

EDUCATION STAFF PROFESSIONALS CONTRACT

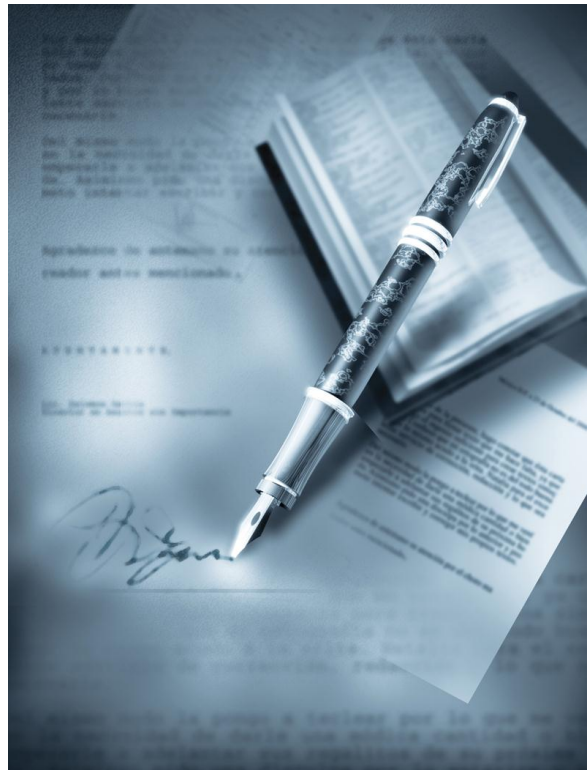
BETWEEN

THE SCHOOL BOARD OF OSCEOLA COUNTY, FLORIDA

AND

THE OSCEOLA COUNTY EDUCATION ASSOCIATION

2010 – 2013



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Terry Andrews
Superintendent**

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ARTICLE I
RECOGNITION CLAUSE

Section A. Bargaining Unit Definition

The School Board of Osceola County, Florida, hereinafter called the “Board,” recognizes The Osceola County Education Association - Education Staff Professionals, affiliated with the National Education Association, the American Federation of Teachers and the Florida Education Association, hereinafter called the “Association,” as the exclusive bargaining representative for education staff professionals in the School District known and designated as the School District of Osceola County, Florida. In this Agreement, the education staff professionals shall be defined as those employees included in the unit as certified by the Public Employees Relations Commission (PERC) Case No. RC – 2010-004 July 29, 2010:

Accounting Clerk-Finance, Accounting Clerk I, Accounting Clerk II, Attendance Assistant/Truancy Officer, Behavior Analysis Technician, Bookkeeper (Schools/Dept), Bookstore Merchandising Clerk, Buyer I, Campus Monitor, Child Development Assoc for COPE, Clerk I-Food Services, Clerk Typist, Clinic Aide for COPE, Community Involvement – Oasis Assistant, Community Relations Specialist – Oasis, Computer Lab Assistants, Computer Operator, Computer Routing Technician, Computer Technician I, Contract Expeditor, COPE Child Care Specialist, Criminal Justice Academy Specialist, Data Entry Operator, Data Quality Analyst, Data Quality Analyst-Lead, Dispatcher, Extended Day Assistant, Extended Day Benefitted Assistant, Extended Day Lead Assistant, Facilities Records Clerk, Family Services Records Clerk, Fencing Specialist Driver, Field Trip Coordinator, Food Service Computer Technician, FTE Specialist-Transportation, Fundraising Development Specialist, Grants & Marketing Specialist, Health and Safety Technician, Healthcare Assistant, Help Desk Operator, IEP Assistant, Instructional Technology Technician, Instructional Technology Trainer, Interpreter, Inventory Controls Clerk, Inventory Controls Lead, Judicial Liaison, Locksmith, Media Assistant, Mentor Advocate Specialist, Network Specialist-Department, Network Specialist-School, Office Assistant, Paraprofessional, Paraprofessional ESE, Pre-kindergarten ESE Paraprofessional, Pre- kindergarten Liaison, Program Assistant, Programmer, Project Intern Job Coach, Property Records Technician, Psychological Services Records Technician, Purchasing Records Clerk, Receptionist, Records Clerk-Records Management,

Research Specialist, Safe Schools/Healthy Student, Transition Specialist, Safe Schools/Healthy Student Community –Based Family Liaison, Safe Schools/Healthy Student Evaluation Data Assistant, Safe Schools/Healthy Students Schools-Board Family Assistant, Secretary I, Secretary II, Senior Accounting Clerk, Senior Buyer, Senior Work Order Clerk, Social Services Assistant, Student Advocate Specialist, Student Placement Technician, Student Records Clerk, Student Services Records Clerk, Student Support Specialist, Student Support Technician, Technical Services Cataloger, Technology Production Specialist, Testing Specialist, Testing Technician, Title I Migrant Recruiter, Title I Parent Liaison, Title Liaison, Voluntary Pre-kindergartner Paraprofessional, Voluntary Prekindergarten Extended Day Assistant, Voluntary Prekindergarten Lead Paraprofessional, Worker Order Clerk-Transportation.

Section B. Recognition

The Association recognizes the Board as the duly constituted legislative body and agrees to bargain collectively only with the chief executive officer of the Board or his designee(s), and not with the individual members of the School Board. Any procedural concerns of the parties will be directed to the respective chief negotiators whenever practical.

Resumption of Negotiations - If either party should fail to ratify the tentative agreement, that party shall notify the other within five (5) working days, shall inform the other party to the extent possible of the reasons for rejection and shall confer with the other party to arrange a date, time and place to resume negotiations within ten (10) working days of such notice.

The Board recognizes the Association as the sole and exclusive bargaining representative for the purpose of collective bargaining in regards to wages, hours and all other terms and conditions of employment for all professional support personnel employed by the Board at its facilities located in Osceola County, Florida as determined by PERC. The Board agrees not to negotiate directly with employees, rather than the Union. The Board further agrees not to negotiate or otherwise deal with any other organization(s) purporting to represent bargaining unit employees during the term of this Agreement. The employer shall not permit dues deduction for another organization purporting to represent employees on these matters or negotiate with an individual or a group of employees over wages, benefits, hours and other terms and conditions of employment.

The Union agrees to negotiate directly with the designated Board negotiating team and not with the individual members of the School Board. Any procedural concerns of the parties will be directed to the respective chief negotiators whenever practicable.

ARTICLE II
MISCELLANEOUS PROVISIONS

Section A. Dignity and Professional Ethics

The School Board and the bargaining unit employees agree that they will demonstrate a professional attitude toward each other. Further, every employee of the School District, both in and out of the bargaining unit, is expected to adhere to the Code of Ethics and Principles of Professional Conduct of the Education Profession of Florida.

Section B. Use of Cellular Phones, PDAs and Other Electronic Devices

The personal use of cellular phones, PDAs, and other electronic devices shall be restricted to break times and lunch except for emergency situations. The use of such devices should not impede the operations of the facility or the conduct of business.

Section C. Safety and Health Program

1. The Board shall be responsible for providing a safe work place for every bargaining unit employee in compliance with all applicable state and federal laws. Employees shall be responsible for complying with safety practices and procedures for reporting, in writing, on the appropriate form to their supervisor and the Office of Health and Safety, in accordance with established procedures, all unsafe conditions, facilities or equipment of which he or she is aware. It shall be the Office of Health and Safety's responsibility in conjunction with the supervising administrator to provide the employees with the training/in-service on safety practices and the forms to be used for reporting any unsafe conditions. Employees will be compensated at their appropriate rate of pay for all time spent during their regularly scheduled hours in mandatory training classes.

2. Employees shall not be required to work under conditions that the employee and/or management reasonably believe are unsafe or hazardous, or would endanger the employee's health, safety or well-being. In the event of a dispute between the employee and management over what constitutes an unsafe or hazardous condition, the conclusion

of the District Health and Safety Specialist shall control, and they shall be held accountable by State and Federal regulations.

3. Any employee who is required to administer medications and/or medical care to students shall be trained to do so either by a qualified medical professional employed by the Board, or an outside qualified medical professional at the Board's expense.

Section D. Savings Clause

If any portion of this Agreement is held to be illegal, legally invalid, or unenforceable by a court of competent jurisdiction, or by the decision of any authorized governmental agency, then that provision shall be deleted from this Agreement to the extent that it violates the law. The remaining provisions of this Agreement shall remain in full force and effect for the duration of this Agreement to the extent they may be implemented without the deleted items. By mutual agreement, the deleted provisions as well as any other provision so affected by the deletion shall be renegotiated within thirty (30) days or the parties may mutually agree to deal with the matter in subsequent negotiations.

Section E. Children

Employees shall have the right to place their children at the school where the employee works, so long as the school has available space and the child is properly suited for the school, using usual criteria such as grade levels and programs offered and as long as he or she meets the student assignment guidelines, including out of county and out of zone admission policies, and administrative procedures as outlined in School Board Rule 5.20, Student Assignment, as adopted by the Osceola County School Board. The Board will not provide special transportation, nor shall it be responsible for before and after school hours in such cases.

Section F. Employee Dress

Employee should dress professionally and be generally neat, clean and well groomed. Dress should be appropriate to the work assignment. The following are guidelines concerning dress:

1. The size of shirts and pants must be appropriate to the employee's body size and not oversized or undersized. T-Shirts (except school logo/spirit shirts), clothing with rips or tears, clothing which is revealing (plunging necklines, exposes mid-drifts, transparent or translucent or excessively tight) shall not be worn.
2. Pants or shorts with belt loops must be worn with a belt so that the waistband is worn at the waist and not below.
3. The hem of the ladies' skirts or dresses must be no shorter than mid-thigh.
4. Employees may also wear sandals provided they don't interfere with the safety. Flip-flops, platforms and shoes with wheels may not be worn.
5. Employee dress should not interfere with the work environment or present safety concerns.

Section G. Indemnity

In any case where a bargaining unit employee is charged with a civil or criminal action arising out of, and in the course of, assigned duties and responsibilities, that employee may request that the Board provide legal services. In any case where the employee pleads guilty or nolo contendere or is found guilty of any such action, the employee shall reimburse the Board for any legal services which the Board may have supplied pursuant to this section. If the Board declines to provide legal services in response to the employee's request, and the employee is subsequently found not guilty or not civilly liable, the employee may renew his/her request and a recommendation shall be made to the Board for payment of the reasonable cost of legal services, and the Board shall reconsider such request previously declined. The selection of the attorney shall be mutually agreed upon by the employee and the Board.

ARTICLE III
MANAGEMENT RIGHTS

Section A. Standard of Service

It is the right of the public employer to determine unilaterally the purpose of each of its constituent agencies, set standards of service to be offered, and exercise control and discretion over its organization and operations. It is also the right of the public employer to direct its employees, take disciplinary action for proper cause, and relieve its employees from duty because of lack of work or for other legitimate reasons, provided, however, that the exercise of such rights shall not preclude employees or their representatives from raising grievances, should decisions on the above matters have the practical consequences of violating the terms and conditions of any collective bargaining agreements in force, or civil or career service regulations.

Section B. Authority of the Contract

The parties acknowledge that during the negotiations that resulted in this Agreement, each had the unlimited right to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining.

Section C. Committees

Throughout this Agreement, unless otherwise stated wherever it is provided that joint committee shall be formed, the following rules of probation shall apply.

1. The Union shall be permitted up to two (2) employee representatives on the following committees: Professional Support Staff Inservice Committee, District Insurance Committee, and District Safety Committee.
2. Should the District establish Committees directly affecting the Bargaining Unit, Union representation shall be permitted on said committees.

3. Committee meetings are open to the public, though only committee members shall have voice and vote in the meetings.
4. Committee members shall not be paid for time spent at committee meetings, unless such meetings are held during the employees regularly scheduled work hours.
5. Committees shall prepare and distribute reports of findings and recommendations, in accordance with Florida Public Records Law.

Section D. No Strike/No Lockout

The Union agrees that during the term of this agreement neither it nor its members shall participate in a strike against the Board by instigating, encouraging or supporting in any manner a strike. "Strike" means the concerted failure of employees to report for duty; the concerted absence of employees from their positions; the concerted stoppage of work by employees; the concerted submission of resignations by employees; the concerted abstinence in whole or in part by any group of employees from the full and faithful performance of the duties of employment for the purpose of inducing, influencing, condoning or coercing a change in the terms and conditions of employment or the rights, privileges or obligations of public employment, or participating in a deliberate and concerted course of conduct which adversely affects the services of the Board; the concerted failure of employees to report for work after the expiration of this Agreement; and picketing in furtherance of a work stoppage. The term "strike" is not to be construed as participation in legitimate political activity.

ARTICLE IV
ASSOCIATION RIGHTS

Section A. Access Rights

The Association and its representatives shall have the right to the use of the school buildings for meetings provided that a written request has been made to the school principal for scheduling purposes. Representatives must be accompanied by a member of the Association. If any special non-instructional personnel services are necessary over and above their normal services because of such meetings, the Association shall be billed for any actual costs of such services, including any applicable overtime pay expended.

Section B. Posting of Notices

The Association shall be allowed to provide a bulletin board in each school for its use, provided that it shall not cover over nine (9) square feet of space, and the location of such bulletin board shall be mutually agreed upon between the Association and the principal.

