

SALARY SCHEDULE N

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



CONTRACT

FY24 (2023-2024 School Year)

FY25 (2024-2025 School Year)

FY26 (2025-2026 School Year)

November 2023

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PREAMBLE

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

DEFINITIONS

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

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

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

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

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

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

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

19 **(b) Not Assigned to a School/Site:** If an employee is not assigned to a school,
20 the employee’s supervisor is the administrator by whom the employee is
21 evaluated.
22

23 **(5) DAYS:** All references in these terms of employment to days shall refer to
24 calendar days except when specified otherwise.
25

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

ARTICLE 1 – PARTIES

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

ARTICLE 2 – RIGHTS, PRIVILEGES, AND RESPONSIBILITIES

2.01 – EMPLOYEES:

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

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

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

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

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

ARTICLE 3 – (BLANK)

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

ARTICLE 4 – (BLANK)

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

ARTICLE 5 – GENERAL EMPLOYMENT PRACTICES

5.01 –STATUS AND REAPPOINTMENT:

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

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

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

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

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

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

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

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

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

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

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

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

8
9 **5.02 – SENIORITY:** Seniority is based upon length of service to the District as a
10 regular employee and will be measured in consecutive years and months. Any tie in
11 seniority shall be decided at the discretion of the District.

12
13 **5.03 – TRANSFER:** In accordance with School Board Policy, employees may be
14 transferred in response to financial needs, student needs, employee discipline,
15 resolution of work place civility concerns, and conflicts of interests.

16
17 **(1) Voluntary:** Employees may request a voluntary transfer by applying for a vacant
18 position at another worksite.

19
20 **(2) Involuntary:** If possible, transfers shall be made on a voluntary basis. Employees
21 may be involuntarily transferred in order to ensure the correct and proper operation
22 of the District.

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

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

35
36 **(3) Reassignment:** A reassignment of duties at the same worksite is not a transfer.

37
38 **5.04 – REDUCTION IN FORCE:** The District may initiate a reduction in force, result in
39 the elimination of positions in response to financial needs and student needs.

1 Reductions in force may be required due to declines in enrollment, budgetary
2 restrictions, reorganizations or other situations related to ensuring the correct and
3 proper operation of the District. In the event of a reduction in force, the District will
4 comply with all applicable laws, including the Worker Adjustment and Retraining
5 Notification (WARN) Act, which is intended to provide employees with sufficient
6 transition time, notice of career opportunities, and notice of opportunities for job
7 related training, if possible.

8
9 **5.05 - ASSIGNMENT OF DUTIES:**

10
11 **(1) Job Description:** It is essential for individual accountability that all employees are
12 fully aware of the duties and responsibilities of their position. Therefore, the District
13 will adopt, review, revise, and delete job descriptions for bargaining unit positions.
14 Job descriptions shall be brief, factual, and generically descriptive. All approved job
15 descriptions will be posted on the District website.

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

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

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

27
28 **(2) Assigned Duties:**

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

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

37 **(1) Process:** An employee may request a change in assigned duties. No
38 change in assigned duties will be made without the immediate
39 supervisor meeting with the employee first. The immediate supervisor

1 shall provide the employee with the rationale for a change in
2 assignment and shall offer the employee the opportunity to request
3 support and assistance. Requests for support and assistance shall be
4 responded to in a timely manner. Immediate supervisors will make
5 every effort to approve reasonable requests for support and assistance.
6 Immediate supervisors should make changes prior to the start of the
7 pre-school week or start of the second semester, if possible. All requests
8 and responses shall be made in writing or memorialized by the
9 immediate supervisor and shared with the employee.

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

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

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

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

24
25 **(3) Substitute Employees:** Substitute employees support the efficient operation of
26 the District by supporting workforce morale and success. If no substitute is used
27 while an employee is absent, the absent employees' duties will not be assigned to
28 other employees unless they are reasonably related to that employee's regularly
29 assigned duties based upon their job description.

30
31 **(4) Internship Programs:** Internship programs support the efficient operation of the
32 District by providing advancement opportunities for current employees and
33 supporting workforce success. Current employees who serve as interns and who are
34 not promoted at the end of their internship shall be returned to a position
35 comparable to the position they held prior to serving as an intern.

36
37 **(5) Subcontractors:** Subcontractors support the efficient operation of the District by
38 supporting workforce morale and success. The District agrees to utilize
39 subcontractors only for a specific need or in case of an emergency. District

1 employees will be provided priority over subcontractors for assignment of duties and
2 work locations.

3
4 **5.06 – EMPLOYMENT OPPORTUNITIES:**

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

9
10 **(2) Filling Vacancies:** If a vacant position exists, the applicant whose qualifications,
11 seniority, work experience, and interview responses are superior shall be offered the
12 position.

13
14 **(3) Internal Applicants:**

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

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

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

26 **(d) Notice:** Current employees of the District who apply for a vacant position
27 shall receive timely notice of the immediate supervisor’s hiring decision. If an
28 internal applicant is not selected to fill a vacant position, they may submit a
29 written request to meet with the immediate supervisor to discuss their
30 application and to receive constructive feedback on how to improve the
31 employee’s chances for selection in the future.

32
33 **(4) Summer School Vacancies:** Vacant positions for summer school and summer
34 programs will be posted and filled in accordance with Article 5.06 and the Summer
35 School Handbook.

36
37 **5.07 – AMERICANS WITH DISABILITIES ACT:** Any employee that believes that they
38 have a disability under the ADA may apply for a reasonable accommodation if the
39 employee deems such an accommodation necessary. The request will be reviewed

1 pursuant to the District's ADA review process. The decision and/or outcome of the
2 employee's application or request shall not be the subject of any grievance process,
3 but may be appealed pursuant to the District's ADA review process. Information
4 about the ADA, ADA accommodation request forms, and ADA medical certification
5 forms are posted on the District's website.

6
7 **5.08 – WORKER'S COMPENSATION:**

8
9 **(1) Limited Duty:** Employees who have experienced a worker's compensation injury
10 and who have been evaluated and released by an approved physician as physically
11 able to return to work with specific limitations, will return to their job site upon
12 written authorization by the Insurance and Benefits Management. Specific work
13 limitation will be forwarded to the employee's supervisor from the treating physician.
14 The employee will remain in their job site, performing appropriate duties as
15 identified by their supervisor for a period of time agreed to by the employee and the
16 work site supervisor. The employee will be evaluated by the physician as necessary
17 based on the course of treatment and, if not released for full duty, will be returned
18 for limited duty for a work period agreed to by the employee and the work site
19 supervisor. At the completion of the second work period, if the employee is not able
20 to return to a full duty status, the employee will be evaluated by the physician,
21 principal/supervisor and the Insurance and Benefits Management to determine the
22 employee's status. Alternatives such as returning to worker's compensation off-duty
23 status, continuation of limited duty assignments, alternate duty assignments, and/or
24 other assignments will be reviewed with the employee.

25
26 **5.09 – VETERAN'S PREFERENCE:** Veteran's Preference shall be granted in accordance
27 with applicable state and federal laws. Nothing herein shall be construed to expand
28 any Veteran's Preference beyond the limits of applicable state and federal law.

29
30 **5.10 – PERSONNEL FILE:**

31
32 **(1) Inspection:** Each employee has the right to review their personnel file. Review will
33 take place before or after the employee's work day or during their duty-free lunch,
34 unless the employee is on leave or in the presence of the person responsible for the
35 safekeeping of the personnel files. An employee may make a public records request for
36 their personnel file.

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

1 **5.11 - CASUAL EMPLOYEES:** All applicable general employment procedures will apply
2 to employees hired related to Fee Based Programs, Facilities Rentals, Event Staff, and
3 Guest Teacher.

4
5 **(1) Internship Programs:**

6 **(a) Special Instructional Staff (Intern):** Effective July 1, 2023, qualified
7 candidates selected for employment as a Special Instructional (Intern) shall be
8 compensated at \$10,000.00 per semester.

9 **(b) Classroom Instructional Staff (Intern):** Effective July 1, 2023, qualified
10 candidates selected from the Florida Gulf Coast University (FGCU) or Florida
11 SouthWestern State College (FSW) Teacher Preparation Program shall be
12 compensated at \$5,000.00 per semester.

13 **(2) Apprenticeship Programs:**

14 **(a) Career and Technical Education:** Qualified candidates selected for
15 participation in approved Career and Technical Education (CTE) apprenticeship
16 programs must meet the minimum qualifications for employment and shall
17 be compensated at no less than Florida minimum wage and no more than the
18 minimum base rate of pay (hourly rate) for the position in which they are
19 apprenticing.

20 **(b) Instructional Support to Classroom Instructional Staff:** Qualified
21 candidates selected from a Florida Department of Education (FL DOE)
22 approved Instructional Support to Classroom Instructional Staff
23 apprenticeship program shall be compensated at no more than the minimum
24 base rate of pay (hourly rate) for the position in which they are apprenticing.

25 **(3) Other Casual Employees:**

26 **(a) Substitute Employee:** Qualified candidates selected for employment as
27 substitute employees shall be paid based upon step 1 of the position or
28 market rate for the regular position for which they are covering as a substitute
29 employee and are not entitled to employee benefits.

30 **(b) Temporary Employee:** Qualified candidates selected for employment as
31 temporary employees shall be paid based upon step 1 of the position or
32 market rate for the regular position for which they are covering as a temporary
33 employee and are not entitled to employee benefits. Temporary employment
34 opportunities will be for a duration of no more than six (6) Months without
35 written approval of the Superintendent. Temporary employees must be
36 reported to the Board, if their employment extends beyond one (1) year.
37 Temporary employees may be eligible to receive experience credit for time
38 served as a temporary employee.

39 **(c) Student Employees:** Students currently enrolled as high school students

1 within the District may be eligible for hire as casual employees. Student
2 employees shall be compensated at Florida's minimum wage and are not
3 entitled to employee benefits. Preference shall be given to students who are
4 enrolled in district-sponsored career readiness programs. All applicable child
5 labor laws shall apply.

6 **(d) Advancement Via Individual Determination (AVID) Tutors:** AVID Tutors
7 work with small groups of middle and high school students during the AVID
8 elective classes under the supervision of an AVID teacher and shall be paid
9 \$15.00 per hour on a work schedule of two (2) days per week for
10 approximately six (6) to twelve (12) hours per week.

