CONTRACT

BETWEEN THE

EDUCATION STAFF PROFESSIONALS

OF GILCHRIST EMPLOYEES/UNITED

AND THE SCHOOL BOARD OF GILCHRIST COUNTY

2023 - 2026

Affiliated with FEA, AFT, NEA

Approved by the School Board of Gilchrist County

December 7, 2023

Ratified December 2023

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TERMS OF AGREEMENT

This Agreement shall be in effect from the ratification of GE/United and the School Board of Gilchrist County and shall remain in effect and full force through June 30, 2026.

Negotiations for a successor agreement shall begin on or before May 1, 2026 unless modified by mutual agreement.

Both parties agree to reopen negotiations on or before, May 1, 2024 and May 1, 2025 on the following items:

1 . Salary and Fringe Benefits

2. Any item mutually agreed upon

3. Any item necessitated by a change of law

4. One new item

5. One existing item

PREAMBLE

The SCHOOL BOARD OF GILCHRIST COUNTY, FLORIDA, hereinafter called the "BOARD" and Gilchrist Employees/United, hereinafter called the "ASSOCIATION", have reached the following agreements:

ARTICLE I

RECOGNITION

Section 1

The BOARD hereby recognizes the ASSOCIATION as the exclusive representative for the bargaining unit, which shall consist of all personnel recognized by the Public Relations Employees Commission and any other employees agreed to by both parties during the negotiation process.

Section 2

The BOARD hereby agrees that it will not negotiate with any employee organization, other than the ASSOCIATION during the length of this agreement.

ARTICLE II

BOARD RIGHTS

Section 1

The BOARD on its own behalf, and on behalf of the electors of the district, retains and reserves unto itself subject only to the language of this agreement all powers, rights, responsibilities, authority, and duties conferred upon and vested in it by the laws of the State of Florida, the Rules of the State Board of Education and the Policies of the School Board of Gilchrist County including the right to the executive, management, and administrative control of the school system and its properties.

ARTICLE III

DEFINITIONS

Board – the School Board of Gilchrist County.

Day - working day of an employee excluding weekends and holidays.

Education Staff Professional (ESP) shall refer to all non-instructional persons within the bargaining unit.

Employee - all persons within the recognized bargaining unit.

Extra Curricular - student activities which occur prior to or after the regular employee workday and require adult supervision.

Grievance - a written allegation that a specific article or section, or part thereof in this contract has been violated.

Grievant - An employee or group of employees and/or the Gilchrist Employees/United filing a grievance.

Probationary Employee - any newly hired employee, including employees returning after a break in service, shall be considered as probationary until the successful completion of a probationary period of service. A break in service is defined as: retirement, resignation, or involuntary termination.

Regular Employee - any employee following the successful completion of the probationary period and reappointed by the BOARD.

Seniority - shall mean the status secured by the total length of creditable service rendered under contract. In determining district-wide seniority, service shall not be deemed to have been interrupted by any leave granted and approved pursuant to this agreement and/or BOARD policy.

Superintendent - The Superintendent of the School Board of Gilchrist County or his/her designee.

Teacher - all certified instructional personnel within the recognized bargaining unit.

Year or School Year - the entire contractual period of each employee within the bargaining unit.

Union Representative - any person as so designated by the union president.

ARTICLE IV

ASSOCIATION RIGHTS

Section 1

Every Employee in the ASSOCIATION bargaining unit shall have the right to voluntarily join and actively support the organization or refrain from joining.

Section 2

To the extent of subsequent reversal of the dues deduction restriction legislation or a court determination that the dues deduction restriction is unconstitutional or otherwise invalid/unenforceable, the parties agree to return to bargaining within 15 days of such Order or subsequently passed law and negotiate implementing payroll deduction allowance.

Section 3

The ASSOCIATION shall be permitted the use of school buildings for meetings while not being used for school purposes. Details, including approval for use, shall be arranged with the Principal. Charges and liability will be the same as to other groups.

Section 4

The ASSOCIATION may provide a bulletin board for its exclusive use in the teacher workroom. The bulletin board shall be no larger than three feet by five feet.

Section 5

The ASSOCIATION shall be permitted the use of mailboxes for the distribution of materials related to the ASSOCIATION business with the knowledge of the building Principal, provided that an ASSOCIATION member is responsible for the distribution of such items and such distribution does not interfere with normal school operations.

Section 6

During the WORKDAY, authorized representatives of the ASSOCIATION, e.g., local and/or state level officials and staff, may visit bargaining unit personnel within the school provided that the visit does not interfere with or disrupt normal school activities. The time of day that would not interfere with or disrupt normal school activities are:

- before the workday begins;
- during the employees' lunch time;
- during break times; and
- after the workday.

Authorized representatives will report their presence to the school Principal or his/her designee and request his/her approval for such visit. Such approval shall not be unreasonably

denied. No authorized representative shall use the privilege except to conduct ASSOCIATION business.

Section 7

The ASSOCIATION will be permitted to use up to a total of twenty (20) days annually to be charged to temporary duty elsewhere in order to attend BOARD meetings and state union workshops that are held during the school day. The cost of travel, per diem, and substitute teachers shall be borne by the ASSOCIATION.

Section 8

A) The BOARD agrees to furnish the Association with a copy of the agenda and the minutes of the regular BOARD meetings.

B) A copy of the agenda and all supporting' data will be provided to the ASSOCIATION by the Secretary of the Board. Said materials shall be sent to the ASSOCIATION at the same time they are sent to the Board members.

Section 9

The ASSOCIATION may use school computers and copy equipment with the approval of the building principal. The BOARD may charge the ASSOCIATION for all materials and supplies.

Section 10

The BOARD will provide the ASSOCIATION with the names of all bargaining unit personnel with employee id number, name, worksite, job title, work email, address, and primary phone number, unless exempt under Florida Statute 119.071.

ARTICLE V

EMPLOYEE RIGHTS

Section 1

The private and personal life of an Employee is the concern only of that individual unless it interferes with the effective performance of his/her duties.

Section 2

After a two year probationary period, no ESP shall be reduced in contractual status or compensation, be reprimanded, disciplined, discharged, terminated, or otherwise separated from employment by the BOARD except for just cause and after due process. A probationary ESP shall be subject to termination at any time during the probationary period.

A) Employee Discipline

1. Disciplinary action may not be taken against an Employee unless substantiated by evidence, which supports the recommended disciplinary action.

2. An Employee may be demoted, suspended, discharged, or terminated at any time during the school year provided there is just cause and after basic due process. If the charges are dropped or dismissed, or if the Employee is exonerated, the Employee shall be reinstated immediately at his/her contractual status with no loss of compensation during the time of suspension. Any Employee suspended by the Superintendent will be entitled to full pay and fringe benefits pending the completion of the BOARD hearing or Department of Administration Hearing (DOAH) on charges leading to such suspension. The BOARD shall have the option of the type of hearing to be selected.

   Unless circumstances warrant immediate disciplinary action, progressive discipline shall be administered as follows:

   a. Oral warning with acknowledgment
   b. Written reprimand
   c. Second (2nd) written reprimand at the discretion of the principal
   d. Suspension with or without pay
   e. Dismissal by Board action

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

4. When a principal/supervisor deems it necessary to discipline an Employee, said disciplinary action should be made in private and with discretion.

Section 3

If an Employee is required to appear before the BOARD, or a committee thereof, for any matter which could result in the loss of job status for that Employee, said Employee shall have the right to representation at such a meeting. Furthermore, the Employee shall be given at least five (5) days advance notice for such meeting. Notice of the items to be covered and/or discussed shall be provided in writing at the time of the notice for the meeting.

Section 4

If an Employee is required to appear before an administrator (other than assessment or evaluation conferences) for any matter which could reasonably be expected to lead to discipline, discharge, or termination, said Employee shall have the right to representation at such a meeting. Furthermore, the Employee shall be given at least two (2) days advance notice for such meeting. Notice of the items to be covered and/or discussed shall be provided in writing at the time of the notice for the meeting.

Section 5

An Employee may be asked, but not required, to participate in extra-curricular activities after the Employee workday.

Section 6

An Employee shall be permitted to use the telephone and computer communication devices at his/her school site for personal emergencies during the student day. Outside the student day, an Employee may use the telephone and computer communication devices so long as such does not interfere with normal school activities. Any toll charges incurred by the use of school telephones must be charged to that Employee's home phone. Use of communication devices will follow district policy as referenced to in the employee network usage agreement.

Section 7

An Employee shall be permitted to examine his/her personnel file(s) and date and initial each item therein. An–Employee shall be notified in writing within five (5) days of any critical statement placed in his/her personnel file(s) and upon receipt of such statement shall have the opportunity to rebut such statements in writing within twenty (20) days with the rebuttal to be placed in the Employee's personnel file(s). If the rebuttal is substantiated by either informal or formal procedures, both documents shall be removed from the personnel file(s).

