

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



2015-2018

2014-2015 and 2015-2016 Edition

Tentative Agreement, May 12, 2015; August 11, 2015
Ratified by OCEA, June 03, 2015; September 16, 2015
Ratified by OCSB, June 09, 2015; September 01, 2015
Effective July 01, 2014

Technical Revision, August 09, 2016

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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 the Code of Ethics and Principles of Professional Conduct of the Education Profession of Florida.

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

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

Section C. Safety and Health Program

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

4. Employee Assault and/ or Battery

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

Section D. Savings Clause

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

Section E. Children

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

Section F. Employee Dress

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

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

Section G. Indemnity

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

Section H. Safety Shoes

All Education Support Professionals bargaining unit employees working in the Maintenance Department who are required to wear hard-toed safety shoes will receive an annual safety shoe payment of \$80.00. All safety shoes must meet OSHA standards.

ARTICLE III: MANAGEMENT RIGHTS

Section A. Standard of Service

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

Section B. Authority of the Contract

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

Section C. Committees

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

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

Section D. No Strike/ No Lockout

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

ARTICLE IV: ASSOCIATION RIGHTS

Section A. Access Rights

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

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

Section B. Posting of Notices

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

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

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

Section C. Information and Reports

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

Section D. Membership Identification

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

Section E. Time for Official Duties

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

Section F. Payroll Dues Deduction

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

Section G. Conference Days

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

ARTICLE V: EMPLOYEE RIGHTS

Section A. Right to Engage in Activities

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

Section B. Employee Privacy Rights

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

Section C. Physical Examinations

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

Section D. Fingerprinting

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

Section E. Board Reimbursement

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

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

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

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

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

Section F. Primary Assignment

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

ARTICLE VI: NEGOTIATIONS

Section A. Ground Rules

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

Section B. Permissive Reopenings

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

Section C. Scheduled Reopenings

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

Section D. Publication of Contract

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

ARTICLE VII: GRIEVANCE PROCEDURE

Section A. Grievance

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

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

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

Section B. General Provisions

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

Administrative Channel –

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

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

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

Section C. Procedure for Resolving Grievances

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

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

ARTICLE VIII: PERSONNEL FILE ACCESS AND SECURITY

Section A. Privacy and Personnel Files

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

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

ARTICLE IX: RIGHT OF REPRESENTATION

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

ARTICLE X: EMPLOYEE DISCIPLINE AND DISMISSAL

Section A. Discipline

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

Section B. Progressive Discipline

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

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

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

Section C. Reprimand - Privacy

All disciplinary actions shall be done in private.

Section D. Complaints Against Employees

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

Section E. Investigations

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

Section F. Representation

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

Section G. Hand Delivery

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

Section H. Absent - Mail

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

Section I. Unverifiable/Anonymous

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

Section J. Administrative Leave With Pay

Administrative Leave with Pay is not considered disciplinary action.

Section K. Suspension or Reassignment Pending Investigation of Misconduct

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

ARTICLE XI: PROBATIONARY PERIOD AND CONTRACT STATUS

Section A. Probationary Period

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

Section B. Contract Status

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

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

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

ARTICLE XII: EVALUATIONS

Section A. Purpose

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

Section B. Process

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

Section C. Performance Improvement Plans

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

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

ARTICLE XIII: HOURS OF WORK

Section A. Normal Work Day

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

Section B. Work Calendar Changes

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

Section C. Flexible Work Schedule

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

Section D. Duty Free Lunch

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

Section E. Right to Leave

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

Section F. Straight Time Pay

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

Section G. Overtime Pay

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

Section H. Paychecks

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

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

Section D. Allocation Reduction – Worksite

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

Section E. Conversion to Charter Schools

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

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

Section F. Reduction in Force – District

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

Least amount of service shall be determined initially by:

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

Section G. Layoffs

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

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

Section H. Cross Training and Job Shadowing

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

ARTICLE XV: LEAVE

Section A. Leave of Absence

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

Section B. Sick Leave

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

Section C. Employees' Voluntary Sick Leave Bank

1. Membership

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

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

2. Replenishment Contributions

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

3. Administration and Governance

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

4. Eligibility

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

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

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

8. Discontinuance of Sick Leave Bank

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

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

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

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

Section E. Leave for Personal Reasons

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

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

Section F. Maternity Leave

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

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

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

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

Section G. Adoptive Leave

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

Section H. Jury Duty or Court Witness

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

Section I. Personal Leave

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

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

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

Section J. Family Medical Leave

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

Section K. Vacation Leave

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

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

Section L. Pallbearer

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

Section M. Charter School Leave

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

Section N. Natural Disaster Leave

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

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

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

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

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

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

Section O. Military Leave

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

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

Section P. Temporary Duty Elsewhere

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

Section Q. Association President Leave

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

ARTICLE XVI: BENEFITS

Section A. Terminal Pay

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

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

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

Section B. Insurance

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

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

Section C. Major Medical

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

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

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

Section D. Additional Benefits

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

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

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

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

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

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

Section E. Deferred Retirement Option Program (DROP)

The program shall be administered pursuant to Florida Statutes.

ARTICLE XVII: COMPENSATION AND EXPERIENCE CREDIT

Section A. Professional Compensation

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

1. Experience Credit

- a. An employee who is re-employed after a break in service for approved leave will not lose his/her prior experience level on the salary schedule.
- b. All Florida public school, nonpublic, private sector, and in and out of the United States experience, in the same or reasonably related job classification shall count as experience on the salary schedule up to five (5) years. Written verification of such prior experience or service must be received within twelve (12) months of initial employment with pay retroactive to first day of current contract year. Experience credit will be awarded, upon verification, at the time of initial hire and placement on the salary schedule.

c. **Current Employees Who Transfer**

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

d. **New Employees**

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

2. Military Experience

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

Section B. Step Increases

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

Section C. Unsatisfactory Evaluations

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

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

ARTICLE XVIII: TERMS OF CONTRACT

Section A. Term of the Contract

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

MEMORANDUM OF UNDERSTANDING: COLLABORATIVE BARGAINING

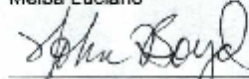
**MEMORANDUM OF UNDERSTANDING
Collaborative Bargaining, ESP**

In lieu of Article XVIII, Term of Contract, for the 2014-2015 contract year the parties agree to enter into a collaborative bargaining process. A contract will be ratified with the understanding that Contract Articles, specific paragraphs or new issues may be opened, bargained, ratified, and implemented throughout the year.

**OSCEOLA COUNTY
SCHOOL BOARD**

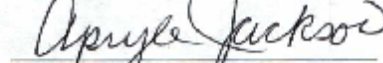


SUPERINTENDENT
Melba Luciano

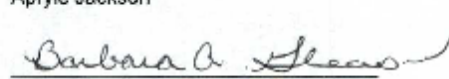


CHIEF NEGOTIATOR FOR OCSB
John Boyd

**OSCEOLA COUNTY
EDUCATION ASSOCIATION**



OCEA PRESIDENT
Apryle Jackson



CHIEF NEGOTIATOR FOR OCEA
Barbara Gleason

Date: September 18, 2014

MEMORANDUM OF UNDERSTANDING: ESP UNION-MANAGEMENT MEETINGS

**MEMORANDUM OF UNDERSTANDING
ESP Union-Management Meetings**

Whereas both parties to the contract agree to provide a means of continuing communication, representatives of the parties agree to meet with employees and managers representing the following paraprofessionals, technology, and other employee groups as identified by the parties.

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

In order to provide a means for continuing communication, representatives of the parties agree to meet with employees and managers representing the following functional areas: clerical, paraprofessionals, technology, and other employee groups as identified by the parties.

