

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



**July 01, 2018 through June 30, 2019**

**Ratified by OCEA, August 16, 2018  
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Superintendent**

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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 which are visible must be worn with a belt so that the waistband is at the waist and not below.
3. The hem of skirts or dresses must be no shorter than mid-thigh.
4. Employees may also wear sandals provided they do not interfere with safety or job requirements. Flip-flops 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.

Employees who are assigned to act in the role and capacity of another employee during another employee's absence for two (2) weeks or more shall not be subject to either progressive discipline or adverse impact on the employee's final summative evaluation for incomplete work tasks for the position for which the employee is originally hired during the time the employee assists in the second role.

Where feasible, administrators shall continue to rotate the assignment of other duties among employees on an equitable basis and in a manner that is not arbitrary and capricious. Notwithstanding the first statement in this paragraph, both parties agree that administrators may assign other work duties in order to achieve the School District's Strategic Plan goals.

## 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. Both parties agree to enter into a collaborative/ interest-based bargaining process. A contract shall be ratified with the understanding that Contract Articles, specific paragraphs, or new issues may be opened, bargained, ratified, and implemented throughout the fiscal year.

**2017-18 MEMORANDUM OF UNDERSTANDING: Center for Employee Health No Show Procedures**

**MEMORANDUM OF UNDERSTANDING –  
Center for Employee Health No Show Procedures, Professional Support Staff Employees**

Whereas, the School District of Osceola County, Florida, and the Osceola County Education Association believe that employee utilization of the Center for Employee Health is a privilege and a benefit provided by the Osceola County School Board;

Whereas, both parties believe that it is the responsibility of each eligible employee to:

- keep all scheduled medical appointments for themselves and for their eligible dependents or
- cancel these appointments within a reasonable time so that other employee and their family members can utilize these services;

Therefore, be it resolved that both parties agree to the following terms and conditions of participation in the services provided by the Center for Employee Health:

1. Employees shall call the Center for Employee Health main telephone number (407-483-5757) or complete the required information at <http://www.sdocemployeehealthcenter.net/> in order to cancel a scheduled appointment within twenty-four (24) hours of the scheduled appointment time.
2. A missed appointment or 'no show' shall be defined as:
  - failing to keep or to cancel a scheduled appointment at the Center for Employee Health or
  - arriving more than fifteen (15) minutes late after the scheduled appointment time at the Center for Employee Health.
3. Arriving more than fifteen (15) minutes late after the scheduled appointment time at the Center for Employee Health may result in the rescheduling of the appointment.
4. Effective immediately upon the date of the approval of this memorandum of understanding, the Osceola County School Board shall take the following actions for missed appointments or 'no shows':
  - **First Occurrence:** Issue a warning letter to the employee.
  - **Second Occurrence within a three (3) month period:** Charge the employee a \$25 fee through payroll deduction.
  - **Third Occurrence within a ~~three (3)~~ <sup>six (6)</sup> month period:** Charge the employee a \$25 fee through payroll deduction and suspend the employee's eligibility to participate in the services provided by the Center for Employee Health for the duration of a six (6) month period.
5. The Department of Risk & Benefits Management shall notify the employee prior to any fee deduction.

**OSCEOLA COUNTY  
SCHOOL BOARD**

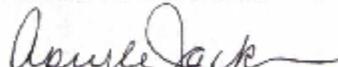


SUPERINTENDENT  
Debra Pace



CHIEF NEGOTIATOR FOR OCSB  
John Boyd

**OSCEOLA COUNTY  
EDUCATION ASSOCIATION**



OCEA PRESIDENT  
Apryle Jackson



CHIEF NEGOTIATOR FOR OCEA  
Barbara Gleason

Date: **November 16, 2017**

**2017-18 MEMORANDUM OF UNDERSTANDING: Cigna Health Insurance Pharmacy Plan Changes**

**MEMORANDUM OF UNDERSTANDING –  
Cigna Health Insurance Pharmacy Plan Changes  
Professional Support Staff Employees**

Whereas, the School District of Osceola County, Florida, and the Osceola County Education Association believe that providing access to health insurance benefits for instructional employees is a priority;

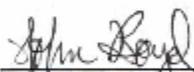
Whereas, both parties believe that better cost-effectiveness of the Cigna Health Insurance Pharmacy Plan can be achieved through acting upon recommendations from our health insurance provider in order to provide greater cost savings to the School District's Health Insurance Benefits Trust Fund;

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

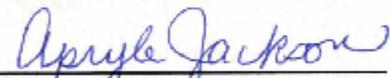
1. The School District shall implement the following changes to the Cigna Health Insurance Pharmacy Plan (as outlined in detail on Page 2 of 2 of this Memorandum of Understanding):
  - Essential Protection Clinical Management
  - Cigna 90 Now (Voluntary)
  - Value Prescription Drug List
  - Mandatory Generic Program
  - Exclusive Specialty Home Delivery First Fill
2. These changes may be enacted upon during the current 2017-18 school year and continue during subsequent school years until both parties shall agree to additional changes to the Cigna Health Insurance Pharmacy Plan.

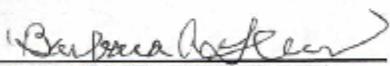
**OSCEOLA COUNTY  
SCHOOL BOARD**

  
\_\_\_\_\_  
SUPERINTENDENT  
Debra Pace

  
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CHIEF NEGOTIATOR FOR OCSB  
John Boyd

**OSCEOLA COUNTY  
EDUCATION ASSOCIATION**

  
\_\_\_\_\_  
OCEA PRESIDENT  
Apryle Jackson

  
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CHIEF NEGOTIATOR FOR OCEA  
Barbara Gleason

**Date: February 15, 2018**

**Recommendations - Pharmacy**  
 Cigna School District of Osceola County

Recommendation	Why?
<p><b>Essential Prescription Utilization Management</b></p> <p>Provides clinically appropriate use of medications and guards against abusive drug costs through step therapy, prior authorization, quantity limits, daily dose coordination, age restrictions, generic substitution, maximum daily dose limits. Measures to curtail the use of controlled substances are included.</p>	<p>Safety and approvals administered by PUA, a national unit will be utilized because:</p> <ul style="list-style-type: none"> <li>Currently no fee is charged from basic to essential</li> <li>Financial Savings: \$403,000</li> <li>Program Savings: \$403,000 (40% Impact)</li> </ul>
<p><b>CIG to 90 New (Voluntary)</b></p> <p>Gain us access to select retail pharmacies to allow steady supplies of maintenance medications.</p>	<p>Others estimate the volume of 90-day maintenance medications at approximately 1.5 million. Client volume above discounts for both 30-day and 90-day prescriptions within the new 90-day supply.</p> <p>Estimated Savings: \$4.8M (Voluntary) &gt; \$16.8M (Mandatory)</p> <p>(Potential Impact: 85% pass-through 1407 prescriptions @ 34% off CIG dry-ship prescriptions are filled on CIGNA 90-day volume. (Shipment))</p>
<p><b>Value Prescription Drug List</b></p> <p>Current where pay aligns to value pharmacy rates summary and patients start to control drug cost.</p>	<p>• Reduces the number of drugs available on the market. This is best for our customers and their medications.</p> <p>• Reduces our high-cost drugs to maximize affordability while providing access to medically necessary medications.</p>
<p><b>Mandatory Generic Program</b></p> <p>Provides the use of low-cost generics</p>	<p>Estimated Annualized Savings: \$29,000 (-0.5% Impact)</p> <p>Drugs generic utilization and program savings verified the above and the customer</p>
<p><b>Apply to Patient &amp; Prescriber Educated Brands Lists</b></p>	<p>Estimated Annualized Savings: \$73,000 (-0.1% Impact)</p>
<p><b>Exclusive Specialty Home Delivery First Fill</b></p> <p>The use of Cigna's dedicated specialty pharmacy to provide faster time to therapy, earlier opportunity for engagement and to our plan at the second fill of supporting an overall better customer experience.</p>	<p>• 10% for nearly 100,000-150,000</p> <p>• CIGNA initiates and initiates second fill</p> <p>• Lowers the overall cost of support or cashing</p>

