Agreement
Classified Unit

2024-2027

Between the Putnam Federation of Teachers/United
FEA, NEA, AFT, AFL-CIO and the District School Board of Putnam County

PREAMBLE

THE BOARD AND THE UNION ACKNOWLEDGE THAT DURING THE NEGOTIATIONS WHICH RESULTED IN THIS AGREEMENT EACH HAD THE RIGHT AND OPPORTUNITY TO MAKE PROPOSALS WITH RESPECT TO SALARIES, HOURS, TERMS AND CONDITIONS OF EMPLOYMENT, AND THAT THE UNDERSTANDINGS AND AGREEMENTS ARRIVED AT BY THE PARTIES AFTER THE EXERCISE OF THAT RIGHT AND OPPORTUNITY ARE SET FORTH IN THIS CONTRACT.

THE BOARD AND THE UNION FOR THE LIFE OF THIS CONTRACT VOLUNTARILY AND WITHOUT QUALIFICATION WAIVE THE RIGHT AND EACH AGREES THAT THE OTHER SHALL NOT BE OBLIGATED TO BARGAIN COLLECTIVELY WITH RESPECT TO ANY SUBJECT OR MATTER COVERED BY THIS CONTRACT UNLESS OTHERWISE SPECIFIED HEREIN.

GOVERNING BODY OF THE BOARD AND BY THE UNION.

IN CONSIDERATION OF THE FOLLOWING MUTUAL COVENANTS, IT IS HEREBY AGREED AS FOLLOWS:

PURPOSE

IT IS THE INTENT AND PURPOSE OF THIS AGREEMENT TO ASSURE SOUND AND MUTUALLY BENEFICIAL WORKING AND ECONOMIC RELATIONS BETWEEN THE PARTIES HERETO AND TO PROVIDE AN ORDERLY AND PEACEFUL MEANS OF RESOLVING ANY MISUNDERSTANDING OR DIFFERENCES WHICH MAY ARISE AS A RESULT OF IMPLEMENTING THIS AGREEMENT AND TO SET FORTH HEREIN BASIC AND FULL AGREEMENT BETWEEN THE PARTIES CONCERNING WAGES, HOURS, AND TERMS AND CONDITIONS OF EMPLOYMENT. THERE SHALL BE NO INDIVIDUAL ARRANGEMENTS OR AGREEMENTS MADE COVERING THIS AGREEMENT OR ANY PART OF THIS AGREEMENT CONTRARY TO THE TERMS PROVIDED HEREIN.

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Article 1 – Recognition

A. The Union recognizes the Board as the public employer of the classified employees and agrees to negotiate only with the Board through the Superintendent or his/her designee.

B. The Board recognizes the Union as the sole exclusive bargaining agent for the bargaining unit of employees whether under contract or on approved leave or on the job pending official action of the Board, all as certified by the Public Employees Relations Commission in Case No. 8H-RC-744-1022, CERTIFICATION NO. 44, CERTIFICATION OF REPRESENTATIVE FOLLOWING ELECTION AND ORDER TO NEGOTIATE, issued by the Florida Public Employees Relation Commission on the twenty-fifth day of April, 1975. The right shall not be granted to any other employee or professional organization.

C. Such representation shall include all classified employees and exclude all administrative, confidential, and instructional employees.

Article 2 – Definitions

A. The term "Board," when used hereinafter in this Agreement, shall refer to any District School Board of Putnam County, Florida, and/or their designee(s). The board is the public employer of district employees.

B. The bargaining unit is employees certified by PERC.

C. The term "employee" will refer to all persons eligible to be in the recognized bargaining unit.

D. The term "days" will mean employee workday. A workday will be the equivalent to the number of hours, excluding overtime, for which an employee receives compensation.

E. The term "parties" when used in this Agreement shall refer to the Union and the Board.

F. The term "supervisor" shall mean any administrator or supervisor, or their designee, appointed by the School Board, or designated by the Superintendent, to supervise a work center.

G. The term "grievant" shall mean employee or group of employees.

H. The term "grievance" shall be a violation of a provision of this Agreement.

I. The term "work week" for the employee for the purpose of computing overtime will be 12:01 A.M. Monday to 12:00 P.M. midnight Sunday.

J. The term "seniority" shall mean total service in any classified bargaining unit position with the Putnam County School District. Where total service is equal, continuous service will be the determining factor. Any Board approved leave in excess of twelve (12) weeks will not count as service with the employer for seniority purposes, but seniority will recalculate upon return to service. Employees whose seniority dates are the same will have their seniority rank determined by a drawing with a union representative present.

K. The term "experience" will mean documented job-related experience and will be credited for the purpose of salary up to three (3) years. Experience will not impact seniority.

L. The term “paraprofessional” will mean any classified employee who provides services to students while working under the direct supervision of or assisting a certified instructor or administrator who is responsible for the program design and assessment of student progress.

M. The term “accrued time” will mean time earned by an employee in a preapproved activity that occurs beyond the contract hours. Such time must be approved in advance and established by the site supervisor and may not be an activity for which the employee receives a supplement or other form of compensation. Each site will develop a method for tracking such time. Accrued time may be used in lieu of or in combination with sick or personal leave and must be used within the contract year from the date earned. Use of accrued time requires preapproval of the site supervisor, but approval shall be granted for use of accrued time unless the granting of such time would be disruptive of the educational program. Accrued time is nontransferable and is capped at 80 hours per contract year. Accrued time has no cash value. Time not used within that contract year will be lost. Employees will have a 31 day grace period at the start of each new contract year to use any accrued time from the previous year.

Article 3 – Negotiations Procedures

A. In any negotiations described in this Agreement, neither party shall have control over the selection of the negotiating representatives of the other party. Negotiating sessions will be held at mutually agreed dates and times. The date and time of the next session will be agreed upon as the last item discussed in each meeting. Meetings will be normally held in the Administrative Building and will not exceed four (4) hours in length, except by mutual agreement. All negotiation sessions are open to the public. The Union or the Board may record during negotiations.

B. The parties negotiating representatives shall have the power and authority to make proposals, consider proposals, and make concessions in the course of negotiations. Throughout negotiations, all tentative agreements will be signed by representatives designated by each party. Each party will retain two (2) signed copies of any final agreement.

C. It is recognized that no agreement between the parties will be final until signed by the chief negotiator(s) and ratified by a majority of the employees voting, as outlined by the Florida Statutes and subject to any revisions or amendments thereto.

D. The Board will provide the Union with a bargaining unit list in excel format the number of employees dropped and/or added during the previous year; and available budgeting information. The Classified excel worksheet shall include: position, date of hire, step, salary lane, percent of position paid out of general fund, relevant work day/year information, and any supplements. The instructional excel worksheet shall include: position, degree, contract status, date of hire, step (if applicable), percent of position paid out of general fund, base salary, and any supplement(s).

E. During negotiating sessions, either party may caucus privately upon request. Effort will be made by each party to limit the length of its caucuses to thirty (30) minutes or a time agreeable to both parties.

F. During negotiations access to a printer will be provided to the Union at no cost to be used exclusively during the negotiation sessions.

G. During the course of any negotiations described in the Article, the parties mutually pledge that such negotiations will be conducted in good faith. If either party determines that further negotiations seem impossible of producing a satisfactory agreement, then either party may declare impasse per Florida Statutes.

H. Negotiations may be reopened during the life of this Agreement and prior to negotiations for a successor agreement, only by mutual agreement of the parties. In the event of such agreement, the parties agree to cooperate in arranging meetings, furnishing necessary information and otherwise constructively considering and resolving any such matters.

I. If either party desires to modify or amend this Agreement, a written notice must be submitted to the other party prior to March 1, of the year in which the Agreement expires. If such notice is given, negotiations for a successor agreement shall be initiated on or before June 1st

Article 4 – Grievance Procedure

A. PURPOSE
The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to violations of this Agreement. Both parties agree that these proceedings will be kept as informal and confidential as is appropriate.

B. DEFINITIONS
Definitions as defined in Article 2.

C. REPRESENTATION
Any teacher/employee will have the right to request representation by the Union at any step of the grievance procedure. No grievant may be required to discuss any grievance if the Union representative is not present if such representation has been requested by the grievant. A grievant shall not be represented by a representative of any other external organization (i.e. PEN or other associations/labor Unions). Nothing in this article will be construed as preventing any employee from presenting his/her own grievance, provided the Union has been given the first right of refusal to process the grievance. The Union shall be given the opportunity to be present at any meeting calling for the resolution of a grievance. If the Union is not a party to the grievance, representatives of the Union may be present to ensure the integrity of the collective bargaining agreement. Nothing in this Agreement shall be construed to prevent any teacher from presenting at any time his/her grievances in person or by legal counsel as outlined in Florida Statute 447.

D. GRIEVANCE PROCEDURES
Prior to the submission of a grievance under this Section, the teacher/employee should attempt to meet with his/her immediate supervisor to engage in informal efforts to resolve the grievance within 15 days of the alleged violation. The supervisor shall respond orally within ten (10) days.

1. Level 1 – Worksite
Within thirty (30) days of alleged violation, the Union may present the

grievance in writing to the grievant's immediate supervisor who will arrange for a meeting within fifteen (15) days after receipt of the grievance. The grievant, a Union representative, and the grievant's immediate supervisor may also request that a representative of the administration be present on his/her behalf. The supervisor must provide the Union and the grievant a written answer on the grievance within fifteen (15) days from the date of said meeting. The answer will state the rationale for the decision. By mutual agreement, the timelines may be extended to achieve the most suitable resolution.

2. Level 2 – District
   If the Union and the grievant are not satisfied with the disposition of the grievance at Level 1, the grievance may be referred to the Superintendent. The Superintendent or the Superintendent's designee shall arrange for a meeting with representatives of the Association and the grievant(s) to take place within fifteen (15) days of receipt of the appeal. The Superintendent or the Superintendent's designee shall have fifteen (15) days to provide a written answer after the meeting has been completed. The answer shall state the rationale for the decision. This time limit may be extended only by mutual consent of the parties.

   *The parties may mutually agree after the Level 2 hearing decision to pursue resolution through mediation, with no impact on the necessary timelines.

3. Level 3 – Arbitration
   If the Union is not satisfied with the disposition of the grievance at Level 2 or if the time limit for response at Level 2 has expired without the issuance of the required written answer, the grievance may be submitted within thirty (30) days to final and binding arbitration according to the rules of the American Arbitration Association or Federal Mediation and Conciliation Services.

   a. The arbitrator will have no power to alter, add to, subtract from, disregard, or modify any of the terms of this Agreement. He/she shall have no power to rule on any of the following:
      - Failure to re-employ any probationary contract teacher
      - The failure to reassign a teacher to an extracurricular position

   b. The arbitrator's own powers will be limited to deciding whether the express articles or sections of this Agreement have been violated; and, he/she shall not thereby mandate continuing obligations or policy changes beyond the remedy for the individual grievant or affecting conditions prior to or beyond the life of this Agreement.

      If the question of arbitrability is raised by the Board, the question will be answered by the arbitrator.

      The arbitrator's decision will be in writing and will set forth findings of facts, reasoning and conclusions on the issue

submitted. The decision of the arbitrator will be final and binding on the grievant and on the Board.

E. TIME LIMITS

1. Since it is important that a grievance be processed as rapidly as possible, the number of days indicated at any level should be considered as a maximum and, every effort should be made to expedite the process.
2. The time limits provided in this Article shall be strictly observed, but may be extended by written agreement of the Board and the Union. Grievances filed after May 1, shall be processed as expeditiously as possible so that the grievance may be resolved prior to the end of the school term or as soon thereafter as practical.
3. Any grievance shall be filed within thirty (30) days of the alleged violation. When illness, injury, or other emergency prevents the filing of a grievance or the appearance of the grievant(s) at a grievance meeting, the time limits shall be extended to such time as the grievant(s) can file such grievances or appear at such meeting. Such evidence for delayed notification must be in writing.
4. Notwithstanding the expiration of this Agreement, any complaint or grievance having begun thereunder shall be processed to completion under the terms and conditions of this Article.

F. COSTS

1. Grievances will ordinarily be processed after regular working hours of the grievant(s). However, should a grievance meeting take place during work hours, the grievant(s) and the Union representative(s) shall be excused from their regularly scheduled duties and shall suffer no loss in pay. When the District has the authority to schedule grievance meetings, the District will assume the costs associated with substitutes, if needed for the grievant(s) and any witnesses if a grievance meeting is scheduled during the student day.
2. Should either the Board or the Union request a transcript of the proceedings at Level 2 or 3, then the requesting party shall bear full costs of the transcript. If each party requests a transcript, the cost of the two transcripts will be divided equally between the parties.
3. Grievance arbitration expense will be borne equally by the Board and the Union.

G. MISCELLANEOUS

1. All teachers/employees are entitled to fair, reasonable and equitable treatment in the processing of grievances. A teacher who participates or intends to participate in any grievance shall not be subjected to sanctions, discipline, reprimand, warning, reprisal or transfer because of such participation or intention to participate.
2. All documents, communications and recordings dealing with the processing of a grievance will be considered confidential to the extent permitted by law and will be filed separately from the personnel files of

the aggrieved teacher. Grievances shall be conducted in private to the extent permitted by law.

3. Grievances shall be filed on the form attached hereto as Appendix G.
4. Identical grievances with identical relief sought, arising at more than one building and grievances arising at a level other than the building level, shall be processed in the manner specified above, except that such grievances will be initiated with the Superintendent or the Superintendent's designee rather than the grievant's immediate supervisor. If a grievance affects multiple employees at one (1) or more school(s)/worksite(s), the Union may file a class action grievance at Level two (2) of the procedure.
5. Nothing in this contract will preclude the withdrawal of a grievance at any point in the process by the grievant.

Article 5 – Employee Rights

A. The Board and the Union hereby agree that every employee shall have the right to freely organize, join, and support the Union. The Board and the Union undertake and agree that they will not directly or indirectly discourage, deprive, or coerce any employee in the enjoyment of any rights conferred by this Agreement, laws of Florida, the Constitution of Florida, or the Constitution of the United States and that there will be no discrimination against any employee with respect to wages, hours, or any terms of conditions of employment.

B. The provisions of the Agreement will be applied by the Union and the School board. Neither party will discriminate nor tolerate harassment in its educational programs or activities on the basis of race, color, national origin, sex (including sexual orientation, transgender status, or gender identity), disability (including HIV, Aids, or sickle cell trait), pregnancy, marital status, age (except as authorized by law), religion, military status, ancestry, or genetic information, which are classes protected by State and/or Federal law (collectively, "protected classes").

C. Nothing contained herein will be construed to deny or restrict any employee of any rights he/she may have under the Florida Statutes or other applicable laws and regulations. The rights granted to employees hereunder will be deemed to be in addition to those provided elsewhere.

D. The Board will upon written authorization from the employee deduct from the salary of any employee and make appropriate remittance to approved financial institutions payments for insurance, annuities, Association dues or similar programs of economic services approved by the Board.

E. Unless required by law, after initial employment, all physical examinations required for continued employment, will be provided by the Board, except as specifically amended in other portions of this agreement.

F. Under the direction of the principal or supervisor, employees will endeavor to see that textbooks, equipment, funds and supplies are not damaged or stolen. Employees who exercise reasonable and prudent control over said materials will not be required to pay for any damages or losses, which may occur, by the actions of other persons.

G. Employees will not be required to attend meetings for commercial demonstrations, which are directed to personal sales to employees. Solicitation by sales personnel in the school or worksite will not be permitted during the workday. Employee mailboxes will not be used for solicitation for distributing incentives or brochures by non-educational entities.

H. Employees have the right to provide relevant input, make constructive suggestions, and/or ask pertinent questions during faculty or department meetings.

I. Administrators/Supervisors will not reprimand employees in the presence of other employees (not including administrators), students, and/or parents. Should an administrator/supervisor need to counsel an employee regarding a concern, just cause and progressive discipline will be used. (See Article 10.)