1. A committee for each area shall be formed to meet a minimum of two (2) times per year, at least once each semester of the school year. Additional meetings may be held upon mutual agreement of both parties.
2. The committees may discuss concerns which could result in improved quality of work and any other matters mutually agreed upon by both parties, such as training programs.
3. When the parties mutually agree upon issues which impact employees, they will submit proposals to Bargaining Leadership Team. Such proposals must be recorded on the Issues and tracking Form and be supported by data and research.
4. Such meetings shall not be intended for the purpose of negotiations or to bypass the grievance procedure.

The Association shall be given the opportunity to provide input regarding in-service courses/ training programs.

**OSCEOLA COUNTY
SCHOOL BOARD**

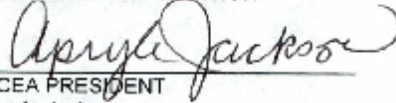


SUPERINTENDENT
Melba Luciano




CHIEF NEGOTIATOR FOR OCSB
John Boyd

**OSCEOLA COUNTY
EDUCATION ASSOCIATION**



OCEA PRESIDENT
Apryle Jackson



CHIEF NEGOTIATOR FOR OCEA
Barbara Gleason

Date: September 18, 2014

MEMORANDUM OF UNDERSTANDING: EMPLOYEE TECHNOLOGY AWARENESS

**MEMORANDUM OF UNDERSTANDING –
Employee Technology Awareness and Security, ESP**

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

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

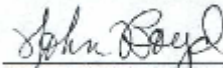
Therefore, be it resolved that both parties agree to the following conditions of use for the school district's technology property (e.g., computers, etc.) and network:

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

**OSCEOLA COUNTY
SCHOOL BOARD**

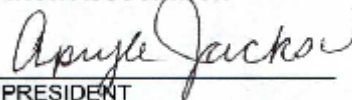


SUPERINTENDENT
Melba Luciano

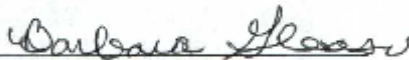


CHIEF NEGOTIATOR FOR OCSB
John Boyd

**OSCEOLA COUNTY
EDUCATION ASSOCIATION**



OCEA PRESIDENT
Apryle Jackson



CHIEF NEGOTIATOR FOR OCEA
Barbara Gleason

Date: November 20, 2014

APPROVAL OF PARTIES

**2015-2018 LABOR CONTRACT, SALARY AND FRINGES ACCEPTED BY
THE SCHOOL BOARD AND THE OSCEOLA COUNTY EDUCATION ASSOCIATION,
EDUCATION SUPPORT PROFESSIONALS (ESP)**

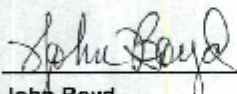
Accepted by the
School Board of Osceola County, Florida



Tim Welsheyer,
Chairperson of the Board



Melba Luciano,
Superintendent

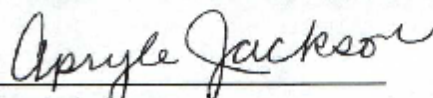


John Boyd,
Chief Negotiator for the School Board

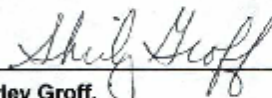
Witnesses as to the School Board



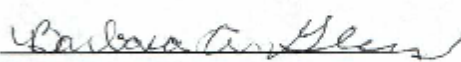
Accepted by the
Osceola County Education Association



Apryle Jackson,
President of the Association



Shirley Groff,
ESP Vice President of the Association



Barbara Gleason,
Chief Negotiator of the Association

Witnesses as to the Association



Dated: **November 03, 2015**

**Tentative Agreement by Professional Support Staff Employees
Bargaining Leadership Team (BLT): May 12, 2015; August 11, 2015**

Ratified by Osceola County Education Association (OCEA): June 03, 2015

Ratified by Osceola County School Board (OCSB): June 09, 2015

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 hour/days.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
SAFETY: Maintains safe work area and practices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
RESPONSIBILITY: Accepts responsibility for actions and assignments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
APPROPRIATE DRESS FOR JOB: Attire is consistent with policy and employee safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
ADAPTABILITY/FLEXIBILITY: Able to adapt to changing responsibilities and conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
SIGNATURES					
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.			
PLANNING			
_____ Principal/Administrator Signature	_____ Date	_____ Employee Signature	_____ Date
FINAL REVIEW			
_____ Principal/Administrator Signature	_____ Date	_____ Employee Signature	_____ Date

An Equal Opportunity Agency

Original with signatures: Professional Development
Copies: Worksite, Employee

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

APPENDIX D: SALARY SCHEDULE

ESP SALARY SCHEDULE 2015-16

2015-16 Schedule	ESP SALARY SCHEDULE 2015-16												
Pay Level	1D	1D	1D	1D	1D	1E	1E	1E	1E	1E	1E	1E	1F
Slot #	U06	U37	U02	U07	U43	U04	U57	U08	U20	U68	U69	U54	U58
Desc	196/7	190/3.5	196/5	196/7.5	254/7.5	188/7	188/3.5	188/5	188/5.75	196/5	196/7.5	254/7.5	188/3.5
Change to Base													
Days													
Hours/Day													
Hours*Days													
Addl Per Hr													
Exp. Step													
0	11.4558	11.8108	11.5141	11.4461	11.4350	10.7420	10.8940	10.8028	10.7750	10.7941	10.7261	10.7150	11.4240
1	11.4558	11.8108	11.5141	11.4461	11.4350	10.7420	10.8940	10.8028	10.7750	10.7941	10.7261	10.7150	11.4240
2	11.4558	11.8108	11.5141	11.4461	11.4350	10.7420	10.8940	10.8028	10.7750	10.7941	10.7261	10.7150	11.4240
3	11.4558	11.8108	11.5141	11.4461	11.4350	10.7420	10.8940	10.8028	10.7750	10.7941	10.7261	10.7150	11.4240
4	11.5458	11.7008	11.6041	11.5361	11.5250	10.8320	10.9840	10.8928	10.8650	10.8841	10.8161	10.8050	11.5140
5	11.6058	11.7608	11.6641	11.5961	11.5850	10.9020	11.0540	10.9628	10.9350	10.9541	10.8861	10.8750	11.5740
6	11.7158	11.8708	11.7741	11.7061	11.6950	11.0020	11.1540	11.0628	11.0350	11.0541	10.9861	10.9750	11.6740
7	11.7158	11.8708	11.7741	11.7061	11.6950	11.0020	11.1540	11.0628	11.0350	11.0541	10.9861	10.9750	11.6740
8	11.7158	11.8708	11.7741	11.7061	11.6950	11.0020	11.1540	11.0628	11.0350	11.0541	10.9861	10.9750	11.6740
9	11.9058	12.0608	11.9641	11.8961	11.8950	11.1620	11.3140	11.2228	11.1950	11.2141	11.1461	11.1450	11.8340
10	12.0858	12.2408	12.1441	12.0761	12.0750	11.3520	11.5040	11.4128	11.3850	11.4041	11.3361	11.3350	12.0040
11	12.2758	12.4308	12.3341	12.2661	12.2650	11.5320	11.6840	11.5928	11.5650	11.5841	11.5161	11.5150	12.1940
12	12.5058	12.6608	12.5641	12.4961	12.5050	11.7520	11.9040	11.8128	11.7850	11.8041	11.7361	11.7350	12.3840
13	12.7458	12.9008	12.8041	12.7361	12.7350	11.9920	12.1440	12.0528	12.0250	12.0441	11.9761	11.9750	12.5940
14	12.9858	13.1408	13.0441	12.9761	12.9750	12.2020	12.3540	12.2628	12.2350	12.2541	12.1861	12.1850	12.8140
15	13.2158	13.3708	13.2741	13.2061	13.2150	12.4320	12.5840	12.4928	12.4650	12.4841	12.4161	12.4350	13.0240
16	13.4958	13.6508	13.5541	13.4861	13.4950	12.6920	12.8440	12.7528	12.7250	12.7441	12.6761	12.6750	13.2240
17	13.7658	13.9208	13.8241	13.7561	13.7650	12.9120	13.0640	12.9728	12.9450	12.9641	12.8961	12.8950	13.5040
18	14.0158	14.1708	14.0741	14.0061	14.0250	13.1720	13.3240	13.2328	13.2050	13.2241	13.1561	13.1650	13.7640
19	14.2758	14.4308	14.3341	14.2661	14.2750	13.4120	13.5640	13.4728	13.4450	13.4641	13.3961	13.3950	14.0040
20	14.5458	14.7008	14.6041	14.5361	14.5450	13.6720	13.8240	13.7328	13.7050	13.7241	13.6561	13.6650	14.2540
21	14.7758	14.9308	14.8341	14.7661	14.7750	13.9120	14.0640	13.9728	13.9450	13.9641	13.8961	13.9050	14.4840
22	15.0658	15.2208	15.1241	15.0561	15.0650	14.1720	14.3240	14.2328	14.2050	14.2241	14.1561	14.1650	14.7540
23	15.3258	15.4808	15.3841	15.3161	15.3250	14.4420	14.5940	14.5028	14.4750	14.4941	14.4261	14.4350	14.9640
24	15.5958	15.7508	15.6541	15.5861	15.5950	14.6820	14.8340	14.7428	14.7150	14.7341	14.6661	14.6750	15.2240
25	15.8458	16.0008	15.9041	15.8361	15.8450	14.9320	15.0840	14.9928	14.9650	14.9841	14.9161	14.9150	15.4740
26	16.1358	16.2908	16.1941	16.1261	16.1350	15.1820	15.3340	15.2428	15.2150	15.2341	15.1661	15.1750	15.7340
27	16.3858	16.5408	16.4441	16.3761	16.3850	15.4320	15.5840	15.4928	15.4650	15.4841	15.4161	15.4250	15.9640
28	16.6658	16.8208	16.7241	16.6561	16.6650	15.6520	15.8040	15.7128	15.6850	15.7041	15.6361	15.6450	16.2140
29	16.9158	17.0708	16.9741	16.9061	16.9150	15.9420	16.0940	16.0028	15.9750	15.9941	15.9261	15.9350	16.4640
30	17.1658	17.3208	17.2241	17.1561	17.1750	16.1820	16.3340	16.2428	16.2150	16.2341	16.1661	16.1750	16.6740
31	17.4558	17.6108	17.5141	17.4461	17.4650	16.4620	16.6140	16.5228	16.4950	16.5141	16.4461	16.4550	16.9640

