES 2016-17

2016-17 Schedule	IF	1K	1KA	1KB	2	2	2	2	3	3	4	4	5	6	7
Pay Level	U71	U27	U34	U42	U19	U72	U95	U15	U22	U16	U26	U17	U18	U21	U50
Slot #															
Desc	196/7.5	188/7	188/7	188/7	196/7.5	217/7.5	242/3.5	254/7.5	217/7.5	254/7.5	217/7.5	254/7.5	254/7.5	254/7.5	196/7.5
Change to Base															
Days															
Hours/Day															
Hours*Days															
Addl Per Hr															
Exp. Step															
0-4	11.4061	20.4720	21.2420	22.0320	13.3061	13.2929	13.4361	13.3050	13.5129	13.5250	13.9729	13.9850	14.3150	14.6750	15.3561
5	11.4961	20.6420	21.4120	22.2020	13.4161	13.4029	13.5461	13.4150	13.6129	13.6250	14.0829	14.0950	14.4350	14.7850	15.4761
6	11.5561	20.7620	21.5320	22.3320	13.4861	13.4729	13.6261	13.4950	13.6929	13.7050	14.1629	14.1750	14.5250	14.8650	15.5661
7	11.6561	20.9620	21.7220	22.5420	13.6061	13.5929	13.7361	13.6050	13.8229	13.8350	14.2929	14.3150	14.6450	14.9950	15.7061
8	11.6561	20.9620	21.7220	22.5420	13.6061	13.5929	13.7361	13.6050	13.8229	13.8350	14.2929	14.3150	14.6450	14.9950	15.7061
9	11.6561	20.9620	21.7220	22.5420	13.6061	13.5929	13.7361	13.6050	13.8229	13.8350	14.2929	14.3150	14.6450	14.9950	15.7061
10	11.8161	21.2020	21.9820	22.7820	13.7761	13.7629	13.9061	13.7750	13.9929	14.0150	14.4829	14.4950	14.8250	15.1850	15.8961
11	11.9861	21.4520	22.2220	23.0520	13.9561	13.9429	14.0961	13.9650	14.1829	14.2050	14.6629	14.6850	15.0050	15.3850	16.0861
12	12.1761	21.7320	22.5220	23.3220	14.1361	14.1229	14.2761	14.1450	14.3929	14.4150	14.8829	14.8850	15.2150	15.5850	16.2861
13	12.3661	22.0320	22.8220	23.6420	14.3761	14.3629	14.5061	14.3750	14.6129	14.6350	15.1029	15.1250	15.4450	15.7950	16.5061
14	12.5761	22.3320	23.1420	23.9220	14.5861	14.5729	14.7261	14.5950	14.8429	14.8650	15.3429	15.3650	15.6850	16.0750	16.7361
15	12.7961	22.6920	23.4720	24.2820	14.8161	14.8029	14.9561	14.8250	15.1029	15.1250	15.5729	15.5950	15.9150	16.3050	16.9961
16	13.0061	23.0220	23.8220	24.5920	15.0261	15.0129	15.1761	15.0450	15.3529	15.3750	15.8629	15.8750	16.1550	16.5450	17.2461
17	13.2061	23.3620	24.1520	24.9520	15.2761	15.2629	15.4261	15.2950	15.6029	15.6350	16.1029	16.1250	16.4350	16.8250	17.4561
18	13.4861	23.7220	24.5320	25.3420	15.5161	15.5029	15.6561	15.5250	15.9029	15.9150	16.3729	16.4050	16.7050	17.0750	17.7761
19	13.7461	24.1020	24.9220	25.7120	15.7661	15.7529	15.9061	15.7750	16.1329	16.1550	16.6329	16.6650	16.9850	17.3350	18.0061
20	13.9861	24.4820	25.2820	26.1020	16.0661	16.0529	16.2061	16.0750	16.4129	16.4350	16.9429	16.9650	17.2650	17.6250	18.3261
21	14.2361	24.8920	25.6720	26.4620	16.3161	16.3029	16.4561	16.3250	16.6429	16.6750	17.2229	17.2550	17.5150	17.8850	18.6061
22	14.4661	25.2320	26.0720	26.8320	16.5661	16.5529	16.7061	16.5750	16.9429	16.9650	17.4429	17.4950	17.8050	18.1850	18.8661
23	14.7361	25.6120	26.4320	27.2020	16.8461	16.8329	16.9961	16.8650	17.2129	17.2350	17.7629	17.7850	18.0750	18.4350	19.1561
24	14.9461	25.9920	26.7920	27.6120	17.0961	17.0829	17.2361	17.1050	17.4329	17.4850	17.9929	18.0350	18.3550	18.7350	19.4361
25	15.2061	26.3820	27.1720	28.0020	17.3861	17.3729	17.5361	17.4050	17.7429	17.7650	18.3129	18.3350	18.6250	18.9950	19.6961
26	15.4561	26.7420	27.5620	28.3520	17.6461	17.6329	17.7961	17.6650	17.9629	17.9950	18.5529	18.5850	18.8950	19.2550	19.9661
27	15.7161	27.1420	27.9320	28.7320	17.8961	17.8829	18.0361	17.9050	18.2629	18.2950	18.8329	18.8650	19.1750	19.5350	20.2461
28	15.9461	27.5320	28.3020	29.1420	18.1761	18.1629	18.3261	18.1950	18.5129	18.5350	19.1329	19.1550	19.4650	19.7750	20.5061
29	16.1961	27.8720	28.7020	29.5020	18.3961	18.3829	18.5461	18.4150	18.7829	18.8150	19.4029	19.4350	19.7250	20.0850	20.8061
30	16.4461	28.2720	29.0820	29.8620	18.6761	18.6629	18.8361	18.7050	19.0329	19.0650	19.6629	19.7050	20.0150	20.3550	21.0661
31	16.6561	28.6720	29.4420	30.2520	18.9561	18.9429	19.1061	18.9750	19.3029	19.3350	19.9229	19.9650	20.2750	20.6250	21.3661
32	16.9461	28.9920	29.8120	30.6220	19.2061	19.1929	19.3461	19.2150	19.5629	19.5950	20.2329	20.2650	20.5450	20.9050	21.6361

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ESP SALARY SCHEDULES 2016-17

2016-17 Schedule															
Pay Level	7	8	8	8	8	9	9	9	10	10	10	10	10	10A	10B
Slot #	U44	U73	U75	U76	U24	U94	U74	U25	U49	U77	U45	U79	U28	U40	U51
Desc	254/7.5	196/7.5	217/7.5	231/7.5	254/7.5	217/7.5	231/7.5	254/7.5	188/7.5	217/7.5	231/7.5	254/4.5	254/7.5	254/7.5	254/7.5
Change to Base															
Days															
Hours/Day															
Hours*Days															
Addl Per Hr															
Exp. Step															
0-4	15.3250	15.6861	15.6729	15.6654	15.6950	16.0529	16.0454	16.0750	16.4820	16.4629	16.4554	16.5550	16.4850	16.9150	17.1450
5	15.4450	15.8161	15.8029	15.7954	15.8250	16.1729	16.1654	16.1950	16.6120	16.5929	16.5854	16.6850	16.6150	17.0550	17.2750
6	15.5350	15.9061	15.8929	15.8854	15.9150	16.2829	16.2754	16.3050	16.7020	16.6829	16.6754	16.7750	16.7050	17.1550	17.3750
7	15.6750	16.0561	16.0429	16.0354	16.0650	16.4329	16.4254	16.4550	16.8520	16.8329	16.8254	16.9350	16.8650	17.3050	17.5450
8	15.6750	16.0561	16.0429	16.0354	16.0650	16.4329	16.4254	16.4550	16.8520	16.8329	16.8254	16.9350	16.8650	17.3050	17.5450
9	15.6750	16.0561	16.0429	16.0354	16.0650	16.4329	16.4254	16.4550	16.8520	16.8329	16.8254	16.9350	16.8650	17.3050	17.5450
10	15.6750	16.0561	16.0429	16.0354	16.0650	16.4329	16.4254	16.4550	16.8520	16.8329	16.8254	16.9350	16.8650	17.3050	17.5450
11	16.0650	16.4261	16.4129	16.4054	16.4350	16.8029	16.7954	16.8250	17.2420	17.2229	17.2154	17.3150	17.2450	17.6850	17.9250
12	16.2550	16.6261	16.6129	16.6054	16.6450	17.0129	17.0054	17.0350	17.4420	17.4229	17.4154	17.5150	17.4450	17.8850	18.1550
13	16.4750	16.8461	16.8329	16.8254	16.8650	17.2329	17.2254	17.2550	17.7020	17.6829	17.6754	17.7750	17.7050	18.1350	18.3850
14	16.7050	17.0961	17.0829	17.0754	17.1050	17.4429	17.4354	17.4650	17.9420	17.9229	17.9154	18.0250	17.9550	18.3550	18.6450
15	16.9650	17.3161	17.3029	17.2954	17.3350	17.7329	17.7254	17.7550	18.1920	18.1729	18.1654	18.2750	18.2050	18.5850	18.9150
16	17.2150	17.5861	17.5729	17.5654	17.6050	17.9429	17.9354	17.9750	18.4620	18.4429	18.4354	18.5350	18.4650	18.8550	19.1750
17	17.4250	17.8561	17.8429	17.8354	17.8650	18.2029	18.1954	18.2350	18.7420	18.7229	18.7154	18.8250	18.7550	19.1050	19.4550
18	17.7450	18.1261	18.1129	18.1054	18.1450	18.4829	18.4854	18.5150	19.0020	18.9829	18.9754	19.0850	19.0150	19.4050	19.7050
19	17.9750	18.3961	18.3829	18.3754	18.4150	18.7729	18.7654	18.8050	19.2820	19.2629	19.2554	19.3650	19.2950	19.6850	20.0050
20	18.2950	18.7061	18.6929	18.6854	18.7250	19.0329	19.0254	19.0650	19.5520	19.5329	19.5254	19.6350	19.5650	19.9450	20.2750
21	18.5750	18.9661	18.9529	18.9454	18.9850	19.3129	19.3054	19.3450	19.8420	19.8229	19.8154	19.9250	19.8550	20.2350	20.5450
22	18.8350	19.2361	19.2229	19.2154	19.2550	19.5929	19.5854	19.6250	20.1020	20.0829	20.0754	20.1850	20.1150	20.5150	20.8150
23	19.1250	19.5161	19.5029	19.4954	19.5350	19.8729	19.8654	19.9150	20.3820	20.3629	20.3554	20.4650	20.3950	20.8050	21.1050
24	19.4050	19.7561	19.7429	19.7354	19.7750	20.1629	20.1554	20.1950	20.6720	20.6529	20.6454	20.7650	20.6950	21.0650	21.3650
25	19.6650	20.0561	20.0429	20.0354	20.0850	20.4229	20.4154	20.4550	20.9520	20.9329	20.9254	21.0350	20.9650	21.3350	21.6650
26	19.9350	20.3361	20.3229	20.3154	20.3550	20.7129	20.7054	20.7650	21.2320	21.2129	21.2054	21.3150	21.2450	21.6250	21.9250
27	20.2150	20.6161	20.6029	20.5954	20.6350	20.9729	20.9654	21.0050	21.4620	21.4429	21.4354	21.5550	21.4850	21.9050	22.2150
28	20.4750	20.8961	20.8829	20.8754	20.9250	21.2429	21.2354	21.2750	21.7720	21.7529	21.7454	21.8550	21.7850	22.1850	22.4750
29	20.7750	21.1961	21.1829	21.1754	21.2150	21.5229	21.5154	21.5650	22.0620	22.0429	22.0354	22.1550	22.0850	22.4550	22.7450
30	21.0350	21.4261	21.4129	21.4054	21.4550	21.8129	21.8054	21.8450	22.3020	22.2829	22.2754	22.4050	22.3350	22.7450	23.0250
31	21.3350	21.7161	21.7029	21.6954	21.7550	22.1029	22.0954	22.1450	22.6320	22.6129	22.6054	22.7150	22.6450	23.0050	23.2950
32	21.6050	21.9761	21.9629	21.9554	21.9950	22.3229	22.3154	22.3750	22.8620	22.8429	22.8354	22.9550	22.8850	23.2850	23.6050

