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PREAMBLE

This Agreement, entered into this 5th day of June, 2025, between the School Board of Suwannee County, Florida, hereinafter called the "Board" and the United Teachers of Suwannee County, hereinafter called the "Union."

WITNESSETH

WHEREAS, pursuant to legal requirements in Chapter 447 of Florida Statutes, the Board and the Union have agreed to negotiate in good faith, with the Union as the exclusive representative of the public employees within the ESP/Non-instructional Chapter of the United Teachers of Suwannee County, as determined by the Public Employees Relations Commission, hereinafter referred to as PERC, to bargain collectively in the determination of wages, hours and terms and conditions of employment and now, having reached agreement on such matters, desire to execute this contract covering such agreement, and

WHEREAS, the parties have reached understandings which they desire to confirm in this Agreement,

It is hereby agreed as follows:

ARTICLE I
RECOGNITION

(A) The Board hereby recognizes the Union as the sole and exclusive bargaining representative, for the duration of the Agreement, for all public employees within the ESP/Non-instructional Chapter of the United Teachers of Suwannee County, as determined by PERC as of the date of this Agreement, who are under contract for the current year.

The term "employee" when used hereinafter in this Agreement shall refer to all public employees within the ESP/Non-instructional Chapter of the United Teachers of Suwannee County as determined by PERC as of the date of this Agreement.

(B) This Agreement shall supersede any rules, regulations or practices of the Board which shall be contrary to the terms of this Agreement except no item in this Agreement shall be in conflict with State or Federal laws, rules, regulations or practices.

(C) The Board agrees that it will not, during the period of this Agreement, officially adopt nor implement any term or condition of employment in conflict with this Agreement, except where such terms and conditions are the result of State or Federal laws or rules. State or Federal laws or rules shall supersede this agreement at all times. However, the remaining provisions of the Agreement shall remain in full force and effect for the duration of this Agreement if not affected by the State or Federal law or rule.

ARTICLE II
MANAGEMENT RIGHTS

The Board shall have and retain the right to manage the operation of the public school system of Suwannee County, Florida, in accord with the duties, rights, discretion, obligations, privileges and functions conferred upon the Board by the laws of the State of Florida and the rules, regulations and guidelines enacted or adopted by the appropriate agency of the State of Florida charged with the implementation or enforcement of such laws, rules, regulations and guidelines. The Board shall have those management rights heretofore reserved to or exercised by the Board, to the extent that such rights do not conflict with the provisions of this Agreement. The Board shall have, without limitations by enumeration, the right to direct its employees, take disciplinary action for proper cause, and relieve its employees from duty because of lack of work or for other legitimate reasons; to determine the purpose and functions of each of its constituent schools, departments, divisions or agencies; provided, however, that nothing herein shall be construed to preclude employees or their representatives from raising grievances in the manner provided in this Agreement.

ARTICLE III
UNION RIGHTS

(A) The Board hereby agrees that employees of the Board shall have the right to freely organize, join and support the Union, or to refrain from such activity, to engage in concerted lawful activities for the purpose of collective bargaining or other mutual aid or protection. The Board and the Union undertake and agree that neither will directly or indirectly discourage, deprive or coerce any employee in the enjoyment of any rights conferred by this Agreement, Laws of Florida or the Constitutions of Florida and the United States; that neither will discriminate against any employee with respect to wages, hours and terms and conditions of employment by reason of his or her membership or non-membership in the Union, his or her participation or non-participation in any lawful activities of the Union or collective bargaining with the Board, or his or her institution of any grievance filed in accordance with this Agreement.

(B) The Union and its representatives shall have the right to use school facilities and equipment, including duplicating equipment, calculating machines, computers, inter-communication systems and audio-visual equipment at reasonable times, when such equipment is not otherwise in use. Such use shall require approval of the supervisor and shall be used at the school or job site during normal working hours and at a time other than the duty time of the employees using said equipment or system, except use of facilities may be arranged with the supervisor of the school or job site at a time other than normal operating hours of the facility if the Union pays the cost of facility supervision in addition to other rental fees as adopted by the Board. The Union shall pay for the actual cost of all materials and supplies incidental to such use. Any damages to the above items must be adjusted to the satisfaction of the school principal before any further use can be approved

(C) The Union shall have the right to post notices of activities and matters of Union concern on commonly used bulletin boards, at least one of which shall be provided in each school

or job site. The school principal or job site supervisor shall either provide space on the commonly used bulletin board or make provisions for space for the Union on a centrally located bulletin board. The Union shall have the right to use the school system courier service, including teacher mail boxes and email, for communications. Posting notices on bulletin boards and putting items in teacher mail boxes shall be the exclusive responsibility of the Union and shall take place at times other than duty time of the individual performing such activities.

(D) Duly authorized representatives of the Union shall be permitted to transact official Union business on school property. Such activities shall take place at times other than duty time of employees involved and shall be cleared, in advance, with the site administrator or his/her designee.

(E) The Board agrees to furnish the Union, in response to requests in a manner prescribed by the Superintendent, available information, such information restricted to Chapter 119, Florida Statutes, concerning financial resources and conditions of the school district, including, but not limited to: annual financial reports and audits; register of certified personnel; tentative budgetary proposals, presented in writing to the Board; agendas, minutes and all supporting papers of Board meetings, presented in writing to individual members; treasurer's report, census and membership and attendance data, names and addresses of all employees, salaries paid thereto and educational background and years of experience thereof; pupil enrollment, membership and attendance data, and other such information upon which the Superintendent and the Union shall jointly agree.

(F) The Board shall, whenever appropriate, place as the first item on the agenda of each regular Board meeting, any matters submitted by the Union so long as those matters are made known to the Superintendent's office nine (9) calendar days prior to said meeting. Employees appearing before the Board during consideration of any item shall be released from duty only for consideration of that item.

(G) When it is necessary, as approved by the Superintendent, for the Union President and/or his/her designee to engage in Union activities directly relating to the Union's duties as representative of the employees which cannot be performed other than during normal school hours, or are the result of an emergency situation, the Union's representative shall be given such time without loss of pay, as is necessary to perform any such activities.

(H) The Board agrees to provide Paid Annual Leave of Absence to one (1) elected officer of the Union to engage in Union activities directly related to the Union's duties as the Certified representative of the employees covered by this Agreement or to work for the Florida Education Association, National Education Association, or for the American Federation of Teachers.

All costs associated with such leave shall be forwarded by the Union to the Board in advance on a quarterly basis. The costs shall include the salary as provided for on the appropriate salary schedule, the required contribution by the Board to the Florida Retirement System, the Board's and the employee's portion of any required Social Security payments, an amount equal to the Board's contribution for the full cost of health

and dental insurance and any other costs normally associated with the Board's financial responsibility to an individual employee, including, but not limited to, Unemployment Compensation Insurance, Workman's Compensation Insurance, etc.

The employee so released shall continue to be an employee of the Board and shall advance annually on the appropriate step of the salary schedule for any and each year so released to serve in the capacity of the Union's released time representative. There shall be no loss of seniority or any other right available to the employee under the law or terms of this Agreement because of such Paid Leave of Absence.

(I) The non-Suwannee County school related employee Union representatives shall be allowed to visit places of employment or investigate working conditions, employee complaints, problems or for other purposes, relating to Union affairs, provided such visits do not interrupt the employee's assigned duties; and provided that the Union representatives shall make their presence known to the site administrator or his/her designee upon entering the building or job site.

(J) The Board will provide an orientation for all employees new to Suwannee County, including new hire orientation and/or onboarding through Human Resources.

(K) At the conclusion of each staff meeting the Union representative will be given the opportunity to present brief Union reports and announcements. It is expressly understood that no person is required to stay for this part of the meeting.

(L) The Board agrees to furnish the Union, when prepared, a copy of the names, addresses, classification titles, and work location of all employees in the bargaining unit.

ARTICLE IV
EMPLOYEE RIGHTS

(A) Nothing contained herein shall be construed to deny to any employee rights he or she has under Florida School Laws or other applicable laws and regulations. The rights granted to employees hereunder shall be deemed to be in addition to those provided elsewhere. Nothing contained herein shall be construed to deny, impair, restrict or diminish any of the mandatory or discretionary functions, duties or obligations the Board may have, or may hereafter acquire, under the Constitution and laws of the United States and the State of Florida. Nothing contained herein shall be construed to allow the Board to use its discretionary powers to alter the terms of this Agreement by changing, adding to, or subtracting from the specific written items of this Agreement, except the Board shall retain all discretionary powers to alter this Agreement as given in Chapter 447 of Florida Statutes.

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

(C) Upon written authorization from the employee, the Board shall deduct from the salary of the employee and make appropriate remittance for the credit union, board approved annuities, plans of programs jointly authorized by the Union and the Board, and other

plans approved by the Board.

(D) With respect to all sums deducted by the Board pursuant to authorization by the employee, the Board agrees to promptly disburse said sums based upon procedures outlined in this Agreement or to be agreed to by the Superintendent and the Union.

(E) The Board agrees to provide W-2 forms to employees in accordance with the IRS due date annually.

(F) Each employee has the right to review his/her own personnel file under the direct supervision of the Director of Human Resources or his/her designee.

ARTICLE V
NEGOTIATIONS PROCEDURE

(A) Representatives of the Board and Union's Bargaining Teams will meet during the regular school year at a time convenient to both parties for the purpose of reviewing the administration of this Agreement. These meetings are not intended to bypass the negotiations or grievance procedures.

(B) If either party desires to modify, amend or terminate this Agreement for the year(s) following the end of this Agreement, a written notice must be submitted to the other party prior to March 15 of the year in which the Agreement expires. If such notice is given, negotiations shall be initiated on or before April 1.

(C) In any negotiations described in this Agreement, neither party shall have any control over the selection of the bargaining representatives of the other party. It is recognized that no final agreement between the parties may be executed without ratification by a majority of those voting of the employees in the bargaining unit. The parties mutually pledge that their representatives shall be clothed with all necessary power and authority to make proposals, consider proposals and make concessions in the course of negotiations. Throughout negotiations, all tentative agreements may be signed by representatives designated by each party. There shall be one (1) signed copy of any final agreement.

(D) During the course of any negotiations described in this Article, the parties mutually pledge that such negotiations shall be conducted in good faith. If, at any time during the process of negotiations, both parties mutually agree that the differences of positions are so serious that further negotiations seem impossible of producing a satisfactory agreement, they may invoke the impasse machinery procedures as set forth in Chapter 447, F.S.

Section 1: Impasse Procedure: In the event that an impasse is reached during the course of negotiations, the Board and Union agree to mediation as a means of attempting resolution of the item or items in dispute. The initial recourse shall be to petition PERC for a mediator. In the event that a solution cannot be reached through mediation, by mutual agreement of both parties, the impasse shall then be submitted to a special master under PERC guidelines.

(E) Should any provision of this Agreement be declared illegal by a court of competent jurisdiction or a result of state or federal legislation, said provision shall be automatically modified by mutual agreement of the parties to comply with the state or federal legislation, but the remaining provisions shall remain in full force and effect for the duration of this Agreement, if not affected by the deleted provision.

(F) Copies of this signed Agreement titled "Agreement Between the Education Staff Professionals of the United Teachers of Suwannee County and the School Board of Suwannee County" shall be made available via the School Board of Suwannee County website within thirty (30) days after the Agreement is signed. Upon employee request, printed contracts will be provided at their worksite by their worksite administrator. A printing of thirty (30) copies shall be made and the cost of such printing shall be shared equally by the Board and the Union, with ten (10) copies reserved for employees, ten (10) copies reserved for the Union and ten (10) copies reserved for the Board.

ARTICLE VI
GRIEVANCE PROCEDURE

(A) Purpose: The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to the problems which may arise affecting the wages, hours, terms and conditions of employment for the employees. Both parties agree that these procedures will be kept as informal and confidential as may be appropriate at any level of the procedure.

(B) Definitions:

1. The term "grievance" shall mean a written allegation by a grievant that a violation of any kind or character exists arising out of the interpretation or application of the terms of this Agreement.

2. The term "grievant" shall mean an employee or group of employees or the Union filing a grievance.

3. The term "employer" shall mean the School Board.

4. The term "days" shall mean working days.

(C) Time Limits: Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level is to be considered the maximum and every effort should be made to expedite the process before the deadlines are reached. Time limits may, however, be extended by mutual written agreement between the Union and the Superintendent.

(D) End of Year Grievances: In the event that a grievance is filed at such time that it cannot be processed through all of the steps in the grievance procedure by the end of the school district's fiscal year, and if left unresolved until the beginning of the next year,

could result in irreparable harm to the grievant or Union, the time limits set forth herein should be reduced so that the grievance procedure may be exhausted prior to the end of the district's fiscal year or as soon thereafter as possible.

(E) Released Time: Grievances will ordinarily be processed at times other than normal duty hours for any employee involved.

(F) Filing: Within forty-five (45) days following knowledge of the act or condition, or event giving rise to the grievance, or the date when the act, condition, or event should have reasonably been known, or prior to the end of the fiscal year, whichever is earlier, the grievant may file a grievance, with the immediate supervisor or designated representative. The act, condition, or event is the actual date of the harm to the employee.

(G) Representation: All employees shall have the right of Union representation at each step of the grievance procedure. No grievant shall be required to discuss any grievance if the Union representative is not present, and the presence of such Union representative has been requested.

Any individual employee or group of employees shall have the right at any time, other than the employee's normal duty hours, to present grievances to the designated representatives of the Board and to have such adjusted, without the intervention of the Union, as long as the adjustment is not inconsistent with the Agreement, and the Union has been given the opportunity to be present and make statements at such adjustment. Copies of the employer's decisions given at any step of the grievance procedure shall be speedily delivered to the Union.

A grievant shall not be represented by any person who might be required to take action, or against whom action might be taken, in order to adjust the grievance, or by a representative of any other employee organization.