Section 8

Whenever a supervisor fails to recommend reappointment of a non-probationary education staff professional, the supervisor shall notify the non-probationary ESP, in writing, hand delivered or postmarked on or before appointment time. This requirement may be satisfied by the supervisor notifying the Employee of his/her decision on the written final evaluation form. Upon written request, the non-probationary ESP shall receive a written statement from the supervisor giving the reasons for his/her failure to recommend.

Section 9

Employees shall not be required to use their personal vehicles, personal phones, or personal time for school business. Employees shall not use their personal vehicles to transport students without prior permission from the parent or guardian and the school Principal except in cases of emergency when no other means of transportation is available. An Employee shall not transport students in his/her personal vehicle unless he/she carries liability insurance. If an Employee, upon request of the school Principal agrees to use his/her personal vehicle for school business, he/she shall be reimbursed at the mileage rate currently provided by the BOARD for use of personal vehicles. When an Employee transports students with the approval of the Principal, the BOARD will provide liability coverage as provided by law.

Section 10

No Employee shall be coerced, threatened, or intimidated to submit a resignation in lieu of disciplinary action or low evaluation.

Section 11

The BOARD agrees that Employees shall not be required to perform their duties under conditions which are unsafe, dangerous, or hazardous to an individual's health or welfare. All work site environments shall be maintained in compliance with State and Federal health and safety laws and regulations. The BOARD shall provide safety equipment for all Employees assigned responsibilities in areas where the use of safety equipment is required by law or regulation.

Section 12

The Joint Safety Committee shall consist of three (3) members recommended by the ASSOCIATION President and three (3) members recommended by the Superintendent. The committee shall submit a written report to the ASSOCIATION President, Superintendent, and BOARD which should be utilized in the workplace to ensure a safe environment and safe work-related practices.

Section 13

For Education Staff Professionals, there will be a fifteen (15) minute break period for each four (4) hour work period. Each Employee will receive during each regular workday a thirty (30) minute duty free lunch.

Section 14

The BOARD agrees to provide clothing and safety accessories for all Employees assigned to areas where a high incidence of irreparable damage to clothing or physical well-being can be expected.

Section 15

The BOARD agrees to provide adequate training for paraprofessionals as it relates to assisting teachers with disabled students.

Section 16

The BOARD agrees to provide materials and supplies for the Employee to do the best job possible.

Section 17

In the event a cafeteria Employee is absent from his/her job, the BOARD agrees to provide a replacement until the regular Employee returns.

Section 18

Any fingerprinting and/or criminal background check of any currently employed Employee required as the result of the changes in Florida Statutes shall be provided free of cost to the Employee by the BOARD. The BOARD agrees to pay the cost of re-fingerprinting any existing bargaining unit Employee.

Section 19

The Drug-Free Workplace and Testing Policy adopted by the BOARD with an effective date of May 22, 2006 is incorporated in this agreement by reference. Any changes to the policy are subject to negotiations.

Section 20

The Superintendent shall notify the President of the ASSOCIATION forty-five (45) days prior to the solicitation of proposals for any privatization of Education Staff Professional positions.

ARTICLE VI

LEAVES

Section 1

SICK LEAVE - An ESP who is employed on a full-time basis shall be credited with four (4) days of sick leave at the end of the first (1st) month of employment. Sick leave shall be cumulative from year to year without limit to the number of days that may be accrued, provided that no Employee may earn more than one (1) day of sick leave times the number of months of employment during the school year. Any leave charged against accrued sick leave shall be with full compensation.

ANNUAL AND ACCUMULATED LEAVE - Annual and accumulated sick leave may be used for personal illness or for death or illness within the Employee's immediate family. Immediate family shall include: the spouse of the Employee; the parents, grandparents, or grandchildren of the Employee or his/her spouse; the Employee's children, step-children, or the child or step-child of his/her spouse; the brother, sister, aunt, or uncle of his/her spouse and any other person who is or who has been dependent upon the Employee or his/her spouse.

Section 2

PERSONAL LEAVE – Six (6) days of personal leave with pay will be allowed for any Employee each school year, provided that such days shall be charged to accrued sick leave and provided further that personal leave days shall be non-cumulative and may not be counted in determining a year of service. Days shall be subject to approval by the Superintendent, but if in excess of six (6) days, shall require approval of the BOARD. Personal leave will not be used to extend holidays except at the discretion of the Principal, based only on availability of substitutes.

Section 3

MILITARY LEAVE - An Employee who volunteers for military duty or who is drafted will be eligible for military leave. Military leave will be granted for a period not to exceed four (4) years. An Employee on military leave who desires to return to the school system must notify the Superintendent in writing within thirty (30) calendar days of discharge from active duty.

Section 4

ILLNESS-IN-LINE-OF-DUTY-LEAVE - Illness-in-line-of-duty-leave shall be granted to any Employee who has been absent from his/her duties because of personal injury received in the discharge of duty or because of illness from any contagious or infectious disease contracted in school work or assigned duties. Duration and compensation shall be as provided in §1012.63 Fla. Stat.

Section 5

JURY DUTY LEAVE - When required to report for jury duty or for litigation other than personal to the Employee, an Employee shall receive full pay for a period covering such jury duty or litigation. The Employee may retain any per diem for such services.

Section 6

PROFESSIONAL LEAVE - Upon recommendation of the Superintendent, professional leave may be granted by the BOARD for an Employee to attend professional meetings, conferences, workshops, or other meetings. Such leave may be with or without pay at the discretion of the BOARD.

Section 7

BEREAVEMENT LEAVE - In the event of a death of a member of the immediate family, an Employee shall be granted up to three (3) days of paid leave upon request. Bereavement leave is of a special nature and may not be deferred or converted to any other purpose. It is not charged against any other leave account. It is not transferrable or accruable and must be used within thirty (30) calendar days of the death. Application shall be made to the Superintendent and granted by the Superintendent or his/her designee, in advance whenever possible. The Employee will not be paid bereavement leave for days not scheduled to work. In order to honor a request for bereavement leave, Employees are required to submit a copy of the obituary or other satisfactory document with the leave request form to the Superintendent or his/her designee and details about the relationship may be required by the Superintendent.

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

Section 8

Donation of Sick Leave –

Transfer of sick leave to any other district Employee: An Employee may transfer earned sick leave to any district Employee for their use in cases of injury or illness.

A) Such transfer of leave is separate from the District Sick Leave Bank.

B) Any Employee who is a recipient of donated sick leave, other than a family member (spouse, child parent or sibling), must provide medical documentation from the treating physician of the illness or injury along with a written request for leave to be transferred.

C) The receiving Employee must use all of their accrued sick leave before using donated sick leave.

D) Any Employee who donates sick leave to another Employee, other than a spouse, child, parent, or sibling, must maintain a minimum of five (5) sick days in their own district account.

E) All unused transferred sick leave shall be returned to the Employee who donated it.

ARTICLE VII

EMPLOYEE EVALUATION

Section 1

The parties agree that the primary objective of the program to evaluate performance is to improve the quality of services.

All observations of Employees for the purpose of evaluation shall be conducted openly and with full knowledge of the Employee.

The Principal, or other administrator designated by the Superintendent in charge of Employee supervision, shall be responsible for the administration of the procedure for evaluating performance.

The evaluators shall meet with all Employees, no later than two (2) weeks following the first (1st) student attendance day, and inform each Employee (individually, in small groups, or in a faculty meeting) of the criteria and procedures associated with the evaluation process before any evaluation takes place. The evaluator shall explain his/her expectations when informing the Employees of the evaluation criteria and procedures. Employees shall have five (5) days to request additional explanations of criteria and procedures.

Section 2

Any observation(s), which is/are made for the purpose of evaluation, shall be reduced to writing and discussed with the Employee within ten (10) workdays of said observation. The Employee will receive a copy of the written evaluation. Such signature of the Employee shall indicate that the Employee has read the evaluation observation report; however, such signature does not necessarily mean that the Employee agrees with the evaluation. The Employee shall have the right to make any desired comments on the evaluation observation form if necessary, and both the form and the comments shall become part of the Employee's personnel file.

Section 3

If the evaluator determines that the Employee has unsatisfactory performance in any area of performance, the evaluator shall describe the unsatisfactory performance and shall give specific suggestions for improving such unsatisfactory performance. In addition, the evaluator shall give the Employee written notice of the consequences which will occur if the unsatisfactory performance is not improved within a reasonable prescribed period of time, as determined by the evaluator.