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ESP SALARY SCHEDULES 2016-17

2016-17 Schedule	10C	10D	10X	11	11	11X	12	12	12	12X	13	14	15	16	17
Pay Level	U41	U93	U47	U55	U29	U48	U56	U78	U30	U53	U32	U35	U36	U38	U39
Slot #															
Desc	254/7.5	254/7.5	254/7.5	196/7.5	254/7.5	254/7.5	196/7.5	217/7.5	254/7.5	254/7.5	254/7.5	254/7.5	254/7.5	254/7.5	254/7.5
Change to Base															
Days															
Hours/Day															
Hours*Days															
Addl Per Hr															
Exp. Step															
0-4	17.6550	17.7350	21.0750	17.8161	17.8350	21.1950	19.3861	19.3729	19.4150	22.9150	21.4350	23.0750	24.4550	26.0550	27.8650
5	17.7950	17.8750	21.2450	17.9561	17.9750	21.3650	19.5461	19.5329	19.5750	23.1050	21.6050	23.2550	24.6450	26.2650	28.0950
6	17.9050	17.9850	21.3650	18.0561	18.0850	21.4850	19.6661	19.6529	19.6850	23.2350	21.7450	23.3950	24.7950	26.4150	28.2550
7	18.0750	18.1550	21.5550	18.2261	18.2450	21.6750	19.8461	19.8329	19.8650	23.4450	21.9450	23.6150	25.0250	26.6650	28.5350
8	18.0750	18.1550	21.5550	18.2261	18.2450	21.6750	19.8461	19.8329	19.8650	23.4450	21.9450	23.6150	25.0250	26.6650	28.5350
9	18.0750	18.1550	21.5550	18.2261	18.2450	21.6750	19.8461	19.8329	19.8650	23.4450	21.9450	23.6150	25.0250	26.6650	28.5350
10	18.2450	18.3850	21.7950	18.4661	18.4750	21.9550	20.0961	20.0829	20.1150	23.7250	22.1750	23.8250	25.2550	26.8950	28.7550
11	18.4350	18.6450	22.0450	18.7261	18.7450	22.2250	20.3361	20.3229	20.3550	24.0050	22.4250	24.0650	25.5150	27.1150	29.0050
12	18.6550	18.9050	22.2950	18.9761	18.9950	22.5450	20.6061	20.5929	20.6250	24.3450	22.6850	24.3250	25.7750	27.3850	29.2850
13	18.8650	19.1450	22.6150	19.2761	19.2950	22.8450	20.8961	20.8829	20.9250	24.6750	22.9850	24.5850	26.0750	27.6850	29.5750
14	19.1050	19.3850	22.9050	19.5761	19.5950	23.1950	21.2061	21.1929	21.2250	25.0350	23.2750	24.9050	26.3550	27.9650	29.8750
15	19.3650	19.6250	23.2350	19.8861	19.9150	23.5550	21.5061	21.4929	21.5350	25.4150	23.6050	25.1950	26.6950	28.2550	30.2150
16	19.5950	19.8550	23.5850	20.2161	20.2450	23.8950	21.8361	21.8229	21.8650	25.8050	23.8950	25.4950	27.0150	28.5850	30.5050
17	19.8650	20.1550	23.8450	20.5561	20.5750	24.3050	22.1661	22.1529	22.1950	26.1950	24.2750	25.8050	27.3550	28.8950	30.8350
18	20.1450	20.4250	24.2250	20.9161	20.9350	24.6850	22.5161	22.5029	22.5450	26.6250	24.5850	26.1650	27.6950	29.2450	31.1950
19	20.4050	20.7150	24.5250	21.2561	21.2750	25.1250	22.8461	22.8329	22.8750	26.9950	24.9350	26.5250	28.0650	29.6150	31.5950
20	20.7050	20.9950	24.8650	21.6361	21.6550	25.5450	23.2261	23.2129	23.2450	27.4450	25.2950	26.8950	28.3950	29.9250	31.9150
21	20.9750	21.2650	25.1750	21.9661	21.9850	25.9450	23.5861	23.5729	23.6150	27.8450	25.6550	27.2250	28.7650	30.3150	32.2950
22	21.2550	21.5650	25.5150	22.3061	22.3450	26.3750	23.9061	23.8929	23.9350	28.2750	26.0150	27.6250	29.1550	30.6750	32.6750
23	21.5250	21.8450	25.8350	22.6961	22.7250	26.7850	24.2961	24.2829	24.3250	28.6850	26.3450	27.9650	29.4850	31.0350	33.0250
24	21.8250	22.1150	26.1750	23.0361	23.0650	27.2150	24.6361	24.6229	24.6650	29.1350	26.7350	28.3250	29.8350	31.4050	33.3550
25	22.1250	22.3750	26.5050	23.3961	23.4250	27.6350	24.9861	24.9729	25.0250	29.5250	27.0950	28.7050	30.2450	31.7850	33.7450
26	22.3550	22.6850	26.8250	23.7261	23.7550	28.0550	25.3461	25.3329	25.3850	29.9750	27.4550	29.0350	30.5650	32.1150	34.1050
27	22.6550	22.9350	27.1450	24.0961	24.1250	28.5050	25.6961	25.6829	25.7350	30.4050	27.8150	29.3850	30.9450	32.5050	34.4550
28	22.9450	23.2350	27.5050	24.4561	24.4850	28.9150	26.0761	26.0629	26.1150	30.8150	28.1650	29.7650	31.3050	32.8650	34.8150
29	23.2150	23.5250	27.8050	24.8161	24.8550	29.3150	26.4161	26.4029	26.4550	31.2450	28.5350	30.1150	31.6450	33.1950	35.1850
30	23.4850	23.7950	28.1550	25.1661	25.2050	29.7550	26.7661	26.7529	26.8150	31.6450	28.8850	30.4950	32.0150	33.5950	35.5550
31	23.7450	24.0650	28.5050	25.5261	25.5650	30.1750	27.1261	27.1129	27.1650	32.0650	29.2450	30.8350	32.3650	33.9150	35.9150
32	24.0250	24.3550	28.8150	25.8761	25.9050	30.5850	27.4761	27.4629	27.5250	32.4850	29.6150	31.1950	32.7250	34.2750	36.2850

