Agreement between

the

Citrus County School Board

and the

Citrus County Education Association

(Classified and Professional Technical Employees)

2025-2028

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PREAMBLE

Citrus County School Board, Florida, and the Citrus County Education Association, an affiliate of the Florida Education Association, the National Education Association, the American Federation of Teachers, and the AFL-CIO, agree that they hold as a common objective the education and welfare of the students of the Citrus County School system. Further, it is recognized that there should be a formalized process by which the Citrus County School Board and the Citrus County Education Association can work toward a mutually satisfying agreement.

ARTICLE I – PARTIES TO THE AGREEMENT

This Agreement made and entered into by and between the Citrus County School Board (hereinafter referred to as the "Board") and the Citrus County Education Association, an affiliate of the Florida Education Association, the National Education Association, the American Federation of Teachers, and the AFL-CIO (hereinafter referred to as the "Association").

ARTICLE II – RECOGNITION

A. The Board hereby recognizes the Association as the sole and exclusive collective bargaining representative for employees in the unit described in Certification Number 1261 as ordered and amended by the Florida Public Employees Relations Commission.

INCLUDED: Accounting Analyst; Administrative Aide; Administrative Secretary (except those listed in Attachment A); Assistant Bookkeeper WTC - Business Office; Attendance Assistant; Bookkeeper, District; Bookkeeper, Elementary; Bookkeeper, Middle / High School; Bookkeeper, WTC; Budget and Cost Specialist - Food Services; Business Office & Financial Aid Specialist – WTC; Buyer - Food Services; Career Advisor, Technical College; Computer Lab Aide / Paraprofessional; Computer Network Specialist; Construction Strategies Facilitator; Data Secretary; Database Support Specialist; Dispatcher, Maintenance; District Secretary (except those listed in Attachment A); Educational Sign Language Interpreter Levels 1, 2, and 3; Educational Sign Language Interpreter Non-Leveled; Exceptional Student Education Aide / Paraprofessional; Facilities and Construction Analyst; Financial Aid Specialist, Technical College; Guidance Secretary; Health Room Attendant; Information Technology Desk Clerk; Job Coach; Lead On-Site Helper (Childcare); Lead Systems Support Specialist Camera and Electronic Locks Technician; Lead Systems Support Specialist Security and Low Voltage Systems; Maintenance Analyst; Marine Science Station Office / Kitchen Manager; Media Aide / Paraprofessional; Network Support Specialist; Network Systems Engineer; Occupational Therapy Assistant; Office Clerk; On-Site Helper; Payroll Analyst (except those listed in Attachment A); Personnel Analyst (except those listed in Attachment A); Physical Therapy Assistant; Planning and Growth Management Technician; Programmer / Analyst - Food Service; Project Leader, Network; Project Leader, Support; Purchasing Agent for WTC; Purchasing Agent Maintenance; Purchasing Analyst; Registrar; School Nurse, Licensed Practical Nurse Level; School Office Clerk; School Secretary; School Technology Specialist; Secretary / Bookkeeper – TRC; Student Assistance Facilitator for ESE Students; Student Database Specialist; Student Health Facilitator; Student Systems Analyst; Student Systems Specialist; Switch Board Operator; Systems Support Specialist Building Management Systems; Systems Support Specialist Camera and Electronic Locks

Technician; Teacher Aide / Paraprofessional, Classroom; Technology Support Specialist; Technology Systems Specialist; Transportation Analyst.
EXCLUDED: All supervisory or managerial employees; all confidential employees; all employees having investigatory conflicts (Attachment A); all certified instructional employees; all classifications not specifically included.

B. The terms "Support Personnel", "Support Person", and "bargaining unit employee" when used hereinafter in this Agreement shall refer to all employees represented by the Association in the bargaining unit as determined by Paragraph A, above.

C. The Board agrees not to negotiate with any organization other than the Association for the duration of this Agreement on matters concerning terms and conditions of employment for Support Personnel included in the bargaining unit.

D. In being granted recognition as the sole and exclusive bargaining representative, the Agreement shall apply to all Support Personnel in the bargaining unit regardless of membership in the Association and without discrimination.

E. The Board agrees not to negotiate individually with any Support Person on matters covered by this Agreement.

ARTICLE III – MANAGEMENT RIGHTS

The Board hereby retains and reserves unto itself all powers, authority, duties and responsibilities conferred upon and vested in it by the statutes of the State of Florida, except as otherwise provided by this Agreement.

ARTICLE IV – NEGOTIATIONS PROCEDURE

A. The parties agree that their duly recognized representatives shall negotiate in good faith. Each party shall select its own representatives. Up to six (6) Support Personnel, who are regular members of the collective bargaining team, will be released from assigned duties to participate in collective bargaining talks without loss of pay. The Association agrees to pay for substitutes if required.

B. Meetings shall be held at times and places agreed to by the parties.

C. A collaborative process (such as Interest Based Bargaining) will be utilized. This process will be reviewed and mutually agreed upon on an annual basis.

D. Year round bargaining and multiple ratifications will be held as needed.

E. Committees that have been formed as a result of bargaining and have completed their work will share the results with the bargaining teams and resulting changes shall be ratified as a separate item.

F. Revisions will be made within the Agreement to reflect ratification and Board approved changes, with dates of revision noted on the cover.

ARTICLE V – UNINTERRUPTED SERVICE

The Association and the members of the bargaining unit hereby agree not to strike or engage in, support, or encourage any concerted refusal to render full and complete contractual service to the said Board.

ARTICLE VI – ASSOCIATION RIGHTS

A. ASSOCIATION MEMBERSHIP

Support Personnel shall have the right to join or refrain from joining the Association. Support Personnel shall not be encouraged to join nor discouraged from joining the Association by the Board or Administrators. The Association agrees to represent equally, and without prejudice, all members of the bargaining unit in the manner provided by Florida Statute Chapter 447, as amended.

B. PAYROLL DUES DEDUCTIONS

When allowable by law, the Association may request payroll dues deduction with the following provisions:

1. Any bargaining unit employee who is a member of the Association, or any bargaining unit employee who has applied for membership, may sign and deliver to the Board an assignment authorizing deduction of membership dues and uniform assessments. Such authorization shall continue thereafter unless revoked by the employee upon thirty (30) days written notice to the employer and employee organization.

2. There shall be open enrollment all year.

3. On or before November 1 of each year, the Association shall certify to the Board the total amount of uniform dues and assessments which is to be deducted from the salary of an employee for that school year.

4. The Board will deduct, in twice monthly payments, the certified Association dues and uniform assessments from the regular salary checks of an authorizing employee and shall transmit the total payroll dues to the Association within fifteen (15) days.

5. The Association's right to payroll dues deduction shall be in force for so long as the Association remains the certified bargaining agent for the employees in the bargaining unit. Dues deduction privileges shall automatically be terminated when and if there has been a refusal to render full and complete service to the Board.

6. The Association agrees that it will indemnify and hold the Board harmless from any claim or demand asserted by any employee against the Board by virtue of the Board's performance of the undertaking of this section.

7. A bargaining unit employee wishing to withdraw from Payroll Dues Deduction must request revocation in writing to the Association President, who will notify the District of the individual's change of status. Payroll dues deductions will stop thirty (30) days after notification.

C. USE OF SCHOOL FACILITIES

1. MEETINGS: Support Personnel may attend up to fifteen (15) school-level Association meetings per year, but no more than three (3) per calendar month, at their work site before or after the student contact day or during their breaks. The meetings shall not interfere with any school-authorized functions and advance notice shall be given to the respective school Administrator.

   Once an Association meeting has been scheduled with the Administrator, no other regular school meetings shall be scheduled during that time.

   In the event of an emergency (unplanned incident or meeting) the Association meeting may be rescheduled.

   Association members may be excused at the end of the student day at school sites (other sites at the end of the workday) to attend one (1) countywide Association meeting per month. The Association member will submit a temporary duty request (if necessary) in advance and clock out before leaving.

2. PUBLIC ADDRESS SYSTEM: The Association may have announcements of the time and place of meetings made on school public address systems provided announcements of such meetings are not made during the student school day and a verbatim copy of the announcement is provided to the Administrator or his/her designee prior to the announcement being made on the public address system.

3. MAILBOXES/BULLETIN BOARDS: Duly authorized representatives of the Association shall have the right to reasonable use of Support Personnel mailboxes if assigned and a specifically designated bulletin board at each work site for the following purposes:

   a. Notices of Association meetings and events,

   b. Association elections and results, appointment of officers and committees,

   c. Association materials and newspaper or magazine articles of professional concern.

