COLLECTIVE BARGAINING AGREEMENT

BETWEEN

SCHOOL BOARD OF SUMTER COUNTY

AND

SUMTER COUNTY
ESSENTIAL SUPPORT PERSONNEL

July 1, 2025 – June 30, 2028

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PREAMBLE

Whereas, the Board and the Association recognize and declare that providing a quality education for the students of Sumter County School District is their mutual desire and that the character of such education depends partly upon the quality and morale of the employees, it shall be the mutual aim of the parties to this Agreement to improve and/or provide conditions for the benefit of the employees as required under the expressed provisions of this Agreement.

Whereas, the parties have reached certain understanding which they desire confirmed in this Agreement, it is agreed as follows:

PRINCIPLES

A. This Agreement is negotiated under F.S. 447 and Rules established by PERC in order to establish for its term, the terms and conditions of employment in the classifications set forth in APPENDIX 3 attached hereto and made a part hereof.

B. The Board and the Association recognize the importance of orderly, just and expeditious resolution of disputes which may arise as to proper interpretation or implementation of this Agreement and accordingly herein agree upon a grievance procedure for the effective processing of such disputes.

C. The Board and the Association, the parties to the Agreement, accept the provisions of this Agreement as commitments which they will cooperatively and in good faith honor, support, and seek to fulfill.

D. The provisions of this Agreement will constitute a binding obligation of the parties for the duration hereof or until changed by mutual consent in writing. Any previously adopted policy, rule or regulation of the parties which is in conflict with any provision of this Agreement shall be suspended and replaced by this Agreement.

ARTICLE I RECOGNITION

A. The Sumter County School Board, hereinafter "Employer" or "District" hereby recognizes Sumter County Essential Support Personnel Association, an affiliate of the Florida Education Association (FEA), the National Education Association (NEA), the American Federation of Teachers (AFT) and the AFL-CIO as the sole and exclusive bargaining representative, for the purpose of and as defined in the Public Employment Relations Act, (Case No: RC-84-018 and Certificate No.: 637) issued by the Public Employees Relations Commission on the 13th day of June, 1984. Such representation shall cover all personnel assigned to newly created non-instructional positions if certified by PERC that they are eligible for membership in the bargaining unit.

B. Unless otherwise indicated, use of the term "Employee/Bargaining Unit Member" when used hereinafter in this Agreement shall refer to all members of the above defined bargaining unit.

INCLUDED: All full-time and part-time personnel in the following positions: Title I Aide - Migrant Education Aide, PREP Aide, PREP Tutor, Head Custodian Plant Manager, Custodian, Custodian A,C, & I, Lunchroom Cashier, Clinical Aide, Media Aide, Secretary, Special Education Aides, Clerk, Compensatory Tutor, Compensatory Aide, Compensatory Education Aide, EMR Tutor, Migrant Tutor, Migrant Aide, Bookkeeper/Secretary, Maid, Chapter I Aide, Chapter I Tutor, Clerical, Guidance Aide, Bus Driver, Head Mechanic, Mechanic Maintenance Worker, Assistant Maintenance Chief, Machine Repair Technician, Property Records Technician, Press Operator Technician, Food Service Technician, Bookkeeper, Special Program Computer Aide, Attendance Aide/Liaison, Migrant Clerk, Special Programs-Home/School Liaison, Clerk Title I Aide, Vocational Aide, Lunchroom Manager, Lunchroom Worker, Lunchroom General Worker.

EXCLUDED: Superintendent, Director of Finance, Director of Administration, Director of Instruction, Supervisor of Instruction, Coordinator of Food Service, Coordinator of Special Education. Coordinator of Media, Chief of Maintenance, Chief of Transportation, Financial Assistant, Superintendent's Secretary, Director of Finance Secretary, Director of Administration Secretary, Principal's Secretary, and all certified instructional and professional employees of the School Board of Sumter County.

ARTICLE II DEFINITIONS

The following list of terms shall be used in this Agreement and whenever used will refer to the definitions described herein unless otherwise stipulated or described by this Agreement.

Administrative Rules - The body of regulations adopted by the Florida State Board of Education to clarify and implement state statutes which relate to education in the State of Florida.

Agreement - The document which delineates the items and terms which were mutually agreed to as the result of collective bargaining.

Bargaining Unit - That group of employees approved by the Florida Public Employees Relations Commission to be appropriate for the purpose of collective bargaining.

Bargaining Unit Member - That employee who is identified in the Public Employees Relation Commission order defining unit members.

Certification - Refers to the designation of PERC of an employee organization as the exclusive representative of the employees in an appropriate bargaining unit.

Collective Bargaining - The performance of the mutual obligations of public employer and the bargaining agent of the employee organization to meet at reasonable times, to negotiate in good faith, and to execute a written contract with respect to agreements reached concerning terms and conditions of employment except that neither party shall be compelled to agree to a proposal or be required to make a concession unless otherwise provided by Chapter 447, Florida Statutes.

Cost Center - Any entity within the school system which prepares and maintains a budget or any organized unit within a system that requires a budget.

County Public School - All public schools now existing or established in the future which lie wholly within the legally established boundaries for the County of Sumter.

Emergency - Any situation which is not routine or generally anticipated. A supervisor may direct an employee to continue working past normal working hours until the emergency is under control. Arrangements shall be made for compensatory time or overtime pay at the time the employee is directed to work overtime.

Employee - The term when used in the Agreement shall refer to all employees named in PERC Certificate #637.

Exclusive Bargaining Agent - SCESP, The exclusive bargaining agent recognized by the public employer, and certified by PERC as that designated or selected by a majority of public employees as their representative for the purpose of collective bargaining.

School Fiscal Year - July 1, one year, through June 30 of the following year.

Full Time Employee - A bargaining unit member who is employed at least twenty (20) hours per week

with an expectation of continued employment.

Part Time Employee - A bargaining unit member who is employed less than twenty (20) hours per week with expectation of continued employment.

PERA - Public Employee Relations Act, CH. 447 (Florida Statutes) governing collective bargaining with public employers and employees.

PERC - Means the Public Employee Relations Commission created by Chapter 447, (Florida Statutes).

Seniority - The length of time an employee is continuously employed in Sumter County (for the purpose of reduction in force and recall) or the length of service in the district within the classification (for the purpose of voluntary transfer or reassignment).

Substitute - A person who is employed to fill a full or part-time position when the regular employee is absent or on approved leave.

Sumter County School Board - The legislative body charged under the state constitution and state law with the operation of a public school system in Sumter County hereafter called the "Board".

Superintendent - The secretary and executive officer of the School Board of Sumter County who is responsible for the administration of the schools and for supervision of instruction in the Sumter County Schools.

Supervisor - The employee's designated supervisor.

Vacancy - For the purpose of this agreement, any permanent full-time or permanent part-time position created by the Board which does not have an occupant.

Work Schedule:

a. Twelve Months Employee: A person who is employed by the Board that requires 250 days of work days and paid holidays.

b. Eleven Months Employee: A person who is employed for a position that requires a minimum of 211 days or maximum of 230 days of work days and paid holidays.

c. Ten Months Employee: (Same as above but 196-210 days)

d. Nine Months Employee: (Same as above but less than 196 days)

WORK CENTER: Specific site where an employee normally reports and where assigned duties are normally performed.

WORK WEEK: A five (5) day period, designated to begin at 12:01 a.m. on Sunday and ending on Saturday the following week at 12:00 midnight. The normal work days will be Monday, Tuesday, Wednesday, Thursday, and Friday. Bd Appd 11/21/17

ARTICLE III PROCEDURE FOR NEGOTIATIONS

A. Mutual Commitment to Good Faith Negotiations

Good faith negotiations require a free and open exchange of views by the parties involved in the negotiations; therefore, both parties agree to meet at reasonable times and places, to negotiate in good faith effort to reach agreement in accordance with Florida Statutes 447. The parties agree to utilize the collaborative model for negotiations.

B. Requests for Meetings

1. The Board and the Association agree that both parties shall be afforded full opportunity to negotiate all wages, hours, terms and conditions of employment, that are known at the time of negotiations under this contract.

C. Negotiation Teams

Neither party in any negotiations shall have any control over the selection of the bargaining representatives of the other party. The parties mutually pledge that their representatives will be clothed with all the necessary power and authority to make proposals, counter proposals and to reach tentative agreement on items being negotiated.

D. Negotiations of Successor Agreement

Notice of negotiations shall be submitted by SCESP not later than sixty (60) days prior to the expiration date of the current agreement. The date and time to begin negotiations shall be established mutually.

E. Employer and Employee Meetings

When requested by either party, representatives of the Employer and the Association bargaining committee shall meet for the purpose of reviewing the administration of the contract and to resolve problems that may arise. The bargaining agent may, at any time, bring to the attention of the Superintendent any problems that may arise.

F. The parties will be responsible to print the tentative agreement for ratification by the parties.

G. The cost of any Special Master proceeding shall be borne equally.

H. The parties agree that the Special Master proceedings may be by-passed, by mutual agreement, in accordance with F.S. 447.

ARTICLE IV GRIEVANCE PROCEDURES

A. Purpose

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to contract problems which may from time to time arise affecting employees. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

B. Any claim by an employee or the Association that there has been a violation, misinterpretation, or misapplication of any provision of this agreement may be processed as a grievance as hereinafter provided unless herein prohibited. No formal grievance shall be adjusted without prior notification to the Association and opportunity for an Association representative to be present.

C. Grievant

A "grievant" is a person or persons making the claim.

Informal: Within ten (10) working days of the occurrence or knowledge of alleged violation of this agreement the grievant will orally present his/her concern to his/her immediate supervisor. Within five (5) working days after presentation of the grievance, the supervisor shall give his/her answer orally to the employee. The informal step may be waived, if desired, by the grievant. Nothing contained in this section shall be construed to prevent any individual employee from discussing a problem with the administration.

Formal: ***Step I***

If the grievant is not satisfied with the informal resolution, he/she may, within ten (10) working days of an oral answer, file a formal grievance on the proper form mutually agreed to and set forth in Appendix C. The following formal grievance procedure may be invoked by the grievant. The grievant may submit to the immediate supervisor a fully completed copy of the grievance form. Within five (5) working days of receipt of the grievance, the immediate supervisor shall meet with the grievant. The Association Representative may be present. The employee's immediate supervisor shall within five (5) working days after such meeting communicate his/her answer in writing to the grievant and the Association. If the grievance involves more than one (1) work center, or more than one (1) employee (the informal step is mandatory for class grievances if based on more than

one (1) employee) Step I may be omitted and the grievance submitted immediately to Step II by the Association as a class grievance.

Step II

If the grievant is not satisfied with the disposition of Step I, or if no disposition has been made within ten (10) working days, they may within ten (10) workings days of the answer to Step I, file a copy with the Superintendent. If the alleged violation involved more than one (1) work center, or employee (the informal step is mandatory if based on more than one (1) employee) the grievant will file a class grievance with the Superintendent. The Superintendent or his designee or the Association may conduct whatever investigation is necessary to make a finding. Within seven (7) working days the Superintendent or his/her designee shall meet with the grievant and the Association, if requested by the employee. Within five (5) working days following this meeting the Superintendent shall indicate the disposition of the grievance in writing to the grievant and a copy furnished to the Association.

Step III

If the grievant is not satisfied with the deposition at Step II, (or no answer is given,) he/she may within five (5) working days of the answer in Step II, file a copy of the grievance with the Chairman of the Board. The Board or its designee may conduct an investigation if an investigation is desired. The grievant shall have the right to appear before the Board for consideration. The disposition of the grievance in writing by the Board shall be made to the grievant no later than twenty-one (21) working days or five (5) days after the Board hearing, which ever is less from the time of the submission of the grievance to the Board for its consideration. A copy of such disposition shall be furnished to the grievant and the Association.

Step IV

If the grievant is not satisfied with the disposition of the grievance by the Board, or if no disposition has been made by the Board within the period above provided, the grievance may be submitted to arbitration according to their rules. The decision to submit the grievance to arbitration must be made by the grievant and the association within ninety (90) days following the

deadline for notification of disposition by the Board in Step III. A copy of the letter of referral to the AAA will be provided to the Board.

D. The arbitrator shall have no power to alter, add to, or subtract from the terms of this Agreement. The Board and the Association shall not be permitted to assert in such arbitration proceeding any ground or rely on any evidence not previously disclosed to the other party. Both parties agree that the award of the arbitrator shall be final and binding.

E. The cost for the services of the arbitrator, including expenses shall be borne equally. Each party will be responsible for its own defense, i.e. substitutes, witnesses, etc.

F. Time Limits

The number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.

G. In the event a grievance is filed after May 15 of any year and strict adherence to the time limits may result in hardship to any party, the Board and the Association shall use their best efforts to process such grievance prior to the end of the school term or as soon thereafter as possible. Whenever illness or other incapacity of the parties prevents attendance at a grievance meeting the time lines shall automatically be extended, if notice is given with sufficient reason(s). If grievance conferences are held during the working hours, all employees whose presence is required shall be excused, with pay, for that purpose.

H. Adjustments of any grievance as described herein shall not be inconsistent with the provisions of this Agreement.

I. All employees will be entitled to fair, reasonable, and equitable treatment. An employee who participates or intends to participate in any grievance as described herein shall not be subject to discipline, reprimand, warning or reprisal because of such participation. All documents, communications and records dealing with the processing of a grievance will be filed separately from the personnel files of the participant.

J. Group Grievance

If a grievance affects a group or class of employees, the Association may submit such grievance in writing to the Superintendent (Step II) directly and the processing of such grievance shall be commenced at step two when the grievance affects more than one work center.

