

ADMINISTRATOR SALARY SCHEDULE



CONTRACT

FY24 (2023-2024 School Year)

FY25 (2024-2025 School Year)

FY26 (2025-2026 School Year)

November 2023

TABLE OF CONTENTS

PREAMBLE	i
DEFINITIONS	ii
ARTICLE 1 - PARTIES	1
ARTICLE 2 - RIGHTS, PRIVILEGES, RESPONSIBILITIES	2
ARTICLE 3 - (BLANK)	3
ARTICLE 4 - (BLANK)	4
ARTICLE 5 - GENERAL EMPLOYMENT PRACTICES	5
ARTICLE 6 - WORKING CONDITIONS	13
ARTICLE 7 - WORK SCHEDULE	17
ARTICLE 8 - PERFORMANCE EVALUATION	19
ARTICLE 9 - DISCIPLINARY PROCEDURES	22
ARTICLE 10 - COMPENSATION	25
ARTICLE 11 - BENEFITS	32
ARTICLE 12 - LEAVE	35
ARTICLE 13 - PARTICIPATORY DECISION-MAKING	49
ARTICLE 14 - PROFESSIONAL DEVELOPMENT	52
ARTICLE 15 - DURATION AND ACCEPTANCE	55
Administrator Positions (Regular)	Appendix A
Administrator Positions (Supplemental)	Appendix B
Administrator Pay Scale	Appendix C

PREAMBLE

1 The Administrator Salary Schedule includes the terms of employment for all
2 administrators. The Administrator Salary Schedule is an employment agreement
3 entered into by The School Board of Lee County and administrators who serve the
4 students of The School District of Lee County. The purpose of the Administrator
5 Salary Schedule is to promote a harmonious relationship between employees and
6 their employer, to establish equitable procedures for resolution of differences, and
7 to memorialize specified terms of employment. The Administrator Salary Schedule is
8 a living document that through unilateral presentment can be modified to ensure
9 responsiveness to the educational needs of our community without interruption to
10 educational programs. The School District of Lee County prides itself on the positive
11 relationship that has been built with all employees and seeks to continue this positive
12 relationship through open, honest, and regular communication.

DEFINITIONS

1 **(1) EMPLOYEE:** The term “employee” shall refer only to employees covered by these
2 terms of employment.

3 **(a) Regular Employee:** Employees directly employed by the District to fill a
4 position that is expected to last more than one year.

5 **(b) Casual Employee:** Employees hired by the District to fill a short-term
6 assignment, in order to meet a need that is related to the completion of a
7 specific project or to address a peak workload, including employees hired for
8 intermittent (irregular) or seasonal (recurring annually) work schedules.
9

10 **(2) BOARD:** The School Board of Lee County, Florida or its duly authorized
11 representative(s).
12

13 **(3) SUPERINTENDENT:** The Superintendent of Schools for Lee County, Florida, or
14 their designated representative(s).
15

16 **(4) SUPERVISOR:** Superintendent or their designee; designated administrator.
17

18 **(5) DAYS:** All references in these terms of employment to days shall refer to calendar
19 days except when specified otherwise.
20

21 **(6) WORKPLACE:** “Workplace” is defined as the site for the performance of work done
22 in connection with the duties of an employee of The School District of Lee County.
23 That term includes any place where the work of the School District is performed,
24 including a school building or other school premises; any school-owned vehicle or
25 any other school-approved vehicle used to transport students to and from school or
26 school activities; and off school property during any school-sponsored or school-
27 approved activity, event or function (such as a field trip, workshop, or athletic event).
28 The workplace does not include duty-free time at conventions or workshops at which
29 students are not present.

ARTICLE 1 – PARTIES

- 1 **1.01** - These terms of employment are unilaterally presented by the School Board of
- 2 Lee County, also referred to as the District, and contains the terms of employment
- 3 for all full-time or part-time administrators employed by The School District of Lee
- 4 County, Florida, unless otherwise stated herein.

ARTICLE 2 – RIGHTS, PRIVILEGES, AND RESPONSIBILITIES

2.01 - EMPLOYEES

(1) Non-Discrimination: The Articles of these terms of employment shall apply to all employees without regard to race, color, religion, sex, sexual orientation, national or ethnic origin, marital status, pregnancy, political affiliation, age, creed, gender identity or expression, disability if otherwise qualified, or any other unlawful factor.

(2) Duty to Self-Report: Each employee shall self-report to the District’s Department of Professional Standards and Equity, within two business days, any arrests and/or charges involving the abuse of a child or the sale and/or possession of a controlled substance. Such notice shall not be considered an admission of guilt. In addition, each employee shall self-report any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilty or Nolo Contendere (No Contest) for any criminal offense other than a minor traffic violation within two business days after the final judgment. Employees, who regularly or incidentally operate District vehicles shall, as soon as they become aware, notify their supervisor of any moving violation, suspension or revocation of their driver’s license. Failure to comply with any article may be cause for appropriate disciplinary action, up to and including termination.

(3) Personal Freedom: The District will respect the rights of employees and allow the free expression of political preference, including the support of candidates for office, provided such activities take place on an employee’s personal time away from District premises, do not directly impede the District’s ability to provide services to students, and do not violate any local, state, or federal laws.

(4) Academic Freedom: In accordance with Florida Statute and School Board Policy, the District will respect the rights of employees related to academic freedom, which the parties agree is a cornerstone of scholarly inquiry. The District is committed to high academic standards for all students and will work to support the autonomy of educational professionals in the delivery of instruction.

2.02 - MANAGEMENT: The Board hereby retains and reserves to itself, the Superintendent and appropriate supervisors the right to unilaterally determine its purposes, set standards of services, and exercise control and discretion over its organization and operations.

ARTICLE 3 – (BLANK)

- 1 **3.01** – This article intentionally left blank.

ARTICLE 4 – (BLANK)

- 1 **4.01** – This article intentionally left blank.

ARTICLE 5 – GENERAL EMPLOYMENT PRACTICES

5.01 - STATUS AND REAPPOINTMENT

(1) Regular Employees: Regular employees serve a probationary period and are eligible for promotion, reassignment, or transfers to other positions, provided they meet the requirements stated in the appropriate contract or salary schedule. Regular employees are compensated according to the appropriate salary schedule and are entitled to benefits, provided they meet all requirements for eligibility.

(a) Probationary Contract: All regular employees shall have probationary contract status for a period of twelve (12) months from their date of initial employment. Employees with probationary contract status may be terminated at any time without cause.

(b) Annual Contract: Employees who are recommended for reappointment shall have annual contract status until the completion of the fiscal year. Employees with annual contract status may be terminated at the end of the fiscal year without cause.

(c) Reappointment Recommendation: Administrators are encouraged to recommend the reappointment of employees with probationary contract or annual contract status who have demonstrated positive performance. Evidence of positive performance may include, but is not limited to:

(1) Professional Development: Completion of appropriate professional development.

(2) Certification/Licensure: Obtaining or maintaining professional certification or licensure.

(3) Experience: Years of District service or years of related work experience.

(4) Participation: As measured by positive attendance, responsiveness to the school community, or participation in programs that encourage student achievement and contribute to staff or student morale.

(5) Mentoring: Participation in programs involving the formal mentoring of other employees.

(6) Performance: As measured by positive student performance data, a history of positive final performance evaluations, or the absence of disciplinary documentation.

(d) Non-Reappointment Recommendation – Non-Reviewable: The District will not review recommendations for non-reappointment of employees on the Administrator Salary Schedule.

1 **5.02 – SENIORITY:** Seniority is based upon length of service to the District as a regular
2 employee and will be measured in non-consecutive years and months. Any tie in
3 seniority shall be decided at the discretion of the District
4

5 **5.03 – TRANSFER:** In accordance with School Board Policy, employees may be
6 transferred in response to financial needs, student needs, employee discipline,
7 resolution of workplace civility concerns, and conflicts of interests.
8

9 **(1) Voluntary:** Employees may request a voluntary transfer by applying for a vacant
10 position at another worksite.
11

12 **(2) Involuntary:** If possible, transfers shall be made on a voluntary basis. Employees
13 may be involuntarily transferred in order to ensure the correct and proper operation
14 of the District.

15 **(a) Process:** No involuntary transfer will be made without the immediate
16 supervisor meeting with the employee first. The immediate supervisor shall
17 provide the employee with the rationale for the involuntary transfer and shall
18 offer the employee the opportunity to request support and assistance.
19 Requests for support and assistance shall be responded to in a timely manner.
20 Immediate supervisors will make every effort to approve reasonable requests
21 for support and assistance. Involuntary transfers will occur prior to the start
22 of the pre-school week or start of the second semester, if possible. All requests
23 and responses shall be made in writing or memorialized by the immediate
24 supervisor and shared with the employee.

25 **(b) Employee Refusal:** If an employee refuses to accept an involuntary
26 transfer, the refusal shall constitute a resignation by the employee.
27

28 **(3) Reassignment:** A reassignment of duties at the same worksite is not a transfer
29

30 **5.04 –** This article intentionally left blank.
31

32 **5.05 – ASSIGNMENT OF DUTIES** 33

34 **(1) Job Description:** It is essential for individual accountability that all employees are
35 fully aware of the duties and responsibilities of their position. Therefore, the District
36 will adopt, review, revise, and delete job descriptions for bargaining unit positions.
37 Job descriptions shall be brief, factual, and generically descriptive. All approved job
38 descriptions will be posted on the District website.

39 **(a) Review:** The District will review job descriptions regularly to ensure they

1 accurately reflect expectations for the position. Human Resources may
2 provide the Association with draft copies of job descriptions in order to seek
3 input from employees. An employee or immediate supervisor may
4 recommend Human Resources review of a job description.

5 **(b) Immediate Supervisor Directives:** Nothing in a job description shall be
6 construed to provide an employee the right to refuse to follow directions given
7 by their immediate supervisor.

8 **(c) Instructional Supplements:** Assigned duties associated with Instructional
9 Supplement positions will not conflict with an employee's primary job duties,
10 work schedule, or hours.

11
12 **(2) Assigned Duties:**

13 **(a) Tentatively Assigned Duties:** Prior to the last day of school for students,
14 each employee shall be given a tentative assignment for the following school
15 year. Tentative assignments shall be given in writing and include information
16 such as school or worksite, grade level, department, course code and course
17 title, and any other relevant information to ensure the employee has the
18 opportunity to prepare themselves for the successful completion of assigned
19 duties.

20 **(b) Changes in Assigned Duties:**

21 **(1) Process:** An employee may request a change in assigned duties. No
22 change in assigned duties will be made without the immediate
23 supervisor meeting with the employee first. The immediate supervisor
24 shall provide the employee with the rationale for a change in
25 assignment and shall offer the employee the opportunity to request
26 support and assistance. Requests for support and assistance shall be
27 responded to in a timely manner. Immediate supervisors will make
28 every effort to approve reasonable requests for support and assistance.
29 Immediate supervisors should make changes prior to the start of the
30 pre-school week or start of the second semester, if possible. All requests
31 and responses shall be made in writing or memorialized by the
32 immediate supervisor and shared with the employee.

33 **(2) Temporary Reassignment:** If an employee is assigned to perform
34 all the essential functions and assigned duties of a position with a higher
35 regular rate of pay, the employee shall be paid at the higher rate.
36 Temporary reassignment to address a vacant position will be limited to
37 a duration of no more than six (6) months without written approval of
38 the Superintendent.

39 **(c) Mileage:** If an employee's assigned duties require the employee to leave

1 their primary work site on District business using their personal vehicle, the
2 District shall reimburse the employee for actual mileage and provide liability
3 insurance coverage as provided by the District's self-insurance plan. No
4 employee shall be required to use their personal vehicle for District business.

5 **(d) Temporary Duty:** An employee may make a written request for temporary
6 duty, consistent with Article 12. Immediate supervisors may assign Temporary
7 Duty and will ensure that all employees are given equitable opportunities for
8 job-related training.

9 **(e) New Assignments:** New assignments shall be advertised to employees at
10 the location first, before being advertised to internal or external applicants.
11

12 **(3) Substitute Employees:** Substitute employees support the efficient operation of
13 the District by supporting workforce morale and success. If no substitute is used
14 while an employee is absent, the absent employees' duties will not be assigned to
15 other employees unless they are reasonably related to that employee's regularly
16 assigned duties based upon their job description.
17

18 **(4) Internship Programs:** Internship programs support the efficient operation of the
19 District by providing advancement opportunities for current employees and
20 supporting workforce success. Current employees who serve as interns and who are
21 not promoted at the end of their internship shall be returned to a position
22 comparable to the position they held prior to serving as an intern.
23

24 **(5) Subcontractors:** Subcontractors support the efficient operation of the District by
25 supporting workforce morale and success. The District agrees to utilize
26 subcontractors only for a specific need or in case of an emergency.
27

28 **5.06 – EMPLOYMENT OPPORTUNITIES**

29

30 **(1) Advertising Vacancies:** A list of career opportunities shall be posted on the
31 District website for a minimum of five (5) consecutive workdays prior to filling a
32 vacant position.
33

34 **(2) Filling Vacancies:** If a vacant position exists, the applicant whose qualifications,
35 seniority, work experience, and interview responses are superior shall be offered the
36 position.
37

38 **(3) Internal Applicants:**

39 **(a) First Consideration:** Current employees of the District who apply for a

1 vacant position shall be given first consideration prior to external applicants.
2 **(b) Notice:** Current employees of the District who apply for a vacant position
3 shall receive timely notice of the immediate supervisor's hiring decision. If an
4 internal applicant is not selected to fill a vacant position, they may submit a
5 written request to meet with the immediate supervisor to discuss their
6 application and to receive constructive feedback on how to improve the
7 employee's chances for selection in the future.
8

9 **(4) Summer School Vacancies:** Vacant positions for summer school and summer
10 programs will be posted and filled in accordance with Article 5.06 and the Summer
11 School Handbook.
12

13 **(5) School-based Administrators:** The District will follow the Leadership Talent
14 Acquisition and Development (LTAD) Manual for employment opportunities for
15 school-based administrator positions.
16

17 **5.07 – AMERICANS WITH DISABILITIES ACT:** Any employee that believes that they
18 have a disability under the ADA may apply for a reasonable accommodation if the
19 employee deems such an accommodation necessary. The request will be reviewed
20 pursuant to the District's ADA review process. The decision and/or outcome of the
21 employee's application or request shall not be the subject of any grievance process,
22 but may be appealed pursuant to the District's ADA review process. Information
23 about the ADA, ADA accommodation request forms, and ADA medical certification
24 forms are posted on the District's website.
25

26 **5.08 – WORKER'S COMPENSATION**

27

28 **(1) Limited Duty:** Employees who have experienced a worker's compensation injury
29 and who have been evaluated and released by an approved physician as physically
30 able to return to work with specific limitations, will return to their job site upon
31 written authorization by the Insurance and Benefits Management. Specific work
32 limitation will be forwarded to the employee's supervisor from the treating physician.
33 The employee will remain in their job site, performing appropriate duties as
34 identified by their supervisor for a period of time agreed to by the employee and the
35 designated administrator. The employee will be evaluated by the physician as
36 necessary based on the course of treatment and, if not released for full duty, will be
37 returned for limited duty for a work period agreed to by the employee and the
38 designated administrator. At the completion of the second work period, if the
39 employee is not able to return to a full duty status, the employee will be evaluated

1 by the physician, principal/supervisor and the Insurance and Benefits Management
2 to determine the employee's status. Alternatives such as returning to worker's
3 compensation off-duty status, continuation of limited duty assignments, alternate
4 duty assignments, and/or other assignments will be reviewed with the employee.
5

6 **5.09 – VETERAN'S PREFERENCE:** Veteran's Preference shall be granted in accordance
7 with applicable state and federal laws. Nothing herein shall be construed to expand
8 any Veteran's Preference beyond the limits of applicable state and federal law.
9

10 **5.10 – PERSONNEL FILE**

11

12 **(1) Inspection:** Each employee has the right to review their personnel file. Review will
13 take place before or after the employee's workday or during their duty-free lunch,
14 unless the employee is on leave or in the presence of the person responsible for the
15 safekeeping of the personnel files. Employees may make a public records request for
16 their personnel file.
17

18 **(2) Response:** Each employee has the right to comment in writing concerning any
19 materials in their personnel record.
20

21 **5.11 –** This article left intentionally blank.
22

23 **5.12 – RESIGNATION AND RETIREMENT:** In accordance with School Board Policy
24 (Resignation), employees shall be required to submit their resignation in writing,
25 addressed to the Superintendent, to their Immediate Supervisor or Human
26 Resources stating the reason for the resignation, and the desired effective date.
27 Employees are required to provide two-week notice of their resignation or retirement
28 in order to avoid the disruption of the educational environment. Consideration will
29 be given in situations where an employee's resignation is related to illness, injury, or
30 death of the employee, a family member, or close relative.
31

32 **(1) Reporting:** Immediate Supervisors must report the resignation or retirement of
33 an employee to Human Resources at least five (5) days prior to the employee's last
34 day of employment. Employees who fail to report to work for three (3) consecutive
35 days without communicating with their immediate supervisor may be subject to
36 disciplinary action up to and including termination. Immediate Supervisors must
37 report suspected cases of job abandonment after no less than ten (10) consecutive
38 days of an employee's absence. Immediate Supervisors must submit a resignation

1 letter and Personnel Action Form (PAF) or job abandonment letter and PAF in order
2 for a report to be sufficient.