11 **(4) Guest Teacher:**

12 **(a) Guest Teachers:** Effective July 1, 2006, guest teachers will be paid an hourly
13 rate based on their tier and level for either one-half or one full day of work.

14 **(b) Long-Term Guest Teachers:** Guest teachers working in a position for a
15 specific teacher absence, vacancy, or in a specific assignment for a period of
16 thirty (30) consecutive work days on the teacher work schedule in a fiscal
17 year/school year shall be considered a long-term guest teacher. Effective July
18 1, 2017, a long-term guest teacher shall be paid based on the number of hours
19 worked and the level of their assignment.

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

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

35
36 **(1) Reporting:** Immediate Supervisors must report the resignation or retirement of
37 an employee to Human Resources at least five (5) days prior to the employee's last
38 day of employment. Employees who fail to report to work for three (3) consecutive
39 days without communicating with their immediate supervisor may be subject to

1 disciplinary action up to and including termination. Immediate Supervisors must
2 report suspected cases of job abandonment after no less than ten (10) consecutive
3 days of an employee's absence. Immediate Supervisors must submit a resignation
4 letter and Personnel Action Form (PAF) or job abandonment letter and PAF in order
5 for a report to be sufficient.

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

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

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

25
26 **(5) Reference:** Employees who do not provide two-week notice may have this
27 information provided to a future employer as part of a reference check.

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

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

37
38 **(8) Forwarding Address:** Employees are encouraged to provide the District with
39 updated contact information, including a forwarding address, if appropriate. This

1 information is requested to ensure the timely resolution of incidents related to
2 resignation and retirement, including updates to contact information for benefits
3 administered by third-party vendors.

4

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

ARTICLE 6 – WORKING CONDITIONS

6.01 - PHYSICAL FACILITIES:

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

(2) Reporting Unsafe Conditions: An employee who becomes aware of an unsafe working condition shall immediately report the situation to their supervisor. A safety/security deficiency form shall be provided to employees either by electronic file or by hardcopy for reporting purposes. The supervisor shall investigate and initiate whatever corrective action they deem appropriate with consultation and notice given to the department responsible for safety and security. If the employee believes that the condition has not been corrected, they may report it to the School Safety/Security Committee in writing on the Safety/Security Deficiency Form. All hard copies of the Safety/Security Deficiency Form shall be directed to the Safety & Security department.

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

6.02 – PROTECTION OF PERSON:

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

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

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

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

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

31
32 **6.03 - PROTECTION OF PERSONAL PROPERTY:** The Board shall reimburse
33 employees for loss or damage to personal property that occurs during the discharge
34 of assigned duties provided the employee timely submits the appropriate
35 documentation to Insurance & Benefits Management and the loss or damage
36 qualifies under the District's Property/Casualty Loss Program guidelines. The District
37 reserves the right to establish a maximum reimbursement amount.

38
39 **6.04 - ALCOHOL, TOBACCO, AND DRUG-FREE WORKPLACE:** No employee shall

1 possess, consume, or sell alcoholic beverages or manufacture, distribute, dispense,
2 possess, or use on the job or in the workplace, any narcotic, drug, amphetamine,
3 barbiturate, marijuana or any other controlled substance, as defined in the
4 Controlled Substances Act (21 U.S.C. 812), and as further defined by regulations at
5 21 CFR 1300.11 through 1300.15, or by Florida Statutes, Chapter 893.

6
7 **(1) Notice of Arrest:** As a condition of employment, each employee shall abide by
8 the terms of this article and notify the appropriate director, principal, or supervisor
9 of any criminal drug statute conviction for a violation occurring on the premises of
10 the District, at the workplace, or during the conduct of any official activity related to
11 the District no later than five (5) days after conviction.

12
13 **(2) Notice of Conviction:** The District shall take one of the following actions within
14 thirty (30) days of receiving such notice, with respect to any employee who is so
15 convicted:

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

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

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

25
26 **(3) Alcohol, Tobacco, or Drug Testing:** All alcohol, tobacco, or drug testing shall be
27 conducted in accordance with District policy and procedures.

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

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

36
37 **(4) Exemptions:**

38 **(a) Prescription Drugs:** If performing assigned duties that require the
39 dispensation of prescribed drugs, employees are exempt from the

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

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

14
15 **(5) Employee Assistance Program:** Employee assistance will be available through
16 Human Resources and the Employee Assistance Program (EAP).

17
18 **(6) Last Chance Agreement:** A first-time Alcohol, Tobacco, and Drug-Free Workplace
19 violation will result in an offer of a Last Chance Agreement (LCA) to the employee, a
20 letter of reprimand (LOR), and/or mandatory referral to EAP, except in cases where
21 aggravating factors exist. Aggravating factors may include any conduct that would be
22 independent grounds for disciplinary action.

23
24 **6.05 – DRESS CODE:** In order to model appropriate behavior for students, employees
25 are expected to present themselves in a professional manner at all times, in terms
26 of dress and appearance. Employee dress and appearance shall not disrupt the
27 educational environment or worksite.

28
29 **(1) Required Uniforms:** If required, uniforms, footwear or a footwear stipend will be
30 provided for employees. Every employee afforded uniforms including footwear shall
31 wear their uniform on every assigned shift or work assignment. School/site spirit or
32 team building theme day uniform substitutions are allowed with the approval of a
33 supervisor.

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

36
37 **(2) Measurement and Delivery:**

38 **(a) Purchased:** Purchased uniforms for twelve (12) month employees shall be
39 measured by October for targeted delivery in January. Purchased uniforms for

1 ten (10) month employees shall be ordered no later than the second week of
2 the new school year and targeted for delivery within (90) days after the order
3 is placed.

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

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

7
8 **(3) Uniform Purchase Eligibility:**

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

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

18
19 **(4) Uniform Allowance:** Uniform allowance/allocations for Purchased Uniform
20 employees will be calculated as follows:

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

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

29 **(c) Food and Nutrition Services:** Less than twelve-month Food and Nutrition
30 Services employees eligible for purchased uniforms will be provided five (5)
31 uniforms in the first year of employment and four (4) uniforms each year
32 thereafter. Food and Nutrition Services employees will be provided a \$75.00
33 stipend twice each school year paid for by Food and Nutrition Services to be
34 used towards the purchase of required District approved non-slip/slip-
35 resistant shoes.

36
37 **(5) Uniform Orders:**

38 **(a) Ordering Uniform Tops:** Eligible Purchased Uniform employees will be
39 allowed to order the maximum allowed number of uniform tops provided

1 according to the employee job status/number of days worked regardless of
2 any style/size cost differences. If the employee elects not to order the
3 maximum number of allowed tops, then they will be credited with an amount
4 equal to the number of tops not ordered multiplied by the lowest priced
5 commonly ordered uniform tops of that major department current bid. Major
6 department bids for uniform purposes are the following three:
7 Transportation, Food and Nutrition Services, and all other support staff.

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

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

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

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

25
26 **(6) Uniform Compliance:** A uniform for count compliance purposes is defined as
27 one garment top, plus one garment bottom. An eligible employee may be
28 reimbursed a dollar amount equal to the actual cost of specified shoes, up to a
29 maximum of one-hundred dollars (\$100.00) if one of the following criteria is met:

30 **(a) Out of Stock:** Vendor cannot provide required size.

31 **(b) ADA Accommodation:** Medically documented reason for specified shoes.

1 administrator at least once per quarter during their work day for a minimum
2 of fifteen (15) minutes. Mandatory meeting shall be for the purpose of
3 improving communication and to provide job specific training.

4 **(2) Non-Standard Hours:**

5 **(a) Summer Hours:** During the summer, employees may work a 4-day work
6 week in departments and sites where manageable. In such departments and
7 locations, work days will be Monday through Thursday, with the total hours
8 worked to be equivalent to an employee's 5-day work week. Start and end
9 dates of the 4-day work week will be communicated to employees at least
10 thirty (30) days in advance.

11 **(b) Holidays and Non-Scheduled Workdays:** Employees required to work on
12 holidays and non-scheduled work days shall be compensated for a minimum
13 of three (3) hours for any such day worked.
14

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

19 **(a) Fee-Based Program:** Immediate supervisors must submit individual
20 employees work hours associated with Fee-Based Programs at their worksite.
21 Hours designated for performance of assigned duties with fee-based
22 programs may not conflict with the performance of regularly assigned duties.

23 **(b) Facility Rental:** Immediate supervisors must submit individual employees
24 work hours associated with Facility Rentals at their worksite. Hours designated
25 for performance of assigned duties with facility rentals may not conflict with
26 the performance of regularly assigned duties.

27 **(c) Event Staff:** Immediate supervisors must submit individual employees
28 work hours associated with Facility Rentals at their worksite. Hours designated
29 for performance of assigned duties with facility rentals may not conflict with
30 the performance of regularly assigned duties.
31

32 **7.02 – WORK WEEK:**
33

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

1
2 **7.03 – WORK YEAR:**
3

4 **(1) Regular Employees:** The standard work year for regular employees shall be
5 listed by position in the salary schedule.
6

7 **7.04 – CHANGES IN SCHEDULE:**
8

9 **(1) Permanent:** If it is necessary to permanently change the shift schedule of
10 employees in a job classification at a work site, employees will be given advanced
11 notice when practical.
12

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

16 **(a) Overtime, Extra Hours and Call Backs:** Overtime and extra hours work
17 will be distributed equitably among employees by position based on seniority,
18 availability, and qualifications to perform the required task. The distribution of
19 overtime and extra hours shall not delay or increase the cost of District
20 operations. Temporary imbalances in the distribution of overtime and extra
21 hours will be subsequently corrected as more hours become available. If no
22 qualified employee agrees to overtime or extra hours work, the District may
23 assign overtime or extra hours work in the inverse order of seniority.

24 **(1) Overtime:** All authorized work performed in excess of forty (40)
25 hours in any one week shall be considered overtime and shall be paid
26 at the overtime rate of one and one-half (1-1/2) times the employee's
27 regular rate of pay.

28 **(2) Extra Hours:** All authorized work performed in excess of the
29 employee's regular work day or work year shall be paid at the regular
30 rate of pay, unless duties are part of a supplemental contract.
31 Employees shall receive payment for extra hours worked according to
32 Article 10.05.

