

SALARY SCHEDULE N

**(SUPERVISORY, TECHNICAL,
CONFIDENTIAL,
AND CASUAL EMPLOYEES)**



**FY19 (2018-2019 School Year)
FY20 (2019-2020 School Year)**

Board Approved and Adopted: June 2019

Signatures of Superintendent of Schools and School Board Chairman on File

TABLE OF CONTENTS

Preamble	1
Definitions	1
ARTICLE 1 - PARTIES	1
ARTICLE 2 - RIGHTS, PRIVILEGES, AND RESPONSIBILITIES	1
ARTICLE 3 – BLANK	2
ARTICLE 4 – BLANK	2
ARTICLE 5 - GENERAL EMPLOYMENT PRACTICES	2
ARTICLE 6 - WORKING CONDITIONS	5
ARTICLE 7 - WORK SCHEDULE	8
ARTICLE 8 - PERFORMANCE EVALUATION	9
ARTICLE 9 - DISCIPLINARY PROCEDURES	10
ARTICLE 10 - COMPENSATION	11
ARTICLE 11 – BENEFITS	15
ARTICLE 12 - LEAVE	17
ARTICLE 13 - BLANK	17
ARTICLE 14 - BLANK	17
ARTICLE 15 - DURATION AND ACCEPTANCE	17
Supervisory, Technical, Confidential, and Casual Employee Salary Schedule	Appendix A
Supervisory, Technical, Confidential Pay Scale	Appendix B
Salary Schedule Supplements	Appendix C

PREAMBLE

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DEFINITIONS

2 (1) EMPLOYEE:

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

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

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

10

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

13

14 (4) SUPERVISOR

15 (a) **Assigned to Single School/Site:** In a school, the employee's supervisor is the building principal or
16 his designee.

17 (b) **Not Assigned to a School/Site:** if an employee is not assigned to a school, the employee's
18 supervisor is the administrator by whom the employee is evaluated.
19

20

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

23

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

ARTICLE 1 – PARTIES

30 **1.01 – PARTIES:** These terms of employment are unilaterally presented by the School Board of Lee County,
31 also referred to as the District, and contains the terms of employment for all full-time or part-time supervisory,
32 technical, and confidential employees of The School District of Lee County, Florida. In addition to covering
33 these regular employees, these terms of employment also cover all casual employees of The School District
34 of Lee County, Florida with the exception of outside vendors, consultants, and subcontractors covered by
35 separate agreements.

ARTICLE 2 – RIGHTS, PRIVILEGES, AND RESPONSIBILITIES

36 2.01 – EMPLOYEES

37

38 (1) **Non-Discrimination:** The articles of these terms of employment shall apply to all employees without
39 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.

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

ARTICLE 3 – (BLANK)

3.01 – This article intentionally left blank.

ARTICLE 4 – (BLANK)

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 Period: In accordance with Board Policy, regular employees shall be employed on probationary status for a period not to exceed twelve (12) calendar months from their first day of employment.

(2) Casual Employees: Casual employees do not serve a probationary period and are at will employees who are not eligible for promotion, reassignment, or transfer to other positions. There is no expectation of continuing employment for casual employees. Casual employees are compensated for time worked only and are not eligible for leave accruals, unemployment benefits, retirement benefits, health care, life insurance, or other fringe benefits, unless stated otherwise in the appropriate salary schedule.

5.02 – This article intentionally left blank.

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5.05 - ASSIGNMENT OF DUTIES

(1) Temporary Reassignments: If an employee is assigned to perform all the essential functions and duties

of a position with a Market Rate or pay grade higher than the employee's regular pay grade or base rate (hourly rate), the employee shall be paid at a higher rate based on the Temporary Reassignment Matrix or at the higher pay grade rate.

5.06 – This article intentionally left blank.

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

5.08 – WORKER'S COMPENSATION

(1) Limited Duty: Employees who have experienced a worker's compensation injury and who have been evaluated and released by an approved physician as physically able to return to work with specific limitations, will return to their job site upon written authorization by the Insurance and Benefits Management. Specific work limitation will be forwarded to the employee's supervisor from the treating physician. The employee will remain in his/her job site, performing appropriate duties as identified by his/her supervisor for a period of time agreed to by the employee and the work site supervisor. The employee will be evaluated by the physician as necessary based on the course of treatment and, if not released for full duty, will be returned for limited duty for a work period agreed to by the employee and the work site supervisor. At the completion of the second work period, if the employee is not able to return to a full duty status, the employee will be evaluated by the physician, principal/supervisor and the Insurance and Benefits Management to determine the employee's status. Alternatives such as returning to worker's compensation off-duty status, continuation of limited duty assignments, alternate duty assignments, and/or other assignments will be reviewed with the employee.

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

5.10 – PERSONNEL FILE

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

(2) Response: Each employee has the right to comment in writing concerning any materials in his personnel record.

5.11 - CASUAL EMPLOYEES

(1) Fee-Based Programs

(a) Employment in Fee-Based Programs: Each employee selected to work in the Fee-Based Program must be approved by the School Principal. The Principal will submit a Personnel Action Form (PAF) to Staffing & Talent Management to initiate supplemental employment in the program.

(b) Establishing Each School's Fee-based Salary Schedule: This Salary Schedule establishes a range of pay for each position authorized by the Board. Each school will select a rate of pay for each position utilized in the program and submit it to the Budget Department with an effective date. The rate of pay selected must be within the range of pay described in this salary schedule for that position.

The salary rates selected by each individual school will be approved by the Business Services Division and remain on file in the Payroll Department.

(c) Changes to Each School's Fee-Based Salary Schedule: Each school may amend the salary schedule by submitting a "Change of Position/Salary Form" with an effective date to the Budget Department. The new schedule must be received prior to the effective date of the amended rates. If receipt of the new schedule does not allow sufficient time for the review of the salary schedule and approval by the Business Services Division, or designee, the effective date will be the date following the date of the Business Services Division approval. The proposed amended salary schedule will be reviewed in conjunction with the current profit and loss statement for that school's Fee-Based program and must be consistent with the profit and loss status of the program in order for the amended salary schedule to be approved by the Business Services Division. A Personnel Action Form (PAF) must be forwarded to Staffing & Talent Management following approval of the Business Services Division.

(2) Guest Teacher

(a) Guest Teachers: Effective July 1, 2016, guest teachers will be paid an hourly rate based on their tier and level for either one-half or one full day of work.

(b) Long-Term Guest Teachers: Guest teachers working in a position for a specific teacher absence, vacancy, or in a specific assignment for a period of thirty (30) consecutive work days on the teacher work schedule in a fiscal year/school year shall be considered a long-term guest teacher. Effective July 1, 2017, a long-term guest teacher shall be paid based on the number of hours worked and the level of their assignment.

(c) Long-Term Guest Teacher (Level II): Long-term guest teachers on Level II must meet the requirements above and are entitled to receive Level II compensation upon initial assignment and are eligible for certain specified employee insurance benefits for the duration of their Level II assignment, limited to medical, dental, vision, and board paid life insurance. Level II long-term guest teacher assignments are authorized at the discretion of the District.