The Association shall have exclusive right to post notices of activities and matters of Association concern on designated bulletin boards. The Association shall have the right to use employee mailboxes for communications to employees. The Association shall have exclusive right to post/manage notices of activities and matters of Association concern on a designated electronic folder. The electronic folder shall be visible on each individual employee's district provided email account. The Board reserves the right to discontinue the electronic folder for just cause. District administrative staff may monitor items posted on either a bulletin Board or the electronic folder for content. The following procedures shall be followed should the Administration have concerns about the content of an item:

1. The Administration shall immediately notify the Association and cite for reasons and rationale for such concerns.
2. Following review of the posted item and discussion of the concerns, the Association shall determine whether or not to remove the item.
3. In the event that Association fails to respond or declines to remove the item, then the District may remove the item for just cause. The District recognizes that the Association's right to communicate with its members is not to be abridged and/or interfered with in any way except as outlined above.

Section C. Information and Reports

1. The Board agrees to furnish copies of any Board-related public documents reasonably requested by the Association at the cost established in the Xerox printing schedule, "Outside Copying-In-School personnel". The term "In School Personnel" shall be applicable only to Xerox printing. The Board further agrees to provide the Association electronic access to public documents in connection with Board meetings, including access to the Board agenda and supplemental packet, (excluding employee application and reference forms). In addition, the Board shall provide the Association access to all public records not exempted by Florida Statutes within a reasonable timeframe of such request. The School Board directory will be supplied to the Association electronically without cost no later than ten (10) days following the first employees pay day.
2. The Board will provide the Association with the names and addresses of all new bargaining unit employees and all retiring bargaining unit annually.

Section D. Membership Identification

No employee shall be prevented from wearing pins or other identification of membership in the Association or its affiliates.

Section E. Time for Official Duties

1. Members serving as the official representative of the Association on District committees, task forces, attending District meetings, or insurance meetings, or when acting as a representative of the Association at their worksite shall be considered on duty leave.
2. Duly authorized representatives of the Association and its respective affiliates shall be permitted to transact official Association business on school property during the times defined below:
 - a. Lunch periods.
 - b. Time before and after student day.
 - c. If the representative is not employed by the school, upon arrival at the school, he/she shall first report to the principal's office for the purpose of making such arrangements as the principal or his designee deems necessary to avoid interference with the school program or with employee assignments.

- d. The supervisor shall facilitate the visit by providing a reasonable place for the Association representative to confer with employees.

Section F. Payroll Dues Deduction

1. The Board shall deduct from the pay of each ESP all membership dues of the Osceola County Education Association, provided that at the time of such deduction there is, in the possession of the Board, a valid written authorization for dues deduction executed by the employees.
2. Prior to July 1, the Association will notify the District of the specific amount of dues deduction. Such dues shall remain constant for the fiscal year (July 1 to June 30).
3. Any ESP may authorize dues deduction by presenting an authorization card to the Board. The amount deducted will be as listed on the authorization until such authorization is modified or revoked by the employee.
4. Authorization for dues deduction shall be in force until revoked in writing by the member to the Board and the Association. The revocable authorization for dues deduction will be effective thirty (30) working days from the date the written request is received by the Board.
5. All dues deduction by the Board shall be remitted to the individual designated in writing by the President of the Association within 5 working days of the deduction.
6. The Association shall indemnify and save harmless the Board from all claims, demands, suits, and costs, including reasonable attorney's fees, incurred in connection with the administration of this item, provided the Board acts in compliance with its dues deduction obligations.
7. The Board will not collect any fines, penalties, or non-uniform assessments on behalf of the Association.
8. The Association will not be assessed a service charge for cost incurred by the Board in order to provide any dues deduction requested by the Association pursuant to Florida Statutes.
9. Electronic Reporting: The Board agrees to provide to the Association the dues deduction information in an electronic format.

ARTICLE V
EMPLOYEE RIGHTS

Section A. Right to Engage in Activities

Employees shall have the right to engage in concerted activities not prohibited by law. Employees shall have the entire liberty of political action when not engaged in their employment, provided such action is within the laws of the United States of America and the State of Florida. Employees shall be entirely free from political domination or coercion or the pretended necessity of making political contributions of money, other things of value, or engaging in any political work or activity against their wishes under the assumption that failure to do so will in any way affect their status as employees of the School Board.

Section B. Employee Privacy Rights

The Board agrees that the private and personal lives of any employee, including additional employment, are not within the appropriate concern or attention of the Board except as such conduct that occurs outside the workplace impacts upon work.

Section C. Physical Examinations

The cost of any physical examination taken by an employee at the direction of the Board, except that which is a prerequisite for employment, shall be borne by the Board. The Board shall provide a list of three doctors from which the employee shall choose one.

Section D. Fingerprinting

Sections 1012.32(3), and 1012.465, FS require that all employees shall be subject to a level 2 criminal background check every five (5) years. The School District shall pay the cost of re-fingerprinting employees, storing employees' fingerprints in the FDLE data base, and for conducting a level 2 background check every five (5) years for each person who is required to meet level 2 screening requirements.

Section E. Board Reimbursement

The Board shall reimburse employees for damage to clothing, dentures, eyeglasses, prosthetic devices or artificial limbs where such damage occurs as a result of:

1. breaking up a fight
2. protecting students or other employee(s) from physical harm or injury
3. assault and/or battery occurring on him/her suffered in the course of the legal performance of his/her assigned duties.

Such reimbursement shall not exceed the replacement cost nor be paid when the above loss is reimbursable from other sources.

Employees will be reimbursed for any out of pocket expenses, up to a maximum of \$500.00 employee deductible, due to vandalism to their personal vehicle occurring on school district property, provided such loss is not covered by personal insurance or reimbursed from other sources. Cases of vandalism shall be reported to an administrator as soon as the damage is discovered. If an administrator requests a police report the employee shall comply. Every effort will be made to reimburse employees within sixty days of submitting the required paperwork.

ARTICLE VI
NEGOTIATIONS

Section A. Ground Rules

1. Each party shall select its own team members, and at each bargaining session, each team shall possess all authority necessary to propose, counter propose, and tentatively agree to proposals or counter proposals subject to final ratification by the Board or Association membership as is applicable.
2. The parties shall mutually agree on the location for all negotiation sessions. The date and time for the next session will be established mutually no later than at the end of each session. Times for bargaining sessions will be mutually agreed upon by both parties.
3. All tentative agreements shall be signed by the chief negotiator or designee for each team. Each team shall be responsible for the maintenance of such records. Either party may, if it so chooses, utilize the services of outside consultants to assist in the negotiations.
4. If the negotiations described in this section reach impasse, the procedures as set forth in the Chapter 447, Florida Statutes shall apply. At the request of both parties, a mediator may be appointed subject to PERC guidelines. Subsequent to reaching impasse the parties may mutually agree, but are not required, to continue negotiations in an effort to reach further tentative agreements.
5. There shall be two officially signed copies of any collective bargaining agreement. One copy shall be retained by the Board and one by the Union.
6. Resumption of Negotiations - If either party should fail to ratify the tentative agreement, that party shall notify the other within a reasonable period of time, and shall inform the other party to the extent possible of the reasons for rejection and shall confer with the other party to arrange a date, time and place to resume negotiations within ten (10) working days of such notice.

Section B. Permissive Reopenings

Either party may ask to reopen negotiations at any time on any item, but negotiations shall only be reopened by mutual agreement and then only on those subjects that are mutually agreed upon.

Section C. Scheduled Reopenings

Negotiations shall be reopened annually at the request of the Association or the Board, not sooner than March 1 of each year. Negotiations will be limited to changes in wages, benefits, and no more than four (4) non-monetary issues from each parties.

Section D. Publication of Contract

Within 45 days of ratification of this agreement and approval of the final draft of the document by the Association, the Board, at its expense, shall print annually fifty (50) copies of this Agreement for the Association for their distribution. The contract or any amendment shall be available online within 14 days of ratification and approval of the final draft of the document by the Association. Additional copies shall be made available at the then current printing cost.

ARTICLE VII
GRIEVANCE PROCEDURE

Section A. Grievance

Grievance - Any claim by a bargaining unit employee or a group of bargaining unit employees that there has been a violation, misinterpretation, or misapplication of a provision of this Agreement.

Grievant - Any bargaining unit employee or group of employees, as defined in the bargaining unit description set forth in the PERC certification, filing a grievance, and the Association with the right to file grievances limited to class actions and Association rights of representation as provided in this Contract.

Written Grievance - a statement which appries the Board representative of the nature of the grievance which contains at least: (1) a reasonable description of the grievance and the facts upon which it is based; (2) the specific Articles and clauses claimed to have been violated; (3) the date or dates upon which the alleged violation took place; (4) the remedy or correction requested; and (5) the signature of the grieving party or their representative.

Section B. General Provisions

Both parties encourage employees and administrators to arrive at a satisfactory resolution in accordance with this agreement of any grievance on an informal basis directly with each other. When resolution cannot be reached, the parties may resort to the more formal procedures stated herein in an effort to resolve the grievance and preserve good morale.

Administrative Channel --

- (1) Principal or other supervisor
- (2) Chief Human Resource Officer
- (3) Superintendent or Designee

1. Unit employees shall have the right to call upon any representative(s) to aid and assist in any level(s) of the grievance procedure. The grievant, his representative, and the Association shall have the right to be present at any and all levels.
2. Unit employees shall have the right to have all documents, communications and records dealing with the processing of the grievance kept separately from the personnel file of the grievant.
3. No reprisals of any kind shall be taken against any participant in the grievance procedure by reason of such participation.
4. The number of days of each level shall be considered a maximum except when extended in writing by mutual consent.
5. If the grievant does not file a grievance within fifteen (15) days after the act or condition on which the grievance is based, is known or should have known, the right to grieve such act or condition shall be considered waived.
6. Failure of the grievant to appeal a decision to the next level of the grievance procedure within five (5) days of receipt of the decision shall be deemed to be acceptance of the decision rendered at that level.
7. Failure at any step in this grievance procedure to communicate the decision on a grievance within the specified time period shall permit the grievant to appeal to the next level in this procedure.
8. All meetings or conferences at Level I of the grievance procedure may be held during the regular bargaining unit employee workday at a time mutually agreed upon by the parties. All meetings at and after Level II of the grievance procedure shall be held after the regular employee workday, unless by mutual agreement of the parties, the meetings can be scheduled during the employee workday.
9. Nothing in this grievance procedure shall be interpreted as to limit or waive any rights or privileges granted to employees or the Association by Florida Statutes.
10. Association representatives will be entitled to inspect non-confidential data relevant to a grievance, and may request and receive copies thereof without charge up to a maximum of a total of ten (10) copies per grievance. Additional copies will be provided at cost.

Section C. Procedure for Resolving Grievances:

1. Level I - The grievant will discuss the grievance with the principal or other supervisor except that Association or class action grievances may be filed directly with the Superintendent. In the discussion, the employee shall advise the administrator of the particular section(s) of the Contract the employee believes was (were) violated, and how they allegedly were violated. The administrator shall verbally respond to the grievant within five workdays of the meeting, and include an explanation as to why the administrator believes the contract was not violated.
2. Level II - If the grievant is not satisfied with the verbal disposition of the grievance at Level I, or if no decision has been rendered within five (5) days, then the grievant may file a written "Statement of Grievance" on a form provided by the Superintendent and available at each school, with the Chief of Human Resources.
3. Level III - If the grievant is not satisfied with the disposition of the grievance at Level II, or if no decision has been rendered in writing within five (5) days, then the grievant may file a written "Statement of Grievance" with the Superintendent. The Superintendent may at his/her discretion have his/her designee review and render a decision.
4. If the grievance is not settled at Level III, or no decision is received in writing within ten (10) days, it may be submitted for arbitration by the Association within twenty (20) days.
5. When an arbitration hearing is held, participating unit employees shall be given released time to attend the hearing.
6. The Federal Mediation and Conciliation Service (FMCS) will be requested to submit a panel of five (5) arbitrators from which the parties shall mutually select the arbitrator. If the arbitrator is unable to serve or the parties mutually agree that no person on the panel is suitable, the Federal Mediation and Conciliation Service (FMCS) shall appoint the arbitrator. Both parties agree to abide by the Voluntary Rules of the Federal Mediation and Conciliation Service (FMCS). The arbitrator shall not have the power to add to, subtract from, modify, or alter the terms of this Contract.
7. The parties shall share equally the arbitrator's fees and expenses.
8. The decision of the arbitrator shall be final and binding as set forth in Florida Statutes Chapter 447.

ARTICLE VIII

PERSONNEL FILE ACCESS AND SECURITY

Section A. Privacy and Personnel Files

1. The Board shall comply in all respects with current state and federal laws concerning public school system employee personnel files. The term “personnel files” refers to all records, information, data or materials, which are maintained by the School Board anywhere (including the work site file), which are uniquely applicable to that employee, whether maintained in one or more location. All files maintained on employees shall be confidential except as provided in School Board rules or Florida Statutes. Items may not be placed in an employee’s personnel file unless the item has been made known to the employee pursuant to Section 1012.31, Florida Statutes.
2. An employee, or his Association designee authorized in writing, shall have the right, upon request, to review all documents contained in his own official personnel file and in the files maintained by a principal or work site administrator, whether or not such documents are subject to public disclosure under state law. The sole exception shall be records, which are expressly restricted from disclosure by law. The employee must make an appointment with the Human Resources Department, the school principal or work site administrator, as the case may be, in order that a managerial employee will be present when the employee’s file is inspected.
3. A Union representative shall receive one copy of any document in an employee’s personnel file if either:
 - a. the employee has given the Union written consent to review the file;
 - b. review of the file is pertinent to the Union’s role in enforcing this Agreement.All documents used for investigations remain confidential as prescribed by state law.
4. An employee shall receive one copy of any document in his own personnel file upon request to the Human Resources Department.
5. No anonymous letters or materials shall be placed in the personnel file. Materials which are derogatory to an employee may be placed in a personnel file only if they pertain to work performance, or other matters that may be reason for discipline, suspension or dismissal. Such material must be reduced to writing within forty-five (45) days and signed by a person competent to know the facts or make the judgment.