3
4 **(2) Rescission:** Only the Superintendent may grant an employee's request to rescind
5 their resignation. If the Superintendent denies an employee's request to rescind their
6 resignation, the resignation will be effective on the employee's desired effective date.

7
8 **(3) Retention:** Human Resources will work with employees to support retention.
9 Employees are encouraged to review Career Opportunities prior to resigning. Limited
10 opportunities for transfer may exist, however employees may request to meet with
11 Recruitment to discuss potential Career Opportunities. Employees are also
12 encouraged to make use of Family Medical Leave Act (FMLA) and Americans with
13 Disabilities Act (ADA) requests process, if applicable.

14
15 **(4) Rehire:** Employees who do not provide two-week notice may be placed on a "do
16 not hire" list and will not be eligible for rehire by the District for a period of no less
17 than one (1) year. Employees who resign during the pendency of a disciplinary
18 investigation or who abandon their position will not be eligible for rehire. Employees
19 who owe the District money at the time of their resignation will not be eligible for
20 rehire until they have arranged for repayment of any overpayments or they have
21 received a written release from the District.

22
23 **(5) Reference:** Employees who do not provide two-week notice may have this
24 information provided to a future employer as part of a reference check.

25
26 **(6) Exit Meeting:** Employees may request an Exit Meeting with the direct supervisor
27 of their Immediate Supervisor. If such a request is not granted, the employee may
28 communicate this to Human Resources and alternative arrangements will be made.

29
30 **(7) Exit Survey:** Employees will receive an electronic exit survey, which is anonymous
31 and does not require the disclosure of identifying information beyond proof of
32 employment. Exit surveys will be sent to employees automatically and may be sent
33 to an employee's personal email address, if requested.

34
35 **(8) Forwarding Address:** Employees are encouraged to provide the District with
36 updated contact information, including a forwarding address, if appropriate. This
37 information is requested to ensure the timely resolution of incidents related to
38 resignation and retirement, including updates to contact information for benefits
39 administered by third-party vendors.

1
2 **(9) Final Paycheck and Terminal Pay:** The District will issue employees a final
3 paycheck, including eligible terminal pay, as soon after the employee's
4 resignation/retirement as possible. Terminal pay will be issued in accordance with
5 Article 12.05(8). Employees will be notified of the need for any paycheck adjustments
6 prior to the issuance of a final paycheck.

ARTICLE 6 – WORKING CONDITIONS

6.01 - PHYSICAL FACILITIES

(1) Safe and Secure Conditions: Adequate, clean, safe and sanitary working conditions shall be provided for all employees. No employee shall be required to work in conditions that are not safe or secure or perform tasks which endanger health and safety. The site supervisor or principal shall, in consultation with the Safety & Security Department whenever possible, make an initial determination as to whether an unsafe working condition exists.

(2) Reporting Unsafe Conditions: An employee who becomes aware of an unsafe or dangerous working condition shall immediately report the situation to the site administrator. A Safety/Security Deficiency Form shall be provided to employees either in an electronic file or by hardcopy, for reporting purposes and shall be located in an easy to find location on the District website. The supervisor shall investigate the report and initiate whatever corrective action they deem appropriate with consultation and notice given to the Safety & Security Department. If the employee believes that the condition has not been corrected, they may report it to the School or Site Safety/Security Committee in writing on the Safety/Security Deficiency Form. All hard copies of the Safety/Security Deficiency Form shall be directed to the Safety & Security Department and a copy of the report shall be maintained by the site administrator.

(3) Safety/Security Equipment: The District will determine proper and necessary safety and security equipment and devices for employees. An employee who fails to use safety or security equipment as directed may be subject to discipline.

6.02 – PROTECTION OF PERSON

(1) Injury: The Board assures employees of its support when employees have followed the laws and regulations of the State and the policies of the Board in carrying out their responsibility. An employee involved in injury shall immediately report same to the supervisor and thereafter make such written reports as necessary to comply with Board policy.

(2) Workplace Civility: Employees shall not engage in speech, conduct, behavior (verbal or nonverbal), or commit any act of any type that is reasonably interpreted as abusive, profane, intolerant, menacing, intimidating, threatening, or harassing

1 against any person in the workplace.

2
3 **(3) Harassment or Discrimination:** The District is committed to ensuring equity in
4 school programs and employment practices. The District prohibits harassment and
5 discrimination as provided in Florida Statute 100.05 and School Board Policy.
6 Employees who feel they have been harassed or discriminated against are
7 encouraged to submit a complaint in accordance with board policy.

8
9 **(4) Nursing Mothers:** Protections shall be granted to nursing mothers in accordance
10 with applicable state and federal laws, including Section 7 of the Fair Labor Standards
11 Act. Nursing mothers will be provided with reasonable break time to express breast
12 milk for one year after a child's birth. The District will provide a place, other than a
13 bathroom, that is shielded from view and free from intrusion by co-workers and the
14 public, which may be used by an employee to express breastmilk. Employees must
15 keep their immediate supervisor informed of their needs so that appropriate
16 accommodations can be made with minimal disruption to the employee and the
17 worksite. Nursing mothers who feel they have been denied appropriate
18 accommodations are encouraged to contact Human Resources. Nothing herein shall
19 be construed to expand these protections beyond the limits of applicable state and
20 federal law.

21
22 **(5) Domestic or Sexual Violence:** Protections shall be granted to employees who
23 are victims of domestic or sexual violence in accordance with Florida Statute 743.313.
24 Employees will be provided with leave in accordance with Article 12. The District will
25 ensure that related public records exemptions are provided, may refer reported
26 cases to the appropriate Threat Assessment Team for review, and will allow
27 employees to request a temporary transfer or reassignment. Employees must keep
28 their immediate supervisor informed of their needs so that appropriate
29 accommodations can be made with minimal disruption to the employee and the
30 worksite. Employees who feel they have been denied appropriate accommodations
31 are encouraged to contact Human Resources. Nothing herein shall be construed to
32 expand these protections beyond the limits of applicable state and federal law.

33
34 **6.03 - PROTECTION OF PERSONAL PROPERTY:** The Board shall reimburse
35 employees for loss or damage to personal property that occurs during the discharge
36 of assigned duties provided the employee timely submits the appropriate
37 documentation to Insurance & Benefits Management and the loss or damage
38 qualifies under the District's Property/Casualty Loss Program guidelines. The District
39 reserves the right to establish a maximum reimbursement amount.

1 **6.04 – ALCOHOL, TOBACCO, AND DRUG-FREE WORKPLACE:** No employee shall
2 possess, consume, or sell alcoholic beverages or manufacture, distribute, dispense,
3 possess, or use on the job or in the workplace, any narcotic, drug, amphetamine,
4 barbiturate, marijuana or any other controlled substance, as defined in the
5 Controlled Substances Act (21 U.S.C. 812), and as further defined by regulations at
6 21 CFR 1300.11 through 1300.15, or by Florida Statutes, Chapter 893.

7
8 **(1) Notice of Arrest:** As a condition of employment, each employee shall abide by
9 the terms of this article and notify the appropriate director, principal, or supervisor
10 of any criminal drug statute conviction for a violation occurring on the premises of
11 the District, at the workplace, or during the conduct of any official activity related to
12 the District no later than five (5) days after conviction.

13
14 **(2) Notice of Conviction:** The District shall take one or more of the following actions
15 within thirty (30) days of receiving such notice, with respect to any employee who is
16 so convicted:

17 **(a) Program Participation:** Require such an employee to participate
18 satisfactorily in a drug abuse assistance or rehabilitation program approved
19 for such purposes by a federal, state, or local health, law enforcement or other
20 appropriate agency.

21 **(b) Failure to Participate:** If the employee fails to participate satisfactorily in
22 a drug abuse assistance or rehabilitation program, the District will
23 recommend non-reappointment, suspend, or terminate the employee

24 **(c) Other Personnel Action:** Take other appropriate personnel action up to
25 and including termination.

26
27 **(3) Alcohol, Tobacco, or Drug Testing:** All alcohol, tobacco, or drug testing shall be
28 conducted in accordance with District policy and procedures.

29 **(a) Mandatory:** Safety sensitive positions, including those defined by the US
30 Department of Transportation standards, may be required to submit to
31 alcohol, tobacco, or drug testing on a random basis.

32 **(b) Reasonable Suspicion:** No employee shall be required to submit to drug
33 or alcohol testing without reasonable suspicion, except as otherwise required
34 by law, Board policy, or these terms of employment. All drug and alcohol
35 testing shall be conducted in accordance with District policy and procedures
36 for drug and alcohol testing.

37
38 **(4) Exemptions:**

39 **(a) Prescription Drugs:** If performing assigned duties that require the

1 dispensation of prescribed drugs, employees are exempt from the
2 requirements of this article while performing those assigned duties.
3 Employees who have been prescribed drugs are exempt from the
4 requirements of this article, if the prescription drugs are appropriately labelled
5 and stored in a secure area that prevents students or others from accessing
6 them.

7 **(b) Confiscation:** If performing assigned duties that require the confiscation
8 of alcoholic, tobacco, or drugs, employees are exempt from the requirements
9 of this article while performing those assigned duties. If performing assigned
10 duties that require the confiscation of alcoholic, tobacco, or drugs, employees
11 must follow appropriate guidelines for maintaining and documenting chain of
12 custody and surrendering possession to the appropriate law enforcement
13 agency. Guidelines for confiscation apply to alcohol, tobacco, or drug related
14 equipment and paraphernalia.
15

16 **(5) Employee Assistance Program:** Employee assistance will be available through
17 Human Resources and the Employee Assistance Program (EAP).
18

19 **(6) Last Chance Agreement:** A first-time Alcohol, Tobacco, and Drug-Free Workplace
20 violation will result in an offer of a Last Chance Agreement (LCA) to the employee, a
21 letter of reprimand (LOR), and/or mandatory referral to EAP, except in cases where
22 aggravating factors exist. Aggravating factors may include any conduct that would be
23 independent grounds for disciplinary action.
24

25 **6.05 – DRESS CODE:** In order to model appropriate behavior for students, employees
26 are expected to present themselves in a professional manner at all times, in terms
27 of dress and appearance. Employee dress and appearance shall not disrupt the
28 educational environment or worksite.

ARTICLE 7 – WORK SCHEDULE

1 **7.01 - WORK DAY:** It is the mutual interest of the parties to standardize the hours of
2 employees, where practicable.
3

4 **(1) Recording Hours:** Each work site will establish an accurate method to document
5 employee work time and attendance. The supervisor of the work site will notify
6 employees of the method and procedure for documenting work time and
7 attendance.
8

9 **7.02 – WORK WEEK:** The work week shall be from Saturday 12:01 a.m. to Friday 12:00
10 midnight.
11

12 **7.03 – WORK YEAR:** The standard work year shall be listed by position in the salary
13 schedule.
14

15 **7.04 – CHANGES IN SCHEDULE:** 16

17 **(1) Permanent:** If it is necessary to permanently change the schedule of employees
18 in a job classification at a work site, employees will be given advance notice when
19 practical.
20

21 **(2) Temporary:** If it is necessary to temporarily change the schedule of employees in
22 a job classification at a work site, employees will be given advance notice when
23 practical.
24

25 **(3) Emergency Schedule Change:** In the event of an emergency or other unusual
26 circumstance as determined by the principal or immediate supervisor, an employee's
27 work schedule may be temporarily changed. In situations affecting more than one
28 worksite or department or more than approximately fifty (50) employees, the District
29 will notify employees of the change in schedule as far in advance as possible.
30 However, undue hardship on an employee will be dealt with on a case-by-case basis.
31

32 **(4) Make-Up Due to Suspended Operations or Declared Emergency:** If possible,
33 employees will be notified prior to the beginning of the workday when it is necessary
34 to close schools as a result of a hurricane or other declared emergency. Failure to
35 make up missed time during the scheduled work year or use appropriate leave on
36 make-up days will result in a loss of corresponding wages, with pay to be deducted
37 from the employee's paycheck for time missed. If an employee terminates

1 employment prior to the end of the work year, pay will be deducted from their final
2 paycheck. The District will prepare a schedule for make-up of missed days to be
3 provided to employees as soon as possible following a return to work. The District
4 reserves the right to waive make-up time.

5
6 **7.05 – HOLIDAYS:** All full-time, regular employees shall receive the following paid
7 holidays each year: Independence Day, Labor Day, Thanksgiving (Thursday and
8 Friday), Good Friday, and Memorial Day. Employees who work twelve (12) months
9 per year shall receive six consecutive workdays' winter vacation. Two of these days
10 shall be Christmas Day and New Year's Day. Employees shall only be paid for holidays
11 that occur during their work year. Employees who work less than twelve (12) months
12 shall receive the following paid holidays: Labor Day, Thanksgiving (Thursday and
13 Friday), Presidents' Day, Good Friday, and Memorial Day.

14
15 **7.06 – VACATION:** All employees working a twelve-month schedule are eligible for
16 vacation time.

17
18 **(1) Accrual:**

Years	Accrual (per month)	Accrual (per year)
Less than 5 Years	1.00 day	12.00 days
5 to 9 Years	1.25 days	15.00 days
10 or More Years	1.50 days	18.00 days

ARTICLE 8 – PERFORMANCE EVALUATION

1 **8.01 - NOTICE:** The District believes that a highly engaged workforce is dependent
2 upon timely and meaningful feedback on employee performance. In order to ensure
3 meaningful feedback is provided, employees will have input into the development of
4 the performance evaluation instrument. All regular employees will receive a formal
5 performance evaluation at least once during each fiscal year. Immediate supervisors
6 will provide employees notice of the procedures used for performance evaluation
7 prior to the end of the first quarter for students.
8

9 **(1) Immediate Supervisor:** Performance Evaluations must be completed by an
10 immediate supervisor with working knowledge of the employee’s assigned duties,
11 performance standards for the employee’s position, and direct knowledge of the
12 employee’s performance for a period of no less than thirty (30) consecutive days.
13 Employees must receive written notice of the immediate supervisor responsible for
14 completing their performance evaluation prior to the end of the first quarter for
15 students and of any change in immediate supervisor from that point forward.
16

17 **(2) Confidentiality:** In accordance with Florida Statute 1012.31, performance
18 evaluations are confidential and are not subject to public records requests for one
19 school year after their completion. Performance Evaluation related conferences
20 must be conducted privately and Immediate Supervisors must protect the
21 confidentiality of performance evaluation related documentation as sensitive
22 employment information. Only the employee, the immediate supervisor, and other
23 District staff with a legitimate business interest may inspect an employee’s
24 performance evaluation.
25

26 **(3) Procedure:**

27 **(a) Walk-throughs and Observations:** Immediate Supervisors may conduct
28 walk-throughs or observations of an employee’s performance of assigned
29 duties without the need for formal documentation. If formally documented,
30 the employee shall be provided a copy of documentation.