K. Expedited Grievance Procedure

1. The Association may process a grievance via the expedited grievance procedure outlined as follows if mutually agreeable to both parties.

a. The grievance shall be submitted in writing to the Superintendent or his/her designee. Within ten (10) days after submission, the Superintendent or his/her designee shall schedule a meeting with the Association in an effort to resolve the dispute.

b. If the Association is not satisfied with the Superintendent's ruling regarding the grievance, the Association may file with the Chairman of the Board within seven (7) days following receipt of the Superintendent's ruling a request for a hearing before the Board. The Board shall set a hearing within fifteen (15) days following receipt of the request of hearing. The Board shall provide the Association with a written ruling on the grievance within five (5) days following the hearing. Should the Association not be satisfied with the Board's ruling, the Association may submit the grievance to arbitration before an impartial American Arbitration Association (AAA) arbitrator according to its rules for final resolution of the grievance.

c. Both parties agree to be bound by the decision of the arbitrator.

2. The fees and expenses of the arbitrator shall be shared equally by the parties.

L. Miscellaneous Conditions

1. The term "days" when used in this Article shall mean work days. Time limits may be extended by mutual written agreement.

2. Notwithstanding the expiration of this Agreement, any claim or grievance arising there-under may be processed through the grievance procedure until resolution.

3. For the purpose of assisting a bargaining unit member or the Association in the prosecution or defense of any grievance, the Employer shall permit an Association representative, with permission from the individual

member, access to and the right to inspect and acquire copies (under the provisions of law) of the individual's personnel files and any other files or records of the employer which pertain to an affected bargaining unit member or any issue in the proceedings in question. Class action grievances filed by the Association shall be initiated at Formal Level #2 of the grievance procedure.

ARTICLE V BOARD RIGHTS

A. The Board, on its own behalf and on behalf of the district, hereby retains and reserves unto itself all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the law. It is expressly understood and agreed between the Association and the Board that the right to direct employees of the Board, to hire, promote, transfer, assign and retain employees and to suspend, demote, discharge or take other disciplinary action against employees in compliance with this Agreement.

B. It is expressly understood and agreed that this Agreement constitutes the entire Agreement between the parties with respect to wages, rate of pay, hours of employment and other conditions of employment for the affected employees that were known at the time of negotiations.

ARTICLE VI ASSOCIATION RIGHTS

A. When requested, the Superintendent or his designee will meet with the President or bargaining agent for the purpose of reviewing the terms and conditions of the Agreement in an effort to resolve any problems that may arise.

B. Use of Facilities

The Association and its members shall have the right to make use of school buildings and facilities at all reasonable hours for meetings, with permission of the Superintendent or his designee. The Association shall have the right to call meetings for its membership after normal duty hours in school board owned facilities with permission of the Superintendent. The Association shall have the right to use school facilities for meetings without cost when approved by the Superintendent.

C. Communications

The Association shall have the right to post notices of activities and matters of Association concern on employee bulletin boards, at least one of which shall be provided in each cost center, and work sites such as bus garages, warehouses, cafeterias, maintenance shops and any other areas designated for employee use. When copies of materials are posted, a courtesy copy shall be provided to the supervisor or administrator in charge of the work center. The Association may use the district courier service, employee mailboxes, and district e-mail (within the district's acceptable use policy), and new employee packet, for communications to employees.

D. Access to Members

Duly authorized representatives of the Association and their respective affiliates shall be permitted to meet with members of the bargaining unit to transact official Association business on school property at all reasonable times, provided that this shall not interfere or interrupt normal school operations. Representatives of the Association shall notify the building site supervisor and make arrangements for any meetings with an employee prior to entering the site.

E. Information

The Board agrees to furnish to the Association in response to reasonable requests all information concerning the financial resources of the district. The Board further agrees to furnish, when requested, copies of all forms required by state agencies such as, but not limited to: the State Department of Education. The Board further agrees to furnish when requested, copies of all non-confidential research reports and other relative material dealing with collective bargaining which becomes available to them; all such other information as will assist the Association in developing intelligent, accurate, informed and constructive programs on behalf of the employees, together with information which may be necessary for the Association to process any grievance or complaint.

F. Board Policies

Present Board policies which affect employees but which are not covered in this Agreement will not be changed without prior notice to the Association. Notice of proposed Board policies that affect employees shall be given in writing to the Association sufficiently in advance of the scheduled Board action to allow the Association to present an opinion and have it considered in accordance with Florida Statute. Copies of policies adopted by the Board shall be given to the building representative and Association President.

G. Exclusive Rights

The rights granted herein to the Association shall not be granted or extended to any other organization claiming to represent employees under PERC Certificate #637. The Association shall be afforded all rights under PERC Rules and Florida Statutes 447 and rights under this contract as the exclusive bargaining agent for employees identified in PERC Certification #637.

H. The president, vice president and officers of the Association, the president, vice president, and intern trainees of the state affiliate, and the executive officers of the national affiliate shall be granted personal leave, without pay, for their respective term of office and/or training period. Upon return from leave, the employee shall be placed in the same position held before such leave or if such position is not available, to a substantially equivalent position within the scope of

the employee's job classification. Such employee shall have the right to continue participation in the retirement system and insurance programs of the District, when permitted by state law and the insurance carrier.

I. Association members may take an unpaid leave day for the purpose of conduction inion business, with the union paying the member directly for the day taken without pay or the member may be paid by the district for the day with the district being reimbursed for the total cost of pay for the member and the substitute teacher covering his/her class. Such leave requests should be submitted to the Superintendent.

J. The union will be notified whenever a plan to privatize, or phase out an entire work classification, is seriously considered. The data collection or feasibility study stage will be considered to be the point at which this notice is required.

K. Union representatives will be permitted to participate during meal functions scheduled for preservice training.

ARTICLE VII EMPLOYEE RIGHTS

A. Rights and Protection in Representation

The Board, pursuant to Chapter 447 of the Florida Statutes and the Public Employee Relations Act of 1974, hereby agrees that every employee of the Board shall have the right to freely choose to organize, join, and support the Association for the purpose of engaging in negotiations and other concerted activities for mutual aid and protection. The Board further agrees that it shall not directly or indirectly discourage, encourage, deprive or coerce any employee in the enjoyment of any rights conferred by this Agreement, Laws of Florida or the Constitution of Florida and the United States; that it shall not discriminate against any employee with respect to hours, wages, or terms and conditions of employment by reason of membership in the Association participation in any activities of the Association or collective bargaining with the Board, or the institution of any grievance, complaint or proceedings under this Agreement or Law or otherwise with respect to any terms or conditions of employment.

B. Statutory Savings Clause

Nothing contained herein shall be construed to deny or restrict to any employee such rights as he/she may have under Florida State Laws or other applicable laws and regulations. The rights granted to employees hereunder shall be deemed to be in addition to those provided elsewhere.

C. Just Cause Provision

No employee shall be terminated nor disciplined without just cause. Any such action asserted by the Board, or any agent or representative thereof shall be subject to the grievance procedure herein set forth.

D. Association Identification

No employee shall be prevented from wearing identification of membership in the Association or its affiliates provided it does not disrupt normal school operations.

E. When an employee is required to appear before any administrator or supervisor, Board, or any committee or member thereof concerning any matter which could

adversely affect the continuation of that employee's position, employment, or the salary or any increments pertaining thereto, the employee shall be given prior notice of the reasons for such meeting or interview and shall be entitled to have a representative(s) of the Association present to advise and represent such employee during such meeting or interview. Any suspension of any employee pending charges shall be with pay. Should the meeting be a disciplinary meeting or investigation conducted by district/Human Resource Dept. administrators, the employee will have the opportunity to be represented by a trained Association representative of their choice; however, the meeting must be conducted within a reasonable timeframe. Bd Appd 11/21/17

F. The Board shall include in the Professional Learning Catalog components for members of the Association designed to improve the competencies of employees. A classified Professional Learning committee shall be established consisting of representatives elected by each class of employees. The committee shall elect its own chairperson and shall consider the inservice needs of all classified employees and make recommendations to the Professional Development Council for inclusion in the Professional Learning.

G. All employees are entitled to a safe place to work. When an unsafe condition exists where continued work could result in an injury to the employee or other employees, the unsafe condition shall be immediately reported to the supervisor. The supervisor shall take whatever action necessary to correct the condition. Should correction not occur in the condition, the employee shall report the condition to the Superintendent. This does not waive the right of an employee to grieve.

H. The normal employee work day of eight (8) hours shall include a reasonable lunch break and two (2) ten (10) minute breaks. Employees who work more than five (5) hours daily and less than eight (8) hours daily shall be entitled to a reasonable lunch break and one (1) ten (10) minute break. Employees who work at least four (4) hours daily shall be entitled to one (1) ten (10) minute break. A reasonable lunch break is defined as the same provided for students, but not less than twenty-two (22) minutes. Employees may be called upon during lunch to perform

duties as may be required. In the event lunch is interrupted the employee shall be given additional time to complete lunch.

I. A printed copy of job description shall be given to all employees.

J. All classified employees entitled to a lunch break shall be granted the same lunch break as other employees during pre, post and teacher planning day.

K. Employees may be allowed to leave their assigned work location during the regular work day with the approval of the principal or supervisor for emergencies. If absence is longer than one (1) hour, appropriate leave shall be taken.

L. The employer shall support and assist bargaining unit members with respect to the maintenance of control and discipline of students in the bargaining unit members' assigned work area. The employer or its designated representative shall take reasonable steps to relieve the bargaining unit member of responsibilities in respect to students who are disruptive or who repeatedly violate rules and regulations. Bargaining unit members dispensing medication shall follow procedures established by the Board, and shall be held harmless as a result of such duty while following established procedures. No bargaining unit member shall administer corporal punishment.

M. Physical Examinations

1. The cost of initial employment physical required by the Board for employment shall be paid by the employee.

2. The cost of all additional physical and/or mental examinations required by the Board for continued employment shall be paid by the Board. The employee shall choose a doctor from a list of three (3) qualified doctors. The list shall be prepared by the Board.

N. The school system telephones are primarily for business purposes. Employees may use telephones to take care of necessary business of an emergency nature during duty hours. In the event of an emergency call for an employee the employee will be contacted and allowed to come to the phone to deal with the emergency. Phone calls shall not, even in the case of emergency, be charged to the School Board.

O. The Board shall furnish and maintain all necessary equipment and supplies.

P. Temporary duty elsewhere shall be assigned when such duty will cover

attendance at activities required by the Superintendent or participation as a representative of a work site/or classification when requested and approved by the Superintendent.

Q. All in-service workshops shall be listed on the monthly in-service calendar when possible and made available to all employees. In-service workshop attendance shall be voluntary if scheduled beyond normal work hours.

R. All employees shall do school related work and shall not be asked to do personal work by other employees.

S. All employees in dealing with students shall be restricted to the authority granted by Florida Statute.

T. The personal life of an employee which does not affect his/her work is not an appropriate concern or attention of the Board. The employee is entitled to his/her own personal life style as long as it does not affect the job performance or bring discredit to the school system or its programs.

U. Employees shall be entitled to full rights of citizenship, and no religious or political activities of any employee or the lack thereof shall be grounds for any discipline or discrimination with respect to the employment of such employee, providing said activities do not violate any local, state or federal law or effect the orderly operation of the school system.

V. **Transporting Students**: Employees shall not be required to transport students in their private vehicles. An employee may do so voluntarily, however, with the advance approval of the principal or immediate supervisor.

W. A task force appointed by the Superintendent and the President of the SCESP shall meet to discuss job connected training and its implications for compensation.

X. Committees formed for the purpose of providing input to the planning of new schools or facilities or remodeling shall include the SCESP representative from the affected site or, if unavailable, a person from that site appointed by the SCESP President.

Y. No written information concerning an employee provided by a bargaining unit supervisor will be used for disciplinary or evaluation purposes by an administrator

without affording the employee due process rights including notification of allegations and the opportunity to present his/her side of the situation.

1. When an employee has been suspended without pay, and a paid holiday falls in or near the suspension period, the paid holiday will revert to unpaid status and will be used in lieu of one suspension without pay day.

ARTICLE VIII DUES/PAYROLL DEDUCTIONS

The parties agree that as of July 1, 2023, the following language is currently unenforceable and void due to legislation passed in the 2023 Florida Legislative Session.

A. Dues Deduction

1. Any employee who is a member of the Association, or who has applied for membership may sign and deliver to the Board an assignment authorizing deduction of membership dues and assessments in the Association. The membership form shall be the payroll deduction form. Such authorization shall be submitted and shall remain in effect from year to year thereafter unless revoked in writing, with 30 days advance notice. Pursuant to such authorization, the Board shall deduct such sum as authorized in equal payments from the employee's regular salary check beginning with the salary check received by the employee in the pay period following the date of authorization. The deductions shall be remitted, not less than five (5) days after the deduction, to the Association. Upon termination of employment, the Board shall deduct all unpaid Association dues from the remaining paycheck(s). The bargaining agent shall certify by August 15 of each year the amount of annual dues adopted by the Association and shall specify the months deductions occur as well as amounts to be deducted monthly. Envelopes and stamps will be provided by the Association for transmitting dues and payroll forms.

2. Authorization for dues deduction is revocable upon request by the employee to the employer. The revocable authorization for dues deductions shall be effective thirty (30) working days from receipt of written request.

Should the Florida Statute change and allow dues assessments to be deducted through employee payroll, the parties will schedule a meeting within fifteen (15) days to enter into a negotiation to restart the ability to deduct dues from employee payroll.

B. Other Deductions

1. Upon written authorization, the Board shall deduct from the salary of any employee and make appropriate remittance of all programs approved by the Board for payroll deduction. Request for deduction to be terminated shall be submitted to the Board thirty (30) days in advance of the effective date. Payroll deduction authorization shall be submitted through approved agencies.

2. With respect to all sums deducted by the Board pursuant to authorization of the employee, the Board agrees promptly to disburse said sums upon direction of the employee.