Additional material may be added to clarify or simplify as needed. A copy of all such materials to be placed in the personnel file shall be provided to the employee either:

- a. by certified mail, return receipt requested to his/her address of record; or
 - b. by personal delivery to the employee (employee's signature on a copy of the materials signifies receipt only); or
 - c. by a personal delivery to the employee with a statement by a non- bargaining unit witness certifying personal delivery to the employee.
6. An employee may have information placed in their file that pertains to their job performance, attitude, skills or qualifications by submitting it to the Human Resources Department.
7. The employee has the right to answer in writing any such material in the personnel file within ten (10) working days after receipt.

ARTICLE IX
RIGHT OF REPRESENTATION

If an employee has a reasonable belief that discipline or discharge may result from what s/he says, the employee has the right to request Union representation. Employees may request three (3) working days to contact and obtain representation for the meeting.

ARTICLE X

EMPLOYEE DISCIPLINE AND DISMISSAL

Section A. Discipline

A regular status employee may be disciplined and/or discharged for just cause. Each situation will be treated on an individual basis.

Section B. Progressive Discipline

Should it become necessary to discipline an employee, it is the District's intent to do so consistent with the concept of progressive discipline except in those instances where infractions are of such a serious nature and do not warrant progressive discipline. This process includes as many as five (5) steps. Employees covered by this agreement may be disciplined for just cause in the following ways:

1. Informal contact (site record) - Initial minor infractions, irregularities or deficiencies shall first be privately brought to the employee's attention by the supervising administrator.
2. Verbal warning (site record) - If the conduct persists, the supervising administrator shall speak with the employee in private to issue a verbal warning. The supervising administrator shall inform the employee of the basis for the verbal warning and, where appropriate, the steps the employee must take to prevent further disciplinary action. Written notation of the verbal warning shall be placed in the employee's personnel file. This notation shall not be used as the basis for further progressive discipline if no other disciplinary action occurs within twelve (12) months from the date of said warning. A performance improvement plan may be implemented at this step of the progressive disciplinary process.
3. Written Reprimand (district record) - If the conduct continues, a written reprimand may be given to an employee. The written warning shall be dated and signed by the supervising administrator and shall include a complete description of the incident or problem, referring to specific times, dates, locations, personnel involved and rules violated. The written warning shall also describe the steps the employee must take to prevent further disciplinary action from occurring. The employee will be notified that further problems may result in more severe disciplinary action up to and including discharge.

The written warning shall be given to the employee in private. The employee shall sign the original reprimand which will not necessarily imply that the employee agrees with the contents of the written warning, but only that the employee received it. The written warning shall not be used as the basis for further progressive discipline if no other disciplinary action occurs within twelve (12) months from the date of the written warning. Performance Improvement Plan should be considered at this step of the progressive disciplinary process.

4. Suspension With/Without Pay - The Superintendent has the authority to suspend employees with pay, or without pay upon recommendation to the Board. A notice of suspension shall be issued to the employee in writing, dated and signed by the Superintendent. The written notice shall contain a reasonably complete explanation of the conduct or performance that is the reason for the suspension and the steps the employee must take to prevent further disciplinary action.
5. Demotion, involuntary transfer, or termination - In those situations where the progressive disciplinary steps have not resulted in modification of the identified behavior, or where the employee commits a serious infraction, the employee may be demoted, involuntarily transferred or terminated from employment. A termination must be made by recommendation of the Superintendent to the Board.

Section C. Reprimand - Privacy

All disciplinary actions shall be done in private.

Section D. Complaints Against Employees

When an allegation of wrongdoing or a complaint against an employee is investigated, the employee shall be notified of the specific nature of the complaint, the name of the person making the allegation, and shall have the opportunity to seek representation prior to any investigatory meeting. The employee shall have an opportunity to respond to the allegations or complaint during the investigation. In a meeting for the record from which the employee believes that discipline may follow, the employee may request representation. When a

request for representation has been made, no such meeting shall take place until a representative shall have the opportunity to be present. The employee may request three (3) working days to contact or obtain representation. An extension may be granted upon mutual agreement of the parties. The employee shall have the opportunity to provide rebuttal testimony, documentation, and witnesses prior to completion of the investigation. Upon conclusion of the investigation, the employee and his/her representative shall be provided a copy of the written investigatory report. The employee shall be entitled to a pre-disciplinary hearing with the Chief Human Resource Officer or his designee to offer rebuttal testimony and documentation. Following the pre-disciplinary hearing the Chief Human Resource Officer may require further investigation, evidence or any material he/she deems necessary to conclude the investigation. The employee shall have the right to submit any additional information or statements following the pre-disciplinary hearing. At the close of the investigation, the Chief Human Resource Officer shall make a recommendation to the Superintendent for cause or no cause. No disciplinary action, including loss of pay or benefits shall be levied against an employee until such time as the Superintendent renders his decision.

Section E. Investigations

Investigations conducted by the District shall normally be concluded within forty (40) workdays. The District shall notify the Association-ESP of any investigation extended beyond the forty (40) days. The reasons for the extension will be stated in writing.

Section F. Representation

An employee will be afforded the opportunity to have union representation during the disciplinary process including the issuance of verbal and written discipline.

Section G. Hand Delivery

A copy of a written reprimand will be hand delivered to the employee by the management representative responsible for the reprimand. The employee's signature indicates receipt only, not agreement.

Section H. Absent - Mail

If any employee who is to receive a letter of instruction or written reprimand is absent from work or cannot be located, a copy will be mailed to his/her last known address by certified mail, return receipt requested.

Section I. Unverifiable/Anonymous

No verbal warning, letter of instruction, reprimand, suspension (with or without pay), demotion, involuntary transfer, or termination shall be issued based on unverifiable and/or anonymous information or complaints.

Section J. Administrative Leave With Pay

Administrative Leave with Pay is not considered disciplinary action.

Section K. Suspension or Reassignment Pending Investigation of Misconduct

1. Conduct on Duty. An employee may be suspended when his/her inappropriate behavior is so serious that immediate removal from the work place is necessary. The employee shall be required to leave school district property pending investigation and the period of suspension shall be without pay. A suspended employee may not be permitted to work on his/her normal day(s) off, nor take paid leave time, nor make up the time by working overtime in lieu of a payroll deduction for the period of suspension. Some examples would be theft, gross insubordination, threat of violent action, destruction of district property, and violation of the School Board Drug Free Workplace Policies. When an investigation has been completed, the appropriate disciplinary step, if any, will be applied.
2. Suspension with or without pay will be consistent with School Board policy.

ARTICLE XI
PROBATIONARY PERIOD AND CONTRACT STATUS

Section A. Probationary Period

1. Beginning July 1, 2011, all newly hired Educational Support employees will be placed on a one year probationary status during which time the employee may be terminated without cause and without breach of contract. Termination of a probationary employee shall not be subject to the grievance procedure. Probationary contract means an employment contract for a period of one school year awarded to an employee upon initial employment in the school district. For the purposes of this article, one school year is defined as the completion of the number of workdays for the position (for example, 254 work days for a 254 day position, 180 days for a 180 day position). Employees hired after December 31 will be offered a short term contract only and, if rehired the following year, shall complete an entire year probationary period.
2. A probationary contract may not be awarded more than once to the same employee unless the employee was rehired after a break in service for which authorized leave was not granted. A probationary contract shall be awarded regardless of previous employment in another school district or state.
3. Probationary employees who serve the entire probationary period shall be given a minimum of two assessments during the year.
4. During the probationary period, employees will enjoy all rights and responsibilities guaranteed by this Agreement, except the right to grieve, arbitrate or appeal a probationary termination. Probationary employees shall be entitled to health benefits and vacation accruals, if applicable, the first day of the month following ninety (90) calendar days of continuous employment.

Section B. Contract Status

Upon successful completion of the one year probationary contract, the District may award a regular employment contract to the employee if:

1. the employee has been recommended by the Superintendent for reemployment and it is approved by the School Board
2. the employee has not received two consecutive annual performance evaluation ratings of unsatisfactory, two unsatisfactory annual performance evaluations within a three-year period, or three annual performance ratings of needs improvement or a combination of needs improvement and unsatisfactory.
3. Any regular Educational Support employee may be suspended or dismissed at any time during the term of the contract for just cause.
4. The regular contract shall be effective at the beginning of the school fiscal year following the completion of all of requirements.
5. A regular contract shall be renewed each year unless the Superintendent after receiving recommendations from the supervising administrator charges the employee with unsatisfactory performance and notifies the employee of unsatisfactory performance. If the employee's final annual assessment is unsatisfactory, the employee will be placed on a Performance Improvement Plan (PIP), if the employee fails to meet the required performance objective(s), the employee will be placed on performance probation for a period of ninety (90) days.
6. The following procedures shall be followed for regular contract employees placed on performance probation for unsatisfactory performance:
 - a. The Superintendent will be notified of the employees failure to meet the required performance objective(s) and the supervising administrators intention to place the employee on Performance Probation for Unsatisfactory Performance.
 - b. The employee will be placed on another Performance Improvement Plan (PIP) which will include training, spaced reviews with performance update conferences and strategies for improved performance.
 - c. The employee is to be observed and apprised regularly of plan progress (review sessions shall be no more than 30 days apart).

- d. Within 14 days after the close of the 90 day period, the evaluator must assess the employee formally and determine if deficiencies have been corrected and notify the Superintendent.
- e. Within 14 days of notification, the Superintendent must notify the employee in writing whether or not performance deficiencies have been corrected and include the recommendation for continuation or termination of his/her employment contract.
- f. If the employee wished to contest the Superintendent's recommendation, he/she must, within 15 days, notify in writing their request for a hearing.
- g. Within 60 days of the receipt of the appeal, the School Board must conduct a hearing. A majority of the School Board is required to sustain the Superintendent's recommendation.

ARTICLE XII
EVALUATIONS

Section A. Purpose

Both parties agree that the Superintendent is responsible for the evaluation of performance of all bargaining unit employees. The overall purpose of the process is to improve the quality of services rendered to the public by providing employees with feedback and record of their service to the District.

Section B. Process

1. All non-probationary annual contract employees will be formally evaluated by their supervisor/administrator at least once annually in writing.
2. Each new and current employee shall be fully informed of the evaluation procedures, criteria, standards, and instrument to be used.
3. The formal evaluation will serve as a basis for discussion for recording satisfactory performance by an employee and where an employee's performance is unsatisfactory. (Attached as Appendix A).
4. The employee will receive, in a private meeting a completed copy of his/her formal evaluation. The supervisor or administrator and the employee will sign and date the completed form. The employee's signature will not necessarily imply agreement with the evaluation, but acknowledge receipt. The employee will have the right to discuss the evaluation with the supervisor or administrator.
5. Prior to giving an overall unsatisfactory evaluation, the supervisor shall notify the employee of the areas of ineffective performance, explain the performance deficiencies, provide assistance to improve, and give a time certain for the employee to correct the deficiencies.

6. Evaluations will be prepared and given by the employee's supervisor/administrator only; provided, however that the preparer of the evaluation may secure the input of others who the employee has reported to during the rating period. The input will be fully disclosed to the employee.
7. The employee may request Union representation at post evaluation or professional improvement plan meetings.
8. The employee will have ten (10) business days to respond in writing to the evaluation and said response will be made a part of the employee's personnel file.

Section C. Performance Improvement Plans

If matters arise which may later form the basis for an unsatisfactory rating on a performance evaluation, such matters will be made the subject of a written performance improvement plan (Attached as Appendix B). It shall be the responsibility of the supervisor/administrator to identify when an employee requires the assistance of a performance improvement plan for the purpose of improving performance deficiencies. The plan shall be prepared and given to the employee within ten business days after the supervisor/administrator becomes aware of the matters giving rise to the need for a plan. The components and procedure for preparing a performance improvement plan will be as follows:

1. A performance improvement plan will be prepared by the employee's supervisor/administrator, with input from the employee, on a form prescribed by the District.
2. The performance improvement plan will identify particular areas of concern and specific recommendations for improvement, strategies for improvement, a description of the assistance that will be offered and a defined, reasonable length of time to correct performance deficiencies. The supervisor/administrator will meet with the employee no later than the end of this time period and document the employee's success/failure to meet the performance goal(s) of the plan. The employee will be responsible for completing the performance improvement plan.

3. A copy of the performance improvement plan will be given to the employee, reviewed with the employee in a private meeting, and placed in the employee's personnel file.

ARTICLE XIII
HOURS OF WORK

Section A. Normal Work Day

The length of the normal work day shall be clearly designated to each employee prior to the beginning of the work year.

Section B. Work Calendar Changes

An employee will be notified by July 1 of changes to their work calendar.

Section C. Flexible Work Schedule

A flexible work schedule is defined as modifications to the established work schedule that affect the beginning and ending times and the duty-free lunch. A flexible work schedule shall not change the number of hours the employee works per normal work week. Flexibility in an individual's schedule may be approved/disapproved in advance by the supervisor provided any denial is not arbitrary, capricious, or discriminatory.

Section D. Duty Free Lunch

All full-time employees who work at least four (4) continuous hours shall be provided a duty-free lunch period without pay of not less than thirty (30) minutes per day.