(3) Internship Programs

(a) Intern – Accomplished Interns as Psychologists: Qualified applicants selected for employment in the Psychologist Intern Program shall be paid \$10,000.00 per District semester. Daily services performed for 3.75 hours or less shall be paid as half day. Daily services performed exceeding the 3.75 hours shall be paid as full day. All work required and approved beyond the regular work day shall be compensated at the value of the hourly rate of pay or minimum wage, whichever is greater.

(b) Intern - Accomplished Interns as Teachers (AIT): Qualified candidates selected from the Florida Gulf Coast University Teacher Preparation Program shall be compensated \$5,000.00 per District semester. Daily services performed for 3.75 hours or less shall be paid as a half day. Daily services performed exceeding the 3.75 hours shall be paid as a full day. All work required and approved beyond the regular work day shall be compensated at the value of the hourly rate of pay or minimum wage, whichever is greater.

(c) Intern – Paraprofessionals to Teachers Internship: Teacher internship for current paraprofessional employees (Paraprofessionals to Teachers Grant) will enable the District to provide continuous employment with benefits for paraprofessionals transferring to teacher positions following successful completion of the internship. The period of internship, previously worked during approved leave of absence, shall be compensated at \$10.00 per hour during the internship/transitioning period. This program will provide continuous employment for the employee as a regular full-time or part-time employee with benefits including Board provided insurance and leave accrual.

(4) Other Casual Employees

(a) Custodial Services: Custodian (Substitute) must complete the basic custodial processes and procedures training provided by the Maintenance Department.

(b) Advancement Via Individual Determination (AVID) Tutors: AVID Tutors work with small groups of middle and high school students during the AVID elective classes under the supervision of

an AVID teacher and shall be paid \$10.00 per hour on a work schedule of two (2) days per week for approximately 6-12 hours per week.

(c) Temporary Position: Persons working in a temporary position which will not exist beyond four consecutive calendar months or persons substituting in an established position for less than one month shall be paid Florida's minimum wage and are not entitled to employee benefits.

(d) Temporary Replacement in an Established Position: Persons working more than one month, but less than six months in an established position, filling a vacancy or replacing an incumbent employee who is on approved leave, shall be paid the Market Rate or on step one of the regular salary schedule established for that position. If an individual is continuously employed as a temporary replacement for more than half the scheduled days for the position, the individual may be eligible for experience credit equal to one year. Current employees working more than one month, but less than six months in an established position, filling a vacancy or replacing an incumbent employee who is on approved leave may be placed on the incremental step paid in the employee's regular position or at the Market Rate for the position being filled.

(e) Student Employees / Other Personnel Services (OPS): Students of the Lee County Public Schools hired as student employees will receive Florida's minimum wage and are not entitled to employee benefits. Other employees hired as hourly employees from the other personnel services (OPS) account (Object 575000), less than six (6) months, shall be paid Florida's minimum wage and are not entitled to employee benefits.

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 he/she deems appropriate with consultation and notice given to the Safety & Security Department. If the employee believes that the condition has not been corrected, he/she 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 against any person in the work place.

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

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

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

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

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

(b) Failure to Participate: If the employee fails to participate satisfactorily in such program, the employee may be non-renewed or his or her employment may be suspended or terminated, at the discretion of the Board.

(c) District Action: Take appropriate personnel action against such employee, up to and including termination.

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

(4) Exemptions

(a) Prescription Drugs: Possession or use of prescription drugs by an employee for which he holds the prescription is exempt from this section.

(b) Confiscation: Employees who perform duties that require the disposition or confiscation of alcoholic beverages or controlled substances are exempt from this section when performing those specified duties.

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

6.05 – UNIFORMS

(1) Required Uniforms: If required, uniforms, footwear or a footwear stipend will be provided for employees. Every employee afforded uniforms including footwear shall wear their uniform on every assigned shift or work assignment. School/site spirit or team building theme day uniform substitutions are allowed with the approval of a supervisor.

1 **(a) Identification Badges:** If required, identification badges will be furnished to employees.

2
3 **(2) Measurement and Delivery**

4 **(a) Purchased:** Purchased uniforms for twelve (12) month employees shall be measured by October
5 for targeted delivery in January. Purchased uniforms for ten (10) month employees shall be ordered
6 no later than the second week of the new school year and targeted for delivery within (90) days after
7 the order is placed.

8 **(b) Leased:** Uniforms that are leased shall be provided on an ongoing basis.

9 **(c) Safety Shoes:** Safety shoes will be made available via an on-site mobile shoe fitting company.

10
11 **(3) Uniform Purchase Eligibility**

12 **(a) New Hires:** New employees shall be eligible to order uniforms no later than thirty (30) days after
13 the first day worked. New employees hired in July, August, September will be fitted according to these
14 terms of employment but will not become eligible for the annual uniforms/shoes allotments until the
15 following school year uniform/shoes distribution periods.

16 **(b) Current Employees:** After the first issue of uniforms, employees who are provided purchased
17 uniforms shall have the opportunity to select approved accessories provided that the basic uniform is
18 in good condition and that the total price of accessories does not exceed the cost of the uniforms.

19
20 **(4) Uniform Allowance:** Uniform allowance/allocations for Purchased Uniform employees will be calculated
21 as follows:

22 **(a) Twelve Month Employees:** Twelve-month employees eligible for purchased uniforms will be
23 provided five (5) uniforms in the first year of employment and up to five (5) uniforms each year
24 thereafter. Twelve-month employees eligible for safety shoes will be allocated \$100.00 each school
25 year for the purchase of approved safety shoes.

26 **(b) Less Than Twelve Month Employees:** Less than twelve-month employees eligible for purchased
27 uniforms will be provided five (5) uniforms in the first year of employment and up to four (4) uniforms
28 each year thereafter.

29 **(c) Food and Nutrition Services:** Less than twelve-month Food and Nutrition Services employees
30 eligible for purchased uniforms will be provided five (5) uniforms in the first year of employment and
31 four (4) uniforms each year thereafter. Less than twelve-month Food and Nutrition Services employees
32 will be provided a \$61.00 stipend each school year to be used towards the purchase of required District
33 approved non-slip/slip-resistant shoes. The stipend will be paid in the employee's first paycheck of
34 the school year or the first paycheck following eligibility.

35
36 **(5) Uniform Orders**

37 **(a) Ordering Uniform Tops:** Eligible Purchased Uniform employees will be allowed to order the
38 maximum allowed number of uniform tops provided according to the employee job status/number of
39 days worked regardless of any style/size cost differences. If the employee elects not to order the
40 maximum number of allowed tops, then they will be credited with an amount equal to the number of
41 tops not ordered multiplied by the lowest priced commonly ordered uniform tops of that major
42 department current bid. Major department bids for uniform purposes are the following three:
43 Transportation, Food and Nutrition Services, and all other support staff.