33 **(3) Call Backs:** Employees who are called back to the job after the end
34 of their workdays shall be compensated at time and one-half for a
35 minimum of two (2) hours. The work site supervisor shall keep a list of
36 employees willing to work overtime and contact these individuals first
37 prior to contacting other employees.
38

39 **(3) Emergency Schedule Change:** In the event of an emergency or other unusual

1 circumstance as determined by the principal or immediate supervisor, an employee's
2 work schedule may be temporarily changed. In situations affecting more than one
3 worksite or department or more than approximately fifty (50) employees, the District
4 will notify employees of the change in schedule as far in advance as possible.
5 However, undue hardship on an employee will be dealt with on a case by case basis.
6

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

17
18 **7.05 - HOLIDAYS:** All full-time, regular employees shall receive the following paid
19 holidays each year: Independence Day, Labor Day, Thanksgiving (Thursday and
20 Friday), Good Friday, and Memorial Day. Employees who work twelve (12) months
21 per year shall receive six consecutive work days' winter vacation. Two of these days
22 shall be Christmas Day and New Year's Day. Employees shall only be paid for holidays
23 that occur during their work year. Employees who work less than twelve (12) months
24 shall receive the following paid holidays: Labor Day, Thanksgiving (Thursday and
25 Friday), Presidents' Day, Good Friday, and Memorial Day.

26
27 **7.06 - VACATION:** All regular employees working a twelve-month schedule are
28 eligible for vacation time.

29
30 **(1) Accrual:**

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

ARTICLE 8 – PERFORMANCE EVALUATION

1 **8.01 - NOTICE:** The District and the Association agree that a highly engaged
2 workforce is dependent upon timely and meaningful feedback on employee
3 performance. In order to ensure meaningful feedback is provided, the Association
4 will have input into the development of the performance evaluation instrument. All
5 regular employees will receive a formal performance evaluation at least once during
6 each fiscal year. Immediate supervisors will provide employees notice of the
7 procedures used for performance evaluation prior to the end of the first quarter for
8 students.
9

10 **(1) Immediate Supervisor:** Performance Evaluations must be completed by an
11 immediate supervisor with working knowledge of the employee’s assigned duties,
12 performance standards for the employee’s position, and direct knowledge of the
13 employee’s performance for a period of no less than thirty (30) consecutive days.
14 Employees must receive written notice of the immediate supervisor responsible for
15 completing their performance evaluation prior to the end of the first quarter for
16 students and of any change in immediate supervisor from that point forward.
17

18 **(2) Confidentiality:** In accordance with Florida Statute 1012.31, performance
19 evaluations are confidential and are not subject to public records requests for one
20 school year after their completion. Performance Evaluation related conferences
21 must be conducted privately and Immediate Supervisors must protect the
22 confidentiality of performance evaluation related documentation as sensitive
23 employment information. Only the employee, the immediate supervisor, and other
24 District staff with a legitimate business interest may inspect an employee’s
25 performance evaluation.
26

27 **(3) Procedure:**

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

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

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

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

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

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

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

34 **8.04 - TIMELINE:**
35

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

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

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

ARTICLE 9 – DISCIPLINARY PROCEDURES

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

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

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

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

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

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

7
8 **(6) Progressive Discipline:** Disciplinary action shall be progressive in nature, when
9 appropriate, and may include, but is not limited to: no cause, conference summary,
10 written reprimand, last chance agreement, suspension, termination, reassignment,
11 retraining, or other assistance.

12
13 **(7) Probationary Period:** A new period of probation shall not be used as a form of
14 disciplinary action for an employee who has previously completed their probationary
15 period.

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

26
27 **9.02 – OUTCOME:** Any disciplinary action taken while performing regularly assigned
28 duties or supplemental contract duties shall be only for just cause, as defined by
29 Florida Statute 1012.33. Employees with Annual Contract status who are
30 recommended for non-reappointment are not entitled to an appeal.

31
32 **(1) No Finding:** If an investigation results in no finding of just cause, written
33 documentation of no finding will be placed in the investigative file and a copy will be
34 provided to the employee. No finding of just cause is a non-disciplinary outcome and
35 shall not be place in the employee's personnel file.

36
37 **(2) Letter of Guidance:** If an investigation results in no finding of just cause, a Letter
38 of Guidance may be issued and will placed in the investigative file and a copy will be
39 provided to the employee. A Letter of Guidance is a non-disciplinary outcome that

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

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

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

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

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

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

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

ARTICLE 10 - COMPENSATION

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

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

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

14 **(b) Grade/Step:** The first step of each pay grade shall be considered the hiring
15 rate for supervisory, technical and confidential employees.

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

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

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

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

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

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

1 Schedule, the employee is eligible to receive additional verified work
2 experience credit up to the maximum entry-level credit allowed for initial
3 employment. The effective date of work experience credit shall be the effective
4 date as approved by the Board.
5

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

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

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

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

19 **(b) Grade/Step Salary Schedule:** If an employee terminates their
20 employment and is rehired by the District into a position on the Grade/Step
21 Salary Schedule, the employee will be paid based upon verified work
22 experience or their last step on record with the District, whichever is greater.
23

24 **(4) Maximum Salary Credit:** Regular employees on the Grade/Step Salary Schedule
25 may be credited with a maximum of seven (7) years of experience upon initial
26 employment.
27

28 **(5) Area of Critical Need:** The Superintendent has the authority to grant additional
29 experience credit for determining initial placement in areas of critical need.
30

31 **10.02 - SALARY SCHEDULES:** All positions that are part of these terms of
32 employment will be included in an appendix with a distinction to be made between
33 positions on the Grade/Step Salary Schedule and the Market Rate Salary Schedule.
34 Regular updates may be made to ensure the accuracy of salary schedule information.
35 Changes in work year and compensation must be Board approved.
36

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

1 shall prevail.

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

5
6 **(3) Casual Employees:**

7 **(a) Fee-Based Program:** Employees who work in Fee-Based Programs,
8 including but not limited to daycare programs offered before and after school,
9 that are financed by fees paid in accordance with School Board Policy will be
10 paid based upon the information in Appendix A. Fee-Based Program
11 employment is voluntary, casual employment, not regular employment.

12 **(b) Facility Rentals:** Employees who work to support facility rentals, will be
13 paid based upon the information in Appendix A. Facility Rental employment is
14 voluntary casual employment, not regular employment.

15 **(c) Event Staff:** Employees who work Event Staff will be paid based upon the
16 information in Appendix A. Athletic Event employment is voluntary casual
17 employment, not regular employment.

18 **(d) Overtime Eligibility:** Casual employees may be entitled to overtime in
19 accordance with Article 10.05(5) and the Fair Labor Standards Act (FLSA).
20 Employees working in two or more positions with different hourly rates will be
21 paid overtime based upon the position with the higher hourly rate.

22
23 **10.03 – INCENTIVE AND BONUS PROGRAMS:**

24
25 **(1) District Incentive and Bonus Programs:**

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

32 **(b) Longevity:** Effective July 1, 2022, in order to acknowledge the dedicated
33 service of District employees, eligible employees will receive a longevity
34 supplement with payment distributed equally among the paychecks through
35 the fiscal year. Non-consecutive years of District service, regardless of
36 bargaining unit at the time of service, will be used to determine eligibility for
37 longevity pay: Years (L). Years of service will be updated annually after June 30
38 and payment will be in accordance with Article 10.05(5).

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

1
2 **(c) Recruitment:** Recruitment of employees into critical shortage areas may
3 necessitate the use of recruitment incentives. Incentives for District employees
4 will be determined annually by the District.
5

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

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

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

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

17 **(3) Disclaimer:** Nothing herein shall be construed to expand the
18 Qualifying Adoptive Employee Program beyond the limits of applicable
19 state and federal law.
20

21 **(3) Training:** As an incentive for employees to improve their proficiency on the job,
22 or upgrade and enhance their skills and therefore, their employment opportunities
23 with the District, a \$125.00 stipend will be offered for personnel who have earned
24 twenty-four (24) hours over a two (2) year period through participation in a job-
25 related community college course, Staff Development course or Adult Community
26 Education course. The course must be taken on the employee's personal (non-work)
27 time. Three stipends per employee may be awarded per school year. Stipend(s) will
28 be paid at the successful completion of each twenty-four (24) hours of training and
29 submission of the "SPALC, Confidential, and Supervisory/Technical Training Incentive
30 Application". Interested employees are required to seek verification of eligibility for
31 training incentives by submitting an application to the Principal or Director indicating
32 the course requested and justification of relevance to the employee's position prior
33 to enrolling in the course. Applications will be available at each work site and through

1 the Curriculum and Staff Development Department. Employees are not eligible to
2 receive the Trade Certification Supplement and the Training Incentive for the same
3 activity.

4
5 **10.04 – NON-STANDARD RATE OF PAY:**

6
7 **(1) Suspended Operations or Declared Emergency:** During periods designated by
8 the Superintendent as a Declared Emergency or Suspended Operations, employees
9 shall be compensated as follows:

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

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

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

37
38 **10.05 – PAY DELIVERY:**

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

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

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

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

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

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

20
21 **(2) Payment Method:** All employees shall be paid by direct deposit or District
22 provided pay card.

23
24 **(3) Paycheck Adjustments:** Employees and their immediate supervisor will be
25 notified of a need for paycheck adjustments. Arrangements for handling paycheck
26 adjustments will be made directly with the employee. Every effort will be made to
27 resolve paycheck adjustments within the calendar year to ensure accurate reporting
28 of wages for tax purposes.

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

32
33 **(4) Confidentiality:** Information related to pay is sensitive in nature and shall be
34 treated in accordance with Florida Statute, Chapter 119.

35
36 **(5) Overtime:** Overtime shall be reported in the same pay period in which it occurs.
37 Overtime shall be paid no later than the pay period after the hours were worked,
38 provided there are at least eight (8) days between the hours worked and the next pay
39 period. Employees working in two or more positions with different hourly rates will

1 be paid overtime as required by the Fair Labor Standards Act (FLSA) and Board Policy.

