CONTRACT

between

THE BRADFORD COUNTY SCHOOL BOARD

and

THE BRADFORD EDUCATION ASSOCIATION

for

EDUCATIONAL STAFF PERSONNEL

July 1, 2024 through June 30, 2027

Modified and Ratified in August 2025

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ARTICLE I. TERMS OF THE AGREEMENT

Section 1

This agreement will be effective upon ratification July 1, 2024, and will remain in effect until June 30, 2027.

Section 2

The parties agree that negotiations on a successor contract will begin on a date mutually agreeable to both parties at least thirty (30) calendar days prior to the termination date of this contract.

Both parties agree to reopen negotiations at least thirty (30) calendar days prior to June 30 on any mutually agreed upon items, and the employee salary schedule, fringe benefits, and any one item in the present contract and any two new items that either party wishes to negotiate.

Both parties agree to reopen negotiations on those sections of this contract that have expired or have become invalid during the life of this contract through legislative action, court decisions, or Florida State Board of Education administrative rules.

Section 3

If any provision of this contract or any application of this contract is held to be contrary to law, the provision or application will be invalid, except to the extent permitted by law. All other provisions or applications will continue in effect for the term of the contract.

Section 4

The terms and conditions of this agreement may be altered, changed, added to, deleted from or modified only through the voluntary mutual written consent of the parties.

Section 5

This agreement shall supersede any Board policies or administrative directives or practices of the Board and Administration that are in conflict with the terms and/or conditions of employment contained herein.

Section 6

There shall be no fringe benefits implied or otherwise, accruing to the benefit of the bargaining unit or the members thereof, except those benefits as herein expressly provided.

ARTICLE II. RECOGNITION

Section 1

The School Board of Bradford County, hereinafter called the "Board", recognized the Bradford Education Association, hereinafter called the "Association", as the exclusive bargaining representative for all Educational Staff Personnel (ESP) in the School district known and designated by the School Board of Bradford County. In this Agreement, ESP shall be defined as those employees included in the non- instructional, school related personnel unit as certified by the Public Employees Relations Commission.

ARTICLE III. MANAGEMENT RIGHTS

Section 1

The Association agrees that the Board has the exclusive right and responsibility to formulate and set policy concerning matters of, but not limited to, the functions and programs of the Board, standards of service, the Board's budget, curriculum, utilization of technology, utilization of facilities, the organizational structure of the schools and the selection, promotion, direction or dismissal of personnel subject to prevailing State Regulations and the laws of Florida and the United States, and the terms of this Agreement.

It is the right of the Board to determine unilaterally the purposes of the school system, set standards of service to be offered to the public and exercise control and discretion over its organization and operation. 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 for lack of work or other legitimate reasons. However, the exercise of such rights shall not preclude employees or their representatives from raising grievances, should a decision on such matters have the practical consequences of violating the terms or conditions of this agreement.

Section 2

The Association agrees that the Board has the right and responsibility to take whatever actions are necessary, within existing statutes, during an emergency situation. The Association further agrees that declaration and definition of emergency situations are the right as prescribed in Florida Statutes.

Section 3

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

understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth and solely embodied in this Agreement.

The Board and Association agree that all negotiable items that should or could have been discussed during negotiations leading to this Agreement were discussed, and therefore neither party shall be obligated to negotiate or bargain collectively with respect to any subject matter, whether referred to herein or not, except as otherwise specifically required in the Agreement, even though such subjects or matters may not have beenwithin the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement. However, this provision shall not be construed as a waiver of the right or obligation of each party to negotiate any changes in the terms or conditions of employment. The Board shall be relieved of compliance with any term or condition of this Agreement if such compliance is contrary to any constitutionalprovision or State Board of Education regulations or Statutes in effect or enacted subsequent to the signing of this Agreement.

ARTICLE IV. DEFINITIONS

Section 1

The term **Educational Staff Professional** (ESP) shall refer to personnel named as such in Article II, Section 1,of this Agreement and all other personnel who may be included as members of the bargaining unit.

Section 2

The term **Association** shall refer to the Bradford Education Association and all dulyauthorized representatives thereof.

Section 3

The term **day** shall refer to the working day for ESP.

Section 4

The term **district** shall refer to the School District of Bradford County.

Section 5

The term **the Board** shall refer to the School Board of Bradford County.

Section 6

The term **Superintendent** shall refer to the Superintendent of the schools of Bradford County.

Section 7

The term **worksite supervisor** shall refer to the principal of any school, his designee, or the head supervisor of any district office department.

Section 8

The term **worksite** shall mean any school or district office department and shall include all buildings on the worksite and shall include any work location to which ESP's are assigned to carry out their responsibilitiesand which is under the jurisdiction of the School Board of Bradford County.

Section 9

The term **building** shall refer to each individual building on the worksite.

Section 10

The term **Agreement** shall mean the full and complete agreements between the Association and the Board, duly ratified, and signed as set forth in this document.

Section 11

The term **year** shall refer to the school fiscal year (July 1 - June 30).

Section 12

The term **Association representative** shall refer to a duly authorized agent of the Association.

Section 13

The term **student day(s)** shall mean the day(s) and hours set for students to attend school.

Section 14

The term **parties** shall refer to the Board and the Association.

Section 15

The term **mileage** refers to the amount of reimbursement per mile authorized for payment to employees by the School Board of Bradford County.

Section 16

The term **transfer** will refer to an employee-initiated change in work location, worksite, or work

assignment.

Section 17

The term **reassignment** will refer to a Board initiated change in work location, worksite, or work assignment.

Section 18

The term **he** and **his** are used herein as non-gender specific pronouns.

Section 19

The term **seniority** will be determined by the following order:
length of continuous service in the district, exclusive of extended leaves other than for injury or illness in the line of duty or FMLA leave;
total years of service in current job description;
total years of service in the district;
initial employment date with the district; and
experience and qualifications.

ARTICLE V. ASSOCIATION RIGHTS AND RESPONSIBILITIES

Section 1

Each employee shall have the right to join and participate in the Association and to negotiate collectively through the Association as the certified bargaining agent with their employer in the determination of the termsof conditions of employment.

The Board agrees that it shall not directly or indirectly discourage, deprive, or coerce any employee in the enjoyment of any rights covered by the Collective Bargaining Act, this contract, laws of Florida, or the constitutions of Florida and the United States.

The Association agrees that it shall not directly or indirectly discourage, deprive, or coerce any employee in the exercise of any rights covered by the Collective Bargaining Act, this contract, laws of Florida or the constitutions of Florida and the United States.

Section 2

Nothing contained herein shall be construed to deny or restrict to any employee rights he may have

under the Florida School Laws or other applicable laws and regulations.

Section 3

The Association shall be entitled to conduct meetings in school buildings or worksites before and after the regular workday, by prior arrangement and approval with the principal, worksite supervisor, or designee at a designated meeting location. The Association shall hold the Board harmless and assume any liability for claims made against the Board for those items for which it is legally obligated to assume. If such meetings are held at times that they cause additional expense to the Board, any such additional expense shall be borne by the Association.

In the event that equipment is needed by the Association, details, including the approval of use shall be arranged with the appropriate administrator. The Association shall be responsible for any repairs necessary as a result of the Association's use of the equipment, not including normal wear and tear.

Section 4

The Association shall be provided exclusive use of one bulletin board, maintained by the Association, in the lounge or work room at each school center or worksite. These bulletin boards shall be used for posting Association material. The principal or worksite supervisor shall be provided a copy of such material prior to posting.

Section 5

The Association shall have the right to use mailboxes and/or the electronic counterpart in the individual school for communications to employees. Email will be used for information and announcements, not for membership recruitment. The Association will be permitted use of the inter-school system for mail delivery to each school providing items are properly addressed and packaged. The rights guaranteed herein shall not be granted to any other employee organization.

Section 6

The Board agrees to provide copies of public documents upon written request from the Association.

Section 7

The Association or an individual Association member shall be placed on the board agenda upon request and in compliance with the Administrative Procedures Act.

A copy of the School Board agenda shall be placed on the district website for all employees to review.

Section 8

The parties agree that under current Florida law the language in Article V Section 8 below is null and void. Should the law change and permit the School Board to allow union dues payroll deductions, the parties will meet and agree to the same language or modify as the law requires.

~~Employees have the right of continuous payroll deduction for Association dues and programs approvedby the Board. The following stipulations pertain to dues deductions:~~

~~There is in the possession of the employer a current authorization for dues deduction, executed by the employee, in the form and according to the terms of the authorization card. The Association shall notify the payroll officer of the amount to be deducted no later than twenty (20) days prior to the initial deduction. Any changes in this amount will not go into effect until twenty (20) days after the Association notifies the payroll officer.~~

~~Authorization cards will be furnished by the Association as shown in Appendix A of this contract.~~

~~An employee may authorize dues deduction by presenting an authorization card to the employer. The amount specified by the Association will be deducted from paychecks, starting with the first and ending with the last check for the school year.~~

~~Authorization for dues deduction is revocable only upon thirty (30) days written notice to both the payroll officer and the Association.~~

~~The deduction will be remitted to the Association no more than three (3) working days after the deduction is made.~~

~~The Association shall indemnify and save the district harmless against all liabilities that may arise from action taken to comply with this section.~~

Section 9

The Board will provide a payroll deduction slot for those employees electing to participate in programs provided by Creative Benefits if at least twenty (20) employees have agreed to participate in the program.

Section 10

Representatives of the Association shall have the right to transact business on school property at any school building, before, during, or after the school day, provided there is no interruption of instruction or scheduled assigned duties. Representatives outside the building shall check in with the school

office, and request permission to see an employee.

Section 11

Each School Advisory Council (SAC) shall include at least one ESP. Service on the council will be voluntary.

ESPs shall be allowed two (2) members each on the District Code of Conduct. The ESP members shallbe chosen by the Association President or designee.

A joint committee will be established for the purpose of identifying and making recommendations for staff development activities for ESP bargaining unit members.

Section 12

The Transportation Department, Maintenance Department, and District Office shall establish a worksite committee consisting of three (3) to six (6) ESP's to be chosen by the Association President or designee. The Transportation Committee shall be composed of a member from each geographic area and an ESE representative.

Section 13

The President or his/her designee shall be permitted to request BEA leave to transact Association business and attend Association meetings and conferences. The BEA shall be permitted to use up to one hundred thirty (130) hours annually.

Section 14

The Superintendent and Association, if either makes a request, shall meet to review the administration of the contract, and discuss matters of concern to either party.

Section 15

The Association Building Representatives shall be given an opportunity at the conclusion of worksite meetings to present brief reports and announcements after the prior notification of the appropriate administrator.

Section 16

During pre-school planning, the Association, upon request, shall be granted no longer than one (1) continuous hour at each school site during one workday to conduct Association business. The meeting

shall be scheduled by mutual agreement of the Principal and the Association.

Section 17

The BEA will be placed on the agenda of the district-wide back-to-school meeting for a brief welcome statement. At the conclusion of the district-wide back-to-school meeting, the Association shall have time, not to exceed sixty (60) minutes, to conduct Association business. However, no ESP shall be required to remain for such meetings.

Section 18

Upon request a list of bargaining unit employees subsequently hired will be provided to the Association each month. The list will include name, address, and school assignment, providing such is in compliance with Florida Statute.

Section 19

Copies of this Agreement titled "Contract between the Bradford County School Board and the Bradford Education Association" shall be published and made available on the district's website at the expense of the Board within thirty (30) days after the Agreement is signed. A printed copy shall be made available, upon request to all ESP personnel now employed or hereafter employed. ESP personnel considered for employment shall have access to this contract. Further, that the Board shall furnish fifteen (15) copies of said printed agreement to the Association for its use.