(H) Informal Discussion: In the event that an individual employee believes there is a basis for a grievance, the first step in the procedure is for that individual to discuss the alleged grievance with the immediate supervisor or designated representative, either personally, or accompanied by the Union's representative. This does not preclude the employee from talking to the Union representative prior to the first step of the grievance procedure. The immediate supervisor or designated representative shall respond to the informal grievance within seven (7) days.

(I) Level One: If, as a result of the informal discussion with the immediate supervisor or designated representative, a grievance still exists, the grievant may invoke the formal grievance procedure on a form signed by the grievant and a representative of the Union. A copy of the grievance form shall be delivered to the immediate supervisor or designated representative, who shall have five (5) days after receipt of the grievance in which to hold a conference with the grievant and to give a written decision.

(J) Level Two: If the grievance is not settled to the grievant's satisfaction, or if a written decision is not submitted within the designated time limit at Level One, the grievant may

move the grievance to Level Two by written notice to the Superintendent or designated representative. The Superintendent, or the designated representative, shall have ten (10) days after receipt of the grievance in which to hold a conference with the grievant and to give a written decision.

(K) Level Three: If the grievance is not solved at Level Two to the grievant's satisfaction, or if a written decision is not submitted within the designated time limits of Level Two, the grievant may move the grievance to Level Three by written notice to the Board. The Board shall have fifteen (15) days after receipt of the grievance in which to hold a hearing with the grievant and to give a written decision.

(L) Level Four: If the grievance is not solved at Level Three to the grievant's satisfaction, or if a written decision is not submitted within the designated time limits of Level Three, the grievant may move the grievance to arbitration. If a grievance is moved to Level Four, the Union shall petition AAA for a list of three (3) qualified arbitrators. Upon receipt of the list, the Superintendent and the Union shall each strike one name from the AAA list. The arbitrator shall confer with the representatives of the Board and the Union and hold hearings promptly and shall issue a decision not later than thirty (30) days from the date of the close of the hearings or final submissions. If the question of arbitrability is raised by the Board, the question shall be determined in the first instance by the arbitrator. The arbitrator's decision shall be in writing and shall set forth findings of facts, reasoning and conclusions on the issues submitted unless either the Union or the Board should request an expedited decision. The decision of the arbitrator shall be submitted to the Board and the Union and shall be final and binding upon the parties.

(M) Cost: The cost of the services of the arbitrator, including per diem expenses, if any, and actual necessary travel, subsistence expenses and the cost of the hearing room, shall be borne equally by the Board and the Union; however, if the grievant chooses to take the grievance to arbitration without the consent of the Union, the grievant shall absorb all cost.

(N) No reprisals: No reprisals shall be invoked against any employee for processing a grievance or participating as described in this Agreement. No documents of any kind or form pertaining to the initiation, processing or settlement of any grievance whatsoever shall be placed in the personnel file of any employee.

(O) Copies of employer decisions at all levels will be forwarded to the Union by Registered Mail or delivered in person in any grievance whatsoever, the same day it is delivered to the employee. No grievance many be submitted to arbitration without the knowledge of, and/or representation by, the Union.

(P) Notwithstanding the expiration of this Agreement, any claim or grievance arising there under may be processed until resolution.

ARTICLE VII
GENERAL EMPLOYMENT PRACTICES

(A) Marital status, race, creed, religion, color, sex, age, national origin or number of years

working experience, except such years of working experience is a requirement for the job, shall not be made a condition of employment.

(B) The Board may require physical and/or psychiatric tests or examinations and may select the physician or psychiatrist as prerequisites of initial employment, with the costs for such tests or examinations to be borne by the employee or prospective employee. Additional agreements are:

1. The cost of all physical and psychiatric tests or examinations taken by the employee at the request or order of the School Board or its designee, except those examinations or tests which are prerequisites of initial employment, shall be borne by the Board.

2. At all times the choice from among State Licensed Physicians and Psychiatrists shall be made by the employee from a list of not less than five (5) names provided by the School Board. No employee shall be compelled to submit to any test or examination without a written statement of the need for such examination from the Board.

3. An employee shall have the right to seek an additional opinion or judgment from among State Licensed Physicians or Psychiatrists of the employee's choosing. The cost shall be borne by the employee and shall be completed without undue or unreasonable delay, but in no event later than twenty-one (21) days after the receipt of the report by the employee of the School Board requested examination. When this option is exercised, the additional opinion shall be attached to any other medical opinions under consideration with respect to disciplinary action against the employee.

4. The report(s) of the examination(s) completed pursuant to this contract shall be placed in the employee's personnel file.

(C) The Board agrees to employee substitutes for Lunchroom Workers, Bus Drivers (except during the summer), and other positions as deemed necessary by the immediate supervisor.

(D) The Board shall make available in each school/job site two (2) restrooms and lavatory facilities (one (1) male and one (1) female) for employees' use, and at least one (1) room, which shall be reserved for use as an employee lounge. These may be shared facilities with teacher personnel.

(E) A telephone for employees' use shall be installed in the employee lounge of each school/job site. The cost of this installation shall be borne by the Board. This telephone may be a shared telephone with instructional personnel.

(F) Off-street parking facilities for employees shall be provided, and properly maintained, at each school/job site.

(G) Employee participation in activities other than in-service and those on the extra-assignment schedule, beyond the normal duty day, shall be voluntary.

(H) Profits from vending machines shall be placed in the School Internal Accounts and shall be expended as determined by the site administrator and/or his/her designee (i.e. sunshine committee).

(I) No action shall be taken against an employee on the basis of a complaint by a parent, student, or other individual unless a copy of the complaint is given to the employee. The employee may discuss the complaint with the supervisor, with Union representation, provided twenty-four (24) hour notice is given.

(J) The Board agrees that no employee shall be required to participate in any sales promotion or solicitation. Employee involvement in promotional and solicitation activities of non-profit, charitable organizations may be permitted.

(K) All employees shall sign in and out during their normal duty day. Anytime an employee leaves before the end of their duty day he/she must get the supervisor's permission to sign out early. All employees at a job site, within an employee classification, shall be treated equally in this matter.

(L) Education support personnel will be notified in writing by May 1st, if they will not be recommended back for the next school year.

(M) All openings shall be posted by the Superintendent and/or his/her designee. Notices shall include job description, effective date of vacancy, and deadline for filing of the application. Any qualified person may apply, and all applications will be given consideration.

ARTICLE VIII
WORKING CONDITIONS

(A) The Board agrees to provide each employee, within the Budget restrictions, with the necessary supplies and equipment.

(B) Employees may leave their assigned duty station upon approval of the appropriate supervisor, with such approval based on personal needs which cannot be met at other times, and further that such approval shall be covered by compensatory time earned at the request of the immediate supervisor. A timely leave form shall be filed by the employee.

(C) Employees shall not be required to work under unsafe or hazardous conditions or to perform tasks which may be a danger to their health or welfare. Safety equipment and devices provided by the Board for employee use shall meet standards required by law and regulation.

(D) When students are not in attendance, employees may be given access to the building/job site by arranging such access with the principal or other appropriate supervisor.

(E) All newly hired or reassigned employees shall be provided an orientation period by their

immediate supervisor and a copy of job classification prior to officially assuming their employment duties and responsibilities.

(F) The hours of employment of employees covered by this Agreement shall be established by the Board and shall be eight and one half (8 ½) consecutive hours, including a thirty (30) minute nonpaid duty-free lunch, unless indicated otherwise below.

On the last duty day of the week, an employee's workday shall end fifteen (15) minutes early provided the employee's regular workday is six (6) or more hours per day. Where the work schedule does not permit employees to leave fifteen (15) minutes early, flexibility shall be given to the worksite supervisor to allow employees to begin the duty day fifteen (15) minutes later than the regular schedule in order to provide supervision.

Through mutual agreement, the supervisor may establish a flexible schedule for an individual employee to meet the needs of the district and specific site or department.

Position	Hours per day	Work Day Hours
1. Account Clerks	8 ½ hours	7:00 A.M. – 5:00 P.M.
2. Paraprofessionals	7 ½ hours	Match instructional day @ school, except special needs
3. Bookkeepers	8 ½ hours	7:00 A.M. – 5:00 P.M.
4. Bus Drivers and Attendants	4 ½ hours	Varies
5. Clerks	8 ½ hours	7:00 A.M. – 5:00 P.M.
6. Custodians	8 ½ hours	6:00 A.M. – 9:00 P.M.
7. Food Service Personnel	3 to 8 hours	5:00 A.M. – 3:00 P.M.
8. Maintenance/IT Personnel	8 ½ hours	Varies
9. Mechanics	8 ½ hours	Varies
10. Nurse	7 ½ hours	Match instructional day @ school
11. Secretarial Personnel	8 ½ hours	7:00 A.M. – 5:00 P.M. or as scheduled by immediate supervisor
12. Security Officers	40 hours per week	Varies

(G) Duty free meal periods of thirty (30) minutes shall be scheduled for employees if their employment is for four (4) consecutive hours or more. These schedules for any

employee shall be arranged to allow for a thirty (30) minute meal break if their duties are scheduled for two (2) consecutive hours prior to 7:00 A.M., Noon, or 6:00 P.M. Relief periods shall be considered as consecutive work time for the purpose of calculating the scheduling of duty free meal periods.

(H) Employees shall not be scheduled for work activities beyond forty (40) hours per week. In the event that an emergency situation occurs which requires the assignment of hours beyond forty (40) hours, any compensation earned shall be at one and one-half (1.5) times the normal hourly rate. If weekend work is scheduled which is not part of the normal weekly work schedule, such work shall be assigned on a rotating basis whenever possible. Where practicable, the employee's wishes shall be considered.

Any work-time work, which is necessary, shall be scheduled taking into consideration the wishes of all potentially affected employees and it shall be assigned on as equitable basis as possible. Compensatory time may be granted in lieu of overtime pay at the employee's request and must be used within next bi-weekly payroll period.

All employees shall be provided a fifteen (15) minute relief period in each four (4) hours of employment. This shall be in addition to the duty free lunch. Any employee working for four (4) hours before 1:00 P.M. has thirty (30) minutes for lunch.

(I) An employee shall not be required to transport students in his/her personal vehicle except in extreme cases.

Clerical/Secretarial personnel shall not be required to perform the duties of a substitute teacher except in an emergency situation for a period of short duration.

(J) All employees shall receive a copy of their job description when requested from their immediate supervisor.

(K) Selection of drivers for field trips and extra-curricular activities:

1. Priority for selecting bus drivers for a field trip or extra-curricular activity shall be:

    a. Regularly employed certified bus drivers.

    b. Any other licensed individual employed by the Board.

2. The selection list of eligible drivers shall be developed in the following manner:

    a. Drivers who were employed as of March 1st of the previous school year and who want to participate in taking trips may sign up once a school year at the beginning of the year in-service. Drivers who sign up for field trips after the beginning of the year in service will be placed at the end of the rotation list.

    b. Newly hired drivers and drivers hired after March 1st of the previous school year, who have completed ninety-seven (97) consecutive days of

employment may sign up to take field trips and will be placed at the end of the rotation list.

c. Every regular driver, who has signed up for field trips, **MUST** be present at each trip meeting.

d. Drivers who miss three (3) trip meetings without a valid excuse will be excluded from the trip list and unable to take trips for the remainder that school calendar year.

Valid excuses are:

i. Already on a previously assigned trip,

ii. Approved leave,

iii. Sickness,

iv. Safety considerations,

v. Involved in activity to improve driving or academic skills.

e. Other agreements are as follows:

i. All eligible drivers shall be required to take two (2) trips per month to stay on the trip list (providing there are enough trips that month to accommodate this provision).

ii. Trips will be "chosen" from a list of trips on a rotation basis from list of eligible drivers formed from a list of drivers who signed up for trips at the beginning of the year. The list to be based on seniority (from the original formation of the field trip list).

iii. Drivers who during trip selection find that they cannot or do not want the trip selected will not be allowed to "exchange" it for another trip but must give it back to the list and wait for their name to come around again.

iv. Drivers will not be allowed to trade trips. Should a problem arise and they are unable to take the trip that they selected, the trip must be surrendered for the next eligible driver.

v. Drivers who accept a field trip and later must decline the trip due to a valid excuse as outlined in Article VIII (L) 2.(c) must notify the Operations Manager during work hours at least one (1) day prior to the trip. Except for emergency cancellations, those drivers who do not give adequate notice will be removed from the trip list for two (2) weeks.

vi. Other licensed individuals employed by the Board shall be eligible to drive routes for field trips and extra-curricular activities when the

availability of regular drivers does not provide for being able to accommodate route schedules. Coaches other than the coach/sponsor of that sport/activity, shall be given first priority for such trips. The rate of pay for such driving time will be at the negotiated rate as for field trips.

f. Drivers who have had a trip cancelled will be given first choice of the following week's trips. Drivers for whom substitute drivers have been employed will not be charged two (2) hours driving time if the trip is cancelled. Except for emergency cancellations, drivers who have not been given a minimum of ninety (90)90minutes notice of a trip cancellation during a weekend or school holiday will be paid two (2) hours waiting time. Except for emergency cancellations, drivers who have not been given a minimum of sixty 60 (60) minutes notice of a trip cancellation during the week will be paid one (1) hour waiting time.

g. Drivers who take trips with a return time of 1:00 AM will not drive the next morning route. Drivers will be charged two and a quarter (2.25) hours at the trip driving rate, or supervising time if all trip driving time has been used, for missing their morning route.

h. If no driver desires to accept the field trip appointment, then the next priority category shall be contacted.

i. Other school personnel may only be considered when no regular driver accepts the appointment.

j. All drivers shall have at least twenty-four (24) hour notice of any field trip or extra-curricular trip, except in emergencies.

