COLUMBIA COUNTY SCHOOL BOARD

AND

COLUMBIA COUNTY EDUCATIONAL SUPPORT PERSONNEL ASSOCIATION (CCESPA)

CBA 2024 - 2027

(Updated April 2, 2025)

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PREAMBLE

This Agreement entered into this 1st day of July 2024, and continuing through the 30th day of June, 2027, by and between the School Board of Columbia County, hereinafter the "Board", and the Columbia County Educational Support Personnel Association, hereinafter the "Association".

The Board and Association agree as follows:

ARTICLE I - RECOGNITION

The Board hereby recognizes the Association as the sole and exclusive bargaining agent for all regular employees included in the unit certified by the Public Employees Relations Commission (PERC) in its certification number 177 on December 15, 1975. The following groups of positions are included: all employees of the Maintenance and Transportation departments, including Bus Drivers, Vehicle Mechanics, Maintenance, Grounds, and Custodians. Excluding Director of Maintenance, Director of Transportation, Coordinator of Transportation Mechanics, Maintenance Supervisor, substitute bus drivers, bus aides, and all other classified employees not specifically included. The term "employee" as used hereinafter shall mean a member of the recognized bargaining unit.

The procedure for decertification, unit clarification and impasse shall be those set forth under applicable PERC rules and regulations.

ARTICLE II- WAGES AND HOURS

A. Time and one-half (1-1/2) will be paid employees for hours worked in excess of forty (40) hours per week. Compensatory time may be given in place of overtime pay at the rate of one and one-half (1-1/2) hours for each hour of overtime worked. The regular work week shall consist of forty (40) hours. Summer hours may be scheduled over a four-day work week. Maintenance and custodian employee schedules may be dependent upon construction requirements for that given year. Supervisors will provide summer schedules for all employees two weeks in advance. Compensatory time may be carried by the employee for a maximum of two-hundred-sixty (260) calendar days or in case of emergency an extension may be granted at the discretion of the immediate supervisor.

B. At least a one-half (1/2) hour unpaid, duty free lunch period per day shall be granted to each forty (40) hour employee. Except in an emergency situation when the supervisor deems it necessary, a forty- hour employee shall receive a fifteen (15) minute break in the morning and afternoon.

C. Payday will occur 24 times during the fiscal year for twelve-month employees on or before the 15th and last work day of each month and 22 times during the fiscal year for nine-month employees contingent upon the starting date of school.

D. The basic salaries of employees shall be as set forth in annexed Appendix "C". (See attached)

E. Use of employee's personal vehicle for work related activity is discouraged. Any employee covered by this Agreement who is required to use his/her personal vehicle on a regular, recurring basis for work related activity shall be entitled to mileage in the amount specified in School Board Policy. In order to receive said mileage, the employee must be School Board approved for the in-county mileage upon the recommendation of his/her immediate supervisor and the Superintendent and file the standard mileage reimbursement form no later than the end of the month following the month in which travel occurred (i.e. request for reimbursement of July travel must be filed no later than August 31).

F. Use of employee's personal cell phone for work related activity is discouraged. Any employee covered by this Agreement who is required to use his/her personal cell phone on a regular, recurring basis for work related activity shall be entitled to reimbursement stipend in the amount of $25.00 per paycheck.

ARTICLE III – ASSOCIATION RIGHTS

A. The Board and the Association hereby agree that every employee in the Bargaining Unit shall have the right to form, join, and participate in or to refrain from forming, joining, or participating in any employee organization of their own choosing for the purpose of collective bargaining. The Board and the Association also agree that noting contained herein shall be construed to deny or restrict to any employee rights he/she may have under the Florida School Laws or other applicable laws and regulations. The rights granted to employees herein shall be deemed to be in addition to those provided in Florida School Laws, or other applicable laws and regulations.

B. The provisions of this agreement shall be applied without regard to race, creed, color, religion, national origin, age, sex, or marital status.

C. The Association and its representatives shall have the right to use school buildings on the same basis as other non-profit community organizations.

D. The Association shall have the right to use school equipment on the same basis as any other non-profit community organization.

E. The Association shall have the right to use exclusively one bulletin board (at least 9 sq. ft. surface space) in each worksite at a location mutually agreed upon with the supervisor for the purpose of posting informational notices. The Association shall have the right to place informational notices in employee mailboxes. These notices shall not contain profane or obscene language. The Association representative(s) at each campus shall be responsible for ensuring that such notices are in compliance with the terms of this agreement.

F. The duly authorized representative of the Association shall be permitted to transact official Association business on campus as long as it does not interfere with duty time or other assigned duties of these parties involved.

G. The Board agrees to furnish the Association, upon request and at no more than cost, any materials that are a matter of public record. The President of the Association shall receive a copy of the Board agenda prior to Board Meetings.

H. Any employee who is a member of the Association may sign and deliver to the Board an assignment authorizing deduction of membership dues in the Association. Such authorization shall continue in effect from year to year thereafter as long as the Association remains the bargaining agent unless revoked in writing with thirty (30) day notice given to the Board and Association. The Board shall deduct one-twentieth (1/20) of such dues as are authorized by bargaining unit members each payday remaining in the contract year. The sums deducted shall be remitted to the Association within ten (10) days after the salary checks are issued.

I. Meetings and conferences between Association officers and administrators, in the administration of this agreement, shall normally be held outside of regular employee work hours. In the event that an administrator should schedule a meeting during work hours, employees involved would attend such meetings without loss of pay or leave benefits.

J. A representative of the Association shall be given an opportunity to speak briefly at the end of each regularly scheduled employee meeting, upon approval of the Supervisor.

K. The rights granted herein shall pertain to the Association as the exclusive bargaining agent.

L. Should any provisions of this Agreement be declared to be illegal, such provisions shall be deleted and held null and void and without further force or effect. All other provisions of this Agreement shall remain in full force unless affected by the deleted provision.

M. Both parties agree that all negotiable items have been discussed during the negotiations leading to this Agreement and negotiations may be opened only in accordance with Article XII-Terms of Agreement

ARTICLE IV – TRANSFER AND PROMOTION

A. Vacancies and promotions shall be filled in the following manner:

1. All position openings shall be posted internally in all schools/worksites for a minimum of seven (7) calendar days. The position will also be posted on the Board's website and other public forums.

2. All internal applicants meeting the qualifications of the job description shall be interviewed if three or less apply. If more than three apply, then at least the three most senior applicants meeting the qualifications shall be interviewed.

