EDUCATION STAFF PROFESSIONALS (ESP)

CONTRACT

BETWEEN

THE SCHOOL BOARD OF OSCEOLA COUNTY, FLORIDA (OCSB)

AND

THE OSCEOLA COUNTY EDUCATION ASSOCIATION (OCEA)

Tentative Agreement, August 20, 2025
Ratified by OCEA, September 03, 2025
Ratified by OCSB, September 09, 2025

Effective July 01, 2025, through June 30, 2026

Dr. Mark Shanoff,
Superintendent

Janet Moody,
OCEA President

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ARTICLE I: RECOGNITION CLAUSE

Section A. Bargaining Unit Definition

The School Board of Osceola County, Florida, hereinafter called the "Board," recognizes The Osceola County Education Association - Education Staff Professionals, affiliated with the National Education Association, the American Federation of Teachers and the Florida Education Association, hereinafter called the "Association," as the exclusive bargaining representative for education staff professionals in the School District known and designated as the School District of Osceola County, Florida. In this Agreement, the education staff professionals shall be defined as those employees included in the unit as certified by the Public Employees Relations Commission (PERC) Case No. RC – 2010-004, July 29, 2010 and Case No. EL-2025-197 (Relates to RC – 2025-167) on December 30, 2025**:**

1. Accounting Clerk-Finance Accounting Clerk I Accounting Clerk 11
2. Attendance Assistant/Truancy Officer Behavior Analysis Technician Bookkeeper (Schools/Dept.) Bookstore Merchandising Clerk Buyer I
3. Campus Monitor
4. Child Development Assoc. for COPE Clerk I-Food Service
5. Clerk Typist
6. Clinic Aide for COPE
7. Community Involvement-Oasis Assistant Community Relations Specialist-Oasis Computer Lab Assistant
8. Computer Operator Computer Routing Technician Computer Technician I Contract Expeditor
9. COPE Child Care Specialist Criminal Justice Academy Specialist Data Entry Operator
10. Data Quality Analyst
11. Data Quality Analyst-Lead Dispatcher
12. Extended Day Assistant
13. Extended Day Benefited Assistant Extended Day Lead Assistant Facilities Records Clerk
14. Family Services Records Clerk Fencing Specialist Driver
15. Field Trip Coordinator
16. Food Service Computer Technician FTE Specialist-Transportation Fundraising Development Specialist Grants & Marketing Specialist Health and Safety Technician Healthcare Assistant
17. Help Desk Operator IEP Assistant
18. Instructional Technology Technician Instructional Technology Trainer Interpreter
19. Inventory Controls Clerk Inventory Controls Lead Judicial Liaison Locksmith
20. Media Assistant
21. Mentor Advocate Specialist Network Specialist-Department Network Specialist-School Office Assistant Paraprofessional Paraprofessional ESE
22. Prekindergarten ESE Paraprofessional Prekindergarten Liaison
23. Program Assistant Programmer
24. Project Intern Job Coach Property Records Technician
25. Psychological Services Records Technician Purchasing Records Clerk
26. Receptionist
27. Records Clerk-Records Management Research Specialist
28. Safe Schools/Healthy Student Transition Specialist
29. Safe Schools/Healthy Students Community-Based Family Liaison Safe Schools/Healthy Students Evaluation Data Assistant
30. Safe Schools/Healthy Students School-Based Family Assistant Secretary I
31. Secretary II

32. Senior Accounting Clerk Senior Buyer
33. Senior Workorder Clerk Social Services Assistant Student Advocate Specialist
34. Student Placement Technician Student Records Clerk
35. Student Services Records Clerk Student Support Specialist Student Support Technician Technical Services Cataloger Technology Production Specialist Testing Specialist
36. Testing Technician Title I Migrant Recruiter Title I Parent Liaison Title Liaison
37. Voluntary Prekindergarten Paraprofessional Voluntary Prekindergarten Extended Day Assistant Voluntary Prekindergarten Lead Paraprofessional Work Order Clerk-Transportation

Section B. Recognition

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

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

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

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

ARTICLE II: MISCELLANEOUS PROVISIONS

Section A. Dignity and Professional Ethics

The School Board and the bargaining unit employees agree that they will demonstrate a professional attitude toward each other. Further, every employee of the School District, both in and out of the bargaining unit, is expected to adhere to State Board of Education Rule 6A-10.081 -- Principles of Professional Conduct for the Education Profession of Florida.

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

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

Section C. Safety and Health Program

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

2. Employees shall not be required to work under conditions that the employee and/ or management reasonably believe are unsafe or hazardous, or would endanger the employee's health, safety, or well-being. In the event of a dispute between the employee and management over what constitutes an unsafe or hazardous condition, the conclusion of the District Health and Safety Specialist shall control, and they shall be held accountable by State and Federal regulations.

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

4. Employee Assault and/ or Battery

   When an employee is assaulted or battered while in the line of duty, the work site shall maintain a record of the incident. The work site shall provide a copy of all District reports to the employee as soon as possible. It is the employee's right to notify law enforcement and pursue charges as provided under Florida law.

Section D. Savings Clause

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

Section E. Children

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

Section F. Employee Dress

Employees should be generally neat in appearance, grooming, and dress. Employee dress should not interfere with the working environment or present safety concerns.

Section G. Indemnity

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

Section H. Safety Shoes

All Education Support Professionals bargaining unit employees working in the Maintenance Department who are required to wear hard-toed safety shoes will receive an annual safety shoe payment of $100 or in an amount no less than the safety shoe payment for employees within the Teamsters bargaining unit and the terms of their respective collective bargaining agreement, whichever amount is greater. All safety shoes must meet OSHA standards.

Section I. Testing Provisions

Employees who are certified Florida educators may be sought first to administer state or District tests. After certified Florida educators are sought, then volunteers among professional support staff employees may be sought, and administrators may select which volunteers shall administer state or District tests. However, professional support staff employees shall not be required to administer state or District tests unless they have been trained in the test administration procedures for the test. Training in test administration procedures shall occur either online or in person during the employee's contractual workday. The District and school shall develop and communicate procedures for employees to follow in the event of computer malfunctions, and these procedures shall be part of the training.

If the school principal or designee assigns a professional support staff employee (e.g., technology specialist, etc.) to provide technical support for computerized testing, then that employee shall not be required to administer any tests during the same timeframe that technical support is assigned.

Section J. Uniforms

All Education Support Professionals bargaining unit employees working as Campus Monitors shall be required to wear clearly identifiable uniforms as described below:

- Campus monitors shall receive six (6) uniforms (e.g., shirts) annually that shall be provided by the School District's School Operations Department.

- Campus monitors shall be responsible for laundering their own uniforms (e.g., shirts).

- The employee's supervising administrator shall determine whether uniforms are damaged, and damaged uniforms shall be repaired or replaced on an individual basis at no cost to the employee.

Section K. Union-Management Meetings

When specific concerns may arise that affect a specific group of employees within the Education Staff Professionals (ESP) bargaining unit, representatives of both parties agree to schedule Union-Management Meetings (UMMs) with affected employees and administrators/ managers at a mutually agreed upon date to discuss specific concerns and solutions.

The Association shall provide an agenda of discussion items to the School District's Chief Negotiator no later than five (5) workdays prior to the mutually agreed upon date of the scheduled meeting. Both parties agree that a meeting shall not occur unless an agenda is shared with the School District's Chief Negotiator in advance.

As a result of the discussions in these meetings, the Association may submit proposals to the ESP Bargaining Leadership Team. Such proposals must be committed to writing and be supported by data and research.

Union-Management Meetings shall not be used to take the place of the negotiations of the ESP Bargaining Leadership Team.

Section L. Toileting Duties

Assisting students with needs related to toileting and hygiene shall be understood to be part of the work duties for paraprofessional employees. Supervising administrators shall:

- provide the opportunity for specific training in the School District's procedures for addressing student toileting and hygiene needs;
- provide essential materials and necessary equipment;
- rotate the assignment of toileting duties among paraprofessionals as feasible; and
- shall not assign toileting duties in an arbitrary and capricious manner.

ARTICLE III: MANAGEMENT RIGHTS

Section A. Standard of Service

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

Section B. Authority of the Contract

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

Section C. Committees

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

1. The Union shall be permitted up to two (2) employee representatives on the following committees: Professional Support Staff Inservice Committee, District Insurance Committee, and District Safety Committee.

2. Should the District establish Committees directly affecting the Bargaining Unit, union representation shall be permitted on said committees.

3. Committee meetings are open to the public, though only committee members shall have voice and vote in the meetings.

4. Committee members shall not be paid for time spent at committee meetings, unless such meetings are held during the employees regularly scheduled work hours.

5. Committees shall prepare and distribute reports of findings and recommendations, in accordance with Florida Public Records Law.

Section D. No Strike/ No Lockout

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

ARTICLE IV: ASSOCIATION RIGHTS

Section A. Access Rights

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

The Board shall notify the Association prior to the adoption by the School Board of new changes in Board policy in order that the Association will have the opportunity for input on said matters.

Section B. Posting of Notices

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

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

1. The Administration shall immediately notify the Association and cite for reasons and rationale for such concerns**.**

2. Following review of the posted item and discussion of the concerns, the Association shall determine whether or not to remove the item.

3. In the event that Association fails to respond or declines to remove the item, then the District may remove the item for just cause. The District recognizes that the Association's right to communicate with its members is not to be abridged and/ or interfered with in any way except as outlined above.

Section C. Information and Reports

1. The Board agrees to furnish a copy of any Board-related public document requested by the Association in writing at the cost established in state law. The Board further agrees to provide the Association electronic access to public documents in connection with Board meetings, including access to the Board agenda and supplemental packet, (excluding employee application and reference forms) through the School District's public website at no charge. In addition, pursuant to *Chapter 119 – Public Records, Florida Statutes*, the Board shall provide the Association access to all existing public records not exempted by Florida Statutes within a reasonable timeframe of such request. The School Board directory will be supplied to the Association electronically without cost no later than ten (10) days following the first employees' payday.

2. The Board will provide the Association with the names and addresses of all new bargaining unit employees and all retiring bargaining unit quarterly.

Section D. Membership Identification

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

Section E. Time for Official Duties

1. Members serving as the official representative of the Association on District committees, task forces, attending District meetings, or insurance meetings, or when acting as a representative of the Association at their worksite shall be considered on duty leave.

2. Duly authorized representatives of the Association and its respective affiliates shall be permitted to transact official Association business on school property during the times defined below:

    a. Lunch periods.

    b. Time before and after student day.

    c. If the representative is not employed by the school, upon arrival at the school, the representative shall first report to the principal's office for the purpose of making such arrangements as the principal or his designee deems necessary to avoid interference with the school program or with employee assignments.

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

Section F. Payroll Dues Deduction

1. The Board shall deduct from the pay of each ESP all membership dues of the Osceola County Education Association, provided that at the time of such deduction there is, in the possession of the Board, a valid written authorization for dues deduction executed by the employees.

2. Prior to July 1, the Association will notify the District of the specific amount of dues deduction. Such dues shall remain constant for the fiscal year (July 1 to June 30).

3. Any ESP may authorize dues deduction by presenting an authorization card to the Board. The amount deducted will be as listed on the authorization until such authorization is modified or revoked by the employee.

4. Authorization for dues deduction shall be in force until revoked in writing by the member to the Board and the Association. The revocable authorization for dues deduction will be effective thirty (30) working days from the date the written request is received by the Board.

5. All dues deduction by the Board shall be remitted to the individual designated in writing by the President of the Association within five (5) working days of the deduction.

6. The Association shall indemnify and save harmless the Board from all claims, demands, suits, and costs, including reasonable attorney's fees, incurred in connection with the administration of this item, provided the Board acts in compliance with its dues deduction obligations.

7. The Board will not collect any fines, penalties, or non-uniform assessments on behalf of the Association.

8. The Association will not be assessed a service charge for cost incurred by the Board in order to provide any dues deduction requested by the Association pursuant to Florida Statutes.

9. Electronic Reporting: The Board agrees to provide to the Association the dues deduction information in an electronic format.

Section G. Conference Days

The Board will establish days with pay per year for the Association to use for annual conferences, based on 4.5% of the OCEA Education Support Professional membership on June 1 of each year. Any fraction will be rounded up to the next whole number. Withdrawal of days shall be by notification from the Association President to the Superintendent or his designated representative at least five (5) working days (except in cases of emergency) in advance of the leave. The Association shall provide at least fifteen (15) working days' notice when submitting a request for the release of three (3) or more employees from a single site or more than ten (10) district-wide. Notification shall include the names of the employees to be granted leave and the conference being attended. Except in cases of emergency, no substitutions may be made later than five (5) working days prior to the effective date of leave. Each employee for whom leave is to be granted shall apply to the employee's respective principal in accordance with the same five (5) working day time limit.

ARTICLE V: EMPLOYEE RIGHTS

Section A. Right to Engage in Activities

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

Section B. Employee Privacy Rights

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

Section C. Physical Examinations

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

Section D. Fingerprinting

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

Section E. Board Reimbursement

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

1. breaking up a fight

2. protecting students or other employee(s) from physical harm or injury

3. assault and/ or battery occurring on the employee suffered in the course of the legal performance of the employee's assigned duties.

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

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

employee shall comply. Every effort will be made to reimburse employees within sixty days of submitting the required paperwork.

Section F. Primary Assignment

Any bargaining unit employee will be informed in writing of any major change in the employee's assigned job description for the next year no later than five (5) days before the end of the student school year. Changes shall not be made in an arbitrary or capricious manner. Subsequent changes identified and necessary due to changes in student needs or staff will also be done in writing promptly to the employee by the employee's Principal/ Supervisor. Employees may request and will be notified of the changes that require any alteration in an assigned job description in a timely manner.

Employees who are assigned to act in the role and capacity of another employee during another employee's absence for two (2) weeks or more shall not be subject to either progressive discipline or adverse impact on the employee's final summative evaluation for incomplete work tasks for the position for which the employee is originally hired during the time the employee assists in the second role.

Where feasible, administrators shall continue to rotate the assignment of other duties among employees on an equitable basis and in a manner that is not arbitrary and capricious. Notwithstanding the first statement in this paragraph, both parties agree that administrators may assign other work duties in order to achieve the School District's Strategic Plan goals.