Section 4

The parties recognize the importance and value of developing a procedure for assisting and evaluating performance, progress, and success of probationary and regular ESPs. Therefore, to this end the following procedure has been agreed to:

A. Each written evaluation of performance shall be preceded by at least one on-site observation.

B. The performance of probationary ESPs shall be evaluated at least twice a year during the first probationary year. The initial evaluation shall occur within the first ninety (90) days of the probationary period.

C. An evaluation of the performance of non-probationary ESPs shall be made at least once a year.

D. The final written evaluation, and any recommendations to the Superintendent for each probationary employee, shall be submitted by the last Friday in March of the current school year.

Section 5

Evaluations may be grieved pursuant to Article XIII (4) up to and including Level Two to redress any procedural concerns, including miscalculations and instructional practices, by the grievant.

ARTICLE VIII

REDUCTION IN PERSONNEL

Section 1

Reduction in staff shall be made as the BOARD deems necessary. All Federal and State requirements will be followed.

Section 2

Any Employee(s) who would have qualified for regular retirement during the reduction year, and who has/have at least five (5) years of experience within the district, shall be granted permission to work for that year so as to acquire the needed service to complete the requirements of the retirement system.

Section 3
Reduction

A. The Superintendent shall determine the job classification and the number of positions affected in each classification in the school in which reductions shall be made. The names, schools, and work areas of all ESPs whose employment is to be terminated or non-renewed because of a reduction in force shall be given in writing to the ASSOCIATION.

B. Should the BOARD have to layoff ESPs, such layoff will be based upon seniority. Should the Superintendent have to make a choice between ESPs with identical district wide seniority, he shall consider the following criteria: employment qualifications, performance record, and the capacity to meet the employment needs of the district.

Section 4
Recall

A. The BOARD and the Superintendent shall determine the areas in the school system in which recall will be made and the number of employees to be recalled.

B. Recall within one (1) calendar year will be implemented using the same criteria as reduction in force. Recall notice shall be made by certified letter to the Employee's last known address.

C. No new Employee shall be hired in a laid-off Employee's work area until all full qualified laid-off Employees of that work area have been recalled or have declined or failed to accept recall (within two (2) weeks of receipt). Failure to respond to the letter of recall within the time required automatically terminates the Employee's right of recall. Each Employee shall keep the district personnel office advised of his/her current mailing address.

ARTICLE IX

TRANSFERS

Section 1

All vacancies or new positions that occur shall be posted in all school site workrooms, via email and the district website. Existing district personnel shall be given first preference if they so desire and apply.

ARTICLE X

SICK LEAVE BANK

Section 1

In order to provide Employees emergency sick leave for illness or injury beyond that available under provisions governing sick leave, the SICK LEAVE BANK has been established.

Section 2

Any full-time Employee shall be eligible for voluntary participation in the sick leave bank after one (1) year from the date of initial employment with the school system, provided that such Employee has accrued a minimum of six (6) sick days. Enrollment in the sick leave pool program will be accepted during September 1 through the 15th of each school year. Employees must wait thirty (30) days after initial enrollment before being eligible to withdraw days from the sick leave bank.

Section 3

During initial enrollment period, new participating members shall contribute one (1) day of sick leave during the enrollment period. All participating members shall contribute one (1) day each time the bank reaches ten (10) days. Said contributions shall be made one (1) month following the depletion occurrence, at which time members will be notified of the need for an additional day and be given the option to contribute the day, withdraw from the bank or shall be allowed to contribute one (1) day immediately when a sick leave day is earned. The Sick Leave Bank Committee shall not grant days in excess of the balance of days in the bank. Sick leave days donated to the bank by an Employee will not be returned to the Employee except as provided for in this Article.

Section 4

Any sick leave days withdrawn from the bank by a participating Employee must be used for said Employee's personal illness, accident, or injury. The Employee must make application to the sick leave bank in order to receive sick leave benefits. Employees must provide a Medical Doctor's note stating illness and lack of ability to perform assigned duties. Employees not properly certificated to perform duties shall be ineligible to draw from the sick leave bank.

Section 5

No Employee shall be eligible to draw more than ninety (90) days from the bank for any one illness or injury or complications thereof. The number of hours will be equal to the hours that make up an Employee's work day. Fragmentary sick leave days in excess of sick leave will not be honored by the Sick Leave Bank Committee unless the request is for the same illness, accident or injury. After an Employee's accumulated sick leave has been exhausted and any special leave also has

been exhausted, the Employee will be eligible to draw from the bank only for approved absences of ten (10) continuous days or more.

Section 6

Any Employee withdrawing sick leave days from the bank shall not be required to replace those days except as a regular contributing member of the pool.

Section 7

A participating Employee who chooses to no longer participate in the Sick Leave Bank shall not be eligible to withdraw any sick leave already contributed to the bank.

Section 8

Should the membership in the bank fall below ten (10), the Sick Leave Bank shall be automatically dissolved. Such days remaining shall be equally proportioned to the remaining members, provided that no member may receive more than the days contributed.

Section 9

All requests for withdrawal of days from the Sick Leave Bank shall be addressed to the Sick Leave Bank Committee on an official form provided for this purpose. The decision of the committee shall be final.

Section 10

The County Office, after consulting with the ASSOCIATION, shall establish procedures for identifying and recording contributions to the pool and for complying with applicable governmental regulations and/or associated record keeping.

Section 11

A notification letter will be sent to applicants informing them of their acceptance or rejection into the sick leave pool. Participating members will also be notified when they are no longer a member of the pool.

Section 12

The Sick Leave Bank Committee shall have five (5) members. The ASSOCIATION shall select three (3) members and the BOARD shall select two (2) members. The Superintendent or designee and the ASSOCIATION President or designee shall be members of the SLBC. Teacher members and Education Staff Professionals shall hold non-probationary status. Vacancies on Sick Leave Bank Committee shall be filled by the party for whom the vacancy exists.

Section 13

A. The Sick Leave Bank Committee, by majority vote, shall determine the Rules and Procedures of the Sick Leave Bank and shall have the authority to amend them when necessary.

B. The Sick Leave Bank Committee shall review all withdrawal applications. It will approve or deny each request.

C. Denials will be fully explained in writing.

D. A minimum of three (3) committee members' signatures will be required for all approvals or denials.

Section 14

Alleged abuse of the use of the Sick Leave Bank shall be investigated by the Superintendent with the assistance of the Sick Leave Bank Committee. Any finding of wrongdoing shall result in the Employee being required to repay all sick leave credits drawn from the bank. Refusal on the part of the Employee to repay said credits shall be grounds for termination. Other appropriate disciplinary action may be taken by the BOARD even if the Employee provides repayment to the pool.

ARTICLE XI

GRIEVANCE PROCEDURES

Section 1

Purpose

The purpose of the grievance procedure is to secure, at the lowest possible administrative level, settlements of disputes which may arise between the parties hereto, concerning the interpretation or application of this Agreement. The proceeding should be conducted as informally and confidentially as possible.

Section 2

Grievances

A. All grievances must be initiated at the lowest appropriate level.

B. All formal grievance within the scope of this Agreement shall be presented in writing using the form in Appendix B.

C. No grievance shall be processed anonymously. However, the ASSOCIATION may initiate a grievance involving a group of Employees.

D. If a grievance is not initiated within fifteen (15) days after the grievant knew of the act or conditions on which the grievance is based, then the grievance shall be considered to have been waived.

E. An Employee processing a grievance shall be assured freedom from restraint, interference, coercion, discrimination, or reprisal.

F. In the presentation of a grievance, the Employee shall have the right to present his own appeal or to designate a representative to appear with him/her at any step in his/her appeal. GE/United is recognized as the sole representative organization with a right to present or process a grievance.

G. Nothing herein contained shall be construed to limit the right of any Employee having a grievance to process it through all prescribed levels with or without intervention by the ASSOCIATION, as the Employee may elect. The ASSOCIATION shall, however, be given the opportunity to be present at all meetings conducted after Level One and shall have access to all pertinent documentation. Written notification of all meetings conducted on all levels, except the information level of the grievance procedure, shall be forwarded to the grievant with a copy to the ASSOCIATION Grievance Chairperson. If the ASSOCIATION does not represent the grievant, it shall be provided by the BOARD copies of all written grievances and responses.

H. Failure at any level of this procedure to communicate the decision on a grievance within the specified time limits shall permit the aggrieved Employee to proceed to the next level. Failure at any level of this procedure to appeal a grievance to the next level within the specified time limits shall be deemed to be abandonment of the grievance or acceptance by the Employee of the decision rendered at this level. Time limits may be waived only with the written consent of the parties at each level.

I. It is understood that the Employee shall, during and notwithstanding the pendency of any grievance, continue to observe all assignments and applicable rules and regulations of the BOARD until such grievance and any effect thereof shall have been fully resolved.