3. If all applicants are equally qualified (including non-school district employees) the most senior current employee shall be recommended to be hired. If the most senior current employee is not recommended, that employee shall be given the reason why he/she was not selected as well as items that were weaknesses and how they can be improved.

There shall be no reprisals made against an employee for filing an application for a lateral transfer or reclassification to another position.

B. <u>Voluntary transfer and reclassification to another position</u>
Employees who desire to transfer to another school center (lateral transfer) or employees who desire to apply for another position in the School System (reclassification) shall file an Application for Employment with the Personnel

Department with a copy to the employee's current supervisor and a copy to the Association. The employee may contact the prospective supervisor to communicate his/her interest in the vacant position, to provide additional data in support of his/her application and to request an interview. When a vacancy occurs and there are pending requests for transfer, all such requests will be considered in the filling of the position.

C. Involuntary transfer provisions

When a transfer is necessary, such transfer shall be made only upon the recommendation of the Superintendent and the approval of the School Board. The Superintendent may solicit volunteers for the transfer. In all cases of recommendation for transfer, the employee being recommended for transfer shall be notified, in writing, prior to the recommendation being placed on the School Board agenda. Such written notification may be by certified mail, electronic mail, return receipt, or by hand delivery. The notification of transfer shall contain the reason(s) for the transfer and the proposed new assignment.

ARTICLE V - REDUCTION IN PERSONNEL

If, in the opinion of the Board, a reduction in personnel is necessary, a meeting with the Association shall be held to discuss alternatives.

The Board shall determine the positions which may be affected. Should an immediate reduction occur, then the individuals affected will be notified at least thirty (30) days prior to its implementation.

LAYOFF: Within affected classifications, the Board shall determine the number of positions to be reduced. In the implementation of this article, there shall be four distinct classifications: Transportation Mechanics, Transportation Drivers, Maintenance, Custodians. In the reduction of personnel, the Board shall first poll all employees within the effected classification to determine whether any employee wishes to voluntarily resign and/or retire. If further reduction in personnel is required, those in probationary status shall be released next. Further reductions shall be those employees with the least seniority computed from the date of the employee's last employment in the Columbia County School District. When date of employment is equal employees' names will be drawn by lottery to determine placement on the seniority list. Approved leaves of absence do not interrupt continuous service. Nothing in this article shall prevent the Board from maintaining a racially balanced staff.

RECALL: Should a vacancy occur within an affected classification within one (1) year, the recall shall be in inverse order of layoff. The recalled employee shall have two weeks to report to work. No new employees may be hired in the same classification until all released employees have been offered the opportunity to return to work provided the released employee is qualified for the position being filled.

ARTICLE VI - VACATIONS AND HOLIDAYS

A. Twelve (12) month employees may accumulate annual leave at the following rates:

1) An employee with less than five years of continuous service in the district at the rate of one and one-half (1-1/2) days per month worked.

2) An employee with five or more but less than ten years of continuous service in the district at the rate of one and three-fourths (1 3/4) days per month worked.

3) An employee with ten or more years of continuous service in the district at the rate of two (2) days per month worked.

Nine (9) of the earned vacation leave days (3/4 days per month) shall be reserved vacation days to be scheduled in conjunction with paid holidays during the Christmas holidays and spring 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 or be given the option of using unreserved vacation leave and/or paid personal leave.

B. Employees shall be encouraged to use accrued vacation leave on an annual basis, however, employees may accrue vacation leave days during the calendar year provided all unreserved vacation leave in excess of sixty (60) days at the end of the workday on July 31 of each year will be cancelled.

C. All twelve (12) month employees (transportation, maintenance, custodial) shall be entitled to thirteen (13) paid holidays as established by the Board in the official school calendar. The Association shall be entitled to have one (1) member on the District Calendar Committee. If additional days are granted by the Board to twelve-month, non-instructional employees, this agreement will automatically be amended. Such holiday pay shall not be counted as hours worked in the computation of overtime.

D. In the event that an employee is required to work on one of the above paid holidays, then he/she will receive compensation at the straight time rate or time and one-half (1 ½) for hours worked over 40 in addition to this holiday pay in accordance with the Fair Labor Standards Act (FLSA).

E. Employees who are called back to work at times other than their regularly scheduled hours of work shall receive the applicable rate for all time worked, but in no event less than three (3) hours at the applicable rate for the inconvenience. Nothing herein shall require an employee to work a minimum of three (3) hours if the task for which the employee was called to perform can be accomplished in less time.

ARTICLE VII – INSURANCE

The Board shall pay $5,800.00 toward the cost of the group health insurance premium for the 2023-2024 year. The health insurance plan is to be selected, approved and offered by the Board to its employees.

In the event the employee does not elect to participate in the group health insurance program, the Board will pay the cost of the premium of the life insurance, the income protection, dental and vision insurance plan for the employee. This insurance is to be selected, approved and offered by the Board to its employees.

The Association shall have two (2) members on the District Insurance Committee.

Beginning July 1, 2014, the Board will no longer provide a long term disability benefit. The Board will continue to make available long term disability benefits for employees to voluntarily purchase. Employees who are out on long term disability as of May 21, 2014 will not be impacted by this change.

ARTICLE VIII - LEAVES

A. Sick Leave. Employees accumulate sick leave at the rate of one (1) day per month worked, credited at the end of the month, including Summer School. Sick leave may be used only after it is credited. Unused sick leave may accrue from year to year without limit as to the number of days that may be accrued.

B. Personal Leave. Up to five (5) days personal leave with pay may be granted by the Board each school fiscal year. Personal leave granted shall be charged to accrued sick leave and is non-cumulative. Personal leave must be requested and granted in advance. Employees who do not earn annual leave will be granted six (6) days of personal leave each school fiscal year.

C. 1. Association Leave. Association leave not to exceed seven (7) days per year may be granted to the Association President or designee to conduct and/or participate in Association related activities. Such leave shall be with pay.

2. Up to seven (7) additional days per year of leave may be granted, at the discretion of the Superintendent, to the Association President and/or his/her designee to conduct or engage in Association related activities. No more than one employee from each school/work site shall be granted leave on the same day except for the days of the Association's Delegate Assembly. The Association shall reimburse the Board for any Substitute cost incurred.