   Local political endorsements by the Association, its members, or its subsidiary organizations are expressly excluded. A copy of all materials posted or distributed is to be furnished to the building Administrator or designee.

4. ELECTRONIC COMMUNICATION: In work sites where electronic bulletin boards and electronic mailboxes are available, the Association shall have similar access with respect to these media.

a. The Superintendent or designee shall receive a copy of all electronic communication twenty-four (24) hours, a business day, prior to the distribution of said materials to the bargaining unit employees. This is a courtesy copy and is not intended for approval.

   i. No twenty-four (24) hour notification or cc/bcc is required for electronic communication to Association Bargaining Team members only, for the purpose of negotiation notifications and/or reminders of negotiation meetings.

   ii. No twenty-four (24) hour notification, but cc/bcc to the Superintendent or designee is required for electronic communication to executive board members or site leaders regarding executive board or site leader meetings or said meeting reminders.

b. A courtesy copy of material originating from an individual cost center will be provided to the Administrator or designee in advance of information being distributed to the bargaining unit members.

D. BOARD MEETINGS

1. The President of the Association shall be given a written notice of all scheduled meetings/workshops of the Board, and a reasonable attempt will be made by the Board to give oral notice of emergency meetings. The Board agrees to provide meeting agendas, present a copy of the press information folder distributed to the news media, and provide the Association with copies of any additional information that may be, from time to time, issued to the news media.

2. The Association President or his/her designee shall upon request be given time off to attend Board meetings/workshops without loss of pay. The Association agrees to pay for substitutes if required.

3. The Association President will receive notification, through joint meetings or emails, of changes and/or updates to policies, evaluations, health insurance, and legislation prior to the information being presented to the School Board.

4. BUDGET MEETING: The Association President will be invited to the District Budget Kick-off meeting and will meet in the Spring with the Superintendent and Deputy Superintendent, or individual assigned to Finance/District Budget, to discuss salaries and budget.

5. POLICY CHANGES: The District will notify the Association President and ALL employees of all policy changes or new policies adopted by the School Board and/or District as soon as possible.

E. SCHOOL BOARD CALENDAR

1. The Association shall have the right to present to the Superintendent suggestions for the school board calendar. In no way shall this procedure delay the usual date the calendar is set. The Board agrees to notify the Association, at least thirty (30) days in advance of the date upon which the calendar is to be set.

2. Support Personnel contracted for 251 days shall have a total of six (6) paid holidays during the school year. Support Personnel who are contracted for less than 251 days shall have a total of two

(2) paid holidays during the school year. One of the paid holidays shall be paid for the Thanksgiving holiday and a second paid for Martin Luther King Day, with the dates of the remaining holidays determined by the Board.

3. CALENDAR COMMITTEE: A list of calendar committee members made up of a representative group agreed upon by the parties shall be posted at each school.

   a. Notification of a calendar committee meeting shall be made to the employees two (2) weeks prior to the meeting.

   b. The chairperson will seek input from the Superintendent and School Board.

   c. The calendar committee shall submit two (2) or three (3) calendar options to the Board and Superintendent for their review and approval.

   d. The calendar committee will utilize the input to finalize no more than three (3) calendar options to submit to all staff (Administrators, Instructional, and Classified) and the School Advisory Councils for review.

   e. Within thirty (30) calendar days after the calendars have been submitted for review, a vote will be taken. Each employee shall have one (1) vote and the School Advisory Council at each school shall have one (1) vote. The District will report the raw data of the vote to the Association President or his/her designee.

   f. The calendar that has the majority support, as determined by the vote, shall be submitted to the Superintendent for recommendation to the School Board for approval.

   g. If the calendar is rejected by the School Board, the calendar committee shall reconvene to act upon specific recommendations of the School Board, and the process shall begin again.

F. ADJUSTMENTS TO WTC'S SCHOOL CALENDAR

1. When a program or class requires an adjustment to the current school calendar, the employee(s) and Administrator/Supervisor shall meet to discuss the necessary adjustment.

2. The Administrator/Supervisor shall notify the employee(s) of the necessary adjustment as soon as it has been determined that such an adjustment is certain. In cases of unexpected adjustments, notification shall be a minimum of two (2) weeks.

3. The Association President shall be notified of any adjustments to the school calendar as soon as it has been determined that such an adjustment is certain.

G. COMMUNICATION

No Association or Support Personnel views on matters relating to the Administrator-Support Personnel or Board-Support Personnel relationships will be discussed in the presence of students, nor shall Support Personnel use students to convey Association or Support Personnel views on matters relating to Administrator-Support Personnel or Board-Support Personnel relationships to either parents or the public.

H. EMPLOYEE/EMPLOYER RELATIONS COMMITTEE

Representatives of the employee's and employer's bargaining committee shall meet as necessary for the purpose of reviewing the administration of the contract.

I. LOBBYING

The Board shall provide six (6) days for the purpose of lobbying the Legislature on educational issues without loss of pay. The cost of the substitute, if any, will be paid by the Association.

J. SUBCONTRACTING

The Board will notify and reach agreement with the Association in regard to any subcontracting of bargaining unit work.

K. DISTRICT COMMITTEE REPRESENTATION

The Association shall have the right to appoint representation to district committees, including:

1. Calendar committee – one teacher and one classified member
2. Evaluation committee – Association President or designee
3. Insurance committee – two representatives
4. High School Directions committee – one member
5. Technology Advisory committee – one member
6. Teacher Education Council (TEC) – one member
7. Support Staff Development Council (SSDC) – one member

The Association President or designee will be invited to attend the Elementary, Middle, and High School Progression Plan committee meetings.

L. BARGAINING UNIT DATA

The District will furnish the Association monthly Excel reports, by the first Friday of each month, to include the following information relative to members of the represented bargaining unit:

1. Employee identification and contact information to include: name, date of birth, gender, race/ethnicity, employee ID number, mailing address, phone numbers, and district email address.

2. Employee contract information to include: job classification, worksite location, date of hire, position information (assignment, step, lane, and position start and end date), salary information (salary, position matrix description, position pay code, position number of days and hours per day).

M. ASSOCIATION RELEASE TIME

The Association President or designee will be released from assigned duties one (1) day per month to conduct Association business. The cost of a substitute, if any, will be paid by the Association. Application for leave will be made at least five (5) days in advance, except in cases of emergency. The Association President will check in with the Administrator of the school center which he/she visits.

N. NEW EMPLOYEE ONBOARDING

The District shall make available to all newly hired bargaining unit members, Association information.

ARTICLE VII – SUPPORT PERSONNEL RIGHTS

A. OBSERVATIONS

1. Observations made for the purpose of evaluations shall be made with the full knowledge and awareness of the Support Person.

2. All observations included in the personnel file(s) shall be shown to the Support Person and acknowledged by the Support Person.

B. EVALUATIONS

1. Not later than ten (10) working days after employment, and prior to evaluation, all new Support Personnel shall receive a copy of the evaluation criteria and evaluation form to be used prior to the evaluation.

2. All evaluations included in the personnel file(s) shall be shown to the Support Person and acknowledged by the Support Person. All evaluations shall be in writing and a copy given to the Support Person within ten (10) working days of the evaluation. Any written response to the evaluation by the Support Person shall be placed in the Support Person's file and attached to the evaluation.

3. All evaluation procedures shall be completed not less than fifteen (15) working days prior to the termination of the student year. Support Personnel shall receive their copy of the observation/evaluation at the time the instrument is signed.

4. Support Personnel shall not be required to perform written evaluations of other school board employees.

5. Only administrative personnel shall evaluate Support Personnel.

6. New employees or those with changes in duties, sites and/or responsibilities shall have, in writing, their duties explained to them by the building Administrator at the time of assignment.

C. PERSONNEL FILE(S)

1. Public school system employee personnel files shall be maintained according to the following provisions:

   a. Except for materials pertaining to work performance or such other matters that may be cause for discipline, suspension, or dismissal under laws of this state, no derogatory materials relating

to an employee's conduct, service, character, or personality shall be placed in the personnel file of such employee.

b. The employee will indicate awareness of information by signed documents or through certified mail.

c. No anonymous letter or materials shall be placed in the personnel file.

2. Each employee shall have the right to review the contents of all his/her personnel file(s) no later than twenty-four (24) hours or one (1) working day from the time of the written request.