Board Approved 5.16.17

ESP SALARY SCHEDULES 2016-17

2016-17 Schedule

Pay Level Slot # Desc Change to Base Days Hours/Day Hours*Days Addl Per Hr	ID UA3	ID UA5	ID U03	ID UA8	ID UB3	ID UB5	ID UC3	ID UC5	IE UA1	IE UA9	IE UA6	IE UB6
	+ Degree	+ Degree	+Degree 50%	+Degree 50%	+60 Hours	+60 Hours	+PPP	+PPP	+ Degree	+ Degree	+ Degree	+60 Hours
	750.00	750.00	375.00	375.00	500.00	500.00	250.00	250.00	750.00	750.00	375.00	250.00
	196	196	196	190	196	196	196	196	188	188	183	183
	7.00	7.50	3.75	3.50	7.00	7.50	7.00	7.50	7.00	5.00	3.50	3.50
	1372.00	1470.00	735.00	665.00	1372.00	1470.00	1372.00	1470.00	1316.00	940.00	640.50	640.50
	0.5466	0.5102	0.5102	0.5639	0.3644	0.3401	0.1822	0.1701	0.5731	0.7979	0.5929	0.3968
Exp. Step												
0-4	12.1524	12.1063	12.1063	12.3247	11.9702	11.9362	11.7880	11.7862	11.4651	11.7507	11.4849	11.2888
5	12.2424	12.1963	12.1963	12.4147	12.0602	12.0262	11.8780	11.8562	11.5551	11.8407	11.5749	11.3788
6	12.3024	12.2563	12.2563	12.4747	12.1202	12.0862	11.9380	11.9162	11.6251	11.9107	11.6449	11.4488
7	12.4124	12.3663	12.3663	12.5847	12.2302	12.1962	12.0480	12.0262	11.7251	12.0107	11.7449	11.5488
8	12.4124	12.3663	12.3663	12.5847	12.2302	12.1962	12.0480	12.0262	11.7251	12.0107	11.7449	11.5488
9	12.4124	12.3663	12.3663	12.5847	12.2302	12.1962	12.0480	12.0262	11.7251	12.0107	11.7449	11.5488
10	12.6024	12.5563	12.5563	12.7747	12.4202	12.3862	12.2380	12.2162	11.8851	12.1707	11.9049	11.7088
11	12.7824	12.7363	12.7363	12.9547	12.6002	12.5662	12.4180	12.3962	12.0751	12.3607	12.0949	11.8988
12	12.9724	12.9263	12.9263	13.1447	12.7902	12.7562	12.6080	12.5862	12.2551	12.5407	12.2749	12.0788
13	13.2024	13.1563	13.1563	13.3747	13.0202	12.9862	12.8380	12.8162	12.4751	12.7607	12.4949	12.2988
14	13.4424	13.3963	13.3963	13.6147	13.2602	13.2262	13.0780	13.0562	12.7151	13.0007	12.7349	12.5388
15	13.6824	13.6363	13.6363	13.8547	13.5002	13.4662	13.3180	13.2962	12.9251	13.2107	12.9449	12.7488
16	13.9124	13.8663	13.8663	14.0847	13.7302	13.6962	13.5480	13.5262	13.1551	13.4407	13.1749	12.9788
17	14.1924	14.1463	14.1463	14.3647	14.0102	13.9762	13.8280	13.8062	13.4151	13.7007	13.4349	13.2388
18	14.4624	14.4163	14.4163	14.6347	14.2802	14.2462	14.0980	14.0762	13.6351	13.9207	13.6549	13.4588
19	14.7124	14.6663	14.6663	14.8847	14.5302	14.4962	14.3480	14.3262	13.8951	14.1807	13.9149	13.7188
20	14.9724	14.9263	14.9263	15.1447	14.7902	14.7562	14.6080	14.5862	14.1351	14.4207	14.1549	13.9588
21	15.2424	15.1963	15.1963	15.4147	15.0602	15.0262	14.8780	14.8562	14.3951	14.6807	14.4149	14.2188
22	15.4724	15.4263	15.4263	15.6447	15.2902	15.2562	15.1080	15.0862	14.6351	14.9207	14.6549	14.4588
23	15.7624	15.7163	15.7163	15.9347	15.5802	15.5462	15.3980	15.3762	14.8951	15.1807	14.9149	14.7188
24	16.0224	15.9763	15.9763	16.1947	15.8402	15.8062	15.6580	15.6362	15.1651	15.4507	15.1849	14.9888
25	16.2924	16.2463	16.2463	16.4647	16.1102	16.0762	15.9280	15.9062	15.4051	15.6907	15.4249	15.2288
26	16.5424	16.4963	16.4963	16.7147	16.3802	16.3462	16.1780	16.1562	15.6551	15.9407	15.6749	15.4788
27	16.8324	16.7863	16.7863	17.0047	16.6502	16.6162	16.4680	16.4462	15.9051	16.1907	15.9249	15.7288
28	17.0824	17.0363	17.0363	17.2547	16.9002	16.8662	16.7180	16.6962	16.1551	16.4407	16.1749	15.9788
29	17.3624	17.3163	17.3163	17.5347	17.1802	17.1462	16.9980	16.9762	16.3751	16.6607	16.3949	16.1988
30	17.8124	17.5663	17.5663	17.7847	17.4302	17.3962	17.2480	17.2262	16.6651	16.9507	16.6849	16.4888
31	17.8624	17.8163	17.8163	18.0347	17.6802	17.6462	17.4980	17.4762	16.9051	17.1907	16.9249	16.7288
32	18.1524	18.1063	18.1063	18.3247	17.9702	17.9362	17.7880	17.7662	17.1851	17.4707	17.2049	17.0088

Board Approved 5.16.17

ESP SALARY SCHEDULES 2016-17

2016-17 Schedule

Pay Level	1K	1KB	1KB	11	11	12	12	12	12	12X	13
Slot #	U11	U66	U67	U86	U23	U83	U#2	U70	U#3	U87	U82
Desc	1K w Bach	1KB w Assoc	1KB w Bach	Associates	Bachelors	Associates	Masters	12*258/217	Bachelors	Bachelors	Associates
Change to Base	1181.00	591.00	1181.00	591.00	1181.00	591.00	1477.00		1181.00	1181.00	591.00
Days	188	188	188	254	254	254	217	217	217	254	254
Hours/Day	7.00	7.00	7.00	7.50	7.50	7.50	7.50	7.50	7.50	7.50	7.50
Hours*Days	1309.00	1309.00	1309.00	1905.00	1905.00	1905.00	1627.50	1627.50	1627.50	1905.00	1905.00
Addl Per Hr	0.9022	0.4515	0.9022	0.3102	0.6199	0.3102	0.9075		0.7257	0.6199	0.3102
Exp. Step											
0-4	21.3742	22.4835	22.9342	18.1452	18.4549	19.7252	20.2804	22.8929	23.6186	23.5349	21.7452
5	21.5442	22.6535	23.1042	18.2852	18.5949	19.8852	20.4404	23.0829	23.8086	23.7249	21.9152
6	21.6642	22.7835	23.2342	18.3952	18.7049	19.9952	20.5604	23.2329	23.9586	23.8549	22.0552
7	21.8642	22.9835	23.4442	18.5552	18.8649	20.1752	20.7404	23.4429	24.1686	24.0649	22.2552
8	21.8642	22.9835	23.4442	18.5552	18.8649	20.1752	20.7404	23.4429	24.1686	24.0649	22.2552
9	21.8642	22.9835	23.4442	18.5552	18.8649	20.1752	20.7404	23.4429	24.1686	24.0649	22.2552
10	22.1042	23.2335	23.6842	18.7852	19.0949	20.4252	20.9904	23.7429	24.4686	24.3449	22.4852
11	22.3542	23.5035	23.9542	19.0552	19.3649	20.6652	21.2304	24.0229	24.7486	24.6249	22.7352
12	22.6342	23.7735	24.2242	19.3052	19.6149	20.9352	21.5004	24.3429	25.0686	24.9649	22.9952
13	22.9342	24.0835	24.5442	19.6052	19.9149	21.2352	21.7904	24.6929	25.4186	25.2949	23.2952
14	23.2342	24.3735	24.8242	19.9052	20.2149	21.5352	22.1004	25.0629	25.7886	25.6549	23.5852
15	23.5942	24.7335	25.1842	20.2252	20.5349	21.8452	22.4004	25.4129	26.1386	26.0349	23.9152
16	23.9242	25.0435	25.4942	20.5552	20.8649	22.1752	22.7304	25.8129	26.5386	26.4249	24.2052
17	24.2642	25.4035	25.8542	20.8852	21.1949	22.5052	23.0604	26.2029	26.9286	26.8149	24.5852
18	24.6242	25.7935	26.2442	21.2452	21.5549	22.8552	23.4104	26.6229	27.3486	27.2449	24.8952
19	25.0042	26.1635	26.6142	21.5852	21.8949	23.1852	23.7404	27.0129	27.7386	27.6149	25.2452
20	25.3842	26.5535	27.0042	21.9652	22.2749	23.5552	24.1204	27.4629	28.1886	28.0649	25.6052
21	25.7942	26.9135	27.3642	22.2952	22.6049	23.9252	24.4804	27.8929	28.6186	28.4649	25.9652
22	26.1342	27.2835	27.7342	22.6552	22.9649	24.2452	24.8004	28.2729	28.9986	28.8949	26.3252
23	26.5142	27.6535	28.1042	23.0352	23.3449	24.6352	25.1904	28.7329	29.4586	29.3049	26.6552
24	26.8942	28.0635	28.5142	23.3752	23.6849	24.9752	25.5304	29.1429	29.8686	29.7549	27.0452
25	27.2842	28.4535	28.9042	23.7352	24.0449	25.3352	25.8804	29.5529	30.2786	30.1449	27.4052
26	27.6442	28.8035	29.2542	24.0652	24.3749	25.6952	26.2404	29.9829	30.7086	30.5949	27.7652
27	28.0442	29.1835	29.6342	24.4352	24.7449	26.0452	26.5904	30.4029	31.1286	31.0249	28.1252
28	28.4342	29.5935	30.0442	24.7952	25.1049	26.4252	26.9704	30.8529	31.5786	31.4349	28.4752
29	28.7742	29.9535	30.4042	25.1652	25.4749	26.7652	27.3104	31.2529	31.9786	31.8649	28.8452
30	29.1742	30.3135	30.7642	25.5152	25.8249	27.1252	27.6604	31.6729	32.3986	32.2649	29.1952
31	29.5742	30.7035	31.1542	25.8752	26.1849	27.4752	28.0204	32.1029	32.8286	32.6849	29.5552
32	29.8942	31.0735	31.5242	26.2152	26.5249	27.8352	28.3704	32.5129	33.2386	33.1049	29.9252