Section 20

The District agrees to provide ninety (90) days' notice of the intent to submit a recommendation to the Board regarding contracting out services normally provided by bargaining unit members.

ARTICLE VI. GRIEVANCE PROCEDURES

Section 1

The purpose of this procedure is to secure at the lowest possible administrative level, equitable solutions to problems affecting those employees covered by this contract. Both parties agree that these procedures shall be kept as informal and confidential as may be appropriate at any level of the procedure except those that may occur before the School Board which is required to meet in public.

Section 2

Definition:

A grievance is defined as misapplication or misinterpretation of the Agreement and may be filed by an employee or group of employees.

Section 3

The Association may file a grievance under the following circumstances:

When there is misapplication or misinterpretation of the provisions of this agreement involving rights granted the Association herein.

When there is an existing controversy or grievance existing involving the misapplication or misinterpretation of this Agreement involving members of the bargaining unit. In filing such a grievance, the statement of the grievance shall contain relevant facts involved, including personnel and specific contract provisions that have been misapplied or misinterpreted.

Section 4

The "Employer" shall mean the School Board or the Administration.

Section 5

The term "Days" shall mean employee working days, except when a grievance is filed within twenty (20) work days of the last employee work day of the school year. For grievance within that period, days shall mean calendar days.

Section 6

Time Limits: Since it is important that grievance be processed as rapidly as possible, the number of days indicated at each level is to be considered the maximum and every effort should be made to expedite the process before the deadlines are reached. Time limits may, however, be extended by mutual written agreement between the Association and the Superintendent.

Section 7

Filing: Within twenty (20) days following knowledge of the act or condition which is the basis for the grievance, the grievant may file a grievance with the school principal, assistant, dean, or other immediate supervisor or designated representative.

Section 8

Representation: All employees shall have the right of Association representation at each step of the grievance procedure and may not be required to be present at any step. No grievant may be required to discuss any grievance if the Association representative is not present.

Section 9

Any individual employee or group of employees shall have the right at any time to present grievances to the designated representatives of the School in person or by their representatives, and to have such grievance adjusted, without the intervention of the Association as long as the adjustment is not inconsistent with the collective bargaining contract, and the Association has been given the opportunity to be present.

Section 10

Copies of the employer decisions given at any step of the grievance procedure shall be delivered to the grievant and Association on the same date.

Section 11

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

Section 12

The Association shall not be required to process grievances for non-association members.

Section 13

The Association shall have the exclusive right to determine if a grievance should be processed under this procedure. A grievance shall not proceed if determination is made by the Association that the grievance should not be processed because of lack of merit.

Section 14

No member of the bargaining unit shall be represented by another employee organization.

Section 15

When a grievance occurs, the aggrieved may invoke the procedure according to the following steps:

STEP ONE: Informal discussion • In the event that individual employee(s) or the Association believes there is a basis for a grievance, the grievant shall have the option to first discuss the alleged

grievance with the appropriate administrator at the school worksite either personally or accompanied by the Association's representative, or initiate STEP TWO. If the grievant decides to follow Step One, within five (5) working days after presentation of the grievance, the immediate administrator shall give his answer on the form as appendixed (Appendix B) in this Contract for this purpose which documents the date of the occurrence of the alleged grievance and officially indicates the dates and times of administrative conference with the aggrieved and the date and time of filing the report.

STEP TWO: If STEP ONE is used and the grievance is not resolved, the grievant must, within five (5) days of receipt of the administrator's answer, submit to the administrator a signed, written "Statement of Grievance." If the grievant elects to by-pass STEP ONE, the formal statement of grievance starts the· grievance procedure. The "Statement of Grievance" shall name the grievant, shall state the facts giving rise to the grievance, shall state both date of the alleged occurrence and date of knowledge of alleged occurrence,shall identify the provisions of the contract alleged to be violated by reference, when applicable, shall state the contention of the grievant, shall also state the relief requested by or on behalf of the grievant, and shall be signed by the grievant involved. The Administrator shall give the grievant an answer in writing no later than five (5) days after receipt of the written grievance.

STEP THREE: If the grievance is not resolved in STEP TWO, the grievant must submit the alleged grievance in writing within ten (10) days to the Superintendent. Within ten (10) days of receipt of the grievance, the Superintendent shall indicate his disposition of the grievance in writing.

STEP FOUR: If the grievance is not resolved at the conclusion of STEP THREE, it may be submitted for binding arbitration. Written notice of the submission to arbitration shall be delivered to the Superintendent within ten (10) days after the date of the decision rendered in the previous step. Following the written notice of submission to binding arbitration, the Association and Superintendent shall attempt to select an arbitrator. If mutual agreement on the selection of an arbitrator cannot be reached within five (5) days after the date of submission to arbitration, the Federal Mediation and Conciliation Service shall be requested to provide a list of five (5) names. Both the Superintendent and Association, in that order, shall have the right to strike a name until only one remains, the one remaining to be the arbitrator. The final selection of an arbitrator shall not exceed ten (10) days after both parties are in receipt of the list of arbitrators.

Section 16

The arbitrator shall have no power to add to, subtract from, disregard, alter, or modify any of the terms of this contract. If either party disputes the arbitrability of any grievance, the arbitrator shall decide the issue of arbitrability first, before proceeding, if necessary to the merits.

Section 17

In the event that a case is appealed to an arbitrator on which he has no power to rule, it shall be referred back to the parties without decision or recommendation on its merits.

Section 18

The expenses of the arbitration step in this procedure shall be shared equally, except attorney fees, by the parties. In those cases where there is no prevailing party, the cost shall be shared equally by the parties.

Section 19

Notwithstanding the expiration of the Contract, any claim or grievance initiated prior to the expiration date of the Contract may be processed through the grievance procedure until resolution.

Section 20

The failure of a grievant to proceed from one step of the Grievance Procedure to the next step within the time limits set forth shall be deemed to be an acceptance of the decision rendered.

Section 21

The failure of an administrator to communicate his decision to the grievant within the specified time limits shall automatically move the grievance to the next step in the Grievance Procedure.

Section 22

It shall be the general practice of all parties to process grievances during times which do not interfere with or cause interruption of the student's education program. Released time shall be without loss of pay to the extent it is required by the Board for participation in actual meetings with the Board or its designated representatives. Release time without loss of pay is not for the Grievant during an arbitration hearing and related depositions. The Grievant may use other forms of leave that are available. Approval of leave requested for investigating Grievance Claims shall be determined by the Superintendent after consultation with the President of the Association.

Section 23

A grievance may be withdrawn at any step.

Section 24

In the course of investigation of any grievance, representatives of the Association shall report to the appropriate administrator of the building being visited and state the purpose of the visit immediately upon arrival.

Section 25

Adjustment of any grievance as described herein shall not be inconsistent with the provisions of this contract.

Section 26

The Association will be given access to all information relating to those specific grievances to which the Association is a party. Copies of all documents relating to the grievance will be forwarded to the Association and the appropriate Administrator within forty-eight (48) hours of the initial request. Copies of employer decisions at all levels will be forwarded to the Association in any grievance, the same date is delivered to the employee.

Section 27

No reprisals shall be invoked against any employee for processing a grievance or participating in any way in the grievance procedure. No documents of any kind or form pertaining to the initiation, processing or settlement of any grievance whatsoever shall be placed in the personnel file of any employee.

Section 28

The filing of a grievance shall in no way interfere with the right of the Superintendent to proceed to carry out its management responsibilities, subject to the final resolution of the grievance. The employee shall abide by the management decision involved in any grievance, prior to and during the time the grievance has been filed and shall not discontinue his duties prior to or during the time a grievance is being processed.

Section 29

The date of the disposition shall be the date on which the Principal or other management official delivers the disposition to the Association or grievant, whichever is appropriate, or the date of the postmark in those instances where delivery is by U.S. mail.

Section 30

The commencing of legal proceeding against the School Board in a court of law or equity, or before the Public Employees Relations Commission, or any other Administrative agency, by an employee or the Association, for misapplication or misinterpretation of the terms of this agreement, is deemed an election of remedy and shall be deemed a waiver by said employee or the Association of its/their right to resort to the grievance and arbitration procedure contained in the Agreement.

ARTICLE VII. EMPLOYEE RIGHTS

Section 1

Employee participation in charitable drives is voluntary. Solicitations will be made, but no pressure will be brought to bear to require such participation.

Section 2

All school board policies shall be uniformly administered throughout the bargaining unit.

Section 3

All new ESP employees shall serve a three (3) year probationary period. During this first ninety (90) days of this period, employment may be terminated at any time and for any reason by the Superintendent.

Upon the employee's completion of the probationary period, recommendation of the superintendent andre-appointment by the school board, his/her employment shall continue from year to year unless the Superintendent of Schools or his/her designee terminates the employment for just cause.

ESP's holding continuous employment status, and who transfer to another job resulting in a promotion, shall serve a ninety (90) day trial period. During this ninety (90) day period, an employee unable to satisfactorily perform the new duties may be returned to his/her former position; however, the newly promoted employee shall retain his/her continuous employment status.

Nothing contained in this section shall be interpreted to create any form of expectancy of re-employment beyond the end of any fiscal year during the probationary period.

Section 4

Worksite supervisors shall not discipline employees in the presence of students, parents, other faculty,

or staff members, unless a clear or present emergency exists.

Section 5

This section covers actions involving written warnings, reprimands, suspensions, demotions, dismissals, and reductions in grade or pay. Oral warnings shall not be considered as disciplinary action.

Disciplinary action may not be taken against an employee except for just cause and must be substantiated by evidence which supports the recommended disciplinary action.

An employee shall be informed of the identity of any person whose complaint or statement is used to justify disciplinary actions against him/her.

All facts pertaining to a disciplinary action shall be developed as promptly as possible. Actions under this article shall be promptly initiated after all the facts have been known to the official responsible for taking the actions.

An employee against whom action is to be taken under this agreement shall have the right to review all of the documents or records relied upon to support the proposed action and shall be given a copy upon request.

Where just cause warrants such action(s) an employee may be demoted, suspended, or dismissed upon recommendation of the immediate supervisor to the Superintendent. Unless circumstances warrant immediate serious disciplinary action, progressive discipline shall be administered as follows:
Verbal reprimand
Written reprimand
Suspension with or without pay
Dismissal

Section 6

Any complaints about an employee which could lead to disciplinary action must be made in writing and must be presented to the employee either before any disciplinary action against the employee may be takenby an administrator or at the conclusion of five (5) days following submission of the complaint, whichever comes first. An employee shall have five (5) days within which to respond in

writing to such complaints. Such complaints not presented in writing, shall not be recorded or processed. Complaints regarding an employee shall only be placed in their personnel file if a prior investigation is conducted by the appropriate administrator. If the investigation by the appropriate administrator proves the complaint to be without justification, then the complaint will not be placed in the employee's file.

Section 7

When an employee is involved in circumstances which could lead to disciplinary action, the employee shall have, upon request, Association representation at any conference between the school administrator(s) and the employee which relates to the matter.

Section 8

The private and personal life of any employee is not within the appropriate concern or attention of the Board, except as it can be clearly demonstrated that it prevents the employee from performing assigned functions or results in a disruption of the normal educational process.

Section 9

Any case of assault and/or battery upon an employee in connection with the legitimate exercise of authority shall be reported to the appropriate administrator who shall immediately investigate and who shall report to the Superintendent concerning the incident. The Superintendent shall advise the employee as to his/her rightsand obligations with respect to the assault and the probable action that shall be taken with regard to the assailant. The Superintendent shall offer to assist the employee in pressing such charges as are appropriate.

Section 10

Employees shall not be required to work under unsafe and/or hazardous conditions.