Section E. Right to Leave

An employee shall not be required to find a replacement for his/her approved leave.

Section F. Straight Time Pay

Work time above the normal workweek but less than forty (40) hours shall be paid at the straight time hourly rate.

Section G. Overtime Pay

Hours worked in excess of forty (40) per week will be paid at one and one-half time the employee's regular hourly rate. Paid leave days will not be counted as time worked for the purpose of computing overtime pay. Payment for overtime will be included in the paycheck

for the week in which the overtime was worked in accordance with the established payroll schedule, except that when a paycheck is issued early the overtime pay may be delayed until the next paycheck. Generally, overtime hours must be authorized in advance by the immediate supervisor, and all overtime hours worked must be reported for the week in which they were worked.

Section H. Paychecks

All nine and ten month employees will have the option to receive twenty four (24) or twenty (20) equal paychecks which will be paid on a semi-monthly basis. Eleven and twelve month employees will receive 24 checks.

1. Errors in Paycheck

Errors in payroll checks shall be reported promptly to the payroll department. Errors in payroll checks shall be corrected no later than the next paycheck; except that an error in the last paycheck shall be corrected within ten (10) working days of notification to the payroll department.

2. Direct Deposit:

The Board shall provide direct deposit of regular salaried paychecks. Enrollment is open throughout the year. All employees are required to enroll in direct deposit. The District will maintain a list of financial institutions that will work with employees without a bank account to establish an account. In lieu of printing a pay checks/stubs, the District will provide check/salary information electronically through the Employee Portal.

3. End of the year paychecks

Employees who work nine or ten months will receive all end of the year paychecks no later than ten (10) calendar days after the last employee day. If the tenth day falls on a holiday or weekend, checks will be distributed on the last workday prior to the weekend or holiday.

Section I. Mileage, Meals, and Rates Per Diem

1. Employees' Privately Owned Vehicles

Employees authorized to use their privately owned vehicle for approved work duties travel shall be paid mileage at the Board designated rate.

2. Employees Assigned More Than One (1) School

Employees who are assigned to more than one (1) worksite per day shall be reimbursed for the mileage driven between Schools for actual miles driven. Such mileage reimbursement will not include routine travel to and from the assigned School and the employee's residence.

3. Out of County Meals

Meals for required/approved overnight travel shall be paid pursuant to the State established rates.

ARTICLE XIV
VACANCIES, TRANSFERS, AND REDUCTION IN FORCE

Section A. Vacancies

Vacancies, including those for any bargaining unit, shall be posted at least five (5) days (administrative positions ten (10) days) before the final date for application. The Board will continue to give consideration to currently employed personnel and will give preference to qualified applicants from within the school district when in the judgment of the Superintendent all qualifications are equal. Individuals shall submit their applications in writing to the Superintendent or his designee prior to the established deadline in order to be considered for the position.

Bargaining unit employees who apply for an advertised position will be notified in writing whether they have been selected for the position.

The Superintendent shall post electronically on the District website a list of known professional support staff vacancies as vacancies occur for the coming year within fourteen (14) days of Board approval of the Personnel Allocation Package.

The Association's office shall receive a copy of all vacancies posted within the system. This vacancy list shall be updated each week as vacancies occur through the end of the post-school planning period. Thereafter, a list of vacancies shall be available electronically, at the County and Association offices. Any position being held for an employee returning from approved leave will be posted as a vacancy. However, priority for filling the vacancy will be given to the returning employee.

Section B. Posting of Vacancies

Posting shall take place when a vacancy exists as a result of promotion, resignation, retirement, termination, new staffing, and new operation start up. Vacancies shall be posted on the District website for employees to review. Posting shall include the position title, the location, special qualifications if necessary in the opinion of management, and the date the position was initially posted. The posted list shall remain posted until replaced by a new list.

Section C. Transfers

1. If a bargaining unit employee desires a transfer to be effective the next school year, he or she must submit a transfer request electronically on the employee portal.
2. A bargaining unit employee on the transfer list will not be required to transfer and is not required to discuss the transfer request with nor receive the approval of his or her principal.
3. Bargaining unit employees may apply and will be considered for transfers at any time. Bargaining unit employees on the transfer list shall be considered first for any vacant position for which they qualify and specifically apply; however, the receiving administrator will make the final recommendation.

Section D. Allocation Reduction - Worksite

1. If there is an allocation reduction at a worksite for any reason and transfers become necessary, then transfers shall be on a voluntary basis whenever practicable. The principal shall meet with the affected departments/programs to review reductions to be made and seek volunteers to transfer. The names of the volunteers shall be given to the Human Resources department for placement.
2. If no or not enough employees volunteer for transfer, those bargaining unit employees with the least continuous years of district service in the school district will be placed at other worksites providing the employee possesses the necessary training and qualifications for the position in question and the program needs of the school.
3. Least service shall be determined initially by:
 - a. by job title
 - b. by consecutive years of district service then
 - c. by specific hire date.
4. Allocation reduction employees in the bargaining unit shall be assisted in finding a position within the district. Allocation reduction employees shall be placed in a similar position for which they are qualified before a person may be hired.

Section E. Conversion to Charter Schools

The District shall forward copies of all proposals concerning Charter Schools to the Osceola County Education Association as they are received. The following item is of particular interest to employees at school which convert to Charter Status:

- a) Upon the approval of the Board for a school to convert, the Superintendent or a designee shall meet with the President or a designee to review and discuss the process to allow bargaining unit employees to transfer from the converting Charter school, including the transfer timelines that will be followed. Each employee shall have the opportunity to request to transfer from any converted school. Conversion-school employees shall be assisted in finding a position within the District. Assistance shall include information about openings and opportunities to interview. Conversion-school employees shall be placed in a similar position for which they are qualified before a new employee may be hired or other current employees allowed to transfer voluntarily. Employees may be offered different type of position for which they are qualified.

Section F. Reduction in Force - District

If there will be a recommendation of a reduction in force (RIF), the Superintendent shall first meet with the Association to review the need for the reduction. Such review shall occur prior to official Board action and include the projected number of allocations to be reduced, financial and student data which require the reduction, and timelines for implementation of any reduction. If there is a reduction in bargaining unit allocations for any reason and transfers become necessary, then transfers shall be on a voluntary basis whenever practicable. In making involuntary transfers or reductions in force, bargaining unit employees with the least amount of service in the school district shall be transferred or laid off first, providing the employees transferred and the employees remaining in the district possess the necessary training and qualifications for the position in question and the program needs of the school.

Least amount of service shall be determined initially by:

- a. by job title
- b. by consecutive years of district service then

c. by specific hire date.

Section G. Layoffs

1. Any bargaining unit employee who is to be laid off will be so notified in writing at least thirty (30) days before the effective date of the layoff unless a District financial crisis exists. Such notice will include the proposed time schedule, the reasons for the proposed action, and his/her recall rights as set forth in this Article.
2. A bargaining unit employee who is laid off shall retain recall rights for eighteen months from the last day of regular employment.
3. Laid off employees shall have the right to purchase employee benefits as provided through COBRA.
4. A bargaining unit employee who is being recalled shall have twelve (12) calendar days from the postmarked date of the recall certified letter in which to reply to the Superintendent whether he/she will accept recall. Failure to respond or to accept the offer of recall within the foregoing time limit results in automatic forfeiture of recall rights. It shall be the obligation of the bargaining unit employee to keep the county office informed of his/her correct mailing address.
5. Bargaining unit employees on layoff shall be recalled prior to the hiring of a new employee in their position and in the reverse order of layoff, providing they possess the necessary qualifications and have clearly demonstrated the ability to meet both the requirement of the position in question and the program needs of the school.
6. Such bargaining unit employees shall remain on the recall list until they accept a position with a similar job title, refuse a position with a similar job title, resign, retire, or the rights to recall have expired.
7. Bargaining unit employees may submit additional qualifications to be used for recall after layoff.

ARTICLE XV

LEAVE

Section A. Leave of Absence

A leave of absence is permission granted by the Board for an employee to be absent from duty for a specified period of time with the right to return to employment on the expiration of leave. Any absence of a member of the bargaining unit from duty shall be covered by leave duly authorized and granted. Leave shall be officially granted in advance and shall be used for the purposes set forth in the leave application. Any request that leave be granted retroactively shall be denied except in the case of leave for sickness or other emergencies, in which case leave shall be deemed to be granted in advance provided prompt report is made to the proper authority.

Section B. Sick Leave

1. Each full-time employee shall receive four (4) days of sick leave as of the first day of employment of the current contract year, and thereafter shall be credited with one (1) additional day of sick leave at the end of each month of employment to a maximum of nine (9) days for nine (9) month employees, ten (10) days for ten (10) month employees, eleven (11) days for eleven (11) month employees, and twelve (12) days for twelve (12) month employees. Employees returning from sick leave shall be returned to the same School assignment and position held before the leave.
2. The total unused portion of the annual sick leave shall be permitted to accumulate indefinitely.
3. Sick leave days accumulated by an employee prior to a leave of absence shall be credited to the employee upon return.
4. Annual and accumulated sick leave days may be used either for personal illness or emergencies as defined below:
 - a. Personal illness of the employee.
 - b. Death or illness of father, mother, brother, sister, husband, wife, child, other close relative, or member of his/her own household.
 - c. Sick leave may be used for maternity reasons upon verification of pregnancy by a statement to the Superintendent from a licensed physician.

5. Employees can transfer sick leave into this District, from another District in Florida, equal to the amount that they earn in this District. Employees formerly employed in Osceola County shall have any accumulated sick leave reinstated upon reemployment. The reinstated leave shall be reduced only to the extent that the number of days used in another District exceeds the number earned in that District.

Section C. Employees' Voluntary Sick Leave Bank

1. **Membership**

Any full-time employee of the Board, having been employed by the School Board for at least one (1) year and having at least ten (10) days accrued sick leave by the end of September of each year (inclusive of four (4) days sick leave advanced), may enroll in the sick leave bank by voluntarily contributing one (1) sick day to the Bank. The enrollment shall be opened each year during the months of September and February only. Employees on leave returning to service may join the Bank within ten (10) days of their employment if they meet all other criteria.

- a. Enrollment must be made on the prescribed form furnished by the Personnel Department.
- b. Any sick leave day contributed pursuant to this section shall be removed from the personally accumulated sick leave balance of that employee and shall not be returned.
- c. Membership in the Sick Leave Bank shall be continuous from the initial enrollment until an individual member has withdrawn from the plan or has drawn the maximum allowed from the Bank.

2. **Replenishment Contributions**

If the Bank is depleted during a School year, members may be assessed up to a maximum of three (3) days per year.

3. **Administration and Governance**

- a. A Human Resources Department Committee will administer the Sick Leave Bank and will determine the validity of claims against the Bank.
- b. The Personnel Department will make available an annual report of usage of the Bank to the School Board and to Participating members.

- c. Appeals shall be handled by the Superintendent who will establish a five member Appeals Committee, representatives of both Association and management for the purpose of settling any dispute arising from claims against the Bank. The Committee will be comprised of two members from the Teacher Association appointed by the President and two members appointed by the Superintendent, and one Non-Instructional person mutually agreed upon by the Association President and the Superintendent. This Appeals committee shall be the final authority on all disputes or interpretation involving eligibility for benefits.

4. **Eligibility**

In the event of a serious personal illness, accident or injury of which the employee has no control, causing a participating employee to be absent from work for an extended period of time, the employee may receive paid leave as follows:

- a. All accumulated sick leave of the employee must first be expended, followed by a leave, not charged to sick; of five (5) work days per incident.
- b. Applications must be made to the Personnel Department including a statement from a doctor attesting to the member's extended illness, accident or injury. The statement must certify:
 - 1) The nature of the illness, accident or injury.
 - 2) That in the event of an operation, it is absolutely necessary and could not reasonably be delayed until a break in the employee's duty schedule.
 - 3) The probable date the member would be able to return to work.
- c. Application must also provide permission to investigate medical records and either information needed for review or appeal.
- d. A participating member shall not be eligible to use sick leave from the Bank if the employee is on leave for injury or illness in the line of duty, worker's compensation, or on medical retirement.

5. **Benefits**

- a. All cases will be reviewed by the Sick Leave Bank Approval Committee when each twentieth (20th) day of benefits had been reached up to the maximum amount allowable. At this time, the Committee may request additional medical certification. Also, at this time, any sick leave which may have been accrued by the participant must then be used before resumption of drawing from the Sick Leave Bank.

- b. Upon approval of application, a member will be allowed to draw up to a maximum of forty (40) paid sick leave days from the Bank, provided there remains sufficient leave days in the Bank.
- c. The employee shall not have to pay back in any manner the number of days used from the Sick Leave Bank except as outlined in the Section below.
- d. In the event a member draws from the Sick Leave Bank, that individual membership shall be suspended from the Bank membership after drawing all days authorized from the Bank. Such individuals may reinstate membership by meeting qualifications in section above.

6. **Participation Abuse**

Alleged abuse of the Sick Leave Bank shall be investigated by the Personnel Department. If an employee is found to have abused the use of the Sick Leave Bank, the employee shall repay all sick leave credit (in dollars) drawn from the Sick Leave Bank and after review by the Appeals Committee be subject to such other disciplinary action as determined by the School Board.

7. **Withdrawal from Participation**

Any participating employee who wishes to withdraw from participation in the Sick Leave Bank may do so and withdrawal will be effective immediately upon receipt by the Personnel Department of written notification of the employee's intent to withdraw. Any previously contributed sick leave will become the property of the Sick Leave Bank.