44 **(b) Ordering Uniform Bottoms:** Eligible Purchased Uniform employees will be allowed to order the
45 maximum allowed number of uniform bottoms provided according to the employee job status/number
46 of days worked regardless of any style/size cost differences. If the employee elects not to order the
47 maximum number of allowed bottoms, then they will be credited with an amount equal to the number
48 of bottoms not ordered multiplied by the lowest priced commonly ordered uniform bottom of that
49 major department current bid. Major department bids for uniform purposes are the following three:
50 Transportation, Food and Nutrition Services, and all other support staff.

51 **(c) Ordering Accessories:** All orders for accessories must be approved by the employee's immediate
52 supervisor.

(d) Unspent Allowance: Any unspent uniform top/bottom allocation dollars can be utilized toward the purchase of additional approved accessories, additional uniform tops or additional uniform bottoms.

(e) Orders Exceeding Allowance: Additional uniforms, shoes or accessory items ordered that exceed the available allowance amount for the eligible employee must be paid for in advance of order placement.

(6) Uniform Compliance: A uniform for count compliance purposes is defined as one garment top, plus one garment bottom. An eligible employee may be reimbursed a dollar amount equal to the actual cost of specified shoes, up to a maximum of one-hundred dollars (\$100.00) if one of the following criteria is met:

(a) Vendor cannot provide required size;

(b) Medically documented reason for specified shoes.

ARTICLE 7 – WORK SCHEDULE

7.01 – WORK DAY: It is the mutual interest of the parties to standardize the hours of employees, where practicable.

(1) Internship Programs

(a) Intern - Accomplished Interns as Psychologist: The standard work day shall be 7.6 hours per day.

(b) Intern - Accomplished Interns as Teachers (AIT): The standard work day shall be 7.6 hours per day.

(c) Intern – Paraprofessionals to Teachers Internship: The standard work day shall be 7.6 hours per day.

(2) Recording Hours: Each work site will establish an accurate method to document employee work time and attendance. The supervisor of the work site will notify employees of the method and procedure for documenting work time and attendance.

(a) Reporting of Fee-Based Time Worked: Each school will submit the hours worked in the Fee-Based Program by each employee on the form prescribed by the Payroll Department. The payment for time worked will be on the pay day following the pay day on which the time is reported. All time worked shall be limited to times where the employee is not being paid for their regular position.

7.02 – WORK WEEK

(1) Regular Employees: The workweek for regular employees will be no more than forty (40) hours. The workweek will be from Saturday, 12:01 a.m. to Friday, 12:00 midnight. Any regular employee working beyond the designated total weekly hours must have prior approval from the Superintendent or designee. All work performed in excess of forty (40) hours in any one workweek shall be paid at the overtime rate of one and one-half times the employee's regular rate of pay.

7.03 – WORK YEAR

(1) Regular Employees: The standard work year for regular employees shall be listed by position in the salary schedule.

7.04 – CHANGES IN SCHEDULE

(1) Permanent: If it is necessary to permanently change the shift schedule of employees in a job classification at a work site, employees will be given advanced notice when practical.

(2) Temporary: If it is necessary to temporarily change the shift schedule of employees in a job classification at a work site, employees will be given advanced notice when practical.

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

(4) Make-Up Due to Suspended Operations or Declared Emergency: If possible, employees will be notified prior to the beginning of the work day when it is necessary to close schools as a result of a hurricane or other declared emergency. Failure to make up missed time during the scheduled work year or use appropriate leave on make-up days will result in a loss of corresponding wages, with pay to be deducted from the employee's paycheck for time missed. If an employee terminates employment prior to the end of the work year, pay will be deducted from his or her final paycheck. The District will prepare a schedule for make-up of missed days to be provided to employees as soon as possible following a return to work. The District reserves the right to waive make-up time.

7.05 – This article intentionally left blank.

7.06 – VACATION: All regular employees working a twelve-month schedule are eligible for vacation time.

(1) Accrual

(a) Less than Five Years: An employee with less than five (5) years of continuous service shall accrue one (1) day per month (12 days per year).

(b) Five to Nine Years: An employee with five (5) years or more of continuous service shall accrue one and one-quarter (1-1/4) days per month (15 days per year).

(c) Ten or More Years: An employee with ten (10) years or more of continuous service shall accrue one and one-half (1-1/2) days per month (18 days per year).

ARTICLE 8 – PERFORMANCE EVALUATION

8.01 - NOTICE: Each regular employee will receive a performance evaluation, in electronic form, of their work at least once during each fiscal year.

8.02 – PROCEDURE

(1) Supervisor Meeting: Each regular employee's performance evaluation shall be discussed with him or her by a supervisor. All discussion of a performance evaluation by a supervisor shall be conducted in private.

(2) Employee Acknowledgement: After discussion of the performance evaluation, the regular employee shall acknowledge the performance evaluation, indicating that they have been shown the performance evaluation and that it has been discussed with them by the supervisor conducting the evaluation.

(3) Supporting Documentation: If an evaluation includes an "Inconsistent" or "Unsatisfactory" rating or a derogatory comment regarding performance, the supervisor may provide proof that the regular employee has been counseled prior to the evaluation in the area receiving the "Inconsistent" or "Unsatisfactory" rating or has been counseled in the same area of the derogatory comment.

(4) Employee Comment: If the regular employee disagrees with their performance evaluation, they may submit comments on the electronic form that is used for performance evaluation.

(5) Final Rating: Each regular employee may be given a copy of their performance evaluation within ten (10) calendar days after completion, but no later than May 10. Additional performance evaluations completed

after May 10 will be given to each employee within ten (10) calendar days of completion.

(6) Supervisor Acknowledgement: No regular employee shall complete or acknowledge the performance evaluation of other employees. Only an administrator shall complete a performance evaluation for a regular employee subject to these terms of employment.

ARTICLE 9 – DISCIPLINARY PROCEDURES

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

(1) Site-Based Investigation: Allegations of employee misconduct or unsatisfactory job performance shall be reviewed by the site-based or school-based administrator. During the investigation, the District may temporarily reassign the employee. The employee shall be provided an opportunity to be heard regarding all allegations at a meeting with the site-based or school-based administrator.

(2) District-Based Investigation: Professional Standards & Equity may initiate an investigation at the request of the site-based or school-based administrator or Superintendent in response to allegations of employee misconduct or unsatisfactory job performance that may result in suspension without pay or termination of employment. During the investigation the District may temporarily reassign the employee.

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

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

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

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

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

(8) Use of Technology: Email, audio and video recordings, cell phones, and other forms of technology are common in the workplace and may be used in the course of an investigation. The initial review of security

camera footage or other technology for the purpose of monitoring employee performance shall be conducted by the site-based or school-based administrator and shall remain confidential during the pendency of an investigation. All records will be provided to the employee as soon as technologically feasible and in accordance with Florida Statute. If security camera footage is evidence in an investigation of employee misconduct, the employee will have the opportunity to inspect it prior to and/or during a pre-determination hearing.

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

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

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

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

(4) Last Chance Agreement: Last Chance Agreements shall be specific in nature and when appropriate a duration will be specified.

(5) Suspension: The process for suspension without pay shall be governed by School Board Policy.

