# MASTER CONTRACT

# AGREEMENT BETWEEN THE UNION COUNTY TEACHERS ORGANIZATION AND THE SCHOOL BOARD OF UNION COUNTY

## JULY 1, 2026- JUNE 30, 2029

updated August 2026

# PREAMBLE

This agreement entered into as of the date ratification by the parties hereto is completed, between the School Board of Union County, Florida, hereinafter called the "Board" and the Union County Teachers' Organization, hereinafter called the "Organization" of "UCTO" continues in effect through June 30, 2026 or until another agreement is ratified.

## ARTICLE 1 - RECOGNITION

1.0 The Board recognizes the Organization as the exclusive bargaining agent for the following unit of employees including those on leave: Included - Instructional personnel holding valid State of Florida teaching certificates, Rank III or above, and under contract with or otherwise employed by the Board. Excluded - Non-public, managerial, confidential, administrative personnel and substitute teachers and deans/assistant principals.

1.1 When used hereinafter the term "teacher" and "employee" shall be synonymous and shall refer to members of the bargaining unit as defined above.

1.2 The Organization recognizes that the Board is the duly elected constitutional body representing the people in the operation of the district school system and agrees to negotiate only with the Board, through the chief executive officer or his/her designee. The Organization agrees that neither it nor any of its agents, will attempt to represent, in any negotiations or grievances, in accordance with Chapter 447 Florida Statutes, the interests of anyone other than the members of the bargaining unit as certified by the Public Employees Relations Commission (PERC).

## ARTICLE 2 - ORGANIZATION AND TEACHER RIGHTS AND RESPONSIBILITIES

2.0 All Organization rights included in this Agreement shall be granted exclusively to the UCTO, unless otherwise specified in this Agreement.

2.1 Members of the bargaining unit, in each school, may form the Faculty Advisory Committee which should be proportionally representative of all groups, grade levels, and subject areas, and the purpose of which shall be to formulate recommendations relative to use of profits from vending machines, textbook selection, materials and supplies required for the instructional program, budget allocations, implementation of this Agreement, inservice education, the Comprehensive Plan, recommend to the principal a representative from the school to serve on the calendar committee (see Article 21) if such is formed, and other such matters as they consider appropriate or are presented to the committee by the principal. Recommendations formulated by the committee shall be presented in writing to the building principal. The building principal may, from time to time, attend the meetings. The building principal shall review the recommendations and take such action as he/she deems to be appropriate. Rationale for acceptance or rejection of these recommendations shall be placed in writing and presented to the committee.

2.2 Employees may, with permission of the building principal, use school buildings for meetings of their Organization.

2.3 During each faculty meeting and the first general meeting of faculties, an Organization representative will be given an opportunity to announce Organization meetings.

2.4 The Organization may place communications in bargaining unit members' mailboxes.

2.5 Employees may post notices relative to Organization business on a bulletin board within each school building. The location of each bulletin board shall be mutually agreed upon by the building principal and the Organization. In each case the posted material shall bear the Organization's name and the date of posting. The principal may remove any material from the bulletin board that he/she feels is illegal, lewd or obscene provided that he/she contacts a representative of the Organization as soon as possible.

2.6 Authorized representatives of the Organization will be permitted to transact Organization business on school property with permission of the building principal or principal's designee. The representative(s) of the Organization shall notify the principal or principal's designee that he/she is on campus. This access shall not interfere with or disrupt normal school operations nor be at a time when a teacher is in direct contact with pupils.

2.7 The Board agrees to furnish to the Organization at duplicating cost, upon request, the annual budget and financial report. Agenda and attachments to all Board meetings will be furnished at no cost to the Organization.

2.8 Insofar as it does not affect their instructional responsibilities, the private and personal life of any teacher will not be a concern of the Board unless brought to the attention of the Board in a manner prescribed by law.

2.19 Nothing contained herein shall be construed to deny or restrict to any teacher any rights or responsibilities they may have under the laws of Florida or other applicable laws, rules or regulations. The rights and responsibilities in this Agreement shall be deemed to be in addition to those provided elsewhere.

2.10 When it is necessary for the Association President and/or his/her designee(s) to engage in union activities directly relating to the duties of the Association, which cannot be performed other than during school hours, or are the result of an emergency situation, the said representative(s) may apply for Association Leave with pay as is necessary to perform any such activities. Salary cost paid by the Board during approved Association leave shall be reimbursed by the Association. Such leave must be applied for in advance and approved by the principal. No more than five (5) days of Association Leave shall be granted to any one person. Normally, no more than one (1) teacher from each school will be on Association Leave on any one day, with the exception of the annual FEA Delegate Assembly, where the Association may release up to three (3) representatives, with no more than that three (3) from any one worksite. Such leave will require prior notification and approval of the UCTO President and Superintendent at least five (5) days before the day the leave is needed.

a. The Association may request release for more than (3) representatives on those rare occasions when this may be necessary by obtaining the approval of the Superintendent. If additional members are approved, this Association Leave shall be reimbursed by the Association.
b. When an employee is engaged in any activity that is considered a representational activity, the district will incur the cost of the leave. Examples of this type of leave are listed below:
    i. Preparing, filing, or pursuing unfair labor practice charges or grievances.

ii. Representing public employees in investigatory interviews; disciplinary proceedings or appeals, including termination; or other administrative or legal proceedings.
iii. Engaging in collective bargaining and any related contract ratifications, mediation, factfinding, or arbitration.
iv. Administering a collective bargaining agreement.
v. Participating in labor-management committees.

c. The Superintendent may grant TDE with pay to association representatives to participate with the administration in activities that are deemed to bin in the best interests of the school system.

Senate Bill 1296 Beginning with line 1801
*Language on District Reimbursement for Union Duties i.e. subs

2.11 A curriculum committee will be formed on an as needed basis at the elementary, ~~middle~~, and high school level. The purpose of the curriculum committee is to provide leadership in curriculum development at the school site. The committee will preview all new courses, curriculum, and programs to ensure that academic standards are maintained. The curriculum committee will make recommendations in writing to the school principal and district level Director of Curriculum regarding any changes or implementation of any new curriculum or programs.

The UCTO President or his/her representative shall appoint no less than three (3) teachers to serve on the curriculum committees at each school site.

## ARTICLE 3 - NEGOTIATION PROCEDURES

3.0 During the course of any negotiations described in this article, the parties mutually pledge that such negotiations shall be conducted in good faith. If either party determines that further negotiations seem impossible of producing a satisfactory agreement, then either party may initiate the impasse procedure provided by law.

