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ARTICLE I

RECOGNITION

- A. The Association recognizes the Board as a legally Constituted body Under F.S. 230.01 and as the duly elected representative of the people and agrees to negotiate only with the Board, through the Chief Executive Officer or his designee. It is also acknowledged that the Board's primary concern will be interests of students, parents, the public, and all employees.
- B. The Board hereby recognizes the Association as the exclusive bargaining representative for all full-time and part-time educational staff professional including, but not limited to, Bookkeepers, Bus Drivers, Clerical Personnel, Custodians, Food Service Personnel, Mechanics, Maintenance Personnel, Secretaries, Instructional Aides, and any other educational staff professional not specifically excluded in Case No RC-88-001 of the Florida Public Employee Relations Commission in order of April 21,1988 issuing Certificate number 789 to the Association, and excluding School Level Confidential Secretaries and Food Service Manager II.
- C. The term "employee", when used hereinafter in this agreement, shall refer to all members of the bargaining unit represented by the Association as listed in Certificate number 789 of the Florida Public Employee Relations Commission and excluding School Level Confidential Secretaries and Food Service Manager II.

ARTICLE II

ASSOCIATION RIGHTS

- A. The Association and its Representatives may use the school buildings for their meetings after securing approval from the building principal so long as the use does not interfere with the educational program and does not conflict with previously scheduled meetings.
- B. The Association and its Representatives shall have the right to use the school facilities and equipment, such as typewriters, duplication equipment, calculators, and audio-visual equipment at times other than school hours and after securing approval from the building principal. The Association shall furnish their own materials and supplies incident to such use.
- C. The Association shall have the right to post notices of activities and matters of Association concern on appropriate bulletin boards in each school work center. The Association shall have the right to use mail boxes, and after students dismissal, the intercommunications system for communication to employees after securing permission from the building principal/immediate supervisor. Each principal/immediate supervisor shall be provided with a copy of Association material distributed at his/her assigned school/work site.
- D. Authorized representatives of the Association shall be permitted to transact official Association business on school/work site property during employee working hours and with the approval of the prior written approval of the principal/work site supervisor or designee.
- E. The Board agrees to allow the Association to examine and copy all materials which are a matter of public record. The Board may charge no more than the cost of duplicating records requested.
- F. All employees individually or through the Association will be placed on the Agenda of regular or special Board meetings provided request are made in accordance with the School Board Policies.
- G. The Board shall deduct from the salary of each employees Association membership dues and uniform assessments, provided that there is in the possession of the Board a written authorization for such deduction(s) pursuant to the form as exhibited in Appendix A of this Agreement.
- H. Association representatives shall be offered the opportunity at each staff meeting to present brief reports and make announcements.
- I. The Agenda, all supporting materials and minutes for Board meetings shall be sent to the Association President at the same time it is sent to Board members.
- J. The Board will provide appropriate space for the Association to maintain a centrally located office. (11/16/04)

ARTICLE III

EMPLOYEE RIGHTS

- A. An employee shall be permitted to examine his/her personnel file and date and initial each item contained therein. An employee shall be notified in writing within ten (10) days of any critical statement placed in his/her personnel file and upon receipt of such statement shall have the opportunity to rebut such statements in writing within ten (10) days with the rebuttal to be placed in the employee's personnel file.
- B. At any conference with his/her principal/immediate supervisor which concerns the terms and conditions of employment or the interpretation or application of this Agreement, the employee may have present Association representation of his/her choosing.
- C. Whenever a principal/immediate supervisor fails to recommend reappointment of a probationary employee, the administrator shall notify the employee by May 1st of his/her decision not to recommend reappointment. If May 1st falls on a weekend, then notice shall be given on the next working day.
- D. Employees shall not be required to use their personal vehicles for school business. Employees shall not use their personal vehicles to transport students without prior permission from an immediate supervisor except in cases of emergency when no other means of transportation is available. An employee shall not transport students in his/her personal vehicle unless he/she carries liability insurance. If an employee, upon request of his/her immediate supervisor agrees to use his/her personal vehicle for school business, he/she shall be reimbursed at the mileage rate currently provided by the Board for use of personal vehicles. When an employee transports students with the approval of an immediate supervisor, the Board will provide liability coverage as provided by law.
- E. The Board and the Association recognize that services are required at times other than the regular contract hours and/or days. Therefore, upon mutual agreement between an employee and their immediate supervisor, and subject to regular approval procedures, employees may be compensated to participate in activities consistent with their regular duties or areas of personal or professional expertise.
- F. The private and personal life of an employee, except for such incidents and occurrences which could lead to suspension or dismissal as provided by statute, shall not be within the appropriate concern of the Board.
- G. No disciplinary action against an employee shall be taken on the basis of a complaint by a parent or other individual unless the matter is first discussed between the employee and his/her immediate supervisor. Representation by the Association may be provided upon request by the employee any discussion on said complaint.
- H. All employees employed after July 1, 1989 shall serve one (1) year as probationary employees.