Board Approved 5.16.17

ESP SALARY SCHEDULES 2016-17

2016-17 Schedule

Pay Level	13	14	14	14	15	15	15	16	16	16	17
Slot #	U80	U84	UX1	U01	U89	U85	U91	U90	U63	U64	U65
Desc	Bachelors	Associates	Bachelors	Masters	Associates	Bachelors	Masters	Associates	Bachelors	Masters	Bachelors
Change to Base	1181.00	591.00	1181.00	1477.00	591.00	1181.00	1477.00	591.00	1181.00	1477.00	1181.00
Days	254	254	254	254	254	254	254	254	254	254	254
Hours/Day	7.50	7.50	7.50	7.50	7.50	7.50	7.5000	7.50	7.50	7.50	7.50
Hours*Days	1905.00	1905.00	1905.00	1905.00	1905.00	1905.00	1905.00	1905.00	1905.00	1905.00	1905.00
Addl Per Hr	0.6199	0.3102	0.6199	0.7753	0.3102	0.6199	0.7753	0.3102	0.6199	0.7753	0.6199
Exp. Step											
0-4	22.0549	23.3852	23.6949	23.8503	24.7852	25.0749	25.2303	26.3852	26.6749	26.8303	28.4849
5	22.2249	23.5652	23.8749	24.0303	24.9652	25.2649	25.4203	26.5752	26.8849	27.0403	28.7149
6	22.3649	23.7052	24.0149	24.1703	25.1052	25.4149	25.5703	26.7252	27.0349	27.1903	28.8749
7	22.5649	23.9252	24.2349	24.3903	25.3352	25.6449	25.8003	26.9752	27.2849	27.4403	29.1549
8	22.5649	23.9252	24.2349	24.3903	25.3352	25.6449	25.8003	26.9752	27.2849	27.4403	29.1549
9	22.5649	23.9252	24.2349	24.3903	25.3352	25.6449	25.8003	26.9752	27.2849	27.4403	29.1549
10	22.7949	24.1352	24.4449	24.6003	25.5652	25.8749	26.0303	27.2052	27.5149	27.6703	29.3749
11	23.0449	24.3752	24.6849	24.8403	25.8252	26.1349	26.2903	27.4252	27.7349	27.8903	29.6249
12	23.3049	24.6352	24.9449	25.1003	26.0852	26.3949	26.5503	27.6852	28.0049	28.1603	29.9049
13	23.6049	24.8952	25.2049	25.3603	26.3852	26.6949	26.8503	27.9752	28.2849	28.4403	30.1949
14	23.8949	25.2152	25.5249	25.6803	26.6652	26.9749	27.1303	28.2752	28.5849	28.7403	30.4949
15	24.2249	25.5052	25.8149	25.9703	27.0052	27.3149	27.4703	28.5652	28.8749	29.0303	30.8349
16	24.5149	25.8052	26.1149	26.2703	27.3252	27.6349	27.7903	28.8852	29.2049	29.3603	31.1249
17	24.8949	26.1152	26.4249	26.5803	27.6652	27.9749	28.1303	29.2052	29.5149	29.6703	31.4549
18	25.2049	26.4752	26.7849	26.9403	28.0052	28.3149	28.4703	29.5552	29.8649	30.0203	31.8149
19	25.5549	26.8352	27.1449	27.3003	28.3752	28.6849	28.8403	29.9252	30.2349	30.3903	32.2149
20	25.9149	27.2052	27.5149	27.6703	28.7052	29.0149	29.1703	30.2352	30.5449	30.7003	32.5349
21	26.2749	27.5352	27.8449	28.0003	29.0752	29.3849	29.5403	30.6252	30.9349	31.0903	32.9149
22	26.6349	27.9352	28.2449	28.4003	29.4652	29.7749	29.9303	30.9852	31.2949	31.4503	33.2949
23	26.9649	28.2752	28.5849	28.7403	29.7952	30.1049	30.2603	31.3452	31.6549	31.8103	33.6449
24	27.3549	28.6352	28.9449	29.1003	30.1452	30.4549	30.6103	31.7152	32.0249	32.1803	33.9749
25	27.7149	29.0152	29.3249	29.4803	30.5552	30.8649	31.0203	32.0852	32.4049	32.5603	34.3649
26	28.0749	29.3452	29.6549	29.8103	30.8752	31.1849	31.3403	32.4252	32.7349	32.8903	34.7249
27	28.4349	29.6952	30.0049	30.1603	31.2552	31.5649	31.7203	32.8152	33.1249	33.2803	35.0749
28	28.7849	30.0752	30.3849	30.5403	31.6152	31.9249	32.0803	33.1752	33.4849	33.6403	35.4349
29	29.1549	30.4252	30.7349	30.8903	31.9552	32.2649	32.4203	33.5052	33.8149	33.9703	35.8049
30	29.5049	30.8052	31.1149	31.2703	32.3252	32.6349	32.7903	33.9052	34.2149	34.3703	36.1749
31	29.8649	31.1452	31.4549	31.6103	32.6752	32.9849	33.1403	34.2252	34.5349	34.6903	36.5349
32	30.2349	31.5052	31.8149	31.9703	33.0352	33.3449	33.5003	34.5852	34.8949	35.0503	36.9049

Board Approved 5.16.17

APPENDIX D2: 2017-2018 SALARY SCHEDULE

ESP SALARY SCHEDULES 2017-18

2017-18 Schedule	ID	ID	ID	ID	ID	IE	IE	IE	IE	IE	IE	IE	IF	IF
Pay Level	U06	U37	U02	U07	U43	U04	U57	U08	U20	U68	U69	U54	U58	U05
Slot #	U06	U37	U02	U07	U43	U04	U57	U08	U20	U68	U69	U54	U58	U05
Desc	196/7	190/3.5	196/5	196/7.5	254/7.5	188/7	188/3.5	188/5	188/5.75	196/5	196/7.5	254/7.5	188/3.5	188/7
Change to Base														
Days														
Hours/Day														
Hours*Days														
Addl Per Hr														
Exp. Step														
0-5	11.8558	12.0108	11.9141	11.8461	11.8350	11.1420	11.2940	11.2028	11.1750	11.1941	11.1261	11.1150	11.8240	11.6720
6	11.9458	12.1008	12.0041	11.9361	11.9250	11.2320	11.3840	11.2928	11.2650	11.2841	11.2161	11.2050	11.9140	11.7620
7	12.0058	12.1808	12.0841	11.9961	11.9850	11.3020	11.4540	11.3628	11.3350	11.3541	11.2861	11.2750	11.9740	11.8220
8	12.1158	12.2708	12.1741	12.1061	12.0950	11.4020	11.5540	11.4628	11.4350	11.4541	11.3861	11.3750	12.0740	11.9220
9	12.1158	12.2708	12.1741	12.1061	12.0950	11.4020	11.5540	11.4628	11.4350	11.4541	11.3861	11.3750	12.0740	11.9220
10	12.1158	12.2708	12.1741	12.1061	12.0950	11.4020	11.5540	11.4628	11.4350	11.4541	11.3861	11.3750	12.0740	11.9220
11	12.3058	12.4608	12.3641	12.2961	12.2950	11.5620	11.7140	11.6228	11.5950	11.6141	11.5461	11.5450	12.2340	12.0820
12	12.4858	12.6408	12.5441	12.4761	12.4750	11.7520	11.9040	11.8128	11.7850	11.8041	11.7361	11.7350	12.4040	12.2520
13	12.6758	12.8308	12.7341	12.6661	12.6650	11.9320	12.0840	11.9928	11.9650	11.9841	11.9161	11.9150	12.5040	12.4420
14	12.9058	13.0608	12.9641	12.8961	12.9050	12.1520	12.3040	12.2128	12.1850	12.2041	12.1361	12.1350	12.7840	12.6320
15	13.1458	13.3008	13.2041	13.1361	13.1350	12.3920	12.5440	12.4528	12.4250	12.4441	12.3761	12.3750	12.9040	12.8420
16	13.3858	13.5408	13.4441	13.3761	13.3750	12.6020	12.7540	12.6628	12.6350	12.6541	12.5861	12.5850	13.2140	13.0620
17	13.6158	13.7708	13.6741	13.6061	13.6150	12.8320	12.9840	12.8928	12.8650	12.8841	12.8161	12.8350	13.4240	13.2720
18	13.8958	14.0508	13.9541	13.8861	13.8950	13.0920	13.2440	13.1528	13.1250	13.1441	13.0761	13.0750	13.6240	13.4720
19	14.1658	14.3208	14.2241	14.1561	14.1650	13.3120	13.4640	13.3728	13.3450	13.3641	13.2961	13.2950	13.9040	13.7520
20	14.4158	14.5708	14.4741	14.4061	14.4250	13.5720	13.7240	13.6328	13.6050	13.6241	13.5561	13.5650	14.1640	14.0120
21	14.6758	14.8308	14.7341	14.6661	14.6750	13.8120	13.9640	13.8728	13.8450	13.8641	13.7961	13.7950	14.4040	14.2520
22	14.9458	15.1008	15.0041	14.9361	14.9450	14.0720	14.2240	14.1328	14.1050	14.1241	14.0561	14.0650	14.6540	14.5020
23	15.1758	15.3308	15.2341	15.1661	15.1750	14.3120	14.4640	14.3728	14.3450	14.3641	14.2961	14.3050	14.8940	14.7320
24	15.4658	15.6208	15.5241	15.4561	15.4650	14.5720	14.7240	14.6328	14.6050	14.6241	14.5561	14.5650	15.1540	15.0020
25	15.7258	15.8808	15.7841	15.7161	15.7250	14.8420	14.9940	14.9028	14.8750	14.8941	14.8261	14.8350	15.3640	15.2120
26	15.9958	16.1508	16.0541	15.9861	15.9950	15.0820	15.2340	15.1428	15.1150	15.1341	15.0661	15.0750	15.6240	15.4720
27	16.2458	16.4008	16.3041	16.2361	16.2450	15.3320	15.4840	15.3928	15.3650	15.3841	15.3161	15.3150	15.8740	15.7220
28	16.5358	16.6908	16.5941	16.5261	16.5350	15.5820	15.7340	15.6428	15.6150	15.6341	15.5661	15.5750	16.1340	15.9820
29	16.7858	16.9408	16.8441	16.7761	16.7850	15.8320	15.9840	15.8928	15.8650	15.8841	15.8161	15.8250	16.3640	16.2120
30	17.0658	17.2208	17.1241	17.0561	17.0650	16.0520	16.2040	16.1128	16.0850	16.1041	16.0361	16.0450	16.6140	16.4620
31	17.3158	17.4708	17.3741	17.3061	17.3150	16.3420	16.4940	16.4028	16.3750	16.3941	16.3261	16.3350	16.8640	16.7120
32	17.5658	17.7208	17.6241	17.5561	17.5750	16.5820	16.7340	16.6428	16.6150	16.6341	16.5661	16.5750	17.0740	16.9220
33	17.8558	18.0108	17.9141	17.8461	17.8650	16.8620	17.0140	16.9228	16.8950	16.9141	16.8461	16.8550	17.3640	17.2120

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ESP SALARY SCHEDULES 2017-18