8. **Discontinuance of Sick Leave Bank**

If it becomes necessary to terminate the Sick Leave Bank, unused sick leave in the Bank will be distributed in the following manner:

- a. Each member will receive an equal share of the unused days to be credited to his personal accumulated sick leave account.
- b. Any balance left will be disposed of at the sole discretion of the Board.
- c. In no instance will the days credited back to members be greater than the number remaining in the Bank.
- d. Any member joining this Sick Leave Bank acknowledges that the limit of liability for any challenge to the Appeals Committee's decision is limited to the number of days the individual contributed to the Bank.

Section D. Illness-in-the-Line-of-Duty Leave

Any employee shall be entitled to illness-in-line-of-duty leave when he/she has to be absent from duties because of a personal injury received in the discharge of duty or because of diagnosed illness from any contagious or infectious disease contracted in School through which direct contact has been substantiated. Leave shall be authorized for a total not to exceed ten (10) days per year. However, in the case of sickness or injury occurring under such circumstances as in the opinion of the School Board warrants it, additional emergency sick leave may be granted out of local funds for such term and under such conditions as the School Board shall deem proper. Use of such leave shall result in no reduction of the employee's accumulated sick leave, and shall be with full pay. The Board shall also provide Worker's Compensation insurance for all employees for properly reported injuries received in the discharge of their duties.

Section E. Leave for Personal Reasons

Employees shall be granted six (6) days of leave for personal reasons with pay per School year.

1. Notification of leave for personal reasons shall be made in advance. The employee shall make every reasonable effort to notify the administrator by noon of the workday before the absence except when unforeseen events make such arrangements by the employee impractical.
2. The applicant's reason for taking leave for personal reasons shall be to state that he is taking it under the provisions of this Contract.
3. Leave for personal reasons shall be charged to sick leave when used under this part.

Section F. Maternity Leave

Maternity leave not to exceed one (1) year without pay and shall be granted following request by the employee. A pregnant employee shall have the option of:

1. Electing to take maternity leave.
2. To continue working until certified by a physician as being unable to perform his/her duties, at which time accrued sick leave will be granted, and the employee electing such leave shall return to work as soon as physically able.

An employee returning to active employment from maternity leave when the leave has not been charged entirely to sick leave, shall immediately be assigned to the same position held at the time the leave commenced if said position is available. If the position is not available, the employee will be reassigned to the first available position for which the employee is qualified.

3. An employee returning to active employment from maternity leave which has been charged entirely to sick leave shall immediately be assigned to the same position held at the time the leave commenced.

Section G. Adoptive Leave

An employee adopting a child six (6) years of age or less shall be entitled to adoptive leave without pay not to exceed one (1) year. An employee returning to active employment from an adoptive leave shall be reassigned to the first available position for which the employee is qualified.

Section H. Jury Duty or Court Witness

1. An employee shall be authorized to be absent from assigned duties and shall receive his regular salary plus court fees while serving as a witness in any job related court case. The employee shall submit a copy of the subpoena or letter from either attorney in the case to the Superintendent.
2. An employee shall be authorized to be absent from assigned duties, and shall receive his regular salary plus court fees while serving as a juror in any court case. If notice of jury duty is received, the principal or Superintendent should be immediately notified in writing of invoice from the District.

Section I. Personal Leave

1. An employee may request personal leave without pay for a specified period up to one (1) year. The request shall be made in writing on the form prescribed by the Board. The leave must be approved by the employee's immediate supervisor and the Superintendent or his designee before it is presented to the Board for approval. The request shall specify the time of the leave and the reason for the request. Personal leave without pay may be requested for but not limited to:

- a. Leave to serve in the armed services.
 - b. Leave for academic study
 - c. Leave for serving in the Peace Corps
 - d. Leave for child-rearing (for natural or adopted child)
 - e. Leave for child bearing
 - f. Leave to run for or serve in an elected office
 - g. Leave to participate in exchange programs in the School Districts, states, territories or countries
2. The request for personal leave without pay will be approved only if the employee's immediate supervisor, the Superintendent, and the Board are satisfied that the needs of the District can be met.
 3. An employee on personal leave without pay may maintain coverage in the following employee benefit programs provided the employee pays the full cost on a monthly basis in advance of the month due.
 - a. An employee on personal leave without pay may remain an active participant in the employee's retirement system by contributing thereto the amount necessary to continue as a member on leave, subject to the provisions of the retirement system of which the employee is a member.
 - b. An employee on personal leave without pay may maintain coverage in group insurance programs as provided in this contract provided the insurance carrier permits. The employee shall pay the premiums for such insurance programs on a monthly basis in advance of the month due.
 4. Experience credit while on unpaid leave.
 - a. An employee on military leave shall be credited with up to four (4) years' experience on the salary schedule upon return to duty.
 5. Upon the expiration of personal leave without pay, the employee will be placed in the first similar available position for which he/she is qualified. Upon the expiration of a personal leave granted for a period of ten (10) working days or less, the employee will be assigned to the same position held at the time the leave commenced.
 6. An employee wishing to return to work before the end of the requested leave should make his request to the Superintendent as soon as possible but at least ten (10) days

before he wishes to return to work. The Board will make every effort to allow the employee to return to work as soon as practicable.

7. No leave shall be granted beyond one (1) year. Automatic renewal of a personal leave without pay is not granted. It shall be the responsibility of the employee on leave to request renewal by May 1. Personal leave without pay shall not exceed 24 months, except that, upon written request; the Superintendent may recommend that this provision be waived. Employees shall be notified, in writing, of the above stipulations upon notification of leave approval.

Section J. Family Medical Leave

Family Medical Leave shall be administered pursuant to School Board Rules.

Section K. Vacation Leave

1. Twelve (12) month professional support employees shall accumulate vacation as follows:
 - One (1) day for each month of employment for those employed by the District for less than five (5) active service years.
 - One and one quarter (1 1/4) days per month of employment for those employed five (5) active service years or more. One and one-half (1½) days per month of employment for those employed ten (10) active service years or more.
2. Earned leave shall be credited at the end of the month. An employee earning pay for at least seventy-five percent (75%) of the workdays in the month shall be treated as earning benefits for a month of employment.
 - a. A full time employee whose normal working day is less than eight (8) hours shall earn and use vacation leave days in proportion to hours worked.
 - b. Annual vacation leave time for an individual employee shall be approved by the superintendent/designee and scheduled so that there will be a minimum disruption of the operation of the School system.
 - c. A leave application shall be filed with the Superintendent or designee showing the annual leave dates.
 - d. Annual leave used shall be charged to accumulated balances on a last-in first-out basis.

- e. The accumulation of leave for the purpose of terminal pay shall be subject to the School Board Rules.

Section L. Pallbearer

The School principal or any department head is authorized to approve any employee's request to serve as a pallbearer.

Section M. Charter School Leave

An employee of the School Board may take unpaid leave to accept employment in a Charter School upon the approval of the School Board. While employed by the Charter School and on leave that is approved by the School Board, the employee may retain seniority accrued in the School District and may continue to be covered by the benefit programs of the School District, if the Charter School and the School Board agree to this arrangement and its financing. The employee must apply for Charter School Leave on an annual basis. An employee who is granted Charter School Leave may not participate in the sick leave pool because the employee is not an employee of the District while on Charter School leave. If the District at the end of the leave employs the employee, the employee may participate in the sick leave pool and will be credited with accumulated sick leave in accordance with School Board policy when the employee returns.

Section N. Natural Disaster Leave

If an employee is affected by a Natural Disaster in the county where the employee resides, then that employee may be eligible for Natural Disaster Leave.

1. Natural Disaster - A Natural Disaster means a tornado, hurricane, flood, fire, or similar event.
2. Eligibility - An employee may be eligible for Natural Disaster Leave if the employee has been directly affected by the natural disaster. A person is directly affected by the natural disaster under the following circumstances:
 - a. Personal injury as a result of the natural disaster
 - b. Substantial loss of property (defined as the employee's primary physical residence) as a result of the natural disaster.

3. Application - An eligible employee may file an application for a maximum of ten (10) days of paid Natural Disaster Leave. The application must include documentation to support the employee's eligibility and the number of days requested. An eligible employee must file an application for Natural Disaster Leave within thirty (30) days of the natural disaster.
4. Approval of Leave - A determination of eligibility for Natural Disaster Leave is solely within the discretion of the Superintendent/designee. The number of days of Natural Disaster Leave granted to an eligible employee is also solely within the discretion of the Superintendent/designee. An employee who has been granted Natural Disaster Leave may request an extension of the number of days of the leave. Approval of an extension is solely within the discretion of the Superintendent.
5. Reimbursement - The Natural Disaster Leave shall be paid retroactively to eligible employees as a reimbursement after their application has been approved by the Superintendent.

All full time employees of the School District, who have been employed for three (3) consecutive months, may receive a maximum of two (2) hours of paid discretionary volunteer leave, for every calendar month of the School calendar year, for the purpose of volunteering, mentoring, or otherwise assisting in Osceola County Public Schools. For the purposes of this policy, the School calendar year is defined as the adopted student School year consisting of one-hundred eighty (180) days. An employee is eligible for this leave after three (3) months of consecutive employment. Discretionary volunteer leave time is noncumulative.

It is the responsibility of the employee to make prior arrangements regarding the appropriate completion of their job responsibilities during the requested leave. The employee must submit the proposed arrangements for completion of job responsibilities and requested leave time in advance to the employee's direct supervisor for approval.

Section O. Military Leave

1. Military leave shall be granted without pay, except as provided below, to an employee of the Board who is required to serve in the Armed Forces of the United States or this state

in fulfillment of obligations incurred under selective service laws or because of membership in the reserves of the Armed Forces or National Guard or retirees and may be granted at the discretion of the Board without pay to any employee volunteering for military duty. An employee granted such leave for military service shall, upon completion of the tour of duty, be returned to employment without prejudice provided application for reemployment is filed within six (6) months following the date of discharge or release from active military duty and provided further that the Board shall have a reasonable time, not to exceed thirty (30) days to reassign the employee to duty in the School system. Military leave shall not be counted as years of service for pay purposes.

2. All employees who are commissioned reserve officers or reserve enlisted personnel in the United States military, naval service, members of the National Guard, or recalled retirees or draftees shall be entitled to leave of absence from their respective duties without loss of pay, time, or efficiency rating in field days during which they shall be engaged in field or coast defense exercise or other training ordered under the provisions of the United States military or Navy Training Regulations for such personnel when assigned to active duty, provided that leaves of absence granted as a matter of legal right under the provisions of this section shall not exceed seventeen (17) days in any one annual period.
3. Beginning September 12, 2001 all full-time regular employees who are Reservists/Florida National Guard called to full-time Federal or State military service, recalled retirees or draftees and are unable to complete contractual obligations to the Board shall be paid according to the salary schedule plus supplements and benefits for the first thirty (30) days of service. Thereafter, any such reservists shall (1) have his/her total gross military pay supplemented up to the amount he/she was earning on the salary schedule plus supplements and benefits; (2) accrue sick and vacation leave and all other employee rights and benefits in effect at the time he/she was called to active duty. Individuals who are unable to return to work after discharge due to service related disabilities shall not be required to refund salary and the cost of benefits paid for the term of the leave.

Section P. Temporary Duty Elsewhere

1. An employee may be assigned to be temporarily away from his/her regular duties and place of employment for the purpose of performing other educational services, including participation in surveys, professional meetings, study courses, workshops and similar services of direct benefit to the School District. Such assignment may be initiated by the Superintendent or by the individual who desires the temporary duty as days of duty and is subject to the employee's supervisor's approval.
2. The Superintendent shall develop procedures and guidelines to implement this policy.

ARTICLE XVI

BENEFITS

Section A. Terminal Pay

Terminal pay for accumulated sick leave will be provided to employees at normal retirement or to his beneficiary if service is terminated by death. The amount of such terminal pay shall be determined as follows:

1. During the first three (3) years of service the daily rate of pay multiplied by thirty-five (35) percent times the number of days of accumulated sick leave.
2. During the next three (3) years of service the daily rate of pay multiplied by forty (40) percent times the number of days of accumulated sick leave.
3. During the next three (3) years of service the daily rate of pay multiplied by forty-five (45) percent times the number of days of accumulated sick leave.
4. During and after the tenth (10th) year of service the daily rate of pay multiplied by fifty (50) percent times the number of days of accumulated sick leave.
5. For employees having served a minimum of thirteen (13) years in Osceola County, the daily rate of pay will be multiplied by 100% times the number of days accumulated sick leave.

The parties agree to participate in a mandatory plan for all employees to shelter their sick leave pay out at retirement in accordance with IRS regulations. Retirees shall have the option to withdraw their sheltered sick leave pay out without individual financial loss.

Section B. Insurance

The Board shall provide for all regular full-time employees a fully paid group life insurance plan which shall pay the employee's designated beneficiary an amount equal to the employee's annual salary rounded up to the next higher thousand in the event of death, and in the event of accidental death or dismemberment, a sum not less than twice that amount. There shall be a provision for the purchase of additional insurance coverage to be paid by the employee. In addition, the Board shall make available through payroll deduction, life insurance for each dependent at the employee's expense. This insurance shall be with the Board approved carrier.

The Board shall provide double life insurance, fully paid, for any employee at or above step 10 on the salary schedule.