J. The binding arbitration provisions of the Agreement shall pertain only to the interpretation, application, or violation of the terms and provisions of this written Agreement.

K. Steps in the grievance procedure may be bypassed by mutual agreement.

Section 3

Informal Procedure for Resolving Grievances

The Employee shall first discuss the alleged grievance with his/her Principal or Supervisor. Within five (5) working days after presentation of the grievance, the immediate administrator shall give his answer in writing to the grievant. NOTE: Formal grievance procedures cannot be used until informal procedures have been followed.

Should a grievant file a grievance that involves more than one (1) work site, the informal step shall begin with the Director of Human Resources.

Section 4

Formal Grievance Procedure

Level One

A. If the aggrieved is not satisfied with the outcome of the informal procedures at the local level, he/she may present his/her claim in writing to his/her Principal or Supervisor within ten (10) workdays. One (1) copy should be retained by the aggrieved and copies presented to the Superintendent and ASSOCIATION Grievance Chairperson and the person to whom the grievance is directed. Grievances filed by the Association, if not resolved at the informal step, will begin at Level Two.

B. The person to whom the grievance is directed shall within ten (10) workdays after receipt of the written grievance render his/her decision in writing to the aggrieved person and copies presented to the ASSOCIATION Grievance Chairperson, Principal or Supervisor, and Superintendent.

Level Two

A. If the aggrieved is not satisfied with the disposition of his/her grievance at Level One, or in the case of a grievance filed by the ASSOCIATION, he/she may within five (5) workdays after the decision, present the grievance to the Superintendent with copies going to the ASSOCIATION Grievance Chairperson, Principal or Supervisor, and one to whom the grievance is directed.

B. The Superintendent shall within five (5) workdays after receipt of the grievance meet with all parties or their representatives for the purpose of resolving the grievance.

C. The Superintendent shall within ten (10) workdays after the hearing render his decision in writing to the aggrieved with copies to the ASSOCIATION Grievance Chairperson, Principal or Supervisor, and to the person to whom the grievance is directed.

Level Three

A. If the aggrieved is not satisfied with the disposition of his/her grievance at Level Two, he/she may request the BOARD to review the grievance at the next regular meeting.

B. The BOARD shall, after hearing the grievance, render its decision at the next regular BOARD meeting in writing to all involved parties.

Level Four

A. In the event a grievant is dissatisfied with determination of the BOARD, the grievant shall have the right to seek binding arbitration.

B. A request for arbitration shall be made known no later than ten (10) workdays following determination by the BOARD. Failure to file within said period shall constitute a bar to such arbitration unless the aggrieved Employee(s) and the BOARD shall mutually agree upon a longer time period within which to assert such a request.

C. The following procedure shall be used to secure the services of an arbitrator:

1. Either party may request the Federal Mediation and Conciliation Service to supply a list of persons qualified to act as arbitrators. The arbitrator shall be selected from such panel in accordance with the rules and regulations of the agency. In the alternative, the parties may meet together to jointly discuss an appropriate arbitrator and may then mutually agree upon an appropriate arbitrator. The Superintendent will then contact the mutually agreed upon arbitrator to determine his/her willingness and availability to serve as arbitrator in the dispute.

2. The arbitrator shall limit himself/herself to the issues submitted to him and shall consider nothing else. He/she can add nothing to or subtract anything from the agreement between the parties.

3. Only the BOARD, ASSOCIATION, and the grievant shall be given copies of the arbitrator's report of findings and recommendations. This shall be accomplished within thirty (30) calendar days after the hearing or post hearing briefs, whichever occurs later.

4. There shall be no appeal from the arbitrator's decision; it shall be final and binding on all parties; provided, however, that the arbitrator's decision is not outside or beyond the scope of his/her jurisdiction.

5. The parties shall share equally in the total cost of arbitration; however, expenses for witnesses shall be borne by the party calling them. Either party may be represented by counsel.

ARTICLE XII

NEGOTIATION PROCEDURES

Section 1

It is understood and agreed by both parties that this agreement represents the full and entire agreement. It may be changed only through voluntary mutual consent of the parties, in writing, and signed amendments to this agreement.

Section 2

Negotiations proposals shall be submitted as provided by The Terms of Agreement on page 1 of this contract.

Section 3

Upon completion of negotiations, the tentative agreements signed by the teams designated by each party shall be supported by the respective representatives throughout the ratification process. Ratification by a majority of the BOARD and a majority of the membership of the bargaining unit voting shall be required before this agreement is binding on the parties.

Section 4

In the event that either or both parties during the course of negotiations make a written declaration that an impasse exists, the parties agree that such declared impasse shall follow the steps set forth in Chapter 447, Florida Statutes.

Section 5

A copy of this agreement entitled "CONTRACT BETWEEN THE EDUCATIONAL STAFF PROFESSIONALS OF GILCHRIST EMPLOYEES/UNITED AND THE SCHOOL BOARD OF GILCHRIST COUNTY" will be made available to all Employees via the School Board of Gilchrist County website. A copy will be given to the GILCHRIST EMPLOYEES/UNITED. Two (2) printed copies will be located at each worksite: one (1) copy located in the main office and one (1) copy in the staff work/break room. Upon Employee request, printed contracts will be provided at their worksite by their worksite administrator.

Section 6

During the course of any negotiations in this ARTICLE, the parties mutually pledge that such negotiations shall be conducted in good faith.

Section 7

The BOARD shall provide the ASSOCIATION with a copy of the list of the current employees including name, worksite, job title, work email, education level, calculated contract amount, address, and primary phone number unless exempt under §119.071 Fla. Stat.

Section 8

Printing of this contract will be done only in the years in which the complete contract is up for renegotiation. During all other years, changes and any additions will be printed and kept at the worksite to be inserted into the previously printed contract and an amended/updated copy will be posted on the District website within thirty (30) days of ratification by both parties.

ARTICLE XIII

MISCELLANEOUS

Section 1

CONFLICTS - Should any portion of this agreement be found by a court or competent jurisdiction to be in conflict with state or federal law, or State Board Regulations, the provision in conflict shall automatically be modified to conform to such law, but only to such extent as said provision is in conflict with such law.

Section 2

Representatives of the BOARD and representatives of the ASSOCIATION will meet periodically at the request of either party during the regular school year at a time convenient to both parties for the purpose of reviewing problems that may arise in connection with the provisions of this agreement or Employee complaints. These meetings are not intended to bypass the negotiations or grievance procedures.

Section 3

The ASSOCIATION shall appoint two (2) members to serve in an advisory capacity along with the duly authorized administrative personnel and the school related personnel responsible for school calendar formation for the upcoming year to jointly recommend the establishment of such calendar.

Section 4

An Employee benefits committee will monitor the district benefits program and make recommendations to the Superintendent. This committee will be comprised of four (4) TEACHERS (one (1) representative from each school) and two (2) ESPs (one (1) from Bell and one (1) from Trenton) appointed by GE/U President, and two (2) administrators. A BOARD member and the GE/U President shall serve as ex officio members.

Section 5

A joint GE/United – BOARD ESP salary committee will be formed to review and make recommendations for ESP salary schedules.

ARTICLE XIV

COMPENSATION AND FRINGE BENEFITS

Section 1

All 10-month employees shall be paid salary payments in twelve (12) installments, the last payment to be made on or before June 30. The December check will be the last working day before Christmas if funds are available to make payment, otherwise the December check will be December 31st at the discretion of the BOARD.

Section 2

Upon application, terminal pay for accumulated sick leave earned in Gilchrist County shall be paid to an Employee at termination or to his/her beneficiary if services are terminated by death. Terminal pay shall be as provided in Chapter 1012.61, Florida Statutes, to wit:

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

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

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

D. During the next three (3) years of service in Gilchrist County the daily rate of pay multiplied by fifty percent (50%) times the number of days accumulated sick leave*;*

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

To protect sick leave earned in Gilchrist County for terminal pay purposes, all leave transferred from other districts to Gilchrist County shall be used prior to deducting Gilchrist County sick leave.

Section 3

The BOARD will pay the FULL premium for Employee health insurance base plan. This health insurance plan will be selected, approved, and offered to the Employees by the BOARD. When dual spouse enrollment occurs, the Board will contribute two equivalent single employee contributions toward the family plan, in lieu of a single-family contribution as long as minimum conditions are met. Minimum conditions required are: proof of legal marriage, enrollment in District sponsored health insurance plan, and registration within designated enrollment periods.

Section 4

In the event an ESP volunteers, or is required to work beyond the regular workday, the ESP shall be paid their daily rate of pay.