2017-18 Schedule	IF	IK	IKA	IKB	2	2	2	2	3	3	4	4	4	5
Pay Level	U71	U27	U34	U42	U19	U72	U95	U15	U22	U16	U31	U26	U17	U18
Slot #														
Desc	196/7.5	188/7	188/7	188/7	196/7.5	217/7.5	242/3.5	254/7.5	217/7.5	254/7.5	196/7.5	217/7.5	254/7.5	254/7.5
Change to Base														
Days														
Hours/Day														
Hours*Days														
Addl Per Hr														
Exp. Step														
0-5	11.6561	20.7220	21.4920	22.2820	13.5561	13.5429	13.6861	13.5550	13.7629	13.7750	14.2361	14.2229	14.2350	14.5650
6	11.7461	20.8920	21.6620	22.4520	13.6661	13.6529	13.7961	13.6650	13.8629	13.8750	14.3461	14.3329	14.3450	14.6850
7	11.8061	21.0120	21.7820	22.5820	13.7361	13.7229	13.8761	13.7450	13.9429	13.9550	14.4261	14.4129	14.4250	14.7750
8	11.9061	21.2120	21.9720	22.7920	13.8561	13.8429	13.9861	13.8550	14.0729	14.0850	14.5561	14.5429	14.5550	14.8950
9	11.9061	21.2120	21.9720	22.7920	13.8561	13.8429	13.9861	13.8550	14.0729	14.0850	14.5561	14.5429	14.5550	14.8950
10	11.9061	21.2120	21.9720	22.7920	13.8561	13.8429	13.9861	13.8550	14.0729	14.0850	14.5561	14.5429	14.5550	14.8950
11	12.0661	21.4520	22.2320	23.0320	14.0261	14.0129	14.1561	14.0250	14.2429	14.2650	14.7461	14.7329	14.7450	15.0750
12	12.2361	21.7020	22.4720	23.3020	14.2061	14.1929	14.3461	14.2150	14.4329	14.4550	14.9261	14.9129	14.9350	15.2550
13	12.4261	21.9820	22.7720	23.5720	14.3861	14.3729	14.5261	14.3950	14.6429	14.6650	15.1261	15.1129	15.1350	15.4650
14	12.6161	22.2820	23.0720	23.8920	14.6261	14.6129	14.7561	14.6250	14.8629	14.8850	15.3661	15.3529	15.3750	15.6950
15	12.8261	22.5820	23.3920	24.1720	14.8361	14.8229	14.9761	14.8450	15.0929	15.1150	15.6061	15.5929	15.6150	15.9350
16	13.0461	22.9420	23.7220	24.5320	15.0661	15.0529	15.2061	15.0750	15.3529	15.3750	15.8361	15.8229	15.8450	16.1650
17	13.2561	23.2720	24.0720	24.8420	15.2761	15.2629	15.4261	15.2950	15.6029	15.6250	16.1261	16.1129	16.1250	16.4050
18	13.4561	23.6120	24.4020	25.2020	15.5261	15.5129	15.6761	15.5450	15.8529	15.8850	16.3661	16.3529	16.3750	16.6850
19	13.7361	23.9720	24.7820	25.5920	15.7661	15.7529	15.9061	15.7750	16.1529	16.1650	16.6361	16.6229	16.6550	16.9550
20	13.9961	24.3520	25.1720	25.9620	16.0161	16.0029	16.1561	16.0250	16.3829	16.4050	16.8961	16.8829	16.9150	17.2350
21	14.2361	24.7320	25.5320	26.3520	16.3161	16.3029	16.4561	16.3250	16.6629	16.6850	17.2061	17.1929	17.2150	17.5150
22	14.4961	25.1420	25.9220	26.7120	16.5661	16.5529	16.7061	16.5750	16.8929	16.9250	17.4861	17.4729	17.5050	17.7850
23	14.7161	25.4820	26.3220	27.0820	16.8161	16.8029	16.9561	16.8250	17.1929	17.2150	17.7061	17.6929	17.7450	18.0550
24	14.9861	25.8620	26.6820	27.4520	17.0961	17.0829	17.2461	17.1150	17.4629	17.4850	18.0261	18.0129	18.0350	18.3250
25	15.1961	26.2420	27.0420	27.8620	17.3461	17.3329	17.4861	17.3550	17.6829	17.7350	18.2561	18.2429	18.2850	18.6050
26	15.4561	26.6320	27.4220	28.2520	17.6361	17.6229	17.7861	17.6550	17.9929	18.0150	18.5761	18.5629	18.5850	18.8750
27	15.7061	26.9920	27.8120	28.6020	17.8961	17.8829	18.0361	17.9050	18.2129	18.2450	18.8161	18.8029	18.8350	19.1450
28	15.9661	27.3920	28.1820	28.9820	18.1461	18.1329	18.2861	18.1550	18.5129	18.5450	19.0961	19.0829	19.1150	19.4250
29	16.1961	27.7820	28.5520	29.3920	18.4261	18.4129	18.5761	18.4450	18.7629	18.7850	19.3961	19.3829	19.4050	19.7150
30	16.4461	28.1220	28.9520	29.7520	18.6461	18.6329	18.7961	18.6650	19.0329	19.0650	19.6661	19.6529	19.6850	19.9750
31	16.6961	28.5220	29.3320	30.1120	18.9261	18.9129	19.0861	18.9550	19.2829	19.3150	19.9261	19.9129	19.9550	20.2650
32	16.9061	28.9220	29.6920	30.5020	19.2061	19.1929	19.3561	19.2250	19.5529	19.5850	20.1861	20.1729	20.2150	20.5250
33	17.1961	29.2420	30.0620	30.8720	19.4561	19.4429	19.5961	19.4650	19.8129	19.8450	20.4961	20.4829	20.5150	20.7950

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ESP SALARY SCHEDULES 2017-18

2017-18 Schedule														
Pay Level	6	7	7	8	8	8	8	9	9	9	10	10	10	10
Slot #	U21	U50	U44	U73	U75	U76	U24	U94	U74	U25	U49	U77	U45	U79
Desc	254/7.5	196/7.5	254/7.5	196/7.5	217/7.5	231/7.5	254/7.5	217/7.5	231/7.5	254/7.5	188/7.5	217/7.5	231/7.5	254/4.5
Change to Base														
Days														
Hours/Day														
Hours*Days														
Addl Per Hr														
Exp. Step														
0-5	14.9250	15.6061	15.5750	15.9361	15.9229	15.9154	15.9450	16.3029	16.2954	16.3250	16.7320	16.7129	16.7054	16.8050
6	15.0350	15.7261	15.6950	16.0561	16.0529	16.0454	16.0750	16.4229	16.4154	16.4450	16.8620	16.8429	16.8354	16.9350
7	15.1150	15.8161	15.7850	16.1561	16.1429	16.1354	16.1650	16.5329	16.5254	16.5550	16.9520	16.9329	16.9254	17.0250
8	15.2450	15.9561	15.9250	16.3061	16.2929	16.2854	16.3150	16.6829	16.6754	16.7050	17.1020	17.0829	17.0754	17.1850
9	15.2450	15.9561	15.9250	16.3061	16.2929	16.2854	16.3150	16.6829	16.6754	16.7050	17.1020	17.0829	17.0754	17.1850
10	15.2450	15.9561	15.9250	16.3061	16.2929	16.2854	16.3150	16.6829	16.6754	16.7050	17.1020	17.0829	17.0754	17.1850
11	15.4350	16.1461	16.1150	16.4761	16.4629	16.4554	16.4950	16.8529	16.8454	16.8850	17.3020	17.2829	17.2754	17.3750
12	15.6350	16.3361	16.3050	16.6761	16.6629	16.6554	16.6950	17.0529	17.0454	17.0750	17.4920	17.4729	17.4654	17.5650
13	15.8350	16.5361	16.5050	16.8761	16.8629	16.8554	16.8950	17.2629	17.2554	17.2850	17.6920	17.6729	17.6654	17.7650
14	16.0450	16.7561	16.7250	17.0961	17.0829	17.0754	17.1150	17.4829	17.4754	17.5050	17.9520	17.9329	17.9254	18.0250
15	16.3250	16.9861	16.9550	17.3461	17.3329	17.3254	17.3650	17.6929	17.6854	17.7450	18.1920	18.1729	18.1654	18.2750
16	16.5550	17.2461	17.2150	17.5861	17.5529	17.5454	17.5850	17.9829	17.9754	18.0050	18.4420	18.4229	18.4154	18.5250
17	16.7950	17.4961	17.4650	17.8361	17.8229	17.8154	17.8550	18.1929	18.1854	18.2250	18.7120	18.6929	18.6854	18.7850
18	17.0750	17.7061	17.6750	18.1061	18.0929	18.0854	18.1150	18.4529	18.4454	18.4850	18.9920	18.9729	18.9654	19.0750
19	17.3250	18.0261	17.9950	18.3761	18.3629	18.3554	18.3950	18.7429	18.7354	18.7650	19.2520	19.2329	19.2254	19.3350
20	17.5850	18.2561	18.2250	18.6461	18.6329	18.6254	18.6650	19.0229	19.0154	19.0550	19.5320	19.5129	19.5054	19.6150
21	17.8750	18.5761	18.5450	18.9561	18.9429	18.9354	18.9750	19.2829	19.2754	19.3150	19.8020	19.7829	19.7754	19.8850
22	18.1350	18.8561	18.8250	19.2161	19.2029	19.1954	19.2350	19.5629	19.5554	19.5950	20.0920	20.0729	20.0654	20.1750
23	18.4350	19.1161	19.0850	19.4861	19.4729	19.4654	19.5050	19.8429	19.8354	19.8750	20.3520	20.3329	20.3254	20.4350
24	18.6850	19.4061	19.3750	19.7861	19.7529	19.7454	19.7850	20.1229	20.1154	20.1650	20.6320	20.6129	20.6054	20.7150
25	18.9850	19.6861	19.6550	20.0061	19.9929	19.9854	20.0250	20.4129	20.4054	20.4450	20.9220	20.9029	20.8954	21.0150
26	19.2450	19.9461	19.9150	20.3061	20.2929	20.2854	20.3350	20.6729	20.6654	20.7050	21.2020	21.1829	21.1754	21.2850
27	19.5050	20.2161	20.1850	20.5861	20.5729	20.5654	20.6050	20.9629	20.9554	21.0150	21.4820	21.4629	21.4554	21.5650
28	19.7850	20.4961	20.4650	20.8661	20.8529	20.8454	20.8850	21.2229	21.2154	21.2550	21.7120	21.6929	21.6854	21.8050
29	20.0250	20.7561	20.7250	21.1461	21.1329	21.1254	21.1750	21.4929	21.4854	21.5250	22.0220	22.0029	21.9954	22.1050
30	20.3350	21.0561	21.0250	21.4461	21.4329	21.4254	21.4650	21.7729	21.7654	21.8150	22.3120	22.2929	22.2854	22.4050
31	20.6050	21.3161	21.2850	21.6761	21.6629	21.6554	21.7050	22.0629	22.0554	22.0950	22.5520	22.5329	22.5254	22.6550
32	20.8750	21.6161	21.5850	21.9861	21.9529	21.9454	22.0050	22.3529	22.3454	22.3950	22.8820	22.8629	22.8554	22.9650
33	21.1550	21.8861	21.8550	22.2261	22.2129	22.2054	22.2450	22.5729	22.5654	22.6250	23.1120	23.0929	23.0854	23.2050

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ESP SALARY SCHEDULES 2017-18