3. Compensation for extra-curricular and field trips shall be:

a. Drivers of field trips will be compensated beginning at the time they report, pursuant to the time requested to report at the site of the field trip: prevailing minimum wage per hour of driving time and for assigned supervision time.

b. The Driver shall be given Temporary Duty Elsewhere for the days he/she is gone on the trip; however, the Driver will have two and a quarter (2.25) hours driving time subtracted from the trip compensation for each half day missed from their regular route. If there are not enough hours driving time, the remaining hours shall be subtracted from supervisory time; however, in no case, shall more hours be subtracted than claimed on any trip. The Driver will be given per-diem and expenses as prescribed by the State.

c. A form shall be filled out by the Driver and signed by the Teacher/Administrator that chaperoned the trip. The form shall contain the time the driver arrived at the point of departure, the time the bus departed,

the time the driver was able to leave the bus at the completion of the trip and a log of supervisory and driving time. The Driver will keep one (1) copy of the form, the supervisor of the trip will keep one (1) copy and the Transportation Director will receive one (1) copy from the Driver.

d. The Driver shall be paid by the Board.

4. The assignment of duties on the field trip shall be as follows:

a. Teachers and/or administrators shall determine the scope of the trip (i.e. destination, departure time, return time, and any subsidiary activities), general student supervision, assure cleanliness of the bus throughout the trip and make sure the bus returns in the same condition as when it departed, request assistance from the driver(s) in supervision of the students.

b. Bus drivers shall be in charge of the bus at all times while it is in motion. The bus driver shall oversee the conduct of the students and bus cleanliness, shall determine if the vehicle is safe and/or secure and that the bus has sufficient fuel.

5. If twenty-one (21) or fewer students are involved in an activity, and the principal(s) or designee of the school(s) determines the activities could be completed by the use of vehicles that do not require a CDL, such trips are not covered under the provisions of this paragraph (L). Coaches or sponsors may ask that a rental vehicle be secured if no county vehicle is available. Agriculture students may be transported by bus to class at the agriculture farms.

(L) Custodial employees shall not be required to clean the restroom of the opposite sex while students are in attendance, except in case of emergency as determined by the school administrator.

(M) BUS ROUTE ASSIGNMENT

When more than one (1) permanent bus driver applies for an open route, the selection shall be based on the needs of the school system, and the driver's ability to relate to the students and parents served by the open route. Seniority may be a consideration when the other factors listed above are equal.

(N) Effective June 30, 1999, overnight storage for school buses shall be at the nearest of the following location to the route's first pupil stop:

1. The nearest bus garage or,

2. The route driver's home, providing 1) The driver/property owner shall indemnify the Board and hold it harmless for all personal property damage attributed to the school bus, 2) The bus shall be parked in a location that's accessible at all times to school board employees, 3) The bus shall be parked so that school board

employees may approach the school bus without fear of animal attack, and 4) The bus shall be parked in a location away from trees and other objects that might damage the bus during stormy weather.

(O)

1. Employees shall not be required to administer any medication including but not limited to diabetic blood level checks, nebulizer treatments, etc. to students unless appropriately training for the procedure. Employees will not be required to administer suppositories. General medication administration shall only require generalized training. Any requirement beyond the dispensing of medication shall require specific training in the procedure involved, and where medically prudent, child specific training. Such training appropriate updates shall be provided annually by the Board and shall be during work time. The Board shall continue to endeavor to obtain qualified health personnel to meet student health needs.

2. Student special needs; toileting assistance. Adequate supplies for toileting assistance by a paraprofessional to students in need of assistance will be available consistent with applicable state and federal health and safety regulations. Employees will take steps to ensure the privacy of the student.

(P) No mechanic shall be required to function as a substitute in the absence of the regularly assigned bus driver except in the case of an emergency. An emergency shall be defined as circumstances reasonably beyond the control of the Employer. In the event a mechanic is assigned to substitute duty, they shall be allowed, but not required, to work up to two (2) additional hours per route (morning or afternoon) in order to be able to perform their regularly assigned duties. Should a mechanic work more hours than they are normally scheduled, these extra hours will be compensated in accordance with Article VIII (H).

(Q) No paraprofessional shall be required to function as a substitute in the absence of the regularly assigned teacher except in the case of an emergency. An emergency shall be defined as circumstances reasonably beyond the control of the Employer. When a paraprofessional is utilized as a substitute classroom teacher for four (4) or more hours per day, the paraprofessional shall receive a supplement of $25.00 per day.

ARTICLE IX
EMPLOYEE AUTHORITY AND PROTECTION

(A) Bus drivers, teacher aides, secretarial personnel and security personnel shall be permitted to refer students to the administration when they observe violations of the school rules and regulations.

(B)

1. Student discipline is based on student adherence to a normally-to-be-expected code of acceptable behavior and to acceptance of BUS RULES AND

REGULATIONS and compliance with all requests incidental to bus routine from appropriate bus employees. Such code, rules and regulations shall be reviewed with the students within the first fifteen (15) days of school along with school and classroom behavior review, explaining the consequences of infringement.

2. The Board recognizes its responsibility, through (but not limited to) its principals, to give all reasonable support and assistance to bus drivers with respect to the maintenance of control and discipline on the bus. Whenever it appears that a particular student requires special attention or whenever it appears that the behavior of a particular student on the bus will interfere with the safe transportation of the balance of the students because of disruptions caused by said student, the Board through, (but not limited to) its principals shall take reasonable steps to provide such attention to aid the driver in meeting responsibilities within respect to such student. Suspension and/or corporal punishment may be imposed for serious or persistent infractions of normal good behavior when other corrective actions have been unsuccessful.

3. All referrals on student disciplinary problems made by bus drivers shall be made on the approved disciplinary form and bus drivers will receive a copy of the form indicating actions taken by the administration.

(C) Any case of assault upon any school-related employee shall be promptly reported to the immediate supervisor and/or school principal.

(D) Time lost by an employee in connection with any incident covered in this Article shall be handled as follows:

1. Time for appearance before a judicial body or legal authority shall result in no loss of wages or reduction in accumulated leave;

2. The employee involved must be subpoenaed for the legal appearance.

(E) If a complaint or lawsuit is filed against any employee or any employee is sued as a result of any action taken by the employee while in legitimate pursuit of his/her employment, then the Board may, at its discretion, underwrite the cost of legal counsel and render assistance to the employee in his/her defense.

(F) All newly employed personnel shall serve in a probationary status until continued status is obtained based on the following:

1. The initial annual contract shall include a ninety-seven (97) day probationary period during which time the employee's contract may be terminated without cause, or the employee may resign without breach of contract.

2. The employee must have completed three (3) years of probationary service in the district, one (1) year in which must be during or after 1994-95, during a period not in excess of five (5) successive years, except for leave duly authorized and granted; and

3. The employee must have been recommended by the superintendent and reappointed by the school board based on successful performance of duties and demonstration of competence.

Continued status shall be effective at the beginning of the school fiscal year following completion of all requirements. A recommendation for annual reappointment of personnel in a probationary status shall be made as part of the agenda for the regular school board meeting in May of each school fiscal year. In recommending reappointment of school related personnel, the superintendent shall require a recommendation or evaluation from the employee's immediate administrative supervisor. The school board shall act on the superintendent's nominations for re-appointment no later than June 1.

(G) Employees shall not be discharged, during the current year, except for just cause. This provision excludes ninety-seven (97) day probationary employees.

Continued status employees shall continue each year unless the superintendent charges the employee with unsatisfactory performance and notifies the employee in writing, no later than four (4) weeks prior to the end of the employee's work year of performance deficiencies which may result in termination of employment, if not corrected during the subsequent year of employment. Except as otherwise hereinafter provided, this action may only be appealed by the following procedures:

1. On receiving notice of unsatisfactory performance, the employee, on request, shall be accorded an opportunity to meet with the superintendent or his designee for an informal review of the determination of unsatisfactory performance.

2. An employee notified of unsatisfactory performance may request an opportunity to be considered for a transfer to another appropriate position, with a different supervising administrator, for the subsequent year of employment.

3. During the subsequent year, the employee shall be provided assistance and in-service training opportunities to help correct the noted performance deficiencies. The employee shall also be evaluated periodically so that he will be kept apprised of progress achieved.

4. Not later than four (4) weeks prior to the close of the employee's subsequent work year, the superintendent shall notify the employee, in writing, whether the performance deficiencies have been corrected. If the performance deficiencies have not been corrected, the superintendent may notify the school board and the employee, in writing, that the employee shall not be employed beyond the current year; however, if the recommendation of the superintendent is not to continue employment, and if the employee wishes to contest such recommendation, the employee will have fifteen (15) days from receipt of the superintendent's recommendation to demand, in writing, a hearing. In such hearing, the employee may raise as an issue, among other things, the sufficiency of the superintendent's

charges of unsatisfactory performance. Such hearing shall be conducted by the school board within forty-five (45) days of receipt of the written appeal. A majority vote of the membership of the school board shall be required to sustain the superintendent's recommendation. The determination of the school board shall be final as to the sufficiency or insufficiency of the grounds for termination of employment.

(H) Employee Discipline

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

2. Where substantiated evidence warrants such action(s), an employee may be demoted, suspended, or dismissed upon recommendation of the immediate supervisor to the Superintendent. Unless circumstances warrant immediate disciplinary action, progressive discipline shall be administered as follows:

    a. Oral warning with acknowledgment
    b. Written reprimand
    c. Suspension with or without pay
    d. Dismissal by Board action

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

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

5. When an employee is involved in circumstances, which could lead to disciplinary action, the employee shall have, upon request, UTSC representation at any conference between the school administrator(s) and the employee, which relates to the matter.

ARTICLE X
TRANSFERS

(A) Employees that desire to transfer to another job location shall file a written statement of such desire, one (1) copy of which shall be filed with the Superintendent or designee, and one (1) copy shall be filed with the Union. Such request shall receive immediate review for possible recommendation by the Superintendent and shall, in addition, be reviewed once each year for the next one (1) year, to assure active consideration.

(B) Voluntary transfer of an employee will be made on the following basis:

1. Needs of the school system

2. Qualifications

3. Mutual agreement of employee and administration

4. Contributions employee could make to the new position

5. Opportunity for skills growth by the employee

(C) Involuntary transfers, defined as a change in the employee's worksite or job description, may be made to provide a more adequate school program. Such involuntary transfers shall be limited to no more than two (2) transfers within a five (5) year period.

Employees may be assigned temporary duty for cross-training purposes or special projects at alternate worksites within the same department. These temporary duties may not exceed two (2) assignments for a maximum total of thirty (30) workdays per fiscal year.

The Board and UTSC recognize the fact that demographic shifts in student body and/or employees may necessitate the need to reorganize staff who are supervised from the district wide levels (i.e. custodians, bus drivers, food service, IT). In the event this need arises and all other avenues have been exhausted, including voluntary and involuntary transfers, a reorganization under these conditions would not be restricted by the limits on number of transfers.

(D) Nothing in this Agreement shall be construed in such a way as to prohibit the Board from providing racial balance within different job classifications or work areas.

ARTICLE XI
REASSIGNMENT

(A) Employees who desire to be reassigned shall file a written statement of such desire, one (1) copy with the supervisor or designee, and one (1) copy with the Union. Such request shall receive an immediate review.

(B) Involuntary reassignment may be made to provide a more adequate school program and shall be accompanied by a written statement of reasons upon the request of the employee.

ARTICLE XII
PAID LEAVES

(A) SICK LEAVE:

1. Sickness or Death: Full-time employees shall be allowed one (1) day sick leave per month in accordance with appropriate State Statutes. Any regular part-time employee, excluding students, working not less than four (4) hours daily, shall

accrue one-half (1/2) day of sick leave for each month of payment. The unused portion of sick leave shall accumulate from year to year to the limit permitted by the State Statute. "Sick leave" shall be defined as personal illness or death of a member of his/her immediate family. "Immediate family" shall be defined as a spouse, parent, child, brother, sister, grandparent, parent-in-law, grandparent-in-law, brother-in-law, sister-in-law, or other close relative or dependent who resides within the employee's household.

2. Personal Leave: Each school term each employee shall be allowed six (6) work days personal leave to be charged to sick leave, to be used for the employee's personal business. A personal leave day may be used for any purpose at the discretion of the employee. An employee planning to use a personal leave day or days shall notify his/her supervisor at least two (2) days in advance, except in case of emergency. The employee shall suffer no loss of pay for such leave. The employee shall not be required to give reasons for such leave, except that the leave is for “Personal Reasons”.

3. Religious Holiday Leave: Two (2) work days each school year shall be provided for each employee for religious holidays not otherwise provided in the school calendar. Such days shall be non-cumulative and shall be charged to sick leave provided in paragraph (1) above, provided the employee is a member of the religious faith for which the holiday was established.

(B) DISABILITY, ILLNESS-IN-THE-LINE-OF-DUTY LEAVE:

1. In case of disability, or illness-in-the-line-of-duty, the employee’s wages shall continue in full without reduction in accumulated sick leave if the following conditions are met:

   a. The supervisor or the superintendent shall be notified as soon as the injury or illness occurs.

   b. The employee shall file a written claim signed by the principal or the immediate supervisor for attachment to the payroll report for the period in which the illness or injury occurs.

   c. In case of injury, a certificate from a licensed physician may be required and, in the case of a claim relating to a contagious or infectious disease, the employee shall file a statement from a licensed physician certifying that, beyond a reasonable doubt, the contagious or infectious disease was contracted at school during the time the employee was engaged in school work.

   d. After determining that the claim correctly states the facts and is valid, the school board will approve the leave for up to ten (10) days.

   e. Any workman's compensation payment received by the employee while he/she is on compensable leave shall be deducted from his/her gross

salary or the check received from workman's compensation shall be endorsed to the school board.

2. Any person who has previously been granted ten (10) days of illness-in-the-line-of-duty leave by action of the board as follows:

   a. The employee shall file a certificate signed by a licensed physician designated by the school board stating the employee is unable to return to duty because of the injury or illness for which the initial leave was granted.

   b. The employee shall agree to file a medical report, at such intervals as the superintendent may direct, showing that he/she is unable to perform his/her contractual duties.

   c. The employee shall not engage in any type of work for which he/she will receive remuneration.

   d. When the above conditions and requirements are met, the employee will be allowed additional illness-in-the-line-of-duty leave as determined by the school board; provided that the employee is under contract during the time of such leave and compensation.

   e. Such additional leave shall be approved subject to the certificate in (a) above being submitted to the superintendent, for approval, prior to such leave being allowed and further that the certificate shall be dated at, or near the end of, the initial ten (10) days leave. When illness-in-the-line-of-duty is denied, in part or in full, the employee may use accumulated sick leave in accordance with appropriate policies.

