

**EDUCATION STAFF PROFESSIONAL 2016-2019**

**PREAMBLE**

This Agreement, entered into this 24<sup>th</sup> day of May, 2016, between the School Board of Suwannee County, Florida, hereinafter called the "Board" and the United Teachers of Suwannee County, hereinafter called the "Union."

**WITNESSETH**

WHEREAS, pursuant to legal requirements in Chapter 447 of Florida Statutes, the Board and the Union have agreed to negotiate in good faith, with the Union as the exclusive representative of the public employees within the ESP/Non-instructional Chapter of the United Teachers of Suwannee County, as determined by the Public Employees Relations Commission, hereinafter referred to as PERC, to bargain collectively in the determination of wages, hours and terms and conditions of employment and now, having reached agreement on such matters, desire to execute this contract covering such agreement, and

WHEREAS, the parties have reached understandings which they desire to confirm in this Agreement,

It is hereby agreed as follows:

**ARTICLE I**  
**RECOGNITION**

(A) The Board hereby recognizes the Union as the sole and exclusive bargaining representative, for the duration of the Agreement, for all public employees within the ESP/Non-instructional Chapter of the United Teachers of Suwannee County, as determined by PERC as of the date of this Agreement, who are under contract for the current year.

The term "employee" when used hereinafter in this Agreement shall refer to all public employees within the ESP/Non-instructional Chapter of the United Teachers of Suwannee County as determined by PERC as of the date of this Agreement.

(B) This Agreement shall supersede any rules, regulations or practices of the Board which shall be contrary to the terms of this Agreement except no item in this Agreement shall be in conflict with State or Federal laws, rules, regulations or practices.

(C) The Board agrees that it will not, during the period of this Agreement, officially adopt nor implement any term or condition of employment in conflict with this Agreement, except where such terms and conditions are the result of State or Federal laws or rules. However, the remaining provisions of the Agreement shall remain in full force and effect for the duration of this Agreement if not affected by the State or Federal law or rule.

**ARTICLE II**  
**MANAGEMENT RIGHTS**

The Board shall have and retain the right to manage the operation of the public school system of Suwannee County, Florida, in accord with the duties, rights, discretion, obligations, privileges and functions conferred upon the Board by the laws of the State of Florida and the rules, regulations and guidelines enacted or adopted by the appropriate agency of the State of Florida charged with the implementation or enforcement of such laws, rules, regulations and guidelines. The Board shall have those management rights heretofore reserved to or exercised by the Board, to the extent that such rights do not conflict with the provisions of this Agreement. The Board shall have, without limitations by enumeration, the right to direct its employees, take disciplinary action for proper cause, and relieve its employees from duty because of lack of work or for other legitimate reasons; to determine the purpose and functions of each of its constituent schools, departments, divisions or agencies; provided, however, that nothing herein shall be construed to preclude employees or their representatives from raising grievances in the manner provided in this Agreement.

**ARTICLE III**  
**UNION RIGHTS**

- (A) The Board hereby agrees that employees of the Board shall have the right to freely organize, join and support the Union, or to refrain from such activity, to engage in concerted lawful activities for the purpose of collective bargaining or other mutual aid or protection. The Board and the Union undertake and agree that neither will directly or indirectly discourage, deprive or coerce any employee in the enjoyment of any rights conferred by this Agreement, Laws of Florida or the Constitutions of Florida and the United States; that neither will discriminate against any employee with respect to wages, hours and terms and conditions of employment by reason of his or her membership or non-membership in the Union, his or her participation or non-participation in any lawful activities of the Union or collective bargaining with the Board, or his or her institution of any grievance filed in accordance with this Agreement.
  
- (B) Any employee who is a member of the Union, or who has applied for membership, may sign and deliver to the Board an assignment authorizing deductions of membership dues and uniform assessments in the Union. Such authorization shall continue in effect from year to year thereafter unless revoked, in writing, with notice to both the Union and the Board. In such instances the deduction of dues shall end with the pay period which occurs thirty (30) days after receipt of the notice of revocation by both parties. Pursuant to such authorization, the Board shall deduct such sum as authorized in equal payments, from each remaining check, from the employee's regular salary check beginning with the salary check received by the employee on the second pay period following the date of authorization. The deduction will be remitted to the Union twice monthly. Upon termination of the employee's employment, the Board shall deduct only the monthly authorization and that amount only if salary due will be in excess of such monthly authorization.

## EDUCATION STAFF PROFESSIONAL 2016-2019

- (C) The Union and its representatives shall have the right to use school facilities and equipment, including typewriters, mimeographing machines, other duplicating equipment, calculating and computing machines, and inter-communication systems and audio-visual equipment at reasonable times, when such equipment is not otherwise in use. Such use shall require approval of the supervisor and shall be used at the school or job site during normal working hours and at a time other than the duty time of the employees using said equipment or system, except use of facilities may be arranged with the supervisor of the school or job site at a time other than normal operating hours of the facility if the Union pays the cost of facility supervision in addition to other rental fees as adopted by the Board. The Union shall pay for the actual cost of all materials and supplies incidental to such use. Any damages to the above items must be adjusted to the satisfaction of the school principal before any further use can be approved.
- (D) The Union shall have the right to post notices of activities and matters of Union concern on commonly used bulletin boards, at least one of which shall be provided in each school or job site. The school principal or job site supervisor shall either provide space on the commonly used bulletin board or make provisions for space for the Union on a centrally located bulletin board. The Union shall have the right to use the school system courier service, including teacher mail boxes, for communications. Posting notices on bulletin boards and putting items in teacher mail boxes shall be the exclusive responsibility of the Union and shall take place at times other than duty time of the individual performing such activities, and all information shall be presented to the school principal or job site supervisor, or his or her designee, for review before distribution.
- (E) Duly authorized representatives of the Union shall be permitted to transact official Union business on school property. Such activities shall take place at times other than duty time of employees involved. The Union representative shall make his/her presence known to the supervisor in advance of such occurrence.
- (F) The Board agrees to furnish the Union, in response to requests in a manner prescribed by the Superintendent, available information, such information restricted to Chapter 119, Florida Statutes, concerning financial resources and conditions of the school district, including, but not limited to: annual financial reports and audits; register of certified personnel; tentative budgetary proposals, presented in writing to the Board; agendas, minutes and all supporting papers of Board meetings, presented in writing to individual members; treasurer's report, census and membership and attendance data, names and addresses of all employees, salaries paid thereto and educational background and years of experience thereof; pupil enrollment, membership and attendance data, and other such information upon which the Superintendent and the Union shall jointly agree.
- (G) The Board shall, whenever appropriate, place as the first item on the agenda of each regular Board meeting, any matters submitted by the Union so long as those matters are made known to the Superintendent's office nine (9) calendar days prior to said meeting. Employees appearing before the Board during consideration of any item shall be released from duty only for consideration of that item.

## EDUCATION STAFF PROFESSIONAL 2016-2019

- (H) When it is necessary, as approved by the Superintendent, for the Union President and/or his/her designee to engage in Union activities directly relating to the Union's duties as representative of the employees which cannot be performed other than during normal school hours, or are the result of an emergency situation, the Union's representative shall be given such time without loss of pay, as is necessary to perform any such activities.
- (I) The Board agrees to provide Paid Annual Leave of Absence to one (1) elected officer of the Union to engage in Union activities directly related to the Union's duties as the Certified representative of the employees covered by this Agreement or to work for the Florida Education Association or for the American Federation of Teachers.

All costs associated with such leave shall be forwarded by the Union to the Board in advance on a quarterly basis. The costs shall include the salary as provided for on the appropriate salary schedule, the required contribution by the Board to the Florida Retirement System, the Board's and the employee's portion of any required Social Security payments, an amount equal to the Board's contribution for the full cost of health and dental insurance and any other costs normally associated with the Board's financial responsibility to an individual employee, including, but not limited to, Unemployment Compensation Insurance, Workman's Compensation Insurance, etc.

The employee so released shall continue to be an employee of the Board and shall advance annually on the appropriate step of the salary schedule for any and each year so released to serve in the capacity of the Union's released time representative. There shall be no loss of seniority or any other right available to the employee under the law or terms of this Agreement because of such Paid Leave of Absence.

- (J) The non-Suwannee County school related employee Union representatives shall be allowed to visit places of employment or investigate working conditions, employee complaints, problems or for other purposes, relating to Union affairs, provided such visits do not interrupt the employee's assigned duties; and provided that the Union representatives shall make their presence known to the proper official upon entering the building or job site.
- (K) The Board will provide an orientation for all employees new to Suwannee County.
- (L) At the conclusion of each staff meeting the Union representative will be given the opportunity to present brief Union reports and announcements. It is expressly understood that no person is required to stay for this part of the meeting.
- (M) The Board agrees to furnish the Union, when prepared, a copy of the names, addresses, classification titles, and work location of all employees in the bargaining unit.

**ARTICLE IV**  
**EMPLOYEE RIGHTS**

- (A) Nothing contained herein shall be construed to deny to any employee rights he or she has under Florida School Laws or other applicable laws and regulations. The rights granted to employees hereunder shall be deemed to be in addition to those provided elsewhere. Nothing contained herein shall be construed to deny, impair, restrict or diminish any of the mandatory or discretionary functions, duties or obligations the Board may have, or may hereafter acquire, under the Constitution and laws of the United States and the State of Florida. Nothing contained herein shall be construed to allow the Board to use its discretionary powers to alter the terms of this Agreement by changing, adding to, or subtracting from the specific written items of this Agreement, except the Board shall retain all discretionary powers to alter this Agreement as given in Chapter 447 of Florida Statutes.
- (B) The provisions of this Agreement shall be applied without regard to race, creed, color, religion, national origin, age, sex or marital status.
- (C) Upon written authorization from the employee, the Board shall deduct from the salary of the employee and make appropriate remittance for the credit union, board approved annuities, plans of programs jointly authorized by the Union and the Board, and other plans approved by the Board.
- (D) With respect to all sums deducted by the Board pursuant to authorization by the employee, the Board agrees to promptly disburse said sums based upon procedures outlined in this Agreement or to be agreed to by the Superintendent and the Union.
- (E) The Board agrees to place in the mails W-2 forms for distribution to employees on or before January 31st.
- (F) Each employee has the right to review his/her own personnel file under the direct supervision of the Personnel Director or his/her designee.

**ARTICLE V**  
**NEGOTIATIONS PROCEDURE**

- (A) Representatives of the Board and Union's Bargaining Teams will meet during the regular school year at a time convenient to both parties for the purpose of reviewing the administration of this Agreement. These meetings are not intended to bypass the negotiations or grievance procedures. Further, each party will submit to the other, at least twenty-four (24) hours prior to the meeting, an agenda covering what they wish to discuss.
- (B) If either party desires to modify, amend or terminate this Agreement for the year(s) following the end of this Agreement, a written notice must be submitted to the other party

## EDUCATION STAFF PROFESSIONAL 2016-2019

prior to March 15 of the year in which the Agreement expires. If such notice is given, negotiations shall be initiated on or before April 1.

- (C) In any negotiations described in this Agreement, neither party shall have any control over the selection of the bargaining representatives of the other party. It is recognized that no final agreement between the parties may be executed without ratification by a majority of those voting of the employees in the bargaining unit. The parties mutually pledge that their representatives shall be clothed with all necessary power and authority to make proposals, consider proposals and make concessions in the course of negotiations. Throughout negotiations, all tentative agreements may be signed by representatives designated by each party. There shall be one (1) signed copy of any final agreement.
- (D) During the course of any negotiations described in this Article, the parties mutually pledge that such negotiations shall be conducted in good faith. If, at any time during the process of negotiations, both parties mutually agree that the differences of positions are so serious that further negotiations seem impossible of producing a satisfactory agreement, they may invoke the impasse machinery procedures as set forth in Chapter 447, F.S.

Section 1: Impasse Procedure: In the event that an impasse is reached during the course of negotiations, the Board and Union agree to mediation as a means of attempting resolution of the item or items in dispute. The initial recourse shall be to petition PERC for a mediator. In the event that a solution cannot be reached through mediation, by mutual agreement of both parties, the impasse shall then be submitted to a special master under PERC guidelines.

- (E) Should any provision of this Agreement be declared illegal by a court of competent jurisdiction or a result of state or federal legislation, said provision shall be automatically modified by mutual agreement of the parties to the extent that it violates the law, but the remaining provisions shall remain in full force and effect for the duration of this Agreement, if not affected by the deleted provision.
- (F) Copies of this signed Agreement titled "Agreement Between the Education Staff Professionals of the United Teachers of Suwannee County and the School Board of Suwannee County" shall be printed and with the cost of such printing shared equally by the Board and the Union within thirty (30) days after the Agreement is signed and shall be presented to all employees currently employed and hereafter employed. Initial printing shall include 300 copies, with 250 copies reserved for employees, 25 copies reserved for the Union and 25 copies reserved for the Board. Either the Union or the Board may request additional copies of the initial printing, with such copies to be paid for by the requesting party.

**ARTICLE VI**  
**GRIEVANCE PROCEDURE**

- (A) Purpose: The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to the problems which may arise affecting the wages, hours, terms and conditions of employment for the employees. Both parties agree that these procedures will be kept as informal and confidential as may be appropriate at any level of the procedure.
- (B) Definitions:
1. The term "grievance" shall mean a written allegation by a grievant that a violation of any kind or character exists arising out of the interpretation or application of the terms of this Agreement.
  2. The term "grievant" shall mean an employee or group of employees or the Union filing a grievance.
  3. The term "employer" shall mean the School Board.
  4. The term "days" shall mean working days.
- (C) Time Limits: Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level is to be considered the maximum and every effort should be made to expedite the process before the deadlines are reached. Time limits may, however, be extended by mutual written agreement between the Union and the Superintendent.
- (D) End of Year Grievances: In the event that a grievance is filed at such time that it cannot be processed through all of the steps in the grievance procedure by the end of the institution's fiscal year, and if left unresolved until the beginning of the next year, could result in irreparable harm to the grievant or Union, the time limits set forth herein should be reduced so that the grievance procedure may be exhausted prior to the end of the institution's fiscal year or as soon thereafter as possible.
- (E) Released Time: Grievances will ordinarily be processed at times other than normal duty hours for any employee involved.
- (F) Filing: Within forty-five (45) days following knowledge of the act or condition, or the date when the act should have reasonably been known, whichever is earlier, which is the basis for the grievance, or prior to the end of the fiscal year (whichever occurs first), the grievant may file a grievance, with the immediate supervisor or designated representative.
- (G) Representation: All employees shall have the right of Union representation at each step of the grievance procedure. No grievant shall be required to discuss any grievance if the

## EDUCATION STAFF PROFESSIONAL 2016-2019

Union representative is not present, and the presence of such Union representative has been requested.