Section 11

Upon request, the Board shall provide safety equipment for all employees assigned areas where the employee is subjected to hazardous grease, dirt, chemicals, materials, and similar agents.

Training, by the Board, will be provided for safe operation of equipment when necessary to prevent injury or hazard.

Section 12

The handling of personnel files shall be in compliance with the provisions of Chapters 231, 291 and 119. Alleged violations of these provisions shall be processed according to the grievance provisions of this contract.

Section 13

Whenever any employee is enrolled in an Employee Assistance Program, the School Board shall maintain the confidentiality of the employee's participation.

The School Board will not use participation in an Employee Assistance Program as a disciplinary measure.

Section 14

The Board will provide a fully paid $100,000 liability insurance policy to cover claims arising out of an employee's employment with the Bradford County School Board, unless the actions of the employee are found to have been committed in bad faith or with malicious purpose.

Section15

Employee's entire social security numbers shall be secured from access and will not be posted by site office personnel on school district documents.

ARTICLE VIII. IMPASSE

Section 1

In the event that an impasse is reached during the course of negotiations, the parties agree to mediation as a means of attempting resolution of the item(s) in dispute. The initial recourse will be to petition the Federal Mediation and Conciliation Services (FMCS) for a mediator. If agreement is not reached by the parties, the impasses will proceed under Public Employee Relations Commission (PERC) guidelines.

If the parties agree in writing to waive the appointment of a special master, the parties may proceed directly to resolution of the impasse by the legislative body.

ARTICLE IX. EMPLOYEE WORKING CONDITIONS

Section 1 Work Day

Each ESP working a minimum of seven (7.0) hours per day, shall be granted a thirty (30) minute duty-free lunch. Employees shall be free to leave the work location during the duty-free lunch period and shall return to the work site by the end of the thirty (30) minute duty free lunch period.

Compensatory time shall be granted for duties assigned beyond the regular forty (40) hour work week and only with prior approval of the principal or worksite supervisor.

After forty (40) hours, compensatory time will accrue at the rate of one and one-half (1 ½) hours for each hour of overtime worked.

Accumulated compensatory time shall be taken in minimum increments of fifteen (15) minutes. By May 30 each year, compensatory time must be used or encumbered by June 30. Any compensatory time not used or encumbered will be paid by June 30.

Normally, compensatory time-off will be granted before annual or sick leave is approved. If annual leave would otherwise be forfeited, however, annual leave may be granted before compensatory time-off.

Accumulated compensatory time shall be arranged with prior approval by the appropriate worksite supervisor. Requests for utilization of compensatory time will not be denied unless the employee's absence will unduly disrupt the operations of the employer, as determined by the cost center administrator or designee.

Section 2

If a student is sent to the office with a disciplinary referral, the appropriate administrator shall provide feedback to the employee, with regard to action taken concerning the student's behavior, within two (2) working days of the administrator having taken said action.

Section 3

Employees shall report to the appropriate administrator any loss, damage, or destruction of clothing or personal property, which occurs within the scope of the employee's employment, excluding normal wear and tear or use of such item. Upon request, the board may reimburse the employee for such loss, damage, or destruction.

Section 4

During the normal course of assigned duties and with the prior approval of the principal or worksite supervisor, employees required to use their personal vehicle to travel on official board business, may request reimbursement for a minimum of twenty-five (25) miles, to be submitted no more than one time each sixty (60) days.

Section 5

A picture I.D. will be provided to all employees. The employee's badge must be worn at all times while on duty.

Section 6

If the Board desires evidence concerning the health of an employee, it may call for a physical and/or mental exam of that employee by a licensed, competent physician of the employee's choice. The Board shall pay all costs for any required examination.

Any fingerprinting and/or criminal background check of any current employee required as a result of changes in Florida or Federal Statutes shall be provided to the employee at Board expense.

Section 7

Employees may leave the worksite thirty (30) minutes prior to the end of the workday on primary and general election days.

Section 8

Employees with previous Bradford County School District experience, returning to the same pay lane, will not make less per hour than the hourly rate earned while employed with the system.
New hires will be placed on *Step 0* on the salary schedule until they provide verification to the HR Director of years of experience. The new hire has thirty (30) days to provide this information to the HR Director. After receipt and verification of the years of experience the new hire's salary will be adjusted one half year of experience for each year to a maximum of twenty (20) years, unless the Superintendent deems the job opening a critical need.

Section 9 - Flex Time

Through mutual agreement, the supervisor may establish a flexible scheduled day for an individual employee.
A flexible scheduled day may include days with hours which vary from the standard scheduled day but shall not be more nor less than the hours in a standard scheduled day.

The scheduled day for an individual employee may not interfere with student contact time.

Section 10

In order to set an example for students, employees shall dress in a professional, clean, neat manner appropriate for the environment in which they work.

- Clothing shall be neat, clean without tears, rips, cuts, not revealing or excessively short.
- Clothing, jewelry and visible tattoos shall be free of profanity, tobacco, violence, alcohol and drugs, or political graphics/affiliations.
- Tank tops, halter tops, spaghetti strap, leggings or tight spandex/lycra must be worn under additional clothing.
- Athletic wear (eg. sweatpants, gym shorts) may be worn if appropriate for specific duties (eg. PE teachers).
- Due to safety concerns, flip flops and croc style clogs shall not be worn.
- Shorts, if worn during student contact hours, must be appropriate and approved for specific duties.
- T-shirts or hoodies must be free of graphics unless the graphics are related to school sponsored events, clubs, activities, seasonal/holiday, or have a positive and respectful messages provided the message aligns with the school values and maintains a safe an inclusive environment.

ARTICLE X. LEAVE

Section 1

Each ESP employed on a full-time basis shall be credited with four (4) days of sick leave upon the last day of the first month of employment and shall thereafter earn one day of sick leave at the end of each month of employment; provided that the number shall not be used prior to the time it is earned and credited. Sick leave shall be taken only when necessary, because of sickness as herein prescribed. Sick leave shall be cumulative from year to year with no limit on the number of days of sick leave an employee may accrue.

Section 2

Sick leave may be used for personal illness or because of illness or death of father, mother, brother, sister, husband, wife, child, other close relative, or member of his or her own household.

Section 3

An employee may donate up to fifty percent (50%) of his/her accumulated sick leave, not to exceed twenty-five (25) days, to another district employee as follows:

The donating employee must retain at least five (5) sick leave days after the donation has been made.

Sick leave deducted from each donor's donated leave shall be in proportion to the actual need.

Sick leave that is unused shall be refunded to each donor employee on a proportionate basis.

In order for an employee to be eligible to be a recipient of donated sick leave, the recipient must file with the Finance Department a written request that includes documentation that establishes a minimum need for five (5) days of additional sick leave. This request must be made within ten (10) days of the employee's leave without pay. The request may be made in advance of the need for the days requested. Medical documentation from the physician treating the illness or injury for which the leave is being requested must substantiate the seriousness of the illness orinjury and support the need for the days requested. Upon receipt of the appropriate documentation and request, the request will be approved. Donated sick leave may not be used by a recipient until all of therecipient's sick leave has been depleted.

Eligibility is in accordance with Article X Section 2.

Section 4

Personal leave without pay for child-rearing purposes may be granted for the remainder of the year and/or the year following the birth or adoption of a child.

As may be required for other illness or injury, the Superintendent may require a physician's statement indicating the medical cause which necessitates the use of sick leave, if over three (3) consecutive days.

Upon exhaustion of accumulated sick leave and/or upon application, the employee will be granted personal leave without pay for the recommended recovery time or, if desired by the employee, the remainder of the school year in which the child is born.

Section 5

Unused sick leave days accumulated by an employee prior to an approved leave of absence will be credited to the employee upon his return from leave.

Section 6

Employees shall be entitled to military leave without loss of pay or leave for up to two hundred forty (240) hours per year in order to participate in required training exercises by Reserve or National

Guard units. In the event of a formal call up an employee who is a member of the reserve component of the Armed forces of the United States or the Florida National Guard shall be granted leave without pay for the period of required duty.

Section 7

Any employee shall be entitled to illness-in-line-of-duty leave with full pay when the employee has to be absent from his duties because of personal injury received in the discharge of duty or because of illness from any contagious or infectious disease contracted in their school work.

The employee shall be entitled to up to ten (10) days paid leave. In the event worker's compensation has not begun within the ten (10) day period, additional leave may be considered by the board.
Use of such leave shall result in no reduction of the employee's accumulated sick leave.

An employee may use increments of accumulated sick leave to supplement worker's compensation benefits.

Section 8

When required to report for jury duty, or for litigation arising out of the discharge of his duties, or when subpoenaed as a witness, an employee shall be granted the appropriate leave with pay. The employee shall, in all cases, retain any payment for such duty.

Section 9

An employee returning from approved leave or extended leave will be given a position, if desired, in the same location to which he was previously assigned if a vacancy exists for which the employee is qualified. If no vacancy exists, he will be assigned to a position to which he/she is qualified.
An employee hired to fill a vacancy created by an approved leave of absence shall be made aware of the provisions of this section.

Section 10

Employees returning from approved leaves of absence will retain full credit for years of service prior to their leave.

Section 11

The total unused portion of the annual sick leave allowance will be permitted to accumulate.

Section 12

Professional leave with pay shall be granted to the number of authorized delegates (1 to 25 or fraction thereof) for the purpose of attending the Florida Education Association/United annual convention as delegates. Unless otherwise approved by the worksite supervisor, no more than two (2) employees per cost center may be granted leave.

Section 13

Temporary duty elsewhere leave may be granted by the Board for an employee to attend professional meetings, conferences, workshops, or other such meetings outside the county. Such leave will be related to improvement of job performance and will be in accordance with the reimbursement policies of the School Board of Bradford County.

Section 14

Personal leave without pay may be granted:

to run for or serve in an elective office.

to serve as an officer in the Association or its affiliates.

Section 15

Professional leave during non-student contact time shall be granted to non-instructional employee for the purpose of completing (job related) classes and professional development coursework with prior approval of the supervisor.

Section 16

Any ESP who has perfect attendance per 9 week grading period can earn compensatory hours equal to 1/2 of the ESP's scheduled work day for the 1st and 2nd 9 week grading periods. They can earn compensatory time equal to a full scheduled work day for the 3rd and 4th 9 week grading periods for perfect attendance. Such compensatory days shall be arranged with the principal or his designee and will not accumulate from year to year except for that earned the 4th 9-weeks. Compensatory time can only be used during non-student contact time.

Perfect Attendance is defined as being present for all scheduled student contact hours. This perfect attendance policy is exclusive of approved TDE and approved use of compensatory time.

Section 17

Any employee who has children, stepchildren, grandchildren, or legal wards attending Bradford County Schools shall be granted up to two (2) hours per semester of temporary duty to attend parent conferences, school performances and activities, or field trips in which their student(s) they are participating.

Section 18

Bereavement Leave - In the event of a death of a member of the immediate family, an employee shall be granted up to (2) two days of paid leave upon request. Bereavement leave is of a special nature and may not be deferred or converted to any other purpose. It is not charged against any other leave account. It is not transferrable or accruable and must be used within 30 calendar days of the death. Application shall be made to the Superintendent and granted by the Superintendent or his/her designee, in advance whenever possible. The employee will not be paid bereavement leave for days not scheduled to work. In order to honor a request for bereavement leave, employees are required to attach a copy of the obituary or other satisfactory document to the leave request form and details about the relationship may be required by the Superintendent.

Immediate family shall be defined as: Employee's spouse, grandparent, parent, brother, sister, child, grandchild, or the grandparent, parent, brother, sister, child, grandchild, of the employee's spouse. This also includes individuals for whom the employee is the current legal guardian.

