**CONTRACT AGREEMENT**

**BETWEEN**

**THE SCHOOL BOARD OF COLUMBIA COUNTY, FLORIDA**

**AND**

**THE COLUMBIA TEACHERS' ASSOCIATION**

**2022-2025**

**Current Year 2024-2025**

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# PREAMBLE

This agreement is entered into this 23rd day of November 2022 and continuing through the 30th day of June, 2025 by and between the School Board of Columbia County, Florida, hereinafter called the "Board," and the Columbia Teachers' Association, hereinafter called the "Association." The Board and Association have negotiated in good faith with respect to salaries, hours, and all other terms and conditions of employment and have reached these agreements:

## I. RECOGNITION

A. The Board hereby recognizes the Association as the sole and exclusive bargaining agent for the following employees: all certified, contractual, regular employees who work as classroom teachers, media specialists, counselors, speech therapists, occupational specialists, school psychologists, visiting teachers, reading coaches, curriculum resource teachers, staffing specialists, technology specialists, teachers on assignment and those not on the excluded list as certified by the Public Employees Relations Commission and are certified personnel.

B. The procedure for decertification, unit clarification and impasse shall be those set forth under applicable PERC Rules and Regulations.

## II. DEFINITIONS

A. BOARD: Shall mean the School Board of Columbia County, Florida.

B. ASSOCIATION: Shall mean the Columbia Teachers' Association.

C. BARGAINING UNIT: Shall mean all certified, contractual, regular employees who work as classroom teachers, media specialists, counselors, speech therapists, occupational specialists, school psychologists, and visiting teachers reading coaches, curriculum resource teachers, staffing specialists, technology specialists, teachers on assignment, (and those not on the excluded list).

D. TEACHERS: Shall mean any employee as defined in the bargaining unit.

E. AGREEMENT: Shall mean the agreements reached between the negotiating team of the Columbia Teachers' Association and the negotiating team of the Columbia County School Board which have been reduced to writing, signed by the two respective negotiating teams, ratified by the Columbia County School Board and the Columbia Teachers' Association and signed by the Board and the Association.

F. SUPERINTENDENT: Shall mean the chief executive officer of the school district or his/her designee.

## III. ASSOCIATION AND TEACHER RIGHTS

A. The Board and the Association hereby agree that every employee in the Bargaining Unit shall have the right to form, join and participate in or to refrain from forming, joining or participating in any employee organization of their own choosing for the purpose of collective bargaining. The Board and the Association also agree that nothing contained herein shall be construed to deny or restrict to any teacher rights he/she may have under the Florida School Laws or other applicable laws and regulations. The rights granted to teachers herein shall be deemed to be in addition to those provided in Florida School Laws or other applicable laws and regulations.

B. The provisions of this agreement shall be applied without regard to race, creed, color, religion, national origin, age, sex, marital status, disability or relationships with individuals with disabilities. Employment practices will be in compliance with Florida Statutes 295.08 concerning veteran's preference.

C. The Association and its representatives shall have the right to use school buildings on the same basis as other non-profit community organizations.

D. The Association shall have the right to use school equipment on the same basis as any other non-profit community organization.

E. The Association shall have the right to use exclusively one bulletin board (at least 9 square feet surface space) in each school at a location mutually agreed upon with the principal for the purpose of posting informational notices. The Association shall have the right to utilize the inter-system district communication system (courier), provided such use of the inter-system mail service does not violate any U. S. Postal Service Regulations, and to place informational notices in faculty mailboxes. These notices shall not contain profane or obscene language. The Association faculty representative(s) at each campus shall be responsible for ensuring that such notices are in compliance with the terms of this agreement.

The Association shall have the right to use the District e-mail system to communicate with Association members, faculty and with the administration of the District. The Association will have the right to use the building intercom system with approval of the principal/designee.

F. The duly authorized representative of the Association shall be permitted to transact official Association business on campus as long as it does not interfere with student contact time or other assigned duties of these parties involved. Duly authorized representatives of the Association shall be meant to include representation by CTA and its designee(s).

G. The Board agrees to furnish the Association, upon request and at no more than cost, any materials that are a matter of public record.

H. Any teacher who is a member of the Association may sign and deliver to the Board an assignment authorizing deduction of membership dues in the Association. Such authorization shall continue in effect from year to year thereafter as long as the Association remains the bargaining agent unless revoked in writing, with thirty (30) days notice given to the Board and Association. The Board shall deduct one twenty-fourth (1/24) of such dues as are authorized by bargaining unit members per pay period remaining in the contract year. The sums deducted shall be remitted to the Association within ten (10) days after the salary checks are issued.

I. Upon appropriate written authorization from the teacher, the Board shall deduct from the salary of any teacher and make appropriate remittance for all existing payroll deductions.

J. With respect to all sums deducted by the Board pursuant to authorization of the employee, the Board agrees to promptly disburse said sums to the proper designee. The District shall provide appropriate enrollment forms for employees desiring to utilize the cafeteria plan.

K. Meetings and conferences with Association officers and administrators, the Board or its designee which may be required, in the opinion of either party, in the administration of this agreement shall normally be held outside of regular teacher work hours. In the event that an administrator should schedule a meeting during work hours, teachers involved would attend such meetings without loss of pay or leave benefits.

L. A representative of the Association shall be given an opportunity to speak briefly at the end of each regularly scheduled faculty meeting.

M. When it is necessary for the Association President and/or his/her designee(s) to engage in Association activities directly relating to 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 Temporary Duty as is necessary to perform any such activities. Such leave should be applied for at least three (3) working days in advance. Association leave shall be limited to two (2) teachers per school/work site per day or three (3) teachers in schools with over 50 instructional staff members.

N. 1. Extended Association Leave Without Pay may be granted to the President of the Association for a period of not less than one (1) school year. Such leave shall be requested at least sixty (60) days in advance of the affected school year.

2. At the beginning of the next school year, such employee may return from such leave in the same manner as other employees returning from extended personal leave.

O. The CTA president shall be granted paid temporary duty leave, when necessary, on teacher work days and for a maximum of twelve (12) times per year, from 1:00p.m. until the end of the workday, on student contact days. Temporary duty will be for the purpose of visiting members within the various worksites and to conduct meetings. The time will be from 1:00 p.m. until the end of the workday. The Association agrees that such time will not be taken on days that interfere with activities within the school such as testing, faculty meetings, etc, without the principal's approval. The Association shall provide the principal with at least two (2) days notice of such leave unless the principal agrees to waive such notice.

P. A teacher shall be allowed to review materials in his/her personnel file. The teacher's designee shall be allowed to review materials in the teacher's personnel file, except those materials expressly prohibited by law, with appropriate written notice signed by the teacher. No material derogatory to a teacher shall be placed in his/her personnel file unless the teacher has been given an opportunity to read and provide written comment upon such material.

Q. The employee shall be contacted by telephone within four (4) working hours when the contents of his/her personnel files are examined, or a request for examination is made by anyone other than the employee, employer, governmental entity or when a subpoena is received. In the event the employee can't be reached directly by telephone, a message will be left with the employee's supervisor for the employee to call the Personnel Office immediately. Additionally, the employee shall be notified in writing within two (2) working days when the contents of his/her personnel file are examined by anyone other

than the employee or employer. The method of notification will be by the most expeditious means: courier or U.S. mail.

R. There shall be one (1) official file for each teacher and all materials relevant to the teacher's employment, including professional performance or standards of conduct (Ref. State Board of Education Rule 6B) impacting his/her performance shall be kept in that file.

S. The rights granted herein shall pertain to the Association as the exclusive bargaining agent.

T. All paperwork pertaining to evaluations of teachers will be reviewed by the evaluator and the teacher and will otherwise be treated with confidentiality to the extent as provided by law.

U. Teacher Discipline:

1. Warnings Procedure: The warnings procedure shall be followed prior to official disciplinary action where the misconduct is not so aggravated as to call for immediate written reprimand or recommendation for suspension or dismissal.
2. Warnings: Oral warnings may be given at the discretion of the principal, but do not constitute official disciplinary action. There is no restriction on the number of oral warnings a principal may give. An oral warning shall precede a written warning advising the teacher that he/she is in danger of receiving a written reprimand or more severe disciplinary action unless the action is so severe to warrant a written reprimand. Oral warnings shall be given in a private manner.
3. Progressive discipline is encouraged whenever possible as the situation dictates when disciplining an employee. No employee shall be disciplined without good and just cause.
    a) When an oral complaint is made against a teacher by a parent, a student, or other individual, the complainant(s) shall be encouraged to speak or meet directly with the teacher.
    b) When a written complaint is made against a teacher by a parent, student, or other individual, the complaint must include the complainants' full name, relationship to the situation, contact information of the complainants(s) and it must be signed by the complainant. A copy of said complaint, including identifying information and signature(s), shall be given to the teacher.
    c) Any investigation involving a complaint against a teacher must be conducted by a site based or District level administrator, and/or an outside investigator not another teacher.
    d) Any bullying complaint filed against a teacher will be investigated following the Board Bullying Policy #5.101
4. Discipline shall be administered in an impartial manner.

5. Any penalty administered shall be reasonably related to the seriousness of the offense and the employee's past record.
6. When a teacher receives a written reprimand, his/her signature indicates receipt of said reprimand and does not constitute an admission of guilt. If the teacher chooses to sign a reprimand, the teacher shall be given a copy of said reprimand at the time of signing.
7. When any written statements or reprimands are entered into a teacher's file, the teacher shall be given a copy of the statement(s) and shall have the opportunity to add his/her own written attachment to said statement within ten (10) working days.

## IV. NEGOTIATION PROCEDURES

A. It is agreed that subjects of negotiation not specifically covered in this agreement may be subject to negotiations between the parties from time to time during the period of this agreement by mutual written consent.

B. Representatives of the Board and the Association may meet during the regular school year at a time convenient to both parties for the purpose of discussing problems which could necessitate reopening negotiations. Further, the requesting party will submit to the other at least five (5) days prior to the meeting an agenda covering what they wish to discuss. Should such meetings lead to reopening negotiations which culminate in a mutually acceptable amendment to this agreement, then the amendment shall be subject to ratification by the Board and members of the bargaining unit the same as this agreement.

C. If either party desires to modify, amend or terminate 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.

D. In any negotiations described in this agreement neither party shall have any control over the selection of the negotiating representatives of the other party. It is recognized that no final agreement between the parties may be executed without ratification by the majority of the Board and by a majority vote of the employees voting in the unit, that the parties mutually pledge to make proposals, consider proposals, and make counter proposals to

reach agreement in the course of negotiations. Throughout the negotiations all tentative agreements shall be signed by representatives designated by each party.

E. 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 Association.

F. To ensure that all members of the bargaining unit and necessary administrators are aware of what the terms and conditions of the contract between the Columbia County School Board and Columbia Teachers Association are, the contract will be posted on the District's website within 30 days of the contract being ratified and signed by CTA and the Columbia County School District. In addition, 100 contracts will be printed with the cost being shared equitably by the School District and CTA. These copies will be distributed to administrators, CTA officers, board members and representatives, and members of both bargaining teams.

## V. GRIEVANCE PROCEDURE

A. Exclusivity

The right to process grievances, including but not limited to, the right to arbitrate shall be granted to the Association as the sole and exclusive bargaining agent and shall not be granted to any other employee or professional organization except as provided in F.S. 447.307. Nothing in this article shall be construed to prevent any employee from presenting their grievance. The Association will be given the opportunity to be present at any meeting calling for the resolution of a grievance.

B. Definitions

Grievance - An allegation by a grievant that there has been a misinterpretation or misapplication of a provision of this contract

Grievant - The Association or a member or members of the bargaining unit

Days - A day on which an employee is or was working or scheduled to work. For a grievant who does not work during the summer break, any workday of the Superintendent shall be considered a workday of the grievant for determining time limits for grievances occurring, but not resolved, before the start of the summer break.