J. When an employee is involved in circumstances which will result in a written warning, verbal or written reprimand, or recommendation for suspension, the employee who is a member of the Association may have Union representation present at the conference between an administrator and the teacher which relates to the matter. The employee will be given prior notice as to the nature of the meeting and advised of the right for Union representation. The employee will have the right to postpone the conference until representation is available. Except in cases of emergency, it is the employee's responsibility to have a representative present within three (3) working days.

K. If an employee needs clarification regarding a directive from his/her principal or supervisor, he/she may request clarification in writing and the principal or supervisor will respond within three (3) working days.

L. The Board or its representatives, upon any complaint by a parent, or student directed toward an employee may investigate the problem. Any complaint regarding an employee made to the administration by any parents, student, or other person which is considered in a written evaluation of an employee's performance or which results in disciplinary action will be called to his/her attention. Such notice will include the alleged cause giving rise to the investigation. No anonymous complaint will be considered in an employee evaluation or be the basis of any disciplinary action unless such claim(s) have been substantiated by factual evidence.

M. The private and personal life of an employee is not the appropriate concern of the Board unless it reduces his/her effectiveness as an employee.

N. Except in the case of an emergency, employees will receive twenty-four (24) hours' notice of any school or department related meetings.

O. Employees who work overtime (more than forty (40) hours during a workweek), must be paid at one and one-half times their regular hourly rate for hours worked in excess of forty (40) hours. Compensation beyond forty (40) hours may be in the form of accrued time at a comparable rate if mutually agreed upon by the employer and the employee.

P. Employees who have children in Putnam County Schools will be released for parent/employee conferences at the child's school not to exceed two (2) times during any one grading period. This release time will be mutually arranged with the employee's principal and if no student contact time is lost, the

employee will not be required to make up this time and no personal leave will be charged. As any other public school parent, employees will have the right to discuss with principals the placement of their child in specific programs or classes and such input will be given due consideration.

Q. Upon request, a referring employee will receive a copy of student disciplinary referrals indicating what disciplinary action was taken when the employee has furnished the principal or his/her designee with full particulars on the problem or incident in writing.

R. Should a student be formally charged with a felony or an act that would be classified as a felony if he/she were an adult, immediate notification is required of the student's assigned bus driver, classroom teacher, and any other school personnel whose assigned duties include direct supervision of the student.

S. Should any member of the bargaining unit choose to move to a position outside the bargaining unit, he/she will be guaranteed the right to return to his/her former status, i.e., position but not necessarily the same location, within six (6) months of the effective date of the new non bargaining unit appointment at either the request of the employee or at the direction of the principal/supervisor.

T. Guardian Program

   a. Guardian Program
      Employees that volunteer to be a part of the Aaron Feis Guardian Program shall be covered by liability insurance at no cost to the employee/Guardian.
      Employees who volunteer for the Guardian Program shall have access to grief counseling not available through the Employee Assistance Program (EAP) when such counseling is needed in relationship to performing their Guardian duties in an active assailant event. This grief counseling will be at no cost to the Guardian.
      Trainings related to the professional development required for the Guardian Program, and the cost of ammunition and firearms, shall be at no cost to the Guardian.
      All test results related to psychological screening will be held confidential by the Sheriff's Department to the extent authorized by law.
   b. Employee Use of Firearm
      Employees who fulfill their role as a Guardian and act within the scope of law and parameters of the Guardian Program shall not be subject to discipline by the Putnam County School District. They shall be entitled to due process rights in accordance with the collective bargaining agreement (CBA)
      In the event that the employee acts in his/her role as a Guardian, as outlined in the lawful parameters of the Guardian Program, by pulling or discharging a weapon, the employee will be placed on administrative leave in order to provide time for investigation by appropriate law enforcement agencies.

U. Should it be necessary for an employee with teaching responsibilities to be reassigned to another room at his/her worksite, adequate time and assistance

will be provided. Such relocation will not interfere with normally assigned instructional duties, will not require the employee to report beyond the terms of the contract, or work in hazardous conditions. Should the move be necessary after the last employee work day, the employee shall be compensated a $100 stipend and covered by workman's compensations should any injury occur.

Article 6 – Union Rights

A. The Union will have the right to post official notices of activities and matters of Union concern on appropriate and specifically assigned bulletin boards. In those schools where there already exists more than one bulletin board, the Union representative and building principal cooperatively choose the Union's bulletin board. In those schools where there exists only one bulletin board, the Union will furnish a bulletin board, which will remain Union property and place it in a location approved by the principal and the Union.

B. The Union will have the right to use employee mailboxes and will be provided a mailbox at the PCSD.

C. Duly authorized representatives of the Union will be permitted to transact official Union business with individual employees on school property provided that this will not interfere with or disrupt student contact time or other specifically assigned duties of teachers, other than individual planning time. Such representative will register his or her presence in the office.

D. Union officers or their designees may use personal leave, with or without pay, when a request is made in advance, for Union business including attendance at School Board meetings.

E. The Union and its authorized representatives will have the right to request and be granted the use of school buildings for meetings before or after the teacher work day, when such space is available. Requests for such use will be made through the building principal.

F. The Union may inspect, examine or copy, at reasonable times and under the supervision of the Superintendent, or his designee, any public records which are not deemed by law to be confidential or which are prohibited from being inspected by the public whether provided by general or special acts of the legislature or which may hereafter be so provided. Copies may be executed by the Union at no cost to the Union. If the Union requests mechanical reproduction then the cost will be fifteen (15) cents per single-sided page with an additional five (5) cents for two-sided pages to be paid by the Union. When research is required to produce the material to be copied a charge of thirty (30) cents per page will be made.

G. The parties agree that as of July 1, 2024, payroll deductions for union dues are currently unenforceable and inactive due to legislation passed in the 2023 Florida Legislative Session:

Payroll deduction for membership dues will be available to Union members who request this service in writing. Such deductions will automatically be renewed unless written cancellation is received. Authorization for deduction of dues will be submitted on a form to be mutually agreed upon by the Board

and the Union. These dues will be deducted from the employee's payroll checks in equal installments.

a. Amounts withheld will be remitted to the Union in a lump sum as soon as possible but not later than fifteen (15) days after the employee payday.

b. Payroll deductions for Union membership dues may be terminated by the employee with thirty (30) days' notice upon submission of the form provided for this purpose.

Should the Florida Statute change to allow dues to be deducted through the employee payroll, the parties will schedule a meeting within fifteen (15) work days to discuss payroll deductions for union dues.

H. The Union has the right to request and be placed on all School Board agendas with thirteen (13) calendar days' advance notice. When such request is not made, the Union will be permitted to appear as a delegation with the same time privileges as other organizations or groups. The Superintendent will notify the union of date, place, and hour of all Board Meetings and provide the union with a complete agenda and supporting data no later than the Friday morning prior to all regular meetings. The union will be notified of any incomplete or further anticipated agenda items. Any materials absent from the package will be provided to the union upon release to the School Board. Completed committee reports sent to the Board will be available to the union. The union will have the right to present its position on said reports prior to the Board's action.

I. All organizational rights included in this Agreement will be granted exclusively to the Union, unless otherwise specified in this Agreement.

J. The Union President will receive through electronic mail, agendas, minutes, and other materials that are distributed to the public.

K. The Union may use the District mail system subject to the same procedure and handling restrictions as others using the system. The Board will be held harmless from any loss or liability related to the shipment of material.

L. Nothing contained herein will be construed to deny or restrict the Union of any rights it may have under the Florida Statutes or other applicable laws and regulations. The rights granted herein will be deemed to be in addition to those provided elsewhere.

M. The Union will be permitted to use up to a total of twenty-five (25) days annually, to be charged to Union Leave, with pay but without travel and per diem to allow designated Union members to transact Union business. Such use of Union Leave will require the recommendation of the Union President, five (5) days advanced notice to the Superintendent and approval of the Board. The cost of substitutes will be borne by the Union and reimbursed to the Board.

N. One (1) employee designated by the Union will upon request be granted a leave of absence for a period of up to two (2) years at a time for the purpose of engaging in Union activity.

O. By September 15th of each year, the Board will provide the Union with a list of all employees. This list will include the name, job site, job classification or title, home address date of birth, hire date, and work email.

P. The Union representative(s) will be given an opportunity at each building faculty meeting to present brief reports and announcements. No discussion may be held about these reports at the faculty meeting. It will be the Union representative's responsibility to notify the principal or his/her designee in person at least one hour in advance of the meeting.

Q. The Union will provide to the Superintendent or designee a list of employees interested in serving on joint committees.

R. The Union President or designee shall serve on the board's master calendar committee each school year. The union shall select three (3) classified and three (3) instructional employees to serve on the calendar committee.

S. The Putnam County District School Board and the Putnam Federation of Teachers/United will have the right to enter into a "Memorandum of Understanding" when at the request of a majority of affected employees at a particular site any policy will deviate from contract language. A written description of the changes and the language that will be violated will be submitted to the School Board or its designated agent and the Executive Board of Putnam Federation of Teachers/United. If both parties agree to the request it shall be enacted for the current school year. All memorandum will be reviewed annually and subject to recession at that time.

T. The Union will be notified and copied with all applications for "Charter Schools" submitted for Board Approval.

U. The Board will provide up to three (3) payroll deduction slots to be used for union-designated economic services. There shall be a minimum twenty-five (25) employees requesting the services for a slot to be created. Subject to normal office check-in requirements and Administrative approval, Representatives of the Union may meet with members regarding these economic services. Approval will not be unreasonably withheld.

V. Copies of this Agreement entitled "Agreement Between the Putnam Federation of Teacher/United, FEA, AFT, NEA, AFL-CIO, and the District School Board of Putnam County" will be printed in booklet form at the joint expense of the Board and Union within twenty (20) days, if possible, after the Agreement is signed-*two copies* will be presented to *each school or work site during full book years. One copy will be used by Administration and the other copy will be furnished to the Union for its use*.

Article 7 – Management Rights

A. It is the right of the Board to determine unilaterally the organization, structure, mission, goals, objectives and purpose of the district and the constituent units thereof; to set standards of services to be offered to the public, and exercise control and discretion over all operations of the school district.

B. Nothing contained herein will be considered to deny or restrict the Board or the Superintendent of their rights, responsibilities, and authority under the Florida School Laws, State Board of Education Regulations, School Board Policies, or any other laws or regulations. Except as specifically stated in this

Agreement, all the rights, powers, and authority the Board had prior to this Agreement are retained by the Board.

C. The matters contained in this Agreement and/or the exercises of any such rights of the Board are not subject to further negotiations between the parties during the term of this Agreement.

D. It will also be the sole right of the Board to hire all employees and subject to the provision of law to determine their qualifications and conditions for their continued employment, their placement or their dismissal, suspension, layoff or demotion for just cause, and to promote and transfer all such employees.

E. Officials of the Board will retain the right, in accordance with applicable laws, regulations, and School Board Policies to take whatever actions may be necessary to carry out the responsibilities of the Board in situations of emergency so long as they do not endanger employee's lives. These emergency rights and responsibilities are exempt from any grievance and negotiation.

Article 8 – Impact Bargaining and No Strike

A. Impact Bargaining

1. The Board agrees that it will not implement any policy affecting terms and conditions of employment, which is inconsistent with this Agreement. The Board will negotiate any proposed new policy affecting terms and conditions of employment with the Union prior to its implementation.

B. No Strike

1. The Union recognizes Florida Statute 447 concerning strikes and its definition as outlined.
2. Any and all damages, injuries, or expenses incurred or suffered in the violation of this Article will be borne by the party deemed responsible through the Public Employees Relations Commission.

Article 9 – Working Conditions

A. GENERAL CONDITIONS

1. Rest Periods and Lunch

a. Employees who are scheduled to work four (4) hours will be granted a fifteen (15) minute break period. Employees who work an additional four (4) hours per day will be granted an additional fifteen (15) minute break period. These break periods will not apply to bus drivers except those that work as aides or lunchroom workers in the system in addition to their regular bus driver's schedule. The break or rest period will be scheduled by the supervisor and whenever possible will occur near the middle of the shift. The Supervisor or Principal, however, may vary the scheduling of such rest periods, when, in his/her opinion, the demands of the work require such a variance.

b. Employees who work directly with students will be provided breaks as permitted by their duties.

c. Employees earning breaks may not combine such breaks to gain early dismissal or release time.

d. Employees who work six (6) or more continuous hours inclusive of breaks or rest periods will be scheduled for a meal break of at least thirty (30) minutes.

e. When available, the Board will provide a room or private area for use of employees during their lunch and break times.

f. Effective July 1, 2011, all uses of tobacco products in any form are prohibited at all times at any District-owned facility or in any District-owned vehicle. From July 1, 2011 forward, Putnam County Schools will be a tobacco-free district. In light of this, the Board agrees to provide a Board approved tobacco cessation program to all interested employees at no employee expense.

2. Health and Safety

a. It is the Board's intention to provide, as far as practically feasible, safe and healthful working conditions for its employees. No employee will be asked to work under less than safe conditions. This includes but is not limited to, securing buildings during evening shifts and providing lighting until all employees have exited the building. No employee will be asked to perform his/her tasks under less than healthful conditions. This includes, but is not limited to, providing adequate ventilation, air conditioning, and heating.

b. The Board will endeavor to ensure the safety and health of employees by attempting to comply with local, state and federal health and safety standards.

c. The Board will endeavor to ensure the safety of employees and compliance by them with health and safety rules through a program of training and employee discipline that enforces safe working conditions.

d. The Board will provide notification to an employee who may be exposed to an unsafe or unhealthy working condition when the Board is aware of such conditions.

e. No employee will be required to perform work that may be dangerous if it violates Board policy or local, state or federal health and safety laws.

f. If an employee feels that a job is unhealthy or unsafe, he/she should discuss the particular unsafe or unhealthy condition with the principal or supervisor prior to engaging in unsafe activity.

g. Any case of assault/battery upon an employee while on duty will be reported promptly to the principal/supervisor by that employee or any other employee observing or having knowledge of the assault. In cases involving assault by a student upon an employee, and where criminal or juvenile

charges are filed, the Board will advise the employee of his rights and obligations with handling of the incident by Law Enforcement and Judicial authorities. An employee will not be subject to discrimination, discipline, or reprisal, for initiating or participating in filing a report with law enforcement. The principal will report as soon as possible, but within twenty-four (24) hours, to the Superintendent that an assault upon an employee has been reported to him/her.

h. Any employee may file a report with Law Enforcement when any parent or other person not subject to the discipline of the school commits any crime against any employee.

i. If any employee is complained against, or sued, as a result of an action taken by the employee as a legitimate part of his/her regular responsibilities while acting in the scope of employment, and in such instances where the interests of the employee and the Board are not adverse the Board will provide legal counsel of its choosing.

j. For the purpose of promoting employee wellness and health, employees will be granted access to district facilities and equipment within the normal hours of operation of the facility, beyond the student contact day, and when not in conflict with scheduled activities. Personal use of District facilities will be at the employee's own risk.

k. Except in an emergency situation, should the Board or is agents determine that any changes in working conditions is necessary for the effective and efficient operation of the district, notification will be given to the Union and the affected employees at least ten (10) days prior to implementing such change.

l. Should a student be formally charged with a felony or an act that would be classified as a felony if he/she were an adult, immediate notification is required of the student's bus driver, classroom teacher, and any other school personnel whose assigned duties include direct supervision of the student.

3. Resolution of disputes – Any disagreement or dispute relating to safety and/or health, which cannot be resolved, will be subject to the grievance procedures.
4. Contracting Out – The Board reserves the right to contract for services.
5. Appearance – When uniforms are not required, Board employees will dress appropriately for the job task to which they are assigned. Employees are expected to be neat and clean in their dress and to uphold a high standard for student emulation. When uniforms are provided, Board employees will wear them for all regular duty hours as well as any other official functions as designated by their supervisor.
6. An employee called back to work will receive a minimum of two (2) hours pay. Unless an emergency exists, all overtime will be on a

voluntary basis. Overtime may be compensated in the form of accrued time or overtime pay at a 1.5 to 1 ratio (see Article 5, paragraph E).