Section 19

An employee shall be granted personal leave with pay up to six (6) days per year from accumulated sick leave. Personal leave shall not be used the day prior to or the day following a school holiday or during pre- and post-planning, except with the approval of the Superintendent or his designee.

Employees shall exercise a good faith effort to notify the principal of intent to use personal leave at least three (3) days in advance of the leave. In no event, however, shall the number of personal day requests be approved for more than fifteen percent (15%) of the total staff on any work day of the school center and/or department, except as otherwise approved by the principal or department supervisor.

Section 20

Beginning with the 2022-2023 calendar, all 12-month employees shall reserve four (4) vacation days

to be scheduled in conjunction with paid holidays and calendar adjustment days during the Christmas break. The remaining vacation leave may be used at the discretion of the employee with the approval of the supervisor and Superintendent. Employees who have not earned sufficient "scheduled vacation days" shall be granted unpaid vacation leave days and be given the option of using paid personal leave, and/or compensatory time.

ARTICLE XI. TRANSFERS/VACANCIES

Section 1

Employees may apply for transfer at any time.

Section 2

The Board will post in each worksite/planning area a list of known employee vacancies for the coming year. The list will be posted by May 10. The posting timeline will be in accordance with Article XI Section 5.

Section 3

Currently employed ESP's will be given consideration in the filling of new positions or vacancies. Employees with no significant deficiencies on their most recent assessment who have been non-renewed will receive consideration of a vacant position prior to the employment of an employee with no prior service to the district. ESP staff with a current satisfactory evaluation, who have been non-renewed, will be granted interviews upon application for vacant positions, during the year of non-renewal.

Section 4

Filling of vacancies will be determined as follows:
qualifications
performance evaluations
seniority

Section 5

All positions posted during of the fourth nine-weeks including openings identified for the next school year are to be posted for ten (10) work days.

ESP classroom aide positions that are posted during the summer will be posted no fewer than five (5) work days. This also includes aide positions identified by the BCSB to address exceptional education

needs and were not authorized previous to this time. This would include those positions identified because of ESP classroom aide resignation.

Positions that are posted within one (1) week of the beginning of pre-planning or are for ESP classroom aide resignations that occur during the school year may be considered an emergency posting and after advertised for three (3) work days, may be filled upon finding a certified candidate. The District will advertise these vacancies with one (1) day internal posting, to be followed by two (2) days external posting, if needed.

Timetable for Posting Positions

Time Period	Internal	External	Total Posting Days
4th nine weeks	5 days	5 days	10 days or until filled
Summer	2 days	3 days	5 days
1 week before preplanning and school year resignations	1 day	2 days	3 days

Section 6

Employees transferring from one position to another which results in an increase in pay will receive at least a ten percent (10%) increase or be placed on the Step resulting in an increase that is closest but no below ten percent (10%).

ARTICLE XII ASSIGNMENTS/REASSIGNMENTS

Section 1

The superintendent will make personnel assignments and reassignments within this district with the approval of the Board. Vacant positions may be filled by transfer when such transfers meet program needs. Vacancies must be posted in advance and filled as allocated.

Section 2

Reassignments will not be made for arbitrary, capricious or retaliatory reasons.

Transfers shall be sought prior to initiating any reassignments, whenever feasible.

Section 3

Reassignments will be handled in a professional manner.

Section 4

Each employee shall be assigned within the scope of his qualifications and experience.

The employee with the least seniority shall be reassigned before a more senior employee, whenever practicable.

The worksite supervisor shall discuss any reassignment with the employee directly involved.

Section *5*

Changes in work assignments within the regular school year may be made after consulting with the employee(s) involved and soliciting alternative solutions to the problem.

If a reassignment becomes necessary, a minimum of five (5) days written notice shall be given to the employee involved prior to the reassignment, unless an emergency situation exists.

Section 6

No employee shall sustain a loss in pay due to a reassignment unless the reassignment is the result of a sustained violation of their job duties or board policy. The loss of pay will go into effect on July 1 of the next fiscal year. This language goes into effect July 1, 2024.

ARTICLE XIII. EMPLOYEE PERFORMANCE EVALUATION

Section 1

It is the philosophy of this Agreement that evaluation is a developmental process. Evaluations shall be directed to identify strengths as well as weaknesses.

Section 2

Each employee shall be evaluated by the worksite supervisor or his administrative designee when deemed necessary. Employees shall be observed at least once annually and shall receive an annual evaluation.

Section 3

Employees shall be evaluated according to the current evaluation form. Each individual shall be informed of the criteria and the procedure to be used.

Section 4

An employee shall be informed of the identity of any person whose statement is used to justify a negative evaluation.

Section 5

Signing of Evaluation: The employee may sign and date the written evaluation indicating that he has read the written evaluation and has had the opportunity of making comment(s) on the evaluation. An employee shall not be requested nor required to sign a blank or incomplete evaluation form. The employee shall be provided a copy of the evaluation at the time it is signed by him/her acknowledging receipt.

Section 6

The worksite supervisor is responsible for indicating the employee's effectiveness in meeting each criterion as "Satisfactory", "Needs Improvement", or "Unsatisfactory".

If an employee receives "Needs Improvement" or "Not Satisfactory" on an employee's evaluation, the appropriate worksite supervisor will inform the employee in writing of deficiencies and the manner in which these deficiencies may be remedied. Time and assistance shall be provided to correct said deficiencies.

ARTICLE XIV. REDUCTION IN FORCE

Section 1

If the Board determines it is necessary to reduce the working staff, it shall determine the specific work locations and areas of specialty, or specific positions to be eliminated. The Superintendent shall notify the Association, in writing, the reason for such reduction, the names, school and work sites of

all unit members involved at least fifteen (15) calendar days prior to the Superintendent's submission of his/her recommendation to the Board for final determination. If a reduction in force is to occur, employees with the least seniority in the areas affected shall be laid off first. For purposes of this article,seniority shall be defined pursuant to Article IV, Section 19.

Section 2

If layoffs are to occur, a seniority list by job description in accordance with this article shall be prepared by the Board and a copy thereof given to the Association. Employees shall be recalled in inverse order of layoff.

Employees being recalled shall be notified by Certified Mail and shall have ten (10) working days from the date of receipt by the addressee to respond affirmatively.

If an employee fails to respond in the affirmative, he shall be removed from the recall list and the Board shall have no further obligation to him/her.

Employees may be required by the Administration to provide medical verification that they are physically qualified to perform all the duties of their job.

Section 3

In the event of a layoff, pursuant to this section, employees shall not lose accumulated sick leave days. Employees may, upon payment one (1) month in advance of the due date, continue in the insurance program provided by the Board. In the event an employee is under the Florida Retirement System (FRS) and is involved in a layoff, he/she shall be granted an unpaid leave of absence.

Section 4

No new employee shall be hired in a laid-off employee's area until all fully approved laid-off employees from that work area have been recalled or have declined or failed to accept recall, in accordance with the procedures called for in Section 2 above.

ARTICLE XV. ESP SPECIAL AREA SECTION

Section 1 Bus Drivers and Bus Paraprofessionals

Workday: Each driver and bus paraprofessional shall be guaranteed a minimum of six (6) hours each day. When the need arises, and the transportation department determines that a route is more than six hours, the driver will be paid actual time to the nearest quarter (1/4) hour at their regular hourly rate

with full benefits including sick leave hours equal to the number of hours worked, and retirement benefits.

The regular work year for bus drivers shall be: 180 driving days; six (6) paid holidays; and twelve hours of in-service. The regular work year for bus paraprofessionals shall be: 180 days; six (6) paid holidays.

Drivers will be notified of dates of training as soon as schedule of dates is confirmed.

Drivers will be notified of the date(s) for physicals as soon as possible after the last student day of each year.

When funds are available, the School Board shall provide a conference area to accommodate bus driver meetings.

New School Buses: The mechanic and transportation supervisor shall decide the assignment of new buses.

E. Field Management:

There shall be one rotating list used exclusively for regular drivers. The list will be posted in the Transportation Department and will be easily accessible to all drivers.

Placement on the rotating list in (1) shall be determined by order of sign-up.

Sign-up for trips will occur:

during the first two weeks,

beginning with the first working day for bus drivers, of each school year,

and the first two weeks of the second semester.

During their off-hours, drivers shall be paid $15.00 per hour for field trips. Overnight trips shall be paidat a rate of $100.00 per calendar day.

A copy of the sign-up list will be made available to each driver, upon request.

(a) Drivers shall receive a minimum of two (2) hours pay at $15.00 if not notified that a scheduled tripis canceled within two (2) hours of the trip unless cancellation is due to an emergency. If a regular driver's trip is canceled, the driver shall be permitted to cancel his/her leave and assume his/her regular duties.

(b) If a regular driver is not available for an assigned trip, the next regular driver on the rotating list, as specified in E.1. above, shall be offered said trip. When no regular driver is available for a trip, the trip may be assigned to any appropriately licensed driver.

When a driver takes a trip, the time will begin when the driver does the pre-trip inspection (not to exceed 10 minutes) before leaving the storage place and will end when the driver parks in the proper storage place.

A regular route driver shall be permitted to use personal leave time, without pay, for a trip if it is at the same time of his/her route. The bus driver shall apply for this leave at least five (5) days in advance.

For purposes of trips, twenty-four-hour notice shall be given to a driver if his bus is to be used by another driver.

When the trip involves an overnight stay or meals away from home, the sponsor shall be responsible for trip expenses. This includes meals, lodging, parking fees, tolls, fuel, and any admission fees into whatever exhibits they will be attending. This shall be in addition to the bus driver's salary.

(a) If a driver agrees to a trip and cannot drive for any reason, the Transportation Manager (TM) or designee must be notified. The TM will arrange for another driver. Except in extreme emergencies, failure to notify the TM will result in removal of the driver's name from the list. It will be up to the TM to get the next regular driver on the appropriate list. No driver will be penalized for turning down a trip.

(b) No driver will be allowed to give their trip to another driver under any circumstances. If a change occurs, the TM or designee needs at least 24 hours' notice, if at all possible. If the driver cannot do the assigned trip (due to illness), the TM or designee will assign the trip to the next driver on the list.

(a.) Bus drivers on trips shall be provided with a room exclusive of chaperone duties. When this is not possible, bus drivers shall be given twenty-four (24) hour notice in advance of the trip.

(b.) A bus driver on a trip shall not be required to serve as a chaperone.

No driver will be permitted to assign his/her trip to another driver.

Drivers who wish to donate their time may return the payment for any trip to the sponsoring organization.

The persons or groups that need a driver for any trip will receive a list of the State Department Bus Rules.

After two (2) consecutive refusals for trips, the driver may be removed from the sign-up list for eighteen (18) school weeks.

When space is available, drivers may take guests with them, provided they have written permission from the cost center administrator.

Bus drivers will be provided gloves, aprons, and masks for the refueling of buses. Bus drivers are required to use this equipment.

Driving time in excess of eight (8) hours per day will be paid at time and one-half and must have prior approval of the appropriate administrator.

Any overnight trip must have prior approval of the appropriate administrator.

If the bus driver misses his/her normal AM/PM route, due to an extended field trip, the driver will be paid their hourly rate of pay for that two hours.

F. Student Discipline

D.O.E. bus rules and regulations will be printed by the Board and posted in each bus.

When a student who rides the bus is suspended, the appropriate school administrator shall provide feedback to the bus driver prior to the commencement of a suspension. If the school administrator is unableto contact the driver, the transportation department shall notify the driver.

G. Authority of School Bus Drivers:

The school bus driver shall preserve order and good behavior on the part of all students being transported on school buses.