3.1 If either party desires to modify or amend the Agreement, a written notice must be given to the other party. If such notice is given, negotiations for a successor Agreement shall be initiated before this Agreement expires.

3.2 In the event that it is mutually agreed that an article of this Agreement should be renegotiated, the representatives of the Board and the Organization agree to meet. These meetings are not intended to bypass the negotiations or grievance procedures. Each party will submit to the other, at least five (5) working days prior to the meeting, an agenda covering what they wish to discuss. If a meeting results in a mutually acceptable amendment to the Agreement, said amendment shall be subject to ratification by the Board and Organization the same as this Agreement.

3.3 In the event that both parties agree to meet during regular working hours, release time shall be provided to the Organization negotiating team. This release time shall be without loss of pay. When negotiations must occur after contracted hours, comp time shall be provided to the member of the Organization's bargaining team.

3.4 In any negotiations described in this Agreement, neither party shall have control over the selection of the negotiating representatives of the other party. Negotiating sessions shall be held at mutually agreed dates, times and places. The date, time and place of the next session

will be agreed upon as an item discussed during each meeting. During negotiating sessions, either party may caucus privately.

3.5 Any costs incurred through mediation will be borne by the party requesting the service. Fact finding costs will be shared by the Board and the Organization.

3.6 Any requests for a waiver of provisions of this bargaining agreement for the purpose of implementing School Improvement issues and/or critically low school issues shall be submitted in writing to the Superintendent and UCTO for disposition. The UCTO shall be notified at least ten (10) workdays that a waiver is being considered prior to the submission on any formal request for a waiver. Any waiver granted is for one year only and must be resubmitted on a yearly basis.

The affected employees must ratify any waiver that requires a substantial change in language or past practice.

3.7 Throughout negotiations, all tentative agreements shall be signed by representatives designated by each party. There shall be four (4) signed copies of any final Agreement. Two (2) copies shall be retained by the Board and two (2) by the Organization. It is recognized that no agreement between the parties shall be final until signed by the chief executive officer or his designee and ratified by the Board and by members of the bargaining unit, as outlined in Florida Statutes subject to any revisions or amendments thereto.

## ARTICLE 4 - GRIEVANCE PROCEDURE

4.0 The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to disputes between the parties hereto involving the interpretation or application of this Agreement. Both parties agree that these proceedings shall be kept as informal and confidential as may be appropriate. A grievance shall be filed by a member(s) of the bargaining unit.

4.1 Any bargaining unit member shall have the right to request representation by the Organization at any step of the grievance procedure. No grievant may be required to discuss any grievance if the Organization representative is not present. However, any individual grievant shall have the right to present grievances to the proper level and to have such grievances adjusted, without intervention of the bargaining agent as long as the adjustment is not inconsistent with this Agreement and if the bargaining agent has been given reasonable opportunity to be present at any meeting for the resolution of such grievance. A grievant shall not be represented by a representative of any other employee organization.

4.2 Grievances will be processed as rapidly as is possible to obtain full facts on which to base sound judgment with the number of days indicated at each step to be considered as maximum. Time limits may be extended by mutual consent.

4.3 All grievances shall be brought to the attention of the principal or appropriate supervisor within fifteen (15) days of the occurrence of the grievance or within fifteen (15) days of when the employee knew or should have known of the events which gave rise to the grievance or they will not be considered. Copies of the principal's or supervisor's decision given at any step beyond step one shall be provided to the Organization.

4.4 (1) The term "days" when used in this article shall mean teacher work days.
(2) "Employee" shall mean any member of the bargaining unit.
(3) "Supervisor," where appropriate, shall mean the principal of the school.
(4) "Grievant" shall mean employee or group of employees.
(5) "Grievance" shall mean an alleged violation or a dispute involving the interpretation or application of this Agreement.

4.5 Within fifteen (15) days of the time an alleged violation occurs, the grievant will present the grievance to his supervisor during non-pupil contact time. Within five (5) days after presentation of the grievance, the supervisor shall give his answer orally to the grievant.

4.6 Step One. If the grievance is not resolved, the grievant may, within five (5) days after receipt of the supervisor's answer, submit to the supervisor a signed, written statement of grievance. The statement of grievance shall name the employee or employees grieving, state the facts giving rise to the grievance, identify the section of the Agreement alleged to have been violated by reference, state the contention of the grievant with respect to these provisions, indicate the relief requested, and shall be dated and signed by the grievant or grievants. The supervisor shall give the grievant a signed answer in writing no later than five (5) days after the receipt of the written grievance.

4.7 Step Two. In the event that the decision of the supervisor is not acceptable, the grievant may, within five (5) days, appeal the grievance to the Superintendent or his designee. The grievant, and his/their representative(s) may meet with the Superintendent or his designee, who is not the supervisor in Step One, within ten (10) days in an attempt to resolve the matter. The Superintendent or his designee shall give an answer in writing within five (5) days from the time of the meeting.

4.8 Upon mutual agreement of the parties, the grievance may be submitted to grievance mediation prior to submitting the grievance to arbitration according to the procedures outlined in Article 4.9. When the parties agree to submit the grievance to mediation, the timelines are waived until the mediation process is concluded.

4.9 Step Three. If the grievance is not resolved by Step Two, the grievant, following such procedure as is required by law, may have the grievance placed on the agenda of the next regularly scheduled Board meeting. In the event a grievance cannot be heard within ten (10) days, a special meeting will be called for the purpose of hearing the grievance. The Board shall give its answer in writing within ten (10) days.

4.10 Step Four. If a satisfactory disposition of the grievance is not made as a result of the procedure provided for in Step Three, the grievant shall have the right to appeal the dispute to an impartial arbitrator mutually agreed upon. Such appeal must be taken within ten (10) days from the written response in Step Three. If the parties cannot agree to an arbitrator within five (5) days, an arbitrator will be requested from the American Arbitration Association.

4.11 The arbitrator shall have no power to alter, add to, subtract from, disregard, or modify any of the terms of this Agreement. He shall have no power to rule on any of the following: (except as these may be provided for in this Agreement)

(a) The termination of services of, or failure to re-employ any unit member.
(b) The placing of non-tenure unit member on a fourth year of probation.

(c) The failure to reassign a unit member to an extracurricular position.
(d) The specific content of the evaluation of a teacher.

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

4.13 If the question of arbitrability is raised by the Board, the question shall be determined in the first instance by the arbitrator. The arbitrator shall confer with the representatives of the Board and the grievant and hold hearings promptly and shall issue a decision not later than twenty (20) days from the close of the hearing or final submissions.