Page



## Recommendations - Pharmacy Cigna. School District of Osceola County



Based on June-Sept 2017 utilization as reported at November 2017 meeting

Recommendation	Consideration
<p><b>Essential Protection Clinical Management</b></p> <p>Promotes clinically appropriate use of medications and guards against adverse drug events through step therapy, prior authorizations, quantity limits, daily dose consolidation, age edits, gender edits and maximum daily dose edits. In addition, measures to combat the current Opioid epidemic are included</p>	<p>Safety and appropriate use determined by FDA and manufacturer guidelines and medical literature</p> <p>Currently no fee to upgrade from basic to essential</p> <p>Potential Savings: <b>\$625,000</b> Expected Savings: <b>\$425,000</b> (~470 impacted)</p>
<p><b>Cigna 90 Now (Voluntary)</b></p> <p>Open up access to select retail pharmacies to allow 90-day supplies on maintenance medications.</p>	<p>Offers customers the choice to fill 90-day maintenance medications at select retail pharmacies or mail. Client realizes deeper discounts for both 30 day and 90 day prescriptions within the new 90 day network.</p> <p>Estimated Savings: <b>\$18 PMPY (voluntary) or \$36 PMPY (mandatory)</b> (Potential impact: 3,638 prescriptions (1407 members) or 64% of 90 day retail prescriptions are filled at non-Cigna 90 Now network pharmacies)</p>
<p><b>Value Prescription Drug List</b></p> <p>Our most effective plan design to promote pharmacy benefit affordability and positions clients to control surging drug costs.</p>	<ul style="list-style-type: none"> <li>Excludes two classes of drugs available over-the-counter: PPIs to treat stomach ulcer/heartburn and allergy medications.</li> <li>Removes certain high-cost drugs to maximize affordability while preserving access to medically necessary medications.</li> </ul> <p>Estimated Annualized Savings: <b>\$300,000</b> (~ 922 impacted)</p>
<p><b>Mandatory Generic Program</b></p> <p>Promotes the use of low cost generics</p> <p>Apply to 'patient &amp; prescriber requested' Brands scripts</p>	<p>Drives generic utilization and generates savings for both the client and the customer</p> <p>Estimated Annualized Savings: <b>Mandatory Generic- \$73,000</b> (~ 25 impacted)</p>
<p><b>Exclusive Specialty Home Delivery First Fill</b></p> <p>The use of Cigna's dedicated specialty pharmacy helps provide faster time to therapy, earlier opportunity for engagement and no disruption on the second fill – all supporting an overall better customer experience.</p>	<ul style="list-style-type: none"> <li>&gt; 98% Rx ready within 2-3 days</li> <li>&gt; Cigna initiates and schedules second fill</li> <li>&gt; Customer offered clinical support or coaching</li> </ul>

**2017-18 MEMORANDUM OF UNDERSTANDING: Collaborative Bargaining**

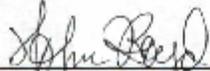
**MEMORANDUM OF UNDERSTANDING  
Collaborative Bargaining,  
Education Support Professionals (ESP)**

In lieu of Article XVIII, Term of Contract, for the 2017-18 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**

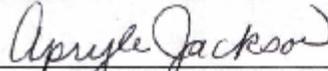


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SUPERINTENDENT  
Debra Pace

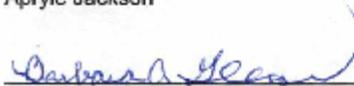


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CHIEF NEGOTIATOR FOR OCSB  
John Boyd

**OSCEOLA COUNTY  
EDUCATION ASSOCIATION**



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OCEA PRESIDENT  
Apryle Jackson



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CHIEF NEGOTIATOR FOR OCEA  
Barbara Gleason

**Date: October 19, 2017**

**2017-18 MEMORANDUM OF UNDERSTANDING: Payment Schedule for School Improvement Grant 1003(g) Cohort 4 (SIG4), Professional Support Staff Employees**

**MEMORANDUM OF UNDERSTANDING –  
Payment Schedule for School Improvement Grant 1003(g) Cohort 4 (SIG4) Bonuses,  
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 is a recipient of the School Improvement Grant 1003(g) Cohort 4 (SIG4);

Whereas, both parties agree that the School District should be a good steward of the funds of the School Improvement Grant 1003(g) Cohort 4 (SIG4) for Central Avenue Elementary School;

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.
- Effective November 01, 2017, professional support staff employees who were hired **prior to November 01, 2017**, for professional support staff 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 \$4,250 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 in quarterly installments during Year 02 after the completion of Year 01
  - Performance Bonus = \$2500 to be paid in quarterly installments during Year 04 after the completion of Year 03
- Effective November 01, 2017, professional support staff employees who are hired **on or after November 01, 2017**, for professional support staff 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 \$3937.50 above the employee's contractual rate of pay over the four (4) years of the period of the grant:

- Quarterly Prorations of the original Year 01 Signing Bonus of \$1,250 to be paid in quarterly installments for the remainder of the subsequent quarters during Year 01 dependent upon the quarter in which the employee is hired, as follows:
  - Year 01, Quarter 02 Signing Bonus = \$937.50 to be paid in three (3) installments
  - Year 01, Quarter 03 Signing Bonus = \$625.00 to be paid in two (2) installments
  - Year 01, Quarter 04 Signing Bonus = \$312.50 to be paid in one (1) installment
- Year 02 Retention Bonus = \$500 to be paid in quarterly installments during Year 02 after the completion of Year 01
- Performance Bonus = \$2500 to be paid in quarterly installments during Year 04 after the completion of Year 03
- Bonuses shall be paid in quarterly installments during the regular school year and as supplements for retirement purposes where permissible within the terms of the grant.
- If an professional support staff employee leaves Central Avenue Elementary School prior to the end of the quarter during any one (1) of the four (4) years of the period of the grant, the employee shall not be eligible for the quarterly installment scheduled for payment of that quarter and each subsequent quarter for the remainder of the period of the grant.
- If an 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
  - shall not be eligible for a duplication of payment for any signing, retention, or performance bonus previously received if the employee returns to a position at Central Avenue Elementary School within the remainder of the duration of the four (4) years of the period of the grant.

**OSCEOLA COUNTY  
SCHOOL BOARD**



SUPERINTENDENT  
Debra Pace



CHIEF NEGOTIATOR FOR OCSB  
John Boyd

Date: **January 18, 2018**

**OSCEOLA COUNTY  
EDUCATION ASSOCIATION**



OCEA PRESIDENT  
Apryle Jackson



CHIEF NEGOTIATOR FOR OCEA  
Barbara Gleason

**2017-18 MEMORANDUM OF UNDERSTANDING: Sick Leave Buyback Incentive,  
Professional Support Staff Employees**

**MEMORANDUM OF UNDERSTANDING –  
Sick Leave Buyback Incentive, **Professional Support Staff Employees****

Whereas, the School District of Osceola County, Florida, and the Osceola County Education Association believe that sick leave buyback incentives may reduce professional support staff employee absences;

Whereas, both parties believe that sick leave buyback incentives may have a positive effect on professional support staff employee morale;

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

1. School District employees that earn sick leave shall have the option, upon the condition of available funding, to receive an annual payment for unused accumulated sick leave which was earned during the current school year. Employees who have used three (3) days or less of sick leave or personal leave during the school year may elect to be compensated for up to five (5) sick leave days at 80% of the employee's daily rate of pay.
2. The employee shall make the election to participate in the buyback program by May 1st of each school year. Annual payment for unused sick leave will be distributed no later than July 31st of the following fiscal year.
3. The value of unused sick leave, up to five (5) days, shall be calculated based on the employee's daily rate of pay for the school year multiplied by 80 percent. Days for which such payment is received shall be deducted from the accumulated leave balance.
4. In no case shall the employee's accumulated sick leave balance be less than fifteen (15) days.
5. The School Board may consider annually, upon the recommendation of the Superintendent, an appropriation to fund the sick leave buyback program.

**OSCEOLA COUNTY  
SCHOOL BOARD**



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SUPERINTENDENT  
Debra Pace

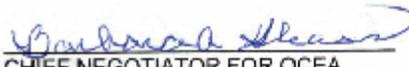


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CHIEF NEGOTIATOR FOR OCSB  
John Boyd

**OSCEOLA COUNTY  
EDUCATION ASSOCIATION**



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OCEA PRESIDENT  
Apryle Jackson



\_\_\_\_\_  
CHIEF NEGOTIATOR FOR OCEA  
Barbara Gleason

**Date: October 19, 2017**

**2017-18 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.

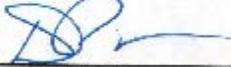
"Good standing" shall be defined as professional support staff employees who have:

- 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.