The school district shall require a system of progressive discipline of transported students for actions that are prohibited by the code of student conduct. Disciplinary actions, including suspension of students from riding on school district owned or contracted school buses, shall be subject to school board policies and procedures and may be imposed by the principal or principal's designee. The principal or principal's designee may delegate any disciplinary authority to school bus drivers except for suspension of students from riding the bus.

The school bus driver shall have the authority to control students during the time students are on the school bus but shall not have such authority when students are waiting at the school bus stop or when students are en route to or from the school bus stop except when the bus is present at the bus stop.

If an emergency should develop due to the conduct of students on the bus, the bus driver may take such steps as are immediately necessary to protect the students on the bus.

Bus drivers shall not be required to operate a bus under conditions in which one or more students pose a clear and present danger to the safety of the driver or other students, or the safety of the bus while in operation. The school district shall have measures in place designed to protect the bus driver from threats or physical injury from students.

In the case of a student having engaged in violent or blatantly unsafe actions while riding the school bus, the district shall take corrective measures to ensure, to the extent feasible, that such actions are not repeated prior to reassigning the student to the bus.

Section 2 Food and Nutrition Service

A. Work Year:

Cafeteria Employee, General: hired on or after July 1, 2023, 189 days per year which includes six (6) paid holidays. If hired before July 1, 2023, 192 days per week which includes six (6) paid holidays. Additionally, employees shall be offered six (6) hours of in-service. Hours may vary from two (2) to seven and one- half (7 ½) hours.

Cafeteria Employee, Manager: 195 days per year which include six (6) paid holidays. Eight (8) hours per day.

Section 3 Paraprofessionals/Aides

Workday: The normal workday for paraprofessionals/aides will be seven and one-half (7 ½) consecutive hours per day.

Work Year: Paraprofessionals/aides, hired on or after July 1, 2023, will work a minimum of 187 days, six (6) of which will be paid holidays. Paraprofessionals/aides, hired before July 1, 2023, will work a minimum of 196 days, six (6) of which will be paid holidays.

When feasible, paraprofessionals/aides who are assigned supervisory duties will have immediate access to certificated personnel during the supervisory period, No paraprofessional/aide shall have the sole responsibility for the supervision of students for an extended period of time.

Classroom Access: Paraprofessionals/aides will have access to the classrooms to which they are assignedduring the normal work day. With the approval of the principal, paraprofessionals/aides will have access to school facilities at other times.

A person shall not be asked to perform duties not in his/her job description, except in emergency situations.

Except in an emergency, a paraprofessional/aide assigned full-time to special education classes shall not be required to be in sole supervision of the class.

When a paraprofessional/aide assigned full-time to a class is on leave, such class may be provided a substitute paraprofessional/aide when requested by the teacher.

Paraprofessionals may be used to substitute in the classroom on any day when a teacher is away from class and the Administration is unable to timely secure a substitute.

Section 4 Custodians

All custodial personnel will have a posted schedule drafted by the head custodian and approved by the principal or his designee outlining their regular (routine) duties.

When circumstances require a deviation from a custodian's regular schedule, the schedule shall be modified by the head custodian or his designee.

Materials, supplies and state approved training will be made available for custodians.

ARTICLE XVI. COMPENSATION AND FRINGE BENEFITS

Section 1

The Board agrees to provide insurance coverage for ESP's that work at least twenty-five (25) hours per week electing to participate in the plan. The ESP may include dependents for the same hospitalization, surgical coverage, dental coverage,or any other coverage at the employees' expense. The Board shall contribute a minimum of $5155 and a maximum of $10,163, depending on the plan, annually for insurance premiums for each employee who elects BCSB insurance.

When dual spouse enrollment occurs, the Board will contribute two equivalent single employee contributions applied to the family plan in lieu of a single-family contribution as long as minimum conditions are met. Minimum conditions required are: proof of legal marriage, enrollment in District sponsored health insurance plan, and registration within designated enrollment periods.

There shall be an insurance committee to evaluate available insurance coverage and make recommendationsto the Board, including, but not limited to, any bid specifications to be developed. The committee will select its chairperson. This is the same insurance committee established in Article XXIII of the teacher's contract.

Beginning July 1, 2022, eligible employees who decline health insurance coverage will be provided long term disability insurance, basic life insurance, accidental death and dismemberment coverage.

Section 2

Direct deposit of paychecks to financial institutions in Bradford County will be made available to Educational Staff Personnel. Deposits to financial institutions will be available on the appropriate payday. Any employee hired after July 1, 2021, will be required to set up direct deposit or a reloadable debit card for compensation. Two (2) working days' notice must be provided for re-issuance of a check.

Section 3

Adjustments to salary will be made within 30 days of appropriate verification being provided to HR

of the completion of requirements for such adjustments. Payment shall be retroactive during the current year to the date the requirements were fulfilled.

Section 4

Direct payment to ESP's shall be available by noon of the appropriate payday.

Section 5

ESPs employed for 256 days will receive ten (10) paid holidays. All other ESP employees will receive six (6) paid holidays. ESPs that do not qualify for benefits, do not qualify for paid holidays.

Section 6

ESP's must be regularly employed, to include paid leave, at the close of the payroll period during which a paid holiday would fall, to be eligible to receive compensation for a designated paid holiday.

Section 7

Vacation hours are accumulated as follows for full time, 256-day employees:

0 - 5 years experience = 240 hours

6 - 10 years experience= 300 hours

11 - 15 years experience = 360 hours

15 + years experience = 480 hours

The scale above is based on the total years of experience as determined by the Superintendent.

Section 8

Terminal pay for accumulated sick leave will be paid to an employee at normal retirement or to his/her beneficiary if service is terminated by death. Such terminal pay will be granted as described below:

During the first three (3) years of service in Bradford County, the daily rate of pay multiplied by thirty-five percent (35%) times the number of accumulated days of sick leave.

During the next three (3) years of service in Bradford County, the daily rate of pay multiplied by forty percent (40%) times the number of accumulated days of sick leave.

During the next three (3) years of service in Bradford County, the daily rate of pay multiplied by forty-five percent (45%) times the number of accumulated days of sick leave.

During and after the tenth (10th) year of service in Bradford County, the daily rate of pay multiplied by fifty percent (50%) times the number of accumulated days of sick leave.

During and after the thirteenth (13th) year of service in Bradford County, the daily rate of pay multiplied by one hundred percent (100%) times the number of all accumulated days of sick leave.

Section 9

10-month employees will have the option to be paid in twenty-four (24) equal payments.

Salaries for employees shall be paid on the 15th and the last work day of each month. When a pay date falls on a weekend, holiday, or holiday break, employees will be paid on the last work day preceding the pay date, except December. In December, employees will receive their second paycheck no later than the last work day prior to Christmas.

186, 192, 196, and 200-day employees will receive the last check on or before June 15th.

Employees are entitled to attend, at no charge, athletic competitive home events, during the regular season.

Section 10

Hairnets and cloth aprons shall be provided for all lunchroom workers. Food Service employees shall be provided one hundred dollars ($100.00) per semester as a uniform allowance to purchase pants and shoes. BCSD will provide five (5) tops. Parties agree to reevaluate the number of tops needed to be replaced per year after the first year of implementation.

Section 11

All maintenance, food service and custodial personnel shall be provided with suitable uniforms as determined by the district. All employees provided uniforms are required to wear the uniforms.

Section 12

All Military Veterans who are Honorably Discharged shall be granted the greater of three (3) years of experience or a $400.00 per year supplement, in addition to other prior experience, in recognition of their military service. The member will provide proof of Honorable Discharge to the Human Resources Department. This experience will be credited upon receipt of proper documentation.

Section 13

A person who is currently employed in a position in the pay schedule and their workday is extended (not to exceed forty-hour week) to take what would be a substitute worker position, then the regular employee will be paid their regular hourly rate of for all hours worked. If the person substituting is not a regular employee in that general area of work (i.e., a part-time custodian, cafeteria, and other

like situations), then the substitute hours worked will be at the beginning rate of pay wherein the substitute is employed.

Section 14

Beginning Shuttle Bus Drivers will be paid as follows: L5 for the one-and one-half hours A.M. route and the one and one-half hours P.M. route, and L3 for the five-hour shuttle duty.

Section 15

Regular personnel employed on less than a twelve-month basis who are appointed for summer work in a temporary position, in their same job classification, will be paid their regular hourly rate of the school year just completed. All others will be paid at the posted rate of pay for the temporary position, not at their rate of pay for their employee classification.

Section 16

Degree Supplement: Beginning July 1, 2023, employee's hourly rate with the three lanes for AA/AS or BA/BS Degree will be reduced to one lane and move those employees above $15.00 with AA/BA or BA/BS to the closest step at or above their current hourly rate. For those whose hourly rate exceeds the highest non-degreed step, an additional pay step would be created at their degreed hourly rate. All would keep degree supplement.

ARTICLE XVII. SUBSTANCE ABUSE POLICY PROGRAM

Section 1

Alcohol and controlled substances testing shall be consistent with the right of employees to privacy, freedom from self-incrimination and unreasonable search and seizure as well as other rights established by statutory and case laws and federal regulations.

Section 2

A. Testing under this program will follow the Federal Highway Administration regulations/guidelines. The following procedures shall be followed:

The employer will follow the Federal Highway Administration technical and scientific guidelines covering employee consent, specimen collection, chain of custody, specimen processing and reporting of results.

Testing will be done by a reputable, independent laboratory and will require a screening test and a

confirming test on each positive specimen.

The initial screening test shall be by a method consistent with the Federal Highway Administration regulations/guidelines.

The confirming test shall be by a method consistent with the Federal Highway Administration regulations/guidelines.

Section 3

All information, interviews, reports, statements, memoranda, and all records of all referrals, screening and confirming tests shall be held in strictest confidence by the independent testing laboratory and by all personnel in the school district authorized to have knowledge thereof.

Section 4

Recordkeeping rules of the Federal Highway Administration and Chapter 119, F.S., will be followed and enforced.

Section 5

Rehabilitation: The first incident involving use of illegal substances and confirmed under this program will result in a recommendation by the Superintendent for termination. Refusal of test or failing to report for testing within the prescribed time, except for reasons beyond the employee's control, or altering a test will beconsidered the same as a positive test.

Section 6

Employees shall be provided with a list of over the counter and prescription medications which may produce positive results on the specified tests. No employee shall be relieved from duty for taking medication prescribed by a physician, unless so recommended by the employee's physician.

Section 7

Discipline or discharge for substance abuse shall be for just cause and subject to the grievance procedure in this Agreement. In addition to the requirements of Article VII, Section 5, just cause for discipline or discharge shall be consistent with conditions of Section 1 of this Article.

ARTICLE XVIII. FAMILY AND MEDICAL LEAVE

Section 1

All provisions of this article shall be interpreted so as to comply with the requirements of the Family

and Medical Leave Act and any amendments thereto, beginning with February *5,* 1994, and with such federal regulations that may be issued under the Act.

Section 2

For purposes of this Article, an "eligible employee" means any bargaining unit employee who has been employed by the board for at least the previous twelve (12) months.

Section 3

This leave shall be granted to eligible employees for the following reasons: (1) to care for the birth of a childand for the care of the employee's child after birth or following placement for adoption or foster care; (2) to care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or (3) for a serious health condition that makes the employee unable to perform the employee's job.

Section 4

The term "serious health condition" is one which requires either inpatient care, or "continued treatment by a health care provider" consistent with the FMLA Federal Regulations.

Section 5

The definitions contained in the Act apply to this provision.

Section 6

An eligible employee is entitled to take up to twelve (12) weeks of FMLA leave during any school year (July 1- June 30). The leave may not exceed twelve (12) weeks in any school year, except in the case of leave for health reasons, it may not exceed the duration of the serious health condition.