The School District agrees to provide annual training for department and school administrators that:

- reviews the requirements within this section; and
- emphasizes the need for flexibility from both the administrator and the employee when the administrator assigns other duties that are not part of the employee's primary work assignment but are essential to the mission of the School District and the employee's worksite.

ARTICLE VI: NEGOTIATIONS

Section A. Ground Rules

1. Each party shall select its own team members, and at each bargaining session, each team shall possess all authority necessary to propose, counter propose, and tentatively agree to proposals or counter proposals subject to final ratification by the Board or Association membership as is applicable.

2. The parties shall mutually agree on the location for all negotiation sessions. The date and time for the next session will be established mutually no later than at the end of each session. Times for bargaining sessions will be mutually agreed upon by both parties.

3. All tentative agreements shall be signed by the chief negotiator or designee for each team. Each team shall be responsible for the maintenance of such records. Either party may, if it so chooses, utilize the services of outside consultants to assist in the negotiations.

4. If the negotiations described in this section reach impasse, the procedures as set forth in the Chapter 447, Florida Statutes shall apply. At the request of both parties, a mediator may be appointed subject to PERC guidelines. Subsequent to reaching impasse the parties may mutually agree, but are not required, to continue negotiations in an effort to reach further tentative agreements.

5. There shall be two officially signed copies of any collective bargaining agreement. One copy shall be retained by the Board and one by the Union.

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

Section B. Permissive Reopenings

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

Section C. Scheduled Reopenings

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

Section D. Publication of Contract

Within fourteen (14) days of the date of tentative agreement by both parties upon salaries, benefits, and revisions to contract language for the school year to which the tentative agreement applies, the Board shall prepare and post the ratification packet on the School District's public website.

Within sixty (60) days of ratification of this agreement and approval of the final draft of the document by the Association, the Board, at its expense, shall print annually one (1) copy per school of this Agreement for the Association for their distribution.

The Board shall also prepare and post the final draft of the contract, including the salaries, benefits, and revisions to contract language that both parties ratified, on the School District's public website.

ARTICLE VII: GRIEVANCE PROCEDURE

Section A. Grievance

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

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

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

Section B. General Provisions

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

Administrative Channel –

(1) Principal or other supervisor

(2) Chief Human Resource Officer

(3) Superintendent or Designee

1. Unit employees shall have the right to call upon any representative(s) to aid and assist in any level(s) of the grievance procedure. The grievant, his representative, and the Association shall have the right to be present at any and all levels.

2. Unit employees shall have the right to have all documents, communications, and records dealing with the processing of the grievance kept separately from the personnel file of the grievant.

3. No reprisals of any kind shall be taken against any participant in the grievance procedure by reason of such participation.

4. The number of days of each level shall be considered a maximum except when extended in writing by mutual consent.

5. If the grievant does not file a grievance within fifteen (15) days after the act or condition on which the grievance is based, is known or should have known, the right to grieve such act or condition shall be considered waived.

6. Failure of the grievant to appeal a decision to the next level of the grievance procedure within five (5) days of receipt of the decision shall be deemed to be acceptance of the decision rendered at that level.

7. Failure at any step in this grievance procedure to communicate the decision on a grievance within the specified time period shall permit the grievant to appeal to the next level in this procedure.

8. All meetings or conferences at Level I of the grievance procedure may be held during the regular bargaining unit employee workday at a time mutually agreed upon by the parties. All meetings at and after Level II of the grievance procedure shall be held after the regular employee workday, unless by mutual agreement of the parties, the meetings can be scheduled during the employee workday.

9. Nothing in this grievance procedure shall be interpreted as to limit or waive any rights or privileges granted to employees or the Association by Florida Statutes.

10. Association representatives will be entitled to inspect non-confidential data relevant to a grievance, and may request and receive copies thereof without charge up to a maximum of a total of ten (10) copies per grievance. Additional copies will be provided at cost.

Section C. Procedure for Resolving Grievances

1. Level I - The grievant will discuss the grievance with the principal or other supervisor except that Association or class action grievances may be filed directly with the Superintendent. In the discussion, the employee shall advise the administrator of the particular section(s) of the Contract the employee believes was (were) violated, and how they allegedly were violated. The administrator shall verbally respond to the grievant within five workdays of the meeting, and include an explanation as to why the administrator believes the contract was not violated.

2. Level II - If the grievant is not satisfied with the verbal disposition of the grievance at Level I, or if no decision has been rendered within five (5) days, then the grievant may file a written “Statement of Grievance” on a form provided by the Superintendent and available at each school, with the Chief of Human Resources.

3. Level III - If the grievant is not satisfied with the disposition of the grievance at Level II, or if no decision has been rendered in writing within five (5) days, then the grievant may file a written “Statement of Grievance” with the Superintendent. The Superintendent may at the Superintendent’s discretion have the Superintendent’s designee review and render a decision.

4. If the grievance is not settled at Level III, or no decision is received in writing within ten (10) days, it may be submitted for arbitration by the Association within twenty (20) days.

   The Osceola County Education Association shall be the sole party authorized to decide whether to proceed to arbitration on behalf of any bargaining unit employee. No bargaining unit employee shall be able to proceed to arbitration independently. All non-union member’s grievances shall end with the decision made at Level III of the grievance process.

5. When an arbitration hearing is held, participating unit employees shall be given released time to attend the hearing.

6. The Federal Mediation and Conciliation Service (FMCS) will be requested to submit a panel of five (5) arbitrators from which the parties shall mutually select the arbitrator. If the arbitrator is unable to serve or the parties mutually agree that no person on the panel is suitable, the Federal Mediation and Conciliation Service (FMCS) shall appoint the arbitrator. Both parties agree to abide by the Voluntary Rules of the Federal Mediation and Conciliation Service (FMCS). The arbitrator shall not have the power to add to, subtract from, modify, or alter the terms of this Contract.

7. The parties shall share equally the arbitrator's fees and expenses.

8. The decision of the arbitrator shall be final and binding as set forth in Florida Statutes Chapter 447.

ARTICLE VIII: PERSONNEL FILE ACCESS AND SECURITY

Section A. Privacy and Personnel Files

1. The Board shall comply in all respects with current state and federal laws concerning public school system employee personnel files. The term "personnel files" refers to all records, information, data, or materials, which are maintained by the School Board anywhere (including the work site file), which are uniquely applicable to that employee, whether maintained in one or more location. All files maintained on employees shall be confidential except as provided in School Board rules or Florida Statutes. Items may not be placed in an employee's personnel file unless the item has been made known to the employee pursuant to Section 1012.31, Florida Statutes.

2. An employee, or his Association designee authorized in writing, shall have the right, upon request, to review all documents contained in his own official personnel file and in the files maintained by a principal or work site administrator, whether or not such documents are subject to public disclosure under state law. The sole exception shall be records, which are expressly restricted from disclosure by law. The employee must make an appointment with the Human Resources Department, the school principal or work site administrator, as the case may be, in order that a managerial employee will be present when the employee's file is inspected.

3. A Union representative shall receive one copy of any document in an employee's personnel file if either:

   a. the employee has given the Union written consent to review the file;

   b. review of the file is pertinent to the Union's role in enforcing this Agreement. All documents used for investigations remain confidential as prescribed by state law.

4. An employee shall receive one copy of any document in his own personnel file upon request to the Human Resources Department.

5. No anonymous letters or materials shall be placed in the personnel file. Materials, which are derogatory to an employee, may be placed in a personnel file only if they pertain to work performance, or other matters that may be reason for discipline, suspension, or dismissal. Such material must be reduced to writing within forty-five (45) days and signed by a person competent to know the facts or make the judgment. Additional material may be added to clarify or simplify as needed. A copy of all such materials to be placed in the personnel file shall be provided to the employee either:

   a. by certified mail, return receipt requested to the employee's address of record; or

   b. by personal delivery to the employee (employee's signature on a copy of the materials signifies receipt only); or

   c. by a personal delivery to the employee with a statement by a non- bargaining unit witness certifying personal delivery to the employee.

6. An employee may have information placed in their file that pertains to their job performance, attitude, skills, or qualifications by submitting it to the Human Resources Department.

7. The employee has the right to answer in writing any such material in the personnel file within ten (10) working days after receipt.

ARTICLE IX: RIGHT OF REPRESENTATION

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

ARTICLE X: EMPLOYEE DISCIPLINE AND DISMISSAL

Section A. Discipline

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

Section B. Progressive Discipline

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

1. Informal contact (site record) - Initial minor infractions, irregularities or deficiencies shall first be privately brought to the employee's attention by the supervising administrator.

2. Verbal warning (site record) - If the conduct persists, the supervising administrator shall speak with the employee in private to issue a verbal warning. The supervising administrator shall inform the employee of the basis for the verbal warning and, where appropriate, the steps the employee must take to prevent further disciplinary action. Written notation of the verbal warning shall be placed in the employee's personnel file. This notation shall not be used as the basis for further progressive discipline if no other disciplinary action occurs within twelve (12) months from the date of said warning. A performance improvement plan may be implemented at this step of the progressive disciplinary process.

3. Written Reprimand (district record) - If the conduct continues, a written reprimand may be given to an employee. The written warning shall be dated and signed by the supervising administrator and shall include a complete description of the incident or problem, referring to specific times, dates, locations, personnel involved, and rules violated. The written warning shall also describe the steps the employee must take to prevent further disciplinary action from occurring. The employee will be notified that further problems may result in more severe disciplinary action up to and including discharge. The written warning shall be given to the employee in private. The employee shall sign the original reprimand, which will not necessarily imply that the employee agrees with the contents of the written warning, but only that the employee received it. The written warning shall not be used as the basis for further progressive discipline if no other disciplinary action occurs within twelve (12) months from the date of the written warning. Performance Improvement Plan should be considered at this step of the progressive disciplinary process.

4. Suspension With/ Without Pay - The Superintendent has the authority to suspend employees with pay, or without pay upon recommendation to the Board. A notice of suspension shall be issued to the employee in writing, dated, and signed by the Superintendent. The written notice shall contain a reasonably complete explanation of the conduct or performance that is the reason for the suspension and the steps the employee must take to prevent further disciplinary action.

5. Demotion, involuntary transfer, or termination - In those situations where the progressive disciplinary steps have not resulted in modification of the identified behavior, or where the employee commits a serious infraction, the employee may be demoted, involuntarily transferred, or terminated from employment. A termination must be made by recommendation of the Superintendent to the Board.

Section C. Reprimand - Privacy

All disciplinary actions shall be done in private.

Section D. Complaints Against Employees

When an allegation of wrongdoing or a complaint against an employee is investigated, the employee shall be notified of the specific nature of the complaint, the name of the person making the allegation, and shall have the opportunity to seek representation prior to any investigatory meeting. The employee shall have an opportunity to respond to the allegations or complaint during the investigation. In a meeting for the record from which the employee believes that discipline may follow, the employee may request representation. When a request for representation has been made, no such meeting shall take place until a representative shall have the opportunity to be present. The employee may request three (3) working days to contact or obtain representation. An extension may be granted upon mutual agreement of the parties. The employee shall have the opportunity to provide rebuttal testimony, documentation, and witnesses prior to completion of the investigation. Upon conclusion of the investigation, the employee and the employee's representative shall be provided a copy of the written investigatory report. The employee shall be entitled to a pre-disciplinary hearing with the Chief Human Resource Officer or the Chief Human Resource Officer's designee to offer rebuttal testimony and documentation. Following the pre-disciplinary hearing the Chief Human Resource Officer may require further investigation, evidence or any material the Chief Human Resources Officer deems necessary to conclude the investigation. The employee shall have the right to submit any additional information or statements following the pre-disciplinary hearing. At the close of the investigation, the Chief Human Resource Officer shall make a recommendation to the Superintendent for cause or no cause. No disciplinary action, including loss of pay or benefits shall be levied against an employee until such time as the Superintendent renders his decision.

Section E. Investigations

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

Section F. Representation

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

Section G. Hand Delivery

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

Section H. Absent - Mail

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

Section I. Unverifiable/ Anonymous

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

Section J. Administrative Leave with Pay

Administrative Leave with Pay is not considered disciplinary action.

Section K. Suspension or Reassignment Pending Investigation of Misconduct

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

2. Suspension with or without pay will be consistent with School Board policy.

ARTICLE XI: PROBATIONARY PERIOD AND CONTRACT STATUS

Section A. Probationary Period

1. Beginning July 1, 2011, all newly hired Educational Support employees will be placed on a one year probationary status during which time the employee may be terminated without cause and without breach of contract. Termination of a probationary employee shall not be subject to the grievance procedure. Probationary contract means an employment contract for a period of one school year awarded to an employee upon initial employment in the school district. For the purposes of this article, one school year is defined as the completion of the number of workdays for the position (for example, 254 workdays for a 254 day position, 180 days for a 180 day position). Employees hired after December 31 will be offered a short term contract only and, if rehired the following year, shall complete an entire year probationary period.

2. A probationary contract may not be awarded more than once to the same employee unless the employee was rehired after a break in service for which authorized leave was not granted. A probationary contract shall be awarded regardless of previous employment in another school district or state.

3. Probationary employees who serve the entire probationary period shall be given a minimum of two assessments during the year.

4. During the probationary period, employees will enjoy all rights and responsibilities guaranteed by this Agreement, except the right to grieve, arbitrate, or appeal a probationary termination. Probationary employees shall be entitled to health benefits and vacation accruals, if applicable, the first day of the month following ninety (90) calendar days of continuous employment.

5. If an employee who has been employed by the District for more than one year, transfers into a position within the ESP bargaining unit, they will serve a ninety (90) day probationary period. If an employee, who has not been continuously employed with the district for more than one year, transfers to a position in the ESP unit, they too will serve a ninety (90) day probation period or their probation period that ends at the completion of one year from their continuous employment date, whichever is greater. During this probationary period, if the employee is not performing satisfactorily, the employee is given the opportunity to return to the previous position if it exists and is available. If the position fails to exist or is available, a similar one will be offered. If the employee refuses the position, then this will be considered a voluntary resignation. If returned to a previous level, the employment status at that level will be retained.

Section B. Contract Status

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

1. the employee has been recommended by the Superintendent for reemployment and it is approved by the School Board

2. the employee has not received two consecutive annual performance evaluation ratings of unsatisfactory, two unsatisfactory annual performance evaluations within a three-year period, or three annual performance ratings of needs improvement or a combination of needs improvement and unsatisfactory.