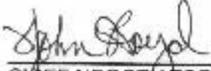
- Qualified job applicants in the following job categories shall be eligible to submit a job application for each available position at Central Avenue Elementary School in order to participate in the School Improvement Grant 1003(g) Cohort 4 (SIG4) projects, activities, and opportunities for additional 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
  - work up to fourteen (14) hours per contract year beyond regular contractual hours for the purpose of required 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 and/ or required family/ community involvement activities that are scheduled beyond the regular contractual workday and beyond the commitment of fourteen (14) hours;
- 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 for the 2018-19 school year 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 five (5) years of the period of the grant according to the following terms:
  - Year 02 [2018-19] Retention Bonus = \$500 to be paid no later than the second regularly scheduled paycheck of Year 02 [2018-19] after the completion of Year 01 [2017-18] for CAES employees who were hired during and completed employment for the 2017-18 school year and who were hired and returned to CAES for the 2018-19 school year
  - Performance Bonus = \$2500 to be paid in whole or in part no earlier than after the completion of Year 03 [2019-20] and the remainder no later than after the completion of Year 04 [2020-21]
- 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



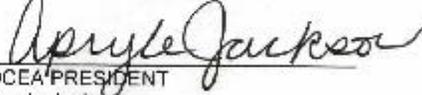
SUPERINTENDENT  
Debra Pace



CHIEF NEGOTIATOR FOR OCSB  
John Boyd

Date: June 21, 2018

OSCEOLA COUNTY  
EDUCATION ASSOCIATION



OCEA PRESIDENT  
Apryle Jackson



CHIEF NEGOTIATOR FOR OCEA  
Barbara Gleason

**2017-18 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 2017-18 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**



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SUPERINTENDENT  
Debra Pace

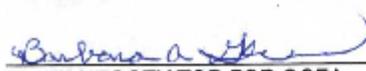


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CHIEF NEGOTIATOR FOR OCSB  
John Boyd

**OSCEOLA COUNTY  
EDUCATION ASSOCIATION**



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OCEA PRESIDENT  
Apryle Jackson



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CHIEF NEGOTIATOR FOR OCEA  
Barbara Gleason

Date: **October 19, 2017**

**BARGAINING TEAM**

<b>OSCEOLA COUNTY EDUCATION ASSOCIATION (OCEA) MEMBERS</b>		
Hector Acosta	Computer Technician	Mill Creek Elementary
Anne Calandrino	Uni-Serv Director	OCEA
Susan Compton	OCEA Vice-President/ Bookkeeper	Facilities
Barbara Gleason	Chief Negotiator/ Student Records Clerk	Osceola High School
Apryle Jackson	President	OCEA
Myra Schaalma	Paraprofessional	Partin Settlement Elementary
Elaine Weaver	Secretary	Professional and Technical High School

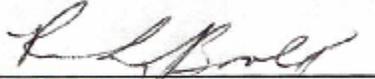
<b>MEMBERS ON BEHALF OF THE OSCEOLA COUNTY SCHOOL BOARD (OCSB)</b>		
John Boyd	OCSB Chief Negotiator/ Director	Government & Labor Relations (Human Resources)
Daryla Bungo	Director	Student Services
Nate Fancher	Principal	St. Cloud High School
Sarah Graber	Chief	Business & Finance
Jason Hayes	Principal	Deerwood Elementary School
Linda Schroeder-King	Director	ESE
Tammy Cope-Otterson	Chief	Human Resources

Martha LeBlanc	Recording Secretary/ Secretary to John Boyd	Government & Labor Relations (Human Resources)
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**APPROVAL OF PARTIES**

**2018-19 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



Ricky Booth,  
Chairperson of the Board

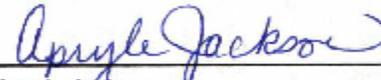


Dr. Debra Pace,  
Superintendent

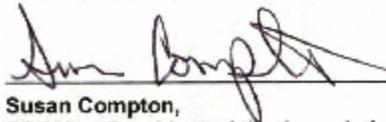


John Boyd,  
Chief Negotiator for the School Board

Accepted by the  
Osceola County Education Association



Apryle Jackson,  
President of the Association

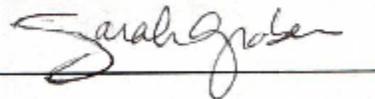


Susan Compton,  
ESP Vice President of the Association

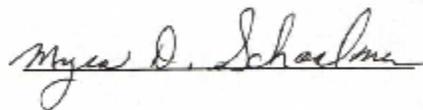


Barbara Gleason,  
Chief Negotiator of the Association

Witnesses as to the School Board



Witnesses as to the Association



**Dated: August 21, 2018**

**Tentative Agreement by Professional Support Staff Employees  
Bargaining Leadership Team (BLT): N/A**

**Ratified by Osceola County Education Association (OCEA): August 16, 2018**

**Ratified by Osceola County School Board (OCSB): August 21, 2018**

**Term of Contract Expiration Date: June 30, 2019**

**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					
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.)					
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 hours/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					
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.					
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.			
<b>PLANNING</b>			
_____ Principal/Administrator Signature	_____ Date	_____ Employee Signature	_____ Date
<b>FINAL REVIEW</b>			
_____ 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 D: 2018-19 SALARY SCHEDULE

ESP SALARY SCHEDULES 2018-19

2018-19 Schedule	ID	ID	ID	ID	ID	IE	IE	IE	IE	IE	IE	IE	IE	IE	IF
Pay Level	U06	U37	U02	U07	U43	U58	U04	U57	U08	U20	U68	U69	U52	U54	U59
Slot #															
Desc	196/7	190/3.5	196/5	196/7.5	254/7.5	188/7.5	188/7	188/3.5	188/5	188/5.75	196/5	196/7.5	254/6	254/7.5	188/3.5
Change to Base															
Days															
Hours/Day															
Hours*Days															
Addl Per Hr															
Exp. Step															
0-6	12.1558	12.3108	12.2141	12.1461	12.1350	11.4318	11.4420	11.5940	11.5028	11.4750	11.4941	11.4261	11.4212	11.4150	12.1240
7	12.2458	12.4008	12.3041	12.2361	12.2250	11.5218	11.5320	11.6840	11.5928	11.5650	11.5841	11.5161	11.5112	11.5050	12.2140
8	12.3058	12.4608	12.3641	12.2961	12.2850	11.5918	11.6020	11.7540	11.6628	11.6350	11.6541	11.5861	11.5812	11.5750	12.2740
9	12.4158	12.5708	12.4741	12.4061	12.3950	11.6918	11.7020	11.8540	11.7628	11.7350	11.7541	11.6861	11.6812	11.6750	12.3740
10	12.4158	12.5708	12.4741	12.4061	12.3950	11.6918	11.7020	11.8540	11.7628	11.7350	11.7541	11.6861	11.6812	11.6750	12.3740
11	12.4158	12.5708	12.4741	12.4061	12.3950	11.6918	11.7020	11.8540	11.7628	11.7350	11.7541	11.6861	11.6812	11.6750	12.3740
12	12.6058	12.7608	12.6641	12.5961	12.5950	11.8518	11.8620	12.0140	11.9228	11.8950	11.9141	11.8461	11.8412	11.8450	12.5340
13	12.7858	12.9408	12.8441	12.7761	12.7750	12.0418	12.0520	12.2040	12.1128	12.0850	12.1041	12.0361	12.0312	12.0350	12.7040
14	12.9758	13.1308	13.0341	12.9661	12.9650	12.2218	12.2320	12.3840	12.2928	12.2650	12.2841	12.2161	12.2112	12.2150	12.8940
15	13.2058	13.3608	13.2641	13.1961	13.2050	12.4418	12.4520	12.6040	12.5128	12.4850	12.5041	12.4361	12.4312	12.4350	13.0840
16	13.4458	13.6008	13.5041	13.4361	13.4350	12.6818	12.6920	12.8440	12.7528	12.7250	12.7441	12.6761	12.6712	12.6750	13.2940
17	13.6858	13.8408	13.7441	13.6761	13.6750	12.8918	12.9020	13.0540	12.9628	12.9350	12.9541	12.8861	12.8812	12.8850	13.5140
18	13.9158	14.0708	13.9741	13.9061	13.9150	13.1218	13.1320	13.2840	13.1928	13.1650	13.1841	13.1161	13.1112	13.1350	13.7240
19	14.1958	14.3508	14.2541	14.1861	14.1950	13.3818	13.3920	13.5440	13.4528	13.4250	13.4441	13.3761	13.3712	13.3750	13.9240
20	14.4658	14.6208	14.5241	14.4561	14.4650	13.6018	13.6120	13.7640	13.6728	13.6450	13.6641	13.5961	13.5912	13.5950	14.2040
21	14.7158	14.8708	14.7741	14.7061	14.7250	13.8618	13.8720	14.0240	13.9328	13.9050	13.9241	13.8561	13.8512	13.8850	14.4640
22	14.9758	15.1308	15.0341	14.9661	14.9750	14.1018	14.1120	14.2640	14.1728	14.1450	14.1641	14.0961	14.0912	14.0950	14.7040
23	15.2458	15.4008	15.3041	15.2361	15.2450	14.3618	14.3720	14.5240	14.4328	14.4050	14.4241	14.3561	14.3512	14.3850	14.9540
24	15.4758	15.6308	15.5341	15.4661	15.4750	14.6018	14.6120	14.7640	14.6728	14.6450	14.6641	14.5961	14.5912	14.6050	15.1840
25	15.7658	15.9208	15.8241	15.7561	15.7650	14.8618	14.8720	15.0240	14.9328	14.9050	14.9241	14.8561	14.8512	14.8650	15.4540
26	16.0258	16.1808	16.0841	16.0161	16.0250	15.1318	15.1420	15.2940	15.2028	15.1750	15.1941	15.1261	15.1212	15.1350	15.6640
27	16.2958	16.4508	16.3541	16.2861	16.2950	15.3718	15.3820	15.5340	15.4428	15.4150	15.4341	15.3661	15.3612	15.3750	15.9240
28	16.5458	16.7008	16.6041	16.5361	16.5450	15.6218	15.6320	15.7840	15.6928	15.6650	15.6841	15.6161	15.6112	15.6150	16.1740
29	16.8358	16.9908	16.8941	16.8261	16.8350	15.8718	15.8820	16.0340	15.9428	15.9150	15.9341	15.8661	15.8612	15.8750	16.4340
30	17.0858	17.2408	17.1441	17.0761	17.0850	16.1218	16.1320	16.2840	16.1928	16.1650	16.1841	16.1161	16.1112	16.1250	16.6640
31	17.3658	17.5208	17.4241	17.3561	17.3650	16.3418	16.3520	16.5040	16.4128	16.3850	16.4041	16.3361	16.3312	16.3450	16.9140
32	17.6158	17.7708	17.6741	17.6061	17.6150	16.6318	16.6420	16.7940	16.7028	16.6750	16.6941	16.6261	16.6212	16.6350	17.1640
33	17.8658	18.0208	17.9241	17.8561	17.8750	16.8718	16.8820	17.0340	16.9428	16.9150	16.9341	16.8661	16.8612	16.8750	17.3740
34	18.1558	18.3108	18.2141	18.1461	18.1650	17.1518	17.1620	17.3140	17.2228	17.1950	17.2141	17.1461	17.1412	17.1550	17.6640