3. Any employee has the right to answer, in writing, any such materials in the file, and the answer shall be attached to the file copy.

4. The personnel file custodian shall maintain a record in the file each time it is reviewed.

5. This shall in no way violate Florida Statute.

D. CONCERN/COMPLAINT PROCEDURE

The parties are encouraged to have concerns resolved at the informal level. When a concern is lodged against a bargaining unit member, an informal conference(s) will be scheduled with the bargaining unit member and may include, but not be limited to, the complainant. The Administrator shall state the nature of the concern at the beginning of this meeting. If the concern is resolved at this step, no further meetings or written notifications will occur. If the concern cannot be resolved at the informal level, a formal written complaint may be filed.

No written complaint or report of complaint will be placed in a Support Person's personnel file(s) unless:

1. The Administrator/designee, within five (5) working days, notifies the employee in writing that a complaint form has been received.

2. The employee has had an opportunity to review the complaint in a conference with the Administrator.

3. The employee may request a meeting with the complainant in the presence of appropriate administrative staff.

4. After reviewing the written complaint and any conferences as described herein, the Administrator will place the valid written complaint in the employee's personnel file. All other complaints will be forwarded to the Director of Human Resources (HR).

5. The employee shall sign the file copy of the written complaint form. Such signature shall be understood to indicate awareness of the material but shall not be interpreted to mean agreement with the content of the material.

6. The employee may respond in writing to the complaint placed in the personnel file(s) and such response shall be attached to the report of complaint in the personnel file(s).

E. REPRESENTATION

The Administration has the right to meet with an employee. Employees have the right to representation of their choice at meetings with management, which may result in disciplinary action against the employee.

1. Meetings at the site level shall take place within 48 hours (2 working days).

2. Meetings at the Human Resources (HR) level shall take place within five (5) working days.

3. The parties shall make the best effort to meet within the timelines, communicating in advance if these timelines may not be met due to extenuating circumstances.

F. JUST CAUSE AND EMPLOYEE DISCIPLINE

Just cause for termination purposes shall be defined by Florida State Statute, Citrus County School Board Policy and or by Citrus County School Board action.

The District will follow a policy of corrective and progressive discipline (e.g., Verbal Reprimand, Formal Reprimand, Suspension without Pay, Termination from Employment) whereby less severe forms of discipline are issued prior to resorting to the imposition of more severe sanctions for the same or similar misconduct. The District specifically reserves the right to issue discipline up to, and including, termination from employment in response to a first occurrence based on the specific facts of the case.

G. REAPPOINTMENTS/ASSIGNMENTS

1. Members of the unit who are reappointed by the Board shall be notified by July 1 of the Board's reappointment action. This notification will include assigned duty station. A change in assignment within the job site will be made after a conference with the affected employee.

2. ASSIGNMENT CHANGES: It is recognized that extenuating circumstances may necessitate a change of assignments. If it is necessary for an assignment change during the two-week window preceding pre-planning, the bargaining unit member will be notified of the change via the summer contact information immediately upon determination of the change. If the employee is not satisfied with the assignment change, they will have the right to apply for another position in the district, interview, and, if selected, make the transfer to that position.

H. TRANSFERS

1. This section shall apply to all transfers, including the staffing of new schools. The following criteria, in the order listed, shall be utilized to select the personnel to be transferred.

   For Voluntary Transfers:

   a. Highest seniority
   b. Appropriate qualifications
   c. Specific skills, training and experience
   d. Decision by approval of the receiving cost center Administrator

For Involuntary Transfers:

a. Lowest seniority (number of years in the district)
b. Appropriate qualifications
c. Specific skills training and experience
d. Decision by approval of both cost center Administrators

I. VACANCIES AND PROMOTIONS

1. Vacancies are defined as positions in the bargaining unit, either unfilled or newly created.

2. NOTICE: All open positions shall be posted on the District's website. The posting on the website shall include:

   a. Job Title
   b. Location of work
   c. Anticipated effective date if different from posting date
   d. Length of hours worked if less than 8 hours a day
   e. Salary chart

   Pay grade charts listing all positions and their job classifications are listed under salary information.

3. Notices will be posted for at least five (5) working days following the first posting. These positions may not be filled on a permanent basis before five (5) working days from the date of the written advertisement or before all qualified candidates who apply within the five (5) days have been considered.

4. Emergency Postings - two (2) weeks prior to and two (2) weeks after the first day for students, postings will be made as soon as an opening becomes available. Postings will last for no less than three (3) working days and will be updated daily as needed.

5. Employees of the district who are qualified and apply for a vacancy or promotion within the deadline shall be interviewed. If all other things are equal, vacancies shall be filled with the most senior applicant from within the affected classification.

   a. Employees not granted an interview shall receive an explanation (written or verbal) from the site Administrator or designee as to why they were not interviewed prior to filling the vacancy.

   b. All employees interviewed shall be notified, in writing, by the site Administrator or designee within ten (10) working days after the decision has been made.

6. Each year, the District will survey for Support Personnel who wish to be considered for Extended School Year positions, and placements will be made based on qualifications, program needs, performance rating, and seniority in the District.

7. Receipt of application and requests under this section will be acknowledged within ten (10) working days of receipt.

J. PROBATION, ANNUAL CONTRACT AND TERM EMPLOYEES

1. PROBATION: Newly hired employees shall be considered probationary employees until they have been employed for ninety (90) workdays. At the end of his/her probationary period, each new employee shall be placed on the School Board Seniority List as of the date of his/her original employment. During the probationary period the Employer may suspend, transfer or terminate the new employee without cause, except for lawful Union activities. Upon completion of the probationary period the employee will be considered a "just cause" employee for the remainder of the contract year.

2. ANNUAL: The first two (2) years of employment the employee will be recommended on an annual basis. Annual reappointment will occur prior to 30 calendar days of the last workday in each fiscal year. To be counted as a fiscal year of work, the employee must have worked one day more than ½ of the total workdays in that fiscal year. The fiscal year runs from July 1 - June 30 each year. If the employee does not work one (1) day more than ½ of his/her workdays in that fiscal year that year will not count as one of the two annual years of service. The employee may be non-reappointed without cause for those first two (2) years. If reappointed after the two (2) year period, the employee will be considered a continuing contract employee unless there is cause for a recommendation for termination. If the Union and management agree, a 3rd year annual contract may be offered in extenuating circumstances.

3. TERM: A term contract is issued when a position is advertised as a "TERM". The position is for a specific period of time and does not provided an expectation of continued employment beyond the term and may not provide the basis for a continuing service contract. The decision to post a term position will be mutually agreed upon by the parties on an individual basis. Reasons for a term position are:

   a. Grant funded/limited-time state funded programs

   b. Employee on leave of absence

   If an employee holds a grant funded position for two (2) consecutive years, has received an overall satisfactory evaluation for each year in that position and the grant for that position is funded for the following year, as long as the requirements for the position remain the same, the employee shall be offered the opportunity to continue in the position. This does not constitute a continuing service contract status.

K. SENIORITY

Seniority is defined as service in a certificated position, in the Citrus County School District. Seniority shall be calculated from the first duty day of the most recent period of full-time continuous employment within the district, exclusive of long-term leaves of absence without pay. Seniority shall accrue annually. One year of seniority shall be awarded for working one day more than half of the employee's contracted year.

L. REDUCTION IN FORCE (RIF)

In the event the Superintendent determines that the district-wide Support Personnel staff must be reduced, the Association will be notified by the Superintendent, in writing, with an explanation of the reasons for such Reduction in Force at least seven (7) days prior to the Superintendent's submission of his/her

recommendation to the Board for final Board determination.

1. The Board shall determine the number of positions and job classifications, which will be eliminated. After the number of positions has been determined, the Superintendent will notify the Association of such determination.

   a. Lay-offs shall be made by the Superintendent according to the following criteria: needs of the district as determined by the Strategic Plan, and specialized skills related to essential operational functions.

   b. If all above sections are equal, seniority in the district shall be the determining factor.