3. Any regular Educational Support employee may be suspended or dismissed at any time during the term of the contract for just cause.

4. The regular contract shall be effective at the beginning of the school fiscal year following the completion of all of requirements.

5. A regular contract shall be renewed each year unless the Superintendent after receiving recommendations from the supervising administrator charges the employee with unsatisfactory performance and notifies the employee of unsatisfactory performance. If the employee's final annual assessment is unsatisfactory, the employee will be placed on a Performance Improvement Plan (PIP), if the employee fails to meet the required performance objective(s), the employee will be placed on performance probation for a period of ninety (90) days.

6. The following procedures shall be followed for regular contract employees placed on performance probation for unsatisfactory performance:

    a. The Superintendent will be notified of the employees' failure to meet the required performance objective(s) and the supervising administrator's intention to place the employee on Performance Probation for Unsatisfactory Performance.

    b. The employee will be placed on another Performance Improvement Plan (PIP), which will include training, spaced reviews with performance update conferences and strategies for improved performance.

    c. The employee is to be observed and apprised regularly of plan progress (review sessions shall be no more than thirty (30) days apart).

    d. Within fourteen (14) days after the close of the ninety (90) day period, the evaluator must assess the employee formally, determine if deficiencies have been corrected, and notify the Superintendent.

    e. Within fourteen (14) days of notification, the Superintendent must notify the employee in writing whether or not performance deficiencies have been corrected and include the recommendation for continuation or termination of the employee's employment contract.

    f. If the employee wished to contest the Superintendent's recommendation, the employee must, within fifteen (15) days, notify in writing their request for a hearing.

g. Within sixty (60) days of the receipt of the appeal, the School Board must conduct a hearing. A majority of the School Board is required to sustain the Superintendent's recommendation.

ARTICLE XII: EVALUATIONS

Section A. Purpose

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

Section B. Process

1. All non-probationary annual contract employees will be formally evaluated by their supervisor/ administrator at least once annually in writing no later than the last week of May.

2. Each new and current employee shall be fully informed of the evaluation procedures, criteria, standards, and instrument to be used.

3. The formal evaluation will serve as a basis for discussion for recording satisfactory performance by an employee and where an employee's performance is unsatisfactory. (Attached as Appendix B).

4. The employee will receive, in a private meeting a completed copy of the employee's formal evaluation. The supervisor or administrator and the employee will sign and date the completed form. The employee's signature will not necessarily imply agreement with the evaluation, but acknowledge receipt. The employee will have the right to discuss the evaluation with the supervisor or administrator.

5. Prior to giving an overall unsatisfactory evaluation, the supervisor shall notify the employee of the areas of ineffective performance in writing, explain the performance deficiencies, provide assistance to improve, and give a time certain for the employee to correct the deficiencies. Then, in addition, the supervisor shall complete the Professional Improvement Plan (PIP) process.

6. Evaluations will be prepared and given by the employee's supervisor/ administrator only; provided, however that the preparer of the evaluation may secure the input of others who the employee has reported to during the rating period. The input will be fully disclosed to the employee.

7. The employee may request Union representation at post evaluation or professional improvement plan meetings.

8. The employee will have ten (10) business days to respond in writing to the evaluation and said response will be made a part of the employee's personnel file.

Section C. Performance Improvement Plans

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

1. A performance improvement plan will be prepared by the employee's supervisor/ administrator, with input from the employee, on a form prescribed by the District.

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

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

ARTICLE XIII: HOURS OF WORK

Section A. Normal Workday

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

Section B. Work Calendar Changes

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

Education Staff Professionals employees on eleven (11) or twelve (12) month contracts shall receive Juneteenth as a paid holiday.

Section C. Flexible Work Schedule

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

Section D. Duty Free Lunch

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

The school administrator shall schedule regular duty-free lunch times for the School Nurse and arrange a back up to provide appropriate coverage for the School Health Clinic and the School Nurse's two-way radio, if the School Nurse is assigned and required to use a two-way radio. If a school administrator requires the School Nurse to work through the employee's regularly scheduled duty-free lunch time, then the School Nurse shall be given Board Leave equal to the regularly scheduled duty-free lunch time, and the School Nurse shall be permitted to take the Board Leave within the same or adjacent pay period.

Section E. Right to Leave

An employee shall not be required to find a replacement for the employee's approved leave.

Section F. Straight Time Pay

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

Section G. Overtime Pay

Hours worked in excess of forty (40) per week will be paid at one and one-half time the employee's regular hourly rate. Paid leave days will not be counted as time worked for the purpose of computing overtime pay. Payment for overtime will be included in the paycheck for the week in which the overtime was worked in accordance with the established payroll schedule, except that when a paycheck is issued early the overtime pay may be delayed until the next paycheck. Generally, overtime hours must be authorized in advance by the immediate supervisor, and all overtime hours worked must be reported for the week in which they were worked.

Section H. Paychecks

The Board shall pay semi-monthly. Beginning the 2026-27 school year, all Education Staff Professionals employees shall receive twenty-four (24) regular paychecks.

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

   a. Salary Corrections — Amounts overpaid to employees shall be recovered by deductions from subsequent salary payments within the same fiscal year that the error is discovered. The number of subsequent checks to be affected shall be no greater than the number of checks that contained the error. If an employee terminates prior to reimbursing the District in full, the remaining balance due to the School Board shall be deducted from the final check. In the event that the amount due to the School Board is greater than the final check, or if the overpayment occurred on a person who is no longer an employee, recovery shall be by direct reimbursement and shall be due and payable within thirty (30) days of notice of the amount due.

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

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

Section I. Mileage, Meals, and Rates Per Diem

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

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

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

Section J. Substitute Stipend

When a Professional Support Staff employee is utilized as a substitute teacher, the following daily stipend rates shall apply:

- A total of two (2) to four (4) hours equals a thirty dollar ($30.00) daily stipend.
- A total of greater than four (4) hours equals a sixty dollar ($60.00) daily stipend.

Section K. Election Days

On election days, professional support staff employees may leave at the close of the student day after the safe dismissal of students for the purpose of voting. No professional support staff employee shall be required to stay beyond the regular workday on election days except employees who may be assigned on a rotating basis to cover the work site front office in order to provide essential services to parents and the general public.

The school administration shall not schedule a school-related event after the regular workday on election days, with the exception of an FHSAA event or other similar event beyond the control of the school administrator. In cases where such an event is scheduled and a professional support staff employee is required to attend, the school administrator and the employee may schedule in advance as feasible a date for the employee to leave early for the purposes of early voting.

Section L. Professional Development Day

One (1) Professional Development Day for bargaining unit-eligible Professional Support Staff employees shall be given in the first semester per year. Education Staff Professionals employees shall have more than one opportunity to take the professional development of their choice from the list provided by the School District and/ or the employee's administrator/ supervisor. The School District and/ or the employee's administrator/ supervisor shall provide at least two (2) courses or six (6) inservice hours specific to each job family [Clerical, Paraprofessionals (including ESE and VPK), Information Technology, Nurses, and Extended Day)], and shall ensure that the capacity exists to provide all Education Staff Professionals employees who desire to take a course the opportunity to do so (e.g., multiple offerings of the same or equivalent course either on the Professional Development Day or an alternative date). However, both parties understand that the availability of courses with specific guest speakers shall be limited due to the cost and the schedule of the guest speaker.

Section M. Professional Development Stipend

In-service training and planning on a non-duty day will be compensated at a minimum of $70 for a three (3) hour day and $140 for a six (6) hour day, provided the funding is available. Non- monetary consideration in lieu of the above may be agreed to between the administrator and the employee. This provision shall apply to compensate employees newly hired to the School District for work performed prior to the start of their contract. Such payment shall be authorized only upon successful completion, including all work submitted.

ARTICLE XIV: VACANCIES, TRANSFERS, AND REDUCTION IN FORCE

Section A. Vacancies

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

Bargaining unit employees who apply and are interviewed for an advertised position will be notified in writing or by a phone call whether they have or have not been selected for the position.

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

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

Section B. Posting of Vacancies

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

Section C. Transfers

1. If a bargaining unit employee desires a transfer to be effective the next school year, the bargaining unit employee must submit a transfer request electronically on the employee portal by March 1.

2. A bargaining unit employee on the transfer list will not be required to transfer and is not required to discuss the transfer request with nor receive the approval of the bargaining unit employee's principal.

3. Bargaining unit employees may apply and will be considered for transfers at any time. Bargaining unit employees on the transfer list shall be considered first for any vacant position for which they qualify and specifically apply; however, the receiving administrator will make the final recommendation. Transfers shall be completed within thirty (30) days or less. Transfers will not be done in an arbitrary or capricious manner.

Section D. Allocation Reduction – Worksite

1. If there is an allocation reduction at a worksite for any reason and transfers become necessary, then transfers shall be on a voluntary basis whenever practicable. The principal shall meet with the affected departments/ programs to review reductions to be made and seek volunteers to transfer. The names of the volunteers shall be given to the Human Resources department for placement.

2. If no or not enough employees volunteer for transfer, those bargaining unit employees with the least continuous years of district service in the school district will be placed at other worksites providing the employee possesses the necessary training and qualifications for the position in question and the program needs of the school.

3. Least service shall be determined initially by:

   a. by job title

   b. by consecutive years of district service then

   c. by specific hire date.

4. Allocation reduction employees in the bargaining unit shall be assisted in finding a position within the district. Allocation reduction employees shall be placed in a similar position for which they are qualified before a person may be hired.

Section E. Conversion to Charter Schools

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

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

Section F. Reduction in Force – District

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

Least amount of service shall be determined initially by:

a) by job title

b) by consecutive years of district service then

c) by specific hire date.

Section G. Layoffs

1. Any bargaining unit employee who is to be laid off will be so notified in writing at least thirty (30) days before the effective date of the layoff unless a District financial crisis exists. Such notice will include the proposed time schedule, the reasons for the proposed action, and the employee's recall rights as set forth in this Article.

2. A bargaining unit employee who is laid off shall retain recall rights for eighteen months from the last day of regular employment.

3. Laid off employees shall have the right to purchase employee benefits as provided through COBRA.

4. A bargaining unit employee who is being recalled shall have twelve (12) calendar days from the postmarked date of the recall certified letter in which to reply to the Superintendent whether the bargaining unit employee will accept recall. Failure to respond or to accept the offer of recall within the foregoing time limit results in automatic forfeiture of recall rights. It shall be the obligation of the bargaining unit employee to keep the county office informed of the employee's correct mailing address.

5. Bargaining unit employees on layoff shall be recalled prior to the hiring of a new employee in their position and in the reverse order of layoff, providing they possess the necessary qualifications and have clearly demonstrated the ability to meet both the requirement of the position in question and the program needs of the school.

6. Such bargaining unit employees shall remain on the recall list until they accept a position with a similar job title, refuse a position with a similar job title, resign, retire, or the rights to recall have expired.

7. Bargaining unit employees may submit additional qualifications to be used for recall after layoff.

Section H. Cross Training and Job Shadowing

1. Employees who wish to be cross-trained in other positions must include this as part of their professional development plan. Approval must be received in advance from the employee's immediate supervisor.

2. It shall be the responsibility of the employee to submit to the employee's supervisor the proposed cross-training plan, to include:

   a. Specific approval by the employee's immediate supervisor as to the:
      1) Classification specification of the position to be shadowed,
      2) Current qualifications for the position to be shadowed,
      3) Proposed site and employee who will be shadowed, and
      4) Proposed dates and time to be spent in shadowing.

   b. Written approval from the employee to be shadowed, as well as the employee's immediate supervisor (after receipt of approval from the requesting employee's immediate supervisor).

   c. A plan for ensuring that the shadowing employee's duties and responsibilities will be covered during the employee's absence.

3. The employee shall obtain acknowledgment from the employee shadowed and both supervisors upon completion of the job shadowing.

4. Completion of all approved job shadowing professional development programs shall be attached to the annual evaluation form.

ARTICLE XV: LEAVE

Section A. Leave of Absence

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

Section B. Sick Leave

1. Each full-time employee shall receive four (4) days of sick leave as of the first day of employment of the current contract year, and thereafter shall be credited with one (1) additional day of sick leave at the end of each month of employment to a maximum of nine (9) days for nine (9) month employees, ten (10) days for ten (10) month employees, eleven (11) days for eleven (11) month employees, and twelve (12) days for twelve (12) month employees. Employees returning from sick leave shall be returned to the same School assignment and position held before the leave.

2. The total unused portion of the annual sick leave shall be permitted to accumulate indefinitely.

3. Sick leave days accumulated by an employee prior to a leave of absence shall be credited to the employee upon return.

4. Annual and accumulated sick leave days may be used either for personal illness or emergencies as defined below:

    a. Personal illness of the employee

    b. Death or illness of father, mother, brother, sister, husband, wife, child, other close relative, or member of the employee's own household

    c. Sick leave may be used for maternity reasons upon verification of pregnancy by a statement to the Superintendent from a licensed physician.

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

Section C. Employees' Voluntary Sick Leave Bank

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

   a. Enrollment must be made on the prescribed form furnished by the Personnel Department.

   b. Any sick leave day contributed pursuant to this section shall be removed from the personally accumulated sick leave balance of that employee and shall not be returned.

   c. Membership in the Sick Leave Bank shall be continuous from the initial enrollment until an individual member has withdrawn from the plan or has drawn the maximum allowed from the Bank.

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

3. **Administration and Governance**
   a. A Human Resources Department Committee will administer the Sick Leave Bank and will determine the validity of claims against the Bank.

   b. The Personnel Department will make available an annual report of usage of the Bank to the School Board and to Participating members.

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

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

   a. All accumulated sick leave of the employee must first be expended, followed by a leave, not charged to sick; of five (5) workdays per incident.

   b. Applications must be made to the Personnel Department including a statement from a doctor attesting to the member's extended illness, accident, or injury. The statement must certify:

1) The nature of the illness, accident, or injury.

2) That in the event of an operation, it is absolutely necessary and could not reasonably be delayed until a break in the employee's duty schedule.

3) The probable date the member would be able to return to work.

c. Application must also provide permission to investigate medical records and either information needed for review or appeal.

d. A participating member shall not be eligible to use sick leave from the Bank if the employee is on leave for injury or illness in the line of duty, worker's compensation, or on medical retirement.