2017-18 Schedule	10	10A	10B	10C	10D	10X	11	11	11X	12	12	12	12X	13
Pay Level	U28	U40	U51	U41	U93	U47	U55	U29	U48	U56	U78	U30	U53	U32
Slot #	254/7.5	254/7.5	254/7.5	254/7.5	254/7.5	254/7.5	196/7.5	254/7.5	254/7.5	196/7.5	217/7.5	254/7.5	254/7.5	254/7.5
Desc	254/7.5	254/7.5	254/7.5	254/7.5	254/7.5	254/7.5	196/7.5	254/7.5	254/7.5	196/7.5	217/7.5	254/7.5	254/7.5	254/7.5
Change to Base														
Days														
Hours/Day														
Hours*Days														
Addl Per Hr														
Exp. Step														
0-5	16.7350	17.1650	17.3950	17.9050	17.9850	21.3250	18.0661	18.0850	21.4450	19.6361	19.6229	19.6650	23.1650	21.8850
6	16.8650	17.3050	17.5250	18.0450	18.1250	21.4950	18.2061	18.2250	21.6150	19.7961	19.7829	19.8250	23.3550	21.8550
7	16.9550	17.4050	17.6250	18.1550	18.2350	21.6150	18.3061	18.3350	21.7350	19.9161	19.9029	19.9350	23.4850	21.9950
8	17.1150	17.5550	17.7950	18.3250	18.4050	21.8050	18.4761	18.4950	21.9250	20.0961	20.0829	20.1150	23.6950	22.1950
9	17.1150	17.5550	17.7950	18.3250	18.4050	21.8050	18.4761	18.4950	21.9250	20.0961	20.0829	20.1150	23.6950	22.1950
10	17.1150	17.5550	17.7950	18.3250	18.4050	21.8050	18.4761	18.4950	21.9250	20.0961	20.0829	20.1150	23.6950	22.1950
11	17.3050	17.7450	17.9850	18.4950	18.6350	22.0450	18.7161	18.7250	22.2050	20.3461	20.3329	20.3650	23.9750	22.4250
12	17.4950	17.9350	18.1750	18.6850	18.8950	22.2950	18.9761	18.9950	22.4750	20.5861	20.5729	20.6050	24.2550	22.6750
13	17.7250	18.1350	18.4050	18.9050	19.1550	22.5450	19.2261	19.2450	22.7950	20.8561	20.8429	20.8750	24.5950	22.9350
14	17.9550	18.3850	18.6350	19.1150	19.3950	22.8650	19.5261	19.5450	23.0950	21.1461	21.1329	21.1750	24.9250	23.2350
15	18.2050	18.6050	18.8950	19.3550	19.6350	23.1550	19.8261	19.8450	23.4450	21.4561	21.4429	21.4750	25.2850	23.5250
16	18.4550	18.8350	19.1650	19.6150	19.8750	23.4850	20.1361	20.1650	23.8050	21.7561	21.7429	21.7850	25.6650	23.8550
17	18.7150	19.1050	19.4250	19.8450	20.1050	23.8350	20.4661	20.4950	24.1450	22.0861	22.0729	22.1150	26.0550	24.1450
18	19.0050	19.3550	19.7050	20.1150	20.4050	24.0950	20.8061	20.8250	24.5550	22.4161	22.4029	22.4450	26.4450	24.5250
19	19.2650	19.6550	19.9550	20.3950	20.6750	24.4750	21.1661	21.1850	24.9350	22.7661	22.7529	22.7950	26.8750	24.8350
20	19.5450	19.9350	20.2550	20.6550	20.9650	24.7750	21.5061	21.5250	25.3750	23.0961	23.0829	23.1250	27.2450	25.1850
21	19.8150	20.1950	20.5250	20.9550	21.2450	25.1150	21.8861	21.9050	25.7950	23.4761	23.4629	23.4950	27.6950	25.5450
22	20.1050	20.4850	20.7950	21.2250	21.5150	25.4250	22.2161	22.2350	26.1950	23.8361	23.8229	23.8650	28.0950	25.9050
23	20.3650	20.7650	21.0650	21.5050	21.8150	25.7650	22.5561	22.5950	26.6250	24.1561	24.1429	24.1850	28.5250	26.2650
24	20.6450	21.0550	21.3550	21.7750	22.0950	26.0850	22.9461	22.9750	27.0350	24.5461	24.5329	24.5750	28.9350	26.5950
25	20.9450	21.3150	21.6150	22.0750	22.3650	26.4250	23.2861	23.3150	27.4650	24.8861	24.8729	24.9150	29.3850	26.9850
26	21.2150	21.5850	21.9150	22.3750	22.6250	26.7550	23.6461	23.6750	27.8850	25.2361	25.2229	25.2750	29.7750	27.3450
27	21.4950	21.8750	22.1750	22.6050	22.9350	27.0750	23.9761	24.0050	28.3050	25.5961	25.5829	25.6350	30.2250	27.7050
28	21.7350	22.1550	22.4650	22.9050	23.1850	27.3950	24.3461	24.3750	28.7550	25.9461	25.9329	25.9850	30.6550	28.0650
29	22.0350	22.4350	22.7250	23.1950	23.4850	27.7550	24.7061	24.7350	29.1650	26.3261	26.3129	26.3650	31.0650	28.4150
30	22.3350	22.7050	22.9950	23.4650	23.7750	28.0550	25.0661	25.1050	29.5650	26.6861	26.6529	26.7050	31.4950	28.7850
31	22.5850	22.9950	23.2750	23.7350	24.0450	28.4050	25.4161	25.4550	30.0050	27.0161	27.0029	27.0650	31.8950	29.1350
32	22.8950	23.2550	23.5450	23.9950	24.3150	28.7550	25.7761	25.8150	30.4250	27.3761	27.3629	27.4150	32.3150	29.4950
33	23.1350	23.5350	23.8550	24.2750	24.6050	29.0650	26.1261	26.1550	30.8350	27.7261	27.7129	27.7750	32.7350	29.8650

Board Approved 5.16.17

ESP SALARY SCHEDULES 2017-18

2017-18 Schedule													
Pay Level	14	15	16	17	1D	1D	1D	1D	1D	1D	1D	1D	1E
Slot #	U35	U36	U38	U39	UA3	UA5	U03	UA8	UB3	UB5	UC3	UC5	UA1
Desc	254/7.5	254/7.5	254/7.5	254/7.5	+ Degree	+ Degree	+Degree 50%	+Degree 50%	+60 Hours	+60 Hours	+PPP	+PPP	+ Degree
Change to Base					750.00	750.00	375.00	375.00	500.00	500.00	250.00	250.00	750.00
Days					196	196	196	190	196	196	196	196	188
Hours/Day					7.00	7.50	3.75	3.50	7.00	7.50	7.00	7.50	7.00
Hours*Days					1372.00	1470.00	735.00	665.00	1372.00	1470.00	1372.00	1470.00	1316.00
Addl Per Hr					0.5466	0.5102	0.5102	0.5639	0.3644	0.3401	0.1822	0.1701	0.5731
Exp. Step													
0-5	23.3250	24.7050	26.3050	28.1150	12.4024	12.3563	12.3563	12.5747	12.2202	12.1862	12.0380	12.0162	11.7151
6	23.5050	24.8950	26.5150	28.3450	12.4924	12.4463	12.4463	12.6647	12.3102	12.2762	12.1280	12.1062	11.8051
7	23.6450	25.0450	26.6650	28.5050	12.5524	12.5063	12.5063	12.7247	12.3702	12.3362	12.1880	12.1662	11.8751
8	23.8650	25.2750	26.9150	28.7850	12.6624	12.6163	12.6163	12.8347	12.4802	12.4462	12.2980	12.2762	11.9751
9	23.8650	25.2750	26.9150	28.7850	12.6624	12.6163	12.6163	12.8347	12.4802	12.4462	12.2980	12.2762	11.9751
10	23.8650	25.2750	26.9150	28.7850	12.6624	12.6163	12.6163	12.8347	12.4802	12.4462	12.2980	12.2762	11.9751
11	24.0750	25.5050	27.1450	29.0050	12.8524	12.8063	12.8063	13.0247	12.6702	12.6362	12.4880	12.4662	12.1351
12	24.3150	25.7650	27.3650	29.2550	13.0324	12.9863	12.9863	13.2047	12.8502	12.8162	12.6680	12.6462	12.3251
13	24.5750	26.0250	27.6350	29.5350	13.2224	13.1763	13.1763	13.3947	13.0402	13.0062	12.8580	12.8362	12.5051
14	24.8350	26.3250	27.9150	29.8250	13.4524	13.4063	13.4063	13.6247	13.2702	13.2362	13.0880	13.0662	12.7251
15	25.1550	26.6050	28.2150	30.1250	13.6924	13.6463	13.6463	13.8647	13.5102	13.4762	13.3280	13.3062	12.9651
16	25.4450	26.9450	28.5050	30.4650	13.9324	13.8863	13.8863	14.1047	13.7502	13.7162	13.5680	13.5462	13.1751
17	25.7450	27.2650	28.8350	30.7550	14.1624	14.1163	14.1163	14.3347	13.9802	13.9462	13.7980	13.7762	13.4051
18	26.0550	27.6050	29.1450	31.0850	14.4424	14.3963	14.3963	14.6147	14.2602	14.2262	14.0780	14.0562	13.6651
19	26.4150	27.9450	29.4950	31.4450	14.7124	14.6663	14.6663	14.8847	14.5302	14.4962	14.3480	14.3262	13.8851
20	26.7750	28.3150	29.8650	31.8450	14.9624	14.9163	14.9163	15.1347	14.7802	14.7462	14.5980	14.5762	14.1451
21	27.1450	28.6450	30.1750	32.1650	15.2224	15.1763	15.1763	15.3947	15.0402	15.0062	14.8580	14.8362	14.3851
22	27.4750	29.0150	30.5650	32.5450	15.4924	15.4463	15.4463	15.6647	15.3102	15.2762	15.1280	15.1062	14.6451
23	27.8750	29.4050	30.9250	32.9250	15.7224	15.6763	15.6763	15.8947	15.5402	15.5062	15.3580	15.3362	14.8851
24	28.2150	29.7350	31.2850	33.2750	16.0124	15.9663	15.9663	16.1847	15.8302	15.7962	15.6480	15.6262	15.1451
25	28.5750	30.0850	31.6550	33.6050	16.2724	16.2263	16.2263	16.4447	16.0902	16.0562	15.9080	15.8862	15.4151
26	28.9550	30.4950	32.0350	33.9950	16.5424	16.4963	16.4963	16.7147	16.3602	16.3262	16.1780	16.1562	15.6551
27	29.2850	30.8150	32.3650	34.3550	16.7924	16.7463	16.7463	16.9647	16.6102	16.5762	16.4280	16.4062	15.9051
28	29.6350	31.1950	32.7550	34.7050	17.0824	17.0363	17.0363	17.2547	16.9002	16.8662	16.7180	16.6962	16.1551
29	30.0150	31.5550	33.1150	35.0650	17.3324	17.2863	17.2863	17.5047	17.1502	17.1162	16.9680	16.9462	16.4051
30	30.3650	31.8950	33.4450	35.4350	17.6124	17.5663	17.5663	17.7847	17.4302	17.3962	17.2480	17.2262	16.6251
31	30.7450	32.2650	33.8450	35.8050	17.8624	17.8163	17.8163	18.0347	17.6802	17.6462	17.4980	17.4762	16.9151
32	31.0850	32.6150	34.1650	36.1650	18.1124	18.0663	18.0663	18.2847	17.9302	17.8962	17.7480	17.7262	17.1551
33	31.4450	32.9750	34.5250	36.5350	18.4024	18.3563	18.3563	18.5747	18.2202	18.1862	18.0380	18.0162	17.4351