2. BUMPING

   a. Should the least senior employee in a ESP classification be a person who has been transferred or promoted into the classification where the layoff is taking place, and be selected for layoff, the employee will have the option of accepting the layoff or returning to their previous ESP classification and seniority provided he/she has more ESP classification seniority than the least senior employee by job classification in the job into which he/she seeks to bump. Should one or more employees who might be affected by a layoff have the same ESP classification seniority date, then total seniority with Citrus County School District shall be used.

   b. The employee who has successfully bumped into their previous ESP classification to avoid layoff shall be placed at the bottom of that classification seniority list. When the position of the employee selected for layoff is reinstated, the employee shall return to their former position held prior to bumping, and all subsequently bumped employees shall return to their former positions.

   c. The ESP bargaining unit members who accept a transfer or promotion to a Citrus County School Board position that is outside of the ESP bargaining unit will have their seniority frozen at the time they leave the classification. In the event an employee returns to their former classification in the ESP bargaining unit, their seniority in that classification shall resume from the point they left and had their seniority frozen. If seniority in the district is equal then performance shall be the determining factor.

      i. Performance will consist of the last five (5) years evaluations and discipline record being compared by a committee of two (2) from management and two (2) union representatives.

      ii. If the criteria is comparable the Superintendent/designee will make the determining selection.

   d. Where a Support Person is in the final year needed to make a person eligible for participation in Florida Retirement System (FRS), the Support Person will be permitted to finish the year.

   e. Any employee, who is laid-off as part of a Reduction-in-Force, will be notified as per federal law of their right to participate in group insurance programs.

3. RECALL

   The Board shall determine the number of positions and classifications in which recall will be made the recall will be in inverse order of lay-off.

a. Probationary Support Personnel shall not have recall rights.

b. As long as vacancies exist for which there are Support Personnel who have experience in the classification being filled, no new Support Personnel shall be hired during the recall period. The recall period shall expire after 12 months following Board action authorizing the RIF.

c. It shall be the responsibility of the laid-off Support Personnel to be certain that the Personnel Office has a correct, current address during lay-off and to be available for mail notification. Failure to do so may result in the forfeiture of recall rights.

d. A laid-off Support Personnel who is notified by registered mail of recall must respond within three (3) workdays from receipt of notification, whether or not they accept the recall. Failure of the Support Personnel to respond within that time shall terminate the Support Personnel's right to recall. If the laid-off Support Personnel declines a position, any further recall rights are forfeited. Any notification returned as undeliverable will result in forfeiture of recall rights.

e. No credit on the salary schedule shall accrue during the laid-off period.

M. COPIES OF AGREEMENT

Copies of this agreement entitled "Agreement Between the Citrus County School Board and the Citrus County Education Association (Classified and Professional Technical Employees)" shall be posted on the District website within thirty (30) days after the agreement is signed.

N. SCHOOL ADVISORY COUNCIL

All Support Personnel representatives on the School Advisory Council shall be elected by their peers as legislated by law. An election committee made up of an Administrator, a teacher, an education support person, a student and a parent shall tabulate the results of the balloting.

O. VOTING RIGHTS

The District and Association acknowledge the importance of voting and encourage all employees to exercise their right to vote. Although there are numerous opportunities for employees to vote outside of the workday, faculty/staff, department, grade level meetings, and/or inservice trainings will not be scheduled before or after student contact hours on Citrus County, state, and national election days, barring emergencies. This will not prevent administrators from meeting individually with staff members as needed.

P. ELECTRONIC DEVICES

Employees shall not be required to utilize personal devices for work-related tasks. There is no expectation that staff who voluntarily use personal devices to access digital tools required for the job surrender their right to privacy of personal data on their own device, provided that staff do not archive student information on their devices. Reasonable replacement costs for damages incurred to district devices as a result of negligence, carelessness, or malicious behavior shall be the responsibility of the employee.

ARTICLE VIII – WORKING CONDITIONS

A. WORK DAY

1. Support Personnel shall report to their assignment stations at the appropriate time. Within the workday, Support Personnel will be available at all reasonable and appropriate times to attend meetings and programs.

2. The normal workday for Support Personnel is an eight (8) hour day. This does not preclude the establishment of a four (4) day, ten (10) hour per day workweek.

B. LUNCH AND BREAKS

1. All Support Personnel working 8 hours a day will have a total break time of 60 minutes. School based Support Personnel will have a duty-free lunch of not less than 25 minutes and two (2) breaks (not less than 15 minutes) equating a total of sixty (60) minutes. Non-school based Support Personnel will have either a 60-minute lunch break or a lunch break of not less than 25 minutes and two (2) breaks (not less than fifteen (15) minutes) equating a total of sixty (60) minutes. This shall be implemented through an administratively developed and implemented equitable rotation system utilizing all personnel as necessary.

2. Support Personnel working at least 6 hours, but less than 8 hours will be entitled to a total break time of 30 minutes.

3. Support Personnel working at least four (4) hours but less than 6 hours a day will have one (1) 15-minute break.

4. Should Support Personnel be required to work during their duty-free lunch, every effort will be made to provide release time equal to the time that they are scheduled to work. If it is impossible to provide that release time, then they will be compensated monetarily for the loss of this time.

C. LEAVING THE WORK SITE

1. Support Personnel may leave the work site during their break time and will sign in and out giving their destination.

2. By prior arrangement with the administrators, a Support Person who has a supplemental obligation at another school shall be allowed to leave school during non-student contact time and prior to the close of the regular day at no loss of pay, accumulated leave nor be required to make up time missed. If a substitute is needed, the cost will be paid by the school sponsoring the activity.

3. This provision shall not exempt Support Personnel from participating in the activities, which normally occur such as-scheduled staff meetings, conferences, or assigned duties at their primary work site.

D. SAFE WORKING CONDITIONS

Support Personnel shall not be required to work under unsafe conditions or in a hazardous environment. Support Personnel may make recommendations toward establishing priorities for this purpose.

No Support Personnel shall be disciplined for refusal to work in an unsafe or hazardous situation.

E. PROFESSIONAL DRESS

Support Personnel shall maintain a neat, clean professional appearance appropriate to the setting in which they work. Dress may not be as unusual or inappropriate as to disrupt classroom or learning activities.

Jeans that are neat and clean shall be permitted when worn with a collared shirt, blouse, or (in the case of designated spirit days) school-related shirt.

Examples of INAPPROPRIATE appearance or dress include, but are not limited to:

- Athletic apparel (unless teaching a physical education class or when on duty for special school events such as field trips and outdoor activities where such clothing would be appropriate)
- Tops that have straps that are not at least two (2) inches in width unless covered by another article of clothing, such as a sweater, shirt or jacket
- Clothing that is provocative, revealing, indecent, vulgar, or obscene (including low necklines, bare midriffs and excessively tight clothing, and undergarments visible or worn as an outer garment)
- Flip flops, bedroom shoes
- Un-hemmed clothing
- Hats, sweatbands, bandanas, or sunglasses inside school buildings
- Any item of clothing, jewelry or tattoo that creates a disruption of the school environment/learning activities or that poses a threat to the safety and well-being of students or staff

More casual dress will be acceptable on non-student workdays. However, attire must still be appropriate dress, particularly on parent conference days.

For all instances not specifically prohibited, the site Administrator shall have discretion on matters of appropriate professional dress.

Reasonable accommodation shall be made by the site Administrator for those employees who, because of religious belief, cultural heritage, or medical reasons, request a waiver of a particular part of this staff dress code.

F. SUPPORT PERSONNEL TRAVEL

Support Personnel whose duties require travel between schools are authorized reimbursement for automobile use pursuant to Florida Statute and current School Board policy.

G. ELECTRONIC COMMUNICATION

The Board agrees to make available an adequate number of phone lines and telephones on a private basis for Support Personnel access to phone service and access to electronic communication services in each

work site on a private basis provided such access does not involve additional expense to the Board and does not interfere with normal operations and functions of school personnel.

H. SUPPORT PERSONNEL AUTHORITY AND STUDENT DISCIPLINE

1. The District's Code of Student Conduct will be enforced at all grade levels.

2. Support Personnel will have the full support of Administration in maintaining appropriate student behavior.

3. Support Personnel who work directly with students and request training in classroom management, de-escalation, and other behavioral strategies, shall be provided time and opportunity to participate in such trainings.

4. When a student is disobedient, violent, uncontrollable, or disruptive to the learning environment, the Support Person may report the behavior to the teacher responsible for the student or directly to administration for assistance.

5. A Support Person who is directly responsible for supervision of a student who has been arrested for any type of felony charge will be notified as soon as possible after the District learns of such arrest. Such notice will be treated as privileged and confidential information.

ARTICLE IX – GRIEVANCE PROCEDURE

A. DEFINITION

A grievance is defined to be a complaint by any Support Person and/or the Association based on an event or condition, which is claimed or considered to be a violation, misinterpretation or misapplication of this Agreement.