5. **Benefits**

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

b. Upon approval of application, a member will be allowed to draw up to a maximum of forty (40) paid sick leave days from the Bank, provided there remains sufficient leave days in the Bank.

c. The employee shall not have to pay back in any manner the number of days used from the Sick Leave Bank except as outlined in the Section below.

d. In the event a member draws from the Sick Leave Bank, that individual membership shall be suspended from the Bank membership after drawing all days authorized from the Bank. Such individuals may reinstate membership by meeting qualifications in section above.

6. **Participation Abuse**

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

7. **Withdrawal from Participation**

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

8. **Discontinuance of Sick Leave Bank**

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

a. Each member will receive an equal share of the unused days to be credited to his personal accumulated sick leave account.

b. Any balance left will be disposed of at the sole discretion of the Board.

c. In no instance will the days credited back to members be greater than the number remaining in the Bank.

d. Any member joining this Sick Leave Bank acknowledges that the limit of liability for any challenge to the Appeals Committee's decision is limited to the number of days the individual contributed to the Bank.

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

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

Section E. Leave for Personal Reasons

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

1. Notification of leave for personal reasons shall be made in advance. The employee shall make every reasonable effort to notify the administrator by noon of the workday before the absence except when unforeseen events make such arrangements by the employee impractical.

2. The applicant's reason for taking leave for personal reasons shall be to state that the employee is taking it under the provisions of this Contract.

3. Leave for personal reasons shall be charged to sick leave when used under this part.

Section F. Maternity Leave

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

1. Electing to take maternity leave.

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

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

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

Section G. Adoptive Leave

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

Section H. Jury Duty or Court Witness

1. An employee shall be authorized to be absent from assigned duties and shall receive his regular salary plus court fees while serving as a witness in any job related court case. The employee shall submit a copy of the subpoena or letter from either attorney in the case to the Superintendent.

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

Section I. Personal Leave

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

    a. Leave to serve in the armed services;

    b. Leave for academic study;

    c. Leave for serving in the Peace Corps;

    d. Leave for child-rearing (for natural or adopted child);

    e. Leave for childbearing;

    f. Leave to run for or serve in an elected office;

    g. Leave to serve as an officer in the Florida Education Association or its national affiliate; or

    h. Leave to participate in exchange programs in the School Districts, states, territories, or countries.

2. The request for personal leave without pay will be approved only if the employee's immediate supervisor, the Superintendent, and the Board are satisfied that the needs of the District can be met.

3. An employee on personal leave without pay may maintain coverage in the following employee benefit programs provided the employee pays the full cost on a monthly basis in advance of the month due.

    a. An employee on personal leave without pay may remain an active participant in the employee's retirement system by contributing thereto the amount necessary to continue as a member on leave, subject to the provisions of the retirement system of which the employee is a member.

    b. An employee on personal leave without pay may maintain coverage in group insurance programs as provided in this contract provided the insurance carrier permits. The employee shall pay the premiums for such insurance programs on a monthly basis in advance of the month due.

4. Experience credit while on unpaid leave.

    a. An employee on military leave shall be credited with up to four (4) years' experience on the salary schedule upon return to duty.

5. Upon the expiration of personal leave without pay, the employee will be placed in the first similar available position for which the employee is qualified. Upon the expiration of a personal leave granted for a period of ten (10) working days or less, the employee will be assigned to the same position held at the time the leave commenced.

6. An employee wishing to return to work before the end of the requested leave should make his request to the Superintendent as soon as possible but at least ten (10) days before the employee wishes to return to work. The Board will make every effort to allow the employee to return to work as soon as practicable.

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

Section J. Family Medical Leave

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

Section K. Vacation Leave

1. Twelve (12) month professional support employees shall accumulate vacation as follows:

   a. One (1) day for each month of employment for those employed by the District for less than five (5) active service years;

   b. One and one-quarter (1 ¼) days per month of employment for those employed five (5) active service years or more; and

   c. One and one-half (1 ½) days per month of employment for those employed ten (10) active service years or more.

2. Earned leave shall be credited at the end of the month. An employee earning pay for at least seventy-five percent (75%) of the workdays in the month shall be treated as earning benefits for a month of employment.

   a. A full time employee whose normal working day is less than eight (8) hours shall earn and use vacation leave days in proportion to hours worked.

   b. Annual vacation leave time for an individual employee shall be approved by the superintendent/ designee and scheduled so that there will be a minimum disruption of the operation of the School system.

   c. A leave application shall be filed with the Superintendent or designee showing the annual leave dates.

   d. Annual leave used shall be charged to accumulated balances on a last-in first-out basis.

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

Section L. Pallbearer/ Bereavement Leave

1. The school principal or any department head is authorized to approve any employee's request to serve as a pallbearer or to attend the funeral of a member of their immediate family (e.g., spouse, sibling, child, parent, parent-in-law, grandparent, grandparent-in-law, domestic partner, or other member of the employee's immediate household). This leave time shall be in addition to the employee's available sick leave balance.

2. Employees shall provide appropriate documentation of the funeral or equivalent funerary ceremony, including, but not limited to, a copy of the program for the funeral or equivalent funerary ceremony, obituary, or death certificate, etc. The employee may provide this documentation prior to the funeral or equivalent funerary ceremony, if available, or upon the employee's return to work. The employee's supervising administrators shall permit:

   - One (1) Pallbearer-Bereavement Leave day for the day of the funeral or equivalent funerary ceremony;

   - One (1) Pallbearer-Bereavement Leave day for round trip travel to the funeral or equivalent funerary ceremony if the travel is more than two hundred (200) miles from the employee's home address; and

   - One (1) Pallbearer-Bereavement Leave day for travel to the funeral or equivalent funerary ceremony that is out-of-state.

3. The limit of this benefit shall be no more than three (3) total Pallbearer-Bereavement Leave days per one (1) funeral or equivalent funerary ceremony for a member of the employee's immediate family or household (as defined in paragraph 1.).

4. If the death of more than one (1) member of the employee's immediate family or household (as defined in paragraph 1.) occurs, then the employee shall be eligible for Pallbearer-Bereavement Leave for each death as separate events but in accordance with the requirements of paragraphs 1. through 3. above.

Section M. Charter School Leave

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

Section N. Natural Disaster Leave

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

1. Natural Disaster - A Natural Disaster means a tornado, hurricane, flood, fire, or similar event.

2. Eligibility - An employee may be eligible for Natural Disaster Leave if the employee has been directly affected by the natural disaster. A person is directly affected by the natural disaster under the following circumstances:

    a. Personal injury as a result of the natural disaster

    b. Substantial loss of property (defined as the employee's primary physical residence) as a result of the natural disaster.

3. Application - An eligible employee may file an application for a maximum of ten (10) days of paid Natural Disaster Leave. The application must include documentation to support the employee's eligibility and the number of days requested. An eligible employee must file an application for Natural Disaster Leave within thirty (30) days of the natural disaster.

4. Approval of Leave - A determination of eligibility for Natural Disaster Leave is solely within the discretion of the Superintendent/ designee. The number of days of Natural Disaster Leave granted to an eligible employee is also solely within the discretion of the Superintendent/ designee. An employee who has been granted Natural Disaster Leave may request an extension of the number of days of the leave. Approval of an extension is solely within the discretion of the Superintendent.

5. Reimbursement - The Natural Disaster Leave shall be paid retroactively to eligible employees as a reimbursement after their application has been approved by the Superintendent.

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

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

Section O. Military Leave

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

2. All employees who are commissioned reserve officers or reserve enlisted personnel in the United States military, naval service, members of the National Guard, or recalled retirees or draftees shall be entitled to leave of absence from their respective duties without loss of pay, time, or efficiency rating in field days during which they shall be engaged in field or coast defense exercise or other training ordered under the provisions of the United States military or Navy Training Regulations for such personnel when assigned to active duty, provided that leaves of absence granted as a matter of legal right under the provisions of this section shall not exceed two hundred forty (240) working hours, per *Section 115.07 – Officers and employees' leaves of absence for reserve or guard training, Florida Statutes*, in any one annual period.

3. Beginning September 12, 2001 all full-time regular employees who are Reservists/ Florida National Guard called to full-time Federal or State military service, recalled retirees or draftees and are unable to complete contractual obligations to the Board shall be paid according to the salary schedule plus supplements and benefits for the first thirty (30) days of service. Thereafter, any such reservists shall (1) have the employee's total gross military pay supplemented up to the amount the employee was earning on the salary schedule plus supplements and benefits; (2) accrue sick and vacation leave and all other employee rights and benefits in effect at the time the employee was called to active duty. Individuals who are unable to return to work after discharge due to service related disabilities shall not be required to refund salary and the cost of benefits paid for the term of the leave.

Section P. Temporary Duty Elsewhere

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

2. The Superintendent shall develop procedures and guidelines to implement this policy.

Section Q. Association President Leave

1. If elected into office, this language allows an Education Staff Professional to serve as a full time release President for the Association. The Association President shall be given credit on the salary schedule for the year(s) served as President.

Section R. Compassionate Sick Leave Donation

1. The Compassionate Sick Leave Program is established as a mechanism for accepting from qualified employees the voluntary donation of accrued sick leave.

2. Compassionate sick leave may be used by eligible employees who have exhausted all types of accrued leave and need sick leave due to a catastrophic, serious health condition, or life-altering event of the employee or a member of the employee's immediate family or household.

3. The following criteria shall govern the creation, maintenance, and use of the Compassionate Sick Leave Program:

    a. The recipient employee must have been a regular employee of the School District for at least one (1) full year preceding the current fiscal year and must have exhausted all types of available leave prior to receiving donated sick leave.

    b. The donor employee must be eligible to donate creditable time they have earned as long as the donor employee retains a minimum of ten (10) days of available sick leave after the sick leave donation is deducted.

    c. The donor employee may also donate creditable time they have earned as vacation leave, and the donor employee shall not be required to retain a minimum amount of available vacation leave.

    d. The sick leave shall be donated to the specific recipient employee at the time the donation takes place.

    e. Donations shall be applied on a first received from the donor employee, first transferred to the recipient employee basis.

    f. The donor employee shall complete a donation form for the Compassionate Sick Leave Program which shall include, but not be limited to, the following items:

        - The donor employee’s name;
        - The donor employee’s employee identification number;
        - The specified number of sick leave days that the donor employee seeks to donate to the recipient employee; and
        - The recipient employee’s name to whom the donor employee seeks to donate sick leave days.

g. The recipient employee shall complete an application for the Compassionate Sick Leave Program which shall include, but not be limited to, the following items:

- The recipient employee's name;
- The recipient employee's employee identification number;
- The beginning and ending dates of the compassionate sick leave days that the recipient employee requests;
- The last day of the recipient employee's available paid leave;
- An explanation regarding the circumstances surrounding the reason for the recipient employee's request for compassionate sick leave; and
- A physician's statement providing documentation of the injury, illness, or accident; or other appropriate documentation for which compassionate sick leave is requested.

h. In no event shall any compassionate sick leave days approved under this policy exceed a total of forty (40) sick leave days for the recipient employee.

i. Any unused transferred compassionate sick leave shall be returned to the donor employee on a last in, first out basis.

ARTICLE XVI: BENEFITS

Section A. Terminal Pay

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

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

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

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

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

5. For employees having served a minimum of thirteen (13) years in Osceola County, the daily rate of pay will be multiplied by 100% times the number of days accumulated sick leave.

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

Section B. Insurance

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

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

Section C. Major Medical

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

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

Employees may request that physicians be added to the plans(s) through the insurance committee; however, it is understood the network provider makes the determination. When an employee chooses to participate in a health plan, the employee may choose any of the employee paid dental plans available for their dependents.

Section D. Additional Benefits

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

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

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

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

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

Section E. Deferred Retirement Option Program (DROP)

The program shall be administered pursuant to Florida Statutes.

ARTICLE XVII: COMPENSATION AND EXPERIENCE CREDIT

Section A. Professional Compensation

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

1. Experience Credit

   a. An employee who is re-employed after a break in service for approved leave will not lose the employee's prior experience level on the salary schedule.

   b. All Florida public school, nonpublic, private sector, and in and out of the United States experience, in the same or reasonably related job classification shall count as experience on the salary schedule up to five (5) years. Written verification of such prior experience or service must be received within twelve (12) months of initial employment with pay retroactive to first day of current contract year. Experience credit will be awarded, upon verification, at the time of initial hire and placement on the salary schedule.

   c. <u>Current Employees Who Transfer</u>
   If a current employee transfers into a position of a higher pay level, they shall be placed at the lowest pay level for that position or the closest to a 5% increase from the position which the person has transferred, whichever is greater. If the new step is less than step 5, the employee may be credited up to five (5) years of related experience. If an employee transfers to a different position within the bargaining unit with substantially different job responsibilities (such as a custodian to a paraprofessional), the employee shall be placed under probation for a period of ninety (90) calendar days as recommended by the supervising administrator.

   d. <u>New Employees</u>
   Adds new language that once an employee's probationary period has been completed, transferring to a similar position will not create a second opportunity for experience submission. If an employee transfers to a substantially different position where their previous external experience may not have been credited initially, the employee can submit experience verification paperwork for consideration of credit up to a maximum of step 5. They must meet the deadline for experience verification submission.

2. Military Experience

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

Section B. Step Increases

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

Section C. Unsatisfactory Evaluations

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

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

ARTICLE XVIII: TERMS OF CONTRACT

Section A. Term of the Contract

This Contract shall become effective when ratified by the Educational Staff Professionals unit of the Osceola County Education Association, approved by the Board, and signed by the parties, and shall remain in effect for the term identified by the "Approval of the Parties" document, which follows this Article. Both parties agree to enter into a collaborative/ interest-based bargaining process. A contract shall be ratified with the understanding that Contract Articles, specific paragraphs, or new issues may be opened, bargained, ratified, and implemented throughout the fiscal year.