Any individual employee or group of employees shall have the right at any time, other than the employee's normal duty hours, to present grievances to the designated representatives of the Board and to have such adjusted, without the intervention of the Union, as long as the adjustment is not inconsistent with the Agreement, and the Union has been given the opportunity to be present and make statements at such adjustment. Copies of the employer's decisions given at any step of the grievance procedure shall be speedily delivered to the Union. No grievance shall be submitted to arbitration without consent of, and representation by, the Union.

A grievant shall not be represented by any person who might be required to take action, or against whom action might be taken, in order to adjust the grievance, or by a representative of any other employee organization.

- (H) Informal Discussion: In the event that an individual employee believes there is a basis for a grievance, the first step in the procedure is for that individual to discuss the alleged grievance with the immediate supervisor or designated representative, either personally, or accompanied by the Union's representative. This does not preclude the employee from talking to the Union representative prior to the first step of the grievance procedure.
- (I) Level One: If, as a result of the informal discussion with the immediate supervisor or designated representative, a grievance still exists, the grievant may invoke the formal grievance procedure on a form signed by the grievant and a representative of the Union. A copy of the grievance form shall be delivered to the immediate supervisor or designated representative, who shall have five days after receipt of the grievance in which to hold a conference with the grievant and to give a written decision.
- (J) Level Two: If the grievance is not settled to the grievant's satisfaction, or if a written decision is not submitted within the designated time limit at Level One, the grievant may move the grievance to Level Two by written notice to the Superintendent or designated representative. The Superintendent, or the designated representative, shall have ten (10) days after receipt of the grievance in which to hold a conference with the grievant and to give a written decision.
- (K) Level Three: If the grievance is not solved at Level Two to the grievant's satisfaction, or if a written decision is not submitted within the designated time limits of Level Two, the grievant may move the grievance to Level Three by written notice to the Board. The Board shall have fifteen (15) days after receipt of the grievance in which to hold a hearing with the grievant and to give a written decision.
- (L) Level Four: If the grievance is not solved at Level Three to the grievant's satisfaction, or if a written decision is not submitted within the designated time limits of Level Three, the grievant may move the grievance to arbitration. If a grievance is moved to Level Four, the Union shall petition AAA for a list of three (3) qualified arbitrators. Upon receipt of the list, the Superintendent and the Union shall each strike one name from the AAA list.



## **EDUCATION STAFF PROFESSIONAL 2016-2019**

The arbitrator shall confer with the representatives of the Board and the Union and hold hearings promptly and shall issue a decision not later than thirty (30) days from the date of the close of the hearings or final submissions. If the question of arbitrability is raised by the Board, the question shall be determined in the first instance by the arbitrator. The arbitrator's decision shall be in writing and shall set forth findings of facts, reasoning and conclusions on the issues submitted unless either the Union or the Board should request an expedited decision. The decision of the arbitrator shall be submitted to the Board and the Union and shall be final and binding upon the parties.

- (M) Cost: The cost of the services of the arbitrator, including per diem expenses, if any, and actual necessary travel, subsistence expenses and the cost of the hearing room, shall be borne equally by the Board and the Union; however, if the grievant chooses to take the grievance to arbitration without the consent of the Union, the grievant shall absorb all cost.
- (N) No Reprisals: No reprisals shall be invoked against any employee for processing a grievance or participating as described in this Agreement. No documents of any kind or form pertaining to the initiation, processing or settlement of any grievance whatsoever shall be placed in the personnel file of any employee.
- (O) Copies of employer decisions at all levels will be forwarded to the Union by Registered Mail or delivered in person in any grievance whatsoever, the same day it is delivered to the employee. No grievance may be submitted to arbitration without the knowledge of, and/or representation by, the Union.
- (P) Notwithstanding the expiration of this Agreement, any claim or grievance arising there under may be processed until resolution.

### **ARTICLE VII** **GENERAL EMPLOYMENT PRACTICES**

- (A) Marital status, race, creed, religion, color, sex, age, national origin or number of years working experience, except such years of working experience is a requirement for the job, shall not be made a condition of employment.
- (B) The Board may require physical and/or psychiatric tests or examinations, and may select the physician or psychiatrist as prerequisites of initial employment, with the costs for such tests or examinations to be borne by the employee or prospective employee. Additional agreements are:
  1. The cost of all physical and psychiatric tests or examinations taken by the employee at the request or order of the School Board or its designee, except those examinations or tests which are prerequisites of initial employment, shall be borne by the Board.

## EDUCATION STAFF PROFESSIONAL 2016-2019

2. At all times the choice from among State Licensed Physicians and Psychiatrists shall be made by the employee from a list of not less than five (5) names provided by the School Board. No employee shall be compelled to submit to any test or examination without a written statement of the need for such examination from the Board.
  3. An employee shall have the right to seek an additional opinion or judgment from among State Licensed Physicians or Psychiatrists of the employee's choosing. The cost shall be borne by the employee and shall be completed without undue or unreasonable delay, but in no event later than twenty-one (21) days after the receipt of the report by the employee of the School Board requested examination. When this option is exercised, the additional opinion shall be attached to any other medical opinions under consideration with respect to disciplinary action against the employee.
  4. The report(s) of the examination(s) completed pursuant to this contract shall be placed in the employee's personnel file.
- (C) The Board agrees to employee substitutes for Lunchroom Workers, Bus Drivers (except during the summer), and other positions as deemed necessary by the immediate supervisor.
- (D) The Board shall make available in each school/job site two (2) restrooms and lavatory facilities (one (1) male and (1) female) for employees' use, and at least one (1) room, which shall be reserved for use as an employee lounge. These may be shared facilities with teacher personnel.
- (E) A telephone for employees' use shall be installed in the employee lounge of each school/job site. The cost of this installation shall be borne by the Board. This telephone may be a shared telephone with instructional personnel.
- (F) Off-street parking facilities for employees shall be provided, and properly maintained, at each school/job site.
- (G) Employee participation in activities other than in-service and those on the extra-assignment schedule, beyond the normal duty day, shall be voluntary.
- (H) Profits from Vending Machines in employee lounges shall be placed in the School Internal Accounts, and shall be expended as determined by a committee consisting of members selected by the Union and representatives of all employees using such vending machines.
- (I) No action shall be taken against an employee on the basis of a complaint by a parent, student, or other individual unless a copy of the complaint is given to the employee. The employee may discuss the complaint with the supervisor, with Union representation, if desired.

## **EDUCATION STAFF PROFESSIONAL 2016-2019**

- (J) The Board agrees that no employee shall be required to participate in any sales promotion or solicitation. Employee involvement in promotional and solicitation activities of non-profit, charitable organizations may be permitted.
- (K) All employees shall sign in and out during their normal duty day. Anytime an employee leaves before the end of their duty day he/she must get the supervisor's permission to sign out early. All employees at a job site, within an employee classification, shall be treated equally in this matter.
- (L) School related personnel will be notified in writing by May 1<sup>st</sup>, if they will not be recommended back for the next school year.
- (M) All openings shall be posted by the Superintendent and/or his/her designee. Notices shall include job description, effective date of vacancy, and deadline for filing of the application. Any qualified person may apply and all applications will be given consideration.

### **ARTICLE VIII** **WORKING CONDITIONS**

- (A) The Board agrees to provide each employee, within the Budget restrictions, with the necessary supplies and equipment.
- (B) Employees may leave their assigned duty station upon approval of the appropriate supervisor, with such approval based on personal needs which cannot be met at other times, and further that such approval shall be covered by compensatory time earned at the request of the immediate supervisor. A timely leave form shall be filed by the employee. Employees shall not be required to work under unsafe or hazardous conditions or to perform tasks which may be a danger to their health or welfare. Safety equipment and devices provided by the Board for employee use shall meet standards required by law and regulation.
- (C) Employees shall not be required to work under unsafe or hazardous conditions or to perform tasks which may be a danger to their health or welfare. Safety equipment and devices provided by the Board for employee use shall meet standards required by law and regulation.
- (D) When students are not in attendance, employees may be given access to the building/job site by arranging such access with the principal or other appropriate supervisor.
- (E) All newly hired or reassigned employees shall be provided an orientation period by their immediate supervisor and a copy of job classification prior to officially assuming their employment duties and responsibilities.

## EDUCATION STAFF PROFESSIONAL 2016-2019

- (F) The hours of employment of employees covered by this Agreement shall be established by the Board; will be between the hours of 7:00 AM and 5:00 PM; and shall be 8 ½ consecutive hours, including a 30 minute nonpaid lunch, unless indicated otherwise below. On the last duty day of the week, an employee's workday shall end fifteen (15) minutes early provided the employee's regular workday is six (6) or more hours per day. Where the work schedule does not permit employees to leave fifteen (15) minutes early, flexibility shall be given to the worksite supervisor to allow employees to begin the duty day fifteen (15) minutes later than the regular schedule in order to provide supervision.
1. Account Clerks - 8:00 A.M. - 4:30 P.M
  2. Paraprofessional –Match instructional day @ school, except for special needs
  3. Bookkeepers - As scheduled by immediate supervisor
  4. Bus Drivers - As scheduled by immediate supervisor
  5. Clerks - As scheduled by immediate supervisor
  6. Custodians - Eight (8) hours as scheduled
  7. Food Service Personnel - As scheduled
  8. Maintenance Personnel - Eight (8) hours as scheduled
  9. Mechanics - Eight (8) hours as scheduled
  10. Nurse - Match instructional day @ school
  11. Secretarial Personnel - 8:00 A.M. - 4:30 P.M., or as scheduled by immediate supervisor
  12. Security Officers - Forty (40) hours per week as scheduled
- (G) Duty free meal periods of thirty (30) minutes shall be scheduled for employees if their employment is for four (4) consecutive hours or more. These schedules for any employee shall be arranged to allow for a thirty (30) minute meal break if their duties are scheduled for two (2) consecutive hours prior to 7:00 A.M., Noon, or 6:00 P.M. Relief periods shall be considered as consecutive work time for the purpose of calculating the scheduling of duty free meal periods.
- (H) Employees shall not be scheduled for work activities beyond forty (40) hours per week. In the event that an emergency situation occurs which requires the assignment of hours beyond forty (40) hours, any compensation earned shall be at one and one-half (1.5) times the normal hourly rate. If weekend work is scheduled which is not part of the

## EDUCATION STAFF PROFESSIONAL 2016-2019

normal weekly work schedule, such work shall be assigned on a rotating basis whenever possible. Where practicable, the employee's wishes shall be considered.

Any work-time work, which is necessary, shall be scheduled taking into consideration the wishes of all potentially affected employees and it shall be assigned on as equitable basis as possible. Compensatory time may be granted in lieu of overtime pay at the employee's request.

All employees shall be provided a fifteen (15) minute relief period in each four hours of employment. This shall be in addition to the duty free lunch. Any employee working for four (4) hours before 1:00 P.M. has thirty (30) minutes for lunch.

- (I) An employee shall not be required to transport students in his/her personal vehicle except in extreme cases.
- (J) Clerical/Secretarial personnel shall not be required to perform the duties of a substitute teacher except in an emergency situation for a period of short duration.
- (K) All employees shall receive a copy of their job description when requested from their immediate supervisor.
- (L) Selection of drivers for field trips and extra-curricular activities:
  - 1. Priority for selecting bus drivers for a field trip or extra-curricular activity shall be:
    - a. Regularly employed certified bus drivers.
    - b. Any other licensed individual employed by the Board.
  - 2. The selection list of eligible drivers shall be developed in the following manner:
    - a. Drivers who want to participate in taking trips may sign up once a school year.
    - b. Every regular driver, who has signed up for field trips, **MUST** be present at each trip meeting.
    - c. Drivers who miss three (3) trip meetings without a valid excuse will be excluded from the trip list and unable to take trips for the remainder of that school calendar year.

Valid excuses are:

- i. Already on a previously assigned trip,
- ii. Approved leave,

## EDUCATION STAFF PROFESSIONAL 2016-2019

- iii. Sickness,
  - iv. Safety considerations,
  - v. Involved in activity to improve driving or academic skills.
- d. Other agreements are as follows:
- i. All eligible drivers shall be required to take two (2) trips per month to stay on the trip list (providing there are enough trips that month to accommodate this provision).
  - ii. Trips will be "chosen" from a list of trips on a rotation basis from a list of eligible drivers formed from a list of drivers who signed up for trips at the beginning of the year. The list to be based on seniority (from the original formation of the field trip list).
  - iii. Drivers who during trip selection find that they cannot or do not want the trip selected will not be allowed to "exchange" it for another trip but must give it back to the list and wait for their name to come around again.
  - iv. Drivers will not be allowed to trade trips. Should a problem arise and they are unable to take the trip that they selected, the trip must be surrendered for the next eligible driver.
  - v. Drivers who accept a field trip and later must decline the trip due to a valid excuse as outlined in Article VIII (L)2.(c) must notify the Operations Manager during work hours at least one (1) day prior to the trip. Except for emergency cancellations, those drivers who do not give adequate notice will be removed from the trip list for two (2) weeks.
- e. Drivers who have had a trip cancelled will be given first choice of the following week's trips. Drivers for whom substitute drivers have been employed will not be charged two hours driving time if the trip is cancelled. Except for emergency cancellations, drivers who have not been given a minimum of 90 minutes notice of a trip cancellation during a weekend or school holiday will be paid two hours waiting time. Except for emergency cancellations, drivers who have not been given a minimum of 60 minutes notice of a trip cancellation during the week will be paid one (1) hour waiting time.
- f. Drivers who take trips with a return time of 1:00 at night will not drive the next morning route. Drivers will be charged two hours at the trip driving

## EDUCATION STAFF PROFESSIONAL 2016-2019

rate, or supervising time if all trip driving time has been used, for missing their morning route.

- g. If no driver desires to accept the field trip appointment, then the next priority category shall be contacted.
- h. Other school personnel may only be considered when no regular driver accepts the appointment.
- i. All drivers shall have a least twenty-four (24) hour notice of any field trip or extra-curricular trip, except in emergencies.