Section 5

Supplements

Supplements for extra duty will be paid in equal installments over the time the supplemental activities occur. Supplements for yearlong activities will be paid in ten (10) equal payments starting with the September paycheck each school year. Supplement payments will stop upon action by the principal to reassign the supplement to another person or if the person resigns from duties of the supplement. The effective date of the supplement assignment change, determined by the principal, will be the date used for termination of supplement payments. The newly assigned person will receive the remainder of the supplement for the school year. When a supplement is terminated within a month, the supplement payment for that month will be prorated to the effective date of the change. Supplements are assigned on an annual basis.

Effective July 1, 1998, the CDA certification supplement will only be paid to instructional teacher aides that are required to hold a CDA certificate for their work assignment and those in a Pre-K, and/or Kindergarten assignment for as long as they are working in those classes any part of the school day. However, any Employee meeting the above-mentioned criteria who is involuntarily reassigned out of these required areas would be eligible to retain the supplement for the remainder of the school year only.

Section 6

A. Upon initial employment, the following Employees will receive clothing allowances for the purpose of purchasing the approved uniform for their position:

1)	Bus Drivers	$300
2)	Custodians	$275
3)	Maintenance	$300
4)	Food Service	$100 (shoes)

B. Each year after initial employment, the following Employees will receive clothing allowances at the given amount:

1)	Bus Drivers	$150
2)	Custodians	$125

3) Maintenance $150
4) Food Service $100 (shoes)

Only one (1) allowance will be given per school year. The district will determine when the allowance will be given. These Employees will be required to wear uniforms purchased or must go home.

Section 7

The BOARD agrees to grant ten (10) month ESP Bargaining Unit Employees six (6) paid holidays per school year. Twelve (12) ESP Bargaining Unit Employees will work the same schedule as Non-Bargaining Unit Employees.

Section 8

Credit for work experience within the Gilchrist County School system shall be on a year-to-year basis provided the Employee remains within the employment categories as listed in Section 9 of this Article. Credit for work experience outside the Gilchrist County School system shall be granted at fifty percent (50%) ~~%~~ for all full time, verified, and related work experience, up to a limit of ten (10) years, as determined by the Superintendent or his designee. Critical positions as determined by the Board and the Gilchrist Employees/United President may receive up to one hundred percent (100%) credit for work experience, including substitute experience within the District. Employees who move from one (1) category to another will be paid starting at step 0 of the new position.

Employees moving from a one (1) classification to a two (2) classification or (2) to (1) within a category will maintain their step if they are moving to a lower paid position and will be placed on the step closest to their current salary, without a decrease in pay if they are moving to higher paid position.

Section 9

ESP Employment Categories		Months	Days	Hrs/Day
A.	Clerical			
1.	A. Library Clerk	10	196	7.50
	B. Guidance Clerk	10	200	7.50
	C. Secretary	10	200	7.50
2.	A. Secretary/Bookkeeper	10	200	7.50
	B. Data Processor	10	200	7.50
	C. Teen Parent Liaison	10	200	7.50
B.	Instructional Aides	10	196	7.50
C.	Custodians	10	200	7.50
D.	Tradesworkers			

1.	Maintenance Assistant	12	260	7.50
2.	A. Maintenance Worker	12	260	7.50
	B. Bus Mechanic	12	260	7.50
E.	Bus Drivers	10	186	*
F.	Food Service			
1.	Manager	10	196	7.50
2.	A. Food Service Worker	10	190	7.00
	B. Lunchroom Helper	10	190	7.00

*Bus drivers' hours per day vary

Section 10

All bargaining unit Employees will participate in the Gilchrist County School District's FICA Alternative Plan effective November 16, 1999.

Section 11

Credit on the salary schedule shall be given an Employee for each year of active military service up to a maximum of two (2) years. A minimum of six (6) months continuous active military service with an honorable discharge shall be required to qualify for a year of service. Eligible Employees shall submit documentation of service (DD-214) to the Personnel Department. Salary schedule credit shall be for the fiscal year documentation is received and for all subsequent years.

Section 12

Perfect attendance bonus of $250 per semester to be award to Employees that have not been out on sick leave or personal leave during the semester.

Section 13 Prior Years Compensation Recap

2019-2020

Salaries

1. Food Service Manager, Pay Grade 7, index increased from 1.455 to 1.7848
2. Bus Mechanics uniform allowance increased to $300 initial and $15 per year thereafter
3. Step increases awarded to all Employees who were employed in Gilchrist County in 2018-2019 and continued employment in Gilchrist County.
4. For returning Employees at their maximum step during 2018-2019 school year, a Longevity Supplement of $250 will be awarded.

Supplement Salary Schedule

1. Volleyball – Head Varsity increase to $2,800 over the next 3 years ($212 per year)
2. Volleyball – Junior Varsity increase to $1,750 over the next 3 years ($133 per year)
3. Volleyball – Junior High increase to $1,120 over the next 3 years ($133 per year)
4. Soccer – Increase to $2,800 over the next 3 years ($766 per year)
5. Chorus – Increase to $2,000 over the next 3 years ($387 per year)
6. CDA Certification – Increased to $1,500

Differentiated Pay Schedule

1. Self-Contained ESE Paraprofessional – Increase to $750 over the next 3 years ($166 per year)
2. Self-Contained ESE Teacher – Increase to $1,500 over the next 3 years ($333 per year)

2020-2021

Salaries

1. Keep existing Salary Schedule with no changes
2. Step increases will be awarded to all Employees who qualify
3. A longevity award in the amount of $250 will be added to each Employee at the top of their pay lane in 2019-2020 that would not receive a step increase.

2021-2022

1. A new salary schedule which includes the elimination of Step 0 on the 2020-2021 salary schedule, adding $0.25 per hour at the new Step 0 and reindex Steps 1 - 22, adding a new Step 22 and adding Steps 14 – 22 to Pay Grades 10-12.
2. All ESPs will move up on step due to the elimination of Step 0, the addition of a new Step 22 and addition of Steps 14 – 22 to Pay Grades 10-12.
3. All ESPs will receive an additional salary adjustment, which varies based on step placement, of at least $0.25 per hour.
4. All ESPs who qualify will be awarded a step movement on the new salary schedule.
5. ESP employees who remain at step 22 after the salary movements will receive a longevity amount of $250.00.

6. Pre-K teachers will also move from Pay Grade 3 to Pay Grade 6 in addition to the salary movements.

2022-2023

1. Align ESP salaries with the mandated $15.00 per hour rate for all employees.
2. Convert lowest hourly rate to $15.00 per hour.
3. Add $0.05 per hour for Steps 1 – 9.
4. Calculate a one percent (1%) increase in the base salary for each pay grade and convert to hourly rate.
5. Beginning with step 10 add the amount calculated in Step 4 to each step.
6. Calculate new annual salary based on new hourly rates.
7. No step increases.
8. Effective October 1, 2022

GILCHRIST EMPLOYEES/UNITED

Sandra Carawan

President

Secretary

Vice President

Chief Negotiator

GILCHRIST COUNTY SCHOOL BOARD

Christie McElroy

Chairman

Superintendent

Linda Gartin

Chief Negotiator

SCHOOL BOARD
APPROVED
12/5/23
Date

APPENDIX A

AUTHORIZATION FOR DUES AND UNIFORM ASSESSMENTS

Please scan the QR code to access the GE/U membership form.

Or go to

https://portal.floridaea.org/fasttrack/183

APPENDIX B
GRIEVANCE FORM

Name: _____ School: _____

A. Specific contract provisions grieved:Article(s) and Section(s): _____

_____

B. Statement of the Grievance: (include date(s), time, place and event(s) leading to the grievance)

_____

_____

_____

C. Person(s) responsible for alleged contract violation: _____

D. Person(s) affected by alleged contract grievance: _____

E. Relief sought: _____

_____

Hearings Held:

Level of Procedure 1 2 3 4 (circle one)

Date: _____ Person(s) Present: _____

Disposition of Grievance at this level: _____

_____

_____

Validation of Procedure: (Signatures)

