

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



July 01, 2020 through June 30, 2023

Tentative Agreement, April 08, 2021
Ratified by OCEA, April 21, 2021
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Effective July 01, 2020

Dr. Debra Pace,
Superintendent

Lare Allen,
OCEA President

Table of Contents

Table of Contents	2
ARTICLE I: RECOGNITION CLAUSE	5
Section A. Bargaining Unit Definition	5
Section B. Recognition.....	6
ARTICLE II: MISCELLANEOUS PROVISIONS.....	7
Section A. Dignity and Professional Ethics	7
Section B. Use of Cellular Phones, PDAs and Other Electronic Devices	7
Section C. Safety and Health Program	7
Section D. Savings Clause.....	8
Section E. Children	8
Section F. Employee Dress	8
Section G. Indemnity	9
Section H. Safety Shoes	9
Section I. Testing Provisions	9
Section J. Uniforms	10
ARTICLE III: MANAGEMENT RIGHTS	11
Section A. Standard of Service	11
Section B. Authority of the Contract.....	11
Section C. Committees	11
Section D. No Strike/ No Lockout.....	12
ARTICLE IV: ASSOCIATION RIGHTS	13
Section A. Access Rights.....	13
Section B. Posting of Notices.....	13
Section C. Information and Reports	14
Section D. Membership Identification.....	14
Section E. Time for Official Duties	14
Section F. Payroll Dues Deduction	15
Section G. Conference Days	15
ARTICLE V: EMPLOYEE RIGHTS	16
Section A. Right to Engage in Activities.....	16
Section B. Employee Privacy Rights.....	16
Section C. Physical Examinations.....	16
Section D. Fingerprinting.....	16
Section E. Board Reimbursement.....	16
Section F. Primary Assignment	17
ARTICLE VI: NEGOTIATIONS	18
Section A. Ground Rules	18
Section B. Permissive Reopenings.....	18
Section C. Scheduled Reopenings	18
Section D. Publication of Contract	19
ARTICLE VII: GRIEVANCE PROCEDURE	20
Section A. Grievance	20
Section B. General Provisions	20
Section C. Procedure for Resolving Grievances.....	21
ARTICLE VIII: PERSONNEL FILE ACCESS AND SECURITY	23
Section A. Privacy and Personnel Files	23
ARTICLE IX: RIGHT OF REPRESENTATION	25
ARTICLE X: EMPLOYEE DISCIPLINE AND DISMISSAL.....	26
Section A. Discipline	26
Section B. Progressive Discipline	26
Section C. Reprimand - Privacy	27
Section D. Complaints Against Employees.....	27

Section E.	Investigations.....	27
Section F.	Representation	28
Section G.	Hand Delivery	28
Section H.	Absent - Mail.....	28
Section I.	Unverifiable/ Anonymous.....	28
Section J.	Administrative Leave With Pay.....	28
Section K.	Suspension or Reassignment Pending Investigation of Misconduct	28
ARTICLE XI:	PROBATIONARY PERIOD AND CONTRACT STATUS	29
Section A.	Probationary Period.....	29
Section B.	Contract Status.....	30
ARTICLE XII:	EVALUATIONS	32
Section A.	Purpose	32
Section B.	Process.....	32
Section C.	Performance Improvement Plans	33
ARTICLE XIII:	HOURS OF WORK	34
Section A.	Normal Workday.....	34
Section B.	Work Calendar Changes	34
Section C.	Flexible Work Schedule.....	34
Section D.	Duty Free Lunch	34
Section E.	Right to Leave	34
Section F.	Straight Time Pay	34
Section G.	Overtime Pay.....	34
Section H.	Paychecks	35
Section I.	Mileage, Meals, and Rates Per Diem	35
Section J.	Substitute Stipend	36
Section K.	Election Days.....	36
Section L.	Professional Development Day	36
ARTICLE XIV:	VACANCIES, TRANSFERS, AND REDUCTION IN FORCE	37
Section A.	Vacancies	37
Section B.	Posting of Vacancies	37
Section C.	Transfers	37
Section D.	Allocation Reduction – Worksite.....	38
Section E.	Conversion to Charter Schools.....	38
Section F.	Reduction in Force – District.....	39
Section G.	Layoffs	39
Section H.	Cross Training and Job Shadowing.....	40
ARTICLE XV:	LEAVE	41
Section A.	Leave of Absence	41
Section B.	Sick Leave	41
Section C.	Employees’ Voluntary Sick Leave Bank	42
Section D.	Illness-in-the-Line-of-Duty Leave.....	44
Section E.	Leave for Personal Reasons	44
Section F.	Maternity Leave	45
Section G.	Adoptive Leave.....	45
Section H.	Jury Duty or Court Witness.....	45
Section I.	Personal Leave.....	46
Section J.	Family Medical Leave	47
Section K.	Vacation Leave	47
Section L.	Pallbearer	48
Section M.	Charter School Leave	48
Section N.	Natural Disaster Leave	48
Section O.	Military Leave	49
Section P.	Temporary Duty Elsewhere	50

Section Q. Association President Leave	50
ARTICLE XVI: BENEFITS	51
Section A. Terminal Pay	51
Section B. Insurance.....	51
Section C. Major Medical	52
Section D. Additional Benefits.....	52
Section E. Deferred Retirement Option Program (DROP).....	53
ARTICLE XVII: COMPENSATION AND EXPERIENCE CREDIT.....	54
Section A. Professional Compensation.....	54
Section B. Step Increases.....	55
Section C. Unsatisfactory Evaluations	55
ARTICLE XVIII: TERMS OF CONTRACT	56
Section A. Term of the Contract.....	56
2019-20 MEMORANDA OF UNDERSTANDING.....	57
Cost-Saving Innovations to the Health Insurance Benefits Plan	58
Florida Best and Brightest Teacher Program	59
Health Insurance Benefits Plan Design.....	67
SIG4 Grant Impact	70
Union Management Meetings (UMMs)	74
2020-21 MEMORANDA OF UNDERSTANDING.....	75
Additional Pre-Planning Day	76
Safe Return to School.....	77
Union Management Meetings (UMMs)	79
BARGAINING TEAM	80
APPROVAL OF PARTIES	81
APPENDIX A: GRIEVANCE FORM	82
APPENDIX B: EVALUATION	84
APPENDIX C: PROFESSIONAL IMPROVEMENT PLAN.....	85
APPENDIX D: 2021-22 SALARY SCHEDULE	86
APPENDIX E: EDUCATION SUPPORT PROFESSIONALS (ESP) SUPPLEMENTS.....	95
APPENDIX F: CROSS-TRAINING PROFESSIONAL GROWTH PLAN.....	96
INDEX.....	98
NON-DISCRIMINATION NOTICE	106
PRINCIPLES OF PROFESSIONAL CONDUCT FOR THE EDUCATION PROFESSION IN FLORIDA	106

ARTICLE I: RECOGNITION CLAUSE

Section A. Bargaining Unit Definition

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

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

Section B. Recognition

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

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

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

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

ARTICLE II: MISCELLANEOUS PROVISIONS

Section A. Dignity and Professional Ethics

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

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

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

Section C. Safety and Health Program

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

4. Employee Assault and/ or Battery

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

Section D. Savings Clause

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

Section E. Children

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

Section F. Employee Dress

Employees should be generally neat in appearance, grooming, and dress. Employee dress should not interfere with the working environment or present safety concerns.

Section G. Indemnity

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

Section H. Safety Shoes

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

Section I. Testing Provisions

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

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

Section J. Uniforms

All Education Support Professionals bargaining unit employees working as Campus Monitors shall be required to wear clearly identifiable uniforms as described below:

- Campus monitors shall receive six (6) uniforms (e.g., shirts) annually that shall be provided by the School District's School Operations Department.
- Campus monitors shall be responsible for laundering their own uniforms (e.g., shirts).
- The employee's supervising administrator shall determine whether uniforms are damaged, and damaged uniforms shall be repaired or replaced on an individual basis at no cost to the employee.

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 database, and for conducting a level 2 background check every five (5) years for each person who is required to meet level 2 screening requirements.

Section E. Board Reimbursement

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

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

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

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

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

Section F. Primary Assignment

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

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

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

ARTICLE VI: NEGOTIATIONS

Section A. Ground Rules

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

Section B. Permissive Reopenings

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

Section C. Scheduled Reopenings

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

Section D. Publication of Contract

Within 45 days of ratification of this agreement and approval of the final draft of the document by the Association, the Board, at its expense, shall print annually fifty (50) copies of this Agreement for the Association for their distribution. The contract or any amendment shall be available online within fourteen (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 he/she 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 workdays 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 thirty (30) days apart).
 - d. Within fourteen (14) days after the close of the ninety (90) day period, the evaluator must assess the employee formally, determine if deficiencies have been corrected, and notify the Superintendent.
 - e. Within fourteen (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 fifteen (15) days, notify in writing their request for a hearing.

- g. Within sixty (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 B).
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 Workday

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

Section B. Work Calendar Changes

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

Section C. Flexible Work Schedule

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

Section D. Duty Free Lunch

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

Section E. Right to Leave

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

Section F. Straight Time Pay

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

Section G. Overtime Pay

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

Section H. Paychecks

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

1. Errors in Paycheck

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

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

2. Direct Deposit

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

3. End of the Year Paychecks

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

Section I. Mileage, Meals, and Rates Per Diem

1. Employees' Privately Owned Vehicles

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

2. Employees Assigned More Than One (1)

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

3. Out of County Meals

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

Section J. Substitute Stipend

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

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

Section K. Election Days

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

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

Section L. Professional Development Day

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

ARTICLE XIV: VACANCIES, TRANSFERS, AND REDUCTION IN FORCE

Section A. Vacancies

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

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

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

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

Section B. Posting of Vacancies

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

Section C. Transfers

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

Section D. Allocation Reduction – Worksite

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

Section E. Conversion to Charter Schools

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

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

Section F. Reduction in Force – District

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

Least amount of service shall be determined initially by:

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

Section G. Layoffs

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

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

Section H. Cross Training and Job Shadowing

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

ARTICLE XV: LEAVE

Section A. Leave of Absence

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

Section B. Sick Leave

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

Section C. Employees' Voluntary Sick Leave Bank

1. Membership

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

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

2. Replenishment Contributions

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

3. Administration and Governance

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

4. Eligibility

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

- a. All accumulated sick leave of the employee must first be expended, followed by a leave, not charged to sick; of five (5) workdays 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 ¼) days per month of employment for those employed five (5) active service years or more; and
 - c. One and one-half (1 ½) 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 two hundred forty (240) working hours, per *Section 115.07 – Officers and employees' leaves of absence for reserve or guard training, Florida Statutes*, 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 workday of that active employment. However, if the employee successfully completes their contract year as evidenced by reappointment or if the employee would have been reappointed as evidenced by a satisfactory evaluation, but is not reappointed due to a reduction in force, or because the employee chooses to resign, the coverage will continue through the day prior to the start of the work calendar for the new School year. The employee may continue these benefits after these dates in accordance with the COBRA law by paying the premium. The full annual premium cost to the Board for the group health insurance package shall be considered a vital part of the employee's compensation. The full amount of premium increase from year to year shall be considered as a benefit increase in lieu of a salary increase deducted from dollars available for salary increases.

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

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

Section D. Additional Benefits

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

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

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

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

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

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

Section E. Deferred Retirement Option Program (DROP)

The program shall be administered pursuant to Florida Statutes.

ARTICLE XVII: COMPENSATION AND EXPERIENCE CREDIT

Section A. Professional Compensation

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

1. Experience Credit

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

c. **Current Employees Who Transfer**

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

d. **New Employees**

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

2. Military Experience

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

Section B. Step Increases

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

Section C. Unsatisfactory Evaluations

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

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

ARTICLE XVIII: TERMS OF CONTRACT

Section A. Term of the Contract

This Contract shall become effective when ratified by the Educational Staff Professionals unit of the Osceola County Education Association, approved by the Board, and signed by the parties, and shall remain in effect for the term identified by the "Approval of the Parties" document, which follows this Article. Both parties agree to enter into a collaborative/ interest-based bargaining process. A contract shall be ratified with the understanding that Contract Articles, specific paragraphs, or new issues may be opened, bargained, ratified, and implemented throughout the fiscal year.

2019-20 MEMORANDA OF UNDERSTANDING

1. Cost-Saving Innovations to the Health Insurance Benefits Plan
2. Florida Best and Brightest Teacher Program
3. Health Insurance Benefits Plan Design
4. SIG4 Grant Impact
5. Union Management Meetings (UMMs)

Cost-Saving Innovations to the Health Insurance Benefits Plan

MEMORANDUM OF UNDERSTANDING – Cost-Saving Innovations to the Health Insurance Benefits Plan, Education Support Professionals (ESP)

Whereas, the Osceola County School Board and the Osceola County Education Association (OCEA) believe that:

- providing competitive salaries and benefits for professional support staff employees is a priority in order to recruit and retain quality employees;
- acting upon innovative recommendations from our School District of Osceola County (SDOC) Department of Risk and Benefits Management and our health insurance benefits consultant, who is duly contracted with the School District to provide such innovations, in a more timely manner, may provide:
 - more effective and efficient medical care options that improve the overall health of our employees; and
 - greater cost savings for our employees as well as for our School District's Health Insurance Benefits Trust Fund.

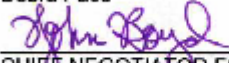
Therefore, be it resolved that both parties agree to the following new terms and conditions:

1. Our SDOC Department of Risk and Benefits Management and our health insurance benefits consultant, who is duly contracted with the School District, may promptly proceed with such innovations to benefits within the Health Insurance Benefits Plan that may result in more service options and cost savings for the individual employee;
2. Our SDOC Department of Risk and Benefits Management shall communicate these innovations informally with the bargaining agent between meetings of the Health Insurance Benefits Committee; and
3. Our SDOC Department of Risk and Benefits Management shall communicate these innovations formally during the meetings of the Health Insurance Benefits Committee.
4. Employee participation in new service options shall be optional.