7. The Board will endeavor to provide the necessary tools and equipment to fulfill job assignments when budgets and conditions permit. Employees are expected to use all due care and caution with the use of Board tools and equipment so as not to cause a danger to others, themselves or Board-owned equipment, tools or property. Violation of this clause may lead to immediate suspension or dismissal and is not subject to the grievance procedure.
8. Childcare programs for children of employees are encouraged at the school/work locations where feasible, determining factor being, sufficient number of children to pay all costs involved and the availability of space. See Child Care Guidelines for implementation procedures.
9. Employees will follow school site procedure when disciplining children.
10. Each new employee will have a conference with his/her immediate supervisor to receive an explanation of his/her job and its responsibilities and the proper way to carry out those responsibilities within twenty (20) days of employment. This article may be satisfied by group meetings of new employees.
11. Employees who are injured or ill should not return to work until their doctor certifies, in writing, that they are capable of fulfilling their duties as normally expected.
12. Any employee fulfilling the duties of someone at a higher pay grade for more than six (6) continuous and consecutive days, will receive compensation of the higher pay grade at the higher pay rate, such pay will be retroactive.
13. Shift Differential – Any employee whose eight (8) hour workday ends after 10:00 p.m. will receive twenty-five cents ($.25) per hour increment in pay over and above the normal rates of pay.
14. In order to assure optimum employee performance and thereby optimum student performance, the District School Board of Putnam County and the Putnam Federation of Teachers/United have agreed to make available to all personnel various professional development opportunities through the joint implementation of the Effective Research and Dissemination Program. See guidelines pertaining to this program.
15. Any employee who performs extra duties directly related to or an extension of his/her normal assignment will be paid at his/her regular rate of pay.
16. Upon completion of a minimum of five (5) years of continuous successful employment with no break in service with the PCSD, the District agrees to pay any costs associated with fingerprinting or background checks required by statute.
17. Except as specifically amended in other portions of this agreement, (i.e., Article 9. B. Working Conditions, 1. Bus Drivers and 2. Food Service

Workers) summer program assignments will be considered on the basis of skills/special qualifications, staffing needs, seniority, and evaluations of the permanent full-time employees applying from that worksite. Should no qualified applicants appear, applicants from other sites may be screened using the same priority criteria.

18. Should an employee's shift be split between sites, travel time will be included in compensated hours and mileage will be reimbursed at the District rate except when transportation is provided by the District.
19. All bargaining unit employees impacted by a reduction in the length of their contract year will receive written notification via a personal letter mailed not later than October 15 during the year preceding the change in contract status. Should a position merit additional time, it will be the responsibility of the site supervisor to request additional days and compensation for the affected employee. This will be viewed as a request to the District Management team and given consideration that will require Board approval. The employee will be compensated at his/her daily rate of pay. Employees impacted by a reduction in the length of their contract who have unused vacation leave will be allowed to choose from any combination of the following options:
    a. Up to sixty (60) days may be maintained for payout upon retirement
    b. Unused time may be rolled to an investment account
    c. Unused time may be banked in case of a return to twelve (12) month contract status.
20. Any district employee who operates a district-owned vehicle is expected to understand and adhere to the Safe Driver Plan, which is found in Appendix of this agreement.
21. All physical examinations required by the District for any PCSD employee will be paid for by the Board according to the following conditions. Employees, who use doctors other than those at an approved medical clinic that will bill the Board directly for a cost less than the reimbursable amount, will be reimbursed up to $60.00 per physical. A paid receipt from the doctor will be required.
22. Due to the absence of a teacher and the lack of an available substitute, a classified employee may be assigned by his/her principal/supervisor as substitute for the teacher. The classified employee will receive a $35.00 supplement for a full day (at least 75% of day).

B. WORKING CONDITIONS

1. Bus Drivers
    a. A driver's day will be as designated by his/her route coordinator or director.

    One-Half (1/2) hour per day will be provided for normal bus maintenance and record-keeping. This time includes pre and post trip inspections, fueling and filling out reports and forms as needed. This time should also be used to keep the buses as

neat and as clean as possible. All regular bus drivers will be paid according to the schedule below to clean their assigned bus inside and out.

All drivers will indicate no later than the last day of pre-planning their intent to clean their own bus. Should a driver choose not to clean his/her bus, the hours will be posted as "extra duty" in the appropriate compound. The assignment of such duty will follow the language as specified in Article 9, paragraph B.1.r.

Any transportation employee will be paid per bus at their regular rate of pay according to the following

i. 3.5 hours per ESE bus

ii. 4.0 hours per 65 passenger bus

iii. 4.5 hours per 77 passenger bus

b. Drivers who work during FTE period will receive up to two (2) hours additional pay per week, for up to four (4) weeks per year to compensate them for extra duties performed. These hours will not be considered overtime hours and will be paid at the driver's regular pay rate

c. Drivers will be provided a maximum of four (4) hours to complete physicals and dexterity tests. Drivers will be provided up two (2) hours to complete each random drug test they are asked to perform, including reasonable drive time to and from the testing facility. Timesheets must reflect actual time used for all tests.

d. All drivers will receive and are expected to attend eight (8) hours of training prior to each school year. Drivers required to attend more than eight (8) hours will receive their regular rate of pay.

e. All regular bus drivers will work a minimum of five (5) hours a day.

f. Drivers are expected to understand and adhere to the rules of Putnam County and the State of Florida as provided in the School Bus Driver's Handbook, Field Trip Regulations and Preparation Safe Driver Plan, and other applicable state publications.

g. Routes – Primary
It is the responsibility of the route coordinator at each compound to establish and assign times to routes. Should questions arise concerning the time allotted to a route, the coordinator will accompany the driver on a run in order to verify or retime the route. Routes will be posted when a new route is created or a driver resigns. The posting will be in all compounds for a period of three (3) days. Should the route remain unfilled, it will go to the most senior substitute driver who applies.

h. Route – Supplementary

i. Shuttles – Shuttle routes will be incorporated into the routes of drivers who are driving less than five (5) hours for which they are being paid whenever possible. Such assignments may be split between drivers with one driver doing the morning shuttle and another doing the afternoon shuttle when there will be more than a thirty (30) minute layover. When the above procedure is not feasible, the shuttle will be assigned based on seniority. Any time over the five (5) hour minimum will be compensated at the driver's hourly rate of pay until the driver exceeds the limitations of the wage and hour laws (i.e., more than eight (8) hours per day or more than forty (40) hours per week).

ii. Extra-Curricular/Field Trips/In-Town Day Trips – Drivers of all extra-curricular trips will be assigned by the Transportation Services Department. Regular drivers will be given the opportunity to drive all trips. These trips will be assigned on a rotational basis by seniority according to the area. If none of the regular drivers want the trips and in cases of emergency, the trips may be assigned to other qualified drivers. When a driver's turn for a field trip occurs during regular working hours, a substitute must be placed on the route. If the regular driver is out past midnight, the substitute is to return for the A.M. route. The driver is to report for the P.M. route.

iii. In the event no driver is available or eligible to drive an extra curricular trip because a substitute driver can not be found to fill the assigned trip driver's regular route during work hours, the Director of Transportation or a designee shall secure an employee of the district (athletic director or coach of the athletic team) to drive the field trip.

iv. A regular driver will drive extra-curricular trips, at their daily rate of pay; if the driver's work week exceeds forty (40) hours, time and a half will be paid. Field trips will be governed by the language in the "Field Trip Regulation and Preparation" handbook.

v. As stated in the handbook, when a driver receives three (3) "no's", his/her name will be removed from the roster. If a driver is employed outside the transportation department and has a letter on file stating his/her other job responsibilities interfere with acceptance of the particular assignment, the driver will not be given a "no".

vi. When traveling on extra-curricular trips, bus drivers will be paid their regular hourly rate. If the trip requires an overnight stay, a driver will be provided a room paid by the user group and will be paid the regular hourly rate for

driving or duty time as a bus driver. After thirty-six (36) hours, the driver will be compensated for meals according to Putnam County District School Board Policy.

i. All buses will be equipped with video camera surveillance for the purpose of student safety and observation. Upon request, complaint or concern, videos will be viewed. Prior to reviewing the video, the employee will be notified. Employee issues observed may be addressed and discipline may follow.

j. Summer employment will be assigned to regular bus drivers and bus attendants who apply. Assignment will be done on a rotational basis. The priority criteria to determine employment will be:

   i. The number of years since the last summer employment including but not exceeding the previous three years.

   ii. Total area seniority
   First-time applicants for summer employment will use their date of hire as the last summer employment date.

   iii. Drivers and Attendants will work a minimum of four (4) hours per day at their regular rate of pay.

k. Extra-curricular trips for summer school: All trips that can be completed between runs will be assigned to the drivers and attendants employed for summer school. Trips that interfere with a driver's or attendant's regular route will be offered by seniority on a rotational basis to all other applicants. If no other applicants are available or do not accept the trip, it may be assigned by the Transportation Department.

l. The Principal or the Principal's designee will consider the recommendation for discipline made by a bus driver when making a decision regarding students referred for discipline. Recommendations by the referring employee will be written in the comments areas on the Discipline Referral form. The referring employee will receive a copy of the referral in a timely manner indicating the disciplinary action taken. In accordance with FS 1003.31 and 1006.10, each district school board, each district superintendent, and each school principal shall support the authority of school bus drivers to remove disobedient, violent, abusive, uncontrollable or disruptive students from the school bus and, when appropriate and available, place such student in an alternative setting.

m. Disciplinary actions, including suspension of students from riding on school district-owned school buses will be subject to School Board policy and procedures.

n. The school bus driver will have the authority to control students during the time students are on the school bus, but will not have such authority when students are waiting at the school bus stop or when students are in route to or from the

school bus stop except when the bus is present at the bus stop.

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

p. Drivers who are employed as Transportation Safety Instructors will be paid at their regular rate of pay.

q. Extra Duties

i. Extra duties are defined as those activities in excess of what may be reasonably accomplished with existing staff within guaranteed contract hours and may include, but are not limited to, inside/outside cleaning, fueling, after-school activity planning, bus washing, trip coordination, and office assistance.

ii. Extra duties will be posted within each compound and assigned to the most senior applicant. Seniority will be job unit or classification related and effective from the date of employment in that position. Such posting will include a list of duties and performance expectations as well as the hours associated with the position. Under no circumstances will an employee be allowed to accrue overtime through the performance of extra duties.

iii. The coordinator will evaluate the performance of the employee and if the performance is found insufficient, the position will be offered to the next most senior applicant. If an employee is removed from an extra duty assignment, it will not reflect on the employee's primary duties.

2. Food Service Workers

a. Food Service Workers will work the schedule assigned for them by their supervisor.

b. Where possible and when economically feasible, natural or mechanical ventilation will be provided in all school kitchens.

c. Food Service Workers will be expected to wear the dress required of them and adhere to standards of neatness and cleanliness at all times.

d. Summer program assignments will be done on a rotational basis. The Board will make an effort to maximize the number of food service employees hired for the summer program. General Assistant positions will be filled from those who apply for summer employment in Food Service based upon seniority of permanent full-time Food Service employees within geographical areas (West, South, Palatka) of the county in

which they are currently employed. In alternate years, employees will be hired on the basis of reverse seniority.

e. The Board will provide uniforms for all regular Food Service Workers.

f. Food Service Workers will be furnished up to 181 meals per year.

3. Paraprofessionals/Clerical/Secretarial

a. Paraprofessionals may be assigned to tasks as needs arise by their supervisor or principal. Paraprofessionals must be appropriately trained for all tasks that may be assigned by their supervisor or principal including but not limited to reading programs, testing, electronic instruction, and any associated equipment.

b. On planning days, Paraprofessionals will receive a one (1) hour paid lunch period. Paraprofessionals may leave the campus during this period of time.

c. On days when Paraprofessionals serve as substitute teachers for more than half the day, they may leave work at the same time teachers are dismissed.

d. Paraprofessionals will work a regular eight (8) hour day, exclusive of lunch; however, Paraprofessionals may opt to work a regular seven and a half (7.5) hour day, exclusive of lunch, and will be scheduled for a thirty (30) minute duty-free lunch. Paraprofessionals may leave the campus during their lunch period.

e. Vacancies for Paraprofessional positions at a worksite will be filled internally when a Paraprofessional currently employed at the site requests reassignment and has satisfactory performance evaluations and appropriate skills for the position that exceed or are substantially equal to other applicants. Priority criteria will be skills/special qualification, staffing needs and seniority. When two (2) or more Paraprofessionals at a site request reassignment to a vacant position and if they are substantially equal, the decision will be based on seniority. If the initial vacancy is filled internally, the resulting vacancy may be filled by reassignment of a current Paraprofessional or posted and filled by the selection of another applicant.

f. Summer program assignments will be considered on the basis of skills/special qualifications, staffing needs, and seniority of the permanent full-time employees applying from that worksite. Should no qualified applicants appear, applicants from other sites may be screened using the same priority criteria.

g. Paraprofessionals assigned to classroom duty will be offered when possible and approved by the principal, the opportunity to attend workshops and training programs provided by

teachers. Paraprofessionals must be appropriately trained for all tasks that may be assigned by their supervisor or principal including but not limited to reading programs, testing, electronic instruction, and any associated equipment.

h. Employees will not be required to perform invasive medical services that require special medical knowledge, nursing judgment and nursing assessment. Employees will be permitted to perform health-related services upon successful completion of child-specific training by a registered nurse, licensed practical nurse, or licensed physician. All procedures will be monitored periodically by the nurse.

4. Custodians

a. All custodians will receive a schedule drafted by the principal, supervisor or their designee outlining their regular duties.

When circumstances require a temporary deviation from a regular schedule, including but limited to a change in assigned duties or a change in work location, that schedule will be modified by the supervisor, principal or their designee, to accommodate the loss of time from the regular schedule.

b. When non-routine tasks are assigned that would normally be completed by personnel other than custodians, the custodian will not be negatively evaluated for the time spent on such tasks.

c. When the supervisor or principal deems it necessary, substitutes for custodians absent for more than two (2) consecutive days will be chosen by the supervisor or principal, contacted and directed by the same.

5. Twelve Month Employees

a. Twelve month employees will work twelve (12) months and be paid for all Board-approved paid holidays.

b. At worksites that Data Entry Operators are not presently working twelve (12) months, operators will be paid for additional days they are required to work.

Article 10 – Evaluation/Discipline

A. Authority to Evaluate

1. Formal evaluations of employees will be completed and signed by the appropriate managerial person. The subsequent results will be handled in a confidential and professional manner.

B. Frequency

1. Employees will be evaluated once each school year. If requested in writing an additional evaluation will be completed. Final evaluations will occur no later than two (2) weeks prior to the end of the employee's contract, if possible.

C. Procedure

1. All evaluations of the work performance will be conducted with the knowledge of the employee being evaluated.

D. Performance

1. Any time a supervisor has a question or concern about an employee's performance, that concern should be communicated to the employee as soon as practically possible. Attendance is part of the performance evaluation.

E. The evaluation will be reviewed with the employee by his/her supervisor and/or evaluator. If the employee disagrees with any item of the evaluation, he/she may make a written response, which will become a part of his/her personnel file. If the employee disagrees with any assessment below "Effective", he/she will have the right to request documentation that substantiates the evaluator's assessment and to submit a written response that will become a part of his/her personnel file. This does not preclude the right to grieve a violation of the evaluation procedure as set forth in this agreement.

F. Probationary Employees

1. Any new employee will serve a ninety (90) day during which he/she may be terminated with or without progressive discipline. Upon successful completion of the ninety (90) day probationary period, the employee will be awarded annual contract status.
2. Rights of appeal or grievances as set forth in this agreement will be reserved for those employees who have completed their ~~ninety (90) day~~ probationary period.

G. Continuous Employment

1. An employee who completes the following requirements will be entitled to continuous employment status.
    a. The employee must have completed three (3) consecutive years of service in the District including the ninety (90) day probationary period.
    b. The employee must have been recommended by the Superintendent and re-appointed by the School Board based on successful performance of duties and demonstration of competence in the job assignment.
2. The continuous employment status will be effective at the beginning of the school fiscal year following the completion of all requirements.
3. The period of service provided herein may be extended to four (4) years when prescribed by the principal/supervisor and agreed to in writing by the employee.