BARGAINING TEAM

OSCEOLA COUNTY EDUCATION ASSOCIATION (OCEA) MEMBERS		
Stephanie Bermudez	UniServ Director	OCEA
Cecilia Camacho	UniServ Director	OCEA
Kelley Collins	Nurse	Hickory Tree Elementary School
Salvatore D'Addio	Computer Tech	Information and Technology
Janet Moody	President	OCEA
Rachel Randolph	Paraprofessional	Highlands Elementary School
Felicia Smith	Student Records Clerk	Tohopekaliga High School
LaShanna Ward	OCEA Chief Negotiator/ Paraprofessional	Denn John Middle School
Heidi Goicoechea	Recording Secretary/ Secretary to Janet Moody	OCEA
MEMBERS ON BEHALF OF THE OSCEOLA COUNTY SCHOOL BOARD (OCSB)		
John Boyd	OCSB Chief Negotiator/ Director	Government & Labor Relations (Human Resources)
Hilary Deluca	Director	Exceptional Student Education (ESE)
Mari Espinal	Director	Finance
Dr. Chundra Evens	Assistant Superintendent	High Schools
Jose Gonzalez	Director	Budget
Dr. Karyle Green	Chief Officer	Human Resources
Dr. Francisco Rivera Mieles	Principal	Narcoossee Middle School
Gladys Maxwell	Recording Secretary/ Secretary to John Boyd	Government & Labor Relations (Human Resources)

APPROVAL OF PARTIES

2025-26 LABOR CONTRACT, SALARY AND FRINGES ACCEPTED BY THE SCHOOL BOARD AND THE OSCEOLA COUNTY EDUCATION ASSOCIATION, EDUCATION STAFF PROFESSIONALS EMPLOYEES

Accepted by the
School Board of Osceola County, Florida

Heather Kahoun,
Chairperson of the Board

Dr. Mark Shanoff,
Superintendent

John Boyd,
Chief Negotiator for the School Board

Witnesses as to the School Board

Accepted by the
Osceola County Education Association

Janet Moody,
President of the Association

LaShanna Ward,
Chief Negotiator of the Association

Witnesses as to the Association

Tentative Agreement by Education Staff Professionals Employees Bargaining Leadership Team (BLT):	August 20, 2025
Ratified by Osceola County Education Association (OCEA):	September 3, 2025
Ratified by Osceola County School Board (OCSB):	September 9, 2025
Term of Contract Expiration Date:	July 30, 2026

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APPENDIX A: GRIEVANCE FORM

Osceola County Education Association
School Board of Osceola County, Florida

Grievance # _____

Name: _____ SS#: _____

Supervisor: _____ Work Location: _____

Date: _____

Applicable Contract Provisions: _____

Date Grievance Occurred: _____

Description:

Relief Sought:

Signature of Grievant: _____ Date: _____

LEVEL I Grievant and Supervisor met to discuss issue and attempt to resolve.

Date of Meeting: _____

LEVEL II Response by Chief Human Resources Officer

Date Received: _____

GRANTED DENIED

Response by the Chief Human Resources Officer:

Signature: _____ Date: _____
Chief Human Resources Officer

FC-700-245

Grievance # _____
Name: _____ SS#: _____

LEVEL III Response by Superintendent or Designee

Date Received: _____

GRANTED DENIED

Response by Superintendent:

Signature: _____ Date: _____
Superintendent

LEVEL IV Submit to Arbitration

Date Submitted: _____

Award of the Arbitrator: _____

SEE ATTACHMENTS

APPENDIX B: EVALUATION

THE SCHOOL DISTRICT OF OSCEOLA COUNTY, FLORIDA

PROFESSIONAL SUPPORT STAFF ASSESSMENT

NAME Last	First	Middle	EMPLOYEE ID NUMBER

POSITION	SCHOOL DEPARTMENT	DATE	
		__/__/____	
PRINCIPAL/ADMINISTRATOR NAME	OTHER(S) HAVING INPUT IN THIS ASSESSMENT	PROBATION ☐	ANNUAL ☐

EVALUATION RATINGS

For the Performance Factors listed below, please indicate the effectiveness with which they were applied in achieving the results. When assessing each factor, apply the following broad definitions: *(if a rating of 3 or 4 is used, a Performance Improvement Plan - FC-710-1959 must be attached.)*

1. STRENGTH — Positive impact on results
2. SATISFACTORY — Consistently meets expectations
3. DEVELOPMENT NEEDED — Needs to increase present effectiveness to meet the requirements of the position
4. UNSATISFACTORY — Considerable room for improvement; negative impact on results

JOB PERFORMANCE

PERFORMANCE FACTORS	1	2	3	4	COMMENTS: Use additional pages as necessary to explain rating
JOB KNOWLEDGE: Has the knowledge to do job effectively and stays abreast of changes.	☐	☐	☐	☐	____
QUALITY/QUANTITY OF WORK: Accuracy, timely performance and thoroughness of work product	☐	☐	☐	☐	____
INTERACTION: Interacts in a positive way with others.	☐	☐	☐	☐	____
WORK ATTITUDE: Strong positive attitude – supports and helps others	☐	☐	☐	☐	____
PUNCTUALITY/ATTENDANCE: Reports and leaves work on time – Works scheduled hour/days.	☐	☐	☐	☐	____
SAFETY: Maintains safe work area and practices	☐	☐	☐	☐	____
RESPONSIBILITY: Accepts responsibility for actions and assignments	☐	☐	☐	☐	____
APPROPRIATE DRESS FOR JOB: Attire is consistent with policy and employee safety	■	☐	■	☐	____
ADAPTABILITY/FLEXIBILITY: Able to adapt to changing responsibilities and conditions	☐	☐	☐	☐	____

SIGNATURES

This Assessment has been discussed with me: (check one) ☐ I agree with the contents ☐ I disagree with the contents
I understand that I have 10 days to respond in writing to this evaluation as provided by contract and School Board policy.

Principal/Administrator Signature _____ Date _____

Employee Signature _____ Date _____

Original with signatures: Professional Development
Copies: Worksite, Employee

An Equal Opportunity Agency

FC-710-1961 (Rev. 02/12/08)

APPENDIX C: PROFESSIONAL IMPROVEMENT PLAN

THE SCHOOL DISTRICT OF OSCEOLA COUNTY, FLORIDA

PROFESSIONAL SUPPORT STAFF
PROFESSIONAL IMPROVEMENT PLAN

Name: _____		Social Security Number: ___-___-___	
Position Title: _____	School/Dept: _____	Date ___/___/___	
Principal/Administrator Name _____	Other(s) having input in this plan _____	Probation ☐	Annual ☐
Planning Date ___/___/___	Review Date(s): ___/___/___ ___/___/___, ___/___/___	Completion Date ___/___/___	

IMPROVEMENT OBJECTIVE/PERFORMANCE DEFICIENCY

STRATEGIES

ASSISTANCE OFFERED

TIMELINE FOR ATTAINMENT

Date: ___/___/___

FINAL REVIEW

☐ OBJECTIVE ACCOMPLISHED ☐ OBJECTIVE NOT ACCOMPLISHED

COMMENTS: _____

SIGNATURES

NOTE TO EMPLOYEE: Non-compliance with the accomplishment of this plan may impact your continued employment.

PLANNING

_____ / _____ _____ / _____
Principal/Administrator Signature Date Employee Signature Date

FINAL REVIEW

_____ / _____ _____ / _____
Principal/Administrator Signature Date Employee Signature Date

An Equal Opportunity Agency

Original with signatures: Professional Development
Copies: Worksite, Employee

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

APPENDIX D: 2025-26 SALARY SCHEDULE

Pay Level	ID	1E	1F	1G	2	3	4	5	6	7	8	9	10	10A	10B
Slot #	U1D	U1E	U1F	U1G	U02	U03	U04	U05	U06	U07	U08	U09	U10	U40	U41
Description															
Change to Base															
Days															
Hours/Day															
Hours*Days															
Addl Per Hr															
Exp. Step															
0-4	16.71	16.71	17.48	16.71	16.71	16.71	17.04	17.42	17.83	18.57	19.00	19.43	19.90	20.40	20.67
5	16.71	16.71	17.48	16.71	16.71	16.71	17.22	17.58	18.00	18.75	19.17	19.61	20.08	20.57	20.84
6	16.71	16.71	17.48	16.71	16.71	16.71	17.22	17.58	18.00	18.75	19.17	19.61	20.08	20.57	20.84
7	16.71	16.71	17.48	16.71	16.71	16.71	17.44	17.82	18.24	18.98	19.40	19.84	20.31	20.80	21.05
8	16.71	16.71	17.48	16.71	16.71	16.92	17.44	17.82	18.24	18.98	19.40	19.84	20.31	20.80	21.05
9	17.27	17.27	18.04	17.27	17.27	17.27	17.44	17.82	18.24	18.98	19.40	19.84	20.31	20.80	21.05
10	17.27	17.27	18.04	17.27	17.27	17.27	17.44	17.82	18.24	18.98	19.40	19.84	20.31	20.80	21.05
11	17.27	17.27	18.04	17.27	17.27	17.27	17.44	17.82	18.24	18.98	19.40	19.84	20.31	20.80	21.05
12	17.27	17.27	18.04	17.27	17.27	17.27	17.44	17.82	18.24	18.98	19.40	19.84	20.31	20.80	21.05
13	17.27	17.27	18.04	17.27	17.27	17.27	17.44	17.82	18.24	18.98	19.40	19.84	20.31	20.80	21.05
14	17.82	17.82	18.59	17.82	17.82	17.82	17.82	17.96	18.36	19.11	19.55	19.97	20.45	20.96	21.22
15	17.82	17.82	18.59	17.82	17.82	17.82	17.82	18.06	18.45	19.22	19.66	20.10	20.56	21.07	21.32
16	17.82	17.82	18.59	17.82	17.82	17.82	17.82	18.21	18.59	19.38	19.83	20.27	20.74	21.25	21.52
17	17.82	17.82	18.59	17.82	17.82	17.82	17.82	18.21	18.59	19.38	19.83	20.27	20.74	21.25	21.52
18	17.82	17.82	18.59	17.82	17.82	17.82	17.82	18.21	18.59	19.38	19.83	20.27	20.74	21.25	21.52
19	18.38	18.38	19.16	18.38	18.38	18.38	18.38	18.40	18.82	19.59	20.03	20.47	20.96	21.46	21.74
20	18.38	18.38	19.16	18.38	18.38	18.38	18.38	18.60	19.05	19.82	20.25	20.70	21.18	21.69	21.96
21	18.38	18.38	19.16	18.38	18.38	18.38	18.48	18.85	19.28	20.04	20.48	20.94	21.44	21.91	22.23
22	18.38	18.38	19.16	18.38	18.38	18.38	18.57	19.11	19.52	20.30	20.74	21.19	21.71	22.20	22.48
23	18.38	18.38	19.16	18.38	18.38	18.38	18.85	19.39	19.84	20.56	21.01	21.46	21.99	22.45	22.78
24	18.93	18.93	19.71	18.93	18.93	18.93	19.11	19.66	20.10	20.86	21.28	21.76	22.28	22.72	23.09
25	18.93	18.93	19.71	18.93	18.93	18.93	19.44	19.93	20.38	21.14	21.58	22.01	22.57	23.02	23.39
26	18.93	18.93	19.71	18.93	18.93	19.34	19.72	20.25	20.70	21.39	21.89	22.31	22.90	23.31	23.70
27	18.93	18.93	19.71	18.93	19.21	19.66	20.22	20.56	20.98	21.75	22.21	22.62	23.19	23.64	23.99
28	18.93	18.93	19.71	18.93	19.33	19.93	20.51	20.88	21.28	22.01	22.52	22.97	23.53	23.97	24.34
29	18.93	18.93	19.71	18.93	19.68	20.25	20.86	21.20	21.60	22.38	22.87	23.27	23.84	24.28	24.64
30	18.93	18.93	19.71	18.93	19.95	20.52	20.98	21.48	21.91	22.71	23.16	23.58	24.16	24.60	24.95
31	18.93	18.93	19.71	18.93	20.24	20.86	21.24	21.82	22.26	23.00	23.48	23.90	24.46	24.92	25.27
32	18.93	18.93	19.71	18.93	20.56	21.17	21.80	22.12	22.54	23.33	23.81	24.24	24.78	25.26	25.60
33	18.93	18.93	19.71	18.93	20.85	21.45	22.08	22.45	22.88	23.64	24.07	24.56	25.13	25.55	25.90
34	18.93	18.93	19.71	18.93	21.18	21.77	22.43	22.76	23.17	23.94	24.43	24.86	25.44	25.87	26.23
35	18.93	18.93	19.78	19.00	21.47	22.03	22.72	23.06	23.48	24.26	24.74	25.20	25.76	26.19	26.53
36	19.92	18.93	20.07	19.30	21.76	22.38	23.03	23.39	23.81	24.58	25.05	25.48	26.03	26.51	26.87
37	20.21	18.93	20.33	19.55	22.07	22.65	23.15	23.72	24.07	24.88	25.39	25.79	26.37	26.83	27.16
38	20.52	19.37	20.61	19.84	22.32	22.98	23.46	24.02	24.43	25.21	25.72	26.13	26.72	27.14	27.48
39	20.81	19.70	20.90	20.12	22.63	23.27	23.77	24.35	24.74	25.51	26.00	26.45	27.01	27.48	27.80
40	21.09	19.97	21.13	20.36	22.96	23.57	24.06	24.64	25.04	25.87	26.34	26.79	27.36	27.77	28.10
41	21.42	20.30	21.47	20.70	23.25	23.87	24.41	24.95	25.37	26.17	26.61	27.05	27.63	28.09	28.46