4.14 The arbitrator shall be required, if requested by either party, to consider any provisions of any Federal, State or Local laws or such procedures or rules of evidence as would be considered by a court of competent jurisdiction in a hearing on a similar matter.

4.15 The arbitrator's decision shall be in writing and shall set forth findings of facts, reasoning and conclusions on the issue submitted. The decision of the arbitrator shall be final and binding on the grievant, and on the Board.

4.16 The fees and expenses of the arbitrator shall be borne equally between the Board and the grievant. Any other costs shall be borne by those who unilaterally incur them.

4.17 Grievance hearings at all stages will be held, insofar as possible during non-pupil contact hours. When such hearings and conferences are held at the option of the administrator, during school hours, any unit member whose presence is required shall be excused, with pay, for the purpose.

4.18 All claims for back wages shall be limited to the amount of wages that the employee would otherwise have earned. No decision in any one case shall require a retroactive wage adjustment in any other case.

4.19 Neither the Board nor the grievant shall be permitted to assert, at any step beyond Step Three, any grounds or evidence not previously disclosed to the other party, and no evidence or claim may be introduced in arbitration which was not introduced in the previous stages of the grievance.

4.20 In the event a grievance is filed so late in the school year that adherence to the time limit may result in hardship to any party, the Board shall use its best efforts to process such grievance prior to the end of the school term or as soon thereafter as possible.

4.21 Nothing in this contract shall preclude the withdrawal of a grievance at any point in the process by the grievant.

4.22 A teacher shall not be subject to discrimination, discipline, or reprisal based upon the teacher's initiating, processing or participating in any way in the grievance procedure.

## ARTICLE 5 - TEACHING CONDITIONS

5.0 The length of the teacher's work day will be seven hours and thirty minutes (7 1/2 hours) including lunch. Exceptions to the normal work day may be granted by the principal for extenuating circumstances. However, all such exceptions must be documented in writing and maintained on file in the principal's office. If any compensatory time is granted by a building principal, it may be cumulative for one year only, but for returning teachers, may be used until February 1, of the following year, and is to be used during non-student contact hours mutually agreed upon. Compensatory time may be taken during student contact time provided that: (1) the teacher taking compensatory time has found another teacher, agreeable to the principal, who is free to take his/her class without compensatory time, (2) prior permission has been received from the principal.

5.1 A teacher directed planning period corresponding to the normal class period of time, during which that period is scheduled, will be scheduled daily for teachers at Union County High School and a planning period for Lake Butler Elementary School teachers. School administrators may schedule up to 2 meetings per month to take place during the planning period. This excludes IEP and 504 meetings that require the representation of instructional personnel.

5.2 Two (2) pre-planning days will be available for the teachers free of any meetings, training, or interruptions to work in their classrooms. It is understood that these days may not necessarily be the last 2 days of pre-planning prior to the students' return. The calendar committee may agree to move one (1) or both of the “free” planning days to another day later in the school year (i.e. one (1) “free” day during pre-planning and an additional one (1) “free day” to be used later in the school year or no free days during pre-planning and two “free” days to be used at an agreed up time later in the year.

5.3 The district has four (4) professional development days per fiscal year. These days are designed for training and are part of the teacher’s contracted year. Teachers are expected to be in attendance. Thus, it is agreed that compensatory time or personal leave will only be approved for use after the staff development, training or meetings have concluded. Attendance will be documented in the teacher evaluation plan under Professional Responsibilities element #21. The only excused absence will be any teacher on temporary duty, jury duty, or emergency situations.

5.4 1. Beginning with the 2017-2018 school year, the addition of two (2) teacher workdays will be placed on the district calendar. Teachers will be able to use compensatory time or leave time to take off. This will be no cost to the district. (The district calendar will need to be amended to reflect 174 student days. This will in no way endanger the mandatory student seat hours at any of the schools. We will still have more than 10+ days to spare. )

2. The district provides four (4) teacher work days that are placed on the calendar that correspond with the end of each grading period. These teacher work days are provided for teachers to input student grades and for planning purposes. Teachers are able to use compensatory time or leave time to take off.

3. Beginning with the 2019-2020 school year, the teacher work day corresponding to the 4th nine-week grading period was adjusted to be used for additional planning during the week(s) of pre-planning for the 2020-2021 school year.

4. The District will allow teachers the option of working virtually by providing one (1) virtual planning day to be used only on the teacher work day associated with the end of the first semester.

5.5 Teachers shall have a duty-free, uninterrupted lunch period of not less than twenty-five (25) consecutive minutes within the regular lunch hours. In the event of an_emergency and a teacher volunteers to cover lunch duty, he/she will be given double compensatory time.

5.6 Except in cases of emergency, two work days notice will be given prior to any faculty meeting which is planned to exceed the customary working hours.

5.7 Where keys are available, teachers will be provided with a key to the room(s) in which they teach. Teachers will pay for replacement of any keys not returned.

5.8 Whenever it is necessary to replace existing classroom and teacher's workstation furniture, it will be ordered with locking features as required to provide lockable storage space for instructional materials, personal effects, and classroom files.

5.9 Efforts will be made to keep classrooms free of unnecessary interruptions as determined by the principal.

5.10 In the event of an emergency, such as fire or bomb threats, teachers shall make every effort to assure that their students are safely removed from danger. Upon compliance with that, teachers shall not be required to perform duties which may endanger their health, safety or well-being.

5.11 When space and facilities are available, teachers shall have a lunchroom, restrooms, lavatory facilities, and a workroom for their use.

5.12 Teachers will be provided a permanent teaching station when possible.

5.13 A conference area, private if available, shall be provided in each school.

5.14 When available, a copy of the teachers' edition of all texts ordered for classroom use will be ordered for each classroom set of texts. Copies of the teachers' edition of texts currently in use may be ordered in the same manner as any other instructional material.

5.15 When school is not in session, teachers may be given access to the building by arranging such access with the building principal.

5.16 Observations of a teacher's class by persons other than Board Members, administrative or supervisory personnel should be conducted by appointment after a one day or more notice. Parents or guardians may attend their child's class at any time provided that their presence does not disrupt the normal learning environment or program. The purpose of such attendance shall be made known to the teacher and building administrator prior to the visitation. Any visits subsequent to the initial visit shall occur after the parent/guardian, teacher and building administrator has developed an action plan. No parent/guardian visit shall disrupt the normal learning environment or program. Disruption of the program shall be determined by the action plan. Teachers encourage parents to volunteer at schools and participate in school activities.

5.17 Teachers shall not be recorded without their prior knowledge as per Fl. St. 934.03.

A. The Board may install video cameras on Board property and vehicles (to exclude restrooms and faculty/staff lounges) for the purpose of security and student/employee safety.