(C) VERIFICATION OF LEAVE: Upon return from leave as described in paragraphs "A" and "B" above, the immediate supervisor shall provide the employee with the necessary forms for verification of the reasons for absence. Such completed forms should be submitted to the immediate supervisor before the established date for submission of monthly payrolls. Failure to submit such forms prior to these dates shall mean a loss of pay for each such sick leave day for that month with such loss of pay being added back in the following month if forms are properly submitted prior to the end of the month in which the employee returned to duty.

(D) Temporary duty with pay shall be granted to employees for the purpose of participating in approved in-service activities in the County Master Plan or in accordance with plans to be funded by the individual school budget and approved by the supervisor.

(E) Any employee called for jury during school hours or who is subpoenaed to testify during school hours in any judicial or administrative matter, or who shall be asked to testify in any arbitration or fact-finding shall be paid his/her full salary for such time. This provision excludes any personal litigation in which the employee may be subpoenaed.

(F) The Board agrees to provide fifty (50) days leave, with pay, to be used by the Union President and/or his/her designee, provided attendance is required at all regular meetings of the Board, for the purpose of attending school board meetings, Union meetings, conferences, and conventions. This paid leave does not include per diem, travel or subsistence expense. Such approved person shall make a report of such visits on the designated Union communications platform (i.e. First Class UTSC folder, etc.). The "Union President" refers to the overall Union President. The stated fifty (50) days are the same days as given in Article XXIII, Section (G) of the Agreement with teacher personnel.

(G) There shall be, upon request, two (2) employees from each work area approved for personal leave with pay and no loss of sick leave to attend the funeral of any active or retired employee of Suwannee County to act as representatives of that work area. The request should be made as soon as possible. On the day of the funeral, employees shall be allowed to leave, at the discretion of the Superintendent, to pay respects to the family and friends of the deceased.

(H) When requests for maternity leave shall meet legal requirements for sick leave, employees shall be allowed to use accumulated sick leave or unpaid leave in accordance with employee requests.

(I) For twelve (12) month employees, Vacation Leave shall accrue in work days at the close of each month and may not be accrued at the end of the fiscal year to exceed sixty (60) work days. Employees are encouraged to use accrued vacation leave on an annual basis.

(J) BEREAVEMENT LEAVE:

1. Employees who are considered full time are entitled to two (2) days of paid leave each fiscal year for bereavement, which may include making arrangements for or attending the funeral for the death of their spouse, parents, grandparents, brothers, sisters, children and grandchildren of either the employee or his/her spouse. This also includes individuals for whom the employee is the current legal guardian.

2. Such leave will not be charged against the employee’s sick, personal or annual leave.

3. Bereavement leave is based on the employee’s scheduled daily hours worked.

4. The two (2) days of leave are non-accruable and do not have to be consecutive but must be used within fourteen (14) calendar days of the family member’s death or within six (6) days of the burial/memorial service.

5. In order to be eligible for the bereavement leave the employee must complete the official leave request as soon as possible following the death of the family member and provide the proper documentation as stated in number 6.

6. The employee must provide approved documentation verifying the relationship to

the deceased when requested. Proper forms of documentation include, but are not limited to:

a. A copy of the obituary; or

b. A copy of the memorial card provided by the funeral home.

7. Bereavement leave is of special nature and shall not be deferred, accumulated or converted to any other purpose and will only be paid for scheduled workdays.

8. The use of bereavement leave does not prevent the employee from taking sick leave, annual leave or leave without pay.

ARTICLE XIII
UNPAID LEAVES

(A) Pregnancy is treated as a temporary medical condition for the purpose of leave, seniority, insurance benefits and the like.

(B) Pregnant employees may continue to work as late into the pregnancy as desired, provided they are able to carry out their normal duties.

(C) An employee adopting a child less than one (1) year old shall be entitled, upon request, to a leave, without pay, to commence at any time during the first (1st) year after receiving de facto custody of said child, or prior to receiving such custody, if necessary, in order to fulfill the legal requirements for adoption.

(D) A leave of absence more than twelve (12) months constitutes a break in service.

ARTICLE XIV
EMPLOYEE EVALUATION

The parties recognize that evaluation is something that is done with an employee and not to an employee. The parties further recognize the importance and value of developing a procedure for assisting and evaluating the progress and success of the newly employed and experienced personnel. Should any conflict occur between procedures identified below and the ratified Suwannee County School Related Personnel Assessment Plan, the Assessment plan shall prevail. Therefore, the following procedure shall be used to accomplish these goals with employees.

(A) Each fiscal year, all employees shall be given a copy of the evaluation criteria and evaluation form. This shall include an explanation and discussion of the evaluation process and the means by which the criteria will be evaluated. This group and/or individual orientation to the evaluation procedure and process shall be completed by the end of the fortieth (40th) duty day of the fiscal year or of the employee's initial date of employment whichever is later.

(B) Each employee shall be evaluated at least once a year by his/her immediate administrative supervisor or designee. An employee may be observed by his/her supervisor as often as is deemed necessary. All monitoring or observation of the work performance of the employee will be conducted openly and while the employee is on duty.

(C) An optional post conference may be held at the request of either the administrator or the employee. The employee shall be given a copy of any completed observation instrument within ten (10) days after the assessment takes place. The evaluator and the employee shall sign the evaluation form. The signature of the employee shall indicate that the employee has read the form but does not necessarily mean that the employee agrees with its contents. All evaluations forms shall be filed in the Superintendent's Office each school fiscal year on the specified date. The signed evaluation form shall be placed in the employee's personnel file and the third copy given to the employee.

(D) Any conference or hearing with an employee regarding discharge, demotion or other change in the employee's assignment or status shall be conducted in a manner so as not to abrogate the employee's rights according to the Florida School Laws, the rules and regulations of the State Board of Education and the provisions of this Agreement, and the Suwannee County Schools School Related Personnel Assessment Plan.

(E) In cases where need for improvement is cited, the written evaluation will include a description of the weakness, the specific improvements desired and a statement of how the desired improvements are to be obtained as proscribed in the Suwannee County Schools School Related Personnel Assessment Plan.

(F) A Task Force shall be appointed annually, with three (3) members appointed by the Superintendent and three (3) members appointed by the President of the Union for the purpose of reviewing current employee evaluation instruments and forms and making specific recommendations for change as needed. The Task Force will investigate evaluation techniques used by other public employers and issue a written report to the Board and the Union within two (2) years of its inception. The report of the Task Force shall be used as a basis for any alterations in the manner or form of employee evaluations.

(G) The purpose of this Safe Driving Plan is to reduce the potential for injuries and liabilities by not hiring or allowing anyone who does not have an acceptable driving record to operate a Suwannee County School Board vehicle, and to improve safety throughout the School District by reviewing the traffic accidents and incidents, tracking points accumulated through this plan, and recommending corrective action to a driver’s supervisor. The responsibility for taking corrective action is the sole responsibility of the driver’s supervisor. Any corrective action taken by a supervisor must follow all School Board policies and procedures.

This plan pertains to possible action to be taken in the event that a driver is involved in an incident, accident and/or receives a traffic citation. An incident or accident must be substantiated by the preponderance of evidence. It is also understood that the

accumulation of points as outlined in this plan is not the only basis for termination or suspension of a driver.

1. DEFINITIONS:

   a. Driver - any person employed by the Suwannee County School Board, hereafter referred to as “The Board”, who regularly or temporarily drives a Board-owned vehicle.

   b. Year - the fiscal period of the Suwannee County School Board from July 1 of one year to June 30 of the next.

   c. Safe Driver Committee - the group responsible for the administration of this section and who will be hereafter referred to as “The Committee”.

   d. Violation - shall be defined as an incident, accident or a citation issued by a state, county, or city law enforcement official to a Board-employed driver while he or she is driving any vehicle.

   e. Accident – shall be defined as when a motor vehicle collides with another vehicle, pedestrian, animal, road debris, or other stationary obstruction that may result in property damage, injury and/or death.

   f. Incident – shall be defined as a planned or unplanned event which disrupts the driving and/or the driver’s process and has the potential of resulting in injury, harm or damage to the persons or property.

   g. Video Review – Review of video from security cameras mounted on buses. At any time, video from security cameras mounted in buses can be reviewed. If it is determined a violation of the safe driver plan was violated by an employee, the employee is subject to discipline, up to and including termination.

2. GENERAL PROVISIONS:

   a. This article applies to all drivers.

   b. This article will take effect upon ratification of both parties and will not be retroactive.

   c. Any employee removed their driving position according to the provisions of this section, will be considered for employment in a non-driving position.

   d. The driving record of each driver shall be reviewed as per 6A-30141(6). State Board of Education Rule.

   e. A driver involved in a single accident or event, but cited for more than one

(1) violation, will receive points only in the one category receiving the highest number of points.

f. The Committee may recommend administrative leave with pay for any driver awaiting court action. Any driver who is adjudicated not guilty for a cited violation shall have all points removed that pertain to that citation.

g. A driver shall have the right to appeal the assessment of points through the grievance procedure.

h. When the Committee meets to determine the assessment or non-assessment of points, the driver shall have the right to be represented.

3. THE COMMITTEE:

a. The chairperson of the Committee will be the Director of Transportation or a designee selected by the Superintendent. The chairperson is to be the mediator and shall have no voting rights.

b. The Committee shall consist of five (5) voting members. The Superintendent or his designee shall appoint two (2) members and the union shall appoint two (2) members. The fifth (5^{th}) member shall be a school resource officer appointed by the Suwannee County Sheriff. Members shall be appointed every two (2) years.

c. The chairperson shall convene a meeting of the Committee within five (5) working days after notification of a violation. However, an additional ten (10) working days may be granted if a driver needs additional time to obtain representation.

d. The Committee will meet at the call of the chairperson for the purpose of reviewing accidents, infractions, driving records, and hearing appeals.

e. A driver shall have the right to appeal the assessment of points directly to the Committee.

f. “Robert’s Rules of Order” shall be used to conduct the committee’s business.

g. A driver shall be given at least seventy-two (72) hours-notice of any committee meeting at which his/her record will be discussed. This section does not preclude rights given to the driver in Section 3(c).

h. A majority of the Committee may call a meeting provided that the written indication of this desire is given to the chairperson at least five (5) working days prior to the date of the requested meeting.

i. The chairperson shall be responsible for all communications of the

Committee.

4. POINTS:

a. One (1) point for each $3,000 property damage or vehicle damage, but not to exceed six (6) points in any single accident or event.

b. The Committee shall assign a driver zero to ten (0-10) points for injuries to others. The points shall be assigned based upon the degree of driver responsibility for the injuries and the severity of the injuries.

c. Others:

1 point	Failing to observe traffic instruction signs.
2 points	Crossing private property to avoid a traffic light or stop sign, driving on the wrong side of the road, improper turn, improper backing, or following too close.
3 points	Speeding fifteen (15) miles or less over the posted speed limit.
4 points	Speeding more than fifteen (15) miles over the posted speed limit, careless or reckless driving, failure to observe a red light or stop sign, improper lane change, failure to have vehicle under control, failure to yield right-of-way, or improper passing.
5 points	Failing to stop at a railroad crossing.
10 points	Driving while under the influence of drugs or alcohol, operating a vehicle without a proper or valid license, failure to report a moving motor vehicle citation to the Superintendent or his designee during the next working day following the receipt of the citation.

5. PENALTIES

a. Two to five (2-5) points within one (1) year will result in a documented warning.

b. Six (6) points within one (1) year will result in a one (1) day's driving suspension without pay. During such a day, the driver will be given in-service training and paid for the training at the approved in-service training rate.

c. Seven (7) points within one (1) year will result in one (1) day suspension without pay. Eight (8) points will result in three (3) days of suspension without pay. Nine (9) points within one (1) year will result in five (5) days

suspension without pay; however, the number of days of suspension will be reduced by any other days the driver was suspended in paragraph C.

d. The accumulation of points as prescribed below shall constitute just cause to recommend a driver's termination. The committee shall limit its calculation of accumulated points to thirty-six (36) months prior to the most current citation.

i. Ten (10) points within one (1) year.

ii. Fifteen (15) points within two (2) years.

iii. Twenty (20) points within three (3) years.

6. PROSPECTIVE EMPLOYEES

Prospective employees will not be employed to drive a School Board vehicle if, according to this plan, they have a motor vehicle record of more than five (5) points within the last year, or more than ten (10) within three (3) years, or convicted of DWI, DUI, or DUBAL in the last seven (7) years.

ARTICLE XV
REDUCTION IN STAFF

(A) In the event the Board determines that the school-related staff must be reduced, the Board shall give a ten (10) day written notice to the employee and to the Union before implementing such reductions.

(B) When reduction of personnel is necessary, the Board shall try to meet such reduction with normal attrition and temporary employees within the classification to be reduced.

(C) The Board shall determine the number of positions within a classification to be affected. In implementing a reduction in staff, the Board shall consider the total operation of the school system and the length of uninterrupted service in the school district. Every effort will be made to allow for any employee who would have qualified for retirement during the reduction year to be permitted to work that year so as to acquire needed service. If layoffs are to occur, a seniority list in accordance with the preceding requirements, shall be prepared by the Board and a copy given to the Union. The Board shall determine the individuals to be affected through a recommendation by the Superintendent who shall use the above criteria.

(D) Should an opening occur within eighteen (18) months of layoff, employees shall be recalled in the reverse order of lay-off. No new employee shall be hired in a laid-off employee's job classification until all previously laid-off employees from that job classification have been recalled or have declined or failed to accept recall.

ARTICLE XVI
INSERVICE TRAINING

(A) PDC shall be comprised of teachers and other individuals as provided for in the procedures of the Suwannee County PDC Center. Each school center shall elect from among their faculty one (1) representative and ESPs shall elect two (2) representatives, and one (1) community person shall be appointed by the United Teachers of Suwannee County and the one (1) community person shall be appointed by the Superintendent. In addition, the President of the Union shall appoint one (1) representative from the instructional unit and one (1) representative from the ESP to serve staggered terms of office.