3. The employee Association shall indemnify and save harmless the Board (in compliance with Florida Statute and Board policies) from any claims or demands, suits and costs incurred in connection with any such claims, demands, suits resulting from any action taken or omitted by the employer for the purpose of complying with the provisions of this article.

ARTICLE IX EMPLOYMENT PROCEDURES

A. Placement on Salary Schedule

1. Adjustment to Salary Schedule

Each employee shall be placed on the proper step of the salary schedule as of the beginning of each school year during the term of this contract. Any employee employed at least one day more than one-half of the employee's contract year shall be given full credit for one (1) year of service toward the next increment step for the following year.

B. Dismissal/Procedure

1. Dismissal procedures shall insure that the employee has the right of making an appeal to the Superintendent and the Board when terminated.

C. Resignation

1. An employee who is resigning from his/her position is requested to give the normal two (2) weeks notice.

ARTICLE X VACANCIES, TRANSFERS, REASSIGNMENTS

A. Vacancies

1. A vacancy shall be defined as any permanent newly created position, or any permanent full-time or permanent part-time position authorized to be filled that doesn't have an employee in that position.

2. Posting. All vacant positions shall be posted on the Sumter County School District website for a minimum of ten (10) calendar days prior to filling except in case of emergency. The posting notice shall include the qualifications for the position, its duties, the rate of compensation and the deadline for receiving applications. The only exception to the requirement that vacant positions be posted on the district website shall be for site-specific Summer and After-School programs vacancies, which shall be posted at all affected locations. Bd Apprvd 4/16/13

3. Vacancies occurring during the school year. Bargaining unit members qualified for any vacant position may apply online for the vacant position prior to the deadline on the Vacancy Notice. Bd Apprvd 11/22/11

4. Vacancies occurring between school years. Bargaining unit members may apply for any vacant position online prior to the deadline on the vacancy notice. Employees desiring to be informed of any vacancy including promotions or extra-compensation positions occurring during June, July and August shall, prior to June 1, register in writing his/her desire with the personnel office indicating the specific areas of interest and his/her address and provide a self-addressed postage paid envelope for mailing. Bd Apprvd 11/22/11

5. Unit employees applying for a position outside their classification who meet the minimum qualifications for the position will be interviewed. Similarly, employees requesting a transfer to a position within the classification will be interviewed. New employees may not be assigned to a vacant position until all requests for transfer received by the end of posting have been considered. All things being equal, preference shall be

given to applicants from within the school district. Whenever a bargaining unit member has applied for, but has not been selected for a transfer or vacant position, the SCESP president, at the request of the member, may ask that the Superintendent review the selection criteria, selection process, and qualification of applicants. The Superintendent, after completing this review, will report his findings to the SCESP President.

6. Within ten (10) working days after the selection of the applicant to be recommended to the Board, the employer shall notify current employee applicants of his/her recommendation. The name of the successful applicant (Board appointed applicant) shall be filed with the Association.

7. Voluntary Transfers and Reassignments

a. *During School Year*

Employees who wish to transfer to another building or position may file a written request of such desire with the Superintendent on the form set forth in Appendix IV, Request for Transfer. Such requests may be submitted at any time.

b. *Between School Years*

Employees desiring transfer or reassignment to a different work center for the succeeding school year shall indicate such interest no later than May 15. Employees shall be notified as soon as feasible after action is taken on the request, but not later than August 15th of the succeeding year.

c. *Criteria for Transfer or Reassignment*

In the determination of request for voluntary reassignment or transfer, the individual interests and needs shall be considered but the best interests of the school system shall prevail. No request shall be denied arbitrarily, capriciously or without basis of fact. If an employee's request for transfer is denied, a renewed or subsequent request may be made in accordance with 1 or 2 above. If more than one (1) employee has applied for the same position, the final determination shall be based on the best

interests of the school system. Voluntary transfer or reassignment shall be made on the following basis:

1. length of service in the district (within the classification)

2. qualifications, contribution of the employee to the system, and mutual agreement of employee and administration

B. Involuntary Transfer or Reassignment

1. Criteria

When an involuntary transfer or reassignment is necessary, an employee's length of service in the Sumter County School District, length of service in the particular school building or work location, certification, and state and federal laws shall be considered in determining which employee is to be transferred or reassigned.

2. Meeting and Appeal

An involuntary transfer or reassignment shall not be made before a meeting between the employer and employee affected is held. The employee shall be informed during this meeting of the reason requiring the transfer or reassignment. The employee may request in writing a meeting with the Superintendent. Any employee not willing to be involuntarily transferred or reassigned shall be released from employment without prejudice.

ARTICLE XI JOB DESCRIPTION AND CLASSIFICATION

A. For each classification, job descriptions will be developed and job incumbents will be provided the opportunity to have input into their job descriptions when developed or revised. A reasonable number of job description reviews may be requested by the Association. Job descriptions shall be distributed to all current bargaining unit members for the position to which they are assigned. The description will include as a minimum:

1. Job Title and Description

2. Minimum Skills and talents required

3. A specific statement of required tasks and responsibilities. Any evaluations of bargaining unit members' work performance shall be based solely upon said job descriptions.

ARTICLE XII SENIORITY

A. For the purpose of Reduction in Personnel, Layoff and Recall, a bargaining unit member working in more than one classification shall have each classification considered separately.

B. Seniority shall be defined as the length of service within the district, *including time on approved leave*. In the event that more than one individual has the same starting date of work, position on the seniority list shall be determined by drawing lots.

C. For purposes of this Agreement, all bargaining unit members shall be placed in one of the following classifications based on their current assignments:

1. Custodial

2. Maintenance

3. Clerical/Secretarial (Office)

4. Cafeteria

5. Paraprofessional

6. Bus Driver

7. Mechanics

8. Other

D. In cases of reduction in force or recall, the employer shall make available a seniority list of the affected classification(s) to the Association.

E. Any bargaining unit member who has been incapacitated at his/her regular work by injury or compensable occupational disease while employed by the Employer may be employed with mutual agreement at other work on a job that is operated by the Employer, which he/she can do, without regard to any seniority provision in this Agreement.

F. Seniority shall be lost by a bargaining unit member upon termination, resignation, or retirement.

G. Employee Security

1. In the event of any Reduction in Force this contract shall apply. The Board shall retain the right to reduce the number of positions when done in good faith and for just cause.

ARTICLE XIII WORK YEAR / WEEK / DAY

A. Management will establish the basic work day, work week, work year, and hours of work best suited to provided necessary services to the school system.

B. Work Schedules

1. Schedule Posting

Employee shall be notified by their Supervisor of work schedules relating to the employee's work hours, days, and year. With the exception of adjustments to work hours resulting from unexpected changes in student service needs, no reduction of any employee's work hours shall take effect until ten (10) workdays after written notice has been provided by the Employer. Affected employees will work normal hours through the 10-day period in the capacity needed. Bd Appd 2/1/22

2. The normal work week for all bargaining unit members is Sunday through Saturday. Bd Appd 11/21/17

3. The work day for bus drivers shall be the necessary time spent transporting students, maintenance of buses at the garage and cleaning of the buses. Employees are expected to spend a minimum of four (4) hours per day with the above duties. Route hours are subject to adjustment based upon student needs.

4. The minimum call back time shall be two (2) hours.

ARTICLE XIV HOLIDAYS

A. Six (6) paid holidays for all bargaining unit members.

B. The Sumter County Essential Support Personnel (SCESP) will be afforded the opportunity to have input into the development of the calendar with SCEA and Administration for recommendation to the Superintendent and the Board each year of the term of this Agreement.

ARTICLE XV EVALUATION PROCEDURES

A. Frequency

New employees shall be evaluated by their immediate supervisor within the first three (3) months of employment and at least one (1) additional time within the year when possible. Employees who have served more than one (1) year shall be evaluated at least one (1) time in each school year. Following the observation a written evaluation report shall be discussed in a conference with the employee for the purpose of identifying any deficiencies and extending assistance for their correction. Such evaluation shall consist of job observation.

B. General Criteria

1. Evaluations shall be by personal observation with the full knowledge of the employee, conducted by bargaining unit member's immediate supervisor.

2. All evaluations shall be reduced to writing and a draft copy given to the bargaining unit member within ten (10) days following the evaluation. If the bargaining unit member disagrees with the evaluation, he/she may submit a written response which shall be attached to the file copy of the evaluation in question. If a supervisor believes a bargaining unit member is doing unacceptable work, the reasons therefore shall be set forth in specific terms, as shall an identification of the specific ways in which the bargaining unit member is to improve, and of the assistance to be given by the employer towards that improvement and the employee notified that unsatisfactory performance will result in termination.

3. Copies of Evaluation: An employee shall be given a draft copy of evaluation report prepared by the evaluators before any conference. No such report shall be submitted to the central office, placed in the employee's file or otherwise acted upon without prior conference with the employee. No employee shall be required to sign a blank or incomplete evaluation form. Employees shall sign the evaluation noting that the report has been shown to him/her. Signature does not indicate agreement with the evaluation.

C. Evaluation Procedure

1. Communication

Prior to any evaluation report the immediate supervisor of an employee shall have had appropriate communication, including but not limited to all steps in paragraph 2 below.

2. Reports

Evaluation reports shall be presented to each employee by the immediate supervisor in accordance with the following procedures:

a. Such reports shall be issued in the name of the immediate supervisor based on a compilation of reports and observations by any supervisory personnel who come into contact with the employee in a supervisory capacity.

b. Such reports shall be addressed to the employee.

c. Such reports shall be on the evaluation form and shall include, when pertinent:

(1) Strengths of the employee as evidenced during the period since the previous report.

(2) Weaknesses of the employee as evidenced during the period since the previous report.

(3) Specific suggestions as to measures which the employee might take to improve the performance in each of the areas wherein weaknesses have been indicated.

D. In the event a bargaining unit member is not to be continued in employment, the employer will advise the bargaining unit member of the reasons in writing.

E. Personal Records

1. File

An employee shall have the right, upon request, to review the contents of his/her personnel file and any documents contained therein, except confidential recommendations. An employee shall be entitled to have a representative(s) of the Association accompany him/her during such review. Copies may be provided to the employee at cost of the production.

2. Derogatory Material

No material derogatory to an employee regarding conduct, service, character or personality shall be placed in his/her personnel file unless the employee has had an opportunity to review the material. The employee shall acknowledge that he/she has had the opportunity to review such material by affixing his/her signature to the copy to be filed with the express understanding that such signature does not in any way indicate agreement with the contents thereof. The employee shall also have the right to submit a written answer to such material and such answer shall be reviewed by the superintendent and attached to the file copy. No derogatory material relating to the condition of buildings or grounds observed during annual inspections shall be placed in any employee's personnel file when the condition is beyond the employee's control.

3. No Separate File

Although the Board agrees to protect the confidentiality of personal references, and other similar documents, it shall not establish any separate personnel file which is not available for the employee's inspection.

ARTICLE XVI NOTICE OF EMPLOYMENT SUCCEEDING YEAR

A. Procedure

1. Date

On or before May 30 of each year, the Board shall give to each employee, with the exception of 250 day employees, either:

a. Notification of continued employment or,

b. A written notice that such employment shall not be offered.

On or before June 15 of each year, the Board shall similarly notify 250 days personnel. Bd Appd 3/7/17

2. Reasons

Any employee who receives a notice of non-employment may, within five (5) working days thereafter, in writing, request a statement of reasons in writing for such non-employment from the Superintendent. The employee shall be entitled to this statement within ten (10) working days after the request is received in the Superintendent's office.

B. All current employees who have served in their present job classification with satisfactory evaluations for the two previous years will be considered on continuous employment. Such continuous employment, or tenure, will be granted upon completion of that two years, with personnel employed one day over half the contract year receiving credit for one year.

C. All new employees will be placed on a 90-day probationary period. During this period, an employee may be terminated upon written notification. After having served two years in a job classification in the Sumter County Schools, to include the first 90 days, with satisfactory evaluations, an employee will be granted continuous employment.

ARTICLE XVII

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ARTICLE XVIII LAYOFF & RECALL, REDUCTION IN FORCE Bd Appd 2/1/22

A. A layoff is a district-authorized decision to temporarily eliminate a position, done in good faith and for good and sufficient reason, which cannot be accomplished through normal attrition, by solicitation of volunteers, or nonrenewal of annual contracts. It is anticipated the position will be filled at some future date.

1. The Board shall establish the Job Classification or classifications where layoffs are necessary. The Union shall be notified five (5) work days prior to any layoff notification to affected employees. No bargaining unit member shall be laid off or have his/her hours reduced pursuant to a necessary layoff unless said bargaining unit member shall have been notified of said layoff at least fifteen (15) work days prior to the effective date of the layoff. In the event of a necessary layoff, the employer shall first layoff the least senior bargaining unit members in the job classification on a district basis, with exceptions being made when specialized training, certificate, or licensure is required for a position. In no case shall an outside applicant be hired into the job classification subject to layoff while qualified employees with necessary skills for the position remain on the recall list. Employees on the recall list shall be interviewed for any position for which they are qualified and have applied.
2. A laid off bargaining unit member shall, upon application and at his/her option, be granted priority status on the substitute list by seniority according to his/her job classification. Laid off bargaining unit members may continue their health, dental and life insurance benefits by paying the regular monthly per subscriber group rate premium for such benefits to the Employer as allowed under COBRA. Laid off bargaining unit members whose most recent evaluation is satisfactory shall be recalled in order of highest seniority, followed by all others in order of highest seniority. In cases of recall where an employee chooses not to return to work he/she forfeits his/her recall rights. Notices of recall shall be sent, by certified mail or other written means, to the last known contact information as shown on the Employer's records. The recall notice shall state the time and date on which the bargaining unit member is to report back to work. It shall be the bargaining unit

member's responsibility to keep the Employer notified as to his/her current mailing address. A recalled bargaining unit member shall be given five (5) calendar days from receipt of notice, excluding Saturday, Sunday and holidays, to notify the Board of his/her intent to return to work and ten (10) days from receipt of notice, to report to work. The Employer may fill the position on a temporary basis until the recalled bargaining unit member reports for work within the ten (10) day period.