B. A sign indicating the facility has video cameras or recording equipment for security reasons shall be placed at the main entrance to the school or worksite.

C. Any teacher with recording equipment in his/her classroom must be notified in writing by the first day of pre-planning. The teacher will sign an acknowledgment of this equipment annually.

D. If administrators have reasonable suspicion of possible misconduct or illegal activity on the part of the teacher as per FAC 6A-10.081, video recordings may be reviewed only by administrators and law enforcement if necessary. Its contents may be used as evidence to verify or disprove possible teacher misconduct.

E. UCTO representatives can be notified at the request of the teacher if disciplinary action is being considered and recommended action will be based on totality of the evidence, rather than the video recording(s) in isolation.

5.18 Telephones will be available for school use. Personal, long distance calls will be made at the users' expense.

5.19 Beginning in the 2016-17 school year, the following guidelines will be implemented for lesson plans:

A. Category 1 Teachers and any teacher currently on a Professional Development Improvement Plan

1. Teachers turn in plans weekly or by unit.
2. Submitted on principal approved template (understanding it will be a work in progress) in Google Docs.
3. Teachers will update/finish plans within 5 working days following the completion of a formal observation.
4. Plans must be up-to-date at the end of each 9-weeks (if not then the principal can deny comp time or personal leave for teacher workday).
5. Principal will give feedback to all category 1 teachers and teachers on a professional development improvement plan from a unit submitted during the first 9-weeks no later than the 10th working day of the 2nd 9-weeks.
6. Continuing through the year, the principal will follow-up with category 1 teachers or teachers on a professional development improvement plan whose plans are lacking in any area within 10 working days of the finished lesson plan submission (understanding no feedback is assumed innovative lesson plans).

B. Category 2 Teachers

1. Turn in one unit/3 consecutive weeks of plans to be submitted during 2nd or 3rd grading period used to meet elements #1-3 in the teacher evaluation plan. Due to the large volume of lesson plans, administrators reserve the right to assign a month in which the plans need to be submitted (i.e. 3rd grade in January, ELA in February).

2. All lesson plans must be uploaded electronically to Google Docs for each semester by the end of the workday following the end of the semester (i.e. December and end of post-planning day). If lesson plans are not uploaded, then the principal can deny comp time or personal leave for teacher workday).

3. Lesson plans shall be readily available to administrators upon request throughout the year.

C. All district Teachers

1. All lesson plans for the entire year must be uploaded electronically by the last day of post-planning.

## ARTICLE 6 - TEACHERS' AUTHORITY AND PROTECTION

6.0 Student discipline is facilitated when students are required by teachers, and others in authority, to conform with all school rules and regulations and comply with all orders incident to school routine given by those in authority.

6.1 Supervisory and other staff personnel may be called upon to lend support and assistance to teachers with respect to the maintenance of control and discipline about the schools and in the classroom. Whenever it appears to the teacher that a particular student requires the attention of special counselors, social workers, law enforcement personnel, physicians, or other professional persons, the teacher shall make specific recommendations in writing to the building principal, who will take steps to provide such assistance, as may be available and appropriate.

6.2 A teacher shall have the authority provided in Section 1003.32, Florida Statutes, and the District shall administer student discipline consistent with applicable law, School Board policy, and the District Student Code of Conduct.When a teacher recommends a disciplinary consequence or removes a student from the classroom pursuant to Section 1003.32, Florida Statutes, the principal shall respond in accordance with the requirements of that statute. Nothing in this Article shall be construed to: Expand or diminish the rights or obligations established by Florida law; Create contractual rights or remedies beyond those provided in Section 1003.32, Florida Statutes; Limit the principal's authority to determine appropriate student discipline or placement as authorized by law; or Restrict the District's authority to administer discipline consistent with state law, School Board policy, and the Student Code of Conduct.

6.3 Any case of assault on a teacher while acting in the line of duty shall be promptly reported to the Board or its designated representative. The Board shall provide advice to the teacher concerning his/her rights and obligations with respect to such assault and render all reasonable assistance to the teacher in connection with handling of the incident by law enforcement and judicial officials. Information regarding the use of justifiable force in defending one's self or others may be found in Chapter 775 Florida Statutes.

6.4 Student records shall be maintained and access thereto shall be as prescribed by law.

6.5 Material from any source other than official evaluations and disciplinary actions which are derogatory to an employee's conduct, service, character or personality shall not be placed in the employee's file unless the teacher has been notified. The employee shall acknowledge that he/she has read material by affixing his/her signature to the actual copy to be filed. Such signature does not necessarily indicate agreement with the content of such material.

6.6 No anonymous material, other than short term administrative working notes or instructions, shall be placed in the teacher's file.

6.7 Teachers shall have the right to answer any material filed, to have such answer reviewed by the appropriate representative of the Board, and to have the teacher's answer attached to said material.

6.8 Teachers may request and will be given, at cost, a copy of any materials in their file. Teachers may inspect the contents of their personnel files.

6.9 If any teacher is complained against or sued as a result of an action taken by the teacher as a legitimate part of his/her responsibilities, the Board may provide legal counsel and render all necessary assistance in defense of the teacher as defined in 1012.26 Florida Statutes.

6.10 “If disciplinary action is to be taken against a teacher, based on a complaint made by a parent, student, or other individual, the teacher shall be provided all information related to the complaint(s) and the complainant(s). The teacher shall be given a hearing before the school administrator and/or seek resolution through the grievance process.”

6.11 No teacher shall be disciplined, i.e., receive a documented reprimand which becomes a permanent part of their record, nor shall they be suspended (with or without pay), returned to annual contract or discharged without just cause as defined in Section 1012.33 Florida Statutes as: immorality, misconduct in office, incompetence, gross insubordination, willful neglect of duty, drunkenness, or conviction of any crime involving moral turpitude.

## ARTICLE 7 - GENERAL EMPLOYMENT PRACTICES

7.0 The Board may require a physical examination by a physician licensed in Florida when, in its judgment, such an examination is relevant to teaching performance or employment status. The selection of the physician shall be made by the teacher involved and the Board shall pay all costs incurred in the examination resulting from the requirement of the Board. Routine annual physical examinations or "Health Statements" will not be required.

7.1 If the principal deems it necessary, substitutes will be obtained for absent teachers. Except in case of emergency, teachers shall not be required to substitute for other teachers unless they volunteer to do so. Teachers' plans should be sufficiently adequate to permit substitutes to adequately perform their duties.

7.2 All instructional employment in summer school shall be filled according to the following:

1. All teachers who apply shall apply for summer school classroom positions which are open at centers affecting their school.