(B) The PDC Council shall develop goals and procedures, recommend an appropriate budget and the employment of appropriate PDC staff.

(C) The District's Plan for In-service Education for Suwannee County shall be based upon the expressed needs of teachers and ESPs as shown through an annual needs assessment.

(D) All salaries paid as a result of activities planned as part of the District's Plan for In- service and/or when such activities are designated by the PDC shall be paid at the in- service rate.

(E) Employees transferred or reassigned to new positions or employees newly employed within the district shall have in-service training as deemed necessary by their supervisors and as provided by the District Plan or in-service program for In-service Education in the district.

ARTICLE XVII
COMPENSATION

(A) Basic salaries for employees covered by this Agreement shall be in accordance with negotiated salary schedules as shown in Appendix A. Any employee hired as a regular part-time employee on a regular basis to work fewer hours than the number of hours normally associated with their position shall be paid on a pro-rata basis from their appropriate salary schedule with credit for all years of experience as of the date of ratification of this agreement and shall gain a year of experience each year thereafter.

Employees who hold a bachelor's degree from an accredited college or university as defined by the US Department of Education shall receive an advanced degree supplement of $175.00 per contract month worked, effective July 1, 2015.

(B) Except where specified salary schedules are negotiated:

1. Any employee assigned extra duty during the period of their contract shall be

paid their regular hourly rate except for overtime as in Article VIII (H).

2. When salary schedules are for twelve (12) months, employees contracted for less than twelve (12) months will be paid for hours assigned outside of their contractual period at one hundred percent (100 %) of their regular hourly rate. If the extension of their work schedule extends to the days that an employee would work on a contract for another complete month, the employee will receive all benefits as if they were contracted for that period initially.

3. All other schedules that provide for extended time and/or separate hourly schedules shall be paid at a rate that is one hundred percent (100%) of the regular salary rate.

(C) All regular employees shall be on a payroll schedule providing for twenty-four (24) payroll checks.

(D) Deductions for personnel during the regular school term for daily absences not covered by the provisions of this Agreement shall be made at the daily rate of annual contractual salary.

(E) Any qualified full-time member of the school-related staff shall be entitled to terminal pay at the time of termination or payment will be made to his/her designated beneficiary if service is terminated by death.

1. Terminal pay benefits for qualified members of the school-related staff shall be based upon the total number of accrued sick leave days and the total number of accrued annual leave days, as computed in accordance with this policy.

2. In order to qualify for terminal pay benefits provided in this policy, a member of the school-related staff shall have been under contract to render services to the Suwannee County School District for the contract period immediately preceding termination or death.

3. Terminal sick leave pay shall be computed at the daily rate of pay of the staff member at the time of termination or death, multiplied by the allowable percentage of the total number of his/her accrued sick leave days, using the percentages provided in Subparagraph of this policy.

4. In computing terminal sick leave pay, the following allowable percentages shall be applicable:

   a. During the first three (3) years of service in Suwannee County, the daily rate of pay multiplied by thirty-five percent (35%) times the number of days of accrued sick leave.

   b. During the next three (3) years of service in Suwannee County, the daily rate of pay multiplied by forty (40%) times the number of days of accrued sick leave.

c. During the next three (3) years of service in Suwannee County, the daily rate of pay multiplied by forty-five (45%) times the number of days of accrued sick leave.

d. During the next three (3) years of service in Suwannee County, the daily rate of pay multiplied by fifty percent (50%) times the number of days of accrued sick leave.

e. Thereafter, upon completion of twelve (12) years of service in Suwannee County, either (i) or (ii). In the event termination is by death of the employee, the provisions of (iii) below shall be followed.

i. The daily rate of pay multiplied by fifty percent (50%) times the number of days of accumulated sick leave.

ii. When retirement is with full benefits under an approved Florida retirement system, then the daily rate of pay multiplied by one hundred percent (100%) times the number of days of accumulated sick leave.

iii. In the event termination is by death of the employee, payment of the terminal pay benefits to the employee's beneficiary shall be at the daily rate of pay multiplied by one hundred percent (100%) times the number of days of accumulated sick leave.

5. In addition to the terminal sick leave pay as described in this policy, terminal pay benefits shall include a sum equal to his or her daily rate of pay at the time of his or her retirement or death, multiplied by the total number of his/her accrued annual leave days.

6. Whenever terminal pay for an individual exceeds twenty-five percent (25%) of the Base Teachers Salary Step 0, The Board, or an individual at their discretion, shall be allowed to have terminal pay issued in three (3) equal payments due on June 30th of each fiscal year starting on June 30th in the retirement year. If the Board chooses to pay in three (3) equal payments, it will do so for all individuals whose terminal pay exceeds twenty-five percent (25%) of the base Teachers Salary Step 0.

7. For employees electing to participate in the Deferred Retirement Option Program (DROP) terminal pay for accumulated leave shall be in accordance with Board Policy.

(F) The Suwannee County School Board will contribute a negotiated amount of not less than $5350.00 annually toward the individual premium for those eligible employees who elect to participate in the health insurance benefit plan. Such coverage will begin on the first day of the month following thirty (30) days from date of hire. The School Board's contribution will discontinue upon the last day of the month in which employment ceases.

1. Any employee who has retired and retires subsequent to the ratification of this Agreement, under any Florida retirement system, shall be eligible to participate or continue participation in the Comprehensive Medical, Dental and Life Insurance programs provided by the Board. The experience of retirees shall be co-mingled with current employees. However, to participate in the Board's insurance programs, a retiree must participate in the entire Comprehensive program.

2. The retired employee shall be responsible for paying all premiums due on the Comprehensive program.

3. The retired employee shall be eligible to continue participation in the Comprehensive program to the extent provided by Florida law and/or federal regulation.

(G) Hairnets and cloth aprons shall be provided for all Lunchroom Workers. Lunchroom workers will be given an annual clothing allowance of two hundred dollars ($200) per employee position, except that all newly employed lunchroom workers shall be provided with a complete required uniform with spending limits, as determined by the joint uniform taskforce. A Food Service uniform task force consisting of three members selected by the Superintendent and three members selected by the Union shall be established. The Food Service Uniform Task Force shall make an annual recommendation of what shall consist of uniforms for Lunchroom Workers. Funds unspent shall be carried forward each year during the life of this Agreement with a two (2) year Cap ($400 per employee as of beginning July 1 of any fiscal year).

(H) If an employee retires with full benefits under any approved Florida retirement system, the employee shall receive an additional one thousand dollars ($1000) if a six (6) month notice is given.

(I) All bus drivers, bus aides, mechanics and security personnel shall be provided with suitable uniforms as determined by a Transportation Department Uniform Task Force consisting of three members selected by the Superintendent and three members selected by the Union. The task force shall make an annual recommendation of what shall consist of the appropriate uniforms for all employee groups. The annual allocation of uniforms shall be $200 times the number of bus drivers, mechanics and security personnel positions designated by the Board, except that all newly employed full time bus drivers, mechanics, and security personnel shall be provided with a complete required uniform as determined by the Transportation Department Uniform Task Force. Substitute bus drivers who have been employed for three (3) consecutive years shall be included in the total allocation. Funds unspent shall be carried forward each year during the life of this Agreement with two (2) year Cap ($400 per employee as of the beginning July 1st of any fiscal year).

(J) The School Board agrees to pay an amount equal to the Board contribution for current employees toward single coverage medical insurance of employees who retire with thirty (30) or more years of service, and fifty-two (52) years of age or older at time of

retirement. This payment shall continue until the employee reaches sixty-five (65) years of age or becomes eligible for Medicare insurance coverage or becomes ineligible for coverage under the School Board group policy for retirees.

Effective June 30, 2008, the School Board contribution for current participants will be capped at $306.74 per month, less $150.00 per month or the equivalent Florida Retirement System health insurance subsidy. Current participants are defined as those employees who have effectively retired by entering the Deferred Retirement Option Program (DROP) or who have directly retired from the Suwannee School District. No new retiree participants will be permitted to enter this program after June 30, 2009.

(K) Bus drivers, mechanics, and security guards should be issued new uniforms equal to allowed monies by the tenth (10th) working day of the fiscal year.

(L) All custodians shall be provided with suitable uniforms as determined by a Custodial Uniform Task Force consisting of three members selected by the Superintendent and three (3) members selected by the Union. The task force shall make an annual recommendation of what shall consist of the appropriate uniforms for all employee groups. The annual allocation of uniforms shall be $200 times the number of custodian positions, except that all newly employed full-time custodians shall be provided with a complete required uniform as determined by the Custodial Uniform Task Force. Funds unspent shall be carried forward each year during the life of this Agreement with a two (2) year Cap ($400 per employee as of beginning July 1st of any fiscal year.)

(M) All employees who are provided an annual uniform allocation shall be required to wear the approved uniform during scheduled working hours. Exceptions may be granted by their supervisor for special events or other specific occasions.

(N) Effective July 1, 2019, employees who subsequently retire from Suwannee County School District and have a minimum of twenty (20) continuous years of service with the Suwannee County School District shall have the Board contribution to health insurance that is equivalent to current employees, less the employee's Florida Retirement System health insurance subsidy, for a maximum of five years or until they are eligible for Medicare, whichever comes first. Eligibility for this insurance contribution shall be that the employee separates from service from Suwannee County School District and immediately begins receiving retirement benefits from the Florida Retirement System.

ARTICLE XVIII
SCHOOL CALENDAR

(A) The school calendar shall not exceed one hundred ninety-six (196) teacher duty days or one hundred eighty (180) student attendance days.

(B) The calendar shall provide for six (6) paid holidays as identified on the calendar.

(C) All ten (10) and eleven (11) months, non-instructional personnel, whose duty days are one hundred-ninety-six (196) days for ten (10) months and two hundred-sixteen (216)

days for eleven (11) months will be provided six (6) paid holidays as identified on the school calendar.

(D) The Board and the Union agree to establish a calendar committee of eleven (11) employees comprised of five (5) appointed by the Union, five (5) appointed by the Superintendent, and one (1) School Board member designee This committee will develop a calendar and recommend it to the Superintendent.

ARTICLE XIX
MAINTENANCE OF STANDARDS

(A) The duties of any employee or the responsibilities of any position in the bargaining unit will not be substantially altered or increased without prior notification to the Union. Within five (5) duty days after beginning initial employment, or beginning a change in job classification, each employee will receive a copy of their job description.

ARTICLE XX-1
SICK LEAVE BANK

(A) Purpose

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

(B) Eligibility

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

(C) Contributions

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

(D) Any sick leave days withdrawn from the bank by a participating employee must be used for said employee's personal illness, accident, or injury of a medically catastrophic nature. The employee must make application to the sick leave bank in order to receive sick leave benefits. Employees must provide medical documentation stating illness and lack of ability to perform assigned duties. Employees not properly certificated to perform duties shall be ineligible to draw from the sick leave bank.

(E) No employee shall be eligible to draw more than forty-five (45) days from the bank for any one illness or injury or complications thereof. The number of hours will be equal to the hours that make up an employee's work day. Fragmentary sick leave days in excess of sick leave will not be honored by the Sick Leave Bank Committee unless the request is for the same illness, accident or injury. After an employee's accumulated sick leave has been exhausted and any donated by a family member also has been exhausted, the employee will be eligible to draw from the bank only for approved absences of ten (10) continuous days or more.

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

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

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

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

(J) The Board, after consulting with the Association, shall establish procedures for identifying and recording contributions to the pool and for complying with applicable governmental regulations and/or associated record keeping.

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

(L) Sick Leave Bank Committee

The Sick Leave Bank Committee (SLBC) shall have four (4) members. The Association shall select two (2) members and the Board shall select two (2) members. The Superintendent or designee and the Association President or designee shall be members of the SLBC. Teacher members and Education Staff Professionals shall hold non-probationary contract status. Vacancies on Sick Leave Bank Committee shall be filled by the party for whom the vacancy exists.

(M) Committee Responsibilities

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

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

3. Denials will be fully explained in writing.

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

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

ARTICLE XX-2
EMPLOYEE LEAVE SELL BACK OPTION

(A) Purpose

To provide an employee leave sell back option as an attendance incentive.

(B) Eligible Population

All employees that are classified as full time and that have accumulated at least twenty (20) days of sick leave.

(C) Program parameters

Beginning July 1, 2016, eligible employees shall be able to sell back up to five (5) days of sick leave time, twice per year, at eighty (80%) of the daily rate of pay as described below, in accordance with Florida Statute 1012.61.

(D) First Semester Sell Back Option

Eligibility for this option includes employees that have accumulated at least twenty (20) days of sick leave and used no more than two (2) days of sick leave or personal leave during the time period of July 1st through October 31st. During the first week of November, eligible employees wishing to participate should fill out the employee leave sell back form, indicating the number of days up to a maximum of the equivalent of one to five (1-

5) days to be sold back to the district and deducted from the employee's accumulated leave. The district shall pay the employee through payroll, the amount for the days sold on the last payroll for the month of November.

(E) Second Semester Sell Back Option

Eligibility for this option includes employees that have accumulated at least twenty (20) days of sick leave and used no more than two (2) days of sick leave or personal leave during the time period of November 1st through April 30th. During the second week of May, the eligible employees wishing to participate should fill out the employee leave sell back form, indicating the number of days up to a maximum of the equivalent of one to five (1-5) days to be sold back to the district and deducted from the employee's accumulated leave. The district shall pay the employee through payroll, the amount for the days sold on the last payroll for the month of June.

(F) Attendance Incentive Pay

Those employees that meet sell back requirements for both sell back periods shall be eligible for outstanding attendance incentive pay equal to two (2) days of pay at the conclusion of the current school year.