31 **(b) Manager’s Rating:** Immediate Supervisors must provide employees with
32 copies of all documentation no less than ten (10) days prior to submitting a
33 Manager’s Rating for the employee to review. Supporting documentation or
34 evidence must be provided for an evaluation rating of Needs
35 Improvement/Developing or Unsatisfactory.

36 **(c) Employee Comment:** If the employee disagrees with the performance
37 assessment, they may submit comments on the performance assessment.

1 **(d) Employee Acknowledgement:** After discussion of the performance
2 assessment, the employee shall acknowledge the performance assessment,
3 indicating that they have been shown the report and that it has been discussed
4 with them by the assessor.

5 **(e) Final Performance Evaluation and Recommended Reappointment**
6 **Status:** If an investigation into allegations of misconduct may produce
7 evidence of poor performance and is not expected to be completed until after
8 May 10, the immediate supervisor must notify the employee of the pendency
9 of the investigation by May 10. If an investigation into allegations of
10 misconduct is initiated on or after May 10, the employee must be notified upon
11 the opening of a site or district-based investigation. Evidence obtained after
12 May 10 may be grounds for reconsideration of the Manager's Rating or the
13 Immediate Supervisor's recommended reappointment status. Employees
14 must be notified of changes made to performance evaluations or
15 recommended reappointment status prior to the end of the fiscal year and
16 provided the opportunity to review, respond to, and acknowledge receipt of
17 the change.
18

19 **8.02 - EVIDENCE:** Immediate supervisors are responsible for providing employees
20 with evidence to support performance evaluation ratings of less than effective. If an
21 evaluation includes a "Needs Improvement/Developing" or "Unsatisfactory" rating or
22 a comment regarding less than effective performance, the supervisor must provide
23 evidence that the employee has been counseled prior to the evaluation in the area
24 receiving the less than effective rating or has been counseled in the same
25 performance area of the stated comment.
26

27 **8.03 - ASSISTANCE:** In order to support the retention of a highly skilled and engaged
28 workforce, the District will provide employees with support in the attainment of
29 Highly Effective ratings. Immediate Supervisors may support employees by aiding in
30 the development of an individualized performance plan, providing job embedded
31 training opportunities, or by responding to other requests for assistance that an
32 Immediate Supervisor determines can be reasonably provided.
33

34 **8.04 - TIMELINE:**

35
36 **(1) Final Performance Evaluation:** Final Performance Evaluation ratings shall be
37 made by no later than June 20. Each employee shall be given a copy of their
38 performance evaluation within ten (10) calendar days after completion, but not later
39 than June 20. Additional performance assessments completed after June 20 will be
40 given to each employee within ten (10) calendar days after completion. Evaluations

1 may be submitted earlier, provided the Immediate Supervisor has provided the
2 employee with their recommended reappointment status and allowed them the
3 opportunity to request a Post Evaluation Conference.
4

5 **(2) Recommended Reappointment Status:** Employees with Probationary Contract
6 status or Annual Contract status must be notified of their recommended
7 reappointment status by no later than May 10. Recommended reappointment status
8 may be provided to an employee earlier.

ARTICLE 9 – DISCIPLINARY PROCEDURES

1 **9.01 – PROCEDURE:** All employee investigations shall be conducted in a fair and
2 objective manner. Materials and information regarding the investigation shall be
3 relevant to the subject of the investigation and reasonable in scope. Material and
4 information shall remain confidential until the conclusion of the investigation and
5 appropriate notice is provided to the employee that is the subject of the
6 investigation.
7

8 **(1) Site-Based Investigation:** Allegations of employee misconduct or unsatisfactory
9 job performance shall be reviewed by the designated administrator. During the
10 investigation, the District may temporarily reassign the employee. The employee
11 shall be provided an opportunity to be heard regarding all allegations at a meeting
12 with the designated administrator.
13

14 **(2) District-Based Investigation:** Professional Standards & Equity may initiate an
15 investigation at the request of the designated administrator or Superintendent in
16 response to allegations of employee misconduct or unsatisfactory job performance
17 that may result in suspension without pay or termination of employment. During the
18 investigation the District may temporarily reassign the employee.
19

20 **(3) Administrative Reassignment or Suspension:** In accordance with Florida
21 Statute 1012.769, if an allegation of misconduct involves the health, safety, or welfare
22 of a student, the District must immediately suspend the employee from regularly
23 assigned duties, with pay, and reassign the employee to a position that does not
24 require direct contact with students. Employees may be suspended or reassigned
25 pending the outcome of an investigation for allegations not involving the health,
26 safety, or welfare of a student. Suspension or reassignment pending the outcome of
27 an investigation shall continue until an outcome has been rendered by the District
28 and shall not be subject to any grievance procedure.
29

30 **(4) Right to Representation:** If an employee has a reasonable belief that discipline
31 or adverse consequences may result from a meeting with management, the
32 employee has the right to request representation from their choice of the following:
33 the employee's attorney or a co-worker that is subject to these terms of employment.
34 Management is not required to inform an employee of this right. It is the employee's
35 responsibility to know their rights and to request representation, if they desire
36 representation.

1 **(5) Pre-Determination Hearing:** Employees will be given at least two days written
2 notice, whenever possible, of a pre-determination hearing. Employees shall have the
3 right to representation and the employee may present relevant information in their
4 defense. Allegations will be reviewed at the pre-determination hearing and the
5 employee will be provided an opportunity to respond. After all information has been
6 considered, a disciplinary outcome will be rendered.
7

8 **(6) Progressive Discipline:** Disciplinary action shall be progressive in nature, when
9 appropriate, and may include, but is not limited to: no cause, conference summary,
10 written reprimand, last chance agreement, suspension, termination, reassignment,
11 retraining, or other assistance.
12

13 **(7) Probationary Period:** A new period of probation shall not be used as a form of
14 disciplinary action for an employee who has previously completed their probationary
15 period.
16

17 **(8) Use of Technology:** Email, audio and video recordings, cell phones, and other
18 forms of technology are common in the workplace and may be used in the course of
19 an investigation. The initial review of security camera footage or other technology for
20 the purpose of monitoring employee performance shall be conducted by the site-
21 based or school-based administrator and shall remain confidential during the
22 pendency of an investigation. All records will be provided to the employee as soon
23 as technologically feasible and in accordance with Florida Statute. If security camera
24 footage is evidence in an investigation of employee misconduct, the employee will
25 have the opportunity to inspect it prior to and/or during a pre-determination hearing.
26

27 **9.02 - OUTCOME:** Any disciplinary action taken while performing regularly assigned
28 duties or supplemental contract duties shall be only for just cause, as defined by
29 Florida Statute 1012.33. Employees with Annual Contract status who are
30 recommended for non-reappointment are not entitled to an appeal.
31

32 **(1) No Finding:** If an investigation results in no finding of just cause, written
33 documentation of no finding will be placed in the investigative file and a copy will be
34 provided to the employee. No finding of just cause is a non-disciplinary outcome and
35 shall not be place in the employee's personnel file.
36

37 **(2) Letter of Guidance:** If an investigation results in no finding of just cause, a Letter
38 of Guidance may be issued and will placed in the investigative file and a copy will be
39 provided to the employee. A Letter of Guidance is a non-disciplinary outcome that
40 may be issued to address allegations of potential misconduct, which are

1 unsubstantiated but could negatively impact an employee's professional standing. A
2 Letter of Guidance offers advice to the employee on conduct to moderate or monitor
3 in order to ensure the employee meets the high ethical standards of public
4 employment. A Letter of Guidance shall not be placed in the employee's personnel
5 file.
6

7 **(3) Administrative Notes:** Administrative Notes are any documentation of a
8 meeting that may result in disciplinary action, including but not limited to an
9 administrator's notes regarding a verbal warning.
10

11 **(4) Conference Summary:** A Conference Summary is a site-based or school-based
12 disciplinary document. Any Conference Summary shall be provided to the employee
13 and shall be signed by the employee for the sole purpose of indicating that the
14 employee has received a copy and has had an opportunity to discuss it with their
15 immediate supervisor. If the employee refuses to sign, the Conference Summary will
16 be provided to the employee and a copy will be placed in the employee's personnel
17 file indicating the employee refused to sign. Employees have the opportunity to
18 submit a written response, which will be attached to the Conference Summary.
19

20 **(5) Written Reprimand:** A Written Reprimand is disciplinary documentation that is
21 placed in an employee's personnel file. Any Written Reprimand shall be provided to
22 the employee and shall be signed by the employee for the sole purpose of indicating
23 that the employee has received a copy and has had an opportunity to discuss it with
24 their immediate supervisor. If the employee refuses to sign, the Written Reprimand
25 will be provided to the employee and a copy will be placed in the employee's
26 personnel file indicating that the employee refused to sign. Employees have the
27 opportunity to submit a written response, which will be placed in the employee's
28 personnel file.
29

30 **(6) Last Chance Agreement:** Last Chance Agreements shall be specific in nature and
31 when appropriate a duration will be specified.
32

33 **(7) Suspension:** The process for suspension without pay shall be governed by School
34 Board Policy.
35

36 **(8) Termination:** The process for termination shall be governed by School Board
37 Policy. Employees will receive written notice of a recommendation for termination,
38 which will include the reason for the recommendation. Employees shall be entitled
39 to a hearing before the Board.

ARTICLE 10 -COMPENSATION

1 **10.01 - EXPERIENCE CREDIT:** Effective July 1, 2022, experience credit shall be
2 determined as specified below. Documentation provided to Human Resources within
3 120 days of the employee's first day of employment will result in experience credit
4 being awarded retroactive to the employee's first day of employment. Failure to
5 provide such documentation within 120 days of the employee's first day of
6 employment will result in experience credit being granted from the date of
7 submission of the documentation. No experience credit shall be given for
8 documentation submitted more than two years from the employee's first day of
9 employment.

10
11 **(1) Starting Compensation:**

12 **(a) Market Rate:** Experience credit does not apply to positions on the Market
13 Rate Salary Schedule.

14 **(b) Grade/Step:** The first step of each pay grade shall be considered the
15 minimum base salary for administrators.

16
17 **(2) Change in Position:** If an employee changes positions, the employee may be
18 eligible to receive additional experience credit for verified work experience up to the
19 maximum amount of experience credit allowed for initial employment.

20 **(a) Grade/Step to Market Rate:** Employees who are on the Grade/Step Salary
21 Schedule that are hired into positions on the Market Rate Salary Schedule will
22 be paid at the Market Rate.

23 **(b) Market Rate to Grade/Step:** Employees who are on the Market Rate
24 Salary Schedule that are hired into positions on the Grade/Step Salary
25 Schedule will be paid based upon verified work experience or their last step
26 on record with the District, whichever is greater.

27 **(c) Market Rate to Market Rate:** Employees who are on the Market Rate
28 Salary Schedule that are hired into a different position on the Market Rate
29 Salary Schedule will be paid at the Market Rate.

30 **(d) Grade/Step to Grade/Step:** Employees who are on the Grade/Step Salary
31 Schedule that are hired into a different position on the Grade/Step Salary
32 Schedule will be paid at their last step on record with the District.

33 **(e) Promotions and Demotions:** If an employee is promoted to a higher pay
34 grade, the employee may be placed on the step paid in the prior classification.
35 If an employee is demoted to a lower pay grade, the employee may be placed
36 on the step in the prior classification. If an employee is promoted, the

1 employee is eligible to receive additional verified work experience credit up to
2 the maximum entry-level credit allowed for initial employment.
3

4 **(3) Return to Rate of Pay:** If an employee terminates their employment and is
5 rehired by the District within one (1) year from the date of termination, they may be
6 eligible for a return to rate of pay.

7 **(a) Market Rate Salary Schedule:**

8 **(1) Same Position:** If an employee terminates their employment and is
9 rehired by the District into the same position within one (1) year from
10 the date of termination and the position is on the Market Rate Salary
11 Schedule, the employee will be paid their base rate of pay (hourly rate)
12 at the time of termination or the Market Rate, whichever is greater.

13 **(2) Different Position:** If an employee terminates their employment
14 and is rehired by the District into a different position within one
15 calendar year from the date of termination and the position is on the
16 Market Rate Salary Schedule, the employee will be paid the Market Rate.

17 **(b) Grade/Step Salary Schedule:** If an employee terminates their
18 employment and is rehired by the District into a position on the Grade/Step
19 Salary Schedule, the employee will be paid based upon verified work
20 experience or their last step on record with the District, whichever is greater.
21

22 **(4) Internal Candidates:** Experience credit shall be granted for each year of
23 instructional experience. Experience credit shall be granted for each year of
24 management or supervisory experience or related professional experience.
25 Experience credit shall be granted for a total of no more than ten (10) years and each
26 year shall count for one step.
27

28 **(5) External Candidates:** Experience credit shall be granted for each year of
29 administrator experience. Experience credit shall be granted for each year of
30 management or supervisory experience. Experience credit shall be granted for a total
31 of no more than ten (10) years and each year shall count for one step.
32
33

34 **(6) Areas of Critical Need:** The Superintendent has the authority to grant additional
35 experience credit for determining step placement in areas of critical need.
36

37 **10.02- SALARY SCHEDULES:** All positions that are part of these terms of employment
38 will be included in an appendix with only active positions listed. Regular updates may
39 be made to ensure the accuracy of salary schedule information. Changes in work

1 year and compensation must be Board approved.

2
3 **(1) Controlling Document:** Employees shall be paid in accordance with the
4 appropriate salary schedule. In the event of a discrepancy between the salary
5 schedule and these terms of employment, the articles of these terms of employment
6 shall prevail.

7
8 **(2) Administrator Salary Schedule:**

9 **(a) Contract:** Employees with “contract” status will be bound by the terms of
10 their individual contracts and are referenced in this agreement for record
11 keeping purposes only.

12 **(b) Executive Level Positions:** Deputy Superintendent, Chief, and Executive
13 Director positions are at Pay Grade M, signifying that they are based upon the
14 market rate in effect as June 1, 2023. The salary range for executive level
15 positions are based upon a review of data from the Economic Research
16 Institute (ERI), which utilizes data from the United States Department of Labor
17 (US DOL), and the Florida Department of Education (FL DOE), which uses
18 survey data, to benchmark salaries based upon comparable Florida public
19 school districts. Effective July 1, 2019, executive positions are not eligible for
20 Advanced Degree supplements or retention of performance pay earned prior
21 to the adoption of this salary schedule. Base salary for executive positions will
22 be contingent upon Superintendent recommendation and will take into
23 consideration the following: experience, certification and licensure, past
24 performance, participation in professional associations and activities that
25 support the school community, scope and scale of responsibility, and critical
26 need. Base salary for executive positions shall be reviewed annually and
27 employees in these positions will receive no less than the minimum and no
28 greater than the maximum for their position.

29

	MIN	MID	MAX
Deputy Superintendent	\$189,000	\$205,200	\$221,400
Chief	\$165,240	\$190,620	\$216,000
Executive Director	\$141,048	\$162,324	\$183,600

30
31 **(3) Differential Pay:**

32 **(a) Turnaround School Supplement:** A supplement of \$10,000.00 is available
33 for all administrators assigned to Fort Myers Middle Academy, Franklin Park
34 Elementary, Tice Elementary, East Lee County High, Colonial Elementary,
35 Edgewood Academy, G. Weaver Hipps Elementary, Manatee Elementary, and

1 Island Coast High for FY24 (2023-2024school year). Payment will be spread
2 evenly through the course of the fiscal year. Assignment at a Turnaround
3 School is considered meeting a critical need.

4 **(b) Transition School Supplement:** A supplement of \$5,000.00 is available for
5 all administrators assigned to, Ray V. Pottorf Elementary, James Stephens
6 Elementary, Mirror Lakes Elementary, Orange River Elementary, and Sunshine
7 Elementary for FY24 (2023-2024 school year). Payment will be spread evenly
8 through the course of the fiscal year. Assignment at a Transition School is
9 considered meeting a critical need.

10 **(c) Academic Tier:** The District is reviewing interests and options related to
11 the adoption of a supplement based upon academic tier. Updated school tiers
12 will be published on the District website at the start of each semester.

