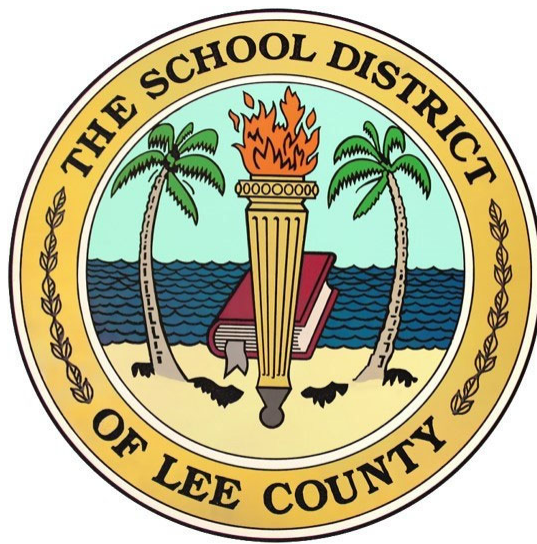


# **SALARY SCHEDULE N**

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



## **CONTRACT**

**FY21 (2020-2021 SCHOOL YEAR)**

**FY22 (2021-2022 SCHOOL YEAR)**

**FY23 (2022-2023 SCHOOL YEAR)**

# **FEBRUARY 2021**

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## PREAMBLE

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

## DEFINITIONS

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

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

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

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

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

15 **(4) IMMEDIATE SUPERVISOR:** The Superintendent or their designee; designated  
16 administrator.

17       **(a) Assigned to Single School/Site:** If an employee is assigned to a school, the  
18 employee’s immediate supervisor is the principal or their designee.

19       **(b) Not Assigned to a School/Site:** If an employee is not assigned to a school, the  
20 employee’s supervisor is the administrator by whom the employee is evaluated.  
21

22 **(5) DAYS:** All references in these terms of employment to days shall refer to calendar days  
23 except if specified otherwise.  
24

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

## ARTICLE 1 – PARTIES

1 **1.01 – PARTIES:** These terms of employment are unilaterally presented by the School Board  
2 of Lee County, also referred to as the District, and contain the terms of employment for all  
3 full-time or part-time supervisory, technical, and confidential employees of The School  
4 District of Lee County, Florida. In addition to covering these regular employees, this salary  
5 schedule also covers all casual employees of The School District of Lee County, Florida with  
6 the exception of outside vendors, consultants, and subcontractors covered by separate  
7 agreements.

## 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.

**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)

- 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 Salary Schedule N.

**(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

1 stated otherwise in the appropriate salary schedule.

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

6  
7 **5.03 – TRANSFER:** In accordance with School Board Policy 5.30, employees may be  
8 transferred in response to financial needs, student needs, employee discipline, resolution of  
9 work place civility concerns, and conflicts of interests.

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

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

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

25 **(b) Employee Refusal:** If an employee refuses to accept an involuntary transfer, the  
26 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 – REDUCTION IN FORCE:** The District may initiate a reduction in force, result in the  
31 elimination of positions in response to financial needs and student needs. Reductions in  
32 force may be required due to declines in enrollment, budgetary restrictions, reorganizations  
33 or other situations related to ensuring the correct and proper operation of the District. In  
34 the event of a reduction in force, the District will comply with all applicable laws, including  
35 the Worker Adjustment and Retraining Notification (WARN) Act, which is intended to provide  
36 employees with sufficient transition time, notice of career opportunities, and notice of  
37 opportunities for job related training, if possible.

## 38 39 **5.05 - ASSIGNMENT OF DUTIES**

40  
41 **(1) Job Description:** It is essential for individual accountability that all employees are fully  
42 aware of the duties and responsibilities of their position. Therefore, the District will adopt,  
43 review, revise, and delete job descriptions for bargaining unit positions. Job descriptions shall

1 be brief, factual, and generically descriptive. All approved job descriptions will be posted on  
2 the District website.

3 **(a) Review:** The District will review job descriptions regularly to ensure they accurately  
4 reflect expectations for the position. Human Resources may provide the Association  
5 with draft copies of job descriptions in order to seek input from employees. An  
6 employee or immediate supervisor may recommend Human Resources review of a  
7 job description.

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

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

## 14 15 **(2) Assigned Duties**

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

### 22 **(b) Changes in Assigned Duties:**

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

34 **(2) Temporary Reassignment:** If an employee is assigned to perform all the  
35 essential functions and assigned duties of a position with a higher regular rate  
36 of pay, the employee shall be paid at the higher rate.

37 **(c) Mileage:** If an employee's assigned duties require the employee to leave  
38 their primary work site on District business using their personal vehicle, the  
39 District shall reimburse the employee for actual mileage and provide liability  
40 insurance coverage as provided by the District's self-insurance plan. No  
41 employee shall be required to use their personal vehicle for District business.

42 **(d) Temporary Duty:** An employee may make a written request for temporary duty,  
43 consistent with Article 12. Immediate supervisors may assign Temporary Duty and

will ensure that all employees are given equitable opportunities for job-related training.

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

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

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

**(5) Subcontractors:** Subcontractors support the efficient operation of the District by supporting workforce morale and success. The District agrees to utilize subcontractors only for a specific need or in case of an emergency. District employees will be provided priority over subcontractors for assignment of duties and work locations.

#### **5.06 – EMPLOYMENT OPPORTUNITIES:**

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

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

#### **(3) Internal Applicants**

**(a) First Consideration:** Current employees of the District who apply for a vacant position shall be given first consideration prior to external applicants.

**(b) Seniority:** Among other job considerations, immediate supervisors shall recognize the seniority of employees. If the immediate supervisor determines that two or more current employees of the District have applied for a position and are equally qualified, the employee with the most in-district experience will be offered the position.

**(c) Change in Shift:** If a position becomes vacant and creates an opportunity for a change in work schedule/shift, notice of the vacant position will be posted in a prominent location at the worksite or school. Employees are responsible for notifying their immediate supervisor of their interest in vacant positions.

**(d) Notice:** Current employees of the District who apply for a vacant position shall receive timely notice of the immediate supervisor's hiring decision. If an internal

applicant is not selected to fill a vacant position, they may submit a written request to meet with the immediate supervisor to discuss their applicant and to receive constructive feedback on how to improve the employee's chances for selection in the future.