2. A. Only teachers under contract in the county for the year preceding and/or the next year will be considered for summer school employment.

   B. No teacher receiving a needs improvement or unsatisfactory evaluation on their most recent completed evaluation will be eligible for summer school employment.

3. Assignments to such positions in each summer school center shall be made according to the following ranked criteria:

A. Proper certification and qualifications are held by the employee.

B. Employee has taught one (1) year in the subject applied for within the past three (3) years or is assigned to teach the subject for the next school year.

C. Uninterrupted seniority in the district will be considered.

7.3 Notification of anticipated rank change must be received by the Board on or before June 30, in order for pay to be effective in the following school year.

7.4 Every effort shall be made to employ teachers who are fully certified in the subject area to which they are assigned. A teacher assigned to a teaching position for which he/she is not certified shall make an effort to obtain certification in that field. If an assignment is made by the district, then the district will incur the cost of the certification. If it is a requested assignment by the teacher, he/she is responsible for the incurred cost of the certification.

7.5 Deductions for personnel during the regular school term for absences without pay shall be the number of days of such absence times the annual salary, divided by the number of days of contracted employment.

7.6 The exclusive rights to ownership and possession of educational materials, tapes, publications, and other educational matters produced by employees on district time, or by the use of school facilities, material, or equipment, shall remain exclusive property of the district. Such materials may be produced or developed on the employee's own time and not with the use of district materials, equipment, or facilities are in no way the concern of the district.

7.7 Annual contract teachers shall be notified in writing of their renewal or nonrenewal for the subsequent school year by May 15.

## ARTICLE 8 - TRANSFERS AND REASSIGNMENTS

8.0 Transfers and reassignments of teachers may occur on a voluntary or on an involuntary basis.

8.1 Personnel required for the implementation of any new program or the filling of a vacated position should be selected from among qualified applicants. Should an applicant from the bargaining unit require only inservice training or attendance at workshops not to exceed four (4) weeks in length to become qualified then all other things being equal, the bargaining unit member shall be given consideration.

8.2 For the purpose of this article, a transfer shall be defined as a change in grade, subject, assignment, class, building or position. Teachers who desire a transfer to another school or position in the district shall send an email to the principal and Superintendent with their request. The principal will acknowledge through email receipt of the request.

Voluntary Transfer and Reassignment Provisions:

8.3 Any teacher wishing to transfer to a different cost center must submit an application in the automated system for the available position once it is posted. Any teacher wishing to transfer within their current cost center must consult with their site administrator for consideration.

8.4 All applications for transfer will be reviewed prior to assigning a new teacher to a specific position and prior to making assignments for the next school year. All requests received will be considered valid until the applicant is no longer employed in the district or, the request is withdrawn by the individual or the request is returned with a notation of official action taken. Any transfer made pursuant to a valid request will be considered a voluntary transfer.working

8.5 The instructional needs of the district school program shall be the primary consideration in acting on voluntary transfers. Among other factors to be considered shall be desires of the individual, certification, experience, documented behavior violations, performance evaluations, and previous transfers. All things being equal, seniority shall be the determining factor.

8.6 When voluntary transfer and/or reassignment requests are acted upon, pending school board approval, the administration will notify the teacher in writing of said action as soon as possible after the action is taken, but not later than five (5) teacher workdays following the action.

Involuntary Transfer and Reassignment Provisions:

8.7 When, in the judgment of the school board, a transfer is deemed necessary, a properly certified teacher will be transferred or reassigned first under the provision for voluntary transfers.

8.8 In the absence of a teacher willing to volunteer, the principal will use the following factors in making an involuntary transfer: certification, experience, documented behavior violations, performance evaluations, and previous transfers. All things being equal, the teacher with the least seniority will be involuntarily transferred.

8.9 When involuntary transfer or reassignment action is taken, pending school board approval, the administration will notify the teacher in writing, as soon as possible after the action is taken, but not later than five (5) teacher workdays following the action.

## ARTICLE 9 - VACANCIES AND PROMOTIONS

9.0 If a new position or vacancy occurs in the district, which is listed on the administrative, instructional, adult school or supplementary salary schedule, the Superintendent or his designee shall cause the vacancy to be publicized by posting a notice online via the district website and providing an email to the school board employees. Notices will give a brief job description, anticipated salary range, effective date, deadline and filing instructions. The notice will be posted at least five (5) working days prior to filling the position on a permanent basis.

9.0(a) During the last two (2) weeks before the start of the school year and during the first two (2) weeks students return to school, the district can waive the required posting from five (5) working days to one (1) working day prior to filling a position.

9.1 Current and qualified internal candidates will be interviewed first and given priority when filling the position. Factors for consideration shall be certification, experience, documented behavior violations, and performance evaluations. When all factors are considered equal, seniority shall be the determining factor.

## ARTICLE 10 - TEACHER EVALUATION

Each year, an Evaluation Committee (see Article 21) will meet not less than once annually to make recommendations on the plan and processes by which teachers will be evaluated. If changes are necessary, the methodology, training and procedures may be adjusted through the bargaining process.

10.0 Management shall use the evaluation procedure for the purpose of formal written evaluations of employee's performance. Each teacher will be provided with a copy of any evaluation instrument to be used in assessing their performance of duty.

10.1 Prior to choosing an evaluation metric, each teacher will be provided an explanation of and given an opportunity to discuss the evaluation process and procedures, including the measurement matrix, within 30 days of the Florida DOE providing cut scores for proficiency and growth.

10.2 Any written reports of evaluation shall be discussed with the teacher. The evaluator and teacher shall sign the report before it is placed in the teacher's personnel file. The signature of the teacher does not necessarily indicate that the teacher agrees with the report but rather that the teacher has seen the report and discussed it with the evaluator. Teachers will be given a copy of all such reports and shall have the right to respond thereto in writing which response shall be attached to the evaluation report in the teacher's record.

10.3 The method of evaluation shall not be of a clandestine or secretive nature. No evaluator shall attempt to conceal an observation from a teacher.

10.4 Since one of the purposes of evaluation is to improve the quality of instructional services to the district, a statement of any deficiencies noted shall be made in writing along with a statement of suggestions made to help attain desired improvements and the length of time suggested in which improvements might be achieved. To secure the maximum benefit from evaluations, first year teachers in the system should be evaluated during the first semester. All evaluations should be completed by the third nine week grading period.

10.5 The assessment file of each individual shall be open to inspection only by the Board, Superintendent and members of his/her staff, the principals and administrative staff, the individual and such other persons as the individual or the Superintendent may authorize in writing. The individual shall be informed of authorizations made by the Superintendent to other such persons.