ESP SALARY SCHEDULE 2015-16

2015-16 Schedule

Pay Level	IF	IF	IK	IKA	IKB	2	2	2	2	3	3	4	4
Slot #	U05	U71	U27	U34	U42	U19	U72	U95	U15	U22	U16	U26	U17
Desc	188/7	196/7.5	188/7	188/7	188/7	196/7.5	217/7.5	242/3.5	254/7.5	217/7.5	254/7.5	217/7.5	254/7.5
Change to Base													
Days													
Hours/Day													
Hours*Days													
Addl Per Hr													
Exp. Step													
0	11.2720	11.2561	20.3220	21.0920	21.8820	13.1561	13.1429	13.2861	13.1550	13.3629	13.3750	13.8229	13.8350
1	11.2720	11.2561	20.3220	21.0920	21.8820	13.1561	13.1429	13.2861	13.1550	13.3629	13.3750	13.8229	13.8350
2	11.2720	11.2561	20.3220	21.0920	21.8820	13.1561	13.1429	13.2861	13.1550	13.3629	13.3750	13.8229	13.8350
3	11.2720	11.2561	20.3220	21.0920	21.8820	13.1561	13.1429	13.2861	13.1550	13.3629	13.3750	13.8229	13.8350
4	11.3620	11.3461	20.4920	21.2620	22.0520	13.2661	13.2529	13.3961	13.2650	13.4629	13.4750	13.9329	13.9450
5	11.4220	11.4061	20.6120	21.3820	22.1820	13.3361	13.3229	13.4761	13.3450	13.5429	13.5550	14.0129	14.0250
6	11.5220	11.5061	20.8120	21.5720	22.3920	13.4561	13.4429	13.5861	13.4550	13.6729	13.6850	14.1429	14.1650
7	11.5220	11.5061	20.8120	21.5720	22.3920	13.4561	13.4429	13.5861	13.4550	13.6729	13.6850	14.1429	14.1650
8	11.5220	11.5061	20.8120	21.5720	22.3920	13.4561	13.4429	13.5861	13.4550	13.6729	13.6850	14.1429	14.1650
9	11.6820	11.6661	21.0520	21.8320	22.6320	13.6261	13.6129	13.7561	13.6250	13.8429	13.8650	14.3329	14.3450
10	11.8520	11.8361	21.3020	22.0720	22.9020	13.8061	13.7929	13.9461	13.8150	14.0329	14.0550	14.5129	14.5350
11	12.0420	12.0261	21.5820	22.3720	23.1720	13.9861	13.9729	14.1261	13.9950	14.2429	14.2650	14.7129	14.7350
12	12.2320	12.2161	21.8820	22.6720	23.4920	14.2261	14.2129	14.3561	14.2250	14.4629	14.4850	14.9529	14.9750
13	12.4420	12.4261	22.1820	22.9920	23.7720	14.4361	14.4229	14.5761	14.4450	14.6929	14.7150	15.1929	15.2150
14	12.6620	12.6461	22.5420	23.3220	24.1320	14.6661	14.6529	14.8061	14.6750	14.9529	14.9750	15.4229	15.4450
15	12.8720	12.8561	22.8720	23.6720	24.4420	14.8761	14.8629	15.0261	14.8950	15.2029	15.2250	15.7129	15.7250
16	13.0720	13.0561	23.2120	24.0020	24.8020	15.1261	15.1129	15.2761	15.1450	15.4529	15.4850	15.9529	15.9750
17	13.3520	13.3361	23.5720	24.3820	25.1920	15.3661	15.3529	15.5061	15.3750	15.7529	15.7650	16.2229	16.2550
18	13.6120	13.5961	23.9520	24.7720	25.5620	15.6161	15.6029	15.7561	15.6250	15.9829	16.0050	16.4829	16.5150
19	13.8520	13.8361	24.3320	25.1320	25.9520	15.9161	15.9029	16.0561	15.9250	16.2629	16.2850	16.7929	16.8150
20	14.1020	14.0861	24.7420	25.5220	26.3120	16.1661	16.1529	16.3061	16.1750	16.4929	16.5250	17.0729	17.1050
21	14.3320	14.3161	25.0820	25.9220	26.6820	16.4161	16.4029	16.5561	16.4250	16.7929	16.8150	17.2929	17.3450
22	14.6020	14.5861	25.4620	26.2820	27.0520	16.6961	16.6829	16.8461	16.7150	17.0629	17.0850	17.6129	17.6350
23	14.8120	14.7961	25.8420	26.6420	27.4620	16.9461	16.9329	17.0861	16.9550	17.2829	17.3350	17.8429	17.8850
24	15.0720	15.0561	26.2320	27.0220	27.8520	17.2361	17.2229	17.3861	17.2550	17.5929	17.6150	18.1629	18.1850
25	15.3220	15.3061	26.5920	27.4120	28.2020	17.4961	17.4829	17.6361	17.5050	17.8129	17.8450	18.4029	18.4350
26	15.5820	15.5661	26.9920	27.7820	28.5820	17.7461	17.7329	17.8861	17.7550	18.1129	18.1450	18.6829	18.7150
27	15.8120	15.7961	27.3820	28.1520	28.9920	18.0261	18.0129	18.1761	18.0450	18.3629	18.3850	18.9829	19.0050
28	16.0620	16.0461	27.7220	28.5520	29.3520	18.2461	18.2329	18.3961	18.2650	18.6329	18.6650	19.2529	19.2850
29	16.3120	16.2961	28.1220	28.9320	29.7120	18.5261	18.5129	18.6861	18.5550	18.8829	18.9150	19.5129	19.5550
30	16.5220	16.5061	28.5220	29.2920	30.1020	18.8061	18.7929	18.9561	18.8250	19.1529	19.1850	19.7729	19.8150
31	16.8120	16.7961	28.8420	29.6620	30.4720	19.0561	19.0429	19.1961	19.0650	19.4129	19.4450	20.0829	20.1150