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

**5.07 – AMERICANS WITH DISABILITIES ACT:** Any employee that believes that they have 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 their job site, performing appropriate duties as identified by their 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

1 personnel files. An employee may make a public records request for their personnel file.

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

## 5 6 **5.11 - CASUAL EMPLOYEES**

### 7 8 **(1) Fee-Based Programs**

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

13 **(b) Establishing Each School's Fee-based Salary Schedule:** This Salary Schedule  
14 establishes a range of pay for each position authorized by the Board. Each school will  
15 select a rate of pay for each position utilized in the program and submit it to the  
16 Budget Department with an effective date. The rate of pay selected must be within  
17 the range of pay described in this salary schedule for that position. The salary rates  
18 selected by each individual school will be approved by the Business Services Division  
19 and remain on file in the Payroll Department.

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

### 32 33 **(2) Guest Teacher**

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

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

42 **(c) Long-Term Guest Teacher (Level II):** Long-term guest teachers on Level II must  
43 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. 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) Classroom Teacher (Intern):** Qualified candidates selected from the Florida Gulf Coast University (FGCU) or Florida SouthWestern State College (FSW) Teacher Preparation Program shall be compensated at the rate of pay (hourly rate) for Long Term Guest Teacher (Level II) and are eligible for certain specified employee insurance benefits for the duration of their internship assignment, limited to medical, dental, vision, and board paid life insurance..

**(c) Paraprofessionals to Classroom Teachers Scholarship Program:** Qualified candidates selected from a District approved Paraprofessional to Classroom Teacher Scholarship Program shall be compensated at the rate of pay (hourly rate) for Long Term Guest Teacher (Level II) and are eligible for certain specified employee insurance benefits for the duration of their internship assignment, limited to medical, dental, vision, and board paid life insurance.

### **(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 \$10.20 per hour on a work schedule of two (2) days per week for approximately six (6) to twelve (12) hours per week.

**(c) Temporary Position:** Persons working in a temporary position which will not exist beyond four (4) consecutive calendar months or persons substituting in an established position for less than one (1) 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 (6) 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 (1) 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 (1) year. Current employees working more than one month, but

1 less than six (6) months in an established position, filling a vacancy or replacing an  
2 incumbent employee who is on approved leave may be placed on the incremental  
3 step paid in the employee's regular position or at the Market Rate for the position  
4 being filled.

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

**(3) Harassment or Discrimination:** The District is committed to ensuring equity in school programs and employment practices. The District prohibits harassment and discrimination as provided in Florida Statute 100.05 and School Board Policy 1.23. Employees who feel they have been harassed or discriminated against are encouraged to submit a complaint in

1 accordance with board policy.

2  
3 **(4) Nursing Mothers:** Protections shall be granted to nursing mothers in accordance with  
4 applicable state and federal laws, including Section 7 of the Fair Labor Standards Act. Nursing  
5 mothers will be provided with reasonable break time to express breast milk for one year  
6 after a child's birth. The District will provide a place, other than a bathroom, that is shielded  
7 from view and free from intrusion by co-workers and the public, which may be used by an  
8 employee to express breastmilk. Employees must keep their immediate supervisor informed  
9 of their needs so that appropriate accommodations can be made with minimal disruption to  
10 the employee and the worksite. Nursing mothers who feel they have been denied  
11 appropriate accommodations are encouraged to contact Human Resources. Nothing herein  
12 shall be construed to expand these protections beyond the limits of applicable state and  
13 federal law.

14  
15 **(5) Domestic or Sexual Violence:** Protections shall be granted to employees who are victims  
16 of domestic or sexual violence in accordance with Florida Statute 743.313. Employees will be  
17 provided with leave in accordance with Article 12. The District will ensure that related public  
18 records exemptions are provided, may refer reported cases to the appropriate Threat  
19 Assessment Team for review, and will allow employees to request a temporary transfer or  
20 reassignment. Employees must keep their immediate supervisor informed of their needs so  
21 that appropriate accommodations can be made with minimal disruption to the employee  
22 and the worksite. Employees who feel they have been denied appropriate accommodations  
23 are encouraged to contact Human Resources. Nothing herein shall be construed to expand  
24 these protections beyond the limits of applicable state and federal law.

25  
26 **6.03 – PROTECTION OF PERSONAL PROPERTY:** The Board shall reimburse employees for loss  
27 or damage to personal property that occurs during the discharge of assigned duties provided  
28 the employee timely submits the appropriate documentation to Insurance & Benefits  
29 Management and the loss or damage qualifies under the District's Property/Casualty Loss  
30 Program guidelines. The District reserves the right to establish a maximum reimbursement  
31 amount.

32  
33 **6.04 – ALCOHOL, TOBACCO, AND DRUG-FREE WORKPLACE:** No employee shall possess,  
34 consume, or sell alcoholic beverages or manufacture, distribute, dispense, possess, or use  
35 on the job or in the workplace, any narcotic, drug, amphetamine, barbiturate, marijuana or  
36 any other controlled substance, as defined in the Controlled Substances Act (21 U.S.C. 812),  
37 and as further defined by regulations at 21 CFR 1300.11 through 1300.15, or by Florida  
38 Statutes, Chapter 893.

39  
40 **(1) Notice of Arrest:** As a condition of employment, each employee shall abide by the terms  
41 of this article and notify the appropriate director, principal, or supervisor of any criminal drug  
42 statute conviction for a violation occurring on the premises of the District, at the workplace,  
43 or during the conduct of any official activity related to the District no later than five (5) days

1 after conviction.

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

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

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

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

13  
14 **(3) Alcohol, Tobacco, or Drug Testing:** All alcohol, tobacco, or drug testing shall be conducted  
15 in accordance with District policy and procedures.

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

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

23  
24 **(4) Exemptions**

25 **(a) Prescription Drugs:** Possession or use of prescription drugs by an employee for  
26 which they hold the prescription is exempt from this section.

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

30  
31 **(5) Employee Assistance Program:** Employee assistance will be available through Human  
32 Resources and the Employee Assistance Program (EAP).

33  
34 **(6) Last Chance Agreement:** A first-time Alcohol, Tobacco, and Drug-Free Workplace violation  
35 will result in an offer of a Last Chance Agreement (LCA) to the employee, a letter of reprimand  
36 (LOR), and/or mandatory referral to EAP, except in cases where aggravating factors exist.  
37 Aggravating factors may include any conduct that would be independent grounds for  
38 disciplinary action.