(G) Exempt absences that do not affect incentive eligibility:

- Temporary Duty Elsewhere
- Jury Duty
- Annual leave (twelve (12) month employees)
- Sick leave used for the death of an immediate family member
- Employees that took Board approved Family Medical Leave (FMLA) during either of the two calculation periods
- Leave for union or negotiation activities
- Worker's Compensation leave
- Situations in which administration requested an employee be on paid leave/administrative furlough for the purposes of conducting a short-term investigation, which did not lead to employee discipline, would not be penalized from eligibility.

(H) Disqualifying events

- Suspensions either paid or unpaid, would disqualify the employee from the sell back option and the bonus for the fiscal year. Employees that are completely exonerated would maintain eligibility.
- Employees that separate service, either voluntary or involuntary, during the calculation periods are not eligible.

ARTICLE XX-3
DONATING SICK LEAVE

Donation of Sick Leave

Transfer of sick leave to any other district employee: An employee may transfer earned sick

leave to any district employee for their use in cases of injury or illness.

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

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

3. The receiving employee must use all of their accrued sick leave before using donated sick leave.

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

5. All unused transferred sick leave shall be returned to the employee who donated it.

ARTICLE XXI
GUARDIAN PROGRAM

(A) **Guardian Program**

Employees that volunteer to be a part of the Aaron Feis Guardian Program shall be covered by a minimum of $1,000,000 liability insurance at no cost to the employee/Guardian.

Employees who volunteer for the Guardian Program shall have access to grief counseling not available through the Employee Assistance Program (EAP) when such counseling is needed in relationship to their Guardian duties. This grief counseling will be at no cost to the Guardian.

Trainings related to the professional development required for the Guardian Program, and the cost of ammunition and firearms, shall be at no cost to the Guardian.
All test results related to psychological screening, will be held confidential by the Sheriff's Department to the extent authorized by law.

(B) **Guardian Use of Firearms**

ESP personnel who fulfill their role as a Guardian shall not be subject to discipline by the Suwannee County School District. They shall be entitled to due process rights in accordance with the collective bargaining agreement (CBA).

In the event that an employee acts in his/her role by pulling or discharging a weapon, the employee will be placed on administrative leave in order to provide time for investigation by appropriate law enforcement agencies.

ARTICLE XXII
TERM OF AGREEMENENT

This Agreement shall be effective as of July 1, 2025, and shall continue in effect through June 30, 2028. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

In addition, it is expressly understood that portions of this Agreement may be opened for re-negotiations in the following manner:

1. Article XVII;
2. One (1) Article chosen by each party, if desired;
3. Items of mutual agreement; and,
4. Conditions of employment changed by Legislative action.

Re-openers shall commence between March 15th and April 1st of each year during the life of this Agreement.

UNITED TEACHERS OF SUWANNEE COUNTY

President

Vice-President

Secretary

Treasurer

Executive Council Member

Executive Council Member

Chief Negotiator

SCHOOL BOARD OF SUWANNEE COUNTY

Board Chairman

Superintendent

Board Member

Board Member

Board Member

Board Member

Chief Negotiator

APPENDIX A

NONINSTRUCTIONAL

SALARY SCHEDULE 2025-2026

BUS DRIVERS/BUS ATTENDENTS - 9 MONTHS - 180 DAYS

YEARS OF EXPERIENCE

Position	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Driver	19446	19772	20106	20441	20767	21093	21427	21754	22088	22413	23278	24176	24565	24917	25278	25640
Aide	12957	13017	13087	13113	13406	13709	14003	14296	14598	14900	15342	15877	16136	16369	16602	16834

Exceptional Student Education (out-of-county) bus drivers/bus attendants will receive a supplement of 12 1/2% of their salary. Prevailing minimum wage for driving time and for assigned supervision time shall be paid for trips other than regular routes or duties. (Field trips, etc.) All fulltime bus drivers will receive an additional two hours pay for cleaning their bus before the start of the school year.

*Bus Attendants will be paid according to the Bus Driver Salary Schedule, Driver Level, zero experience, when required to drive a school bus.

Drivers who are training other drivers during non-route driving time, shall be paid at their hourly driving rate.

The Superintendent may approve up to three (3) years of non-school experience and up to nine (9) years of experience from other schools. Additional experience may be approved upon recommendation of the Superintendent and approval of the School Board. Thereafter, employee will progress to the succeeding step on July 1 of each year, providing employee has performed satisfactorily for a minimum period greater than one-half the number of days required for the normal contractual period for the position.

Loss of pay for any days not paid shall be on the basis of a daily rate with the daily rate determined by dividing the salary by 180.

Employees who hold a bachelor's degree from an accredited college or university as defined by the US Department of Education shall receive an advanced degree supplement of $175.00 per contract month worked, effective July 1, 2015

APPENDIX A

NONINSTRUCTIONAL

SALARY SCHEDULE 2025-2026
COMMUNUTY SCHOOLS COORDINATOR

0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
34929	35712	36510	37283	38066	38847	39630	40414	41196	41983	43156	44400	45107	45766	46426	47086

The Superintendent may approve up to three (3) years of non-school experience and up to nine (9) years of experience from other schools. Additional experience may be approved upon recommendation of the Superintendent and approval of the School Board. Thereafter, employee will progress to the succeeding step on July 1 of each year, providing employee has performed satisfactorily for a minimum period greater than one-half the number of days required for the normal contractual period for the position.

All salaries are based on 12 months. When an employee is on less than 12 months, the salary will be prorated on a monthly basis.

Loss of pay for any days not paid shall be on the basis of a daily rate with the daily rate determined by dividing the salary by 196 for 10 months, 216 for 11 months, and 261 for 12 months.

Employees who hold a bachelor's degree from an accredited college or university as defined by the US Department of Education shall receive an advanced degree supplement of $175.00 per contract month worked, effective July 1, 2015.

APPENDIX A

NONINSTRUCTIONAL

SALARY SCHEDULE 2022-2023

CUSTODIANS

YEARS OF EXPERIENCE

LEVEL	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1	33400	33445	33510	33555	33623	33667	33734	33779	33846	33890	33957	34002	34541	35045	35550	36055
2	34113	34802	35494	36206	36918	37652	38409	39189	39970	40770	41572	42418	43264	44132	45000	45868

CLASSIFICATION LEVEL

2 Custodian
1 Head Building Custodian

The Superintendent may approve up to three (3) years of non-school experience and up to nine (9) years of experience from other schools. Additional experience may be approved upon recommendation of the Superintendent and approval of the School Board. Thereafter, employee will progress to the succeeding step on July 1 of each year, providing employee has performed satisfactorily for a minimum period greater than one-half the number of days required for the normal contractual period for the position.

All salaries are based on 12 months. When an employee is on less than 12 months, the salary will be prorated on a monthly basis.

Loss of pay for any days not paid shall be on the basis of a daily rate with the daily rate determined by dividing the salary by 196 for 10 months, 216 for 11 months, and 261 for 12 months.

Employees who hold a bachelor's degree from an accredited college or university as defined by the US Department of Education shall receive an advanced degree supplement of $175.00 per contract month worked, effective July 1, 2015.

APPENDIX A

NONINSTRUCTIONAL

SALARY SCHEDULE 2025-2026
LUNCHROOM
183 Days - Worker 186
Days - Asst. Manager

YEARS OF EXPERIENCE

LEVEL	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
2	23418	23465	23497	23544	23590	23621	23668	23700	23730	24262	25057	25948	26353	26744	27134	27524
1	24040	24517	25008	25516	26023	26548	27071	27610	28166	28737	29309	29896	30483	31102	31721	32339

CLASSIFICATION LEVEL

2 Worker
1 Asst. Manager

The Superintendent may approve up to three (3) years of non-school experience and up to nine (9) years of experience from other schools. Additional experience may be approved upon recommendation of the Superintendent and approval of the School Board. Thereafter, employee will progress to the succeeding step on July 1 of each year, providing employee has performed satisfactorily for a minimum period greater than one-half the number of days required for the normal contractual period for the position.

Loss of pay for any days not paid shall be on the basis of a daily rate with the daily rate determined by dividing the salary by 183 or 186.

Employees who hold a bachelor's degree from an accredited college or university as defined by the US Department of Education shall receive an advanced degree supplement of $175.00 per contract month worked, effective July 1, 2015.

APPENDIX A

NONINSTRUCTIONAL

SALARY SCHEDULE 2025-2026
MAINTENANCE

YEARS OF EXPERIENCE

LEVEL	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
6	33400	33445	33510	33555	33623	33667	33734	33779	33846	33890	33957	34002	34536	35047	35559	36072
3	33400	33490	33578	33690	33779	33867	33957	34047	34158	34245	34335	35404	35960	36495	37028	37563
2	33400	33490	33555	33646	33719	34476	35237	35997	36757	37516	38655	39811	40439	41034	41628	42224
1	33400	34133	34900	35665	36429	37193	37959	38726	39492	40258	41407	42615	43290	43924	44558	45192
1A	37892	38643	39398	40150	40902	41657	42408	43167	43916	44675	45805	47103	47851	48550	49249	49946
1B	42173	42939	43703	44469	45235	45997	46749	47527	48297	49057	50203	51591	52405	53173	53941	54708

CLASSIFICATION LEVEL

6 Groundsman
3 Maintenance Man III
2 Maintenance Man II, AV Repairman
1 Maintenance Man I, Painter/Asst. Ground Foreman
1A Air Conditioning/Electrical Specialist, IT Technician, Landscape Specialist, Facilities Assistant, Assistant Foreman
1B Maintenance Foreman

The Superintendent may approve up to three (3) years of non-school experience and up to nine (9) years of experience from other schools. Additional experience may be approved upon recommendation of the Superintendent and approval of the School Board. Thereafter, employee will progress to the succeeding step on July 1 of each year, providing employee has performed satisfactorily for a minimum period greater than one-half the number of days required for the normal contractual period for the position.

All salaries are based on 12 months. When an employee is on less than 12 months, the salary will be prorated on a monthly basis.

Loss of pay for any days not paid shall be on the basis of a daily rate with the daily rate determined by dividing the salary by 196 for 10 months, 216 for 11 months, and 261 for 12 months.

Employees who hold a bachelor's degree from an accredited college or university as defined by the US Department of Education shall receive an advanced degree supplement of $175.00 per contract month worked, effective July 1, 2015.

APPENDIX A

NONINSTRUCTIONAL

SALARY SCHEDULE 2025-2026
MECHANICS

YEARS OF EXPERIENCE

LANE	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
3	33400	33422	33445	33490	33510	33534	33555	33578	33623	33646	33662	34716	35262	35779	36294	36809
2	37602	38362	39113	39871	40624	41377	42137	42888	43642	44394	45532	46821	47560	48259	48959	49658
1	41901	42662	43431	44193	44959	45723	46489	47252	48021	48779	49929	51306	52121	52883	53643	54403
1A	51236	51963	52692	53419	54152	54874	55604	56332	57061	57791	58888	60445	61403	62302	63199	64098

CLASSIFICATION LEVEL

3 Mechanic Helper
2 Mechanic
1 Head Mechanic
1A Transportation Maintenance Coordinator

The Superintendent may approve up to three (3) years of non-school experience and up to nine (9) years of experience from other schools. Additional experience may be approved upon recommendation of the Superintendent and approval of the School Board. Thereafter, employee will progress to the succeeding step on July 1 of each year, providing employee has performed satisfactorily for a minimum period greater than one-half the number of days required for the normal contractual period for the position.

All salaries are based on 12 months. When an employee is on less than 12 months, the salary will be prorated on a monthly basis.

Loss of pay for any days not paid shall be on the basis of a daily rate with the daily rate determined by dividing the salary by 196 for 10 months, 216 for 11 months, and 261 for 12 months.

Employees who hold a bachelor's degree from an accredited college or university as defined by the US Department of Education shall receive an advanced degree supplement of $175.00 per contract month worked, effective July 1, 2015.

APPENDIX A

NONINSTRUCTIONAL

SALARY SCHEDULE 2025-2026
OFFICE ASSISTANT 185 DAYS

YEARS OF EXPERIENCE

LEVEL	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
2	22795	23013	23537	24049	24568	25089	25607	26124	26642	27160	27938	28878	29320	29731	30142	30553
1	23694	24209	24728	25249	25763	26278	26802	27318	27837	28353	29132	30094	30559	30987	31415	31843

CLASSIFICATION LEVEL

Level III High School Diploma, GED
Level II Associate of Arts, Associate of Science
*Junior level status college

Add On **CDA Certification adds $500 to base

*Must present satisfactory documentation of completion of twelve (12) quarter hours or equivalent earned at a regionally accredited four (4) year degree granting college or university. All eligible hours must be earned after admission to a degree-seeking program, at junior level status, and have a grade "C" or better.

**This add on is eliminated except for employees certified as of July 1, 2004.

The Superintendent may approve up to three (3) years of non-school experience and up to nine (9) years of experience from other schools. Additional experience may be approved upon recommendation of the Superintendent and approval of the School Board. Thereafter, employee will progress to the succeeding step on July 1 of each year, providing employee has performed satisfactorily for a minimum period greater than one-half the number of days required for the normal contractual period for the position.

Loss of pay for any days not paid shall be on the basis of a daily rate with the daily rate determined by dividing the salary by 185.

Employees who hold a bachelor's degree from an accredited college or university as defined by the US Department of Education shall receive an advanced degree supplement of $175.00 per contract month worked, effective July 1, 2015.

APPENDIX A

NONINSTRUCTIONAL

SALARY SCHEDULE 2025-2026
PARAPROFESSIONAL/STUDENTCARE ATTENDANT 185 DAYS

YEARS OF EXPERIENCE

LEVEL	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1	22195	22328	22460	22590	23093	23599	24103	24604	25115	25619	26378	27289	27719	28118	28519	28920
2	22639	23097	23556	24030	24503	24992	25495	25998	26530	27048	27596	28143	28705	29282	29874	30466

CLASSIFICATION LEVEL

Level 2 High School Diploma, GED
Level 1 Associate of Arts, Associate of Science
*Junior level status college, **or** Interpreter
Level I EIE

*Must present satisfactory documentation of completion of twelve (12) quarter hours or equivalent earned at a regionally accredited four (4) year degree granting college or university. All eligible hours must be earned after admission to a degree-seeking program, at junior level status, and have a grade "C" or better.