### 3. Compensation for extra-curricular and field trips shall be:

- a. Drivers of field trips will be compensated beginning at the time they report, pursuant to the time requested to report at the site of the field trip: \$13.50 per hour of driving time and for assigned supervision time.
- b. The Driver shall be given Temporary Duty Elsewhere for the days he/she is gone on the trip; however, the Driver will have two (2) hours driving time subtracted from the trip compensation for each half day missed from their regular route. If there are not enough hours driving time, the remaining hours shall be subtracted from supervisory time; however, in no case, shall more hours be subtracted than claimed on any trip. The Driver will be given per-diem and expenses as prescribed by the State.
- c. A form shall be filled out by the Driver and signed by the Teacher/Administrator that chaperoned the trip. The form shall contain the time the driver arrived at the point of departure, the time the bus departed, the time the driver was able to leave the bus at the completion of the trip and a log of supervisory and driving time. The Driver will keep one (1) copy of the form, the supervisor of the trip will keep one (1) copy and the Transportation Director will receive one (1) copy from the Driver.
- d. The Driver shall be paid by the Board.

### 4. The assignment of duties on the field trip shall be as follows:

- a. Teachers and/or administrators shall determine the scope of the trip (i.e. destination, departure time, return time, and any subsidiary activities), general student supervision, assure cleanliness of the bus throughout the trip and make sure the bus returns in the same condition as when it departed, request assistance from the driver(s) in supervision of the students.
- b. Bus drivers shall be in charge of the bus at all times while it is in motion. The bus driver shall oversee the conduct of the students and bus

## EDUCATION STAFF PROFESSIONAL 2016-2019

cleanliness, shall determine if the vehicle is safe and/or secure and that the bus has sufficient fuel.

5. When the principal(s) of the school(s) determines that the activities could be completed by the use of two (2) or less cars, such trips are not covered under the provisions of this paragraph (L). Coaches or sponsors may ask that a rental car be secured if no county vehicle is available. Agriculture students may be transported by bus to class at the agriculture farms.

(M) Custodial employees shall not be required to clean the restroom of the opposite sex while students are in attendance, except in case of emergency as determined by the school administrator.

### (N) BUS ROUTE ASSIGNMENT

When more than one permanent bus driver applies for an open route, the selection shall be based on the needs of the school system, and the driver's ability to relate to the students and parents served by the open route. Seniority may be a consideration when the other factors listed above are equal.

(O) Effective through June 30, 1999, overnight storage for school buses shall be at the nearest of the following location to the route's first pupil stop:

1. The nearest bus garage or,

2. The route driver's home, providing 1) The driver/property owner shall indemnify the Board and hold it harmless for all personal property damage attributed to the school bus, 2) The bus shall be parked in a location that's accessible at all times to school board employees, 3) The bus shall be parked so that school board employees may approach the school bus without fear of animal attack, and 4) The bus shall be parked in a location away from trees and other objects that might damage the bus during stormy weather.

(P) 1. Employees shall not be required to administer any medication including but not limited to diabetic blood level checks, nebulizer treatments, etc. to students unless appropriately trained for the procedure. Employees will not be required to administer suppositories. General medication administration shall only require generalized training. Any requirement beyond the dispensing of medication shall require specific training in the procedure involved, and where medically prudent, child specific training. Such training and appropriate updates shall be provided annually by the Board and shall be during work time. The Board shall continue to endeavor to obtain qualified health personnel to meet student health needs.

2. Student special needs; toileting assistance. Adequate supplies for toileting assistance by a paraprofessional to students in need of assistance will be available consistent with applicable state and federal health and safety regulations. Employees will take steps to ensure the privacy of the student.



**ARTICLE IX**  
**EMPLOYEE AUTHORITY AND PROTECTION**

- (A) Bus drivers, teacher aides, secretarial personnel and security personnel shall be permitted to refer students to the administration when they observe violations of the school rules and regulations.
- (B)
1. Student discipline is based on student adherence to a normally-to-be-expected code of acceptable behavior and to acceptance of BUS RULES AND REGULATIONS and compliance with all requests incidental to bus routine from appropriate bus employees. Such code, rules and regulations shall be reviewed with the students within ten (10) days after Labor Day, along with school and classroom behavior review, explaining the consequences of infringement.
  2. The Board recognizes its responsibility, through (but not limited to) its principals, to give all reasonable support and assistance to bus drivers with respect to the maintenance of control and discipline on the bus. Whenever it appears that a particular student requires special attention or whenever it appears that the behavior of a particular student on the bus will interfere with the safe transportation of the balance of the students because of disruptions caused by said student, the Board through, (but not limited to) its principals shall take reasonable steps to provide such attention to aid the driver in meeting responsibilities within respect to such student. Suspension and/or corporal punishment may be imposed for serious or persistent infractions of normal good behavior when other corrective actions have been unsuccessful.
  3. All referrals on student disciplinary problems made by bus drivers shall be made on the approved disciplinary form and bus drivers will receive a copy of the form indicating actions taken by the administration.
- (C) Any case of assault upon any school-related employee shall be promptly reported to the immediate supervisor and/or school principal.
- (D) Time lost by an employee in connection with any incident covered in this Article shall be handled as follows:
1. Time for appearance before a judicial body or legal authority shall result in no loss of wages or reduction in accumulated leave;
  2. The employee involved must be subpoenaed for the legal appearance.
- (E) If a complaint or lawsuit is filed against any employee or any employee is sued as a result of any action taken by the employee while in legitimate pursuit of his/her employment, then the Board may, at its discretion, underwrite the cost of legal counsel and render assistance to the employee in his/her defense.

## EDUCATION STAFF PROFESSIONAL 2016-2019

(F) All newly employed personnel shall serve in a probationary status until continued status is obtained based on the following:

1. The initial annual contract shall include a 97-day probationary period during which time the employee's contract may be terminated without cause or the employee may resign without breach of contract.
2. The employee must have completed 3 years of probationary service in the district, 1 year in which must be during or after 1994-95, during a period not in excess of 5 successive years, except for leave duly authorized and granted; and
3. The employee must have been recommended by the superintendent and reappointed by the school board based on successful performance of duties and demonstration of competence.

Continued status shall be effective at the beginning of the school fiscal year following completion of all requirements. A recommendation for annual reappointment of personnel in a probationary status shall be made as part of the agenda for the regular school board meeting in May of each school fiscal year. In recommending reappointment of school related personnel, the superintendent shall require a recommendation or evaluation from the employee's immediate administrative supervisor. The school board shall act on the superintendent's nominations for re-appointment no later than June 1.

(G) Employees shall not be discharged, during the current year, except for just cause. This provision excludes 97 day probationary employees.

Continued status employees shall continue each year unless the superintendent charges the employee with unsatisfactory performance and notifies the employee in writing, no later than 4 weeks prior to the end of the employee's work year of performance deficiencies which may result in termination of employment, if not corrected during the subsequent year of employment. Except as otherwise hereinafter provided, this action may only be appealed by the following procedures:

1. On receiving notice of unsatisfactory performance, the employee, on request, shall be accorded an opportunity to meet with the superintendent or his designee for an informal review of the determination of unsatisfactory performance.
2. An employee notified of unsatisfactory performance may request an opportunity to be considered for a transfer to another appropriate position, with a different supervising administrator, for the subsequent year of employment.
3. During the subsequent year, the employee shall be provided assistance and in-service training opportunities to help correct the noted performance deficiencies. The employee shall also be evaluated periodically so that he will be kept apprised of progress achieved.

## EDUCATION STAFF PROFESSIONAL 2016-2019

4. Not later than 4 weeks prior to the close of the employee's subsequent work year, the superintendent shall notify the employee, in writing, whether the performance deficiencies have been corrected. If the performance deficiencies have not been corrected, the superintendent may notify the school board and the employee, in writing, that the employee shall not be employed beyond the current year; however if the recommendation of the superintendent is not to continue employment, and if the employee wishes to contest such recommendation, the employee will have 15 days from receipt of the superintendent's recommendation to demand, in writing, a hearing. In such hearing, the employee may raise as an issue, among other things, the sufficiency of the superintendent's charges of unsatisfactory performance. Such hearing shall be conducted by the school board within 45 days of receipt of the written appeal. A majority vote of the membership of the school board shall be required to sustain the superintendent's recommendation. The determination of the school board shall be final as to the sufficiency or insufficiency of the grounds for termination of employment.

### (H) Employee Discipline

1. Disciplinary action may not be taken against an employee unless substantiated by evidence, which supports the recommended disciplinary action.
2. Where substantiated evidence warrants such action(s), an employee may be demoted, suspended, or dismissed upon recommendation of the immediate supervisor to the Superintendent. Unless circumstances warrant immediate disciplinary action, progressive discipline shall be administered as follows:
  - a. Oral warning with acknowledgment
  - b. Written reprimand
  - c. Suspension with or without pay
  - d. Dismissal by Board action
3. An employee against whom action is to be taken under this section shall have the right to review all documents or records relied upon to support the proposed action and shall be given a copy upon request.
4. When a principal/supervisor deems it necessary to discipline an employee, said disciplinary action should be made in private and with discretion.
5. When an employee is involved in circumstances, which could lead to disciplinary action, the employee shall have, upon request, UTSC representation at any conference between the school administrator(s) and the employee, which relates to the matter.

**ARTICLE X**  
**TRANSFERS**

- (A) Employees that desire to transfer to another job location shall file a written statement of such desire, one copy of which shall be filed with the Superintendent or designee, and one copy shall be filed with the Union. Such request shall receive immediate review for possible recommendation by the Superintendent and shall, in addition, be reviewed once each year for the next one (1) year, to assure active consideration.
- (B) Voluntary transfer of an employee will be made on the following basis:
1. Needs of the school system
  2. Qualifications
  3. Mutual agreement of employee and administration
  4. Contributions employee could make to the new position
  5. Opportunity for skills growth by the employee
- (C) Involuntary transfers, defined as a change in the employee's worksite or job description, may be made to provide a more adequate school program. Such involuntary transfers shall be limited to no more than two (2) transfers within a five (5) year period.

Employees may be assigned temporary duty for cross-training purposes or special projects at alternate worksites within the same department. These temporary duties may not exceed two (2) assignments for a maximum total of thirty (30) workdays per fiscal year.

The Board and UTSC recognize the fact that demographic shifts in student body and/or employees may necessitate the need to reorganize staff who are supervised from the district wide levels (i.e. custodians, bus drivers, food service, IT). In the event this need arises and all other avenues have been exhausted, including voluntary and involuntary transfers, a reorganization under these conditions would not be restricted by the limits on number of transfers.

- (D) Nothing in this Agreement shall be construed in such a way as to prohibit the Board from providing racial balance within different job classifications or work areas.

**ARTICLE XI**  
**REASSIGNMENT**

- (A) Employees who desire to be reassigned shall file a written statement of such desire, one copy with the supervisor or designee, and one copy with the Union. Such request shall receive an immediate review.

## EDUCATION STAFF PROFESSIONAL 2016-2019

- (B) Involuntary reassignment may be made to provide a more adequate school program and shall be accompanied by a written statement of reasons upon the request of the employee.

### ARTICLE XII PAID LEAVES

(A) SICK LEAVE:

1. Sickness or Death: Full-time employees shall be allowed one (1) day sick leave per month in accordance with appropriate State Statutes. Any regular part-time employee, excluding students, working not less than four (4) hours daily, shall accrue one-half (1/2) day of sick leave for each month of payment. The unused portion of sick leave shall accumulate from year to year to the limit permitted by the State Statute. "Sick leave" shall be defined as personal illness or death of a member of his/her immediate family. "Immediate family" shall be defined as a spouse, parent, child, brother, sister, grandparent, parent-in-law, grandparent-in-law, brother-in-law, sister-in-law, or other close relative or dependent who resides within the employee's household.
2. Personal Leave: Each school term each employee shall be allowed six (6) work days personal leave to be charged to sick leave, to be used for the employee's personal business. A personal leave day may be used for any purpose at the discretion of the employee. An employee planning to use a personal leave day or days shall notify his/her supervisor at least two (2) days in advance, except in case of emergency. The employee shall suffer no loss of pay for such leave. The employee shall not be required to give reasons for such leave, except that the leave is for "Personal Reasons".
3. Religious Holiday Leave: Two (2) work days each school year shall be provided for each employee for religious holidays not otherwise provided in the school calendar. Such days shall be non-cumulative and shall be charged to sick leave provided in paragraph (1) above, provided the employee is a member of the religious faith for which the holiday was established.

(B) DISABILITY, ILLNESS-IN-THE-LINE-OF-DUTY LEAVE:

1. In case of disability, or illness-in-the-line-of-duty, the employee's wages shall continue in full without reduction in accumulated sick leave if the following conditions are met:
  - a. The supervisor or the superintendent shall be notified as soon as the injury or illness occurs.

## EDUCATION STAFF PROFESSIONAL 2016-2019

- b. The employee shall file a written claim signed by the principal or the immediate supervisor for attachment to the payroll report for the period in which the illness or injury occurs.
  - c. In case of injury, a certificate from a licensed physician may be required and, in the case of a claim relating to a contagious or infectious disease, the employee shall file a statement from a licensed physician certifying that, beyond a reasonable doubt, the contagious or infectious disease was contracted at school during the time the employee was engaged in school work.
  - d. After determining that the claim correctly states the facts and is valid, the school board will approve the leave for up to ten (10) days.
  - e. Any workman's compensation payment received by the employee while he/she is on compensable leave shall be deducted from his/her gross salary or the check received from workman's compensation shall be endorsed to the school board.
2. Any person who has previously been granted ten (10) days of illness-in-the-line-of-duty leave by action of the board as follows:
- a. The employee shall file a certificate signed by a licensed physician designated by the school board stating the employee is unable to return to duty because of the injury or illness for which the initial leave was granted.
  - b. The employee shall agree to file a medical report, at such intervals as the superintendent may direct, showing that he/she is unable to perform his/her contractual duties.
  - c. The employee shall not engage in any type of work for which he/she will receive remuneration.
  - d. When the above conditions and requirements are met, the employee will be allowed additional illness-in-the-line-of-duty leave as determined by the school board; provided that the employee is under contract during the time of such leave and compensation.
  - e. Such additional leave shall be approved subject to the certificate in (a) above being submitted to the superintendent, for approval, prior to such leave being allowed and further that the certificate shall be dated at, or near the end of, the initial ten (10) days leave. When illness-in-the-line-of-duty is denied, in part or in full, the employee may use accumulated sick leave in accordance with appropriate policies.
- (C) VERIFICATION OF LEAVE: Upon return from leave as described in paragraphs "A" and "B" above, the immediate supervisor shall provide the employee with the necessary

## EDUCATION STAFF PROFESSIONAL 2016-2019

forms for verification of the reasons for absence. Such completed forms should be submitted to the immediate supervisor before the established date for submission of monthly payrolls. Failure to submit such forms prior to these dates shall mean a loss of pay for each such sick leave day for that month with such loss of pay being added back in the following month if forms are properly submitted prior to the end of the month in which the employee returned to duty.