Board Approved 5.16.17

ESP SALARY SCHEDULES 2017-18

2017-18 Schedule

Pay Level	1E	1E	1E	1E	1E	1E	1E	1F	1F	1F	1F	1F	1F	1F
Slot #	UA9	UA6	UB6	UC1	UB1	UB7	UC6	UA2	UA4	UA7	UB4	UB2	UB8	UC2
Desc	+ Degree	+ Degree	+60 Hours	+PPP	+60 Hours	+60 Hours	+PPP	+ Degree	+ Degree	+ Degree	+60 Hours	+60 Hours	+60 Hours	+PPP
Change to Base	750.00	375.00	250.00	250.00	500.00	500.00	125.00	750.00	750.00	375.00	500.00	500.00	500.00	250.00
Days	188	183	183	188	188	188	183	188	196	183	196	188	188	188
Hours/Day	5.00	3.50	3.50	7.00	7.00	5.75	3.50	7.00	7.50	3.50	7.50	7.00	3.50	7.00
Hours*Days	940.00	640.50	640.50	1316.00	1316.00	1081.00	640.50	1316.00	1470.00	640.50	1470.00	1316.00	658.00	1316.00
Addl Per Hr	0.7979	0.5929	0.3968	0.1910	0.3820	0.4625	0.1952	0.5731	0.5102	0.5929	0.3401	0.3820	0.7599	0.1910
Exp. Step														
0-5	12.0007	11.7349	11.5388	11.3330	11.5240	11.6375	11.4892	12.2451	12.1663	12.2649	11.9962	12.0540	12.5839	11.8630
6	12.0907	11.8249	11.6288	11.4230	11.6140	11.7275	11.5792	12.3351	12.2563	12.3549	12.0862	12.1440	12.6739	11.9530
7	12.1607	11.8949	11.6988	11.4930	11.6840	11.7975	11.6492	12.3951	12.3163	12.4149	12.1462	12.2040	12.7339	12.0130
8	12.2607	11.9949	11.7988	11.5930	11.7840	11.8975	11.7492	12.4951	12.4163	12.5149	12.2462	12.3040	12.8339	12.1130
9	12.2607	11.9949	11.7988	11.5930	11.7840	11.8975	11.7492	12.4951	12.4163	12.5149	12.2462	12.3040	12.8339	12.1130
10	12.2607	11.9949	11.7988	11.5930	11.7840	11.8975	11.7492	12.4951	12.4163	12.5149	12.2462	12.3040	12.8339	12.1130
11	12.4207	12.1549	11.9588	11.7530	11.9440	12.0575	11.9092	12.6551	12.5763	12.6749	12.4062	12.4640	12.9939	12.2730
12	12.6107	12.3449	12.1488	11.9430	12.1340	12.2475	12.0992	12.8251	12.7463	12.8449	12.5762	12.6340	13.1639	12.4430
13	12.7907	12.5249	12.3288	12.1230	12.3140	12.4275	12.2792	13.0151	12.9363	13.0349	12.7662	12.8240	13.3539	12.6330
14	13.0107	12.7449	12.5488	12.3430	12.5340	12.6475	12.4992	13.2051	13.1263	13.2249	12.9562	13.0140	13.5439	12.8230
15	13.2507	12.9849	12.7888	12.5830	12.7740	12.8875	12.7392	13.4151	13.3363	13.4349	13.1662	13.2240	13.7539	13.0330
16	13.4607	13.1949	12.9988	12.7930	12.9840	13.0975	12.9492	13.6351	13.5563	13.6549	13.3862	13.4440	13.9739	13.2530
17	13.6907	13.4249	13.2288	13.0230	13.2140	13.3275	13.1792	13.8451	13.7663	13.8649	13.5962	13.6540	14.1839	13.4630
18	13.9507	13.6849	13.4888	13.2830	13.4740	13.5875	13.4392	14.0451	13.9663	14.0649	13.7962	13.8540	14.3839	13.6630
19	14.1707	13.9049	13.7088	13.5030	13.6940	13.8075	13.6592	14.3251	14.2463	14.3449	14.0762	14.1340	14.6639	13.9430
20	14.4307	14.1649	13.9688	13.7630	13.9540	14.0675	13.9192	14.5851	14.5063	14.6049	14.3362	14.3940	14.9239	14.2030
21	14.6707	14.4049	14.2088	14.0030	14.1940	14.3075	14.1592	14.8251	14.7463	14.8449	14.5762	14.6340	15.1639	14.4430
22	14.9307	14.6649	14.4688	14.2630	14.4540	14.5675	14.4192	15.0751	14.9963	15.0949	14.8262	14.8840	15.4139	14.6930
23	15.1707	14.9049	14.7088	14.5030	14.6940	14.8075	14.6592	15.3051	15.2263	15.3249	15.0562	15.1140	15.6439	14.9230
24	15.4307	15.1649	14.9688	14.7630	14.9540	15.0675	14.9192	15.5751	15.4963	15.5949	15.3262	15.3840	15.9139	15.1930
25	15.7007	15.4349	15.2388	15.0330	15.2240	15.3375	15.1892	15.7851	15.7063	15.8049	15.5362	15.5940	16.1239	15.4030
26	15.9407	15.6749	15.4788	15.2730	15.4640	15.5775	15.4292	16.0451	15.9663	16.0649	15.7962	15.8540	16.3839	15.6630
27	16.1907	15.9249	15.7288	15.5230	15.7140	15.8275	15.6792	16.2951	16.2163	16.3149	16.0462	16.1040	16.6339	15.9130
28	16.4407	16.1749	15.9788	15.7730	15.9640	16.0775	15.9292	16.5551	16.4763	16.5749	16.3062	16.3640	16.8939	16.1730
29	16.6907	16.4249	16.2288	16.0230	16.2140	16.3275	16.1792	16.7851	16.7063	16.8049	16.5362	16.5940	17.1239	16.4030
30	16.9107	16.6449	16.4488	16.2430	16.4340	16.5475	16.3992	17.0351	16.9563	17.0549	16.7862	16.8440	17.3739	16.6530
31	17.2007	16.9349	16.7388	16.5330	16.7240	16.8375	16.6892	17.2851	17.2063	17.3049	17.0362	17.0940	17.6239	16.9030
32	17.4407	17.1749	16.9788	16.7730	16.9640	17.0775	16.9292	17.4951	17.4163	17.5149	17.2462	17.3040	17.8339	17.1130
33	17.7207	17.4549	17.2588	17.0530	17.2440	17.3575	17.2092	17.7851	17.7063	17.8049	17.5362	17.5940	18.1239	17.4030

Board Approved 5.16.17

ESP SALARY SCHEDULES 2017-18

2017-18 Schedule

Pay Level	1F	1K	1K	1KB	1KB	11	11	12	12	12	12
Slot #	UC4	U10	U11	U66	U67	U86	U23	U83	U#2	U70	U#3
Desc	+PPP	1K w Assoc	1K w Bach	1KB w Assoc	1KB w Bach	Associates	Bachelors	Associates	Masters	12*258/217	Bachelors
Change to Base	250.00	591.00	1181.00	591.00	1181.00	591.00	1181.00	591.00	1477.00		1181.00
Days	196	188	188	188	188	254	254	254	217	217	217
Hours/Day	7.50	7.00	7.00	7.00	7.00	7.50	7.50	7.50	7.50	7.50	7.50
Hours*Days	1470.00	1309.00	1309.00	1309.00	1309.00	1905.00	1905.00	1905.00	1627.50	1627.50	1627.50
Addl Per Hr	0.1701	0.4515	0.9022	0.4515	0.9022	0.3102	0.6199	0.3102	0.9075		0.7257
Exp. Step											
0-5	11.8262	21.1735	21.6242	22.7335	23.1842	18.3952	18.7049	19.9752	20.5304	23.1429	23.8686
6	11.9162	21.3435	21.7942	22.9035	23.3542	18.5352	18.8449	20.1352	20.6904	23.3329	24.0586
7	11.9762	21.4635	21.9142	23.0335	23.4842	18.6452	18.9549	20.2452	20.8104	23.4829	24.2086
8	12.0762	21.6635	22.1142	23.2435	23.6942	18.8052	19.1149	20.4252	20.9904	23.6929	24.4186
9	12.0762	21.6635	22.1142	23.2435	23.6942	18.8052	19.1149	20.4252	20.9904	23.6929	24.4186
10	12.0762	21.6635	22.1142	23.2435	23.6942	18.8052	19.1149	20.4252	20.9904	23.6929	24.4186
11	12.2362	21.9035	22.3542	23.4835	23.9342	19.0352	19.3449	20.6752	21.2404	23.9929	24.7186
12	12.4062	22.1535	22.6042	23.7535	24.2042	19.3052	19.6149	20.9152	21.4804	24.2729	24.9986
13	12.5962	22.4335	22.8842	24.0235	24.4742	19.5552	19.8649	21.1852	21.7504	24.5929	25.3186
14	12.7862	22.7335	23.1842	24.3435	24.7942	19.8552	20.1649	21.4852	22.0404	24.9429	25.6686
15	12.9962	23.0335	23.4842	24.6235	25.0742	20.1552	20.4649	21.7852	22.3504	25.3129	26.0386
16	13.2162	23.3935	23.8442	24.9835	25.4342	20.4752	20.7849	22.0952	22.6504	25.6629	26.3886
17	13.4262	23.7235	24.1742	25.2935	25.7442	20.8052	21.1149	22.4252	22.9804	26.0629	26.7886
18	13.6262	24.0835	24.5142	25.6535	26.1042	21.1352	21.4449	22.7552	23.3104	26.4529	27.1786
19	13.9062	24.4235	24.8742	26.0435	26.4942	21.4952	21.8049	23.1052	23.6604	26.8729	27.5986
20	14.1662	24.8035	25.2542	26.4135	26.8642	21.8352	22.1449	23.4352	23.9904	27.2629	27.9886
21	14.4062	25.1835	25.6342	26.8035	27.2542	22.2152	22.5249	23.8052	24.3704	27.7129	28.4386
22	14.6562	25.5935	26.0442	27.1635	27.6142	22.5452	22.8549	24.1752	24.7304	28.1429	28.8686
23	14.8862	25.9335	26.3842	27.5335	27.9842	22.9052	23.2149	24.4952	25.0504	28.5229	29.2486
24	15.1562	26.3135	26.7642	27.9035	28.3542	23.2852	23.5949	24.8852	25.4404	28.9829	29.7086
25	15.3662	26.6935	27.1442	28.3135	28.7642	23.6252	23.9349	25.2252	25.7804	29.3929	30.1186
26	15.6262	27.0835	27.5342	28.7035	29.1542	23.9852	24.2949	25.5852	26.1304	29.8029	30.5286
27	15.8762	27.4435	27.8942	29.0535	29.5042	24.3152	24.6249	25.9452	26.4904	30.2329	30.9586
28	16.1362	27.8435	28.2942	29.4335	29.8842	24.6852	24.9949	26.2952	26.8404	30.6529	31.3786
29	16.3662	28.2335	28.6842	29.8435	30.2942	25.0452	25.3549	26.6752	27.2204	31.1029	31.8286
30	16.6162	28.5735	29.0242	30.2035	30.6542	25.4152	25.7249	27.0152	27.5604	31.5029	32.2286
31	16.8662	28.9735	29.4242	30.5635	31.0142	25.7852	26.0749	27.3752	27.9104	31.9229	32.6486
32	17.0762	29.3735	29.8242	30.9535	31.4042	26.1252	26.4349	27.7252	28.2704	32.3529	33.0786
33	17.3662	29.8935	30.1442	31.3235	31.7742	26.4652	26.7749	28.0852	28.6204	32.7629	33.4886