Board Approved 8.21.18

ESP SALARY SCHEDULES 2018-19

2018-19 Schedule																
Pay Level	IF	IF	IK	IKA	IKB	2	2	2	2	3	3	3	4	4	4	5
Slot #	U05	U71	U27	U34	U42	U19	U72	U95	U15	U33	U22	U16	U31	U26	U17	U18
Desc	188/7	196/7.5	188/7	188/7	188/7	196/7.5	217/7.5	242/3.5	254/7.5	196/7.5	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																
0-6	11.9720	11.9561	21.0220	21.7920	22.5820	13.8561	13.8429	13.9861	13.8550	14.0761	14.0629	14.0750	14.5361	14.5229	14.5350	14.8650
7	12.0620	12.0461	21.1920	21.9620	22.7520	13.9661	13.9529	14.0961	13.9650	14.1761	14.1629	14.1750	14.6461	14.6329	14.6450	14.9850
8	12.1220	12.1061	21.3120	22.0820	22.8820	14.0361	14.0229	14.1761	14.0450	14.2561	14.2429	14.2550	14.7261	14.7129	14.7250	15.0750
9	12.2220	12.2061	21.5120	22.2720	23.0920	14.1561	14.1429	14.2861	14.1550	14.3861	14.3729	14.3850	14.8561	14.8429	14.8650	15.1950
10	12.2220	12.2061	21.5120	22.2720	23.0920	14.1561	14.1429	14.2861	14.1550	14.3861	14.3729	14.3850	14.8561	14.8429	14.8650	15.1950
11	12.2220	12.2061	21.5120	22.2720	23.0920	14.1561	14.1429	14.2861	14.1550	14.3861	14.3729	14.3850	14.8561	14.8429	14.8650	15.1950
12	12.3820	12.3661	21.7520	22.5320	23.3320	14.3261	14.3129	14.4561	14.3250	14.5561	14.5429	14.5650	15.0461	15.0329	15.0450	15.3750
13	12.5520	12.5361	22.0020	22.7720	23.6020	14.5061	14.4929	14.6461	14.5150	14.7461	14.7329	14.7550	15.2261	15.2129	15.2350	15.5550
14	12.7420	12.7261	22.2820	23.0720	23.8720	14.6861	14.6729	14.8261	14.6950	14.9561	14.9429	14.9650	15.4261	15.4129	15.4350	15.7650
15	12.9320	12.9161	22.5820	23.3720	24.1920	14.9261	14.9129	15.0561	14.9250	15.1761	15.1629	15.1850	15.6661	15.6529	15.6750	15.9950
16	13.1420	13.1261	22.8820	23.6920	24.4720	15.1361	15.1229	15.2761	15.1450	15.4061	15.3929	15.4150	15.9061	15.8929	15.9150	16.2350
17	13.3620	13.3461	23.2420	24.0220	24.8320	15.3661	15.3529	15.5061	15.3750	15.6661	15.6529	15.6750	16.1361	16.1229	16.1450	16.4650
18	13.5720	13.5561	23.5720	24.3720	25.1420	15.5761	15.5629	15.7261	15.5950	15.9161	15.9029	15.9250	16.4261	16.4129	16.4250	16.7050
19	13.7720	13.7561	23.9120	24.7020	25.5020	15.8261	15.8129	15.9761	15.8450	16.1661	16.1529	16.1850	16.6661	16.6529	16.6750	16.9850
20	14.0520	14.0361	24.2720	25.0820	25.8920	16.0861	16.0529	16.2061	16.0750	16.4661	16.4529	16.4850	16.9361	16.9229	16.9550	17.2550
21	14.3120	14.2961	24.6520	25.4720	26.2620	16.3161	16.3029	16.4561	16.3250	16.6961	16.6829	16.7050	17.1961	17.1829	17.2150	17.5350
22	14.5520	14.5361	25.0320	25.8320	26.6520	16.6161	16.6029	16.7561	16.6250	16.9761	16.9629	16.9850	17.5061	17.4929	17.5150	17.8150
23	14.8020	14.7861	25.4420	26.2220	27.0120	16.8661	16.8529	17.0061	16.8750	17.2061	17.1929	17.2250	17.7861	17.7729	17.8050	18.0850
24	15.0320	15.0161	25.7820	26.6220	27.3820	17.1161	17.1029	17.2561	17.1250	17.5061	17.4929	17.5150	18.0061	17.9929	18.0450	18.3550
25	15.3020	15.2861	26.1620	26.9820	27.7520	17.3961	17.3829	17.5461	17.4150	17.7761	17.7629	17.7850	18.3261	18.3129	18.3350	18.6250
26	15.5120	15.4961	26.5420	27.3420	28.1620	17.6461	17.6329	17.7861	17.6550	17.9961	17.9829	18.0350	18.5561	18.5429	18.5850	18.9050
27	15.7720	15.7561	26.9320	27.7220	28.5520	17.9361	17.9229	18.0861	17.9550	18.3061	18.2929	18.3150	18.8761	18.8629	18.8850	19.1750
28	16.0220	16.0061	27.2920	28.1120	28.9020	18.1961	18.1829	18.3361	18.2050	18.5261	18.5129	18.5450	19.1161	19.1029	19.1350	19.4450
29	16.2820	16.2661	27.6920	28.4820	29.2820	18.4461	18.4329	18.5861	18.4550	18.8261	18.8129	18.8450	19.3961	19.3829	19.4150	19.7250
30	16.5120	16.4961	28.0820	28.8520	29.6920	18.7261	18.7129	18.8761	18.7450	19.0761	19.0629	19.0850	19.6961	19.6829	19.7050	20.0150
31	16.7620	16.7461	28.4220	29.2520	30.0520	18.9461	18.9329	19.0961	18.9650	19.3461	19.3329	19.3650	19.9661	19.9529	19.9850	20.2750
32	17.0120	16.9961	28.8220	29.6320	30.4120	19.2261	19.2129	19.3861	19.2550	19.5961	19.5829	19.6150	20.2261	20.2129	20.2550	20.5650
33	17.2220	17.2061	29.2220	29.9920	30.8020	19.5061	19.4929	19.6561	19.5250	19.8661	19.8529	19.8850	20.4861	20.4729	20.5150	20.8250
34	17.5120	17.4961	29.5420	30.3620	31.1720	19.7561	19.7429	19.8961	19.7650	20.1261	20.1129	20.1450	20.7961	20.7829	20.8150	21.0950