2
3 **10.06 - CHANGES IN COMPENSATION:** Effective upon board approval, non-
4 instructional regular employees, covered by these terms of employment, who are
5 employed by the District at the time of board approval and payment will be eligible
6 for increases as follows:

7
8 **(1) Percent Increase:** For FY24, all eligible employees who are employed by the
9 District will receive an increase in base rate of pay (hourly rate) of eight (8) percent
10 paid effective to July 1, 2023. Eligible employees are employed at the date of Board
11 approval and the date of the payment.

ARTICLE 11 – BENEFITS

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

5
6 **(1) Eligibility:** Regular employees who are regularly scheduled to work thirty (30) or
7 more hours per work week are eligible for Board provided major medical insurance
8 and group term life insurance as described in this article; except, employees who
9 were employed with the Board as of April 24, 1996, and who were, at that date, and
10 continue to be, regularly scheduled to work twenty (20) or more hours per week, shall
11 continue to be eligible for Board provided major medical insurance and group term
12 life insurance as described in this article.

13
14 **11.02 – FLEX CREDITS:** Effective April 1, 2023, the Board shall contribute \$9,213.602
15 into the Flex Credits for each employee who is enrolled in Board-Provided Benefits
16 and an additional \$4,000.00 for each employee who elects to enroll in spouse or
17 dependent coverage.

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

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

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

33
34 **11.03 – FLEXIBLE BENEFITS PLAN:** The School District of Lee County shall offer its
35 employees an IRS Section 125 qualified Flexible Benefits Plan (Flex Plan). Voluntary
36 benefits included in the Flex Plan may be purchased pre-tax through payroll
37 deductions or with Flex Credits.

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

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

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

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

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

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

2

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

8

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

12

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

16

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

20

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

23

24 **11.11 - SOCIAL SECURITY:** The District makes Social Security contributions on behalf
25 of all eligible employees.

ARTICLE 12 - LEAVE

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

7 8 **12.02 – EMPLOYEES**

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

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

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

33
34 **(4) Rationale or Reason:** Requests for use of leave shall include a rationale or reason
35 for the request. Employees are required to select from the following types of leave:
36 sick leave, vacation, or temporary duty. Employees may provide a reason or rationale
37 based on the type of leave selected.

1
2 **(5) Types of Leave:**

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

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

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

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

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

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

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

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

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

35 **(3) Witness:** Witness includes absences due to subpoena by the District
36 in order to represent the District as a witness or to provide testimony.
37 Employees are required to immediately return to work upon dismissal
38 from service as a witness. Witness is eligible for travel reimbursement
39 and per diem payment for meals.

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

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

9
10 **(6) Approval or Denial:** Employees will be notified of the status of their leave request
11 as soon as possible and no later than ten (10) business days after the request is
12 made.

13
14 **(7) Return:** Prior to the expiration of approved leave or the exhaustion of accrued
15 leave, employees must notify their immediate supervisor of their intent to return to
16 duty, resign, or request additional leave. Employees should provide their immediate
17 supervisor with twenty-four (24) hours’ notice of their intent to return to work.

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

34
35 **(8) Abuse of Leave:** Any absence that results in a disruption to the education
36 environment or worksite may be considered an abuse of leave. If abuse of leave is
37 suspected, immediate supervisors may request supporting documentation. Abuse of
38 leave may result in a change in the type of leave recorded, or disciplinary action up
39 to and including termination.

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

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

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

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

21 **12.03 – IMMEDIATE SUPERVISORS**

22

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

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

1 oversee and coordinate vacation schedules for employees at their location in order
2 to minimize potential disruption.

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

16
17 **(4) Rationale or Reason:** Immediate supervisors shall review the rationale or reason
18 for the request. Employees are required to select from the following types of leave:
19 Sick Leave, Vacation, or Temporary Duty. Additional commentary is not required by
20 the employee, but may be requested in the event that an immediate supervisor
21 suspects abuse of leave or if the absence may result in a disruption to the education
22 environment or worksite.

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

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

36
37 **(5) Types of Leave** Immediate supervisors shall respond to leave requests for the
38 types of leave mentioned in Article 12.02(5) and submit employee requests requiring
39 District approval to Human Resources.

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

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

5 **(c) Temporary Duty:** Immediate supervisors may approve requests in
6 increments of one (1) hour.

7
8 **(6) Approval or Denial:** Immediate supervisors shall enter their approval or denial
9 of an employee’s request for leave into PeopleSoft. Immediate supervisors will make
10 reasonable efforts to ensure a response is provided to the employee prior to the date
11 for which the leave is requested. Immediate supervisors shall notify employees of
12 the status of their leave request as soon as possible and no later than ten (10)
13 business days after the request is made.

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

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

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

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

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

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

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

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

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

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

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

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

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

17 **12.04 – DISTRICT**

18

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

26 **(1) Accruals**

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

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

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

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

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

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

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

12

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

13
14 **(3) Reports:** The District may make additional reports and queries regarding leave
15 available to immediate supervisors via PeopleSoft.

16
17 **(4) Rights and Responsibilities:** The District has the right to review leave requests.
18 The District has the right to approve or deny requests, based on disruption to the
19 education environment or worksite. The District has the responsibility to provide
20 notice to employees regarding available types of leave. The District has the
21 responsibility to communicate with employees regarding absences and leaves.
22 Immediate supervisors may consult with Human Resources regarding requests for
23 absences of three (3) consecutive days or more, or ten (10) days in a twelve-month
24 period.

25
26 **(5) Other Types of Leave:**

27 **(a) Association Duty:** Association Duty includes absences due to union
28 business, including but not limited: bargaining, bargaining related committees,
29 ratification voting, election of building representatives and Association
30 officers, and other concerted activities. Association duty must be requested by
31 the President of the Association and the District will provide the Association
32 with an invoice for reimbursement.

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

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

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

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

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

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

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

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

37 **(4) Return:** Employees approved for extended leave for an entire school
38 year or the remainder of the current school year must notify Human

1 Resources in writing of their intent to return to duty the following school
2 year prior to April 1.

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

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

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

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

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

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

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

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

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

38 **(e) Caregiver (Military):** The employee to respond to any
39 qualifying exigency arising out of the fact that the employee's

1 spouse, son, daughter, or parent is a covered military member on
2 "covered active duty."

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

8 **(g) Domestic Violence or Sexual Violence:** In accordance with Florida Statute
9 741.313, employees are entitled to leave for three (3) working days in a twelve
10 (12) month period, if the employee or a family or household member is the
11 victim of domestic violence or sexual violence. Existing Sick Leave shall be used
12 for Domestic Violence or Sexual Violence Leave. In the event the employee
13 does not have accrued Sick Leave available, the Domestic Violence or Sexual
14 Violence leave shall be without pay without any penalty to the employee.

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

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

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

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

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

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

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

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

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

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

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

37
38 **12.05 - Terminal Pay:** In accordance with Florida Statute and School Board Policy,
39 employees are eligible for terminal payment of sick leave and vacation, if they have

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

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

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

17 **(b) Four to Six District Years:** during the years of service four through six
18 (4-6) in the District, forty (40) percent of the hours of accumulated sick leave
19 shall be multiplied times the base rate of pay.

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

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

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

29
30 **(2) Vacation:** Terminal payment of vacation shall be issued in a manner
31 consistent with Florida Statute 1012.65 and School Board Policy. Issuance of
32 terminal payment shall result in a vacation balance of zero.

33
34 **12.06 - Sick Leave Pool:** Florida Statute 1012.61(3) allows for employees to pool sick
35 leave provided certain statutory requirements are met, including maintenance of
36 reliable and accurate records by the District showing the amount of sick leave
37 accumulated by employees that is not used.

1 **12.07 - Insurance Coverage:** The insurance coverage of any employee whose
2 request for leave is approved terminates on the first scheduled pay day that the
3 employee does not receive a paycheck, except as otherwise provided by law or this
4 agreement. To continue insurance coverage during leave, the employee must remit
5 all premiums due thereafter when permitted.

6
7 **12.08 - Outside Employment:** In accordance with School Board Policy, outside
8 employment may not conflict with the terms and conditions of an approved leave,
9 including extended leave. Immediate supervisors must report conflicts to
10 Professional Standards for review and may rescind approval of leave if a conflict
11 exists. Conflicts may result in disciplinary action up to and including termination.
12 Outside employment may be allowed for the following types of leave only:
13 association duty, military, and professional development.

ARTICLE 13 – PARTICIPATORY DECISION-MAKING

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

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

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

20 21 **13.02 – DISTRICT-BASED COMMITTEES**

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

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

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

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

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

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

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

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

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

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

13
14

ARTICLE 14 – PROFESSIONAL DEVELOPMENT

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

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

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

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

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

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

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

1
2 **(3) Instructional Support:** School and district-based administrators will collaborate
3 to provide professional development that serves as a support for the instruction of
4 students. Professional Learning Communities (PLCs) may be utilized to support
5 instructional effectiveness.

6
7 **(4) Promotion and Advancement:** Professional development will be utilized to
8 support employees interested in promotion and advancement or in the realization
9 of other professional or career related goals in a K-12 educational setting.

10
11 **(5) Outside Professional Development:** The District recognizes the widespread
12 availability of professional development opportunities offered by organizations
13 outside of the District and will honor its commitment to support education
14 professionals as life-long learners. Employees may submit a request for in-service
15 credit for professional development completed within the current fiscal year.
16 Professional Development will assess the recency and relevance of outside
17 professional development to assure alignment with District standards before
18 approving or denying requests.

19
20 **14.03 - IMPLEMENTING:** Professional development will be focused on the delivery
21 of job embedded training opportunities, including mentoring and other flexible
22 training opportunities, and will be responsive to student and employee needs.

23
24 **(1) School or site-based Support:** Professional Development will aid in the
25 identification of a School or Site-based In-service Representative (SIR) and an APPLES
26 administrator to guide and support the implementation of professional
27 development. Mentors will be required to complete a clinical educator training
28 program or equivalent course work to ensure that they are prepared to support
29 other employees.

30
31 **(2) Coursework:** Professional development identified as part of the District's MIP will
32 include online and on-demand options to support remote work and distance
33 learning. Courses that require in person attendance of participation may be required,
34 but virtual training opportunities will be provided whenever possible.