Section C. Major Medical

The Board will annually provide a fully paid individual major medical plan to all regular full-time bargaining unit employees. The Board will also make available major medical benefit plan(s) at an additional cost above the fully paid Board contribution for individual coverage. If an employee's regular employment ends during the course of the twelve month period of the plan, the benefits will end on the employee's last work day of that active employment. However, if the employee successfully completes their contract year as evidenced by reappointment or if the employee would have been reappointed as evidenced by a satisfactory evaluation, but is not reappointed due to a reduction in force, or because the employee chooses to resign, the coverage will continue through the day prior to the start of the work calendar for the new School year. The employee may continue these benefits after these dates in accordance with the COBRA law by paying the premium. The full annual premium cost to the Board for the group health insurance package shall be considered a vital part of the employee's compensation. The full amount of premium increase from year to year shall be considered as a benefit increase in lieu of a salary increase deducted from dollars available for salary increases.

Specific benefits shall be as delineated in "The School District of Osceola County Florida Medical Indemnity Plan Document" and shall be available through the Risk Management Office. The plan summary, including "Coverages" and "Exclusions/Limitations", will be provided to every employee. The Association and the individual employees shall be notified prior to any plan changes. The insurance carrier shall be decided upon by the Board. Dependent coverage shall be available at the expense of the employee. Where two members of the same family are employed by the School District, the total amount paid for the spouse shall be credited toward the cost of dependent coverage.

Employees may request that physicians be added to the plans(s) through the insurance committee; however, it is understood the network provider makes the determination. When

an employee chooses to participate in a health plan, the employee may choose any of the employee paid dental plans available for their dependents.

Section D. Additional Benefits

The Board will make available to employees, disability benefits, an indemnity dental insurance plan and vision insurance plan through payroll deduction at the employee's expense, provided that the required minimum number of employees enroll. The Board shall reserve the right to cancel when enrollments drop below minimum levels required by the carrier. The disability insurance plan, dental plan, and carrier shall be decided upon by the Board jointly.

The Board shall provide general liability protection for employees at the same coverage limits as provided to all other employees.

The Board will continue to provide payroll deductions to the employee, for all tax deferred annuity programs that comply with current IRS regulations and recommended monitoring procedures that limit the Board's liability. In order to limit that liability, approved Vendors will be required to (1) provide the Plan Administrator with monthly electronic data files necessary for effective recordkeeping and/or information sharing and (2) agree to offset the employer's plan administration expense per month per participant. Failure to comply with the requirements outlined above and companies with on-going administrative problems will be subject to removal from the approved Vendor listing. It is further agreed by both parties that there will not be a minimum number of participants required.

Employees retiring from Osceola County shall be allowed to remain as participants in-group health and life insurance programs covered by the Agreement until at least age 65. In accordance with federal law, at age 65, retirees will be required to enroll in Medicare Part B, the health insurance will become secondary to Medicare and life insurance may be converted to an individual policy or keep the \$10,000 policy. Employees choosing to remain as participants shall be required to reimburse the Board for the premium in advance of the due date according to the schedule of due dates provided by the Superintendent.

The Board will consider requests for the purchase of early retirement annuities qualified by IRS regulations in accordance with Florida Statutes and Board rules.

The Board shall provide employees with access to all qualifying insurance deductions in accordance with IRS Section 125.

Section E. Deferred Retirement Option Program (DROP)

The program shall be administered pursuant to Florida Statutes.

ARTICLE XVII
COMPENSATION AND EXPERIENCE CREDIT

Section A. Professional Compensation

Professional compensation for employees during the term of this Agreement shall be set forth in the Appendices which are attached to and made a part of this Contract. Employees shall be paid according to the salary schedule and shall receive years of experience subject to the following criteria:

1. Experience Credit

- a. An employee who is re-employed after a break in service for approved leave will not lose his/her prior experience level on the salary schedule.
- b. All Florida public school, nonpublic, private sector, and in and out of the United States experience, in the same or reasonably related job classification shall count as experience on the salary schedule up to five (5) years. Written verification of such prior experience or service must be received within twelve (12) months of initial employment with pay retroactive to first day of current contract year. Experience credit will be awarded, upon verification, at the time of initial hire and placement on the salary schedule.

2. Military Experience

If an individual's employment is interrupted by military service, up to four (4) year's salary credit shall be granted, however no military experience for which an employee is receiving retirement benefits shall be applied as year's credit on the salary schedule. Verification of such experience must be received by the Board within one (1) year from date of hire.

Section B. Step Increases

If the projected increase in available unrestricted revenue for the general fund is less than the projected costs to implement full step, then the parties understand that full step will not be granted and will negotiate for any potential salary increase. If the projected increase in available revenue for the general fund exceeds the projected costs to implement the full step, the step shall be paid and retroactively to the beginning of the employee's contract year along with any other potential increases agreed to through the collective bargaining process.

Section C. Unsatisfactory Evaluations

Effective July 1, 2011, the following language shall be implemented. The salary of a Bargaining unit employee reflected in Appendix C – Salary Schedule of this contract shall remain the same dollar amount under the following conditions:

1. If the bargaining unit employee receives an overall “unsatisfactory” on his/her annual evaluation (for the purposes of this article, overall “unsatisfactory shall be determined to be one more than half of the indicators on the assessment rated as “unsatisfactory”), the employee’s movement on the salary schedule shall be frozen for the subsequent school year(s) until that employee demonstrates “effective” performance on their annual evaluation. At such time, vertical movement on the salary schedule shall be resumed.


ARTICLE XVIII
TERMS OF CONTRACT

Section A. Term of the Contract


This Contract shall become effective when ratified by the Educational Staff Professionals unit of the Osceola County Education Association, approved by the Board, and signed by the parties, and shall remain in effect for the term identified by the “Approval of the Parties” document which follows this Article. Each party may notify the other, in writing, between March 1 and March 30 that it desires to open for negotiation Wages and Health Insurance Benefits, and up to four Articles of the Agreement for each side. Initial proposals except Salary and Supplement Schedules shall be exchanged no later than one (1) week prior to the end of the traditional school year.

2010-2013 LABOR CONTRACT, SALARY AND FRINGES ACCEPTED BY THE SCHOOL
BOARD AND THE OSCEOLA COUNTY EDUCATION ASSOCIATION


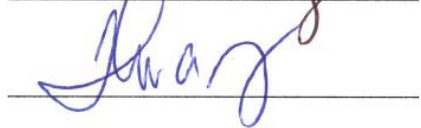
Accepted by the School Board of
Osceola County, Florida


Cindy Lou Hartig
Chairperson of the Board


Terry Andrews
Superintendent



Mark A. Munas
Chief Negotiator – School Board


Witnesses as to the School Board

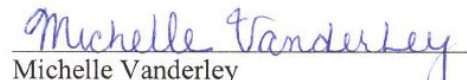



Dated 5.3.11



Accepted by the Osceola County Education
Association


Kathy Donato
President of the Association


Robert Gleason
Vice President Educational Support Personnel


Michelle Vanderley
Chief Negotiator – Association ESP Union

Witnesses as to the Association

APPENDIX A
EVALUATION

THE SCHOOL DISTRICT OF OSCEOLA COUNTY, FLORIDA

PROFESSIONAL SUPPORT STAFF ASSESSMENT					
NAME Last	First	Middle	EMPLOYEE ID NUMBER		
POSITION	SCHOOL DEPARTMENT			DATE	
PRINCIPAL/ADMINISTRATOR NAME	OTHER(S) HAVING INPUT IN THIS ASSESSMENT			PROBATION	ANNUAL
				<input type="checkbox"/>	<input type="checkbox"/>
EVALUATION RATINGS					
For the Performance Factors listed below, please indicate the effectiveness with which they were applied in achieving the results. When assessing each factor, apply the following broad definitions: (if a rating of 3 or 4 is used, a Performance Improvement Plan - FC-710-1959 must be attached.)					
1. STRENGTH	Positive impact on results				
2. SATISFACTORY	Consistently meets expectations				
3. DEVELOPMENT NEEDED	Needs to increase present effectiveness to meet the requirements of the position				
4. UNSATISFACTORY	Considerable room for improvement; negative impact on results				
JOB PERFORMANCE					
PERFORMANCE FACTORS	1	2	3	4	COMMENTS: Use additional pages as necessary to explain rating
JOB KNOWLEDGE: Has the knowledge to do job effectively and stays abreast of changes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
QUALITY/QUANTITY OF WORK: Accuracy, timely performance and thoroughness of work product	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
INTERACTION: Interacts in a positive way with others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
WORK ATTITUDE: Strong positive attitude – supports and helps others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
PUNCTUALITY/ATTENDANCE: Reports and leaves work on time – Works scheduled hour/days.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
SAFETY: Maintains safe work area and practices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
RESPONSIBILITY: Accepts responsibility for actions and assignments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
APPROPRIATE DRESS FOR JOB: Attire is consistent with policy and employee safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
ADAPTABILITY/FLEXIBILITY: Able to adapt to changing responsibilities and conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
SIGNATURES					
This Assessment has been discussed with me: (check one) <input type="checkbox"/> I agree with the contents <input type="checkbox"/> I disagree with the contents I understand that I have 10 days to respond in writing to this evaluation as provided by contract and School Board policy.					
_____ Principal/Administrator Signature		_____ Date		_____ Employee Signature	
				_____ Date	

APPENDIX B
PROFESSIONAL IMPROVEMENT PLAN

THE SCHOOL DISTRICT OF OSCEOLA COUNTY, FLORIDA

PROFESSIONAL SUPPORT STAFF PROFESSIONAL IMPROVEMENT PLAN			
Name: _____		Social Security Number: _____	
Position Title: _____	School/Dept: _____	Date ____/____/____	
Principal/Administrator Name _____	Other(s) having input in this plan _____	Probation <input type="checkbox"/>	Annual <input type="checkbox"/>
Planning Date ____/____/____	Review Date(s): ____/____/____ ____/____/____, ____/____/____	Completion Date ____/____/____	
IMPROVEMENT OBJECTIVE/PERFORMANCE DEFICIENCY			
STRATEGIES			
ASSISTANCE OFFERED			
TIMELINE FOR ATTAINMENT			
Date: ____/____/____			
FINAL REVIEW			
<input type="checkbox"/> OBJECTIVE ACCOMPLISHED <input type="checkbox"/> OBJECTIVE NOT ACCOMPLISHED			
COMMENTS: _____			
SIGNATURES			
NOTE TO EMPLOYEE: Non-compliance with the accomplishment of this plan may impact your continued employment.			
PLANNING			
_____ Principal/Administrator Signature / Date		_____ Employee Signature / Date	
FINAL REVIEW			
_____ Principal/Administrator Signature / Date		_____ Employee Signature / Date	

An Equal Opportunity Agency

Original with signatures: Professional Development
Copies: Worksite, Employee

FC-710-1959
(Rev. 06/04)

APPENDIX C
SALARY SCHEDULE

ESP SALARY SCHEDULES 2010-11

Pay Level	1D	1D	1E	1E	1F	1K	1KA	1KB	2	2	3	3	4	4
Slot #	U06	U43	U04	U54	U05	U27	U34	U42	U19	U15	U22	U16	U26	U17
Desc	Base	12 Mo	Base	12 Mo	Base	Base	Base	Base	Base	12 Mo	Base	12 Mo	Base	12 Mo
Change to Base														
Days														
Hours/Day														
Hours*Days														
Addl Per Hr														
Exp. Step														
0	10.70	10.72	10.00	10.02	10.51	19.44	20.19	20.97	12.39	12.42	12.60	12.63	13.06	13.09
1	10.80	10.82	10.10	10.12	10.61	19.63	20.38	21.17	12.50	12.53	12.72	12.75	13.19	13.22
2	10.80	10.82	10.10	10.12	10.61	19.63	20.38	21.17	12.50	12.53	12.72	12.75	13.19	13.22
3	10.80	10.82	10.10	10.12	10.61	19.63	20.38	21.17	12.50	12.53	12.72	12.75	13.19	13.22
4	10.98	11.01	10.26	10.29	10.77	19.86	20.62	21.40	12.67	12.70	12.89	12.93	13.36	13.39
5	11.16	11.19	10.44	10.47	10.93	20.11	20.86	21.66	12.84	12.88	13.08	13.12	13.54	13.58
6	11.35	11.38	10.62	10.65	11.11	20.39	21.15	21.93	13.02	13.06	13.28	13.31	13.74	13.78
7	11.57	11.60	10.83	10.86	11.30	20.67	21.44	22.23	13.25	13.28	13.49	13.53	13.97	14.00
8	11.80	11.83	11.06	11.09	11.51	20.97	21.75	22.51	13.45	13.49	13.72	13.76	14.20	14.24
9	12.04	12.07	11.27	11.30	11.71	21.31	22.07	22.85	13.68	13.72	13.97	14.00	14.43	14.47
10	12.26	12.30	11.50	11.54	11.92	21.63	22.41	23.16	13.89	13.93	14.21	14.25	14.71	14.74
11	12.53	12.57	11.74	11.77	12.12	21.97	22.74	23.51	14.12	14.17	14.46	14.50	14.94	14.98
12	12.79	12.83	11.96	11.99	12.39	22.31	23.10	23.89	14.36	14.40	14.75	14.78	15.20	15.25
13	13.04	13.09	12.21	12.25	12.64	22.69	23.48	24.25	14.60	14.64	14.97	15.01	15.46	15.51
14	13.29	13.32	12.44	12.47	12.87	23.05	23.83	24.62	14.89	14.93	15.24	15.28	15.75	15.79
15	13.55	13.59	12.70	12.73	13.12	23.45	24.21	24.98	15.13	15.17	15.47	15.52	16.03	16.08
16	13.78	13.82	12.93	12.97	13.33	23.78	24.59	25.33	15.38	15.42	15.75	15.79	16.25	16.31
17	14.05	14.09	13.19	13.22	13.60	24.15	24.95	25.70	15.65	15.69	16.02	16.06	16.55	16.59
18	14.31	14.35	13.44	13.48	13.81	24.52	25.29	26.09	15.89	15.93	16.24	16.30	16.78	16.84
19	14.57	14.61	13.68	13.72	14.05	24.90	25.67	26.47	16.18	16.23	16.53	16.57	17.09	17.13
20	14.81	14.85	13.92	13.95	14.30	25.24	26.04	26.81	16.42	16.46	16.75	16.80	17.32	17.37
21	15.09	15.13	14.16	14.20	14.55	25.64	26.40	27.18	16.67	16.71	17.04	17.09	17.59	17.64
22	15.34	15.38	14.41	14.45	14.78	26.01	26.77	27.58	16.94	16.99	17.28	17.32	17.89	17.93
23	15.61	15.65	14.62	14.66	15.02	26.34	27.15	27.93	17.16	17.20	17.54	17.59	18.14	18.19
24	15.85	15.89	14.90	14.94	15.26	26.74	27.52	28.28	17.43	17.48	17.79	17.84	18.40	18.46
25	16.10	16.15	15.13	15.17	15.47	27.12	27.87	28.66	17.70	17.75	18.04	18.09	18.65	18.71
26	16.36	16.40	15.37	15.41	15.73	27.44	28.23	29.02	17.95	17.99	18.30	18.35	18.95	19.00
27	16.61	16.65	15.63	15.67	15.98	27.83	28.62	29.38	18.20	18.25	18.56	18.61	19.21	19.26
28	16.86	16.91	15.86	15.90	16.21	28.20	28.96	29.75	18.45	18.50	18.79	18.84	19.49	19.54