Nothing contained herein shall be construed as limiting the right of any Support Person to pursue a grievance at Level I (Informal) without intervention of the Association, provided the adjustment is not inconsistent with the terms of this Agreement.

B. MISCELLANEOUS

1. Documents, communications, and records dealing with the processing of a grievance will not be placed in the personnel file of the participants.

2. All grievances must be signed by the aggrieved party with a statement as to the alleged violation of the Agreement and the remedy requested.

3. The failure of the aggrieved to act within the time limits set forth in this article will preclude further appeal of the grievance, unless timelines are extended by mutual agreement.

4. For the purposes of the grievance process, working day shall be defined as days identified as contractual workdays for the grievant. If a grievance is unresolved at the end of the grievant's contract working days, District working days shall be counted in the grievance timeline.

5. A grievance may be withdrawn or resolved at any level without establishing precedent.

6. Re-employment or discharge of probationary Support Personnel (non-retention) is not a proper subject for grievance under the Grievance Procedure.

7. Either party may present evidence or call witnesses to testify during grievance conferences. Any new evidence presented during the Formal grievance steps may be the basis for an extension of not more than five (5) working days to investigate and review new evidence.

8. Mediation – The parties may mutually agree to submit a grievance to mediation at any step of the Formal process. The Mediator shall be chosen by mutual agreement from the list provided by the American Arbitration Association (AAA) or other such mutually agreed upon service.

   All mediation sessions are closed and what happens in mediation cannot be presented in the arbitration step. The Mediator that is used must not participate in the arbitration step.

9. When meetings held for the purpose of resolving grievances are scheduled during the working day, the Association representative and/or grievant will be provided with release time without loss of pay.

C. LEVEL I: INFORMAL

1. An Informal meeting will be requested within ten (10) working days of an alleged violation. Upon notification of a concern, the Support Person and the building Administrator will meet within five (5) working days to discuss and resolve the concern.

2. The Support Person and the Administrator have the option of requesting additional participation from other individuals.

3. If there is no resolution of the concern at this level, a Formal grievance (Level II) may be filed.

D. LEVEL II: FORMAL

1. Prior to filing a Formal grievance, the Support Person or the Association shall informally meet with the immediate supervisor and discuss the alleged grievance.

   If the nature of the grievance requires resolution above the worksite level, as in a class action grievance, the District's Director of Human Resources shall be the designated Administrator for Step 1 of the Formal grievance.

2. STEP 1: ADMINISTRATOR

   a. The Association shall present a signed written statement on an official grievance form of the alleged violation to the Administrator within ten (10) working days after disposition of the Informal meeting.

b. The Administrator shall, within ten (10) working days of the receipt of the grievance, confer with the Association to try to resolve the grievance.

c. Within ten (10)working days after the completion of the conference, the Administrator shall provide to the grievant a decision in writing. A copy of this decision shall be given to the Association.

3. STEP 2: SUPERINTENDENT

a. In the event the grievance has not been resolved at Step 1, the Association may file an appeal to the Superintendent or his/her designee. The appeal shall be made within five (5) working days after the receipt of the decision.

b. Within five (5) working days of the receipt of the appeal, the Superintendent or his/her designee shall confer with the Association in an effort to resolve the grievance.

c. The Superintendent within five (5) working days following the conference shall file his/her written decision with the Association.

4. STEP 3: ARBITRATION

a. Within five (5) working days after receiving the decision of the Superintendent, the Association may submit the grievance to binding arbitration.

b. The Board and the Association shall mutually select a third party from the American Arbitration Association in accordance with its rules, which rules shall likewise govern the arbitration proceedings.

c. Each party shall bear the full costs for its representation in the arbitration proceedings. The parties shall share the cost of the Arbitrator equally.

d. The Arbitrator's decision shall not amend, modify, nullify, ignore, or add to the provisions of this Agreement. The Arbitrator's authority shall be strictly limited to the issue(s) presented by the parties. The decision must be based solely upon the Arbitrator's interpretation of the meaning of the express relevant language of the Agreement.

ARTICLE X – LEAVE

A. SICK LEAVE

1. DEFINED

Any bargaining unit member employed by the Board who is unable to perform his/her duties because of personal illness, or because of illness or death of father, mother, brother, sister, spouse, child or other close relative, or member of his/her own household shall be entitled to leave with

pay during the period of this absence provided that the days claimed for compensation do not exceed the number of days accumulated leave. The bargaining unit member may elect to use one-half sick leave day when necessary.

2. ALLOCATION

Each bargaining unit member shall be entitled to four (4) days sick leave as of the first day of employment each contract year. Thereafter, he/she shall earn one day of sick leave for each month of employment, which shall be credited to that bargaining unit member at the end of that month provided that no bargaining unit member shall be entitled to earn more than one day of sick leave times the number of months employment during the year of employment. This sick leave shall not be used prior to the time it is earned and credited.

3. ACCUMULATION

There is no limit to the number of sick leave days a bargaining unit member may accrue. At least one-half of the cumulative leave must be established within Citrus County.

4. TRANSFER OF LEAVE

a. Citrus County will accept cumulative sick leave from other Florida county school systems as provided by law. Bargaining unit members must request the county in which the leave was accumulated to certify to the Citrus County Superintendent the number of days of sick leave the bargaining unit member has accumulated.

b. A district employee may authorize his or her spouse, child, parent, or sibling who is also a district employee to use sick leave that has accrued to the authorizing employee. The recipient may not use the donated sick leave until all of his or her sick leave has been depleted, excluding sick leave from a sick leave pool, if the recipient participates in a sick leave pool. Donated sick leave shall have no terminal value. Specific procedures for transfer and utilization of sick leave days by family members shall be established by the Human Resources (HR) and Finance Departments.

5. EXCESSIVE ABSENCES

Absence because of illness beyond accumulated sick leave is considered personal leave without pay, unless covered by the sick leave bank.

6. SICK LEAVE BANK

The bargaining unit members of Citrus County may participate on a voluntary basis in any sick leave bank which is established by the Board. The Sick Leave Bank Committee shall meet semi-annually to review the operations of the Sick Leave Bank. The Citrus County School Board will develop a memorandum to all employees indicating whether they are in the Sick Leave Bank or not. The procedures for the Sick Leave Bank will be attached to the memorandum.

a. After all Sick Leave Bank policy guidelines and procedures have been met, including medical verification, the sick leave bank will commence to pay the individual.

b. Payment will be made for the days drawn from the Sick Leave Bank in the next pay period. Re-application to the Sick Leave Bank, including medical verification, shall be required for each 20-day increment.

c. In no instance may individuals draw more than 60 days from the Sick Leave Bank for a single illness.

d. DROP and the Sick Leave Bank: If an employee who is entering the Deferred Retirement Option Plan (DROP) is a current member of the Sick Leave Bank, and they wish to continue their membership, they must keep a total of at least nine (9) sick days accumulated on record. If at the time they join DROP they have less than a total of nine (9) accumulated sick days, they must keep all of what they have accumulated on record. If an employee is not a current member of the Sick Leave Bank, they must accrue a minimum of nine (9) sick days to be eligible for the Sick Leave Bank.

7. PERSONAL LEAVE

A bargaining unit member may use up to six (6) days of accrued sick leave for personal reasons each year provided:

a. Application for such leave shall be approved or denied by the administration in writing within three (3) business days from the day the request is made. If the Administrator is absent, notification of a personal leave request shall be made by the employee to the Administrator's designee to ensure a timely response to the request.

b. The application clearly indicates the leave request is for personal leave with pay.

c. The personal leave is not cumulative.

8. EMERGENCY LEAVE

A bargaining unit member may use up to two (2) days of the six (6) personal leave days cited in Article X, Section 7 for emergencies such as unavoidable personal business provided that:

a. Application for such leave is approved by the Administrator and the Superintendent in advance of the requested leave. When prior approval is not practical, notice shall be given to the Administrator and approval sought upon return. Except in the case of fraud and/or continued abuse of this Section, should the leave request be denied, the employee may only be denied pay for such absence.

b. The application clearly indicates the leave is to be emergency leave charged to accrued sick leave.

c. The emergency leave is not cumulative.