ESP SALARY SCHEDULE 2015-16

2015-16 Schedule

Pay Level	5	6	7	8	8	8	8	9	9	9	10	10	10
Slot #	U18	U21	U44	U73	U75	U76	U24	U94	U74	U25	U49	U77	U45
Desc	254/7.5	254/7.5	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
Change to Base													
Days													
Hours/Day													
Hours*Days													
Addl Per Hr													
Exp. Step													
0	14.1650	14.5250	15.1750	15.5361	15.5229	15.5154	15.5450	15.9029	15.8954	15.9250	16.3320	16.3129	16.3054
1	14.1650	14.5250	15.1750	15.5361	15.5229	15.5154	15.5450	15.9029	15.8954	15.9250	16.3320	16.3129	16.3054
2	14.1650	14.5250	15.1750	15.5361	15.5229	15.5154	15.5450	15.9029	15.8954	15.9250	16.3320	16.3129	16.3054
3	14.1650	14.5250	15.1750	15.5361	15.5229	15.5154	15.5450	15.9029	15.8954	15.9250	16.3320	16.3129	16.3054
4	14.2850	14.6350	15.2950	15.6661	15.6529	15.6454	15.6750	16.0229	16.0154	16.0450	16.4620	16.4429	16.4354
5	14.3750	14.7150	15.3850	15.7561	15.7429	15.7354	15.7650	16.1329	16.1254	16.1550	16.5520	16.5329	16.5254
6	14.4950	14.8450	15.5250	15.9061	15.8929	15.8854	15.9150	16.2829	16.2754	16.3050	16.7020	16.6829	16.6754
7	14.4950	14.8450	15.5250	15.9061	15.8929	15.8854	15.9150	16.2829	16.2754	16.3050	16.7020	16.6829	16.6754
8	14.4950	14.8450	15.5250	15.9061	15.8929	15.8854	15.9150	16.2829	16.2754	16.3050	16.7020	16.6829	16.6754
9	14.6750	15.0350	15.7150	16.0761	16.0629	16.0554	16.0950	16.4529	16.4454	16.4850	16.9020	16.8829	16.8754
10	14.8550	15.2350	15.9050	16.2761	16.2629	16.2554	16.2850	16.6529	16.6454	16.6750	17.0920	17.0729	17.0654
11	15.0650	15.4350	16.1050	16.4761	16.4629	16.4554	16.4950	16.8629	16.8554	16.8850	17.2920	17.2729	17.2654
12	15.2950	15.6450	16.3250	16.6961	16.6829	16.6754	16.7150	17.0829	17.0754	17.1050	17.5520	17.5329	17.5254
13	15.5350	15.9250	16.5550	16.9461	16.9329	16.9254	16.9550	17.2929	17.2854	17.3450	17.7920	17.7729	17.7654
14	15.7850	16.1550	16.8150	17.1661	17.1529	17.1454	17.1850	17.5829	17.5754	17.6050	18.0420	18.0229	18.0154
15	16.0050	16.3950	17.0650	17.4361	17.4229	17.4154	17.4550	17.7929	17.7854	17.8250	18.3120	18.2929	18.2854
16	16.2850	16.6750	17.2750	17.7061	17.6929	17.6854	17.7150	18.0529	18.0454	18.0850	18.5920	18.5729	18.5654
17	16.5550	16.9250	17.5950	17.9761	17.9629	17.9554	17.9950	18.3429	18.3354	18.3650	18.8520	18.8329	18.8254
18	16.8350	17.1850	17.8250	18.2461	18.2329	18.2254	18.2650	18.6229	18.6154	18.6550	19.1320	19.1129	19.1054
19	17.1150	17.4750	18.1450	18.5561	18.5429	18.5354	18.5750	18.8829	18.8754	18.9150	19.4020	19.3829	19.3754
20	17.3650	17.7350	18.4250	18.8161	18.8029	18.7954	18.8350	19.1629	19.1554	19.1950	19.6920	19.6729	19.6654
21	17.6550	18.0350	18.6850	19.0861	19.0729	19.0654	19.1050	19.4429	19.4354	19.4750	19.9520	19.9329	19.9254
22	17.9250	18.2850	18.9750	19.3661	19.3529	19.3454	19.3850	19.7229	19.7154	19.7650	20.2320	20.2129	20.2054
23	18.2050	18.5850	19.2550	19.6061	19.5929	19.5854	19.6250	20.0129	20.0054	20.0450	20.5220	20.5029	20.4954
24	18.4750	18.8450	19.5150	19.9061	19.8929	19.8854	19.9350	20.2729	20.2654	20.3050	20.8020	20.7829	20.7754
25	18.7450	19.1050	19.7850	20.1861	20.1729	20.1654	20.2050	20.5629	20.5554	20.6150	21.0820	21.0629	21.0554
26	19.0250	19.3850	20.0650	20.4661	20.4529	20.4454	20.4850	20.8229	20.8154	20.8550	21.3120	21.2929	21.2854
27	19.3150	19.6250	20.3250	20.7461	20.7329	20.7254	20.7750	21.0929	21.0854	21.1250	21.6220	21.6029	21.5954
28	19.5750	19.9350	20.6250	21.0461	21.0329	21.0254	21.0650	21.3729	21.3654	21.4150	21.9120	21.8929	21.8854
29	19.8650	20.2050	20.8850	21.2761	21.2629	21.2554	21.3050	21.6629	21.6554	21.6950	22.1520	22.1329	22.1254
30	20.1250	20.4750	21.1850	21.5661	21.5529	21.5454	21.6050	21.9529	21.9454	21.9950	22.4820	22.4629	22.4554
31	20.3950	20.7550	21.4550	21.8261	21.8129	21.8054	21.8450	22.1729	22.1654	22.2250	22.7120	22.6929	22.6854