B. **Reduction in Force (RIF)** is the elimination of classifications or positions with no intention to reestablish or refill them in the future. Reasons for a RIF may include but are not limited to: improved efficiency, restructuring, job redundancy and financial hardship.

1. The Board shall establish the job classification or classifications where a RIF is necessary. The Union shall be notified five (5) work days prior to any reduction in force notification given to affected employees. No bargaining unit member shall be removed from his/her position pursuant to a necessary reduction in force without notice at least fifteen (15) work days prior to the effective date of the RIF.
2. An employee who was transferred or promoted into the position which has been reduced and who holds a satisfactory evaluation will be returned to his/her previous job classification, provided he/she has maintained required certification/qualification for the previous position. The employee will be paid at the current rate of pay for the position to which he/she is returned and assigned the same number of hours per day as he/she was assigned prior to his/her transfer or promotion.
3. Employees whose positions are eliminated due to a reduction in force shall be placed into a hiring pool for up to twelve (12) months from the effective date of the RIF. While in the hiring pool, those who meet the minimum qualifications for a vacant position within the bargaining unit may apply and shall be granted an interview, As allowable, the District shall maintain fingerprints for employees in the hiring pool. Applicants from the hiring pool who are rehired shall retain their seniority in the district and with a satisfactory evaluation in the first year of employment in the new position shall resume a continuous contract. Sick leave

accrued by the employee prior to RIF shall be available to the employee upon rehire. As a RIF is a separation from employment, time in the hiring pool does not count toward seniority. An individual in the hiring pool may be eligible for COBRA and unemployment compensation, and shall not forfeit hiring pool privileges if he/she secures employment outside of the district.

ARTICLE XIX EXTERNALLY FUNDED PROGRAMS

A. Persons employed through the use of funds provided through State or Federal programs shall be treated in all respects as regular bargaining unit members and shall be covered by and comply with all terms and provisions of the Agreement.

B. Persons employed through the use of other State or Federal programs shall be treated the same as all other bargaining unit members in all respects. In the event of vacancies caused by promotion, transfer, retirement, death, severance or discharge, movement to vacant positions shall be in accordance with the terms of the Vacancies, Transfers, and Promotions Article of this Agreement. In the event of reduction in work force resulting from lack of work or loss of funds, bargaining unit members shall be laid off and recalled in accordance with the provisions of the Agreement governing Layoffs and Recall, and seniority principles shall be strictly adhered to.

ARTICLE XX LEAVES OF ABSENCE

A. Paid Leave Bd Apprvd 4/16/13 Bd Appd 3/7/17

1. Sick Leave

a. Employees are granted sick leave as provided in Florida Statute 1012.61 as amended. It is the responsibility of the employee to notify his/her principal/supervisor of the absence if possible, before the beginning of the workday on which the employee must be absent except for emergency reasons recognized by the district school board as valid. Application shall be made in the manner provided by the Board. When an employee is on sick leave, it shall be their responsibility to notify their principal, appropriate director or supervisor when they will be back to work. Effective July 1, 2016 any and all sick leave must be entered online on Skyward or any subsequent district management system within three days of the employee's return to work; otherwise, the absence will be unpaid.

2. Personal Leave

Bargaining unit employees who have sufficient accrued sick leave may be granted a maximum of six (6) days annually, (non-cumulative from year to year) under the following provisions:

a. A maximum of six (6) days annually may be approved as emergency leave. Request for such leave shall be made as far in advance as is reasonably possible. An emergency is a condition that would reasonably require a person to be absent from duty and such condition is beyond the control of the employee. The nature of the emergency will be discussed with the supervisor verbally (a denial may be appealed to the Superintendent or designee), or

b. A maximum of six (6) days annually may be approved for personal leave. Such leave may be considered for the day preceding or the day following a holiday or holiday season; approval will be dependent upon the ability of the district to secure replacements to carry out necessary duties. Request for such leave must be submitted at least 48 hours in advance of the anticipated absence. No reason needs to be given other than that it is personal, or

c. Any combination of 1 or 2 above.

d. All leave granted under the provisions shall be charged against the employee's sick leave.

3. Vacation Leave

a. Members of the classified staff who are employed on a 250 day twelve (12) month basis shall accrue vacation leave as follows:

1. An employee with less than ten years of continuous service at the rate of one day per month cumulative to twelve work days per year.

2. An employee with ten years or more of continuous service at the rate of one and one-fourth days per month cumulative to fifteen work days per year.

3. An employee with over fifteen years of service, at the rate of one and one-half days per month, cumulative to eighteen workdays per year.

4. Vacation leave credit may be accrued from year to year, not to exceed 60 days.

b. Vacation leave shall be granted by the Superintendent upon written request of the employee. Vacation leave shall be scheduled in a manner to minimize disruption of the school program.

c. In addition to the above provisions the following conditions shall apply to the accrual of vacation leave:

1. Employment prior to the sixteenth of any month shall permit the month to be counted as a month of employment.

2. Termination of employment after the fifteenth of any month shall permit the month to be counted as a month of employment.

3. Leave without pay in excess of eleven work days in any month makes an employee ineligible for vacation accrual for that month except an employee on leave from injury-line-of-duty may accrue vacation leave credit.

d. A lump sum payment for accrued vacation leave shall be made to an employee upon his resignation, or entry into the Division of Retirement Deferred Retirement Option Plan (DROP) or to his estate if termination is by death. No further lump sum payment for accrued vacation leave shall be made to any employee upon the employee's severance from the DROP program.

4. Court Duty Leave

a. The Board allows for employees to serve as juror or witness when summoned by the courts or by an authority authorized to issue subpoena under existing law.

b. Employees who are on court duty leave may accept compensation from the court and are not required to reimburse the district if on approved paid leave.

5. Temporary Duty

a. Temporary duty elsewhere shall be assigned when such duty will cover attendance at required activities requested by the Superintendent or participation as representative of work center or classification when requested/approved by the Superintendent.

b. This is not a leave of absence, but rather as assignment of duty at a location other than the regular place of duty. Such duty will be

assigned to include necessary travel time to and from the location of the activity. For such assignment, there will be no pay beyond the normal duty day.

6. Reserve or Guard Duty

The Board agrees to comply with F.S. 115.07

7. Bereavement Leave

Full-time employees may apply for up to two days of paid bereavement leave in the event of a death in an immediate family in order to attend to related issues. For the purpose of this designated leave, immediate family is defined as a father, mother, brother, sister, husband, wife, child, or member of one's own household. With superintendent approval, employees may take leave for additional family members not listed above. Bereavement leave must be used within 30 days following the death of the immediate family member. An employee may apply for a maximum of two days of bereavement leave per fiscal year; bereavement leave is not accumulative. Employees will not be paid for days not scheduled to work. Employees are required to provide a copy of the obituary or other satisfactory document to accompany the leave request for approval within five business days of returning to work.

8. Increments (2025-2026 School Year Pilot)

During the 2025-2026 school year, the District will implement a pilot program allowing paid leave to be taken in increments of no less than two hours. All paid leave requests under this pilot must comply with the requirements.

Approval of leave remains subject to the operational needs of the school. The District will make reasonable efforts to obtain substitute coverage for staff utilizing partial-day leave. However, in circumstances where substitute coverage is unavailable, the school principal may employ alternative strategies to ensure the safety and supervision of students. These strategies may include, but are not limited to, combining classes,

assigning other employees to provide coverage, or implementing other appropriate measures as necessary.

B. Unpaid Leave

Unpaid leave will not be allowed as experience.

1. Military Leave

Military leave shall be granted without pay following the first thirty days paid leave, as provided in Florida Statute 115.07. Bd Appd 5/21/19

2. Leave of Absence for Professional Learning

Leave without pay for professional learning may be granted for a period not to exceed one (1) year at a time. One additional year may be requested in compliance with Florida Statutes for employees who have served satisfactorily in the work centers of the District.

3. Maternity Leave

Any full time employee will be granted maternity leave without pay provided a written application for leave, accompanied by a statement verifying the pregnancy is submitted.

4. Parental Leave

Any full time employee may be granted parental leave for a period of one (1) year for the purpose of child-rearing. An employee who has fathered a child may apply for parental leave for a period not to exceed the balance of the fiscal year in which the child is born and one succeeding fiscal year when subject to appropriate notice. The leave authorized under this subparagraph shall be considered personal leave without pay. Any employee may apply for a leave of absence in the event of his/her adoption of a child, provided such leave shall not exceed the balance of the fiscal year in which such adoption shall occur and the next succeeding fiscal year, and provided a written application for such leave be submitted to the employee's immediate supervisor within two (2) calendar weeks after approval for adoption by the recognized agency or source. In all instances hereunder when a leave of absence shall extend beyond one (1) fiscal year

reapplication shall be made in accordance with policies of the Board.

5. Civic Duties

Any employee may be granted, upon written notice, with the Superintendent's approval, personal leave without pay to perform civic duties at the local, state, or national level.

6. Public Office

An extended personal leave of absence without pay for a maximum of five (5) years (requested one (1) year at a time) shall be granted an employee upon application to campaign for or serve in a public office. On returning from such leave, the employee shall be returned to his/her former position, or to a substantially similar position, if available.

7. Other

Any employee may request personal leave without pay (maximum of one (1) year) for absences not covered by circumstances listed previously. Such leave shall be requested on proper forms to the Superintendent for his consideration at least twenty-four (24) hours in advance of anticipated absence when possible.

8. Return to Duty

Any bargaining unit employee granted extended personal leave under any provision stated shall inform the Board of his/her intent to return to duty the following year no later than April 1. A reminder notice shall be mailed by March 1, to personnel on leave at the last address of record as to that person's responsibility to notify the Board of their intention regarding their return to duty. Failure to request return to duty will be considered a resignation.

ARTICLE XXI EMERGENCIES

A. When an act of God or a Governmental Agency directive forces the closing of school or other facility of the Employer, the Superintendent shall determine those employees who are necessary to maintain minimum services. Those employees not needed will be rescheduled to make up time lost. In the event leave days have been previously arranged which fall on a day when schools are closed by the Superintendent because of an emergency, such leave shall not be deducted for that day. In the event a school/facility is closed for more than one (1) day due to mechanical failure, fire, vandalism, or calamity, the Employer has the right to reschedule assignments of the affected bargaining unit members and students so as to continue the educational process of students.

ARTICLE XXII WORKING CONDITIONS

A. A bargaining unit member shall be responsible to the work site supervisor. In the absence of a work site supervisor, the bargaining unit member shall be accountable for his assigned duties.

B. It is the obligation of all employees to immediately report any unsafe or hazardous conditions to their immediate supervisor, providing written documentation of the concern at the earliest possible opportunity. The supervisor will document in writing when the unsafe condition has been addressed and the employee will receive a copy. In cases where it is equipment being used, the equipment will not be used until it has been checked by appropriate district personnel. Correction will be made to any equipment evaluated as hazardous by appropriate district personnel prior to resumption of its use.

C. The Employer shall provide without cost to the bargaining unit member the following:

1. First aid kits and materials in all work areas.

2. Adequate safety equipment as provided by law.

3. Manufacturer or facsimile labels for any container used for chemicals.

D. Non-certificated Personnel

The duties of non-certificated personnel shall be confined solely and exclusively to supportive duties within the school district. However, non-instructional employees may serve as permanent substitutes, manage in-school suspension and time-out rooms, and support the school in activities in which an educator's certificate is not required. Bd Apprvd 5/5/09

E. All employees shall be given appropriate training and instruction in the proper use of equipment and supplies to be used in the performance of their assigned duties. Training will be provided by the direct line supervisor, i.e., head custodian, food service manager, assistant maintenance chief, etc.

F. Additional Working Conditions for Bus Drivers

1. Only State and County Qualified bus drivers, employed by the district, shall drive buses on extra trips. All drivers are responsible for returning

buses in the same condition in which they were received. Bus rules adopted by the School Board as policy will apply to all bus trips.

2. Should the driver consider any portion of his/her route hazardous, he/she shall so report to his/her supervisor and every effort shall be made to alter the route or correct the situation to eliminate such hazards. The route shall be altered to eliminate such hazards, if not corrected.

3. All extra trips will be assigned on a rotating basis. A list for the North and South attendance areas based on seniority will be developed during the first week of school and the first week in January consisting of those State and County qualified drivers who indicate that they are interested in "extra trip" duty. All persons submitting their name to be included shall be expected to take the trip when their name reaches the top of the rotating list. Trips that fall under a single classification e.g. football trips, band trips, etc. will be grouped by school, and one driver (with the greatest seniority) from the rotating list will be assigned all such trips for the year. All group trips shall be assigned to a driver with the greatest seniority as expeditiously as possible after receipt of a group schedule in the Transportation Office. The procedure will start with the most senior driver who does not have a group trip assignment for the year. A driver will remain on the rotating list in their seniority position until that driver selects a group trip. Only after the selection of a group trip will the driver move to the bottom of the rotating list. In the event an activity is canceled after a group trip assignment has been made, the person(s) assigned those trips will move back to their seniority position on the rotating list. If a group trip is added after group assignments have been completed, the trip will be assigned to the next senior person on the rotating list of extra trip drivers. After once offering the group trip to the entire rotating list of extra trip drivers not already having a group trip assignment, the group trip will be offered to drivers (starting with the most senior driver) who have received prior group trip assignments. In the event no driver accepts an extra trip during a full rotation through the seniority list, management will notify drivers via radio and telephone of the unclaimed trip.