39  
40 **6.05 – DRESS CODE:** In order to model appropriate behavior for students, employees are  
41 expected to present themselves in a professional manner at all times, in terms of dress and  
42 appearance. Employee dress and appearance shall not disrupt the educational environment  
43 or worksite.

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

5 **(a) Identification Badges:** If required, identification badges will be furnished to  
6 employees.  
7

## 8 **(2) Measurement and Delivery**

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

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

14 **(c) Safety Shoes:** Safety shoes will be made available via an on-site mobile shoe fitting  
15 company.  
16

## 17 **(3) Uniform Purchase Eligibility**

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

23 **(b) Current Employees:** After the first issue of uniforms, employees who are provided  
24 purchased uniforms shall have the opportunity to select approved accessories  
25 provided that the basic uniform is in good condition and that the total price of  
26 accessories does not exceed the cost of the uniforms.  
27

28 **(4) Uniform Allowance:** Uniform allowance/allocations for Purchased Uniform employees will  
29 be calculated as follows:

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

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

38 **(c) Food and Nutrition Services:** Less than twelve-month Food and Nutrition Services  
39 employees eligible for purchased uniforms will be provided five (5) uniforms in the  
40 first year of employment and four (4) uniforms each year thereafter. Less than twelve-  
41 month Food and Nutrition Services employees will be provided a \$75.00 stipend each  
42 school year to be used towards the purchase of required District approved non-  
43 slip/slip-resistant shoes. The stipend will be paid in the employee's first paycheck of

the school year or the first paycheck following eligibility.

## **(5) Uniform Orders**

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

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

**(c) Ordering Accessories:** All orders for accessories must be approved by the employee's immediate 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) Out of Stock:** Vendor cannot provide required size.

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

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

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

### 3 4 **8.02 – PROCEDURE**

5  
6 **(1) Supervisor Meeting:** Each regular employee's performance evaluation shall be discussed  
7 with him or her by a supervisor. All discussion of a performance evaluation by a supervisor  
8 shall be conducted in private.

9  
10 **(2) Employee Acknowledgement:** After discussion of the performance evaluation, the regular  
11 employee shall acknowledge the performance evaluation, indicating that they have been  
12 shown the performance evaluation and that it has been discussed with them by the  
13 supervisor conducting the evaluation.

14  
15 **(3) Supporting Documentation:** If an evaluation includes an "Inconsistent" or "Unsatisfactory"  
16 rating or a derogatory comment regarding performance, the supervisor may provide proof  
17 that the regular employee has been counseled prior to the evaluation in the area receiving  
18 the "Inconsistent" or "Unsatisfactory" rating or has been counseled in the same area of the  
19 derogatory comment.

20  
21 **(4) Employee Comment:** If the regular employee disagrees with their performance  
22 evaluation, they may submit comments on the electronic form that is used for performance  
23 evaluation.

24  
25 **(5) Final Rating:** Each regular employee may be given a copy of their performance evaluation  
26 within ten (10) calendar days after completion, but no later than May 10. Additional  
27 performance evaluations completed after May 10 will be given to each employee within ten  
28 (10) calendar days of completion.

29  
30 **(6) Supervisor Acknowledgement:** No regular employee shall complete or acknowledge the  
31 performance evaluation of other employees. Only an administrator shall complete a  
32 performance evaluation for a regular employee subject to these terms of employment.



## ARTICLE 9 – DISCIPLINARY PROCEDURES

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

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

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

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

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

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

1 outcome will be rendered.

2  
3 **(6) Progressive Discipline:** Disciplinary action shall be progressive in nature, when  
4 appropriate, and may include, but is not limited to: no cause, conference summary, written  
5 reprimand, last chance agreement, suspension, termination, reassignment, retraining, or  
6 other assistance.

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

10  
11 **(8) Use of Technology:** Email, audio and video recordings, cell phones, and other forms of  
12 technology are common in the workplace and may be used in the course of an investigation.  
13 The initial review of security camera footage or other technology for the purpose of  
14 monitoring employee performance shall be conducted by the site-based or school-based  
15 administrator and shall remain confidential during the pendency of an investigation. All  
16 records will be provided to the employee as soon as technologically feasible and in  
17 accordance with Florida Statute. If security camera footage is evidence in an investigation of  
18 employee misconduct, the employee will have the opportunity to inspect it prior to and/or  
19 during a pre-determination hearing. Disciplinary action will be based upon a totality of  
20 circumstances rather than solely upon use of technology.

21  
22 **9.02 – OUTCOME:** Any disciplinary action taken while performing regularly assigned duties  
23 or supplemental contract duties shall be only for just cause, as defined by Florida Statute  
24 1012.33 and 1012.335, and Florida Administrative Code 6A-5.056. Employees with Annual  
25 Contract status who are recommended for non-reappointment are not entitled to an appeal.

26  
27 **(1) No Finding:** If an investigation results in no finding of just cause, written documentation  
28 of no finding will be placed in the investigative file and a copy will be provided to the  
29 employee. No finding of just cause is a non-disciplinary outcome and shall not be place in  
30 the employee's personnel file.

31  
32 **(2) Letter of Guidance:** If an investigation results in no finding of just cause, a Letter of  
33 Guidance may be issued and will placed in the investigative file and a copy will be provided  
34 to the employee. A Letter of Guidance is a non-disciplinary outcome that may be issued to  
35 address allegations of potential misconduct, which are unsubstantiated but could negatively  
36 impact an employee's professional standing. A Letter of Guidance offers advice to the  
37 employee on conduct to moderate or monitor in order to ensure the employee meets the  
38 high ethical standards of public employment. A Letter of Guidance shall not be placed in the  
39 employee's personnel file.

40  
41 **(3) Administrative Notes:** Administrative Notes are any documentation of a meeting that may  
42 result in disciplinary action, including but not limited to an administrator's notes regarding a  
43 verbal warning.

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

9  
10 **(5) Written Reprimand:** A Written Reprimand is disciplinary documentation that is placed in  
11 an employee's personnel file. Any Written Reprimand shall be provided to the employee and  
12 shall be signed by the employee for the sole purpose of indicating that the employee has  
13 received a copy and has had an opportunity to discuss it with their immediate supervisor. If  
14 the employee refuses to sign, the Written Reprimand will be provided to the employee and  
15 a copy will be placed in the employee's personnel file indicating that the employee refused  
16 to sign. Employees have the opportunity to submit a written response, which will be placed  
17 in the employee's personnel file.