Board Approved 8.21.18

ESP SALARY SCHEDULES 2018-19

2018-19 Schedule																
Pay Level	6	7	7	8	8	8	8	9	9	9	10	10	10	10	10A	
Slot #	U21	U50	U44	U73	U75	U76	U24	U94	U74	U25	U49	U77	U45	U79	U28	U40
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	254/7.5	254/7.5
Change to Base																
Days																
Hours/Day																
Hours*Days																
Addl Per Hr																
Exp. Step																
0-6	15.2250	15.9061	15.8750	16.2361	16.2229	16.2154	16.2450	16.8029	16.5954	16.6250	17.0320	17.0129	17.0054	17.1050	17.0350	17.4650
7	15.3350	16.0261	15.9950	16.3661	16.3529	16.3454	16.3750	16.7229	16.7154	16.7450	17.1620	17.1429	17.1354	17.2350	17.1650	17.6050
8	15.4150	16.1161	16.0850	16.4561	16.4429	16.4354	16.4650	16.8329	16.8254	16.8550	17.2520	17.2329	17.2254	17.3250	17.2550	17.7050
9	15.5450	16.2561	16.2250	16.6061	16.5929	16.5854	16.6150	16.9829	16.9754	17.0050	17.4020	17.3829	17.3754	17.4850	17.4150	17.8550
10	15.5450	16.2561	16.2250	16.6061	16.5929	16.5854	16.6150	16.9829	16.9754	17.0050	17.4020	17.3829	17.3754	17.4850	17.4150	17.8550
11	15.5450	16.2561	16.2250	16.6061	16.5929	16.5854	16.6150	16.9829	16.9754	17.0050	17.4020	17.3829	17.3754	17.4850	17.4150	17.8550
12	15.7350	16.4461	16.4150	16.7761	16.7629	16.7554	16.7950	17.1529	17.1454	17.1850	17.6020	17.5829	17.5754	17.6750	17.6050	18.0450
13	15.9350	16.6361	16.6050	16.9761	16.9629	16.9554	16.9950	17.3529	17.3454	17.3750	17.7920	17.7729	17.7654	17.8650	17.7950	18.2350
14	16.1350	16.8361	16.8050	17.1761	17.1629	17.1554	17.1950	17.5629	17.5554	17.5850	17.9920	17.9729	17.9654	18.0650	18.0250	18.4350
15	16.3450	17.0561	17.0250	17.3961	17.3829	17.3754	17.4150	17.7829	17.7754	17.8050	18.2520	18.2329	18.2254	18.3250	18.2550	18.6850
16	16.6250	17.2861	17.2550	17.6461	17.6329	17.6254	17.6650	17.9929	17.9854	18.0450	18.4920	18.4729	18.4654	18.5750	18.5050	18.9050
17	16.8550	17.5461	17.5150	17.8661	17.8529	17.8454	17.8850	18.2829	18.2754	18.3050	18.7420	18.7229	18.7154	18.8250	18.7550	19.1350
18	17.0950	17.7961	17.7650	18.1361	18.1229	18.1154	18.1550	18.4929	18.4854	18.5250	19.0120	18.9929	18.9854	19.0850	19.0150	19.4050
19	17.3750	18.0061	17.9750	18.4061	18.3929	18.3854	18.4150	18.7529	18.7454	18.7850	19.2920	19.2729	19.2654	19.3750	19.3050	19.6550
20	17.6250	18.3261	18.2950	18.6761	18.6629	18.6554	18.6950	19.0429	19.0354	19.0650	19.5520	19.5329	19.5254	19.6350	19.5650	19.9550
21	17.8850	18.5561	18.5250	18.9461	18.9329	18.9254	18.9650	19.3229	19.3154	19.3550	19.8320	19.8129	19.8054	19.9150	19.8450	20.2350
22	18.1750	18.8761	18.8450	19.2561	19.2429	19.2354	19.2750	19.5829	19.5754	19.6150	20.1020	20.0829	20.0754	20.1850	20.1150	20.4950
23	18.4350	19.1561	19.1250	19.5161	19.5029	19.4954	19.5350	19.8629	19.8554	19.8950	20.3920	20.3729	20.3654	20.4750	20.4050	20.7850
24	18.7350	19.4161	19.3850	19.7861	19.7729	19.7654	19.8050	20.1429	20.1354	20.1750	20.6520	20.6329	20.6254	20.7350	20.6650	21.0650
25	18.9850	19.7061	19.6750	20.0661	20.0529	20.0454	20.0850	20.4229	20.4154	20.4650	20.9320	20.9129	20.9054	21.0150	20.9450	21.3550
26	19.2850	19.9861	19.9550	20.3061	20.2929	20.2854	20.3250	20.7129	20.7054	20.7450	21.2220	21.2029	21.1954	21.3150	21.2450	21.6150
27	19.5450	20.2461	20.2150	20.6061	20.5929	20.5854	20.6350	20.9729	20.9654	21.0050	21.5020	21.4829	21.4754	21.5850	21.5150	21.8850
28	19.8050	20.5161	20.4850	20.8861	20.8729	20.8654	20.9050	21.2629	21.2554	21.3150	21.7820	21.7629	21.7554	21.8650	21.7950	22.1750
29	20.0850	20.7961	20.7650	21.1661	21.1529	21.1454	21.1850	21.5229	21.5154	21.5550	22.0120	21.9929	21.9854	22.1050	22.0350	22.4550
30	20.3250	21.0561	21.0250	21.4461	21.4329	21.4254	21.4750	21.7929	21.7854	21.8250	22.3220	22.3029	22.2954	22.4050	22.3350	22.7350
31	20.6350	21.3561	21.3250	21.7461	21.7329	21.7254	21.7850	22.0729	22.0654	22.1150	22.6120	22.5929	22.5854	22.7050	22.6350	23.0050
32	20.9050	21.6161	21.5850	21.9761	21.9629	21.9554	22.0050	22.3629	22.3554	22.3950	22.8520	22.8329	22.8254	22.9550	22.8850	23.2950
33	21.1750	21.9161	21.8850	22.2661	22.2529	22.2454	22.3050	22.6529	22.6454	22.6950	23.1820	23.1629	23.1554	23.2650	23.1950	23.5550
34	21.4550	22.1861	22.1550	22.5261	22.5129	22.5054	22.5450	22.8729	22.8654	22.9250	23.4120	23.3929	23.3854	23.5050	23.4350	23.8350

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ESP SALARY SCHEDULES 2018-19

2018-19 Schedule	10B	10C	10D	10X	11	11	11X	12	12	12	12X	13	14	15	16
Pay Level	U51	U41	U93	U47	U55	U29	U48	U56	U78	U30	U53	U32	U35	U36	U38
Slot #															
Desc	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	254/7.5	254/7.5	254/7.5
Change to Base															
Days															
Hours/Day															
Hours*Days															
Addl Per Hr															
Exp. Step															
0-6	17.0950	18.2050	18.2850	21.6250	18.3661	18.3850	21.7450	19.9361	19.9229	19.9650	23.4650	21.9850	23.6250	25.0050	26.8050
7	17.8250	18.3450	18.4250	21.7950	18.5061	18.5250	21.9150	20.0961	20.0829	20.1250	23.6550	22.1550	23.8050	25.1950	26.8150
8	17.9250	18.4550	18.5350	21.9150	18.6061	18.6350	22.0350	20.2161	20.2029	20.2350	23.7850	22.2950	23.9450	25.3450	26.9650
9	18.0950	18.6250	18.7050	22.1050	18.7761	18.7950	22.2250	20.3961	20.3829	20.4150	23.9950	22.4950	24.1650	25.5750	27.2150
10	18.0950	18.6250	18.7050	22.1050	18.7761	18.7950	22.2250	20.3961	20.3829	20.4150	23.9950	22.4950	24.1650	25.5750	27.2150
11	18.0950	18.6250	18.7050	22.1050	18.7761	18.7950	22.2250	20.3961	20.3829	20.4150	23.9950	22.4950	24.1650	25.5750	27.2150
12	18.2850	18.7950	18.9350	22.3450	19.0161	19.0250	22.5050	20.6461	20.6329	20.6650	24.2750	22.7250	24.3750	25.8050	27.4450
13	18.4750	18.9850	19.1950	22.5950	19.2761	19.2950	22.7750	20.8861	20.8729	20.9050	24.5550	22.9750	24.6150	26.0650	27.6650
14	18.7050	19.2050	19.4550	22.8450	19.5261	19.5450	23.0950	21.1561	21.1429	21.1750	24.8950	23.2350	24.8750	26.3250	27.9350
15	18.9350	19.4150	19.6950	23.1650	19.8261	19.8450	23.3950	21.4461	21.4329	21.4750	25.2250	23.5350	25.1350	26.6250	28.2150
16	19.1950	19.6550	19.9350	23.4550	20.1261	20.1450	23.7450	21.7561	21.7429	21.7750	25.5850	23.8250	25.4550	26.9050	28.5150
17	19.4650	19.9150	20.1750	23.7850	20.4361	20.4650	24.1050	22.0561	22.0429	22.0850	25.9650	24.1550	25.7450	27.2450	28.8050
18	19.7250	20.1450	20.4050	24.1350	20.7661	20.7950	24.4450	22.3861	22.3729	22.4150	26.3550	24.4450	26.0450	27.5650	29.1350
19	20.0050	20.4150	20.7050	24.3950	21.1061	21.1250	24.8550	22.7161	22.7029	22.7450	26.7450	24.8250	26.3550	27.9050	29.4450
20	20.2550	20.6950	20.9750	24.7750	21.4861	21.4850	25.2350	23.0661	23.0529	23.0950	27.1750	25.1350	26.7150	28.2450	29.7950
21	20.5550	20.9550	21.2650	25.0750	21.8061	21.8250	25.6750	23.3961	23.3829	23.4250	27.5450	25.4850	27.0750	28.6150	30.1650
22	20.8250	21.2550	21.5450	25.4150	22.1861	22.2050	26.0950	23.7761	23.7629	23.7950	27.9950	25.8450	27.4450	28.9450	30.4750
23	21.0950	21.5250	21.8150	25.7250	22.5161	22.5350	26.4950	24.1361	24.1229	24.1650	28.3950	26.2050	27.7750	29.3150	30.8650
24	21.3650	21.8050	22.1150	26.0650	22.8561	22.8950	26.9250	24.4561	24.4429	24.4850	28.8250	26.5650	28.1750	29.7050	31.2250
25	21.6550	22.0750	22.3950	26.3850	23.2461	23.2750	27.3350	24.8461	24.8329	24.8750	29.2350	26.8950	28.5150	30.0350	31.5850
26	21.9150	22.3750	22.6650	26.7250	23.5861	23.6150	27.7850	25.1861	25.1729	25.2150	29.6850	27.2850	28.8750	30.3850	31.9550
27	22.2150	22.6750	22.9250	27.0550	23.9461	23.9750	28.1850	25.5361	25.5229	25.5750	30.0750	27.6450	29.2550	30.7950	32.3350
28	22.4750	22.9050	23.2350	27.3750	24.2761	24.3050	28.6050	25.8961	25.8829	25.9350	30.5250	28.0050	29.5850	31.1150	32.6650
29	22.7650	23.2050	23.4850	27.6950	24.6461	24.6750	29.0550	26.2461	26.2329	26.2850	30.9550	28.3650	29.9350	31.4950	33.0550
30	23.0250	23.4950	23.7850	28.0550	25.0061	25.0350	29.4650	26.6261	26.6129	26.6650	31.3650	28.7150	30.3150	31.8550	33.4150
31	23.2950	23.7650	24.0750	28.3550	25.3661	25.4050	29.8650	26.9661	26.9529	27.0050	31.7950	29.0850	30.6650	32.1950	33.7450
32	23.5750	24.0350	24.3450	28.7050	25.7161	25.7550	30.3050	27.3161	27.3029	27.3650	32.1950	29.4350	31.0450	32.5650	34.1450
33	23.8450	24.2950	24.6150	29.0550	26.0761	26.1150	30.7250	27.6761	27.6629	27.7150	32.6150	29.7950	31.3850	32.9150	34.4650
34	24.1550	24.5750	24.9050	29.3650	26.4261	26.4650	31.1350	28.0261	28.0129	28.0750	33.0350	30.1650	31.7450	33.2750	34.8250