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

ARTICLE 10 - COMPENSATION

10.01 – EXPERIENCE CREDIT: Previous work experience shall be verified as equivalent to the employee's position pursuant to Board policy. Experience credit will be granted upon verification and will be retroactive to the initial hire date or the beginning of the fiscal year it was submitted, if submitted during a fiscal year after the fiscal year of the initial hire date. Current employees with less than the maximum steps allowed for an entry level position due to a change in the standard in allowable experience credit shall receive the experience credit allowed under the standard upon verification. Human Resources will provide input into the standards on an annual basis.

(1) Starting:

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

(b) Grade/Step: The first step of each pay grade shall be considered the hiring rate for supervisory,

technical and confidential employees.

(2) Change in Position: If an employee changes positions, the employee is eligible to receive additional experience credit for verified work experience up to the maximum amount of experience credit allowed for initial employment.

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

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

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

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

(e) Promotions and Demotions: When an employee is promoted to a higher pay grade, the employee may be placed on the incremental step paid in the prior classification. When an employee is demoted to a lower pay grade, the employee may be placed on the incremental step in the prior classification. When an employee is promoted to a technical position on the Grade/Step Salary Schedule, the employee is eligible to receive additional verified work experience credit up to the maximum entry-level credit allowed for initial employment. The effective date of work experience credit shall be the effective date as approved by the Board.

(3) Return to Rate of Pay: If an employee terminates his or her employment and is rehired by the District within one year from the date of termination, he or she may be eligible for a return to rate of pay. A break in service will impact payment for longevity recognition; see Article 10.03(1).

(a) Market Rate Salary Schedule

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

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

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

(4) Confidential Positions: Employees in positions defined as confidential on the Grade/Step Salary Schedule may be given one additional step for each year of verified equivalent work experience upon initial employment, up to a maximum of three years.

(5) Supervisory or Technical Positions: Employees in positions defined as Supervisory or Technical on the Grade/Step Salary Schedule may be credited with a maximum of seven years of experience upon initial employment, for the purpose of determining step placement on the appropriate pay grade Supervisory or Technical employees are identified with an asterisk (*) before the position title on the salary schedule. (See Appendix)

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

10.02 – SALARY SCHEDULES: All positions that are part of these terms of employment will be included

in an appendix with a distinction to be made between positions on the Grade/Step Salary Schedule and the Market Rate Salary Schedule. Regular updates may be made to ensure the accuracy of salary schedule information. Changes in work year and compensation must be Board approved.

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

(2) Regular Employees: The Supervisory, Technical, Confidential positions shall be listed as regular employees on the salary schedule.

(3) Casual Employees

(a) Fee-Based Program Salary Schedule: The Fee-Based Program Salary Schedule applies to employees who elect to work in Fee-Based Programs, including but not limited to daycare programs offered before and after school that are financed by fees paid by parents or guardians as defined in Board Policy 4.33. Employment in the Fee-Based Program is voluntary and supplemental to each employee's regular position.

(1) Rate of Pay: The rate of pay selected by each individual school and submitted as part of the Fee-Based Program Salary Schedule will apply to all positions of that title within the school. It is not acceptable to pay one employee more or less than another employee in the same job category.

(2) Proposed Pay Ranges for Fee-Based Programs: Rates must be approved in increments of twenty-five (25) cents.

(3) Changes in Rate of Pay: If an employee is receiving an hourly rate greater than the maximum rate listed at the time the proposed rates are approved, the employee shall be grandfathered into the program at the higher hourly rate. This higher hourly rate will not increase until such time as the maximum hourly rate approved exceeds the higher employee hourly rate.

(4) Overtime: All employees eligible for extra or overtime pay shall be paid at the overtime rate of pay for all hours worked beyond 40 hours per week, including any and all hours worked in the employee's regular position, if that position is subject to the Fair Labor Standards Act (FLSA) rules for overtime pay. Employees working in two or more positions with different hourly rates will be paid overtime based upon the position with the higher hourly rate.

10.03 – INCENTIVE AND BONUS PROGRAMS

(1) Longevity Recognition

(a) Fifteen Years: After completing 15 continuous years of employment, excluding outside experience credit, an employee shall receive a supplement of \$150.00 within 30 days from the 15th anniversary date and on the first pay period for the employee each fiscal year thereafter.

(b) Twenty Years: After completing 20 continuous years of employment, excluding outside experience credit, an employee shall receive an additional supplement of \$700.00 within 30 days from the 20th anniversary date and on the first pay period for the employee each fiscal year thereafter.

(c) Twenty-five Years: After completing 25 continuous years of employment, excluding outside experience credit, an employee shall receive an additional supplement of \$950.00 within 30 days from the 25th anniversary date and on the first pay period for the employee each fiscal year thereafter.

10.04 – NON-STANDARD RATE OF PAY

(1) Suspended Operations or Declared Emergency: During periods designated by the Superintendent as a Declared Emergency or Suspended Operations, employees shall be compensated as follows:

(a) Suspended Operations: If the Superintendent issues a statement of Suspended Operations status

for the District, employees in regular full-time or part-time positions will be paid for a regular work day. Failure to make up missed time, for which the employee was previously paid, during the scheduled work year or use appropriate leave on make-up days will result in a loss of corresponding wages, with pay to be deducted from the employee's paycheck for time missed. If an employee terminates employment prior to the end of the work year, pay will be deducted from their final paycheck. A make-up schedule will be developed for all employees in regular full-time and part-time positions. Failure to work the make-up time or use of appropriate leave will result in a loss of the corresponding wages.

(b) Declared Emergency: If the Superintendent issues a statement of Declared Emergency status for the District, employees required to work during a Declared Emergency will receive a one-time bonus by the end of the regularly scheduled work year equal to their base rate of pay (hourly rate) times the number of hours worked during the Declared Emergency. Declared Emergency status will be in effect until the Superintendent returns operations to normal status. Overtime will be paid in accordance with the Fair Labor Standards Act (FLSA).

(2) Asbestos Control Team: Employees who are members of the Asbestos Control Team shall be paid an additional \$5.21 per hour for time spent working in the asbestos abatement area dressed in complete protective gear.

(3) Temporary Reassignment: For Temporary Reassignment, in accordance with Article 5.05(1), employees will be paid according to the appropriate Temporary Reassignment Matrix (see appendix).

10.05 – PAY DELIVERY

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

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

(b) Fee-Based Programs: The payroll schedule for those employees working in the Fee-Based Program will be the same as the schedule utilized for all other salary schedules.

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

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

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

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

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

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

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

(5) Overtime: Overtime shall be reported in the same pay period in which it occurs. Overtime shall be paid

no later than the pay period after the hours were worked, provided there are at least eight (8) days between the hours worked and the next pay period. Employees working in two or more positions with different hourly rates will be paid overtime as required by the Fair Labor Standards Act (FLSA) and Board Policy 5.17.

10.06 – CHANGES IN COMPENSATION: Non-instructional regular employees, covered by these terms of employment, who are employed by the District on July 1, 2019, will be eligible for increases as follows:

(1) Three-and-a-half Percent Increase: All non-instructional regular employees on the Grade/Step Salary Schedule and the Market Rate Salary Schedule who are employed by the District will receive a 3.5% increase in base rate of pay (hourly rate), effective July 1, 2019.