18  
19 **(6) Last Chance Agreement:** Last Chance Agreements shall be specific in nature and if  
20 appropriate a duration will be specified.

21  
22 **(7) Suspension:** The process for suspension without pay shall be governed by School Board  
23 Policy.

24  
25 **(8) Termination:** The process for termination shall be governed by School Board Policy.  
26 Employees will receive written notice of a recommendation for termination, which will  
27 include the reason for the recommendation. Employees shall be entitled to a hearing before  
28 the Board.

## ARTICLE 10 - COMPENSATION

**10.01 – EXPERIENCE CREDIT:** Experience credit shall be determined as specified below. Documentation provided to Human Resources within 120 days of the employee's first day of employment will result in experience credit being awarded retroactive to the employee's first day of employment. Failure to provide such documentation within 120 days of the employee's first day of employment will result in experience credit being granted from the date of submission of the documentation. No experience credit shall be given for documentation submitted more than two years from the employee's first day of employment.

### **(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:** If an employee is promoted to a higher pay grade, the employee may be placed on the incremental step paid in the prior classification. If an employee is demoted to a lower pay grade, the employee may be placed on the incremental step in the prior classification. If 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 their employment and is rehired by the District within one year from the date of termination, they 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 (3) 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 (7) 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.

1 **(3) Casual Employees**

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

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

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

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

18 **(4) Overtime:** All employees eligible for extra or overtime pay shall be paid at  
19 the overtime rate of pay for all hours worked beyond 40 hours per week,  
20 including any and all hours worked in the employee's regular position, if that  
21 position is subject to the Fair Labor Standards Act (FLSA) rules for overtime  
22 pay. Employees working in two or more positions with different hourly rates  
23 will be paid overtime based upon the position with the higher hourly rate.  
24

25 **10.03 – INCENTIVE AND BONUS PROGRAMS:** The District will develop and implement a  
26 system for awarding all incentive and bonus programs that is in compliance with applicable  
27 laws. Availability of funding may impact the continuation of incentive and bonus programs.  
28

29 **(1) District Incentive and Bonus Programs:**

30 **(a) ActiveLee Employee Wellness:** ActiveLee seeks to provide a healthy work  
31 environment and enhance the quality of life for all District employees. ActiveLee  
32 provides engaging health programs, support resources, exercise classes, and  
33 wellness coaching to empower District employees to make healthier lifestyle choices.  
34 Incentives for District employees will be determined annually by the District.

35 **(b) Longevity Recognition**

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

40 **(2) Twenty Years:** After completing twenty (20) continuous years of  
41 employment, excluding outside experience credit, an employee shall receive  
42 an additional supplement of \$700.00 within thirty (30) days from the 20th  
43 anniversary date and on the first pay period for the employee each fiscal year

thereafter.

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

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

## **(2) State Incentive and Bonus Programs**

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

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

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

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

## **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

1 year equal to their base rate of pay (hourly rate) times the number of hours worked  
2 during the Declared Emergency. Declared Emergency status will be in effect until the  
3 Superintendent returns operations to normal status. Overtime will be paid in  
4 accordance with the Fair Labor Standards Act (FLSA).

5  
6 **(2) Asbestos Control Team:** Employees who are members of the Asbestos Control Team shall  
7 be paid an additional \$5.21 per hour for time spent working in the asbestos abatement area  
8 dressed in complete protective gear.

9  
10 **(3) Temporary Reassignment:** For Temporary Reassignment, in accordance with Article  
11 5.05(2), employees will be paid according to the appropriate Temporary Reassignment  
12 Matrix (see Appendix D).

#### 13 14 **10.05 – PAY DELIVERY**

15  
16 **(1) Pay Delivery System:** The District utilizes a payment in arrears system for employee  
17 payroll.

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

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

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

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

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

34  
35 **(2) Payment Method:** All employees shall be paid by direct deposit or District provided pay  
36 card.

37  
38 **(3) Paycheck Adjustments:** Employees and their immediate supervisor will be notified of a  
39 need for paycheck adjustments. Arrangements for handling paycheck adjustments will be  
40 made directly with the employee. Every effort will be made to resolve paycheck adjustments  
41 within the calendar year to ensure accurate reporting of wages for tax purposes.

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



1  
2 **(4) Confidentiality:** Information related to pay is sensitive in nature and shall be treated in  
3 accordance with Florida Statute, Chapter 119.  
4

5 **(5) Overtime:** Overtime shall be reported in the same pay period in which it occurs. Overtime  
6 shall be paid no later than the pay period after the hours were worked, provided there are  
7 at least eight (8) days between the hours worked and the next pay period. Employees  
8 working in two or more positions with different hourly rates will be paid overtime as required  
9 by the Fair Labor Standards Act (FLSA) and Board Policy 5.17.  
10

11 **10.06 – CHANGES IN COMPENSATION:** Effective February 1, 2021 or later, non-instructional  
12 regular employees, covered by these terms of employment, who are employed by the District  
13 at the time of board approval and payment will be eligible for increases as follows:  
14

15 **(1) Two Percent Increase:** All non-instructional regular employees on the Grade/Step Salary  
16 Schedule and the Market Rate Salary Schedule who are employed by the District will receive  
17 a 2.0% increase in base rate of pay (hourly rate).  
18

19 **(2) One-time Bonus:** All non-instructional regular employees on the Grade/Step Salary  
20 Schedule and the Market Rate Salary Schedule with a District start date in a regular position  
21 on or before September 1, 2020 will receive a one-time bonus of \$294.50.  
22

23 **(3) Market Rate Salary Schedule:** The District is in the fourth year of a transition to a Market  
24 Rate Salary Schedule. The Superintendent will make recommendations each year for  
25 positions to be moved to the Market Rate Salary Schedule and will consider need and  
26 availability of funding. Funding is not available to support moving positions to the Market  
27 Rate for FY21 (2020-2021 school year).