D. Court Leaves

Jury Duty. Any employee under subpoena for jury duty will be granted leave with pay to fulfill such duty provided the application for leave form is submitted requesting such leave. The employee shall be required to return to work if said jury duty dismissal for the day is prior to the close of the workday excluding normal travel time from the point of dismissal to the assigned work location.

Witness Duty. An employee under subpoena as a witness in connection with his/her official duties or in a court action in which he/she or any member of his/her family is not a party to the litigation will be granted leave to fulfill such witness duty provided the application for leave form is submitted requesting such leave. The employee shall be required to return to work if said witness duty dismissal is prior to the close of the workday excluding normal travel time from the point of dismissal to the assigned work location.

E. Extended Personal Leave:

Extended personal leave without pay may be granted to an employee for a period of time not to exceed one year for serious illness of the employee or a member of the employee's immediate family. The employee shall file a written request for such leave including a certification from a licensed practicing physician relative to the illness or injury. The Board shall consider the application on its merits and in arriving at a decision will consider the best interest of the employee and the general welfare of the school system.

All provisions of this section shall be interpreted so as to comply with the requirements of the Family and Medical Leave Act of 1993 (FMLA), and with such federal regulations that may be issued subsequent to negotiations of this provision.

F. Professional Leave

Professional leave may be granted by the School Board to all employees covered under this contract upon application of the employee and recommendation by the Superintendent. Each leave request shall be considered on its own merit by the School Board. Such leave will be for the purpose of engaging in studies at a post-secondary institution which will result in the earning of college credits and degrees in the field of education or which will contribute to his/her professional growth or job effectiveness.

(a) Professional leave will be without compensation and may be granted to employees who have served satisfactorily in the Columbia County School System for at least three (3) years.

(b) Professional leave may not exceed one (1) year.

(c) Return from leave is contingent upon availability of a vacant position in the school system which the employee is qualified to fill.

G. Sick Leave Pool

A non-instructional sick leave pool shall be maintained in accordance with Florida Statute 1012.61 and School Board Policy 6.34.

H. Bereavement Leave A full-time employee who has completed the probationary period may apply for up to three (3) days paid bereavement leave in the event of a death in his/her immediate family to make funeral arrangements and to attend the funeral. Immediate family is defined as a spouse, domestic cohabitant, parent, grandparent, sibling, child, stepchild or grandchild. An employee may apply for a maximum of three (3) days paid bereavement leave per fiscal year. Bereavement leave is not cumulative. Employees will not be paid bereavement for days not scheduled to work. Employees are required to provide a copy of the obituary or other satisfactory documentation of proof of death and relationship to the employee within seven (7) days of return to work.

I. Buy-Back of Employee Sick Leave

An employee who meets the following criteria may request payment for a total of five (5) days of sick leave to buy back from the board, with such leave to be charged against that employee's accumulated sick leave.

1. The employee must have been in the district five (5) years.
2. The employee must have a minimum of 20 days accrued sick leave.
3. The employee must not have used more than three (3) days of sick or personal leave in the year of the request.

4. The buy-back rate shall be the daily rate of pay for that contract year multiplied by 80%.
5. The employee must request leave for the fiscal year by August 31 for payment in the September 30 payroll of the following fiscal year.

ARTICLE IX – PERSONNEL FILE

A. There shall be one official file for each employee and all materials relevant to the employee's performance and employment shall be kept in that file. Employees will receive a copy of any evaluation or letter prepared by their supervisor pertaining to them within ten (10) working days. No material derogatory to an employee shall be placed in his/her personnel file unless the employee has been given an opportunity to read and comment upon such material.

B. Materials relating to work performance, discipline, suspension, or termination must be reduced to writing and signed by a person competent to know the facts or make the judgment. No such materials may be placed in a personnel file unless they have been reduced to writing within forty-five (45) days, exclusive of the summer vacation period, of the administration becoming aware of the facts reflected in the materials.

C. An employee shall be allowed to review materials in his/her personnel file. The employee's designee shall be allowed to review materials in the employee's personnel file, except those materials expressly prohibited by law, with appropriate written notice signed by the employee.

ARTICLE X – EMPLOYMENT STATUS

A. Probationary period: Employees must serve a one-year probationary period. During the one-year probationary period, employees can be dismissed at any time, for any reason or with no reason given by the Board. The probationary period may be extended to two (2) years when prescribed by the supervisor.

B. Continuous Employment Status must be granted to an employee who has completed the following requirements in accordance with FS 1012.40:

1. The employee must have completed one year of service in the district.

2. The employee must have been recommended by the Superintendent and reappointed by the School Board based on successful performance of duties and demonstration of competence in the job assignment.

C. The continuous employment status shall be effective at the beginning of the school fiscal year following completion of all requirements.

In the event the number of employees is reduced on a district-wide basis, continuous employment status for an employee will only be applicable as specified in the reduction in personnel procedure of this agreement (Article V).

D. Return to probationary employment: As an alternative to suspension or discharge of an employee who has attained continuous employment status for a reason set forth below, the Board may, in its discretion, return an employee to probationary employment so as to give an employee an additional opportunity for improvement.

The employee may not be returned to probationary employment status for more than one year**.** At the conclusion of the one-year probationary employment status, the Board shall either dismiss the employee or upon successful completion of the one-year probationary period, return the employee to continuous employment status.

E. An employee having attained continuous employment status may be, suspended, dismissed or returned to probationary status at any time during the year for reasons including, but not limited to the following:

1. Violation of a policy of the School Board of Columbia County.
2. Violation of work rules.
3. Gross Insubordination - Refusal to follow a proper directive, order or assignment from a supervisor.
4. Immorality.
5. Misconduct in office.
6. Incompetence.
7. Willful Neglect of Duty.
8. Under the influence of alcohol, illicit drugs, or any substance abuse impairing performance while on duty.
9. Conviction of any crime involving Moral Turpitude.
10. Endangering the health, safety or welfare of any student or employee of the District.
11. The conviction of a felony in the State of Florida or notice of conviction of a substantially parallel offense in another jurisdiction.
12. An act committed while off duty, which adversely affects the employee's performance of duties, or disrupts the operations of the District, its schools or other facilities.
13. Improper use of leave.
14. Failure to perform work-related assigned duties.
15. Intentional or negligent damage to School Board property.
16. Unethical use or administration of test materials.
17. Failure to report to work.
18. Other infractions as set forth from time to time in writing and disseminated by the Superintendent.

An employee recommended for suspension, termination and/or return to probationary status may file a grievance per the procedure described in Article XII of this agreement. The employee has the right to representation throughout the procedure.