10.6 Any employee who disagrees with the content and/or procedures of their evaluation may appeal through the Grievance Procedure as outlined in Article 4.

10.7 Annual contract teachers who receive an evaluation rating of Effective or Highly Effective based on their Instructional Practice evaluation score shall be provided an instructional position provided that the following conditions are met:

- Three consecutive years of Effective of Highly Effective summative evaluation scores
- A funded vacant position for which he/she is certified exists in their current school.

- Annual contract teachers reduced at a school site will be guaranteed an interview and consideration for a position in which they are qualified.
- Has not been placed on a success plan during the evaluation cycle of that year or received formal corrective action for instructional deficiency or behavior violations.
- If there are fewer vacant positions than certified annual teachers meeting the above criteria, the District will adhere to F. S. 1012.33(5).

10.8 Teacher of the Year selection will be held in the following manner:

1. School-site Selection:

   Teachers who are nominated for teacher of the year for their school will submit a resume for consideration by the faculty. This resume will include, but be not limited to, their educational background, their educational philosophy, classroom procedures and innovative classroom programs that they implement in their classrooms. Then a final vote will be taken to select the teacher. Votes will be tallied by an administrator and faculty representative.

2. County-wide Selection:

   Each teacher of the year who has been nominated by their schools will complete the State Teacher packet and submit to the Personnel Director. A committee consisting of professional educators outside of the district will observe, interview, and make the final selection for teacher of the year.

10.9 Approved Teacher evaluation available at District website: URLpostedHERE

## ARTICLE 11 - REDUCTION IN PERSONNEL

11.0 In the event the Board determines that the teaching staff must be reduced, the Board shall give written notice to the teachers who may be affected and to the Organization before implementing such reduction. The written notice shall state the reason for reduction.

11.1 If a reduction in teaching staff is determined to be necessary,the District will adhere to F. S. 1012.33.

11.2 When it becomes possible for teachers to be rehired, the Board will determine the number of positions to be filled and in which grade levels, subject areas or programs the positions will be. Laid-off teachers will be given the opportunity to reapply for their previous position or to any other position for which they may be qualified. Teachers should keep the Board advised of their current address.

11.3 Any sick leave accumulated by an employee prior to a layoff shall remain credited, without loss, upon recall unless it has been otherwise transferred at the request of the employee.

If a teacher requests it, he/she will be granted his/her four (4) days personal leave before employment is terminated.

## ARTICLE 12 - LEAVE

12.0 Leave is permission, granted in advance by the Board, for an employee to be absent from his/her duties for a specific period of time with the right of returning to employment upon expiration of the leave.

12.1 Leave must be officially granted in advance and not be granted retroactively. Sick leave is considered to be granted in advance if the employee submits a completed form to the proper authority on the day he/she returns to work or as soon thereafter as possible.

12.2 Any person who is willfully absent from duty without leave shall forfeit compensation for the time of such absence and his/her contract shall be subject to cancellation by the Board.

12.3 SICK LEAVE - Any teacher employed on a full-time basis who is unable to perform his/her duties because of illness or medical appointment, or illness or death of spouse, parent, child, brother, sister, grandparent, grandparent-in-law, brother-in-law, sister-in-law, other close relative or any relative or dependent who resides within the teacher's household, shall be granted leave of absence for sickness by the Superintendent or his/her designee.

Full-time teachers shall be entitled to four (4) days of sick leave as of the first day of employment of the contract year, and thereafter, earn one (1) day of sick leave for each month of employment, which shall be credited to the member at the end of that month. Each member shall be entitled to earn no more than one (1) day of sick leave times the number of months of employment. Unused sick leave may be accumulated from year to year. One-half of this cumulative leave must be established in the School District of Union County.

Any teacher who finds it necessary to be absent because of illness shall, if possible, notify the principal of the school, or his/her designee, prior to the opening of school on the day on which he/she must be absent. It is the responsibility of the school administrator, not that of the teacher, to obtain substitute teachers.

Any teacher, before claiming and receiving compensation for the time absent from his/her duties because of sick leave shall make and file with the school administrator, immediately upon return from leave; a written certification which shall be on a form prescribed by the Board and be made available in the school office.

Where there is a reasonable doubt about the sick leave claim, the Superintendent may require a certificate of illness, as required by Chapter 231 Florida Statutes, from a licensed physician or from the county health office.

12.4 SICK LEAVE BANK – Union County School Board Policy 6.24 addresses the procedures and requirements for employees interested in participating in the Employee Sick Leave Bank. (Appendix A)

12.5 ILLNESS-IN-LINE-OF-DUTY LEAVE - Teachers shall be entitled to ten (10) days of illness-in-line-of-duty when he/she has to be absent from his/her duties because of personal injury received in the discharge of duty. Teachers shall be entitled to ten (10) days illness-in-line-of-duty leave each year when he/she has to be absent from his/her duties because of illness from any contagious or infectious disease contracted in school work excluding the common cold and flu. Such leave shall be non-cumulative and shall not be charged against the accrued sick leave of the individual. All claims for illness-in-line-of-duty

leave shall be submitted to the Superintendent. If approved, he/she will authorize payment thereof.

All leave in excess of ten (10) consecutive days shall be considered for approval by the Board. The Board shall satisfy itself that the claim currently states the facts and that the employee is entitled to such leave. The employee shall:

(a) File a physician's statement stating the employee is/was unable to return to duty.

(b) Use vacation leave to which entitled.

(c) Use all sick leave to which entitled.

The leave approved by the Board may be for the duration of the contractual period.

12.6.1 PERSONAL LEAVE - Teachers may designate up to six (6) days of sick leave as personal leave each year and shall be non-cumulative. The teacher shall not be required to give reasons for such leave, except that the leave is for "personal reasons." (Note: Personal leave is a subsection of an employee's sick leave.)

Personal Leave must be approved 48 hours in advance. Under extenuating circumstances, leave forms must be filled out within twenty-four (24) hours of returning to work provided prior permission for the leave has been obtained from the principal.

Personal Leave Without Pay - Teachers may be granted personal leave, without pay, by the Superintendent, not to exceed ten (10) days during any one school year. All such leave must have prior approval by the Superintendent, otherwise, the person is subject to dismissal.

Where personal leave exceeds ten (10) days, a written request shall be presented to the Board, through the Superintendent, for consideration.

Personal leave may not be granted to accommodate other employment. Any person on personal leave who accepts other employment will have the personal leave canceled and may be disciplined up to and including termination of employment.