35
36 **(3) Scheduling:** Professional development will be scheduled based upon employee
37 input and will seek to reduce the need for disruptions to the educational
38 environment, including limiting the need for employee absence during instructional
39 hours and the need for employees to attend to professional development outside of

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

7

8 **14.04 - EVALUATING:** Professional Development will utilize pre-course and post-
9 course assessments to measure the effectiveness of professional development.
10 Employees may be required to complete a post-course evaluation survey in order to
11 ensure adequate employee feedback. Cyber security measures, including but not
12 limited to electronic sign-in and passkeys, may be utilized to ensure the integrity of
13 professional development systems.

14

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

ARTICLE 15 – DURATION AND ACCEPTANCE

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

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

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

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

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

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

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

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

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

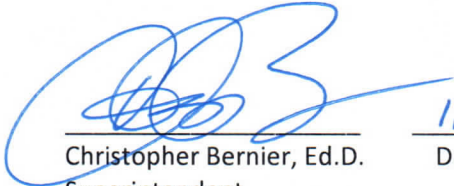
1 duration of these terms of employment.

2

3 **15.07 - EXPIRATION:** These terms of employment shall expire on June 30, 2026, and
4 in no event shall any other articles contravene the expiration of these terms of
5 employment. In the event that successor terms of employment are not board
6 approved, these terms of employment will carry over indefinitely.

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

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



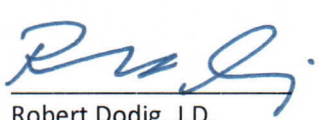
Christopher Bernier, Ed.D.
Superintendent

11/8/2023
Date



Armor Persons
School Board Chair

11/8/23
Date



Robert Dodig, J.D.
Chief Negotiator

11/7/23
Date

APPROVED
NOV 07 2023
SCHOOL BOARD OF
LEE COUNTY

SUPERVISORY, TECHNICAL, CONFIDENTIAL, AND CASUAL POSITIONS

REGULAR EMPLOYEES	JDE	Work Year	Pay Grade	Market Rate	Last Action
ACCOUNTANTS					
Accountant (Senior)	A-1.01	255	9	-	03/09/2021
Accountant	A-1.02	255	7	-	03/09/2021
ADMINISTRATORS					
Administrator, Database	D-1.10	255	12	-	03/09/2021
Administrator, Information Systems (Computer Security)	C-40.01	255	11	-	03/09/2021
Administrator, Network	A-13.12	255	10	-	03/09/2021
Administrator, Network (Senior)	A-13.13	255	11	-	03/09/2021
Administrator, PeopleSoft	A-13.18	255	13	-	03/09/2021
Administrator, Systems	A-13.19	255	11	-	03/09/2021
AGENTS					
Agent, Payroll	A-6.04	255	-	\$27.17	09/07/2022
Agent, Procurement Services (Senior)	A-6.03	255	-	\$33.46	09/07/2022
Agent, Procurement Services	A-6.01	255	-	\$30.09	09/07/2022
ANALYSTS					
Analyst, Budget	A-13.14	255	-	\$33.56	03/09/2021
Analyst, Business Process	A-13.17	255	12	-	03/09/2021
Analyst, Capital Projects (Operations)	A-13.16	255	-	\$28.76	09/08/2020
Analyst, Compensation	C-46.63	255	10		03/26/2024
Analyst, Information Security Assurance	A-13.11	255	-	\$34.89	03/09/2021
Analyst, Payroll	A-13.10	255	-	\$28.24	03/09/2021
ASSISTANTS					
Administrative Assistant (Senior)	S-1.12	255	-	\$22.87	06/28/2022
Executive Assistant	S-1.17	255	-	\$24.59	06/28/2022
Executive Assistant (Senior)	S-1.07	255	-	\$25.66	06/28/2022
AUDIOLOGIST					
Audiologist	A-8.01	196	-	\$38.92	8/11/2021
AUDITORS					
Auditor	A-51.02	255	9	-	03/09/2021
BOOKKEEPERS					
Bookkeeper (Post-Secondary)	B-2.01	255	-	\$20.85	07/28/2020
BURSARS					
Bursar, Student Account Services (Post-Secondary)	B-3.01	255	-	\$23.18	07/28/2020
CLERKS					
Clerk, Accounting	C-11.01	255	-	\$16.88	03/09/2021
Clerk Specialist (Confidential)	C-16.03	255	-	\$19.14	03/09/2021
Clerk Typist (Confidential)	C-21.02	186, 255	-	\$18.10	03/09/2021
COORDINATORS					
Coordinator, Benefits	C-46.66	255	-	\$38.76	09/08/2020
Coordinator, Digital Media	C-46.77	255	-	\$34.74	09/07/2022
Coordinator, Equity and Civil Rights Compliance	C-46.12	255	10	-	03/09/2021
Coordinator, Facility Planning Data (Senior)	C-46.18	255	13	-	11/27/2019
Coordinator, Financial Aid	C-46.11	255	-	\$31.58	03/09/2021
Coordinator, Insurance	C-46.06	255	11	-	03/09/2021
Coordinator, Multimedia Communications	S-26.37	255	12	-	04/13/2021
Coordinator, Operations (Senior)	C-46.84	255	-	\$38.97	08/08/2023
Coordinator, Payroll	C-46.58	255	10	-	03/09/2021
Coordinator, Payroll (Information Systems)	C-46.13	255	12	-	03/09/2021
Coordinator, Printing Services (Senior)	M-1.13	255	13	-	01/12/2021
Coordinator, Procurement Services	C-46.65	255	10	-	03/09/2021
Coordinator, Professional Standards	C-46.64	255	10	-	03/09/2021

Coordinator, Safety and Security	C-46.21	255	-	\$34.10	03/09/2021
DATA PROCESSORS					
Data Processor	D-1.08	255	5	-	03/09/2021
DIETITIANS					
Dietitian and Menu Planner	S-26.04	216, 255	-	\$31.73	03/23/2021
ENGINEERS					
Engineer, Broadcast Communications	E-1.15	255	-	\$32.19	08/08/2023
Engineer, Information Security Assurance	E-1.14	255	-	\$39.24	08/08/2023
Engineer, Network	E-1.08	255	12	-	03/09/2021
Engineer, Network (Senior)	E-1.11	255	13	-	03/09/2021
Engineer, Software	E-1.09	255	12	-	03/09/2021
Engineer, Software (Senior)	E-1.12	255	13	-	03/09/2021
Engineer, Systems	E-1.10	255	12	-	03/09/2021
Engineer, Systems (Senior)	E-1.13	255	13	-	03/09/2021
EVALUATORS					
Evaluator, Program	C-46.29	255	11	-	03/09/2021
GENERALISTS					
Generalist (Senior), Human Resources (Staffing)	G-2.03	255	-	\$32.28	09/07/2022
Generalist, Human Resources (Staffing)	G-2.02	255	-	\$29.05	09/07/2022
INTERNS					
School Psychologist Intern	I-1.05	196, 255	-	\$20.00	02/06/2024
INSPECTORS					
Fire Inspector	S-11.18	255	-	\$30.77	03/23/2021
INTERPRETERS					
Interpreter, Deaf and Hard of Hearing (Senior)	I-2.01	187	-	\$23.67	06/28/2022
MANAGERS					
Executive Manager, Superintendent's Office (Board Agendas & Documents)	M-1.40	255	-	\$29.92	09/06/2023
Manager, Digital Media	S-11.34	255	10	-	03/23/2021
Manager, Community Learning Centers Program	M-1.41	196, 255	-	\$23.76	09/06/2023
Manager, Energy Management (Zone)	C-46.17	255	9	-	03/09/2021
Manager, Food and Nutrition Services (All Levels)	M-1.05	196	-	\$20.38	03/23/2021
Manager, Food and Nutrition Services (Field)	M-1.33	216	-	\$24.17	08/11/2021
Manager, Food and Nutrition Services (Service Quality and Production Training)	M-1.39	196	-	\$24.17	09/22/2020
Manager, Information Security	M-1.16	255	13	-	03/23/2021
Manager, Information Systems (Applications)	M-1.15	255	13	-	03/23/2021
Manager, Maintenance Services	M-1.30	255	-	\$28.70	03/23/2021
Manager, Military Programs	M-1.20	255	U. S. Army Plan Rate		01/26/2021
Manager, Office	M-1.06	255	9	-	03/23/2021
Manager, Office (Parent Information Center)	M-1.24	255	9	-	03/23/2021
Manager, Office (Superintendent)	M-1.27	255	9	-	03/23/2021
Manager, Project	M-1.21	255	10	-	03/23/2021
Manager, Public Records	C-46.05	255	11	-	03/09/2021
Manager, Retirement and Benefits	M-1.34	255	11	-	03/23/2021
Manager, Safety and Security (Zone)	M-1.11	255	-	\$24.04	03/23/2021
Manager, Service (Zone)	M-1.14	255	-	\$34.32	03/23/2021
Manager, Staffing and Compliance	M-1.36	255	11	-	03/23/2021
Manager, Staffing and Talent Management (Senior)	SM-1.02	255	13	-	04/13/2021
Manager, Transportation Services	C-46.20	255	-	\$27.98	03/09/2021
OFFICERS					
Officer, Military Operations	J-1.01	255	U. S. Army Plan Rate		03/23/2021
OPERATORS					
Operator, Computer	O-1.13	255	7	-	03/23/2021
PLANNERS					
Planner, Community Development	P-4.02	255	7	-	03/23/2021
Planner (Senior)	P-4.01	255	12	-	03/23/2021