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ESP SALARY SCHEDULES 2018-19

2018-19 Schedule													
Pay Level	17	ID	ID	ID	ID	ID	ID	ID	ID	IE	IE	IE	IE
Slot #	U39	UA3	UA5	U03	UA8	UB3	UB5	UC3	UC5	UA1	UA9	UA6	UB6
Desc	254/7.5	+ Degree	+ Degree	+Degree 50%	+Degree 50%	+60 Hours	+60 Hours	+PPP	+PPP	+ Degree	+ Degree	+ Degree	+60 Hours
Change to Base		750.00	750.00	375.00	375.00	500.00	500.00	250.00	250.00	750.00	750.00	375.00	250.00
Days		196	196	196	190	196	196	196	196	188	188	183	183
Hours/Day		7.00	7.50	3.75	3.50	7.00	7.50	7.00	7.50	7.00	5.00	3.50	3.50
Hours*Days		1372.00	1470.00	735.00	665.00	1372.00	1470.00	1372.00	1470.00	1316.00	940.00	640.50	640.50
Addl Per Hr		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													
0-6	28.4150	12.7024	12.6563	12.6563	12.8747	12.5202	12.4862	12.3380	12.3162	12.0151	12.3007	12.0349	11.8388
7	28.6450	12.7924	12.7463	12.7463	12.9647	12.6102	12.5762	12.4280	12.4062	12.1051	12.3907	12.1249	11.9288
8	28.8050	12.8524	12.8063	12.8063	13.0247	12.6702	12.6362	12.4880	12.4662	12.1751	12.4607	12.1949	11.9988
9	29.0850	12.9624	12.9163	12.9163	13.1347	12.7802	12.7462	12.5980	12.5762	12.2751	12.5607	12.2949	12.0988
10	29.0850	12.9624	12.9163	12.9163	13.1347	12.7802	12.7462	12.5980	12.5762	12.2751	12.5607	12.2949	12.0988
11	29.0850	12.9624	12.9163	12.9163	13.1347	12.7802	12.7462	12.5980	12.5762	12.2751	12.5607	12.2949	12.0988
12	29.3050	13.1524	13.1063	13.1063	13.3247	12.9702	12.9362	12.7880	12.7662	12.4351	12.7207	12.4549	12.2588
13	29.5650	13.3324	13.2863	13.2863	13.5047	13.1502	13.1162	12.9680	12.9462	12.6251	12.9107	12.6449	12.4488
14	29.8350	13.5224	13.4763	13.4763	13.6947	13.3402	13.3062	13.1580	13.1362	12.8051	13.0907	12.8249	12.6288
15	30.1250	13.7524	13.7063	13.7063	13.9247	13.5702	13.5362	13.3880	13.3662	13.0251	13.3107	13.0449	12.8488
16	30.4250	13.9924	13.9463	13.9463	14.1647	13.8102	13.7762	13.6280	13.6062	13.2651	13.5507	13.2849	13.0888
17	30.7650	14.2324	14.1863	14.1863	14.4047	14.0502	14.0162	13.8680	13.8462	13.4751	13.7607	13.4949	13.2988
18	31.0650	14.4624	14.4163	14.4163	14.6347	14.2802	14.2462	14.0980	14.0762	13.7051	13.9907	13.7249	13.5288
19	31.3850	14.7424	14.6963	14.6963	14.9147	14.5602	14.5262	14.3780	14.3562	13.9651	14.2507	13.9849	13.7888
20	31.7450	15.0124	14.9663	14.9663	15.1847	14.8302	14.7962	14.6480	14.6262	14.1851	14.4707	14.2049	14.0088
21	32.1450	15.2624	15.2163	15.2163	15.4347	15.0802	15.0462	14.8980	14.8762	14.4451	14.7307	14.4649	14.2688
22	32.4650	15.5224	15.4763	15.4763	15.6947	15.3402	15.3062	15.1580	15.1362	14.6851	14.9707	14.7049	14.5088
23	32.8450	15.7924	15.7463	15.7463	15.9647	15.6102	15.5762	15.4280	15.4062	14.9451	15.2307	14.9649	14.7688
24	33.2250	16.0224	15.9763	15.9763	16.1947	15.8402	15.8062	15.6580	15.6362	15.1851	15.4707	15.2049	15.0088
25	33.5750	16.3124	16.2663	16.2663	16.4847	16.1302	16.0962	15.9480	15.9262	15.4451	15.7307	15.4649	15.2688
26	33.9050	16.5724	16.5263	16.5263	16.7447	16.3902	16.3562	16.2080	16.1862	15.7151	16.0007	15.7349	15.5388
27	34.2950	16.8424	16.7963	16.7963	17.0147	16.6602	16.6262	16.4780	16.4562	15.9551	16.2407	15.9749	15.7788
28	34.6550	17.0924	17.0463	17.0463	17.2647	16.9102	16.8762	16.7280	16.7062	16.2051	16.4907	16.2249	16.0288
29	35.0050	17.3824	17.3363	17.3363	17.5547	17.2002	17.1662	17.0180	16.9962	16.4551	16.7407	16.4749	16.2788
30	35.3650	17.6324	17.5863	17.5863	17.8047	17.4502	17.4162	17.2680	17.2462	16.7051	16.9907	16.7249	16.5288
31	35.7350	17.9124	17.8663	17.8663	18.0847	17.7302	17.6962	17.5480	17.5262	16.9251	17.2107	16.9449	16.7488
32	36.1050	18.1624	18.1163	18.1163	18.3347	17.9802	17.9462	17.7980	17.7762	17.2151	17.5007	17.2349	17.0388
33	36.4650	18.4124	18.3663	18.3663	18.5847	18.2302	18.1962	18.0480	18.0262	17.4551	17.7407	17.4749	17.2788
34	36.8350	18.7024	18.6563	18.6563	18.8747	18.5202	18.4862	18.3380	18.3162	17.7351	18.0207	17.7549	17.5588

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ESP SALARY SCHEDULES 2018-19