12.7 TEMPORARY DUTY - Temporary duty shall be equal to the regular duties of the individual and employees performing such assigned duties shall not be considered to be on leave.

Teachers may be temporarily assigned and therefore absent from their regular duties and place of employment for the purpose of performing other educational services, including participation in surveys, workshops, institutes, study courses and professional meetings within the limitations provided in State Board Regulations 6A-1.84.

Employees may not be assigned for temporary duty for the purpose of earning college credits, improving rank or renewing certificates except when participating in a staff development program approved by the School Board.

Temporary duty shall be granted to appear as a witness in court or serve as a juror in accordance with the Board Policy in effect at the time the temporary duty is granted. Proof of jury summons is required.

12.8 PARENTAL LEAVE - A teacher may apply for parental leave, without pay, which may take place at any time between commencement of the pregnancy and one (1) year after the child is born. Such leave shall commence on a date determined by the teacher in consultation with the doctor. The Superintendent shall be notified in writing of when the leave is to commence. Sufficient notice should be provided so that a qualified teacher may be found to take his/her place.

A teacher who is pregnant may continue active employment as late in her pregnancy as she desires, provided she is able to perform her required duties. All or any portion of leave taken by a teacher because of medical reasons, connected with or resulting from her pregnancy may, at the teacher's option, be charged to available sick leave.

A teacher adopting a child may apply for parental leave to commence at any time during the first year after receiving de facto custody of said child.

A teacher may return to duty upon certification of her physician that she is physically capable of performing her duties. If a teacher notifies the Superintendent of her desire to return to active employment after a leave which has been charged to sick leave, said teacher shall immediately be assigned to the same position which she held or, if the position no longer exists, to a substantially similar position for which she is fully qualified. In other cases, the teacher shall notify the Superintendent of her desire to return to active employment after the termination of a pregnancy, the acquisition of a de facto custody of a child, or the birth of a child. The teacher shall be assigned to the same position or to a substantially similar position for which he/she is qualified. If the teacher desires to return to employment during the school year before his/her parental leave is terminated, a suitable vacancy must exist.

12.9 PROFESSIONAL LEAVE - Teachers may be granted professional leave with or without pay as provided in the following paragraphs:

SUMMER SCHOOL ATTENDANCE - Teachers may be granted professional leave with pay for summer school during the time pupils are not in attendance. Personnel granted leave for this purpose shall be required to submit an official transcript as evidence of summer school attendance. In addition, they must meet these requirements:

(a) To receive professional leave with pay during post-school planning, a teacher must be returning to the county to teach the following year.

(b) To receive professional leave with pay during pre-school planning, a teacher must be enrolled in school and on contract to teach in the county.

12.10 EXTENDED PROFESSIONAL LEAVE - Extended professional leave may be granted (one year at a time) without pay to teachers who have served satisfactorily in the county. No one may be granted more than two (2) consecutive years of extended professional leave. An employee granted extended professional leave for study shall carry not less than the number of semester hours required of a full-time student enrolled in that institution taking graduate work for an advanced degree. Personnel granted leave for this purpose shall be required to submit an official transcript as evidence of attendance.

12.11 MILITARY LEAVE - Military leave shall be granted in accordance with Florida Statutes 115.07 and 231.39 (SC1012.66) to those employees who are required to serve in the armed forces in fulfillment of obligations incurred under selective service laws or because of membership in the reserves or national guard.

Military leave may be granted to those volunteering for military duty, provided a suitable replacement is available.

Military leave with pay shall be granted only in accordance with Florida Statutes 115.07. This statute permits payment for a maximum of two hundred forty (240) hours to members of organized components of the reserves or national guard who are required to serve periods of military duty.

Military leave shall not extend more than six (6) months beyond the discharge date or release from active duty.

12.12 FAMILY AND MEDICAL LEAVE - Established School Board Policy shall apply to all members of the Bargaining Unit.

12.13 Any teacher granted a leave of absence as provided in this article shall be given the opportunity, unless otherwise provided, to continue insurance coverage in existing school programs during the leave, provided that the premiums for such insurance programs shall be paid by the teacher on a monthly basis in advance of the month due.

In the event that the position of a person on leave is eliminated, any substantially similar position, included within the definition of the bargaining unit, will be offered, if available, to the teacher on his/her return to duty.

12.14

Each full-time employee in a regularly established position will receive three (3) paid bereavement days upon the death of an immediate family member per occurrence, not to be counted against personal/sick leave. Immediate family includes mother, father, spouse, children, grandparents, grandchildren, siblings, and immediate in-laws. It is the employee's responsibility to notify his/her supervisor of his/her intent to use this leave. It is the supervisor's responsibility to approve and monitor the usage of bereavement leave.

## ARTICLE 13 - STUDENT TEACHING ASSIGNMENTS

13.0 All assignments of student teachers must be made through the building principal and will be voluntary on the part of the teacher.

## ARTICLE 14 - EMERGENCY SCHOOL CLOSING

14.0 In the event that it becomes necessary to close the schools for any reason, and where a teacher reported for work in good faith and is ready and willing to render service as contracted, all such days shall be considered a day of service. All teachers will be notified, if possible, that schools will be closed.

## ARTICLE 15 - ACADEMIC FREEDOM

15.1 The responsibility and right of any member of the instructional staff to present information of a controversial nature is hereby recognized. The teacher may present controversial materials or issues which are directly or closely related to the subject area being taught. In presenting any controversial material or issue, the teacher shall present all sides of the question without bias or prejudice and shall permit each student to arrive at his/her own conclusion.

## ARTICLE 16- POLITICAL ACTIVITY

16.0 The right of employees to exercise their political preference shall never be questioned, abridged, or denied by the Board or any of its agents or employees.

16.1 Employees shall be free from political coercion, and employees shall not be required to make any political contribution of any nature whatsoever.

## ARTICLE 17 - PAID HOLIDAYS

17.0 The number of paid holidays will be the number prescribed by Florida Statutes. The specific holidays for which pay is authorized will be indicated in the schedule of paydays.

17.1 The addition of one (1) floating personal holiday per full time instructional employee may be requested through the bookkeeper on a paper form (nothing to enter into Skyward) 48 hours prior to the absence to be used on or before March 31st. Any unused floating holiday will expire on April 1st of each fiscal year.

17.2 Limited to 2 instructional employees per day per school site and will be determined on a first come first serve basis. The floating holiday may not be used on any day that connects to a scheduled school holiday, teacher workday, or holiday break. This includes both before and after the scheduled holiday.

## ARTICLE 18 - PROFESSIONAL COMPENSATION

18.0 Compensation will be subject to renegotiation each year and the result will be appended to and be made a part of this Agreement.