PARALEGAL					
Paralegal	P-5.01	255	-	\$30.15	08/11/2021
Administrative Assistant, Legal	P-5.02	255	-	\$27.27	01/23/2024
PROGRAMMERS					
Programmer, Mainframe Systems (Senior)	P-13.04	255	13	-	03/23/2021
RECEPTIONISTS					
Receptionist (Board)	S-1.09	255	6	-	03/23/2021
SPECIALISTS					
Specialist, Applications Support	S-11.40	255	10	-	03/23/2021
Specialist, Applications Support (Senior)	S-11.41	255	11	-	03/23/2021
Specialist, Bookkeeper Support	S-11.44	255	-	\$21.58	08/11/2021
Specialist, Computer-Aided Design (Facilities)	S-11.22	255	-	\$25.67	03/23/2021
Specialist, Data Management	S-11.03	255	7	-	03/23/2021
Specialist, Employee Wellness Programs	S-11.73	255	7	-	03/23/2021
Specialist, Financial Aid (Post-Secondary)	S-11.23	255	-	\$22.11	07/28/2020
Specialist, Geographic Information System (Planning)	S-11.16	255	-	\$29.16	03/23/2021
Specialist, Grants and Program Development	S-11.42	255	6	-	03/23/2021
Specialist, Graphic Design	S-11.63	255	8	-	01/12/2021
Specialist, Information Security Assurance	S-11.80	255	-	\$33.35	08/08/2023
Specialist, Information Systems (Training)	S-11.81	255	-	\$30.24	09/06/2023
Specialist, Insurance and Benefits Management	S-11.10	255	7	-	03/23/2021
Specialist, Multimedia Communications (Senior)	S-11.59	255	8	-	03/23/2021
Specialist, Planning (District)	S-11.17	255	-	\$23.79	03/23/2021
Specialist, Professional Development	S-11.78	255	-	\$25.57	09/07/2022
Specialist, Professional Standards	S-11.66	255	7	-	03/23/2021
Specialist, Psychologist Support	S-11.20	196	6	-	03/23/2021
Specialist, Records Management	S-11.79	255	-	\$24.41	09/07/2022
Specialist, Recruitment	S-11.62	255	7	-	03/23/2021
Specialist, Technical Applications Support	S-11.60	255	9	-	03/23/2021
SUPERVISORS					
Assistant Supervisor, Printing Services	A-11.47	255	-	\$23.28	09/06/2023
Supervisor, Adult and Career Education	S-26.38	255	10	-	04/13/2021
Supervisor, Adult and Career Education (ESOL)	S-26.41	255	9	-	04/13/2021
Supervisor, Applications Support	S-26.34	255	12	-	03/23/2021
Supervisor, Athletic Turf, Grounds, and Irrigation	S-26.06	255	-	\$32.65	03/23/2021
Supervisor, Budget	S-26.36	255	11	-	04/13/2021
Supervisor, Building	S-26.01	255	-	\$20.66	03/23/2021
Supervisor, Building (Zone)	F-6.02	255	-	\$24.61	03/09/2021
Supervisor, Business Machine	F-6.03	255	8	-	03/09/2021
Supervisor, Custodial	S-6.02	255	-	\$22.65	03/23/2021
Supervisor, District Warehouse and Recycling	S-26.18	255	10	-	01/12/2021
Supervisor, Fiscal Control	S-26.40	255	10	-	04/13/2021
Supervisor, Food and Nutrition Services (Afterschool Meal Programs)	F-6.17	255	-	\$28.70	03/23/2021
Supervisor, Food and Nutrition Services (Budget)	S-26.46	255	-	\$29.40	09/07/2022
Supervisor, Food and Nutrition Services (Equipment Procurement and Facilities)	S-26.14	255	-	\$28.70	05/24/2022
Supervisor, Food and Nutrition Services (Logistics/Inventory)	S-26.45	255	-	\$28.71	09/07/2022
Supervisor, Food and Nutrition Services (Marketing and Communications)	F-6.16	255	-	\$28.70	03/23/2021
Supervisor, Food and Nutrition Services (Technology)	S-26.16	255	-	\$28.70	03/23/2021
Supervisor, Food and Nutrition Services (Training)	S-26.13	255	-	\$28.70	03/23/2021
Supervisor, Help Desk	S-26.44	255	12	-	04/13/2021
Supervisor, Information Systems (Computer Operations)	S-26.21	255	10	-	03/23/2021
Supervisor, Information Technology (Logistics)	S-26.43	255	7	-	04/13/2021
Supervisor, Maintenance (Crafts)	F-6.04	255	-	\$32.65	03/09/2021
Supervisor, Maintenance (Electrical)	F-6.05	255	-	\$36.18	03/09/2021
Supervisor, Maintenance (Electronics)	F-6.14	255	-	\$36.18	03/23/2021

Supervisor, Maintenance (Energy Management)	F-6.15	255	-	\$39.48	03/23/2021	
Supervisor, Maintenance (Heating, Ventilation, and Air Conditioning)	F-6.00	255	-	\$43.57	03/09/2021	
Supervisor, Maintenance (Indoor Air Quality and Food Service Equipment)	F-6.01	255	-	\$37.90	03/09/2021	
Supervisor, Maintenance (Painting)	F-6.06	255	-	\$29.35	03/09/2021	
Supervisor, Maintenance (Plumbing)	F-6.07	255	-	\$37.43	03/09/2021	
Supervisor, Maintenance (Stockroom)	S-26.02	255	-	\$29.47	03/23/2021	
Supervisor, Maintenance (Trades and Pest Control)	F-6.11	255	-	\$32.65	03/23/2021	
Supervisor, Military Property	J-1.02	206, 216, 255	U.S. Army Plan Rate		01/26/2021	
Supervisor, Payroll (Projects)	S-26.17	255	11	-	08/11/2020	
Supervisor, Property Inventory and Records Management	S-26.35	255	10	-	04/13/2021	
Supervisor, Security and Video Surveillance	S-26.33	255	-	\$30.12	03/23/2021	
Supervisor, Shipping and Receiving	F-6.09	255	7	-	03/09/2021	
Supervisor, Transportation (Bus Operators and Attendants)	A-46.01	255	-	\$25.21	03/09/2021	
Supervisor, Transportation (Data Systems)	S-26.15	255	-	\$31.62	03/23/2021	
Supervisor, Transportation (Garage Operations)	S-26.10	255	-	\$38.53	03/23/2021	
Supervisor, Transportation (Road Safety)	S-26.19	255	-	\$25.62	03/23/2021	
Supervisor, Transportation	S-26.12	255	-	\$31.00	03/23/2021	
Supervisor, Transportation (Safety and Training)	S-26.20	255	-	\$28.70	03/23/2021	
Supervisor, Transportation and Maintenance	F-6.13	255	-	\$35.12	03/23/2021	
TECHNICIANS						
Technician, Field Support	T-6.14	255	10	-	04/13/2021	
Technician, Telecommunications	T-6.20	255	10	-	04/13/2021	
CASUAL EMPLOYEES		JDE	Work Year	Pay Grade	Market Rate	Last Action
ADULT & COMMUNITY EDUCATION						
Coordinator, Community School	C-46.14	-	-	\$28.95	03/09/2021	
Helping Teacher, Community School	H-11.08	-	-	\$15.00	03/23/2021	
FEE-BASED PROGRAMS						
Fee-Based Program Director	F-2.02	-	-	\$20.00	07/01/2021	
Fee-Based Program Instructor	F-2.03	-	-	\$17.50	07/01/2021	
Fee-Based Program Administrative Support Staff	F-2.01	-	-	\$15.00	07/01/2021	
GUEST TEACHERS						
Teacher, Guest - Less than a Bachelor's Degree	T-1.10	-	-	\$17.00	01/09/2023	
Teacher, Guest - Bachelor's degree or higher from an accredited college/university	T-1.10	-	-	\$22.00	01/09/2023	
Teacher, Guest (Long-Term) (Level I)	T-1.11	-	-	\$19.71	04/13/2021	
Teacher, Guest (Long-Term) (Level II)	T-1.11	-	-	\$29.00	01/09/2024	
INSTRUCTORS						
Adjunct Instructor, Adult and Career Education	T-1.13	-	-	\$28.19	8/11/2021	
Instructor, Professional Development (Short Course)	T-1.01	-	-	\$31.89	04/13/2021	
Instructor, Professional Development (Short Course/Advanced Degree)	T-1.01	-	-	\$35.08	04/13/2021	
Instructor, Adult and Career Education (Short Course)	T-1.01	-	-	\$28.19	04/13/2021	
Instructor, Adult and Career Education (Short Course/Advanced Degree)	T-1.01	-	-	\$31.25	04/13/2021	
Instructor, Adult and Career Education (Short Course/Criminal Justice Officer Training)	T-1.01	-	-	\$51.04	04/13/2021	
Instructor, Environmental Education (Field Event)	S-35.60	-	-	\$15.38	01/26/2021	
INTERNSHIP AND APPRENTICESHIP PROGRAMS						
Apprentice (Level I)	I-1.04	-	-	\$15.00	8/11/2021	
Apprentice (Level II)	I-1.04	-	-	\$20.56	8/11/2021	
Internship		I-1.01	I-1.02	I-1.03	03/23/2021	
Classroom Instructional Staff (Intern) *Includes: FGCU Star Intern, FGCU Flyer Intern and FSW Bucs Intern		\$5,000/semester				
District Student (Intern)		\$15.00	-	-	-	
Apprenticeship		I-1.04			08/11/2021	

Classroom Instructional Staff (Apprentice) - Instructional Support				\$15.75	-
SUBSTITUTES					
Bus Operator (Substitute)	-	-	-	\$15.49	-
Transportation Support (Substitute)	-	-	-	\$15.00	8/1/2022
Custodian (Substitute)	-	-	-	\$15.00	8/1/2022
Worker, Food and Nutrition Services (Substitute)	-	-	-	\$15.00	8/1/2022
OTHER CASUAL EMPLOYEES					
AVID Tutor	-		-	\$15.00	-
Other Personnel Services	-	-	-	\$15.00	-
Student Employee	-	-	-	\$15.00	-
Driver, Summer Feeding Program	D-26.01	-	-	\$16.53	03/09/2021
Temporary Employee	-	-	-	\$15.00	-

SALARY SCHEDULE N SUPPLEMENTS

(1) Shift Differential Supplement

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

(2) Degree Supplements

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

	Annual Amount
Doctorate	\$5,062.50
Specialist	\$4,050.00
Masters	\$2,531.25

(3) Food and Nutrition Services Supplements

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

Supplement	Daily Meals	Annual Amount
A	500 to 700	\$1,568.00
B	701 to 900	\$1,960.00
C	901 to 1100	\$2,352.00
D	1101 to 1300	\$2,744.00
E	1301 to 1500	\$3,136.00
F	1501 to 1700	\$3,528.00
G	1701 to 1900	\$3,920.00
H	1901 to 2100	\$4,312.00
I	2101 to 2300	\$4,704.00
J	2301 or more	\$5,096.00
Intern Trainer	-	\$3,920.00

(4) Asbestos Control Team

Additional Pay *	\$5.21 (Hourly)
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*For time spent working in the asbestos abatement area dressed in complete protective gear.