Pay Level	10C	10D	10X	11	11X	12	12X	13	14	15	16	17	1K	1KA	1KB
Slot #	U42	U43	U44	U11	U45	U12	U46	U13	U14	U15	U16	U17	UK1	UKA	UKB
Description															
Change to Base															
Days															
Hours/Day															
Hours*Days															
Addl Per Hr															
Exp. Step															
0-4	21.25	21.34	25.16	21.45	25.30	23.05	27.27	25.57	27.46	29.03	30.87	32.94	24.29	25.15	26.05
5	21.42	21.51	25.34	21.62	25.47	23.43	27.44	25.74	27.62	29.20	31.04	33.11	24.45	25.32	26.22
6	21.42	21.51	25.34	21.62	25.47	23.43	27.44	25.74	27.62	29.20	31.04	33.11	24.45	25.32	26.22
7	21.65	21.74	25.56	21.86	25.70	23.66	27.66	25.98	27.86	29.44	31.26	33.34	24.67	25.55	26.45
8	21.65	21.74	25.56	21.86	25.70	23.66	27.66	25.98	27.86	29.44	31.26	33.34	24.67	25.55	26.45
9	21.65	21.74	25.56	21.86	25.70	23.66	27.66	25.98	27.86	29.44	31.26	33.34	24.67	25.55	26.45
10	21.65	21.74	25.56	21.86	25.70	23.66	27.66	25.98	27.86	29.44	31.26	33.34	24.67	25.55	26.45
11	21.65	21.74	25.56	21.86	25.70	23.66	27.66	25.98	27.86	29.44	31.26	33.34	24.67	25.55	26.45
12	21.65	21.74	25.56	21.86	25.70	23.66	27.66	25.98	27.86	29.44	31.26	33.34	24.67	25.55	26.45
13	21.65	21.74	25.56	21.86	25.70	23.66	27.66	25.98	27.86	29.44	31.26	33.34	24.67	25.55	26.45
14	21.81	21.90	25.76	22.01	25.90	23.85	27.89	26.17	28.06	29.65	31.51	33.61	24.88	25.74	26.64
15	21.93	22.02	25.90	22.13	26.03	23.97	28.04	26.33	28.21	29.81	31.67	33.78	25.00	25.89	26.80
16	22.12	22.23	26.11	22.32	26.25	24.17	28.28	26.56	28.47	30.08	31.97	34.11	25.23	26.09	27.03
17	22.12	22.23	26.11	22.32	26.25	24.17	28.28	26.56	28.47	30.08	31.97	34.11	25.23	26.09	27.03
18	22.12	22.23	26.11	22.32	26.25	24.17	28.28	26.56	28.47	30.08	31.97	34.11	25.23	26.09	27.03
19	22.32	22.48	26.40	22.58	26.57	24.46	28.60	26.83	28.71	30.35	32.24	34.36	25.51	26.40	27.31
20	22.54	22.78	26.67	22.89	26.88	24.74	28.92	27.10	28.98	30.65	32.48	34.65	25.79	26.67	27.61
21	22.80	23.07	26.96	23.17	27.24	25.04	29.31	27.40	29.28	30.95	32.79	34.97	26.10	27.01	27.92
22	23.03	23.35	27.33	23.53	27.59	25.40	29.68	27.75	29.59	31.29	33.11	35.29	26.45	27.35	28.28
23	23.31	23.62	27.65	23.87	28.00	25.73	30.09	28.08	29.95	31.61	33.45	35.64	26.80	27.70	28.60
24	23.60	23.90	28.04	24.24	28.41	26.08	30.53	28.46	30.28	32.00	33.78	36.03	27.20	28.09	29.00
25	23.87	24.16	28.44	24.61	28.79	26.47	30.98	28.79	30.62	32.36	34.16	36.36	27.58	28.48	29.37
26	24.17	24.50	28.73	24.99	29.25	26.85	31.42	29.22	30.98	32.76	34.52	36.74	27.96	28.87	29.76
27	24.49	24.82	29.17	25.41	29.69	27.24	31.92	29.59	31.39	33.14	34.92	37.15	28.37	29.28	30.21
28	24.79	25.15	29.51	25.79	30.20	27.62	32.34	29.98	31.80	33.57	35.34	37.61	28.80	29.73	30.64
29	25.14	25.47	29.91	26.22	30.68	28.05	32.85	30.40	32.23	33.95	35.70	37.98	29.23	30.15	31.07
30	25.45	25.78	30.25	26.60	31.13	28.47	33.31	30.81	32.61	34.37	36.14	38.41	29.70	30.58	31.49
31	25.77	26.13	30.65	27.02	31.63	28.85	33.80	31.22	33.07	34.81	36.56	38.84	30.08	31.04	31.91
32	26.07	26.45	31.02	27.46	32.10	29.28	34.28	31.60	33.45	35.20	36.96	39.25	30.52	31.46	32.32
33	26.43	26.75	31.40	27.84	32.60	29.67	34.79	32.05	33.86	35.59	37.39	39.62	30.96	31.85	32.79
34	26.76	27.05	31.78	28.25	33.08	30.08	35.24	32.46	34.29	36.07	37.83	40.07	31.39	32.29	33.23
35	27.03	27.40	32.14	28.63	33.56	30.50	35.76	32.87	34.68	36.42	38.21	40.48	31.80	32.73	33.63
36	27.37	27.69	32.52	29.06	34.07	30.91	36.25	33.27	35.08	36.86	38.66	40.88	32.26	33.15	34.06
37	27.70	28.04	32.93	29.47	34.54	31.33	36.71	33.68	35.52	37.28	39.06	41.30	32.70	33.58	34.53
38	28.02	28.37	33.26	29.90	35.00	31.73	37.21	34.11	35.91	37.67	39.44	41.72	33.09	34.03	34.95
39	28.33	28.67	33.67	30.28	35.51	32.13	37.67	34.51	36.35	38.10	39.89	42.15	33.54	34.47	35.34
40	28.62	28.98	34.07	30.70	35.99	32.54	38.15	34.92	36.74	38.48	40.27	42.55	34.00	34.86	35.79
41	28.94	29.33	34.43	31.09	36.44	32.95	38.63	35.34	37.15	38.90	40.68	42.98	34.36	35.29	36.21

Pay Level	1D	1D	1D	1D	1D	1D	1D	1E	1E	1E	1F	1F	1F	1F	
Slot #	UA3	UA5	UA9	UB3	UB5	UC3	UC5	UA1	UB1	UC1	UA2	UA6	UA7	UB2	
Description	+ Degree	+ Degree	+Degree 50%	+60 Hours	+60 Hours	+PPP	+PPP	+ Degree	+60 Hours	+PPP	+ Degree	+ Degree	+ Degree	+60 Hours	
Change to Base	750.00	750.00	375.00	500.00	500.00	250.00	250.00	750.00	500.00	250.00	750.00	750.00	750.00	500.00	
Days	196	196	196	196	196	196	196	188	188	188	188	196	254	188	
Hours/Day	7.00	7.50	7.50	7.00	7.50	7.00	7.50	7.00	7.00	7.00	7.00	7.50	7.50	7.00	
Hours*Days	1372.00	1470.00	1470.00	1372.00	1470.00	1372.00	1470.00	1316.00	1316.00	1316.00	1316.00	1470.00	1905.00	1316.00	
Addl Per Hr	0.5466	0.5102	0.2551	0.3644	0.3401	0.1822	0.1701	0.5699	0.3799	0.1900	0.5699	0.5102	0.3937	0.3799	
Exp. Step															
0-4	17.2566	17.2202	16.9651	17.0744	17.0501	16.8922	16.8801	17.2799	17.0899	16.9000	18.0499	17.9902	17.8737	17.8599	
5	17.2566	17.2202	16.9651	17.0744	17.0501	16.8922	16.8801	17.2799	17.0899	16.9000	18.0499	17.9902	17.8737	17.8599	
6	17.2566	17.2202	16.9651	17.0744	17.0501	16.8922	16.8801	17.2799	17.0899	16.9000	18.0499	17.9902	17.8737	17.8599	
7	17.2566	17.2202	16.9651	17.0744	17.0501	16.8922	16.8801	17.2799	17.0899	16.9000	18.0499	17.9902	17.8737	17.8599	
8	17.2566	17.2202	16.9651	17.0744	17.0501	16.8922	16.8801	17.2799	17.0899	16.9000	18.0499	17.9902	17.8737	17.8599	
9	17.8166	17.7802	17.5251	17.6344	17.6101	17.4522	17.4401	17.8399	17.6499	17.4600	18.6099	18.5502	18.4337	18.4199	
10	17.8166	17.7802	17.5251	17.6344	17.6101	17.4522	17.4401	17.8399	17.6499	17.4600	18.6099	18.5502	18.4337	18.4199	
11	17.8166	17.7802	17.5251	17.6344	17.6101	17.4522	17.4401	17.8399	17.6499	17.4600	18.6099	18.5502	18.4337	18.4199	
12	17.8166	17.7802	17.5251	17.6344	17.6101	17.4522	17.4401	17.8399	17.6499	17.4600	18.6099	18.5502	18.4337	18.4199	
13	17.8166	17.7802	17.5251	17.6344	17.6101	17.4522	17.4401	17.8399	17.6499	17.4600	18.6099	18.5502	18.4337	18.4199	
14	18.3666	18.3302	18.0751	18.1844	18.1601	18.0022	17.9901	18.3899	18.1999	18.0100	19.1599	19.1002	18.9837	18.9699	
15	18.3666	18.3302	18.0751	18.1844	18.1601	18.0022	17.9901	18.3899	18.1999	18.0100	19.1599	19.1002	18.9837	18.9699	
16	18.3666	18.3302	18.0751	18.1844	18.1601	18.0022	17.9901	18.3899	18.1999	18.0100	19.1599	19.1002	18.9837	18.9699	
17	18.3666	18.3302	18.0751	18.1844	18.1601	18.0022	17.9901	18.3899	18.1999	18.0100	19.1599	19.1002	18.9837	18.9699	
18	18.3666	18.3302	18.0751	18.1844	18.1601	18.0022	17.9901	18.3899	18.1999	18.0100	19.1599	19.1002	18.9837	18.9699	
19	18.9266	18.8902	18.6351	18.7444	18.7201	18.5622	18.5501	18.9499	18.7599	18.5700	19.7299	19.6702	19.5537	19.5399	
20	18.9266	18.8902	18.6351	18.7444	18.7201	18.5622	18.5501	18.9499	18.7599	18.5700	19.7299	19.6702	19.5537	19.5399	
21	18.9266	18.8902	18.6351	18.7444	18.7201	18.5622	18.5501	18.9499	18.7599	18.5700	19.7299	19.6702	19.5537	19.5399	
22	18.9266	18.8902	18.6351	18.7444	18.7201	18.5622	18.5501	18.9499	18.7599	18.5700	19.7299	19.6702	19.5537	19.5399	
23	18.9266	18.8902	18.6351	18.7444	18.7201	18.5622	18.5501	18.9499	18.7599	18.5700	19.7299	19.6702	19.5537	19.5399	
24	19.4766	19.4402	19.1851	19.2944	19.2701	19.1122	19.1001	19.4999	19.3099	19.1200	20.2799	20.2202	20.1037	20.0899	
25	19.4766	19.4402	19.1851	19.2944	19.2701	19.1122	19.1001	19.4999	19.3099	19.1200	20.2799	20.2202	20.1037	20.0899	
26	19.4766	19.4402	19.1851	19.2944	19.2701	19.1122	19.1001	19.4999	19.3099	19.1200	20.2799	20.2202	20.1037	20.0899	
27	19.4766	19.4402	19.1851	19.2944	19.2701	19.1122	19.1001	19.4999	19.3099	19.1200	20.2799	20.2202	20.1037	20.0899	
28	19.4766	19.4402	19.1851	19.2944	19.2701	19.1122	19.1001	19.4999	19.3099	19.1200	20.2799	20.2202	20.1037	20.0899	
29	19.4766	19.4402	19.1851	19.2944	19.2701	19.1122	19.1001	19.4999	19.3099	19.1200	20.2799	20.2202	20.1037	20.0899	
30	19.4766	19.4402	19.1851	19.2944	19.2701	19.1122	19.1001	19.4999	19.3099	19.1200	20.2799	20.2202	20.1037	20.0899	
31	19.4766	19.4402	19.1851	19.2944	19.2701	19.1122	19.1001	19.4999	19.3099	19.1200	20.2799	20.2202	20.1037	20.0899	
32	19.4766	19.4402	19.1851	19.2944	19.2701	19.1122	19.1001	19.4999	19.3099	19.1200	20.2799	20.2202	20.1037	20.0899	
33	19.4766	19.4402	19.1851	19.2944	19.2701	19.1122	19.1001	19.4999	19.3099	19.1200	20.2799	20.2202	20.1037	20.0899	
34	19.4766	19.4402	19.1851	19.2944	19.2701	19.1122	19.1001	19.4999	19.3099	19.1200	20.2799	20.2202	20.1037	20.0899	
35	19.4766	19.4402	19.1851	19.2944	19.2701	19.1122	19.1001	19.4999	19.3099	19.1200	20.3499	20.2902	20.1737	20.1599	
36	20.4666	20.4302	20.1751	20.2844	20.2601	20.1022	20.0901	19.4999	19.3099	19.1200	20.6399	20.5802	20.4637	20.4499	
37	20.7566	20.7202	20.4651	20.5744	20.5501	20.3922	20.3801	19.4999	19.3099	19.1200	20.8999	20.8402	20.7237	20.7099	
38	21.0666	21.0302	20.7751	20.8844	20.8601	20.7022	20.6901	19.9399	19.7499	19.5600	21.1799	21.1202	21.0037	20.9899	
39	21.3566	21.3202	21.0651	21.1744	21.1501	20.9922	20.9801	20.2699	20.0799	19.8900	21.4699	21.4102	21.2937	21.2799	
40	21.6366	21.6002	21.3451	21.4544	21.4301	21.2722	21.2601	20.5399	20.3499	20.1600	21.6999	21.6402	21.5237	21.5099	
41	21.9666	21.9302	21.6751	21.7844	21.7601	21.6022	21.5901	20.8699	20.6799	20.4900	22.0399	21.9802	21.8637	21.8499	