9. TERMINAL LEAVE PAY

Terminal leave pay is granted to bargaining unit members in the Citrus County School System according to Florida Statute as follows:

a. Terminal pay to bargaining unit members at normal retirement or at the end of the Deferred Retirement Option Program (DROP), or to his/her beneficiary if service is terminated by death, shall be determined as follows:

   i. During the first three (3) years of service the daily rate of pay multiplied by 35 percent times the number of days of accumulated sick leave;
   ii. during the next three (3) years of service the daily rate of pay multiplied by 40 percent times the number of days of accumulated sick leave;
   iii. during the next three (3) years of service the daily rate of pay multiplied by 45 percent times the number of days of accumulated sick leave;
   iv. and during and after the tenth (10th) year of service the daily rate of pay multiplied by 50 percent times the number of days of accumulated sick leave.
   v. For bargaining unit members who have 20 or more years of service, the amount of terminal pay will be 90 percent of the daily rate of pay times the number of days of accumulated sick leave.
   vi. For bargaining unit members who have more than twenty (20) years of service, fifteen (15) of which must have been in the Citrus County School District, the amount of terminal pay will be the daily rate of pay multiplied by one-hundred percent (100%) times the number of days of accumulated sick leave.

b. 401 (a) QUALIFIED RETIREMENT PLAN (currently Bencor)

   i. Employees who are terminating, retiring or entering DROP and have accumulated sick leave pay and/or annual leave pay will participate in the Qualified Retirement Plan (currently Bencor).
   ii. Provisions of the Qualified Retirement Plan are available through the school district payroll department.

c. Information about terminal pay options will be presented with other retirement information by Human Resources and Payroll and will be posted on the District's website.

B. LINE OF DUTY

Leave is granted according to law when the bargaining unit member is absent from duty because of personal injury received in the discharge of duty or because of illness from any contagious or infectious disease contracted in school work and shall not count as sick leave. Such leave is granted up to a maximum of ten (10) days for each instance.

C. MILITARY LEAVE

Military leave, for bargaining unit members in the Reserves or National Guard, will be granted with pay, according to law.

D. JURY DUTY

An employee of the school board who is summoned for jury/witness duty shall be granted temporary duty leave.

E. LEAVE OF ABSENCE

1. PERSONNEL ON ANNUAL CONTRACT - Leave of absence is granted to bargaining unit members on annual contract with or without promise of re-employment at the discretion of the Board.

2. PERSONNEL ON CONTINUING CONTRACT - Bargaining unit members may be granted a leave of absence for up to one year for Military, Educational, Illness or Maternity reasons. Up to a year's Personal Leave of Absence may be granted on the recommendation of the Superintendent at the discretion of the School Board.

F. OTHER PERSONAL LEAVE

Except as otherwise provided herein, all personal leave shall be without pay.

1. NON-EDUCATIONAL MEETINGS - Absence from duty for the purpose of attending non-educational meetings is personal leave.

2. APPROVAL - Prior approval of the Administrator and Superintendent are required for the authorization of personal leave.

G. FAMILY MEDICAL LEAVE (FMLA)

Employees shall be granted leave under the FMLA as per Federal Guidelines.

H. ANNUAL LEAVE/VACATIONS

1. Bargaining unit members who are employed on twelve (12) month contracts shall accrue annual leave, exclusive of holidays, with compensation as follows:

   a. One day per month for less than five (5) years of full-time service in the District

   b. One and one-fourth (1-1/4) days per month for five (5) years or more of full-time service in the District

   c. One and one-half (1-1/2) days per month for ten (10) years or more of full-time service in the District.

2. Annual leave shall accrue at the close of each month and shall not be accrued to exceed sixty (60) days as of June 30 of each year. Employees shall be encouraged to use accrued annual leave on an annual basis.

3. Accrued annual leave may be used in lieu of other types of leave.

4. All leave must be approved by the site Supervisor within three (3) business days from the day the request is made in writing. If Administrator is absent, notification of vacation leave request shall be made by the employee to the Administrator's designee to ensure a timely response.

ARTICLE XI – COMPENSATION AND INSURANCE

A. INSURANCE

1. Beginning on December 15, 2025, and for the duration of this agreement, the Board's contribution shall be $626.00 per month, toward the insurance program for those employees in the bargaining unit who elect to participate in the health insurance program which becomes effective in the School System on January 1st. In the instance when an employee and the employee's spouse are both employees covered by this agreement, the Board agrees to contribute the same amount per month on behalf of each employee, without regard to whether one of the two is covered as a dependent, provided such payment does not exceed the amount of the health insurance premium.
2. Teachers on approved leave may continue the insurance benefits they enjoyed at the commencement of said leave for a period of one (1) calendar year from the commencement provided the employee pays all premiums due with no contribution or participation by the employer.
3. The Insurance Committee shall meet quarterly or a minimum of four (4) times a year. Additionally, two (2) members of the committee with the approval of a majority of the membership may call committee meetings. The membership of the committee shall proportionally reflect the make-up of the insurance pool.

B. SALARY

The parties agree to the salary schedules attached as Appendix A.

If at any time throughout the duration of the contract bargaining unit employees are granted only step increases due to fiscal constraints, those bargaining unit employees at longevity as of July 1 of that year shall be granted compensation as follows:

Contract days 181 to 210 = $400
Contract days 211 to 236 = $500
Contract days 237 to 251 (or more) = $600

C. WORK EXPERIENCE APPLIED TO PLACEMENT

All in county experience with Citrus County School Board shall be applied in placement on the Classified Support schedule.

A limit of up to five (5) years of related work experience shall be applied in placement on the Professional Technical schedules.

D. PAY SCHEDULE

Support Personnel shall receive their pay in twice monthly installments. Pay stubs are available online.

E. OVERTIME

Bargaining unit employees are to report all hours worked. Bargaining unit employees should not begin work before the beginning of their schedule or after the end of their schedule without permission; however, if they do perform work before or beyond their schedule, they are to report it as hours worked on their time sheet or record. Overtime will be authorized or directed only when it is in the interest of the School Board and is the most practical and economical way of meeting workloads or deadlines.

All non-exempt bargaining unit employees shall be paid time and one-half their regular hourly rate of pay for all hours worked in excess of forty (40) hours in a workweek or given comp time in accordance with School Board policy and procedure.

Bargaining unit employees shall be required to work overtime when assigned unless excused by the Supervisor. An employee desiring to be excused from overtime work assignments for good and sufficient reasons shall submit a request to the immediate Supervisor.

F. BUS DUTY

ESE aides, by job description, are the only Support Personnel designated to ride a bus to accompany students. In the event there are not ESE aides available to ride the bus, the process will be to seek volunteers from the Support Personnel based on student need. Administration would manage the bus ridership first through:

1. Flex time
2. Comp time
3. Overtime

If no Support Personnel volunteer, teachers may volunteer in exchange for flex time.

G. SUMMER SCHOOL/EXTENDED SCHOOL YEAR

Individuals working during Extended School Year programs shall receive their normal hourly rate unless modified by a state or federal project.

H. CREST SUPPLEMENT

All instructional employees, classroom teacher aides, health room aides and secretaries/clerks assigned to CREST are eligible to receive differentiated pay in the amount of $400 per year which will be prorated based on number of contract days completed at CREST. This payment will be distributed in the employee's final check of their contract year.

I. DIFFERENTIAL PAY FOR CLINIC COVERAGE

Support Personnel assigned to cover the clinic shall receive differential pay for the time coverage is provided to ensure they are paid no less than a health room attendant with the same years of district

experience. If the employee's regular base rate of pay is greater than the health room attendant with the same years of district experience, their pay shall not be diminished.

J. ATHLETIC SUPPLEMENT SCHEDULE

Support Personnel who serve an additional duty role identified in Appendix B of the Instructional collective bargaining agreement shall be compensated at the hourly rate of minimum wage (time and half for hours exceeding 40 in a week), not to exceed the amount listed in the supplement schedule. Provided the employee has fulfilled all duties associated with the supplement, they shall have received no less than the bargained supplement in Appendix B of the Instructional collective bargaining agreement at the conclusion of the season.

K. CLASSROOM COVERAGE

When a substitute teacher cannot be secured to provide coverage in a teacher's absence, it may be necessary for Support Personnel to provide classroom coverage. In any instance where Support Personnel are required to cover classrooms for an absent teacher at their school, the Support Personnel shall be compensated an additional $2.00/hour above his/her regular rate of pay. The decision as to which Support Person will be placed in a classroom to cover in a teacher's absence, lies entirely with the Administrator.

L. TRANSPORTATION ANALYSTS

Transportation Analysts with the appropriate credentials may voluntarily cover bus routes when drivers are not available. When driving regular bus routes and shuttles in morning and afternoon, the Transportation Analyst shall be compensated one (1) additional hour at their regular rate of pay. This compensation does not apply to field trips.