C. Time Limits

All stated time limits shall be the maximum time limits for grievance processing. In any grievance, each party may be entitled to one (1) extension of time up to a maximum of ten (10) days if a written request for an extension of time is submitted within the original time limit and the other party agrees to the extension in writing. Further extensions may be granted by mutual written agreement at level one or two. The failure of a supervisor, principal, or other management representative to respond to a grievance with the time limits stated shall be considered a denial of the grievance at that level. The day a grievance occurred shall be counted as the first day. Actions or responses required may be taken any time before four o'clock (4:00) p.m. on the last day of any time limit or extension thereof. Failure of the grievant to comply with any time limit or extension thereof shall render the grievance untimely and shall be grounds for denial of the grievance.

D. Representation

The grievant or the appropriate administrator involved may have representation at any level of the grievance procedure. Either party may be represented by an attorney at any level but must first give the other party two (2) days advance notice of their intent to be represented by an attorney.

E. Reprisal

Neither the Board nor the Association shall take any reprisal against any grievant for filing, failure to file, or withdrawing a grievance at any time.

F. Filing

Grievances must be filed by a grievant on the form provided by the Board within fifteen (15) days of the date on which the grievant knew, or should have known, of the action, or lack of action, that is the basis for the grievance. Grievance forms must be fully completed and filed with the principal or immediate supervisor who has authority to resolve the grievance. Grievances will not be prepared or processed by grievant during working hours except with the consent of the principal or Superintendent.

G. Meetings

At the request of either party at any level, both parties shall meet in an effort to resolve the grievance.

H. Procedure

Grievances that comply with the foregoing requirements shall be processed according to the following procedures.

1. Informal Level
Before a dispute enters Level One, the grievant shall have fifteen (15) days from the time of the alleged incident to request a conference with the appropriate administrator to discuss and attempt to resolve the problem. This conference shall precede all other steps in the grievance procedure. The principal or Supervisor will provide a written response to the grievant within 5 days after the informal meeting.

2. Level One
Within ten (10) days of the receipt of the properly submitted grievance, the principal or immediate supervisor shall respond to the grievant in writing as provided on the grievance response form within 5 days.

3. Level Two
If the grievant is not satisfied with the disposition of the grievance at Level One or if no disposition is timely made, the grievant may appeal the grievance to Level Two by properly completing the appeal section of the grievance form and submitting it to the Superintendent within ten (10) days of the written response or lack thereof from Level One. Such appeal, if timely filed, shall be answered by the Superintendent within ten (10) days. If the grievant is not satisfied with the disposition of the grievance at Level Two or if no disposition is timely made, the grievant may appeal the grievance to Level Three. All grievances relating to Board imposed discipline shall proceed directly to Level Three or be handled in accordance with Section 1012.33(6)(a) Florida Statutes.

4. Level Three – Arbitration

The grievant may select either of the following options to reach a final resolution to his/her grievance. Once the selection is made, the grievant may not change the option. The following rules shall apply:

a. The grievant must complete and submit the arbitration appeal section of the district grievance form to the Superintendent within fifteen (15) days from the receipt of the disposition at Level Two or lack thereof.

b. The grievant must also file a request for arbitration with the American Arbitration Association (AAA) or the Federal Mediation and Conciliation Service (FMCS) within fifteen (15) days after submitting the appeal to the Superintendent as provided in paragraph a. above and send a copy to the Superintendent and to the Association if the Association is processing the grievance for the grievant.

c. An arbitrator will be selected according to the procedures of the selected agency.

d. The costs for the arbitrator shall be borne equally by the Board and the Association if representing the grievant or by the grievant if not represented by the Association. If a party withdraws from arbitration, the costs associated with the arbitrator shall, at the option of the remaining party, be borne by the party withdrawing unless both parties agree mutually to withdraw, at which time costs shall be shared equally.

e. Either party shall be entitled to request a transcript of the proceeding at the requesting party's expense. The other party may purchase a copy of said transcript if it chooses to do so. If both parties purchase transcripts, the cost will be shared equally. If the arbitrator requests a copy, such copy shall be forwarded, and the cost shall be borne equally by the parties. If the Board first obtains a copy of the transcript and the grievant then obtains a copy pursuant to the Public Records Act, the grievant shall reimburse the Board for one-half of the Board's cost for obtaining the transcript. The parties may agree not to have the testimony recorded if such agreement is made in advance of any arbitration hearing.

f. No party shall present new evidence after Level Two without apprising the other party of such material at least two (2) days before the new evidence is submitted

g. The Arbitrator shall

(1) Hold a hearing with the parties within fifteen (15) days after the arbitrator has been chosen or as soon thereafter as the arbitrator can be available

(2) Establish reasonable rules of conduct for the hearing

(3) Inform the parties of said rules and procedures and conduct the meeting

(4) Allow any party to submit post-hearing briefs on request, and determine a reasonable time for submitting such briefs

(5) Provide the parties with a written decision within fifteen (15) days after the close of the hearing or after the receipt of post-hearing briefs, if any, or as soon thereafter as the schedule of the arbitrator permits

(6) With permission of the arbitrator, the above times may be extended

h. By mutual agreement the parties may submit documentary evidence and argument to the arbitrator and request that a decision be made without a hearing.

i. The arbitrator's decision shall include findings of fact, reasoning, and conclusions on issues submitted.

j. The arbitrator shall not have the power to add to, subtract from, or modify in any way any term or provision within this contract, nor shall the arbitrator have the power to change any practice, policy, or rule of the Board, nor to substitute the judgment of the arbitrator for the judgment of the Board.

k. The arbitrator shall refer back to the parties, without decision or recommendation on its merits, any grievance in which the arbitrator has no power to rule.

l. The decision of the arbitrator shall be final and binding upon the parties. However, no party waives its right to appeal such decision to the appropriate legal forum.

## VI. TEACHING CONDITIONS

A. Duties other than classroom duties shall be assigned only when necessary. Duties other than classroom duties shall be scheduled on an equitable rotating basis. Teachers required to serve duty beyond that which has been scheduled shall be granted compensatory time. Such time shall be requested by the teacher and requires approval of the principal.

B. A duty-free lunch period consisting of thirty (30) consecutive minutes shall be scheduled by the principal for each teacher each day. When a teacher is required to assume duties during his/her assigned lunch period, compensatory time shall be granted. Such time shall be requested by the teacher and requires approval of the principal.

C. The Board shall make available in each school one room, air-conditioned when possible, for use by teachers as a lounge. Restroom and lavatory facilities shall also be made available for use by teachers. These facilities shall exclude students, unless an emergency situation prevails. Building Administrator may allow teachers to have in their classrooms individual compact appliances such as refrigerators and microwaves that meet energy efficiency standards depending on the resources available to meet utility bills.

D. The Board shall maintain classroom and other areas in a clean**,** healthy, and environmentally safe condition. This shall normally be done with other than instructional personnel, except in the case of an emergency. The Board shall keep class periods free as possible from interruptions and take measures to ensure the health and safety of members of the bargaining unit. Temperatures in classrooms shall be maintained at a level conducive to optimal teaching and learning.

E. A safe and secure area or areas outside of the teachers classroom and within the vicinity of the leadership team shall be designated for necessary teacher conferences with parents and/or students.

F. No teacher shall be required to have more than one hundred twenty (120) minutes of continuous student contact time without being assigned by the principal a ten-minute (10) break.

G. Teacher participation in extra-curricular activities scheduled outside the regular workday for which no additional compensation is paid shall be strictly voluntary.

H. Faculty Meetings. Teachers shall be required to remain at the end of the workday for the purpose of attending scheduled faculty meetings or other professional meetings. These meetings shall not exceed thirty (30) minutes past the regular workday, and will be limited to no more than six (6) extended faculty meetings per year. The parties agree that all efforts will be made to schedule meetings described herein within the normal workday except in an emergency situation.

I. When school is not in session, teachers may be given access to the building for job-related activities by arranging such access with the principal.

J. Observation of a Teacher's Class. Observation of a teacher's class by persons other than school district job-related/administrative/supervisory personnel or a Board member(s) shall be allowed only after written consent has been granted by the principal or his/her designee. The teacher to be observed shall be notified in writing, at least 24 hours in advance when the principal or his/her designee gives consent. Notification shall include the date of observation, time of observation, the length of observation, name of the person observing, and relationship to the student. Only site-based administrators shall conduct formal evaluations of teachers.

K. The principal shall appoint one (1) department chairperson, grade level chairperson, or wing leader in each department, grade level or wing. The principal may appoint a co-chair if there are ten (10) or more teachers in a department at the request of the Department Chair. Nothing herein shall require any teacher to accept such appointment.

L. The Board shall provide faculty mailboxes in each school.

M. The length of the teacher's workday shall be 7 ½ hours.

Planning time within the workday shall be allocated as follows:

Grades PreK-12: 250 minutes per week shall be allocated to the teacher for: instructional planning, lesson preparation, student work evaluation, team planning and recordkeeping of curriculum activities.

Teachers who teach three (3) hours during summer school shall be given fifteen (15) minutes of planning time per day. Teachers who teach more than three (3) hours shall be given thirty (30) minutes planning time per day.

The parties agree that for the 2022-2023 school year, planning time will remain as currently practiced. The parties agree to establish a planning committee to review current practices District-wide and make recommendations to the CTA and district for the purpose of establishing a memorandum of understanding (MOU) by April

1, 2023 for the 2023-2024 school year. The CTA team shall consist of two employees appointed by the CTA President from each of the following categories: Elementary, Middle School, High School and ESE.

The district team shall consist of up to 4 employees appointed by the district, one from each of the following categories: Elementary, Middle School, High School and ESE.

N. The Board shall provide each teacher with a classroom suitable to the subject matter being taught as determined by the principal or site administrator.

O. Every effort shall be made so that teachers will not be required to act as agents for private businesses or non-profit corporations. This includes the collection of monies, filling out and/or taking up forms, and selling tickets for non-school functions.

P. The evaluation and placement of students shall be completed by priority order as determined by the Response to Intervention (RtI) process.

Q. Teachers will be used as substitutes only in emergency situations or if regular substitutes are not available.

1. The Board will maintain a reasonable list of substitutes and provide funds for adequate purchase of substitute time.

2. The items listed below were agreed upon in regards to using teachers as substitutes by the committee:

    a. Every effort should be made to secure subs for full day teacher absences.
    b. Allow teachers to volunteer and make available to school secretary those names.
    c. Use paraprofessionals instead of instructional personnel when feasible.
    d. Explore the feasibility of rewarding teachers for their good attendance.
    e. Be cognizant of ESE staff preparing, writing and evaluating IEPs.

3. Teachers may be asked to substitute during their student contact time. Teachers shall receive comp time for any additional student(s) each teacher receives during their student contact time. This shall include dividing classes of students among teachers of their grade level(s), for coverage during the day or for more than fifteen (15) minutes

at the end of the day. At all times teachers will be given comp time when subbing for another teacher during their planning time.

R. Compensatory time.

1. Compensatory time will be provided for time spent as a substitute when accrued to ½ day or more unless otherwise agreed to by the administration. Documentation of accrued time will be the responsibility of the teacher and the Principal or designee.

2. A teacher who has accrued ½ day of compensatory time in any semester may request to not substitute again. Every effort will be made to honor such requests.

3. Requests to use compensatory time, for non-medical reasons, during student attendance times must be submitted and approved at least two days in advance unless waived by the administrator.

4. Requests to use compensatory time during non-student attendance times may be submitted for approval on the same day that the time is to be used.

5. Every effort shall be made to approve such time as requested by the teacher.

6. Compensatory time carries over from year to year and carries to another school if a teacher transfers.

7. Compensatory time determinations as described in this paragraph apply to all accrued compensatory time.

8. Comp time will be earned when a teacher:
   a. Is required to sit with students during the regular scheduled lunchtime.
   b. Subs in a classroom.
   c. Teaches an extra class (7 out of 7 classes) without pay.
   d. Helps with the on field Graduation Ceremony.
   e. Is required/requested to attend an activity beyond the contract day.
   f. Is required to prepare and/or write an IEP (ESE teachers only) beyond the 7 ½ hour work day.

9. Comp time may be used
   a. during the school day when agreed upon by both parties and the overall operation of the school is not adversely affected.
   b. during an emergency situation, at the principal's discretion.
   c. Teachers have the option of using comp time in lieu of sick leave.