H. Evaluation

1. When work performance deficiencies which could lead to non-renewal or a recommendation for dismissal are alleged by the appropriate evaluator, the employee will receive a description of corrections needed to remedy the deficiency or problem and a timeline for these corrections in writing.

2. An employee will sign the completed evaluation form. This signature does not mean agreement with the content, but is a record that the employee has in fact seen the evaluation.
    a. An employee may write a rebuttal to the evaluation. This will be attached to the evaluation and placed in personnel records.
    b. An employee will not be requested or required to sign a blank or incomplete form.

I. An employee holding continuous employment status may be non-renewed when the principal and/or supervisor charges the employee with unsatisfactory performance and follows the progressive discipline plan. Progressive discipline steps are as follows:

1. First Offense – Verbal Warning

   The Supervisor shall document this conversation using the Verbal Reprimand form PCSD C-11. This document does not require the employee's signature and cannot be placed in the employee's personnel file. This document will become null and void within a calendar year from the date of occurrence if no other documented disciplinary matters have occurred.

2. Second Offense – Employee Conference: This document notifies the employee in writing of performance deficiencies which may result in written reprimand if not corrected within a specified time. The employee conference will be documented on an Employee Conference form PCSD Form C-11A.

3. Third Offense – Written Reprimand

   The written reprimand will be documented on the Record of Reprimand form PCSD C-11B and include the NEAT procedure:

   N = Notice of deficiencies

   E = Explanation of deficiencies and suggestions for corrections

   A = Assistance rendered to correct deficiencies

   T = Time for alleged deficiencies to be corrected

   The severity of the offense may justify skipping some of the progressive steps. Each disciplinary situation shall be assessed on an individual basis considering all pertinent factors. Disciplinary action shall be consistent throughout the District. All discipline forms shall be found in the Appendix of this agreement.

4. Failure to correct noted deficiencies will result in further disciplinary actions up to and including termination.

5. Each worksite will utilize the Peer Assistance and Review Program under "A" of the NEAT procedure. In order to assure the optimum performance of Putnam County School District, Putnam County, Florida and the Putnam Federation of Teachers /United have agreed to establish a Peer Assistance and Review Program for employees no later than thirty (30) days after contract ratification. Under the program, participating employees will be advised and assisted by a qualified

consulting individual in an effort to improve work ethics and job performance of the participating employees. The advising employee will provide consultation and coaching but at no point will be required to evaluate the referred employee. Procedures and implementation for the program are outlined in the guidelines.

J. An employee may be suspended or dismissed at any time during the year when the following occurs:
    1. An employee's action constitutes a real and immediate danger to the District, or
    2. When charges are made based on just cause, or
    3. A program of progressive discipline has been followed which is:
        a. Verbal reprimand, with notification of action placed in site file.
        b. Employee Conference, with notification of action placed in site file.
        c. Written Reprimand

K. The final written evaluation will be completed for all annual contract personnel *no later than the first Friday in May for 10-month employees and no later than the first Thursday in June for 12-month employees*. Final written evaluations for continuous contract employees will be completed on or before *the 2nd Friday of May of each year for 10-month employees and no later than the first Thursday in June for 12-month employees. All evaluations will be completed prior to the submission of re-employment recommendations to the Superintendent*. A list of all non-renewed employees will be provided to the Union no later than the end of May.

Article 11 – Personnel Records

A. The parties recognize that the efficient functioning of the school system requires adequate records including personnel records. Supervisors will be encouraged to keep records for improved management. Employee personnel folders will be maintained only at the District Office and the school to which the employee is assigned. No other official files will be established or maintained. Annual evaluation forms will be maintained in a separate file at the District Office.

B. A copy of any document entered into their personnel file shall be provided to the employee either:
    1. By certified mail, return receipt requested, to his or her address of record; or
    2. By personal delivery. The employee signature on a copy of the materials to be filed shall be proof that such materials were given to the employee, with the understanding that such signature merely signifies receipt and does not necessarily indicate agreement with its contents. Except for materials pertaining to work performance or other matters that may be cause for discipline, suspension or dismissal under laws of this state, no derogatory materials relating to an employee's conduct, service, character, or personality shall be placed in the personnel file of such employee. No anonymous letter or anonymous materials shall be

placed in the personnel file. The employee shall have the right to answer in writing any document in their personnel files; such responses shall be attached to that material and shall become part of said file.

C. An employee - or the Union with the employee's approval, may inspect, examine, or copy at reasonable times and under the supervision of the superintendent or his designee such personnel records, other than those, if any, which are declared by law to be confidential.

D. Employees, as a result of a reprimand or conference, may submit additional materials for inclusion in their personnel records when such material is pertinent to their professional status or work performance.

E. Unless an employee leaves without notice, no documents or other material may be added to an employee's personnel file after the last day of employment, except for regularly required forms and records that might be connected with terminations.

F. Employees shall have the right to place written materials in their personnel file that pertain to the employee's position in the District, such as recommendations, or summaries of achievements of noteworthy nature.

Article 12 – Reduction in Personnel

A. District Wide Reduction in Personnel

1. In the event the Board declares a district-wide reduction in personnel, all reductions and allocations will be made at the discretion of the Board. If, in the opinion of the Board, a reduction in personnel is necessary, a meeting with the Association will be held to discuss alternatives. Terminations and non-renewal of annual contract employees will not be construed to be a reduction in personnel. The Board will give written notice to employees who may be affected and to the Union before implementing such reduction. If the reduction in Putnam County School Board staff takes place, the following procedures will be controlling:
   Reduction of employees within designated layoff areas affected will occur as follows:
   a. Normal attrition will be considered first.
   b. Annual contract employees will be next with priority criteria being skills/special qualifications, staffing needs, and seniority.
2. All employees that are affected by the reduction in the designated layoff area will be placed in a "pool". All employees placed in the pool will be given the opportunity to accept an offered position before any new positions in the designated layoff area are posted. Hiring and transfers in the areas for which the surplus employees are qualified will be frozen until the surplus employees are placed. If employees are to be rehired, the Board will determine the number of positions to be filled and the number of employees to be recalled. If such rehiring takes place within eighteen (18) months of the date of layoff, then employees will be rehired within each designated layoff area in the inverse order of reduction.

3. Employees who have been subject to layoff may, if they desire, seek other Putnam County School Board positions for which they are qualified.
4. Any employee with satisfactory performance evaluations who will be eligible for normal retirement within one (1) year will not be affected by the reduction in personnel.

B. Worksite Reduction in Personnel

1. No later than the first board meeting in May of each year, the finance department will provide each school principal with an approximation of allocations for the upcoming school year. This list will include the instructional and classified positions for each site for the upcoming school year. Should a site be impacted by an allocation/unit reduction, the following will apply:
    a. Affected employees are to be notified of the reduction and their placement in a "preferential pool" no later than May 15th.
    b. Any annual contract employee for whom there is no position allocated will be placed in the preferential pool of surplus employees provided that the employee has received satisfactory evaluations and has been recommended for contract renewal.
    c. In the event there are no annual contract employees at the site that has a loss of allocations/units, continuous service employees will be placed in the pool. Placement will be based on the following criteria:
        i. Skills/special qualifications
        ii. Staffing needs
        iii. Seniority
2. All employees that are affected by the reduction in the designated layoff area will be placed in a "pool". All employees placed in the pool will be given the opportunity to accept an offered position before any new positions in the designated layoff area are posted. If employees are to be rehired, the Board will determine the number of positions to be filled and the number of employees to be recalled. If such rehiring takes place within eighteen (18) months of the date of layoff, then employees will be rehired within each designated layoff area in the inverse order of reduction with priority criteria being as listed in sub-paragraph 1.c. Hiring and transfers in the areas for which the surplus employees are qualified will be frozen until the surplus employees are placed.
3. It shall be the duty of the employee to ensure that the Human Resources Department has current information regarding place of residence and telephone number.
4. Employees who have been subject to layoff may, if they desire, seek other positions.

5. Any employee with satisfactory performance evaluation who will be eligible for normal retirement within one (1) year will not be affected by the reduction in personnel.

Article 13 – Vacancies, Promotions and Transfers

(Voluntary and Involuntary)

A. Vacancies and Promotions

1. If a new position or vacancy for classified personnel occurs in the District, The District will post the vacancy online. The Executive Secretary/Principal's Designee shall post the vacancy at the worksites within one working day.
2. Notice of any vacancy for a classified personnel position will be posted for no less than seven (7) working days prior to filling the vacancy. During the school year when an unexpected vacancy occurs due to the creation of a new position or the resignation, termination, involuntary transfer, retirement or death, the vacancy may be filled after three (3) days of the posting. The Union will receive electronic and/or written copies of vacancy notices at the time of posting.
3. Notices of any vacancy for a supervisor/managerial position will be posted for seven (7) working days prior to filling the vacancy. When the District is operating with a four (4) day work-week, notices of administrator/supervisor positions normally posted for seven (7) working days may be posted for five (5) working days prior to filling these vacancies.
4. All employees may apply for any vacancy within the PCSD. They shall be given preference over new hires, provided they are properly certified and qualified (skill, preparation, training, ability and experience).

B. Transfers

1. When an employee desires a transfer from his/her position at one location to the same job classification at another location, the employee will submit a transfer request form to Human Resources. Such request for transfer needs to be completed between March 1st and April 15th of each year. The employee will be interviewed for the first appropriate vacant position that occurs at a requested worksite. The transfer request will be considered on the basis of the priority criteria of skills/special qualifications, staffing needs, seniority, and the recommendation of sending and receiving principals/site supervisors. After the interview the appropriate site supervisor will notify the employee requesting the transfer within seven (7) days of filling the position.
2. Transfer and reassignment requests will be considered until July 15th of each year.
3. A list of all employees who receive transfers as of July 15th of each year will be provided to the Union by August 1st.
4. As stated in Article 12 (Reduction in Personnel), should a district-wide or worksite reduction occur, hiring and transfers in the areas for which the surplus employees are qualified will be frozen until the surplus employees are placed.

5. Involuntary Transfers

   Involuntary transfers will be made only after placement of classified employees displaced under Article 12 (Reduction in Personnel) and/or consideration of voluntary requests. Involuntary transfer by the Board shall be defined as a change in work location, daily work hours, shift or job classification which exceeds twenty (20) consecutive workdays. When making involuntary transfers, the Superintendent will base his decision on the same priority criteria in Paragraph B.1. Involuntary transfers will not be made for disciplinary reasons only. However, if deemed in the best interests of the employee or the District, the said employee is subject to involuntary transfer. When requested by the employee, the employee will be provided with a written explanation for the transfer. Should a classified employee be involuntarily transferred, the following will apply:

   a. An involuntary transfer will occur only after consultation with the classified employee. Employees who are involuntarily transferred by the Board and whose transfer is not related to substandard job performance as supported by performance evaluation shall continue to receive their same rate of pay. No employee shall suffer ~~no~~ loss of pay, and also will continue to receive all bargained raises.
   b. A classified employee who objects to the transfer can place a written statement of objection in his/her personnel file and may advise the Superintendent in writing if he/she has reasons to object. The Superintendent agrees to listen and give consideration to individual situations (i.e. family situations, child supervision and long held second jobs) prior to making changes. The final decision in such situations continues to remain a Board responsibility through its administrative designees.
   c. Involuntarily transferred classified employees will be given adequate time and assistance in preparation for the transfer (see Article 9.2.k.)
   d. If possible, consideration will be made in order for the classified employee to remain in close proximity to the current worksite.
   e. Any employee who is involuntarily transferred shall have an opportunity to meet with the Superintendent or Designee prior to Board action being taken on the transfer. It is the responsibility of the employee to request a meeting with the Superintendent within five (5) work days of the transfer notification. The date of the meeting shall be mutually agreed upon. After review by the Superintendent, transfers shall be effective with notice of no less than five (5) work days to the employee involved.

Article 14 – Political Activity

A. Employees will not be approached in any way regarding their political preferences, or be required to make any contribution of any nature whatsoever. Employee rights to exercise or support their political preference during non-student contact time will not be impeded in any way.
B. School mailboxes/email will not be used for the distribution of political material promoting the candidacy of any individual.

C. Campaign or political literature or posters, including clothing, supporting one or more candidate, issues, or particular point of view shall not be displayed or worn within the schools or on school-owned or occupied property during student contact time, unless done as part of any approved teaching unit.

Article 15 – School Advisory Council

A. The purpose of the School Advisory Council will be to offer input and recommendations to the Principal or his/her designee on internal matters affecting the school, to participate as the faculty/staff representatives in the preparation and evaluation of the School Improvement Plan, and to function as appropriate and necessary within the guidelines established by the School Board and Florida Statutes.

B. Pending grievances will not be discussed and no decision of the School Advisory Council will be subject to the grievance procedure. No School Improvement Plan shall address the issues of wages, hours, terms and other conditions of employment. No School Improvement Plan may alter, modify or violate this agreement except as mutually agreed in writing by the District and the Union (see waiver procedure, paragraph E).

C. The School Advisory Councils will minimally consist of the following listed members on the Council.

Article 16 – Professional Opportunities Program

In order to assure optimal employee performance and thereby optimal student performance, the Putnam County School Board and the Putnam Federation of Teachers/United have agreed to make available to all employees various professional development opportunities. Such opportunities will be reviewed annually and designed by a joint committee consisting of three (3) members appointed by PFT/U and three (3) members appointed by management. See Career Ladder Handbook for details.

Article 17 – Conformity To Law

A. Should any provision of this Agreement be declared illegal by a court of competent jurisdiction, then such provision will be automatically modified to the extent that it is in violation of the law. All other provisions will remain in effect for the duration of this Agreement.

B. Any previously adopted policy, practice, rule, regulation or directive which is in conflict with the provision of the Agreement will be superseded and replaced by applicable provisions of this Agreement.

Article 18 – Miscellaneous

A. Moved to Term of Agreement Article 24

B. Moved to Term of Agreement Article 24

C. Moved to Article 6, letter V

D. Employees involved in any proceedings which may result in disciplinary action being taken against the employee will not be recorded without their consent and prior notification of their rights to Union representation and/or legal counsel.

E. District employees are required to self-report within forty-eight (48) hours to appropriate authorities any arrests/charges involving the abuse of a child or the sale and/or possession of a controlled substance. In addition, individuals are required to self-report any conviction, finding of guilt, withholding of adjudication, commitment to pre-trial diversion program, or entering a plea of guilty or *Nolo Contendere* or any criminal offense other than a minor traffic violation within forty-eight (48) hours after the final judgment.

Article 19 – Employee Workday

(Except as provided in Summer Work Hours Below)

A. The employee workday will be as follows:

Job Classification	Normal Day Work Day Hours	
1. Instructional & Pre-K Assistants	8.5 hours	*as scheduled
2. Bus drivers and Bus Attendants	5 hours	as scheduled
3. Custodians	8.5 hours	*as scheduled
4. District Office Personnel	8.75 hours	7:45 – 4:30
5. Food Service Personnel	As needed	as scheduled
6. Transportation Shop Personnel	8.5 hours	as scheduled
7. Secretarial – School/level	8.5 hours	*as scheduled
8. Secretarial – Bookkeepers	8.5 hours	*as scheduled
9. Maintenance Personnel	8.5 hours	as scheduled
10. Data Entry Operators – School	8.5 hours	*as scheduled

*The workday hours will be scheduled around the opening and closing times at individual schools

**Hours reflect unpaid lunchtime

B. Summer Work Hours

The summer work schedule will be set by the Board as conditions warrant and will consist of a full 40-hour work week whether four, ten-hour days are worked or five, eight-hour days are worked. During the summer work schedule, employees will be

allowed to leave the worksite for a 30-minute lunch break. Those employed for summer school will earn one (1) day sick leave, which will be cumulative.