The first driver to accept the unclaimed trip will be assigned without losing their position on the seniority list for future assignments. Clock time will coincide with beginning mileage for trips. Field trips will not begin prior to 8:30 a.m. except in case of emergency. Drivers are expected to provide one week notice if they will be unable to drive any extra trip awarded them.

Bd Appd 2/1/22

4. Drivers shall make such reports as may be required by law and the School Board according to the schedule furnished by the Transportation Administrator.

5. Principals shall notify bus drivers in writing of students assigned to their bus who have been expelled, suspended or transferred from school or the effective date of change.

6. Discipline forms shall be furnished to the bus driver and shall be used to report students who misbehave. Four (4) copies of this form will be given to the Principal and a copy shall be retained by the bus driver. It shall be the responsibility of the Principal to send one (1) copy to the parents. Bus drivers' recommendation of disciplinary action will be taken into account and action shall be taken by the Principal to improve the situation. Should appropriate action not be taken after three (3) written reports on a student the bus driver shall have the right to meet with the Principal, Transportation Administrator and during the driver's duty time, if possible. When discipline problems of a student become persistent or severe, the driver shall notify the principal who shall consider suspension or expulsion from the transportation system privileges for that pupil.

7. When it is necessary for a student to ride a bus other than his/her regular assigned bus, or be allowed to depart the bus at a stop other than their regular assigned stop, a form from the principal's office authorizing the change shall be given the driver.

8. Bus drivers shall not be required to transport more passengers than specified in Federal Standard 17.

9. Only State and County qualified bus drivers shall operate buses to

transport students.

10. All new and/or vacated routes shall be advertised. For such positions during the school year, the position will be announced through bus radios for three consecutive days, after which the position will be filled using seniority as the basis for selection. Any drivers absent during this three day period will be notified of the vacancy by telephone. When all requests for reassignment have been honored, the route position remaining will be advertised for 10 days following customary procedures. For routes vacated between the close of the school year and prior to pre-school, scheduling will be accomplished at the pre-school bus driver meeting in August; the normal posting period will be waived in this circumstance, provided all drivers have been notified of the date this scheduling is to be accomplished. Effective July 1, 2008, the date and time of initial recommendation of drivers will be used as a priority list in lieu of seniority for route, bus and extra bus trip assignments. Routes held by drivers who are on approved extended leave for over twelve weeks will be declared vacant. When those drivers return, they will bid on available routes as described in this section. Bd. Appd. 10/15/13 Bd Appd 5/21/19

11. The Board shall furnish all cleaning supplies necessary to maintain buses in a clean condition.

12. When feasible drivers shall be allowed to take buses home after their P.M. run.

13. New buses shall be assigned according to the formula developed by the bus driver and administration committee (using seniority, odometer reading, and age of the bus rating scales with the lowest composite score receiving a new bus), except as required by Florida Statutes.

a. Between the end of one school year and the beginning of the next, a committee will review the bus routes. Should any bus used on long routes have an odometer reading in excess of 50,000 miles, its replacement will take precedence over assignments yielded as a result of the provisions of Section F. 13 of this agreement. Such

consideration will be made only in the specified time frame.

b. For an interim period, higher mileage or older buses may be removed from the fleet before those identified under Section F. 13 of this agreement. The committee referenced in Subsection a. above will oversee the interim replacements. Once the bus fleet reaches a standard so as to meet the needs of the school system, the Bus Allocation Formula defined in Section F. 13 will be followed.

14. Bus drivers will not be responsible for securing substitute drivers.

15. Buses are not intended to be repositories for students, and to that end, students will not be allowed on the bus more than ten (10) minutes prior to the scheduled departure time for the bus. Students who are already on the bus from a previous stop may remain on the bus.

16. The Transportation Administrator will develop a prioritized list of needs in regard to radios to be installed in buses. Radios will be placed on buses as the budget will allow.

17. A route reassignment may be made if charges have been brought forward against the driver and no other route is available for the child/children involved to be transported.

18. Substitute drivers or drivers receiving a new bus will have access on the bus to a “safety feature summary” for that bus in addition to the general safety training program. Bd Apprvd 5/5/09

19. Substitute drivers have the same requirements for training and bus cleaning as regular route drivers. Bd Appd 3/7/17

20. The parties acknowledge a bus driver shortage and agree to pilot a substitute program during the 2019-20 school year to allow other school personnel having met the training and licensure requirements for bus driver to drive when there are insufficient school bus drivers to meet transportation needs. All such driving shall be based on the bus driver pay schedule. Bd Appd 5/21/19

G. Additional Working Conditions For Maintenance Employees

1. First aid kits shall be furnished by the Board for each vehicle and maintenance of the kits shall be no cost to the employee.

H. Additional Working Conditions For Custodial Employees

1. All custodial employees shall be given updated training and instruction on the proper use and handling of chemicals on an annual basis.

2. Substitutes shall be employed on the first day of such absence, if a substitute can be secured. Custodial employees will not be responsible for securing a substitute custodian. Vacations shall be scheduled when the employment of substitutes is not required to maintain satisfactory conditions. Substitutes will not be used to fill positions of vacationing employees.

3. Custodial employees can substitute in more than one school providing the total number of hours worked does not exceed 8 hours per day and/or 40 hours per week.

I. Additional Working Conditions For Food Service Employees

1. Cafeteria staff will not be held responsible for lunchroom laundry beyond their duty time.

2. Substitutes shall be employed on the first day of such absence, if a substitute can be secured. The lunchroom manager will be responsible for securing substitutes.

J. Additional Working Conditions for Paraprofessionals

1. All paraprofessionals shall be provided in-service training in State and District Rules and Regulations relating to paraprofessional responsibilities during pre-school. In-service training will be given in their responsibilities of a paraprofessional as defined under Florida Statutes, State Board of Education Regulations and School Board Policy, as early as possible after initial employment. Paraprofessionals working with handicapped students shall receive additional training in first aid and training in working with special needs children.

2. Paraprofessionals, clerks and secretaries shall be invited to participate in

all staff/faculty meetings.

3. In-service workshops shall be made available to teacher paraprofessionals. Points will be awarded paraprofessionals by the same criteria used for instructional personnel. A record of these points shall be kept up by the Board and made available to the employee upon request, if the request is made within a reasonable time.

4. Paraprofessionals may voluntarily opt to attend required training, such as bloodborne pathogens, on preschool days during which paraprofessionals are not contracted or they may attend such training on the first early dismissal day. Bd Apprvd 5/5/09

5. Bus paraprofessionals are required to pass the district's dexterity test as well as participate in annual training relevant to their position. Bd Appd 3/7/17

6. When there is a bus aide position opening, the supervisor will consider the applicants' seniority among other criteria for selection, including level and type training received, satisfactory performance and needs of the students to be served. Bd Appd 11/21/17

K. On call rotation for mechanics will be voluntary. Mechanics who volunteer will be given a district vehicle to respond to calls as well as a communication device.

L. Nominees for the position on the School Advisory Council as a noninstructional member shall be taken from noninstructional employees and be elected by noninstructional employees. The principal will ask the SCESP building representative to assist in counting the votes.

M. Mandatory pre-school training will be paid at the employees' hourly rate of pay.

N. In order to act in accordance with federal Drug Free Workplace requirements as well as the Drug Free Workplace requirements under Florida's Workers' Compensation statute, all employees will comply with the provisions of Sumter County School Board Policy 4124 Alcohol and Drug Free Workplace. Bd Apprvd 5/5/09

O. In compliance with the district's safety and security initiative, all employees will be issued badges and are expected to wear them so that they are clearly visible. Bd Appd 5/21/19

ARTICLE XXIII PROTECTION OF EMPLOYEES

A. An employee may use reasonable force as is necessary to be protected from attack, to protect another person or property, to quell a disturbance threatening physical injury to others, or to obtain possession of weapons or other dangerous objects upon the person or within control of a pupil.

B. **1.** Employees shall immediately report cases of assault suffered by them in connection with their employment to their principal or other immediate supervisor.

2. Such notification shall be immediately forwarded to the superintendent who shall comply with any reasonable request from the employee for information in the possession of the superintendent relating to the incident or the persons involved, and shall act in appropriate ways as liaison between the employee, the police, and the courts.

3. Legal services for employees. The Board shall provide legal services (Board chosen Attorney) for employees who may be charged civilly or criminally, with any action arising out of or in the course of his/her employment; provided that in the opinion of the Board, the employee was at his/her assigned post of duty and was not guilty of willful neglect of duty, gross negligence, a violation of law or rules of the Board.

ARTICLE XXIV EMPLOYER-EMPLOYEE RELATIONS

A. The parties recognize that a strong and effective school district/educational institution in a democratic society requires a cooperative effort between labor and management at all levels of interaction. The parties further recognize that if education is to be a top priority in the State and nation, the parties must pursue their joint objectives with renewed dedication, initiative and cooperation. Collective bargaining has proven to be successful instrument in achieving common goals and objectives in the employment relationship between bargaining unit members and administrators. However, problems of a continuing nature may exist at work site/building level which significantly impact that relationship. Solutions to these problems are vital if the quality of work life for bargaining unit members is to be enhanced and if the proficiency of the school district/educational institution is to be improved.

B. The parties recognize that a cooperative approach between bargaining unit members and administrators at the work site/building level is essential to the solution of problems affecting them. Many problems at this level are not readily subject to the resolution under existing contractual programs and practices but affect the ongoing relationship between labor and management at that level. Joint participation in solving these problems at the work site/building level is an essential increment in any effort to improve the effectiveness of the district/institution's performance and to provide bargaining unit members with a measure of involvement adding dignity and worth to their work life.

C. In pursuit of these objectives, the parties believe that the Association and Employer can best implement this cooperative approach through the establishment of the following:

1. Participation Teams of bargaining unit members and administrators at the work site/building level. Accordingly, it is agreed that the following program will be undertaken with respect to Participation Teams.

a. Members of the bargaining unit shall establish a Participation Team at the work site/building level. A Participation Team will be

made up of administration co-chairperson (county supervisors or administration may serve as consultants), a bargaining unit member co-chairperson, and (2) two bargaining unit members of the work site/building. The bargaining unit members of each work site/building will select their Participation co-chairperson and members.

b. Participation Team meetings shall be called by the co-chairpersons during normal working hours provided the bargaining unit and administration members agree. A Participation Team shall be free to discuss, consider and decide upon proposed means to improve department or work site/building performance, bargaining unit members morale and dignity, and conditions of the work site/building. Appropriate subjects, among others, which Teams might consider include: use of educational facilities, quality of the work environment, safety and environmental health, scheduling and reporting arrangements; absenteeism and overtime, energy conservation and transportation pools. Participation Teams shall have no jurisdiction over the initiation of, or the processing of complaints or grievances. The Participation Teams shall not have authority to add to, detract from, or change the terms of this Agreement.

c. A Participation Team shall be free to consider a full range of responses to implement performance improvements and to make recommendations to the Superintendent and the Board regarding appropriate equipment and materials necessary to maintain a high standard of performance.

2. An employee relations committee made up of five (5) bargaining unit members appointed by the SCESP President to meet on a quarterly basis with the Superintendent regarding non-contractual matters. The SCESP will request the establishment of each meeting time of the Superintendent.

ARTICLE XXV INSURANCE

Effective 1-1-25, a maximum of $686.32 for each coverage month shall be provided for current bargaining unit employees who participate in the Board's insurance plans. All insurance benefits herein are subject to the individual's acceptance into the different programs by the insurance carrier. This benefit shall take effect upon ratification of this contract by both parties or January 1, whichever is later.

New bargaining unit employees hired must enroll in the insurance program during the first thirty (30) days of employment.

Any employee granted unpaid leave of absence for a maximum of one year as provided in this section, shall be given the opportunity to continue insurance coverage during the leave for a period not to exceed twelve (12) months, provided that the premiums for such insurance program shall be paid by the bargaining unit employee on a monthly basis. Failure to provide a payment to the Board by the first of the month will result in termination of insurance benefits. Immediately following the twelve-month period, employees may elect COBRA coverage up to eighteen (18) months. Bd Apprvd 4/16/13

Employees who resign or are terminated, but who complete their contract year, have insurance extended through the last date of extended coverage made possible by prepayment. Insurance provided by the District School Board shall be reviewed periodically by a Committee of Board designated members representing all classes of employees including two (2) representatives of the Sumter County Essential Support Personnel Association. This committee shall make recommendations for improvement in insurance programs to the Superintendent for presentation to the District School Board for consideration.

Insurance programs provided by the Board shall be reviewed at least twice annually, by a committee of Board designated members representing all classes of employees as well as two representatives of the Association. This committee shall make recommendations for improvements in insurance programs to the superintendent for presentation to the Board for consideration. Committee meetings may be virtual or in-person.

ARTICLE XXVI MISCELLANEOUS PROVISIONS

A. Non Discrimination

The Board and the Association agree that there shall be no discrimination, and that all practices, procedures, and policies of the school system shall clearly exemplify that there is no discrimination in the hiring, training, assignment, promotion transfer, or discipline of employees or in the application or administration of this Agreement on the basis of race, creed, color, religion, national origin, sex, age, domicile, marital status, or handicap.

B. Printing Agreement

Sufficient copies of the tentative Agreement reached by the parties shall be printed at the expense of the Board for distribution to all members of the bargaining unit within fifteen (15) days after completion of bargaining. All members of the bargaining unit shall receive a copy prior to the ratification vote. The parties will be responsible for presenting the tentative agreement for ratification by the parties.

C. Compliance Between Individual Contract And Master Agreement

Any individual contract between the Board and the individual employee, heretofore or hereafter executed, shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.

D. Notice

Whenever any notice is required to be given by either of the parties to this Agreement to the other pursuant to the provision(s) of this Agreement, either party shall do so in writing at the following address:

1. If by Association, to Board at: 2680 West County Road 476, Bushnell, Florida 33513.

2. If by Board, to Association at: 2801 SW College Road, Suite #14, Ocala, FL 34474 AND President of Association at his/her address.