Employees, after serving the required time as probationary employees and after completing two consecutive years as annual employees and who are reemployed by the Board for the next ensuing school year shall become career employees, unless the funding for their position is dependent on grant allocation. If the employee moves to a non-grant funded position, he/she will

be eligible for career status. This provision affects only those educational staff professionals not on career status prior to January 1, 2001.

A school year is defined as July 1 - June 30.

Probationary employees may be discharged, terminated, or their employment non-renewed at the discretion of the Board without any showing of just cause.

Annual employees may not be discharged or terminated during the school year for which they were employed without a showing of just cause. However, the Board shall have the right to not renew the contract of an annual employee, and if the Board elects not to renew the contract the Board shall not be required to show just cause.

Career employees shall not be reduced in contractual status, discharged, terminated, non-renewed, or otherwise separated from employment except for just cause. Just cause is defined as misconduct in office, incompetence, failure to satisfactorily perform assigned duties, gross insubordination, willful neglect of duty, or conviction of a crime involving moral turpitude.

An employee whose status requires a finding of just cause before being reduced in contractual status, discharged, terminated, non-renewed, or otherwise separated from employment, shall have the right to due process hearing before either the Board or a Department of Administration Hearings officer, at the employee's option. The Board may, at its option, withhold salary compensation, fringe benefits and insurance benefits from a suspended employee entitled to a just cause hearing. The employee may maintain insurance benefits by paying the Board the total cost of employee's premium until such time as a final decision is rendered.

Should a just cause hearing be required and if charges are dropped, dismissed, or if the employee is exonerated, the employee shall be reinstated to his/her former contractual status with reimbursement for lost compensation, fringe benefits, and insurance benefits.

- I. No employee shall be coerced, threatened or intimidated to submit a resignation in lieu of disciplinary or low evaluation. It shall not be considered coercion, threatening, or intimidating to inform an employee that a low evaluation or disciplinary action will be made or instituted.
- J. The Board shall maintain any payroll deduction programs presently in existence which would be unavailable to the employee except through payroll deduction or which would significantly penalize the employee financially by dropping said program.
- K. With respect to all sums deducted by the Board pursuant to an authorization by the employee, the Board agrees to promptly distribute said sums. The Board shall not be responsible for failure of payee to bill in a timely manner.
- L. Due process - Disciplinary Action and Reprimand
 - 1. Any employee summoned to the office of a principal or immediate supervisor where there exists no principal, or their designees for a conference-for-the-record which may lead to disciplinary action or reprimand, shall have the right to request Association representation and shall be informed of this right. If representation is provided, the employee shall have the right to be accompanied at the conference-for-the-record by up to two (2) representatives of the Association and shall be informed of this right.