M. RETRAINING

1. The parties mutually agree to continue the support staff professional development in-service program and to cooperatively develop recommendations to refine or improve the program.

2. Professional development credit shall be granted according to established guidelines. Established guidelines may be found in the office of planning and development.

3. As minimum elements the plan shall include an application procedure, a set of criteria for evaluating the applications, a mechanism for identifying teachers and support staff professionals who need assistance in adding areas of certification which would increase their ability to serve district needs, and upgrading skills or subject matter as technology or content changes (i.e. vocational teachers or math teachers learning computers or support staff professional learning computer programs that will enhance their job skills).

4. Application forms will be made available at each site.

5. The parties agree that up to $5,000 from the Retraining line may to be used to pay for additional mentors each year as needed.

ARTICLE XII: EFFECT OF AGREEMENT

A. The parties mutually agree that the terms and conditions set forth in this Agreement represent the full and complete understanding and commitment between the parties hereto.

B. Should any Article, section, or clause of this Agreement be declared illegal by a court of competent jurisdiction, said Article, section, or clause, as the case may be, shall be deleted from this Agreement to the extent that it violated the law, but the remaining Articles, sections, and clauses shall remain in full force and effect for the duration of the agreement, if not affected by the deleted Article, section, or clause.

ARTICLE XIII: DURATION OF AGREEMENT

This agreement shall be effective as of July 1, 2025, and shall remain in effect until June 30, 2028.

The parties agree that salary and benefits will be negotiated annually and that either party may bring any article or section to the table at that time, however it is not the intent of the parties to reopen the entire agreement prior to the expiration date.

In the event this agreement expires prior to ratification of a successor agreement, the current agreement will remain in effect until a new agreement is ratified by the bargaining unit and School Board.

This agreement is signed and adopted this 18th day of November 2025.

In witness thereof:

for the Citrus County School Board

School Board Chair

Superintendent

for Citrus County Education Association

President

Executive Director

APPENDIX A: SALARY SCHEDULES

CLASSIFIED SCHEDULE

CITRUS COUNTY SCHOOL BOARD
Classified Salary Schedule
CCEA
2025-2026

STEP	CCL01-0	CCL02-0	CCL03-0	CCL04-0	CCL05-0	CCL06-0	CCL07-0	CCL08-0	CCL09-0	CCL10-0	CCL11-0	CCL12-0	CCL13-0	CCL14-0	CCL15-0	CCL16-0	CCL17-0
0	$21.78	$21.00	$20.24	$19.47	$18.67	$17.93	$17.21	$16.71	$16.51	$16.45	$16.30	$16.16	$16.02	$15.87	$15.76	$15.76	$15.76
1	$22.62	$21.86	$21.07	$20.27	$19.48	$18.72	$17.91	$17.13	$16.88	$16.68	$16.61	$16.46	$16.32	$16.18	$16.00	$16.00	$16.00
2	$23.03	$22.24	$21.45	$20.66	$19.89	$19.07	$18.22	$17.46	$17.19	$16.94	$16.68	$16.61	$16.46	$16.32	$16.03	$16.03	$16.03
3	$23.42	$22.62	$21.86	$21.07	$20.27	$19.48	$18.56	$17.80	$17.51	$17.24	$17.00	$16.74	$16.61	$16.46	$16.07	$16.07	$16.07
4	$23.81	$23.03	$22.24	$21.45	$20.66	$19.89	$18.89	$18.11	$17.86	$17.58	$17.29	$17.07	$16.81	$16.61	$16.16	$16.16	$16.16
5	$24.21	$23.42	$22.62	$21.86	$21.07	$20.27	$19.24	$18.42	$18.17	$17.91	$17.63	$17.40	$17.13	$16.88	$16.35	$16.23	$16.19
6	$24.61	$23.81	$23.03	$22.24	$21.45	$20.66	$19.55	$18.77	$18.49	$18.22	$18.00	$17.72	$17.46	$17.19	$16.69	$16.42	$16.23
7	$25.00	$24.21	$23.42	$22.62	$21.86	$21.07	$19.89	$19.07	$18.83	$18.56	$18.32	$18.06	$17.80	$17.51	$16.99	$16.75	$16.49
8	$25.38	$24.61	$23.81	$23.03	$22.24	$21.45	$20.21	$19.43	$19.14	$18.89	$18.64	$18.37	$18.11	$17.86	$17.32	$17.04	$16.83
9	$25.80	$25.00	$24.21	$23.42	$22.62	$21.86	$20.55	$19.75	$19.48	$19.24	$18.97	$18.72	$18.42	$18.17	$17.64	$17.37	$17.14
10	$26.17	$25.38	$24.61	$23.81	$23.03	$22.24	$20.86	$20.06	$19.81	$19.55	$19.29	$19.02	$18.77	$18.49	$17.96	$17.74	$17.45
11	$26.55	$25.80	$25.00	$24.21	$23.42	$22.62	$21.19	$20.39	$20.15	$19.89	$19.61	$19.37	$19.07	$18.83	$18.29	$18.05	$17.79
12	$26.97	$26.17	$25.38	$24.61	$23.81	$23.03	$21.51	$20.74	$20.49	$20.21	$19.95	$19.68	$19.43	$19.14	$18.61	$18.37	$18.10
13	$27.36	$26.55	$25.80	$25.00	$24.21	$23.42	$21.86	$21.07	$20.81	$20.55	$20.27	$20.00	$19.75	$19.48	$18.96	$18.69	$18.43
14	$27.73	$26.97	$26.17	$25.38	$24.61	$23.81	$22.18	$21.40	$21.13	$20.86	$20.61	$20.32	$20.06	$19.81	$19.27	$19.01	$18.74
15	$28.13	$27.36	$26.55	$25.80	$25.00	$24.21	$22.50	$21.72	$21.45	$21.19	$20.92	$20.66	$20.39	$20.15	$19.58	$19.33	$19.09
16	$28.53	$27.73	$26.97	$26.17	$25.38	$24.61	$22.82	$22.04	$21.79	$21.51	$21.24	$20.99	$20.74	$20.49	$19.91	$19.65	$19.39
17	$28.92	$28.13	$27.36	$26.55	$25.80	$25.00	$23.16	$22.38	$22.12	$21.86	$21.58	$21.32	$21.07	$20.81	$20.25	$19.98	$19.71
18	$29.31	$28.51	$27.72	$26.94	$26.16	$25.35	$23.52	$22.75	$22.49	$22.23	$21.97	$21.68	$21.44	$21.18	$20.59	$20.35	$20.08
19	$29.89	$29.04	$28.24	$27.44	$26.65	$25.82	$23.96	$23.16	$22.90	$22.62	$22.35	$22.07	$21.84	$21.56	$20.99	$20.73	$20.43
20	$30.31	$29.45	$28.63	$27.84	$27.03	$26.19	$24.31	$23.49	$23.23	$22.96	$22.68	$22.39	$22.14	$21.87	$21.28	$21.02	$20.73
21	$30.53	$29.66	$28.85	$28.04	$27.23	$26.38	$24.48	$23.66	$23.40	$23.12	$22.85	$22.56	$22.30	$22.03	$21.44	$21.17	$20.88
22	$30.99	$30.10	$29.27	$28.45	$27.63	$26.77	$24.85	$24.02	$23.75	$23.46	$23.19	$22.90	$22.63	$22.36	$21.76	$21.48	$21.19

Classified Salary Schedule CCEA 2025-2026

CITRUS COUNTY SCHOOL BOARD
Professional Technical Salary Schedule
CCEA
2025-2026
NON-251 Day Contract
Days on Lane - 8 Hour Days