OSCEOLA COUNTY
SCHOOL BOARD




SUPERINTENDENT
Debra Pace

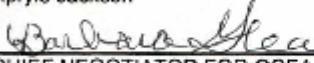


CHIEF NEGOTIATOR FOR OCSB
John Boyd

OSCEOLA COUNTY
EDUCATION ASSOCIATION



OCEA PRESIDENT
Apryle Jackson



CHIEF NEGOTIATOR FOR OCEA
Barbara Gleason

Date: **January 16, 2020**

Florida Best and Brightest Teacher Program

JOINT MEMORANDUM OF UNDERSTANDING – Florida Best and Brightest Teacher Program Awards, Instructional Employees and Education Support Professionals (ESP)

Whereas, the School District of Osceola County, Florida, and the Osceola County Education Association acknowledge and seek to comply with:

- the definition of instructional employees within *Section 1012.01(02)(a) through (e) – Definitions, Florida Statutes*; and
- the requirements within *Section 1012.731 – The Florida Best and Brightest Teacher Program, Florida Statutes*;

Whereas, both parties understand that per state law, Osceola County charter schools shall receive their proportionate share of funds from the School District's allocation for the Florida Best and Brightest Teacher Program prior to any awards of these funds to the School District's eligible full-time Kindergarten through Grade 12 (K-12) or Adult Education instructional employees within traditional public schools;

Whereas, both parties understand that it is the intent of the Osceola County School Board to reward as many high performing eligible full-time K-12 or Adult Education instructional employees as possible with the funds within the School District's allocation for the Florida Best and Brightest Teacher Program;

Whereas, both parties understand that per state law, Pre-Kindergarten instructional and paraprofessional employees are not eligible for any award within the Florida Best and Brightest Teacher Program and shall be excluded from any determinations;

Whereas, both parties understand that per state law, Adult Education instructional employees may be eligible for an award within the Florida Best and Brightest Teacher Program and shall be included in any determinations;

Whereas, both parties understand that per state law, K-12 or Adult Education paraprofessional employees may be eligible for an award within the recognition award category only within the Florida Best and Brightest Teacher Program and shall be included in that determination;

Therefore, be it resolved that for the 2019-20 contract year, both parties agree to the following terms and conditions related to the School District's implementation of the Florida Best and Brightest Teacher Program:

1. General Criteria that Apply Across All Award Categories

- Pursuant to *Section 1012.731 – The Florida Best and Brightest Teacher Program, Florida Statutes*, all recruitment and retention awards shall be paid prior to any consideration of recognition awards.
- Any funds remaining after recruitment and retention awards shall be distributed as recognition awards.
- The amount of the recognition award shall be based upon:
 - The amount of the School District's final FEFP appropriation received from the Florida Department of Education (FLDOE) for the Florida Best and Brightest Teacher Program; and
 - the total number of eligible full-time K-12 or Adult Education instructional employee candidates.
- If the total number of eligible full-time K-12 or Adult Education instructional employee candidates requires a total amount for recognition awards that exceeds the amount of the School District's final FEFP appropriation received from FLDOE for the Florida Best and Brightest Teacher Program, then the final award amount shall be prorated accordingly for all eligible full-time K-12 or Adult Education employee candidates.
- All awards for eligible full-time K-12 or Adult Education instructional employee candidates shall be subject to appropriate employer and employee payroll taxes as required by state and federal law.
- **Schedule of Award Payments**
 - All retention and recognition awards for eligible full-time K-12 or Adult Education instructional employee candidates shall be paid in one (1) installment no later than the second paycheck in December.
 - All recruitment awards for eligible full-time K-12 or Adult Education instructional employee candidates shall be paid in two (2) installments: the first paycheck in December and the second paycheck in May.
 - Eligible full-time K-12 or Adult Education instructional employee candidates who are on approved Family Medical Leave Act (FMLA) leave on the scheduled date of an award payment shall still be eligible to receive the award payment.
- **Eligible full-time K-12 or Adult Education instructional employee candidates shall receive no more than one (1) type of award (e.g., recruitment, retention, or recognition).**
- All awards are dependent upon the final number of eligible full-time K-12 or Adult Education instructional and paraprofessional employee candidates and final determinations of the funds available within the School District's allocation received from FLDOE for the Florida Best and Brightest Teacher Program.

2. Retention Awards for Eligible Full-Time K-12 or Adult Education Instructional Employee Candidates within Section 1012.731 – The Florida Best and Brightest Teacher Program, Florida Statutes

- For the **retention award**, an eligible full-time K-12 or Adult Education instructional employee candidate shall meet the criteria established by the Florida Department of Education.
- The Florida Department of Education shall provide the School District with the list of schools whose eligible full-time K-12 or Adult Education instructional employee candidates qualify for the **retention award**.
- For the 2018-19 school year, the eligible schools in Osceola County include:

Code#	School Name	School Type
0155	Avant Garde Academy	Charter
0161	Avant Garde Academy K8 Osceola	Charter
0916	Canoe Creek Charter Academy	Charter
0863	Four Corners Charter School	Charter
0152	Four Corners Upper School	Charter
0853	New Dimensions High School	Charter
0881	P. M. Wells Charter Academy	Charter
0149	Renaissance Charter School At Poinciana	Charter
0171	Renaissance Charter School At Tapestry	Charter
0162	St. Cloud Preparatory Academy	Charter
0401	Boggy Creek Elementary School	Traditional
0902	Celebration High School	Traditional
0851	Cypress Elementary School	Traditional
0041	Discovery Intermediate School	Traditional
0011	Harmony Community School	Traditional
0300	Koa Elementary School	Traditional
0043	Narcoossee Elementary School	Traditional
0311	Neptune Middle School	Traditional
0921	Osceola County School For The Arts	Traditional
7004	Osceola Virtual Franchise (Secondary)	Traditional
0841	Poinciana High School	Traditional
0862	Professional & Technical High School	Traditional
0201	St. Cloud High School	Traditional
0958	Sunrise Elementary School	Traditional

- Per state law, an eligible full-time K-12 or Adult Education instructional employee candidate must teach in an eligible school for two (2) consecutive school years, including the current school year.
- Therefore, if an eligible full-time K-12 or Adult Education instructional employee candidate voluntarily transferred from an eligible school in 2018-19 school year to another school for the current 2019-20 school year, then the employee candidate shall no longer be eligible for the retention award.

- Pursuant to *Section 1012.731 – The Florida Best and Brightest Teacher Program, Florida Statutes*, the amount of the **retention award** for the 2019-20 school year shall be:
 - **\$2500** for an eligible full-time K-12 or Adult Education instructional employee candidate with a final summative evaluation rating of "Highly Effective" for the 2018-19 school year; and
 - **\$1000** for an eligible full-time K-12 or Adult Education instructional employee candidate with a final summative evaluation rating of "Effective" for the 2018-19 school year.

3. Recruitment Awards for Eligible Full-Time K-12 or Adult Education Instructional Employee Candidates within Section 1012.731, Florida Statutes

- For the **recruitment award**, an eligible full-time K-12 or Adult Education instructional employee candidate shall:
 - Be a new employee employed by the School District for the first time in the 2019-20 school year;
 - Be certified and employed as a reading, mathematics, science, computer science, or civics classroom teacher; and
 - Meet the requirements to be a "content expert" as defined within *Florida State Board of Education Emergency Rule 6AER19-01 Content Expert for Best and Brightest Recruitment Award*.
- The maximum amount of the **recruitment award** for the 2019-20 school year shall not exceed \$4,000.

4. Recognition Awards for Eligible Full-Time K-12 or Adult Education Instructional Employee Candidates within Section 1012.01(2)(a) through (d) – Definitions, Florida Statutes

- For the **recognition award**, an eligible full-time K-12 or Adult Education instructional employee candidate shall:
 - have been hired prior to the 2018-19 February Florida Education Finance Program (FEFP) Full Time Equivalency (FTE) Survey 3;
 - be currently employed with the School District in a K-12 or Adult Education instructional position listed in *Section 1012.01(2)(a), (b), (c), or (d) – Definitions, Florida Statutes*; and
 - have been rated as "Highly Effective" or "Effective" for the preceding school year (2018-19) pursuant to *Section 1012.34 – Personnel evaluation procedures and criteria, Florida Statutes*.
- The maximum amount of the **recognition award** for the 2019-20 school year shall not exceed:
 - ~~\$2075~~^{3,000} for an eligible full-time K-12 or Adult Education instructional employee candidate with a final summative evaluation rating of "Highly Effective" for the 2018-19 school year; and
 - **\$850** for an eligible full-time K-12 or Adult Education instructional employee candidate with a final summative evaluation rating of "Effective" for the 2018-19 school year.

5. Recognition Awards for Eligible Full-Time K-12 or Adult Education Paraprofessional Employees within Section 1012.01(2)(e) – Definitions, Florida Statutes

- For the **recognition award**, an eligible full-time K-12 or Adult Education Paraprofessional employee candidate shall:
 - have been hired prior to the 2018-19 February Florida Education Finance Program (FEFP) Full Time Equivalency (FTE) Survey 3;
 - be currently employed with the School District in a K-12 or Adult Education Paraprofessional position listed in *Section 1012.01(2)(e) – Definitions, Florida Statutes*; and
 - have been evaluated for the preceding school year (2018-19).
- Per the School District's Professional Support Staff evaluation system and assessment instrument, employees earn scores on multiple factors.
- For the purposes of this **recognition award**, the scores for each evaluation system factor shall be averaged together.
- The eligible full-time K-12 or Adult Education paraprofessional employee candidate's resulting average score shall be within a range with "1" being the highest (e.g., Highly Effective) and above a "2.5" being the lowest (e.g., "Unsatisfactory").
- The maximum amount of the **recognition award** for the 2019-20 school year shall not exceed:
 - ~~\$500~~ ⁶⁵⁰ for an eligible full-time paraprofessional employee candidate with a resulting average score on the Professional Support Staff Assessment that is between a "1" and a "2" for the 2018-19 school year.

OSCEOLA COUNTY
SCHOOL BOARD



SUPERINTENDENT
Debra Pace



CHIEF NEGOTIATOR FOR OCSB
John Boyd

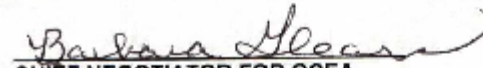
OSCEOLA COUNTY
EDUCATION ASSOCIATION



OCEA PRESIDENT
Apryle Jackson



CHIEF NEGOTIATOR FOR OCEA –
Instructional Employees
Lori Swaby



CHIEF NEGOTIATOR FOR OCEA –
Education Support Professionals
Barbara Gleason

Date: **October 10, 2019**

Page 5 of 8

Related State Law

1012.01 Definitions. — As used in this chapter, the following terms have the following meanings:

(2) **INSTRUCTIONAL PERSONNEL.**—“Instructional personnel” means any K-12 staff member whose function includes the provision of direct instructional services to students. Instructional personnel also includes K-12 personnel whose functions provide direct support in the learning process of students. Included in the classification of instructional personnel are the following K-12 personnel:

- (a) *Classroom teachers.*—Classroom teachers are staff members assigned the professional activity of instructing students in courses in classroom situations, including basic instruction, exceptional student education, career education, or adult education, including substitute teachers. (This is for retention award)
- (b) *Student personnel services.*—Student personnel services include staff members responsible for: advising students with regard to their abilities and aptitudes, educational and occupational opportunities, and personal and social adjustments; providing placement services; performing educational evaluations; and similar functions. Included in this classification are certified school counselors, social workers, career specialists, and school psychologists.
- (c) *Librarians/media specialists.*—Librarians/media specialists are staff members responsible for providing school library media services. These employees are responsible for evaluating, selecting, organizing, and managing media and technology resources, equipment, and related systems; facilitating access to information resources beyond the school; working with teachers to make resources available in the instructional programs; assisting teachers and students in media productions; and instructing students in the location and use of information resources.
- (d) *Other instructional staff.*—Other instructional staff are staff members who are part of the instructional staff but are not classified in one of the categories specified in paragraphs (a)-(c). Included in this classification are primary specialists, learning resource specialists, instructional trainers, adjunct educators certified pursuant to s. [1012.57](#), and similar positions.
- (e) *Education paraprofessionals.*—Education paraprofessionals are individuals who are under the direct supervision of an instructional staff member, aiding the instructional process. Included in this classification are classroom paraprofessionals in regular instruction, exceptional education paraprofessionals, career education paraprofessionals, adult education paraprofessionals, library paraprofessionals, physical education and playground paraprofessionals, and other school-level paraprofessionals.

1012.731 The Florida Best and Brightest Teacher Program.—

(1) The Legislature recognizes that, second only to parents, teachers play the most critical role within schools in preparing students to achieve a high level of academic performance. Therefore, it is the intent of the Legislature to recruit, retain, and recognize teachers who meet the needs of this state and have achieved success in the classroom.

(2) The Florida Best and Brightest Teacher Program is created to provide recruitment and retention awards to classroom teachers, as defined in s. 1012.01(2)(a), and recognition awards to instructional personnel, as defined in s. 1012.01(2), to be funded as provided in s. 1011.62(18).

(3)(a) To be eligible for a one-time recruitment award as specified in the General Appropriations Act, a newly hired classroom teacher must be a content expert, based on criteria established by the department, in mathematics, science, computer science, reading, or civics.

(b) To be eligible for a retention award as specified in the General Appropriations Act, a classroom teacher must have been rated as highly effective or effective the preceding year pursuant to s. 1012.34, and teach in a school for 2 consecutive school years, including the current year, which has improved an average of 3 percentage points or more in the percentage of total possible points achieved for determining school grades over the prior 3 years.

(c) To be eligible for a recognition award, instructional personnel must be rated as highly effective or effective and be selected by his or her school principal, based on performance criteria and policies adopted by the district school board or charter school governing board. Recognition awards must be provided from funds remaining under the allocation provided in s. 1011.62(18) after the payment of all teacher recruitment and retention awards and principal awards authorized under this section and the General Appropriations Act.

History.—s. 25, ch. 2016-62; s. 46, ch. 2017-116; s. 39, ch. 2018-6; s. 19, ch. 2019-23.

¹Note.—Section 24, ch. 2019-23, provides that:

“(1) The Department of Revenue is authorized, and all conditions are deemed to be met, to adopt emergency rules pursuant to s. 120.54(4), Florida Statutes, for the purpose of administering the provisions of this act relating to the Hope Scholarship Program and Florida Tax Credit Scholarship Program.

“(2) Notwithstanding any other provision of law, emergency rules adopted pursuant to subsection (1) are effective for 6 months after adoption and may be renewed during the pendency of procedures to adopt permanent rules addressing the subject of the emergency rules.

“(3) This section shall take effect upon this act becoming a law and shall expire January 1, 2022.”

²Note.—Section 49, ch. 2018-6, provides that:

“(1) The Department of Revenue is authorized, and all conditions are deemed to be met, to adopt emergency rules pursuant to s. 120.54(4), Florida Statutes, for the purpose of administering the provisions of this act.

“(2) Notwithstanding any other provision of law, emergency rules adopted pursuant to subsection (1) are effective for 6 months after adoption and may be renewed during the pendency of procedures to adopt permanent rules addressing the subject of the emergency rules.

“(3) This section shall take effect upon this act becoming a law and shall expire January 1, 2022.”

Section 19, ch. 2019-23, substantially reworded paragraph (3)(b), which was subject to s. 49, ch. 2018-6.

6AER19-01 Content Expert for Best and Brightest Recruitment Award –

In order to allow school districts to distribute recruitment awards in the 2019-20 school year, a content expert in mathematics, science, computer science, reading, and civics means the following:

- (1) For all areas, a person who has sufficient subject matter expertise as set forth in Rule 6A-1.0503(2)(a), Definition of Qualified Instructional Personnel, F.A.C.;
- (2) For the areas of mathematics, science, or computer science, a person who has either:
 - (a) Earned at least a master's degree in the areas of mathematics, science, or computer science from an institution accredited by the United States Department of Education; or
 - (b) Earned at least a bachelor's degree in the areas of mathematics, science or computer science from an institution accredited by the United States Department of Education and who has at least five (5) years' teaching experience in the associated subject area or at least five (5) years' work experience in the associated subject area.
- (3) For the area of civics, a person who has either:
 - (a) Earned at least a master's degree in political science, American history, social studies, or social science from an institution accredited by the United States Department of Education; or
 - (b) Earned at least a bachelor's degree in political science, American history, social studies, or social science from an institution accredited by the United States Department of Education and who has at least five (5) years' teaching experience in the associated subject area or at least five (5) years' work experience in the associated subject area.
- (4) For the area of reading, a person who has either:
 - (a) Earned at least a master's degree in English, English literature, reading, or literacy instruction from an institution accredited by the United States Department of Education; or
 - (b) Earned at least a bachelor's degree in English, English literature, reading, or literacy instruction from an institution accredited by the United States Department of Education and who has at least five (5) years' teaching experience in English language arts or reading.

Rulemaking Authority 1001.02(1), (2)(n), 1011.62 FS. Law Implemented 1011.62(18), 1012.731 FS. History – New 7-29-19.

THIS RULE TAKES EFFECT UPON BEING FILED WITH THE DEPARTMENT OF STATE UNLESS A LATER TIME AND DATE IS SPECIFIED IN THE RULE.
EFFECTIVE DATE: July 29, 2019

Health Insurance Benefits Plan Design

MEMORANDUM OF UNDERSTANDING – 2020-21 Health Insurance Benefits Plan Design, Education Support Professionals (ESP)

Whereas, the Osceola County School Board and the Osceola County Education Association believe that:

- providing competitive salaries and benefits for instructional employees is a priority in order to recruit and retain quality educators;
- acting upon innovative recommendations from our School District of Osceola County (SDOC) Department of Risk and Benefits Management and our health insurance benefits consultant shall provide:
 - greater cost savings for both our employees and our School District's Health Insurance Benefits Trust Fund;
 - more effective and efficient medical care options that improve the overall health of our employees; and
 - continued sustainability for employee benefits that our School District's Health Insurance Benefits Trust Fund makes feasible.