Board Approved 5.16.17

ESP SALARY SCHEDULES 2017-18

2017-18 Schedule

Pay Level	12X	13	13	14	14	14	15	15	15	16	16	16	17
Slot #	U87	U82	U80	U84	UXI	U01	U89	U85	U91	U90	U63	U64	U65
Desc	Bachelors	Associates	Bachelors	Associates	Bachelors	Masters	Associates	Bachelors	Masters	Associates	Bachelors	Masters	Bachelors
Change to Base	1181.00	591.00	1181.00	591.00	1181.00	1477.00	591.00	1181.00	1477.00	591.00	1181.00	1477.00	1181.00
Days	254	254	254	254	254	254	254	254	254	254	254	254	254
Hours/Day	7.50	7.50	7.50	7.50	7.50	7.50	7.50	7.50	7.5000	7.50	7.50	7.50	7.50
Hours*Days	1905.00	1905.00	1905.00	1905.00	1905.00	1905.00	1905.00	1905.00	1905.00	1905.00	1905.00	1905.00	1905.00
Addl Per Hr	0.6199	0.3102	0.6199	0.3102	0.6199	0.7753	0.3102	0.6199	0.7753	0.3102	0.6199	0.7753	0.6199
Exp. Step													
0-5	23.7849	21.9952	22.3049	23.6352	23.9449	24.1003	25.0152	25.3249	25.4803	26.6152	26.9249	27.0803	28.7349
6	23.9749	22.1652	22.4749	23.8152	24.1249	24.2803	25.2052	25.5149	25.6703	26.8252	27.1349	27.2903	28.9649
7	24.1049	22.3052	22.6149	23.9552	24.2649	24.4203	25.3552	25.6649	25.8203	26.9752	27.2849	27.4403	29.1249
8	24.3149	22.5052	22.8149	24.1752	24.4849	24.6403	25.5852	25.8949	26.0503	27.2252	27.5349	27.6903	29.4049
9	24.3149	22.5052	22.8149	24.1752	24.4849	24.6403	25.5852	25.8949	26.0503	27.2252	27.5349	27.6903	29.4049
10	24.3149	22.5052	22.8149	24.1752	24.4849	24.6403	25.5852	25.8949	26.0503	27.2252	27.5349	27.6903	29.4049
11	24.5949	22.7352	23.0449	24.3852	24.6949	24.8503	25.8152	26.1249	26.2803	27.4552	27.7649	27.9203	29.6249
12	24.8749	22.9852	23.2949	24.6252	24.9349	25.0903	26.0752	26.3849	26.5403	27.6752	27.9849	28.1403	29.8749
13	25.2149	23.2452	23.5549	24.8852	25.1949	25.3503	26.3352	26.6449	26.8003	27.9452	28.2549	28.4103	30.1549
14	25.5449	23.5452	23.8549	25.1452	25.4549	25.6103	26.6352	26.9449	27.1003	28.2252	28.5349	28.6903	30.4449
15	25.9049	23.8352	24.1449	25.4652	25.7749	25.9303	26.9152	27.2249	27.3803	28.5252	28.8349	28.9903	30.7449
16	26.2849	24.1652	24.4749	25.7552	26.0649	26.2203	27.2552	27.5649	27.7203	28.8152	29.1249	29.2803	31.0849
17	26.6749	24.4552	24.7649	26.0552	26.3649	26.5203	27.5752	27.8849	28.0403	29.1452	29.4549	29.6103	31.3749
18	27.0649	24.8352	25.1449	26.3652	26.6749	26.8303	27.9152	28.2249	28.3803	29.4552	29.7649	29.9203	31.7049
19	27.4949	25.1452	25.4549	26.7252	27.0349	27.1903	28.2552	28.5649	28.7203	29.8052	30.1149	30.2703	32.0649
20	27.8649	25.4952	25.8049	27.0852	27.3949	27.5503	28.6252	28.9349	29.0903	30.1752	30.4849	30.6403	32.4649
21	28.3149	25.8552	26.1649	27.4552	27.7649	27.9203	28.9552	29.2649	29.4203	30.4852	30.7949	30.9503	32.7849
22	28.7149	26.2152	26.5249	27.7852	28.0949	28.2503	29.3252	29.6349	29.7903	30.8752	31.1849	31.3403	33.1649
23	29.1449	26.5752	26.8849	28.1852	28.4949	28.6503	29.7152	30.0249	30.1803	31.2352	31.5449	31.7003	33.5449
24	29.5549	26.9052	27.2149	28.5252	28.8349	28.9903	30.0452	30.3549	30.5103	31.5952	31.9049	32.0603	33.8949
25	30.0049	27.2952	27.6049	28.8852	29.1949	29.3503	30.3952	30.7049	30.8603	31.9652	32.2749	32.4303	34.2249
26	30.3949	27.6552	27.9649	29.2652	29.5749	29.7303	30.8052	31.1149	31.2703	32.3452	32.6549	32.8103	34.6149
27	30.8449	28.0152	28.3249	29.5952	29.9049	30.0603	31.1252	31.4349	31.5903	32.6752	32.9849	33.1403	34.9749
28	31.2749	28.3752	28.6849	29.9452	30.2549	30.4103	31.5052	31.8149	31.9703	33.0652	33.3749	33.5303	35.3249
29	31.6849	28.7252	29.0349	30.3252	30.6349	30.7903	31.8652	32.1749	32.3303	33.4252	33.7349	33.8903	35.6849
30	32.1149	29.0952	29.4049	30.6752	30.9849	31.1403	32.2052	32.5149	32.6703	33.7552	34.0649	34.2203	36.0549
31	32.5149	29.4452	29.7549	31.0552	31.3649	31.5203	32.5752	32.8849	33.0403	34.1552	34.4649	34.6203	36.4249
32	32.9349	29.8052	30.1149	31.3952	31.7049	31.8603	32.9252	33.2349	33.3903	34.4752	34.7849	34.9403	36.7849
33	33.3549	30.1752	30.4849	31.7552	32.0649	32.2203	33.2852	33.5949	33.7503	34.8352	35.1449	35.3003	37.1549

Board Approved 5.16.17

APPENDIX E: SUPPLEMENTS

Tentative Agreement by Education Support Professionals Bargaining Leadership Team (ESP BLT): August 18, 2016

Ratified by Osceola County Education Association (OCEA): May 10, 2017

Ratified by Osceola County School Board (OCSB): May 16, 2017

OTHER	Amount
Paraprofessional (Juvenile Detention Center)	\$ 592.00

APPENDIX F: Cross Training Professional Growth Plan

CROSSTRAINING CHECKLIST

Employee's Name: _____

Employee's Title: _____

Employee's Work Location: _____

Employee's Supervisor: _____

Employee Instructions: Please complete this checklist with your supervisor at the appropriate times. Both parties should initial items as they are completed and then sign and the form acknowledging as completed.

Supervisor's Initials/ Employee Initials

1. Approval of immediate supervisor for cross training in this position
2. Review the classification specification and specific qualifications:
 - Tasks to be completed
 - Deadlines to be met
 - Frequency of completion (daily, quarterly, annually, etc.)
 - Required meetings
 - Expectations of proficiency
3. Review the structure and procedures of the worksite and employee to be job shadowed including:
 - Department organization chart – highlight the names and duties of key personnel and who to contact if the supervisor is not available
 - Ordering/ Obtaining supplies
 - Policy and procedures or handbook of worksite
 - Approval of receiving supervisor and employee to be shadowed
4. Discuss appropriate staff development opportunities and requirements:
 - Training and Development requirements
 - Proposed plan for ensuring that duties and responsibilities are covered during job shadowing and training

Employee's Signature: _____ **Date:** _____

Mentor's Signature: _____ **Date:** _____

Supervisor's Signature: _____ **Date:** _____

CROSS TRAINING PLAN

Section 1

Employee's Name: _____
Employee's Title: _____
Employee's Work Location: _____
Employee's Supervisor: _____
Assessment Period: _____

Section 2 - Objectives

(Job Description Responsibilities to be focused on for this period)

1.	
2.	
3.	
4.	

Section 3 - Implementation

Mutually Agreed Upon Objective Activity	Date	Time	Outcome/ Impact of Activity

Section 4 - Performance - Assessment and Results

Completed Job Competencies
Employee Assessment of performance with examples
Supervisor Assessment of performance with examples
Additional training opportunities offered/needed

Signature acknowledges receipt of this document. This form shall remain at the worksite and shall not be placed in the employee's permanent personnel file until the cross training has successfully been accomplished.

Employee's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

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