Article 20 – Leave of Absence

A. Definitions

1. Leave
   Leave is permission, granted in advance by the Board upon written request for an employee to be absent from his/her duties for a specific period of time with the right of returning to employment upon expiration of the leave. The employee must always supply a reason when applying for leave. Leave must be officially granted in advance and may not be granted retroactively. Sick leave and emergency personal leave are considered to be granted in advance when the employee submits a completed leave request form to the proper

authority on the day he/she returns to work. Principals and supervisors may approve or disapprove leave requests but will forward all requests to the District office for final disposition.

2. Limited Leave Without Pay
   Limited Leave Without Pay is absence from duties for less than thirty (30) days with the right to return to the same position in the same location.
3. Extended Leave Without Pay
   Extended Leave Without Pay is absence from duties for thirty (30) or more days without a guarantee of the same position or location, or either. An employee must have completed three (3) consecutive years of satisfactory service in Putnam County to be eligible to request and be granted an extended personal leave without pay, and such leave may not be approved for more than two (2) consecutive years except as otherwise specified in this agreement.
4. Immediate Family
   Immediate family is defined to include spouse, parent, sibling, child, grandparent, grandchild, step-relatives, or mother/father-in law.

B. Paid Leaves

1. Sick Leave
   a. Full time employees earn sick leave at the rate of one (1) day per month of employment, provided the employee was employed 50% of the month. Four days are granted upon return to work and one additional day is added at the close of each subsequent month until the number of days posted is equal to the months of employment per year. There is no limit to the number of days of sick leave that can be accumulated except that at least one-half of the accumulated leave must be earned in Putnam County. Sick leave in excess of three (3) days may be substantiated by a physician's statement when requested.
   b. Employees are responsible for requesting that accumulated sick leave earned in another Florida county be transferred to Putnam County. Transferred sick leave will be posted on the record of the employee at a maximum of one (1) day per month of employment in Putnam County.
   c. Sick leave may be used for personal illness or injury, for doctor or dentist appointments, or because of illness or death of a close relative or member of the employee's household.
   d. When sick leave is to be taken, the employee will notify his/her immediate supervisor or designee, if possible, before the beginning of the workday on the day he/she must be absent, except for emergency reasons, which are recognized by the Board as valid. If it becomes necessary to take sick leave during the day, the employee is to notify the appropriate principal or supervisor/designee. Each site will establish

procedure for notifying the supervisor/designee. Verbal notification will be sufficient to insure compensation providing the appropriate electronic leave form is completed by the employee upon return to duty.

e. A District employee may authorize his/her sick leave to be used by any District employee. The recipient may not use the donated leave until all of his/her sick leave has been depleted excluding leave from the sick leave bank. The number of donated days a recipient may receive will be capped at ten (10) days per year except in the case of a catastrophic illness or unless the leave is being donated to an immediate family member.

f. Upon separation from employment with the Putnam County School District and irrevocable election to receive compensation under the Florida Retirement System, terminal pay for accumulated and/or credited sick leave will be granted employees or to his/her beneficiary, if service is terminated by death. All Putnam County District School Board employees shall receive terminal pay for accrued sick leave at their current rate of pay. Alternately, said retiring employee may authorize the District to transfer up to twenty (20) days of his/her accrued sick leave to a single "family member", per the following conditions:

   i. "family member" is a spouse, child, parent, or sibling of the retiring employee

   ii. "family member" is an employee of the District

   iii. Said retiring employee surrenders all claims or compensation for such transferred leave

   Any remaining sick leave to which the retiring employee is entitled will be paid at the employee's current rate of pay.

g. Any employee who files a written request no later than two weeks prior to the last day of school each year will be authorized to receive an annual payment for accumulated sick leave that is earned for that year and that is unused at the end of the school year, based on the daily rate of pay of the teacher multiplied by eighty (80) percent. This payment will be limited to a maximum of five (5) days, providing their remaining balance does not fall below three (3) days. Days for which such payment is received will be deducted from the accumulated leave balance.

2. Personal Leave

An employee will be granted up to six (6) days of personal leave with pay each year for parental leave, emergency personal reasons, or for other personal business. Such personal leave must be requested by the employee and approved by the principal or site supervisor on an individual basis. Personal leave with pay will be deducted from the

employee's accrued sick leave and is non-cumulative. Such personal leave will not be approved for days immediately before or after a holiday or vacation period, except in cases of emergency or extenuating circumstances approved by the principal/supervisor. Personal leave with pay will be granted in half day or full day units only.

3. Military Leave

   Employees who participate under orders in annual military training and who submit a copy of such orders will be granted leave for that purpose. Whenever possible, they should endeavor to have their period of training scheduled during the summer vacation period. Whenever such duty must be performed during the school year, a maximum of seventeen (17) days must be granted without loss of pay. In cases where the employee requests military leave during the school year, the employee must furnish a letter from his/her commanding officer indicating the necessity of taking leave at that time.

   Should the selective service system be re-instated, employees who are required to report for a physical examination thereunder, will be granted military leave for the period required for the examination.

4. Jury Duty and Subpoena

   An employee who is called for jury duty or subpoenaed, as a witness to a proceeding in which he/she is not a party on a regularly scheduled working day or days will be paid his/her normal earnings for time lost by reason of such service. If the subpoena results from the teacher performing his/her job responsibilities, the employee will be granted Temporary Duty Elsewhere leave if the court appearance occurs during the employee workday.

5. Illness or Injury in the Line of Duty

   Any employee will be entitled to leave for illness in the line of duty at a regular daily rate for a period of up to ten (10) days when absence is due to personal injury received in the discharge of duty or because of illness from any contagious or infectious disease contracted in schoolwork. Such leave will be effective after all accumulated sick leave has been used, except that leave for injury on the job for up to ten (10) days will not be charged to sick leave, and will be paid upon verification of injury.

6. Medical and Dental Examinations Leave

   Principals or supervisors may release employees for the purpose of medical and/or dental examinations without sick leave being charged against the employee provided that no student contact time is lost and the time is made up.

7. Elected or Appointed Public Officials

   Any employee who is elected or appointed to a public office, other than the School Board, will have the right to take leave for any official duties.

   Any employee who is elected to the School Board will have the right to leave without pay for a period up to the length of his/her term in office.

8. Temporary Duty Elsewhere

Temporary Duty Elsewhere is the assignment by the appropriate building administrator for an employee to be temporarily absent from his/her regular duties and place of employment for the purpose of performing other educational services. Employees accompanying their children or other students on field trips will take personal leave. They may, however, take TDE if their supervising administrator determines they will be needed to perform educational services while on the field trip.

TDE within the county is not considered a leave of absence. A TDE form will be required for individuals performing professional duty within the county or on an approved field trip in or out of the county when payment of substitute or travel funds is requested.

The request for TDE outside of Putnam County must be submitted on a TDE Authorization Form to the appropriate administrator for approval. TDE must be submitted to the District Office for approval on the appropriate form and the School Board approval is required for out-of-state TDE.

9. Bereavement Leave

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

C. Unpaid Leave

Personal Leave Without Pay for reasons of the health and welfare of the employee or a member of his/her immediate family may be granted for a maximum of one (1) year.

Personal leave without pay for other periods of time may be granted upon proper request with sufficient reason. Each day of personal leave without pay will be deducted from the employee's pay at his/her daily rate of pay. Personal leave without pay must be requested and approved by the Board on an individual basis.

The employee may, at his/her option, combine personal leave with pay and personal leave without pay for the duration of the leave period within the limits of accrued sick leave.

An employee cannot accept full time employment while on leave from Putnam County. In the event this occurs, the leave is nullified.

1. Professional Leave

The Board for the purpose of professional development may grant professional leave without pay. This leave may be in the form of limited (twenty-nine (29) days or less) or extended (more than thirty (30) days but not to exceed one (1) year).

2. Parental Leave
    a. Maternity Leave

        Maternity leave is without pay and will be granted following a request by the employee. Optionally, an employee may elect to continue working until certified by a physician as unable to perform her duties, at which time accrued sick leave will be granted, and the employee will return to work when released by a physician.

    b. Childrearing

        Employees may request personal leave with or without pay as provided herein for the purpose of childrearing.

    c. Adoption

        Employees may use personal leave with or without pay as provided herein for the purpose of adoption leave.

    d. Family Medical Leave may be used for any type of parental leave.

3. Family Medical Leave (FMLA)

    Family Medical leave provides up to twelve (12) weeks of unpaid, job-protected leave. Eligible employees must have worked for at least one year. Upon return from Family Medical Leave, an employee must be restored to his/her original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. A husband and wife who are employed by the Board are permitted to take only a combined total of twelve (12) work weeks. Sick leave may be used in conjunction with Family Medical Leave. (Please refer to Article 27, Insurance.) When an employee qualifies for Family Medical Leave, federal guidelines shall be followed.

4. Sabbatical Leave – Teaching Internship

    An employee who is in a teaching internship will be granted unpaid personal leave during specified length of the internship without a break in service. After six (6) years of satisfactory service in the Putnam County School District, a sabbatical leave may be granted for the purpose of completing an internship associated with an approved educational program leading to teaching certification. Sabbatical leave will be granted for the length of the internship but is not to exceed one semester during the regular school year. The following conditions will prevail:

    a. No more than three (3) employees at a time will be placed on sabbatical leave during any one school year.

    b. To be eligible, the employee must be enrolled in a program approved for certification purposes by the Florida Department

of Education and be eligible to complete the required work during the sabbatical period.

c. Employees on sabbatical leave will be paid fifty percent (50%) of their regular rate of pay during this period. An employee on sabbatical leave will receive benefits provided prior to the sabbatical period but will not receive payment for any supplements.

d. Employees wishing to apply for sabbatical leave must submit a leave request and study plan to the Human Resources Offices at least sixty (60) days prior to the requested beginning date of the leave period.

e. Written certification given evidence of the employee's physical condition must be filed with the Human Resources Department before a leave is granted.

f. A board of review will be established. This board will consist of six (6) members, three (3) of whom are appointed by the Superintendent of Schools, and three (3) of whom by PFT/United. This board will review applicants regarding their program, purpose, and qualifications and make recommendations to the Superintendent.

g. An employee returning from sabbatical who returns to his/her previous position will receive the same step advancement in salary as he/she would have received had he/she remained in active service in his/her regular position during the leave period. Should such an employee be hired into a teaching position, he/she shall be placed on Step 1 of the teacher salary schedule. The employee must return to the employment of the District and as long as performance is satisfactory, he/she must agree to continue in the employment of the District for one (1) year following the sabbatical. Should the employee not return or be terminated for unsatisfactory performance, he/she agrees to reimburse the Board the full amount of the leave plus eight percent (8%) interest within two (2) years.

h. A contract between the employee and the District specifying the above and acknowledging the employee's obligation to return to work for the District or repay the District will be executed.

D. Falsification of Leave Request

Falsification of a leave request may be cause for immediate dismissal.

E. Job Abandonment

Any employee who is willfully absent from duty without appropriate leave may be subject to disciplinary action up to and including termination.

F. Return to Position after Extended Leave

An employee who plans to return to duty at the expiration of an extended leave will notify the administrator in writing by March 15th of the school year for

which the leave was granted. In the event the leave was granted after March 15th, the employee's intent to return to duty at the expiration of the leave will be deemed given upon requesting the leave. On or before February 15th, the Board will notify each employee on leave of this provision. The employee will respond, indicating his/her intent to return, request an extension, or resign from his/her position. Except for extenuating circumstances, an employee who fails to respond will be considered to have resigned with an effective date of his/her last duty day of the fiscal year.

G. Unused Vacation Leave

Upon termination, except termination for cause, any employee covered by a collective bargaining agreement who has unused vacation leave will be paid for that leave. However, no more than four hundred eighty (480) hours will be paid. In the event termination is for cause, all unused vacation will be forfeited.

H. Accrued time is time earned by an employee in a preapproved activity that occurs beyond the contract hours. Such time must be approved in advance and established by the site supervisor and may not be an activity for which the employee receives a supplement or other form of compensation. Each site will develop a method for tracking such time. Accrued time may be used in lieu of or in combination with sick or personal leave beyond student contact time (time during which an employee has direct responsibility for students) and must be used within the contract year of the date earned. Use of accrued time requires preapproval of the site supervisor, but approval shall be granted for use of accrued time unless the granting of such time would be disruptive of the educational program. Accrued time is nontransferable and is capped at 80 hours of banked time per contract year. Accrued time has no cash value. Time not used within that contract year will be lost. Employees will have a 31 day grace period at the start of each new contract year to use any accrued time from the previous year.

Article 21 – Employee Work Year

A. Full time regular bus drivers and bus attendants will work 186 days per year, which will include six (6) paid holidays. This time does not include that required for yearly training, which will be paid at the regular rate of pay.

B. Full time, regular, food service workers will work 189 days per year, which will include six (6) paid holidays. Assistant Managers work 201 days per year, which will include six (6) paid holidays.

C. Instructional Assistants will work 196 days per year, which will include six (6) paid holidays.

Article 22 – Employee Paydates

A. Employees gross pay per pay period will be calculated by multiplying the employee's hourly rate of pay times the expected annual hours and dividing

the result by the employee's normal number of regular checks. The amount so calculated will be adjusted for overtime and uncompensated absences.

B. Employees will be paid on the 15th of the month or the prior working day nearest to the 15th, and the last District working day of the month.

C. As a cost savings measure, all employees are encouraged to participate in "direct deposit" of payroll checks. Employees may provide a stamped self-addressed envelope to the principal/site supervisor for the purpose of mailing the end of June checks.

D. All employees shall be required to receive their regular pay by direct deposit to the financial institution of their choice.

In the event an employee chooses to not participate in direct deposit, the District shall provide a pay card program. This card shall be at no cost to the employee. Employees who choose to receive a pay card shall incur no fees associated with this option.

Article 23 – Insurance and Compensation

Employees will be paid in accordance with Appendix A and B.

A. The School Board will contribute $450.00 per employee ($4,500 per year) or 100% of the cost of individual group health insurance coverage or whichever is less. The employees must select either the group health insurance, weekly disability, or hospital indemnity plan. Should the cost of the group plan increase in any year of the contract, both parties agree to return to the table.

B. There is a monthly employee contribution for the health insurance. The monthly contribution is taken out in ten (10) monthly payroll deductions for 12-month coverage. The amount deducted from the employee's check will be run through the Section 125 Cafeteria Plan for each pay period. Collection of employee contribution will be uniformly made in this manner. Accordingly, no refund will be due to or contribution due from any employee enrolling after the commencement of deductions in any school year.

C. Life Insurance – The Board will provide each employee with life insurance coverage equal to the nearest thousand dollars of the employee's salary for the current school year (maximum of $50,000), with a double indemnity provision in the event of accidental death. The employee will have the right to purchase additional coverage, at his/her own expense, at the rate approved by the Board for basic coverage, up to the limit imposed by the carrier.

D. Liability Insurance – The Board agrees to provide a full-paid liability insurance in the amount of one hundred thousand dollars ($100,000) for a single claim and two hundred thousand dollars ($200,000) on any single incident as required by law for protection of employees in case of suit arising from incidents occurring in the performance of the employee's duties.

E. Personal Property Protection – The Board agrees to budget a sum of $1,500.00 to be used for the reimbursement of the cost of employees' personal property that is used by the employee in the performance of his or her job duties that is damaged, stolen, or destroyed on school property or other work locations through no fault of the employee. All personal property and approximate value must be registered with the employee's supervisor. As a general rule, the unattached contents of an employee's vehicle used to commute to and

from work or work locations are not covered by this paragraph. If personal property is insured, the employee must submit a claim to his/her appropriate insurance company. In the event of full reimbursement for such claim, the Board will make no payment. If the insurance company reimburses all but the deductible amount specified in the employee's policy, the Board will pay an amount equal to the deductible. In the event the personal property is not insured and the Board elects to reimburse the employee for the lost, damaged or destroyed property, the maximum reimbursement from the Board will be $250.00. Decision on payment of claims will be made by a committee appointed by the Superintendent. Cost estimates of the item and documented proof of the cause of the loss must accompany any claim.

F. Retired employees will have the right to continue and maintain whatever group health insurance policies that are used by the District, but the employee must assume the full amount of the premium and the retired employees participating will be subject to Board procedures, practices, policy and bargaining agreement, if applicable.