ESP SALARY SCHEDULES 2010-11

Pay Level	5	5	6	6	7	8	8	9	9	10	10	10A	10A	10B
Slot #	U31	U18	U37	U21	U44	U73	U24	U74	U25	U49	U28	U50	U40	U51
Desc	Base	12 Mo	Base	12 Mo	Base	Base	12 Mo	Base	12 Mo	Base	12 Mo	Base	12 Mo	Base
Change to Base														
Days														
Hours/Day														
Hours*Days														
Addl Per Hr														
Exp. Step														
0	13.38	13.42	13.72	13.76	14.41	14.74	14.78	15.11	15.15	15.51	15.55	15.93	15.98	16.20
1	13.50	13.54	13.85	13.89	14.54	14.88	14.92	15.26	15.30	15.65	15.69	16.08	16.13	16.36
2	13.50	13.54	13.85	13.89	14.54	14.88	14.92	15.26	15.30	15.65	15.69	16.08	16.13	16.36
3	13.50	13.54	13.85	13.89	14.54	14.88	14.92	15.26	15.30	15.65	15.69	16.08	16.13	16.36
4	13.68	13.72	14.03	14.06	14.73	15.05	15.09	15.43	15.48	15.84	15.88	16.25	16.31	16.54
5	13.86	13.90	14.22	14.26	14.91	15.24	15.28	15.62	15.66	16.03	16.07	16.45	16.49	16.73
6	14.06	14.09	14.42	14.46	15.10	15.44	15.49	15.82	15.86	16.23	16.29	16.65	16.69	16.95
7	14.28	14.32	14.62	14.66	15.32	15.65	15.69	16.04	16.08	16.47	16.51	16.88	16.93	17.18
8	14.51	14.55	14.89	14.93	15.55	15.89	15.93	16.25	16.31	16.71	16.76	17.11	17.15	17.43
9	14.75	14.78	15.11	15.15	15.79	16.11	16.16	16.52	16.56	16.95	17.00	17.32	17.37	17.69
10	14.97	15.01	15.35	15.39	16.04	16.37	16.41	16.73	16.78	17.21	17.25	17.58	17.63	17.95
11	15.24	15.28	15.62	15.66	16.25	16.63	16.67	16.98	17.03	17.48	17.53	17.82	17.88	18.21
12	15.51	15.55	15.86	15.90	16.55	16.89	16.94	17.26	17.30	17.74	17.79	18.11	18.16	18.46
13	15.77	15.81	16.11	16.16	16.78	17.16	17.20	17.53	17.58	18.01	18.05	18.38	18.44	18.75
14	16.05	16.09	16.39	16.43	17.09	17.45	17.50	17.79	17.84	18.27	18.32	18.64	18.69	19.01
15	16.29	16.33	16.65	16.69	17.36	17.71	17.76	18.05	18.10	18.56	18.61	18.91	18.97	19.27
16	16.57	16.61	16.93	16.98	17.61	17.98	18.02	18.33	18.38	18.80	18.85	19.19	19.24	19.54
17	16.82	16.87	17.18	17.22	17.90	18.24	18.29	18.61	18.66	19.08	19.13	19.48	19.53	19.81
18	17.11	17.15	17.46	17.51	18.16	18.48	18.53	18.88	18.93	19.36	19.42	19.73	19.78	20.07
19	17.37	17.41	17.72	17.77	18.42	18.77	18.82	19.14	19.19	19.63	19.68	19.98	20.04	20.37
20	17.62	17.67	17.98	18.02	18.68	19.04	19.09	19.42	19.49	19.90	19.95	20.28	20.33	20.61
21	17.91	17.95	18.24	18.29	18.95	19.31	19.36	19.67	19.72	20.13	20.19	20.53	20.59	20.90
22	18.17	18.22	18.48	18.53	19.21	19.59	19.64	19.93	19.98	20.42	20.47	20.81	20.87	21.15
23	18.43	18.48	18.77	18.82	19.50	19.87	19.92	20.21	20.27	20.71	20.77	21.07	21.13	21.41
24	18.71	18.76	19.04	19.09	19.75	20.10	20.16	20.48	20.53	20.95	21.01	21.35	21.41	21.68
25	18.96	19.01	19.30	19.35	20.04	20.39	20.44	20.77	20.83	21.26	21.31	21.59	21.66	21.95
26	19.22	19.27	19.57	19.62	20.31	20.63	20.68	20.99	21.05	21.49	21.55	21.89	21.94	22.24
27	19.50	19.55	19.82	19.87	20.56	20.92	20.98	21.30	21.35	21.78	21.84	22.17	22.23	22.48
28	19.75	19.80	20.08	20.14	20.82	21.19	21.24	21.55	21.62	22.04	22.10	22.43	22.49	22.76

ESP SALARY SCHEDULES 2010-11

Pay Level	10C	10C	10D	10X	11	11	11X	12	12	12X	13	13	14	14
Slot #	U52	U41	U93	U47	U55	U29	U48	U56	U30	U53	U57	U32	U58	U35
Desc	Base	12 Mo	Base	Base	Base	12 Mo	Base	Base	12 Mo	Base	Base	12 MO	Base	12 Mo
Change to Base														
Days														
Hours/Day														
Hours*Days														
Addl Per Hr														
Exp. Step														
0	16.66	16.71	16.79	20.07	16.83	16.88	20.19	18.39	18.44	21.89	20.38	20.43	21.98	22.04
1	16.82	16.87	16.95	20.26	16.99	17.04	20.38	18.57	18.62	22.09	20.58	20.63	22.19	22.25
2	16.82	16.87	16.95	20.26	16.99	17.04	20.38	18.57	18.62	22.09	20.58	20.63	22.19	22.25
3	16.82	16.87	16.95	20.26	16.99	17.04	20.38	18.57	18.62	22.09	20.58	20.63	22.19	22.25
4	16.99	17.04	17.18	20.48	17.22	17.26	20.64	18.80	18.85	22.36	20.80	20.86	22.40	22.46
5	17.18	17.22	17.43	20.73	17.47	17.52	20.91	19.04	19.09	22.64	21.03	21.10	22.62	22.70
6	17.39	17.44	17.68	20.98	17.72	17.77	21.21	19.30	19.35	22.96	21.30	21.35	22.88	22.94
7	17.59	17.64	17.92	21.28	18.01	18.05	21.51	19.59	19.64	23.29	21.57	21.64	23.14	23.20
8	17.82	17.88	18.14	21.57	18.30	18.35	21.85	19.88	19.93	23.63	21.88	21.93	23.45	23.51
9	18.07	18.12	18.38	21.89	18.61	18.66	22.19	20.18	20.24	24.00	22.18	22.24	23.72	23.79
10	18.30	18.35	18.61	22.22	18.92	18.98	22.53	20.49	20.55	24.39	22.47	22.53	24.01	24.08
11	18.57	18.62	18.89	22.48	19.25	19.30	22.92	20.82	20.88	24.76	22.83	22.89	24.33	24.39
12	18.83	18.88	19.16	22.84	19.60	19.65	23.30	21.16	21.21	25.18	23.14	23.20	24.66	24.73
13	19.09	19.14	19.44	23.14	19.93	19.98	23.72	21.48	21.54	25.54	23.48	23.54	25.03	25.09
14	19.37	19.43	19.71	23.47	20.31	20.36	24.13	21.85	21.90	25.98	23.83	23.89	25.37	25.44
15	19.64	19.69	19.97	23.77	20.62	20.67	24.52	22.19	22.25	26.36	24.17	24.24	25.69	25.76
16	19.91	19.96	20.27	24.10	20.96	21.02	24.94	22.51	22.57	26.79	24.52	24.58	26.08	26.15
17	20.17	20.23	20.53	24.41	21.33	21.39	25.33	22.88	22.94	27.18	24.84	24.91	26.40	26.48
18	20.46	20.51	20.80	24.74	21.66	21.72	25.75	23.22	23.28	27.61	25.22	25.28	26.76	26.83
19	20.75	20.81	21.05	25.07	22.01	22.07	26.16	23.56	23.62	28.00	25.57	25.64	27.13	27.20
20	20.97	21.03	21.35	25.37	22.33	22.39	26.57	23.91	23.97	28.43	25.92	25.99	27.44	27.52
21	21.27	21.32	21.59	25.69	22.70	22.76	27.00	24.25	24.32	28.85	26.26	26.33	27.79	27.86
22	21.54	21.60	21.89	26.03	23.04	23.10	27.41	24.61	24.68	29.25	26.61	26.68	28.15	28.23
23	21.81	21.87	22.17	26.32	23.39	23.46	27.79	24.95	25.02	29.67	26.96	27.03	28.49	28.57
24	22.07	22.13	22.43	26.67	23.73	23.80	28.22	25.28	25.36	30.05	27.30	27.38	28.86	28.94
25	22.32	22.38	22.70	27.00	24.08	24.15	28.63	25.64	25.71	30.46	27.65	27.72	29.19	29.27
26	22.60	22.66	22.97	27.31	24.42	24.48	29.03	25.98	26.05	30.87	28.00	28.09	29.53	29.62
27	22.90	22.96	23.27	27.65	24.76	24.84	29.44	26.30	26.37	31.30	28.32	28.39	29.90	29.98
28	23.14	23.20	23.51	27.96	25.12	25.18	29.87	26.68	26.75	31.72	28.68	28.76	30.24	30.32