Pay Level	1F	1F	1F	1F	1G	1G	1G	1K	1K	1K	1KA	1KA	1KB		
Slot #	UB6	UB7	UC2	UC4	UA4	UB4	UB8	UK2	UK3	UK4	UK5	UK6	UK7		
Description	+60 Hours	+60 Hours	+PPP	+PPP	+ Degree	+60 Hours	+60 Hours	1K w Assoc	1K w Bach	1K w Mast	1KA w Assoc	1KA w Bach	1KB w Assoc		
Change to Base	500.00	500.00	250.00	250.00	750.00	500.00	500.00	591.00	1181.00	1477.00	591.00	1181.00	591.00		
Days	196	254	188	196	188	196	188	188	188	188	188	188	188		
Hours/Day	7.50	7.00	7.00	7.50	7.00	7.50	7.00	7.00	7.00	7.00	7.00	7.00	7.00		
Hours*Days	1470.00	1778.00	1316.00	1470.00	1316.00	1470.00	1316.00	1316.00	1316.00	1316.00	1316.00	1316.00	1316.00		
Addl Per Hr	0.3401	0.2812	0.1900	0.1701	0.5699	0.3401	0.3799	0.4491	0.8974	1.1223	0.4491	0.8974	0.4491		
Exp. Step															
0-4	17.8201	17.7612	17.6700	17.6501	17.2799	17.0501	17.0899	24.7391	25.1874	25.4123	25.5991	26.0474	26.4991		
5	17.8201	17.7612	17.6700	17.6501	17.2799	17.0501	17.0899	24.8991	25.3474	25.5723	25.7691	26.2174	26.6691		
6	17.8201	17.7612	17.6700	17.6501	17.2799	17.0501	17.0899	24.8991	25.3474	25.5723	25.7691	26.2174	26.6691		
7	17.8201	17.7612	17.6700	17.6501	17.2799	17.0501	17.0899	25.1191	25.5674	25.7923	25.9991	26.4474	26.8991		
8	17.8201	17.7612	17.6700	17.6501	17.2799	17.0501	17.0899	25.1191	25.5674	25.7923	25.9991	26.4474	26.8991		
9	18.3801	18.3212	18.2300	18.2101	17.8399	17.6101	17.6499	25.1191	25.5674	25.7923	25.9991	26.4474	26.8991		
10	18.3801	18.3212	18.2300	18.2101	17.8399	17.6101	17.6499	25.1191	25.5674	25.7923	25.9991	26.4474	26.8991		
11	18.3801	18.3212	18.2300	18.2101	17.8399	17.6101	17.6499	25.1191	25.5674	25.7923	25.9991	26.4474	26.8991		
12	18.3801	18.3212	18.2300	18.2101	17.8399	17.6101	17.6499	25.1191	25.5674	25.7923	25.9991	26.4474	26.8991		
13	18.3801	18.3212	18.2300	18.2101	17.8399	17.6101	17.6499	25.1191	25.5674	25.7923	25.9991	26.4474	26.8991		
14	18.9301	18.8712	18.7800	18.7601	18.3899	18.1601	18.1999	25.3291	25.7774	26.0023	26.1891	26.6374	27.0891		
15	18.9301	18.8712	18.7800	18.7601	18.3899	18.1601	18.1999	25.4491	25.8974	26.1223	26.3391	26.7874	27.2491		
16	18.9301	18.8712	18.7800	18.7601	18.3899	18.1601	18.1999	25.6791	26.1274	26.3523	26.5391	26.9874	27.4791		
17	18.9301	18.8712	18.7800	18.7601	18.3899	18.1601	18.1999	25.6791	26.1274	26.3523	26.5391	26.9874	27.4791		
18	18.9301	18.8712	18.7800	18.7601	18.3899	18.1601	18.1999	25.6791	26.1274	26.3523	26.5391	26.9874	27.4791		
19	19.5001	19.4412	19.3500	19.3301	18.9499	18.7201	18.7599	25.9591	26.4074	26.6323	26.8491	27.2974	27.7591		
20	19.5001	19.4412	19.3500	19.3301	18.9499	18.7201	18.7599	26.2391	26.6874	26.9123	27.1191	27.5674	28.0591		
21	19.5001	19.4412	19.3500	19.3301	18.9499	18.7201	18.7599	26.5491	26.9974	27.2223	27.4591	27.9074	28.3691		
22	19.5001	19.4412	19.3500	19.3301	18.9499	18.7201	18.7599	26.8991	27.3474	27.5723	27.7991	28.2474	28.7291		
23	19.5001	19.4412	19.3500	19.3301	18.9499	18.7201	18.7599	27.2491	27.6974	27.9223	28.1491	28.5974	29.0491		
24	20.0501	19.9912	19.9000	19.8801	19.4999	19.2701	19.3099	27.6491	28.0974	28.3223	28.5391	28.9874	29.4491		
25	20.0501	19.9912	19.9000	19.8801	19.4999	19.2701	19.3099	28.0291	28.4774	28.7023	28.9291	29.3774	29.8191		
26	20.0501	19.9912	19.9000	19.8801	19.4999	19.2701	19.3099	28.4091	28.8574	29.0823	29.3191	29.7674	30.2091		
27	20.0501	19.9912	19.9000	19.8801	19.4999	19.2701	19.3099	28.8191	29.2674	29.4923	29.7291	30.1774	30.6591		
28	20.0501	19.9912	19.9000	19.8801	19.4999	19.2701	19.3099	29.2491	29.6974	29.9223	30.1791	30.6274	31.0891		
29	20.0501	19.9912	19.9000	19.8801	19.4999	19.2701	19.3099	29.6791	30.1274	30.3523	30.5991	31.0474	31.5191		
30	20.0501	19.9912	19.9000	19.8801	19.4999	19.2701	19.3099	30.1491	30.5974	30.8223	31.0291	31.4774	31.9391		
31	20.0501	19.9912	19.9000	19.8801	19.4999	19.2701	19.3099	30.5291	30.9774	31.2023	31.4891	31.9374	32.3591		
32	20.0501	19.9912	19.9000	19.8801	19.4999	19.2701	19.3099	30.9691	31.4174	31.6423	31.9091	32.3574	32.7691		
33	20.0501	19.9912	19.9000	19.8801	19.4999	19.2701	19.3099	31.4091	31.8574	32.0823	32.2991	32.7474	33.2391		
34	20.0501	19.9912	19.9000	19.8801	19.4999	19.2701	19.3099	31.8391	32.2874	32.5123	32.7391	33.1874	33.6791		
35	20.1201	20.0612	19.9700	19.9501	19.5699	19.3401	19.3799	32.2491	32.6974	32.9223	33.1791	33.6274	34.0791		
36	20.4101	20.3512	20.2600	20.2401	19.8699	19.6401	19.6799	32.7091	33.1574	33.3823	33.5991	34.0474	34.5091		
37	20.6701	20.6112	20.5200	20.5001	20.1199	19.8901	19.9299	33.1491	33.5974	33.8223	34.0291	34.4774	34.9791		
38	20.9501	20.8912	20.8000	20.7801	20.4099	20.1801	20.2199	33.5391	33.9874	34.2123	34.4791	34.9274	35.3991		
39	21.2401	21.1812	21.0900	21.0701	20.6899	20.4601	20.4999	33.9891	34.4374	34.6623	34.9191	35.3674	35.7891		
40	21.4701	21.4112	21.3200	21.3001	20.9299	20.7001	20.7399	34.4491	34.8974	35.1223	35.3091	35.7574	36.2391		
41	21.8101	21.7512	21.6600	21.6401	21.2699	21.0401	21.0799	34.8091	35.2574	35.4823	35.7391	36.1874	36.6591		

Pay Level	1KB	11	11	11	12	12	12	12	12	12	12				
Slot #	UK8	U61	U62	U63	U55	U64	U56	U57	U65	U66	U67				
Description	1KB w Bach	Associates	Bachelors	Masters	Associates	Associates	Bachelors	Bachelors	Bachelors	Bachelors	Masters				
Change to Base	1181.00	591.00	1181.00	1477.00	591.00	591.00	1181.00	1181.00	1181.00	1181.00	1477.00				
Days	188	252	252	252	188	252	188.00	196.00	252	217	252				
Hours/Day	7.00	7.50	7.50	7.50	7.50	7.50	7.50	7.50	7.50	7.50	7.50				
Hours*Days	1316.00	1890.00	1890.00	1890.00	1410.00	1890.00	1410.00	1470.00	1890.00	1627.50	1890.00				
Addl Per Hr	0.8974	0.3127	0.6249	0.7815	0.4191	0.3127	0.8376	0.8034	0.6249	0.7257	0.7815				
Exp. Step															
0-4	26.9474	21.7627	22.0749	22.2315	23.4691	23.3627	23.8876	23.8534	23.6749	23.7757	23.8315				
5	27.1174	21.9327	22.2449	22.4015	23.8491	23.7427	24.2676	24.2334	24.0549	24.1557	24.2115				
6	27.1174	21.9327	22.2449	22.4015	23.8491	23.7427	24.2676	24.2334	24.0549	24.1557	24.2115				
7	27.3474	22.1727	22.4849	22.6415	24.0791	23.9727	24.4976	24.4634	24.2849	24.3857	24.4415				
8	27.3474	22.1727	22.4849	22.6415	24.0791	23.9727	24.4976	24.4634	24.2849	24.3857	24.4415				
9	27.3474	22.1727	22.4849	22.6415	24.0791	23.9727	24.4976	24.4634	24.2849	24.3857	24.4415				
10	27.3474	22.1727	22.4849	22.6415	24.0791	23.9727	24.4976	24.4634	24.2849	24.3857	24.4415				
11	27.3474	22.1727	22.4849	22.6415	24.0791	23.9727	24.4976	24.4634	24.2849	24.3857	24.4415				
12	27.3474	22.1727	22.4849	22.6415	24.0791	23.9727	24.4976	24.4634	24.2849	24.3857	24.4415				
13	27.3474	22.1727	22.4849	22.6415	24.0791	23.9727	24.4976	24.4634	24.2849	24.3857	24.4415				
14	27.5374	22.3227	22.6349	22.7915	24.2691	24.1627	24.6876	24.6534	24.4749	24.5757	24.6315				
15	27.6974	22.4427	22.7549	22.9115	24.3891	24.2827	24.8076	24.7734	24.5949	24.6957	24.7515				
16	27.9274	22.6327	22.9449	23.1015	24.5891	24.4827	25.0076	24.9734	24.7949	24.8957	24.9515				
17	27.9274	22.6327	22.9449	23.1015	24.5891	24.4827	25.0076	24.9734	24.7949	24.8957	24.9515				
18	27.9274	22.6327	22.9449	23.1015	24.5891	24.4827	25.0076	24.9734	24.7949	24.8957	24.9515				
19	28.2074	22.8927	23.2049	23.3615	24.8791	24.7727	25.2976	25.2634	25.0849	25.1857	25.2415				
20	28.5074	23.2027	23.5149	23.6715	25.1591	25.0527	25.5776	25.5434	25.3649	25.4657	25.5215				
21	28.8174	23.4827	23.7949	23.9515	25.4591	25.3527	25.8776	25.8434	25.6649	25.7657	25.8215				
22	29.1774	23.8427	24.1549	24.3115	25.8191	25.7127	26.2376	26.2034	26.0249	26.1257	26.1815				
23	29.4974	24.1827	24.4949	24.6515	26.1491	26.0427	26.5676	26.5334	26.3549	26.4557	26.5115				
24	29.8974	24.5527	24.8649	25.0215	26.4991	26.3927	26.9176	26.8834	26.7049	26.8057	26.8615				
25	30.2674	24.9227	25.2349	25.3915	26.8891	26.7827	27.3076	27.2734	27.0949	27.1957	27.2515				
26	30.6574	25.3027	25.6149	25.7715	27.2691	27.1627	27.6876	27.6534	27.4749	27.5757	27.6315				
27	31.1074	25.7227	26.0349	26.1915	27.6591	27.5527	28.0776	28.0434	27.8649	27.9657	28.0215				
28	31.5374	26.1027	26.4149	26.5715	28.0391	27.9327	28.4576	28.4234	28.2449	28.3457	28.4015				
29	31.9674	26.5327	26.8449	27.0015	28.4691	28.3627	28.8876	28.8534	28.6749	28.7757	28.8315				
30	32.3874	26.9127	27.2249	27.3815	28.8891	28.7827	29.3076	29.2734	29.0949	29.1957	29.2515				
31	32.8074	27.3327	27.6449	27.8015	29.2691	29.1627	29.6876	29.6534	29.4749	29.5757	29.6315				
32	33.2174	27.7727	28.0849	28.2415	29.6991	29.5927	30.1176	30.0834	29.9049	30.0057	30.0615				
33	33.6874	28.1527	28.4649	28.6215	30.0891	29.9827	30.5076	30.4734	30.2949	30.3957	30.4515				
34	34.1274	28.5627	28.8749	29.0315	30.4991	30.3927	30.9176	30.8834	30.7049	30.8057	30.8615				
35	34.5274	28.9427	29.2549	29.4115	30.9191	30.8127	31.3376	31.3034	31.1249	31.2257	31.2815				
36	34.9574	29.3727	29.6849	29.8415	31.3291	31.2227	31.7476	31.7134	31.5349	31.6357	31.6915				
37	35.4274	29.7827	30.0949	30.2515	31.7491	31.6427	32.1676	32.1334	31.9549	32.0557	32.1115				
38	35.8474	30.2127	30.5249	30.6815	32.1491	32.0427	32.5676	32.5334	32.3549	32.4557	32.5115				
39	36.2374	30.5927	30.9049	31.0615	32.5491	32.4427	32.9676	32.9334	32.7549	32.8557	32.9115				
40	36.6874	31.0127	31.3249	31.4815	32.9591	32.8527	33.3776	33.3434	33.1649	33.2657	33.3215				
41	37.1074	31.4027	31.7149	31.8715	33.3691	33.2627	33.7876	33.7534	33.5749	33.6757	33.7315				