13 **(d) Critical Need (Schools):**

14 **(1) Assignment and Reappointment:** Assignment at a Turnaround
15 School or Transition School will be considered meeting a critical need.
16 Any Administrator at a Turnaround School or Transition School who
17 receives a Needs Improvement or Unsatisfactory performance
18 evaluation rating will not be reappointed to serve at a Turnaround
19 School or Transition School.

20 **(2) Superintendent Selection:** School-based administrators appointed
21 by the Superintendent to serve at a school where there is a critical need,
22 as defined by the Administrator Salary Schedule or the Superintendent,
23 shall be eligible to receive a supplement of up to \$10,000.00 at the
24 discretion of the Superintendent upon initial appointment. The
25 Superintendent may extend the critical need supplement for two
26 additional years, based on positive improvement in Student
27 Performance Data, Employee Retention, or School Grade.

28 **(e) Administrators on Assignment:** School-based administrators appointed
29 by the Superintendent to serve as an Administrator on Assignment shall be
30 eligible to maintain their student enrollment supplement and school level
31 supplement for one (1) year.

32
33 **10.03 - INCENTIVE AND BONUS PROGRAMS:** The District will develop and
34 implement a system for awarding all incentive and bonus programs that is in
35 compliance with applicable laws. Availability of funding may impact the continuation
36 of incentive and bonus programs.

37
38 **(1) District Incentive and Bonus Programs:**

39 **(a) ActiveLee Employee Wellness:** ActiveLee seeks to provide a healthy work

1 environment and enhance the quality of life for all District employees.
2 ActiveLee provides engaging health programs, support resources, exercise
3 classes, and wellness coaching to empower District employees to make
4 healthier lifestyle choices. Incentives for District employees will be determined
5 annually by the District.

6 **(b) Longevity:** Effective July 1, 2020, in order to acknowledge the dedicated
7 service of District employees, eligible employees will receive a longevity
8 supplement with payment spread equally among paychecks throughout the
9 fiscal year. Non-consecutive years of District service, regardless of bargaining
10 unit at the time of service, will be used to determine eligibility for longevity
11 pay; Years (L). Years of service will be updated annually after June 30 and
12 payment will be in accordance with Article 10.05(5).
13

Years (L)	Amount
10 to 14 Years	\$625.00
15 to 19 Years	\$1,250.00
20 to 24 Years	\$2,500.00
25 to 29 Years	\$5,000.00
30 or More Years	\$6,250.00

14
15 **(c) Recruitment:** Recruitment of employees into critical shortage areas may
16 necessitate the use of recruitment incentives. Incentives for District employees
17 will be determined annually by the District.
18

19 **(2) State Incentive and Bonus Programs:**

20 **(a) Qualifying Adoptive Employee:** Funds associated with this program are
21 to be distributed in accordance with Florida Statute 409.1664.

22 **(1) Child With Special Needs:** A qualifying adoptive employee who
23 adopts a child within the Florida child welfare system who has special
24 needs is eligible to receive a lump-sum monetary benefit in the amount
25 of \$10,000.00 per child, subject to applicable taxes.

26 **(2) Child Without Special Needs:** A qualifying adoptive employee who
27 adopts a child within the Florida child welfare system who does not have
28 special needs is eligible to receive a lump-sum monetary benefit in the
29 amount of \$5,000.00 per such child, subject to applicable taxes.

30 **(3) Disclaimer:** Nothing herein shall be construed to expand the
31 Qualifying Adoptive Employee Program beyond the limits of applicable
32 state and federal law.
33

1 **10.04 – NON-STANDARD RATE OF PAY**

2
3 **(1) Suspended Operations or Declared Emergency:** During periods designated by
4 the
5 Superintendent as a Declared Emergency or Suspended Operations, employees shall
6 be compensated as follows:

7 **(a) Suspended Operations:** If the Superintendent issues a statement of
8 Suspended Operations status for the District, employees in regular full-time or
9 part-time positions will be paid for a regular workday. Failure to make up
10 missed time, for which the employee was previously paid, during the
11 scheduled work year or use appropriate leave on make-up days will result in a
12 loss of corresponding wages, with pay to be deducted from the employee’s
13 paycheck for time missed. If an employee terminates employment prior to the
14 end of the work year, pay will be deducted from their final paycheck. A make-
15 up schedule will be developed for all employees in regular full-time and part-
16 time positions. Failure to work the make-up time or use of appropriate leave
17 will result in a loss of the corresponding wages.

18 **(b) Declared Emergency:** If the Superintendent issues a statement of
19 Declared Emergency status for the District, employees required to work during
20 a Declared Emergency will receive a one-time bonus by the end of the regularly
21 scheduled work year equal to their base rate of pay (hourly rate) times the
22 number of hours worked during the Declared Emergency. Declared
23 Emergency status will be in effect until the Superintendent returns operations
24 to normal status.

25
26 **(2) Temporary Reassignment:** Employees will be paid according to the appropriate
27 Temporary Reassignment Matrix for temporary reassignment of duties in
28 accordance with Article 5.05(2). Temporary reassignment to address a vacant
29 position will be limited to a duration of no more than six (6) months without written
30 approval of the Superintendent. Temporary reassignment due to employee absence
31 or extended leave will be reported to the Board, if it extends beyond one (1) year.

32
33 **10.05 – PAY DELIVERY**

34
35 **(1) Pay Delivery System:** The District utilizes a payment in arrears system for
36 employee payroll.

37 **(a) Standard Pay Period:** Employees will receive paychecks semi-monthly in
38 an amount equal to their annual rate divided by twenty-four (24) pay periods.
39 Employees may receive a pro-rate non-standard pay period amount, not to

1 exceed the amount paid for a standard pay period.

2 **(b) Summer School:** Employees working summer school shall be paid
3 according to the salary schedule in effect at the beginning of the summer
4 school program and shall be paid consistent with the payment in arrears
5 system for employee payroll.

6 **(c) Payroll Dates:** Paychecks will be issued on the fifteenth and last day of the
7 month. If that day falls on a weekend or holiday, then paychecks will be issued
8 on the business day prior to the weekend or holiday.

9 **(d) Balance of Contract:** The balance of contract for employees who work less
10 than twelve (12) months per year shall be issued on the last scheduled payday
11 for the employee's work year.

12
13 **(2) Payment Method:** All employees shall be paid by direct deposit or District
14 provided pay card.

15
16 **(3) Paycheck Adjustments:** Employees and their immediate supervisor will be
17 notified of a need for paycheck adjustments. Arrangements for handling paycheck
18 adjustments will be made directly with the employee. Every effort will be made to
19 resolve paycheck adjustments within the calendar year to ensure accurate reporting
20 of wages for tax purposes.

21 **(a) Leave Reporting:** Leave shall be reported in the same pay period in which
22 an absence occurs. Late submission of leave may result in an adjustment of
23 pay.

24
25 **(4) Confidentiality:** Information related to pay is sensitive in nature and shall be
26 treated in accordance with Florida Statute, Chapter 119.

27
28 **10.06 - CHANGES IN COMPENSATION:** Effective upon board approval,
29 administrators covered by these terms of employment, who are employed by the
30 District at the time of board approval and payment, will be eligible for increases as
31 follows:

32
33 **(1) Percent Increase:** For FY24, all eligible administrators who are employed by the
34 District at the time of Board approval and payment will receive an increase in base
35 salary of eight (8) percent paid retroactive to July 1, 2023.

ARTICLE 11 – BENEFITS

1 **11.01 - BOARD PROVIDED BENEFITS:** The Board will provide major medical
2 insurance through the District’s medical plan and group term life insurance for all
3 eligible employees. Effective April 1, 2015, the Board will provide major medical
4 insurance through a program offered by Aetna Inc. (Aetna).
5

6 **(1) Eligibility:** Regular employees who are regularly scheduled to work thirty (30) or
7 more hours per work week are eligible for Board provided major medical insurance
8 and group term life insurance as described in this article; except that, employees who
9 were employed with the Board as of March 12, 1996, and who were, at that date, and
10 continue to be, regularly scheduled to work twenty (20) or more hours per week, shall
11 continue to be eligible for Board provided major medical insurance and group term
12 life insurance as described in this article.
13

14 **11.02 – FLEX CREDITS:** Effective April 1, 2023, the Board shall contribute \$9,213.60
15 into the Flex Credits for each employee who is enrolled in Board-Provided Benefits
16 an additional \$4,000.00 for each employee who elects to enroll in spouse or
17 dependent coverage.
18

19 **(1) Application:** Flex Credits are to be applied by employees toward the purchase of
20 their own major medical insurance, dependent medical insurance, dental insurance,
21 vision insurance, critical illness insurance, accident insurance, and/or cancer
22 insurance.
23

24 **(2) HSA Plan:** For employees who elect a HSA plan, any Flex Credits in excess of the
25 employee only medical plan premium will be deposited into the employee’s HSA
26 account with the District’s HSA vendor and will not be applied to dependent medical
27 insurance, dental insurance, vision insurance, critical illness insurance, accident
28 insurance, and/or cancer insurance.
29

30 **(3) Total Contribution:** The total Board contribution for the benefits listed above
31 shall not exceed the Flex Credits amount. Regardless of the benefits elected, the
32 employee shall not receive cash from the Flex Credits.
33

34 **11.03 – FLEXIBLE BENEFITS PLAN:** The School District of Lee County shall offer its
35 employees an IRS Section 125 qualified Flexible Benefits Plan (Flex Plan). Voluntary
36 benefits included in the Flex Plan may be purchased pre-tax through payroll
37 deductions or with Flex Credits.

1
2 **(1) Enrollment:** Enrollment in the Flex Plan is automatic. New employees eligible for
3 benefits have the option to waive participation in the Flex Plan within the first thirty
4 (30) days of employment. Regular employees eligible for benefits are allowed to
5 change their Flex Plan status during the annual enrollment period or within sixty (60)
6 days following a qualified family status change. Enrollment in any individual benefit
7 included in the Flex Plan remains binding until the employee changes their benefit
8 election. Such changes may only be made during the Open Enrollment period for the
9 benefit or within thirty (30) days (to add a benefit) or within sixty (60) days (to drop a
10 benefit) following a qualified family status change, and must be made on the
11 appropriate enrollment change form. Changes made during the Open Enrollment
12 period will become effective the first day of the new benefit plan year. The District
13 will make every effort to ensure employees receive electronic confirmation of their
14 open enrollment selection prior to the first payroll deduction of the plan year.
15

16 **(2) Flexible Spending Accounts:** All eligible employees may participate in optional
17 medical and/or dependent care Flex Spending Accounts, which allow those
18 employees to pay for qualified medical and dependent care expenses with pre-tax
19 payroll deductions. Flex Credits may not be directed to Flexible Spending Accounts.
20

21 **11.04 - MAJOR MEDICAL INSURANCE:** The Board will provide major medical
22 insurance through the District's medical plan to each eligible employee. Effective
23 April 1, 2019, the Board will provide major medical insurance through four (4) Aetna
24 self-insured medical plans: Plan 3769, Plan 5773, Plan 7419, and High Deductible
25 Health Plan (HDHP). Such coverage shall become effective the first of the month
26 following a forty-five (45) day waiting period from the date of employment. The date
27 of employment shall be included as one of the forty-five (45) days.
28

29 **11.05 - OPTION TO DECLINE BENEFITS:** Employees who can verify evidence of
30 medical insurance coverage shall be allowed to decline coverage under the School
31 District's medical plan. Employees shall receive \$25.00 per paycheck (24 pay periods)
32 or \$30.00 per paycheck (20 pay periods) of Flex Credits to spend on voluntary
33 benefits (dental, vision, and/or cancer).
34

35 **11.06 - LIFE INSURANCE:** The Board will provide twenty thousand dollars
36 (\$20,000.00) of group term life insurance for each eligible employee, with an
37 additional twenty thousand dollars (\$20,000.00) accidental death and
38 dismemberment (AD&D) insurance. Coverage shall begin on the first of the month
39 following a forty-five (45) day waiting period from date of employment. The Date of

1 employment shall be included as one of the forty-five (45) days.

2

3 **11.07 - VOLUNTARY BENEFITS:** The Board will make optional voluntary group
4 benefits available to all eligible employees. Employees who participate in voluntary
5 benefits must do so at their own expense or with available Flex Credits. Voluntary
6 benefits shall be recommended by the Insurance Task Force and approved by the
7 Board.

8

9 **(1) Eligibility:** Regular employees who are regularly scheduled to work twenty (20)
10 or more hours per work week are eligible for the optional group voluntary benefits
11 offered by the Board.

12

13 **11.08 - LIABILITY INSURANCE:** The Board will provide liability coverage for
14 employees in an amount not less than one million dollars (\$1,000,000.00) per
15 occurrence.

16

17 **11.09 - SELF-INSURANCE FUND RESERVE:** Self-Insurance Fund reserves shall not be
18 transferred out of the fund without the recommendation of the Insurance Task
19 Force.

20

21 **11.10 - RETIREMENT:** The District participates in the Florida Retirement System (FRS)
22 and contributes on behalf of all eligible employees.

23

24 **(1) FICA Alternative Program:** Administrators not eligible for the Florida
25 Retirement System will be enrolled in the FICA Alternative Program. Participation in
26 the FICA Alternative Program is mandatory for these employees.

27

28 **11.11 - SOCIAL SECURITY:** The District makes Social Security contributions on behalf
29 of all eligible employees.

ARTICLE 12 – LEAVE

1 **12.01 – CONCEPT:** The parties agree that there is no substitute who can replace an
2 employee in meeting the needs of students. The District encourages regular
3 attendance and limited use of leave. Leave should be requested only when necessary
4 and as allowed by law and the terms of this agreement. The parties agree that there
5 is a direct and positive relationship between employee attendance and the
6 successful performance of assigned duties and student achievement.

7
8 **12.02 – EMPLOYEES:**

9
10 **(1) Leave Balance and History:** Employees shall have access to an accurate
11 accounting of their leave balance and history via PeopleSoft. Every effort shall be
12 made to provide a monetary value associated with an employee’s leave balance.
13 Monthly statements of leave balances shall be available to employees via PeopleSoft.

14
15 **(2) Rights and Responsibilities:** Employees have the right to accrue leave and the
16 right to request use of leave. Employees have the responsibility to attend work as
17 much as possible and limit the use of leave as much as possible. Employees have the
18 responsibility to communicate with their immediate supervisor and district staff
19 regarding absences and leaves. Employees have the responsibility to provide
20 supporting documentation, if requested by their immediate supervisor or district
21 staff.

22
23 **(3) Requests:** Employees shall be able to submit leave requests to their immediate
24 supervisor. Requests shall be made as far in advance as possible. Requests made
25 twenty-four (24) hours or less before an absence may be denied. Requests made five
26 (5) business days or less before an absence may require supporting documentation.
27 Business days shall be defined as days that the District offices are open for business.
28 Supporting documentation may be submitted in advance of an absence and must be
29 provided no later than five (5) business days after an employee’s return to work or
30 the expiration of approved leave, whichever comes first. Request shall be considered
31 denied until written approval is provided by the employee’s immediate supervisor or
32 Human Resources.

33
34 **(4) Rationale or Reason:** Requests for use of leave shall include a rationale or reason
35 for the request. Employees are required to select from the following types of leave:

1 sick leave, vacation, or temporary duty. Employees may provide a reason or rationale
2 based on the type of leave selected.

3
4 **(5) Types of Leave:**

5 **(a) Sick Leave:** Sick Leave may be used in one (1) hour increments. Requests
6 for sick leave must be for a rationale or reason listed below:

7 **(1) Medical (Self):** Medical (Self) includes absences due to personal
8 illness, injury, accident, disability, or other medical condition.

9 **(2) Medical (Family):** Medical (Family) includes absences due to illness,
10 injury, accident, disability, or other medical condition of a family or
11 household member, including but not limited to: father, mother,
12 brother, sister, husband, wife, child, or another close relative.

13 **(3) Personal:** Personal includes absences due to personal business or
14 matters which cannot be attended to outside of the employee's regular
15 workday, including but not limited to: legal proceedings, weddings,
16 graduations, or civic functions.

17 **(4) Bereavement:** Bereavement includes absences due to death of a
18 family or household member, including but not limited to: father,
19 mother, brother, sister, husband, wife, child, or another close relative.