ESP SALARY SCHEDULES 2010-11

Pay Level	15	15	16	16	17	17	ID	ID	ID	ID	ID	ID
Slot #	U59	U36	U60	U38	U61	U39	UA3	UA5	U03	UB3	UB5	UC3
Desc	Base	12 Mo	Base	12 Mo	Base	12 Mo	+ Degree	+ Degree	+Degree 50%	+60 Hours	+60 Hours	+PPP
Change to Base							750.00	750.00	375.00	500.00	500.00	250.00
Days							196	196	196	196	196	196
Hours/Day							7.00	7.50	7.50	7.00	7.50	7.00
Hours*Days							1372.00	1470.00	1470.00	1372.00	1470.00	1372.00
Addl Per Hr							0.5466	0.5102	0.2551	0.3644	0.3401	0.1822
Exp. Step												
0	23.34	23.40	24.92	24.98	26.70	26.77	11.2466	11.2102	10.9551	11.0644	11.0401	10.8822
1	23.56	23.62	25.15	25.21	26.96	27.03	11.3466	11.3102	11.0551	11.1644	11.1401	10.9822
2	23.56	23.62	25.15	25.21	26.96	27.03	11.3466	11.3102	11.0551	11.1644	11.1401	10.9822
3	23.56	23.62	25.15	25.21	26.96	27.03	11.3466	11.3102	11.0551	11.1644	11.1401	10.9822
4	23.79	23.85	25.37	25.44	27.18	27.25	11.5266	11.4902	11.2351	11.3444	11.3201	11.1622
5	24.03	24.10	25.59	25.66	27.42	27.50	11.7066	11.6702	11.4151	11.5244	11.5001	11.3422
6	24.30	24.36	25.85	25.92	27.69	27.76	11.8966	11.8602	11.6051	11.7144	11.6901	11.5322
7	24.58	24.64	26.12	26.19	27.96	28.05	12.1166	12.0802	11.8251	11.9344	11.9101	11.7522
8	24.85	24.92	26.40	26.48	28.27	28.34	12.3466	12.3102	12.0551	12.1644	12.1401	11.9822
9	25.18	25.24	26.70	26.77	28.59	28.67	12.5866	12.5502	12.2951	12.4044	12.3801	12.2222
10	25.49	25.56	27.01	27.08	28.87	28.95	12.8066	12.7702	12.5151	12.6244	12.6001	12.4422
11	25.82	25.89	27.31	27.39	29.19	29.27	13.0766	13.0402	12.7851	12.8944	12.8701	12.7122
12	26.15	26.22	27.65	27.72	29.53	29.62	13.3366	13.3002	13.0451	13.1544	13.1301	12.9722
13	26.51	26.58	28.00	28.09	29.92	30.00	13.5866	13.5502	13.2951	13.4044	13.3801	13.2222
14	26.83	26.90	28.32	28.39	30.24	30.32	13.8366	13.8002	13.5451	13.6544	13.6301	13.4722
15	27.19	27.26	28.68	28.76	30.60	30.69	14.0966	14.0602	13.8051	13.9144	13.8901	13.7322
16	27.56	27.63	29.04	29.12	30.97	31.05	14.3266	14.2902	14.0351	14.1444	14.1201	13.9622
17	27.88	27.96	29.38	29.46	31.31	31.40	14.5966	14.5602	14.3051	14.4144	14.3901	14.2322
18	28.23	28.30	29.75	29.83	31.63	31.71	14.8566	14.8202	14.5651	14.6744	14.6501	14.4922
19	28.61	28.69	30.10	30.19	32.01	32.10	15.1166	15.0802	14.8251	14.9344	14.9101	14.7522
20	28.93	29.01	30.43	30.51	32.36	32.44	15.3566	15.3202	15.0651	15.1744	15.1501	14.9922
21	29.29	29.37	30.81	30.89	32.70	32.79	15.6366	15.6002	15.3451	15.4544	15.4301	15.2722
22	29.65	29.73	31.14	31.24	33.06	33.14	15.8866	15.8502	15.5951	15.7044	15.6801	15.5222
23	29.97	30.05	31.49	31.57	33.40	33.49	16.1566	16.1202	15.8651	15.9744	15.9501	15.7922
24	30.34	30.42	31.86	31.95	33.77	33.86	16.3966	16.3602	16.1051	16.2144	16.1901	16.0322
25	30.67	30.76	32.18	32.26	34.11	34.20	16.6466	16.6102	16.3551	16.4644	16.4401	16.2822
26	31.02	31.10	32.52	32.61	34.47	34.57	16.9066	16.8702	16.6151	16.7244	16.7001	16.5422
27	31.39	31.47	32.89	32.98	34.82	34.91	17.1566	17.1202	16.8651	16.9744	16.9501	16.7922
28	31.72	31.81	33.22	33.31	35.17	35.27	17.4066	17.3702	17.1151	17.2244	17.2001	17.0422

ESP SALARY SCHEDULES 2010-11

Pay Level	1D	1E	1E	1E	1E	1E	1E	1F	1F	1F	1F	1F	1F	1F
Slot #	UC5	UA1	UA6	UB6	UC1	UB1	UC6	UA2	UA4	UA7	UB4	UB2	UC2	UC4
Desc	+PPP	+ Degree	+ Degree	+60 Hours	+PPP	+60 Hours	+PPP	+ Degree	+ Degree	+ Degree	+60 Hours	+60 Hours	+PPP	+PPP
Change to Base	250.00	750.00	375.00	250.00	250.00	500.00	125.00	750.00	750.00	375.00	500.00	500.00	250.00	250.00
Days	196	187	182	182	187	187	182	187	196	182	196	187	187	196
Hours/Day	7.50	7.00	3.50	3.50	7.00	7.00	3.50	7.00	7.50	3.50	7.50	7.00	7.00	7.50
Hours*Days	1470.00	1309.00	637.00	637.00	1309.00	1309.00	637.00	1309.00	1470.00	637.00	1470.00	1309.00	1309.00	1470.00
Addl Per Hr	0.1701	0.5730	0.5887	0.3925	0.1910	0.3820	0.1962	0.5730	0.5102	0.5887	0.3401	0.3820	0.1910	0.1701
Exp. Step														
0	10.8701	10.5730	10.5887	10.3925	10.1910	10.3820	10.1962	11.0830	11.0202	11.0987	10.8501	10.8920	10.7010	10.6801
1	10.9701	10.6730	10.6887	10.4925	10.2910	10.4820	10.2962	11.1830	11.1202	11.1987	10.9501	10.9920	10.8010	10.7801
2	10.9701	10.6730	10.6887	10.4925	10.2910	10.4820	10.2962	11.1830	11.1202	11.1987	10.9501	10.9920	10.8010	10.7801
3	10.9701	10.6730	10.6887	10.4925	10.2910	10.4820	10.2962	11.1830	11.1202	11.1987	10.9501	10.9920	10.8010	10.7801
4	11.1501	10.8330	10.8487	10.6525	10.4510	10.6420	10.4562	11.3430	11.2802	11.3587	11.1101	11.1520	10.9610	10.9401
5	11.3301	11.0130	11.0287	10.8325	10.6310	10.8220	10.6362	11.5030	11.4402	11.5187	11.2701	11.3120	11.1210	11.1001
6	11.5201	11.1930	11.2087	11.0125	10.8110	11.0020	10.8162	11.6830	11.6202	11.6987	11.4501	11.4920	11.3010	11.2801
7	11.7401	11.4030	11.4187	11.2225	11.0210	11.2120	11.0262	11.8730	11.8102	11.8887	11.6401	11.6820	11.4910	11.4701
8	11.9701	11.6330	11.6487	11.4525	11.2510	11.4420	11.2562	12.0830	12.0202	12.0987	11.8501	11.8920	11.7010	11.6801
9	12.2101	11.8430	11.8587	11.6625	11.4610	11.6520	11.4662	12.2830	12.2202	12.2987	12.0501	12.0920	11.9010	11.8801
10	12.4301	12.0730	12.0887	11.8925	11.6910	11.8820	11.6962	12.4930	12.4302	12.5087	12.2601	12.3020	12.1110	12.0901
11	12.7001	12.3130	12.3287	12.1325	11.9310	12.1220	11.9362	12.6930	12.6302	12.7087	12.4601	12.5020	12.3110	12.2901
12	12.9601	12.5330	12.5487	12.3525	12.1510	12.3420	12.1562	12.9630	12.9002	12.9787	12.7301	12.7720	12.5810	12.5601
13	13.2101	12.7830	12.7987	12.6025	12.4010	12.5920	12.4062	13.2130	13.1502	13.2287	12.9801	13.0220	12.8310	12.8101
14	13.4601	13.0130	13.0287	12.8325	12.6310	12.8220	12.6362	13.4430	13.3802	13.4587	13.2101	13.2520	13.0610	13.0401
15	13.7201	13.2730	13.2887	13.0925	12.8910	13.0820	12.8962	13.6930	13.6302	13.7087	13.4601	13.5020	13.3110	13.2901
16	13.9501	13.5030	13.5187	13.3225	13.1210	13.3120	13.1262	13.9030	13.8402	13.9187	13.6701	13.7120	13.5210	13.5001
17	14.2201	13.7630	13.7787	13.5825	13.3810	13.5720	13.3862	14.1730	14.1102	14.1887	13.9401	13.9820	13.7910	13.7701
18	14.4801	14.0130	14.0287	13.8325	13.6310	13.8220	13.6362	14.3830	14.3202	14.3987	14.1501	14.1920	14.0010	13.9801
19	14.7401	14.2530	14.2687	14.0725	13.8710	14.0620	13.8762	14.6230	14.5602	14.6387	14.3901	14.4320	14.2410	14.2201
20	14.9801	14.4930	14.5087	14.3125	14.1110	14.3020	14.1162	14.8730	14.8102	14.8887	14.6401	14.6820	14.4910	14.4701
21	15.2601	14.7330	14.7487	14.5525	14.3510	14.5420	14.3562	15.1230	15.0602	15.1387	14.8901	14.9320	14.7410	14.7201
22	15.5101	14.9830	14.9987	14.8025	14.6010	14.7920	14.6062	15.3530	15.2902	15.3687	15.1201	15.1620	14.9710	14.9501
23	15.7801	15.1930	15.2087	15.0125	14.8110	15.0020	14.8162	15.5930	15.5302	15.6087	15.3601	15.4020	15.2110	15.1901
24	16.0201	15.4730	15.4887	15.2925	15.0910	15.2820	15.0962	15.8330	15.7702	15.8487	15.6001	15.6420	15.4510	15.4301
25	16.2701	15.7030	15.7187	15.5225	15.3210	15.5120	15.3262	16.0430	15.9802	16.0587	15.8101	15.8520	15.6610	15.6401
26	16.5301	15.9430	15.9587	15.7625	15.5610	15.7520	15.5662	16.3030	16.2402	16.3187	16.0701	16.1120	15.9210	15.9001
27	16.7801	16.2030	16.2187	16.0225	15.8210	16.0120	15.8262	16.5530	16.4902	16.5687	16.3201	16.3620	16.1710	16.1501
28	17.0301	16.4330	16.4487	16.2525	16.0510	16.2420	16.0562	16.7830	16.7202	16.7987	16.5501	16.5920	16.4010	16.3801

ESP SALARY SCHEDULES 2010-11

Pay Level	1K	12	12	12	12X	13	14	14	15	16
Slot #	U10	U83	U#2	U70	U87	U80	UX1	U01	U91	U90
Desc	1K w Assoc	Associates	Masters	12*258/217	Bachelors	Bachelors	Bachelors	Masters	Masters	Associates
Change to Base	591.00	591.00	1477.00		1181.00	1181.00	1181.00	1477.00	1477.00	591.00
Days	187	254	217	217	254	254	254	254	254	254
Hours/Day	7.00	7.50	7.50	7.50	7.50	7.50	7.50	7.50	7.5000	7.50
Hours*Days	1309.00	1905.00	1627.50	1627.50	1905.00	1905.00	1905.00	1905.00	1905.00	1905.00
Addl Per Hr	0.4515	0.3102	0.9075		0.6199	0.6199	0.6199	0.7753	0.7753	0.3102
Exp. Step										
0	19.8915	18.7502	19.2975	21.86	22.5099	21.0499	22.6599	22.8153	24.1753	25.2902
1	20.0815	18.9302	19.4775	22.08	22.7099	21.2499	22.8699	23.0253	24.3953	25.5202
2	20.0815	18.9302	19.4775	22.08	22.7099	21.2499	22.8699	23.0253	24.3953	25.5202
3	20.0815	18.9302	19.4775	22.08	22.7099	21.2499	22.8699	23.0253	24.3953	25.5202
4	20.3115	19.1602	19.7075	22.35	22.9799	21.4799	23.0799	23.2353	24.6253	25.7502
5	20.5615	19.4002	19.9475	22.64	23.2599	21.7199	23.3199	23.4753	24.8753	25.9702
6	20.8415	19.6602	20.2075	22.95	23.5799	21.9699	23.5599	23.7153	25.1353	26.2302
7	21.1215	19.9502	20.4975	23.29	23.9099	22.2599	23.8199	23.9753	25.4153	26.5002
8	21.4215	20.2402	20.7875	23.64	24.2499	22.5499	24.1299	24.2853	25.6953	26.7902
9	21.7615	20.5502	21.0875	23.99	24.6199	22.8599	24.4099	24.5653	26.0153	27.0802
10	22.0815	20.8602	21.3975	24.36	25.0099	23.1499	24.6999	24.8553	26.3353	27.3902
11	22.4215	21.1902	21.7275	24.75	25.3799	23.5099	25.0099	25.1653	26.6653	27.7002
12	22.7615	21.5202	22.0675	25.16	25.7999	23.8199	25.3499	25.5053	26.9953	28.0302
13	23.1415	21.8502	22.3875	25.54	26.1599	24.1599	25.7099	25.8653	27.3553	28.4002
14	23.5015	22.2102	22.7575	25.98	26.5999	24.5099	26.0599	26.2153	27.6753	28.7002
15	23.9015	22.5602	23.0975	26.38	26.9799	24.8599	26.3799	26.5353	28.0353	29.0702
16	24.2315	22.8802	23.4175	26.76	27.4099	25.1999	26.7699	26.9253	28.4053	29.4302
17	24.6015	23.2502	23.7875	27.20	27.7999	25.5299	27.0999	27.2553	28.7353	29.7702
18	24.9715	23.5902	24.1275	27.61	28.2299	25.8999	27.4499	27.6053	29.0753	30.1402
19	25.3515	23.9302	24.4675	28.01	28.6199	26.2599	27.8199	27.9753	29.4653	30.5002
20	25.6915	24.2802	24.8175	28.43	29.0499	26.6099	28.1399	28.2953	29.7853	30.8202
21	26.0915	24.6302	25.1575	28.83	29.4699	26.9499	28.4799	28.6353	30.1453	31.2002
22	26.4615	24.9902	25.5175	29.26	29.8699	27.2999	28.8499	29.0053	30.5053	31.5502
23	26.7915	25.3302	25.8575	29.66	30.2899	27.6499	29.1899	29.3453	30.8253	31.8802
24	27.1915	25.6702	26.1875	30.06	30.6699	27.9999	29.5599	29.7153	31.1953	32.2602
25	27.5715	26.0202	26.5475	30.48	31.0799	28.3399	29.8899	30.0453	31.5353	32.5702
26	27.8915	26.3602	26.8875	30.89	31.4899	28.7099	30.2399	30.3953	31.8753	32.9202
27	28.2815	26.6802	27.2075	31.27	31.9199	29.0099	30.5999	30.7553	32.2453	33.2902
28	28.6515	27.0602	27.5875	31.72	32.3399	29.3799	30.9399	31.0953	32.5853	33.6202