2018-19 Schedule													
Pay Level	IE	IE	IE	IE	IF	IF	IF	IF	IF	IF	IF	IF	IK
Slot #	UC1	UB1	UB7	UC6	UA2	UA4	UA7	UB4	UB2	UB8	UC2	UC4	UI0
Desc	+PPP	+60 Hours	+60 Hours	+PPP	+ Degree	+ Degree	+ Degree	+60 Hours	+60 Hours	+60 Hours	+PPP	+PPP	IK w Assoc
Change to Base	250.00	500.00	500.00	125.00	750.00	750.00	375.00	500.00	500.00	500.00	250.00	250.00	591.00
Days	188	188	188	183	188	196	183	196	188	188	188	196	188
Hours/Day	7.00	7.00	5.75	3.50	7.00	7.50	3.50	7.50	7.00	3.50	7.00	7.50	7.00
Hours*Days	1316.00	1316.00	1081.00	640.50	1316.00	1470.00	640.50	1470.00	1316.00	658.00	1316.00	1470.00	1316.00
Addl Per Hr	0.1910	0.3820	0.4625	0.1952	0.5731	0.5102	0.5929	0.3401	0.3820	0.7599	0.1910	0.1701	0.4491
Exp. Step													
0-6	11.8330	11.8240	11.9375	11.7892	12.5451	12.4863	12.5649	12.2962	12.3540	12.8839	12.1630	12.1262	21.4735
7	11.7230	11.9140	12.0275	11.8792	12.6351	12.5563	12.6549	12.3862	12.4440	12.9739	12.2530	12.2162	21.6435
8	11.7930	11.9840	12.0975	11.9492	12.6951	12.6163	12.7149	12.4462	12.5040	13.0339	12.3130	12.2762	21.7635
9	11.8930	12.0840	12.1975	12.0492	12.7951	12.7163	12.8149	12.5462	12.6040	13.1339	12.4130	12.3762	21.9635
10	11.8930	12.0840	12.1975	12.0492	12.7951	12.7163	12.8149	12.5462	12.6040	13.1339	12.4130	12.3762	21.9635
11	11.8930	12.0840	12.1975	12.0492	12.7951	12.7163	12.8149	12.5462	12.6040	13.1339	12.4130	12.3762	21.9635
12	12.0530	12.2440	12.3575	12.2092	12.9551	12.8763	12.9749	12.7062	12.7640	13.2939	12.5730	12.5362	22.2035
13	12.2430	12.4340	12.5475	12.3992	13.1251	13.0463	13.1449	12.8762	12.9340	13.4639	12.7430	12.7062	22.4535
14	12.4230	12.6140	12.7275	12.5792	13.3151	13.2363	13.3349	13.0862	13.1240	13.6539	12.9330	12.8962	22.7335
15	12.6430	12.8340	12.9475	12.7992	13.5051	13.4263	13.5249	13.2562	13.3140	13.8439	13.1230	13.0862	23.0335
16	12.8830	13.0740	13.1875	13.0392	13.7151	13.6363	13.7349	13.4862	13.5240	14.0539	13.3330	13.2962	23.3335
17	13.0930	13.2840	13.3975	13.2492	13.9351	13.8563	13.9549	13.6862	13.7440	14.2739	13.5530	13.5162	23.6935
18	13.3230	13.5140	13.6275	13.4792	14.1451	14.0663	14.1649	13.8962	13.9540	14.4839	13.7630	13.7262	24.0235
19	13.5830	13.7740	13.8875	13.7392	14.3451	14.2663	14.3649	14.0962	14.1540	14.6839	13.9630	13.9262	24.3635
20	13.8030	13.9940	14.1075	13.9592	14.6251	14.5463	14.6449	14.3762	14.4340	14.9639	14.2430	14.2062	24.7235
21	14.0630	14.2540	14.3675	14.2192	14.8851	14.8063	14.9049	14.6362	14.6940	15.2239	14.5030	14.4662	25.1035
22	14.3030	14.4940	14.6075	14.4592	15.1251	15.0463	15.1449	14.8762	14.9340	15.4639	14.7430	14.7062	25.4835
23	14.5630	14.7540	14.8675	14.7192	15.3751	15.2963	15.3949	15.1262	15.1840	15.7139	14.9930	14.9562	25.8935
24	14.8030	14.9940	15.1075	14.9592	15.6051	15.5263	15.6249	15.3562	15.4140	15.9439	15.2230	15.1862	26.2335
25	15.0630	15.2540	15.3675	15.2192	15.8751	15.7963	15.8949	15.6262	15.6840	16.2139	15.4930	15.4562	26.6135
26	15.3330	15.5240	15.6375	15.4892	16.0851	16.0063	16.1049	15.8362	15.8940	16.4239	15.7030	15.6662	26.9935
27	15.5730	15.7640	15.8775	15.7292	16.3451	16.2663	16.3649	16.0962	16.1540	16.6839	15.9630	15.9262	27.3835
28	15.8230	16.0140	16.1275	15.9792	16.5951	16.5163	16.6149	16.3462	16.4040	16.9339	16.2130	16.1762	27.7435
29	16.0730	16.2640	16.3775	16.2292	16.8551	16.7763	16.8749	16.6062	16.6640	17.1939	16.4730	16.4362	28.1435
30	16.3230	16.5140	16.6275	16.4792	17.0851	17.0063	17.1049	16.8362	16.8940	17.4239	16.7030	16.6662	28.5335
31	16.5430	16.7340	16.8475	16.6992	17.3351	17.2563	17.3549	17.0862	17.1440	17.6739	16.9530	16.9162	28.8735
32	16.8330	17.0240	17.1375	16.9892	17.5851	17.5063	17.6049	17.3362	17.3940	17.9239	17.2030	17.1662	29.2735
33	17.0730	17.2640	17.3775	17.2292	17.7951	17.7163	17.8149	17.5462	17.6040	18.1339	17.4130	17.3762	29.6735
34	17.3530	17.5440	17.6575	17.5092	18.0851	18.0063	18.1049	17.8362	17.8940	18.4239	17.7030	17.6662	29.9935

Board Approved 8.21.18

ESP SALARY SCHEDULES 2018-19

2018-19 Schedule

Pay Level	1K	1K	1KB	1KB	11	11	12	12	12	12	12X
Slot #	U11	U46	U66	U67	U86	U23	U83	U#2	U70	U#3	U87
Desc	1K w Bach	1K w Mast	1KB w Assoc	1KB w Bach	Associates	Bachelors	Associates	Masters	12*258/217	Bachelors	Bachelors
Change to Base	1181.00	1477.00	591.00	1181.00	591.00	1181.00	591.00	1477.00		1181.00	1181.00
Days	188	188	188	188	254	254	254	217	217	217	254
Hours/Day	7.00	7.00	7.00	7.00	7.50	7.50	7.50	7.50	7.50	7.50	7.50
Hours*Days	1316.00	1316.00	1316.00	1316.00	1905.00	1905.00	1905.00	1627.50	1627.50	1627.50	1905.00
Addl Per Hr	0.8974	1.1223	0.4491	0.8974	0.3102	0.6199	0.3102	0.9075		0.7257	0.6199
<b>Exp. Step</b>											
0-6	21.9194	22.1443	23.0335	23.4842	18.8952	19.0049	20.2752	20.8304	23.4429	24.1686	24.0849
7	22.0894	22.3143	23.2035	23.6542	18.8352	19.1449	20.4352	20.9904	23.6329	24.3586	24.2749
8	22.2094	22.4343	23.3335	23.7842	18.9452	19.2549	20.5452	21.1104	23.7829	24.5086	24.4049
9	22.4094	22.6343	23.5435	23.9942	19.1052	19.4149	20.7252	21.2904	23.9929	24.7186	24.6149
10	22.4094	22.6343	23.5435	23.9942	19.1052	19.4149	20.7252	21.2904	23.9929	24.7186	24.6149
11	22.4094	22.6343	23.5435	23.9942	19.1052	19.4149	20.7252	21.2904	23.9929	24.7186	24.6149
12	22.6494	22.8743	23.7835	24.2342	19.3352	19.6449	20.9752	21.5404	24.2929	25.0186	24.8949
13	22.8994	23.1243	24.0535	24.5042	19.6052	19.9149	21.2152	21.7804	24.5729	25.2986	25.1749
14	23.1794	23.4043	24.3235	24.7742	19.8552	20.1649	21.4852	22.0504	24.8929	25.6186	25.5149
15	23.4794	23.7043	24.6435	25.0942	20.1552	20.4649	21.7852	22.3404	25.2429	25.9686	25.8449
16	23.7794	24.0043	24.9235	25.3742	20.4552	20.7649	22.0852	22.6504	25.6129	26.3386	26.2049
17	24.1394	24.3643	25.2835	25.7342	20.7752	21.0849	22.3952	22.9504	25.9629	26.6886	26.5849
18	24.4694	24.6943	25.5935	26.0442	21.1052	21.4149	22.7252	23.2804	26.3629	27.0886	26.9749
19	24.8094	25.0343	25.9535	26.4042	21.4352	21.7449	23.0552	23.6104	26.7529	27.4786	27.3649
20	25.1694	25.3943	26.3435	26.7942	21.7952	22.1049	23.4052	23.9604	27.1729	27.8986	27.7949
21	25.5494	25.7743	26.7135	27.1642	22.1352	22.4449	23.7352	24.2904	27.5629	28.2886	28.1649
22	25.9294	26.1543	27.1035	27.5542	22.5152	22.8249	24.1052	24.6704	28.0129	28.7386	28.6149
23	26.3394	26.5643	27.4635	27.9142	22.8452	23.1549	24.4752	25.0304	28.4429	29.1686	29.0149
24	26.6794	26.9043	27.8335	28.2842	23.2052	23.5149	24.7952	25.3504	28.8229	29.5486	29.4449
25	27.0594	27.2843	28.2035	28.6542	23.5852	23.8949	25.1852	25.7404	29.2829	30.0086	29.8549
26	27.4394	27.6643	28.6135	29.0642	23.9252	24.2349	25.5252	26.0804	29.6929	30.4186	30.3049
27	27.8294	28.0543	29.0035	29.4542	24.2852	24.5949	25.8852	26.4304	30.1029	30.8286	30.6949
28	28.1894	28.4143	29.3535	29.8042	24.6152	24.9249	26.2452	26.7904	30.5329	31.2586	31.1449
29	28.5894	28.8143	29.7335	30.1842	24.9852	25.2949	26.5952	27.1404	30.9529	31.6786	31.5749
30	28.9794	29.2043	30.1435	30.5942	25.3452	25.6549	26.9752	27.5204	31.4029	32.1286	31.9849
31	29.3194	29.5443	30.5035	30.9542	25.7152	26.0249	27.3152	27.8604	31.8029	32.5286	32.4149
32	29.7194	29.9443	30.8635	31.3142	26.0852	26.3749	27.6752	28.2104	32.2229	32.9486	32.8149
33	30.1194	30.3443	31.2535	31.7042	26.4252	26.7349	28.0252	28.5704	32.6529	33.3786	33.2349
34	30.4394	30.6643	31.6235	32.0742	26.7852	27.0749	28.3852	28.9204	33.0629	33.7886	33.6549