ESP SALARY SCHEDULE 2015-16

2015-16 Schedule

Pay Level	10	10	10A	10B	10C	10D	10X	11	11	11X	12	12	12	12X
Slot #	U79	U28	U40	U51	U41	U93	U47	U55	U29	U48	U56	U78	U30	U53
Desc	254/4.5	254/7.5	254/7.5	254/7.5	254/7.5	254/7.5	254/7.5	196/7.5	254/7.5	254/7.5	196/7.5	217/7.5	254/7.5	254/7.5
Change to Base														
Days														
Hours/Day														
Hours*Days														
Addl Per Hr														
Exp. Step														
0	16.4050	16.3350	16.7650	16.9950	17.5050	17.5850	20.9250	17.6661	17.6850	21.0450	19.2361	19.2229	19.2650	22.7650
1	16.4050	16.3350	16.7650	16.9950	17.5050	17.5850	20.9250	17.6661	17.6850	21.0450	19.2361	19.2229	19.2650	22.7650
2	16.4050	16.3350	16.7650	16.9950	17.5050	17.5850	20.9250	17.6661	17.6850	21.0450	19.2361	19.2229	19.2650	22.7650
3	16.4050	16.3350	16.7650	16.9950	17.5050	17.5850	20.9250	17.6661	17.6850	21.0450	19.2361	19.2229	19.2650	22.7650
4	16.5350	16.4650	16.9050	17.1250	17.6450	17.7250	21.0950	17.8061	17.8250	21.2150	19.3961	19.3829	19.4250	22.9550
5	16.6250	16.5550	17.0050	17.2250	17.7550	17.8350	21.2150	17.9061	17.9350	21.3350	19.5161	19.5029	19.5350	23.0850
6	16.7850	16.7150	17.1550	17.3950	17.9250	18.0050	21.4050	18.0761	18.0950	21.5250	19.6961	19.6829	19.7150	23.2950
7	16.7850	16.7150	17.1550	17.3950	17.9250	18.0050	21.4050	18.0761	18.0950	21.5250	19.6961	19.6829	19.7150	23.2950
8	16.7850	16.7150	17.1550	17.3950	17.9250	18.0050	21.4050	18.0761	18.0950	21.5250	19.6961	19.6829	19.7150	23.2950
9	16.9750	16.9050	17.3450	17.5850	18.0950	18.2350	21.6450	18.3161	18.3250	21.8050	19.9461	19.9329	19.9650	23.5750
10	17.1650	17.0950	17.5350	17.7750	18.2850	18.4950	21.8950	18.5761	18.5950	22.0750	20.1861	20.1729	20.2050	23.8550
11	17.3950	17.3250	17.7350	18.0050	18.5050	18.7550	22.1450	18.8261	18.8450	22.3950	20.4561	20.4429	20.4750	24.1950
12	17.6250	17.5550	17.9850	18.2350	18.7150	18.9950	22.4650	19.1261	19.1450	22.6950	20.7461	20.7329	20.7750	24.5250
13	17.8750	17.8050	18.2050	18.4950	18.9550	19.2350	22.7550	19.4261	19.4450	23.0450	21.0561	21.0429	21.0750	24.8850
14	18.1250	18.0550	18.4350	18.7650	19.2150	19.4750	23.0850	19.7361	19.7650	23.4050	21.3561	21.3429	21.3850	25.2650
15	18.3850	18.3150	18.7050	19.0250	19.4450	19.7050	23.4350	20.0861	20.0950	23.7450	21.6861	21.6729	21.7150	25.6550
16	18.6750	18.6050	18.9550	19.3050	19.7150	20.0050	23.6950	20.4061	20.4250	24.1550	22.0161	22.0029	22.0450	26.0450
17	18.9350	18.8650	19.2550	19.5550	19.9950	20.2750	24.0750	20.7661	20.7850	24.5350	22.3661	22.3529	22.3950	26.4750
18	19.2150	19.1450	19.5350	19.8550	20.2550	20.5650	24.3750	21.1061	21.1250	24.9750	22.6961	22.6829	22.7250	26.8450
19	19.4850	19.4150	19.7950	20.1250	20.5550	20.8450	24.7150	21.4861	21.5050	25.3950	23.0761	23.0629	23.0950	27.2950
20	19.7750	19.7050	20.0850	20.3950	20.8250	21.1150	25.0250	21.8161	21.8350	25.7950	23.4361	23.4229	23.4650	27.6950
21	20.0350	19.9650	20.3650	20.6650	21.1050	21.4150	25.3650	22.1561	22.1950	26.2250	23.7561	23.7429	23.7850	28.1250
22	20.3150	20.2450	20.6550	20.9550	21.3750	21.6950	25.6850	22.5461	22.5750	26.6350	24.1461	24.1329	24.1750	28.5350
23	20.6150	20.5450	20.9150	21.2150	21.6750	21.9650	26.0250	22.8861	22.9150	27.0650	24.4861	24.4729	24.5150	28.9850
24	20.8850	20.8150	21.1850	21.5150	21.9750	22.2250	26.3550	23.2461	23.2750	27.4850	24.8361	24.8229	24.8750	29.3750
25	21.1650	21.0950	21.4750	21.7750	22.2050	22.5350	26.6750	23.5761	23.6050	27.9050	25.1961	25.1829	25.2350	29.8250
26	21.4050	21.3350	21.7550	22.0650	22.5050	22.7850	26.9950	23.9461	23.9750	28.3550	25.5461	25.5329	25.5850	30.2550
27	21.7050	21.6350	22.0350	22.3250	22.7950	23.0850	27.3550	24.3061	24.3350	28.7650	25.9261	25.9129	25.9650	30.6650
28	22.0050	21.9350	22.3050	22.5950	23.0650	23.3750	27.6550	24.6861	24.7050	29.1650	26.2661	26.2529	26.3050	31.0950
29	22.2550	22.1850	22.5950	22.8750	23.3350	23.6450	28.0050	25.0161	25.0550	29.6050	26.6161	26.6029	26.6650	31.4950
30	22.5650	22.4950	22.8550	23.1450	23.5950	23.9150	28.3550	25.3761	25.4150	30.0250	26.9761	26.9629	27.0150	31.9150
31	22.8050	22.7350	23.1350	23.4550	23.8750	24.2050	28.6650	25.7261	25.7550	30.4350	27.3261	27.3129	27.3750	32.3350