(2) Market Rate Salary Schedule: The District is in the third year of a five-year transition to a Market Rate Salary Schedule. The Superintendent will make recommendations each year for positions to be moved to the Market Rate Salary Schedule and will consider need and availability of funding. Non-instructional regular employees who are employed by the District and are in a position that is on or scheduled to be moved to the Market Rate will be paid as follows:

(a) Below Market Rate: All non-instructional regular employees who are in job classifications that are on or being moved to the Market Rate Salary Schedule who are currently below the market rate for that position will receive an increase in base rate of pay (hourly rate), effective July 1, 2019

(b) Above Market Rate: All non-instructional regular employees who are in job classifications that are on or being moved to the Market Rate Salary Schedule who are currently above the market rate for that position will retain their base rate of pay (hourly rate).

ARTICLE 11 – BENEFITS

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

(1) Eligibility: Regular employees who are regularly scheduled to work thirty (30) or more hours per work week are eligible for Board provided major medical insurance and group term life insurance as described in this article; except, employees who were employed with the Board as of April 24, 1996, and who were, at that date, and continue to be, regularly scheduled to work twenty (20) or more hours per week, shall continue to be eligible for Board provided major medical insurance and group term life insurance as described in this article.

11.02 – FLEX CREDITS: Effective April 1, 2019, the Board shall contribute \$7,360.80 into the Flex Credits for each employee who is enrolled in Board-Provided Benefits.

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

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

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

11.03 – FLEXIBLE BENEFITS PLAN: The School District of Lee County shall offer its employees an IRS

Section 125 qualified Flexible Benefits Plan (Flex Plan). Voluntary benefits included in the Flex Plan may be purchased pre-tax through payroll deductions or with Flex Credits.

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

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

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

11.05 – OPTION TO DECLINE BENEFITS: Employees who can verify evidence of medical insurance coverage shall be allowed to decline coverage under the School District's medical plan. Employees shall receive \$25 per paycheck (24 pay periods) or \$30 per paycheck (20 pay periods) of Flex Credits to spend on voluntary benefits (dental, vision, and/or cancer).

11.06 – LIFE INSURANCE: The Board will provide twenty thousand dollars (\$20,000) of group term life insurance for each eligible employee, with an additional twenty thousand dollars (\$20,000) accidental death and dismemberment (AD&D) insurance. Coverage shall begin on the first of the month following a forty-five (45) day waiting period from date of employment. The Date of employment shall be included as one of the forty-five (45) days.

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

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

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

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

11.10 – RETIREMENT: The District participates in the Florida Retirement System (FRS) and contributes

1 on behalf of all eligible employees.
2
3 **11.11 – SOCIAL SECURITY:** The District makes Social Security contributions on behalf of all eligible
4 employees.

ARTICLE 12 - LEAVE

5 **12.01 – SICK LEAVE**

6
7 **(1) Personal Leave:** A maximum of five (5) sick leave days may be used for personal reasons each year.
8 Personal leave is not accumulative from one year to the next year.
9

10 **12.02 – SHARED SICK LEAVE:** All employees covered by this salary schedule may donate accrued, earned
11 sick leave to his or her spouse (person to whom the donor is legally married at the time of donation), child
12 (natural or adopted, but not step-child), parent (mother or father of the donor employee), or sibling (brother
13 or sister of the donor employee, but not step-sister or step-brother) who is also a regular part-time or full-time
14 District employee (not a temporary employee or substitute). The transfer of sick leave will be administered
15 by the Payroll Department. Requests must be in writing to the Payroll Department. The letter of request from
16 the donor must include the total hours requested for transfer, name, and employee ID number of the intended
17 recipient (Recipient must be in a position eligible to accrue leave), the work location of the intended recipient,
18 the relationship of the intended recipient to the donating employee, and the employee ID number and location
19 of the employee writing the letter of request. All accrued leave of the intended recipient must be depleted
20 prior to the transfer. The maximum number of shared sick leave hours to be transferred at one time will be
21 calculated as follows: 20 days multiplied by the number of recipient work hours per day. Donated hours cannot
22 be used by the recipient for the purpose of terminal pay. Unused donated hours shall revert to the donor
23 employee upon the recipient's return to work or termination of employment. The recipient will not accrue
24 leave while using donated hours. The donated leave must be used for illness only and must be supported by
25 medical verification from a physician upon request.

ARTICLE 13 – (BLANK)

26 **13.01** – This article intentionally left blank.

ARTICLE 14 – (BLANK)

27 **14.01** – This article intentionally left blank.

ARTICLE 15 – DURATION AND ACCEPTANCE

28 **15.01 – EFFECTIVE:** These terms of employment shall be effective the day after ratification by the Board.
29

30 **15.02** – This article intentionally left blank.
31

32 **15.03 – DURATION:** The duration of these terms of employment is two (2) years: FY19 (2018-2019 school
33 year) and FY20 (2019-2020 school year).
34

35 **15.04 – MODIFICATION:** The terms and conditions of these terms of employment may be altered or
36 modified by Board approval of a recommendation by the Superintendent.
37

38 **15.05 – SEVERABILITY:** If any article of these terms of employment is declared illegal by a court of
39 competent jurisdiction, or as a result of a change in state or federal law, the Superintendent shall present a
40 recommendation to the Board as soon as practicable to modify the article to the extent necessary to bring it

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

3

4 **15.06 – EXPIRATION:** These terms of employment shall expire on June 30, 2020, and in no event shall any
5 other articles contravene the expiration of these terms of employment. In the event that successor terms of
6 employment are not board approved, these terms of employment will carry over indefinitely.

SUPERVISORY, TECHNICAL, CONFIDENTIAL, AND CASUAL EMPLOYEE SALARY SCHEDULE

REGULAR EMPLOYEES	JDE	Work Year	Pay Grade	Market Rate	Last Action
ACCOUNTANTS					
*Accountant (Level I)	A-1.01	255	9	-	12/11/2018
*Accountant (Level II)	A-1.02	255	7	-	11/07/2018
ADMINISTRATORS					
*Administrator, Database	D-1.10	255	12	-	01/22/2019
*Administrator, Information Systems (Computer Security)	C-40.01	255	11	-	11/07/2018
*Administrator, Network	A-13.12	255	10	-	12/11/2018
*Administrator, Network (Senior)	A-13.13	255	11	-	11/07/2018
*Administrator, PeopleSoft	A-13.18	255	13	-	12/11/2018
*Administrator, Systems	A-13.19	255	11	-	12/11/2018
AGENTS					
* Agent, Procurement Services	A-6.01	255	8	-	12/11/2018
ANALYSTS					
*Analyst, Business Process	A-13.17	255	12	-	11/07/2018
*Analyst, Human Resources (Staffing)	A-13.15	255	8	-	11/07/2018
AUDITORS					
*Auditor (Level I)	A-51.02	255	9	-	12/11/2018
CLERKS					
Clerk, Accounting	C-11.01	255	-	\$14.54	12/11/2018
Clerk Specialist (Confidential)	C-16.03	255	-	\$16.59	12/11/2018
Clerk Typist (Confidential)	C-21.02	186, 255	-	\$15.65	07/30/2019
COORDINATORS					
*Coordinator, Benefits	C-46.66	255	10	-	11/07/2018
*Coordinator, Compensation and Labor Relations	C-46.63	255	10	-	11/07/2018
*Coordinator, Equity and Civil Rights Compliance	C-46.12	255	10	-	06/25/2019
Coordinator, Financial Aid	C-46.11	255	-	\$27.88	08/29/2018
*Coordinator, Insurance	C-46.06	255	11	-	12/11/2018