_____

Send copies to: Association Grievance Chairperson, Principal, & Superintendent

Appendix C

2022-23 Educational Staff Professionals Salary Schedule

Board Approved
December 2023
Effective
July 1, 2022

Pay Grade -->		1	2	3	4	5	6	7	8	9	10	11	12
Step													
0		$18,927	$20,948	$22,050	$23,685	$24,315	$25,490	$32,590	$27,465	$32,062	$34,770	$39,455	$44,378
1		$18,965	$21,014	$22,124	$23,760	$24,390	$25,563	$32,663	$27,540	$32,153	$34,862	$39,546	$44,469
2		$19,002	$21,081	$22,197	$23,835	$24,465	$25,637	$32,737	$27,615	$32,245	$34,953	$39,638	$44,561
3		$19,039	$21,147	$22,271	$23,910	$24,540	$25,710	$32,810	$27,690	$32,336	$35,045	$39,729	$44,652
4		$19,076	$21,124	$22,344	$23,985	$24,615	$25,784	$32,884	$27,765	$32,428	$35,136	$39,821	$44,744
5		$19,113	$21,280	$22,418	$24,060	$24,690	$25,857	$32,957	$27,840	$32,519	$35,228	$39,912	$44,835
6		$19,151	$21,347	$22,491	$24,135	$24,765	$25,931	$33,031	$27,915	$32,611	$35,319	$40,004	$44,927
7		$19,188	$21,413	$22,565	$24,210	$24,840	$26,004	$33,104	$27,990	$32,702	$35,411	$40,095	$45,018
8		$19,225	$21,480	$22,638	$24,285	$24,915	$26,078	$33,178	$28,065	$32,794	$35,502	$40,187	$45,110
9		$19,262	$21,546	$22,715	$24,360	$24,990	$26,151	$33,251	$28,140	$32,885	$35,594	$40,278	$45,201
10		$19,448	$21,759	$22,932	$24,600	$25,230	$26,401	$33,575	$28,410	$33,215	$35,941	$40,681	$45,640
11		$19,634	$21,972	$23,153	$24,840	$25,470	$26,651	$33,898	$28,680	$33,544	$36,289	$41,084	$46,079
12		$19,820	$22,184	$23,373	$25,080	$25,710	$26,901	$34,222	$28,950	$33,873	$36,637	$41,486	$46,519
13		$20,003	$22,397	$23,594	$25,320	$25,950	$27,151	$34,545	$29,220	$34,203	$36,984	$41,889	$46,958
14		$20,192	$22,610	$23,814	$25,560	$26,190	$27,401	$34,868	$29,490	$34,532	$37,332	$42,291	$47,397
15		$20,378	$22,823	$24,035	$25,800	$26,430	$27,651	$35,192	$29,760	$34,862	$37,680	$42,694	$47,836
16		$20,564	$23,036	$24,255	$26,040	$26,670	$27,901	$35,515	$30,030	$35,191	$38,027	$43,097	$48,275
17		$20,750	$23,248	$24,476	$26,280	$26,910	$28,151	$35,839	$30,300	$35,520	$38,375	$43,499	$48,715
18		$20,936	$23,461	$24,696	$26,520	$27,150	$28,400	$36,162	$30,570	$35,850	$38,723	$43,902	$49,154
19		$21,122	$23,674	$24,917	$26,760	$27,390	$28,650	$36,485	$30,840	$36,179	$39,071	$44,304	$49,593
20		$21,308	$23,887	$25,137	$27,000	$27,630	$28,900	$36,809	$31,110	$36,509	$39,418	$44,707	$50,032
21		$21,494	$24,100	$25,358	$27,240	$27,870	$29,150	$37,132	$31,380	$36,838	$39,766	$45,110	$50,471
22		$21,680	$24,312	$25,578	$27,480	$28,110	$29,400	$37,456	$31,650	$37,167	$40,114	$45,512	$50,911

Paygrade	Positions
1	Bus Driver
2	Food Service Worker, Lunchroom Helper
3	Paraprofessional, Bus Aide
4	Custodian
5	Library Clerk, Teen Parent Liaison, Dual Enrollment Paraprofessional
6	Pre-K Paraprofessional
7	Food Service Manager
8	Secretary/Bookkeeper, Data Processing Clerk/Bookkeeper, Guidance Clerk, Data Processing Clerk, Guidance/Data Processing Clerk, Secretary
9	*Maintenance Worker II
10	*Maintenance Worker I, *Bus Mechanic
11	*Technology Assistant, *Journeyman Maintenance Worker, STW/Career Dev. Specialist, *Lead Bus Mechanic
12	*Coordinator of Maintenance, *Transportation Foreman

Note: All Salaries are 10 Month salaries except as indicated by and asterisk (*).
Twelve month or part-time positions will be prorated to the appropriate amount.
(a) Bus Driver driving beyond their regular day: i.e. Extracurricular Trips, etc., and Bus Driver Trainees (pay up to 20 hours) hourly rate of $12.00 or minimum wage, whichever is greater.
(b) Center to Center/Hourly Bus Routes (Driving time only) $9,00 per hour.
(c) Bus Driver Trainer $15.00 per hour. Hours will be limited to 40 hours for the course and an additional 4 hours per trainee tested.
Effective July 1, 2001, credit on the salary schedule shall be given an employee for each year of active military service up to a maximum of two (2) years. A minimum of six (6) months continuous active military service with an honorable discharge shall be required to qualify for a year of service.
Effective July 1, 2011, Paraprofessionals with teaching experience shall be given experience credit for such experience on a year for year basis.
Effective October 19,2010, Step Increases are to be negotiated annually.

APPENDIX E

School Board of Gilchrist County
2022-2023 Supplemental/Differentiated Pay Schedule

Supplements					
Skyward Code	Supplement Name		boy/girl	Amount	DESCRIPTION/RESPONSIBILITIES
SP001	Athletic Director	athletics		$3,000.00	Athletic budgets, FHSAA/NCAA compliance, travel arrangements, coordinate officials, coverage for games, athlete and coach eligibility, communicate with stakeholders within all athletic levels (Middle, JV, and Varsity), monitor AED/First Aid training for all head coaches
SP101	Football - Varsity Head Coach Fall (75%)	athletics		$3,000.00	** See Sports General Description
SP106	Football - Varsity Head Coach Spring (25%)	athletics		$1,000.00	** See Sports General Description
SP111	Football - Varsity Assistant Coach Fall (75%)	athletics		$1,500.00	** See Sports General Description
SP116	Football - Varsity Assistant Coach Spring (25%)	athletics		$500.00	** See Sports General Description
SP121	Football - Junior Varsity Fall (75%)	athletics		$1,350.00	** See Sports General Description
SP126	Football - Junior Varsity Spring (25%)	athletics		$450.00	** See Sports General Description
SP131	Football - Middle School Fall (75%)	athletics		$900.00	** See Sports General Description
SP136	Spring Football (25%): Middle School	athletics		$300.00	** See Sports General Description
SP201	Basketball: Head Varsity	athletics	b/g	$3,000.00	** See Sports General Description
SP211	Basketball: Junior Varsity	athletics	b/g	$1,800.00	** See Sports General Description
SP221	Basketball: Middle School	athletics	b/g	$1,300.00	** See Sports General Description
SP301	Softball: Head Varsity	athletics	g	$3,000.00	** See Sports General Description
SP311	Softball: Junior Varsity	athletics	g	$1,800.00	** See Sports General Description
SP316	Softball: Middle School	athletics	g	$1,300.00	** See Sports General Description
SP401	Baseball: Head Varsity	athletics	b	$3,000.00	** See Sports General Description
SP411	Baseball: Junior Varsity	athletics	b	$1,800.00	** See Sports General Description
SP416	Baseball: Middle School	athletics	b	$1,300.00	** See Sports General Description
SP/SG501	Track	athletics	1B, 1G	$1,200.00	** See Sports General Description
SP/SG511	Cross Country	athletics	1B, 1G	$1,000.00	** See Sports General Description
SP/SG525	Golf	athletics	1B, 1G	$1,000.00	** See Sports General Description
SP601	Volleyball: Head Varsity	athletics	g	$3,000.00	** See Sports General Description
SP611	Volleyball: Junior Varsity	athletics	g	$1,800.00	** See Sports General Description
SP621	Volleyball: Middle School	athletics	g	$1,300.00	** See Sports General Description
SP/SG701	Weightlifting	athletics	1b, 1g	$1,000.00	** See Sports General Description
SP750/SG750	Soccer: Head Varsity	athletics	1B, 1G	$3,000.00	** See Sports General Description