10. The items listed below are examples of when comp time is not earned:

    a. Teacher initiated fieldtrips
    b. Attending dances-when not acting as official chaperone.

c. Booster activities.
d. Working in classroom after school hours.
e. Eating lunch with students while on a fieldtrip.
f. Activities associated with supplemental positions

11. Each school shall have a compensatory time accrual system and the compensatory time/substitutes committee may review and make suggestions if they are asked by any school, the CTA, or administration. The compensatory time/substitute committee shall continue until the parties agree to discontinue the committee.

S. Teachers shall have the right during non-student contact time to request to leave campus to conduct business at the county office, have duty free lunch or conduct business that could not necessarily be completed after school hours. Once permission is granted, the teacher must sign out and notify someone in the front office of their departure and their return and sign in upon their return. Every effort shall be made to honor such requests.

T. When a teacher is not assigned to a single classroom, that assignment shall go to the least senior teacher unless there is a volunteer from within the Department, or if the least senior teacher is assigned to a class where there are significant health, safety or breakage issues, or there are unique requirements of the subject matter, i.e., chemistry, computer lab. In all cases the teacher not assigned to a classroom shall be provided a secure area for storage and provided equipment to transport supplies and any other reasonable accommodations to facilitate such assignment. Every effort shall be made to keep the "floating" teachers' classes in the same general area.

U. Dress Code. Employees should be dressed appropriately for their job/work assignment without having a formal dress code imposed by personal preferences.

V. Principals may provide vendors, charities and other solicitors an assigned area to communicate with teachers on a voluntary basis. When a principal determines it is necessary to allow a vendor, solicitor or charity time at a faculty meeting, they will be placed at the end of the agenda and attendance will be voluntary.

W. New teachers to Columbia County that bring in one year or more of outside

experience will not be required to participate in the Teacher Assistance Program (TAP) provided documentation of successful completion of a comparable program from the previous district is submitted and approved by the DOE certification office.

X. To allow teachers time needed to calculate grades at the end of the grading period, teachers will have until the end of the school work day, three (3) days after the last day of the grading period, to submit grades to the data processor at each school. Exceptions to this are:

a) final grades for seniors will be due as determined by the principal
b) grades will be due at the end of the day on the last day of post-planning
c) Elementary grades shall be finalized by 3:00 pm three days prior to the final day of school.
d) The District shall provide a statement on the report cards that promotions for elementary students are pending state assessment results.

Y. In order to comply with state mandated class size requirements for secondary schools, both the Columbia County School Board and the CTA agree to the following process for hiring existing teachers to instruct an additional period beyond their assigned work day.

1. An announcement/posting shall be made at the affected school for three (3) consecutive days.
2. Last year's evaluation must be effective or above.
3. Certification, district seniority, and/or recent experience in subject area to be taught will be considered.
4. This additional instruction shall be voluntary.
5. Teachers shall be paid at their hourly rate for this additional time added to the workday or the teacher may choose compensatory time in lieu of payment.

Z. For Federal or State mandates requiring additional instructional time, teachers will receive their hourly rate of pay for this additional time added to their work day.

AA. Check –In Procedure. Teachers shall not be required to use time clocks but must be required to sign in and out during the workday. However, the purpose

of the check-in is to determine an employee's presence in the building and whether they are working for insurance purposes. No employee will have their name highlighted on the sign in sheet. If an employee is absent, they must enter a leave claim on the district's employee management system, which is currently Skyward. Please see XIV. Leaves, Section B for additional information.

BB. Teachers will be provided with five (5) pre-planning days each school year. One day prior to meet the teacher events and one day following meet the teacher events shall be unencumbered. In addition, teachers will be provided with three (3) professional development work days and three (3) unencumbered teacher work days (with the option to work remotely) throughout the school year calendar. Teacher work days will be provided between the first and second grading periods, second and third grading periods, and third and fourth grading periods. These teacher work days between grading periods must fall within the three-day grading period as mentioned in Article IV.X. To provide the work days during the school year, post-planning will be reduced from three days to two.

CC. Students that have an open period/block due to enrollment in Florida Virtual School (FLVS) and/or Dual Enrollment that request to stay on campus and use District resources to do their work for those classes are able to do so due to Florida Statute. In the event that a student is placed in a teacher's classroom, a computer lab, Credit Recovery/Dropout Prevention Lab, or the media center for the purpose of monitoring internet access, the teacher shall only be responsible for this monitoring and act only in a supervision capacity in agreement with classroom, school and district policies. The teacher will NOT be held responsible for the academic progress and/or the attendance of said student other

than to require a sign in sheet so that a record is made for when said student is under that teacher's supervision. In the event that a student does not want to comply with classroom, school, or district policies, the teacher may request the student be removed from their classroom or lab.

DD. Red Cross/CPR training shall be furnished by the District at no expense to the Employee when required by their job.

EE. Teachers will enter grades in the FOCUS portal no later than 10 working days after an assignment is collected.

## VII. TEACHERS' AUTHORITY AND PROTECTION

A. The Board shall communicate to teachers during preplanning the corporal punishment policy to be effective during the school term. Changes in this policy shall be communicated to teachers before such changes take effect.

B. The administration shall publicize to all students a code governing student conduct and discipline during the first week of school or as practical.

C. Individual records shall be maintained on student discipline and made available to teachers at a time mutually agreed to by the teachers and principal as an aid in determining disciplinary recommendations for particular students to the principal.

D. Legal Counsel for Employees. All cases of assault involving a teacher shall promptly be reported by the teacher through the building principal who shall then immediately notify the Office of the Superintendent so that an investigation of the assault can begin and the Board notified in writing. The Board may provide legal counsel to advise the teacher of his/her rights and obligations with respect to the assault.

E. Whenever, in the opinion of the Principal or his/her designees, it appears that the presence of a particular student in a class will impede the orderly process of education because of disruption caused by said student, the Principal or his/her designees shall endeavor to correct the situation using procedures set forth in Florida statute 1003.32 (4-7). In such cases, the teacher may be asked to provide complete information regarding the problem or incident in writing, which will include actions taken by the teacher to correct the situation.

F. Time lost by a teacher in connection with any incident incurred in the line of duty shall be handled as follows:

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

G. Teacher Protection from False Accusations. (Pursuant to the provisions of 1006.09(1)c F.S.) When it is determined that a student has intentionally made false accusations that jeopardize the professional reputation, employment or professional certification of a staff member:

1. Once disciplinary action is determined, the principal will notify the teacher in writing within forty-eight hours of the disciplinary action taken against the student.
2. In the event the student is not (cannot be) expelled or assigned to a second chance school, the student will be removed from the classroom of the teacher he/she impugned.

H. Sexual harassment against teachers will not be tolerated by the Columbia County School Board. Teachers are encouraged to report incidents of sexual harassment.

## VIII. GENERAL EMPLOYMENT PRACTICES

A. Any person who feels that he has been discriminated against or harassed on the basis of race, sex, national origin, marital status, age, religion, disability or relationships with individuals with disabilities may file a complaint with the School Board pursuant to Board policies or the appropriate enforcement agency.

B. Upon initial employment, each teacher shall present a certificate stating that he/she is physically and mentally able to perform the duties of the position. Such evidence shall be obtained from a licensed physician of the teacher's choice. Cost of such examination shall rest with the teacher. If any medical examinations are required subsequent to this initial examination by a physician designated by the Board, cost of said examination(s) shall be borne by the Board. Examination forms will be available from each principal or the personnel office.

C. Salaries of teachers employed in summer school will be computed on an hourly rate equal to or exceeding the following formula:

1/196 x the teacher's respective current annual salary x 1/7.50

Personnel for summer employment shall be hired from applicants according to certification.

D. Each Fiscal Year, Teachers shall receive their salaries in twenty-four (24) equal payroll payments. The first payroll payment shall be issued by the 15th of August provided teachers return to work no later than the 6th of August. Thereafter, payroll payments shall be issued by the 15th and the last working day of each month through May 15, for a total of nineteen (19) payroll payments. On the last working day of each May, four (4) payroll payments shall be issued. The final payroll payment shall be issued on or before June 15.

E. Deductions for personnel during the regular school year for daily absences not covered by provisions of this agreement shall be made at the rate of 1/196 of the annual contractual salary per day.

F. The Board shall provide a 401(a) Qualified Retirement Plan subject to the limits established by the Internal Revenue Service. All teachers shall be required to participate in such program as required by the Internal Revenue Service and in keeping with the procedures and guidelines mutually agreed to by the Superintendent/designee, School Board and the Association.

G. In order to meet the requirements of Florida Statute 1012.32(2)(a), relating to fingerprinting, the Columbia County School Board will assume all costs necessary to keep employees in compliance.

## IX. PROFESSIONAL QUALIFICATIONS AND ASSIGNMENTS

A. The principal shall, during post planning, give all teachers tentative written notice of their assignment for the next school year. Notices of any changes or new assignment for the second semester will be provided as they occur.

B. Reassignments within a school shall be done only when legal or staffing needs require such a change. In making such changes seniority in the school, experience in the subject or grade level, past evaluations, and certification will be the key factors in making such reassignments.

C. Teachers shall not be required to arrange for substitutes.

D. Teachers shall be assigned infield unless an individual teacher voluntarily accepts or requests an out-of-field assignment.

## X. TEACHER TRANSFER

A. Voluntary Transfer. Transfer applications may be submitted through Skyward during the posting period. Interviews with transfer applicants will not be scheduled during the applicant's student contact time. The principal will consider all eligible applicants for the position, and, in arriving at a decision regarding the most qualified candidate, will base his/her decision on certification, experience applicable to the subject or grade level (including but not limited to teaching experience), length of service in the District, and other factors that he/she deems pertinent to the position. All transfer applicants for the specific position being filled shall be notified of the principal's decision, via email communication, within seven (7) working days after such decision has been made.

B. Involuntary Transfer. The District will conduct involuntary transfers only in emergency situations. A list of available positions will be posted in all schools and volunteers shall be solicited. If the number of volunteers does not meet the involuntary transfer requirements, the district will make every effort to transfer annual contract personnel first to fill such needs provided they are certified. If transfers still need to be made the district agrees to give priority consideration to the number of years of seniority an employee has attained in making selections for transfer. Any teacher involuntarily transferred will be provided work time, assistance and ultimately compensatory time to ready the new teaching environment. Teachers transferred under this provision shall be provided with the written reasons within ten (10) working days of request.

## XI. VACANCIES

A. All vacancies in the district for which certification is required, and all supplemental pay position vacancies will be posted in each school/center and on the Board's website on a weekly basis. A description of the required qualifications is available at the HRMD office and each school site. Summer school positions shall be posted annually. No vacancy shall be filled, except on a temporary basis, until such notice has been posted for a minimum of seven (7) calendar days prior to the filling of the vacancy. The 7 day notice period shall not apply during the first ten (10) days of the fall semester if the Superintendent deems it urgent to fill a vacancy for the benefit of the smooth operation of the school and to balance class size. In the event the 7 day notice is waived, the Superintendent will electronically request volunteers to fill the vacancy for a 24 hour period before filling any vacancy.

B. Assignment of new teachers to a specific position in the school district shall not be made until all pending requests for reassignment or transfer have first been considered. All applicants, including current employees, will be duly considered. However, teachers with six (6) or more years of experience at the same work site shall be given priority consideration when a vacancy occurs provided they are properly certified and qualified.

## XII. TEACHER ASSESSMENT

Should the Florida Statutes § 1012.34 for Teacher Assessment, or any portion thereof, be overturned or amended, the parties will immediately commence negotiations to seek agreement on a successor assessment system that will not interfere with any State or Federal funding. Unless expressly prohibited, the parties will continue to adhere to the assessment system previously approved by the parties to maintain a consistent assessment system until the end of the current contract year or until a new assessment system is negotiated and ratified by the parties.

**A.** All teachers shall be trained on the assessment form during pre-planning of each year and will be able to access the instrument via the internet at the Columbia County School District Website under the Human Resource tab during each school year.

B. All instructional employees will be formally assessed in accordance with the Copeland Plan and Florida Statutes 1012.34. At least one assessment shall be for a period of not less than-thirty (30) minutes in length.

C. The teacher shall sign and be given a copy of the completed assessment form, though the signature does not necessarily indicate agreement with its content. The teacher shall be given the opportunity to comment thereon.