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

1. The document 'SDOC Health Plan Design, Effective October 01, 2020' [attached to this MOU] shall serve as the contractual summary of employee benefits options for Health Insurance Plans for the 2020-21 contract year;
2. Management may act upon the changes within this document in order to provide these benefits options to employees for Open Enrollment in the fall of 2020.
3. This MOU shall be subject to ratification by both parties.

OSCEOLA COUNTY
SCHOOL BOARD



SUPERINTENDENT
Debra Pace



CHIEF NEGOTIATOR FOR OCSB
John Boyd

OSCEOLA COUNTY
EDUCATION ASSOCIATION



OCEA PRESIDENT
Apryle Jackson



CHIEF NEGOTIATOR FOR OCEA
Barbara Gleason

Date: **May 14, 2020**

LEGEND - ADDITIONAL INFO	
<p>PROVIDER NETWORKS: FPOA, STROKE, and other relationships for STROKE with providers and facilities. These relationships will continue to grow. The MAJIN hospitals are ALL of the hospitals in the Orlando Health System and St. Cloud Regional.</p>	
<p>Medical Adjudicator Program (MAP): As a service to our members, we offer a nurse concierge service to assist in finding the HIGHEST QUALITY, COST EFFECTIVE, in the BEST TIER available. While this service is available for any claims, it is particularly important in choosing the best facility for any planned procedure.</p>	
<p>How the "MAP" plan works for planned procedures and services that require pre authorization:</p>	
Member calls MAP and follows their advice.	Deductible is waived
Member calls MAP and does NOT follow MAP advice.	Plan pays usual benefits
Member does not call MAP.	Plan pays usual benefits
<p>Direct Cash Pay Program for Tier 2 and Tier 3 Claims:</p>	
<p>When a member calls MAP for assistance with a pre-planned procedure, the counselor will reach out to the facility to try and negotiate a "cash up front" arrangement in order to secure the best price.</p>	
<p>Prescription Drug Benefits: Developing a Tiered Pharmacy Benefit to promote using local/independent pharmacies and retail stores for prescription drugs as they are much more cost effective to the plan. The preferred pharmacies would include Publix, Costco, Walmart and Walmart family of stores (Sam's, Meijer or local Member). Non-preferred would be the chain pharmacies, i.e. CVS, Walgreens, Rite-Aid.</p>	

SIG4 Grant Impact

**MEMORANDUM OF UNDERSTANDING –
2018-20 School Improvement Grant 1003(g) Cohort 4 (SIG4),
Professional Support Staff Employees**

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

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

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

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

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

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

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

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

- Qualified job applicants in the following job categories shall be eligible to submit a job application for each available position at Central Avenue Elementary School in order to participate in the School Improvement Grant 1003(g) Cohort 4 (SIG4) projects, activities, and opportunities for additional compensation if hired:
 - o All current Central Avenue Elementary School employees;
 - o All current School District professional support staff employees; and
 - o Applicants who are outside the School District.
- In order to facilitate and support the Transformation Model process for Central Avenue Elementary School, the OCEA President or designee may be present as an observer during:
 - o interviews of current employees who are OCEA members and who apply for positions at Central Avenue Elementary School; and
 - o meetings with current employees who are OCEA members and who are required to transfer to other worksites.
- All current Central Avenue Elementary School professional support staff employees in good standing, who are not hired to continue their employment with the School District at Central Avenue Elementary School, shall be placed in a similar position at a worksite within the School District.
- In order to comply with the terms of the School Improvement Grant 1003(g) Cohort 4 (SIG4), as a condition of employment, each professional support staff employee who is hired for a position at Central Avenue Elementary School must sign a letter of commitment in which the employee agrees to:
 - o participate in professional development (including, but not limited to training sessions and professional learning communities);
 - o participate in family/ community involvement activities;
 - o work up to fourteen (14) hours per contract year beyond regular contractual hours for the purpose of required family/ community involvement activities; and
 - o provide higher-level performance in order to be eligible for additional compensation above the employee's contractual rate of pay.
- Professional development (including, but not limited to training sessions and professional learning communities) and parent/ community involvement activities specific to the project's deliverables, and activities of this grant may occur during or beyond the regular contractual workday and during the summer months.
- The School District provides the following assurances for each professional support staff employee who is hired for a position at Central Avenue Elementary School:
 - o The regular contractual workday for professional support staff employees shall remain the same as the employee's current regular contractual workday (e.g., 7 hours, 7.5 hours, etc.);
 - o The regular contractual workweek for professional support staff employees shall remain 37.5 hours;

- o Professional support staff employees shall receive their contractual rate of pay for any required meetings and/or required family/ community involvement activities that are scheduled beyond the regular contractual workday and beyond the commitment of fourteen (14) hours:
- o The maximum number of any required professional development activities beyond the regular contractual workday shall be no more than one (1) additional Pre-Planning Day per school year;
- o The maximum number of any required family/ community involvement activities beyond the regular contractual workday shall be no more than one (1) per month or eight (8) per school year;
- o Mid-year transfer requests may be considered but shall not be guaranteed since mid-year transfers disrupt student learning; both the Assistant Superintendent for Elementary Curriculum and Instruction and the school principal must approve mid-year transfer requests;
- o If a professional support staff employee leaves Central Avenue Elementary School prior to the end of the four (4) years of the period of the grant, the employee shall not be required to repay any additional compensation the employee may have received prior to the date of transfer, resignation, or retirement, etc.; and
- o "Higher-level performance" shall be defined as a final summative evaluation rating of "Satisfactory" or "Strength."
- Professional support staff employees who are hired for positions at Central Avenue Elementary School and who successfully participate in the completion of the School Improvement Grant 1003(g) Cohort 4 (SIG4) projects, deliverables, and activities shall be eligible to earn additional compensation above the employee's contractual rate of pay over the five (5) years of the period of the grant according to the following terms:
 - o Performance Bonus = \$2500 to be paid in one (1) installment no earlier than after the completion of Year 03 [2019-20] and no later than after the completion of Year 04 [2020-21] using other School District funds which are not SIG4 Grant funds
- Bonuses shall be paid as supplements for retirement purposes where permissible within the terms of the grant.
- If a professional support staff employee, who is hired for a position at CAES, earns a final summative evaluation rating of "Needs Improvement" or "Unsatisfactory," then the professional support staff employee shall retain current contractual rights for transfer with a Professional Improvement Plan to a worksite other than CAES.
- Both parties understand that:
 - o The implementation of the School Improvement Grant 1003(g) Cohort 4 (SIG4) requirements in Florida school districts, including Osceola County, are subject to the interpretation of the Florida Department of Education; and
 - o Any of these interpretations that affect the terms and conditions of this related MOU shall require both parties to return to negotiations of their impact upon bargaining unit members.

OSCEOLA COUNTY
SCHOOL BOARD



SUPERINTENDENT
Debra Pace



CHIEF NEGOTIATOR FOR CCSB
John Boyd

Date: **May 07, 2020**

OSCEOLA COUNTY
EDUCATION ASSOCIATION



OCEA PRESIDENT
Apryle Jackson



CHIEF NEGOTIATOR FOR OCFA
Barbara Gleason

Union Management Meetings (UMMs)

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

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

Therefore, be it resolved that for the **2019-20** contract year, both parties agree to the following conditions:

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

**OSCEOLA COUNTY
SCHOOL BOARD**



SUPERINTENDENT
Debra Pace

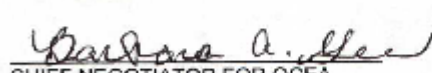


CHIEF NEGOTIATOR FOR OCSB
John Boyd

**OSCEOLA COUNTY
EDUCATION ASSOCIATION**



OCEA PRESIDENT
Apryle Jackson



CHIEF NEGOTIATOR FOR OCEA
Barbara Gleason

Date: September 24, 2019

2020-21 MEMORANDA OF UNDERSTANDING

1. Additional Pre-Planning Day
2. Safe Return to School
3. Union Management Meetings (UMMs)

Additional Pre-Planning Day

**MEMORANDUM OF UNDERSTANDING –
2020-21 Additional Pre-Planning Day, Education Support Professionals (ESP)**

Whereas, the School District of Osceola County, Florida, and the Osceola County Education Association agree that providing employees with clear information regarding the School District's safety protocols related to the Coronavirus/ COVID-19 pandemic is a priority; and

Whereas, both parties agree that providing professional development for employees on the School District's safety protocols related to the Coronavirus/ COVID-19 pandemic is mutually beneficial for both administrators/ supervisors and employees;

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

1. One (1) additional Pre-Planning day shall be scheduled on **July 30, 2020**, for the purpose of providing professional development for employees on the School District's safety protocols related to the Coronavirus/ COVID-19 pandemic;
2. The duration of this professional development opportunity shall be one (1) workday;
3. Participation in this professional development opportunity shall be voluntary for employees.
4. If an employee does not participate in this professional development opportunity on the scheduled day, then the employee shall remain responsible for obtaining the essential information from the employee's administrator/ supervisor and following related procedures.
5. Employees who are not already scheduled to work on the date scheduled for this professional development opportunity and who choose to participate shall be compensated at the employee's daily rate of pay for one (1) workday.

OSCEOLA COUNTY
SCHOOL BOARD



SUPERINTENDENT
Debra Pace



CHIEF NEGOTIATOR FOR OCSB
John Boyd

OSCEOLA COUNTY
EDUCATION ASSOCIATION



OCEA PRESIDENT
Apryle Jackson



CHIEF NEGOTIATOR FOR OCEA
Barbara Gleason

Date: **June 24, 2020**

Safe Return to School

MEMORANDUM OF UNDERSTANDING – 2020-21 Safe Return to School, Education Staff Professionals (Professional Support Staff Employees)

Whereas, the School District of Osceola County, Florida, (SDOC) and the Osceola County Education Association (OCEA) recognize the unprecedented nature of the Coronavirus/ COVID-19 pandemic and its profound disruptive effect on our nation, state, community, students, parents, and employees;

Whereas, both parties agree that exercising an abundance of compassion, grace, patience, and flexibility in implementing procedures for a safe return to school is in the best interests of our students and employees;

Whereas, both parties agree that providing employees with clear and concise information regarding the School District's safety protocols related to the Coronavirus/ COVID-19 pandemic is a priority; and

Whereas, both parties agree that providing professional development for employees on the School District's safety protocols related to the Coronavirus/ COVID-19 pandemic is mutually beneficial for both administrators/ supervisors and employees;

Whereas, both parties participated on the SDOC Back to School and Back to Learning Task Forces, which included Osceola County parents, teachers, past and present OCEA Presidents, school and School District administrators, and local medical experts from Nemours Children's Hospital and our Osceola County Health Department;

Whereas, both parties agree that the health and social/ emotional well-being of Osceola County students is of significant importance;

Whereas, both parties agree that sufficient student academic progress is of utmost importance;

Whereas, both parties collaborated on the creation of the *SDOC Ready, Set, Start Smart Roadmap to Reopening Plan* within the SDOC Back to School and Back to Learning Task Forces;

Therefore, be it resolved that both parties agree to the following related terms and conditions for the 2020-21 school year and continuing until the Osceola County Department of Health has determined and publicly declared that a state of health emergency no longer exists related to the Coronavirus/ COVID-19 pandemic within Osceola County:

1. Both parties agree to comply with the terms and conditions regarding student and employee safety as stated in the *SDOC Ready, Set, Start Smart Roadmap to Reopening Plan* that the Osceola County School Board approved on June 30, 2020, and the Florida Department of Education approved on July 17, 2020 (e.g., *SDOC Back to School Plan for Teachers*, the *SDOC Back to School Plan for Principals*, and the *SDOC Back to School Plan for Parents and Students*).
2. Management agrees that in accordance with the United States Centers for Disease Control (CDC) recommendations, the School District shall require that :
 - Students and employees must wear face masks on all work sites throughout the School District;
 - Face masks must meet CDC guidelines; and
 - When the student or employee chooses to wear a face shield, a face mask must also be worn.

3. Management agrees to post a weekly report of COVID-19 incidents on the School District website (e.g., www.osceolaschools.net/COVID-19Incidents) that includes:
 - the number of students and employees by school who have notified the School District of positive COVID-19 test results for the week prior; and
 - the number of students and employees who have been told to quarantine beginning that week.
4. Management agrees to:
 - use the Florida Department of Education Symptomatic Decision Tree and consult with the Osceola County Department of Health for guidance as needed;
 - treat employees who have tested positive for COVID-19 with compassion and confidentiality; and
 - notify employees who have been in direct contact [e.g., within six (6) feet or less for fifteen (15) minutes or more] with another employee or student who has tested positive for COVID-19 in a reasonable but prompt amount of time upon the condition that Management has received and verified knowledge of such a case.

OSCEOLA COUNTY
SCHOOL BOARD



SUPERINTENDENT
Debra Pace



CHIEF NEGOTIATOR FOR OCSB
John Boyd

OSCEOLA COUNTY
EDUCATION ASSOCIATION



OCEA PRESIDENT
Lare Allen



CHIEF NEGOTIATOR FOR OCEA
Barbara Gleason

Date: **January 27, 2021**

Union Management Meetings (UMMs)

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

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


Therefore, be it resolved that for the 2020-21 contract year, both parties agree to the following conditions:

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

OSCEOLA COUNTY
SCHOOL BOARD

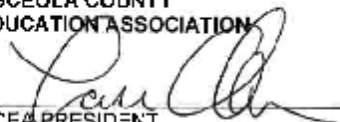


SUPERINTENDENT
Debra Pace



CHIEF NEGOTIATOR FOR CCSB
John Boyd

OSCEOLA COUNTY
EDUCATION ASSOCIATION



OCEA PRESIDENT
Lare Allen



CHIEF NEGOTIATOR FOR OCEA
Barbara Gleason

Date: October 15, 2020

BARGAINING TEAM

OSCEOLA COUNTY EDUCATION ASSOCIATION (OCEA) MEMBERS		
Lare Allen	President	OCEA
Anne Calandrino	Unified Service Director	OCEA
Susan Compton	Bookkeeper	Centralized Custodial Department
Barbara Gleason	Chief Negotiator/ Student Records Clerk	Osceola High School
Omar Rivas	Computer Technician	St. Cloud High School
Felicia Smith	Office Aide	Celebration High School

MEMBERS ON BEHALF OF THE OSCEOLA COUNTY SCHOOL BOARD (OCSB)		
John Boyd	OCSB Chief Negotiator/ Director	Government & Labor Relations (Human Resources)
Daryla Bungo	Director	Student Services
Nate Fancher	Principal	St. Cloud High School
Sarah Graber	Chief	Business & Finance
Yuling Liu	Director	Business & Finance
Tammy Cope-Otterson	Chief	Human Resources

Jennifer Gomez	Recording Secretary/ Secretary to John Boyd	Government & Labor Relations (Human Resources)
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APPROVAL OF PARTIES

**2020-21 through 2022-23 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



Clarence Thacker,
Chairperson of the Board

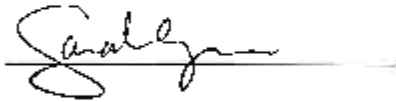


Dr. Debra Pace,
Superintendent



John Boyd,
Chief Negotiator for the School Board

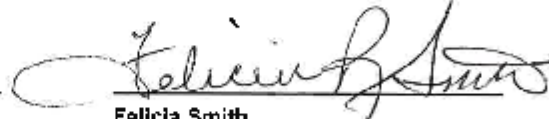
Witness as to the School Board



Accepted by the
Osceola County Education Association



Lare Allen,
President of the Association

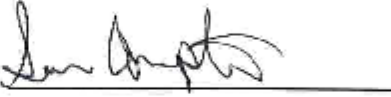


Felicia Smith,
ESP Vice President of the Association



Barbara Gleason,
Chief Negotiator of the Association

Witness as to the Association



**Tentative Agreement by Education Support Professionals
Bargaining Leadership Team (BLT):**

April 08, 2021

Ratified by Osceola County Education Association (OCEA):

April 21, 2021

Ratified by Osceola County School Board (OCSB):