## ARTICLE 11 – BENEFITS

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

6 **(1) Eligibility:** Regular employees who are regularly scheduled to work thirty (30) or more  
7 hours per work week are eligible for Board provided major medical insurance and group  
8 term life insurance as described in this article; except, employees who were employed with  
9 the Board as of April 24, 1996, and who were, at that date, and continue to be, regularly  
10 scheduled to work twenty (20) or more hours per week, shall continue to be eligible for Board  
11 provided major medical insurance and group term life insurance as described in this article.  
12

13 **11.02 – FLEX CREDITS:** Effective April 1, 2020, the Board shall contribute \$8,104.80 into the  
14 Flex Credits for each employee who is enrolled in Board-Provided Benefits.  
15

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

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

26 **(3) Total Contribution:** The total Board contribution for the benefits listed above shall not  
27 exceed the Flex Credits amount. Regardless of the benefits elected, the employee shall not  
28 receive cash from the Flex Credits.  
29

30 **11.03 – FLEXIBLE BENEFITS PLAN:** The School District of Lee County shall offer its employees  
31 an IRS Section 125 qualified Flexible Benefits Plan (Flex Plan). Voluntary benefits included in  
32 the Flex Plan may be purchased pre-tax through payroll deductions or with Flex Credits.  
33

34 **(1) Enrollment:** Enrollment in the Flex Plan is automatic. New employees eligible for benefits  
35 have the option to waive participation in the Flex Plan within the first thirty (30) days of  
36 employment. Regular employees eligible for benefits are allowed to change their Flex Plan  
37 status during the annual enrollment period or within sixty (60) days following a qualified  
38 family status change. Enrollment in any individual benefit included in the Flex Plan remains  
39 binding until the employee changes their benefit election. Such changes may only be made  
40 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 \$25.00 per paycheck (24 pay periods) or \$30.00 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 (\$20,000.00) of group term life insurance for each eligible employee, with an additional twenty thousand dollars (\$20,000.00) 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 (\$1,000,000.00) per occurrence.

- 1    **11.09 – RETIREMENT:** The District participates in the Florida Retirement System (FRS) and  
2    contributes on behalf of all eligible employees.  
3  
4    **11.10 – SOCIAL SECURITY:** The District makes Social Security contributions on behalf of all  
5    eligible employees.

## ARTICLE 12 - LEAVE

### 12.01 – SICK LEAVE

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

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

**12.03 – REWRITE:** The District will bring a recommendation for consideration in FY22 (2021-2022 school year) that includes a clear and concise re-write of Article 12 (Leave).

## ARTICLE 13 – PARTICIPATORY DECISION-MAKING

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

7  
8 **(1) Bargaining Related Committees:** Bargaining related committees are made up of both  
9 District and Association appointed members and each committee is assigned specific duties.  
10 Committees are assigned to review contract language to identify potential issues, in order to  
11 present recommendations to the bargaining teams or the appropriate Labor/Management  
12 Committee. Bargaining related committee meetings are regularly scheduled and records of  
13 meetings should be kept.

14  
15 **(2) Leave:** Employees participating as members of Bargaining Related Committees or School  
16 Advisory Councils may, at the discretion of their immediate supervisor, be eligible for  
17 Temporary Duty, as described in Article 12, to attend meetings when held away from the  
18 employee's work site.

### 20 **13.02 – DISTRICT-BASED COMMITTEES**

21  
22 **(1) Insurance Task Force:** The Insurance Task Force is a standing committee that meets on a  
23 regularly scheduled basis. The Insurance Task Force shall be made up of sixteen (16)  
24 members, eight (8) from management, including the chairperson, and eight (8) from labor,  
25 with equal representation for each association representing an affected bargaining unit. The  
26 Insurance Task Force shall review existing insurance programs and workers' compensation  
27 issues. The Insurance Task Force will explore alternatives, improvements, changes, and  
28 specifications to the existing insurance programs. In order to be implemented, any  
29 committee recommendations that alter articles of this agreement or any of the medical plan  
30 benefit description documents shall be incorporated by reference in the agreement after  
31 they have been ratified by both the Board and the Association.

32 **(a) Timelines:** The parties agree to use the Interest Based process if requested by a  
33 super majority of TALC Bargaining Unit representatives, SPALC Bargaining Unit  
34 representatives, or District representatives. If using the Interest Based process, the  
35 parties will develop a decision-making timeline by mutual agreement of the parties  
36 which allows ample opportunity to discuss the issues of concern. In the event that a  
37 deadline for decision making lapses, the parties will revert to using majority vote to  
38 honor the deadlines in the agreed upon decision making timeline.

39 **(b) Self-Insurance Fund Reserves:** Self-Insurance Fund reserves shall not be  
40 transferred out of the fund without the recommendation of the Insurance Task

Force.

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

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

**13.03 – SITE-BASED COMMITTEES:** Employees that serve on site-based committees represent the interests of individual worksites, therefore committee members will be elected by the employees assigned to that worksite. Committee members will be elected by secret ballot election, to be counted by the Association's lead representative for the site and a site-based administrator. The Association's lead representative or their designee shall be included on all site-based committees.

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

## ARTICLE 14 – (BLANK)

- 1    **14.01** – This article intentionally left blank.



## ARTICLE 15 – DURATION AND ACCEPTANCE

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

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

5  
6 **15.03 – DURATION:** The duration of this these terms of employment is three (3) years: FY21  
7 (2020-2021 school year), FY22 (2021-2022 school year), and FY23 (2022-2023 school year).


8  
9 **15.04 – MODIFICATION:** The terms and conditions of these terms of employment may be  
10 altered or modified by Board approval of a recommendation by the Superintendent.

11  
12 **15.05 – SEVERABILITY:** If any article of these terms of employment is declared illegal by a  
13 court of competent jurisdiction, or as a result of a change in state or federal law, the  
14 Superintendent shall present a recommendation to the Board as soon as practicable to  
15 modify the article to the extent necessary to bring it into legal compliance. The remaining  
16 articles shall remain in full force and effect for the duration of these terms of employment.


17  
18 **15.06 – EXPIRATION:** These terms of employment shall expire on June 30, 2023, and in no  
19 event shall any other articles contravene the expiration of these terms of employment. In  
20 the event that successor terms of employment are not board approved, these terms of  
21 employment will carry over indefinitely.

FY21 (2020-2021 school year), FY22 (2021-2022 school year), and FY23 (2022-2023 school year) Salary Schedule N

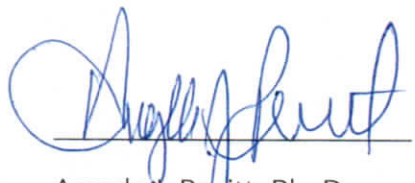
This Salary Schedule approved by the School Board for the School District of Lee County and signed this 9<sup>th</sup> day of February, 2021.