ESP SALARY SCHEDULE 2015-16

2015-16 Schedule

Pay Level	13	14	15	16	17	1D	1D	1D	1D	1D	1D
Slot #	U32	U35	U36	U38	U39	UA3	UA5	U03	UA8	UB3	UB5
Desc	254/7.5	254/7.5	254/7.5	254/7.5	254/7.5	+ Degree	+ Degree	+Degree 50%	+Degree 50%	+60 Hours	+60 Hours
Change to Base						750.00	750.00	375.00	375.00	500.00	500.00
Days						196	196	196	190	196	196
Hours/Day						7.00	7.50	3.75	3.50	7.00	7.50
Hours*Days						1372.00	1470.00	735.00	665.00	1372.00	1470.00
Addl Per Hr						0.5466	0.5102	0.5102	0.5639	0.3644	0.3401
Exp. Step											
0	21.2850	22.9250	24.3050	25.9050	27.7150	12.0024	11.9563	11.9563	12.1747	11.8202	11.7862
1	21.2850	22.9250	24.3050	25.9050	27.7150	12.0024	11.9563	11.9563	12.1747	11.8202	11.7862
2	21.2850	22.9250	24.3050	25.9050	27.7150	12.0024	11.9563	11.9563	12.1747	11.8202	11.7862
3	21.2850	22.9250	24.3050	25.9050	27.7150	12.0024	11.9563	11.9563	12.1747	11.8202	11.7862
4	21.4550	23.1050	24.4950	26.1150	27.9450	12.0924	12.0463	12.0463	12.2647	11.9102	11.8762
5	21.5950	23.2450	24.6450	26.2650	28.1050	12.1524	12.1063	12.1063	12.3247	11.9702	11.9362
6	21.7950	23.4650	24.8750	26.5150	28.3850	12.2624	12.2163	12.2163	12.4347	12.0802	12.0462
7	21.7950	23.4650	24.8750	26.5150	28.3850	12.2624	12.2163	12.2163	12.4347	12.0802	12.0462
8	21.7950	23.4650	24.8750	26.5150	28.3850	12.2624	12.2163	12.2163	12.4347	12.0802	12.0462
9	22.0250	23.6750	25.1050	26.7450	28.6050	12.4524	12.4063	12.4063	12.6247	12.2702	12.2362
10	22.2750	23.9150	25.3650	26.9650	28.8550	12.6324	12.5863	12.5863	12.8047	12.4502	12.4162
11	22.5350	24.1750	25.6250	27.2350	29.1350	12.8224	12.7763	12.7763	12.9947	12.6402	12.6062
12	22.8350	24.4350	25.9250	27.5150	29.4250	13.0524	13.0063	13.0063	13.2247	12.8702	12.8362
13	23.1250	24.7550	26.2050	27.8150	29.7250	13.2924	13.2463	13.2463	13.4647	13.1102	13.0762
14	23.4550	25.0450	26.5450	28.1050	30.0650	13.5324	13.4863	13.4863	13.7047	13.3502	13.3162
15	23.7450	25.3450	26.8650	28.4350	30.3550	13.7624	13.7163	13.7163	13.9347	13.5802	13.5462
16	24.1250	25.6550	27.2050	28.7450	30.6850	14.0424	13.9963	13.9963	14.2147	13.8602	13.8262
17	24.4350	26.0150	27.5450	29.0950	31.0450	14.3124	14.2663	14.2663	14.4847	14.1302	14.0962
18	24.7850	26.3750	27.9150	29.4650	31.4450	14.5624	14.5163	14.5163	14.7347	14.3802	14.3462
19	25.1450	26.7450	28.2450	29.7750	31.7650	14.8224	14.7763	14.7763	14.9947	14.6402	14.6062
20	25.5050	27.0750	28.6150	30.1650	32.1450	15.0924	15.0463	15.0463	15.2647	14.9102	14.8762
21	25.8650	27.4750	29.0050	30.5250	32.5250	15.3224	15.2763	15.2763	15.4947	15.1402	15.1062
22	26.1950	27.8150	29.3350	30.8850	32.8750	15.6124	15.5663	15.5663	15.7847	15.4302	15.3962
23	26.5850	28.1750	29.6850	31.2550	33.2050	15.8724	15.8263	15.8263	16.0447	15.6902	15.6562
24	26.9450	28.5550	30.0950	31.6350	33.5950	16.1424	16.0963	16.0963	16.3147	15.9602	15.9262
25	27.3050	28.8850	30.4150	31.9650	33.9550	16.3924	16.3463	16.3463	16.5647	16.2102	16.1762
26	27.6650	29.2350	30.7950	32.3550	34.3050	16.6824	16.6363	16.6363	16.8547	16.5002	16.4662
27	28.0150	29.6150	31.1550	32.7150	34.6650	16.9324	16.8863	16.8863	17.1047	16.7502	16.7162
28	28.3850	29.9650	31.4950	33.0450	35.0350	17.2124	17.1663	17.1663	17.3847	17.0302	16.9962
29	28.7350	30.3450	31.8650	33.4450	35.4050	17.4624	17.4163	17.4163	17.6347	17.2802	17.2462
30	29.0950	30.6850	32.2150	33.7650	35.7650	17.7124	17.6663	17.6663	17.8847	17.5302	17.4962
31	29.4650	31.0450	32.5750	34.1250	36.1350	18.0024	17.9563	17.9563	18.1747	17.8202	17.7862

ESP SALARY SCHEDULE 2015-16

2015-16 Schedule

Pay Level	ID	ID	IE	IE	IE	IE	IE	IE	IE	IE	IF	IF	IF
Slot #	UC3	UC5	UA1	UA9	UA6	UB6	UC1	UB1	UB7	UC6	UA2	UA4	UA7
Desc	+PPP	+PPP	+ Degree	+ Degree	+ Degree	+60 Hours	+PPP	+60 Hours	+60 Hours	+PPP	+ Degree	+ Degree	+ Degree
Change to Base	250.00	250.00	750.00	750.00	375.00	250.00	250.00	500.00	500.00	125.00	750.00	750.00	375.00
Days	196	196	188	188	183	183	188	188	188	183	188	196	183
Hours/Day	7.00	7.50	7.00	5.00	3.50	3.50	7.00	7.00	5.75	3.50	7.00	7.50	3.50
Hours*Days	1372.00	1470.00	1316.00	940.00	640.50	640.50	1316.00	1316.00	1081.00	640.50	1316.00	1470.00	640.50
Addl Per Hr	0.1822	0.1701	0.5731	0.7979	0.5929	0.3968	0.1910	0.3820	0.4625	0.1952	0.5731	0.5102	0.5929
Exp. Step													
0	11.6380	11.6162	11.3151	11.6007	11.3349	11.1388	10.9330	11.1240	11.2375	11.0892	11.8451	11.7663	11.8649
1	11.6380	11.6162	11.3151	11.6007	11.3349	11.1388	10.9330	11.1240	11.2375	11.0892	11.8451	11.7663	11.8649
2	11.6380	11.6162	11.3151	11.6007	11.3349	11.1388	10.9330	11.1240	11.2375	11.0892	11.8451	11.7663	11.8649
3	11.6380	11.6162	11.3151	11.6007	11.3349	11.1388	10.9330	11.1240	11.2375	11.0892	11.8451	11.7663	11.8649
4	11.7280	11.7062	11.4051	11.6907	11.4249	11.2288	11.0230	11.2140	11.3275	11.1792	11.9351	11.8563	11.9549
5	11.7880	11.7662	11.4751	11.7607	11.4949	11.2988	11.0930	11.2840	11.3975	11.2492	11.9951	11.9163	12.0149
6	11.8980	11.8762	11.5751	11.8607	11.5949	11.3988	11.1930	11.3840	11.4975	11.3492	12.0951	12.0163	12.1149
7	11.8980	11.8762	11.5751	11.8607	11.5949	11.3988	11.1930	11.3840	11.4975	11.3492	12.0951	12.0163	12.1149
8	11.8980	11.8762	11.5751	11.8607	11.5949	11.3988	11.1930	11.3840	11.4975	11.3492	12.0951	12.0163	12.1149
9	12.0880	12.0662	11.7351	12.0207	11.7549	11.5588	11.3530	11.5440	11.6575	11.5092	12.2551	12.1763	12.2749
10	12.2680	12.2462	11.9251	12.2107	11.9449	11.7488	11.5430	11.7340	11.8475	11.6992	12.4251	12.3463	12.4449
11	12.4580	12.4362	12.1051	12.3907	12.1249	11.9288	11.7230	11.9140	12.0275	11.8792	12.6151	12.5363	12.6349
12	12.6880	12.6662	12.3251	12.6107	12.3449	12.1488	11.9430	12.1340	12.2475	12.0992	12.8051	12.7263	12.8249
13	12.9280	12.9062	12.5651	12.8507	12.5849	12.3888	12.1830	12.3740	12.4875	12.3392	13.0151	12.9363	13.0349
14	13.1680	13.1462	12.7751	13.0607	12.7949	12.5988	12.3930	12.5840	12.6975	12.5492	13.2351	13.1563	13.2549
15	13.3980	13.3762	13.0051	13.2907	13.0249	12.8288	12.6230	12.8140	12.9275	12.7792	13.4451	13.3663	13.4649
16	13.6780	13.6562	13.2651	13.5507	13.2849	13.0888	12.8830	13.0740	13.1875	13.0392	13.6451	13.5663	13.6649
17	13.9480	13.9262	13.4851	13.7707	13.5049	13.3088	13.1030	13.2940	13.4075	13.2592	13.9251	13.8463	13.9449
18	14.1980	14.1762	13.7451	14.0307	13.7649	13.5688	13.3630	13.5540	13.6675	13.5192	14.1851	14.1063	14.2049
19	14.4580	14.4362	13.9851	14.2707	14.0049	13.8088	13.6030	13.7940	13.9075	13.7592	14.4251	14.3463	14.4449
20	14.7280	14.7062	14.2451	14.5307	14.2649	14.0688	13.8630	14.0540	14.1675	14.0192	14.6751	14.5963	14.6949
21	14.9580	14.9362	14.4851	14.7707	14.5049	14.3088	14.1030	14.2940	14.4075	14.2592	14.9051	14.8263	14.9249
22	15.2480	15.2262	14.7451	15.0307	14.7649	14.5688	14.3630	14.5540	14.6675	14.5192	15.1751	15.0963	15.1949
23	15.5080	15.4862	15.0151	15.3007	15.0349	14.8388	14.6330	14.8240	14.9375	14.7892	15.3851	15.3063	15.4049
24	15.7780	15.7562	15.2551	15.5407	15.2749	15.0788	14.8730	15.0640	15.1775	15.0292	15.6451	15.5663	15.6649
25	16.0280	16.0062	15.5051	15.7907	15.5249	15.3288	15.1230	15.3140	15.4275	15.2792	15.8951	15.8163	15.9149
26	16.3180	16.2962	15.7551	16.0407	15.7749	15.5788	15.3730	15.5640	15.6775	15.5292	16.1551	16.0763	16.1749
27	16.5680	16.5462	16.0051	16.2907	16.0249	15.8288	15.6230	15.8140	15.9275	15.7792	16.3851	16.3063	16.4049
28	16.8480	16.8262	16.2251	16.5107	16.2449	16.0488	15.8430	16.0340	16.1475	15.9992	16.6351	16.5563	16.6549
29	17.0980	17.0762	16.5151	16.8007	16.5349	16.3388	16.1330	16.3240	16.4375	16.2892	16.8851	16.8063	16.9049
30	17.3480	17.3262	16.7551	17.0407	16.7749	16.5788	16.3730	16.5640	16.6775	16.5292	17.0951	17.0163	17.1149
31	17.6380	17.6162	17.0351	17.3207	17.0549	16.8588	16.6530	16.8440	16.9575	16.8092	17.3851	17.3063	17.4049