F. All non-instructional personnel being re-classified will retain their years of experience in the Columbia County School System as their salary and benefits are determined under their new classification. This provision shall apply from July 1, 1989 forward.

ARTICLE XI – DISCIPLINE

A. Employees shall be disciplined only for just cause. The warning procedure shall be followed prior to official progressive disciplinary action where the misconduct is not as aggravated as to call for immediate written reprimand, or recommendation for suspension or dismissal by the Superintendent.

B. Warnings: Oral warnings may be given at the discretion of the immediate supervisor, but do not constitute official progressive disciplinary action. There is no restriction on the number of oral warnings a supervisor may give. An oral warning shall normally precede progressive discipline. Any written documentation of a warning will simply advise the employee that they are in danger of receiving a reprimand or more severe disciplinary action and will not be entered into the employee's personnel file, however documentation may be placed in an unofficial employee file at the worksite.

C. An employee may be placed on a N.E.A.T (Professional Improvement Plan) for job performance improvement. Before the start of the N.E.A.T, the supervisor and the employee will discuss the plan to ensure the purpose, expectations, and timeline are clear to both parties. If the outcome could lead to progressive discipline, all parties must have fulfilled their obligations of the plan.

D. Any complaint of serious charges against an employee shall be referred to the Superintendent and shall be investigated by the Superintendent/Designee. Any formal complaint against an employee which involves a serious charge leading to discipline shall be in writing, and shall include the summary of the complaint and name of the person making the complaint. No action shall be taken against an employee unless the employee has been given a written copy of such complaint; moreover, no complaint shall be placed in the employee's personnel file unless the employee is provided a copy thereof.

E. Progressive Discipline is encouraged whenever possible and where the misconduct is not so aggravated as to call for more sever discipline. When possible the Board will use the following progressive discipline:

    1. Verbal Reprimand – Verbal reprimands may be given at the discretion of the immediate supervisor in an attempt to correct a problem or major issue. There is no restriction on the number of verbal reprimands a supervisor may give. Verbal reprimands will be housed in an employee's personnel file as documentation of the verbal discussion.
    2. Written Reprimand – A written reprimand serves to document the supervisor's concerns regarding an employee's misconduct that has not improved despite the supervisor's verbal warning(s), counseling and reprimand(s). The written reprimand further serves to advise the employee that any further misconduct may result in additional disciplinary consequences, up through and including termination. The written reprimand will be discussed with the employee by his/her

supervisor and include an explanation of conduct expectations and ways in which the employee can improve. The written reprimand may be placed in the employee's personnel file and the employee shall be given a copy of the said reprimand. When an employee receives a written reprimand, the employee may sign the reprimand to indicate receipt of the written reprimand. The document will contain a signature block that specifically states: *"Acknowledgement of receipt:_____Date. I (print name) _____ have signed this document ONLY to acknowledge receipt of it; my signature does not indicate my agreement with its contents."* Refusal to sign will be witnessed by another administrator, who will attach their signature to the written reprimand stating they witnessed the refusal, and the administrator may then send a copy of the document by certified mail to the employee.

3. Suspension or one-year probationary status – personnel file
4. Termination or one-year probationary status – personnel file

ARTICLE XII - GRIEVANCE PROCEDURE

A. Exclusivity

The right to process grievances, including but not limited to, the right to arbitrate shall be granted to the Association as the sole and exclusive bargaining agent and shall not be granted to any other employee or professional organization except as provided in F.S. 447.307. Nothing in this article shall be construed to prevent any employee from presenting their grievance. The Association will be given the opportunity to be present at any meeting calling for the resolution of a grievance.

B. Definitions

1. **Grievance -** An allegation by a grievant that there has been a misinterpretation or misapplication of a provision of this contract

2. **Grievant -** The Association or a member or members of the bargaining unit

3. **Day(s) -** A day or days on which an employee is or was working or scheduled to work. For a grievant who does not work during the summer break, any workday of the Superintendent shall be considered a workday of the grievant for determining time limits for grievances occurring, but not resolved, before the start of the summer break.

C. Time Limit All stated time limits shall be the maximum time limits for grievance processing. In any grievance, each party may be entitled to one (1) extension of time up to a maximum of ten (10) days if a written request for an extension of time is submitted within the original time limit and the other party agrees to the extension in writing. Further extensions may be granted by mutual written agreement at Level One or Two. The failure of a supervisor, principal, or other management representative to respond to a grievance with the time limits stated shall be considered a denial of the grievance at that level. The day a grievance occurred shall be counted as the first day. Actions or responses required may be taken any time before four o'clock (4:00pm) p.m. on the last day of any time limit

or extension thereof. Failure of the grievant to comply with any time limit or extension thereof shall render the grievance untimely and shall be grounds for denial of the grievance.

D. Representation
The Grievant or the appropriate administrator involved may have representation at any level of the grievance procedure. Either party may be represented by an attorney at any level but must first give the other party two (2) days advance notice of their intent to be represented by an attorney.

E. Reprisal
Neither the Board nor the Association shall take any reprisal against any grievant for filing, failure to file, or withdrawing a grievance at any time.

F. Filing
Grievances must be filed by a Grievant on the form provided by the Board within fifteen (15) days of the date on which the Grievant knew, or should have known, of the action, or lack of action, that is the basis for the grievance. Grievance forms must be fully completed and filed with the principal or immediate supervisor who has authority to resolve the grievance. Grievances will not be prepared or processed by Grievant during working hours except with the consent of the principal or Superintendent.

G. Meetings
At the request of either party at any level, both parties shall meet in an effort to resolve the grievance.

H. Procedure
Grievances that comply with the foregoing requirements shall be processed according to the following procedures.

1. Informal Level
Before a dispute enters Level One, the Grievant shall have fifteen (15) days from the time of the alleged incident to request a conference with the appropriate administrator to discuss and attempt to resolve the problem. This conference shall precede all other steps in the grievance procedure**.** The principal or supervisor shall provide a written response to the Grievant within five (5) days after the informal meeting.

2. Level One
If the Grievant is not satisfied with the disposition of the grievance at the Informal Level or if no disposition is timely made, the Grievant may file a Level One Grievance by completing the Grievance Form attached hereto as Appendix B and submitting it to the appropriate Assistant Superintendent within ten (10) days. The Assistant Superintendent shall respond to the grievant in writing within five (5) days of receipt of the properly submitted grievance.