ARTICLE XXVII COMPENSATION

A. Salary Schedule

The basic compensation of each bargaining unit member shall be as set forth in Appendix 3. There shall be no deviation from said compensation rates during the life of this Agreement.

B. Method of Payment

1. Effective July 1, 2007, all employees shall be on twice a month pay. Employees shall receive their salary in equal payments. Check stubs for all direct deposit checks will be online. Administration will ensure that computer access is available to employees and that copies may be accessed at the work site. Bd Apprvd 5/5/09

2. All employees will receive 24 equal checks with payday being each 14th and 30th of the month. If payday falls on Saturday, Sunday or a holiday, pay shall be on the last working day of the period preceding the Saturday, Sunday or holiday with the exception of July where the pay date would be the next workday after the fourteenth. Employees will receive their first check of the work year on the first pay date following their completion of eight days of work. Bd Apprvd 11/22/11

3. All deductions normally taken from the employee's check will be divided equally from the two checks.

4. All employees hired after November 1, 2005 will participate in direct deposit. Effective March 1, 2011, all employees will be paid by direct deposit. Bd Appd 11/16/10

C. The Board will arrange for a representative from the credit union to visit each worksite at a prearranged and announced time for the purpose of signing up for payroll deduction.

D. Corrections for errors in excess of $50.00 on the regular salary payroll will be made on the next working day.

E. Each employee shall be assigned a job classification and placed on the appropriate level of Salary Schedule.

F. For the purpose of this Article, "work related experience" shall be defined as previous employment experience which can be directly associated with the duties and responsibilities as outlined in the job description for the job classification of new employees.

G. Paid Accumulated Sick Leave

1. The School Board shall provide accumulated sick leave pay for accumulated sick leave to a member of the classified staff at normal retirement or to his/her beneficiary if service is terminated by death.

2. "Normal retirement" shall mean retirement under any plan established by the legislature with either full or reduced benefits as provided by Law. "Normal Retirement" shall not be interpreted to include disability retirement. For employees initially enrolled before July 1, 2011, “Normal Retirement” is defined as completion of 6 years of service and 62 years of age or 30 years of service regardless of age. For employees initially enrolled on or after July 1, 2011, “Normal Retirement” is defined as completion of 8 years of service and 65 years of age or 33 years of service regardless of age. Bd Apprvd 4/16/13

3. Paid Accumulated Sick Leave pay - Personnel of this Board shall be eligible to receive accumulated sick leave pay at normal retirement, or termination of participation in the Division of Retirement Deferred Retirement Option Plan (DROP) or to his/her beneficiary if service is terminated by death, as follows:

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

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

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

d. During and after the next three (3) years of service the daily rate of pay multiplied by 50 percent times the number of days of accumulated sick leave

e. During and after the 13th year of service, the daily rate of pay multiplied by 100 percent times the number of days of accumulated sick leave.

f. Effective July 1, 1995, terminal pay accrued will be paid upon retirement, or termination of participation in the Division of Retirement Deferred Retirement Option Plan (DROP), or death at the daily rate at which the days were earned. All days prior to July 1, 1995, will be paid using the 1994-95 salary schedule. The least recent days earned shall be the first to be used for leave. Sick leave transferred from another Florida district may not exceed fifty (50) days effective with employees hired on or after July 1, 1995. Such days will be allowed for leave pay purposes only and shall not be accrued for terminal leave pay purposes. Effective July 1, 2016, employees who anticipate normal retirement or end of participation in DROP should notify the finance office of their intention by August 31 of the fiscal year in which they wish to end employment in order to receive terminal pay by the end of that fiscal year, June 30. Failure to notify of this intention by August 31 will result in terminal benefits being paid by January 31 of the following year. A separate account for the purpose of underwriting the terminal pay benefit will be established. Bd Apprvd 3/7/17

g. Bargaining unit employees will automatically be enrolled in a 401(a) qualified retirement plan for terminal sick leave pay upon their retirement or participation in DROP. Effective January 1, 2009, eligible FRS Investment Plan employees may enroll in a 401(a) qualified retirement plan for terminal sick leave pay upon their submission of an Irrevocable Letter of Resignation Agreement (Appendix 6). Bd Apprvd 5/5/09

ARTICLE XXVIII TERM AND CONDITIONS OF AGREEMENT

This Agreement shall be effective as of July 1, 2024, and shall continue in effect through June 30, 2027, and shall supersede any contract presently in force. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated. Bd Appd 3/7/17

Both parties agree that negotiations of a successor Agreement shall begin at least sixty (60) calendar days prior to the termination date of this Agreement, but no sooner than ninety (90) days prior to the termination date. However, either party may, by providing notice to the other party, meet to discuss items each year within the term of the contract. Any item or Article of this contract may be reopened to negotiations and/or discussion upon mutual agreement of both parties.

The parties agree to operate under a collaborative bargaining process and to discuss items proposed by both parties.

Should any provisions of this Agreement be declared illegal by a Court of competent jurisdiction or as a result of State or Federal Legislation, said provision shall be automatically modified by mutual Agreement of the parties to the extent that it violates the laws, but the remaining provisions, shall remain in full force for the duration of the Agreement.

ARTICLE XXIX SICK LEAVE BANK

A. Committee:

A Sick Leave Bank shall be established for participating support personnel. Such bank shall be coordinated by a committee composed of three (3) persons selected by the Association, which shall adhere to all rules, laws and regulations in effect and with the terms of this contract as ratified or amended.

B. Membership:

Any full-time support employee who has been employed a minimum of one (1) year in Sumter County and who has an accumulation of a minimum of five (5) days of sick leave on record shall be eligible for membership in the bank. Such membership and participation shall, at all times, be voluntary. Each participating employee shall contribute one (1) day of earned sick leave during the first semester of the 2002-03 school year. This day shall not be returned to the employee unless the bank fails to come into existence in accordance with the following rules. No further contributions in the bank shall be necessary except as provided below for the replacement of the bank. Thereafter, employees may enroll in the Bank during the first ten working days of each semester.

C. Procedures and Audit:

The Sick Leave Bank committee shall consult with and comply with procedures developed by the Finance Department regarding the identifying and recording of contributions. Such record keeping and procedures shall be audited by this Department to ensure compliance with regulations.

D. Bank Rules:

1. The Sick Leave Bank shall have a minimum of eighty (80) days on deposit before being activated. At no time shall the balance of days on deposit fall below zero (0).

2. In the event the balance of days on deposit falls below twenty (20) days during a school year, all participating members shall contribute one (1) additional day in order to replenish the bank to the level established to D(1) above to reactivation. The bank can only be replenished 2 times per school year. Any employee not contributing under this provision shall be considered to have dropped his/her membership and shall not have his/her previously contributed days returned. The one day contributed under this section D(2) shall not be returned to the employee unless the bank fails to be reactivated.
3. Use and Application
    a. Sick leave drawn from the bank by participating members must be used for said members' catastrophic personal injury or illness.
    b. No member shall be eligible to use the bank until s/he has exhausted all accumulated leave on record.
    c. Any member wishing to use the bank must have been a member of the bank for at least thirty (30) working days before contraction of the catastrophic illness or injury unless waived in the case of extreme emergency by the committee. In addition, the member must have been absent from duty for a minimum of fifteen (15) consecutive workdays.
    d. No member shall be eligible to draw more than sixty (60) workdays from the bank during any school year, with no more than thirty (30) days awarded at a time.
    e. Any member applying for days from the Sick Leave Bank must file an application with the committee. (See form attached in Appendix 4) This application must be accompanied by a doctor's statement certifying the illness or injury and the necessity for the extended leave. (See form attached in Appendix 5) The member must certify in the application the date leave began, the date leave will be exhausted, and the dates for which days from the sick leave bank are requested. The committee reserves the right to request a second medical opinion at the cost of the applicant. The

committee will consider all pertinent documents and render a decision by a 2/3 vote. That decision is final. The committee shall forward the request with its decision concerning approval to the Finance Department.

e. No member shall be permitted to use the sick leave bank if s/he is on leave due to injury or illness-in-the-line-of-duty, drawing workers' compensation, or receiving any other lost-wages compensation.

4. Abuse

Suspected abuse will be investigated as directed by the School Board. If a member is found to have abused the use of the Sick Leave Bank, s/he shall repay the costs incurred to the Board and be subject to such other disciplinary action as determined by the School Board.

5. Withdrawal from Sick Leave Bank

Employees wishing to withdraw membership in the bank shall not have their contributed sick leave days returned. Hold Harmless – the Association and members of the bargaining unit shall indemnify and save the Board harmless against and from any and all claims, demands, suits, or other forms of liability that may arise out of or by reason of action taken, or not taken, by the Board for the purpose of granting these procedures for support personnel.

ARTICLE XXX Donation and Voluntary Transfer of Sick Leave Bd. Appd. 10-15-13

A district employee may also authorize another employee who is **not** a family member to use sick leave that has accrued to the authorizing employee.

A. Each such authorization shall be on a form provided by the Superintendent or designee, and shall indicate the authorizing employee, recipient, and number of days authorized for use. This provision shall not apply to paid leave available in accordance with any sick leave pool established by collective bargaining agreement, nor to any other form of leave.

B. The recipient must have exhausted all of his or her accumulated sick leave and Sick Leave Bank days awarded, if any, to be eligible to use sick leave accrued by the donor.

C. Normal pregnancy, illness or injury covered by Workers' Compensation, chemical dependency and alcoholism are not eligible conditions for which days may be donated.

D. Employees who have received a less than "Satisfactory" rating on attendance and punctuality in the current or previous three evaluations may not be eligible to receive a donation of sick leave days.

E. The recipient shall provide documentation, by the treating physician, of the said recipient's illness, accident, or injury for which the leave is authorized. The physician's statement must also specify the number of days before the leave recipient would be expected to return to duty. In order to participate in this program, the recipient must need a minimum of fifteen (15) days. The maximum number of days that may be received under this program shall not exceed sixty (60) days per contract year.

F. Donated sick leave will be used in the order in which it was donated. Any donated sick leave that remains unused after the recipient either returns to duty or is terminated from employment will be returned to the donor(s) from whom it came.

G. An authorizing employee under this paragraph shall retain at least ten (10) days of sick leave when donating sick leave to another employee.

H. Donations must be made in full donor workday increments. Said donations will be converted to hours and allocated to the recipient on that basis, thus accounting for disparate workday lengths.

APPENDIX 1 GRIEVANCE REPORT FORM

Grievance #____ _____School District

Submit to Principal in Duplicate

Distribution of Form
1. Superintendent
2. Principal
3. Association
4. Teacher

STEP I

A. Date Cause of Grievance Occurred:_____

B. **1.** Statement of Grievance/(SPECIFIC ARTICLE(S) OR SECTION(S) VIOLATED)

_____

_____

2. Relief Sought: _____

_____

_____

_____ _____
Signature Date

C. Disposition of Principal: _____

_____

_____

_____ _____
Signature Date

D. Disposition of Grievant and/or Association: _____

_____

_____

_____ _____
Signature Date

If additional space is needed in reporting Section B of Step I, attach an additional sheet.

STEP II

A. Date Received by Superintendent or Designee: _____

B. Disposition of Superintendent or Designee: _____

_____

_____

_____

_____ _____
Signature Date

C. Position of Grievant and/or Association: _____

_____

_____

_____

_____ _____
Signature Date

STEP III

A. Date Received by School Board or Designee: _____

B. Disposition of Superintendent or Designee: _____

_____

_____

_____

_____ _____
Signature Date

C. Position of Grievant and/or Association: _____

_____

_____

_____

_____ _____
Signature Date

STEP IV

A. Date Submitted to Arbitration: _____

B. Disposition & Award of Arbitrator: _____

_____

_____

_____

_____ _____
Signature Date

NOTE: *All provisions of Article _____ of the Agreement date _ _____, 19_____, WILL BE STRICTLY OBSERVED IN THE SETTLEMENT OF GRIEVANCES.*

APPENDIX 2 WAIVER OF SENIORITY

The undersigned hereby agrees to waive his/her seniority for purposes of the Sumter County School District impending institution of a layoff under the Agreement. This waiver is given, however, without prejudice to the assertion of seniority for all other purposes contained in the Agreement, including recall rights and other contractual privileges of benefits conferred under the Agreement. This waiver pertains solely to the order in which said bargaining unit members might be laid off during the period of this Agreement.

_____ SIGNATURE_____
DATE BARGAINING UNIT MEMBER

_____ SIGNATURE_____
DATE ASSOC. REPRESENTATIVE

_____ SIGNATURE_____
DATE EMPLOYER REPRESENTATIVE

APPENDIX 3 CLASSIFIED SALARY SCHEDULE

SALARY SCHEDULE INFORMATION

Experience:

To qualify for experience an employee must:

1. Be hired prior to January 15 of a fiscal year.

2. Work one day more than half of days required in particular position.

Experience outside of the county shall be granted for:

1. Each full year of related/similar experience earned in any public school system or regionally accredited private school.

2. Each full year of related experience in a skilled position not in a public school system.

3. Experience, to include self-employment, must be documented and if approved shall be applied to salary schedule.

Military Service:

1. One full year of military service shall be counted for one year of service, for the purpose of the salary schedule, up to four (4) years. In no case shall it be counted as both related experience and military experience.

Increments:

Increments will be paid for experience as negotiated.

Assignment of Pay Grade:

A. Pay grades shall be established for all permanent classified positions.

1. Entry level for all classified employees shall be at Pay Grade 3. Current employees moving from one job classification shall begin the new job classification at pay grade 3 with their years of experience.

2. When an employee has successfully completed three (3) years of employment in Pay Grade 3 within one job classification with satisfactory evaluations, he/she shall move to Pay Grade 2.