The Superintendent may approve up to three (3) years of non-school experience and up to nine (9) years of experience from other schools. Additional experience may be approved upon recommendation of the Superintendent and approval of the School Board. Thereafter, employee will progress to the succeeding step on July 1 of each year, providing employee has performed satisfactorily for a minimum period greater than one-half the number of days required for the normal contractual period for the position.

Loss of pay for any days not paid shall be on the basis of a daily rate with the daily rate determined by dividing the salary by 185.

Employees who hold a bachelor's degree from an accredited college or university as defined by the US Department of Education shall receive an advanced degree supplement of $175.00 per contract month worked, effective July 1, 2015.

APPENDIX A

NONINSTRUCTIONAL

SALARY SCHEDULE 2025-2026 PRE-K
PARAPROFESSIONAL 190 DAYS

YEARS OF EXPERIENCE

LEVEL	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
2	22795	23013	23537	24049	24568	25089	25607	26124	26642	27160	27938	28878	29320	29731	30142	30553
1	23694	24209	24728	25249	25763	26278	26802	27318	27837	28353	29132	30094	30559	30987	31415	31843

CLASSIFICATION LEVEL

2 CDA or Equivalent and High School Diploma, GED

1 CDA or Equivalent and Associate of Arts, Associate of Science *Junior level status college, or Interpreter Level I EIE

*Must present satisfactory documentation of completion of twelve (12) quarter hours or equivalent earned at a regionally accredited four (4) year degree granting college or university. All eligible hours must be earned after admission to a degree-seeking program, at junior level status, and have a grade "C" or better.

The Superintendent may approve up to three (3) years of non-school experience and up to nine (9) years of experience from other schools. Additional experience may be approved upon recommendation of the Superintendent and approval of the School Board. Thereafter, employee will progress to the succeeding step on July 1 of each year, providing employee has performed satisfactorily for a minimum period greater than one-half the number of days required for the normal contractual period for the position.

Loss of pay for any days not paid shall be on the basis of a daily rate with the daily rate determined by dividing the salary by 190.

Employees who hold a bachelor's degree from an accredited college or university as defined by the US Department of Education shall receive an advanced degree supplement of $175.00 per contract month worked, effective July 1, 2015.

APPENDIX A

NONINSTRUCTIONAL

SALARY SCHEDULE 2025-2026
SCHOOL NURSE - 196 Days

YEARS OF EXPERIENCE

LEVEL	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
01	24692	25226	25762	26294	26832	27360	27902	28433	28968	29501	30303	31273	31750	32190	32630	33069
02	38736	39823	40914	42010	43096	44192	45279	46368	47459	48553	50184	51581	52399	53168	53938	54707

CLASSIFICATION LEVEL

2 LPN
1 RN (AA), Occupational Therapy Assistant, Speech/Language Pathologist Assistant

The Superintendent may approve up to three (3)years non-school experience and up to nine (9) years of experience from other schools. Additional experience may be approved upon recommendation of the Superintendent and approval of the School Board. Thereafter, the employee will progress to the succeeding step on July 1 of each year providing the employee has performed satisfactorily for a minimum period greater than one-half the number of days required for the normal contractual period for the position.

Salary is based on 196 days for 10 months. Loss of pay for any days not paid shall be on a basis of a daily rate.

APPENDIX A

NONINSTRUCTIONAL

SALARY SCHEDULE 2025-2026
SCHOOL NURSE WITH BACHELOR'S DEGREE

YEARS	BACHELORS
0	42484
1	43312
2	44138
3	44967
4	45794
5	46682
6	47568
7	48456
8	49341
9	50229
10	51411
11	52594
12	53777
13	54960
14	56141
15	57324
16	58507
17	59688
18	60873
19	62054
20	63236
21	64419
22	65600
23	66782

The Superintendent may approve up to three (3) years non-school experience and up to nine (9) years of experience from other schools. Additional experience may be approved upon recommendation of the Superintendent and approval of the School Board. Thereafter, the employee will progress to the succeeding step on July 1 of each year providing the employee has performed satisfactorily for a minimum period greater than one-half the number of days required for the normal contractual period for the position.

Salary is based on 196 days for 10 months. Loss of pay for any days not paid shall be on a basis of a daily rate.

ADVANCED DEGREE SUPPLEMENTS
Master's Degree add $2,310 to Bachelors

APPENDIX A

NONINSTRUCTIONAL

SALARY SCHEDULE 2025-2026
SECRETARIAL AND OTHER OFFICE PERSONNEL

YEARS OF EXPERIENCE

LEVEL	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
11	33400	33490	33578	33690	33779	33867	33957	34068	34158	34237	35360	36449	37021	37568	38112	38657
10	33400	33445	33490	33534	33578	33623	33657	34520	35384	36247	37415	38544	39155	39728	40303	40878
9	33400	33534	33658	34520	35384	36250	37108	37926	38814	39699	40951	42154	42819	43447	44076	44706
8	34074	34560	35119	35983	36853	37760	38608	39500	40364	41231	42525	43755	44448	45094	45741	46387
7	35429	35924	36470	37343	38217	39123	39966	40853	41700	42595	43914	45176	45890	46563	47240	47917
6	33400	33490	33578	33690	33779	33867	33957	34047	34158	34245	34332	35402	35957	36489	37020	37551
5	33400	33445	33490	33510	33555	33600	33646	33667	33711	33765	34896	35973	36543	37076	37611	38148
4	33400	33510	33600	33711	33801	33912	34002	34102	34882	35669	36843	37963	38569	39133	39695	40258
3	33400	33534	33667	33823	33957	34095	34853	35608	36374	37129	38269	39413	40040	40626	41214	41802
2	33400	33578	33746	34513	35274	36039	36802	37563	38325	39089	40232	41417	42072	42687	43303	43920
1	33648	34417	35192	35954	36733	37502	38270	39043	39812	40581	41735	42954	43635	44270	44908	45545
1A	34074	34560	35119	35983	36853	37760	38608	39500	40364	41231	42525	43755	44448	45094	45741	46387

CLASSIFICATION LEVEL

11 General Secretary
10 District Level Secretary, District Secretary (Custodian of Records)
9 Administrative Secretary II
8 School Bookkeeper
7 Accounts Payable Specialist
6 Clerk, Media Clerk, Interpreter
5 General Receptionist
4 School Secretary, District Sec., Bus Driver/Data Entry
3 Adm. School Secretary, 1st class Sec./Adm. Aide, District Secretary(Records), Homeless Advocate, Interpreter/Parent Liaison/Pre-K Resource Assistant, Registrar
2 Adm. Secretary, Bookkeeper, Parts Inventory Clerk
1 Financial Aid Coordinator
1A Accounting Clerk/Finance

The Superintendent may approve up to three (3) years of non-school experience and up to nine (9) years of experience from other schools. Additional experience may be approved upon recommendation of the Superintendent and approval of the School Board. Thereafter, employee will progress to the succeeding step on July 1 of each year, providing employee has performed satisfactorily for a minimum period greater than one-half the number of days required for the normal contractual period for the position.
All salaries are based on 12 months. When an employee is on less than 12 months, the salary will be prorated on a monthly basis.
Loss of pay for any days not paid shall be on the basis of a daily rate with the daily rate determined by dividing the salary by 196 for 10 months, 216 for 11 months, and 261 for 12 months.

Employees who hold a bachelor's degree from an accredited college or university as defined by the US Department of Education shall receive an advanced degree supplement of $175.00 per contract month worked, effective July 1, 2015.

APPENDIX A

NONINSTRUCTIONAL

SALARY SCHEDULE 2025-2026
SECURITY GUARD

YEARS OF EXPERIENCE

LEVEL	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
2	33400	33467	33534	33578	33646	33703	34458	35213	35973	36734	37869	39007	39625	40206	40788	41369
1	33475	34405	35331	36254	37180	38104	39035	39953	40889	41815	43198	44448	45153	45814	46475	47137

CLASSIFICATION LEVEL

Level 2 Security Guard
Level 1* Security Guard

*This classification level eliminated except for employees classified Level 1 (Chief) as of 6/1/95.

The Superintendent may approve up to three (3) years of non-school experience and up to nine (9) years of experience from other schools. Additional experience may be approved upon recommendation of the Superintendent and approval of the School Board. Thereafter, employee will progress to the succeeding step on July 1 of each year, providing employee has performed satisfactorily for a minimum period greater than one-half the number of days required for the normal contractual period for the position.

All salaries are based on 12 months. When an employee is on less than 12 months, the salary will be prorated on a monthly basis.

Loss of pay for any days not paid shall be on the basis of a daily rate with the daily rate determined by dividing the salary by 196 for 10 months, 216 for 11 months, and 261 for 12 months.

Employees who hold a bachelor's degree from an accredited college or university as defined by the US Department of Education shall receive an advanced degree supplement of $175.00 per contract month worked, effective July 1, 2015.

APPENDIX B

NONINSTRUCTIONAL
FOR INFORMATIONAL PURPOSES ONLY **

SALARY SCHEDULE 2025-2026
SUBSTITUTE
PARAPROFESSIONAL

HIGH SCHOOL GRADUATE	Prevailing Minimum Wage
ONE (1) YEAR OR MORE COLLEGE	Prevailing Minimum Wage
BACHELORS DEGREE	Prevailing Minimum Wage

(Based on pay for seven and one-quarter (7.50) hours daily)

SUBSTITUTE LUNCHROOM

Prevailing Minimum Wage

SUBSTITUTE CUSTODIAN

Prevailing Minimum Wage

SUBSTITUTE BUS DRIVER

Prevailing Minimum Wage

** The Suwannee County School Board establishes and approves the rates of pay for substitutes. These schedules are not subject to bargaining, and therefore, are not required to be negotiated.

APPENDIX G

SUWANNEE COUNTY SCHOOL BOARD DIFFERENTIATED PAY PLAN

In accordance with Florida Statute 1012.22 (1) (c) (4), beginning with the 2007-2008 academic year, the Suwannee District School Board proposes a salary schedule with differentiated pay for both instructional personnel and school-based administrators. This Differentiated Pay Plan shall be included as part of the salary schedule as required by *f.s.1012.22* and is subject to negotiation as provided in chapter 447. The differentiated pay is based on district-determined factors, including, but not limited to, additional responsibilities, school demographics, critical shortage areas, and level of job performance difficulties.

I. SCHOOL-BASED ADMINISTRATORS

A. Assignment to a school that earned a grade of “F” or three consecutive grades of “D” add $500 supplement for each year, and continuing for at least 1 year following improved performance

B. Principal's Leadership Academy Tier II $1,000.00

C. Certification as School Principal $2,000.00

D. Assignment to Title I School $100.00

II. INSTRUCTIONAL EMPLOYEES

A. D or F School Incentive: A non-recurring, one thousand dollar ($1,000.00) incentive for teachers transferring to a "D" or "F" school from a higher performing school within the District. The transferring teacher must have received a very effective or outstanding performance evaluation the preceding year.

B. Department Head/Curriculum Leader/Grade Level Chair $1,010.00

C. ESE Teacher: As Teacher of Record or Support Facilitation for ESE Students if ESE certification is required based on student enrollment. Shall be earned by completing one extended duty day per week
(8 hours) $580.00

D. PECDS Mentor/New Teacher Mentor: For satisfactorily serving as a mentor teacher. NBCTE certified teachers are ineligible for this supplement if the bonus provided to them through the National Board (Program) provides for a supplement equal to or greater than $500. In the event funding from the Program is less than $500, National Board certified teachers who serve as mentors will be eligible for an amount which will provide for at least $500 when combined from any amounts paid through the Program
Requires approval and documentation of required mentoring hours. $1010.00

E. Planning Period Supplement: For the voluntary surrender of a teacher's planning period to serve as teacher of record for an additional period of instruction as requested by the school principal. The supplement shall be earned based on completing an additional 30 minutes per day as plan time. The supplement is based on a sixty (60) minute period of instruction during the normal duty day and shall be prorated for varying lengths of periods. Appointments shall be made based on needs of the school, master schedule, and the voluntary acceptance of the teacher and shall not be subject to posting requirements. Travel will be reimbursed by the District if the teacher is assigned to both Live Oak and Branford Schools.

$3,800.00 per year; $1,900.00 per semester, $950.00 per nine weeks

F. Reading Supplement: A one time supplement for Reading Coaches and secondary Reading Teachers who attain the Reading Endorsement or certification in Reading $560.00

G. Purchase of Extended Day (7.5 Hour Day) for Grandfathered Teacher & Social Worker Salary Schedule (Appendix A):

1.	Step 14	$2000.00
2.	Step 15	$2500.00
2.	Step 16	$3000.00
3.	Step 17	$3500.00
4.	Step 18	$4000.00
5.	Step 19	$4500.00
6	Step 20	$5250.00
7.	Step 21	$6000.00
8.	Step 22	$6750.00
9.	Step 23	$7500.00
10.	Step 23 + 1	$8500.00
11.	Step 23 + 2	$9400.00
12.	Step 23 + 3	$10300.00

H. Alternative Performance Pay Salary Placement for Transfers from Florida School Districts: For instructional personnel transferring from another Florida school district and a) who have a minimum of twenty (20) years of teaching experience in a Florida school district; b) who have a final evaluation of highly effective or effective from the school district he/she is transferring from; and c) who have no past or pending disciplinary issues at FLDOE that would impact student health, safety and welfare, the employee will be placed at a salary equivalent to $1,000 greater than the salary schedule the employee would be leaving, provided the Suwannee County School District salary placement is at least $1,000 less than Suwannee's existing grandfathered schedule. Supplements being received by the employee from the previous school district are excluded from the placement determination. The employee must provide salary verification to the Department of Human Resources within thirty (30) days of hire in order for the alternative performance pay salary placement to be effective. Until

verification is received, salary placement will be on the current Performance Pay Salary Schedule (Appendix A).