3. Level Two
If the grievant is not satisfied with the disposition of the grievance at Level One or if no

disposition is timely made, the Grievant may appeal the grievance to Level Two by properly completing the appeal section of the grievance form and submitting it to the Superintendent within ten (10) days of the written response or lack thereof from Level One. Such appeal, if timely filed, shall be answered by the Superintendent within five (5) days. All grievances relating to Board imposed discipline shall proceed directly to Level Three or be handled in accordance with Section 1012.33(6)(a) Florida Statutes.

4. Level Three - Arbitration

If the Grievant is not satisfied with the disposition of the grievance at Level Two or if no disposition is timely made, the Grievant may appeal the grievance to Level Three. The following rules shall apply to arbitration:

a. The Grievant must complete and submit the arbitration appeal section of the district grievance form to the Superintendent within fifteen (15) days from the receipt of the disposition at Level Two or lack thereof.

b. The Grievant must also file a request for arbitration with the American Arbitration Association (AAA) or the Federal Mediation and Conciliation Service (FMCS) within fifteen (15) days after submitting the appeal to the Superintendent as provided in paragraph a. above and send a copy to the Superintendent and to the Association if the Association is processing the grievance for the grievant.

c. An arbitrator will be selected according to the procedures of the selected agency.

d. The costs for the arbitrator shall be borne equally by the Board and the Association if representing the grievant or by the grievant if not represented by the Association. If a party withdraws from arbitration, the costs associated with the arbitrator shall be borne by the party withdrawing unless both parties agree mutually to withdraw, at which time costs shall be shared equally.

e. Either party shall be entitled to request a transcript of the proceeding. The cost of the court reporter's attendance, as well as the cost of the transcript shall be borne equally by the parties.

f. No party shall present new evidence after Level Two without apprising the other party of such material at least two (2) days before the new evidence is submitted. If either offers new evidence, the other party may reconsider its position stated at Level Two.

g. The Arbitrator shall

    (1) Hold a hearing with the parties within fifteen (15) days after the arbitrator has been chosen or as soon thereafter as the arbitrator can be available

    (2) Establish reasonable rules of conduct for the hearing

    (3) Inform the parties of said rules and procedures and conduct the meeting

(4) Allow any party to submit post-hearing briefs on request, and determine a reasonable time for submitting such briefs

(5) Provide the parties with a written decision within fifteen (15) days after the close of the hearing or after the receipt of post-hearing briefs, if any, or as soon thereafter as the schedule of the arbitrator permits

(6) With permission of the arbitrator, the above times may be extended

h. By mutual agreement the parties may submit documentary evidence and argument to the arbitrator and request that a decision be made without a hearing.

i. The arbitrator's decision shall include findings of fact, reasoning, and conclusions on issues submitted.

j. The arbitrator shall not have the power to add to, subtract from, or modify in any way any term or provision within this contract, nor shall the arbitrator have the power to change any practice, policy, or rule of the Board, nor to substitute the judgment of the arbitrator for the judgment of the Board.

k. The arbitrator shall refer back to the parties, without decision or recommendation on its merits, any grievance in which the arbitrator has no power to rule.

l. The decision of the arbitrator shall be final and binding upon the parties. However, no party waives its right to appeal such decision to the appropriate legal forum.

ARTICLE XIII – UNIFORMS

A. Uniforms shall be provided to each person covered by this Contract under the areas of Maintenance, Custodial and Mechanics. Protective foot guards will be provided for employees performing job functions identified by OSHA as needing foot protection. Employees covered by this paragraph may be furnished one jacket or windbreaker every three years.

B. Uniforms must be appropriately worn by all employees and must be worn at all times unless prior approval is given by the Supervisor.

C. An effort should be made to keep shirt-tails tucked in pants at all times. If uniforms are not available because of a problem with the company providing the uniforms, then this will be taken into consideration.

If uniforms are not available because of a problem with the company providing the uniforms, then the employee is not subject to discipline.

D. The selection of the uniforms shall be recommended by a committee of department/school employees. CCESPA and the Superintendent shall appoint

three (3) members each, with the Superintendent designating the chair.

ARTICLE XIV – HEALTH and SAFETY

A. All employees that perform a specific job function that is classified as “significant risk” shall be offered the Hepatitis B vaccine at no charge to the employee.

ARTICLE XV – NEW EMPLOYEES

A. Employees will be provided access to a copy of his/her job description at any time after initial employment. Job descriptions will be accessible through Skyward and on the Human Resources website.

B. The Board shall provide tools for employees such as may be needed to perform day to day mechanical tasks as determined by the Director of Maintenance. No employee shall be expected to use their own tools.

ARTICLE XVI – SCHOOL ACTIVITIES

A. All employees covered by this Agreement may attend, free of charge, all school activities including athletic events in Columbia County except State F.H.S.A.A. sanctioned classics and playoff games. Employees shall be granted free admission to the Aquatic Complex. Employees will be expected to show their employee identification badge for free admission.

ARTICLE XVII – FINGER PRINTING

A. In order to meet the requirements of Florida Statute 1012.32(3)(a), relating to fingerprinting, the Columbia County School Board will assume all costs necessary to keep employees in compliance.

ARTICLE XVIII – SUBCONTRACTING AND PRIVATIZATION

A. The Board reserves the right to contract out any work that may require special skills licenses, equipment, additional liability, or time, not possessed by bargaining unit members when deemed in the best interest of the Board. The Board further agrees that they strongly believe in maintaining bargaining unit jobs. Before contracting any major work group (maintenance, transportation, or custodian service) that would require a reduction in the CCESPA Bargaining Unit, management will meet with CCESPA President or his/her designee to discuss the cost and/or benefit to the Board prior to the item being submitted for Board action.

ARTICLE XIX – RETIREMENT

A. Terminal Pay. Employees employed by the Board as of June 30, 2014 shall be entitled to terminal pay at the time of retirement, or payment will be made to the beneficiary if service is terminated by death, at the following rate:

Retirement or separation during the first three years of service in the district, daily rate of pay multiplied by 35% times the number of accumulated sick leave days;

Retirement or separation during the fourth through sixth year of service in the district, daily rate of pay multiplied 40% times the number of accumulated sick leave days;

Retirement or separation during the seventh through the ninth year of service in the district, daily rate of pay multiplied by 45% times the number of accumulated sick leave days;

Retirement or separation during the tenth through the twelfth year of service in the district, daily rate of pay multiplied by 50% times the number of accumulated sick leave days;

Retirement or separation during the thirteenth year of service in the district and thereafter, daily rate of pay multiplied by 100% times the number of accumulated sick leave days. "Service in the District" shall mean service in the Columbia County School District.