   The Board currently has a conversion feature in its group life insurance policy. Employees must apply to the group life insurance company to convert their group life insurance.

G. For employees who retire between July 1 and June 30 of the subsequent year, the Board agrees to pay a maximum contribution of $3500.00 per year toward the employee's healthcare premium. This contribution will begin upon retirement and continue until the retiree is eligible to receive Medicare Benefits. This contribution is contingent upon the retiree meeting all of the following conditions:

   1. Twenty-five (25) years of service under the FRS with a minimum of fifteen (15) years in Putnam County and is at least age fifty-five (55) at retirement or thirty-five (35) years of service under the FRS and a minimum of twenty (20) years of service in Putnam County.
   2. Contributes his/her health insurance subsidy received from the State of Florida toward the cost of this medical premium. The employee will be responsible for the subsidy amount until the State of Florida pays the subsidy. Once the employee is eligible to receive Medicare Benefits, the health subsidy from the State of Florida will revert back to the retiree.
   3. Employees that retire on or before July 1, 2019 will contribute his/her health insurance subsidy received from the State of Florida to the PCSD to offset the Board contribution. The employee will be responsible for the subsidy amount until the State of Florida pays the subsidy. Once the employee is eligible to receive Medicare Benefits, the health subsidy from the State of Florida will revert back to the retiree.

H. The Board agrees to continue its contribution on an employee's group health and life plans for any employee on Board approved unpaid leaves for a period/amount not to exceed the lesser of eighty (80) days or three (3) months (10 month basis) of Board contributions. If an employee on extended leave should return to duty for a period of less than thirty (30) days and then require additional leave, such additional leave will be considered as one period of leave within one school year.

If an employee is not on paid leave, or is not covered under the language in the preceding paragraph, no Board contribution will be made.

I. A joint insurance committee comprised of four (4) representatives selected by the Superintendent and four (4) representatives selected by the Putnam Federation of Teachers United, shall be established to review and make recommendations regarding insurance benefits offered to employees by the PCSD. The committee shall meet at least four (4) times a year.

1. The committee shall select the chairperson.
2. Decisions of this committee shall be made by consensus.
3. If consensus cannot be reached, a majority vote of the committee will make the decision.
4. The insurance committee shall review and recommend actions with regard but not limited to: bids, specifications, recommendations on invitation to bid, bid tabulations and monthly insurance experience rating reports.
5. Members of the committee shall be provided with release time to participate in the work of the committee.
6. Only this committee shall be utilized in making recommendations to the School Board on matters pertaining to insurance as covered in this agreement.

J. *The Insurance Reserve shall not be used for any purpose unrelated to insurance/benefits coverage without a 2/3rds vote to approve by the members of the Insurance Committee.*

Article 24 – Term of Agreement

Article 25 - Terms of Agreement

Article 25- Terms of Agreement

A. This Agreement will be effective as of the day of its ratification by the Board, except for the salary schedule which will be effective as of July 1, 2025. This agreement will expire as of June 30, 2027. The following articles shall be subject to negotiations in 2025 and 2026.
   1. Compensation
   2. Insurance
   3. Two articles selected by the Association and two articles selected by the Board.
   4. Under mutual agreement other articles may be opened.

B. This Agreement will constitute the full and complete commitment between the parties and may be altered, changed, added to, deleted from or modified only through the voluntary mutual consent of the parties in writing and signed amendment to this Agreement.

C. The language and provisions of this Agreement, during its existence, will be the controlling factors in any additional contract between the Board and the individual Employee.

D. In the event that a financial situation (short fall or windfall) occurs during this contractual time that would jeopardize the ability to honor the terms of the contract or would create the ability to enhance the terms of the contract, the Putnam Federation of Teachers/United and the Putnam County School District will agree to return to the table for renegotiations.

Putnam Federation of Teachers/United,
FEA, AFT, NEA, AFL-CIO

PFT/U President, Negotiator

District School Board of
Putnam County, Florida

Board Negotiator

Superintendent

Appendix "A" Professional Opportunities Program

A. For those classified employees providing documentation of completion of any of the career ladders offered in the District, $0.45 will be added to their hourly rate of pay.

B. For those employees providing documentation of the following, $0.60 will be added to their hourly rate of pay:

   1. Forty-eight (48) hours of college credit from an accredited institution; or
   2. For paraprofessionals, pass a state-approved certification exam.

C. For those employees providing documentation of the following, $1.20 will be added to their hourly rate of pay:

   1. Sixty (60) hours of satisfactory academic college credit from an accredited institution; or
   2. Hold an Associates Degree

D. For those employees providing documentation of the following, $1.50 will be added to their hourly rate of pay:

   1. One hundred twenty (120) hours of satisfactory academic college credit from an accredited institution; or
   2. Hold a Bachelor of Arts or Bachelor of Science Degree

(NOTE: Any employee of the District who is currently receiving an incentive pay prior to December 9, 2002, will not lose any of the said incentive.)

Appendix “B” Classified Personnel Salary Schedule

PUTNAM COUNTY SCHOOL DISTRICT
CLASSIFIED PERSONNEL SALARY SCHEDULE
2025-2026

DESCRIPTION	0	1	2-3	4-6	7-9	10-12	13-14	15-16	17 & Up
CLERICAL									
Clerk Typist, School	15.50	15.80	16.00	16.20	16.40	16.65	16.90	17.65	17.90
Secretary	15.70	16.15	16.40	16.79	17.12	17.70	18.24	19.16	19.41
Bookkeeper	15.70	16.40	17.07	17.52	17.82	18.45	18.97	19.90	20.15
Account Clerk	16.40	18.58	19.77	20.16	20.52	21.07	21.62	22.55	22.80
CUSTODIAL									
Other Maintenance Personnel (Custodial Asst)	Minimum wage								
Custodian	15.50	15.80	16.00	16.20	16.40	16.65	16.90	17.65	17.90
Head Custodian	16.90	17.40	17.90	18.40	18.90	19.65	20.40	20.65	20.90
FOOD SERVICE									
Food Service Helper	Minimum wage								
SFS Worker/Assistant	15.70	16.00	16.30	16.59	16.89	17.50	18.03	18.98	19.23
Assistant Food Service Manager	18.40	19.01	19.94	20.40	20.74	21.34	21.83	22.80	23.05
Satellite Ass't, SFS Manager	18.40	19.01	19.94	20.40	20.74	21.34	21.83	22.80	23.05
Training Coordinator/Secretary	16.40	17.46	18.40	18.85	19.18	19.76	20.30	21.22	21.47
Bookkeeper Food Service	16.40	18.58	19.77	20.16	20.52	21.07	21.62	22.55	22.80
Equipment Mechanic	18.13	20.52	21.85	22.29	22.63	23.23	23.75	24.69	24.94
INSTRUCTIONAL									
Self Care Aide	15.50	15.80	16.00	16.20	16.40	16.65	16.90	17.65	17.90
Parent Educator - Title I / Migrant Ed	15.50	15.80	16.00	16.20	16.40	16.65	16.90	17.65	17.90
Paraprofessional	15.50	15.80	16.00	16.20	16.40	16.65	16.90	17.65	17.90
Pre-K Associate	18.40	18.90	19.40	19.90	20.40	20.90	21.40	21.90	22.40
MAINTENANCE									
Deliveryman	15.50	15.75	16.00	16.25	16.57	17.14	17.68	18.65	18.90
Grounds Maintenance Technician	15.50	15.75	16.00	16.25	16.57	17.14	17.68	18.65	18.90
Laborer, Operations	15.50	15.75	16.00	16.25	16.57	17.14	17.68	18.65	18.90
Distribution Specialist	15.70	16.40	17.07	17.52	17.82	18.45	18.97	19.90	20.15
Electrician I	15.70	16.40	17.40	17.83	18.20	18.76	19.30	20.21	20.46
Painter	15.70	16.40	17.40	17.83	18.20	18.76	19.30	20.21	20.46
Supplies Specialist, Maintenance	16.40	18.58	19.77	20.16	20.52	21.07	21.62	22.55	22.80
Fencing Specialist	16.40	18.58	19.77	20.16	20.52	21.07	21.62	22.55	22.80
Carpenter	16.40	18.58	19.77	20.16	20.52	21.07	21.62	22.55	22.80
Lead Painter	16.40	18.58	19.77	20.16	20.52	21.07	21.62	22.55	22.80
Lead Worker	16.40	18.58	19.77	20.16	20.52	21.07	21.62	22.55	22.80
Planning Specialist	16.40	18.58	19.77	20.16	20.52	21.07	21.62	22.55	22.80
Tradesworker	16.40	18.58	19.77	20.16	20.52	21.07	21.62	22.55	22.80
Cabinet Maker	18.13	20.52	21.85	22.29	22.63	23.23	23.75	24.69	24.94
Air Condition & Refrig. Mechanic	18.13	20.52	21.85	22.29	22.63	23.23	23.75	24.69	24.94
Electrician	18.13	20.52	21.85	22.29	22.63	23.23	23.75	24.69	24.94
Electronics Technician, Maintenance	18.13	20.52	21.85	22.29	22.63	23.23	23.75	24.69	24.94
Equipment Mechanic	18.13	20.52	21.85	22.29	22.63	23.23	23.75	24.69	24.94
Locksmith	18.13	20.52	21.85	22.29	22.63	23.23	23.75	24.69	24.94
Plumber	18.13	20.52	21.85	22.29	22.63	23.23	23.75	24.69	24.94
Foreman, Maintenance:									
Lead HVAC	20.68	22.98	24.49	24.95	25.27	25.88	26.42	27.34	27.59
Lead Cabinet Maker	20.68	22.98	24.49	24.95	25.27	25.88	26.42	27.34	27.59
Senior Plumber	20.68	22.98	24.49	24.95	25.27	25.88	26.42	27.34	27.59
Senior Electrician	20.68	22.98	24.49	24.95	25.27	25.88	26.42	27.34	27.59

Board Approved
June 17, 2025

MEDIA/DATA ENTRY									
Computer Repair Technician Assistant	15.50	15.75	16.00	16.25	16.57	17.14	17.68	18.65	18.90
Data Entry Operator, School	15.70	16.15	16.40	16.79	17.12	17.70	18.24	19.16	19.41
Senior Data Entry Operator	16.40	16.96	17.90	18.34	18.69	19.26	19.79	20.72	20.97
Media Technician	16.40	17.86	18.99	19.42	19.76	20.34	20.88	21.81	22.06
Data Analyst	16.40	18.07	19.23	19.65	19.97	20.58	21.10	22.06	22.31
Computer Repair Technician	16.40	18.58	19.76	20.16	20.52	21.07	21.63	22.56	22.81
Communications Technician	18.13	20.52	21.85	22.29	22.63	23.23	23.75	24.69	24.94
MEDICAL									
Nurse Assistant (CNA)	15.50	15.80	16.00	16.20	16.40	16.65	16.90	17.65	17.90
Nurse, Practical (LPN)	16.40	17.86	18.99	19.42	19.76	20.34	20.88	21.81	22.06
OT Assistant / Licensed	20.68	22.98	24.49	24.95	25.27	25.88	26.42	27.34	27.59
Nurse Registered (RN)	26.96	29.04	30.99	31.43	31.78	32.46	32.95	33.90	34.15
TRANSPORTATION									
Bus Aide	15.50	15.80	16.00	16.20	16.40	16.65	16.90	17.79	18.04
Parts Clerk	15.50	15.75	16.00	16.25	16.57	17.14	17.68	18.65	18.90
Clerk, Internal Services	15.70	16.40	17.07	17.52	17.82	18.45	18.97	19.90	20.15
Mechanic II	16.20	16.45	17.37	17.79	18.11	18.69	19.23	20.19	20.44
Bus Driver	17.59	18.39	19.34	19.79	20.12	20.70	21.24	23.33	23.58
Paint & Body Repairman	16.40	16.86	17.91	18.35	18.69	19.28	19.83	20.74	20.99
Parts Manager	16.40	18.58	19.77	20.16	20.52	21.07	21.62	22.55	22.80
Mechanic	17.11	19.19	20.24	20.69	21.00	21.60	22.17	23.07	23.32
Lead Mechanic	18.13	20.52	21.85	22.29	22.63	23.23	23.75	24.69	24.94

Current employees will maintain credit for the experience previously granted. Personnel employed by The Putnam County School District for the first time will begin their employment with the lessor of actual years of experience or three (3) years of documented job-related experience and earn a year of experience for payroll purposes for each year they work. If an employee earned experience during a previous tenure with The Putnam County School District, full credit will be granted and the employee will earn a year of experience for payroll purposes for each year they work. Employees on Board Approved leave will not be considered to have broken their employment with The Putnam County School District. School-based Food Service workers will be furnished up to 181 meals per year.

The benefits listed below are available to full time employees:
1. Life Insurance - one times annual salary (maximum $50,000.00).
2. Retirement - Board paid retirement (as set by the Florida Legislature)
3. FICA/Medicare - Board portion currently 7.65% of salary (as set by the Federal Government)
4. Section 125 Cafeteria Plan - enrollment fees paid by the Board.
5. Group Health Insurance

For those employees meeting the requirements of Article 16 of the collective bargaining agreeme
amount will be added to the above rates.

The Superintendent may award $250.00 to each school's nominee for Putnam County Support Associate

The hourly rate of compensation for additional grant funded employment opportunities will be negotiated w
prior to the submission of the grant application if compensation will be at less than the employee's hourly r

Upon recommendation of the supervisor, and with approval of the Superintendent, or his/her designee, classified personnel may receive Differentiated Pay not to exceed $4,500.00 annually for other duties assigned.

All requests for Differentiated Pay will be reviewed by a committee consisting of two (2) members appointed by the superintendent and two (2) members appointed by the PFT/U. Approval of requests will be determined by consensus within this committee. In the absence of objections within 30 days, consensus by the committee will be assumed. This approval is conditional upon the availability of funds and is capped at $60,000.

Classified Personnel who work one (1) day over half the year for their pay type will advance to the
July 1st.

Due to the absensce of a teacher and the lack of an available substitute, a paraprofessional may be assigned by his/her principal/supervisor as a substitute for the teacher. The paraprofessional will receive a $35.00 supplement for a full day (at least 75% of a day).

Board Approved
June 17, 2025

Appendix “C” Memorandum Of Understanding

This appendix contains any Memorandum of Understanding that has been reached by mutually agreeing parties. A Memorandum of Understanding is an agreement that pertains only to a specific worksite or select group of employees. The Memorandum is not part of general contract language and does not impact or bind employees other than those specifically referenced in the document. A Memorandum of Understanding is valid for one year from the date of signing unless renewed by mutual agreement.

MEMORANDUM OF UNDERSTANDING

Between the Putnam County School District and the
Putnam Federation of Teachers/United

Guardian Supplement

Background:

School Guardians play a critical part in the safety of our school staff and students for the Putnam County School Board. The purpose of the supplement for the school guardians is to acknowledge the fact that these individuals go through very rigorous and continuous training to equip themselves for the heavy responsibility of protecting our staff and students. The guardians are not only available during a regular school day but are required to also be present at special events adding many hours to an already heavy workload. In addition to these reasons we also recognize that these individuals put their lives on the line to protect ours.

Conditions for Payment of Supplement

The supplement for our school guardians will be funded through the Safe Schools allocation. Once a guardian has been fully trained and passed all of their qualifications that guardian will be eligible for the guardian supplement in the amount of up to $5,000. This supplement will be paid out to ALL guardians one time per school year. Guardians may be asked to work up to 4 after hours events per year. Guardians will have one time to negotiate the after hours assignments without penalty but anything after that will result in forfeiting $625 per assignment. This list of the guardian's name who receive this supplement will be protected under Florida Statute 30.15 listed below.

30.15 Powers, duties, and obligations.—

(6) Any information held by the Department of Law Enforcement, a law enforcement agency, a school district, or a charter school that would identify whether a person has been certified to serve as a school guardian is exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution. This subsection is subject to the Open Government Sunset Review Act in accordance with s. 119.15 and shall stand repealed on October 2, 2029, unless reviewed and saved from repeal through reenactment by the Legislature.