May 04, 2021

Term of Contract Expiration Date:

June 30, 2023

APPENDIX A: GRIEVANCE FORM

Osceola County Education Association
School Board of Osceola County, Florida

Grievance # _____

Name: _____ SS#: _____

Supervisor: _____ Work Location: _____

Date: _____

Applicable Contract Provisions: _____

Date Grievance Occurred: _____

Description:

Relief Sought:

Signature of Grievant: _____ Date: _____

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

Date of Meeting: _____

LEVEL II Response by Chief Human Resources Officer

Date Received: _____

GRANTED

DENIED

Response by the Chief Human Resources Officer:

Signature: _____ Date: _____
Chief Human Resources Officer

FC-700-245

Grievance # _____

Name: _____ SS#: _____

LEVEL III Response by Superintendent or Designee

Date Received: _____

GRANTED

DENIED

Response by Superintendent:

Signature: _____ Date: _____
Superintendent

LEVEL IV Submit to Arbitration

Date Submitted: _____

Award of the Arbitrator: _____

SEE ATTACHMENTS

APPENDIX B: EVALUATION

THE SCHOOL DISTRICT OF OSCEOLA COUNTY, FLORIDA

PROFESSIONAL SUPPORT STAFF ASSESSMENT					
NAME Last	First	Middle	EMPLOYEE ID NUMBER		
POSITION	SCHOOL DEPARTMENT			DATE	
PRINCIPAL/ADMINISTRATOR NAME	OTHER(S) HAVING INPUT IN THIS ASSESSMENT			PROBATION	ANNUAL
				<input type="checkbox"/>	<input type="checkbox"/>
EVALUATION RATINGS					
For the Performance Factors listed below, please indicate the effectiveness with which they were applied in achieving the results. When assessing each factor, apply the following broad definitions: (if a rating of 3 or 4 is used, a Performance Improvement Plan - FC-710-1959 must be attached.)					
1. STRENGTH	Positive impact on results				
2. SATISFACTORY	Consistently meets expectations				
3. DEVELOPMENT NEEDED	Needs to increase present effectiveness to meet the requirements of the position				
4. UNSATISFACTORY	Considerable room for improvement; negative impact on results				
JOB PERFORMANCE					
PERFORMANCE FACTORS	1	2	3	4	COMMENTS: Use additional pages as necessary to explain rating
JOB KNOWLEDGE: Has the knowledge to do job effectively and stays abreast of changes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
QUALITY/QUANTITY OF WORK: Accuracy, timely performance and thoroughness of work product	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
INTERACTION: Interacts in a positive way with others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
WORK ATTITUDE: Strong positive attitude – supports and helps others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
PUNCTUALITY/ATTENDANCE: Reports and leaves work on time – Works scheduled hours/days.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
SAFETY: Maintains safe work area and practices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
RESPONSIBILITY: Accepts responsibility for actions and assignments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
APPROPRIATE DRESS FOR JOB: Attire is consistent with policy and employee safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
ADAPTABILITY/FLEXIBILITY: Able to adapt to changing responsibilities and conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
SIGNATURES					
This Assessment has been discussed with me: (check one) <input type="checkbox"/> I agree with the contents <input type="checkbox"/> I disagree with the contents I understand that I have 10 days to respond in writing to this evaluation as provided by contract and School Board policy.					
Principal/Administrator Signature	Date	Employee Signature	Date		

Original with signatures: Professional Development
Copies: Worksite, Employee

An Equal Opportunity Agency

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

APPENDIX C: PROFESSIONAL IMPROVEMENT PLAN

THE SCHOOL DISTRICT OF OSCEOLA COUNTY, FLORIDA

PROFESSIONAL SUPPORT STAFF PROFESSIONAL IMPROVEMENT PLAN			
Name: _____		Social Security Number: _____	
Position Title: _____	School/Dept: _____	Date ____/____/____	
Principal/Administrator Name _____	Other(s) having input in this plan _____	Probation <input type="checkbox"/>	Annual <input type="checkbox"/>
Planning Date ____/____/____	Review Date(s): ____/____/____ ____/____/____, ____/____/____	Completion Date ____/____/____	
IMPROVEMENT OBJECTIVE/PERFORMANCE DEFICIENCY			
STRATEGIES			
ASSISTANCE OFFERED			
TIMELINE FOR ATTAINMENT			
Date: ____/____/____			
FINAL REVIEW			
<input type="checkbox"/> OBJECTIVE ACCOMPLISHED <input type="checkbox"/> OBJECTIVE NOT ACCOMPLISHED			
COMMENTS: _____			
SIGNATURES			
NOTE TO EMPLOYEE: Non-compliance with the accomplishment of this plan may impact your continued employment.			
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: 2021-22 SALARY SCHEDULE

ESP SALARY SCHEDULES 2021-22

2021-22 Schedule Pay Level Slot # Desc Change to Base Days Hours/Day Hours*Days Addl Per Hr	ID U06	ID U37	ID U02	ID U07	ID U43	IE U58	IE U04	IE U57	IE U08	IE U20	IE U68	IE U69	IE U52	IE U54
	196/7	190/3.5	196/5	196/7.5	252/7.5	188/7.5	188/7	188/3.5	188/5	188/5.75	196/5	196/7.5	252/6	252/7.5
Exp. Step														
0	12.5058	12.6608	12.5641	12.4981	12.5830	11.7818	11.7920	11.9440	11.8528	11.8250	11.8441	11.7761	11.8640	11.8580
1	12.8558	12.8108	12.7141	12.6461	12.7330	11.9318	11.9420	12.0940	12.0028	11.9750	11.9941	11.9261	12.0140	12.0080
2	12.8558	12.8108	12.7141	12.6461	12.7330	11.9318	11.9420	12.0940	12.0028	11.9750	11.9941	11.9261	12.0140	12.0080
3-9	12.8558	13.0108	12.9141	12.8461	12.9340	12.1318	12.1420	12.2940	12.2028	12.1750	12.1941	12.1261	12.0140	12.2090
10	12.9458	13.1008	13.0041	12.9361	13.0260	12.2218	12.2320	12.3840	12.2928	12.2650	12.2841	12.2161	12.3060	12.3000
11	13.0058	13.1608	13.0641	12.9961	13.0860	12.2918	12.3020	12.4540	12.3628	12.3350	12.3541	12.2861	12.3770	12.3700
12	13.1158	13.2708	13.1741	13.1061	13.1960	12.3918	12.4020	12.5540	12.4628	12.4350	12.4541	12.3861	12.4780	12.4700
13	13.1158	13.2708	13.1741	13.1061	13.1960	12.3918	12.4020	12.5540	12.4628	12.4350	12.4541	12.3861	12.4780	12.4700
14	13.1158	13.2708	13.1741	13.1061	13.1960	12.3918	12.4020	12.5540	12.4628	12.4350	12.4541	12.3861	12.4780	12.4700
15	13.3058	13.4608	13.3641	13.2961	13.3980	12.5518	12.5620	12.7140	12.6228	12.5950	12.6141	12.5461	12.6390	12.6430
16	13.4858	13.6408	13.5441	13.4761	13.5790	12.7418	12.7520	12.9040	12.8128	12.7850	12.8041	12.7361	12.8300	12.8330
17	13.6758	13.8308	13.7341	13.6661	13.7710	12.9218	12.9320	13.0840	12.9928	12.9650	12.9841	12.9161	13.0120	13.0160
18	13.9058	14.0608	13.9641	13.8961	14.0130	13.1418	13.1520	13.3040	13.2128	13.1850	13.2041	13.1361	13.2340	13.2370
19	14.1458	14.3008	14.2041	14.1361	14.2440	13.3818	13.3920	13.5440	13.4528	13.4250	13.4441	13.3761	13.4750	13.4780
20	14.3858	14.5408	14.4441	14.3761	14.4860	13.5918	13.6020	13.7540	13.6628	13.6350	13.6541	13.5861	13.6870	13.6920
21	14.6158	14.7708	14.6741	14.6061	14.7280	13.8218	13.8320	13.9840	13.8928	13.8650	13.8841	13.8161	13.9190	13.9420
22	14.8958	15.0508	14.9541	14.8861	15.0100	14.0818	14.0920	14.2440	14.1528	14.1250	14.1441	14.0761	14.1810	14.1840
23	15.1658	15.3208	15.2241	15.1561	15.2630	14.3018	14.3120	14.4640	14.3728	14.3450	14.3641	14.2961	14.4030	14.4060
24	15.4158	15.5708	15.4741	15.4061	15.5460	14.5618	14.5720	14.7240	14.6328	14.6050	14.6241	14.5561	14.6650	14.6790
25	15.6758	15.8308	15.7341	15.6661	15.7970	14.8018	14.8120	14.9640	14.8728	14.8450	14.8641	14.7961	14.9070	14.9100
26	15.9458	16.1008	16.0041	15.9361	16.0700	15.0618	15.0720	15.2240	15.1328	15.1050	15.1241	15.0561	15.1690	15.1830
27	16.1758	16.3308	16.2341	16.1661	16.3010	15.3018	15.3120	15.4640	15.3728	15.3450	15.3641	15.2961	15.4110	15.4240
28	16.4658	16.6208	16.5241	16.4561	16.5940	15.5618	15.5720	15.7240	15.6328	15.6050	15.6241	15.5561	15.6730	15.6860
29	16.7258	16.8808	16.7841	16.7161	16.8560	15.8318	15.8420	15.9940	15.9028	15.8750	15.8941	15.8261	15.9450	15.9580
30	16.9958	17.1508	17.0541	16.9861	17.1270	16.0718	16.0820	16.2340	16.1428	16.1150	16.1341	16.0661	16.1870	16.2000
31	17.2458	17.4008	17.3041	17.2361	17.3800	16.3218	16.3320	16.4840	16.3928	16.3650	16.3841	16.3161	16.4390	16.4420
32	17.5358	17.6908	17.5941	17.5261	17.6710	16.5718	16.5820	16.7340	16.6428	16.6150	16.6341	16.5661	16.6910	16.7040
33	17.7858	17.9408	17.8441	17.7761	17.9240	16.8218	16.8320	16.9840	16.8928	16.8650	16.8841	16.8161	16.9430	16.9560
34	18.0658	18.2208	18.1241	18.0561	18.2060	17.0418	17.0520	17.2040	17.1128	17.0850	17.1041	17.0361	17.1640	17.1780
35	18.3158	18.4708	18.3741	18.3061	18.4580	17.3318	17.3420	17.4940	17.4028	17.3750	17.3941	17.3261	17.4570	17.4700
36	18.5658	18.7208	18.6241	18.5561	18.7200	17.5718	17.5820	17.7340	17.6428	17.6150	17.6341	17.5661	17.6990	17.7120
37	18.8558	19.0108	18.9141	18.8461	19.0130	17.8518	17.8620	18.0140	17.9228	17.8950	17.9141	17.8461	17.9810	17.9940

Board Approved 5.04.21

ESP SALARY SCHEDULES 2021-22

2021-22 Schedule	IF	IF	IF	1K	1KA	1KB	2	2	2	2	3	3	3	4
Pay Level	U59	U05	U71	U27	U34	U42	U19	U72	U95	U15	U33	U22	U16	U31
Slot #														
Desc	188/3.5	188/7	196/7.5	188/7	188/7	188/7	196/7.5	217/7.5	240/3.5	252/7.5	196/7.5	217/7.5	252/7.5	196/7.5
Change to Base														
Days														
Hours/Day														
Hours*Days														
Addl Per Hr														
Exp. Step														
0	12.4740	12.3220	12.3061	21.3720	22.1420	22.9320	14.2061	14.1929	14.4540	14.3160	14.4261	14.4129	14.5380	14.8861
1	12.6240	12.4720	12.4561	21.5220	22.2920	23.0820	14.3561	14.3429	14.6040	14.4660	14.5761	14.5629	14.6880	15.0361
2	12.6240	12.4720	12.4561	21.5220	22.2920	23.0820	14.3561	14.3429	14.6040	14.4660	14.5761	14.5629	14.6880	15.0361
3-9	12.8240	12.6720	12.6561	21.7220	22.4920	23.2820	14.5561	14.5429	14.8060	14.6680	14.7761	14.7629	14.8900	15.2361
10	12.9140	12.7620	12.7461	21.8920	22.6620	23.4520	14.6661	14.6529	14.9180	14.7800	14.8761	14.8629	14.9900	15.3461
11	12.9740	12.8220	12.8061	22.0120	22.7820	23.5820	14.7361	14.7229	14.9990	14.8600	14.9561	14.9429	15.0710	15.4261
12	13.0740	12.9220	12.9061	22.2120	22.9720	23.7920	14.8561	14.8429	15.1080	14.9700	15.0661	15.0529	15.2040	15.5561
13	13.0740	12.9220	12.9061	22.2120	22.9720	23.7920	14.8561	14.8429	15.1080	14.9700	15.0661	15.0529	15.2040	15.5561
14	13.0740	12.9220	12.9061	22.2120	22.9720	23.7920	14.8561	14.8429	15.1080	14.9700	15.0661	15.0529	15.2040	15.5561
15	13.2340	13.0820	13.0661	22.4520	23.2320	24.0320	15.0261	15.0129	15.2810	15.1420	15.2561	15.2429	15.3840	15.7461
16	13.4040	13.2520	13.2361	22.7020	23.4720	24.3020	15.2061	15.1929	15.4710	15.3330	15.4461	15.4329	15.5750	15.9261
17	13.5640	13.4420	13.4261	22.9820	23.7720	24.5720	15.3861	15.3729	15.6530	15.5140	15.6561	15.6429	15.7870	16.1261
18	13.7840	13.6320	13.6161	23.2820	24.0720	24.8920	15.6261	15.6129	15.8860	15.7470	15.8761	15.8629	16.0090	16.3661
19	13.9940	13.8420	13.8261	23.5820	24.3920	25.1720	15.8361	15.8229	16.1080	15.9690	16.1061	16.0929	16.2410	16.6061
20	14.2140	14.0620	14.0461	23.9420	24.7220	25.5320	16.0661	16.0529	16.3380	16.2000	16.3661	16.3529	16.5020	16.8361
21	14.4240	14.2720	14.2561	24.2720	25.0720	25.8420	16.2761	16.2629	16.5600	16.4220	16.6161	16.6029	16.7550	17.1261
22	14.6240	14.4720	14.4561	24.6120	25.4020	26.2020	16.5261	16.5129	16.8140	16.6740	16.8661	16.8529	17.0170	17.3661
23	14.9040	14.7520	14.7361	24.9720	25.7820	26.5920	16.7661	16.7529	17.0440	16.9050	17.1661	17.1529	17.2990	17.6361
24	15.1640	15.0120	14.9961	25.3520	26.1720	26.9620	17.0161	17.0029	17.2980	17.1580	17.3961	17.3829	17.5410	17.8961
25	15.4040	15.2520	15.2361	25.7320	26.5320	27.3520	17.3161	17.3029	17.6000	17.4600	17.6761	17.6629	17.8230	18.2061
26	15.6540	15.5020	15.4861	26.1420	26.9220	27.7120	17.5661	17.5529	17.8510	17.7120	17.9061	17.8929	18.0650	18.4661
27	15.8940	15.7320	15.7161	26.4820	27.3220	28.0820	17.8161	17.8029	18.1040	17.9640	18.2061	18.1929	18.3570	18.7061
28	16.1540	16.0020	15.9861	26.8620	27.6820	28.4520	18.0961	18.0829	18.3950	18.2560	18.4761	18.4629	18.6300	19.0261
29	16.3640	16.2120	16.1961	27.2420	28.0420	28.8620	18.3461	18.3329	18.6370	18.4980	18.6961	18.6829	18.8810	19.2561
30	16.6240	16.4720	16.4561	27.6320	28.4220	29.2520	18.6361	18.6229	18.9400	18.8000	19.0061	18.9929	19.1640	19.5761
31	16.8740	16.7220	16.7061	27.9920	28.8120	29.6020	18.8961	18.8829	19.1930	19.0530	19.2261	19.2129	19.3960	19.8161
32	17.1340	16.9820	16.9661	28.3920	29.1820	29.9820	19.1461	19.1329	19.4440	19.3040	19.5261	19.5129	19.6980	20.0961
33	17.3640	17.2120	17.1961	28.7820	29.5520	30.3920	19.4261	19.4129	19.7380	19.5970	19.7761	19.7629	19.9400	20.3961
34	17.6140	17.4620	17.4461	29.1220	29.9520	30.7520	19.6461	19.6329	19.9600	19.8190	20.0461	20.0329	20.2220	20.6661
35	17.8640	17.7120	17.6961	29.5220	30.3320	31.1120	19.9261	19.9129	20.2510	20.1110	20.2961	20.2829	20.4740	20.9261
36	18.0740	17.9220	17.9061	29.9220	30.6920	31.5020	20.2061	20.1929	20.5240	20.3830	20.5661	20.5529	20.7460	21.1861
37	18.3640	18.2120	18.1961	30.2420	31.0620	31.8720	20.4561	20.4429	20.7660	20.6250	20.8261	20.8129	21.0080	21.4961