  
\_\_\_\_\_  
Gregory K. Adkins, Ed. D.  
Superintendent

2/18/2021  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Debbie Jordan  
School Board Chair

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Angela J. Pruitt, Ph. D.  
Chief Negotiator

2/12/2021  
\_\_\_\_\_  
Date

APPROVED  
FEB 09 2021  
SCHOOL BOARD OF  
LEE COUNTY

SUPERVISORY, TECHNICAL, CONFIDENTIAL, AND CASUAL POSITIONS					
REGULAR EMPLOYEES	JDE	Work Year	Pay Grade	Market Rate	Last Action
<b>ACCOUNTANTS</b>					
*Accountant (Senior)	A-1.01	255	9	-	07/28/2020
*Accountant	A-1.02	255	7	-	07/28/2020
<b>ADMINISTRATORS</b>					
*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
<b>AGENTS</b>					
*Agent, Procurement Services	A-6.01	255	8	-	12/11/2018
<b>ANALYSTS</b>					
Analyst, Budget	A-13.14	255	-	\$30.27	08/27/2019
*Analyst, Business Process	A-13.17	255	12	-	11/07/2018
Analyst, Capital Projects (Operations)	A-13.16	255	-	\$25.83	09/08/2020
*Analyst, Human Resources (Staffing)	A-13.15	255	8	-	11/07/2018
Analyst, Information Security Assurance	A-13.11	255	-	\$31.51	08/27/2019
Analyst, Payroll	A-13.10	255	-	\$25.35	08/27/2019
<b>AUDITORS</b>					
*Auditor	A-51.02	255	9	-	01/28/2020
<b>BOOKKEEPERS</b>					
Bookkeeper (Post-Secondary)	B-2.01	255	-	\$18.51	07/28/2020
<b>BURSARS</b>					
Bursar, Student Account Services (Post-Secondary)	B-3.01	255	-	\$20.66	07/28/2020
<b>CLERKS</b>					
Clerk, Accounting	C-11.01	255	-	\$14.83	07/28/2020
Clerk Specialist (Confidential)	C-16.03	255	-	\$16.92	07/28/2020
Clerk Typist (Confidential)	C-21.02	186,	-	\$15.96	07/28/2020
<b>COORDINATORS</b>					
Coordinator, Benefits	C-46.66	255	-	\$35.09	09/08/2020
*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, Facility Planning Data (Senior)	C-46.18	255	13	-	11/27/2019
Coordinator, Financial Aid	C-46.11	255	-	\$28.44	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	-	01/12/2021
*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	-	\$30.77	06/25/2019
<b>DATA PROCESSORS</b>					
Data Processor	D-1.08	255	5	-	11/07/2018
<b>DIETITIANS</b>					
Dietitian and Menu Planner	S-26.04	216,	-	\$28.58	07/28/2020
<b>ENGINEERS</b>					
*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	-	\$19.69	06/25/2019
INTERPRETERS					
Interpreter, Deaf and Hard of Hearing	I-2.01	187	-	\$21.12	07/28/2020
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	-	\$18.07	09/22/2020
Manager, Food and Nutrition Services (Field)	M-1.33	196	-	\$21.58	09/22/2020
Manager, Food and Nutrition Services (Service Quality and Production Tra	M-1.39	196	-	\$21.58	09/22/2020
*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	-	\$25.77	06/25/2019
Manager, Military Programs	M-1.20	255	U. S. Army Plan		01/26/2021
*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	-	\$21.46	12/11/2018
Manager, Service (Zone)	M-1.14	255	-	\$30.98	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	-	\$25.11	06/25/2019
OFFICERS					
Officer, Military Operations	J-1.01	255	U. S. Army Plan		01/26/2021
OPERATORS					
Operator, Computer	O-1.13	255	7	-	11/07/2018
PLANNERS					
*Planner, Community Development	P-4.02	255	7	-	11/07/2018
*Planner (Senior)	P-4.01	255	12	-	01/14/2020
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	-	07/28/2020
Secretary (Director)	S-1.05	255	6	-	07/28/2020
*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	-	07/28/2020
*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, Computer-Aided Design (Facilities)	S-11.22	255	-	\$22.97	11/19/2019
Specialist, Data Management	S-11.03	255	7	-	11/07/2018
*Specialist, Employee Wellness Programs	S-11.73	255	7	-	11/07/2018
Specialist, Financial Aid (Post-Secondary)	S-11.23	255	-	\$19.67	07/28/2020
Specialist, Geographic Information System (Planning)	S-11.16	255	-	\$26.20	09/10/2019
Specialist, Grants and Program Development	S-11.42	255	6	-	11/07/2018
*Specialist, Graphic Design	S-11.63	255	8	-	01/12/2021
*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 Communications (Senior)	S-11.59	255	8	-	10/17/2019
*Specialist, Payroll	S-11.25	255	7	-	12/11/2018
Specialist, Planning (District)	S-11.17	255	-	\$21.23	09/10/2019
*Specialist, Professional Standards	S-11.66	255	7	-	07/30/2019
*Specialist, Psychologist Support	S-11.20	196	6	-	07/28/2020
*Specialist, Recruitment	S-11.62	255	7	-	12/11/2018
Specialist, Safety and Security (Fire Inspection)	S-11.18	255	-	\$27.69	06/25/2019
*Specialist, Technical Applications Support	S-11.60	255	9	-	12/11/2018
<b>SUPERVISORS</b>					
*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	-	\$29.43	12/11/2018
*Supervisor, Budget	S-26.36	255	11	-	11/07/2018
Supervisor, Building	S-26.01	255	-	\$18.33	01/28/2020
Supervisor, Building (Zone)	F-6.02	255	-	\$21.99	06/25/2019
*Supervisor, Business Machine	F-6.03	255	8	-	11/07/2018
Supervisor, Custodial	S-6.02	255	-	\$20.17	06/25/2019
*Supervisor, District Warehouse and Recycling	S-26.18	255	10	-	01/12/2021
*Supervisor, Fiscal Control	S-26.40	255	10	-	12/11/2018
Supervisor, Food and Nutrition Services (Afterschool Meal Programs)	F-6.17	255	-	\$25.77	07/30/2019
Supervisor, Food and Nutrition Services (Equipment Procurement and	S-26.14	255	-	\$25.77	06/25/2019
Supervisor, Food and Nutrition Services (Marketing and Communications)	F-6.16	255	-	\$25.77	06/25/2019
Supervisor, Food and Nutrition Services (Technology)	S-26.16	255	-	\$25.77	07/28/2020
Supervisor, Food and Nutrition Services (Training)	S-26.13	255	-	\$25.77	09/08/2020
*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	-	\$29.43	12/11/2018
Supervisor, Maintenance (Electrical)	F-6.05	255	-	\$32.70	12/11/2018
Supervisor, Maintenance (Electronics)	F-6.14	255	-	\$32.70	12/11/2018
Supervisor, Maintenance (Energy Management)	F-6.15	255	-	\$35.76	06/25/2019
Supervisor, Maintenance (Heating, Ventilation, and Air Conditioning)	F-6.00	255	-	\$39.54	12/11/2018
Supervisor, Maintenance (Indoor Air Quality and Food Service Equipment)	F-6.01	255	-	\$34.29	12/11/2018
Supervisor, Maintenance (Painting)	F-6.06	255	-	\$26.38	12/11/2018
Supervisor, Maintenance (Plumbing)	F-6.07	255	-	\$33.86	12/11/2018
Supervisor, Maintenance (Stockroom)	S-26.02	255	-	\$26.49	06/25/2019
Supervisor, Maintenance (Trades and Pest Control)	F-6.11	255	-	\$29.43	12/11/2018
Supervisor, Military Property	J-1.02	206, 216, 255	U.S. Army Plan		01/26/2021
*Supervisor, Payroll (Projects)	S-26.17	255	11	-	08/11/2020
*Supervisor, Property Inventory and Records Management	S-26.35	255	10	-	12/11/2018
Supervisor, Security and Video Surveillance	S-26.33	255	-	\$27.09	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	-	\$22.54	06/25/2019
Supervisor, Transportation (Data Systems)	S-26.15	255	-	\$28.48	06/25/2019
Supervisor, Transportation (Garage Operations)	S-26.10	255	-	\$34.88	11/07/2018
Supervisor, Transportation (Road Safety)	S-26.19	255	-	\$22.92	07/28/2020
Supervisor, Transportation (Routes)	S-26.12	255	-	\$27.90	06/25/2019
Supervisor, Transportation (Safety and Training)	S-26.20	255	-	\$25.77	07/28/2020
Supervisor, Transportation and Maintenance	F-6.13	255	-	\$31.72	07/28/2020
<b>TECHNICIANS</b>					
*Technician, Field Support	T-6.14	255	10	-	12/11/2018
*Technician, Telecommunications	T-6.20	255	10	-	12/11/2018
<b>CASUAL EMPLOYEES</b>	<b>JDE</b>	<b>Work Year</b>	<b>Pay Grade</b>	<b>Market Rate</b>	<b>Last Action</b>
<b>ADULT &amp; COMMUNITY EDUCATION</b>					
Coordinator, Community School	C-46.14	-	-	\$28.15	06/25/2019
Helping Teacher, Community School	H-11.08	-	-	\$12.99	11/07/2018
<b>FEE-BASED PROGRAMS</b>					
Fee-Based Program Director	F-2.02	-	-	\$12.00 to \$20.00	01/26/2021
Fee-Based Program Instructor	F-2.03	-	-	\$8.65 to \$20.00	01/26/2021
Fee-Based Program Administrative Support Staff	F-2.01	-	-	\$8.65 to \$12.00	01/26/2021
<b>GUEST TEACHERS</b>					
Teacher, Guest (Tier I)	T-1.10	-	-	\$11.21	12/11/2018
Teacher, Guest (Tier II)	T-1.10	-	-	\$12.61	12/11/2018
Teacher, Guest (Tier III)	T-1.10	-	-	\$14.42	12/11/2018
Teacher, Guest (Tier IV)	T-1.10	-	-	\$15.13	12/11/2018
Teacher, Guest (Tier V)	T-1.10	-	-	\$15.86	12/11/2018
Teacher, Guest (Long-Term) (Level I)	T-1.11	-	-	\$18.91	12/11/2018
Teacher, Guest (Long-Term) (Level II)	T-1.11	-	-	\$23.69	12/11/2018
<b>INSTRUCTORS</b>					
Instructor, Adult and Career Education (Short Course)	T-1.01	-	-	\$27.39	11/07/2018
Instructor, Adult and Career Education (Short Course/Advanced Degree)	T-1.01	-	-	\$30.45	11/07/2018
Instructor, Adult and Career Education (Short Course/Criminal Justice Office)	T-1.01	-	-	\$50.24	11/07/2018
Instructor, Environmental Education (Field Event)	S-35.60	-	-	\$14.58	01/26/2021
<b>INTERNS</b>					
Accomplished Intern, Teacher	-	-	-	-	-
Intern, Paraprofessional to Teacher	-	-	-	\$23.69	-
Intern, School Psychologist	I-1.01	-	-	-	07/28/2020
Student Intern, Communications	I-1.02	-	-	\$8.65	01/22/2019
Student Intern, Transportation	I-1.03	-	-	\$8.65	01/22/2019
<b>SUBSTITUTES</b>					
Bus Operator (Substitute)	-	-	-	\$14.69	-
Bus Attendant (Substitute)	-	-	-	\$10.58	-
Custodian (Substitute)	-	-	-	\$11.00	-
Worker, Food and Nutrition Services (Substitute)	-	-	-	\$10.98	-
<b>OTHER CASUAL EMPLOYEES</b>					
AVID Tutor	-	-	-	\$10.20	-
Other Personnel Services	-	-	-	\$8.65	-
Student Employee	-	-	-	\$8.65	-
Driver, Summer Delivery	D-26.01	-	-	\$15.73	07/28/2020
Temporary Employee	-	-	-	\$8.65	-