*Coordinator, Multimedia Communications	S-26.37	255	12	-	11/07/2018
*Coordinator, Payroll	C-46.58	255	10	-	12/11/2018
*Coordinator, Payroll (Information Systems)	C-46.13	255	12	-	06/25/2019
*Coordinator, Printing Services (Senior)	M-1.13	255	13	-	11/07/2018
*Coordinator, Procurement Services	C-46.65	255	10	-	12/11/2018
*Coordinator, Professional Standards	C-46.64	255	10	-	07/30/2019
Coordinator, Safety and Security	C-46.21	255	-	\$30.17	06/25/2019
DATA PROCESSORS					
Data Processor	D-1.08	255	5	-	11/07/2018
DIETITIANS					
Dietitian and Menu Planner	S-26.04	216, 255	-	\$28.02	07/30/2019
ENGINEERS					
*Engineer, Network	E-1.08	255	12	-	12/11/2018
*Engineer, Network (Senior)	E-1.11	255	13	-	12/11/2018
*Engineer, Software	E-1.09	255	12	-	12/11/2018
*Engineer, Software (Senior)	E-1.12	255	13	-	12/11/2018
*Engineer, Systems	E-1.10	255	12	-	12/11/2018
*Engineer, Systems (Senior)	E-1.13	255	13	-	12/11/2018
EVALUATORS					
*Evaluator, Program	C-46.29	255	11	-	11/07/2018
GENERALISTS					
Generalist, Human Resources	G-2.01	255	-	\$19.30	06/25/2019
INTERPRETERS					
Interpreter, Deaf and Hard of Hearing	I-2.01	187	-	\$20.71	01/22/2019
MANAGERS					
*Manager, Digital Media	S-11.34	255	10	-	11/07/2018
*Manager, Energy Management (Zone)	C-46.17	255	9	-	11/07/2018
Manager, Food and Nutrition Services (All Levels)	M-1.05	196	-	\$17.72	12/11/2018
Manager, Food and Nutrition Services (Field)	M-1.33	196		\$21.16	07/30/2019
Manager, Food and Nutrition Services (Healthy Living Lab)	M-1.38	196	-	\$21.95	06/25/2019

	Manager, Food and Nutrition Services (Service Quality and Production Training)	M-1.39	196	-	\$21.16 -	06/25/2019
	*Manager, Information Security	M-1.16	255	13	-	12/11/2018
	*Manager, Information Systems (Applications)	M-1.15	255	13	-	11/07/2018
	Manager, Maintenance Services	M-1.30	255	-	\$25.26	06/25/2019
	Manager, Military Programs	M-1.20	255	U. S. Army Plan Rate		11/07/2018
	*Manager, Office	M-1.06	255	9	-	12/11/2018
	*Manager, Office (Parent Information Center)	M-1.24	255	9	-	11/07/2018
	*Manager, Office (Superintendent)	M-1.27	255	9	-	11/07/2018
	*Manager, Project	M-1.21	255	10	-	11/07/2018
	*Manager, Public Records	C-46.05	255	11	-	11/07/2018
	*Manager, Retirement and Benefits	M-1.34	255	11	-	11/07/2018
	Manager, Safety and Security (Zone)	M-1.11	255	-	\$21.04	12/11/2018
	Manager, Service (Zone)	M-1.14	255	-	\$30.37	06/25/2019
	*Manager, Staffing and Compliance	M-1.36	255	11	-	11/07/2018
	*Manager, Staffing and Talent Management (Senior)	SM-1.02	255	13	-	11/07/2018
	Manager, Transportation Services	C-46.20	255	-	\$24.62	06/25/2019
OFFICERS						
	Officer, Military Operations	J-1.01	255	U. S. Army Plan Rate		11/07/2018
OPERATORS						
	Operator, Computer	O-1.13	255	7	-	11/07/2018
PLANNERS						
	*Planner, Community Development	P-4.02	255	7	-	11/07/2018
	*Planner, Long-Range	P-4.01	255	12	-	11/07/2018
PROGRAMMERS						
	*Programmer, Mainframe Systems (Senior)	P-13.04	255	13	-	12/11/2018
RECEPTIONISTS						
	Receptionist (Board)	S-1.09	255	6	-	11/07/2018

SECRETARIES						
*Secretary (Attorney)	S-1.06	255	7	-		11/07/2018
*Secretary (Board)	S-1.10	255	7	-		11/07/2018
Secretary (Confidential)	S-1.01	255	4	-		11/07/2018
Secretary (Director)	S-1.05	255	6	-		11/07/2018
*Secretary (Executive)	S-1.07	255	7	-		12/11/2018
*Secretary (Executive Director)	S-1.17	255	7	-		11/07/2018
Secretary (Foundation)	S-1.14	255	6	-		11/07/2018
Secretary (Principal)	S-1.12	255	6	-		11/07/2018
*Secretary (Printing Services)	S-1.13	255	6	-		11/07/2018
*Secretary (Superintendent)	S-1.11	255	7	-		11/07/2018
SPECIALISTS						
*Specialist, Applications Support	S-11.40	255	10	-		11/07/2018
*Specialist, Applications Support (Senior)	S-11.41	255	11	-		12/11/2018
Specialist, Data Management	S-11.03	255	7	-		11/07/2018
*Specialist, Employee Wellness Programs	S-11.73	255	7	-		11/07/2018
Specialist, Grants and Program Development	S-11.42	255	6	-		11/07/2018
*Specialist, Graphic Design	S-11.63	255	8	-		11/07/2018
*Specialist, Human Resources (Staffing)	S-11.08	255	7	-		11/07/2018
*Specialist, Insurance and Benefits Management	S-11.10	255	7	-		11/07/2018
*Specialist, Multimedia Journalist	S-11.59	255	8	-		11/07/2018
*Specialist, Payroll	S-11.25	255	7	-		12/11/2018
*Specialist, Professional Standards	S-11.66	255	7	-		07/30/2019
*Specialist, Psychologist Support	S-11.20	196	6	-		12/11/2018
*Specialist, Recruitment	S-11.62	255	7	-		12/11/2018
Specialist, Safety and Security (Fire Inspection)	S-11.18	255	-	\$27.15		06/25/2019
*Specialist, Technical Applications Support	S-11.60	255	9	-		12/11/2018
SUPERVISORS						
*Supervisor, Adult and Career Education	S-26.38	255	10	-		11/07/2018