D. In cases where need for improvement is cited, the written evaluation will include statements of: deficiencies, desired improvement, suggested methods to improve and length of time in which to achieve the improvements.

E. All observations of the employee (while the employee is on duty) may be used in the evaluation process.

F. For classroom teacher evaluation purposes, only student data from those students who received direct instruction from a teacher are to be used in calculating student growth and/or proficiency scores.

## XIII. REDUCTION IN PERSONNEL AND RECALL

A. If the Board determines that the number of teaching positions must be reduced, the Board shall follow Section 1012.33(5) Florida Statutes.

B. Seniority is defined as the employee's length of continuous service from his/her date of last employment in the Columbia County School District and is not interrupted by approved leaves of absence.

C. Employees who have been laid off will be recalled in inverse order of layoff.

D. An employee on layoff shall remain on the recall list by notifying the Board annually in writing on or before March 1 of each year of such desire. Recall shall be by certified mail, return receipt requested, and failure to report for work within thirty (30) days after receipt of such notice of recall shall forfeit recall rights, except that an employee who has accepted another teaching position shall be allowed to fulfill that year's contract. Provided, however, an employee who is physically unable to return to work within the thirty-day period may have the return-to-work time limit extended until he/she is released by the attending physician. Such extension shall be contingent upon the employee providing a written certification from the attending physician.

E. Any employee who is laid off shall have the option of having his/her name added to the current substitute teacher list, and shall be given priority in the calling of substitutes to work.

F. Annual contract teachers will not be considered to have had a break in service if they are reappointed any time prior to the Friday after Labor Day in the school year following the prior school year worked.

## XIV. LEAVES

A. Leave is permission granted in advance for a teacher to be absent from contractual duties for a specified period of time. Permission is granted in advance and shall not be granted retroactively. Sick leave is deemed to be granted in advance, provided a prompt report is made to the proper authority.

B. Sick Leave.

1. The teacher shall endeavor to notify the principal or his/her designee of an absence in advance.

2. Four (4) days sick leave shall be credited to each teacher at the beginning of the school year and one (1) day for each month thereafter until the number of days granted equals the number of months worked, including summer school. Sick leave shall be cumulative from year to year without limit as to the number of days that may be accrued. Accrued sick leave shall be transferred upon request from other school districts, provided that one-half (1/2) of this accrued leave be established in Columbia County.
3. Sick leave days may be used for personal illness, including pregnancy-related ailments (maternity leave), or disability of the teacher, or death, disability or serious illness of other close relative or member of his/her household. Maternity leave shall total no more than twelve weeks and may be deducted from accrued sick leave, Family and Medical leave or a combination of both.
4. Sick leave in excess of 37.5 consecutive hours or the sum of 75 non-consecutive hours over 30 calendar days shall be accompanied by a doctor's certificate for the leave, otherwise, the leave shall be considered unpaid.
5. Any employee who has used all accrued sick leave shall be granted sick leave without pay. Additional unpaid sick leave may be used as a part of Family and Medical Leave.
6. The donation of sick leave, for use by a family member, under Florida Statutes 1012.61, shall be calculated based upon each hour donated equating to one hour available for use by the recipient.
7. Before claiming and receiving compensation for sick leave, an employee must, within five (5) working days of returning from sick leave, submit a leave claim form which complies with Florida Statute 1012.61(2)(b) and School Board Policy 6.24(3) on the District employee management system. This claim form shall include a statement of the day or days absent, that the absence was necessary and that the employee is entitled or not entitled to receive pay for such absence.

C. Family and Medical Leave.

All provisions of this article shall be interpreted so as to comply with the requirements of the Family and Medical Leave Act, and with such federal regulations that may be issued subsequent to negotiations of this provision. The rules listed below generally outline the procedures for carrying out said leaves. The Board authorizes the Superintendent to create and carry out all procedures necessary to implement this policy and the Family and Medical Leave Act.

Employees must first use all accrued paid vacation, personal leave, sick leave, disability leave and/or workers compensation leave as described in section (9)(a) & (b) below.

1. A non-paid leave of absence under this policy shall be granted for no more than 12 work weeks during any school year (July 1-June 30) for one of the following reasons:

    a) birth of a son or daughter of the employee and in order to care for such son or daughter;
    b) placement of a son or daughter with the employee for adoption or foster care;
    c) to care for a (i) spouse; (ii) son; (iii) daughter; or (iv) parent of the employee, if such said spouse, See Regulatory definition of spouse in 29 CFR SS 825.102 and 825.122(b) son, daughter, or parent has a serious health condition;
    d) because of a serious health condition that makes the employee unable to perform the functions of the position of such employee; or
    e) any qualifying exigency that arises because the spouse, son, daughter or parent of an employee is a service member serving with the Armed Forces; a veteran of the Armed Forces, National Guard or Reserves; or on active duty as a member of the National Guard or Reserve or a retired member of the Regular Armed Forces or Reserve in support of a contingency operation.

2. For the purpose of this policy, an "eligible employee" means an employee who has been employed for at least one full school year with no break in service except for leave duly authorized and granted and worked 1250 hours.
3. If both a husband and wife are employed by the board, the aggregate number of work weeks of leave to which both may be entitled pursuant to 1(a), 1(b), or (c)(iv) is twelve work weeks during a twelve month period.
4. Employees who are on a leave granted under this policy who are eligible and receive board supplemented insurance when actively working for the board shall maintain this coverage for the duration of such leave. Employee's share of the premium, including dependent coverage and other types of payroll deducted insurance coverage, must be remitted by the employee to the insurance department in the Finance Office on or before the date designated by the insurance clerk.
5. Employees who wish to take family leave as outlined in subsection (1)(a)&(b) above must provide the board with not less than 30 calendar days written notice before the date the leave is to begin, except that if the date of the birth or placement requires leave to begin in less than 30 calendar days, the employee shall provide such notice as is practicable.
6. Employees who wish to take medical leave as outlined in subsection (1)(c)&(d) above shall provide the board with 30 calendar days notice, except that if the date of the treatment requires leave to begin in less than 30 days, the employee shall provide such notice as is practicable. Employees shall make a reasonable effort to schedule the treatment so as not to unduly disrupt the operations of the board.
7. Family leave as outlined in subsection (1)(a)&(b) above shall not be taken intermittently.

8. Medical leave as outlined in subsection (1)(c)&(d) above may be taken intermittently when medically necessary. Under such circumstances, the employee must try to schedule the leave so as not to unduly disrupt the operations of the board. Also, the superintendent may place the employee in an alternative position which better accommodates intermittent leave. Employees must first use all accrued paid vacation, personal leave, sick leave, disability leave and/or workers compensation leave as described in section (9)(a) & (b) below.
9. Leave under the Family and Medical Leave Act is intended to provide assistance to employees who do not have other leaves available. Therefore, pursuant to the authority granted under said law, employees wishing to take family or medical leave must first use the following leaves:

    a) Employees must first use all accrued paid vacation and personal leave for family leave provided for in subsection (1)(a)&(b) above.
    b) Employees must first use all accrued paid vacation, personal leave, sick leave, disability leave and workers compensation leave for medical leave as described in subsection (1)(c)&(d) above.
    c) The board will not count paid leave which was not for a family or medical purpose against the employees' FMLA twelve-week leave entitlement. A non-paid leave of absence under this policy shall be granted for no more than 12 work weeks during any school year (July 1-June 30) for one of the following reasons.
10. The board shall require a medical certification from eligible employees who request medical leave under the FMLA. The form will be provided by the superintendent and the completed form must be returned within a time frame determined by the superintendent.
11. Upon return from a FMLA leave, the affected employee is entitled to be restored to the same position that the employee held when the leave started, or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment.

D. Sick Leave Pool.

1. Establishment.
    a) The School Board of Columbia County agrees to establish a sick leave pool for the use and benefit of all eligible members of the bargaining unit
    b) The School Board of Columbia County shall delegate to the Sick Leave Pool Committee the responsibility of approving sick leave pool credit utilized by members of the bargaining unit. The Sick Leave Pool Committee shall be composed of five (5) teachers to be selected by the Association, and the Superintendent or designee shall represent Management. Any application approved by the Committee shall be by a majority vote of the entire Committee. The decision of the Committee is final and cannot be taken to final arbitration as a grievance.
    c) The sick leave pool will not come into existence until at least one hundred seventy-five (175) days are deposited in the pool.

(2) Membership. Any teacher shall be eligible for membership who:

a) Has been employed by the School Board of Columbia County for at least one (1) year.
b) Is currently employed by the School Board of Columbia County.
c) Has an accrued sick leave balance of at least four (4) days from the prior year.
d) Voluntarily contributes one (1) sick leave day to the pool.
e) Enrolls before the second paycheck of the year is issued.

(3) Benefits.

a) The sick leave pool shall be used only for catastrophic illness or accident of the participating teacher.
b) Each participant, after missing ten (10) consecutive working days and upon the depletion of all accrued leave, shall be eligible to draw from the pool.
c) Each participant member may not draw in excess of ten (10) days from the pool for each year taught in Columbia County for a maximum of thirty (30) days for each injury or illness.
d) The participant shall not be required to repay the number of days used from the pool, except in cases of misuse as determined by the Sick Leave Pool Committee, said days may be docked by the School Board.
e) Each participant who is applying for days from the sick leave pool must have a notarized statement that he/she will not be employed outside of the Columbia County School District during the time of leave.
f) The teacher who cancels membership in the sick leave pool shall not be eligible to withdraw the days of sick leave contributed.
g) Upon approval by the Sick Leave Pool Committee, the School Board shall instruct the payroll department to develop and implement procedures for identifying and recording contributions to the pool and other associated recordkeeping.
h) After the initial contribution, no further contribution shall be required, except as may be necessary to replenish the sick leave pool. When the number of days in the pool has decreased to 25% of the membership, an additional contribution shall be made. Any such further contribution shall be equally required of all participating employees.
i) In the event that the pool is not negotiated in a successor agreement, the days in the pool will be dispersed equally among those members who have not drawn from the pool.
j) Each participant who is applying for days from the sick leave pool must have been a member of the sick leave pool for at least one year.

E. Personal Leave With Pay.

All employees shall be granted six (6) days of personal leave, and the Board or its designee shall have the right to restrict such leave usage on days immediately preceding and following holidays or regional activities. Such leave will be charged to the accumulated sick leave and is non-cumulative. Teachers shall be required to request said leave at least two days in advance whenever possible unless it is an unforeseen emergency.

F. Personal Leave Without Pay

1. Limited Professional Leave. Leave up to thirty (30) days may be granted authorizing absence from contractual duties to engage in activities which will result in professional advancement or which will contribute to the teaching profession. This time of leave may be granted at the discretion of the Board and when so granted shall be without pay. Extended professional leave without pay may be granted for professional improvement in excess of thirty (30) days but for a period not to exceed one (1) year. Persons who are to be employed and paid as part of this professional leave must get specific approval from the Board for this appointment.

2. Care of an Infant Child. Leave without pay may be granted to any teacher for the purpose of the care of a dependent child under the age of two (2) living in the same household for the remainder of the school year (pre-planning to post-planning) of the birth or adoption of the child and the succeeding school year if so requested.

3. Return from leave under this section shall coincide with the beginning of a grading period whenever possible or the beginning of the school year.

4. For extenuating circumstances not included in this contract, refer to School Board Policy 6.23 - Personal Leave.

5. Personal leave (not to include the personal days provided for in Article XIV E) 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.
6. Family and Medical Leave may be used in accordance with subsection C.

G. Miscellaneous Leave:

1. Temporary Duty. A member of the instructional staff may be granted temporary duty when officially assigned short-term professional duties outside the school district. Any employee granted temporary duty leave shall receive his regular pay, provided the temporary duty is on a regularly scheduled workday of the employee and shall be allowed for expenses as provided by law. In the event temporary duty leave is approved for an employee for days other than regularly scheduled workdays, no compensation shall be paid to the employee unless specifically approved by the School Board. Such Board action shall reflect the period of time the employee is to be compensated and the rate of pay.

2. Military Leave. Teachers participating in annual military exercises shall endeavor to have such duty scheduled during the summer months when school is not in session. If the teacher is unable to schedule such duties outside the work year, he/she shall present to the Board copies of such orders and shall be granted leave. Such leave shall be without loss of compensation.