FY21 SUPERVISORY, TECHNICAL, CONFIDENTIAL, AND CASUAL PAY SCALE (BASE HOURLY RATE)																		
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	\$10.65	\$10.86	\$11.20	\$11.53	\$11.83	\$12.17	\$12.54	\$12.90	\$13.27	\$13.65	\$14.05	\$14.43	\$14.85	\$15.30	\$15.74	\$16.18	\$16.65	\$17.17
2	\$11.60	\$11.83	\$12.17	\$12.54	\$12.90	\$13.27	\$13.65	\$14.05	\$14.43	\$14.85	\$15.30	\$15.74	\$16.18	\$16.64	\$17.14	\$17.63	\$18.16	\$18.70
3	\$12.65	\$12.90	\$13.27	\$13.65	\$14.05	\$14.43	\$14.85	\$15.30	\$15.74	\$16.18	\$16.64	\$17.14	\$17.63	\$18.14	\$18.67	\$19.23	\$19.81	\$20.39
4	\$13.77	\$14.05	\$14.43	\$14.85	\$15.30	\$15.74	\$16.18	\$16.64	\$17.14	\$17.63	\$18.14	\$18.67	\$19.23	\$19.77	\$20.34	\$20.94	\$21.59	\$22.23
5	\$15.00	\$15.30	\$15.74	\$16.18	\$16.64	\$17.14	\$17.63	\$18.14	\$18.67	\$19.23	\$19.77	\$20.34	\$20.94	\$21.57	\$22.20	\$22.85	\$23.53	\$24.24
6	\$16.33	\$16.64	\$17.14	\$17.63	\$18.14	\$18.67	\$19.23	\$19.77	\$20.34	\$20.94	\$21.57	\$22.20	\$22.85	\$23.50	\$24.20	\$24.91	\$25.63	\$26.42
7	\$17.78	\$18.14	\$18.67	\$19.23	\$19.77	\$20.34	\$20.94	\$21.57	\$22.20	\$22.85	\$23.50	\$24.20	\$24.91	\$25.62	\$26.38	\$27.16	\$27.99	\$28.84
8	\$19.38	\$19.77	\$20.34	\$20.94	\$21.57	\$22.20	\$22.85	\$23.50	\$24.20	\$24.91	\$25.62	\$26.38	\$27.16	\$27.97	\$28.78	\$29.62	\$30.53	\$31.45
9	\$21.14	\$21.57	\$22.20	\$22.85	\$23.50	\$24.20	\$24.91	\$25.62	\$26.38	\$27.16	\$27.97	\$28.78	\$29.62	\$30.50	\$31.40	\$32.33	\$33.29	\$34.30
10	\$23.04	\$23.50	\$24.20	\$24.91	\$25.62	\$26.38	\$27.16	\$27.97	\$28.78	\$29.62	\$30.50	\$31.40	\$32.33	\$33.28	\$34.26	\$35.28	\$36.35	\$37.41
11	\$25.13	\$25.62	\$26.38	\$27.16	\$27.97	\$28.78	\$29.62	\$30.50	\$31.40	\$32.33	\$33.28	\$34.26	\$35.28	\$36.33	\$37.39	\$38.51	\$39.65	\$40.83
12	\$27.41	\$27.97	\$28.78	\$29.62	\$30.50	\$31.40	\$32.33	\$33.28	\$34.26	\$35.28	\$36.33	\$37.39	\$38.51	\$39.63	\$40.80	\$42.02	\$43.29	\$44.59
13	\$29.90	\$30.50	\$31.40	\$32.33	\$33.28	\$34.26	\$35.28	\$36.33	\$37.39	\$38.51	\$39.63	\$40.80	\$42.02	\$43.26	\$44.54	\$45.86	\$47.24	\$48.63