Payment at the 100% rate shall be contingent upon the employee giving written notice of intent to retire no later than June 30 of the fiscal year preceding the year of retirement. (i.e. an employee retiring during the 2014-2015 school year shall0give written notification of intent to retire on or before June 30, 2014). Retiring employees who fail to meet the notification deadline specified herein will receive terminal pay benefits at the rate of 90% for retirement during the thirteenth year of service and thereafter.

The notification deadline may be waived by the Superintendent for retirement for health reasons when documented by a certification from a licensed, practicing physician and for other documented, unforeseen circumstances which the Superintendent deems to be good cause. The decision of the Superintendent shall be final and cannot be taken to final arbitration as a grievance.

Any person entitled to terminal pay benefits shall have been under contract to render services for the period immediately preceding retirement or death and shall not be under suspension from duty or have any charges pending which could result in dismissal from employment.

B. Employees newly hired on or after July 1, 2014, upon separation, other than retirement, shall receive terminal pay as follows:

1. If an employee separates during the sixth through tenth year of service in the District, the daily rate of pay multiplied by 30 percent times the number of days of accumulated sick leave.
2. If an employee separates during the eleventh through fifteenth year of service in the District, the daily rate of pay multiplied by 35 percent times the number of days of accumulated sick leave.
3. If an employee separates after the fifteenth year of service in the District, the daily rate of pay multiplied by 50 percent times the number of days of accumulated sick leave.

C. Employees newly hired on or after July 1, 2014, upon retirement shall receive terminal pay as follows:
1. If an employee retires after 15 years employed in the District the daily rate of pay multiplied by 100 percent times the number of days of accumulated sick leave.
2. All sick leave transferred in from other districts will be paid at the rate of 50 percent.

D. Retirement Bonus. Any employee in the bargaining unit shall be entitled to a retirement bonus provided the employee retires no later than July 1 after first becoming eligible for retirement (i.e. an employee becoming eligible for retirement during the 2013-2014 school year must retire effective July 1, 2014, in order to receive the retirement bonus). In the application of this rule, "eligible for retirement" shall be defined as having reached the specified age with sufficient creditable service to qualify the employee for normal retirement or having sufficient creditable service, regardless of age, to qualify for normal retirement. "Sufficient creditable service" shall mean service while employed by the School District of Columbia County or other Florida Public School Districts.

In order to be eligible for the retirement bonus, the employee shall give written notification of intent to retire no later than June 30 of the fiscal year preceding the year of retirement.

Eligible employees shall receive a retirement bonus at the rate of 10% of their annual salary (excluding supplements) during the last year of employment not to exceed $5,000. The bonus shall be paid within thirty (30) days after the employee has provided written documentation that his/her name has been added to the retired payroll.

An employee who makes application for retirement during a suspension, dismissal proceedings or after failing to gain reappointment for the ensuing school year shall not be eligible to receive the retirement bonus unless such suspension or dismissal proceedings are not sustained.

The Board may approve payment of the retirement bonus for an employee who is ineligible for that bonus under the preceding paragraph provided that:

1) An appeal to the Board must be made, in writing, within 30 days after notice

of denial of eligibility for the retirement bonus.

2) Employee has not less than ten (10) years of continuous service in the Columbia County School System prior to retirement.

3) The dismissal or failure to gain reappointment does not result from the commission of a felony.

4) The Board determines that the granting of such bonus would be in the best interest of the Columbia County School District. In determining that such payment is in the best interest of the Columbia County School District, the Board shall consider:

   a) Length of service of the employee.

   b) The relative financial cost to the School District in payment of such bonus or defending any claim for such payment.

   c) Any extenuating circumstances relating to the reason for denial under the preceding paragraph.

   d) Previous evaluations and documentation of matters which would affect those evaluations and/or recommendation for suspension, dismissal or non-reappointment.

A. <u>401(a) Qualified Retirement Plan</u>

The Board shall provide a 401(a) Qualified Retirement Plan subject to the limits established by the Internal Revenue Service. All employees shall be required to participate in such program as required by the Internal Revenue Service and in keeping with the procedures and guidelines mutually agreed to by the Superintendent/designee, School Board and the Association.

ARTICLE XX – NEGOTIATIONS PROCEDURES

A. It is agreed that subjects of negotiations not specifically covered in this agreement may be subject to negotiations between the parties from time to time during the period of this agreement by mutual written notice.

B. Representatives of the Board and the Association may meet during the regular school year at a time convenient to both parties for the purpose of discussing problems or topics which could necessitate reopening negotiations. Should such meetings lead to reopening negotiations which culminate in a mutually acceptable amendment to this agreement, then the amendment of the agreement shall be subject to ratification by the Board and members of the bargaining unit in the same manner as this agreement.

C. Negotiations shall begin in accordance with the terms of this agreement upon written request by the Association to commence bargaining.

D. In any negotiations described in this agreement neither party shall have any control over the selection of the negotiating representatives of the other party. It is recognized that no final agreement between the parties may be executed without ratification by the majority of the Board and a majority vote of the employees voting in the unit. The parties mutually pledge to negotiate in good faith in the course of any negotiations. Through the negotiations all tentative agreements shall be signed by representatives designated by each party.

Article XXI – Terms of Agreement

This agreement shall be effective as of July 1, ~~2022~~ 2024, and shall continue in effect through June 30, ~~2024~~ 2027. This agreement shall not be extended orally, and it is expressly understood that it and all terms and conditions therein, whit the exception of the grievance procedure, shall expire on the date indicated.

Re-openers shall occur each school year for salary and insurance purposes, plus two articles or four items may be re-opened by each party.

In witness thereof, the aforesaid parties have hereunto executed this Contract Agreement between the School Board of Columbia County and the Columbia County Educational Support Personnel Association on the 11th day of March, 2025.