3. Witness Duty. When a teacher is under subpoena as a witness in connection with his/her official duties or in a court action in which he/she or any member of his/her family is not a party to the litigation, he/she may make application for temporary duty. A copy of the subpoena must be attached to the leave application. Any application under this rule shall require the approval of the employee's administrative supervisor and the superintendent. At the conclusion of witness duty each day, the employee shall be required to return to work if witness duty dismissal for the day is prior to the close of the workday, excluding normal travel time from the point of dismissal to the assigned work location. Such leave shall be with pay.
    a) All fees received beyond meals and travel must be forwarded to the Columbia County School Board.

4. Jury Duty. When a member of the instructional staff is under subpoena for jury duty during the time he/she is engaged in regular professional duties, he/she may make application for temporary duty. Such leave shall be with pay. A copy of the jury summons must be attached to the leave application. Any application under this rule shall require the approval of the teacher's administrative supervisor and the superintendent. At the conclusion of jury duty each day, the employee shall be required to return to work if jury duty dismissal for the day is prior to the close of the workday, excluding normal travel time from the point of dismissal to the assigned location.

5. Injury-in-the-line-of-duty. Any teacher who is absent from work as a result of some injury or illness sustained on the job may be granted injury-in-the-line-of-duty leave for up to ten (10) days. Such leave, if granted by the Board, shall not be charged to accumulated sick leave. The Board may consider requests for extension of leave beyond the ten (10) days, provided that the employee is under contract during the time of such leave and compensation. If worker's compensation pays a claim under this section, the Board shall compensate the employee at his/her normal rate of pay and the teacher will return any worker's compensation payments to the Board.

H. Bereavement Leave:

A full-time employee who has completed the probationary period may apply for up to 3 days paid bereavement leave in the event of a death in his/her immediate family to make funeral arrangements and to attend the funeral. Immediate family is defined as a spouse, domestic cohabitant, parent, father-in-law, mother-in-law, grandparent, sibling, sibling-in-law, child, stepchild or grandchild. An employee may apply for a maximum of 3 days paid bereavement leave per fiscal year. Bereavement leave is not cumulative. Employees will not be paid bereavement for days not scheduled to work. Employees are required to provide a copy of the obituary or other satisfactory documentation of proof of death and relation within ten (10) days to be attached to the leave request, unless otherwise approved by an Assistant Superintendent or designee.

## XV. TEACHING ASSIGNMENTS

No teacher shall accept and supervise more than one (1) fulltime student teacher per school year. Any remuneration paid the district for accepting such student teacher shall be paid in full to the teacher who has accepted said responsibility.

## XVI. EMERGENCY SCHOOL CLOSING

A. When, in the judgment of the superintendent, extreme weather conditions, fire or other acts of God require closing of the school, and the decision is made prior to the regular opening time, information about such closing shall be released to the local radio stations, automated phone calls, school based social media, etc.

B. If school is closed after the regular opening hour, the superintendent or his designee will notify teachers through the building principal of the closing and the method by which they will be notified when to return.

## XVII. ACADEMIC FREEDOM

Teachers shall be expected to follow courses of study, approved textbooks or the guides established or approved by the Board for the teaching of the grade or subjects assigned. Within these guidelines, the teacher should not be prohibited from permitting students to express their views or to refrain from discussion of areas appropriate to the courses of study so long as a sincere effort is made to present all sides of issues which may be controversial.

# XVIII. PROFESSIONAL COMPENSATION

A. The basic salaries of teachers covered by this agreement shall be as set forth in Appendix "A" of this agreement.

B. Extra pay for extra duty positions shall be those as set forth in Appendix "A", which is attached to and incorporated in this agreement. Teachers assigned to such positions shall be paid in accordance with said Appendix.

C. Paid Holidays. Teachers shall be entitled to six (6) paid holidays which shall be included in the 196 regular working days. The six (6) holidays shall be scheduled by the Board.

D. Upon presentation of original, valid certificate of increase of degree or increase in highest level of academic training by the teacher to the district office, the teacher will receive the appropriate increase in salary according to the salary schedule. The effective day of the increase shall be the pay period following completion of all requirements for said increase. The official transcript submitted to the Department of Education, Teacher Certification Section, shall be the basis for determining the required completion date. Eligibility for increase in salary based upon increase in degree or highest level of academic training shall be contingent upon written notification to the HRMD office from the teacher of intent to change degree or level of academic training on or before June 1, of the preceding fiscal year.

E. Non-owner's insurance coverage. The Board shall provide excess liability insurance coverage for non-owned automobiles to protect teachers who are authorized to transport students or other persons in a privately owned vehicle on school and/or school related activities.

F. Free attendance at school activities. All teachers may attend, free of charge, all school activities, including athletic events, in Columbia County except State F.H.S.A.A.-sanctioned classics and playoff games. Teachers shall be granted free admission to the aquatic complex. Employees will be expected to show their employee identification badge for free admission.

G. Errors in teacher paychecks. Errors made in teacher's payroll checks shall be corrected and paid in full in the next check, if possible.

H. Travel compensation. Teachers authorized to use private automobiles in conducting school business shall be reimbursed at the maximum federal rate. Teachers serving more than one (1) school will receive compensation for one-way mileage, if the second school is closer to their homes than the base school. Round-trip mileage will be paid if the base school is closer to their homes than the second school. Getting to work is the responsibility of the employee.

I. Insurance. The Board shall pay $5,800 each calendar year for the individual health and life insurance premium for the employee. This health and life insurance shall be selected, approved and offered by the Board to its employees.In the event the employee does not elect to participate in the group health insurance program, the Board will pay the cost of the premium of the life insurance plan, the income protection plan, the dental insurance plan and the vision insurance plan for the employee. This plan shall be selected, approved and offered by the Board to its employees. The Association shall be entitled to appoint three (3) representatives of the bargaining unit to the insurance committee.

J. Virtual School Program. The Instructional-Virtual Education Teacher shall be compensated for a base supplement determined by the number of enrolled students in the teacher's assigned class, at the basic rate of $35 per student for a half credit course and $70 per student per full credit. In addition, each Instructional-Virtual Education Teacher shall be compensated for an additional supplement of $100 per student per half credit course, and $200 per student per full credit course, for each enrolled student who performs all requirements necessary to receive credit for satisfactory completion of the virtual school course requirements. The agreed supplements shall be included in the School District's Supplemental Salary Schedule included in Appendix A of the Collective Bargaining Agreement ("CBA") with the Columbia Teachers Association ("CTA"). There will be no evaluations for this supplemental position. Virtual job positions will be posted on the District's website for five (5) working days.

# XIX. MISCELLANEOUS

A. This agreement shall constitute the full and complete commitments between both parties and may be altered, changed, added to, deleted from or modified only through the voluntary mutual consent of the parties in written and signed amendment to this agreement.

B. Should any provision of this agreement be declared illegal by a court of competent jurisdiction or as a result of State or Federal legislation, said provision shall be automatically modified by mutual agreement of the parties to the extent that it violates the law, but the remaining provisions shall remain in full force and effect for the duration of this agreement, if not affected by the deleted provision.

C. This agreement shall supersede any rules, regulations or practices of the Board which shall be contrary to or inconsistent with the terms of this agreement. The agreement between the School Board of Columbia County and the United States Army for the operation of the JROTC program shall supersede this agreement, as it applies to JROTC personnel in the bargaining unit, when any term or condition of this agreement is contrary to or in conflict with the agreement between the School Board and the United States Army.

D. Any individual contract between the Board and an individual teacher shall be made expressly subject to the terms of this agreement. If an individual contract contains any language inconsistent with this agreement, this agreement, during its duration, shall be controlling.

E. The Board agrees that it will not modify any condition of employment agreed upon herein until such condition has been a subject of negotiations and ratified by both parties under such procedures for negotiations as defined in this agreement.

F. Copies of this agreement titled "Agreement between the Columbia Teachers Association and the School Board of Columbia County" shall be printed at the expense of the Board within thirty (30) days after this agreement is signed and shall be made available on the Board's website to all teachers now employed and hereafter employed. Further, the Association shall be furnished seventy-five (75) copies of said printed agreement. The Association and the Board shall confer upon the format and cost of such printing and mutually agree on the cost of printing.

G. New teachers will be given a copy of this agreement and will be notified that it is located on the Board's website at the time of signing their individual contract.

H. Students are assigned to certified teachers (supervisory teachers) who do not teach these students in their classrooms. These assigned students may be in a Drop Out Prevention (Compass Learning Lab), a Credit Recovery class or another assigned class, or similar program. These selected students are then placed on the roll of a supervisory teacher and appear on the district's database and receive a report card with the supervisory teachers' name as if they were in the supervisory teacher's class. Both parties agree that the teacher in the classroom or learning lab where instruction is taking place will be held responsible now and in the future as the teacher responsible for student supervision and enrollment purposes thereby releasing the supervisory teacher from any responsibility of those students. Homebound teachers shall be responsible to give the assigned teacher of record the student's grade in a timely manner.

## XX. MANAGEMENT RIGHTS

Nothing contained herein shall be considered to deny or restrict the Board of their rights and responsibilities under the Florida School Laws or any other law. All the rights the Board had prior to this agreement are retained by the Board whether or not such rights have been exercised by the Board in the past. It is expressly agreed that all rights which ordinarily vest in and have been exercised by the Board, except those which are clearly, expressly relinquished herein by the Board, shall continue to vest exclusively in and be exercised exclusively by the Board without prior negotiations with the Association either as to the taking of action under such rights or with respect to the consequence of such action during the term of this agreement.

The matters contained in this agreement and/or the exercise of such rights of the Board are not subject to further negotiations between the parties during the term of this agreement except as specifically provided by this agreement. It shall be the right of the Board to hire employees and determine their qualifications, their placement, layoff and to promote and transfer all such employees except as specifically provided by this agreement.

## XXI. SAVE HARMLESS

A. The Association agrees to indemnify the Board for all claims, demands, costs, and legal action brought against the Board as a result of proven negligence on the part of the Association's actions in compliance with this agreement as determined by a court of competent jurisdiction concerning use of buildings, bulletin boards, equipment and mailboxes.

B. The Association agrees to reimburse the Board the actual amount for any errors in dues deduction remitted to the Association. The Association agrees to pay court costs incurred by the Board resulting from a suit brought against the Board due to erroneous or faulty data pertaining to dues deduction submitted to the Board by the Association.

# XXII. TERMINAL PAY

A. Upon retirement or separation all teachers employed by the Board as of June 30, 2014 shall receive terminal pay as follows:

1. If a teacher retires or separates during the first three (3) years of service in the District, the daily rate of pay multiplied by 35 percent times the number of days of accumulated sick leave.
2. If a teacher retires or separates during the fourth through the sixth year of service in the District, the daily rate of pay multiplied by 40 percent times the number of days of accumulated sick leave.
3. If a teacher retires or separates during the seventh through the ninth year of service in the District, the daily rate of pay multiplied by 45 percent times the number of days of accumulated sick leave.
4. If a teacher retires or separates during the tenth through the twelfth year of service in the District, the daily rate of pay multiplied by 50 percent times the number of days of accumulated sick leave.
5. If a teacher retires or separates during the thirteenth year of service in the District or thereafter, the daily rate of pay multiplied by 100 percent times the number of days of accumulated sick leave. All sick leave transferred in from other districts by personnel employed after December 1, 1991, will be paid at the rate of 50 percent. Personnel employed after December 1, 1991, who transfer sick leave from other districts will have used sick leave charged to days transferred in from other districts first.

   If termination of employment is by death of the employee, any terminal pay to which the employee may have been entitled shall be made to his/her beneficiary.

B. For teachers newly hired on or after July 1, 2014, upon separation shall receive terminal pay as follows:

1. If a teacher separates during the sixth through tenth year of service in the District, the daily rate of pay multiplied by 30 percent times the number of days of accumulated sick leave.
2. If a teacher separates during the eleventh through fifteenth year of service in the District, the daily rate of pay multiplied by 35 percent times the number of days of accumulated sick leave.
3. If a teacher separates after the fifteenth year of service in the District, the daily rate of pay multiplied by 50 percent times the number of days of accumulated sick leave.