This memorandum of understanding ends on September 25, 2026.

Tonya Whitehurst
Chief Negotiator, PCSD

12/01/2025
Date

Mark Motl
President, PFT/U

12/1/25
Date

MEMORANDUM OF UNDERSTANDING
Between the Putnam County School District
and the Putnam Federation of Teachers/United

Parent Liaison Supplement for Employees

Purpose:
The Putnam County School District is committed to enhancing meaningful parent and family engagement across all schools. To support this initiative, the District will provide a financial supplement to one designated employee at each Title I school to serve as the ***Parent Liaison*** for the 2025-2026 school year.

Background:
Each Title I school is required to develop and implement a Parent and Family Engagement (PFE) Plan in accordance with federal requirements. The ***Parent Liaison*** will assist school administrators in planning, organizing, and documenting PFE events aligned with this plan. In this role, the employee will deepen their understanding of Title I parent and family engagement requirements and contribute to building stronger school-family partnerships.

Conditions for Payment of Supplement:
To recognize the additional responsibilities undertaken by employees in the Parent Liaison roll, the District will provide a financial supplement under the following conditions:

- **Role and Responsibilities:**
  - Attend one (1) required meeting with the **District Parent and Family Engagement Coordinator.**
  - Plan, coordinate, and implement one FALL and one Spring Parent and Family Engagement event, following the guidelines provided during the meeting with the District Parent Family Engagement Coordinator.
  - Collect and submit required documentation for each event (e.g., sign-in sheets, agendas, flyers, photos, and event materials) to the District Parent Family Engagement Coordinator in a timely and complete manner.

- **Supplement Amount and Funding Source:**
  - A supplement of **$400.00 per semester** will be awarded, for a **total of $800.00 per school year.**
  - This supplement will be **funded through Title I parent and Family Engagement (PFE) funds.**

- **Conditions for Payment:**
  - Payment will be issued in December and May, upon verification that all requirements have been met.
  - Documentation will be reviewed and confirmed by District designees.

This Memorandum of Understanding outlines the shared commitment between the Putnam County School District and the Putnam Federation of Teachers/United to foster educational advancement and strengthen the District's instructional workforce.

This Memorandum of Understanding will be effective beginning August 1, 2025, and shall apply for the 2025-2026 school year, unless otherwise amended or terminated in writing by mutual agreement of both parties.

~~Thomas D. Belling~~ TonyaD Whitehurst
Chief Negotiator, PCSD
12/01/2025
Date

Mark Motl
President, PFT/U
11/24/25
Date

PUTNAM COUNTY SCHOOL DISTRICT
MEMORANDUM OF UNDERSTANDING
Parental Leave Policy

This Memorandum of Understanding ("MOU") is entered into by and between The District School Board of Putnam County ("District") and The Putnam Federation of Teachers/United for the purpose of establishing the terms and conditions of Parental Leave.

1. Purpose

The purpose of this MOU is to provide eligible employees of the Putnam County School District with paid Parental Leave in connection with the birth or adoption of a child. Such leave shall only be available during the employee's contract year.

2. Eligibility

Parental Leave shall be available to any full-time employee of the Putnam County School District who becomes a parent through childbirth or adoption. Paid parental leave requires an employee to be actively employed for at least one year without a break in service prior to the qualifying event.

3. Leave Entitlement

Eligible employees shall be granted fifteen (15) days of Parental Leave, which must be used within the first six (6) weeks following the birth or adoption of the child and shall be used for parental purposes before using any accrued leave or leave without pay for parental purposes.

4. Dual Employment Limitation

If both parents are employed by the Putnam County School District, only one parent may utilize the Parental Leave provided under this MOU.

5. Non-Accrual and Non-Rollover

- Parental Leave is a one-time benefit per qualifying event (birth or adoption) and does not accrue or roll over if unused.
- Must be used contiguously with the birth or adoption (qualifying event)
- Any unused leave after the six-week period shall be forfeited.

6. Coordination with Other Leave

This Parental Leave is separate from and in addition to other leave entitlements such as sick leave, vacation leave, or leave under the Family and Medical Leave Act (FMLA). However, employees may choose to supplement Parental Leave with other accrued leave, subject to District policies.

Signed:

Thomas D. Bolling Sr., Chief Negotiator, PCSD

Date Signed: 11/19/25

Mark Motl, President, PFT/U

Date Signed: 11/19/25

Memorandum of Understanding (MOU)
Between the Putnam County School District and the Putnam Federation of Teachers/United

Bookkeeper Supplements – Secondary Schools

This Memorandum of Understanding ("MOU") is entered into by and between the Putnam County School District ("District") and the Putnam Federation of Teachers/United ("PFT/U")..

Purpose

The purpose of this MOU is to establish a tiered supplement for secondary school bookkeepers in recognition of the increased workload associated with managing additional accounts, transactions, and fiscal responsibilities tied to larger student enrollments.

Agreement

1. Eligibility

- This supplement applies to bookkeepers assigned to secondary schools within the bargaining unit represented by PFT/U.

2. Tiered Supplement Amounts

- **Tier I**: Secondary schools with **750–1,249 students – $2,000 annually**
- **Tier II**: Secondary schools with **1,250–1,749 students – $3,000 annually**

3. Payment

- Supplements shall be paid in equal installments as part of the employee's regular paycheck.
- Supplements will be prorated if the employee does not serve the full contract year.
- Adjustments to the tier level will take effect the following school year if there are changes in student enrollment.

This Memorandum of Understanding shall be effective for the 2025-2026 school year, unless amended or terminated in writing by mutual agreement of both parties.

Thomas D. Bolling

Chief Negotiator, PCSD

11/19/25

Date

Mark Motl

President, PFT/U

11/19/25

Date

MEMORANDUM OF UNDERSTANDING

The Putnam Federation of Teachers/United and the

District school Board of Putnam County

agree to the following:

Perfect Attendance Incentive for All Bargaining Unit Food Service Employees

- All bargaining unit food service employees will receive a stipend of $250 per month for each month that they record perfect attendance. This incentive will be in effect November 1, 2025 through May 29, 2026. TDE will not count against perfect attendance, any comp time used will count against perfect attendance.

Thomas Bolling, Chief Negotiator, PCSD

Date Signed: 10/21/25

Mark Motl, President, PFT/U

Date Signed: 10/21/25

MEMORANDUM OF UNDERSTANDING

The Putnam Federation of Teachers/United and the District School Board of Putnam County agree to the following:

Instructional Salary Schedule

Effective immediately, Finance will adopt the instructional Salary Schedule that was tentatively approved on September 10, 2025.

Thomas Bolling, Chief Negotiator, PCSD

Date Signed 10/1/25

Mark Motl, President, PFT/U

Date Signed 10/1/25

PUTNAM COUNTY SCHOOL DISTRICT
MEMORANDUM OF UNDERSTANDING
Parental Leave Policy

This Memorandum of Understanding ("MOU") is entered into by and between The District School Board of Putnam County ("District") and The Putnam Federation of Teachers/United for the purpose of establishing the terms and conditions of Parental Leave.

1. Purpose

The purpose of this MOU is to provide eligible employees of the Putnam County School District with paid Parental Leave in connection with the birth or adoption of a child. Such leave shall only be available during the employee's contract year.

2. Eligibility

Parental Leave shall be available to any full-time employee of the Putnam County School District who becomes a parent through childbirth or adoption. Paid parental leave requires an employee to be actively employed for at least one year without a break in service prior to the qualifying event.

3. Leave Entitlement

Eligible employees shall be granted fifteen (15) days of Parental Leave, which must be used within the first six (6) weeks following the birth or adoption of the child and shall be used for parental purposes before using any accrued leave or leave without pay for parental purposes.

4. Dual Employment Limitation

If both parents are employed by the Putnam County School District, only one parent may utilize the Parental Leave provided under this MOU.

5. Non-Accrual and Non-Rollover

- Parental Leave is a one-time benefit per qualifying event (birth or adoption) and does not accrue or roll over if unused.
- Must be used contiguously with the birth or adoption (qualifying event)
- Any unused leave after the six-week period shall be forfeited.

6. Coordination with Other Leave

This Parental Leave is separate from and in addition to other leave entitlements such as sick leave, vacation leave, or leave under the Family and Medical Leave Act (FMLA). However, employees may choose to supplement Parental Leave with other accrued leave, subject to District policies.

Signed:

Thomas D. Bolling Sr., Chief Negotiator, PCSD

Date Signed: 10/1/25

Mark Motl, President, PFT/U

Date Signed: 10/1/25

Memorandum of Understanding (MOU)
Between the Putnam County School District and the Putnam Federation of Teachers/United

Bookkeeper Supplements – Secondary Schools

This Memorandum of Understanding ("MOU") is entered into by and between the Putnam County School District ("District") and the Putnam Federation of Teachers/United ("PFT/U")..

Purpose

The purpose of this MOU is to establish a tiered supplement for secondary school bookkeepers in recognition of the increased workload associated with managing additional accounts, transactions, and fiscal responsibilities tied to larger student enrollments.

Agreement

1. Eligibility

- This supplement applies to bookkeepers assigned to secondary schools within the bargaining unit represented by PFT/U.

2. Tiered Supplement Amounts

- **Tier I**: Secondary schools with **750–1,249 students – $2,000 annually**
- **Tier II**: Secondary schools with **1,250–1,749 students – $3,000 annually**

3. Payment

- Supplements shall be paid in equal installments as part of the employee's regular paycheck.
- Supplements will be prorated if the employee does not serve the full contract year.
- Adjustments to the tier level will take effect the following school year if there are changes in student enrollment.

This Memorandum of Understanding shall be effective for the 2025-2026 school year, unless amended or terminated in writing by mutual agreement of both parties.

Thomas D. Bolling
Chief Negotiator, PCSD
10/1/25
Date

Mark Motl
President, PFT/U
10/1/25
Date

WELLNESS LEAVE MEMORANDUM OF UNDERSTANDING (MOU)

Purpose

This Memorandum of Understanding (MOU) outlines the agreement between the District School Board of Putnam County and the Putnam Federation of Teachers/United regarding the use of Wellness Leave for visits to the Marathon Health Wellness Center for the purpose of completing a wellness check or biometric physical.

Scope and Conditions

1. Eligibility
   This Wellness Leave is available to employees who schedule an appointment at the Marathon Health Wellness Center for:
   - A general wellness physical, or
   - A biometric screening or physical examination as part of a wellness program.
2. Duration and Travel Time
   - Employees are entitled to 1 hour of paid Wellness Leave, plus reasonable travel time to and from the clinic.
   - Total time away from the workplace should generally not exceed 2 hours unless otherwise approved.
3. Scheduling Requirements
   - Employees must schedule their appointment in advance with the Wellness Clinic.
   - Supervisors must be notified of the planned leave time at least 24 hours in advance, subject to operational needs.

4. Documentation

    - Proof of appointment (e.g., appointment confirmation or attestation from the clinic) may be required upon return to work.
    - No medical details or diagnosis are to be disclosed.

5. Limitations

    - This leave may only be used for appointments at the Marathon Health Wellness Center.
    - It may not be used for external medical visits or other personal appointments.
    - Limit one visit per school year.

General Provisions

- This MOU does not replace or affect any statutory sick leave or other medical leave entitlements.

Signed:

Thomas D. Bolling Sr., Chief Negotiator, PCSD

Date Signed: 10/1/25

Mark Motl, President, PFT/U

Date Signed: 10/1/25

MEMORANDUM OF UNDERSTANDING

The PCSD and the PFT/U agree to the following:

For the 2026 calendar year, all current employees enrolled in the group health insurance will receive a ONE-TIME insurance subsidy in the amount of $300 per month (for 10 months) for a total of $3000, effective January 1, 2026. The money that will be used to fund this subsidy will come from the Insurance Reserve Fund.

Mark Motl, President
PFT/U

Thomas Bolling, Associate Superintendent
Chief Negotiator, PCSD

MEMORANDUM OF UNDERSTANDING

Between: The Putnam Federation of Teachers/United

And: The District School Board of Putnam County

Subject: Proposal for Coaches & Athletic Directors to Operate School Buses

The Putnam Federation of Teachers/United and the District School Board of Putnam County hereby agree to the following terms:

1. **Authorization for CDL Acquisition:** Coaches and Athletic Directors are granted authorization to obtain their CDL (Commercial Driver's License) for the purpose of operating school buses. All expenses associated with acquiring CDLs will be covered or reimbursed by the Putnam County School District Transportation Department.
2. **Assignment of Extra Duty Trips:** a. Extra duty trips will be allocated to bus drivers based on seniority, as outlined in Article 9, paragraph B.1.h. b. In the event no bus drivers are available for a trip, Coaches/Athletic Directors may be assigned as emergency drivers.
3. **Compensation:** a. Coaches or Athletic Directors serving as bus drivers will be compensated at a rate of $18.00 per hour, with a minimum of 2.5 hours per trip. b. If the Coach or Athletic Director operating the bus is not currently coaching for the trip event, they will be compensated for the entirety of the trip.

This memorandum of understanding will sunset on JUne 30, 2026.

Signed:

Thomas D. Bolling Sr., Chief Negotiator, PCSD

Date Signed: 9/17/25

Mark Motl, President, PFT/U

Date Signed: 9/17/25

MEMORANDUM OF UNDERSTANDING

Between the Putnam County School District and the
Putnam Federation of Teachers/United
School Bus Driver Sign On and Recruitment Bonuses

Background: School bus operators are a critical fill position for the Putnam County School Board. The purpose of the sign on and recruiting bonuses is to incentivize the best qualified personnel to serve the children of Putnam County as school bus drivers. Maintaining full staffing of full time and substitute school bus drivers is imperative to ensuring the safety of children aboard school buses and attaining the agility and flexibility required to successfully operate buses in Putnam County, Florida.

Conditions for Payment of Bonuses:

New Recruits:
Sign on Bonus Only: Once a new recruit driver is hired as a licensed/certified school bus driver for Putnam County School District, the new recruit driver is eligible for a sign on bonus in the amount of $1,000 at the successful conclusion of probationary period. New recruit drivers are entitled to the sign on bonus one (1) time only.

Once the conditions of service are fulfilled, the Transportation Department will initiate lump sum payments as appropriate:

a. A payment of $1,000 to new recruit driver after hire

b. A $500 recruiting bonus will be awarded to any PCSD employee who recommends a bus driver for hire who successfully completes the probationary period.

c. Any new hire bus driver candidate that has been employed with Putnam County School District within the last twelve (12) months is ineligible for the sign on bonus.

d. Prequalified entry level school bus drivers are entitled to the sign on bonus one (1) time only.

This memorandum of understanding ends on September 26, 2026.

Thomas D. Bolling
Chief Negotiator, PCSD

9/17/25
Date

Mark Motl
President, PFT/U

9/17/25
Date

MEMORANDUM OF UNDERSTANDING

The Putnam Federation of Teachers/United and the

District school Board of Putnam County

agree to the following:

Perfect Attendance Incentive for All Bargaining Unit Transportation Employees

- All bargaining unit transportation employees will receive a stipend of $250 per month for each month that they record perfect attendance. This incentive will be in effect September 1, 2025 through May 30, 2026.

Thomas Bolling, Chief Negotiator, PCSD

Date Signed: 9/17/25

Mark Motl, President, PFT/U

Date Signed: 9/17/25

MEMORANDUM OF UNDERSTANDING
Between the Putnam County School District
and the Putnam Federation of Teachers/United

Parent Liaison Supplement for Teachers

Purpose:
The Putnam County School District is committed to enhancing meaningful parent and family engagement across all schools. To support this initiative, the District will provide a financial supplement to one designated teacher at each Title I school to serve as the ***Parent Liaison*** for the 2025-2026 school year.

Background:
Each Title I school is required to develop and implement a Parent and Family Engagement (PFE) Plan in accordance with federal requirements. The ***Parent Liaison*** will assist school administrators in planning, organizing, and documenting PFE events aligned with this plan. In this role, the teacher will deepen their understanding of Title I parent and family engagement requirements and contribute to building stronger school-family partnerships.