*Supervisor, Adult and Career Education (ESOL)	S-26.41	255	9	-	11/07/2018
*Supervisor, Applications Support	S-26.34	255	12	-	11/07/2018
Supervisor, Athletic Turf, Grounds, and Irrigation	S-26.06	255	-	\$28.85	12/11/2018
*Supervisor, Budget	S-26.36	255	11	-	11/07/2018
Supervisor, Building	S-26.01	255	-	\$17.97	11/07/2018
Supervisor, Building (Zone)	F-6.02	255	-	\$21.56	06/25/2019
*Supervisor, Business Machine	F-6.03	255	8	-	11/07/2018
Supervisor, Custodial	S-6.02	255	-	\$19.77	06/25/2019
*Supervisor, District Warehouse and Recycling	S-26.18	255	10	-	12/11/2018
*Supervisor, Fiscal Control	S-26.40	255	10	-	12/11/2018
*Supervisor, Food and Nutrition Services (Afterschool Meal Programs)	F-6.17	255	-	\$25.26	07/30/2019
Supervisor, Food and Nutrition Services (Equipment Procurement and Facilities)	S-26.14	255	-	\$25.26	06/25/2019
Supervisor, Food and Nutrition Services (Marketing and Communications)	F-6.16	255	-	\$25.26	06/25/2019
Supervisor, Food and Nutrition Services (Technology)	S-26.16	255	-	\$25.26	06/25/2019
Supervisor, Food and Nutrition Services (Training)	S-26.13	255	-	\$25.26	06/25/2019
*Supervisor, Help Desk	S-26.44	255	12	-	12/11/2018
*Supervisor, Information Systems (Computer Operations)	S-26.21	255	10	-	11/07/2018
*Supervisor, Information Technology (Logistics)	S-26.43	255	7	-	12/11/2018
Supervisor, Maintenance (Crafts)	F-6.04	255	-	\$28.85	12/11/2018
Supervisor, Maintenance (Electrical)	F-6.05	255	-	\$32.06	12/11/2018
Supervisor, Maintenance (Electronics)	F-6.14	255	-	\$32.06	12/11/2018
Supervisor, Maintenance (Energy Management)	F-6.15	255	-	\$35.06	06/25/2019
Supervisor, Maintenance (Heating, Ventilation, and Air Conditioning)	F-6.00	255	-	\$38.76	12/11/2018
Supervisor, Maintenance (Indoor Air Quality and Food Service Equipment)	F-6.01	255	-	\$33.62	12/11/2018

Supervisor, Maintenance (Painting)	F-6.06	255	-	\$25.86	12/11/2018
Supervisor, Maintenance (Plumbing)	F-6.07	255	-	\$33.20	12/11/2018
Supervisor, Maintenance (Stockroom)	S-26.02	255	-	\$25.97	06/25/2019
Supervisor, Maintenance (Trades and Pest Control)	F-6.11	255	-	\$28.85	12/11/2018
Supervisor, Military Property	J-1.02	255	U.S. Army Plan Rate		11/07/2018
*Supervisor, Payroll (Projects)	S-26.17	255	11	-	12/11/2018
*Supervisor, Property Inventory and Records Management	S-26.35	255	10	-	12/11/2018
Supervisor, Security and Video Surveillance	S-26.33	255	-	\$26.56	06/25/2019
Supervisor, Shipping and Receiving	F-6.09	255	7	-	11/07/2018
Supervisor, Transportation (Bus Operators and Attendants)	A-46.01	255	-	\$22.10	06/25/2019
Supervisor, Transportation (Data Systems)	S-26.15	255	-	\$27.92	06/25/2019
Supervisor, Transportation (Garage Operations)	S-26.10	255	-	\$34.20	11/07/2018
Supervisor, Transportation (Road Safety)	S-26.19	255	-	\$22.47	06/25/2019
Supervisor, Transportation (Routes)	S-26.12	255	-	\$27.35	06/25/2019
Supervisor, Transportation (Safety and Training)	S-26.20	255	-	\$25.26	06/25/2019
Supervisor, Transportation and Maintenance	F-6.13	255	-	\$31.10	11/07/2018
TECHNICIANS					
*Technician, Field Support	T-6.14	255	10	-	12/11/2018
*Technician, Telecommunications	T-6.20	255	10	-	12/11/2018
CASUAL EMPLOYEES	JDE	Work Year	Pay Grade	Market Rate	Last Action
ADULT & COMMUNITY EDUCATION					
Coordinator, Community School	C-46.14	-	-	\$27.60	06/25/2019
Helping Teacher, Community School	H-11.08	-	-	\$12.74	11/07/2018
FEE-BASED PROGRAMS					
Fee-Based Program Director	F-2.02	-	-	\$12.00 to \$20.00	06/25/2019
Fee-Based Program Instructor	F-2.03	-	-	\$8.46 to \$20.00	06/25/2019

Fee-Based Program Administrative Support Staff	F-2.01	-	-	\$8.46 to \$12.00	06/25/2019
GUEST TEACHERS					
Teacher, Guest (Tier I)	T-1.10	-	-	\$10.99	12/11/2018
Teacher, Guest (Tier II)	T-1.10	-	-	\$12.36	12/11/2018
Teacher, Guest (Tier III)	T-1.10	-	-	\$14.14	12/11/2018
Teacher, Guest (Tier IV)	T-1.10	-	-	\$14.83	12/11/2018
Teacher, Guest (Tier V)	T-1.10	-	-	\$15.55	12/11/2018
Teacher, Guest (Long-Term) (Level I)	T-1.11	-	-	\$18.54	12/11/2018
Teacher, Guest (Long-Term) (Level II)	T-1.11	-	-	\$23.23	12/11/2018
INSTRUCTORS					
Instructor, Adult and Career Education (Short Course)	T-1.01	-	-	\$26.85	11/07/2018
Instructor, Adult and Career Education (Short Course with an Advanced Degree)	T-1.01	-	-	\$29.85	11/07/2018
Instructor, Adult and Career Education (Short Course [Criminal Justice Officer Training])	T-1.01	-	-	\$49.25	11/07/2018
Instructor, Environmental Education (Field Event)	S-35.60	-	-	\$14.29	12/11/2018
INTERNS					
Accomplished Intern, Teacher	-	-	-	-	-
Intern, Paraprofessional to Teacher	-	-	-	\$10.00	-
Intern, School Psychologist	I-1.01	-	-	-	11/07/2018
Student Intern, Communications	I-1.02	-	-	\$8.46	01/22/2019
Student Intern, Transportation	I-1.03	-	-	\$8.46	01/22/2019
SUBSTITUTES					
Bus Operator (Substitute)	-	-	-	\$14.40	-
Bus Attendant (Substitute)	-	-	-	\$10.37	-
Custodian (Substitute)	-	-	-	\$10.78	-
Worker, Food and Nutrition Services (Substitute)	-	-	-	\$10.76	-
OTHER CASUAL EMPLOYEES					
AVID Tutor	-	-	-	\$10.00	-
Other Personnel Services	-	-	-	\$8.46	-
Student Employee	-	-	-	\$8.46	-