2. Employees shall be given two (2) days notice and statement of the reason for the conference, except in cases deemed by the supervisor to be an emergency. When Association representation is requested, and the employee is to be represented by the Association, the conference-for-the-record must be scheduled at a time when Association representation (building representative or bargaining agent representative, where appropriate) can be present.
 3. A conference-for-the record, which may lead to disciplinary action or reprimand not held in accordance with these conditions, shall not be considered a part of the employee's personnel file or record and neither the fact of the conference nor any statements made at the conference may be used in any subsequent proceedings or reprimand involving the employee.
 4. A conference-for-the-record, as described above, shall not prohibit the supervisor from engaging in conversation, discussion, and/or clarification, with any employee not prohibit the supervisor from addressing such previous occurrences in the conference-for-the-record.
- M. Each employee of the bargaining unit has the right, freely and without fear of penalty or reprisal, to form, join, and assist the Association or to refrain from any such activity, and each employee shall be protected in the exercise of this right. The employer agrees that the right to assist the Association extends to participation in the management of the Association and acting for the Association in the capacity of Association representative, including presentation of its views to officials of the Governor, the Legislature, or other appropriate authority.
- N. The Cost of all physical, psychological, or psychiatric tests or examinations taken by employees at the request or order of the Superintendent, except those examinations or tests which are prerequisites of initial employment, shall be borne by the Board.
- O. Employee participation in charitable drives and in U. S. Saving Bonds campaigns is voluntary. Solicitations may be made, but no pressure shall be brought to bear to require such participation.
- P. Only food service personnel are to receive meals without payment.

ARTICLE IV

BARGAINING PROCEDURES

- A. Matters not specifically covered by this Agreement but of concern to both parties shall be subject to professional negotiation between them during the period of this Agreement upon mutual agreement by both parties.
- B. Representatives of the Board and the Association shall meet upon the request of either party during the regular school year to resolve problems that may arise under this Agreement. These meetings are not intended to bypass the bargaining or grievance procedures. Any amendment to this Agreement shall be subject to ratification by the Board and the bargaining unit.
- C. If either party desires to negotiate, modify, amend, or terminate this Agreement upon its expiration, a written notice must be submitted to the other party prior to April 1, of the year in which the Agreement expires.
- D. In any bargaining described in this agreement, neither party shall have any control over the selection of the bargaining representative of the other party. It is recognized that before any agreement reached by the bargaining representatives can be executed, it must be ratified by the majority of the Board and a majority of the voting members of the bargaining unit, but the parties mutually pledge that their representatives shall be clothed with all necessary power and authority to make proposals, consider proposals, and make concessions in the course of bargaining. Throughout bargaining, all tentative agreements shall be signed by representatives designated by each party.
- E. Should an impasse occur, then either party or both parties jointly may petition for a mediator as a means of attempting resolution of the item or items in dispute. The initial recourse shall be to petition the Federal Mediation and Conciliation Service (FMCS) for a mediator.

In the event that a solution cannot be reached through mediation, by mutual agreement of both parties the impasse shall then be submitted to a special master under the Public Employees Relations Commission (PERC) guidelines.
- F. The articles of this Agreement will automatically be contained in successor Agreements except that items contained herein and proposed by either party for re-negotiation shall be subject to negotiations as provided in this article.
- G. All negotiations shall be in accordance with applicable Florida Statutes and PERC guidelines.