Section 7

The Board shall continue an employee's group medical insurance in full effect during the FMLA period, to the same extent as when the employee worked, for a period not to exceed twelve (12) weeks during any school year. The Employee shall be responsible for his share of insurance coverage, where applicable.

Section 8

When both husband and wife are Board employees, the total amount of leave available shall not exceed twelve (12) weeks per employee, when the leave is to care for a newborn child, or a child newly placed for adoption or foster care.

Section 9

If leave is taken to care for a newborn child or a child newly placed for adoption or foster care, the employee must provide notice of the leave in writing, to the Human Resources Department, at least thirty (30) days in advance, where possible. If leave is needed for foreseeable medical care, it should be requested,in writing at least thirty (30) days in advance, or as early as is practical.

Section 10

The Board shall require a medical certification from eligible employees who request medical leave under FMLA. Second opinions for medical certification shall be at the employer's expense. The form, or information required specified under the FMLA, will be provided by the superintendent and the completed form must be returned within fifteen (15) calendar days, unless not practicable.

Section 11

This leave may be taken when the employee or the spouse, child or parent of the employee has a serious medical condition, and it is foreseeable that the employee will need short periods of time off. Intermittent leave may be taken in increments of one or more days or partial days, separated by increments of one or more days or partial days at work. Intermittent leave will be granted if the health care provider certifies that it is medically necessary. The Superintendent may place the employee in an alternative position that better accommodates intermittent leave.

Section 12

Upon return from FMLA leave, an employee shall be restored to the same position that the employee held when the leave started, or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment.

ARTICLE XIX: HEALTH AND SAFETY

Section 1

The Board shall provide safety equipment for all employees assigned to perform tasks in which such equipment is required.

Section 2

Upon request by an employee, the Board will provide Hepatitis B vaccination(s) to that employee at Board expense.

Section 3

Training regarding blood borne pathogens shall be conducted by a person or persons knowledgeable in the area of blood borne pathogens.

Section 4

A district occupational safety committee shall be established composed of an equal number of designees appointed by the superintendent and members selected by the Association. The committee shall have no fewer than ten (10) members.

The committee shall:

Establish and communicate procedures for conducting internal safety inspections.

Establish and communicate procedures for investigating all workplace accidents, occupational safety related incidents,injuries, illnesses, occupational diseases, and fatalities.

Evaluate the effectiveness of and make recommendations to improve board occupational safety rules, policies, andprocedures.

Establish and communicate guidelines for training committee members on the requirements of the workplace occupational safety committee.

Post notices of meetings for all employees to see.

Provide minutes of committee meetings in the lounge area of each cost center.

Retain original communications between the committee and the board for at least three (3) years.

The Committee shall convene its first scheduled meeting not more than forty- five (45) calendar days after the date of its inception. Thereafter, the Committee shall determine and convene its scheduled meetings at least once each quarter each calendar year and at such other times as a majority of committee members agree.

The Committee shall make written recommendations to each work site principal/administrator. A copy of the written recommendations shall be given to the Union.

Section 5

Each cost center shall have one BEA member per 30 employees for the purpose of meeting with the cost center administrator regarding site safety and health issues.

Section 6

Medical Procedure Limits

Non-medical bargaining unit personnel shall not be allowed to perform invasive medical services that require special medical knowledge, nursing judgment, and nursing assessment. The procedures include, but are not limited to:

Sterile Catheterization

Nasogastric tube feeding

Cleaning and maintaining a tracheostomy and deep suctioning of a tracheostomy.

Non-medical bargaining unit personnel shall be allowed to perform health-related services upon successful completion of child-specific training by a registered nurse, a licensed practical nurse, a physicianlicensed pursuant to F.S. 458 or 459, or a physician's assistant certified pursuant to Chapter 458 or 459. All procedures shall be monitored periodically by the nurse. These procedures include, but are not limited to:

Cleaning intermittent catheterization

Gastrostomy tube feeding

Monitoring blood glucose

Administrating emergency injectable medication

For all other invasive medical services not listed in subsection (1) and (2) above, a registered nurse, a licensed practical nurse, a licensed physician, or a physician assistant certified pursuant to F.S. 458 or 459 shall determine if properly trained non-medical bargaining unit personnel shall be allowed to perform such service.

Invasive medical training shall be strictly voluntary for non-medical bargaining unit personnel. Any such training shall be provided at no cost to the employee and, if provided at times other than the regular workday, such trainees shall be paid for the time spent at their regular rate of pay.

Non-medical bargaining unit members shall not be assigned the provision of invasive medical service on any basis other than as volunteers. Prior to non-medical bargaining unit members being assigned, the school nurse, where available, shall be called upon first to perform any invasive medical services.

Appendix A - AUTHORIZATION FOR DUES AND UNIFORM ASSESSMENTS

BEA

Bradford Education Association, FEA, AFT, NEA, Local 3603

The Bradford Education Association establishes and approves the dues deduction/membership form. This form is not subject to bargaining, and therefore, are not required to be negotiated.

Please scan the QR code to access the BEA membership form.

Or go to

https://portal.floridaea.org/fasttrack/115

Appendix B - Official Grievance Form

Name:_____

School/Worksite:_____

Assignment:_____

Date cause of grievance occurred: _____

Statement of grievance: _____

_____

_____

_____

C. Action requested: _____

_____

_____

This portion to be completed by the administrator:

Date received by administrator: _____

Decision of administrator: _____

_____

_____

_____ _____

Signature of Administrator Date copy sent to grievant

Distribution:

1 copy Grievant

1 copy Association

1 copy to Immediate Supervisor

1 copy Superintendent

Appendix C – Transfer Request

School Board of Bradford County, Florida

Transfer Request

NAME:_____ DATE:_____

PRESENT POSITION:_____ SCHOOL:_____

GRADE OR SUBJECT:_____

I request the following transfer:_____

_____

Reason for request:(Optional)_____

_____

_____

I understand that if a transfer is possible, I will be given every consideration.

_____

Employee's signature

Request granted._____ Request denied. _____

Reason: (Optional)._____

_____

_____

Superintendent or Designee

DISTRIBUTION:

White - Human Resources Department

Pink • Association

Yellow • Employee

PER0149

Appendix D – Evaluation Form

The School Board of Bradford County, Florida
Non-Instructional Employee Evaluation Form Part I

Name_____ Date _____

Position _____ Cost Center_____

S ▪ Satisfactory N▪ Needs Improvement

U ▪ Unsatisfactory NIA ▪ Not Applicable

	S	N	U	NIA
1. Positive attitude toward job				
2. Punctuality (to work and schedule completion)				
3. Accepts and profits by constructive criticism				
4. Dependability (consistently present and completing assignments)				
5. Greets the public with a positive attitude				
6. Initiative (goes beyond minimum requirements)				
7. Performs duties neatly and accurately				
8. Makes effective use of time				
9. Flexibility {ability to adjust to unexpected situations)				
10. Takes proper care of equipment andmaterials				
11. Communicates effectively with fellowemployees				
12. Overall evaluation of performance				

NOTE: If the evaluator assigns an N or U in areas 1-12, then the Non-Instructional Employee Evaluation Part II must be completed and attached to Part I.

EXEMPLARY COMMENDATION:

_____

_____

Evaluator's signature Date

Employee's signature Date
(Does not necessarily imply agreement)

PER0133

Appendix E – Applications for Leave

BRADFORD COUNTY SCHOOL DISTRICT
Application To Take Employees AccumulatedLeave

Applicant_____ Date _____

Address:_____ School/Cost Center _____

City/ST/Zip: _____

Position: Administrator ( ) Secretary ( ) Teacher ( ) Paraprofessional ( ) Food Service ( )
Maintenance ( ) Custodian ( ) Transportation ( ) Other ( )

I hereby apply for accumulated leave on the dates listed below, limited to leave taken in one week:

_____/_____/_____ **through** _____/_____/_____ **Total # Hours _____**
_____/_____/_____ **through** _____/_____/_____ **Total # Hours _____**
_____/_____/_____ **through** _____/_____/_____ **Total # Hours _____**

MARK ONLY ONE OF THE LEAVES LISTED BELOW

*SICK LEAVE.*_____ *(hours)*

I hereby certify that the absence was necessary due to: personal illness ( ) illness or death of my:father ( ) mother ( ) sister ( ) brother ( ) spouse ( ) or child ( )

PERSONAL LEAVE WITH PAY ___ (hours)

I hereby apply for personal leave in accordance with the School Board of Bradford County's policypertaining to personal leave.

Reason (please refer to Bradford County School BoardPolicy),

_____

_____

*PERSONAL LEAVE WITHOUT PA*Y.....;(hours)

I hereby apply for personal leave without pay in accordance with the School Board of Bradford County policy pertaining to personal leave.

Reason or purpose (pleaserefer Bradford County School Policy)

_____

_____

VACATION _____(hours)

I hereby apply for vacation in accordance with the School Board of BradfordCounty policy pertainingto vacation leave.

_____ _____
Employee's Signature Social Security Number

_____
Principal/Supervisor
Distribution: White - Finance Payroll Office Yellow • Principal Pink• Applicant PER-0152

Appendix E-1

BRADFORD COUNTY SCHOOL DISTRICT
PROFESSIONAL TEMPORARY DUTY
(Does not affect applicant's leave balance)

Applicant_____ Date _____

Address:_____ School/Cost Center _____

City/ST/Zip: _____ Job Title _____

Dates of Leave:_____/_____/____ through _____/_____/_____ Total # Hours _____

MARK ONLY ONE OF THE TYPES OF LEAVE LISTED BELOW

SHORT TERM LEAVE	(Less than 30 days)	EXTENDED LEAVE	(30 days or more)
Professional Temporary Duty	_____	Professional	_____
Court Subpoena or Jury Duty (Policy #3.117)	_____	Illness	_____
		Maternity	_____
Military (*)	_____	Military (*)	_____
Family Medical Leave	_____	Personal	_____
		Family Medical Leave	_____
		Other	_____

(*) ATTACH A COPY OF YOUR OFFICIAL PAPERS

Assignment to _____
(City) (State)

NAME OF EVENT_____

Expenses requested: YES_____NO____ Driving District Car?_____Substitute requested: YES___NO___

EXPENSES CHARTED TO:_____ /_____/_____/_____/_____/_____/_____

Fund Year Function Object Cost Center Project Program

NOTE: ***IF EXPENSES ARE AUTHORIZED, A PER DIEM SHEET AND VERIFICATION OF MEETING, SUCH AS AGENDA, PROGRAM OR SIGN-IN ROSTER, MUST BE ATTACHED TO THIS WHITE COPY, BEFORE SENDING TO FINANCE.***

_____ _____
Employee's Signature Principal or Department Head

_____ _____
Social Security Number Superintendent/Designee

Distribution: White - Applicant Yellow - Payroll Pink • Principal

Appendix F – Title by Pay Lane and Pay Lane by Alphabet

As of 07/09/2025 Support Personnel

TITLE BY PAY LANE	Pay Lane	Days	HRS
Assistant I, Food and Nutrition Services	1	189*	Var 2-7.5
Custodian	1	256	8
Porter	1	196	8
Assistant II, Food and Nutrition Services	2	189*	Var 2-7.5
General Grounds Keeper	2	256	8
General Maintenance Worker	2	256	8
Head Custodian	2	256	8
Activity Leader-After School Program	3	177	3.75
Assistant Manager, Food and Nutrition Services	3	189*	Var 2-7.5
Bus Paraprofessional	3	186	6
Clinic Assistant	3	187**	7.5
General Clerical	3	196	8
General Clerical Digital Copy Systems	3	256	8
General Clerical I	3	256	8
General Maintenance Worker I	3	256	8
Mechanic Assistant	3	256	8
Paraprofessional	3	187**	7.5
Paraprofessional, Behavior	3	187**	7.5
Paraprofessional, ESE	3	187**	7.5
Paraprofessional, Safety	3	187**	7.5
Parent Educator	3	187**	7.5
ESE General/Behavioral Health Assistant (formerly Physical Care Aide)	3	183**	VAR
Print Shop Technician	3	256	8
School Health Aide	3	187	VAR
Shuttle Bus Driver	3	186	5
Site Coordinator-After School Program	3	187	4.75
Administrative Secretary	4	256	8
Administrative Secretary for IT	4	256	8
Data Entry Operator	4	256	8
Financial Aid Coordinator	4	216	8
Parent Education Specialist	4	187**	7.5
Specialist- Voluntary Prekindergarten	4	196	7.5
Per-Kindergarten Specialist	4	196	7.5
Registrar/Records Clerk	4	256	8