I. Speech Language Pathologist Supplement: A Master's Degree supplement in Speech Language Pathology for individuals actively working in the role of Speech Language Pathologist and is inclusive of any additional higher degree held. $10,000.00

Secondary Supplements

1. High School and Post-Secondary

a. Academic Competition Sponsor $1,515.00

b. Agriculture Teacher (8:00-4:00 duty day, plus supervision of intracurricular activities including sponsorship of FFA) $3,335.00

c. Athletic Programs and Support

i. Athletic Director (20 teams or more) - 1 free period $3,335.00
ii. Athletic Director (less than 20 teams) - 1 free period $1,920.00
iii. Assistant Athletic Director $1,720.00
iv. Athletic Event Support Staff (ticket collectors, scoreboard/clock operators, etc.) (Per event. To be reimbursed by gate revenue) $32.50

d. Band

i. Band Director (includes supervision of intracurricular activities and requires unit participation in both concert and marching band performances and competitions) $3,740.00
ii. Band Director (includes supervision of intracurricular activities and requires unit participation in marching band performances) $2,930.00
iii. Assistant Band Director $1,010.00
iv. Dance Troupe Sponsor $1,010.00
v. Majorette Sponsor $1,010.00
vi. Auxiliary Sponsor $1,010.00

e. Baseball Coach

i. Head Baseball $2,525.00
ii. Assistant Baseball $1,215.00
iii. Junior Varsity Baseball Coach $1,215.00

f. Basketball Coach

i. Head Basketball (Boys') $2,525.00

ii.	Assistant Basketball (Boys')	$1,215.00
iii.	Head Basketball (Girls')	$2,525.00
iv.	Assistant Basketball (Girls')	$1,215.00
v.	Junior Varsity Basketball Coach (Boys')	$1,215.00
vi.	Junior Varsity Basketball Coach (Girls')	$1,215.00 g.

Bowling $1,415.00

h. Cheerleader Sponsor	$1,215.00
i. CECF/BPA Advisor	$505.00
j. Class Sponsor	
i. Senior Class	$1,010.00
ii. Junior Class	$1,010.00
iii. Sophomore Class	$760.00
iv. Freshman Class	$760.00
k. Cross Country Coach (Girls/Boys)	$1,415.00
l. Drama Instructor (with 2 shows)	$1,515.00
m. Football Coach	
i. Head Football Coach (30% Spring Ball/ 70% Fall)	$4,345.00
ii. Offensive/ Defensive Coordinator (30% Spring Ball/ 70% Fall)	$2,525.00
iii. Football Assistant Varsity (30% Spring Ball/ 70% Fall)	$2,225.00
iv. Football-Head Junior Varsity (30% Spring Ball/ 70% Fall)	$2,225.00
v. Junior Varsity Football Assistant (30% Spring Ball/ 70% Fall)	$1,215.00
n. Golf Coach	
i. Golf (Boys')	$1,415.00
ii. Golf (Girls')	$1,415.00
o. Home Economics Teacher including supervision of intracurricular activities and sponsorship of FHS/FCCLA	$1,010.00
p. HOSA Advisor	$1,010.00
q. RiverOak Technical College	
i. LPN Instructor including supervision of clinical assignments	$3,335.00
ii. Surgical Technology Instructor, limited to (1)	$2,020.00
iii. Pharmacy Technician, limited to (1)	$2,020.00
iv. Patient Care Technician, based upon a program being offered each semester	$505.00
r. NJROTC Instructor including supervision of outside activities	$3,335.00
s. Skills USA Advisor	$1,010.00

t. Soccer Coach	
i. Varsity Soccer (Boys')	$2,525.00
ii. Junior Varsity Soccer (Boys')	$1,215.00
iii. Varsity Soccer (Girls')	$2,525.00
iv. Junior Varsity Soccer (Girls')	$1,215.00
v. Assistant Soccer (Boys')	$1,215.00
vi. Assistant Soccer (Girls')	$1,215.00
u. Softball Coach	
i. Softball Head Coach	$2,525.00
ii. Assistant Softball Coach	$1,215.00
iii. Junior Varsity Softball Coach	$1,215.00
v. Swimming Coach	
i. Swimming Coach	$1,415.00
ii. Assistant Swimming Coach	$710.00
w. Track Coach	
i. Head Track (Boys')	$2,525.00
ii. Head Track (Girls')	$2,525.00
iii. Assistant Coach (Boys')	$1,215.00
iv. Assistant Coach (Girls')	$1,215.00
x. Tennis Coach	$1,415.00
y. Volleyball Coach	
i. Volleyball	$2,525.00
ii. Assistant Volleyball	$1,215.00
iii. Junior Varsity Volleyball Coach	$1,215.00
z. Weight Lifting Coach	
i. Weight Lifting (Boys')	$1,415.00
ii. Weight Lifting (Girls')	$1,415.00
iii. Assistant Weight Lifting (Boys')	$710.00
iv. Assistant Weight Lifting (Girls')	$710.00
aa. Wrestling Coach	
i. Wrestling	$2,525.00
ii. Assistant Wrestling	$1,215.00
bb. Yearbook Sponsor	$1,215.00
cc. Flag Football Coach (Girls')	
i. Head Coach	$2,525.00
ii. Junior Varsity Coach	$1,215.00
dd. eSports Coach with (1) to (3) competitive teams per year	$710.00
eSports Coach with (4) or more competitive teams per year	$1,200.00
ee. Newspaper Sponsor with published edition	$1,215.00

2. Middle School Supplements

a. Agriculture Teacher including supervision of intracurricular activities including sponsorship of FFA	$1,720.00
b. Athletic Director	$1,515.00
c. Band Director (Includes supervision of Intra-curricular activities and requires unit participation in band performances and competitions)	$1,515.00
d. Baseball Coach	
i. Baseball Coach	$1,215.00
ii. Assistant Baseball Coach	$760.00
e. Basketball Coach	
i. Head Basketball Coach (Boys')	$1,215.00
ii. Head Basketball Coach (Girls')	$1,215.00
iii. Assistant Basketball Coach (Boys')	$760.00
iv. Assistant Basketball Coach (Girls')	$760.00
v. Boys' Intramural Basketball Coach	$910.00
vi. Girls' Intramural Basketball Coach	$910.00
f. Cheerleader Sponsor	$910.00
g. Football Coach	
i. Head Football Coach	$1,770.00
ii. Assistant Football Coach	$1,215.00
h. Soccer Coach	
i. Head Soccer Coach (Girls')	$1,215.00
ii. Head Soccer Coach (Boys')	$1,215.00
i. Softball Coach	
i. Girls' Softball Coach	$1,215.00
ii. Assistant Softball Coach	$760.00
j. Track Coach	$1,215.00
k. Volleyball Coach	$1,215.00
l. Wrestling Coach	$1,215.00
m. Yearbook Sponsor	$760.00

J. Elementary Supplements

a. Yearbook Sponsor $610.00

III. NON-INSTRUCTIONAL DIFFERENTIATED PAY

A. CDA/FCCPC (if required for position) $610.00

B. Lead CDA: Shall include a 190 day contract. $1,215.00

C. ESE Bus Driver (out of county routes only) 12 1/2% of salary

Non-instructional personnel may also be eligible for many of the differentiated supplements listed under Section I above based on certification and other requirements for the position. However, compensation is subject to the requirements established by the Fair Labor Standards Act.

IV. LENGTH OF CONTRACT

All Differentiated Pay supplements are for a twelve (12) month period unless indicated otherwise, and include extra hours and all in-county travel except where employees are assigned to both Branford and Live Oak schools for academic purposes. Athletic supplements are for the duration of the respective season, except high school football supplements shall be paid in two (2) separate payments, based on 30% for spring and 70% for fall to employees who are contracted for less than twelve months. In the event that a sponsor or coach fails to complete the entire season or assignment, the District will pay a prorated portion of the supplement to the employee. Supplements may be shared or split by mutual agreement of the principal and coaches or sponsors. Coaches and/or sponsors shall, in recognition of achievement, be given an increase in the amount of supplemental pay for participation in competition beyond scheduled events and beyond district level competition, if the duration of the supplement is extended. This increase shall include sponsors for cheerleading, band, and auxiliary who accompany athletic teams to competitions. Such increases shall be 10% of the base supplements for each level of advanced participation except where advancement is on a basis other than total team advancement; a 5% increase shall be earned if less than 50% of eligible categories advance.

V. PART-TIME AND OTHER INSTRUCTIONAL DIFFERENTIATED PAY

The parties to this Stipulation of Agreement concur that a differentiated hourly rate schedule for full-time and part-time instructional employees may provide a long term cost savings to the district while still providing high quality instructional services to students. To implement this

rate structure, the parties agree to the following:

A. There shall be established three (3) levels of hourly pay for part-time instructional positions predicated on the nature of the program to which the employee is assigned.

Level 1 – Instructors in this level shall be paid a rate of fifteen ($15) dollars per hour for instruction in self-sustaining or cost recovery programs when one of the following conditions exists; no certification is required, no funding is provided by the District, no state standards have been developed for the program or the program is classified as community education. This rate shall also be paid to instructional staff writing curriculum or conducting training or workshops.

Level 2 – These employees shall be paid a rate of twenty-two dollars and eighty-five cents ($22.85) per hour or 100% of their hourly rate if employed by Suwannee County School

Board full time, whichever is the greater, if they are assigned to (a) programs funded through Workforce Development that require teacher certification, (b) adult education or credit retrieval courses, or (c) guidance counselors assigned to Workforce Development programs.

Level 3 – Employees at Level 3 shall receive a rate of pay ranging from thirty-five dollars ($35) per hour or 100% of their hourly rate if employed by Suwannee County School Board full time, whichever is the greater, for assignments in high skill/high wage Workforce Development funded programs in critical need areas that require teacher certification and highly specialized skills or expertise.

B. The classification of programs as Level 3 shall be determined by a committee including the president of UTSC or designee, Director of Career and Technical Education, RIVEROAK Technical College Principal and Night School Coordinator, advisory committee representatives and other administrative staff. Approved programs in this level include, but are not limited to, health related occupations training, computer programming, and precision machining.

C. Programs in Level 3 will be reviewed as needed for continued eligibility. The application and approval process will be ongoing.

D. Adjustments in hourly rates of pay for programs other than those specifically stated in this stipulation shall require mutual agreement between the parties.

VI. WELLNESS INITIATIVE COORDINATOR $1,100.00
(To be paid from the Wellness Initiative Fund)

APPENDIX I
AUTHORIZATION FOR DUES AND UNIFORM ASSESSMENTS

UTSC

United Teachers of Suwannee County

The United Teachers of Suwannee County establishes and approves the dues deduction/membership form. This form is not subject to bargaining, and therefore, are not required to be negotiated.

Please scan the QR code to access the UTSC membership form.

Or go to

https://portal.floridaea.org/fasttrack/74

APPENDIX J
OFFICIAL GRIEVANCE FORM

Name:_____ Home Phone:_____

School:_____ Assignment:_____

Home Address:_____

LEVEL I

A. Date Cause of Grievance Occurred:
_____

B. Relates to Article(s):_____ of Contract or Policy_____

C. State of Grievance occurred:
_____
_____
_____
_____

D. Relief Sought:
_____
_____
_____
_____

_____ _____
(Signature) (Date)

E. Disposition by Principal or other Immediate Supervisor:
_____
_____
_____
_____

_____ _____
(Signature) (Date)

1 copy to immediate supervisor
1 copy to Union
1 copy to grievant

APPENDIX J

OFFICIAL GRIEVANCE FORM

Name:_____Home Phone:_____

School:_____Assignment:_____

Home Address:_____

LEVEL II

F. Date Cause of Grievance Occurred:
_____

G. Relates to Article(s):_____of Contract or Policy_____

H. State of Grievance:
_____
_____
_____
_____

I. Relief Sought:
_____
_____
_____
_____

_____ _____
(Signature) (Date)

J. Disposition by Principal or other Immediate Supervisor:
_____
_____
_____
_____

_____ _____
(Signature) (Date)

1 copy to Superintendent
1 copy to Union
1 copy to grievant

APPENDIX J

OFFICIAL GRIEVANCE FORM

Name:_____ Home Phone:_____

School:_____ Assignment:_____

Home Address:_____

LEVEL III

K. Date Cause of Grievance Occurred:
_____

L. Relates to Article(s):_____ of Contract or Policy_____

M. State of Grievance:
_____
_____
_____
_____

N. Relief Sought:
_____
_____
_____
_____

_____ _____
(Signature) (Date)

O. Disposition by Principal or other Immediate Supervisor:
_____
_____
_____
_____

_____ _____
(Signature) (Date)

1 copy to Board
1 copy to Union
1 copy to grievant

APPENDIX J

OFFICIAL GRIEVANCE FORM

Name:_____Home Phone:_____

School:_____Assignment:_____

Home Address:_____

LEVEL IV

P. Date Cause of Grievance Occurred:
_____

Q. Relates to Article(s):_____of Contract or Policy_____

R. State of Grievance:
_____
_____
_____
_____

S. Relief Sought:
_____
_____
_____
_____

_____ _____
(Signature) (Date)

T. Disposition by Principal or other Immediate Supervisor:
_____
_____
_____
_____

_____ _____
(Signature) (Date)

1 copy to arbitrator
1 copy to Union
1 copy to grievant

Notice from the UTSC to All Bargaining Unit Members*

The rights and benefits of this Agreement were negotiated to improve the working conditions and employment status of the school related/non-instructional personnel in the Suwannee County School System. Should a violation of this Agreement occur, the United Teachers of Suwannee County, ESP Chapter, Local #3165, American Federation of Teachers, AFL-CIO, Florida Education Association/United should be notified immediately. Members of the United Teachers of Suwannee County, ESP/Non-instructional Chapter, will be fully represented and assisted in the resolution of any grievance. Pursuant to the provisions of the Florida Collective Bargaining Law, Chapter 447, Florida Statutes, **Non-Members** will not be assisted or represented by the United Teachers of Suwannee County, ESP/Non-instructional Chapter, in any contract violations, employment condition or status dispute or unfair labor practice.

*This notice is a notice from the United Teachers of Suwannee County and is not a negotiated part of this Agreement.