Driver, Summer Delivery	D-26.01	-	-	\$15.42	12/11/2018
Temporary Employee	-	-	-	\$8.46	-

FY19 SUPERVISORY, TECHNICAL, CONFIDENTIAL PAY SCALE

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
1	10.09	10.29	10.61	10.92	11.21	11.53	11.87	12.22	12.57	12.93	13.30	13.67	14.07	14.49	14.91	15.32	15.77	16.26
2	10.99	11.21	11.53	11.87	12.22	12.57	12.93	13.30	13.67	14.07	14.49	14.91	15.32	15.76	16.23	16.70	17.20	17.71
3	11.98	12.22	12.57	12.93	13.30	13.67	14.07	14.49	14.91	15.32	15.76	16.23	16.70	17.18	17.68	18.21	18.76	19.31
4	13.04	13.30	13.67	14.07	14.49	14.91	15.32	15.76	16.23	16.70	17.18	17.68	18.21	18.72	19.27	19.84	20.45	21.05
5	14.21	14.49	14.91	15.32	15.76	16.23	16.70	17.18	17.68	18.21	18.72	19.27	19.84	20.43	21.02	21.64	22.29	22.96
6	15.47	15.76	16.23	16.70	17.18	17.68	18.21	18.72	19.27	19.84	20.43	21.02	21.64	22.26	22.93	23.59	24.28	25.02
7	16.84	17.18	17.68	18.21	18.72	19.27	19.84	20.43	21.02	21.64	22.26	22.93	23.59	24.27	24.99	25.73	26.51	27.31
8	18.36	18.72	19.27	19.84	20.43	21.02	21.64	22.26	22.93	23.59	24.27	24.99	25.73	26.49	27.27	28.06	28.92	29.79
9	20.03	20.43	21.02	21.64	22.26	22.93	23.59	24.27	24.99	25.73	26.49	27.27	28.06	28.89	29.74	30.63	31.54	32.49
10	21.83	22.26	22.93	23.59	24.27	24.99	25.73	26.49	27.27	28.06	28.89	29.74	30.63	31.53	32.45	33.42	34.43	35.44
11	23.81	24.27	24.99	25.73	26.49	27.27	28.06	28.89	29.74	30.63	31.53	32.45	33.42	34.42	35.42	36.47	37.56	38.68
12	25.96	26.49	27.27	28.06	28.89	29.74	30.63	31.53	32.45	33.42	34.42	35.42	36.47	37.54	38.65	39.81	41.00	42.24
13	28.32	28.89	29.74	30.63	31.53	32.45	33.42	34.42	35.42	36.47	37.54	38.65	39.81	40.98	42.19	43.44	44.74	46.07

FY20 SUPERVISORY, TECHNICAL, CONFIDENTIAL PAY SCALE

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
1	10.44	10.65	10.98	11.30	11.60	11.93	12.29	12.65	13.01	13.38	13.77	14.15	14.56	15.00	15.43	15.86	16.32	16.83
2	11.37	11.60	11.93	12.29	12.65	13.01	13.38	13.77	14.15	14.56	15.00	15.43	15.86	16.31	16.80	17.28	17.80	18.33
3	12.40	12.65	13.01	13.38	13.77	14.15	14.56	15.00	15.43	15.86	16.31	16.80	17.28	17.78	18.30	18.85	19.42	19.99
4	13.50	13.77	14.15	14.56	15.00	15.43	15.86	16.31	16.80	17.28	17.78	18.30	18.85	19.38	19.94	20.53	21.17	21.79
5	14.71	15.00	15.43	15.86	16.31	16.80	17.28	17.78	18.30	18.85	19.38	19.94	20.53	21.15	21.76	22.40	23.07	23.76
6	16.01	16.31	16.80	17.28	17.78	18.30	18.85	19.38	19.94	20.53	21.15	21.76	22.40	23.04	23.73	24.42	25.13	25.90
7	17.43	17.78	18.30	18.85	19.38	19.94	20.53	21.15	21.76	22.40	23.04	23.73	24.42	25.12	25.86	26.63	27.44	28.27
8	19.00	19.38	19.94	20.53	21.15	21.76	22.40	23.04	23.73	24.42	25.12	25.86	26.63	27.42	28.22	29.04	29.93	30.83
9	20.73	21.15	21.76	22.40	23.04	23.73	24.42	25.12	25.86	26.63	27.42	28.22	29.04	29.90	30.78	31.70	32.64	33.63
10	22.59	23.04	23.73	24.42	25.12	25.86	26.63	27.42	28.22	29.04	29.90	30.78	31.70	32.63	33.59	34.59	35.64	36.68
11	24.64	25.12	25.86	26.63	27.42	28.22	29.04	29.90	30.78	31.70	32.63	33.59	34.59	35.62	36.66	37.75	38.87	40.03
12	26.87	27.42	28.22	29.04	29.90	30.78	31.70	32.63	33.59	34.59	35.62	36.66	37.75	38.85	40.00	41.20	42.44	43.72
13	29.31	29.90	30.78	31.70	32.63	33.59	34.59	35.62	36.66	37.75	38.85	40.00	41.20	42.41	43.67	44.96	46.31	47.68

FY19 AND FY20 SALARY SCHEDULE N SUPPLEMENTS

Shift Differential Supplement

Employees working in the Operator, Computer position are eligible for an annual supplement for shift work performed after 4:00 p.m. and before 8:00 a.m. The percentage of these hours in relation to an 8-hour day will be applied to an annual supplement amount of \$2,920.00 to determine the appropriate rate for each operator.

Degree Supplements

Degree supplements, other than Doctorate, shall be paid if the degree is not required in the job description.

	FY19 (2018-2019 school year)	FY20 (2019-2020 school year)
Doctorate	\$5,000.00	\$5,062.50
Specialist	\$4,000.00	\$4,050.00
Masters	\$2,500.00	\$2,531.25

Food and Nutrition Services Supplements

Employees working in Manager, Food and Nutrition Services positions are eligible for annual supplements based upon the number of Daily Meals served and for service as an Intern Trainer. Eligibility for Daily Meals supplement shall be determined in the spring for the following fiscal year, based upon the projected average meal equivalents developed by Food and Nutrition Services. If after the fourth quarter enrollment report, there is an increase in average meal equivalents then employees will receive an increase retroactive to July 1 of the fiscal year. All employees in Manager, Food and Nutrition Services positions at high schools shall be eligible for no less than Supplement C. Food and Nutrition Services supplements should be paid as follows:

Supplement	Daily Meals	Annual Amount
A	500 to 700	\$1568.00
B	701 to 900	\$1960.00
C	901 to 1100	\$2352.00
D	1101 to 1300	\$2744.00
E	1301 to 1500	\$3136.00
F	1501 to 1700	\$3528.00
G	1701 to 1900	\$3920.00
H	1901 to 2100	\$4312.00
I	2101 to 2300	\$4704.00
J	2301 or more	\$5096.00
Intern Trainer	-	\$3920.00

District Negotiating Team Member Supplement

District Negotiating Team Member (Per Bargaining Unit)	\$1,500.00
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