Bookkeeper	4	256	8
Warehouse/Property Agent	4	256	8
Bus Driver	5	186	6
Transportation Assistant	5	256	8
Administrative Secretary for HR	6	256	8
Finance Assistant	6	256	8
Maintenance Specialist	6	256	8
Mechanic	6	256	8
Property Warehouse Inventory Clerk	6	256	8
Secretary to the Deputy Superintendent	6	256	8
Vehicle and Equipment Technician	6	256	8
Application Support I	7	256	8
Carpenter	7	256	8
Carpenter/Mason	7	256	8
Computer Technician I	7	256	8
Electrician	7	256	8
Executive Secretary to Superintendent and Board	7	256	8
Payroll Officer	7	256	8
Plumber	7	256	8
Computer Technician II	8	256	8
HVAC Technician	8	256	8
Mechanic I	8	256	8
Fleet Manager	8A	256	8
Lead Computer Technician	9	256	8
Application Support Associate	9	256	8
Data Base Specialist	9	256	8
HR Personnel Specialist	9	256	8
Maintenance Facilitator	9	256	8
Network Associate	9	256	8
Instructional Technology Specialist	10	256	8
Lead HVAC Specialist	10	256	8
Technology Specialist	10	256	8
Foreman	10	256	8
Manager, Food and Nutrition Services	11	195*	8
Specialist - Food and Nutrition Services	11	256	8
School Secretary	12	256	8

Accountant	14	256	8

* Food and Nutrition Services: Hired on or after July 1, 2023. 192 days if hired before July 1, 2023. (Article XV Section 2)

** Paraprofessional: Hired on or after July 1, 2023. 196 days if hired before July 1, 2023. (Article XV Section 3)

TITLE BY ALPHABET	**Pay Lane**	**Days**	**HRS**
Activity Leader-After School Program	3	177	3.75
Accountant	14	256	8
Administrative Secretary	4	256	8
Administrative Secretary for Information and Technology	4	256	8
Administrative Secretary for HR	6	256	8
Application Support Associate	9	256	8
Application Support I	7	256	8
Assistant I, Food and Nutrition Services	1	189*	Var 2-7.5
Assistant II, Food and Nutrition Services	2	189*	Var 2-7.5
Assistant Manager, Food and Nutrition Services	3	189*	Var 2-7.5
Bookkeeper	4	256	8
Bus Driver	5	186	6
Bus Paraprofessional	3	186	6
Carpenter	7	256	8
Carpenter/Mason	7	256	8
Clinic Assistant	3	196	7.5
Computer Technician I	7	256	8
Computer Technician II	8	256	8
Custodian	1	256	8
Data Base Specialist	9	256	8
Data Entry Operator	4	256	8
Electrician	7	256	8
Executive Secretary to Superintendent and Board	7	256	8
Finance Assistant	6	256	8
Financial Aid Coordinator	4	216	8
Fleet Manager	8A	256	8
Foreman	10	256	8

ESE General/Behavioral Health Assistant (formerly Physical Care Aide)	3	183	Var
General Clerical Digital Copy Systems	3	256	8
General Clerical I	3	256	8
General Grounds Keeper	2	256	8
General Maintenance Worker I	3	256	8
General Clerical	3	196	8
General Maintenance Worker	2	256	8
HVAC Technician	8	256	8
Head Custodian	2	256	8
HR Personnel Specialist	9	256	8
Instructional Technology Specialist	10	256	8
Lead Computer Technician	9	256	8
Lead HVAC Specialist	10	256	8
Maintenance Facilitator	9	256	8
Maintenance Specialist	6	256	8
Manager, Food and Nutrition Services	11	195*	8
Mechanic	6	256	8
Mechanic I	8	256	8
Mechanic Assistant	3	256	8
Network Associate	9	256	8
Paraprofessional	3	187**	7.5
Paraprofessional, Behavior	3	187**	7.5
Paraprofessional, ESE	3	187**	7.5
Paraprofessional, Safety	3	187**	7.5
Parent Education Specialist	4	187**	7.5
Payroll Officer	7	256	8
Per-Kindergarten Specialist	4	196	7.5
Plumber	7	256	8
Porter	1	187**	var
Print Shop Technician	3	256	8
Property Warehouse Inventory Clerk	6	256	8
Registrar/Records Clerk	4	256	8

School Health Aide	3	187	VAR
School Secretary	12	256	8
Secretary to the Deputy Superintendent	6	256	8
Shuttle Bus Driver	3	186	5
Site Coordinator-After School Program	3	187	4.75
Specialist - Food and Nutrition Services	11	256	8
Technology Specialist	10	256	8
Transportation Assistant	5	256	8
Vehicle and Equipment Technician	6	256	8
Warehouse/Property Agent	4	256	8

* Food and Nutrition Services: Hired on or after July 1, 2023. 192 days if hired before July 1, 2023. (Article XV Section 2)
** Paraprofessional: Hired on or after July 1, 2023. 196 days if hired before July 1, 2023. (Article XV Section 3)

APPENDIX G: 2024-2025 SALARY SCHEDULE

2025-2026 EDUCATIONAL STAFF PERSONNEL PAY PLACEMENT SCHEDULE

Placement	LAN 1-0	LAN 2-0	LAN 3-0	LAN 4-0	LAN 5-0	LAN 6-0	LAN 7-0	LAN 8-0	LAN 9-0	LAN10-0	LAN11-0	LAN14-0	LAN8A-0
0.00	15.55	15.55	15.55	15.55	17.30	15.55	15.55	15.55	19.68	26.96	17.80	32.21	16.55
1.00	15.60	15.60	15.60	15.60	17.35	15.60	15.60	15.60	19.74	27.03	18.06	32.53	16.60
2.00	15.65	15.65	15.65	15.65	17.40	15.65	15.65	15.65	20.16	27.64	18.31	32.84	16.65
3.00	15.70	15.70	15.70	15.70	17.45	15.70	15.70	16.17	20.61	28.27	18.58	33.16	16.94
4.00	15.75	15.75	15.75	15.75	17.50	15.75	15.87	16.50	21.05	28.90	18.84	33.48	17.29
5.00	15.80	15.80	15.80	15.80	17.55	15.80	16.27	16.83	21.51	29.55	19.11	33.81	17.63
6.00	15.85	15.85	15.85	15.85	17.60	15.92	16.67	17.21	22.02	30.22	19.39	34.13	18.03
7.00	15.90	15.90	15.90	15.90	17.65	16.33	17.09	17.56	22.56	31.05	19.67	34.46	18.40
8.00	15.95	15.95	15.95	15.95	17.70	16.72	17.53	17.92	23.10	31.83	19.95	34.79	18.78
9.00	16.00	16.00	16.00	16.00	17.75	17.16	17.97	18.31	23.67	32.62	20.24	35.13	19.19
10.00	16.05	16.05	16.05	16.05	17.80	17.58	18.44	18.70	24.23	33.46	20.53	35.47	19.60
11.00	16.10	16.10	16.10	16.55	18.01	18.02	18.90	19.09	24.83	34.39	20.83	35.81	20.00
12.00	16.15	16.15	16.15	17.09	18.41	18.49	19.39	19.52	25.43	35.32	21.13	36.16	20.46
13.00	16.20	16.20	16.20	17.67	18.79	18.95	19.90	19.93	26.07	36.30	21.43	36.51	20.89
14.00	16.25	16.25	16.25	18.28	19.19	19.47	20.42	20.38	26.71	37.32	21.74	36.87	21.36
15.00	16.30	16.30	16.30	18.89	19.61	19.95	20.94	20.81	27.37	38.36	22.05	37.23	21.81
16.00	16.35	16.35	16.35	19.35	20.02	20.47	21.50	21.26	28.12	39.43	22.37	37.59	22.28
17.00	16.40	16.40	16.40	19.79	20.47	21.00	22.05	21.72	28.87	40.53	22.70	37.95	22.77
18.00	16.45	16.45	16.45	20.26	20.92	21.57	22.65	22.40	29.65	41.65	23.02	38.32	23.48
19.00	16.50	16.50	16.56	20.75	21.37	22.11	23.23	23.08	30.47	42.82	23.36	38.69	24.19
20.00	16.55	16.55	16.88	21.25	21.84	22.71	23.86	23.79	31.30	44.04	23.70	39.06	24.94
21.00	16.60	16.72	17.36	21.77	22.31	23.30	24.49	24.53	32.17	45.28	24.04	39.44	25.72
22.00	16.65	17.19	17.82	22.27	22.81	23.92	25.14	25.29	33.04	46.55	24.39	39.82	26.51
23.00	16.85	17.65	18.33	22.83	23.31	24.56	25.82	26.08	33.95	48.66	24.74	40.21	27.34
24.00	17.32	18.14	18.83	23.38	23.82	25.21	26.50	26.91	34.89	49.37	25.10	40.61	28.22
25.00	17.79	18.64	19.36	23.95	24.34	25.89	27.22	27.74	35.87	49.73	25.47	41.01	29.09
26.00	18.44	19.33	20.05	24.53	24.95	26.59	28.09	28.61	36.85	0.00	25.84	41.79	30.00
27.00	19.09	20.01	20.81	25.14	25.57	27.30	28.98	29.53	37.87	0.00	26.21	42.62	30.97
28.00	19.80	20.76	21.58	25.77	26.46	28.06	29.88	30.48	39.72	0.00	26.59	43.45	31.93
29.00	20.53	22.32	23.16	27.17	27.63	29.59	31.63	32.23	40.44	0.00	26.98	44.30	33.80
30.00	22.08	23.39	24.23	28.24	28.06	30.66	32.70	33.31	40.79	0.00	0.00	45.17	34.94