ARTICLE V

GRIEVANCE PROCEDURE

- A. Purpose. The purpose of this procedure is to secure, at the lowest possible administrative level, solutions to any grievances which may arise.
- B. Definitions. The term "grievance" shall be defined as a written allegation that a violation involving an interpretation or application of a specific article and section of this Agreement has occurred. Grievances involving non-renewal of annual contract of Educational Staff Professional and granting of promotions will not be subject to Level III. The term "grievant" shall mean an employee or group of employees or the Association filing a grievance. The term "employer" shall mean the School Board or the Administration. The term "days" shall mean calendar days. When the last day of any step falls on a non-working day, the first workday thereafter will be considered the last day.
- C. Time Limits. Time limits may be extended by mutual written agreement between the Association and the Superintendent.
- D. End of Year Grievances. In the event that a grievance is filed at such time that it cannot be processed through all of the steps in the grievance procedure by the end the school's year, the time limits set forth herein shall be reduced so that the grievance procedure may be exhausted prior to the end of the school's year or as soon thereafter as possible, unless both parties mutually agree otherwise.
- E. Time. All grievances shall be processed during non-student contact hours.
- F. Filing. Within thirty (30) calendar days following knowledge of the act or condition which is the basis for the grievance, the grievant may file a grievance with the building principal or other immediate supervisor or designated representative. If such action is not taken within this time, the grievant waives his/her right to the grievance procedure. Each reoccurrence of the act/condition constitutes a new basis for a grievance.
- G. Representation. All employees may have the right of Association representation to each step of the grievance procedure. No grievant may be required to discuss any grievance if the Association representative is not present. The adjustment of grievances shall not be inconsistent with the collective bargaining agreement, and the bargaining agent will be given the opportunity to be present and make statements at each formal step. Copies of the employer decisions given at each step of the procedure shall be put in the mailbox of the bargaining agent's representative on the same day it is delivered to the grievant. No grievance may be submitted to arbitration without the knowledge of the bargaining agent. A grievant shall not be represented by a representative of any other employee organization.
- H. Informal Discussion. In the event that an individual Educational Staff Professional believes there is a basis for grievance, the individual shall first discuss the alleged grievance with the building principal or other immediate supervisor or designee personally or accompanied by the Association Representative.
- I. Level I. If the grievant is not satisfied with the informal resolution he/she may, within five (5) calendar days of the oral answer, file a formal grievance on the proper form provided in Appendix

B of this Agreement. A copy of the grievance shall be delivered to the building principal or other immediate supervisor or designee. The building principal or other immediate supervisor or designee shall have five (5) calendar days after receipt of the grievance to give a written decision. Upon mutual agreement of the grievant and the building principal or other immediate supervisor or designee a conference at this level may be waived.

- J. Level II. If the grievance is not settled to the grievant's satisfaction or if a written decision is not submitted within five (5) calendar days of filing at Level I, the grievant may move to Level II by written notice to the Superintendent or his designated representative. The Superintendent or his designee shall have five (5) calendar days after receipt of the grievance in which to hold a conference with the grievant.
- K. Level III. If the grievance is not solved at Level II to the grievant's satisfaction, or if a written decision is not submitted within ten (10) days of filing at Level II, the grievant with or without the Association, within 15 days may move the grievance to arbitration. If the question of arbitrability is raised by the Board, the question shall be determined in the first instance by the arbitrator. The arbitrator shall confer with the grievant, the representatives of the Board and the Association, and hold hearings promptly and shall issue a decision not later than twenty (20) days from the date of the close of the hearings or final submissions. The arbitrator's decision shall be in writing and shall set forth findings of facts, reasoning and conclusions on the issues submitted unless the Association, the Board, or the grievant shall request an expedited decision of the arbitrator and shall be final and binding upon both parties.
- L. Selection of Arbitrators. In the event arbitration becomes necessary, the parties agree to have the Superintendent and the Association's President attempt to mutually agree on an arbitrator. If no agreement is reached either party may petition the Federal Mediation and Conciliation Service (FMCS) for the list of five (5) arbitrators. Beginning with the Association or grievant, the Association or grievant and Board will each alternately strike two (2) names. The person remaining shall be the arbitrator for Level III.
- M. Costs. The cost of the services of the arbitrator shall be borne by the losing party. If the grievant without the Association's approval moves the grievance to arbitration, he/she shall pay the costs if the grievant is the losing party.
- N. No Reprisals. No reprisals shall be invoked against any employee for processing a grievance or participating in any way in the grievance procedure. No documents of any kind or form pertaining to the initiation, processing or settlement of any grievance whatsoever shall be placed in the personnel file of any non-administrative or non-supervisory employee.
- O. Guarantee of Resolution. Notwithstanding the expiration of this Agreement, any claim or grievance arising thereunder may be processed through the grievance procedure until resolution.
- P. Withdrawal. The Association and grievant, upon mutually agreeing that it best suits the interest of the parties, may withdraw the grievance at any point in the process.