- (D) Temporary duty with pay shall be granted to employees for the purpose of participating in approved in-service activities in the County Master Plan or in accordance with plans to be funded by the individual school budget and approved by the supervisor.
- (E) Any employee called for jury during school hours or who is subpoenaed to testify during school hours in any judicial or administrative matter, or who shall be asked to testify in any arbitration or fact-finding shall be paid his/her full salary for such time. This provision excludes any personal litigation in which the employee may be subpoenaed.
- (F) The Board agrees to provide thirty (30) days leave, with pay, to be used by the Union President and/or his/her designee, provided attendance is required at all regular meetings of the Board, for the purpose of attending school board meetings, Union meetings, conferences, and conventions. This paid leave does not include per diem, travel or subsistence expense. Such approved person shall make a report of such visits, with one copy posted at each school and one copy filed with the Superintendent. The "Union President" refers to the overall Union President and the stated thirty (30) days are the same days as given in Article XXIII, Section (G) of the Agreement with teacher personnel.
- (G) There shall be, upon request, two (2) employees from each work area approved for personal leave with pay and no loss of sick leave to attend the funeral of any active or retired employee of Suwannee County to act as representatives of that work area. The request should be made as soon as possible. On the day of the funeral, employees shall be allowed to leave, at the discretion of the Superintendent, to pay respects to the family and friends of the deceased.
- (H) When requests for maternity leave shall meet legal requirements for sick leave, employees shall be allowed to use accumulated sick leave or unpaid leave in accordance with employee requests.
- (I) For twelve (12) month employees, Vacation Leave shall accrue in work days at the close of each month and may not be accrued at the end of the fiscal year to exceed sixty (60) work days. Employees are encouraged to use accrued vacation leave on an annual basis.

**EDUCATION STAFF PROFESSIONAL 2016-2019**

**ARTICLE XIII**  
**UNPAID LEAVES**  
**Maternity Leave**

- (A) Pregnancy is treated as a temporary medical condition for the purpose of leave, seniority, insurance benefits and the like.
- (B) Pregnant employees may continue to work as late into the pregnancy as desired, provided they are able to carry out their normal duties.
- (C) An employee adopting a child less than one year old shall be entitled, upon request, to a leave, without pay, to commence at any time during the first year after receiving de facto custody of said child, or prior to receiving such custody if necessary in order to fulfill the legal requirements for adoption.

**ARTICLE XIV**  
**EMPLOYEE EVALUATION**

The parties recognize that evaluation is something that is done with an employee and not to an employee. The parties further recognize the importance and value of developing a procedure for assisting and evaluating the progress and success of the newly employed and experienced personnel. Should any conflict occur between procedures identified below and the ratified Suwannee County School Related Personnel Assessment Plan, the Assessment plan shall prevail. Therefore, the following procedure shall be used to accomplish these goals with employees.

- (A) Each fiscal year, all employees shall be given a copy of the evaluation criteria and evaluation form. This shall include an explanation and discussion of the evaluation process and the means by which the criteria will be evaluated. This group and/or individual orientation to the evaluation procedure and process shall be completed by the end of the fortieth (40th) duty day of the fiscal year or of the employee's initial date of employment whichever is later.
- (B) Each employee shall be evaluated at least once a year by his/her immediate administrative supervisor or designee. An employee may be observed by his/her supervisor as often as is deemed necessary. All monitoring or observation of the work performance of the employee will be conducted openly and while the employee is on duty.
- (C) An optional post conference may be held at the request of either the administrator or the employee. The employee shall be given a copy of any completed observation instrument within ten (10) day after the assessment takes place. The evaluator and the employee shall sign the evaluation form. The signature of the employee shall indicate that the employee has read the form but does not necessarily mean that the employee agrees with its contents. All evaluations forms shall be filed in the Superintendent's Office each school fiscal year on the specified date. The signed evaluation form shall be placed in the employee's personnel file and the third copy given to the employee.



## EDUCATION STAFF PROFESSIONAL 2016-2019

- (D) Any conference or hearing with an employee regarding discharge, demotion or other change in the employee's assignment or status shall be conducted in a manner so as not to abrogate the employee's rights according to the Florida School Laws, the rules and regulations of the State Board of Education and the provisions of this Agreement, and the Suwannee County Schools School Related Personnel Assessment Plan.
- (E) In cases where need for improvement is cited, the written evaluation will include a description of the weakness, the specific improvements desired and a statement of how the desired improvements are to be obtained as proscribed in the Suwannee County Schools School Related Personnel Assessment Plan.
- (F) A Task Force shall be appointed annually, with three (3) members appointed by the Superintendent and three (3) members appointed by the President of the Union for the purpose of reviewing current employee evaluation instruments and forms and making specific recommendations for change as needed. The Task Force will investigate evaluation techniques used by other public employers and issue a written report to the Board and the Union within two (2) years of its inception. The report of the Task Force shall be used as a basis for any alterations in the manner or form of employee evaluations.
- (G) The purpose of this Safe Driving Plan is to reduce the potential for injuries and lawsuits by not hiring or allowing anyone who does not have an acceptable driving record to operate a Suwannee County School Board vehicle.

This plan pertains to possible action to be taken in the event that a driver receives a traffic citation. It is, also, understood that the accumulation of points as outlined in this plan is not the only basis for termination or suspension of a driver.

### 1. DEFINITIONS:

- a. Driver - any person employed by the Suwannee County School Board, hereafter referred to as "The Board", who regularly or temporarily drives a Board owned vehicle.
- b. Year - the fiscal period of the Suwannee County School Board from July 1 of one year to June 30 of the next.
- c. Safe Driver Committee - the group responsible for the administration of this section and who will be hereafter referred to as "The Committee".
- d. Violation - the result of a citation issued by a state, county, or city law enforcement official to a Board employed driver while he or she is driving any vehicle.

### 2. GENERAL PROVISIONS:

## EDUCATION STAFF PROFESSIONAL 2016-2019

- a. This article applies to all drivers.
  - b. This article will take effect upon ratification of both parties and will not be retroactive.
  - c. Drivers terminated according to the provisions of this section will be considered for employment in a non-driving position.
  - d. The driving record of each driver shall be reviewed as per 6A-30141(6). State Board of Education Rule.
  - e. A driver involved in a single accident or event, but cited for more than one violation, will receive points only in the one category receiving the highest number of points.
  - f. The Committee may recommend suspension with pay for any driver awaiting court action. Any driver who is adjudicated not guilty for a cited violation shall have all points removed that pertain to that citation.
  - g. A driver shall have the right to appeal the assessment of points through the grievance procedure.
  - h. When the Committee meets to determine the assessment or non-assessment of points, the driver shall have the right to be represented.
3. THE COMMITTEE:
- a. The chairperson of the Committee will be the Director of Transportation or a designee selected by the Superintendent. The chairperson is to be the mediator and shall have no voting rights.
  - b. The Committee shall consist of five (5) voting members. The Superintendent or his designee shall appoint two (2) members and the union shall appoint two (2) members. The fifth member shall be a school resource officer appointed by the Suwannee County Sheriff. Members shall be appointed every two years.
  - c. The chairperson shall convene a meeting of the Committee within five working days after notification of a violation. However, an additional ten working days may be granted if a driver needs additional time to obtain representation.
  - d. The Committee will meet at the call of the chairperson for the purpose of reviewing accidents, infractions, driving records, and hearing appeals.
  - e. A driver shall have the right to appeal the assessment of points directly to the Committee.

## EDUCATION STAFF PROFESSIONAL 2016-2019

- f. "Robert's Rules of Order" shall be used to conduct the committee's business.
  - g. A driver shall be given at least seventy-two (72) hours notice of any committee meeting at which his/her record will be discussed. This section does not preclude rights given to the driver in Section 3.(c).
  - h. A majority of the Committee may call a meeting provided that the written indication of this desire is given to the chairperson at least five (5) working days prior to the date of the requested meeting.
  - i. The chairperson shall be responsible for all communications of the Committee.
4. POINTS:
- a. One (1) point for each \$3,000 property damage or vehicle damage, but not to exceed six (6) points in any single accident or event.
  - b. The Committee shall assign a driver zero to ten (0-10) points for injuries to others. The points shall be assigned based upon the degree of driver responsibility for the injuries and the severity of the injuries.
  - c. Others:
    - 1 point Failing to observe traffic instruction signs.
    - 2 points Crossing private property to avoid a traffic light or stop sign, driving on the wrong side of the road, improper turn, improper backing, or following too close.
    - 3 points Speeding fifteen miles or less over the posted speed limit.
    - 4 points Speeding more than fifteen miles over the posted speed limit, careless or reckless driving, failure to observe a red light or stop sign, improper lane change, failure to have vehicle under control, failure to yield right-of-way, or improper passing.
    - 5 points Failing to stop at a railroad crossing.
    - 10 points Driving while under the influence of drugs or alcohol, operating a vehicle without a proper or valid license, failure to report a moving motor vehicle citation to the Superintendent or his designee during the next working day following the receipt of the citation.

## EDUCATION STAFF PROFESSIONAL 2016-2019

### 5. PENALTIES

- a. Two to five (2-5) points within one year will result in a documented warning.
- b. Six (6) points within one year will result in a one day's driving suspension without pay. During such a day, the driver will be given in-service training and paid for the training at the approved in-service training rate.
- c. Seven (7) points within one year will result in one day suspension without pay. Eight (8) points will result in three days of suspension without pay. Nine (9) points within one year will result in five days suspension without pay; however, the number of days of suspension will be reduced by any other days the driver was suspended in paragraph C.
- d. The accumulation of points as prescribed below shall constitute just cause to recommend a driver's termination. The committee shall limit its calculation of accumulated points to 36 months prior to the most current citation.
  - i. Ten (10) points within one year.
  - ii. Fifteen (15) points within two years.
  - iii. Twenty (20) points within three years.

### 6. PROSPECTIVE EMPLOYEES

Prospective employees will not be employed to drive a School Board vehicle if, according to this plan, they have a motor vehicle record of more than five (5) points within the last year, or more than ten (10) within three years, or convicted of DWI, DUI, or DUBAL in the last seven years.

## **ARTICLE XV** **REDUCTION IN STAFF**

- (A) In the event the Board determines that the school-related staff must be reduced, the Board shall give a ten (10) day written notice to the employee and to the Union before implementing such reductions.
- (B) When reduction of personnel is necessary, the Board shall try to meet such reduction with normal attrition and temporary employees within the classification to be reduced.
- (C) The Board shall determine the number of positions within a classification to be affected. In implementing a reduction in staff, the Board shall consider the total operation of the school system and the length of uninterrupted service in the school district. Every effort will be made to allow for any employee who would have qualified for retirement during the reduction year to be permitted to work that year so as to acquire needed service. If layoffs are to occur, a seniority list in accordance with the preceding requirements, shall

## **EDUCATION STAFF PROFESSIONAL 2016-2019**

be prepared by the Board and a copy given to the Union. The Board shall determine the individuals to be affected through a recommendation by the Superintendent who shall use the above criteria.

- (D) Should an opening occur within eighteen (18) months of layoff, employees shall be recalled in the reverse order of lay-off. No new employee shall be hired in a laid-off employee's job classification until all previously laid-off employees from that job classification have been recalled or have declined or failed to accept recall.

### **ARTICLE XVI** **INSERVICE TRAINING**

- (A) PDC shall be comprised of teachers and other individuals as provided for in the procedures of the Suwannee County PDC Center. Each school center shall elect from among their faculty one (1) representative and ESP's shall elect two (2) representatives, and one community person shall be appointed by the United Teachers of Suwannee County and the Superintendent. In addition, the President of the Union shall appoint one (1) representative from the instructional unit and one representative from the ESP's to serve staggered terms of office.
- (B) The PDC Council shall develop goals and procedures, recommend and appropriate budget and the employment of appropriate PDC staff.
- (C) The Master Plan for In-service Education for Suwannee County shall be based upon the expressed needs of teachers and ESP's as shown through an annual needs assessment conducted by the PDC.
- (D) All salaries paid as a result of activities planned as part of the Master Plan for In-service and/or when such activities are designated by the PDC shall be paid at the in-service rate.
- (E) Employees transferred or reassigned to new positions or employees newly employed within the district shall have in-service training as deemed necessary by their supervisors and as provided by the Master Plan or in-service program for In-service Education in the district.

### **ARTICLE XVII** **COMPENSATION**

- (A) 1. Basic salaries for employees covered by this Agreement shall be in accordance with negotiated salary schedules as shown in Appendix A. Any employee hired as a regular part-time employee on a regular basis to work fewer hours than the number of hours normally associated with their position shall be paid on a pro-rata basis from their appropriate salary schedule with credit for all years of experience as of the date of ratification of this agreement and shall gain a year of experience each year thereafter.

## EDUCATION STAFF PROFESSIONAL 2016-2019

2. Employees who hold a bachelor's degree from an accredited college or university as defined by the US Department of Education shall receive an advanced degree supplement of \$175.00 per contract month worked, effective July 1, 2015.

(B) Except where specified salary schedules are negotiated:

1. Any employee assigned extra duty during the period of their contract shall be paid their regular hourly rate except for overtime as in Article VIII (H).
2. When salary schedules are for twelve (12) months, employees contracted for less than twelve (12) months will be paid for hours assigned outside of their contractual period at one hundred percent (100 %) of their regular hourly rate. If the extension of their work schedule extends to the days that an employee would work on a contract for another complete month, the employee will receive all benefits as if they were contracted for that period initially.
3. All other schedules that provide for extended time and/or separate hourly schedules shall be paid at a rate that is one hundred percent (100%) of the regular salary rate.

(C) All regular employees shall be on a payroll schedule providing for twenty-four (24) payroll checks.