## 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.

	Annual Amount
Doctorate	\$5,062.50
Specialist	\$4,050.00
Masters	\$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	\$1,568.00
B	701 to 900	\$1,960.00
C	901 to 1100	\$2,352.00
D	1101 to 1300	\$2,744.00
E	1301 to 1500	\$3,136.00
F	1501 to 1700	\$3,528.00
G	1701 to 1900	\$3,920.00
H	1901 to 2100	\$4,312.00
I	2101 to 2300	\$4,704.00
J	2301 or more	\$5,096.00
Intern Trainer	-	\$3,920.00

### District Negotiating Team Member Supplement



- 1 Employees will be entitled to supplements for each year if a multi-year agreement is
- 2 reached.

District Negotiating Team Member (Per Bargaining Unit)	\$1,500.00
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## TEMPORARY REASSIGNMENT MATRIX

1. **Food Services:** For employee in Food Services, the Temporary Reassignment Matrix below will apply.

	Worker	Traveling	Intern	Asst. Manager	Manager
Worker to...	EE Base Rate	1.10 x EE Base Rate	1.30 x EE Base Rate	1.30 x EE Base Rate	1.50 x EE Base Rate
Traveling to...	EE Base Rate	EE Base Rate	1.20 x EE Base Rate	1.20 x EE Base Rate	1.40 x EE Base Rate
Intern to...	EE Base Rate	EE Base Rate	EE Base Rate	EE Base Rate	1.20 x EE Base Rate
Asst. Manager to...	EE Base Rate	EE Base Rate	EE Base Rate	EE Base Rate	1.20 x EE Base Rate

2. **Maintenance:** For employees in Maintenance, the Temporary Reassignment Matrix below will apply. Exceptions to the Matrix are listed below.

	Trade Worker	Asst. Supervisor	Supervisor
Trade Worker to...	EE Base Rate	1.30 x EE Base Rate	1.50 x EE Base Rate
Asst. Supervisor to...	EE Base Rate	EE Base Rate	1.20 x EE Base Rate

3. **Maintenance Exceptions:**

- a. **HVAC Mechanic to HVAC Technician:** 1.15 x EE Base Rate

- b. **Locksmith to Locksmith/Hardware Systems:** 1.10 x EE Base Rate
- c. **Utility Worker to Trade Worker:** Market Rate, as determined by the Market Rate Salary Schedule, for the Trade Worker position filled.

**4. Custodial:** For Custodial employees, the Temporary Reassignment Matrix below will apply.

	Custodian	Head Custodian	Building Supervisor
Custodian to...	EE Base Rate	1.30 x EE Base Rate	1.50 x EE Base Rate
Head Custodian to...	EE Base Rate	EE Base Rate	1.20 x EE Base Rate

**5. Other Temporary Reassignments (Not Listed):** For temporary reassignments not listed, the following will apply:

- a. **Market Rate to Market Rate:** Unless otherwise stated, the employee will receive the Market Rate for the position in which duties are performed.
- b. **Market Rate to Grade/Step:** Unless otherwise stated, the employee will receive payment at Step 7 for the Grade of the position in which duties are performed.
- c. **Grade/Step to Grade/Step:** Unless otherwise stated, the employee will receive payment in a manner consistent with Article 5.05(2).
- d. **Grade/Step to Market Rate:** Unless otherwise stated, the employee will receive the Market Rate for the position in which duties are performed.