Pay Level	12	12	12	12X	13	13	13	14	14	14	14				
Slot #	U68	U69	U70	U71	U72	U73	U74	U76	U77	U78	U60				
Description	Masters	Masters	12*258/217	Bachelors	Associates	Bachelors	Masters	Associates	Bachelors	Masters	14*252/217				
Change to Base	1477.00	1477.00		1181.00	591.00	1181.00	1477.00	591.00	1181.00	1477.00					
Days	217	196	217	252	252	252	252	252	252	252	217				
Hours/Day	7.50	7.50	7.50	7.50	7.50	7.50	7.50	7.50	7.50	7.50	7.50				
Hours*Days	1627.50	1470.00	1627.50	1890.00	1890.00	1890.00	1890.00	1890.00	1890.00	1890.00	1627.50				
Addl Per Hr	0.9075	1.0048		0.6249	0.3127	0.6249	0.7815	0.3127	0.6249	0.7815					
Exp. Step															
0-4	23.9575	24.0548	24.0548	27.8949	25.8827	26.1949	26.3515	27.7727	28.0849	28.2415	31.8800				
5	24.3375	24.4348	24.4348	28.0649	26.0527	26.3649	26.5215	27.9327	28.2449	28.4015	32.0800				
6	24.3375	24.4348	24.4348	28.0649	26.0527	26.3649	26.5215	27.9327	28.2449	28.4015	32.0800				
7	24.5675	24.6648	24.6648	28.2849	26.2927	26.6049	26.7615	28.1727	28.4849	28.6415	32.3500				
8	24.5675	24.6648	24.6648	28.2849	26.2927	26.6049	26.7615	28.1727	28.4849	28.6415	32.3500				
9	24.5675	24.6648	24.6648	28.2849	26.2927	26.6049	26.7615	28.1727	28.4849	28.6415	32.3500				
10	24.5675	24.6648	24.6648	28.2849	26.2927	26.6049	26.7615	28.1727	28.4849	28.6415	32.3500				
11	24.5675	24.6648	24.6648	28.2849	26.2927	26.6049	26.7615	28.1727	28.4849	28.6415	32.3500				
12	24.5675	24.6648	24.6648	28.2849	26.2927	26.6049	26.7615	28.1727	28.4849	28.6415	32.3500				
13	24.5675	24.6648	24.6648	28.2849	26.2927	26.6049	26.7615	28.1727	28.4849	28.6415	32.3500				
14	24.7575	24.8548	24.8548	28.5149	26.4827	26.7949	26.9515	28.3727	28.6849	28.8415	32.5900				
15	24.8775	24.9748	24.9748	28.6649	26.6427	26.9549	27.1115	28.5227	28.8349	28.9915	32.7700				
16	25.0775	25.1748	25.1748	28.9049	26.8727	27.1849	27.3415	28.7827	29.0949	29.2515	33.0700				
17	25.0775	25.1748	25.1748	28.9049	26.8727	27.1849	27.3415	28.7827	29.0949	29.2515	33.0700				
18	25.0775	25.1748	25.1748	28.9049	26.8727	27.1849	27.3415	28.7827	29.0949	29.2515	33.0700				
19	25.3675	25.4648	25.4648	29.2249	27.1427	27.4549	27.6115	29.0227	29.3349	29.4915	33.3400				
20	25.6475	25.7448	25.7448	29.5449	27.4127	27.7249	27.8815	29.2927	29.6049	29.7615	33.6600				
21	25.9475	26.0448	26.0448	29.9349	27.7127	28.0249	28.1815	29.5927	29.9049	30.0615	34.0100				
22	26.3075	26.4048	26.4048	30.3049	28.0627	28.3749	28.5315	29.9027	30.2149	30.3715	34.3500				
23	26.6375	26.7348	26.7348	30.7149	28.3927	28.7049	28.8615	30.2627	30.5749	30.7315	34.7700				
24	26.9875	27.0848	27.0848	31.1549	28.7727	29.0849	29.2415	30.5927	30.9049	31.0615	35.1700				
25	27.3775	27.4748	27.4748	31.6049	29.1027	29.4149	29.5715	30.9327	31.2449	31.4015	35.5700				
26	27.7575	27.8548	27.8548	32.0449	29.5327	29.8449	30.0015	31.2927	31.6049	31.7615	35.9800				
27	28.1475	28.2448	28.2448	32.5449	29.9027	30.2149	30.3715	31.7027	32.0149	32.1715	36.4400				
28	28.5275	28.6248	28.6248	32.9649	30.2927	30.6049	30.7615	32.1127	32.4249	32.5815	36.9300				
29	28.9575	29.0548	29.0548	33.4749	30.7127	31.0249	31.1815	32.5427	32.8549	33.0115	37.4200				
30	29.3775	29.4748	29.4748	33.9349	31.1227	31.4349	31.5915	32.9227	33.2349	33.3915	37.8600				
31	29.7575	29.8548	29.8548	34.4249	31.5327	31.8449	32.0015	33.3827	33.6949	33.8515	38.3900				
32	30.1875	30.2848	30.2848	34.9049	31.9127	32.2249	32.3815	33.7627	34.0749	34.2315	38.8400				
33	30.5775	30.6748	30.6748	35.4149	32.3627	32.6749	32.8315	34.1727	34.4849	34.6415	39.3200				
34	30.9875	31.0848	31.0848	35.8649	32.7727	33.0849	33.2415	34.6027	34.9149	35.0715	39.8300				
35	31.4075	31.5048	31.5048	36.3849	33.1827	33.4949	33.6515	34.9927	35.3049	35.4615	40.2700				
36	31.8175	31.9148	31.9148	36.8749	33.5827	33.8949	34.0515	35.3927	35.7049	35.8615	40.7400				
37	32.2375	32.3348	32.3348	37.3349	33.9927	34.3049	34.4615	35.8327	36.1449	36.3015	41.2500				
38	32.6375	32.7348	32.7348	37.8349	34.4227	34.7349	34.8915	36.2227	36.5349	36.6915	41.7100				
39	33.0375	33.1348	33.1348	38.2949	34.8227	35.1349	35.2915	36.6627	36.9749	37.1315	42.2100				
40	33.4475	33.5448	33.5448	38.7749	35.2327	35.5449	35.7015	37.0527	37.3649	37.5215	42.6700				
41	33.8575	33.9548	33.9548	39.2549	35.6527	35.9649	36.1215	37.4627	37.7749	37.9315	43.1500				

Pay Level	14	14	14	15	15	15	15	16	16	16					
Slot #	U88	U79	U94	U80	U81	U82	U83	U84	U85	U86					
Description	14 w/Assoc 252/217	14 w/Bach 252/217	14 w/Mast 252/217	Associates	Bachelors	Masters	Specialist	Associates	Bachelors	Masters					
Change to Base	591.00	1181.00	1477.00	591.00	1181.00	1477.00	1826.00	591.00	1181.00	1477.00					
Days	217	217	217	252	252	252	252	252	252	252					
Hours/Day	7.50	7.50	7.50	7.50	7.50	7.5000	7.5000	7.50	7.50	7.50					
Hours*Days	1627.50	1627.50	1627.50	1890.00	1890.00	1890.00	1890.00	1890.00	1890.00	1890.00					
Addl Per Hr	0.3631	0.7257	0.9075	0.3127	0.6249	0.7815	0.9661	0.3127	0.6249	0.7815					
Exp. Step															
0-4	32.2431	32.6057	32.7875	29.3427	29.6549	29.8115	29.9961	31.1827	31.4949	31.6515					
5	32.4431	32.8057	32.9875	29.5127	29.8249	29.9815	30.1661	31.3527	31.6649	31.8215					
6	32.4431	32.8057	32.9875	29.5127	29.8249	29.9815	30.1661	31.3527	31.6649	31.8215					
7	32.7131	33.0757	33.2575	29.7527	30.0649	30.2215	30.4061	31.5727	31.8849	32.0415					
8	32.7131	33.0757	33.2575	29.7527	30.0649	30.2215	30.4061	31.5727	31.8849	32.0415					
9	32.7131	33.0757	33.2575	29.7527	30.0649	30.2215	30.4061	31.5727	31.8849	32.0415					
10	32.7131	33.0757	33.2575	29.7527	30.0649	30.2215	30.4061	31.5727	31.8849	32.0415					
11	32.7131	33.0757	33.2575	29.7527	30.0649	30.2215	30.4061	31.5727	31.8849	32.0415					
12	32.7131	33.0757	33.2575	29.7527	30.0649	30.2215	30.4061	31.5727	31.8849	32.0415					
13	32.7131	33.0757	33.2575	29.7527	30.0649	30.2215	30.4061	31.5727	31.8849	32.0415					
14	32.9531	33.3157	33.4975	29.9627	30.2749	30.4315	30.6161	31.8227	32.1349	32.2915					
15	33.1331	33.4957	33.6775	30.1227	30.4349	30.5915	30.7761	31.9827	32.2949	32.4515					
16	33.4331	33.7957	33.9775	30.3927	30.7049	30.8615	31.0461	32.2827	32.5949	32.7515					
17	33.4331	33.7957	33.9775	30.3927	30.7049	30.8615	31.0461	32.2827	32.5949	32.7515					
18	33.4331	33.7957	33.9775	30.3927	30.7049	30.8615	31.0461	32.2827	32.5949	32.7515					
19	33.7031	34.0657	34.2475	30.6627	30.9749	31.1315	31.3161	32.5527	32.8649	33.0215					
20	34.0231	34.3857	34.5675	30.9627	31.2749	31.4315	31.6161	32.7927	33.1049	33.2615					
21	34.3731	34.7357	34.9175	31.2627	31.5749	31.7315	31.9161	33.1027	33.4149	33.5715					
22	34.7131	35.0757	35.2575	31.6027	31.9149	32.0715	32.2561	33.4227	33.7349	33.8915					
23	35.1331	35.4957	35.6775	31.9227	32.2349	32.3915	32.5761	33.7627	34.0749	34.2315					
24	35.5331	35.8957	36.0775	32.3127	32.6249	32.7815	32.9661	34.0927	34.4049	34.5615					
25	35.9331	36.2957	36.4775	32.6727	32.9849	33.1415	33.3261	34.4727	34.7849	34.9415					
26	36.3431	36.7057	36.8875	33.0727	33.3849	33.5415	33.7261	34.8327	35.1449	35.3015					
27	36.8031	37.1657	37.3475	33.4527	33.7649	33.9215	34.1061	35.2327	35.5449	35.7015					
28	37.2931	37.6557	37.8375	33.8827	34.1949	34.3515	34.5361	35.6527	35.9649	36.1215					
29	37.7831	38.1457	38.3275	34.2627	34.5749	34.7315	34.9161	36.0127	36.3249	36.4815					
30	38.2231	38.5857	38.7675	34.6827	34.9949	35.1515	35.3361	36.4527	36.7649	36.9215					
31	38.7531	39.1157	39.2975	35.1227	35.4349	35.5915	35.7761	36.8727	37.1849	37.3415					
32	39.2031	39.5657	39.7475	35.5127	35.8249	35.9815	36.1661	37.2727	37.5849	37.7415					
33	39.6831	40.0457	40.2275	35.9027	36.2149	36.3715	36.5561	37.7027	38.0149	38.1715					
34	40.1931	40.5557	40.7375	36.3827	36.6949	36.8515	37.0361	38.1427	38.4549	38.6115					
35	40.6331	40.9957	41.1775	36.7327	37.0449	37.2015	37.3861	38.5227	38.8349	38.9915					
36	41.1031	41.4657	41.6475	37.1727	37.4849	37.6415	37.8261	38.9727	39.2849	39.4415					
37	41.6131	41.9757	42.1575	37.5927	37.9049	38.0615	38.2461	39.3727	39.6849	39.8415					
38	42.0731	42.4357	42.6175	37.9827	38.2949	38.4515	38.6361	39.7527	40.0649	40.2215					
39	42.5731	42.9357	43.1175	38.4127	38.7249	38.8815	39.0661	40.2027	40.5149	40.6715					
40	43.0331	43.3957	43.5775	38.7927	39.1049	39.2615	39.4461	40.5827	40.8949	41.0515					
41	43.5131	43.8757	44.0575	39.2127	39.5249	39.6815	39.8661	40.9927	41.3049	41.4615					

APPENDIX E: EDUCATION STAFF PROFESSIONALS (ESP) SUPPLEMENTS

An ESP employee may be assigned to receive:

- more than one (1) supplement; and
- any supplement within the Supplements Schedule for Instructional employees for which the ESP employee has the certification or license that is required for the role.

Type	**Amount**
• **Computer Technician I [Assigned to More than One (1) School]**	$ 500.00
• **First Aid/ CPR [One (1) per school]**	$ 500.00

- **Employee Recruitment Incentive Supplement**

1. The Superintendent and School District Leadership Team shall provide an employee recruitment incentive equal to **$250.00** for each job candidate referred to and successfully hired by the School District.
    - The estimated cost to the School District would be $75,000 per year based upon approximately 300 referring employees.
    - "Successfully hired" shall mean the referred job candidate who completes all required steps for onboarding and who remains an employee for a minimum of ninety (90) days.
2. The Department of Human Resources shall promulgate the procedures for recordkeeping and manage the collection of forms related to this incentive.
3. The incentive shall be paid as a bonus on a quarterly basis.
4. Employees who make three (3) or more successfully hired referrals shall be designated as **"Super Recruiters"** and may be entered into a drawing for a prize donated by a business sponsor (e.g., restaurant gift card, hotel stay, etc.).
5. Administrators would not be eligible for this incentive since recruitment is an existing job requirement.

APPENDIX F: CROSS-TRAINING PROFESSIONAL GROWTH PLAN

CROSS-TRAINING CHECKLIST

Employee's Name: _____
Employee's Title: _____
Employee's Work Location: _____
Employee's Supervisor: _____
Employee Instructions: Please complete this checklist with your supervisor at the appropriate times. Both parties should initial items as they are completed and then sign and the form acknowledging as completed.

Supervisor's Initials/ Employee Initials

1. Approval of immediate supervisor for cross training in this position

2. Review the classification specification and specific qualifications:

☐ Tasks to be completed
☐ Deadlines to be met
☐ Frequency of completion (daily, quarterly, annually, etc.)
☐ Required meetings
☐ Expectations of proficiency

3. Review the structure and procedures of the worksite and employee to be job shadowed including:

☐ Department organization chart – highlight the names and duties of key personnel and who to contact if the supervisor is not available
☐ Ordering/ Obtaining supplies
☐ Policy and procedures or handbook of worksite
☐ Approval of receiving supervisor and employee to be shadowed

4. Discuss appropriate staff development opportunities and requirements:

☐ Training and Development requirements
☐ Proposed plan for ensuring that duties and responsibilities are covered during job shadowing and training

Employee's Signature: _____ **Date:** _____
Mentor's Signature: _____ **Date:** _____
Supervisor's Signature: _____ **Date:** _____

CROSS TRAINING PLAN

Section 1
Employee's Name: _____
Employee's Title: _____
Employee's Work Location: _____
Employee's Supervisor: _____
Assessment Period: _____

Section 2 - Objectives
(Job Description Responsibilities to be focused on for this period)

1.	
2.	
3.	
4.	

Section 3 - Implementation

Mutually Agreed Upon Objective Activity	Date	Time	Outcome/ Impact of Activity

Section 4 - Performance - Assessment and Results

Completed Job Competencies
Employee Assessment of performance with examples
Supervisor Assessment of performance with examples
Additional training opportunities offered/ needed

Signature acknowledges receipt of this document. This form shall remain at the worksite and shall not be placed in the employee's permanent personnel file until the cross training has successfully been accomplished.

Employee's Signature: _____ **Date:** _____

Supervisor's Signature: _____ **Date:** _____

APPENDIX G: MEMORANDA OF UNDERSTANDING

N/A

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Karyle Green, Chief Human Resources Officer
The School District of Osceola County
Department of Human Resources Administrative Services
799 Bill Beck Boulevard
Kissimmee, FL 34744
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Email: Karyle.Green@osceolaschools.net

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