Board Approved 8.21.18

ESP SALARY SCHEDULES 2018-19

2018-19 Schedule

Pay Level	13	13	14	14	14	15	15	15	16	16	16	17
Slot #	U82	U80	U84	UX1	U01	U89	U85	U91	U90	U63	U64	U65
Desc	Associates	Bachelors	Associates	Bachelors	Masters	Associates	Bachelors	Masters	Associates	Bachelors	Masters	Bachelors
Change to Base	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
Hours/Day	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
Addl Per Hr	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												
0-6	22.2952	22.6049	23.9352	24.2449	24.4003	25.3152	25.6249	25.7803	26.9152	27.2249	27.3803	29.0349
7	22.4652	22.7749	24.1152	24.4249	24.5803	25.5052	25.8149	25.9703	27.1252	27.4349	27.5903	29.2649
8	22.8052	22.9149	24.2552	24.5649	24.7203	25.6552	25.9649	26.1203	27.2752	27.5849	27.7403	29.4249
9	22.8052	23.1149	24.4752	24.7849	24.9403	25.8852	26.1949	26.3503	27.5252	27.8349	27.9903	29.7049
10	22.8052	23.1149	24.4752	24.7849	24.9403	25.8852	26.1949	26.3503	27.5252	27.8349	27.9903	29.7049
11	22.8052	23.1149	24.4752	24.7849	24.9403	25.8852	26.1949	26.3503	27.5252	27.8349	27.9903	29.7049
12	23.0352	23.3449	24.6852	24.9949	25.1503	26.1152	26.4249	26.5803	27.7552	28.0649	28.2203	29.9249
13	23.2852	23.5949	24.9252	25.2349	25.3903	26.3752	26.6849	26.8403	27.9752	28.2849	28.4403	30.1749
14	23.5452	23.8549	25.1852	25.4949	25.6503	26.6352	26.9449	27.1003	28.2452	28.5549	28.7103	30.4549
15	23.8452	24.1549	25.4452	25.7549	25.9103	26.9352	27.2449	27.4003	28.5252	28.8349	28.9903	30.7449
16	24.1352	24.4449	25.7852	26.0749	26.2303	27.2152	27.5249	27.6803	28.8252	29.1349	29.2903	31.0449
17	24.4652	24.7749	26.0552	26.3649	26.5203	27.5552	27.8649	28.0203	29.1152	29.4249	29.5803	31.3849
18	24.7552	25.0649	26.3552	26.6649	26.8203	27.8752	28.1849	28.3403	29.4452	29.7549	29.9103	31.6749
19	25.1352	25.4449	26.6852	26.9749	27.1303	28.2152	28.5249	28.6803	29.7552	30.0649	30.2203	32.0049
20	25.4452	25.7549	27.0252	27.3349	27.4903	28.5552	28.8649	29.0203	30.1052	30.4149	30.5703	32.3649
21	25.7952	26.1049	27.3852	27.6949	27.8503	28.9252	29.2349	29.3903	30.4752	30.7849	30.9403	32.7649
22	26.1552	26.4649	27.7552	28.0649	28.2203	29.2552	29.5649	29.7203	30.7852	31.0949	31.2503	33.0849
23	26.5152	26.8249	28.0852	28.3949	28.5503	29.6252	29.9349	30.0903	31.1752	31.4849	31.6403	33.4649
24	26.8752	27.1849	28.4852	28.7949	28.9503	30.0152	30.3249	30.4803	31.5352	31.8449	32.0003	33.8449
25	27.2052	27.5149	28.8252	29.1349	29.2903	30.3452	30.6549	30.8103	31.8952	32.2049	32.3603	34.1949
26	27.5952	27.9049	29.1852	29.4949	29.6503	30.6952	31.0049	31.1603	32.2652	32.5749	32.7303	34.5249
27	27.9552	28.2649	29.5852	29.8749	30.0303	31.1052	31.4149	31.5703	32.6452	32.9549	33.1103	34.9149
28	28.3152	28.6249	29.8952	30.2049	30.3603	31.4252	31.7349	31.8903	32.9752	33.2849	33.4403	35.2749
29	28.6752	28.9849	30.2452	30.5549	30.7103	31.8052	32.1149	32.2703	33.3652	33.6749	33.8303	35.6249
30	29.0252	29.3349	30.6252	30.9349	31.0903	32.1652	32.4749	32.6303	33.7252	34.0349	34.1903	35.9849
31	29.3952	29.7049	30.9752	31.2849	31.4403	32.5052	32.8149	32.9703	34.0552	34.3649	34.5203	36.3549
32	29.7452	30.0549	31.3552	31.6649	31.8203	32.8752	33.1849	33.3403	34.4552	34.7649	34.9203	36.7249
33	30.1052	30.4149	31.6952	32.0049	32.1603	33.2252	33.5349	33.6903	34.7752	35.0849	35.2403	37.0849
34	30.4752	30.7849	32.0552	32.3649	32.5203	33.5852	33.8949	34.0503	35.1352	35.4449	35.6003	37.4549

Board Approved 8.21.18

**APPENDIX E: SUPPLEMENTS**

<b>OTHER</b>	<b>Amount</b>
<b>Paraprofessional (Juvenile Detention Center)</b>	<b>\$ 592.00</b>

**Employee Recruitment Incentive Supplement**

1. The Superintendent and School District Leadership Team shall provide an employee recruitment incentive equal to **\$250.00** for each job candidate referred to and successfully hired by the School District.
  - o The estimated cost to the School District would be \$75,000 per year based upon approximately 300 referring employees.
  - o “Successfully hired” shall mean the referred job candidate who completes all required steps for onboarding and who remains an employee for a minimum of ninety (90) days.
2. The Department of Human Resources shall promulgate the procedures for recordkeeping and manage the collection of forms related to this incentive.
3. The incentive shall be paid as a bonus on a quarterly basis.
4. Employees who make three (3) or more successfully hired referrals shall be designated as “**Super Recruiters**” and may be entered into a drawing for a prize donated by a business sponsor (e.g., restaurant gift card, hotel stay, etc.).
5. Administrators would not be eligible for this incentive since recruitment is an existing job requirement.

## 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**

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

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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Tammy Cope-Otterson, Chief Human Resources Officer  
The School District of Osceola County  
Department of Human Resources Administrative Services  
799 Bill Beck Boulevard  
Kissimmee, FL 34744  
Phone: 407-870-4800  
Email: Tammy.Otterson@osceolaschools.net

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