3. An employee shall move to Pay Grade 1 when he/she has completed a minimum of three (3) years in Pay Grade 2 within the job classification with satisfactory evaluations.

B. If the district requires personnel to obtain a CDA credential, the

district will provide training costs for initial certification.

C. CDA Paraprofessional Increment - Paraprofessional in pre-kindergarten classroom who hold a Child Development Associate credential will receive a 30 cent per hour CDA Paraprofessional increment added to their regular hourly rate effective with the 2007-08 school year. Bd. Appd. 11/6/07

D. Certified Nursing Assistant (CNA) Instructional Paraprofessional Increment – Paraprofessionals who hold a current certificate as a CNA will receive a 30 cent per hour CNA increment added to their regular hourly rate effective with SY 2007-2008. Bd. Appd. 11/6/07

E. Employees who have completed twenty (20) years of service in the Sumter County school system will be eligible for a fifty (50) cents per hour increment. Employees in their nineteenth (19th) year of service in Sumter County must apply for the increment by June 30 of that year in order for it to be paid the first pay date following the completion of their twentieth (20th) year. This provision will be effective July 1, 2009. Bd Appd 5/5/09

F. Transportation Department Perfect Attendance BONUS Pilot Program – Transportation employees with perfect attendance (do not take Vacation, Personal, Sick, or Emergency Personal) for an entire two-week designated pay period will receive $50 under a pilot Perfect Attendance Program in effect from August to May 2025. A transportation employee who maintains perfect attendance (does not take Vacation, Personal, Sick, or Emergency Personal) from August through December will receive an additional $250 and those who maintain perfect attendance from January through May will receive an additional $250. Bd Appd 11/6/18

G. Maintenance Dept. employees will receive an $80 once a year bonus upon presentation of a receipt for the purchase of a pair of construction grade boots costing $80 or more to be worn on the job. (Effective July 1, 2018) Bd Appd 11/21/17

H. An additional one time bonus of $500 will be given to a bus driver who recruits a new bus driver, provided the recruited driver remains employed by the District for 186 days (at anniversary-of-hire date) as does the driver who made the recruitment.

I. Exceptional Student Education (ESE) paraprofessionals will receive a fifty (50) cent per hour increment added to their regular hourly rate effective with SY2022-23. Exceptional Student Education (ESE)

paraprofessionals assigned full-time to self-contained classes remain eligible for the ESE para supplement ratified in 2022-23 and will earn an additional 50 cents per hour effective July 1, 2023.

J. In an effort to boost recruitment efforts to address the critical shortage of bus drivers, each newly hired bus driver will receive a $250 hiring bonus to be paid in his/her first paycheck; this bonus is intended to offset the out-of-pocket, upfront expenses incurred by new drivers which are a barrier to employment. (Effective July 1, 2024)

K. Bus drivers and bus aides assigned to the Sumter P.R.E.P. Academy buses will receive a fifty (50) cent per hour increment added to their regular hourly rate effective July 1, 2024.

Stipend - Effective January 1, 2009, the stipend rate shall be the prevailing minimum wage.

Travel - When approved by the Superintendent, employee travel in their own vehicle may be paid in accordance with the rules established by law, School Board Policy, and State Board Regulations.

Summer School Employees - Classified employees who perform services in the summer, an extension of the 180 day school program, shall be paid on the basis of the Salary Schedule for that school year. Bd. Appd. 10-15-13

Extra Bus Trips Pay - The rate of pay for bus drivers who are assigned an extra bus trip for pay shall be paid according to the driver's hourly rate, based on .25 hour increments. For overnight Trips, the driver will also be entitled to per diem. Payment shall be received from the District Office and all deductions, including IRS and Social Security shall be withheld as required by State and Federal Law and Rules. The SCESP and management shall jointly explore ways of securing tickets to destination entrance. Bd. Appd. 2-1-22

Overtime Pay or Compensatory Time - Employees who are directed by their immediate supervisor may be required to work more than forty (40) hours per work week in cases of emergency. In the event employees are required to work more than forty (40) hours in a work week, the rate of pay or compensatory time for hours over forty (40) shall be computed at 1 1/2 times regular rate. Prior to commencing overtime work, the employee must have written authorization from the immediate supervisor. Forty hour work week employees called in for work on weekends, paid holidays, or unpaid holidays denoted on the adopted calendar will be awarded 1½ time compensatory time. Pay for hours worked over forty (40) hours in a work week shall be awarded at the discretion of

the supervisor. Compensatory time shall be scheduled for a mutually agreeable time.

Helper Reclassification - Following completion of one year with satisfactory evaluation and verification of competencies by the supervisor, a helper will be advanced to the semi-skilled job classification, pay grade 3. This procedure does not apply to the career ladder helpers.

CLASSIFIED EMPLOYEE SALARY SCHEDULE

SEE ATTACHED SHEETS Bd. Appd. 10-15-13

Salary Schedule Notes:

1). The number of days worked as well as the hours daily shall be determined by the Board for each position established.

2). The increment will be calculated as an annualized increment.

3). The parties agree to explore the possibility of collapsing steps on the salary schedule.

4). Retroactive pay will not be paid to any person who has separated from the district prior to ratification date, except for normal or disability retirement.

Incentive Increment – Employees who attend and complete job related courses or training programs shall receive a 10 cents per hour incentive increment added to their hourly rate. The incentive increment will be paid upon submission of proof for satisfactory completion of said course. A maximum of ten (10) incentive increments will be allowed per lifetime.

Courses should generally reflect a minimum of forty (40) hours of job related training acquired on the employees' off-job time. All courses to be used for incentive increment purposes must be pre-approved as eligible training by a Committee composed of the President of the Sumter County Essential Support Personnel (SCESP), the Professional Learning Administrator and a non-instructional supervisor to be appointed by the Superintendent, and not submitted for increment approval. The Committee shall meet once a month to review applications (application form - Appendix 8), or less frequently, as proposed training dates require. The increment will become effective on July 1 or January 1, whichever is first, following completion of training. Only training acquired after employment will be eligible for the incentive increment. Bd Apprvd 5/5/09

Study Committee – The parties agree to establish a certification committee if requested by either party. The committee will collect data, develop guidelines and recommend appropriate compensation for employees who hold job related certifications, making recommendations to the bargaining team for consideration. Bd Apprvd 5/5/09

Special Adjustment Related to Minimum Wage Increase - 2022

Effective on the date of ratification and after the 2021-22 increase has been applied to the schedule, employees making less than $15 per hour will have their hourly pay rate raised by up to 50 cents per hour. This increase is not retroactive.
Effective on the date of ratification and after the 2021-22 increase has been applied to the schedule, employees at Step 17+ will receive 50 cents per hour increase. This increase is not retroactive Bd Apprvd 2/1/22

APPENDIX 3 Classified Salary Schedule

SCESP Salary Schedule 2025-26																				
JOB TITLE	LANE	PG	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18+
Lunchroom Monitor, Paraprofessional and Bus Aide	A31-0	1	$16.49	$16.49	$16.57	$16.71	$16.85	$16.99	$17.13	$17.26	$17.53	$17.67	$17.81	$17.95	$18.09	$18.22	$18.37	$18.50	$18.93	$19.31	$21.00
	A32-0	2	$16.34	$16.34	$16.42	$16.49	$16.57	$16.67	$16.80	$16.94	$17.09	$17.22	$17.37	$17.50	$17.65	$17.78	$17.93	$18.06	$18.46	$18.88	$20.56
	A33-0	3	$16.10	$16.10	$16.17	$16.25	$16.34	$16.42	$16.49	$16.57	$16.71	$16.85	$16.99	$17.13	$17.26	$17.41	$17.54	$17.69	$18.10	$18.50	$20.19
Chief Assistant and Mechanic and Inventory Supervisor	AC1-0	1	$29.09	$29.09	$30.39	$30.54	$30.68	$30.81	$30.96	$31.10	$31.25	$31.39	$31.54	$31.68	$31.81	$31.97	$32.10	$32.67	$33.08	$33.49	$35.34
	AC2-0	2	$27.17	$27.17	$28.39	$28.53	$28.68	$28.82	$28.96	$29.11	$29.25	$29.40	$29.53	$29.69	$29.83	$29.95	$30.11	$30.68	$31.08	$31.50	$33.31
	AC3-0	3	$25.90	$25.90	$27.08	$27.23	$27.37	$27.52	$27.65	$27.81	$27.95	$28.08	$28.23	$28.36	$28.51	$28.65	$28.80	$29.38	$29.78	$30.18	$32.00
Instructional Behavioral Assistant	BA1-0	1	$16.93	$16.93	$17.39	$17.39	$17.42	$17.55	$17.69	$17.84	$17.99	$18.12	$18.27	$18.39	$18.52	$18.68	$18.81	$19.38	$19.52	$19.67	$20.76
	BA2-0	2	$16.57	$16.57	$17.12	$17.25	$17.39	$17.39	$17.39	$17.39	$17.39	$17.52	$17.66	$17.81	$17.94	$18.07	$18.21	$18.78	$18.93	$19.06	$20.15
	BA3-0	3	$16.57	$16.57	$16.72	$16.86	$17.00	$17.14	$17.29	$17.39	$17.39	$17.39	$17.39	$17.40	$17.53	$17.67	$17.82	$18.37	$18.51	$18.65	$19.76
Bus Driver	BD1-0	1	$21.42	$21.42	$21.96	$22.46	$22.61	$22.75	$22.90	$23.03	$23.17	$23.32	$23.45	$23.60	$23.74	$23.89	$24.04	$24.61	$25.01	$25.42	$27.16
	BD2-0	2	$21.06	$21.06	$21.13	$22.10	$22.24	$22.39	$22.51	$22.66	$22.81	$22.95	$23.10	$23.23	$23.37	$23.52	$23.66	$24.23	$24.65	$25.05	$26.79
	BD3-0	3	$20.29	$20.29	$20.41	$21.27	$21.42	$21.57	$21.73	$21.85	$21.99	$22.14	$22.27	$22.43	$22.57	$22.71	$22.85	$23.42	$23.82	$24.23	$25.96
Plant Manager	CH1-0	1	$19.16	$19.16	$20.06	$20.21	$20.36	$20.52	$20.67	$20.82	$20.96	$21.11	$21.25	$21.40	$21.57	$21.73	$21.87	$22.46	$22.88	$23.31	$25.12
	CH2-0	2	$18.72	$18.72	$19.63	$19.77	$19.92	$20.06	$20.21	$20.36	$20.52	$20.67	$20.82	$20.96	$21.11	$21.25	$21.40	$22.01	$22.45	$22.86	$24.67
	CH3-0	3	$18.34	$18.34	$19.23	$19.38	$19.54	$19.69	$19.84	$19.99	$20.12	$20.27	$20.41	$20.59	$20.73	$20.88	$21.02	$21.63	$22.06	$22.48	$24.29
Clerk	CL1-0	1	$16.49	$16.49	$16.57	$16.70	$16.84	$16.98	$17.13	$17.26	$17.39	$17.39	$17.39	$17.39	$17.40	$17.54	$17.68	$18.27	$18.65	$19.07	$20.75
	CL2-0	2	$16.34	$16.34	$16.42	$16.49	$16.57	$16.67	$16.80	$16.94	$17.09	$17.21	$17.36	$17.39	$17.39	$17.39	$17.39	$17.94	$18.34	$18.74	$20.43
	CL3-0	3	$16.10	$16.10	$16.17	$16.25	$16.34	$16.42	$16.49	$16.57	$16.70	$16.86	$16.98	$17.13	$17.26	$17.39	$17.39	$17.54	$17.95	$18.35	$20.05
Technician (Technology Support)	CT1-0	1	$18.14	$18.14	$19.02	$19.16	$19.30	$19.43	$19.58	$19.73	$19.88	$20.01	$20.16	$20.29	$20.42	$20.58	$20.72	$21.28	$21.71	$22.11	$23.82
	CT2-0	2	$17.81	$17.81	$18.65	$18.80	$18.97	$19.09	$19.24	$19.38	$19.52	$19.67	$19.80	$19.95	$20.09	$20.23	$20.37	$20.94	$21.35	$21.77	$23.47
	CT3-0	3	$17.39	$17.39	$17.90	$18.05	$18.18	$18.34	$18.48	$18.62	$18.77	$18.92	$19.05	$19.20	$19.34	$19.48	$19.64	$20.20	$20.60	$21.01	$22.71
Home School Social Educator	HS1-0	1	$16.49	$16.49	$16.57	$16.62	$16.76	$16.91	$17.05	$17.18	$17.33	$17.39	$17.39	$17.39	$17.39	$17.46	$17.61	$18.17	$18.57	$19.00	$20.67
	HS2-0	2	$16.25	$16.25	$16.34	$16.42	$16.49	$16.57	$16.59	$16.72	$16.86	$17.00	$17.14	$17.30	$17.39	$17.39	$17.39	$17.70	$18.11	$18.52	$20.19
	HS3-0	3	$16.02	$16.02	$16.10	$16.17	$16.25	$16.34	$16.42	$16.49	$16.57	$16.70	$16.84	$16.98	$17.13	$17.26	$17.39	$17.40	$17.81	$18.21	$19.89
Technician (Printing-Media District)	MT1-0	1	$17.39	$17.39	$18.17	$18.32	$18.46	$18.59	$18.74	$18.89	$19.03	$19.18	$19.32	$19.46	$19.61	$19.74	$19.89	$20.44	$20.87	$21.27	$22.98
	MT2-0	2	$17.35	$17.35	$17.57	$17.71	$17.87	$18.02	$18.15	$18.30	$18.44	$18.57	$18.72	$18.88	$19.02	$19.16	$19.30	$19.88	$20.26	$20.68	$22.38
	MT3-0	3	$16.79	$16.79	$17.39	$17.39	$17.39	$17.42	$17.55	$17.70	$17.85	$18.00	$18.13	$18.28	$18.40	$18.55	$18.71	$19.27	$19.69	$20.09	$21.79
Property Custodian - Data Entry	PC1-0, CLD1-0	1	$17.02	$17.02	$17.39	$17.39	$17.52	$17.66	$17.81	$17.95	$18.10	$18.24	$18.37	$18.51	$18.65	$18.80	$18.97	$19.52	$19.93	$20.34	$22.03
	PC2-0, CLD2-0	2	$16.57	$16.57	$17.21	$17.36	$17.39	$17.39	$17.39	$17.39	$17.49	$17.64	$17.80	$17.94	$18.07	$18.21	$18.35	$18.94	$19.34	$19.74	$21.46
	PC3-0, CLD3-0	3	$16.57	$16.57	$16.84	$16.98	$17.13	$17.26	$17.39	$17.39	$17.39	$17.39	$17.40	$17.54	$17.68	$17.83	$17.98	$18.53	$18.97	$19.35	$21.04
PK Lead	PK1-0	1	$18.21	$18.21	$18.68	$18.83	$18.98	$19.14	$19.28	$19.42	$19.55	$19.72	$19.88	$20.02	$20.18	$20.32	$20.48	$21.07	$21.51	$21.93	$23.70
	PK2-0	2	$18.05	$18.05	$18.30	$18.44	$18.58	$18.73	$18.91	$19.05	$19.20	$19.34	$19.48	$19.65	$19.78	$19.93	$20.08	$20.68	$21.11	$21.55	$23.32
	PK3-0	3	$17.71	$17.71	$18.21	$18.21	$18.22	$18.37	$18.52	$18.68	$18.83	$18.98	$19.14	$19.28	$19.42	$19.58	$19.72	$20.32	$20.74	$21.17	$22.95