(D) Deductions for personnel during the regular school term for daily absences not covered by the provisions of this Agreement shall be made at the daily rate of annual contractual salary.

(E) Any qualified full-time member of the school-related staff shall be entitled to terminal pay at the time of termination or payment will be made to his/her designated beneficiary if service is terminated by death.

1. Terminal pay benefits for qualified members of the school-related staff shall be based upon the total number of accrued sick leave days and the total number of accrued annual leave days, as computed in accordance with this policy.
2. In order to qualify for terminal pay benefits provided in this policy, a member of the school-related staff shall have been under contract to render services to the Suwannee County School District for the contract period immediately preceding termination or death.
3. Terminal sick leave pay shall be computed at the daily rate of pay of the staff member at the time of termination or death, multiplied by the allowable percentage of the total number of his/her accrued sick leave days, using the percentages provided in Subparagraph of this policy.

## EDUCATION STAFF PROFESSIONAL 2016-2019

4. In computing terminal sick leave pay, the following allowable percentages shall be applicable:
  - a. During the first three (3) years of service in Suwannee County, the daily rate of pay multiplied by thirty-five percent (35%) times the number of days of accrued sick leave.
  - b. During the next three (3) years of service in Suwannee County, the daily rate of pay multiplied by forty (40%) times the number of days of accrued sick leave.
  - c. During the next three (3) years of service in Suwannee County, the daily rate of pay multiplied by forty-five (45%) times the number of days of accrued sick leave.
  - d. During the next three (3) years of service in Suwannee County, the daily rate of pay multiplied by fifty percent (50%) times the number of days of accrued sick leave.
  - e. Thereafter, upon completion of twelve (12) years service in Suwannee County, either (i) or (ii). In the event termination is by death of the employee, the provisions of (iii) below shall be followed.
    - i. The daily rate of pay multiplied by fifty percent (50%) times the number of days of accumulated sick leave.
    - ii. When retirement is with full benefits under an approved Florida retirement system, then the daily rate of pay multiplied by one hundred percent (100%) times the number of days of accumulated sick leave.
    - iii. In the event termination is by death of the employee, payment of the terminal pay benefits to the employee's beneficiary shall be at the daily rate of pay multiplied by one hundred percent (100%) times the number of days of accumulated sick leave.
5. In addition to the terminal sick leave pay as described in this policy, terminal pay benefits shall include a sum equal to his or her daily rate of pay at the time of his or her retirement or death, multiplied by the total number of his/her accrued annual leave days.
6. Whenever terminal pay for an individual exceeds twenty-five percent (25%) of the Base Teachers Salary Step 0, The Board, or an individual at their discretion, shall be allowed to have terminal pay issued in three equal payments due on June 30th of each fiscal year starting on June 30th in the retirement year. If the Board chooses to pay in three equal payments, it will do so for all individuals whose

## EDUCATION STAFF PROFESSIONAL 2016-2019

terminal pay exceeds twenty-five percent (25%) of the base Teachers Salary Step 0.

7. For employees electing to participate in the Deferred Retirement Option Program (DROP) terminal pay for accumulated leave shall be in accordance with Board Policy.
- (F) The Suwannee County School Board will contribute a negotiated amount of not less than \$ 4,795.92 annually toward the individual premium for those eligible employees who elect to participate in the health insurance benefit plan. Such coverage will begin on the first day of the month following 30 days from date of hire. The School Board's contribution will discontinue upon the last day of the month in which employment ceases.
1. Any employee who has retired and retires subsequent to the ratification of this Agreement, under any Florida retirement system, shall be eligible to participate or continue participation in the Comprehensive Medical, Dental and Life Insurance programs provided by the Board. The experience of retirees shall be co-mingled with current employees. However, to participate in the Board's insurance programs, a retiree must participate in the entire Comprehensive program.
  2. The retired employee shall be responsible for paying all premiums due on the Comprehensive program.
  3. The retired employee shall be eligible to continue participation in the Comprehensive program to the extent provided by Florida law and/or federal regulation.
- (G) Hairnets and cloth aprons shall be provided for all Lunchroom Workers. Lunchroom workers will be given an annual clothing allowance of two hundred dollars (\$200) per employee position, except that all newly employed lunchroom workers shall be provided with a complete required uniform with spending limits, as determined by the joint uniform taskforce. A joint uniform task force consisting of three members selected by the Superintendent and three members selected by the Union shall be established. The Joint Uniform Task Force shall make an annual recommendation of what shall consist of uniforms for Lunchroom Workers. Funds unspent shall be carried forward each year during the life of this Agreement with a two (2) year Cap (\$400 per employee as of beginning July 1 of any fiscal year).
- (H) If an employee retires with full benefits under any approved Florida retirement system, the employee shall receive an additional one thousand dollars (\$1000) if a six (6) month notice is given.
- (I) All bus drivers, bus aides, mechanics and security personnel shall be provided with suitable uniforms as determined by a Joint Uniform Task Force consisting of three members selected by the Superintendent and three members selected by the Union. The task force shall make an annual recommendation of what shall consist of the appropriate uniforms for all employee groups. The annual allocation of uniforms shall be



## EDUCATION STAFF PROFESSIONAL 2016-2019

\$200 times the number of bus drivers, mechanics and security personnel positions designated by the Board, except that all newly employed full time bus drivers, mechanics, and security personnel shall be provided with a complete required uniform as determined by the Joint Uniform Task Force. Substitute bus drivers who have been employed for three (3) consecutive years shall be included in the total allocation. Funds unspent shall be carried forward each year during the life of this Agreement with two (2) year Cap (\$400 per employee as of the beginning July 1st of any fiscal year).

- (J) The School Board agrees to pay an amount equal to the Board contribution for current employees toward single coverage medical insurance of employees who retire with thirty (30) or more years of service, and fifty-two (52) years of age or older at time of retirement. This payment shall continue until the employee reaches sixty-five (65) years of age or becomes eligible for Medicare insurance coverage, or becomes ineligible for coverage under the School Board group policy for retirees.

Effective June 30, 2008, the School Board contribution for current participants will be capped at \$306.74 per month, less \$150.00 per month or the equivalent Florida Retirement System health insurance subsidy. Current participants are defined as those employees who have effectively retired by entering the Deferred Retirement Option Program (DROP) or who have directly retired from the Suwannee School District. No new retiree participants will be permitted to enter this program after June 30, 2009.

- (K) Bus drivers, mechanics, and security guards should be issued new uniforms equal to allowed monies by the tenth (10th) working day of the fiscal year.
- (L) All custodians shall be provided with suitable uniforms as determined by a Joint Uniform Task Force consisting of three members selected by the Superintendent and three (3) members selected by the Union. The task force shall make an annual recommendation of what shall consist of the appropriate uniforms for all employee groups. The annual allocation of uniforms shall be \$200 times the number of custodian positions, except that all newly employed full-time custodians shall be provided with a complete required uniform as determined by the Joint Uniform Task Force. Funds unspent shall be carried forward each year during the life of this Agreement with a two (2) year Cap (\$400 per employee as of beginning July 1<sup>st</sup> of any fiscal year.)
- (M) The annual recommendation of each Joint Uniform Task Force shall be submitted to the Superintendent for his review and approval.
- (N) All employees who are provided an annual uniform allocation shall be required to wear the approved uniform during scheduled working hours. Exceptions may be granted by their supervisor for special events or other specific occasions.

**EDUCATION STAFF PROFESSIONAL 2016-2019**

**ARTICLE XVIII**  
**SCHOOL CALENDAR**

- (A) The school calendar shall not exceed one hundred ninety-six (196) teacher duty days or one hundred eighty (180) student attendance days.
- (B) The calendar shall provide for six (6) paid holidays as identified on the calendar.
- (C) All ten (10) and eleven (11) months, non instructional personnel whose duty days are 196 days for ten months and 216 for eleven month will be provided six (6) paid holidays as identified on the school calendar.
- (D) The Board and the Union agree to establish a calendar committee of 10 employees comprised of five (5) appointed by the Union and five (5) appointed by the Superintendent. This committee will develop a calendar and recommend it to the Superintendent.

**ARTICLE XIX**  
**MAINTENANCE OF STANDARDS**

- (A) The duties of any employee or the responsibilities of any position in the bargaining unit will not be substantially altered or increased without prior notification to the Union. Within five (5) duty days after beginning initial employment, or beginning a change in job classification, each employee will receive a copy of their job description.

**ARTICLE XX**  
**SICK LEAVE BANK**

A. Purpose

In order to provide employees emergency sick leave for illness or injury beyond that available under provisions governing sick leave, the SICK LEAVE BANK has been established.

B. Eligibility

Any full time employee shall be eligible for voluntary participation in the sick leave bank after one (1) year from the date of initial employment with the school system, provided that such employee has accrued a minimum of six (6) sick days. Enrollment in the sick leave pool program will be accepted during September 1 through the 15<sup>th</sup> of each school year. Employees must wait thirty (30) days after initial enrollment before being eligible to withdraw days from the sick leave bank.

## EDUCATION STAFF PROFESSIONAL 2016-2019

### C. Contributions

During initial enrollment period, new participating members shall contribute one (1) day of sick leave during the enrollment period. Each participating member shall contribute one (1) day each time the bank is depleted to 10 days. Said contributions shall be made one (1) month following the depletion occurrence, at which time members will be notified of the need for an additional day and be given the option to contribute the day, withdraw from the bank or shall be allowed to contribute one day immediately when a sick leave day is earned. The Sick Leave Bank Committee shall not grant days in excess of the balance of days in the bank. Sick leave days donated to the bank by an employee will not be returned to the employee except as provided for in this Article.

- D. Any sick leave days withdrawn from the bank by a participating employee must be used for said employee's personal illness, accident, or injury of a medically catastrophic nature. The employee must make application to the sick leave bank in order to receive sick leave benefits. Employees must provide medical documentation stating illness and lack of ability to perform assigned duties. Employees not properly certificated to perform duties shall be ineligible to draw from the sick leave bank.
- E. No employee shall be eligible to draw more than forty-five (45) days from the bank for any one illness or injury or complications thereof. The number of hours will be equal to the hours that make up an employee's work day. Fragmentary sick leave days in excess of sick leave will not be honored by the Sick Leave Bank Committee unless the request is for the same illness, accident or injury. After an employee's accumulated sick leave has been exhausted and any donated by a family member also has been exhausted, the employee will be eligible to draw from the bank only for approved absences of ten (10) continuous days or more.
- F. Any employee withdrawing sick leave days from the bank shall not be required to replace those days except as a regular contributing member of the pool.
- G. A participating employee who chooses to no longer participate in the Sick Leave Bank shall not be eligible to withdraw any sick leave already contributed to the bank.
- H. Should the membership in the bank fall below ten (10), the Sick Leave Bank shall be automatically dissolved. Such days remaining shall be equally proportioned to the remaining participating members, provided that no participating member may receive more than the days he/she contributed.
- I. All requests for withdrawal of days from the Sick Leave Bank shall be addressed to the Sick Leave Bank Committee on an official form provided for this purpose. The decision of the committee shall be final.
- J. The Board, after consulting with the Association, shall establish procedures for identifying and recording contributions to the pool and for complying with applicable governmental regulations and/or associated record keeping.

## **EDUCATION STAFF PROFESSIONAL 2016-2019**

K. A notification letter will be sent to applicants informing them of their acceptance or rejection into the sick leave pool. Participating members will also be notified when they are no longer a member of the pool.

### **L. Sick Leave Bank Committee**

The Sick Leave Bank Committee (SLBC) shall have four (4) members. The Association shall select two (2) members and the Board shall select two (2) members. The Superintendent or designee and the Association President or designee shall be members of the SLBC. Teacher members shall hold Continuing Contract or Professional Services Contract status. Education Staff Professionals shall hold non-probationary status. Vacancies on Sick Leave Bank Committee shall be filled by the party for whom the vacancy exists.

### **M. Committee Responsibilities**

1. The Sick Leave Bank Committee, by majority vote, shall determine the Rules and Procedures of the Sick Leave Bank and shall have the authority to amend them when necessary.
2. The Sick Leave Bank Committee shall review all withdrawal applications. It will approve or deny each request.
3. Denials will be fully explained in writing.
4. A minimum of three (3) committee members' signatures will be required for all approvals or denials.

Alleged abuse of the use of the Sick Leave Bank shall be investigated by the Superintendent with the assistance of the Sick Leave Bank Committee. Any finding of wrongdoing shall result in the employee being required to repay all sick leave credits drawn from the bank. Refusal on the part of the employee to repay said credits shall be grounds for termination. Other appropriate disciplinary action may be taken by the Board even if the employee provides repayment to the pool.

## **ARTICLE XX-2** **EMPLOYEE LEAVE SELL BACK OPTION**

### **A. Purpose**

To provide an employee leave sell back option as an attendance incentive.

### **B. Eligible Population**

All employees that are classified as full time and that have accumulated at least 20 days of sick leave.

## EDUCATION STAFF PROFESSIONAL 2016-2019

### C. Program parameters

Beginning July 1, 2016, eligible employees shall be able to sell back up to 5 days of sick leave time, twice per year, at 80% of the daily rate of pay as described below, in accordance with Florida Statute 1012.61.

### D. First Semester Sell Back Option

Eligibility for this option includes employees that have accumulated at least 20 days of sick leave and used no more than 2 days of sick leave or personal leave during the time period of July 1<sup>st</sup> through October 31<sup>st</sup>. During the first week of November, eligible employees wishing to participate should fill out the employee leave sell back form, indicating the number of days up to a maximum of the equivalent of 1-5 days to be sold back to the district and deducted from the employee's accumulated leave. The district shall pay the employee through payroll, the amount for the days sold on the last payroll for the month of November.

### E. Second Semester Sell Back Option

Eligibility for this option includes employees that have accumulated at least 20 days of sick leave and used no more than 2 days of sick leave or personal leave during the time period of November 1<sup>st</sup> through April 30<sup>th</sup>. During the second week of May, the eligible employees wishing to participate should fill out the employee leave sell back form, indicating the number of days up to a maximum of the equivalent of 1-5 days to be sold back to the district and deducted from the employee's accumulated leave. The district shall pay the employee through payroll, the amount for the days sold on the last payroll for the month of June.

### F. Attendance Incentive Pay

Those employees that meet sell back requirements for both sell back periods shall be eligible for outstanding attendance incentive pay equal to 2 days of pay at the conclusion of the current school year.