Board Approved 5.04.21

ESP SALARY SCHEDULES 2021-22

2021-22 Schedule

Pay Level	4	4	5	6	7	7	8	8	8	8	9	9	9	10
Slot #	U26	U17	U18	U21	U50	U44	U73	U75	U76	U24	U94	U74	U25	U49
Desc	217/7.5	252/7.5	252/7.5	252/7.5	196/7.5	252/7.5	196/7.5	217/7.5	231/7.5	252/7.5	217/7.5	231/7.5	252/7.5	188/7.5
Change to Base														
Days														
Hours/Day														
Hours*Days														
Addl Per Hr														
Exp. Step														
0	14.8729	15.0020	15.3350	15.6680	16.2561	16.3520	16.5861	16.5729	16.5654	16.7260	16.9529	16.9454	17.1100	17.3820
1	15.0229	15.1520	15.4850	15.8180	16.4061	16.5020	16.7361	16.7229	16.7154	16.8760	17.1029	17.0954	17.2600	17.5320
2	15.0229	15.1520	15.4850	15.8180	16.4061	16.5020	16.7361	16.7229	16.7154	16.8760	17.1029	17.0954	17.2600	17.5320
3-9	15.2229	15.3530	15.6860	16.0500	16.6061	16.7040	16.9361	16.9229	16.9154	17.0780	17.3029	17.2954	17.4610	17.7320
10	15.3329	15.4650	15.8070	16.1600	16.7261	16.8250	17.0661	17.0529	17.0454	17.2080	17.4229	17.4154	17.5820	17.8620
11	15.4129	15.5450	15.8970	16.2400	16.8161	16.9160	17.1561	17.1429	17.1354	17.2990	17.5329	17.5254	17.6920	17.9520
12	15.5429	15.6860	16.0180	16.3720	16.9561	17.0570	17.3061	17.2929	17.2854	17.4500	17.6829	17.6754	17.8440	18.1020
13	15.5429	15.6860	16.0180	16.3720	16.9561	17.0570	17.3061	17.2929	17.2854	17.4500	17.6829	17.6754	17.8440	18.1020
14	15.5429	15.6860	16.0180	16.3720	16.9561	17.0570	17.3061	17.2929	17.2854	17.4500	17.6829	17.6754	17.8440	18.1020
15	15.7329	15.8680	16.2000	16.5630	17.1461	17.2480	17.4761	17.4629	17.4554	17.6310	17.8529	17.8454	18.0250	18.3020
16	15.9129	16.0590	16.3810	16.7650	17.3361	17.4400	17.6761	17.6629	17.6554	17.8240	18.0529	18.0454	18.2160	18.4920
17	16.1129	16.2610	16.5940	16.9680	17.5361	17.6420	17.8761	17.8629	17.8554	18.0340	18.2629	18.2554	18.4290	18.6920
18	16.3529	16.5020	16.8250	17.1780	17.7561	17.8640	18.0961	18.0829	18.0754	18.2570	18.4829	18.4754	18.6500	18.9520
19	16.5929	16.7440	17.0670	17.4600	17.9961	18.0950	18.3461	18.3329	18.3254	18.4980	18.6929	18.6854	18.8920	19.1920
20	16.8229	16.9770	17.2990	17.6920	18.2461	18.3570	18.5661	18.5529	18.5454	18.7300	18.9829	18.9754	19.1540	19.4420
21	17.1129	17.2590	17.5410	17.9340	18.4961	18.6100	18.8361	18.8229	18.8154	19.0020	19.1929	19.1854	19.3760	19.7120
22	17.3529	17.5100	17.8230	18.2160	18.7061	18.8200	19.1061	19.0929	19.0854	19.2640	19.4529	19.4454	19.6380	19.9920
23	17.6229	17.7930	18.0950	18.4680	19.0261	19.1430	19.3761	19.3629	19.3554	19.5460	19.7429	19.7354	19.9200	20.2520
24	17.8829	18.0540	18.3770	18.7300	19.2561	19.3760	19.6461	19.6329	19.6254	19.8200	20.0229	20.0154	20.2120	20.5320
25	18.1929	18.3570	18.6590	19.0220	19.5761	19.6980	19.9561	19.9429	19.9354	20.1320	20.2829	20.2754	20.4740	20.8020
26	18.4729	18.6500	18.9120	19.2840	19.8561	19.9800	20.2161	20.2029	20.1954	20.3930	20.5629	20.5554	20.7560	21.0920
27	18.6929	18.8920	19.2040	19.5870	20.1161	20.2420	20.4861	20.4729	20.4654	20.6660	20.8429	20.8354	21.0380	21.3520
28	19.0129	19.1840	19.4760	19.8390	20.4061	20.5340	20.7661	20.7529	20.7454	20.9480	21.1229	21.1154	21.3310	21.6320
29	19.2429	19.4370	19.7590	20.1420	20.6961	20.8160	21.0061	20.9929	20.9854	21.1900	21.4129	21.4054	21.6130	21.9220
30	19.5629	19.7380	20.0300	20.4040	20.9461	21.0780	21.3061	21.2929	21.2854	21.5020	21.6729	21.6654	21.8750	22.2020
31	19.8029	19.9900	20.3030	20.6680	21.2161	21.3510	21.5861	21.5729	21.5654	21.7740	21.9629	21.9554	22.1870	22.4820
32	20.0829	20.2720	20.5850	20.9480	21.4961	21.6330	21.8661	21.8529	21.8454	22.0570	22.2229	22.2154	22.4290	22.7120
33	20.3829	20.5650	20.8770	21.1900	21.7561	21.8950	22.1461	22.1329	22.1254	22.3480	22.4929	22.4854	22.7020	23.0220
34	20.6529	20.8470	21.1390	21.5020	22.0561	22.1980	22.4461	22.4329	22.4254	22.6410	22.7729	22.7654	22.9930	23.3120
35	20.9129	21.1190	21.4320	21.7740	22.3161	22.4600	22.6761	22.6629	22.6554	22.8830	23.0629	23.0554	23.2760	23.5520
36	21.1729	21.3810	21.6940	22.0460	22.6161	22.7620	22.9661	22.9529	22.9454	23.1860	23.3529	23.3454	23.5780	23.8820
37	21.4829	21.6830	21.9650	22.3280	22.8861	23.0340	23.2261	23.2129	23.2054	23.4270	23.5729	23.5654	23.8100	24.1120

Board Approved 5.04.21

ESP SALARY SCHEDULES 2021-22

2021-22 Schedule														
Pay Level	10	10	10	10	10A	10B	10C	10D	10X	11	11	11X	12	12
Slot #	U77	U45	U79	U28	U40	U51	U41	U93	U47	U55	U29	U48	U56	U78
Desc	217/7.5	231/7.5	252/4.5	252/7.5	252/7.5	252/7.5	252/7.5	252/7.5	252/7.5	196/7.5	252/7.5	252/7.5	196/7.5	217/7.5
Change to Base														
Days														
Hours/Day														
Hours*Days														
Addl Per Hr														
Exp. Step														
0	17.3629	17.3554	17.5920	17.5210	17.9560	18.1870	18.7010	18.7820	22.1490	18.7161	18.8830	22.2700	20.2861	20.2729
1	17.5129	17.5054	17.7420	17.6710	18.1060	18.3370	18.8510	18.9320	22.2990	18.8661	19.0330	22.4200	20.4361	20.4229
2	17.5129	17.5054	17.7420	17.6710	18.1060	18.3370	18.8510	18.9320	22.2990	18.8661	19.0330	22.4200	20.4361	20.4229
3-9	17.7129	17.7054	17.9430	17.8730	18.3080	18.5380	19.0530	19.1340	22.5000	19.0661	19.2400	22.6210	20.6361	20.6229
10	17.8429	17.8354	18.0760	18.0050	18.4480	18.6700	19.1940	19.2750	22.6710	19.2061	19.3760	22.7920	20.7961	20.7829
11	17.9329	17.9254	18.1650	18.0960	18.5490	18.7710	19.3040	19.3850	22.7920	19.3061	19.4860	22.9130	20.9161	20.9029
12	18.0829	18.0754	18.3260	18.2570	18.7000	18.9420	19.4760	19.5570	22.9840	19.4761	19.6470	23.1050	21.0961	21.0829
13	18.0829	18.0754	18.3260	18.2570	18.7000	18.9420	19.4760	19.5570	22.9840	19.4761	19.6470	23.1050	21.0961	21.0829
14	18.0829	18.0754	18.3260	18.2570	18.7000	18.9420	19.4760	19.5570	22.9840	19.4761	19.6470	23.1050	21.0961	21.0829
15	18.2829	18.2754	18.5190	18.4480	18.8920	19.1340	19.6470	19.7880	23.2260	19.7161	19.8800	23.3870	21.3461	21.3329
16	18.4729	18.4654	18.7090	18.6400	19.0830	19.3240	19.8390	20.0500	23.4770	19.9761	20.1510	23.6590	21.5861	21.5729
17	18.6729	18.6654	18.9420	18.8720	19.2840	19.5570	20.0610	20.3120	23.7300	20.2261	20.4040	23.9810	21.8561	21.8429
18	18.9329	18.9254	19.1730	19.1040	19.5370	19.7880	20.2720	20.5540	24.0520	20.5261	20.7080	24.2840	22.1461	22.1329
19	19.1729	19.1654	19.4260	19.3560	19.7590	20.0500	20.5140	20.7960	24.3440	20.8261	21.0080	24.6370	22.4561	22.4429
20	19.4229	19.4154	19.6770	19.6080	19.9900	20.3230	20.7760	21.0380	24.6770	21.1361	21.3320	25.0000	22.7561	22.7429
21	19.6929	19.6854	19.9390	19.8690	20.2630	20.5850	21.0080	21.2700	25.0290	21.4661	21.6630	25.3430	23.0861	23.0729
22	19.9729	19.9654	20.2330	20.1620	20.5140	20.8670	21.2800	21.5730	25.2910	21.8061	21.9960	25.7550	23.4161	23.4029
23	20.2329	20.2254	20.4950	20.4240	20.8160	21.1190	21.5620	21.8440	25.6740	22.1661	22.3590	26.1380	23.7661	23.7529
24	20.5129	20.5054	20.7770	20.7060	21.0980	21.4210	21.8250	22.1370	25.9770	22.5061	22.7020	26.5820	24.0961	24.0829
25	20.7829	20.7754	21.0480	20.9780	21.3600	21.6940	22.1270	22.4200	26.3200	22.8861	23.0850	27.0050	24.4761	24.4629
26	21.0729	21.0654	21.3410	21.2700	21.6540	21.9950	22.3990	22.6910	26.6330	23.2161	23.4170	27.4080	24.8361	24.8229
27	21.3329	21.3254	21.6030	21.5330	21.9360	22.2380	22.6820	22.9930	26.9750	23.5561	23.7800	27.8420	25.1561	25.1429
28	21.6129	21.6054	21.8860	21.8160	22.2280	22.5300	22.9530	23.2760	27.2980	23.9461	24.1630	28.2550	25.5461	25.5329
29	21.9029	21.8954	22.1880	22.1170	22.4890	22.7920	23.2550	23.5480	27.6410	24.2861	24.5050	28.6890	25.8861	25.8729
30	22.1829	22.1754	22.4590	22.3890	22.7620	23.0940	23.5580	23.8100	27.9730	24.6461	24.8680	29.1120	26.2361	26.2229
31	22.4629	22.4554	22.7410	22.6720	23.0540	23.3560	23.7900	24.1220	28.2950	24.9761	25.2010	29.5360	26.5961	26.5829
32	22.6929	22.6854	22.9830	22.9130	23.3370	23.6490	24.0930	24.3750	28.6180	25.3461	25.5740	29.9880	26.9461	26.9329
33	23.0029	22.9954	23.2850	23.2160	23.6180	23.9110	24.3840	24.6770	28.9800	25.7061	25.9370	30.4020	27.3261	27.3129
34	23.2929	23.2854	23.5880	23.5170	23.8920	24.1830	24.6570	24.9690	29.2830	26.0661	26.3100	30.8060	27.6661	27.6529
35	23.5329	23.5254	23.8410	23.7700	24.1840	24.4650	24.9290	25.2420	29.6360	26.4161	26.6620	31.2490	28.0161	28.0029
36	23.8629	23.8554	24.1520	24.0820	24.4450	24.7380	25.1910	25.5130	29.9880	26.7761	27.0250	31.6720	28.3761	28.3629
37	24.0929	24.0854	24.3940	24.3240	24.7270	25.0500	25.4730	25.8060	30.3020	27.1261	27.3680	32.0850	28.7261	28.7129