STEP	193 Day CPT05-0	198 Day CPT07-0	198 Day CPT08-0	218 Day CPT07-0	218 Day CPT08-0
0	$33,343.20	$31,177.69	$30,167.90	$34,326.95	$33,215.17
1	$35,051.52	$32,862.75	$31,830.46	$36,182.22	$35,045.66
2	$36,057.74	$33,895.03	$32,862.75	$37,318.77	$36,182.22
3	$37,063.96	$34,927.56	$33,895.03	$38,455.60	$37,318.77
4	$38,070.18	$35,959.59	$34,927.31	$39,591.87	$38,455.32
5	$39,076.38	$36,991.87	$35,959.59	$40,728.43	$39,591.87
6	$40,082.61	$38,024.16	$36,991.87	$41,864.99	$40,728.43
7	$41,088.82	$39,056.45	$38,024.16	$43,001.55	$41,864.99
8	$42,095.03	$40,088.72	$39,056.45	$44,138.09	$43,001.55
9	$43,101.24	$41,121.02	$40,088.72	$45,274.66	$44,138.09
10	$44,107.47	$42,153.30	$41,121.02	$46,411.21	$45,274.66
11	$45,113.67	$43,185.57	$42,153.30	$47,547.75	$46,411.21
12	$46,133.50	$44,217.86	$43,185.57	$48,684.31	$47,547.75
13	$47,169.89	$45,251.15	$44,217.86	$49,820.87	$48,684.31
14	$48,206.29	$46,282.42	$45,250.15	$50,957.41	$49,820.87
15	$49,242.70	$47,328.67	$46,282.42	$52,109.34	$50,957.41
16	$49,839.18	$47,940.60	$46,877.35	$52,783.09	$51,612.44
17	$50,802.49	$48,863.39	$47,778.30	$53,799.09	$52,604.39
18	$51,535.22	$49,568.14	$48,467.41	$54,575.02	$53,363.11
19	$51,910.47	$49,929.08	$48,820.33	$54,972.42	$53,751.68
20	$52,681.42	$50,670.60	$49,545.38	$55,788.84	$54,549.97

PROFESSIONAL TECHNICAL CCEA NON-251 DAY

A limit of up to five (5) years of related work experience shall be applied in placement on the Professional Technical schedules.

CITRUS COUNTY SCHOOL BOARD
Professional Technical Salary Scale
CCEA
2025-2026
Salary Based on 251 Day Contract
Days on Lane - 8 Hour Days

STEP	CPT01-0	CPT02-0	CPT03-0	CPT04-0	CPT05-0	CPT06-0	CPT07-0	CPT08-0
0	$54,884.10	$52,963.99	$51,683.92	$47,203.67	$43,363.44	$42,723.42	$39,523.23	$38,243.15
1	$57,362.56	$55,399.66	$54,091.04	$49,510.96	$45,585.14	$44,930.85	$41,659.35	$40,350.74
2	$58,671.15	$56,708.25	$55,399.66	$50,819.54	$46,893.74	$46,239.45	$42,967.94	$41,659.35
3	$59,997.45	$58,016.85	$56,708.25	$52,128.16	$48,202.35	$47,548.05	$44,276.86	$42,967.94
4	$61,345.30	$59,325.46	$58,016.85	$53,436.76	$49,510.96	$48,856.64	$45,585.14	$44,276.54
5	$62,693.16	$60,671.37	$59,325.46	$54,745.35	$50,819.54	$50,165.25	$46,893.74	$45,585.14
6	$64,041.03	$62,019.22	$60,671.37	$56,053.95	$52,128.16	$51,473.84	$48,202.35	$46,893.74
7	$65,388.88	$63,367.09	$62,019.22	$57,362.56	$53,436.76	$52,782.45	$49,510.96	$48,202.35
8	$66,736.74	$64,714.95	$63,367.09	$58,671.15	$54,745.35	$54,091.04	$50,819.54	$49,510.96
9	$68,084.59	$66,062.81	$64,714.95	$59,997.45	$56,053.95	$55,399.66	$52,128.16	$50,819.54
10	$69,432.46	$67,410.67	$66,062.81	$61,345.30	$57,362.56	$56,708.25	$53,436.76	$52,128.16
11	$70,780.31	$68,758.53	$67,410.67	$62,693.16	$58,671.15	$58,016.85	$54,745.35	$53,436.76
12	$72,128.18	$70,106.38	$68,758.53	$64,041.03	$59,997.45	$59,325.46	$56,053.95	$54,745.35
13	$73,476.04	$71,454.25	$70,106.38	$65,388.88	$61,345.30	$60,671.37	$57,362.56	$56,053.95
14	$74,823.90	$72,802.10	$71,454.25	$66,736.74	$62,693.16	$62,019.22	$58,671.15	$57,362.56
15	$76,171.75	$74,149.96	$72,802.10	$68,084.59	$64,041.03	$63,367.09	$59,997.45	$58,671.15
16	$76,947.50	$74,925.71	$73,577.85	$68,860.35	$64,816.76	$64,142.85	$60,773.19	$59,425.33
17	$78,449.32	$76,386.03	$75,010.50	$70,196.14	$66,069.56	$65,381.79	$61,942.99	$60,567.44
18	$79,580.80	$77,487.75	$76,092.38	$71,208.59	$67,022.49	$66,324.80	$62,836.38	$61,441.01
19	$80,160.27	$78,051.97	$76,646.45	$71,727.10	$67,510.51	$66,807.74	$63,293.93	$61,888.40
20	$81,350.77	$79,211.16	$77,784.76	$72,792.35	$68,513.14	$67,799.94	$64,233.94	$62,807.53

Professional Technical CCEA 2025-2026 251 Days

A limit of up to five (5) years of related work experience shall be applied in placement on the Professional Technical schedules.

MEMORANDUMS OF UNDERSTANDING

MOU: LIMITED HEALTH INSURANCE PREMIUM DISCOUNT

10/20/2025

MEMORANDUM OF UNDERSTANDING

BETWEEN

CITRUS COUNTY SCHOOL DISTRICT ("District")

AND THE

CITRUS COUNTY EDUCATION ASSOCIATION ("CCEA" or "Union")

Limited Health Insurance Premium Discount

In consideration of budgetary constraints and necessary increases in health insurance premiums for the 2026 plan year, the Board agrees to provide a limited-time discount on health insurance premiums to be paid from the self-insurance reserve. The following monthly discounts will apply to premiums collected for each *active* employee beginning with the 12/15/2025 premium payment and expiring with the premium payment taken on the last pay date of the 2025-2026 fiscal year.

- Plan 3359: $20/month Premium Discount for Active Employees
- Plan 5168: $20/month Premium Discount for Active Employees
- Plan 5169: $20/month Premium Discount for Active Employees
- Plan 5172: $8/month Premium Discount for Active Employees

It is expressly understood by the parties that all discounts will expire June 30, 2026.

Dated this 20th of October 2025

For the Board

For the Union

2025-2026 ECONOMIC SETTLEMENT AGREEMENT

CCEA-CCSB
2025-2026 Economic Proposal: S 1,253,900

Instructional: S738,700

Market Adjustment $706,700 (including Teacher Salary Increase Allocation funds)

1.0% Market adjustment for all returning instructional personnel that are on the CCSB salary scale.

Performance Pay: $32,000

Funds will be distributed according to the previously ratified formula in Article XI - Compensation and Insurance.

*All improvements will be retroactive to July 1, 2025.

Support: $305,200

Additional Paid Holiday: $77,000

One additional paid holiday added to contracts for all non-251 day bargaining unit employees. The date of this holiday will be Dr. Martin Luther King, Jr. Day.

Salary Increase: $228,200

In addition to the step increase that took effect July 1, 2025:

- Classified employees on steps 1-21 shall receive a 1.0% increase.
- Professional/Technical employees on steps 1-19 shall receive a 1.0% increase.

Classified employees already on step 21 (and did not receive a step increase on July 1, 2025) shall receive an additional 1.5% increase.

Professional/Technical employees already on step 19 (and did not receive a step increase on July 1, 2025) shall receive an additional 1.5% increase.

All improvements will be retroactive to July 1, 2025.

Board Match: $210,000

Beginning with the December 2025 pay dates, the Board will increase the monthly contribution toward employee health insurance twenty dollars ($20) per employee per month, bringing the total monthly contribution to $626 per month.

TA# 32

For the Board

10/20/25
Date

For the Union

10/20/25
Date

Citrus County Education Association
Official Grievance Form

☐ Instructional
☐ Classified - Professional Technical

Grievance Number: Date filed:

Name(s) of Grievant(s): _____

Worksite: _____ Assignment: _____

Formal Grievance Step: ☐ **1 – Administrator** ***attach prior step grievance form(s) with dispositions***
☐ **2 – Superintendent***
☐ **3 – Arbitration***

Policy and/or Article(s) of Agreement violated: _____

Date of alleged violation: _____

Date of Informal Level discussion with supervisor: _____

Statement of Grievance:

Relief Sought:

_____ _____
Grievant's signature Date

Disposition of District Designee:

_____ _____
Designee's signature Date

One copy each: Administrator, Association, Grievant, Superintendent