DEGREE SUPPLEMENTS: AA/AS $1000 BA/BS AND HIGHER $1500

Appendix H – Supplements and Differentiated Pay

Supplement	Bradford	
Athletic Director, county	6500	3% bonus supplement for a district title, 5% for a regional title, and 10% for a state title. For coaches and sponsors of competitive teams for the first win. Each coach/sponsor can receive one bonus per year per level (district, regional, state).
ATHLETICS BHS		
Head Football Coach	7000	fall and spring
Assistant Head Football Coach	4300	fall and spring **(off season training responsibility)**
Assistant Football (Varsity and JV)	3300	fall and spring
Assistant Football (Varsity and JV)	3300	fall and spring
Assistant Football (Varsity and JV)	3300	fall and spring
Assistant Football (Varsity and JV)	3300	fall and spring
Assistant Football (Varsity and JV)	3300	fall and spring
Assistant Football (Varsity and JV)	3300	fall and spring
Head Basketball Girls	3500	must field a team of 7 for full supplement, 2/3rd for 5-6, no supplement otherwise
JV/Assistant Basketball	2500	must field a team of 7 for full supplement, 2/3rd for 5-6, no supplement otherwise
Head Basketball Boys	3500	must field a team of 7 for full supplement, 2/3rd for 5-6, no supplement otherwise
JV/Assistant Basketball	2500	must field a team of 7 for full supplement, 2/3rd for 5-6, no supplement otherwise
Head Baseball	3500	must field a team of 11 for full supplement, 2/3rd if over 9; Supplement will end if the numbers fall below the team minimum
Assistant Baseball	2500	must field a team of 11 for full supplement, 2/3rd if over 9; Supplement will end if the numbers fall below the team minimum
JV Baseball	2000	must field a team of 11 for full supplement, 2/3rd if over 9; Supplement will end if the numbers fall below the team minimum
Head Track- boys	3000	must field a team of minimum 7 for full supplement, 2/3rd otherwise
BMS/Assistant Track	2250	must field a team of minimum 7 for full supplement, 2/3rd otherwise
Head Track- girls	3000	must field a team of minimum 7 for full supplement, 2/3rd otherwise
BMS/Assistant Track	2250	must field a team of minimum 7 for full supplement, 2/3rd otherwise
Head Wrestling	3000	must field a team of minimum 10 for full supplement, 2/3rd otherwise
Assistant Wrestling	2250	must field a team of minimum 10 for full supplement, 2/3rd otherwise
Head Volleyball	3500	must field a team of 8 for full supplement, 2/3rd otherwise
JV Volleyball/Assistant	2000	must field a team of 8 for full supplement, 2/3rd otherwise
Head Tennis - Boys and Girls	3500	must field a team of 5 per team for full supplement, 2/3rd otherwise

Head Softball	3500	must field a team of 11 for full supplement, 2/3rd if over 9; Supplement will end if the numbers fall below the team minimum (9)
Assistant Softball	2500	must field a team of 11 for full supplement, 2/3rd if over 9; Supplement will end if the numbers fall below the team minimum (9)
JV Softball	2000	must field a team of 11 for full supplement, 2/3rd if over 9; Supplement will end if the numbers fall below the team minimum (9)
Head Weightlifting Boys	3000	must field a team of minimum of 10 for full supplement, 2/3rd otherwise
Head Weightlifting Girls	3000	must field a team of minimum of 10 for full supplement, 2/3rd otherwise
Assistant Weightlifting	2250	must field a team of minimum of 10 for full supplement, 2/3rd otherwise
Golf Boys and girls	3500	must field a team of 5 per team for full supplement, 2/3rd otherwise
Head Cross Country - Boys and Girls	3000	must field 10 per team for full supplement, 2/3rd otherwise
Flag Football	3000	must field a team of 9 for full supplement,
Competitive Cheer	3000	Must follow FHSAA guidelines for minimum squad size. Must participate in the minimum number of regular season competitions to qualify for state series. Coach is required to complete the Cheer and Dance Safety courses once every four years and an have an Athletic Coaching or Teaching Certificate
MUSIC		
Band Director BHS	5500	must hold afterschool rehearsals, must attend all MPA contests and hold 3+ public performances, and perform at all home and away football games
Assistant Band Director- BHS	2500	must hold afterschool rehearsals, must attend all MPA contests and hold 3+ public performances
Band Director BMS	4000	must hold afterschool rehearsals, must attend all MPA contests and hold 3+ public performances
Assistant Band Director-BMS	2500	must hold afterschool rehearsals, must attend all MPA contests and hold 3+ public performances
Band discretionary - Must be in by July 16	4000	to be used for hired assistants for sectionals, rehearsals, etc..
Drama/Choral Music - BHS	2500	must hold afterschool rehearsals, must attend all MPA contests and hold 3+ public performances (to include one drama performance)
Choral Music-BMS	1250	must hold afterschool rehearsals, must attend all MPA contests and hold 3+ public performances (to include one drama performance)
ACTIVITIES- BHS		
JROTC Rifle and Color Guard	1200	must attend/host 2+ outside performances
Student Council	1200	must hold afterschool meetings, prepare for homecoming, hold elections, and one community service project
Academic High-Q Team Coach	1500	must hold afterschool practices, schedule 5+ meets, attend regional and state contests as invited
Assistant Academic High-Q Team	1000	must hold afterschool practices, schedule 5+ meets, attend regional and state contests as invited
Varsity Cheerleader Sponsor	2500	must hold afterschool practices of a minimum of 4.5 hours per week, attend all football games as requested, attend home basketball games

JV cheerleader sponsor	1500	must hold afterschool practices of a minimum of 4.5 hours per week, attend all football games as requested, attend home basketball games
Majorette Sponsor	1500	must hold afterschool rehearsals, must attend all MPA contests and hold 3+ public performances
Color Guard Sponsor	1500	must hold afterschool rehearsals, must attend all MPA contests and hold 3+ public performances
FFA Chapter Advisor - BHS	4000	must adhere to the chapter program of activities.
Yearbook (as a class)	1250	
NHS BHS	500	Promote and oversee activities of the National Honor Society and hold a minimum of one meeting per month.
Media Production Specialist	1250	
BMS		
Head Football Coach	3500	
Assistant Football Coach	1500	
Cross country - boys and girls	1000	
Volleyball	1800	
Boys Basketball	1800	
Assistant Boys Basketball	1000	
Girls Basketball	1800	
Assistant Girls Basketball	1000	
Girls Softball	1800	
Assistant Girls Softball	1000	
Boys Baseball	1800	
Assistant Boys Baseball	1000	
Wrestling	1800	
Cheer	1800	
Majorette Sponsor	1500	
Student Council	800	
NHS BMS	500	Promote and oversee activities of the National Honor Society and hold a minimum of one meeting per month.
FFA Chapter Advisor - BMS	3000	must adhere to the chapter program of activities
EXTRA DUTIES		
Title 1 Lead Liaison	750	One per Title 1 school
BHS Chair ELA	500	must attend after school planning meetings with admin or guided planning/data mining/mentoring with admin/coach/teachers
BMS Chair ELA	500	must attend after school planning meetings with admin or guided planning/data mining/mentoring with admi/coach/teachers
BHS Chair Math	500	must attend afterschool planning meetings with admin or guided planning/data mining/mentoring with admi/coach/teachers
BMS Chair Math	500	must attend afterschool planning meetings with admin or guided planning/data mining/mentoring with admi/coach/teachers
BHS Chair SS	500	must attend afterschool planning meetings with admin or

		guided planning/data mining/mentoring with admi/coach/teachers
BMS Chair SS	500	must attend afterschool planning meetings with admin or guided planning/data mining/mentoring with admi/coach/teachers
BHS Chair Science	500	must attend afterschool planning meetings with admin or guided planning/data mining/mentoring with admi/coach/teachers
BMS Chair Science	500	must attend afterschool planning meetings with admin or guided planning/data mining/mentoring with admi/coach/teachers
BHS Chair ESE	500	must attend afterschool planning meetings with admin or guided planning/data mining/mentoring with admi/coach/teachers
BMS Chair ESE	500	must attend afterschool planning meetings with admin or guided planning/data mining/mentoring with admi/coach/teachers
BHS Chair Electives	500	must attend afterschool planning meetings with admin or guided planning/data mining/mentoring with admi/coach/teachers
BMS Chair Electives	500	must attend afterschool planning meetings with admin or guided planning/data mining/mentoring with admi/coach/teachers
BRT	5000	
On the Job Training (OJT)	3000	Eligibility for supplement is only when the OJT program is not assigned as a class period teaching assignment and is responsibilities are completed outside the normal work day.
ADDITIONS:		
Freshmen Class Sponsor	500	
Sophomore Class Sponsor	500	
Junior Class Sponsor	1000	
Senior Class Sponsor	1000	
Student Council Elementary	500	Supervise and oversee elections, sponsor all SG activities, supervise fundraising, hold meetings.
Yearbook Elementary	500	Oversee and supervise the production of the school yearbook. Complete the production of the yearbook on time and be responsible for the selling and distribution of yearbooks.
Chorus or Art Program Elementary	500	Must hold two performances or Art shows per year.
Elementary Discretionary supplements	500	Must be submitted to HR by July 16. Principals decide (e.g. Safety Patrol)
HOSA NFTC	500	must hold afterschool meetings, attend regional and state contests
Skills USA	500	must attend skill contests
FBLA	500	Must hold afterschool meetings, attend regional and state
STEM Club	500	Must hold afterschool meetings
Social Media	3000	Establish a social media supplement at (elementary, middle, highschool (BES, BMS, BHS, LES, SES) Post approved content across all school platforms to promote the school and district.
SPECIAL COMPENSATION:		
Lead Teacher- CVD	5400	
Lead Teacher - Practical Nursing	5400	
After-School Site Coordinator	500	After School Program

Paraprofessional-Literacy Micro-credential	500	Must have Literacy Micro-credentials and must be assigned to Tier 3 students for intervention and complete associated paperwork
Paraprofessional- ESE Self-Contained	1500	Must complete annual specialized training as required by ESE Administration
Paraprofessional Substitute		Additional $30 per full day substitute. Additional $15 per half day. Must substitute for a certified classroom teacher. Not para to para coverage.
CRITICAL SHORTAGE:		
Speech Pathologist 8 hours/day	7800	DOH Licensed or DOE certificated S
OT/PT 8 hours/day	7800	DOH Licensed
Psychologist x 216 days x 8 hrs/day	8500	Licensed or certificated
Diagnostician x 216 days x 8 hrs/day	7800	DOH Licensed or DOE certificated SLP
Speech Language Assoc.	1000	In master's programs
Lead for Psychological Svcs.	5400	
Lead for Therapy Services	5400	
Teacher, ESE Self-Contained	3000	Must have in-field certifications for ALL assigned course codes. Applies to ESE Self-contained classroom teachers.
Instructional Staff assigned to Title I School	No more than $50	Not to exceed $50.00, amounts depends on available Title I funds
FOOD SERVICE MANAGER		
Bradford High School	2000	
Bradford Middle School	1600	
Bradford Elementary	1400	
Starke Elementary	1400	
Lawtey Elementary	800	
Food Service Satellite Site	1000	for keeping food service records as a result of serving students that are off their campus site
HEAD CUSTODIAN	1000	
ESP Degree Supplements		
AA/AS Degree	1000	
BA/BS Degree	1500	

INSTRUCTIONAL Longevity Supplement – Performance pay	
Was given to those employed at the beginning of the 2018-2019 school year at level 20-29. No longer given to new hires after 2018-2019.	
Level 20	550
Level 21	1050
Level 22	2500
Level 23	2600
Level 24	2700
Level 25	2850
Level 26	2400
Level 27	2800
Level 28	3300
Level 29	3400

Gate Keepers and Ticket Sellers/Takers- (Paid from General Athletics MOU 9/15/23) An event is any event that has two different teams playing, not a series of games with the same teams playing.

$40 per event-

BHS Volleyball, BHS Basketball, BHS Flag Football
BMS Football, BMS Volleyball, BMS Basketball
(JV/Varsity, Girls/Boys)

$60 per event-

BHS Basketball (3 or more games), BHS Baseball/Softball
BHS Football, Cross Country/ Track and Field
BMS Baseball/Softball

Related work experience for career technical teachers (maximum 10 years) will be recognized by added payment of $100 per year. Minimum certification requirements are not counted for work related experience credit in the salary schedule.

Retired teachers who are re-employed will be placed at their verified years of teaching experience, up to a maximum of twenty (20) years on the Instructional Performance Placement Salary Schedule and will be paid according to their appropriate degree level.

All military veterans who are Honorably discharged shall be granted the greater of $400 or three (3) years of experience, in addition to other prior experience in recognition of their military service. The member will provide proof of Honorable discharge to HR.

Regular Full-time teachers will be paid their daily hourly rate for part-time work of an instructional nature, or teaching responsibilities that is an extension of the school day.

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