20 **(b) Vacation:** Vacation is available to full-time regular employees with a 255-
21 day work year. Vacation may be used in one (1) hour increments. Vacation
22 requests must be pre-scheduled and pre-approved.

23 **(c) Temporary Duty:** Temporary Duty may be used in one (1) hour
24 increments. Requests for temporary duty may be for a rationale or reason
25 listed below:

26 **(1) Professional Development:** Professional Development includes
27 absences due to the performance of assigned duties in direct support
28 of the District's mission, including but not limited to: participation in
29 professional associations, conferences, trainings, surveys, workshops,
30 and other professional meetings. Professional Development may be
31 eligible for travel reimbursement or per diem payments for meals.

32 **(2) Jury Duty:** Jury Duty includes absences due to court summons for
33 participation on a jury panel or service as a juror. Employees are
34 required to immediately return to work upon dismissal from
35 participation on a jury panel or service as a juror. Jury Duty is not eligible
36 for travel reimbursement or per diem payments for meals.

37 **(3) Witness:** Witness includes absences due to subpoena by the District
38 in order to represent the District as a witness or to provide testimony.
39 Employees are required to immediately return to work upon dismissal

1 from service as a witness. Witness is eligible for travel reimbursement
2 and per diem payment for meals.

3 **(4) Military:** Military includes absences due to military order. Military is
4 not eligible for travel reimbursement or per diem payments for meals.

5 **(d) Other Types of Leave:** All other types of leave must be submitted by the
6 employee or their immediate supervisor to Human Resources. Other types of
7 leave include those associated with Worker’s Compensation, the Family
8 Medical Leave Act (FMLA), and Board approved extended leaves. Denial of a
9 request for other types of leave will result in the employee being charged sick
10 leave.

11
12 **(6) Approval or Denial:** Employees will be notified of the status of their leave request
13 as soon as possible and no later than ten (10) business days after the request is
14 made.

15
16 **(7) Return:** Prior to the expiration of approved leave or the exhaustion of accrued
17 leave, employees must notify their immediate supervisor of their intent to return to
18 duty, resign, or request additional leave. Employees should provide their immediate
19 supervisor with twenty-four (24) hours’ notice of their intent to return to work.

20 **(a) Fitness for Duty:** A fitness for duty screening is required anytime an
21 employee is absent for ten (10) days or more in a twelve-month period. An
22 immediate supervisor may request a fitness for duty screening if an employee
23 is absent and does not have prior approval for use of leave. Prior to requiring
24 a Fitness for Duty exam, the District shall counsel the employee to assist in
25 determining the necessity of the exam, unless there is an immediate health or
26 safety risk to the employee or another person. If the District determines that
27 a Fitness for Duty exam (either medical or psychological) in accordance with
28 the Florida statutes is required, the employee shall be placed on
29 administrative leave with pay until the Fitness for Duty exam can be
30 completed, within three (3) business days. After that time, their sick leave
31 would be charged. If the individual is deemed “not fit for duty”, they would go
32 on Board leave or use sick time. The administrative leave without pay will begin
33 the next workday. Fitness for Duty options apply to employees who are not
34 currently on leave. The date of the doctor’s note shall control the duration of
35 temporary leave.

36
37 **(8) Abuse of Leave:** Any absence that results in a disruption to the education
38 environment or worksite may be considered an abuse of leave. If abuse of leave is
39 suspected, immediate supervisors may request supporting documentation. Abuse of

1 leave may result in a change in the type of leave recorded, or disciplinary action up
2 to and including termination.

3 **(a) Absence Without Leave (AWOL):** Absence Without Leave (AWOL) includes
4 absences that have not been approved by the immediate supervisor. AWOL
5 includes absences that are considered “no call, no show” and may be treated
6 as abandonment of position after three (3) consecutive days of absence.

7 **(b) Leave Without Pay:** Leave Without Pay (LWOP) includes absences where
8 paid sick leave or vacation is not available or not approved by the immediate
9 supervisor. LWOP may be granted by the immediate supervisor in emergency
10 situations and should be reported by the immediate supervisor to Human
11 Resources and Payroll. Unapproved absences or absences on a day where a
12 request for leave has been denied will be leave without pay.

13 **(c) Excessive Absenteeism:** Excessive absenteeism includes absences in
14 excess of accrued leave, absenteeism at a rate exceeding the rate of leave
15 accrual, or three consecutive days of absence without approval by the
16 immediate supervisor. Immediate supervisors should communicate with
17 individual employees to discuss excessive absenteeism prior to taking
18 disciplinary action.

19 **(d) Suspicious Pattern:** Suspicious patterns of absence may be considered an
20 abuse of leave provided there is an articulable and objective basis for the
21 suspicion.

22 23 **12.03 – IMMEDIATE SUPERVISORS:**

24
25 **(1) Leave Balance and History:** Immediate supervisors shall have access to an
26 accurate accounting of the leave balance and history for the employees they
27 supervise via PeopleSoft. Every effort shall be made to provide a monetary value
28 associated with employees’ leave balance. Monthly statements of leave balances
29 shall be made available to immediate supervisors via PeopleSoft. Immediate
30 supervisors shall review available reports and notify Professional Standards of any
31 cases of suspected abuse of leave.

32
33 **(2) Rights and Responsibilities:** Immediate supervisors have the right to review
34 leave requests. Immediate supervisors have the right to approve or deny requests,
35 based on an assessment of disruption to the education environment or worksite.
36 Immediate supervisors have the responsibility to honor all good faith requests.
37 Immediate supervisors have the responsibility to provide notice to employees
38 regarding available types of leave at least once annually. Immediate supervisors have
39 the responsibility to communicate with employees and district staff regarding

1 employee absences and leaves. Immediate supervisors have the responsibility to
2 oversee and coordinate vacation schedules for employees at their location in order
3 to minimize potential disruption.
4

5 **(3) Requests:** Immediate supervisors shall respond to leave requests submitted by
6 the employees they supervise by indicating if the request is approved or denied.
7 Approval or denial of leave requests shall be made as far in advance as possible and
8 no later than ten (10) business days after the request is made. Requests made
9 twenty-four (24) hours or less before an absence may be denied. Requests made five
10 (5) business days or less before an absence may require supporting documentation.
11 Business days shall be defined as days that the District offices are open for business.
12 Supporting documentation may be submitted in advance of an absence and must be
13 provided no later than five (5) business days after an employee's return to work or
14 the expiration of approved leave, whichever comes first. Immediate supervisor must
15 report absences of three (3) consecutive days or more, or ten (10) days in a twelve-
16 month period to Payroll and Human Resources.
17

18 **(4) Rationale or Reason:** Immediate supervisors shall review the rationale or reason
19 for the request. Employees are required to select from the following types of leave:
20 Sick Leave, Vacation, or Temporary Duty. Additional commentary is not required by
21 the employee, but may be requested in the event that an immediate supervisor
22 suspects abuse of leave or if the absence may result in a disruption to the education
23 environment or worksite.

24 **(a) Supporting Documentation:** Appropriate supporting documentation
25 includes, but is not limited to: notes issued by a licensed medical professional,
26 obituaries or certificates of death, conference or course registration
27 information, jury summons, military orders, subpoenas, travel documents,
28 police reports, referrals to victim services organizations, or similar
29 documentation issued by an objective third party. Immediate supervisor must
30 have supporting documentation for absences of three (3) consecutive days or
31 more, or ten (10) days in a twelve-month period.

32 **(b) Priority:** Requests shall be reviewed and considered in the order in which
33 they are received. Consideration may be given to the duration, nature, or
34 severity of an underlying rationale or reason for a request. Priority may be
35 given for major life events, including but not limited to: weddings, graduations,
36 births, or deaths.
37

1 **(5) Types of Leave:** Immediate supervisors shall respond to leave requests for the
2 types of leave mentioned in Article 12.02(5) and submit employee requests requiring
3 District approval to Human Resources.

4 **(a) Sick Leave:** Immediate supervisors may approve requests in increments
5 of one (1) hour.

6 **(b) Vacation:** Immediate supervisors may approve requests in increments of
7 one (1) hour.

8 **(c) Temporary Duty:** Immediate supervisors may approve requests in
9 increments of one (1) hour.
10

11 **(6) Approval or Denial:** Immediate supervisors shall enter their approval or denial
12 of an employee's request for leave into PeopleSoft. Immediate supervisors will make
13 reasonable efforts to ensure a response is provided to the employee prior to the date
14 for which the leave is requested. Immediate supervisors shall notify employees of
15 the status of their leave request as soon as possible and no later than ten (10)
16 business days after the request is made.

17 **(a) Approved:** Immediate supervisors may approve requests, if:

18 **(1) No Disruption:** The request is for sick leave or temporary duty for
19 an absence that will not result in a disruption to the education
20 environment or worksite and adequate staffing or coverage exists.

21 **(2) Vacation:** The request is for vacation and the employee has used
22 two (2) weeks or fewer of vacation in the preceding twelve (12) months.

23 **(b) Denied:** Immediate supervisors may deny requests, if:

24 **(1) Insufficient Notice:** The request is made twenty-four (24) hours or
25 less before an absence.

26 **(2) Incomplete Request:** The request is made without selecting a type
27 of leave, without providing a reason or rationale based on the type of
28 leave selected, or without providing supporting documentation if
29 requested.

30 **(3) Start of School Year:** The request is for a day during the five days
31 immediately prior to or immediately following the start of the student
32 school year.

33 **(4) End of School Year:** The request is for a day during the five days
34 immediately prior to or immediately following the end of the student
35 school year.

36 **(5) Paid Holiday:** The request is for the day immediately prior to or
37 following a paid holiday, as mentioned in Article 7.05 (Holidays) or
38 approved vacation.

1 **(6) Vacation:** The request is for a vacation that has not been pre-
2 scheduled or is not pre-approved by the immediate supervisor.

3 **(7) Disruption:** The request is for a day that will result in a disruption to
4 the education environment or worksite, adequate staffing or coverage
5 does not exist, or the request constitutes an abuse of leave.
6

7 **(7) Rescind:** If a change in circumstances, including but not limited to an emergency,
8 results in an approved leave creating disruption to the education environment or
9 worksite, the Superintendent may rescind approved leave or authorize immediate
10 supervisors to do the same. The immediate supervisor is responsible for providing
11 the employee with notice that an approved leave has been rescinded.
12

13 **(8) Abuse of Leave:** Any absence that results in a disruption to the education
14 environment or worksite may be considered an abuse of leave. If abuse of leave is
15 suspected, immediate supervisors may request supporting documentation. Abuse of
16 leave may result in a change in the type of leave recorded, or disciplinary action up
17 to and including termination.
18

19 **12.04 – DISTRICT:**

20
21 **(1) Notice:** Each fiscal year Human Resources may provide employees and
22 immediate supervisors with information on the types of leave, mentioned in Article
23 12.02(5). Immediate Supervisors may provide employees with information on how to
24 submit a request for leave, include those associated with Workers' Compensation,
25 the Family Medical Leave Act (FMLA), and other types of leave. Employees are
26 responsible for submitting requests for leave and supporting documentation
27 themselves.
28

29 **(2) Accruals:**

30 **(a) Sick Leave:** Sick leave shall be accrued in a manner consistent with Florida
31 Statute 1012.61.

32 **(1) Standard:** Employees will receive a standard accrual of sick leave in
33 the amount of one (1) day per month based on scheduled workdays.
34 Employees must work one (1) day more than half of month in order to
35 be eligible for a standard accrual that month.

36 **(2) Summer Programs:** Employees will receive a summer program
37 accrual of sick leave in the amount of one (1) day per three (3) weeks
38 worked, with a maximum accrual of two (2) days per summer.

1 **(3) Advance:** Employees will receive an advanced accrual of sick leave
2 in the amount of four (4) days at the start of the regularly scheduled
3 work year.

4 **(4) Personal:** Employees may request to use a maximum of six (6) sick
5 leave days for personal each fiscal year. Sick leave for personal is non-
6 cumulative from year to year and does not constitute a separate leave
7 accrual.

8 **(5) Reinstatement:** If an employee terminates their employment
9 without receiving terminal pay benefits and is reemployed, their sick
10 leave balance may be reinstated.

11 **(b) Vacation:** Vacation shall be accrued in a manner consistent with School
12 Board Policy. Employees will no longer accrue vacation once they have
13 reached the maximum accrual of 45 days or up to 360 hours for an employee
14 with an 8-hour workday.

15

Continuous District Service	Accrual (days per month)	Accrual (days per year)
Less than Five (5) Years	1.00	12.00
Five (5) to Nine (9) Years	1.25	15.00
Ten (10) or More Years	1.50	18.00

16
17 **(3) Reports:** The District may make additional reports and queries regarding leave
18 available to immediate supervisors via PeopleSoft.

19
20 **(4) Rights and Responsibilities:** The District has the right to review leave requests.
21 The District has the right to approve or deny requests, based on disruption to the
22 education environment or worksite. The District has the responsibility to honor all
23 good faith requests to the greatest extent possible. The District has the responsibility
24 to provide notice to employees regarding available types of leave. The District has
25 the responsibility to communicate with employees regarding absences and leaves.
26 Immediate supervisors may consult with Human Resources regarding requests for
27 absences of three (3) consecutive days or more, or ten (10) days in a twelve-month
28 period.

29
30 **(5) Other Types of Leave:**

31 **(a) Association Duty:** Association Duty includes absences due to union
32 business, including but not limited: bargaining, bargaining related committees,
33 ratification voting, election of building representatives and Association
34 officers, and other concerted activities. Association duty must be requested by

1 the President of the Association and the District will provide the Association
2 with an invoice for reimbursement.

3 **(b) Educational:** Employees may be granted up to five (5) days of Temporary
4 Duty per semester for the purpose of participating in a degree-seeking
5 educational program.

6 **(c) Extended Leave:** Any leave of ten (10) or more consecutive days shall be
7 considered extended leave and will be subject to review and approval by
8 Human Resources. If approved in advance, extended leave may be with pay,
9 provided accrued leave is available and appropriate to use. If approved in
10 advance, extended leave in excess of accrued leave will be without pay. In
11 accordance with School Board Policy, extended leave for thirty (30)
12 consecutive days or more will be without pay and will require School Board
13 approval.

14 **(1) Request:** Employees shall be able to submit extended leave
15 requests to their immediate supervisor and Human Resources.
16 Requests shall be made as far in advance as possible. Requests must be
17 made five (5) business days or more in advance of an absence. Business
18 days shall be defined as days that the District offices are open for
19 business. Supporting documentation is required at the time the request
20 is made. Failure to provide supporting documentation may result in
21 denial of leave or disciplinary action up to and including termination.

22 **(2) Rationale or Reason:** Employees may request an extended leave
23 for the following:

24 **(a) Family Obligation:** Employees may request an extended
25 leave to tend to a family obligation. Requests for more than thirty
26 (30) days require Board approval.

27 **(b) Parental Leave:** Employees may request an extended leave
28 for maternity, paternity, or adoption. Requests for more than
29 thirty (30) days require Board approval.

30 **(c) Medical:** Employees may request an extended leave for
31 absences due to illness, injury, accident, disability, or other
32 medical condition.

33 **(3) Approval or Denial:** Employees will be notified of the status of their
34 leave request within five (5) business days. Human Resources shall
35 enter approval or denial to an employee's request for extended leave
36 into PeopleSoft. Human Resources will make reasonable efforts to
37 ensure an approval or denial is provided to the employee and their
38 immediate supervisor prior to the date for which leave is requested.

1 **(4) Return:** Employees approved for extended leave for an entire school
2 year or the remainder of the current school year must notify Human
3 Resources in writing of their intent to return to duty the following school
4 year prior to April 1.

5 **(5) Restoration:** Employees returning to duty following an extended
6 leave will be returned to a comparable position within the District.
7 Factors to be considered when determining what positions are
8 comparable include: compensation, benefits, working conditions,
9 assigned duties, geographic location of worksite and its proximity to the
10 employee's home.

11 **(d) Military:** In accordance with the Uniformed Services Employment and
12 Reemployment Act (USERRA) and Florida Statute 115.09, employees may
13 request extended leave to attend to military duties. Military leave shall be
14 granted in accordance with applicable state and federal law. Nothing herein
15 shall be construed to expand any military leave privileges beyond applicable
16 state and federal law.