Board Approved 5.04.21

ESP SALARY SCHEDULES 2021-22

2021-22 Schedule													
Pay Level	12	12X	13	14	15	16	17	1D	1D	1D	1D	1D	1D
Slot #	U30	U53	U32	U35	U36	U38	U39	UA3	UA5	U03	UA8	UB3	UB5
Desc	252/7.5	252/7.5	252/7.5	252/7.5	252/7.5	252/7.5	252/7.5	+ 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	0.2551	0.5639	0.3644	0.3401
Exp. Step													
0	20.4760	24.0030	22.5110	24.1640	25.5550	27.1680	28.9920	13.0524	13.0063	12.7512	13.2247	12.8702	12.8362
1	20.6280	24.1530	22.6610	24.3140	25.7050	27.3180	29.1420	13.2024	13.1563	12.9012	13.3747	13.0202	12.9862
2	20.6280	24.1530	22.6610	24.3140	25.7050	27.3180	29.1420	13.2024	13.1563	12.9012	13.3747	13.0202	12.9862
3-9	20.8330	24.3550	22.8680	24.5220	25.9080	27.5200	29.3440	13.4024	13.3563	13.1012	13.5747	13.2202	13.1862
10	20.9880	24.5480	23.0340	24.6970	26.0980	27.7310	29.5760	13.4924	13.4463	13.1912	13.6647	13.3102	13.2762
11	21.0980	24.6770	23.1780	24.8390	26.2500	27.8830	29.7370	13.5524	13.5063	13.2512	13.7247	13.3702	13.3362
12	21.2800	24.8880	23.3780	25.0610	26.4810	28.1340	30.0190	13.6624	13.6163	13.3612	13.8347	13.4802	13.4462
13	21.2800	24.8880	23.3780	25.0610	26.4810	28.1340	30.0190	13.6624	13.6163	13.3612	13.8347	13.4802	13.4462
14	21.2800	24.8880	23.3780	25.0610	26.4810	28.1340	30.0190	13.6624	13.6163	13.3612	13.8347	13.4802	13.4462
15	21.5330	25.1700	23.6090	25.2710	26.7130	28.3730	30.2410	13.8524	13.8063	13.5512	14.0247	13.6702	13.6362
16	21.7740	25.4530	23.8600	25.5130	26.9750	28.5880	30.4920	14.0324	13.9863	13.7312	14.2047	13.8502	13.8162
17	22.0480	25.7950	24.1220	25.7750	27.2370	28.8600	30.7750	14.2224	14.1763	13.9212	14.3947	14.0402	14.0062
18	22.3520	26.1290	24.4250	26.0370	27.5400	29.1420	31.0680	14.4524	14.4063	14.1512	14.6247	14.2702	14.2362
19	22.6510	26.4920	24.7180	26.3600	27.8220	29.4440	31.3700	14.6924	14.6463	14.3912	14.8647	14.5102	14.4762
20	22.9640	26.8750	25.0500	26.6530	28.1650	29.7370	31.7130	14.9324	14.8863	14.6312	15.1047	14.7502	14.7162
21	23.2960	27.2670	25.3440	26.9550	28.4870	30.0690	32.0040	15.1624	15.1163	14.8612	15.3347	14.9802	14.9462
22	23.6290	27.6610	25.7280	27.2670	28.8300	30.3820	32.3380	15.4424	15.3963	15.1412	15.6147	15.2602	15.2262
23	23.9810	28.0940	26.0370	27.6300	29.1730	30.7340	32.7000	15.7124	15.6663	15.4112	15.8847	15.5302	15.4962
24	24.3140	28.4670	26.3910	27.9930	29.5450	31.1080	33.1040	15.9624	15.9163	15.6612	16.1347	15.7802	15.7462
25	24.6870	28.9200	26.7540	28.3660	29.8780	31.4200	33.4320	16.2224	16.1763	15.9212	16.3947	16.0402	16.0062
26	25.0600	29.3230	27.1230	28.6980	30.2500	31.8140	33.8090	16.4924	16.4463	16.1912	16.6647	16.3102	16.2762
27	25.3830	29.7570	27.4790	29.1010	30.6440	32.1780	34.1920	16.7224	16.6763	16.4212	16.8947	16.5402	16.5062
28	25.7750	30.1760	27.8120	29.4440	30.9780	32.5390	34.5440	17.0124	16.9663	16.7112	17.1847	16.8302	16.7962
29	26.1180	30.6240	28.2050	29.8070	31.3300	32.9120	34.8780	17.2724	17.2263	16.9712	17.4447	17.0902	17.0562
30	26.4810	31.0170	28.5680	30.1900	31.7420	33.2940	35.2700	17.5424	17.4963	17.2412	17.7147	17.3602	17.3262
31	26.8440	31.4710	28.9320	30.5240	32.0650	33.6280	35.6330	17.7924	17.7463	17.4912	17.9647	17.6102	17.5762
32	27.1970	31.9040	29.2940	30.8750	32.4480	34.0200	35.9960	18.0824	18.0363	17.7812	18.2547	17.9002	17.8662
33	27.5800	32.3170	29.6460	31.2580	32.8110	34.3830	36.3490	18.3324	18.2863	18.0312	18.5047	18.1502	18.1162
34	27.9230	32.7500	30.0190	31.6120	33.1530	34.7160	36.7210	18.6124	18.5663	18.3112	18.7847	18.4302	18.3962
35	28.2860	33.1530	30.3720	31.9950	33.5270	35.1200	37.0950	18.8624	18.8163	18.5612	19.0347	18.6802	18.6462
36	28.6380	33.5770	30.7340	32.3380	33.8790	35.4420	37.4580	19.1124	19.0663	18.8112	19.2847	18.9302	18.8962
37	29.0010	34.0000	31.1080	32.7000	34.2420	35.8050	37.8300	19.4024	19.3563	19.1012	19.5747	19.2202	19.1862

Board Approved 5.04.21

ESP SALARY SCHEDULES 2021-22

2021-22 Schedule													
Pay Level	ID	ID	1E	1E	1E	1E	1E	1E	1E	1E	1F	1F	1F
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	12.6880	12.6662	12.3651	12.6507	12.3849	12.1888	11.9830	12.1740	12.2875	12.1392	12.8951	12.8163	12.9149
1	12.8380	12.8162	12.5151	12.8007	12.5349	12.3388	12.1330	12.3240	12.4375	12.2892	13.0451	12.9663	13.0649
2	12.8380	12.8162	12.5151	12.8007	12.5349	12.3388	12.1330	12.3240	12.4375	12.2892	13.0451	12.9663	13.0649
3-9	13.0380	13.0162	12.7151	13.0007	12.7349	12.5388	12.3330	12.5240	12.6375	12.4892	13.2451	13.1663	13.2649
10	13.1280	13.1062	12.8051	13.0907	12.8249	12.6288	12.4230	12.6140	12.7275	12.5792	13.3351	13.2563	13.3549
11	13.1880	13.1662	12.8751	13.1607	12.8949	12.6988	12.4930	12.6840	12.7975	12.6492	13.3951	13.3163	13.4149
12	13.2980	13.2762	12.9751	13.2607	12.9949	12.7988	12.5930	12.7840	12.8975	12.7492	13.4951	13.4163	13.5149
13	13.2980	13.2762	12.9751	13.2607	12.9949	12.7988	12.5930	12.7840	12.8975	12.7492	13.4951	13.4163	13.5149
14	13.2980	13.2762	12.9751	13.2607	12.9949	12.7988	12.5930	12.7840	12.8975	12.7492	13.4951	13.4163	13.5149
15	13.4880	13.4662	13.1351	13.4207	13.1549	12.9588	12.7530	12.9440	13.0575	12.9092	13.6551	13.5763	13.6749
16	13.6680	13.6462	13.3251	13.6107	13.3449	13.1488	12.9430	13.1340	13.2475	13.0992	13.8251	13.7463	13.8449
17	13.8580	13.8362	13.5051	13.7907	13.5249	13.3288	13.1230	13.3140	13.4275	13.2792	14.0151	13.9363	14.0349
18	14.0880	14.0662	13.7251	14.0107	13.7449	13.5488	13.3430	13.5340	13.6475	13.4992	14.2051	14.1263	14.2249
19	14.3280	14.3062	13.9651	14.2507	13.9849	13.7888	13.5830	13.7740	13.8875	13.7392	14.4151	14.3363	14.4349
20	14.5680	14.5462	14.1751	14.4607	14.1949	13.9988	13.7930	13.9840	14.0975	13.9492	14.6351	14.5563	14.6549
21	14.7980	14.7762	14.4051	14.6907	14.4249	14.2288	14.0230	14.2140	14.3275	14.1792	14.8451	14.7663	14.8649
22	15.0780	15.0562	14.6851	14.9507	14.6849	14.4888	14.2830	14.4740	14.5875	14.4392	15.0451	14.9663	15.0649
23	15.3480	15.3262	14.8851	15.1707	14.9049	14.7088	14.5030	14.6940	14.8075	14.6592	15.3251	15.2463	15.3449
24	15.5980	15.5762	15.1451	15.4307	15.1649	14.9688	14.7630	14.9540	15.0675	14.9192	15.5851	15.5063	15.6049
25	15.8580	15.8362	15.3851	15.6707	15.4049	15.2088	15.0030	15.1940	15.3075	15.1592	15.8251	15.7463	15.8449
26	16.1280	16.1062	15.6451	15.9307	15.6649	15.4688	15.2630	15.4540	15.5675	15.4192	16.0751	15.9963	16.0949
27	16.3580	16.3362	15.8851	16.1707	15.9049	15.7088	15.5030	15.6940	15.8075	15.6592	16.3051	16.2263	16.3249
28	16.6480	16.6262	16.1451	16.4307	16.1649	15.9688	15.7630	15.9540	16.0675	15.9192	16.5751	16.4963	16.5949
29	16.9080	16.8862	16.4151	16.7007	16.4349	16.2388	16.0330	16.2240	16.3375	16.1892	16.7851	16.7063	16.8049
30	17.1780	17.1562	16.6551	16.9407	16.6749	16.4788	16.2730	16.4640	16.5775	16.4292	17.0451	16.9663	17.0649
31	17.4280	17.4062	16.9051	17.1907	16.9249	16.7288	16.5230	16.7140	16.8275	16.6792	17.2951	17.2163	17.3149
32	17.7180	17.6962	17.1551	17.4407	17.1749	16.9788	16.7730	16.9640	17.0775	16.9292	17.5551	17.4763	17.5749
33	17.9680	17.9462	17.4051	17.6907	17.4249	17.2288	17.0230	17.2140	17.3275	17.1792	17.7851	17.7063	17.8049
34	18.2480	18.2262	17.6251	17.9107	17.6449	17.4488	17.2430	17.4340	17.5475	17.3992	18.0351	17.9563	18.0549
35	18.4980	18.4762	17.9151	18.2007	17.9349	17.7388	17.5330	17.7240	17.8375	17.6892	18.2851	18.2063	18.3049
36	18.7480	18.7262	18.1551	18.4407	18.1749	17.9788	17.7730	17.9640	18.0775	17.9292	18.4951	18.4163	18.5149
37	19.0380	19.0162	18.4351	18.7207	18.4549	18.2588	18.0530	18.2440	18.3575	18.2092	18.7851	18.7063	18.8049

Board Approved 5.04.21

ESP SALARY SCHEDULES 2021-22

2021-22 Schedule

Pay Level	IF	IF	IF	IF	IF	IK	IK	IK	IKA	IKA	IKB	IKB
Slot #	UB4	UB2	UB8	UC2	UC4	U10	U11	U46	U12	U13	U66	U67
Desc	+60 Hours	+60 Hours	+60 Hours	+PPP	+PPP	IK w Assoc	IK w Bach	IK w Mast	IKA w Assoc	IKA w Bach	IKB w Assoc	IKB w Bach
Change to Base	500.00	500.00	500.00	250.00	250.00	591.00	1181.00	1477.00	591.00	1181.00	591.00	1181.00
Days	196	188	188	188	196	188	188	188	188	188	188	188
Hours/Day	7.50	7.00	3.50	7.00	7.50	7.00	7.00	7.00	7.00	7.00	7.00	7.00
Hours*Days	1470.00	1316.00	658.00	1316.00	1470.00	1316.00	1316.00	1316.00	1316.00	1316.00	1316.00	1316.00
Addl Per Hr	0.3401	0.3820	0.7599	0.1910	0.1701	0.4491	0.8974	1.1223	0.4491	0.8974	0.4491	0.8974
Exp. Step												
0	12.6462	12.7040	13.2339	12.5130	12.4762	21.8211	22.2694	22.4943	22.5911	23.0394	23.3811	23.8294
1	12.7962	12.8540	13.3839	12.6630	12.6262	21.9711	22.4194	22.6443	22.7411	23.1894	23.5311	23.9794
2	12.7962	12.8540	13.3839	12.6630	12.6262	21.9711	22.4194	22.6443	22.7411	23.1894	23.5311	23.9794
3-9	12.9962	13.0540	13.5839	12.8630	12.8262	22.1711	22.6194	22.8443	22.9411	23.3894	23.7311	24.1794
10	13.0862	13.1440	13.6739	12.9530	12.9162	22.3411	22.7894	23.0143	23.1111	23.5594	23.9011	24.3494
11	13.1462	13.2040	13.7339	13.0130	12.9762	22.4611	22.9094	23.1343	23.2311	23.6794	24.0311	24.4794
12	13.2462	13.3040	13.8339	13.1130	13.0762	22.6611	23.1094	23.3343	23.4211	23.8694	24.2411	24.6894
13	13.2462	13.3040	13.8339	13.1130	13.0762	22.6611	23.1094	23.3343	23.4211	23.8694	24.2411	24.6894
14	13.2462	13.3040	13.8339	13.1130	13.0762	22.6611	23.1094	23.3343	23.4211	23.8694	24.2411	24.6894
15	13.4062	13.4640	13.9939	13.2730	13.2362	22.9011	23.3494	23.5743	23.6811	24.1294	24.4811	24.9294
16	13.5762	13.6340	14.1639	13.4430	13.4062	23.1511	23.5994	23.8243	23.9211	24.3694	24.7511	25.1994
17	13.7662	13.8240	14.3539	13.6330	13.5962	23.4311	23.8794	24.1043	24.2211	24.6694	25.0211	25.4694
18	13.9562	14.0140	14.5439	13.8230	13.7862	23.7311	24.1794	24.4043	24.5211	24.9894	25.3411	25.7894
19	14.1662	14.2240	14.7539	14.0330	13.9962	24.0311	24.4794	24.7043	24.8411	25.2894	25.6211	26.0694
20	14.3862	14.4440	14.9739	14.2530	14.2162	24.3911	24.8394	25.0643	25.1711	25.6194	25.9811	26.4294
21	14.5962	14.6540	15.1839	14.4630	14.4262	24.7211	25.1694	25.3943	25.5211	25.9694	26.2911	26.7394
22	14.7962	14.8540	15.3839	14.6630	14.6262	25.0611	25.5094	25.7343	25.8511	26.2994	26.6511	27.0994
23	15.0762	15.1340	15.6639	14.9430	14.9062	25.4211	25.8694	26.0943	26.2311	26.6794	27.0411	27.4894
24	15.3362	15.3940	15.9239	15.2030	15.1662	25.8011	26.2494	26.4743	26.6211	27.0694	27.4111	27.8594
25	15.5762	15.6340	16.1639	15.4430	15.4062	26.1811	26.6294	26.8543	26.9811	27.4294	27.8011	28.2494
26	15.8262	15.8840	16.4139	15.6930	15.6562	26.5911	27.0394	27.2643	27.3711	27.8194	28.1611	28.6094
27	16.0562	16.1140	16.6439	15.9230	15.8862	26.9311	27.3794	27.6043	27.7711	28.2194	28.5311	28.9794
28	16.3262	16.3840	16.9139	16.1930	16.1562	27.3111	27.7594	27.9843	28.1311	28.5794	28.9011	29.3494
29	16.5362	16.5940	17.1239	16.4030	16.3662	27.6911	28.1394	28.3643	28.4911	28.9394	29.3111	29.7594
30	16.7962	16.8540	17.3839	16.6630	16.6262	28.0811	28.5294	28.7543	28.8711	29.3194	29.7011	30.1494
31	17.0462	17.1040	17.6339	16.9130	16.8762	28.4411	28.8894	29.1143	29.2611	29.7094	30.0511	30.4994
32	17.3062	17.3640	17.8939	17.1730	17.1362	28.8411	29.2894	29.5143	29.6311	30.0794	30.4311	30.8794
33	17.5362	17.5940	18.1239	17.4030	17.3662	29.2311	29.6794	29.9043	30.0011	30.4494	30.8411	31.2894
34	17.7862	17.8440	18.3739	17.6530	17.6162	29.5711	30.0194	30.2443	30.4011	30.8494	31.2011	31.6494
35	18.0362	18.0940	18.6239	17.9030	17.8662	29.9711	30.4194	30.6443	30.7811	31.2294	31.5811	32.0094
36	18.2462	18.3040	18.8339	18.1130	18.0762	30.3711	30.8194	31.0443	31.1411	31.5894	31.9511	32.3894
37	18.5362	18.5940	19.1239	18.4030	18.3662	30.6911	31.1394	31.3643	31.5111	31.9594	32.3211	32.7694

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ESP SALARY SCHEDULES 2021-22