Conditions for Payment of Supplement:
To recognize the additional responsibilities undertaken by teachers in the Parent Liaison roll, the District will provide a financial supplement under the following conditions:

- **Role and Responsibilities:**
  - Attend one (1) required meeting with the **District Parent and Family Engagement Coordinator.**
  - Plan, coordinate, and implement one FALL and one Spring Parent and Family Engagement event, following the guidelines provided during the meeting with the District Parent Family Engagement Coordinator.
  - Collect and submit required documentation for each event (e.g., sign-in sheets, agendas, flyers, photos, and event materials) to the District Parent Family Engagement Coordinator in a timely and complete manner.

- **Supplement Amount and Funding Source:**
  - A supplement of **$400.00 per semester** will be awarded, for a **total of $800.00 per school year.**
  - This supplement will be **funded through Title I parent and Family Engagement (PFE) funds.**

- **Conditions for Payment:**
  - Payment will be issued in December and May, upon verification that all requirements have been met.
  - Documentation will be reviewed and confirmed by District designees.

This Memorandum of Understanding outlines the shared commitment between the Putnam County School District and the Putnam Federation of Teachers/United to foster educational advancement and strengthen the District's instructional workforce.

This Memorandum of Understanding will be effective beginning August 1, 2025, and shall apply for the 2025-2026 school year, unless otherwise amended or terminated in writing by mutual agreement of both parties.

Thomas D. Bolling
Chief Negotiator, PCSD

6/17/25
Date

Mark Motl
President, PFT/U

6/17/25
Date

MEMORANDUM OF UNDERSTANDING
Between the Putnam County School District
and the Putnam Federation of Teachers/United

Job-Embedded Elementary Education Degree Program with BloomBoard and Barry University

Purpose:
The Putnam County School District is committed to increasing instructional effectiveness and improving employee retention by supporting staff members in advancing their careers through higher education. To achieve this, the District has established a partnership with BloomBoard and Barry University to offer a job-embedded bachelor's degree program in Elementary Education for eligible paraprofessionals.

Background:
The approved program allows paraprofessionals to pursue a bachelor's degree while gaining real-time, classroom-based experience. Participants in this program will assume the full responsibilities of a classroom teacher throughout their enrollment. This immersive approach is intended to foster professional growth, practical learning, and a seamless transition into certified teaching roles.

Conditions for Payment of Supplement:
To recognize the additional responsibilities undertaken by paraprofessionals in the teacher role, the District will provide a financial supplement under the following conditions:

- **Role Requirement:**
  - The paraprofessional must serve in the capacity of a classroom teacher for the duration of the program semester (Fall and Spring).
- **Supplement Amount and Source:**
  - A supplement of **$3,250 per semester** will be awarded.
  - Funds will be disbursed from the **teacher vacancy fund**.
- **Eligibility for Payment:**
  - Payment will be issued **upon successful completion** of each program semester, as verified by program administrators and District designees.

This Memorandum of Understanding outlines the shared commitment between the Putnam County School District and the Putnam Federation of Teachers/United to foster educational advancement and strengthen the District's instructional workforce.

This Memorandum of Understanding will be effective beginning August 1, 2025.

Thomas D. Bolling
Chief Negotiator, PCSD

5/29/25
Date

Mark Motl
President, PFT/U

6/3/25
Date

Appendix "D" Discipline Form

PUTNAM COUNTY SCHOOL DISTRICT

SUPERVISOR'S RECORD OF VERBAL WARNING

This is the first step of progressive discipline that could result in further disciplinary action up to and including termination of employment. This document does not require the employee's signature and cannot be placed in the employee's personnel file. This is the supervisor's record of conversation. The employee is aware that this document will become null and void within a calendar year from the date of occurrence if no other documented disciplinary matters have occurred.

NAME:_____ DATE: _____ TIME:_____

POSITION/CLASSIFICATION:_____ LOCATION/DEPT:_____

CONTRACT STATUS:_____

TOPIC OF CONFERENCE:_____

THOSE PRESENT AT TIME OF CONFERENCE:_____

This is a record of a verbal warning that was issued to the above named employee on this date.

The deficiencies in performance are as follows:

Comments:

_____ _____

Principal/Administrator's Signature Date

_____ _____

Witness Signature Date

PCSD C-11

Progressive Discipline Step 1

PUTNAM COUNTY SCHOOL DISTRICT

EMPLOYEE CONFERENCE FORM

This is the second step of progressive discipline. This document notifies the employee in writing of continuing concerns which may result in a written reprimand if not corrected within a specified time.

NAME:_____ DATE: _____ TIME:_____

POSITION/CLASSIFICATION:_____ LOCATION/DEPT:_____

CONTRACT STATUS:_____

TOPIC OF CONFERENCE:_____

THOSE PRESENT AT TIME OF CONFERENCE:_____

AREAS DISCUSSED:

SUGGESTIONS NOTED:

SOURCES OF ASSISTANCE SUGGESTED BY SUPERVISOR:

Employee comments/rebuttal should be attached.

Your performance will be reviewed again on:_____

Employee signature means that the employee was present and is aware of the comments on this form; not that he/she agrees with the comments.

_____ _____

Principal/Administrator Signature Employee Signature

_____

Witness Signature

PCSD C-11A

Progressive Discipline Step 2

PUTNAM COUNTY SCHOOL DISTRICT

RECORD OF WRITTEN REPRIMAND

This is the FINAL step of progressive discipline. This document notifies the employee in writing of continuing concerns which has resulted in the employee being placed in the NEAT procedure.

NAME:_____ DATE: _____ TIME:_____

POSITION/CLASSIFICATION:_____ LOCATION/DEPT:_____

CONTRACT STATUS:_____

TOPIC OF CONFERENCE:_____

THOSE PRESENT AT TIME OF CONFERENCE:_____

Be advised by way of this record of reprimand, your performance is currently at a less than satisfactory level. Deficiencies in your performance are as follows:

E) Explanation of deficiencies and suggestions for corrections:

A) Assistance rendered to correct deficiencies:

T) Time for alleged deficiencies to be corrected:

Your performance will be reviewed again on:

Your failure or refusal to correct the above listed deficiencies within the time frame provided will result in further disciplinary action up to and including termination of employment.

Employee comments/rebuttal should be attached.

_____ _____

Principal/Administrator Signature Employee Signature

_____

Witness Signature

PCSD C-11B
Progressive Discipline FINAL Step

DISTRIBUTION: Original Employee
Copies – HR and Site

Appendix "E" Safe Driver Plan

INTRODUCTION:

Statistics indicate the School Board can significantly reduce the potential for injuries and lawsuits by initiating a plan that assures we do not hire or allow any person to drive a bus or Board-owned vehicle who does not have an acceptable driving record. Persons who have a poor driving record will not be hired to drive a bus or Board-owned vehicle.

PLAN:

In order to qualify for and remain employed by the Putnam County School District, every driver must establish and maintain an overall driving record which exemplifies careful driving habits and meets the criteria prescribed by this plan. The Director of Transportation/Designee is responsible for monitoring all driving records. All drivers will report the following to the Director of Transportation:

1. All incidents/accidents and violations, in which they are involved as the driver of a Board-owned, leased or rented vehicle.
2. All incidents/accidents and violations in which they are cited or charged as the driver of a non-Board owned vehicle.
3. All evidence of damage to their assigned, Board-owned vehicle.
4. Suspension or revocation of driver's license. No driver shall be allowed to drive a Board-owned vehicle without a proper license or when such license is under suspension or revocation.
5. In the event of an incident/accident, stop the vehicle and contact supervisor and/or Director. All employees will be drug tested immediately following any type of accident at the discretion of the Transportation Department Director or Staff Services Director. DO NOT continue to drive. You will be escorted by the appropriate personnel to be tested. You may not drive a Board-owned vehicle until approved to do so by supervisor and/or Director.

Failure to report as required above, or making a false misleading report, shall be grounds for termination of employment.

When a Uniform Traffic Citation is issued, drivers shall not be assigned points until the citation is satisfied. The effective date of points assigned shall be the date of the first meeting following the date of the conviction. Points will be assigned for all at fault/preventable incidents/ accidents, regardless of law enforcement involvement.

APPLICATION

This plan will be applicable to all current and prospective drivers. No driver will be terminated based on his or her driving record prior to the effective date of this plan. Prospective drivers will not be hired if, according to this plan, they have more than five (5) points in the last year or more than ten (10) points in the last three years or are convicted of DWI, DUI, or DUBAL in the last seven (7) years

PCSD DISTRICT IMPOSED POINT SYSTEM:

The driving record of all drivers will be reviewed weekly. Points shall be assigned by the committee as convictions occur according to the following schedule. A driver involved in a single accident or event and convicted for more than one violation will

receive no more than the maximum points assigned to the highest violation category. Incidents in other than a

Board-owned vehicles will be assigned for one-half of the point value.

Violation Category	Maximum Points to be Assigned
Not at Fault	0
Unable to Determine	0
Failure to observe traffic instruction sign	1
At fault accident due to:	2+ (see below)
Crossing private property to avoid traffic light or stop sign	2
Driving on wrong side of road	2
Improper turn	2
Improper backing	2
Following too close	2
Improper use of seatbelt	2
Speeding less than 15 mph over the posted limit	3
Speeding more than 15 mph over the posted limit	4
Careless driving	4
Reckless driver	4
Failure to observe stop sign	4
Failure to observe red light (points assessed in accordance with DHSMV guidelines)	4
Improper lane changing	4
Failure to have vehicle under control	4
Failure to yield	4
Improper passing	4
Failure to stop at railroad crossing (when you are required to do so)	5

Texting while driving	5
Conviction of driving while impaired (DWI), driving under the influence (DUI), or driving with unlawful blood alcohol level (DUBAL), will result in mandatory recommendation for termination as a driver, including privately owned vehicles.	10
Operating without a valid driver's license or improper (revoked, suspended, etc.) license, including privately owned vehicle.	10
Leaving the scene of an accident	10
Fleeing or attempting to elude police officer	10
Failure to observe any other established driving law. Points will be established 0 – 10 by the Committee using the above schedule as a guide.	0-10
Any accident indicated evidence of driver negligence, results in injuries, causes damage to vehicle or property or demonstrated unsafe driving practices, may be charged to this category. The Committee, using the above schedule as a guide, may assess 0 – 10 points. A simple majority of the Committee members present must agree on the number of points assessed. All in-house infractions will fall under this category	0-10

Points will be assessed in accordance with the following chart. For moving traffic violations resulting in citations, the points appropriate for the offense (per current standards of the Division of Highway Safety and Motor Vehicles) will be applied when there is a conviction or a no-contest plea. Some incidents/offenses do not require the issuance of a citation or involvement of law enforcement for the assessment of points.

Violation:	**Points**
1. At-fault incident/accident driving a District vehicle, involving any other Vehicle and/or physical property resulting in damage of less than $500. (No citation issued)	1
2. At-fault incident/accident driving a District vehicle, involving any other Vehicle and/or physical property resulting in damage of $500 or more. (No citation issued)	3
3. Any moving traffic infraction for which a citation is issued and not addressed on PCSD imposed points system. (*Points assessed in accordance with DHSMV guidelines.)	*
4. Failure to make a timely report of an incident/accident or citation received involving a District vehicle. "Timely" means: as soon as reasonably possible, given all circumstances, but no later than the END of the work shift in most situations.	6
5. Failure to make a timely report of an incident/accident or other traffic violation involving the employee (as driver) and his/her	**

personal vehicle when a citation is issued. In this instance, "timely" means: not later than the next work day before assuming driving duties. (**Points assessed will be in accordance with DHSMV guidelines plus 2 for failure to report.)	
6. Knowingly operating a District and/or personal vehicle without a valid driver's license or with an improper license (suspended or revoked).	10
7. Failure to stop a school bus at railroad crossings in accordance with District procedures and/or State Law. (***Minimum of 1 point for stopping too close or too far from tracks; maximum of 10 points for failure to stop at crossing. No citation required.)	***

Any conviction involving property damage or personal injury may be reviewed by the Committee at any time. An accumulation of points will result in the following administrative action:

Number of Points	**Time Period**	**Action**
1 point within	12 month period	Employee Conference
2 – 3 points within	12 month period	Verbal warning/Corrective action
4 –5 points within	12 month period	Written warning/Corrective action
6 – 9 points within	12 month period	1 – 3 days suspension without pay/Corrective action
10 points within	12 month period	Termination of employment as a drive
15 points within	24 month period	Termination of employment as a driver
20 points within	35 month period	Termination of employment as a driver

TRAINING/CORRECTIVE ACTION:

Remedial Training – A driver shall be required to attend remedial training if he or she

demonstrates deficiencies in driving skills in any school year. The cost of the remedial training will be borne by the employee. Such remedial training will be achieved during non work hours without pay.

Completion of a Safe Driving course through the State of Florida.

2 – 3 points: In-house training with Supervisor

4 – 5 points: Remedial training and/or bus driver course

6 – 9 points: Remedial training and/or bus driver course

ADMINISTRATION:

This plan will be administrated by the Safe Driver Plan Committee. The Committee will be organized and trained to perform the following duties:

1. To determine if an incident/accident was preventable in accordance with the National Safety Council's Safe Driver Awards Program and to make recommendations to the driver's supervisor concerning positive corrective action to be taken.
2. Review any convictions for driving violations.
3. Assess points in accordance with the PCSD District Imposed Point System.

The Safe Driver Plan Committee will consist of individuals representing the following positions:

Staff Services Department – Secretary of Committee (non-voting member)

Department of Transportation or Designee – Chairperson of Committee

Vehicle Maintenance

Department of Maintenance

Department of Food Services

Department of Student Services

3 Bus Drivers – One representative from each compound, if possible

1 Union representative

The Chairperson for the Safe Driver Plan Committee will be the Director of Transportation or Designee.

The Committee members will serve for three years and will be selected by the individual departments they represent.

The Committee shall meet prior to the start of school each year and at other times when called by the Chairperson.

The Director of Transportation or Designee shall establish a schedule for review of driver's records and shall provide to the Committee a record of convictions in accordance with this plan.

The Chairperson shall call the Committee together as soon as possible for review of any records with convictions and the Committee shall assess points. A majority of the Committee members must be present to assess points.

All drivers have the right to appeal the assessment of points and/or administrative actions relating thereto by requesting a hearing before the Safe Driver Plan Committee. The appeal shall be in letter form addressed to the Chairperson within

five (5) working days of the receipt of the Committee action and will state the employee's objection in detail.

The Committee shall meet and respond to the appeal within 10 working days.

If the driver does not agree with the Committee's final review, the employee has the right to appeal this decision to the Appeal Committee. The Appeal Committee includes Director of Staff

Services and Assistant Superintendent for Support Services/Operations. The decision may be appealed to the School Board, who will make the final decision. For employees within the bargaining unit, established procedures within the negotiated-agreement between PCSD and PFT/U are applicable for appeals.

Each driver shall be given a copy of this plan and have all his/her questions answered. Each employee shall sign a form indicating that he/she has read this plan.

EFFECTIVE DATE:

This Safe Driver Plan shall be effective beginning August 19, 2014. Revised 7/24/17.

Appendix "F" Official Grievance Form

Putnam Federation of Teachers/United

Official Grievance Form

NAME(S):_____

WORKSITE:_____ ASSIGNMENT:_____

HOME ADDRESS:_____ HOME PHONE:_____

DATE OF INCIDENT:_____

RELATES TO ARTICLE(S):_____ of the

- CLASSIFIED
- INSTRUCTIONAL

CONTRACT

STATEMENT OF GRIEVANCE:

_____

_____

_____

_____

_____

_____

REMEDY SOUGHT:

_____

_____

_____

_____

_____ _____

Signature Date

File Date(s) Level 1_____ Level 2_____ Level 3_____

Response Approved/Denied: Level 1_____ Level 2_____ Level 3_____

**Please Attach Response for Denial

Provide copies to the Grievant, Union and Supervisor