C. For teachers newly hired on or after July 1, 2014, upon retirement shall receive terminal pay as follows:

1. If a teacher retires after 15 years employed in the District, the daily rate of pay multiplied by 100 percent times the numbers of days of accumulated sick leave.
2. All sick leave transferred in from other Districts will be paid at the rate of 50 percent.

D. Any person entitled to terminal pay benefits shall have been under contract to render services for the period immediately preceding retirement, separation or death and shall not be under suspension from duty or have any charges pending which could result in dismissal from employment.

## XXIII. SCHOOL IMPROVEMENT

A. Vision Statement. The parties agree that School Improvement programs are an ongoing process through which stakeholders working as a team use their creative and collaborative efforts to benefit students.

B. Definition. School Improvement in Columbia County is a process to vitalize the education of student through collaborative decision making by those persons closest to the students: teachers, administrators, support staff, parents, business community, and other interested persons.

## XXIV. TEACHER ASSIGNMENT/RETENTION TO SCHOOLS GRADED "F"

A bargained incentive supplement of $800.00 will be provided for highly qualified, experienced teachers who would be willing to transfer to schools that have a current grade of "F" under the statewide grading system. This incentive will be paid upon completion of the academic school year at the "F" school with an overall evaluation of "outstanding" or "meets expectations" with no "unsatisfactory/below expectations."

The following criteria must be met:

- Hold a professional certificate in the area of need
- Three (3) years of experience in the area of need
- Demonstrated outstanding educator with documented student learning gains to the satisfaction of the receiving principal
- An overall evaluation (most recent) of "outstanding" or "meets expectations" with no "unsatisfactory/below expectations".

Additionally, a yearly incentive supplement of $1200.00 will be paid for each teacher who completes the academic school year with an overall "meets expectations" or higher evaluation with no "unsatisfactory/below expectations" and returns to the same school for the next school year. This incentive supplement would be paid upon successful completion of the first six weeks of each school year for those meeting the qualifications.

Both the recruitment and retention incentives are in effect only for teachers transferring to or working at a school with an "F" grade on the statewide grading system. Teachers assigned to these schools will be expected to work extra hours each school year involved in intensive school improvement activities to enhance student achievement as determined by the principal. These incentives will be available until the end of the 2006 academic year at which time this plan will be reviewed during the bargaining process for continuation purposes.

# TERMS OF AGREEMENT

Terms of Agreement

This agreement shall be effective as of July 1, 2022, and continue in effect through June 30, 2025. This agreement shall not be extended orally, and it is expressly understood and agreed that all items and conditions therein, with the exception of the grievance procedure, shall expire on the date indicated.

Further, it is agreed that the parties shall reopen this agreement no later than June 30, 2025, for the purpose of negotiating the 2025-2028 agreement.

The parties agree to open the following for the 2026-2027 and 2027-2028 school years:

1. Article XVIII – Professional Compensation including Appendix "A" Salary, Salary Supplements and Insurance.
2. Up to three (3) articles selected from the contract per party.
3. Any item directly affected by the acts of the Legislature or by decisions of the courts of competent jurisdiction.
4. Article XII – Teacher Assessment

Re-opened negotiations shall be in accordance with the negotiation procedure as set forth herein and shall include any issues being studied.

In witness whereof, the aforesaid parties have hereunto executed this agreement on the 11th day of March 2025.

| Columbia Teachers Association | School Board of Columbia County |
|---|---|
| Jenee Delaney, President | Narragansett Smith, Chairman |
| Angela Callahan, Chief Negotiator | Meagan Logan, Chief Negotiator |
| | Keith Couey, Superintendent |

# APPENDIX A

Professional Employee Compensation
Salary Schedule/Calculations for Performance Pay
Under F.S. 1012.22
Appendix A

1. Performance Pay Schedule includes employees holding Annual Contract status, including those who elected to move from the Grandfathered Schedule to the Performance Schedule, thereby relinquishing their PSC or CC contracts.

2. Grandfather Schedule (GF) includes those employees who currently hold a Professional Services Contract or Continuing Contract.

3. A process will be developed to allow teachers on GF Salary Schedule the opportunity for a one time schedule change by September 30th of each year to opt into the Performance Pay Schedule pursuant to F.S. 1012.22(1)(c)4. Grandfathered teachers who opt into the Performance Pay Schedule forfeit their PSC or CC contracts to come into this schedule.

4. Transition to the new schedule. For the 2015-2016 year, employees shall advance one step on the 2013-2014 teacher salary schedule if one year of experience has been earned since the last time a step raise was applied (with the exception of the employees that are on the top of the salary scale or frozen steps 25A,25B,25C, and 25G).

   Employees will also receive a " salary schedule enhancement" including the employees that are on the top of the salary scale or frozen steps 25A,25B,25C, and 25G that ranges from ($0-$800).

   Employees then shall be placed on the 2015-2016 Transition Salary Schedule at the salary level closest to their placement on the transition salary schedule after the applicable step advancement and the salary schedule enhancement, but no lower than the salary placement during the 2014-2015 school year.

5. 2022-2023 Performance pay will be awarded by increasing increments on the Performance Pay Salary Schedule. The payment method and amount of salary increases will be based on the negotiated funds available each year. See the negotiated salary agreement for 2022-2023.

6. Teachers rated below effective will not receive a performance salary increase for that school year.

7. The value of the increase will be added to each employee's base salary. The employee must be on active status at the time the performance salary increase is given.

8. Teachers who are on Probationary Contract will receive no base performance salary increase.

9. The JROTC Instructors are eligible for any base salary increase associated with Performance Pay provided that they opt into the District's Performance Pay Plan.

10. All teachers are encouraged to review F.S. 1012.22 as it is related to the performance pay required by the Student Success Act enacted July 1, 2011.

Advanced Degree Supplement (as allowed by Statute)
Master's $2,800
Specialist $3,950
Doctorate $5,150

**PLEASE NOTE:** This schedule is designed to indicate pay levels that equate with years of creditable experience for new and current instructional employees as of the 2012/13 year only. It should not be used to predict or project future pay levels or increases as it is renegotiated and restructured annually.

JROTC: JROTC teachers individually shall annually, at the time of ratification, have the option to elect either to be paid in accordance with the teacher salary schedule and to receive the same benefits as other teachers provided by the contract agreement between the School Board of Columbia County, Florida and the Columbia Teachers' Association or to receive an amount, which when added to their retired pay will equal the amount of their active duty pay, exclusive of hazardous duty pay and as verified by the responsible finance and account officer of Headquarters, 1st Infantry Division (Mech) and Fort Riley, Kansas.

COUNTY SERVICE The maximum allowable experience for which credit may be given for placement on the salary schedule is 25 years. Five years credit will be given for active military duty.

Credit for teaching experience in private schools will be recognized in determination of salary status provided the private school was registered with the respective state department of education and accredited by a regional accreditation association at the time the teacher taught at the school. The respective state education directory shall be the official document for determining registration and accreditation. This shall have a prospective effect only.

All experience, including employment and military duty, must be officially verified before credit may be given. Verification shall be the responsibility of the teacher and shall be reported on Columbia County School Board for #1045 (verification of experience) or on the official form of the previous employer with official seal of the institution affixed.

PEER TEACHERS: Management hereby agrees that classroom teachers serving as peer teachers shall be provided release time from their teaching duties to make the classroom observations necessary for the completion of the formative and summative evaluations.

Payment for peer teacher responsibilities shall be paid at the end of the school year when the principal submits proper verification that the peer teacher responsibilities have been completed.

The stipend for Peer Teacher will be a Collective Bargaining item. The Committee recommends that the 196-day (Category 1 teacher) Peer receive $500; the 90-student day (Category 2 teacher) Peer, $250; and the 90-calendar day (Below Expectations Category 3 teacher) Peer, $375. A National Board Certified Teacher may elect to waive payment in lieu of mentoring hours. CIP and PIP packets and other necessary paperwork will be provided by The HRMD office.

TEC SCHOOL:

A. Teachers participating in workshops scheduled beyond the regular school day/year shall be compensated at the rate of $21.00 per hour or given comp time. Each participant shall have prior approval of the Principal and Superintendent or designee.

B. When a teacher has reported missing in-service points and ask for assistance, the district will investigate and report their findings to the teacher and administrator. The teacher may be required to show a copy of the paperwork submitted to the district to be awarded their in-service points if the district cannot find where the teacher submitted the proper paperwork. Form numbers CCSD 1679 or CCSD 1680.

SUMMER INSTITUTES/WORKSHOPS/INSERVICE:

Teachers reserve the right to participate in any institute, workshop or inservice activity for the purpose of re-certification or professional/ enhancement whether the funding for compensation has been established or not, as long as space is available.

SUMMER SCHOOL: Salaries of teachers employed in Summer School in programs earning FTE will be compensated on an hourly rate based on the following formula: 1/196 x the teacher's respective current annual salary x 1/7.50

# FLORIDA SCHOOL RECOGNITION PROGRAM

- School recognition funds must be determined jointly by the school's staff and school advisory council. F.S.(1008.36)
- A committee will be formed based on an open, written invitation to all school employees.
- The vote shall be by secret ballot.
- The committee will automatically include the teacher building representative.
- Once the committee develops options then the faculty and school advisory council will vote on receiving the school recognition funds. F.S.(1008.36)
- If the school staff and the school advisory council cannot reach an agreement by February 1, the awards must be equally distributed to all classroom teachers currently teaching in the school. F.S.(1008.36)
- School recognition awards must be used for the following:
    (a) Nonrecurring bonuses to the faculty and staff
    (b) Nonrecurring expenditures for the educational equipment or materials to assist in maintaining and improving student performance; or
    (c) Temporary personnel for the school to assist in maintaining and improving student performance.

## ESOL/READING SUPPLEMENT

A. Teachers in Columbia County who hold an ESOL/Reading endorsement* or certification* shall be eligible for a one-time supplement under the following conditions.

(1) A three hundred ($300) supplement shall be paid to any teacher, one-time, if the teacher earned the endorsement in another county. Payment shall be paid upon completion of endorsement/certification documented on the Teaching Certificate by November 1st.

(2) Teachers who have earned the endorsement/certification while employed with Columbia County School District shall be eligible for a one-time supplement of $800.00. Payment shall be paid upon completion of endorsement/certification documented on the Teaching Certificate by November 1st.

(3) Teachers and staff who have earned the literacy micro-credential pursuant to Florida Statute 1003.485 shall be eligible to receive a one time supplement of $400. Payment shall be made upon completion for the micro-credential, documented through Florida Department of Education by November 1st.

(4) Such supplements will be paid in December provided the teacher is actively employed with the Columbia County School Board. A teacher on leave shall not receive the supplement until they return from leave.

(5) Teachers must apply in writing to the HRMD office no later than November 1st to be eligible for the supplement in that year. Those who miss the qualifying deadline may apply to receive the money in the subsequent year. The HRMD office will supply the appropriate form.

B. The District shall spend no more than $20,000.00 in any given year on such supplements. If this amount is exceeded, those applying in excess will be paid the following year. Payments will be made in order of receipt of application.

*Endorsement/certification must be on the Florida certificate; documentation begins after endorsement/certification is placed on the Florida certificate.

## CIT Chairpersons

The board and the association shall consider the appointment of a Physical Education CIT Chairperson. This decision will be based upon submission of an annual calendar of meetings, a formal agenda, minutes and other records documenting such need, and the recommendation of the Director of Curriculum, Assessment and Accountability.

All countywide CIT Chair positions will be closely monitored by district administration to determine continued need of their services.

## INSURANCE MEETINGS

Quarterly insurance meetings will be held with representatives from each bargaining unit and administration.

## SUPPLEMENTS

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

B. Supplemental positions are time-limited appointments. Supplemental positions are listed in the Salary Schedule. Supplemental vacancies shall be posted for seven (7) calendar days. The vacancy notice may include but not be limited to the job title, an outline of the responsibilities, list of activities occurring outside the student day, amount to be paid, expectations and other desired attributes or goals.

1. Supplements shall be offered to interested and qualified teachers within the school district. Priority consideration shall be given to qualified teacher applicants from within the school where the vacancy exists.