	Soccer: JV	athletics	1B, 1G	$1,800.00	** See Sports General Description
SP751/SG751	Soccer: Middle School	athletics	1B, 1G	$1,300.00	** See Sports General Description
SP801	Cheerleader Sponsor: Head Varsity	athletics		$1,400.00	** See Sports General Description
SP811	Cheerleader Sponsor: Junior Varsity	athletics		$1,200.00	** See Sports General Description
SP821	Cheerleader Sponsor: Middle School	athletics		$1,000.00	** See Sports General Description
SP900	Band: Marching*Fall	activities		$3,000.00	Marching: Coordinate after-school practices, home game half-time performances, travel arrangements, competitions, financial stewardship and fundraising, equipment/uniform maintenance, stakeholder communications, and student eligibility.
SP905	Band: Concert *Spring	activities		$1,000.00	Concert: Coordinate after school practices, performances, travel arrangements, competitions, financial stewardship and fundraising, equipment/uniform maintenance, stakeholder communications, and student eligibility.
SP910	Chorus - High School	activities		$1,000.00	Chorus: Coordinate after school practices, performances, travel arrangements, COMPETE IN competitions, financial stewardship and fundraising, uniform maintenance, stakeholder communications, and student eligibility. We do not currently have anyone sponsoring chorus.
SP915	Band - Flag Corps Sponsor	activities		$1,000.00	Coordinate after school practices, attend competitions, attend/supervise home varsity football games, financial stewardship, equipment/uniform maintenance, and stakeholder communications.
SP901	Marching Band Tech (1 per 50 students; max=3)			$500.00	assists marching band director as needed - must be present at all performances and practices
SP916	Music - Elementary (After School)			$1,000.00	Coordinate the after school music program including after school practices and performances.
SP025	Athletic Game Field Maintenance: Football Field (number depends on school's needs)	athletics		$1,000.00	Maintain field for games and events for Football
SP035 (SB) SP030 (BB)	athletic game field maintenance (SB, BB) - number depends on school needs	athletics		$600.00	Maintain field for games and events for Soft Ball and Baseball
SP040 SB,SP041 BB, SP042 SOC,SP043 FB	athletic practice field maintenance (FB, SB, BB, Soccer) - number depends on school needs	athletics		$500.00	Maintain field for practices for Football, Softball, Baseball, and Soccer.
SP920	FBLA	activities		$1,000.00	Leads the local chapter and officer team; follow the bylaws and guidelines set by the Florida's organization; communicate with district and state FBLA leaders; maintain financial management of the club; organize and participate in fundraisers and student activities; coach and advise practices and competitive events at all applicable levels (local, district, state, and national); responsible for travel arrangements; provide community service opportunities; provide leadership opportunities; communicate with all stakeholders; host banquets (if applicable); develop recruitment activities; other duties as directed.

SP925	**FFA Senior**	**activities**		**$3,200.00**	**Leads the local chapter and officer team; follow the bylaws and guidelines set by the Florida's organization; communicate with district and state FFA leaders; maintain financial management of the club; organize and participate in fundraisers and student activities; coach and advise practices and competitive events at all applicable levels (local, district, state, and national); responsible for travel arrangements; provide community service opportunities; provide leadership opportunities; communicate with all stakeholders; host banquets (if applicable); develop recruitment activities; maintain lab facilities and animals; other duties as directed.**
SP930	**FFA Junior**	**activities**		**$2,400.00**	**Leads the local chapter and officer team; follow the bylaws and guidelines set by the Florida's organization; communicate with district and state FFA leaders; maintain financial management of the club; organize and participate in fundraisers and student activities; coach and advise practices and competitive events at all applicable levels (local, district, state, and national); responsible for travel arrangements; provide community service opportunities; provide leadership opportunities; communicate with all stakeholders; host banquets (if applicable); develop recruitment activities; maintain lab facilities and animals; other duties as directed.**
SP935	**Criminal Justice**	**activities**		**$1,000.00**	**Leads the student organization and officer team; maintain financial records; organize and participate in fundraisers and student activities; coach and advise practices and competitive events at all applicable levels (local, district, state, and national); responsible for travel arrangements; provide community service opportunities; provide leadership opportunities; communicate with all stakeholders; host banquets (if applicable); develop recruitment activities; other duties as directed.**
SP940 SENIOR	**Class Sponsor 12th grade**			**$1,000.00**	**Leads the class and officer team; maintain financial records; organize and participate in fundraising and *class-specific events* (e.g. homecoming, Powderpuff; Prom {juniors}, Graduation {seniors}, etc.); maintain financial records; participate in community activities when applicable; communicate with all stakeholders; other duties as directed.**
SP941 JUNIORS	**Class Sponsor 11th grade**			**$1,000.00**	**Leads the class and officer team; maintain financial records; organize and participate in fundraising and *class-specific events* (e.g. homecoming, Powderpuff; Prom {juniors}, Graduation {seniors}, etc.); maintain financial records; participate in community activities when applicable; communicate with all stakeholders; other duties as directed.**
SP942 SOPHMORES	**Class Sponsor assistant 10th grade**			**$300.00**	**Leads the class and officer team; maintain financial records; organize and participate in fundraising and *class-specific events* (e.g. homecoming, Powderpuff; Prom {juniors}, Graduation {seniors}, etc.); maintain financial records; participate in community activities when applicable; communicate with all stakeholders; other duties as directed.**

SP943 FRESHMEN	**Class Sponsor assistant 9th grade**			**$300.00**	**Leads the class and officer team; maintain financial records; organize and participate in fundraising and *class-specific events* (e.g. homecoming, Powderpuff; Prom {juniors}, Graduation {seniors}, etc.); maintain financial records; participate in community activities when applicable; communicate with all stakeholders; other duties as directed.**
SP000	**Student Ambassador Sponsor**			**$1,000.00**	**Oversee student ambassador program at the high school level.**
SP995	**Beta Club Sponsor**	**activities**		**$1,000.00**	**Leads the local organization and officer team; ensure members meet eligibility requirements; maintain financial management of the club; organize and participate in fundraisers and student activities; participate in competitive events (if applicable); responsible for travel arrangements; provide community service opportunities and projects; provide leadership opportunities; communicate with all stakeholders; host banquets (if applicable); other duties as directed.**
SP945	**Yearbook**	**activities**		**$1,000.00**	**Oversees the production, promotion, sale, and distribution of the school's yearbook; maintain financial records; manage deadlines; organize the yearbook contents to include a representation of the student body; follow copyright guidelines and procedures to ensure proper photo release permission prior to publication; communicate with stakeholders; other duties as directed.**
SP950	**Student Council**	**activities**		**$1,000.00**	**Leads the local members and officer teams to carry out their civic education duties and enhance their leadership skills; ensure the policies and procedures of school government are followed; maintain financial records; organize and promote activities and events that encourage student body and community participation; Some activities include but not limited to Homecoming, Prom Promise, Pep Rallies, Script writing for senior night and special events, etc. State convention required?**
SP955	**High Q Team**	**activities**		**$1,000.00**	**Leads participating team members to a form of quiz competition who strive for knowledge and academic excellence; ensure members meet eligibility requirements; maintain financial records; responsible for travel arrangements; coach and advise practices, host competitive matches at all applicable levels; develop recruitment activities; host banquets (if applicable); other duties as directed.**
SP960	**Safety Patrol**	**activities**		**$1,000.00**	**Leads the local organization and officer team; ensure safety members meet and maintain eligibility requirements; assign and monitor supervision of safety members; maintain financial records; organize and participate in fundraisers and student activities; attend and oversee an overnight trip to Washington D.C.; responsible for travel arrangements; provide community service opportunities and projects; provide leadership opportunities; communicate with all stakeholders; host banquets (if applicable); other duties as directed.**

SP971	Interact Club	activities		$1,000.00	Leads the local organization and officer team; serve as a liaison between the sponsoring Rotary Club maintain financial management of the club; organize and participate in fundraisers and student activities; responsible for travel arrangements; provide community service opportunities and projects; provide leadership opportunities; communicate with all stakeholders; host banquets (if applicable); other duties as directed.
SP946	Reading Coach			$2,700.00	Those hired as of 7/1/23 or later will no longer be eligible for this supplement. Current employees who have this supplement will retain it at the new set amount.
SP917	Testing Coordinator - Elementary			$1,000.00	Coordinate and plan testing at the Elementary level.
SP918	Testing Coordinator - Middle School			$1,000.00	Coordinate and plan testing at the Middle school level.
SP919	Testing Coordinator - High School			$2,000.00	Coordinate and plan testing at the High School level.
SP827	Interpreter			$1,000.00	Will provide interpreter services including spoken and oral for each of the schools as needed.
SP877	Staffing Specialist			$5,000.00	The supplement amount of $5000 is available for employees hired prior to 7/1/2023 and will remain at this rate for those employees only through 6/30/2025. Beginning 7/1/2025 this supplement will be reduced to $3000. Employees hired after 7/1/2023 will receive a $3000 supplement.
SP878	PK Coordinator			$5,000.00	The supplement amount of $5000 is available for employees hired prior to 7/1/2023 and will remain at this rate for those employees only through 6/30/2025. Beginning 7/1/2025 this supplement will be reduced to $3000. Employees hired after 7/1/2023 will receive a $3000 supplement.
SP921	Guidance - Elementary			$2,700.00	ESE, 504, MTSS, counseling, mental health referrals, evening events, etc.
SP922	Guidance - Middle School			$3,000.00	ESE, 504, MTSS, counseling, mental health referrals, evening events, virtual scheduling, etc.
SP923	Guidance - High School			$4,000.00	ESE, 504, MTSS, counseling, mental health referrals, evening events, virtual scheduling, graduation coaching/checks, senior events, dual enrollment, etc.
SP020	Activities Coordinator	activities		$750.00	Coordinates, tracks, and advertises all activities at a school including testing, sporting events, banquets, performances, awards programs, festivals, special events, parent nights, Accelerated Reader nights, etc. May also assist in advertising via social media, website, GCSD App, etc.
SP060	Communications Coordinator	activities		$500.00	Coordinates the communication efforts of the school to ensure parents and the community are well informed. This may include maintaining the website, FaceBook page, the GCSD app, school newsletters, etc.
SP045	Drama Coordinator	activities		$500.00	Coordinate the production of at least ONE major play each year including all auditions, rehearsals, and performances.
SP875	Teaching During Planning Block - per Semester (Over 300 Minutes) **	academic		$2,500.00	Additional Block must be assigned by Administration (not voluntary); Instructional staff who do not receive a planning period because they are assigned additional class/duties.