2021-22 Schedule	11		11		12		12		12		13		13	
Pay Level	U86	U23	U88	U83	U14	U#4	U#2	U70	U#3	12X	U82	U80	U81	
Slot #	U86	U23	U88	U83	U14	U#4	U#2	U70	U#3	U87	U82	U80	U81	
Desc	Associates	Bachelors	Masters	Associates	Bachelors	Masters	Masters	12*258/217	Bachelors	Bachelors	Associates	Bachelors	Masters	
Change to Base	591.00	1181.00	1477.00	591.00	1181.00	1477.00	1477.00		1181.00	1181.00	591.00	1181.00	1477.00	
Days	252	252	252	252	252	252	217	217	217	252	252	252	252	
Hours/Day	7.50	7.50	7.50	7.50	7.50	7.50	7.50	7.50	7.50	7.50	7.50	7.50	7.50	
Hours*Days	1890.00	1890.00	1890.00	1890.00	1890.00	1890.00	1627.50	1627.50	1627.50	1890.00	1890.00	1890.00	1890.00	
Addl Per Hr	0.3127	0.6249	0.7815	0.3127	0.6249	0.7815	0.9075		0.7257	0.6249	0.3127	0.6249	0.7815	
Exp. Step														
0	19.1957	19.5079	19.6645	20.7887	21.1009	21.2575	21.1804	23.7929	20.9986	24.6279	22.8237	23.1359	23.2925	
1	19.3457	19.6579	19.8145	20.9387	21.2509	21.4075	21.3304	23.9429	21.1486	24.7779	22.9737	23.2859	23.4425	
2	19.3457	19.6579	19.8145	20.9387	21.2509	21.4075	21.3304	23.9429	21.1486	24.7779	22.9737	23.2859	23.4425	
3-9	19.5527	19.8649	20.0215	21.1457	21.4579	21.6145	21.5304	24.1429	21.3486	24.9799	23.1807	23.4929	23.6495	
10	19.6887	20.0009	20.1575	21.3007	21.6129	21.7695	21.6904	24.3329	21.5086	25.1709	23.3467	23.6589	23.8155	
11	19.7987	20.1109	20.2675	21.4107	21.7229	21.8795	21.8104	24.4829	21.6286	25.3019	23.4887	23.8009	23.9575	
12	19.9597	20.2719	20.4285	21.5927	21.9049	22.0615	21.9904	24.6929	21.8086	25.5129	23.6887	24.0009	24.1575	
13	19.9597	20.2719	20.4285	21.5927	21.9049	22.0615	21.9904	24.6929	21.8086	25.5129	23.6887	24.0009	24.1575	
14	19.9597	20.2719	20.4285	21.5927	21.9049	22.0615	21.9904	24.6929	21.8086	25.5129	23.6887	24.0009	24.1575	
15	20.1927	20.5049	20.6615	21.8457	22.1579	22.3145	22.2404	24.9929	22.0586	25.7949	23.9217	24.2339	24.3905	
16	20.4637	20.7759	20.9325	22.0867	22.3989	22.5555	22.4804	25.2729	22.2986	26.0779	24.1727	24.4849	24.6415	
17	20.7167	21.0289	21.1855	22.3587	22.6709	22.8275	22.7504	25.5929	22.5686	26.4199	24.4347	24.7469	24.9035	
18	21.0207	21.3329	21.4895	22.6647	22.9769	23.1335	23.0404	25.9429	22.8586	26.7539	24.7377	25.0499	25.2065	
19	21.3207	21.6329	21.7895	22.9637	23.2759	23.4325	23.3504	26.3129	23.1686	27.1169	25.0307	25.3429	25.4995	
20	21.6447	21.9569	22.1135	23.2767	23.5889	23.7455	23.6504	26.6829	23.4686	27.4999	25.3627	25.6749	25.8315	
21	21.9757	22.2879	22.4445	23.6087	23.9209	24.0775	23.9804	27.0629	23.7986	27.8919	25.6567	25.9689	26.1255	
22	22.3087	22.6209	22.7775	23.9417	24.2539	24.4105	24.3104	27.4529	24.1286	28.2859	26.0387	26.3509	26.5075	
23	22.6717	22.9839	23.1405	24.2937	24.6059	24.7625	24.6604	27.8729	24.4786	28.7189	26.3497	26.6619	26.8185	
24	23.0147	23.3269	23.4835	24.6267	24.9389	25.0955	24.9904	28.2629	24.8086	29.0919	26.7037	27.0159	27.1725	
25	23.3977	23.7099	23.8665	24.9997	25.3119	25.4685	25.3704	28.7129	25.1886	29.5449	27.0667	27.3789	27.5355	
26	23.7297	24.0419	24.1985	25.3727	25.6849	25.8415	25.7304	29.1429	25.5486	29.9479	27.4357	27.7479	27.9045	
27	24.0927	24.4049	24.5615	25.8957	26.0079	26.1645	26.0504	29.5229	25.8686	30.3819	27.7917	28.1039	28.2605	
28	24.4757	24.7879	24.9445	26.0877	26.3999	26.5565	26.4404	29.9829	26.2586	30.8009	28.1247	28.4369	28.5935	
29	24.8177	25.1299	25.2865	26.4307	26.7429	26.8995	26.7804	30.3929	26.5986	31.2489	28.5177	28.8299	28.9865	
30	25.1807	25.4929	25.6495	26.7937	27.1059	27.2625	27.1304	30.8029	26.9486	31.6419	28.8807	29.1929	29.3495	
31	25.5137	25.8259	25.9825	27.1567	27.4689	27.6255	27.4904	31.2329	27.3086	32.0959	29.2447	29.5569	29.7135	
32	25.8867	26.1989	26.3555	27.5097	27.8219	27.9785	27.8404	31.6529	27.6586	32.5289	29.6067	29.9189	30.0755	
33	26.2497	26.5619	26.7185	27.8927	28.2049	28.3615	28.2204	32.1029	28.0386	32.9419	29.9587	30.2709	30.4275	
34	26.6227	26.9349	27.0915	28.2357	28.5479	28.7045	28.5604	32.5029	28.3786	33.3749	30.3317	30.6439	30.8005	
35	26.9747	27.2869	27.4435	28.5987	28.9109	29.0675	28.9104	32.9229	28.7286	33.7779	30.6847	30.9969	31.1535	
36	27.3377	27.6499	27.8065	28.9507	29.2629	29.4195	29.2704	33.3529	29.0886	34.2019	31.0467	31.3589	31.5155	
37	27.6807	27.9929	28.1495	29.3137	29.6259	29.7825	29.6204	33.7629	29.4386	34.6249	31.4207	31.7329	31.8895	

Board Approved 5.04.21

ESP SALARY SCHEDULES 2021-22

2021-22 Schedule	14		15		15		15		16		17	
Pay Level	U84	UX1	U01	U89	U85	U91	U#5	U90	U63	U64	U65	U65
Slot #	U84	UX1	U01	U89	U85	U91	U#5	U90	U63	U64	U65	U65
Desc	Associates	Bachelors	Masters	Associates	Bachelors	Masters	Specialist	Associates	Bachelors	Masters	Bachelors	Bachelors
Change to Base	591.00	1181.00	1477.00	591.00	1181.00	1477.00	1826.00	591.00	1181.00	1477.00	1181.00	1181.00
Days	252	252	252	252	252	252	252	252	252	252	252	252
Hours/Day	7.50	7.50	7.50	7.50	7.50	7.5000	7.5000	7.50	7.50	7.50	7.50	7.50
Hours*Days	1890.00	1890.00	1890.00	1890.00	1890.00	1890.00	1890.00	1890.00	1890.00	1890.00	1890.00	1890.00
Addl Per Hr	0.3127	0.6249	0.7815	0.3127	0.6249	0.7815	0.9661	0.3127	0.6249	0.7815	0.6249	0.6249
Exp. Step												
0	24.4767	24.7889	24.9455	25.8677	26.1799	26.3385	26.5211	27.4807	27.7929	27.9495	29.6169	29.6169
1	24.6267	24.9389	25.0955	26.0177	26.3299	26.4885	26.6711	27.6307	27.9429	28.0995	29.7669	29.7669
2	24.6267	24.9389	25.0955	26.0177	26.3299	26.4885	26.6711	27.6307	27.9429	28.0995	29.7669	29.7669
3-9	24.8347	25.1469	25.3035	26.2207	26.5329	26.6915	26.8741	27.8337	28.1459	28.3025	29.9699	29.9699
10	25.0097	25.3219	25.4785	26.4107	26.7229	26.8815	27.0641	28.0237	28.3359	28.4925	30.1600	30.1600
11	25.1517	25.4639	25.6205	26.5627	26.8749	27.0335	27.2161	28.1757	28.4879	28.6445	30.3124	30.3124
12	25.3737	25.6859	25.8425	26.7937	27.1059	27.2645	27.4471	28.4067	28.7189	28.8755	30.5439	30.5439
13	25.3737	25.6859	25.8425	26.7937	27.1059	27.2645	27.4471	28.4067	28.7189	28.8755	30.5439	30.5439
14	25.3737	25.6859	25.8425	26.7937	27.1059	27.2645	27.4471	28.4067	28.7189	28.8755	30.5439	30.5439
15	25.5837	25.8959	26.0525	27.0257	27.3379	27.4965	27.6791	28.6387	28.9509	29.1075	30.7749	30.7749
16	25.8257	26.1379	26.2945	27.2877	27.5999	27.7585	27.9411	28.9007	29.2129	29.3695	31.0369	31.0369
17	26.0877	26.3999	26.5565	27.5497	27.8619	28.0205	28.2031	29.1627	29.4749	29.6315	31.2989	31.2989
18	26.3497	26.6619	26.8185	27.8527	28.1649	28.3235	28.5061	29.4657	29.7779	29.9345	31.6024	31.6024
19	26.6727	26.9849	27.1415	28.1347	28.4469	28.6055	28.7881	29.7477	30.0599	30.2165	31.8800	31.8800
20	26.9657	27.2779	27.4345	28.4777	28.7899	28.9485	29.1311	30.0907	30.4029	30.5595	32.2269	32.2269
21	27.2677	27.5799	27.7365	28.7997	29.1119	29.2705	29.4531	30.4127	30.7249	30.8815	32.5444	32.5444
22	27.5797	27.8919	28.0485	29.1427	29.4549	29.6135	29.7961	30.7557	31.0679	31.2245	32.8569	32.8569
23	27.9427	28.2549	28.4115	29.4857	29.7979	29.9565	30.1391	31.0987	31.4109	31.5675	33.2294	33.2294
24	28.3057	28.6179	28.7745	29.8577	30.1699	30.3285	30.5111	31.4707	31.7829	31.9395	33.6024	33.6024
25	28.6787	28.9909	29.1475	30.1907	30.5029	30.6615	30.8441	31.8037	32.1159	32.2725	33.9754	33.9754
26	29.0107	29.3229	29.4795	30.5627	30.8749	31.0335	31.2161	32.1757	32.4879	32.6445	34.3124	34.3124
27	29.4137	29.7259	29.8825	30.9567	31.2689	31.4275	31.6101	32.5697	32.8819	33.0385	34.7644	34.7644
28	29.7567	30.0689	30.2255	31.2887	31.6009	31.7595	31.9421	32.8817	33.1939	33.3505	35.0174	35.0174
29	30.1197	30.4319	30.5885	31.6427	31.9549	32.1135	32.2961	33.2247	33.5369	33.6935	35.3704	35.3704
30	30.5027	30.8149	30.9715	32.0547	32.3669	32.5255	32.7081	33.6307	33.9429	34.0995	35.7234	35.7234
31	30.8367	31.1489	31.3055	32.3777	32.6899	32.8485	33.0311	33.9407	34.2529	34.4095	36.0764	36.0764
32	31.1877	31.4999	31.6565	32.7607	33.0729	33.2315	33.4141	34.3327	34.6449	34.8015	36.4294	36.4294
33	31.5707	31.8829	32.0395	33.1237	33.4359	33.5945	33.7771	34.6957	35.0079	35.1645	36.7824	36.7824
34	31.9247	32.2369	32.3935	33.4657	33.7779	33.9365	34.1191	35.0287	35.3409	35.4975	37.1354	37.1354
35	32.3077	32.6199	32.7765	33.8397	34.1519	34.3105	34.4931	35.4327	35.7449	35.9015	37.4884	37.4884
36	32.6507	32.9629	33.1195	34.1917	34.5039	34.6625	34.8451	35.7547	36.0669	36.2235	37.8394	37.8394
37	33.0127	33.3249	33.4815	34.5547	34.8669	35.0255	35.2081	36.1177	36.4299	36.5865	38.1904	38.1904

Board Approved 5.04.21

APPENDIX E: EDUCATION SUPPORT PROFESSIONALS (ESP) SUPPLEMENTS

<u>Type</u>	<u>Amount</u>
• Paraprofessional (Juvenile Detention Center)	\$ 592.00
• First Aid/ CPR [One (1) per school]	\$ 500.00
• Employee Recruitment Incentive Supplement	
1. The Superintendent and School District Leadership Team shall provide an employee recruitment incentive equal to \$250.00 for each job candidate referred to <u>and</u> successfully hired by the School District.	
○ The estimated cost to the School District would be \$75,000 per year based upon approximately 300 referring employees.	
○ “Successfully hired” shall mean the referred job candidate who completes all required steps for onboarding and who remains an employee for a minimum of ninety (90) days.	
2. The Department of Human Resources shall promulgate the procedures for recordkeeping and manage the collection of forms related to this incentive.	
3. The incentive shall be paid as a bonus on a quarterly basis.	
4. Employees who make three (3) or more successfully hired referrals shall be designated as “ Super Recruiters ” and may be entered into a drawing for a prize donated by a business sponsor (e.g., restaurant gift card, hotel stay, etc.).	
5. Administrators would not be eligible for this incentive since recruitment is an existing job requirement.	

APPENDIX F: CROSS-TRAINING PROFESSIONAL GROWTH PLAN

CROSS-TRAINING CHECKLIST

Employee's Name: _____

Employee's Title: _____

Employee's Work Location: _____

Employee's Supervisor: _____

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

Supervisor's Initials/ Employee Initials

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

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

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

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

CROSS TRAINING PLAN

Section 1

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

Section 2 - Objectives

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

1.	
2.	
3.	
4.	

Section 3 - Implementation

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

Section 4 - Performance - Assessment and Results

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

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

Employee's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

INDEX

TOPIC	SECTION	PAGE
A		
ADOPTIVE LEAVE	XV.G.	45
ANNUAL CONTRACT	XI.B.	30
ANNUITY PROGRAMS	XVI.D.	52
APPLICATIONS, FOR VACANCIES	XN.A.	37
ARBITRATION, FEES AND EXPENSES	VII.C.	21
ARBITRATION, RELEASED TIME	VII.C.	21
ARBITRATION, USE OF FMCS	VII.C.	21
ARBITRATOR, DECISION FINAL	VII.C.	21
ARBITRATOR, POWER OF	VII.C.	21
ASSAULT	II.C.	7
ASSESSMENT, PROFESSIONAL IMPROVEMENT PLAN	XII.C.	33
ASSESSMENT,	XII.A.	32
ASSESSMENT FORMS	APPENDIX B	68
ASSESSMENT, RESPONSIBILITY OF	XII.B.	32
ASSESSMENT, UNSATISFACTORY/ NOTICE	XII.B.	32
ASSIGNMENTS	V.F.	17
ASSOCIATION ACCESS TO BUILDINGS	IV.A.	13
ASSOCIATION RIGHTS	IV.	13
ASSOCIATION BULLETIN BOARD	IV.B.	13
ASSOCIATION DEFINITION	I.A.	5
ASSOCIATION EXCLUSIVE RIGHTS	I.B.	6
ASSOCIATION PRESIDENT, BOARD MEETINGS	IV.E.	14
ASSOCIATION PRESIDENT, LEAVE	XV.Q.	50
ASSOCIATION PRESIDENT, TDE	XV.Q.	50
ASSOCIATION REPRESENTATION	IX.	25
ASSOCIATION REPRESENTATIVES AT SCHOOL	IV.E.	14
ASSOCIATION USE OF ELECTRONIC EQUIPMENT	IV.B.	13
B		
BARGAINING UNIT INCLUDES	I.A.	5
BATTERY	II.C.	7
BOARD AGENDA	IV.C.	14
BOARD, DEFINITION	I.A.	5
BUILDING REPRESENTATIVES MEETINGS	IV.A.	13
BUILDING REPRESENTATIVES, BUILDING ACCESS	IV.A.	13
BUILDINGS, USE BY ASSOCIATION	IV.A.	13
BULLETIN BOARDS	IV.B.	13

C

CALENDAR, COMMITTEE..... III.C..... 7
CALENDAR, WORK..... XIII.B..... 32
CHARTER SCHOOLS, TRANSFERS..... XIV.E., XV.M..... 37, 48