(5) District Negotiating Team Member Supplement

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

District Negotiating Team Member (Per Bargaining Unit)	\$1,500.000
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SUPERVISORY, TECHNICAL, CONFIDENTIAL, AND CASUAL EMPLOYEE LUNCH SCHEDULE

Position	JDE	Scheduled Hours	Worked Hours	Lunch Period	Total Paid Hours
ACCOUNTANTS					
Accountant	A-1.02	8.0	7.5	0.5	Paid 8.0
Accountant (Senior)	A-1.01	8.0	7.5	0.5	Paid 8.0
ADMINISTRATORS					
Administrator, Database	D-1.10	8.0	7.5	0.5	Paid 8.0
Administrator, Information Systems (Computer Security)	C-40.01	8.0	7.5	0.5	Paid 8.0
Administrator, Network	A-13.12	8.0	7.5	0.5	Paid 8.0
Administrator, Network (Senior)	A-13.13	8.0	7.5	0.5	Paid 8.0
Administrator, PeopleSoft	A-13.18	8.0	7.5	0.5	Paid 8.0
Administrator, Systems	A-13.19	8.0	7.5	0.5	Paid 8.0
AGENT					
Agent, Payroll	A-6.04	8.0	7.5	0.5	Paid 8.0
Agent, Procurement Services (Senior)	A-6.03	8.0	7.5	0.5	Paid 8.0
Agent, Procurement Services	A-6.01	8.0	7.5	0.5	Paid 8.0
ANALYSTS					
Analyst, Budget	A-13.14	8.0	7.5	0.5	Paid 8.0
Analyst, Business Process	A-13.17	8.0	7.5	0.5	Paid 8.0
Analyst, Capital Projects (Operations)	A-13.18	8.0	7.5	0.5	Paid 8.0
Analyst, Compensation	C-46.63	8.0	7.5	0.5	Paid 8.0
Analyst, Information Security Assurance	A-13.11	8.0	7.5	0.5	Paid 8.0
Analyst, Payroll	A-13.10	8.0	7.5	0.5	Paid 8.0
ASSISTANTS					
Administrative Assistant (Senior)	S-1.12	8.0	7.5	0.5	Paid 8.0
Executive Assistant	S-1.17	8.0	7.5	0.5	Paid 8.0
Executive Assistant (Senior)	S-1.07	8.0	7.5	0.5	Paid 8.0
AUDITOR, BOOKKEEPER, BURSAR					
Auditor	A-51.02	8.0	7.5	0.5	Paid 8.0
BOOKKEEPERS					
Bookkeeper (Post-Secondary)	B-2.01	8.0	7.5	0.5	Paid 8.0
BURSARS					
Bursar, Student Account Services (Post-Secondary)	B-3.01	8.0	7.5	0.5	Paid 8.0
CLERKS					
Clerk, Accounting	C-11.01	8.0	7.5	0.5	Paid 8.0
Clerk Specialist (Confidential)	C-16.03	8.0	7.5	0.5	Paid 8.0
Clerk Typist (Confidential)	C-21.02	8.0	7.5	0.5	Paid 8.0
COORDINATORS					
Coordinator, Benefits	C-46.66	8.0	7.5	0.5	Paid 8.0
Coordinator, Digital Media	C-46.77	8.0	7.5	0.5	Paid 8.0
Coordinator, Equity and Civil Rights Compliance	C-46.12	8.0	7.5	0.5	Paid 8.0
Coordinator, Facility Planning Data (Senior)	C-46.18	8.0	7.5	0.5	Paid 8.0

Coordinator, Financial Aid	C-46.11	8.0	7.5	0.5	Paid	8.0
Coordinator, Insurance	C-46.06	8.0	7.5	0.5	Paid	8.0
Coordinator, Multimedia Communications	S-26.37	8.0	7.5	0.5	Paid	8.0
Coordinator, Operations (Senior)	C-46-84	8.0	7.5	0.5	Paid	8.0
Coordinator, Payroll	C-46.58	8.0	7.5	0.5	Paid	8.0
Coordinator, Payroll (Information Systems)	C-46.13	8.0	7.5	0.5	Paid	8.0
Coordinator, Printing Services (Senior)	M-1.13	8.0	7.5	0.5	Paid	8.0
Coordinator, Procurement Services	C-46.65	8.0	7.5	0.5	Paid	8.0
Coordinator, Professional Standards	C-46.64	8.0	7.5	0.5	Paid	8.0
Coordinator, Safety and Security	C-46.21	8.0	7.5	0.5	Paid	8.0
DATA PROCESSORS						
Data Processor	D-1.08	8.0	7.5	0.5	Paid	8.0
DIETITIANS						
Dietitian and Menu Planner	S-26.04	8.0	7.5	0.5	Paid	8.0
ENGINEERS						
Engineer, Broadcast Communications	E-1.15	8.0	7.5	0.5	Paid	8.0
Engineer, Network	E-1.08	8.0	7.5	0.5	Paid	8.0
Engineer, Network (Senior)	E-1.11	8.0	7.5	0.5	Paid	8.0
Engineer, Software	E-1.09	8.0	7.5	0.5	Paid	8.0
Engineer, Software (Senior)	E-1.12	8.0	7.5	0.5	Paid	8.0
Engineer, Systems	E-1.10	8.0	7.5	0.5	Paid	8.0
Engineer, Systems (Senior)	E-1.13	8.0	7.5	0.5	Paid	8.0
EVALUATOR						
Evaluator, Program	C-46.29	8.0	7.5	0.5	Paid	8.0
GENERALISTS						
Generalist (Senior), Human Resources (Staffing)	G-2.03	8.0	7.5	0.5	Paid	8.0
Generalist, Human Resources (Staffing)	G-2.02	8.0	7.5	0.5	Paid	8.0
INTERPRETERS						
Interpreter, Deaf and Hard of Hearing (Senior)	I-2.01	8.0	7.5	0.5	Paid	8.0
MANAGERS						
Manager, Digital Media	S-11.34	8.0	7.5	0.5	Paid	8.0
Executive Manager, Superintendent's Office (Board Agendas & Documents)	M-1.40	8.0	7.5	0.5	Paid	8.0
Manager, Energy Management (Zone)	C-46.17	8.0	7.5	0.5	Paid	8.0
Manager, Food and Nutrition Services (All Levels)	M-1.05	8.0	7.5	0.5	Paid	8.0
Manager, Food and Nutrition Services (Field)	M-1.33	8.0	7.5	0.5	Paid	8.0
Manager, Food and Nutrition Services (Service Quality and Production Training)	M-1.39	8.0	7.5	0.5	Paid	8.0
Manager, Information Security	M-1.16	8.0	7.5	0.5	Paid	8.0
Manager, Information Systems (Applications)	M-1.15	8.0	7.5	0.5	Paid	8.0
Manager, Maintenance Services	M-1.30	8.0	7.5	0.5	Paid	8.0
Manager, Military Programs	M-1.20	8.0	7.5	0.5	Paid	8.0
Manager, Office	M-1.06	8.0	7.5	0.5	Paid	8.0
Manager, Office (Parent Information Center)	M-1.24	8.0	7.5	0.5	Paid	8.0
Manager, Office (Superintendent)	M-1.27	8.0	7.5	0.5	Paid	8.0
Manager, Project	M-1.21	8.0	7.5	0.5	Paid	8.0
Manager, Public Records	C-46.05	8.0	7.5	0.5	Paid	8.0
Manager, Retirement and Benefits	M-1.34	8.0	7.5	0.5	Paid	8.0
Manager, Safety and Security (Zone)	M-1.11	8.0	7.5	0.5	Paid	8.0
Manager, Service (Zone)	M-1.14	8.0	7.5	0.5	Paid	8.0
Manager, Staffing and Compliance	M-1.36	8.0	7.5	0.5	Paid	8.0

Manager, Staffing and Talent Management (Senior)	SM-1.02	8.0	7.5	0.5	Paid	8.0
Manager, Transportation Services	C-46.20	8.0	7.5	0.5	Paid	8.0
OFFICERS						
Officer, Military Operations	J-1.01	8.0	7.5	0.5	Paid	8.0
OPERATORS						
Operator, Computer	O-1.13	8.0	7.5	0.5	Paid	8.0
PLANNERS						
Planner, Community Development	P-4.02	8.0	7.5	0.5	Paid	8.0
Planner (Senior)	P-4.01	8.0	7.5	0.5	Paid	8.0
PARALEGALS						
Paralegal	P-5.01	8.0	7.5	0.5	Paid	8.0
PROGRAMMERS						
Programmer, Mainframe Systems (Senior)	P-13.04	8.0	7.5	0.5	Paid	8.0
RECEPTIONIST						
Receptionist (Board)	S-1.09	8.0	7.5	0.5	Paid	8.0
SPECIALISTS						
Specialist, Applications Support	S-11.40	8.0	7.5	0.5	Paid	8.0
Specialist, Applications Support (Senior)	S-11.41	8.0	7.5	0.5	Paid	9.0
Specialist, Bookkeeper Support	S-11.44	8.0	7.5	0.5	Paid	8.0
Specialist, Computer-Aided Design (Facilities)	S-11.22	8.0	7.5	0.5	Paid	8.0
Specialist, Data Management	S-11.03	8.0	7.5	0.5	Paid	8.0
Specialist, Employee Wellness Programs	S-11.73	8.0	7.5	0.5	Paid	8.0
Specialist, Financial Aid (Post-Secondary)	S-11.23	8.0	7.5	0.5	Paid	8.0
Specialist, Geographic Information System (Planning)	S-11.16	8.0	7.5	0.5	Paid	8.0
Specialist, Grants and Program Development	S-11.42	8.0	7.5	0.5	Paid	8.0
Specialist, Graphic Design	S-11.63	8.0	7.5	0.5	Paid	8.0
Specialist, Information Security Assurance	S-11.80	8.0	7.5	0.5	Paid	8.0
Specialist, Information Systems (Training)	S-11.81	8.0	7.5	0.5	Paid	8.0
Specialist, Insurance and Benefits Management	S-11.10	8.0	7.5	0.5	Paid	8.0
Specialist, Multimedia Communications (Senior)	S-11.59	8.0	7.5	0.5	Paid	8.0
Specialist, Payroll	S-11.25	8.0	7.5	0.5	Paid	8.0
Specialist, Planning (District)	S-11.17	8.0	7.5	0.5	Paid	8.0
Specialist, Professional Standards	S-11.66	8.0	7.5	0.5	Paid	8.0
Specialist, Psychologist Support	S-11.20	8.0	7.5	0.5	Paid	8.0
Specialist, Recruitment	S-11.62	8.0	7.5	0.5	Paid	8.0
Specialist, Safety and Security (Fire Inspection)	S-11.18	8.0	7.5	0.5	Paid	8.0
Specialist, Technical Applications Support	S-11.60	8.0	7.5	0.5	Paid	8.0
SUPERVISORS						
Supervisor, Adult and Career Education	S-26.38	8.0	7.5	0.5	Paid	8.0
Supervisor, Adult and Career Education (ESOL)	S-26.41	8.0	7.5	0.5	Paid	8.0
Supervisor, Applications Support	S-26.34	8.0	7.5	0.5	Paid	8.0
Supervisor, Athletic Turf, Grounds, and Irrigation	S-26.06	8.0	7.5	0.5	Paid	8.0
Supervisor, Budget	S-26.36	8.0	7.5	0.5	Paid	8.0
Supervisor, Building	S-26.01	8.0	7.5	0.5	Paid	8.0
Supervisor, Building (Zone)	F-6.02	8.0	7.5	0.5	Paid	8.0
Supervisor, Business Machine	F-6.03	8.0	7.5	0.5	Paid	8.0
Supervisor, Custodial	S-6.02	8.0	7.5	0.5	Paid	8.0
Supervisor, District Warehouse and Recycling	S-26.18	8.0	7.5	0.5	Paid	8.0
Supervisor, Fiscal Control	S-26.40	8.0	7.5	0.5	Paid	8.0