2. If there are no teachers interested and/or qualified, non-teacher personnel may be considered for supplemental vacancies.

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

4. No individual shall hold more than three supplements without the mutual written agreement of both the Superintendent and the CTA President.

5. A Committee shall consist of an equal number of members appointed by the Association and the Superintendent to establish an equitable supplemental pay schedule. The Committee shall select its own officers and prepare its recommendations for the Board and Association negotiation teams. The Committee's recommendations shall include positions to be included, number of positions, and compensation *as* agreed upon through the negotiation process. All recommendations of the Committee will be advisory in nature and will not be binding on the Board or Association

C. Increase number of CIT's to six (6).

## Calendar Committee

A school calendar committee shall meet to establish a calendar for each school year. The CTA President or designee shall appoint up to three (3) representatives to the committee. When the committee finalizes the proposed calendar, both bargaining teams will meet to discuss it before it is sent to the School Board.

Professional Compensation - Instructional Personnel
2024/25 Fiscal Year

| Salary Schedule | | |
|---|---|---|
| Initial Placement Matrix Only | Annual Contract Amount | Skyward Steps |
| 0 | 46,745 | 0 |
| 1 | 46,745 | 1 |
| 2 | 46,745 | 2 |
| 3 | 46,745 | 3 |
| 4 | 46,745 | 4 |
| | 46,745 | 5 |
| 5 | 46,745 | 6 |
| 6 | 47,245 | 7 |
| 7 | 47,245 | 8 |
| | 47,245 | 9 |
| 8 | 47,245 | 10 |
| | 47,245 | 11 |
| 9 | 47,245 | 12 |
| | 47,245 | 13 |
| 10 | 48,995 | 14 |
| | 48,995 | 15 |
| 11 | 48,995 | 16 |
| | 48,995 | 17 |
| 12 | 48,995 | 18 |
| | 48,995 | 19 |
| 13 | 48,995 | 20 |
| | 48,995 | 21 |
| | 49,245 | 22 |
| 14 | 49,495 | 23 |
| | 49,745 | 24 |
| | 49,995 | 25 |
| | 50,245 | 26 |
| 15 | 50,495 | 27 |
| | 50,745 | 28 |
| | 50,995 | 29 |
| | 51,245 | 30 |
| 16 | 51,495 | 31 |
| | 51,745 | 32 |
| | 51,995 | 33 |
| | 52,245 | 34 |
| 17 | 52,495 | 35 |
| | 52,745 | 36 |
| | 52,995 | 37 |
| | 53,245 | 38 |
| | 53,495 | 39 |
| 18 | 53,745 | 40 |
| | 53,995 | 41 |
| | 54,245 | 42 |
| 19 | 54,495 | 43 |
| | 54,745 | 44 |
| | 54,995 | 45 |
| | 55,245 | 46 |
| | 55,495 | 47 |
| 20 | 55,745 | 48 |
| | 55,995 | 49 |
| | 56,245 | 50 |
| | 56,495 | 51 |
| 21 | 56,745 | 52 |
| | 56,995 | 53 |
| | 57,245 | 54 |
| | 57,495 | 55 |
| 22 | 57,745 | 56 |
| | 57,995 | 57 |
| | 58,245 | 58 |
| | 58,495 | 59 |
| 23 | 58,745 | 60 |
| | 58,995 | 61 |
| | 59,245 | 62 |
| | 59,495 | 63 |
| | 59,745 | 64 |
| 24 | 59,995 | 65 |

| Salary Schedule | | |
|---|---|---|
| Initial Placement Matrix Only | Annual Contract Amount | Skyward Steps |
| | 60,245 | 66 |
| | 60,495 | 67 |
| | 60,745 | 68 |
| 25 | 60,995 | 69 |
| | 61,245 | 70 |
| | 61,495 | 71 |
| | 61,745 | 72 |
| | 61,995 | 73 |
| | 62,245 | 74 |
| | 62,495 | 75 |
| | 62,745 | 76 |
| | 62,995 | 77 |
| | 63,245 | 78 |
| | 63,495 | 79 |
| | 63,745 | 80 |
| | 63,995 | 81 |
| | 64,245 | 82 |
| | 64,495 | 83 |
| | 64,745 | 84 |
| | 64,995 | 85 |
| | 65,245 | 86 |
| | 65,495 | 87 |
| | 65,745 | 88 |
| | 65,995 | 89 |
| | 66,245 | 90 |
| | 66,495 | 91 |
| | 66,745 | 92 |
| | 66,995 | 93 |
| | 67,245 | 94 |
| | 67,495 | 95 |
| | 67,745 | 96 |
| | 67,995 | 97 |
| | 68,245 | 98 |
| | 68,495 | 99 |
| | 68,745 | 100 |
| | 68,995 | 101 |
| | 69,245 | 102 |
| | 69,495 | 103 |
| | 69,745 | 104 |
| | 69,995 | 105 |
| | 70,245 | 106 |
| | 70,495 | 107 |
| | 70,745 | 108 |
| | 70,995 | 109 |
| | 71,245 | 110 |
| | 71,495 | 111 |
| | 71,745 | 112 |
| | 71,995 | 113 |
| | 72,245 | 114 |
| | 72,495 | 115 |
| | 72,745 | 116 |
| | 72,995 | 117 |
| | 73,245 | 118 |
| | 73,495 | 119 |
| | 73,745 | 120 |
| | 73,995 | 121 |
| | 74,245 | 122 |
| | 74,495 | 123 |
| | 74,745 | 124 |
| | 74,995 | 125 |
| | 75,245 | 126 |
| | 75,495 | 127 |
| | 75,745 | 128 |
| | 75,995 | 129 |
| | 76,245 | 130 |
| | 76,495 | 131 |
| | 76,745 | 132 |

Professional Compensation - School Psychologists
2024/25 Fiscal Year

| Salary Schedule | | |
|---|---|---|
| Initial Placement Matrix Only | Annual Contract Amount | Skyward Steps |
| 0 | 51,270 | 0 |
| 1 | 51,270 | 1 |
| 2 | 51,270 | 2 |
| 3 | 51,270 | 3 |
| 4 | 51,270 | 4 |
| | 51,270 | 5 |
| 5 | 51,270 | 6 |
| 6 | 51,770 | 7 |
| 7 | 51,770 | 8 |
| | 51,770 | 9 |
| 8 | 51,770 | 10 |
| | 51,770 | 11 |
| 9 | 51,770 | 12 |
| | 51,770 | 13 |
| 10 | 53,520 | 14 |
| | 53,520 | 15 |
| 11 | 53,520 | 16 |
| | 53,520 | 17 |
| 12 | 53,520 | 18 |
| | 53,520 | 19 |
| 13 | 53,520 | 20 |
| | 53,520 | 21 |
| | 53,770 | 22 |
| 14 | 54,020 | 23 |
| | 54,270 | 24 |
| | 54,520 | 25 |
| | 54,770 | 26 |
| 15 | 55,020 | 27 |
| | 55,270 | 28 |
| | 55,520 | 29 |
| | 55,770 | 30 |
| 16 | 56,020 | 31 |
| | 56,270 | 32 |
| | 56,520 | 33 |
| | 56,770 | 34 |
| 17 | 57,020 | 35 |
| | 57,270 | 36 |
| | 57,520 | 37 |
| | 57,770 | 38 |
| | 58,020 | 39 |
| 18 | 58,270 | 40 |
| | 58,520 | 41 |
| | 58,770 | 42 |
| 19 | 59,020 | 43 |
| | 59,270 | 44 |
| | 59,520 | 45 |
| | 59,770 | 46 |
| | 60,020 | 47 |
| 20 | 60,270 | 48 |
| | 60,520 | 49 |
| | 60,770 | 50 |
| | 61,020 | 51 |
| 21 | 61,270 | 52 |
| | 61,520 | 53 |
| | 61,770 | 54 |
| | 62,020 | 55 |
| 22 | 62,270 | 56 |
| | 62,520 | 57 |
| | 62,770 | 58 |
| | 63,020 | 59 |
| 23 | 63,270 | 60 |
| | 63,520 | 61 |
| | 63,770 | 62 |
| | 64,020 | 63 |
| | 64,270 | 64 |
| 24 | 64,520 | 65 |

| Salary Schedule | | |
|---|---|---|
| Initial Placement Matrix Only | Annual Contract Amount | Skyward Steps |
| | 64,770 | 66 |
| | 65,020 | 67 |
| | 65,270 | 68 |
| 25 | 65,520 | 69 |
| | 65,770 | 70 |
| | 66,020 | 71 |
| | 66,270 | 72 |
| | 66,520 | 73 |
| | 66,770 | 74 |
| | 67,020 | 75 |
| | 67,270 | 76 |
| | 67,520 | 77 |
| | 67,770 | 78 |
| | 68,020 | 79 |
| | 68,270 | 80 |
| | 68,520 | 81 |
| | 68,770 | 82 |
| | 69,020 | 83 |
| | 69,270 | 84 |
| | 69,520 | 85 |
| | 69,770 | 86 |
| | 70,020 | 87 |
| | 70,270 | 88 |
| | 70,520 | 89 |
| | 70,770 | 90 |
| | 71,020 | 91 |
| | 71,270 | 92 |
| | 71,520 | 93 |
| | 71,770 | 94 |
| | 72,020 | 95 |
| | 72,270 | 96 |
| | 72,520 | 97 |
| | 72,770 | 98 |
| | 73,020 | 99 |
| | 73,270 | 100 |
| | 73,520 | 101 |
| | 73,770 | 102 |
| | 74,020 | 103 |
| | 74,270 | 104 |
| | 74,520 | 105 |
| | 74,770 | 106 |
| | 75,020 | 107 |
| | 75,270 | 108 |
| | 75,520 | 109 |
| | 75,770 | 110 |
| | 76,020 | 111 |
| | 76,270 | 112 |
| | 76,520 | 113 |
| | 76,770 | 114 |
| | 77,020 | 115 |
| | 77,270 | 116 |
| | 77,520 | 117 |
| | 77,770 | 118 |
| | 78,020 | 119 |
| | 78,270 | 120 |
| | 78,520 | 121 |
| | 78,770 | 122 |
| | 79,020 | 123 |
| | 79,270 | 124 |
| | 79,520 | 125 |
| | 79,770 | 126 |
| | 80,020 | 127 |
| | 80,270 | 128 |
| | 80,520 | 129 |
| | 80,770 | 130 |
| | 81,020 | 131 |
| | 81,270 | 132 |

# SUPPLEMENTAL SALARIES 2022-2023

SUPPLEMENTAL SALARIES

**2024/25 Fiscal Year**

| Position | Location | Amount |
|---|---|---|
| Athletic Director | High School | 3,810.70 |
| Athletic/Activities Director | Middle School | 1,664.20 |
| Baseball Coach, Varsity | High School | 3,127.00 |
| Baseball Coach, Jr. Varsity | High School | 1,404.50 |
| Baseball Coach | Middle School | 1,022.90 |
| Asst. Baseball Coach | High School | 1,484.00 |
| Basketball Coach, Varsity | High School | 3,127.00 |
| Asst. Basketball Coach | High School | 1,484.00 |
| Basketball Coach, Jr. Varsity | High School | 1,404.50 |
| Basketball Coach | Middle School | 1,022.90 |
| Bowling Coach | High School | 1,213.70 |
| Competitive Cheerleading | High School | 2,375.00 |
| Cheerleading Sponsor, Varsity | High School | 2,375.00 |
| Cheerleading Sponsor, Jr. Varsity | High School | 1,213.70 |
| Cheerleading Sponsor | Middle School | 1,022.90 |
| Cross Country Coach | High School | 1,298.50 |
| Dance Team Sponsor, Varsity | High School | 1,828.50 |
| Dance Team Sponsor, JV | High School | 1,213.70 |
| Dance Team Sponsor | Middle School | 1,022.90 |
| Flag Corp Sponsor | High School | 848.00 |
| Football Coach, Varsity | High School | 4,616.30 |
| Football Coach, Jr. Varsity | High School | 2,385.00 |
| Football Coach | Middle School | 1,213.70 |
| Asst. Football Coach, Varsity | High School | 2,385.00 |
| Asst. Football Coach, Jr. Varsity | Jr. Varsity | 2,385.00 |
| Asst. Football Coach | Middle School | 1,022.90 |
| Flag Football | High School | 1,213.70 |
| Asst. Flag Football | High School | 1,022.90 |
| Golf Coach | High School | 1,325.00 |
| Soccer Coach, Varsity | High School | 3,127.00 |
| Asst. Soccer Coach, Varsity | High School | 1,484.00 |
| Soccer Coach, Jr. Varsity | High School | 1,404.50 |
| Soccer Coach | Middle School | 1,022.90 |
| Softball Coach, Varsity | High School | 3,127.00 |
| Asst. Softball Coach, Varsity | High School | 1,484.00 |
| Softball Coach, Jr. Varsity | High School | 1,404.50 |
| Softball Coach | Middle School | 1,022.90 |
| Swimming Coach | High School | 2,411.50 |
| Swimming Coach Asst. | High School | 1,144.80 |
| Tennis Coach | High School | 1,404.50 |
| Track Coach | High School | 2,120.00 |