Columbia County Educational Support Personnel Association	School Board of Columbia County
Thyron Taylor CCESPA President	Narragansett Smith, Chairman
Angela Callahan, Chief Negotiator CCESPA	Meagan Logan, Chief Negotiator, CCSB
	Keith Couey, Superintendent CCSB

APPENDIX A – BUS DRIVERS

1. $15.00 per hour will be paid in one-half hour increments (a minimum of thirty [30] minutes) for a shuttle during the school day. Regular and handicap shuttle vacancies will be individually posted. Shuttles will be offered to drivers with ten or more years of seniority on a rotating basis. Shuttles shall be assigned annually on a rotating basis, in descending order, by seniority starting each year with the senior driver. Senior drivers will have their choice of available shuttles. A shuttle is considered an assignment not defined as a field trip, does not run every day, is in addition to an established route and is a request made to the Director of Transportation. Shuttles must not conflict with starting or ending time of a regular bus route.

2. Drivers will be paid $15.00 per hour for attending the eight (8) hour Driver Safety Course to be paid the month following completion of the course.

3. The designated bus parking location will be approved by the Director of Transportation.

4. Drivers of Fort White to Lake City routes and drivers of out-of-county routes will be considered six (6) hour drivers.

5. Field Trips

   a. Drivers will receive $15.00 per hour for field trips with a minimum of two (2) hours being paid. A maximum of fourteen (14) hours per day will be paid for overnight trips.
   b. Hours away from a driver's regular route will be deducted from the field trip hours (temporary duty only):

4 Hour Route	2 hours (1/2 day)
	4 hours (1 day)
6 Hour Route	One and one-half (1-½) hours per run missed

   c. A temporary duty form shall be filed with the Director of Transportation as required in School Board Policy.

   d. Drivers shall be provided an admission ticket to the attraction or event to which they are driving by the school/organization if one is not provided by the attraction.

   e. Field trips will be assigned on a rotational basis twice a month/pay period beginning with the senior driver. The Director of Transportation shall have the authority to assign trips that conflict with morning and/or afternoon routes to a substitute bus driver or to a qualified volunteer who is not

employed as a regular bus driver with the School System. Except as provided for in this paragraph every effort shall be made to use drivers on the field trip list. Parents/guardians of school children will be allowed to take two trips of their choice during the school year (under the condition described in item k.

f. Drivers interested in driving field trips must sign a form at the beginning of each school year within twenty (20) work days of the start of the first semester or within twenty (20) days of the beginning of the second semester. Drivers will be given confirmation of their agreement to participate in driving field trips.

g. The Director of Transportation will create a roster of interested drivers listing drivers by seniority and post such list within five (5) work days following the 20 day sign up period each semester. For the sake of this article, seniority shall be defined as the employee's length of continuous service from his/her date of last employment in the Columbia County School District and is not interrupted by approved leaves of absence. If an employee transfers from the transportation department (voluntarily or involuntarily), transportation department seniority will cease to exist after twelve months.

h. Field trip areas will be divided into North (Lake City) and South (Fort White/Columbia City) and meetings to assign such field trips shall be held in each of those locations.

(1) Drivers will declare within 20 days of the start of each semester which area they wish to drive.
(2) Drivers will be listed by seniority within the area they choose to drive field trips.
(3) Every effort shall be made to offer overnight field trips that become available after the regular field trip meeting to the most senior driver in that area.

i. Drivers on the list who wish to drive for a field trip involving their children shall be given priority. However, no driver listed may request priority consideration more than twice during any school year. Verification of the driver's child's participation in the field trip is required from the administrator or teacher at the child's school and given to Transportation office before trips are given out. Misuse of the parent/guardian rule will disqualify a driver from trips during the next month and may result in disciplinary action as described in this Agreement.

j. In the event there is a conflict in that more than one parent/guardian driver requests a trip, the most senior parent/guardian driver will prevail except

where they have already driven a trip with their child. Every effort will be made to give interested parent/guardian drivers at least one trip. Parent/guardian requested trips may cross the North and South declaration described in i(1).

k. If a driver accepts a trip and then declines, they are ineligible during the next 2-week period to accept trips. Three cancellations after accepting a trip will result in the driver being excluded for the rest of the semester unless the cancellation is a result of a verifiable emergency by Director of Transportation or their designee.

l. If a driver is taking a competition/play off trip the driver must be willing to take the following day's trips to completion.

m. If a driver is unable to attend the field trip selection meetings the driver may designate another driver to accept field trips on his/her behalf, provided the said driver is on personal or sick leave or has a doctor's appointment or is on an approved transportation activity.

n. Drivers of field trips (in-county or out-of-county) that are between routes will be given a thirty-minute break to get lunch if there is nothing available on site or if a meal has not been provided.

6. Drivers will be paid at the rate of $15.00 per hour for the required First Aid Course.

7. All vacant ESE routes shall be advertised. Senior qualified applicants will be considered first for the vacancy. Summer ESE routes shall be filled with regular ESE drivers. However, if there is a need for additional drivers, the senior qualified applicant shall be considered first.

   Seniority shall be determined by the employee's most recent hire date with the Columbia County School Board.

   An ESE driver is defined as a driver who has all student-riders who are classified as ESE.

8. <u>Substitute Drivers.</u> Regular drivers will be paid for no less than one (1) hour per extra run at their hourly rate of pay.

   a. All four-hour bus drivers shall be "on call" to serve as substitute drivers. Drivers will be paid their hourly rate.
   b. The "on call list" shall be constructed as follows:

      (1) Volunteers - four-hour drivers who wish to be considered for extra hours shall be listed first. The list will be constructed by seniority and rotated on an equitable basis.

(2) Non-volunteer list – drivers shall be listed by seniority with the most senior driver being last by area. The list shall begin with the least senior non-volunteer driver each week.
(3) All drivers are expected to be available except in case of an emergency, hardship situation, or personal issue, i.e. medical, legal, family. In each case they will take the next route if needed.

9. School Bus Endorsement. In order to meet the requirements of Florida Statutes 322.57, relating to the federally required "S" endorsement for bus drivers, the Columbia County School Board will reimburse affected employees all costs necessary to keep them in compliance.