### G. Exempt absences that do not affect incentive eligibility:

- Temporary Duty Elsewhere
- Jury Duty
- Annual leave (12 month employees)
- Sick leave used for the death of an immediate family member
- Employees that took Board approved Family Medical Leave (FMLA) during either of the two calculation periods
- Leave for union or negotiation activities
- Worker's Compensation leave
- Situations in which administration requested an employee be on paid leave/administrative furlough for the purposes of conducting a short term

**EDUCATION STAFF PROFESSIONAL 2016-2019**

investigation, which did not lead to employee discipline, would not be penalized from eligibility.

H. Disqualifying events

- Suspensions either paid or unpaid, would disqualify the employee from the sell back option and the bonus for the fiscal year. Employees that are completely exonerated would maintain eligibility.

Employees that separate service, either voluntary or involuntary, during the calculation periods are not eligible.

**ARTICLE XX-3**  
**DONATING SICK LEAVE**

Donation of Sick Leave

Transfer of sick leave to any other district employee: An employee may transfer earned sick leave to any district employee for their use in cases of injury or illness.

1. Such transfer of leave is separate from the District Sick Leave Bank.
  2. Any employee who is a recipient of donated sick leave, other than a family member (spouse, child parent or sibling), must provide medical documentation from the treating physician of the illness or injury along with a written request for leave to be transferred.
  3. The receiving employee must use all of their accrued sick leave before using donated sick leave.
  4. Any employee who donates sick leave to another employee, other than a spouse, child, parent or sibling, must maintain a minimum of five (5) sick days in their own district account.
  5. All unused transferred sick leave shall be returned to the employee who donated it.
- 

**ARTICLE XXI**  
**GUARDIAN PROGRAM**

**(A) Guardian Program**

Employees that volunteer to be a part of the Aaron Feis Guardian Program shall be covered by a minimum of \$1,000,000 liability insurance at no cost to the employee/Guardian.

Employees who volunteer for the Guardian Program shall have access to grief counseling not available through the Employee Assistance Program (EAP) when such

## **EDUCATION STAFF PROFESSIONAL 2016-2019**

counseling is needed in relationship to their Guardian duties. This grief counseling will be at no cost to the Guardian.

Trainings related to the professional development required for the Guardian Program, and the cost of ammunition and firearms, shall be at no cost to the Guardian.

All test results related to psychological screening, will be held confidential by the Sheriff's Department to the extent authorized by law.

### **(B) Employee Use of Firearms**

Employees who fulfill their role as a Guardian shall not be subject to discipline to by the Suwannee County School District. They shall be entitled to due process rights in accordance with the collective bargaining agreement (CBA).

In the event that an employee acts in his/her role by pulling or discharging a weapon, the employee will be placed on administrative leave in order to provide time for investigation by appropriate law enforcement agencies.

**EDUCATION STAFF PROFESSIONAL 2016-2019**

• **ARTICLE XXII**  
**TERM OF AGREEMENT**

This Agreement shall be effective as of July 1, 2016, and shall continue in effect through June 30, 2019. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

In addition, it is expressly understood that portions of this Agreement may be opened for re-negotiations in the following manner:

1. Article XVII;
2. One (1) Article chosen by each party, if desired;
3. Items of mutual agreement; and,
4. Conditions of employment changed by Legislative action.

Re-openers shall commence between March 15th and April 1st of each year during the life of this Agreement.

**UNITED TEACHERS OF  
SUWANNEE COUNTY**

**SCHOOL BOARD OF  
SUWANNEE COUNTY**

\_\_\_\_\_  
President

\_\_\_\_\_  
Board Chairman

\_\_\_\_\_  
Vice-President

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Board Member

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
Board Member

\_\_\_\_\_  
Executive Council Member

\_\_\_\_\_  
Board Member

\_\_\_\_\_  
Executive Council Member

\_\_\_\_\_  
Board Member

\_\_\_\_\_  
Executive Council Member

\_\_\_\_\_  
Chief Negotiator

\_\_\_\_\_  
Chief Negotiator



**EDUCATION STAFF PROFESSIONAL 2016-2019**

**NONINSTRUCTIONAL**

**SALARY SCHEDULE 2016-2017**

**BUS DRIVERS/BUS ATTENDANTS - 9 MONTHS - 180 DAYS**

<b>Position</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>
Driver	15123	15378	15636	15897	16148	16406	16661	16918	17178	17433	18105	18801	19100	19380	19660
Bus Attendant	9695	9931	10168	10402	10637	10875	11109	11343	11580	11817	12169	12594	12796	12983	13170

---

Exceptional Student Education (out-of-county) bus drivers/bus attendants will receive a supplement of 12 1/2% of their salary. \$13.50/hr for driving time and for assigned supervision time shall be paid for trips other than regular routes or duties. (Field trips, etc.) All fulltime bus drivers will receive an additional two hours pay for cleaning their bus before the start of the school year.

\*Bus Attendants will be paid according to the Bus Driver Salary Schedule, Driver Level, zero experience, when required to drive a school bus.

The Superintendent may approve up to three (3) years of non-school experience and up to nine (9) years of experience from other schools. Additional experience may be approved upon recommendation of the Superintendent and approval of the School Board. Thereafter, employee will progress to the succeeding step on July 1 of each year, providing employee has performed satisfactorily for a minimum period greater than one-half the number of days required for the normal contractual period for the position.

Loss of pay for any days not paid shall be on the basis of a daily rate with the daily rate determined by dividing the salary by 180.

Employees who hold a bachelor's degree from an accredited college or university as defined by the US Department of Education shall receive an advanced degree supplement of \$175.00 per contract month worked, effective July 1, 2015.

NONINSTRUCTIONAL

SALARY SCHEDULE 2016-2017

COMMUNITY SCHOOLS COORDINATOR

---

0	1	2	3	4	5	6	7	8	9	10	11	12	13	14
30559	31244	31943	32618	33304	33986	34672	35358	36042	36731	37756	38845	39464	40041	40618

---

The Superintendent may approve up to three (3) years of non-school experience and up to nine (9) years of experience from other schools. Additional experience may be approved upon recommendation of the Superintendent and approval of the School Board. Thereafter, employee will progress to the succeeding step on July 1 of each year, providing employee has performed satisfactorily for a minimum period greater than one-half the number of days required for the normal contractual period for the position.

All salaries are based on 12 months. When an employee is on less than 12 months, the salary will be prorated on a monthly basis.

Loss of pay for any days not paid shall be on the basis of a daily rate with the daily rate determined by dividing the salary by 196 for 10 months, 216 for 11 months, and 261 for 12 months.

Employees who hold a bachelor’s degree from an accredited college or university as defined by the US Department of Education shall receive an advanced degree supplement of \$175.00 per contract month worked, effective July 1, 2015.

**NONINSTRUCTIONAL**  
**SALARY SCHEDULE 2016-2017**

**CUSTODIANS**

**YEARS OF EXPERIENCE**

---

LEVEL	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14
2	21972	22626	23279	23936	24588	25239	25894	26549	27200	27852	28837	29748	30220	30661	31102
1	24658	25317	25977	26641	27301	27959	28621	29284	29941	30603	31596	32557	33074	33556	34038

---

**CLASSIFICATION LEVEL**

- 2 Custodian
  - 1 Head Building Custodian
- 

The Superintendent may approve up to three (3) years of non-school experience and up to nine (9) years of experience from other schools. Additional experience may be approved upon recommendation of the Superintendent and approval of the School Board. Thereafter, employee will progress to the succeeding step on July 1 of each year, providing employee has performed satisfactorily for a minimum period greater than one-half the number of days required for the normal contractual period for the position.

All salaries are based on 12 months. When an employee is on less than 12 months, the salary will be prorated on a monthly basis.

Loss of pay for any days not paid shall be on the basis of a daily rate with the daily rate determined by dividing the salary by 196 for 10 months, 216 for 11 months, and 261 for 12 months.

Employees who hold a bachelor's degree from an accredited college or university as defined by the US Department of Education shall receive an advanced degree supplement of \$175.00 per contract month worked, effective July 1, 2015.

**NONINSTRUCTIONAL**

SALARY SCHEDULE 2016-2017

LUNCHROOM

183 Days - Worker

186 Days - Asst. Manager

---

Years of Experience

LEVEL	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14
2	17060	17522	17989	18449	18915	19379	19839	20304	20768	21227	21927	22697	23058	23396	23734
1	17869	18341	18817	19291	19763	20235	20710	21185	21661	22133	22845	23641	24013	24364	24715

---

**CLASSIFICATION LEVEL**

- 2 Worker
  - 1 Asst. Manager
- 

The Superintendent may approve up to three (3) years of non-school experience and up to nine (9) years of experience from other schools. Additional experience may be approved upon recommendation of the Superintendent and approval of the School Board. Thereafter, employee will progress to the succeeding step on July 1 of each year, providing employee has performed satisfactorily for a minimum period greater than one-half the number of days required for the normal contractual period for the position.

Loss of pay for any days not paid shall be on the basis of a daily rate with the daily rate determined by dividing the salary by 183 or 186.

Employees who hold a bachelor's degree from an accredited college or university as defined by the US Department of Education shall receive an advanced degree supplement of \$175.00 per contract month worked, effective July 1, 2015.

**NONINSTRUCTIONAL**

SALARY SCHEDULE 2016-2017  
MAINTENANCE

---

LEVEL	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14
6	21972	22626	23279	23936	24588	25239	25894	26549	27200	27852	28837	29748	30220	30661	31102
3	23153	23808	24463	25119	25773	26430	27089	27743	28398	29052	30037	30972	31459	31924	32389
2	26843	27506	28169	28837	29501	30163	30828	31493	32157	32822	33819	34829	35379	35900	36421
1	29192	29863	30533	31203	31871	32541	33210	33882	34551	35222	36227	37283	37874	38429	38984
1A	33150	33807	34469	35127	35785	36446	37103	37766	38422	39086	40074	41211	41864	42475	43086
1B	36898	37566	38235	38905	39576	40242	40899	41581	42253	42920	43923	45135	45848	46520	47192

---

CLASSIFICATION LEVEL

- 6 Groundsman
- 3 Maintenance Man III
- 2 Maintenance Man II, AV Repairman
- 1 Maintenance Man I, Painter/Asst. Ground Foreman
- 1A Air Conditioning/Electrical Specialist, IT Technician, Landscape Specialist, Facilities Assistant, Assistant Foreman
- 1B Maintenance Foreman

---

The Superintendent may approve up to three (3) years of non-school experience and up to nine (9) years of experience from other schools. Additional experience may be approved upon recommendation of the Superintendent and approval of the School Board. Thereafter, employee will progress to the succeeding step on July 1 of each year, providing employee has performed satisfactorily for a minimum period greater than one-half the number of days required for the normal contractual period for the position.

All salaries are based on 12 months. When an employee is on less than 12 months, the salary will be prorated on a monthly basis.

Loss of pay for any days not paid shall be on the basis of a daily rate with the daily rate determined by dividing the salary by 196 for 10 months, 216 for 11 months, and 261 for 12 months.

Employees who hold a bachelor's degree from an accredited college or university as defined by the US Department of Education shall receive an advanced degree supplement of \$175.00 per contract month worked, effective July 1, 2015.

NONINSTRUCTIONAL

SALARY SCHEDULE 2016-2017  
MECHANICS

---

LEVEL	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14
3	22567	23223	23876	24535	25192	25845	26501	27158	27811	28464	29450	30372	30851	31302	31753
2	32898	33563	34220	34882	35542	36201	36864	37522	38182	38840	39835	40963	41610	42222	42834
1	36658	37325	37995	38662	39334	40002	40671	41340	42012	42677	43683	44887	45600	46266	46932
1A	44826	45461	46100	46737	47376	48009	48648	49284	49923	50560	51520	52883	53721	54507	55293

---

CLASSIFICATION LEVEL

3	Mechanic Helper
2	Mechanic
1	Head Mechanic
1A	Transportation Maintenance Coordinator

---

The Superintendent may approve up to three (3) years of non-school experience and up to nine (9) years of experience from other schools. Additional experience may be approved upon recommendation of the Superintendent and approval of the School Board. Thereafter, employee will progress to the succeeding step on July 1 of each year, providing employee has performed satisfactorily for a minimum period greater than one-half the number of days required for the normal contractual period for the position.

All salaries are based on 12 months. When an employee is on less than 12 months, the salary will be prorated on a monthly basis.

Loss of pay for any days not paid shall be on the basis of a daily rate with the daily rate determined by dividing the salary by 196 for 10 months, 216 for 11 months, and 261 for 12 months.

Employees who hold a bachelor's degree from an accredited college or university as defined by the US Department of Education shall receive an advanced degree supplement of \$175.00 per contract month worked, effective July 1, 2015.

**NONINSTRUCTIONAL**

SALARY SCHEDULE 2016-2017  
OFFICE ASSISTANT 185 DAYS

YEARS OF EXPERIENCE

---

LEVEL	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14
III	17574	18000	18431	18855	19282	19709	20134	20562	20990	21418	22057	22830	23193	23529	23865
II	18561	18983	19412	19840	20264	20691	21120	21547	21972	22400	23040	23833	24210	24563	24916
I	19265	19695	20119	20544	20976	21401	21826	22258	22682	23106	23751	24558	24948	25312	25676

---

CLASSIFICATION LEVEL

Level III	High School Diploma, GED
Level II	Associate of Arts, Associate of Science *Junior level status college
Level I	Bachelors Degree
Add On	**CDA Certification adds \$500 to base

\*Must present satisfactory documentation of completion of twelve (12) quarter hours or equivalent earned at a regionally accredited four (4) year degree granting college or university. All eligible hours must be earned after admission to a degree-seeking program, at junior level status, and have a grade "C" or better.

\*\*This add on is eliminated except for employees certified as of July 1, 2004.

---

The Superintendent may approve up to three (3) years of non-school experience and up to nine (9) years of experience from other schools. Additional experience may be approved upon recommendation of the Superintendent and approval of the School Board. Thereafter, employee will progress to the succeeding step on July 1 of each year, providing employee has performed satisfactorily for a minimum period greater than one-half the number of days required for the normal contractual period for the position.

Loss of pay for any days not paid shall be on the basis of a daily rate with the daily rate determined by dividing the salary by 185.

Employees who hold a bachelor's degree from an accredited college or university as defined by the US Department of Education shall receive an advanced degree supplement of \$175.00 per contract month worked, effective July 1, 2015.