SUPPLEMENTAL SALARIES

| Position | Location | Amount |
|---|---|---|
| Asst. Track Coach | High School | 1,022.90 |
| Volleyball Coach, Varsity | High School | 3,127.00 |
| Asst. Volleyball Coach, Varsity | High School | 1,484.00 |
| Volleyball Coach, Jr. Varsity | High School | 1,404.50 |
| Volleyball Coach | Middle School | 1,022.90 |
| Weightlifting Coach | High School | 1,605.90 |
| Asst Weightlifting Coach | High School | 1,404.50 |
| Wrestling Coach, Varsity | High School | 2,623.50 |
| Asst. Wrestling Coach, Varsity | High School | 1,404.50 |
| Wrestling Coach, Jr. Varsity | High School | 1,404.50 |
| Wrestling Coach | Middle School | 1,022.90 |
| Student Activities Director | High School | 3,810.70 |
| Student Activities Director | Middle School | 1,664.20 |
| Band Director | High School | 4,611.00 |
| Band Director | Middle School | 2,480.40 |
| Chorus Director | High School | 1,505.20 |
| Chorus Director | Middle School | 805.60 |
| Drama Coach | High School | 922.20 |
| Yearbook Sponsor | High School | 1,049.40 |
| Yearbook Sponsor | Middle School | 593.60 |
| Yearbook Sponsor | Elementary | 560.00 |
| ROTC | High School | 1,213.70 |
| CIT Chair | Countywide | 1,060.00 |
| FFA Sponsor | Middle School | 795.00 |
| Culinary Arts - FHA Sponsor | Middle School | 795.00 |
| Student Council Sponsor | Middle School | 593.60 |
| SAC Chairpersons | 1 Per School | 715.50 |
| Special Olympic Coaches | Countywide | 318.00 |
| Special Olympic Coordinator | Countywide | 636.00 |
| Class Sponsor – Senior | High School | 710.20 |
| Class Sponsor – Junior | High School | 689.00 |
| Class Sponsor - Sophomore | High School | 291.50 |
| Class Sponsor – Freshman | High School | 291.50 |
| FFA Sponsor - Jr. Chapter | High School | 795.00 |
| FBLA Sponsor | High School | 212.00 |
| Ll Culinary Arts - FHA Sponsor | High School | 795.00 |
| LI Culinary Arts - FHA Hero | High School | 1,007.00 |
| LI FFA Farm | High School | 1,590.00 |
| LI FFA Sponsor | High School | 1,060.00 |
| LI HOSA Sponsor | High School | 1,060.00 |
| LI HOSA Sponsor | Middle School | 795.00 |
| Ll Criminal Justice | High School | 795.00 |

SUPPLEMENTAL SALARIES

| Position | Location | Amount |
|---|---|---|
| LI VICA | High School | 795.00 |
| LI Academic Team | High School | 795.00 |
| L2 BETA Club | High School | 344.50 |
| L3 LEO | High School | 212.00 |
| L3 Key | High School | 212.00 |
| L3 NHS | High School | 212.00 |
| L3 FEA | High School | 212.00 |
| L3 SADD | High School | 212.00 |
| L3 Mu Alpha Theta | High School | 212.00 |
| L3 PEP | High School | 212.00 |
| L3 DCT | High School | 212.00 |
| L3 CBE | High School | 212.00 |
| L3 Dance | High School | 212.00 |
| L3 Literary Magazine | High School | 212.00 |
| L3 Peer Mediation | High School | 212.00 |
| Aviation Coordinator | District-wide | 2,500.00 |
| STEM/Robotics | District-wide | 2,500.00 |
| Elementary STEM | Elementary | 750.00 |
| Secondary STEM | High School & Middle School | 1,000.00 |
| Intramural Coach | Middle School | 1,022.90 |
| Parknership Director | District-wide | 1,590.00 |
| Academic Support (2022/23 Fiscal Year Only - Skyward Steps 22 and up) | District-wide | 1,250.00 |

# APPENDIX "B"

## Columbia County Schools
## Official Grievance Form

Name:_____
School:_____
Home Address:_____
Home Phone:_____

A. Date Cause of Grievance Occurred:_____
B. Relates to Article(s):_____
C. Statement of grievance: (attach sheets if needed)

_____
_____
_____

Witness: _____ Witness: _____

D. Relief sought: (attach sheets if needed)

_____
_____
_____

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

*Columbia Teachers Association*

**Memorandum of Understanding**

6/02/2022

The Columbia Teachers Association (CTA) and the Columbia County School District (District) agree to the creation of the position of Parknership Director within the Parknership Grant and to be continued for the duration of the grant program.

The Parknership Director shall perform services to include:

- Provide guidance and support among fellow science and other teaching staff for program development, curricular improvements and professional development.
- Seek and acquire the necessary funding to support the Parknership Director and Coordinator's positions, as well as the day-to-day operations of the program.
- Coordinate the development and implementation of field and service learning activities.
- Develop and implement the program's promotion, recognition and advocacy venues.
- Oversee and direct Coordinator's services.
- Provide communications and required progress reports for sponsorships and grant benefactors
- Establish program criteria for program success and collect data as deemed necessary.

The Director will be paid an annual payment of ~~$2,000.00~~ $1590.00 paid in a single check in June of each school year when the Parknership Grant remains in force.

Chief Negotiator, Columbia County Schools

DATE SIGNED: 6/21/22

Dr. Jenee DeLa

Chief Negotiator, Columbia Teachers Association

DATE SIGNED: 6/21/22

## *Columbia Teachers Association*

This Memorandum of Understanding is made on this 20TH day of June, 2022, by and between The Columbia County School Board (CCSB) and The Columbia County Teachers Association (CTA), hereinafter collectively referred to as "the parties."

**Purpose:**
The purpose of the Memorandum of Understanding (MOU) is to restore language of article VI (M) in error due to a clerical error, form a planning time committee, and modify the teacher workday.

M. The length of the teacher workday shall be ~~7 ½ hours~~ 7 ¼ hours. 7 1/2 hours

Planning time within the workday shall be allocated as follows:

Grades Pre K – 12: 250 minutes per week shall be allocated to the teacher for:

instructional planning, lesson preparation, student work evaluation, team planning and recordkeeping of curriculum activities.

Teachers who teach three (3) hours during summer school shall be given fifteen (15) minutes planning time per day. Teachers who teach more than three (3) hours shall be give thirty (30) minutes planning time per day.

The parties agree that for the ~~2017-2018~~ 2022-2023 school year, planning time will remain as currently practiced.

The parties agree to establish a planning committee to review current practices District wide and make recommendations to the CTA and district for the purpose of establishing a memorandum of understanding (MOU) by April 1, 2023 for the 2023-2024 school year.

The team shall consist of two employees appointed by the CTA President from each of the following categories: Elementary, Middle School, High School, and ESE. The district team shall consist of up to 3 employees appointed by the district, one from each of the following categories: Elementary, Middle School, High School, and ESE.

Chief Negotiator, Columbia County Schools

DATE SIGNED: 6/21/22

Chief Negotiator, Columbia Teachers Association

DATE SIGNED: 6/21/22

Columbia County Schools

**SUPERINTENDENT**
ALEX L. CARSWELL, JR

**ASSISTANT SUPERINTENDENTS**
HOPE JERNIGAN
TODD WIDERGREN

372 West Duval Street
Lake City, Florida 32055-3990
(386) 755-8000

www.columbiak12.com

**MEMBERS OF THE BOARD**
DANA BRADY-GIDDENS
STEPHANIE K. JOHNS
NARRAGANSETT SMITH
KEITH HUDSON

## Memorandum of Understanding

The Columbia Teachers Association (CTA) and the Columbia County School District (District) agree to create a head varsity and assistant varsity coaches for girls wrestling.

- Head Girls Varsity Wrestling Coach Annual Supplement of $2,623.50
- Assistant Girls Varsity Wrestling Coach Annual Supplement of $1,404.50

Chief Negotiator, Columbia County Schools

DATE SIGNED: 6/21/22

Chief Negotiator, Columbia Teachers Assoc.

DATE SIGNED: 6/21/22

Columbia County Schools

**SUPERINTENDENT**
ALEX L. CARSWELL, JR

**ASSISTANT SUPERINTENDENTS**
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STEPHANIE K. JOHNS
NARRAGANSETT SMITH
KETIH HUDSON
STEVE NELSON

## Memorandum of Understanding

The Columbia Teachers Association (CTA) and the Columbia County School District (District) agree to the following:

The purpose of this Memorandum of Understanding is to provide a $500.00 recruitment or retention stipend to certified VPK instructors that have met all the new State VPK requirements outlined in House Bill 419.

Stipend funding is a result of the Emergency Funding for Early Learning/Child Care Providers Grant Phase VI. The grant requires funds be awarded for Workforce Initiatives such as recruitment, retention, upskilling, and stipends for completing DCF training courses. Additional Phase VI grant information can be found at http://www.floridaearlylearning.com/covid-19-resources.

Therefore, the district will provide a one-time (non-recurring) payment to all certified VPK instructors in the amount of $500.00. For teachers returning for the 2022-23 school year, the payment will be paid after September 1, 2022, or in a timely manner once approval of the MOU is received. For newly recruited teachers, payment will be processed 6 months after the instructor is hired.

By signing this MOU, CTA and the District agree to the terms of this MOU.

Chief Negotiator, Columbia County Schools

DATE SIGNED: 9/01/22

Chief Negotiator, Columbia Teachers Assoc.

DATE SIGNED: 9/8/22

# MEMORANDUM OF UNDERSTANDING

School Board of Columbia County
And
The Columbia Teachers Association

This Agreement dated this 22nd day of September 2022 is between the Columbia County School Board ("CCS" or the "District") and the Columbia Teachers Association ("CTA" or the "Union:) representing the Instructional bargaining unit, hereinafter collectively referred to as "the Parties".

WHEREAS, funding for public education in the state of Florida is insufficient to provide CCSB students and their parents with the resources they deserve for their schools, and

WHEREAS, the Parties share mutual interest in recruiting and retaining the best educational staff for the students of Columbia County, and

WHEREAS, the School Board of Columbia County approved a resolution calling for a referendum to be held on November 8, 2022, for the purpose of submitting to the qualified electors of the Columbia County School District to vote whether to levy a one-half cent ($0.005) sales surtax for a period of twenty (20) years for the acquisition, construction , reconstruction, renovation, remodeling, or improvement of school facilities, including safety and security improvements, and the purchase of technology equipment, including hardware and software, and

WHEREAS, if the ballot measure is approved by the voters of Columbia County during the November 8, 2022 election, the half-cent sales tax will provide significant funding for acquisition, construction, reconstruction, renovation, remodeling, or improvement of school facilities, including safety and security improvements, and the purchase of technology equipment, including hardware and software thereby allowing the general revenue previously used for such purposes to be used for other purposes, including employee compensation,

NOW, THEREFORE, the Parties mutually agree that at least 55% of total general revenues savings generated by the referendum initiated by School Board Resolution will be dedicated for the purpose on increasing CTA bargaining unit employee compensation.

Chief Negotiator, Columbia County Schools

Date Signed: 9/22/22

Chief Negotiator, Columbia Teachers' Association

Date Signed: 9/22/2022