APPENDIX B
Columbia County Schools
Official Grievance Form

GRIEVANT
In accordance with Article II of the current master contact, please complete and submit this form to the principal or immediate supervisor as is appropriate to properly file your grievance at Level I

Level 1
Employee Name or Association Name: _____
Worksite:_____Assignment:_____
Home Address: _____
Home Phone:_____Work Phone: _____
Date Grievance Occurred: _____
Relates to Article(s):_____Section(s): _____
of the Agreement between the Columbia Teachers Association and the District School Board of Columbia County, Florida.
Meeting Requested:_____Yes_____No

Statement of grievance: (attach sheets if needed)

_____
_____
Specific relief sought: (attach sheets if needed)

_____
_____

Witnesses (if any) _____

Principal or Immediate Supervisor Response to Level I Grievance (attach document if needed)

_____
_____

Signature:_____Date: _____

APPEAL SECTION

Level II Appeal:
I do hereby notify you that I am appealing to Level II. Reason: (attach sheets if needed)

_____
_____
Signature: _____ Date: _____
Level III Appeal:

I do hereby notify you that I am appealing the Level II decision to Level III arbitration. Reason: (attach sheets if needed)_____

_____

Signature:_____Date:_____
GRIEVANCE NO. _____

CCSD

APPENDIX C

CCESPA Union Salary Schedule Implementation

FAQ sheet for Salary Schedule implementation JULY 1, 2020 Fiscal Year:

Salary Schedule Implementation:
Starting July 1, 2020 fiscal year all employees recognized in the CCESPA bargaining unit will change to a minimum and maximum salary schedule. This schedule will replace the current "step" schedule.

- July 1, 2020 all CCESPA employees will be positioned at their current salary and will be notified by Columbia County Schools what that rate of pay is
- Movement to the new salary schedule will not cause any employee a decrease in salary
- Employees can check Skyward at any time to view and understand their annual salary
- Payroll can also assist any employee who has questions regarding their earnings
- All annual salary negotiations in the future will determine salary increases
- Longevity adjustments for those that have completed 25 years of service will continue
- A workshop will be held on the transition from the present step schedule to the new minimum/maximum

Future Negotiations:

- Future raises may be negotiated as a percentage of the salary, longevity, and as a cost of living (COLA) increase.
- The beginning salary for each position will only be increased by the COLA unless there is a need to make a change in the salary minimum for recruitment purposes. (For the 2019/20 raise, the minimum will not be increased)

Salary Placement of New Hires:

- New hires will be brought in at the minimum.
- An experience adjustment may be added to the minimum salary for appropriate experience, of 1% per year, up to 10%
- Placement of new hires shall be based on previous applicable experience

Salary Placement when Employees Transfer:

- CCS employees that change positions within the district will continue to have the same level of experience recognized. This will be managed by calculating the percent the employee exceeds the minimum in their current position. We will call that a longevity adjustment. That percentage (longevity adjustment) will be applied to the minimum salary in the new position up to 25%.
    - Example: An employee earning $22,000 in a position with a starting salary of $20,000 is earning $2,000 or 10% above the minimum salary for that position. That 10% would be their longevity adjustment. If that employee moves to a position with a minimum salary of $30,000, that 10% will be added to the minimum to result in a new salary in the new position of $33,000

CCESPA
Salary Schedule
2024-2025

	Minimum	Maximum*	Experience Maximum
Bus Drivers			
Four Hour	15,299	16,830	22,475
Six Hour	22,949	25,244	33,713
Custodians			
Custodians	33,366	36,703	46,792
Head Custodians	35,035	38,538	52,117
Maintenance:			
Maintenance Helper	33,366	36,703	52,117
Maintenance IV	35,053	38,558	54,122
Maintenance III	37,317	41,048	56,737
Maintenance II	41,253	45,379	61,274
Maintenance I	44,207	48,628	65,096
Leaderman & Energy Facilities Specialist	48,776	53,653	70,021
Mechanics:			
Mechanics Helper	33,366	36,703	52,117
Mechanic IV	35,053	38,558	54,122
Mechanic III	37,317	41,048	56,737
Journeyman Mechanic II	41,253	45,379	61,274
Journeyman Mechanic I	44,207	48,628	65,096
Lead Journeyman Mechanic	46,658	51,324	66,291
Chief Mechanic	48,776	53,653	70,021

*New Hires to Columbia County Schools will be brought in at the minimum rate. The Superintendent and Supervisor will have the authority to raise the starting salary up to 10% for new hires bringing in applicable experience.

LONGEVITY ADJUSTMENT of $500 for those that have completed 25 years of service.

Head Custodians will receive an additional supplement of $500 per year.

Bus drivers who have no loss of time for personal or sick leave during the first semester shall receive $250 supplement. Bus drivers who have no loss of time for personal or sick leave during the second semester shall receive $250 supplement. Such supplements shall be paid in the second paycheck after the ending of the semester in which earned.

Custodial Department employees who obtain a "Certified Custodian" Certificate from a training program recognized by the State of Florida will receive $300.00 per year for each year that the certification is valid. The employee must present documentation of the certification annually to the Director of Custodial Services to be kept on file.

Head Custodians will either supervise other custodians or serve as the main fulltime custodian for a school. All part- time and full-time custodians working under a head custodian will be paid on a regular custodian scale. Custodians will clean all school and cafeteria areas except the kitchen. Kitchens will be the responsibility of the food service staff.

Maintenance Department employees who obtain a special certification that is related to the work performed by the individual on a routine basis will receive a supplement of $300 per year for each year that the certification is valid. The employee must have presented documentation of the certification annually to the Director of Maintenance to be kept on file.

Mechanics that are certified by the Department of Education as a School Bus Inspector shall receive an additional $350 per year as a supplement. This supplement will be in effect as long as the certification is current. The certification number and re-certification date will be on file in the Transportation Office.

Columbia County Schools

SUPERINTENDENT
ALEX L. CARSWELL, JR

ASSISTANT SUPERINTENDENTS
HOPE JERNIGAN
TODD WIDERGREN

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MEMBERS OF THE BOARD
DANA BRADY-GIDDENS
CHERIE HILL
KEITH HUDSON
HUNTER PEELER
NARRAGANSETT SMITH

Memorandum of Understanding

Florida Blue Medical Insurance Deduction Holiday

WHEREAS, The Columbia County Educational Support Personnel Association (CCESPA) and the Columbia County School District (District) recognize the importance rewarding employees with payroll deduction savings. The District has been made aware of a 1% savings in Florida Blue Medical Insurance premiums for the 2024 calendar year.

Rather than reducing the amount taken from each paycheck for insurance, the premium savings will be used to pay for one payroll deduction. The District recommends having a Florida Blue medical insurance payroll deduction holiday for the 11/30/2023 paycheck cycle.

All staff who have a Florida Blue medical insurance deduction at the time of the 11/30/2023 payroll will be eligible.

Chief Negotiator, Columbia County Schools

DATE SIGNED: 8/22/23

Chief Negotiator, CCESPA

DATE SIGNED: 8/22/23