18.1 All teachers may attend, free of charge, all school activities including athletic events in Union County except tournament and state events.

18.2 Supplemental positions are time-limited appointments. Supplemented positions are listed in the Salary Schedule. Supplemental vacancies shall be posted for 5 five days. The vacancy notice may include but not be limited to the job title, an outline of responsibilities, list of activities occurring outside the student day, amount to be paid, expectations and other desired attributes or goals.

a. Priority consideration regarding supplements may be given to qualified teacher applicants from within the school where the vacancy exists, however, the position will be given to the most qualified applicant regardless of status with the district.

b. Teachers will sign a supplement form, mutually agreed upon, indicating awareness of responsibilities, time commitment, pay and other expectations. A copy of the completed supplemental list will be forwarded to the UCTO president within five (5) days upon request by the UCTO president.

c. Should a teacher resign or otherwise be unable to complete the duties, the salary supplement shall be prorated.

d. Supplements shall be paid in a lump sum at the conclusion of the activity during the next pay period unless otherwise noted on supplemental salary schedule.
   (a) Designated supplements may be paid in equal installments, at the teacher's option.

e. Supplements shall be earned for activities the majority of which occur outside the student day.

f. Club supplements shall be earned under the following condition:

   1. Clubs shall meet at least six times throughout the school year;
   2. Clubs shall have at least ten members;
   3. Clubs shall conduct at least one service project annually.

g. Team sponsor/coaches receiving supplements are expected to prepare students in accordance with the rules of the competition for which they are supplemented and to compete at all levels where possible.

h. Clubs/Teams shall meet the criteria described in this section for at least one year before being eligible to be considered for a supplement.

i. Teachers shall be notified by their principal prior to June 30 of the school year in which they received a supplement if they are not to continue in that position for the subsequent year.

j. No individual shall hold more than three supplements without the mutual written agreement of both the Superintendent and the UCTO president.

k. The Supplemental Salary Schedule will be in dollar figures.

18.3 Manner in which teachers will receive their compensation

a. Teachers employed by the district prior to July 1, 2024 who chose to receive their compensation in 20 equal payments (twice monthly) during the 10 month contract period may choose to stay on 20 pay. Any teacher employed by the district prior to July 1, 2024 who chose to receive their compensation in 24 equal payments with the final payments after the close of the school year being received on or before June 30th will continue to stay on 24 pay. If June 30th falls on a holiday the payments shall be made on the last work day prior to June 30th.

b. Teachers employed by the district after July 1, 2024 must receive their compensation in 24 equal payments with the final payments after the close of the school year being received on or before June 30th. If June 30th falls on a holiday the payments shall be made on the last work day prior to June 30th.

c. Pay dates will be the 15th and the last day of the month except when the 15th or the last day falls on a weekend or holiday. In such cases payday will be the last work day prior to the weekend or holiday.

## ARTICLE 19 - INSURANCE

19.0 The UCTO President shall appoint at least three teachers to the Insurance Committee (see Article 21), but no less than the number of administrator/non-bargaining personnel. The Insurance Committee shall recommend changes in benefits premium increases to the School Board, and perform other duties as related to the management of the employer benefits program.

19.1 The Insurance Committee shall meet on an as needed basis and prior to open enrollment. The committee will advise teachers of the status of benefits being provided.

19.2 No changes shall be made to the current insurance rates or benefits without thirty days notice to teachers except when implementing premium reductions.

## ARTICLE 20 - MISCELLANEOUS

20.0 Copies of this Agreement, titled "Agreement Between the Union County Teachers' Organization and the School Board of Union County," shall be printed and bound in a form mutually agreed to by the Organization and the Board, at the expense of the Board, within thirty (30) days after the Agreement is signed and shall be presented to all teachers now employed or hereafter employed by the Board. The Board shall furnish five (5) copies of said printed Agreement to the Organization for its use.

20.1 The language and provisions of this Agreement, during its existence, shall be the controlling factors in any additional individual contract between the Board and the individual teacher.

20.2 Should any provisions of this Agreement be declared illegal by a court of competent jurisdiction or as a result of state or federal legislation, such provisions shall be automatically modified to the extent that it is in violation of the law. All other provisions shall remain in effect for the duration of this Agreement.

## ARTICLE 21- CONTRACT COMMITTEES

21.0 Contract Committees shall be equally representative of both management and bargaining unit. The UCTO President shall appoint bargaining unit representatives.

21.1 The following contract committees shall be established at the beginning of each contract year (July):

A. Calendar Committee
B. Insurance Committee
C. Teacher Evaluation Committee
D. Emergency Response Committee

21.2 Contract committees shall not have the authority to change or alter this agreement. Contract committees shall have the authority to make recommendations to the bargaining teams.

## ARTICLE 22 - TERMS OF AGREEMENT

22.0 This Agreement and all the provisions thereof shall be effective on the date ratification has been completed by both parties and shall remain in effect until June 30, 2026 or until another agreement is ratified. This Agreement shall not be extended orally, and it is expressly understood and agreed that it and all terms and conditions therein within the exception of the grievance procedure shall expire on the date indicated.

# OFFICIAL GRIEVANCE FORM

NAME: _____

SCHOOL: _____

HOME ADDRESS: _____

HOME PHONE: _____

A. DATE CAUSE OF GRIEVANCE OCCURRED: _____

B. RELATES TO ARTICLE(S): _____
OF THE CONTRACT.

C. STATEMENT OF GRIEVANCE: _____

_____

_____

WITNESS: _____ WITNESS: _____

D. RELIEF SOUGHT:_____

_____

_____

SIGNATURE: _____ DATE: _____

E. DISPOSITION:

STEP TWO: _____

_____

SIGNATURE _____ DATE _____

STEP THREE: _____

_____

SIGNATURE: _____ DATE: _____

1 copy to immediate supervisor
1 copy to association
1 copy to grievant

GRIEVANCE NO_____

## Appendix A
## AGREEMENT BETWEEN THE UNION COUNTY TEACHER'S ORGANIZATION AND THE SCHOOL BOARD OF UNION COUNTY FLORIDA 2026-2029

Proposals agreed to by the Union County Teachers' Organization and Union County Bargaining Teams 07/28/2026.

FOR THE ORGANIZATION: _____
Jacquie Moseley
UCTO President Acting

FOR THE SCHOOL BOARD: _____
Chris Mecusker
Director of Personnel

RATIFIED BY THE ORGANIZATION: 8/4/26

RATIFIED BY THE SCHOOL BOARD: 8/4/26