COLLABORATIVE BARGAINING 56
COMMITTEE, APPOINTMENTS..... III.C..... 7
COMMITTEE, CALENDAR..... III.C..... 7
COMMITTEE, MEETING NOTICE III.C..... 7
COMMITTEES..... III.C..... 7
COMPLAINTS X.D..... 27
CONTRACT..... III.B..... 11
CONTRACT, ANNUAL XI.B..... 30
CONTRACT, COPY OF..... VI.D..... 19
CONTRACT, DATE XVIII.A..... 54
CONTRACT, SHORT TERM XI.B..... 30
COURT WITNESS..... XV.H..... 45
CREDIT, EXPERIENCE, WHILE ON UNPAID LEAVE XV.I..... 46
CREDIT, EXPERIENCE VERIFICATION XVII.A..... 54
CROSS TRAINING PROFESSIONAL GROWTH PLAN..... APPENDIX F..... 96

D

DAILY RATE OF PAY..... XIII.F..... 34
DATE, CONTRACTS..... XVIII.A..... 54
DATE, DUES DEDUCTION..... IV.F..... 15
DATE, NEGOTIATIONS VI..... 18
DATE, PAYROLL..... XIII.H..... 35
DATE, ASSIGNMENT V.F..... 17
DATE, VACANCIES FOR COMING YEAR XIV.A..... 37
DEDUCTIONS, PAYROLL (IRS SECTION 125) IV.F..... 15
DENTAL PLAN XVI.D..... 52
DIRECT DEPOSIT..... XIII.H..... 35
DISABILITY INSURANCE XVI.D..... 52
DISCIPLINE..... X..... 26
DRESS II.F..... 8
DROP XVI.E..... 53
DUES DEDUCTION IV.F..... 15
DUES DEDUCTION, AUTHORIZATION IV.F..... 15
DUES DEDUCTION, DATE..... IV.F..... 15
DUES DEDUCTION, FINES/ ASSESSMENTS..... IV.F..... 15
DUES DEDUCTION, REMITTANCE IV.F..... 15
DUES DEDUCTION, SAVE HARMLESS IV.F..... 15
DUES DEDUCTION, SERVICE CHARGE IV.F..... 15
DUPLICATING..... IV.C..... 14
DUTY IV.E..... 14

E

EDUCATION SUPPORT PROFESSIONALS (ESP) SUPPLEMENTS.....APPENDIX E	79
ELECTION DAYS	XIII.K..... 36
EMPLOYEES' VOLUNTARY SICK LEAVE BANK	XV.C..... 42
EMPLOYMENT, DAILY	XIII. 34
EMPLOYMENT, HOURLY.....	XIII..... 34
EMPLOYMENT, OUTSIDE.....	V.B..... 16
EQUIPMENT, USE OF	IV.B..... 13
EXCLUSIVITY	I.B..... 6
EXPERIENCE, CREDIT WHILE ON UNPAID LEAVE	XV.I..... 46
EXPERIENCE VERIFICATION	XVII.A..... 54
EXPERIENCE STEP	XVII.A..... 54

F

FACILITIES.....	II.C..... 7
FACILITIES, MAINTENANCE SAFETY	II.C..... 7
FACILITY MAINTENANCE, HEALTH HAZARDS.....	II.C..... 7
FEDERAL MEDIATION & CONCILIATION SERVICE (FMCS)	VII.C..... 21
FLORIDA STATUTES 447	VI.A..... 18
FORM, GRIEVANCE	APPENDIX A..... 66-67
FORM, EVALUATION	APPENDIX B..... 68
FORM, PROFESSIONAL IMPROVEMENT PLAN	APPENDIX C..... 69
FRINGE BENEFITS.....	XVI. 51
FRINGE BENEFITS, ANNUITY PROGRAMS	XVI.D..... 52
FRINGE BENEFITS, DENTAL PLAN	XVI.D..... 52
FRINGE BENEFITS, DISABILITY INSURANCE	XVI.D..... 52
FRINGE BENEFITS, LIABILITY INSURANCE	XVI.D..... 52
FRINGE BENEFITS, LIFE INSURANCE	XVI.B..... 51
FRINGE BENEFITS, MEDICAL INSURANCE.....	XVI.C..... 52
FRINGE BENEFITS, PLAN DOCUMENT CHANGES.....	XVI.C..... 52

G

GRIEVANCE, ADMINISTRATIVE CHANNEL	VII.B..... 20
GRIEVANCE, APPEAL DEADLINE.....	VII.B..... 20
GRIEVANCE, ARBITRATION	VII.C..... 21
GRIEVANCE, DAYS.....	VII.B..... 20
GRIEVANCE, DEFINITION	VII.A. 20
GRIEVANCE, DOCUMENTS	VII.B..... 20
GRIEVANCE, EXTENTIONS.....	VII.B..... 19
GRIEVANCE, FAILURE TO RESPOND.....	VII.B..... 20
GRIEVANCE, FILING DEADLINE	VII.B..... 20
GRIEVANCE, FORM	APPENDIX A..... 71
GRIEVANCE, LEVEL I	VII.C..... 21
GRIEVANCE, LEVEL II	VII.C..... 21
GRIEVANCE, LEVEL III	VII.C..... 21
GRIEVANCE, MEETINGS.....	VII.B..... 21
GRIEVANCE, PERSONNEL FILE	VII.B..... 20

GRIEVANCE, REPRESENTATION.....	VII.B.....	20
GRIEVANCE, PROCEDURE.....	VII.C.....	20
GRIEVANCE, REPRISALS	VII.B.....	20
GRIEVANCE, RESOLVING.....	VII.B.....	21
GRIEVANT, DEFINITION	VII.A.....	20

H

HEALTH HAZARDS	II.C.....	7
----------------------	-----------	---

I

IDENTIFICATION OF MEMBERSHIP	IV.D.....	19
ILLNESS, JOB-RELATED	XV.D.....	44
ILLNESS-IN-LINE-OF-DUTY LEAVE	XV.D.....	44
INJURY, JOB-RELATED	XV.D.....	44
INSURANCE, IN/ OUT NETWORK	XVI.C.....	52
INSURANCE, RETIREES.....	XVI.D.....	52
INSURANCE COMMITTEE	III.C.....	7
INVESTIGATIONS.....	X.E.....	27

J

JURY DUTY OR COURT WITNESS	XV.H.....	45
JURY DUTY, AUTHORIZATION	XV.H.....	45
JURY DUTY, REIMBURSEMENT	XV.H.....	45
JUST CAUSE	X.A.....	26

L

LEAVE, ADOPTIVE	XV.G.....	44
LEAVE, ILLNESS-IN-LINE-OF-DUTY	XV.D.....	44
LEAVE, MATERNITY	XV.F.....	45
LEAVE, PERSONAL WITHOUT PAY	XV.I.....	46
LEAVE BANK, ASSOCIATION	XV.C.....	42
LEAVE FOR PERSONAL REASONS	XV.E.....	44
LEAVE WITHOUT PAY, APPROVAL	XV.I.....	46
LEAVE WITHOUT PAY, COVERAGE	XV.I.....	46
LEAVE WITHOUT PAY, DEFINITION	XV.I.....	46
LEAVE WITHOUT PAY, EXPERIENCE CREDIT	XV.I.....	46
LEAVES.....	XV.....	41
LEAVES OF ABSENCE, DEFINITION	XV.A.....	41
LEGAL COUNSEL, ASSAULT	II.C.....	7
LEGAL SERVICES	II.G.....	9
LIABILITY INSURANCE	XVI.D.....	52
LIFE INSURANCE	XVI.B.....	51
LUNCH	XIII.D.....	34

M

MAIL SERVICE.....	IV.B.....	13
MANAGEMENT RIGHTS	III.....	11
MASTER CONTRACT.....	VI.D.....	19
MASTER CONTRACT, COPIES OF	VI.D.....	19
MASTER CONTRACT, LEGAL MODIFICATIONS.....	II.D.....	8
MASTER CONTRACT, TERM.....	XVIII.....	54
MATERNITY LEAVE	XV.F.....	45
MEDICAL EXPENSES	V.C.....	16
MEDICAL INSURANCE.....	XVI.C.....	52
MEETING, NOTICE OF DISCIPLINE	XB.....	26
MEETING, NOTICE OF REPRIMAND	XB.C.....	26-27
MEETINGS, ASSOCIATION	IV.A.....	13
MEETINGS, ASSOCIATION REPRESENTATIVE	IV.E.....	14
MEETINGS WITH EMPLOYEE	IX.....	25
MEMORANDUM OF UNDERSTANDING.....		57-79
MILEAGE, JOB RELATED	XIII.I.....	35
MILITARY EXPERIENCE, SALARY ADJUSTMENT.....	XVII.A.....	54
MISCELLANEOUS	II.....	7

N

NEGOTIATIONS, DATE	VI.C.....	18
NEGOTIATIONS, EXCLUSIVITY	I.B.....	6
NEGOTIATIONS, IMPASSE.....	VI.A.....	18
NEGOTIATIONS, MEETING TIME.....	VI.C.....	18
NEGOTIATIONS PROCEDURE.....	VI.....	18
NEW EMPLOYEE NAMES.....	IV.C.....	18
NOTICE, PERSONAL LEAVE	XV.E.....	44
NOTICE, ASSESSMENT.....	XII.A.....	32
NOTICE, CHANGE IN ASSIGNMENT	V.F.....	17
NOTICE OF COMMITTEE MEETINGS.....	III.C.....	7
NOTICE OF DISCIPLINE	X.B.....	26
NOTICE OF VACANCIES	XIV.A.....	37
NOTICE UNSATISFACTORY OF REPRIMAND.....	XII.B.....	32

O

ONLINE, COPY OF CONTRACT	VI.D.....	19
--------------------------------	-----------	----

P

PAYCHECK, DELIVERY	XIII.H.....	35
PAYMENT OF STEP	XVII.A.....	54
PAYROLL DATES	XIII.H.....	35
PAYROLL DEDUCTIONS	IV.F.....	14
PAYROLL ERRORS.....	XIII.H.....	35
PERFORMANCE IMPROVEMENT PLAN.....	XII.C.....	33
PERSONAL LEAVE CHARGED TO SICK	XV.E.....	44
PERSONAL LEAVE, DEFINITION (SICK)	XV.E.....	44
PERSONAL LEAVE, NOTIFICATION	XV.E.....	44
PERSONAL LEAVE, NUMBER OF DAYS	XV.E.....	44
PERSONAL LEAVE, REASON	XV.E.....	44
PERSONAL LEAVE WITHOUT PAY, DEFINITION	XV.I.....	46
PERSONAL PROPERTY, VANDALISM.....	V.E.....	16
PERSONNEL FILE, COMPLAINTS.....	VIII.A.....	23
PERSONNEL FILE, CONTENTS	VIII.A.....	23
PERSONNEL FILE, COPIES OF	VIII.A.....	23
PERSONNEL FILE, INSPECTION	VIII.A.....	23
PLAN DOCUMENT CHANGES, FRINGE BENEFITS.....	XVI.C.....	52
POLITICAL ACTIVITY	V.A.....	16
PRINCIPAL'S RESPONSIBILITY, EVALUATION	XII.A.....	32
PRIVATE LIFE.....	V.B.....	16
PROFESSIONAL COMPENSATION.....	XVII.A.....	54
• DEVELOPMENT DAY.....	XIII.L.....	36
• DEVELOPMENT PLAN.....	XIV.H.....	40
PROFESSIONAL HOURLY RATE, CALCULATION	XIII.F.....	34
PROGRESSIVE DISCIPLINE.....	X.B.....	26
PUBLIC DOCUMENTS.....	IV.C.....	14

R

RECOGNITION AND DEFINITIONS	I.B.....	6
REDUCTION IN FORCE	XIV.F.....	39
REDUCTION IN FORCE, ACCEPT RECALL	XIV.G.....	39
REDUCTION IN FORCE, CRITERIA	XIV.F.....	39
REDUCTION IN FORCE, NOTIFICATION	XIV.G.....	39
REDUCTION IN FORCE, RECALL RIGHTS	XIV.G.....	39
REDUCTION IN FORCE, RETIRING EMPLOYEES.....	XIV.G.....	39
REIMBURSEMENT FOR DAMAGE	V.E.....	16
REPRESENTATION, ASSOCIATION	IX.....	25
REPRESENTATION, NOTICE OF DISCIPLINE	X.F.....	28
REPRIMAND	X.B.....	26
RESIGNATIONS	XIV.B.....	51
RETIREMENT, INSURANCE	XVI.D.....	52
RETIREMENT, TERMINAL PAY	XVI.A.....	51
RIGHTS, EMPLOYEE	V.....	16

S

SAFETY SHOES	II.H.....	9
SAFETY HAZARDS	II.C.....	7
SALARY AND FRINGE BENEFITS SIGNATURE PAGE.....		70
SALARY CRITERIA	XVII.A.....	54
SALARY CRITERIA, EXPERIENCE VERIFICATION	XVII.A.....	54
SALARY CRITERIA, MILITARY EXPERIENCE	XVII.A.....	54
SALARY CRITERIA, WORK EXPERIENCE	XVII.A.....	54
SALARY SCHEDULES.....	APPENDIX D.....	86
SCHEDULES.....	XIII.A.....	34
SCHEDULING VARIATIONS	XIII.C.....	34
SCHOOL YEAR, LENGTH OF.....	XIII.B.....	34
SERVICE BEYOND THE REGULAR WORKING DAY	XIII.G.....	34
SHORT TERM CONTRACT.....	VI.B.....	29
SICK LEAVE.....	XV.B.....	41
SICK LEAVE, ACCUMULATION	XV.B.....	41
SICK LEAVE, CARRY-OVER.....	XV.B.....	41
SICK LEAVE, NUMBER OF DAYS	XV.B.....	41
SICK LEAVE, REINSTATED.....	XV.B.....	41
SICK LEAVE, SHELTERED AT RETIREMENT	XVI.A.....	51
SICK LEAVE, TRANSFERRED.....	XVI.A.....	51
SICK LEAVE, UNUSED.....	XVI.A.....	51
SICK LEAVE, USED FOR.....	XVI.A.....	51
SICK LEAVE BANK.....	XV.C.....	42
STRIKES.....	III.D.....	12
SUBSTITUTE TEACHER DUTY.....	XIII.J.....	36
SUPPLEMENTS.....	APPENDIX E.....	95
SUSPENSION.....	X.K., X.B.....	28, 26

T

TELEPHONE USE.....	II.B.....	7
TEMPORARY DUTY ASSIGNMENT	XV.P.....	49
TERM OF CONTRACT.....	XVIII.A.....	54
TERMINAL PAY.....	XVI.A.....	51
TRANSFERS.....	XIV.C.....	37
TRANSFERS AND ALLOCATION REDUCTION	XIV.D.....	38
TRANSFERS, CHARTER SCHOOLS	XIV.E., XV.M.....	38, 48

U

UNIT DEFINITION	I.A.....	5
-----------------------	----------	---

V

VACANCIES, TRANSFERS, REDUCTIONS XIV. 51
VACANCIES..... XIV.A..... 51
VACATION XV.K..... 47
VANDALISM, PERSONAL PROPERTY..... X.E..... 27
VERBAL REPRIMANDS..... X.C..... 27
VISION PLAN XVI.D..... 52

W

WORK EXPERIENCE, SALARY ADJUSTMENT XVII.A..... 54
WORKING DAY, LENGTH..... XIII.A..... 34
WORKSHOPS/ IN-SERVICE..... XV.P..... 50
WORKSHOPS/ IN-SERVICE, MANDATORY II.C., XV.P. 7, 50

X, Y, Z

N/ A N/ A N/ A

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The School District also provides access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boy Scouts of America Equal Access Act.

Applicants/ individuals with disabilities requesting accommodations under the Americans with Disabilities Act (ADA) may call the District's ADA Office at 407-870-4800 for assistance.

Questions, complaints, or requests for additional information regarding discrimination or harassment may be sent to:

Tammy Cope-Otterson, Chief Human Resources Officer
The School District of Osceola County
Department of Human Resources Administrative Services
799 Bill Beck Boulevard
Kissimmee, FL 34744
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