**NONINSTRUCTIONAL**

SALARY SCHEDULE 2016-2017  
PARAPROFESSIONAL/STUDENTCARE ATTENDANT 185 DAYS

YEARS OF EXPERIENCE

---

LEVEL	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14
2	17822	18251	18679	19104	19531	19958	20384	20810	21241	21667	22308	23078	23442	23781	24120
1	18812	19233	19663	20089	20515	20941	21369	21797	22222	22651	23289	24082	24461	24815	25169

---

CLASSIFICATION LEVEL

Level 2 High School Diploma, GED  
 Level 1 Associate of Arts, Associate of Science \*Junior level status college, **or** Interpreter Level I EIE

\*Must present satisfactory documentation of completion of twelve (12) quarter hours or equivalent earned at a regionally accredited four (4) year degree granting college or university. All eligible hours must be earned after admission to a degree-seeking program, at junior level status, and have a grade "C" or better.

---

The Superintendent may approve up to three (3) years of non-school experience and up to nine (9) years of experience from other schools. Additional experience may be approved upon recommendation of the Superintendent and approval of the School Board. Thereafter, employee will progress to the succeeding step on July 1 of each year, providing employee has performed satisfactorily for a minimum period greater than one-half the number of days required for the normal contractual period for the position.

Loss of pay for any days not paid shall be on the basis of a daily rate with the daily rate determined by dividing the salary by 185.

Employees who hold a bachelor's degree from an accredited college or university as defined by the US Department of Education shall receive an advanced degree supplement of \$175.00 per contract month worked, effective July 1, 2015.



**NONINSTRUCTIONAL**

SALARY SCHEDULE 2016-2017  
PRE-K PARAPROFESSIONAL 190 DAYS

YEARS OF EXPERIENCE

---

LEVEL	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14
2	19024	19463	19906	20339	20777	21218	21657	22094	22533	22970	23628	24423	24796	25144	25492
1	20038	20473	20914	21353	21789	22225	22666	23104	23542	23979	24638	25451	25845	26207	26569

---

CLASSIFICATION LEVEL

- 2 CDA or Equivalent and High School Diploma, GED
- 1 CDA or Equivalent and Associate of Arts, Associate of Science \*Junior level status college, or Interpreter Level I EIE

\*Must present satisfactory documentation of completion of twelve (12) quarter hours or equivalent earned at a regionally accredited four (4) year degree granting college or university. All eligible hours must be earned after admission to a degree-seeking program, at junior level status, and have a grade "C" or better.

---

The Superintendent may approve up to three (3) years of non-school experience and up to nine (9) years of experience from other schools. Additional experience may be approved upon recommendation of the Superintendent and approval of the School Board. Thereafter, employee will progress to the succeeding step on July 1 of each year, providing employee has performed satisfactorily for a minimum period greater than one-half the number of days required for the normal contractual period for the position.

Loss of pay for any days not paid shall be on the basis of a daily rate with the daily rate determined by dividing the salary by 190.

Employees who hold a bachelor's degree from an accredited college or university as defined by the US Department of Education shall receive an advanced degree supplement of \$175.00 per contract month worked, effective July 1, 2015.

SALARY SCHEDULE 2016-2017  
SCHOOL NURSE - 196 Days

YEARS OF EXPERIENCE

---

Level	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14
2	20883	21334	21788	22238	22692	23140	23598	24047	24499	24950	25628	26449	26852	27224	27596
1	32760	33679	34603	35528	36448	37373	38293	39215	40137	41062	42443	43625	44316	44966	45616

---

CLASSIFICATION LEVEL

- 2 LPN, Occupational Therapy Assistant
  - 1 RN (AA)
- 

The Superintendent may approve up to three (3) years non-school experience and up to nine (9) years of experience from other schools. Additional experience may be approved upon recommendation of the Superintendent and approval of the School Board. Thereafter, the employee will progress to the succeeding step on July 1 of each year providing the employee has performed satisfactory for a minimum period greater than one-half the number of days required for the normal contractual period for the position.

Salary is based on 196 days for 10 months. Loss of pay for any days not paid shall be on a basis of a daily rate.

Employees who hold a bachelor’s degree from an accredited college or university as defined by the US Department of Education shall receive an advanced degree supplement of \$175.00 per contract month worked, effective July 1, 2015.

**EDUCATION STAFF PROFESSIONAL 2016-2019**

SALARY SCHEDULE 2017-2018  
SCHOOL NURSE WITH BACHELOR'S DEGREE

<u>YEARS</u>	<u>BACHELORS</u>
0	35930
1	36630
2	37330
3	38030
4	38730
5	39480
6	40230
7	40980
8	41730
9	42480
10	43480
11	44480
12	45480
13	46480
14	47480
15	48480
16	49480
17	50480
18	51480
19	52480
20	53480
21	54480
22	55480
23	56480

The Superintendent may approve up to three (3) years non-school experience and up to nine (9) years of experience from other schools. Additional experience may be approved upon recommendation of the Superintendent and approval of the School Board. Thereafter, the employee will progress to the succeeding step on July 1 of each year providing the employee has performed satisfactorily for a minimum period greater than one-half the number of days required for the normal contractual period for the position.

Salary is based on 196 days for 10 months. Loss of pay for any days not paid shall be on a basis of a daily rate.

**ADVANCED DEGREE SUPPLEMENTS**  
Master's Degree add \$2,310 to Bachelors

**NONINSTRUCTIONAL**

**SALARY SCHEDULE 2016-2017**  
**SECRETARIAL AND OTHER OFFICE PERSONNEL**

---

LEVEL	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14
6	23153	23808	24463	25119	25773	26430	27089	27743	28398	29052	30037	30972	31459	31924	32389
5	23620	24277	24937	25596	26256	26909	27569	28228	28883	29541	30531	31473	31970	32438	32906
4	25032	25717	26404	27092	27779	28462	29150	29835	30519	31207	32235	33214	33745	34237	34729
3	26508	27170	27836	28500	29165	29829	30493	31153	31823	32484	33481	34482	35031	35544	36057
2	28191	28859	29525	30195	30860	31529	32198	32863	33531	34198	35198	36235	36808	37347	37886
1	29437	30112	30789	31456	32139	32810	33482	34157	34830	35504	36514	37580	38176	38732	39288
1A	29811	30237	30724	31480	32243	33037	33778	34557	35315	36073	37203	38280	38886	39452	40018

---

**CLASSIFICATION LEVEL**

- 6 Clerk, Media Clerk, Interpreter
  - 5 General Receptionist
  - 4 School Secretary, District Sec., Bus Driver/Data Entry
  - 3 Adm. School Secretary, 1st class Sec./Adm. Aide, District Secretary(Records), Homeless Advocate, Interpreter/Parent Liaison/Pre-K Resource Assistant, Registrar
  - 2 Adm. Secretary, Bookkeeper, Parts Inventory Clerk
  - 1 Financial Aid Coordinator
  - 1A Accounting Clerk/Finance, Community Relations Specialist
- 

The Superintendent may approve up to three (3) years of non-school experience and up to nine (9) years of experience from other schools. Additional experience may be approved upon recommendation of the Superintendent and approval of the School Board. Thereafter, employee will progress to the succeeding step on July 1 of each year, providing employee has performed satisfactorily for a minimum period greater than one-half the number of days required for the normal contractual period for the position.

All salaries are based on 12 months. When an employee is on less than 12 months, the salary will be prorated on a monthly basis.

Loss of pay for any days not paid shall be on the basis of a daily rate with the daily rate determined by dividing the salary by 196 for 10 months, 216 for 11 months, and 261 for 12 months.

Employees who hold a bachelor's degree from an accredited college or university as defined by the US Department of Education shall receive an advanced degree supplement of \$175.00 per contract month worked, effective July 1, 2015.

**NONINSTRUCTIONAL**

**SALARY SCHEDULE 2016-2017**  
**SECURITY GUARD**

**YEARS OF EXPERIENCE**

---

LEVEL	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14
2	26166	26829	27495	28155	28820	29485	30147	30809	31473	32140	33131	34127	34667	35176	35685
1	29287	30100	30910	31717	32529	33337	34151	34955	35772	36583	37794	38886	39504	40082	40660

---

**CLASSIFICATION LEVEL**

Level 2      Security Guard  
Level 1\*      Security Guard

\*This classification level eliminated except for employees classified Level 1 (Chief) as of 6/1/95.

---

The Superintendent may approve up to three (3) years of non-school experience and up to nine (9) years of experience from other schools. Additional experience may be approved upon recommendation of the Superintendent and approval of the School Board. Thereafter, employee will progress to the succeeding step on July 1 of each year, providing employee has performed satisfactorily for a minimum period greater than one-half the number of days required for the normal contractual period for the position.

All salaries are based on 12 months. When an employee is on less than 12 months, the salary will be prorated on a monthly basis.

Loss of pay for any days not paid shall be on the basis of a daily rate with the daily rate determined by dividing the salary by 196 for 10 months, 216 for 11 months, and 261 for 12 months.

Employees who hold a bachelor's degree from an accredited college or university as defined by the US Department of Education shall receive an advanced degree supplement of \$175.00 per contract month worked, effective July 1, 2015.

**NONINSTRUCTIONAL  
FOR INFORMATIONAL PURPOSES ONLY \*\***

SALARY SCHEDULE 2016-2017  
SUBSTITUTE PARAPROFESSIONAL

HIGH SCHOOL GRADUATE	\$8.25
ONE (1) YEAR OR MORE COLLEGE	\$8.25
BACHELORS DEGREE	\$8.25

(Based on pay for seven and one-quarter (7.25) hours daily)

SUBSTITUTE LUNCHROOM

Prevailing Minimum Wage through September 30, 2016  
\$8.25 per hour beginning October 1, 2016

SUBSTITUTE CUSTODIAN

Prevailing Minimum Wage through September 30, 2016  
\$8.25 per hour beginning October 1, 2016

SUBSTITUTE BUS DRIVER

\$12.00 PER HOUR

\*\* The Suwannee County School Board establishes and approves the rates of pay for substitutes. These schedules are not subject to bargaining, and therefore, are not required to be negotiated.

**EDUCATION STAFF PROFESSIONAL 2016-2019**

**APPENDIX G  
SUWANNEE COUNTY SCHOOL BOARD  
DIFFERENTIATED PAY PLAN**

In accordance with Florida Statute 1012.22 (1) (c) (4), beginning with the 2007-2008 academic year, the Suwannee District School Board proposes a salary schedule with differentiated pay for both instructional personnel and school-based administrators. This Differentiated Pay Plan shall be included as part of the salary schedule as required by *f.s. 1012.22* and is subject to negotiation as provided in chapter 447. The differentiated pay is based on district-determined factors, including, but not limited to, additional responsibilities, school demographics, critical shortage areas, and level of job performance difficulties.

**I. SCHOOL-BASED ADMINISTRATORS**

A. Assignment to a school that earned a grade of “F” or three consecutive grades of “D” add \$500 supplement for each year, and continuing for at least 1 year following improved performance

B. Principal's Leadership Academy Tier II \$1,000.00

C. Certification as School Principal \$2,000.00

D. Assignment to Title I School \$100.00

E. Longevity Supplement for Grandfathered Principal and Administrator Salary Schedule (Line 6, Elementary and Middle School ):

- 1. Step 8 \$252.00
- 2. Step 9 \$1,181.00
- 3. Step 10 \$1,482.00
- 4. Step 11 \$1,705.00

F. Longevity Supplement for Grandfathered Principal and Administrator Salary Schedule (Line 4, Branford High School and RIVEROAK):

- 1. Step 7 \$234.00
- 2. Step 8 \$1,045.00
- 3. Step 9 \$2,008.00
- 4. Step 10 \$2,339.00
- 5. Step 11 \$2,587.00

G. Longevity Supplement for Grandfathered Principal and Administrator Salary Schedule (Line 3, Suwannee High School):

- 1. Step 8 \$724.00
- 2. Step 9 \$1,744.00
- 3. Step 10 \$2,117.00
- 4. Step 11 \$2,406.00

**EDUCATION STAFF PROFESSIONAL 2016-2019**

H. Longevity Supplement for Grandfathered Assistant Principal Salary Schedule:	
1. Step 10	\$189.00
2. Step 11	\$954.00
3. Step 12	\$1,128.00
4. Step 13	\$1,228.00

**II. INSTRUCTIONAL EMPLOYEES**

A. D or F School Incentive: A non-recurring, one thousand dollar (\$1,000.00) incentive for teachers transferring to a "D" or "F" school from a higher performing school within the District. The transferring teacher must have received a very effective or outstanding performance evaluation the preceding year.	
B. Department Head/Curriculum Leader/Grade Level Chair	\$1,000.00
C. ESE Teacher: As Teacher of Record or Support Facilitation for ESE Students if ESE certification is required based on student enrollment. Shall be earned by completing one extended duty day per week (8 hours)	\$573.00
D. PECDS Mentor/New Teacher Mentor: For satisfactorily serving as a mentor teacher. NBCTE certified teachers are ineligible for this supplement if the bonus provided to them through the National Board (Program) provides for a supplement equal to or greater than \$500. In the event funding from the Program is less than \$500, National Board certified teachers who serve as mentors will be eligible for an amount which will provide for at least \$500 when combined from any amounts paid through the Program Requires approval and documentation of required mentoring hours.	\$500.00
E. Planning Period Supplement: For the voluntary surrender of a teacher's planning period to serve as teacher of record for an additional period of instruction as requested by the school principal. The supplement shall be earned based on completing an additional 30 minutes per day as plan time. The supplement is based on a sixty (60) minute period of instruction during the normal duty day and shall be prorated for varying lengths of periods. Appointments shall be made based on needs of the school, master schedule, and the voluntary acceptance of the teacher and shall not be subject to posting requirements. Travel will be reimbursed by the District if the teacher is assigned to both Live Oak and Branford Schools.	\$3,744.00 per year; \$1,872.00 per semester, \$936.00 per nine weeks
F. Reading Supplement: A one time supplement for Reading Coaches and secondary Reading Teachers who attain the Reading Endorsement or certification in Reading	\$550.00



## EDUCATION STAFF PROFESSIONAL 2016-2019

### G. Longevity Supplement for Grandfathered Teacher & Social Worker Salary Schedule (Appendix A):

1. Step 15	\$250.00
2. Step 16	\$500.00
3. Step 17	\$750.00
4. Step 18	\$1000.00
5. Step 19	\$1250.00
6. Step 20	\$1750.00
7. Step 21	\$2250.00
8. Step 22	\$2750.00
9. Step 23	\$3250.00
10. Step 23 + 1	\$4250.00