SCESP Salary Schedule 2025-26

JOB TITLE		PG	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18 +
Technician (Employee Benefits), Technician (Finance), Technician (Payroll), Technician (MIS), Technician (HR), and Technician (Routing)	PR1-0	1	$26.62	$26.62	$27.83	$27.97	$28.10	$28.24	$28.39	$28.53	$28.68	$28.82	$28.96	$29.11	$29.25	$29.40	$29.53	$30.11	$30.52	$30.92	$32.73
	PR2-0	2	$24.20	$24.20	$25.31	$25.45	$25.60	$25.74	$25.88	$26.02	$26.17	$26.30	$26.46	$26.61	$26.73	$26.89	$27.03	$27.59	$27.84	$28.41	$30.20
	PR3-0	3	$23.14	$23.14	$24.22	$24.36	$24.50	$24.64	$24.78	$24.92	$25.08	$25.22	$25.35	$25.49	$25.64	$25.77	$25.92	$26.50	$26.91	$27.31	$29.08
Warehouseman/Permit Clerk and Secretary	WH1-0, SC1-0	1	$19.98	$19.98	$20.88	$21.02	$21.16	$21.29	$21.46	$21.60	$21.75	$21.88	$22.02	$22.16	$22.29	$22.46	$22.59	$23.15	$23.57	$23.98	$25.71
	WH2-0, SC2-0	2	$19.20	$19.20	$20.06	$20.20	$20.35	$20.50	$20.63	$20.78	$20.91	$21.05	$21.20	$21.35	$21.51	$21.63	$21.78	$22.36	$22.76	$23.15	$24.89
	WH3-0, SC3-0	3	$18.41	$18.41	$19.26	$19.41	$19.55	$19.70	$19.85	$19.98	$20.11	$20.26	$20.40	$20.56	$20.69	$20.84	$20.96	$21.56	$21.96	$22.39	$24.10
Warehouseman, Assistant Food Service Manager	WHM1-0	1	$18.70	$18.70	$19.60	$19.73	$19.88	$20.01	$20.16	$20.29	$20.42	$20.58	$20.71	$20.86	$21.00	$21.13	$21.28	$21.86	$22.25	$22.65	$24.38
	WHM2-0	2	$17.92	$17.92	$18.78	$18.93	$19.06	$19.21	$19.34	$19.48	$19.64	$19.77	$19.92	$20.06	$20.20	$20.34	$20.48	$21.04	$21.46	$21.86	$23.56
	WHM3-0	3	$17.39	$17.39	$18.00	$18.13	$18.28	$18.40	$18.55	$18.70	$18.84	$19.00	$19.14	$19.27	$19.41	$19.55	$19.70	$20.25	$20.66	$21.06	$22.76
Custodian, General Worker (Food Service), Maintenance (Helper) and Mechanic (Helper)	T41, M41, FS1, CU1	1	$16.02	$16.02	$16.02	$16.10	$16.17	$16.25	$16.34	$16.42	$16.49	$16.57	$16.76	$16.91	$17.05	$17.18	$17.33	$17.39	$17.71	$18.13	$19.81
	T42, M42, FS2, CU2	2	$16.02	$16.02	$16.02	$16.02	$16.02	$16.10	$16.17	$16.25	$16.34	$16.42	$16.49	$16.57	$16.68	$16.83	$16.96	$17.39	$17.39	$17.78	$19.43
	T43, M43, FS3, CU3	3	$16.02	$16.02	$16.02	$16.02	$16.02	$16.02	$16.02	$16.10	$16.17	$16.25	$16.34	$16.42	$16.49	$16.57	$16.59	$17.15	$17.39	$17.39	$19.04
Maintenance (Courier), Maintenance (Semi-Skilled) and Mechanic (Semi-Skilled)	T31, M31	1	$17.35	$17.35	$17.57	$17.71	$17.87	$18.02	$18.15	$18.30	$18.44	$18.57	$18.72	$18.88	$19.02	$19.16	$19.30	$19.88	$20.26	$20.68	$22.38
	T32, M32	2	$16.79	$16.79	$17.39	$17.39	$17.39	$17.42	$17.55	$17.70	$17.85	$18.00	$18.13	$18.28	$18.40	$18.55	$18.71	$19.27	$19.69	$20.09	$21.79
	T33, M33	3	$16.57	$16.57	$17.16	$17.31	$17.39	$17.39	$17.39	$17.39	$17.44	$17.57	$17.71	$17.87	$18.02	$18.15	$18.30	$18.88	$19.27	$19.69	$21.38
Horizons Site Coordinator and Lab Manager	LM1, HZ1	1	$17.39	$17.39	$17.83	$17.98	$18.11	$18.27	$18.39	$18.53	$18.69	$18.83	$18.98	$19.10	$19.26	$19.40	$19.54	$20.11	$20.53	$20.92	$22.63
	LM2, HZ2	2	$17.22	$17.22	$17.46	$17.61	$17.74	$17.88	$18.04	$18.17	$18.32	$18.46	$18.59	$18.74	$18.89	$19.03	$19.18	$19.74	$20.16	$20.57	$22.27
	LM3, HZ3	3	$16.91	$16.91	$17.39	$17.39	$17.40	$17.54	$17.68	$17.83	$17.98	$18.11	$18.27	$18.39	$18.53	$18.69	$18.83	$19.40	$19.80	$20.21	$21.90
Bookkeeper, Maintenance (Skilled II) and Mechanic (Skilled II)	T21, M21, BK1	1	$18.89	$18.89	$19.78	$19.93	$20.07	$20.21	$20.35	$20.51	$20.65	$20.79	$20.92	$21.06	$21.20	$21.35	$21.52	$22.07	$22.48	$22.89	$24.61
	T22, M22, BK2	2	$18.10	$18.10	$18.98	$19.10	$19.26	$19.40	$19.54	$19.69	$19.84	$19.97	$20.11	$20.25	$20.39	$20.55	$20.68	$21.25	$21.65	$22.07	$23.79
	T23, M23, BK3	3	$17.39	$17.39	$18.17	$18.32	$18.46	$18.59	$18.74	$18.89	$19.03	$19.18	$19.32	$19.46	$19.61	$19.74	$19.89	$20.44	$20.87	$21.27	$22.98
Manager (FS), Technician (AP&P), Technician (AEC), Technician (FAC) and Technician (FS)	FT1, FA1	1	$21.95	$21.95	$22.96	$23.11	$23.25	$23.40	$23.54	$23.67	$23.82	$23.97	$24.11	$24.27	$24.40	$24.53	$24.68	$25.26	$25.66	$26.06	$27.84
	FT2, FA2	2	$20.94	$20.94	$21.93	$22.07	$22.21	$22.37	$22.50	$22.64	$22.78	$22.92	$23.06	$23.22	$23.37	$23.49	$23.64	$24.22	$24.62	$25.02	$26.77
	FT3, FA3	3	$20.20	$20.20	$21.14	$21.28	$21.44	$21.59	$21.74	$21.87	$22.01	$22.15	$22.28	$22.45	$22.58	$22.73	$22.87	$23.44	$23.83	$24.27	$25.99
Maintenance (Skilled I) and Mechanic (Skilled I)	T11, M11	1	$20.58	$20.58	$21.55	$21.69	$21.82	$21.97	$22.11	$22.25	$22.41	$22.54	$22.69	$22.82	$22.96	$23.12	$23.25	$23.82	$24.24	$24.64	$26.38
	T12, M12	2	$19.91	$19.91	$20.85	$20.99	$21.12	$21.27	$21.43	$21.57	$21.71	$21.85	$21.98	$22.13	$22.27	$22.43	$22.56	$23.13	$23.54	$23.95	$25.68
	T13, M13	3	$19.24	$19.24	$20.16	$20.29	$20.42	$20.58	$20.72	$20.87	$21.01	$21.14	$21.28	$21.44	$21.59	$21.74	$21.87	$22.45	$22.84	$23.25	$24.99
Maintenance (Electrician), Maintenance (HVAC), Mechanic (Head), Technician (Computer Network) and Technician (General Maintenance)	T51, NW1, ME1	1	$26.42	$26.42	$27.60	$27.75	$27.89	$28.03	$28.17	$28.32	$28.47	$28.59	$28.75	$28.89	$29.04	$29.18	$29.32	$29.89	$30.30	$30.70	$32.52
	T52, NW2, ME2	2	$25.18	$25.18	$26.31	$26.46	$26.62	$26.75	$26.90	$27.03	$27.18	$27.32	$27.47	$27.60	$27.75	$27.89	$28.03	$28.59	$29.01	$29.43	$31.21
	T53, NW3, ME3	3	$24.07	$24.07	$25.13	$25.29	$25.42	$25.57	$25.71	$25.85	$25.99	$26.12	$26.28	$26.42	$26.57	$26.71	$26.86	$27.42	$27.84	$28.23	$30.02

APPENDIX 4 Sick Leave Bank Program

SUMTER COUNTY SCHOOLS
SICK LEAVE BANK PROGRAM—STATEMENT OF PHYSICIAN

Please return the completed form to the Sumter County Schools, Finance Department.

This is to certify that this patient has suffered a catastrophic personal injury or illness and is anticipated to be incapacitated and unable to return to work at this time.

Name of Patient: _____ _____ _____ Social Security Number_____
Last First MI

Physician's Diagnosis/Nature of Illness or Injury: _____

_____

_____

Approximate Date of Onset of Illness/Injury Estimated Date of Return to Work

_____ _____ _____ _____ _____ _____
Month Day Year Month Day Year

_____ Physician's Address _____
Physician's Signature St. or Box # City State Zip Code

_____ _____
Date Telephone Number

APPENDIX 5 Sick Leave Bank Application and Authorization for Contribution

SUMTER COUNTY SCHOOLS
SICK LEAVE BANK APPLICATION AND AUTHORIZATION FOR CONTRIBUTION

Please return this form to the Sumter County Schools Finance Department when completed.

_____	_____	_____
Employee Name	**School or Cost Center**	**Social Security Number**

Position: Teacher____ Non-Instructional____ Administrative, Supervisory, Confidential ____

1. **I hereby declare my participation in the Sumter County Schools Sick Leave Bank. I have been employed by the Sumter County School Board for at least one (1) year and have accrued at least five (5) sick leave days.**
2. **I hereby declare my contribution of one (1) sick leave day to the Sick Leave Bank understanding that day shall be removed from my personally accumulated sick leave balance.**
3. **I understand that, if I should withdraw from the Sick Leave Bank, I shall forfeit any sick leave already contributed.**

_____	_____
Employee's Signature	**Date**

Notice: All participating members shall be required to contribute an additional accrued day each time the bank falls below a 20 day balance (maximum twice per year). Membership in the Sick Leave Bank is voluntary. See Contract for Bank provisions.

Appendix 6 Irrevocable Letter of Resignation Agreement

Sumter County School Board
Irrevocable Letter of Resignation Agreement
(For FRS Investment Plan Employees Only)

As an FRS Investment Plan employee, I am entering into this agreement with the Sumter County School Board for the purpose of resigning/retiring effective _____, and establishing a date of eligibility for participating in the Bencor 401(a) qualified retirement plan effective _____.

I understand that I must meet eligibility requirements to receive terminal pay in accordance with Board policy 4430.03.

I agree to comply with the procedures set forth in the Board policy relating to the 401(a) plan, if I am eligible to participate in this program.

It is understood and agreed that my election to resign and retire from the Sumter County School Board is purely voluntary on my part and is given in consideration of the concurrent commitments of the Board as may relate to me under the 401(a) qualified retirement plan.

_____ _____
Printed Name Employee Signature

_____
Date

State of Florida, County of _____, on this _____ day of _____ personally appeared before me the above named person, who is personally known to me or who has produced _____ as identification and who did take an oath.

SEAL

_____
Notary Public

Approved by the Sumter County School Board on _____.

For the Sumter County Essential Support Personnel

Chris Altobello, Executive Director — Date: 6/10/26

For the School Board

Joel Camp

Joel Camp, Chief Negotiator — Date: 6/3/26