17 **(e) Sabbatical:** In accordance with Florida Statute 1012.64, employees may be
18 eligible for sabbatical leave for a period not to exceed one (1) year to pursue
19 professional certification or licensure in an area with an identified critical
20 shortage of employees, as designated by the Superintendent.

21 **(f) Family and Medical Leave Act (FMLA):** In accordance with the Family and
22 Medical Leave Act (FMLA), eligible employees may take unpaid, job-protected
23 leave for specified family and medical reasons with continuation of group
24 health insurance coverage for the employee only under the same terms and
25 conditions as if the employee had not taken leave.

26 **(1) Eligibility:** Eligible employees are entitled to concurrent use of their
27 accrued sick and vacation leave during an FMLA covered absence.
28 Eligible employees are entitled to twelve (12) work weeks of leave in a
29 rolling twelve-month period for:

30 **(a) Birth:** The birth of a child and to care for the newborn child
31 within one year of birth.

32 **(b) Adoption:** The placement of a child with the employee for
33 adoption or foster care and to care for the newly placed child
34 within one year of placement.

35 **(c) Caregiver:** The care of the employee's spouse, child, or parent
36 who has a serious health condition.

37 **(d) Medical (Self):** The employee to seek medical treatment, if a
38 serious health condition makes the employee unable to perform
39 the essential functions of their job.

1 **(e) Caregiver (Military):** The employee to respond to any
2 qualifying exigency arising out of the fact that the employee’s
3 spouse, son, daughter, or parent is a covered military member on
4 “covered active duty.”

5 **(f) Caregiver (Military – Family):** The employee to take twenty-
6 six (26) workweeks of leave during a single 12-month period in
7 order to care for a covered servicemember with a serious injury
8 or illness, if the eligible employee is the service member’s spouse,
9 son, daughter, parent, or next of kin.

10 **(g) Domestic Violence or Sexual Violence:** In accordance with Florida Statute
11 741.313, employees are entitled to leave for three (3) working days in a twelve
12 (12) month period, if the employee or a family or household member is the
13 victim of domestic violence or sexual violence. Existing Sick Leave shall be used
14 for Domestic Violence or Sexual Violence leave. In the event the employee
15 does not have accrued Sick Leave available, the Domestic Violence or Sexual
16 Violence leave shall be leave without pay without any penalty to the employee.

17 **(1) Eligibility:** In order to be eligible, an employee must have a
18 minimum of three (3) months of employment with District. Information
19 relating to leave for victims of domestic violence or sexual violence must
20 be kept confidential and is not subject to inspection by the public.
21 Eligible employees may use leave for the following reasons:

22 **(a) Injunction:** To seek an injunction for protection against
23 domestic violence or an injunction for protection in cases of
24 repeat violence, dating violence, or sexual violence.

25 **(b) Medical Care:** To obtain medical care or mental health
26 counseling, or both, for the employee or a family or household
27 member to address physical or psychological injuries resulting
28 from the act of domestic violence or sexual violence.

29 **(c) Victim Services:** To obtain services from a victim services
30 organization, including, but not limited to, a domestic violence
31 shelter or program or a rape crisis center as a result of the act of
32 domestic violence or sexual violence.

33 **(d) Housing:** To make the employee’s home secure from the
34 perpetrator of the domestic violence or sexual violence or to seek
35 new housing to escape the perpetrator.

36 **(e) Legal:** To seek legal assistance in addressing issues arising
37 from the act of domestic violence or sexual violence or to attend
38 and prepare for court-related proceedings arising from the act of
39 domestic violence or sexual violence.

1 **(2) Threat Assessment:** An employee’s request for domestic violence
2 or sexual violence leave will result in a threat assessment by the District
3 Threat Assessment Team.

4 **(h) Compassionate Leave:** Employees are entitled to leave for ten (10)
5 working days in a twelve-month period, if the employee or a family or
6 household member experiences a miscarriage, ectopic pregnancy or molar
7 pregnancy. An employee’s request for privacy should be respected and
8 employees have a right to keep this information confidential. Immediate
9 supervisors may not request supporting documentation in situations where
10 an employee requests compassionate leave. In the event the employee does
11 not have accrued Sick Leave available, the Companionate Leave shall be leave
12 without pay, without any penalty to the employee.

13 **(i) Workers’ Compensation:** In accordance with Florida Statute 1012.63,
14 1012.69 and Chapter 440, employees may request leave for illness in the line
15 of duty or injury in the line of duty (ILD). No more than ten (10) days in a fiscal
16 year regardless of the number of illnesses or injuries and no more than ten
17 (10) days for any single illness or injury. Employees do not accrue ILD. The
18 District can change sick leave to ILD if a claim for Workers’ Compensation (WC)
19 is filed and determined to be compensable. Supporting documentation is
20 required in order to be eligible for ILD. The District reserves the right to
21 request medical examination by a licensed health care provider approved by
22 the Board.

23 **(1) Childhood Illness:** Illnesses normally known as childhood diseases
24 that are not normal adult illnesses are covered by WC. For example,
25 mumps, measles, and chicken pox are covered, however influenza and
26 common colds are not.

27
28 **(6) Shared Sick Leave (Family Member):** In accordance with Florida Statute
29 1012.61(e), employees may donate sick leave to their spouse, child, parent, or sibling
30 who is also a district employee. Shared sick leave may not be used until the recipient
31 has used all available leave. Shared sick leave may not be included in terminal pay.
32 Requests to share sick leave must be made to Payroll prior to the recipient absences
33 for which they will apply. In order to be eligible to receive shared sick leave, the
34 recipient must provide supporting documentation. Shared sick leave may not be
35 used for personal leave. Employees do not accrue sick leave while using shared sick
36 leave. Employees may not donate advance accruals. School Board Policy allows
37 employees to share no more than twenty (20) days of shared sick leave at a time.
38

1 **(7) Terminal Pay:** In accordance with Florida Statute and School Board Policy,
2 employees are eligible for terminal payment of sick leave and vacation, if they have
3 ten (10) years of services in a Florida Retirement System (FRS) eligible position.
4 Terminal payment of sick leave and vacation may be made to the employee's
5 designated beneficiary or the employee's estate, upon the death of a current
6 employee. Payment amounts are based upon creditable years of service. Employees
7 are not eligible for terminal pay if their termination is disciplinary in nature or if they
8 resign during the pendency of an investigation into allegations of misconduct.

9 **(1) Sick Leave:** Terminal payment of sick leave shall be issued in a manner
10 consistent with Florida Statute 1012.61 and School Board Policy. Issuance of
11 terminal payment shall result in a leave balance of zero. Employees who end
12 their employment with the District prior to earning a standard accrual to
13 replace the advanced accrual are not entitled to terminal payment of days that
14 have not been earned and will forfeit any unearned advanced accruals. The
15 amount of terminal pay shall be computed as follows:

16 **(a) One to Three District Years:** during the years of service one through
17 three (1-3) in the District, thirty-five (35) percent of the hours of
18 accumulated sick leave shall be multiplied times the base rate of pay.

19 **(b) Four to Six District Years:** during the years of service four through
20 six (4-6) in the District, forty (40) percent of the hours of accumulated sick
21 leave shall be multiplied times the base rate of pay.

22 **(c) Seven to Nine District Years:** during the years of service seven
23 through nine (7-9) in the District, forty-five (45) percent of the hours of
24 accumulated sick leave shall be multiplied times the base rate of pay.

25 **(d) Ten to Twelve District Years:** during the years of service ten through
26 twelve (10-12) in the District, fifty (50) percent of the hours of
27 accumulated sick leave shall be multiplied times the base rate of pay.

28 **(e) Thirteen or More District Years:** during and after the thirteenth
29 (13th) year of service in the District, one hundred (100) percent of the
30 hours of accumulated sick leave shall be multiplied times the base rate
31 of pay.

32
33 **(2) Vacation:** Terminal payment of vacation shall be issued in a manner
34 consistent with Florida Statute 1012.65 and School Board Policy. Issuance of
35 terminal payment shall result in a vacation balance of zero.

36
37 **(8) Insurance Coverage:** The insurance coverage of any employee whose request
38 for leave is approved terminates on the first scheduled pay day that the employee
39 does not receive a paycheck, except as otherwise provided by law or this agreement.

1 To continue insurance coverage during leave, the employee must remit all premiums
2 due thereafter when permitted.

3

4 **(9) Outside Employment:** In accordance with School Board Policy, outside
5 employment may not conflict with the terms and conditions of an approved leave,
6 including extended leave. Immediate supervisors must report conflicts to
7 Professional Standards for review and may rescind approval of leave if a conflict
8 exists. Conflicts may result in disciplinary action up to and including termination.
9 Outside employment may be allowed for the following types of leave only:
10 association duty, military, and professional development.

ARTICLE 13 – PARTICIPATORY DECISION MAKING

1 **13.01 – CONCEPT:** Providing employees with opportunities to participate in the
2 decision-making process has a positive impact on employee retention, especially
3 whenever there is a potential impact to the work being done in the classroom, school,
4 or department. The interest-based process and good faith efforts to maintain a
5 collaborative relationship through bargaining related committees reduces the
6 likelihood of labor disputes allowing all staff the ability to focus on student
7 achievement.
8

9 **(1) Bargaining Related Committees:** Bargaining related committees are made up
10 of both District and Association appointed members and each committee is assigned
11 specific duties. Committees are assigned to review contract language to identify
12 potential issues, in order to present recommendations to the bargaining teams or
13 the appropriate Labor/Management Committee. Bargaining related committee
14 meetings are regularly scheduled and records of meetings should be kept.
15

16 **(2) Leave:** Employees participating as members of Bargaining Related Committees
17 or School Advisory Councils may, at the discretion of their immediate supervisor, be
18 eligible for Temporary Duty, as described in Article 12, to attend meetings when held
19 away from the employee’s work site.
20

21 **13.02 – DISTRICT-BASED COMMITTEES:**

22

23 **(1) Insurance Task Force:** The Insurance Task Force is a standing committee that
24 meets on a regularly scheduled basis. The Insurance Task Force shall be made up of
25 sixteen (16) members, eight (8) from management, including the chairperson, and
26 eight (8) from labor, with equal representation for each association representing an
27 affected bargaining unit. The Insurance Task Force shall review existing insurance
28 programs and workers’ compensation issues. The Insurance Task Force will explore
29 alternatives, improvements, changes, and specifications to the existing insurance
30 programs. In order to be implemented, any committee recommendations that alter
31 articles of this agreement or any of the medical plan benefit description documents
32 shall be incorporated by reference in the agreement after they have been ratified by
33 both the Board and the Association.

34 **(a) Timelines:** The parties agree to use the Interest Based process if requested
35 by a super majority of TALC Bargaining Unit representatives, SPALC Bargaining
36 Unit representatives, or District representatives. If using the Interest Based
37 process, the parties will develop a decision-making timeline by mutual

1 agreement of the parties which allows ample opportunity to discuss the issues
2 of concern. In the event that a deadline for decision making lapses, the parties
3 will revert to using majority vote to honor the deadlines in the agreed upon
4 decision making timeline.

5 **(b) Self-Insurance Fund Reserves:** Self-Insurance Fund reserves shall not be
6 transferred out of the fund without the recommendation of the Insurance
7 Task Force.
8

9 **(2) District Safety/Security Committee:** The District Safety/Security Committee is a
10 standing committee that meets on a regularly scheduled basis. The District
11 Safety/Security Committee shall be made up of sixteen (16) members, eight (8) from
12 management, including the chairperson, and eight (8) from labor, with equal
13 representation for each association representing an affected bargaining unit. The
14 District Safety/Security Committee shall review district safety plans and unresolved
15 site safety/security issues. Any committee recommendations shall be sent to the
16 Superintendent's designee, the SPALC Labor/Management Committee, and the TALC
17 Labor/Management Committee by the chairperson.
18

19 **(3) Instructional Calendar Committee:** The Instructional Calendar Committee is a
20 standing committee that meets on a regularly scheduled basis. The Instructional
21 Calendar Committee shall be made up of twenty-four (24) members, twelve (12) from
22 management, including the chairperson, and twelve (12) from labor, with equal
23 representation for each association representing an affected bargaining unit. The
24 Instructional Calendar Committee shall review the instructional calendar for the
25 upcoming school year. If necessary, work year calendars will be reviewed by the
26 SPALC Labor/Management Committee or the TALC Labor/Management Committee.
27

28 **(4) District Student Discipline Committee:** The District Student Discipline
29 Committee is a standing committee that meets on a regularly scheduled basis. The
30 District Student Discipline Committee shall be made up of sixteen (16) members,
31 eight (8) from management, including the chairperson, and eight (8) from labor, with
32 equal representation for each association representing an affected bargaining unit.
33 The District Student Discipline Committee shall review the Student Code of Conduct.
34 Any committee recommendations shall be sent to the Superintendent's designee.
35

36 **13.03 – SITE-BASED COMMITTEES:** Employees that serve on site-based committees
37 represent the interests of individual worksites, therefore committee members will be
38 elected by the employees assigned to that worksite. Committee members will be
39 elected by secret ballot election, to be counted by the Association's lead

1 representative for the site and a site-based administrator. The Association's lead
2 representative or their designee shall be included on all site-based committees.

3
4 **(1) School or Site-Based Safety/Security Committee:** The School or Site-Based
5 Safety/Security Committee is a standing committee that meets on a regularly
6 scheduled basis. The School or Site-Based Safety/Security Committee shall be made
7 up of no less than four (4) members, two (2) school-based administrators and equal
8 representation for each association representing an affected bargaining unit.
9 Committee members may make a written request for an emergency meeting of the
10 School or Site-Based Safety/Security Committee. Written requests for an emergency
11 meeting should specify the reason for the request and should include the Safety &
12 Security Department. Requests must be responded to within five (5) days.

13
14

ARTICLE 14 – PROFESSIONAL DEVELOPMENT

1 **14.01 - PLANNING:** The District believes that a highly skilled workforce is needed to
2 ensure each student reaches their highest potential. Regular professional
3 development is an important part of building and maintaining a successful
4 workforce. Planning of professional development will focus on an assessment of
5 employee and workforce needs, the availability of resources, and will be based on
6 the following:

7
8 **(1) Legal Compliance:** In accordance with Florida Statute 1012.98, the District must
9 develop and submit a Master In-service Plan (MIP) annually to the Florida
10 Department of Education (FL DOE). Professional development must be job related,
11 aligned with the District’s requirements for workforce development and succession
12 planning, and support the maintenance of required certifications and licensure.

13
14 **(2) Student Need:** Professional Development will work with Academic Services to
15 develop a plan that supports District requirements based upon trends in student
16 data, trends in employee performance evaluations, and other feedback provided as
17 part of the participatory decision-making process.

18
19 **(3) Employee Need:** Professional Development will conduct an annual survey of
20 employee interests related to professional development. Weekly advertisements of
21 professional development opportunities will be sent to all District employees via
22 District email.

23
24 **14.02 - LEARNING:** Professional development will be designed based upon research
25 into best practices and will rely upon evidence-based approaches to instruction, in
26 accordance with the Florida Professional Development Standards and the District’s
27 MIP. Multiple instructional formats and methods will be utilized to differentiate
28 instruction based upon the unique needs of individual learners.

29
30 **(1) Organizational Onboarding:** Professional development will be provided to all
31 new employees in the form of a Welcome Aboard training and New Employee
32 Orientation (NEO).

33
34 **(2) Mandatory Training and Safety Requirements:** All employees are required to
35 complete annual training related to protection of the health, safety, and welfare of
36 students and staff. Additional mandatory training may be required based upon a

1 stated need by Professional Development or administrator recommendation.

2
3 **(3) Instructional Support:** School and district-based administrators will collaborate
4 to provide professional development that serves as a support for the instruction of
5 students. Professional Learning Communities (PLCs) may be utilized to support
6 instructional effectiveness.

7
8 **(4) Promotion and Advancement:** Professional development will be utilized to
9 support employees interested in promotion and advancement or in the realization
10 of other professional or career related goals in a K-12 educational setting.