### H. Secondary Supplements

1. High School and Post-Secondary	
a. Academic Competition Sponsor	\$1,500.00
b. Agriculture Teacher (8:00-4:00 duty day, plus supervision of intra-curricular activities including sponsorship of FFA)	\$3,300.00
c. Athletic Programs and Support	
i. Athletic Director (20 teams or more) - 1 free period	\$3,300.00
ii. Athletic Director (less than 20 teams) - 1 free period	\$1,900.00
iii. Assistant Athletic Director	\$1,700.00
iv. Athletic Event Support Staff (ticket collectors, scoreboard/clock operators, etc.) (Per event. To be reimbursed by gate revenue)	\$32.00
d. Band	
i. Band Director (includes supervision of Intra-curricular activities and requires unit participation in both concert and marching band performances and competitions)	\$3,700.00
ii. Band Director (includes supervision of Intra-curricular activities and requires unit participation in marching band performances)	\$2,900.00
iii. Assistant Band Director	\$1,000.00
iv. Dance Troupe Sponsor	\$1,000.00

## EDUCATION STAFF PROFESSIONAL 2016-2019

v. Majorette Sponsor	\$1,000.00
vi. Auxiliary Sponsor	\$1,000.00
e. Baseball Coach	
i. Head Baseball	\$2,500.00
ii. Assistant Baseball	\$1,200.00
iii. Junior Varsity Baseball Coach	\$1,200.00
f. Basketball Coach	
i. Head Basketball (Boys')	\$2,500.00
ii. Assistant Basketball (Boys')	\$1,200.00
iii. Head Basketball (Girls')	\$2,500.00
iv. Assistant Basketball (Girls')	\$1,200.00
v. Junior Varsity Basketball Coach (Boys')	\$1,200.00
vi. Junior Varsity Basketball Coach (Girls')	\$1,200.00
g. Bowling	\$1,400.00
h. Cheerleader Sponsor	\$1,200.00
i. CECF/BPA Advisor	\$500.00
j. Class Sponsor	
i. Senior Class	\$1,000.00
ii. Junior Class	\$1,000.00
iii. Sophomore Class	\$750.00
iv. Freshman Class	\$750.00
k. Cross Country Coach (Girls/Boys)	\$1,400.00
l. Drama Instructor (with 2 shows)	\$1,500.00
m. Football Coach	
i. Head Football Coach (30% Spring Ball/ 70% Fall)	\$4,300.00
ii. Offensive/ Defensive Coordinator (30% Spring Ball/ 70% Fall)	\$2,500.00
iii. Football Assistant Varsity (30% Spring Ball/ 70% Fall)	\$2,200.00
iv. Football-Head Junior Varsity (30% Spring Ball/ 70% Fall)	\$2,200.00
v. Junior Varsity Football Assistant (30% Spring Ball/ 70% Fall)	\$1,200.00
n. Golf Coach	
i. Golf (Boys')	\$1,400.00
ii. Golf (Girls')	\$1,400.00
o. Home Economics Teacher including supervision of intra-curricular activities and sponsorship of FHS/FCCLA	\$1,000.00

## EDUCATION STAFF PROFESSIONAL 2016-2019

p. HOSA Advisor	\$1,000.00
q. LPN Instructor including supervision of clinical assignments	\$3,300.00
r. NJROTC Instructor including supervision of outside activities	\$3,300.00
s. Skills USA Advisor	\$1,000.00
t. Soccer Coach	
i. Varsity Soccer (Boys')	\$2,500.00
ii. Junior Varsity Soccer (Boys')	\$1,200.00
iii. Varsity Soccer (Girls')	\$2,500.00
iv. Junior Varsity Soccer (Girls')	\$1,200.00
v. Assistant Soccer (Boys')	\$1,200.00
vi. Assistant Soccer (Girls')	\$1,200.00
u. Softball Coach	
i. Softball Head Coach	\$2,500.00
ii. Assistant Softball Coach	\$1,200.00
iii. Junior Varsity Softball Coach	\$1,200.00
v. Swimming Coach	
i. Swimming Coach	\$1,400.00
ii. Assistant Swimming Coach	\$700.00
w. Track Coach	
i. Head Track (Boys')	\$2,500.00
ii. Head Track (Girls')	\$2,500.00
iii. Assistant Coach (Boys')	\$1,200.00
iv. Assistant Coach (Girls')	\$1,200.00
x. Tennis Coach	\$1,400.00
y. Volleyball Coach	
i. Volleyball	\$2,500.00
ii. Assistant Volleyball	\$1,200.00
iii. Junior Varsity Volleyball Coach	\$1,200.00
z. Weight Lifting Coach	
i. Weight Lifting (Boys')	\$1,400.00
ii. Weight Lifting (Girls')	\$1,400.00
aa. Wrestling Coach	
i. Wrestling	\$2,500.00
ii. Assistant Wrestling	\$1,200.00
bb. Yearbook Sponsor	\$1,200.00

## EDUCATION STAFF PROFESSIONAL 2016-2019

2.	Middle School Supplements	
a.	Agriculture Teacher including supervision of intra-curricular activities including sponsorship of FFA	\$1,700.00
b.	Athletic Director	\$1,500.00
c.	Band Director (includes supervision of Intra-Curricular activities and requires unit participation in band performances and competitions	\$1,500.00
d.	Baseball Coach	
	i. Baseball Coach	\$1,200.00
	ii. Assistant Baseball Coach	\$750.00
e.	Basketball Coach	
	i. Head Basketball Coach (Boys')	\$1,200.00
	ii. Head Basketball Coach (Girls')	\$1,200.00
	iii. Assistant Basketball Coach (Boys')	\$750.00
	iv. Assistant Basketball Coach (Girls')	\$750.00
	v. Boys' Intramural Basketball Coach	\$900.00
	vi. Girls' Intramural Basketball Coach	\$900.00
f.	Cheerleader Sponsor	\$900.00
g.	Football Coach	
	i. Head Football Coach	\$1,750.00
	ii. Assistant Football Coach	\$1,200.00
h.	Soccer Coach	
	i. Head Soccer Coach (Girls')	\$1,200.00
	ii. Head Soccer Coach (Boys')	\$1,200.00
i.	Softball Coach	
	i. Girls' Softball Coach	\$1,200.00
	ii. Assistant Softball Coach	\$750.00
j.	Track Coach	\$1,200.00
k.	Volleyball Coach	\$1,200.00
l.	Wrestling Coach	\$1,200.00
m.	Yearbook Sponsor	\$750.00

### I. Elementary Supplements

**EDUCATION STAFF PROFESSIONAL 2016-2019**

a. Yearbook Sponsor \$600.00

**III. NON-INSTRUCTIONAL DIFFERENTIATED PAY**

- A. CDA/FCCPC (if required for position) \$600.00
- B. Lead CDA: Shall include a 190 day contract. \$1,200.00
- C. ESE Bus Driver (out of county routes only) 12 1/2% of salary

Non-instructional personnel may also be eligible for many of the differentiated supplements listed under Section I above based on certification and other requirements for the position. However, compensation is subject to the requirements established by the Fair Labor Standards Act.

**IV. LENGTH OF CONTRACT**

All Differentiated Pay supplements are for a twelve (12) month period unless indicated otherwise, and include extra hours and all in-county travel except where employees are assigned to both Branford and Live Oak schools for academic purposes. Athletic supplements are for the duration of the respective season, except high school football supplements shall be paid in two (2) separate payments, based on 30% for spring and 70% for fall to employees who are contracted for less than twelve months. In the event that a sponsor or coach fails to complete the entire season or assignment, the District will pay a prorated portion of the supplement to the employee. Supplements may be shared or split by mutual agreement of the principal and coaches or sponsors.

Coaches and/or sponsors shall, in recognition of achievement, be given an increase in the amount of supplemental pay for participation in competition beyond scheduled events and beyond district level competition, if the duration of the supplement is extended. This increase shall include sponsors for cheerleading, band, and auxiliary who accompany athletic teams to competitions. Such increases shall be 10% of the base supplements for each level of advanced participation except where advancement is on a basis other than total team advancement a 5% increase shall be earned if less than 50% of eligible categories advance.

**V. PART-TIME AND OTHER INSTRUCTIONAL DIFFERENTIATED PAY**

The parties to this Stipulation of Agreement concur that a differentiated hourly rate schedule for full-time and part-time instructional employees may provide a long term cost savings to the district while still providing high quality instructional services to students. To implement this rate structure, the parties agree to the following:

A. There shall be established three (3) levels of hourly pay for part-time instructional positions predicated on the nature of the program to which the employee is assigned.

Level 1 – Instructors in this level shall be paid a rate of thirteen (\$13) dollars per hour for instruction in self-sustaining or cost recovery programs when one of the following conditions exists; no certification is required, no funding is provided by the District, no state standards have been developed for the program or the program is classified as community education. This rate

**EDUCATION STAFF PROFESSIONAL 2016-2019**

shall also be paid to instructional staff writing curriculum or conducting training or workshops.

Level 2 – These employees shall be paid a rate of twenty-two dollars and eighty-five cents (\$22.85) per hour or 100% of their hourly rate if employed by Suwannee County School Board full time, whichever is the greater, if they are assigned to (a) programs funded through Workforce Development that require teacher certification, (b) adult education or credit retrieval courses, or (c) guidance counselors assigned to Workforce Development programs.

Level 3 – Employees at Level 3 shall receive a rate of pay ranging from thirty-five dollars (\$35) per hour or 100% of their hourly rate if employed by Suwannee County School Board full time, whichever is the greater, for assignments in high skill/high wage Workforce Development funded programs in critical need areas that require teacher certification and highly specialized skills or expertise.

B. The classification of programs as Level 3 shall be determined by a committee including the president of UTSC or designee, Director of Career and Technical Education, RIVEROAK Technical College Principal and Night School Coordinator, advisory committee representatives and other administrative staff. Approved programs in this level include, but are not limited to, health related occupations training, computer programming, and precision machining.

C. Programs in Level 3 will be reviewed as needed for continued eligibility. The application and approval process will be ongoing.

D. Adjustments in hourly rates of pay for programs other than those specifically stated in this stipulation shall require mutual agreement between the parties.

VI. WELLNESS INITIATIVE COORDINATOR \$1000.00  
(To be paid from the Wellness Initiative Fund)

CONTINUING MEMBERSHIP AUTHORIZATION FORM

PAYROLL DEDUCTION FORM

I hereby authorize that my membership in the United Teachers of Suwannee County be considered as continuing for this and future years unless and until written notification and dissolution of this agreement is given by me in the manner prescribed below. I further authorize that any increase in UTSC dues that may from time to time occur be automatically applied to my payroll deduction payments as agreed between the United Teachers of Suwannee County and the School Board, provided that notification of such increase will be given me by the United Teachers of Suwannee County one month prior to the beginning of said change.

Should I desire to drop any of these memberships at some future date I agree to notify the business office of the school district and the president of the United Teachers of Suwannee County.

I understand that the United Teachers of Suwannee County will notify the business office of the amount of dues for each school year and of any change that might occur during that year.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**OFFICIAL GRIEVANCE FORM**

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

School: \_\_\_\_\_ Assignment: \_\_\_\_\_

Home Address: \_\_\_\_\_

**LEVEL I**

A. Date Cause of Grievance Occurred:

\_\_\_\_\_

B. Relates to Article(s): \_\_\_\_\_ of Contract or Policy \_\_\_\_\_

C. State of Grievance occurred:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

D. Relief Sought:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Signature) (Date)

E. Disposition by Principal or other Immediate Supervisor:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Signature) (Date)

- 1 copy to immediate supervisor
- 1 copy to Union
- 1 copy to grievant



**OFFICIAL GRIEVANCE FORM**

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

School: \_\_\_\_\_ Assignment: \_\_\_\_\_

Home Address: \_\_\_\_\_

**LEVEL II**

F. Date Cause of Grievance Occurred:

\_\_\_\_\_

G. Relates to Article(s): \_\_\_\_\_ of Contract or Policy \_\_\_\_\_

H. State of Grievance:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I. Relief Sought:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

J. Disposition by Principal or other Immediate Supervisor:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

1 copy to Superintendent  
1 copy to Union  
1 copy to grievant

**OFFICIAL GRIEVANCE FORM**

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

School: \_\_\_\_\_ Assignment: \_\_\_\_\_

Home Address: \_\_\_\_\_

**LEVEL III**

K. Date Cause of Grievance Occurred:

\_\_\_\_\_

L. Relates to Article(s): \_\_\_\_\_ of Contract or Policy \_\_\_\_\_

M. State of Grievance:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

N. Relief Sought:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

O. Disposition by Principal or other Immediate Supervisor:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

1 copy to Board  
1 copy to Union  
1 copy to grievant

**OFFICIAL GRIEVANCE FORM**

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

School: \_\_\_\_\_ Assignment: \_\_\_\_\_

Home Address: \_\_\_\_\_

**LEVEL IV**

P. Date Cause of Grievance Occurred:

\_\_\_\_\_

Q. Relates to Article(s): \_\_\_\_\_ of Contract or Policy \_\_\_\_\_

R. State of Grievance:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

S. Relief Sought:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

T. Disposition by Principal or other Immediate Supervisor:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

- 1 copy to arbitrator
- 1 copy to Union
- 1 copy to grievant

**Notice from the UTSC to All Bargaining Unit Members\***

The rights and benefits of this Agreement were negotiated to improve the working conditions and employment status of the school related/non-instructional personnel in the Suwannee County School System. Should a violation of this Agreement occur, the United Teachers of Suwannee County, School Related Personnel Chapter, Local #3165, American Federation of Teachers, AFL-CIO, Florida Education Association/United should be notified immediately. Members of the United Teachers of Suwannee County, School Related Personnel/Non-instructional Chapter, will be fully represented and assisted in the resolution of any grievance. Pursuant to the provisions of the Florida Collective Bargaining Law, Chapter 447, Florida Statutes, **Non-Members** will not be assisted or represented by the United Teachers of Suwannee County, School Related Personnel/Non-instructional Chapter, in any contract violations, employment condition or status dispute or unfair labor practice.

\*This notice is a notice from the United Teachers of Suwannee County and is not a negotiated part of this Agreement.