Supervisor, Food and Nutrition Services (Afterschool Meal Programs)	F-6.17	8.0	7.5	0.5	Paid	8.0
Supervisor, Food and Nutrition Services (Budget)	S-26.46	8.0	7.5	0.5	Paid	8.0
Supervisor, Food and Nutrition Services (Equipment Procurement and Facilities)	S-26.14	8.0	7.5	0.5	Paid	8.0
Supervisor, Food and Nutrition Services (Logistics-Inventory)	S-26.45	8.0	7.5	0.5	Paid	8.0
Supervisor, Food and Nutrition Services (Marketing and Communications)	F-6.16	8.0	7.5	0.5	Paid	8.0
Supervisor, Food and Nutrition Services (Technology)	S-26.16	8.0	7.5	0.5	Paid	8.0
Supervisor, Food and Nutrition Services (Training)	S-26.13	8.0	7.5	0.5	Paid	8.0
Supervisor, Help Desk	S-26.44	8.0	7.5	0.5	Paid	8.0
Supervisor, Information Systems (Computer Operations)	S-26.21	8.0	7.5	0.5	Paid	8.0
Supervisor, Information Technology (Logistics)	S-26.43	8.0	7.5	0.5	Paid	8.0
Supervisor, Maintenance (Crafts)	F-6.04	8.0	7.5	0.5	Paid	8.0
Supervisor, Maintenance (Electrical)	F-6.05	8.0	7.5	0.5	Paid	8.0
Supervisor, Maintenance (Electronics)	F-6.14	8.0	7.5	0.5	Paid	8.0
Supervisor, Maintenance (Energy Management)	F-6.15	8.0	7.5	0.5	Paid	8.0
Supervisor, Maintenance (Heating, Ventilation, and Air Conditioning)	F-6.00	8.0	7.5	0.5	Paid	8.0
Supervisor, Maintenance (Indoor Air Quality and Food Service Equipment)	F-6.01	8.0	7.5	0.5	Paid	8.0
Supervisor, Maintenance (Painting)	F-6.06	8.0	7.5	0.5	Paid	8.0
Supervisor, Maintenance (Plumbing)	F-6.07	8.0	7.5	0.5	Paid	8.0
Supervisor, Maintenance (Stockroom)	S-26.02	8.0	7.5	0.5	Paid	8.0
Supervisor, Maintenance (Trades and Pest Control)	F-6.11	8.0	7.5	0.5	Paid	8.0
Supervisor, Military Property	J-1.02	8.0	7.5	0.5	Paid	8.0
Supervisor, Payroll (Projects)	S-26.17	8.0	7.5	0.5	Paid	8.0
Supervisor, Property Inventory and Records Management	S-26.35	8.0	7.5	0.5	Paid	8.0
Supervisor, Security and Video Surveillance	S-26.33	8.0	7.5	0.5	Paid	8.0
Supervisor, Shipping and Receiving	F-6.09	8.0	7.5	0.5	Paid	8.0
Supervisor, Transportation (Bus Operators and Attendants)	A-46.01	8.0	7.5	0.5	Paid	8.0
Supervisor, Transportation (Data Systems)	S-26.15	8.0	7.5	0.5	Paid	8.0
Supervisor, Transportation (Garage Operations)	S-26.10	8.0	7.5	0.5	Paid	8.0
Supervisor, Transportation (Road Safety)	S-26.19	8.0	7.5	0.5	Paid	8.0
Supervisor, Transportation (Routes)	S-26.12	8.0	7.5	0.5	Paid	8.0
Supervisor, Transportation (Safety and Training)	S-26.20	8.0	7.5	0.5	Paid	8.0
Supervisor, Transportation and Maintenance	F-6.13	8.0	7.5	0.5	Paid	8.0
TECHNICIANS						
Technician, Field Support	T-6.14	8.0	7.5	0.5	Paid	8.0
Technician, Telecommunications	T-6.20	8.0	7.5	0.5	Paid	8.0
ADULT & COMMUNITY EDUCATION						
Coordinator, Community School	C-46.14	-	C	-	-	-
Helping Teacher, Community School	H-11.08	-	C	-	-	-
FEE-BASED PROGRAMS						
Fee-Based Program Director	F-2.02	-	C	-	-	-
Fee-Based Program Instructor	F-2.03	-	C	-	-	-
Fee-Based Program Administrative Support Staff	F-2.01	-	C	-	-	-
GUEST TEACHERS						
Teacher, Guest (Long-Term) (Level II)	T-1.11	-	C	-	-	-
INSTRUCTORS						
Adjunct Instructor, Adult and Career Education	T-1.13	-	C	-	-	-

Instructor, Professional Development (Short Course)	T-1.01	-	C	-	-	-
Instructor, Professional Development (Short Course/Advanced Degree)	T-1.01	-	C	-	-	-
Instructor, Adult and Career Education (Short Course)	T-1.01	-	C	-	-	-
Instructor, Adult and Career Education (Short Course with Advanced Degree)	T-1.01					
Instructor, Adult and Career Education (Short Course (Criminal Justice Officer Training))	T-1.01	-	C	-	-	-
Instructor, Environmental Education (Field Event)	S-35.60	-	C	-	-	-
INTERNSHIP AND APPRENTICE PROGRAMS						
Apprentice (Level I)	I-1.04	-	C	-	-	-
Apprentice (Level II)	I-1.04	-	C	-	-	-
Student Intern, Communications	I-1.02	-	C	-	-	-
Student Intern, Transportation	I-1.03	-	C	-	-	-
Internship	I-1.01, I1-1.02, I-1.03					
Special Instructional Staff (Intern) - School Psychologist Classroom Instructional Staff (Intern) *Includes FGCU Star Intern, FGCU Flyer Intern and FSW Bucs Intern		-	C	-	-	-
District Student (Intern)		-	C	-	-	-
Apprenticeship		-	C	-	-	-
Classroom Instructional Staff (Apprentice) - Instructional Support	I-1.04	-	C	-	-	-
SUBSTITUTES						
Bus Operator (Substitute)	-	-	C	-	-	-
Transportation Support (Substitute)	-	-	C	-	-	-
Custodian (Substitute)	-	-	C	-	-	-
Worker, Food and Nutrition Services (Substitute)	-	-	C	-	-	-
OTHER CASUAL EMPLOYEES						
AVID Tutor	-	-	C	-	-	-
Other Personnel Services	-	-	C	-	-	-
Student Employee	-	-	C	-	-	-
Driver, Summer Feeding Program	D-26.01	-	C	-	-	-

FY24 SUPERVISORY, TECHNICAL, CONFIDENTIAL, AND CASUAL PAY SCALE (BASE HOURLY RATE)

Pay Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18
5	17.07	17.39	17.86	18.34	18.84	19.38	19.90	20.46	21.03	21.63	22.22	22.83	23.48	24.16	24.83	25.54	26.28	27.04
6	18.50	18.84	19.38	19.90	20.46	21.03	21.63	22.22	22.83	23.48	24.16	24.83	25.54	26.24	27.00	27.77	28.54	29.40
7	20.01	20.46	21.03	21.63	22.22	22.83	23.48	24.16	24.83	25.54	26.24	27.00	27.77	28.53	29.35	30.20	31.09	32.01
8	21.79	22.22	22.83	23.48	24.16	24.84	25.54	26.24	27.00	27.77	28.53	29.35	30.20	31.07	31.95	32.85	33.84	34.83
9	23.70	24.16	24.84	25.54	26.24	27.00	27.77	28.53	29.35	30.20	31.07	31.95	32.85	33.80	34.77	35.78	36.82	37.91
10	25.75	26.24	27.00	27.77	28.53	29.35	30.20	31.07	31.95	32.85	33.80	34.77	35.78	36.81	37.87	38.97	40.12	41.27
11	28.00	28.53	29.35	30.20	31.07	31.95	32.85	33.80	34.77	35.78	36.81	37.87	38.97	40.10	41.25	42.45	43.69	44.96
12	30.47	31.07	31.95	32.85	33.80	34.78	35.78	36.81	37.87	38.97	40.10	41.25	42.45	43.66	44.93	46.25	47.62	49.02
13	33.16	33.80	34.78	35.78	36.81	37.86	38.97	40.10	41.25	42.45	43.66	44.93	46.25	47.58	48.97	50.39	51.88	53.38

TEMPORARY REASSIGNMENT MATRIX

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

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

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

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

3. Maintenance Exceptions:

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

b. **Locksmith to Locksmith/Hardware Systems:** 1.10 x EE Base Rate

c. **Utility Worker to Trade Worker:** Market Rate, as determined by the Market Rate Salary Schedule, for the Trade Worker position filled.

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

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

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

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