11
12 **(5) Outside Professional Development:** The District recognizes the widespread
13 availability of professional development opportunities offered by organizations
14 outside of the District and will honor its commitment to support education
15 professionals as life-long learners. Employees may submit a request for in-service
16 credit for professional development completed within the current fiscal year.
17 Professional Development will assess the recency and relevance of outside
18 professional development to assure alignment with District standards before
19 approving or denying requests.

20
21 **14.03 - IMPLEMENTING:** Professional development will be focused on the delivery
22 of job embedded training opportunities, including mentoring and other flexible
23 training opportunities, and will be responsive to student and employee needs.

24
25 **(1) School or site-based Support:** Professional Development will aid in the
26 identification of a School or Site-based In-service Representative (SIR) and an APPLS
27 administrator to guide and support the implementation of professional
28 development. Mentors will be required to complete a clinical educator training
29 program or equivalent course work to ensure that they are prepared to support
30 other employees.

31
32 **(2) Coursework:** Professional development identified as part of the District's MIP will
33 include online and on-demand options to support remote work and distance
34 learning. Courses that require in person attendance of participation may be required,
35 but virtual training opportunities will be provided whenever possible.

36
37 **(3) Scheduling:** Professional development will be scheduled based upon employee
38 input and will seek to reduce the need for disruptions to the educational
39 environment, including limiting the need for employee absence during instructional

1 hours and the need for employees to attend to professional development outside of
2 regularly scheduled work hours. Professional development may be scheduled for the
3 summer break, Thanksgiving break, winter break, or spring break. Professional
4 development may be scheduled for afternoons, evenings, or weekends. Professional
5 development may be scheduled during the pre-school week and on early dismissal
6 days. Professional development may be scheduled during PLCs, if requested by the
7 employee members of the PLC.

8

9 **14.04 - EVALUATING:** Professional Development will utilize pre-course and post-
10 course assessments to measure the effectiveness of professional development.
11 Employees may be required to complete a post-course evaluation survey in order to
12 ensure adequate employee feedback. Cyber security measures, including but not
13 limited to electronic sign-in and passkeys, may be utilized to ensure the integrity of
14 professional development systems.

15

16 **(1) Records:** In-service records will be maintained and will be available to employees
17 and their immediate supervisors for review. Professional development will routinely
18 audit courses and records to assess course content, the availability of professional
19 development opportunities, and course completion data.

ARTICLE 15 – DURATION AND ACCEPTANCE

1 **15.01 – EFFECTIVE:** These terms of employment shall be effective the day after
2 ratification by the Board.

3
4 **15.02** – This article intentionally left blank.

5
6 **15.03 – DURATION:** The duration of these terms of employment is three (3) years:
7 FY24 (2023-2024 school year), FY25 (2024-2025 school year), and FY26 (2025-2026
8 school year).

9
10 **(1) Windfall or Shortfall:** If federal or state funding is inadequate or in excess of the
11 funding necessary to account for the fiscal impact of this agreement, the District may
12 discuss an emergency re-opener to address the impact.

13
14 **15.04 – MODIFICATION:** The terms and conditions of these terms of employment
15 may be altered or modified by Board approval of a recommendation by the
16 Superintendent.

17
18 **15.05 – FORCE MAJEURE:** The parties agree that neither will be liable for any failure
19 or delay in performing an obligation under these terms of employment due to any
20 of the following, which are beyond the reasonable control of the parties: natural
21 causes (fire, storm, flood, earthquake, etc.) governmental or societal actions (war,
22 invasion, civil unrest, riot, etc.), infrastructure failures (transportation, energy,
23 telecommunications, etc.) and health causes (epidemic, pandemic, quarantine, etc.).

24
25 **(1) Impracticability:** Force majeure does not include financial distress or the ability
26 of either party to make a profit or avoid a financial loss, changes in market prices or
27 conditions, or a party's financial inability to perform its obligations.

28
29 **(2) Impossibility:** The District is required to provide formal written notice of a force
30 majeure event and expected duration of impact; disruption beyond a period of 90-
31 days is cause for termination of these terms of employment.

32
33 **15.06 – SEVERABILITY:** If any article of these terms of employment is declared illegal
34 by a court of competent jurisdiction, or as a result of a change in state or federal law,
35 the Superintendent shall present a recommendation to the Board as soon as
36 practicable to modify the article to the extent necessary to bring it into legal

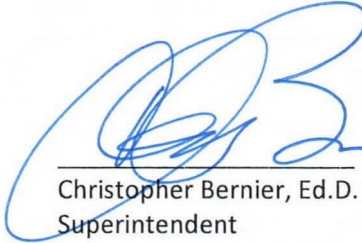
1 compliance. The remaining articles shall remain in full force and effect for the
2 duration of these terms of employment.

3

4 **15.07 - EXPIRATION:** These terms of employment shall expire on June 30, 2026, and
5 in no event shall any other articles contravene the expiration of these terms of
6 employment. In the event that successor terms of employment are not board
7 approved, these terms of employment will carry over indefinitely.

**FY24 (2023-2024 school year), FY25 (2024-2025 school year), and FY26 (2025-2026 school year)
Administrator Salary Schedule.**


This Salary Schedule is approved by the School Board for the School District of Lee County and signed this 7th day of November 2023.


Christopher Bernier, Ed.D.
Superintendent

11/8/2023
Date


Armor Persons
School Board Chair

11/8/23
Date


Robert Dodig, J.D.
Chief Negotiator

11/7/23
Date

APPROVED
NOV 07 2023
SCHOOL BOARD OF
LEE COUNTY

ADMINISTRATIVE POSITIONS

Title	JDE	Work Year	Pay Grade	Last Board Action
SUPERINTENDENT				
Superintendent of Schools	S-21.01	Contract	Contract	01/22/2019
Deputy Superintendent	D-5.01	255	M	06/28/2022
Regional Associate Superintendent	R-2.01	255	M	06/24/2024
ATTORNEYS				
Attorney I, Assistant School Board	A-16.06	Contract	Contract	10/19/2021
Attorney II, Assistant School Board	A-16.07	Contract	Contract	10/19/2021
Attorney, Staff (Academic and Student Services)	A-16.04	Contract	Contract	01/12/2021
Attorney, Staff (Business Services and Labor)	A-16.05	Contract	Contract	01/12/2021
Chief Staff Attorney	A-16.02	Contract	Contract	01/12/2021
School Board Attorney and General Counsel	A-16.01	Contract	Contract	01/12/2021
CHIEFS				
Chief Academic Officer	C-3.02	255	M	08/27/2019
Chief Communications & Government Relations	C-3.10	255	M	06/28/2022
Chief Construction and Facilities Officer	C-3.12	255	M	06/22/2022
Chief Financial Officer	C-3.03	255	M	08/27/2019
Chief Human Resources Officer	C-3.05	255	M	01/22/2019
Chief Information Officer	C-3.07	255	M	08/27/2019
Chief of Staff	C-3.06	255	M	07/30/2019
Chief Operations Officer	C-3.09	255	M	08/27/2019
Chief Strategy Officer	C-3.11	255	M	04/12/2022
Chief Auditor	C-3.13	255	Contract	06/26/2024
EXECUTIVE DIRECTORS				
Executive Director, Alternative Programs and Student Discipline	E-12.05	255	M	07/30/2019
Executive Director, Business Services	E-12.07	255	M	08/27/2019
Executive Director, Constituent Services and Fine Arts (District)	E-12.08	255	M	08/27/2019
Executive Director, Government and Community Relations	E-12.16	255	M	08/27/2019
Executive Director, Human Resources	E-12.03	255	M	01/22/2019
Executive Director, Leadership, Professional Development	E-12.18	255	M	11/22/2022
Executive Director, Operational Planning and Project Management	E-12.15	255	M	08/27/2019
Executive Director, Operations	E-12.19	255	M	08/27/2019
Executive Director, Safety, Security, and Emergency Management	E-12.09	255	M	09/08/2020
Executive Director, School Development	E-12.10	255	M	07/30/2019
Executive Director, Strategic Engagement and Community Partnerships	E-12.13	255	M	08/27/2019
Executive Director, Student Enrollment	E-12.12	255	M	07/31/2018
Executive Director, Student Services	E-12.06	255	M	07/30/2019
Executive Director, Technology Operations	E-12.17	255	M	08/27/2019
Executive Director, Transportation and Logistical Services	E-12.04	255	M	08/11/2021
Executive Director, Turnaround Schools	E-12.14	255	M	08/27/2019
Executive Director, School Choice/Administration	E-12.20	255	M	06/24/2024
DIRECTORS				
Director, Accountability, Assessment, and Research	D-11.25	255	15	07/31/2018
Director, Adult and Career Education	D-11.65	255	15	08/27/2019
Director, Application Services	D-11.43	255	15	01/22/2019
Director, Athletics and Activities (District)	D-11.10	255	15	06/28/2022
Director, Athletics and Activities (High School)	D-11.21	216	12	05/10/2022
Director, Budget	D-11.47	255	15	08/27/2019
Director, Compensation and Labor Relations	D-11.66	255	15	06/28/2022
Director, Constituent Services	D-11.06	255	15	05/22/2018
Director, Constituent Services and Student Discipline	D-11.12	255	15	07/31/2018
Director, Construction Projects Management	SM-1.03	255	15	08/27/2019
Director, Continuous Improvement	D-11.67	255	15	06/28/2022
Director, Diversity and Inclusion	D-11.68	255	15	06/28/2022
Director, Early Childhood Learning Services	D-11.02	255	15	06/23/2020
Director, English for Speakers of Other Languages	D-11.26	255	15	06/28/2022
Director, Exceptional Student Education	D-11.04	255	15	07/28/2020
Director, Financial Services	D-11.03	255	15	08/27/2019

Director, Fleet and Safety	D-11.08	255	15	08/27/2019
Director, Food and Nutrition Services	D-11.17	255	15	08/27/2019
Director, Grants and Program Development	D-11.50	255	15	06/23/2020
Director, Human Resources Field Operations	D-11.74	255	15	02/06/2024
Director, Human Resources Operations	D-11.75	255	15	02/06/2024
Director, Information Security Assurance	D-11.05	255	15	06/28/2022
Director, Business Data Systems	D-11.54	255	15	03/26/2024
Director, Insurance and Benefits Management	D-11.11	255	15	01/22/2019
Director, Internal Auditing	D-11.13	255	15	06/28/2022
Director, Labor and Employee Relations	D-11.72	255	15	01/23/2024
Director, Maintenance Services	D-11.53	255	15	08/27/2019
Director, Payroll	D-11.20	255	15	08/27/2019
Director, Planning, Growth, and Capacity	D-11.58	255	15	06/28/2022
Director, Positive Prevention	D-11.27	255	15	07/31/2018
Director, Procurement Services	D-11.09	255	15	08/27/2019
Director, Professional Development	D-11.56	255	15	09/07/2022
Director, Professional Standards	D-11.36	255	15	06/28/2022
Director, Safety and Security	D-11.57	255	15	06/28/2022
Director, School Counseling and Mental Health Services	D-11.01	255	15	07/28/2020
Director, School Psychological and Social Work Services	D-11.29	255	15	07/28/2020
Director, School Transformation	D-11.69	255	15	08/27/2019
Director, Staffing and Talent Management	D-11.07	255	15	01/22/2019
Director, Strategic Communications	D-11.51	255	15	01/22/2019
Director, Student Enrollment	D-11.28	255	15	07/31/2018
Director, Talent Acquisition	D-11.61	255	15	03/26/2024
Director, Talent Management	D-11.73	255	15	01/23/2024
Director, Teaching and Learning (Elementary)	D-11.63	255	15	07/31/2018
Director, Teaching and Learning (Secondary)	D-11.64	255	15	07/31/2018
Director, Technology Operations	D-11.71	255	15	09/07/2022
Director, Title IV and STEM Programs	D-11.16	255	15	01/28/2020
Director, Transportation Services	D-11.14	255	15	08/11/2021
Director, Turnaround Schools	D-11.59	255	15	01/22/2019
Director, Student Services	D-11.76	255	15	06/26/2024
Director, Business Intelligence	D-11.77	255	15	06/26/2024
ASSISTANT DIRECTORS				
Assistant Director, Budget	A-21.10	255	13	08/27/2019
Assistant Director, Compensation	A-22.06	255	13	01/23/2024
Assistant Director, Construction Project Management (Facilities)	A-22.05	255	13	09/07/2022
Assistant Director, Curriculum (Elementary)	A-21.39	255	13	08/27/2019
Assistant Director, Curriculum (Secondary)	A-21.38	255	13	08/27/2019
Assistant Director, Exceptional Student Education	A-21.20	255	13	08/11/2021
Assistant Director, Financial Accounting, Property Inventory, and Records Mgmt.	A-21.07	255	13	08/27/2019
Assistant Director, Health Services	A-21.01	255	13	07/28/2020
Assistant Director, Human Resources Operations	A-21.04	255	13	02/06/2024
Assistant Director, Infrastructure Services	A-21.12	255	13	08/27/2019
Assistant Director, Leadership Development	A-22.04	255	13	09/07/2022
Assistant Director, Magnet Schools	A-21.35	255	13	07/31/2018
Assistant Director, Maintenance Services	A-21.11	255	13	01/22/2019
Assistant Director, Media Relations and Public Information Officer	A-21.02	255	13	08/27/2019
Assistant Director, Multi-Tiered System of Support, Attendance, and Social Work	A-21.36	255	13	01/22/2019
Assistant Director, Payroll	A-21.32	255	13	08/27/2019
Assistant Director, Professional Development	A-21.34	255	13	01/22/2019
Assistant Director, Safety, Security and Emergency Management	A-22.03	255	13	09/07/2022
Assistant Director, School Counseling and Mental Health Services	A-21.37	255	13	07/28/2020
Assistant Director, School Psychological Services	A-21.41	255	13	07/28/2020
Assistant Director, Student Enrollment	A-21.03	255	13	01/22/2019
Assistant Director, Title I and Migrant Programs	A-21.09	255	13	07/31/2018
Assistant Director, Transportation Services	A-21.06	255	13	01/22/2019
Senior Administrator, Transportation Services	A-21.13	255	13	05/22/2018

COORDINATORS				
Coordinator, Adult and Career Education	C-46.10	255	12	07/31/2018
Coordinator, Business Services	C-46.73	255	12	08/27/2019
Coordinator, Capacity and Class Size	C-46.79	255	12	09/07/2022
Coordinator, Capital Projects Management	C-46.01	255	12	03/26/2019
Coordinator, Charter School Operations	C-46.15	255	12	07/30/2019
Coordinator, Community Engagement	C-46.35	255	12	12/10/2019