ESP SALARY SCHEDULE 2015-16

2015-16 Schedule

Pay Level	IF	IF	IF	IF	IF	IK	IKB	IKB	11	11
Slot #	UB4	UB2	UB8	UC2	UC4	U10	U66	U66	U86	U23
Desc	+60 Hours	+60 Hours	+60 Hours	+PPP	+PPP	IK w Assoc	IKB w Assoc	IKB w Bach	Associates	Bachelors
Change to Base	500.00	500.00	500.00	250.00	250.00	591.00	591.00	1181.00	591.00	1181.00
Days	196	188	188	188	196	188	188	188	254	254
Hours/Day	7.50	7.00	3.50	7.00	7.50	7.00	7.00	7.00	7.50	7.50
Hours*Days	1470.00	1316.00	658.00	1316.00	1470.00	1309.00	1309.00	1309.00	1905.00	1905.00
Addl Per Hr	0.3401	0.3820	0.7599	0.1910	0.1701	0.4515	0.4515	0.9022	0.3102	0.6199
Exp. Step										
0	11.5982	11.8540	12.1839	11.4630	11.4262	20.7735	22.3335	22.7842	17.9952	18.3049
1	11.5982	11.8540	12.1839	11.4630	11.4262	20.7735	22.3335	22.7842	17.9952	18.3049
2	11.5982	11.8540	12.1839	11.4630	11.4262	20.7735	22.3335	22.7842	17.9952	18.3049
3	11.5982	11.8540	12.1839	11.4630	11.4262	20.7735	22.3335	22.7842	17.9952	18.3049
4	11.8862	11.7440	12.2739	11.5530	11.5162	20.9435	22.5035	22.9542	18.1352	18.4449
5	11.7462	11.8040	12.3339	11.6130	11.5762	21.0635	22.6335	23.0842	18.2452	18.5549
6	11.8462	11.9040	12.4339	11.7130	11.6762	21.2635	22.8435	23.2942	18.4052	18.7149
7	11.8462	11.9040	12.4339	11.7130	11.6762	21.2635	22.8435	23.2942	18.4052	18.7149
8	11.8462	11.9040	12.4339	11.7130	11.6762	21.2635	22.8435	23.2942	18.4052	18.7149
9	12.0062	12.0640	12.5939	11.8730	11.8362	21.5035	23.0835	23.5342	18.6352	18.9449
10	12.1762	12.2340	12.7639	12.0430	12.0062	21.7535	23.3535	23.8042	18.9052	19.2149
11	12.3662	12.4240	12.9539	12.2330	12.1962	22.0335	23.6235	24.0742	19.1552	19.4649
12	12.5562	12.6140	13.1439	12.4230	12.3862	22.3335	23.9435	24.3942	19.4552	19.7649
13	12.7662	12.8240	13.3539	12.6330	12.5962	22.6335	24.2235	24.6742	19.7552	20.0649
14	12.9862	13.0440	13.5739	12.8530	12.8162	22.9935	24.5835	25.0342	20.0752	20.3849
15	13.1962	13.2540	13.7839	13.0630	13.0262	23.3235	24.8935	25.3442	20.4052	20.7149
16	13.3962	13.4540	13.9839	13.2630	13.2262	23.6635	25.2535	25.7042	20.7352	21.0449
17	13.6762	13.7340	14.2639	13.5430	13.5062	24.0235	25.6435	26.0942	21.0952	21.4049
18	13.9362	13.9940	14.5239	13.8030	13.7662	24.4035	26.0135	26.4642	21.4352	21.7449
19	14.1762	14.2340	14.7639	14.0430	14.0062	24.7835	26.4035	26.8542	21.8152	22.1249
20	14.4262	14.4840	15.0139	14.2930	14.2562	25.1935	26.7635	27.2142	22.1452	22.4549
21	14.6562	14.7140	15.2439	14.5230	14.4862	25.5335	27.1335	27.5842	22.5052	22.8149
22	14.9262	14.9840	15.5139	14.7930	14.7562	25.9135	27.5035	27.9542	22.8852	23.1949
23	15.1362	15.1940	15.7239	15.0030	14.9662	26.2935	27.9135	28.3642	23.2252	23.5349
24	15.3962	15.4540	15.9839	15.2630	15.2262	26.6835	28.3035	28.7542	23.5852	23.8949
25	15.6462	15.7040	16.2339	15.5130	15.4762	27.0435	28.6535	29.1042	23.9152	24.2249
26	15.9062	15.9640	16.4939	15.7730	15.7362	27.4435	29.0335	29.4842	24.2852	24.5949
27	16.1362	16.1940	16.7239	16.0030	15.9662	27.8335	29.4435	29.8942	24.6452	24.9549
28	16.3862	16.4440	16.9739	16.2530	16.2162	28.1735	29.8035	30.2542	25.0152	25.3249
29	16.6362	16.6940	17.2239	16.5030	16.4662	28.5735	30.1635	30.6142	25.3652	25.6749
30	16.8462	16.9040	17.4339	16.7130	16.6762	28.9735	30.5535	31.0042	25.7252	26.0349
31	17.1362	17.1940	17.7239	17.0030	16.9662	29.2935	30.9235	31.3742	26.0852	26.3749