SP876	**Professional Orientation Program (MENTOR)**	**academic**		**$500.00**	**Instructional staff who support other new staff through their first time in Gilchrist County. There are monthly meetings required with administration and mentees. Must have 3 years teaching experience in Gilchrist County to serve as mentor. Documentation is required (packet) to submit to Assistant Superintendent at the end of the year.**
SP876	**Professional Orientation Program (MENTOR) - $250 for each additional person**			**$250.00**	**Teachers only receive this supplement if they are already receiving SP876 for mentoring ONE person; this will be given for each additional person.**
SP936	**Truancy Officer**			**$2,000.00**	**Handles Truancy at all 4 schools.**
SP985	**Dean - High School**			**$5,000.00**	**This position oversees discipline and behavior intervention support and performs administrative duties including after hours such as parent nights, dances, open houses, sporting events, etc.**
SP984	**Elementary Dean (in lieu of a 2nd AP)**			**$2,000.00**	**This position oversees discipline and behavior intervention support and performs administrative duties including after hours such as parent nights, dances, open houses, etc.**
SP981	**Administration Duties - After Hours - High School**			**$1,000.00**	**Assigned by administration to perform administrative duties after hours including sporting events, banquets, etc. and cannot be combined with SP985.**
SP850	**Psychologist (Non-Union)**			**$3,000.00**	**provided to supplement the salary of the psychologist to make it a more competitive position**
SP826	**Speech Therapist**			**$3,000.00**	**provided to supplement the salary of the therapist to make it a more competitive position**
SP994	**Occupational Therapist**			**$3,000.00**	**provided to supplement the salary of the therapist to make it a more competitive position**
SP999	**Certified Behavior Analyst**			**$3,000.00**	**provided to supplement the salary of the therapist to make it more competitive position**
SP855	**Health Academy Coordinator**			**$6,000.00**	**Instructional staff responsible for the Health CTE program. Track students for scholarships relating to program completion, testing, community service, banquets/awards, HOSA, etc. Registered Nurse Certification required.**
SP988	**Carpentry-Skills USA**			**$1,000.00**	**Performs Carpentry CTSO afterschool activities with Skills USA program. *carpentry instructor only**
SP991	**Self-Contained ESE Paraprofessional**			**$750.00**	**Assist students with disabilities under the supervision of the instructional staff. Duties may include heavy lifting and basic health care assistance.**
SP992	**IEP**			**$1,500.00**	**VE Teachers that are in self-contained classrooms, actively write IEPs and perform consult work with other teachers (when applicable); Instructional staff within a self-contained classroom who are responsible for an IEP case load including the documentation of following IEP requirements (e.g. progress reporting, writing and developing IEP goals, attending meetings, consulting with other teachers/staff, etc.). Must be certified in ESE.**

SP993	**IEP Consult Teacher (General Ed) Caseload: 1-15 students - you can only get one of these two - must be certified ESE teacher**			**$500.00**	**Instructional staff who is responsible for an IEP case load including the documentation of following IEP requirements (e.g. progress reporting, writing and developing IEP goals, attending meetings, consulting with other teachers/staff, etc.). Must be certified in ESE. Support Facilitation teachers are not eligible, general ed only.**
SP989	**IEP Consult Teacher General Ed - caseload greater than 16 students - must be certified ESE**			**$750.00**	**Support facilitation teachers are not eligible, general ed only.**
SP010	**Food Service Certification**			**$150.00**	**Employee is eligible for this upon receipt of the Food Service Certification. This is being reviewed to be added to the food service salary schedule lane. This supplement will remain until that proposed change is board approved.**
					****Sports General Description: Oversee the sport, practice, and game playing, NCAA/FHSAA compliance; student safety and training; student leadership, academic and athlete mentorship; program financial stewardship, scheduling, equipment maintenance, and staff management; communicate with stakeholders; ensure facility readiness for practice and games. JV/MS - all of the above, except compliance/staff management. Golf - all of the above except facility readiness**
Differentiated Pay					
SP965	**AA/AS/BA/BS Degree for non-instructional personnel***			**$500.00**	**AS degree in education related filed only. All other degrees can be non-educational related. Non-Instructional employees only. PreK is not eligible.**
SP970	**CDA Certifcation/AA Degree for PK teachers (paraprofessionals)**			**$1,800.00**	**All Pre-K Aides (Required by Job Description) and ESE Aides working one-on-one full-time with students with disabilities. Employees cannot receive this supplement in conjunction with SP965 AA/AS degree for Non-Instructional personnel supplement.**
SPLON	**Longevity (Instructional) 2015-16**			**$1,000.00**	**Instructional: staff who have reached the maximum steps on the pay scale. This particular supplement was negotiated for specific employees during the referenced school year.**
SPLON	**Longevity (Instructional) 2017-18**			**$500.00**	**Instructional: staff who have reached the maximum steps on the pay scale. This particular supplement was negotiated for specific employees during the referenced school year.**
SPLON	**Longevity (Instructional) 2018-19**			**$500.00**	**Instructional: staff who have reached the maximum steps on the pay scale. This particular supplement was negotiated for specific employees during the referenced school year.**
SPLON	**Longevity (Instructional) 2019-20**			**$500.00**	**Instructional: staff who have reached the maximum steps on the pay scale. This particular supplement was negotiated for specific employees during the referenced school year.**

SPLON	**Longevity (Instructional) 2020-21**			**$1,046.00**	**Instructional: staff who have reached the maximum steps on the pay scale. This particular supplement was negotiated for specific employees during the referenced school year.**
SPLOE	**Longevity ESP 2015-16**			**$250.00**	**ESP: staff who have reached the maximum steps on the pay scale. This particular supplement was negotiated for specific employees during the referenced school year.**
SPLOE	**Longevity ESP 2017-18**			**$250.00**	**ESP: staff who have reached the maximum steps on the pay scale. This particular supplement was negotiated for specific employees during the referenced school year.**
SPLOE	**Longevity ESP 2018-19**			**$250.00**	**ESP: staff who have reached the maximum steps on the pay scale. This particular supplement was negotiated for specific employees during the referenced school year.**
SPLOE	**Longevity ESP 2019-20**			**$250.00**	**ESP: staff who have reached the maximum steps on the pay scale. This particular supplement was negotiated for specific employees during the referenced school year.**
SPLOE	**Longevity ESP 2020-21**			**$250.00**	**ESP: staff who have reached the maximum steps on the pay scale. This particular supplement was negotiated for specific employees during the referenced school year.**
SPLOE	**Longevity ESP 2023-24**			**$250.00**	**ESP: staff who have reached the maximum steps on the pay scale. This particular supplement was negotiated for specific employees during the referenced school year.**
SMC01	**Mechanic Certifications: Hydraulics Methods and Techniques**			**$1,000.00**	**Mechanics employed must have the specific certification to receive the supplement.**
SMCO2	**Mechanic Certifications: Electrical Methods and Techniques**			**$1,000.00**	**Mechanics employed must have the specific certification to receive the supplement.**
SMCO3	**Mechanic Certifications: Service Advisor Methods and Techniques**			**$1,000.00**	**Mechanics employed must have the specific certification to receive the supplement.**
SMCO4	**Mechanic Certifications: Air Conditioning**			**$1,000.00**	**Mechanics employed must have the specific certification to receive the supplement.**
SPE01	**Reading Endorsement (K-12)**			**$500.00**	**Any instructional staff who has a Reading Endorsement added as a certification. This will be a one-time bonus beginning 7/1/2023 who has not received the reading endorsement prior. All grades**
SPE03	**ESOL Endorsement (K-12)**			**$500.00**	**Any instructional staff who has a ESOL Endorsement added as a certification. This will be a one-time bonus beginning 7/1/2023 who has not received the ESOL endorsement prior. All grades**
SP010	**Food Service Certification**			**$150.00**	**Certification for food service.**