Coordinator, Continuous Improvement	C-46.48	255	12	01/22/2019
Coordinator, District Planning	C-46.23	255	12	09/21/2021
Coordinator, Employee Wellness Programs	C-46.44	255	12	01/22/2019
Coordinator, Energy Management	C-46.57	255	12	08/27/2019
Coordinator, English Language Learners	C-46.56	255	12	08/11/2021
Coordinator, Equity and Civil Rights Compliance	C-46.61	255	12	08/27/2019
Coordinator, Exceptional Student Education	C-46.69	255	12	07/28/2020
Coordinator, Facilities Projects	C-46.22	255	12	08/11/2021
Coordinator, Fine Arts (Performing Arts)	C-46.19	255	12	09/08/2020
Coordinator, Food and Nutrition Services (Operations)	C-46.76	255	12	12/05/2023
Coordinator, Food and Nutrition Services (Special Projects and Student Wellness)	C-46.62	255	12	08/27/2019
Coordinator, Food and Nutrition Services (Recruitment and Operations)	C-46.85	255	12	08/08/2023
Coordinator, Government Relations	C-46.81	255	12	04/11/2023
Coordinator, Graduation	C-46.70	255	12	08/27/2019
Coordinator, Grants Development	C-46.40	255	12	07/31/2018
Coordinator, Head Start Program	C-46.04	216, 255	12	08/11/2021
Coordinator, Health Services	C-46.43	255	12	07/28/2020
Coordinator, Healthy Living Initiatives	C-46.82	255	12	06/27/2023
Coordinator, Human Resources (Information Systems)	C-46.52	255	12	01/22/2019
Coordinator, Information Systems	C-46.78	255	12	09/07/2022
Coordinator, Information Technology (Capital Project Management)	C-46.53	255	12	01/22/2019
Coordinator, Information Technology (Infrastructure Management)	C-46.60	255	12	01/22/2019
Coordinator, Information Technology (Technical Support Services)	C-46.59	255	12	01/22/2019
Coordinator, Leave of Absence	C-46.86	255	12	02/06/2024
Coordinator, Maintenance Services	C-46.68	255	12	08/11/2021
Coordinator, Mental Health Services	C-46.02	255	12	07/28/2020
Coordinator, Multimedia Communications	C-46.80	255	12	04/11/2023
Coordinator, Operations	C-46.36	255	12	08/11/2021
Coordinator, Procurement Services	C-46.74	255	12	08/27/2019
Coordinator, Professional Development	C-46.71	255	12	01/22/2019
Coordinator, Professional Standards	C-46.03	255	12	07/30/2019
Coordinator, Projects	C-46.72	255	12	01/22/2019
Coordinator, Psychological Services	C-46.07	255	12	07/28/2020
Coordinator, Recruitment	C-46.16	255	12	07/30/2019
Coordinator, Resource Development	C-46.75	255	12	08/27/2019
Coordinator, Safety and Security	C-46.51	255	12	01/22/2019
Coordinator, School Counseling Services	C-46.55	255	12	07/28/2020
Coordinator, Social Work Services	C-46.08	255	12	07/28/2020
Coordinator, State Reporting	C-46.34	255	12	08/08/2023
Coordinator, Superintendent's Office	C-46.67	255	12	08/27/2019
Coordinator, Talent Management	C-46.87	255	12	04/09/2024
Coordinator, Teaching and Learning	C-46.34	255	12	07/31/2018
Coordinator, Threat Assessment	C-46.37	255	12	01/12/2021
Coordinator, Trade Extension	C-46.09	255	12	01/22/2019
Manager, Business and Financial Services (Lee Technical College)	M-1.01	255	11	05/10/2022
Manager, Human Resources Operations	M-1.42	255	11	01/23/2024
Manager, Program (Technical Colleges)	M-1.02	255	10	05/10/2022
Program Administrator	P-12.05	255	12	01/12/2021
Recruiter	R-1.02	255	12	01/23/2024
Treasurer	T-8.01	255	12	08/27/2019
Human Resources Business Partner	H-1.01	255	10	07/30/2024

SCHOOL-BASED ADMINISTRATORS				
Principal	P-6.01	255	14	07/28/2020

Principal (Coach)	P-6.05	255	15	12/07/2021
Principal, Lee Virtual School and Emerging Technology Programs	P-6.02	255	14	07/28/2020
Principal, Turnaround School	P-6.03	255	14	07/28/2020
Principal, Turnaround School (Senior)	SP-1.01	255	15	08/27/2019
Director, Southwest Florida Public Service Academy	D-11.60	255	14	07/31/2018
Director, Technical College	D-11.15	255	14	07/28/2020
Senior Director, Technical Colleges	SD-1.01	255	15	07/28/2020
Assistant Principal	A-36.01	206, 216, 226, 255	12	07/28/2020
Assistant Principal, On Special Assignment	A-36.02	206, 216, 226, 255	12	07/28/2020
Associate Director, Public Service Programs	A-22.01	255	12	07/28/2020
Associate Director, Technical College	A-22.02	255	12	07/28/2020
Associate Principal	P-6.04	255	13	03/10/2020
ENGINEERS				
Engineer, Building Services	E-1.06	255	10	08/27/2019
Manager, Project (Facilities)	E-1.07	255	12	03/26/2019

ADMINISTRATOR SUPPLEMENT SCHEDULE

(1) STUDENT ENROLLMENT SUPPLEMENT

A student enrollment supplement shall be paid to the Principal and Assistant Principal positions based upon the school's pre-K – 12 enrollment measured at the 4th cycle of the prior year as follows:

PRINCIPALS			ASSISTANT PRINCIPALS		
550	999	\$400.00	550	999	\$320.00
1000	1499	\$600.00	1000	1499	\$480.00
1500	1999	\$800.00	1500	1999	\$640.00
2000	2499	\$1,000.00	2000	2499	\$800.00

Student Enrollment Size Supplements include the Technical Colleges and Southwest Florida Public Service Academy. The enrollment size supplement shall be paid based upon the average enrollment for the previous year for the time period of July 1st through June 1st. Principals include the Senior Director, Technical Colleges and Director, Southwest Florida Public Service Academy.

(2) SCHOOL LEVEL SUPPLEMENT

School level supplements shall be paid as a component of base pay and shall be paid as follows:

PRINCIPALS*		ASSISTANT PRINCIPALS	
Elementary	\$2,500.00	Elementary	\$1,450.00
Middle	\$3,000.00	Middle	\$1,900.00
High	\$6,000.00	High	\$4,500.00
Special Center	\$2,500.00	Special Center	\$1,650.00
Technical College	\$2,500.00	Technical College	\$1,050.00

*Principals include the Senior Director, Technical Centers and Director, Public Service Programs.

(3) ADVANCED DEGREE SUPPLEMENTS (COMPONENT OF BASE PAY)

Advanced Degree supplements, other than Doctorate, shall be paid if the degree is not required in the job description. For school-based administrators hired on or after July 1, 2011, an advanced degree must be in the individual's area of certification and shall be paid as a salary supplement.

DEGREE	AMOUNT
Doctorate*	\$3,000.00
Specialist	\$2,000.00
Masters	\$500.00

(4) TEAM LEAD: School-based administrator team lead supplements are only available to Principals with four (4) or more years of experience as a Principal or Assistant Principals with four (4) or more years of experience as an Assistant Principal. A minimum of one (1) year of experience must be in the School District of Lee County. Eligible employees must have the appropriate collegial coaching training within the last three (3) years, and must have received a Final Performance Evaluation rating of Highly Effective or Effective based on the School District of Lee County's Administrator Evaluation System. A Final Performance Evaluation rating includes the Manager's rating and Value-Added Model (VAM) rating.

(a) Principal: Payment will be issued at the end of each semester in the amount of \$3,000.00 per semester or \$6,000.00 annually. Pending grant funds.

(b) Assistant Principal: Payment will be issued at the end of each semester in the amount of \$1,500.00 per semester or \$3,000.00 annually. Pending grant funds.

(5) UNIQUE SCHOOL CHALLENGE SUPPLEMENT

Challenge	Amount
New Academic Program	\$1,000.00
Major Construction or Renovation	\$1,000.00
New Facility – First School Year (Principal)	\$2,000.00
New Facility – First School Year (Asst. Principal)	\$1,000.00

(6) DISTRICT BARGAINING TEAM MEMBER SUPPLEMENT: A district bargaining team supplement of \$1,500.00 per bargaining unit will be made available to all administrators on the district bargaining team, except for those that are Chiefs.

(7) DISTRICT-WIDE CURRICULUM EXPERT SUPPLEMENT: A district-wide curriculum expert supplement of \$2,000.00 will be paid to designated curriculum experts. One supplement per curriculum or special area will be available.

FY22-FY24 ADMINISTRATOR PAY SCALE (ANNUAL BASE SALARY - 255 DAYS)

Pay Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18
10	\$79,777.96	\$80,583.34	\$81,388.71	\$82,194.08	\$83,022.47	\$83,850.85	\$84,679.23	\$85,530.63	\$86,382.02	\$87,256.43	\$88,130.83	\$89,005.24	\$89,879.64	\$90,800.07	\$91,697.49	\$92,617.91	\$93,538.34	\$94,481.78
11	\$85,346.54	\$86,220.95	\$87,072.34	\$87,946.75	\$88,821.15	\$89,718.57	\$90,615.98	\$91,513.40	\$92,433.83	\$93,354.25	\$94,274.68	\$95,241.13	\$96,184.56	\$97,151.01	\$98,117.46	\$99,106.92	\$100,096.38	\$101,085.84
12	\$91,329.32	\$92,249.74	\$93,170.17	\$94,090.59	\$95,034.03	\$96,000.48	\$96,943.92	\$97,933.38	\$98,899.82	\$99,889.28	\$100,901.75	\$101,914.22	\$102,903.68	\$103,962.17	\$104,974.64	\$106,033.13	\$107,091.62	\$108,173.12
13	\$97,726.28	\$98,692.73	\$99,705.20	\$100,694.65	\$101,707.12	\$102,719.59	\$103,732.06	\$104,767.54	\$105,826.03	\$106,884.52	\$107,966.02	\$109,024.51	\$110,129.03	\$111,233.54	\$112,338.05	\$105,060.71	\$114,593.09	\$115,743.63
14	\$104,560.45	\$105,618.94	\$106,677.43	\$107,735.92	\$108,817.42	\$109,898.92	\$111,003.43	\$112,107.94	\$113,235.46	\$114,362.99	\$115,490.51	\$116,664.05	\$117,814.59	\$119,011.14	\$120,184.68	\$121,381.24	\$122,600.80	\$123,820.37
15	\$111,877.84	\$113,005.36	\$114,132.88	\$115,283.41	\$116,433.95	\$117,584.48	\$118,758.02	\$119,954.58	\$121,151.13	\$122,370.70	\$123,590.26	\$124,832.84	\$126,075.41	\$127,341.00	\$128,606.59	\$129,895.18	\$131,206.79	\$132,495.39

FY22-FY24 ADMINISTRATOR PAY SCALE (ANNUAL BASE SALARY - 226 DAYS)

Pay Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18
10	\$70,705.18	\$71,418.96	\$72,132.74	\$72,846.52	\$73,580.70	\$74,314.87	\$75,049.05	\$75,803.62	\$76,558.19	\$77,333.15	\$78,108.11	\$78,883.07	\$79,658.04	\$80,473.79	\$81,269.14	\$82,084.89	\$82,900.65	\$83,736.79
11	\$75,640.47	\$76,415.43	\$77,170.00	\$77,944.96	\$78,719.92	\$79,515.28	\$80,310.64	\$81,105.99	\$81,921.74	\$82,737.50	\$83,553.25	\$84,409.78	\$85,245.93	\$86,102.47	\$86,959.00	\$87,835.94	\$88,712.87	\$89,589.80
12	\$80,942.84	\$81,758.59	\$82,574.35	\$83,390.10	\$84,226.24	\$85,082.78	\$85,918.92	\$86,795.85	\$87,652.39	\$88,529.32	\$89,426.65	\$90,323.97	\$91,200.91	\$92,139.02	\$93,036.35	\$93,974.46	\$94,912.57	\$95,871.08
13	\$86,612.31	\$87,468.85	\$88,366.17	\$89,243.11	\$90,140.43	\$91,037.76	\$91,935.08	\$92,852.80	\$93,790.91	\$94,729.03	\$95,687.53	\$96,625.65	\$97,604.55	\$98,583.45	\$99,562.35	\$93,112.63	\$101,560.94	\$102,580.63
14	\$92,669.26	\$93,607.37	\$94,545.48	\$95,483.60	\$96,442.10	\$97,400.61	\$98,379.51	\$99,358.41	\$100,357.71	\$101,357.00	\$102,356.29	\$103,396.38	\$104,416.06	\$105,476.54	\$106,516.62	\$107,577.10	\$108,657.97	\$109,738.84
15	\$99,154.47	\$100,153.77	\$101,153.06	\$102,172.75	\$103,192.44	\$104,212.13	\$105,252.21	\$106,312.68	\$107,373.16	\$108,454.03	\$109,534.90	\$110,636.16	\$111,737.43	\$112,859.08	\$113,980.74	\$115,122.79	\$116,285.23	\$117,427.29

FY22-FY24 ADMINISTRATOR PAY SCALE (ANNUAL BASE SALARY - 216 DAYS)

Pay Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18
10	\$67,576.63	\$68,258.83	\$68,941.02	\$69,623.22	\$70,324.91	\$71,026.60	\$71,728.29	\$72,449.47	\$73,170.65	\$73,911.33	\$74,652.00	\$75,392.67	\$76,133.35	\$76,913.00	\$77,673.16	\$78,452.82	\$79,232.48	\$80,031.62
11	\$72,293.54	\$73,034.22	\$73,755.40	\$74,496.07	\$75,236.74	\$75,996.91	\$76,757.07	\$77,517.23	\$78,296.89	\$79,076.54	\$79,856.20	\$80,674.84	\$81,473.98	\$82,292.62	\$83,111.26	\$83,949.39	\$84,787.52	\$85,625.65
12	\$77,361.30	\$78,140.96	\$78,920.61	\$79,700.27	\$80,499.42	\$81,318.05	\$82,117.20	\$82,955.33	\$83,773.97	\$84,612.10	\$85,469.72	\$86,327.34	\$87,165.47	\$88,062.07	\$88,919.69	\$89,816.30	\$90,712.90	\$91,629.00
13	\$82,779.91	\$83,598.55	\$84,456.17	\$85,294.30	\$86,151.92	\$87,009.54	\$87,867.16	\$88,744.27	\$89,640.87	\$90,537.48	\$91,453.57	\$92,350.18	\$93,285.76	\$94,221.35	\$95,156.94	\$88,992.61	\$97,067.09	\$98,041.66
14	\$88,568.85	\$89,465.45	\$90,362.06	\$91,258.66	\$92,174.75	\$93,090.85	\$94,026.44	\$94,962.02	\$95,917.10	\$96,872.18	\$97,827.26	\$98,821.32	\$99,795.89	\$100,809.44	\$101,803.50	\$102,817.05	\$103,850.09	\$104,883.14
15	\$94,767.11	\$95,722.19	\$96,677.26	\$97,651.83	\$98,626.40	\$99,600.97	\$100,595.03	\$101,608.58	\$102,622.14	\$103,655.18	\$104,688.22	\$105,740.76	\$106,793.29	\$107,865.32	\$108,937.34	\$110,028.86	\$111,139.87	\$112,231.39

FY22-FY24 ADMINISTRATOR PAY SCALE (ANNUAL BASE SALARY - 206 DAYS)

Pay Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18
10	\$64,448.08	\$65,098.70	\$65,749.31	\$66,399.93	\$67,069.13	\$67,738.33	\$68,407.54	\$69,095.33	\$69,783.12	\$70,489.51	\$71,195.89	\$71,902.27	\$72,608.65	\$73,352.21	\$74,077.18	\$74,820.74	\$75,564.31	\$76,326.45
11	\$68,946.62	\$69,653.00	\$70,340.79	\$71,047.18	\$71,753.56	\$72,478.53	\$73,203.50	\$73,928.47	\$74,672.03	\$75,415.59	\$76,159.15	\$76,939.89	\$77,702.04	\$78,482.78	\$79,263.52	\$80,062.84	\$80,862.17	\$81,661.50
12	\$73,779.76	\$74,523.32	\$75,266.88	\$76,010.44	\$76,772.59	\$77,553.33	\$78,315.48	\$79,114.80	\$79,895.54	\$80,694.87	\$81,512.79	\$82,330.70	\$83,130.03	\$83,985.12	\$84,803.04	\$85,658.13	\$86,513.23	\$87,386.91
13	\$78,947.50	\$79,728.24	\$80,546.16	\$81,345.49	\$82,163.40	\$82,981.32	\$83,799.23	\$84,635.74	\$85,490.83	\$86,345.93	\$87,219.61	\$88,074.71	\$88,966.98	\$89,859.25	\$90,751.52	\$84,872.58	\$92,573.24	\$93,502.69
14	\$84,468.44	\$85,323.53	\$86,178.63	\$87,033.72	\$87,907.40	\$88,781.09	\$89,673.36	\$90,565.63	\$91,476.49	\$92,387.35	\$93,298.22	\$94,246.25	\$95,175.71	\$96,142.33	\$97,090.37	\$98,057.00	\$99,042.22	\$100,027.44
15	\$90,379.74	\$91,290.60	\$92,201.46	\$93,130.91	\$94,060.36	\$94,989.82	\$95,937.85	\$96,904.48	\$97,871.11	\$98,856.33	\$99,841.55	\$100,845.35	\$101,849.16	\$102,871.55	\$103,893.95	\$104,934.93	\$105,994.51	\$107,035.49