ESP SALARY SCHEDULE 2015-16

2015-16 Schedule

Pay Level	12	12	12	12X	13	13	14	14	14	15	15	15
Slot #	U83	U#2	U70	U87	U82	U80	U84	UX1	U01	U89	U85	U91
Desc	Associates	Masters	12*258/217	Bachelors	Associates	Bachelors	Associates	Bachelors	Masters	Associates	Bachelors	Masters
Change to Base	591.00	1477.00		1181.00	591.00	1181.00	591.00	1181.00	1477.00	591.00	1181.00	1477.00
Days	254	217	217	254	254	254	254	254	254	254	254	254
Hours/Day	7.50	7.50	7.50	7.50	7.50	7.50	7.50	7.50	7.50	7.50	7.50	7.5000
Hours*Days	1905.00	1627.50	1627.50	1905.00	1905.00	1905.00	1905.00	1905.00	1905.00	1905.00	1905.00	1905.00
Addl Per Hr	0.3102	0.9075		0.6199	0.3102	0.6199	0.3102	0.6199	0.7753	0.3102	0.6199	0.7753
Exp. Step												
0	19.5752	20.1304	22.7429	23.3849	21.5952	21.9049	23.2352	23.5449	23.7003	24.6152	24.9249	25.0803
1	19.5752	20.1304	22.7429	23.3849	21.5952	21.9049	23.2352	23.5449	23.7003	24.6152	24.9249	25.0803
2	19.5752	20.1304	22.7429	23.3849	21.5952	21.9049	23.2352	23.5449	23.7003	24.6152	24.9249	25.0803
3	19.5752	20.1304	22.7429	23.3849	21.5952	21.9049	23.2352	23.5449	23.7003	24.6152	24.9249	25.0803
4	19.7352	20.2904	22.9329	23.5749	21.7652	22.0749	23.4152	23.7249	23.8803	24.8052	25.1149	25.2703
5	19.8452	20.4104	23.0829	23.7049	21.9052	22.2149	23.5552	23.8649	24.0203	24.9552	25.2649	25.4203
6	20.0252	20.5904	23.2929	23.9149	22.1052	22.4149	23.7752	24.0849	24.2403	25.1852	25.4949	25.6503
7	20.0252	20.5904	23.2929	23.9149	22.1052	22.4149	23.7752	24.0849	24.2403	25.1852	25.4949	25.6503
8	20.0252	20.5904	23.2929	23.9149	22.1052	22.4149	23.7752	24.0849	24.2403	25.1852	25.4949	25.6503
9	20.2752	20.8404	23.5929	24.1949	22.3352	22.6449	23.9852	24.2949	24.4503	25.4152	25.7249	25.8803
10	20.5152	21.0804	23.8729	24.4749	22.5852	22.8949	24.2252	24.5349	24.6903	25.6752	25.9849	26.1403
11	20.7852	21.3504	24.1929	24.8149	22.8452	23.1549	24.4852	24.7949	24.9503	25.9352	26.2449	26.4003
12	21.0852	21.6404	24.5429	25.1449	23.1452	23.4549	24.7452	25.0549	25.2103	26.2352	26.5449	26.7003
13	21.3852	21.9504	24.9129	25.5049	23.4352	23.7449	25.0652	25.3749	25.5303	26.5152	26.8249	26.9803
14	21.6952	22.2504	25.2629	25.8849	23.7652	24.0749	25.3552	25.6649	25.8203	26.8552	27.1649	27.3203
15	22.0252	22.5804	25.6629	26.2749	24.0552	24.3649	25.6552	25.9649	26.1203	27.1752	27.4849	27.6403
16	22.3552	22.9104	26.0529	26.6649	24.4352	24.7449	25.9652	26.2749	26.4303	27.5152	27.8249	27.9803
17	22.7052	23.2604	26.4729	27.0949	24.7452	25.0549	26.3252	26.6349	26.7903	27.8552	28.1649	28.3203
18	23.0352	23.5904	26.8629	27.4649	25.0952	25.4049	26.6852	26.9949	27.1503	28.2252	28.5349	28.6903
19	23.4052	23.9704	27.3129	27.9149	25.4552	25.7649	27.0552	27.3649	27.5203	28.5552	28.8649	29.0203
20	23.7752	24.3304	27.7429	28.3149	25.8152	26.1249	27.3852	27.6949	27.8503	28.9252	29.2349	29.3903
21	24.0952	24.6504	28.1229	28.7449	26.1752	26.4849	27.7852	28.0949	28.2503	29.3152	29.6249	29.7803
22	24.4852	25.0404	28.5829	29.1549	26.5052	26.8149	28.1252	28.4349	28.5903	29.6452	29.9549	30.1103
23	24.8252	25.3804	28.9929	29.6049	26.8952	27.2049	28.4852	28.7949	28.9503	29.9952	30.3049	30.4603
24	25.1852	25.7304	29.4029	29.9949	27.2552	27.5649	28.8652	29.1749	29.3303	30.4052	30.7149	30.8703
25	25.5452	26.0904	29.8329	30.4449	27.6152	27.9249	29.1952	29.5049	29.6603	30.7252	31.0349	31.1903
26	25.8952	26.4404	30.2529	30.8749	27.9752	28.2849	29.5452	29.8549	30.0103	31.1052	31.4149	31.5703
27	26.2752	26.8204	30.7029	31.2849	28.3252	28.6349	29.9252	30.2349	30.3903	31.4652	31.7749	31.9303
28	26.6152	27.1604	31.1029	31.7149	28.6952	29.0049	30.2752	30.5849	30.7403	31.8052	32.1149	32.2703
29	26.9752	27.5104	31.5229	32.1149	29.0452	29.3549	30.6552	30.9649	31.1203	32.1752	32.4849	32.6403
30	27.3252	27.8704	31.9529	32.5349	29.4052	29.7149	30.9952	31.3049	31.4603	32.5252	32.8349	32.9903
31	27.6852	28.2204	32.3629	32.9549	29.7752	30.0849	31.3552	31.6649	31.8203	32.8852	33.1949	33.3503

ESP SALARY SCHEDULE 2015-16

2015-16 Schedule

Pay Level	16	16	16	17
Slot #	U90	U63	U64	U65
Desc	Associates	Bachelors	Masters	Bachelors
Change to Base	591.00	1181.00	1477.00	1181.00
Days	254	254	254	254
Hours/Day	7.50	7.50	7.50	7.50
Hours*Days	1905.00	1905.00	1905.00	1905.00
Addl Per Hr	0.3102	0.6199	0.7753	0.6199
Exp. Step				
0	26.2152	26.5249	26.6803	28.3349
1	26.2152	26.5249	26.6803	28.3349
2	26.2152	26.5249	26.6803	28.3349
3	26.2152	26.5249	26.6803	28.3349
4	26.4252	26.7349	26.8903	28.5649
5	26.5752	26.8849	27.0403	28.7249
6	26.8252	27.1349	27.2903	29.0049
7	26.8252	27.1349	27.2903	29.0049
8	26.8252	27.1349	27.2903	29.0049
9	27.0552	27.3649	27.5203	29.2249
10	27.2752	27.5849	27.7403	29.4749
11	27.5452	27.8549	28.0103	29.7549
12	27.8252	28.1349	28.2903	30.0449
13	28.1252	28.4349	28.5903	30.3449
14	28.4152	28.7249	28.8803	30.6849
15	28.7452	29.0549	29.2103	30.9749
16	29.0552	29.3649	29.5203	31.3049
17	29.4052	29.7149	29.8703	31.6649
18	29.7752	30.0849	30.2403	32.0649
19	30.0852	30.3949	30.5503	32.3849
20	30.4752	30.7849	30.9403	32.7649
21	30.8352	31.1449	31.3003	33.1449
22	31.1952	31.5049	31.6603	33.4949
23	31.5652	31.8749	32.0303	33.8249
24	31.9452	32.2549	32.4103	34.2149
25	32.2752	32.5849	32.7403	34.5749
26	32.6652	32.9749	33.1303	34.9249
27	33.0252	33.3349	33.4903	35.2849
28	33.3552	33.6649	33.8203	35.6549
29	33.7552	34.0649	34.2203	36.0249
30	34.0752	34.3849	34.5403	36.3849
31	34.4352	34.7449	34.9003	36.7549

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