ARTICLE VI

WORKING CONDITIONS

- A. The Board and the Association agree that all employees have a primary responsibility and all energies should be utilized to this end. Therefore, the Board agrees to provide all necessary supplies, materials, and equipment to be utilized in the discharge of an employee's responsibilities.
- B. The Board agrees to a policy of non-discrimination against any employee covered by this Agreement in regard to race, age, sex, religion, national origin, handicap, marital status, or participation in labor organizations or participation in a grievance.
- C. Supervisors will take every reasonable precaution to protect the life, health and safety of each employee at their work site. Under those conditions, employees shall not be required to perform their duties under conditions which may be unsafe or which are dangerous or hazardous to an employee's health and welfare. All school and work site environments shall be safely maintained. The Board shall provide safety equipment for all employees assigned responsibilities when required.
- D. The Board shall arrange for substitutes for absent employees, at the sole discretion of the management representative/supervisor. If no substitute can be secured for an absent employee, then no employee shall be required to perform the duties of the absent employee in addition to their normally assigned duties. If an employee of the same job description needs to have a re-distribution of work load, as determined by management, due to an absent employee, a proportional reduction of the normal work load within the normal work day shall be made.
 - 1. Employees who are requested to work overtime and volunteer to do so, shall be compensated at a rate of pay equal to time and one-half for any of the time/hours exceeding the forty hours of that week.
- E. The solicitation by sales personnel in the schools/work sites shall not be permitted during the normal student day and employees will not be required to attend meetings for commercial demonstrations which are devoted to personal sales.
- F. All newly hired or re-assigned employees shall be provided a period of orientation by their immediate supervisor and a copy of their job description and responsibilities shall be made available prior to the assumption of their employment duties.
- G. A duty-free period of thirty (30) consecutive minutes shall be scheduled for all employees if their employment is for four (4) consecutive hours or more.
 - 1. Maintenance personnel and mechanics shall have a duty free meal period of not less than sixty (60) consecutive minutes.
- H. All employees shall be scheduled for one fifteen (15) minute break during each three (3) to four (4) hour period of employment during each work day.
- I. When school is not in session, employees may be given access to the buildings by arranging such access in advance with their immediate supervisor.

- J. An employee may leave their assigned duty station upon approval of their immediate supervisor, with such approval based on personal needs which cannot be met at other times.
- K. Attendance at staff development activities shall be voluntary except as provided below:
 - 1. Those activities which are required by federal or state law or regulations.
 - 2. Those programs for employees who have demonstrated a need for specific assistance as a result of their performance evaluation.
 - 3. A four (4) hour maximum paid activity scheduled within the regular working day may be required once a year.
- L. Employees shall not be required to work activities beyond forty (40) hours per week or eight (8) hours per day. The daily working hours for employees shall be as follows:

1. Aides	7 ½ consecutive hours
2. Bookkeepers	7 ½ consecutive hours
3. Bus Drivers	4 hours minimum (as scheduled)
4. Custodians	7 ½ hours
5. Clerical Personnel	7 ½ consecutive hours
6. Food Service Personnel	7 ½ consecutive hours
7. Maintenance Personnel	8 consecutive hours
8. Mechanics	8 hours (as scheduled by Supervisor)
9. Secretaries	7 ½ consecutive hours

Upon mutual agreement between the principal/immediate Supervisor and the employee, split schedules may be permitted.

The above times include the stipulated duty-free meal periods indicated in Article VI, Section G.

The Board shall have the right to install time clocks at each work site. Should the Board exercise such prerogative, then employees shall be required to utilize said clocks when reporting or leaving their work site, including break time and/or lunch break.

Any office person (i.e. bookkeeper, clerk, secretary) who has traditionally worked an eight consecutive hour day with a duty-free meal period of no less than sixty (6) consecutive minutes, shall continue to do so.

Those office personnel upon mutual agreement with the supervisor may have the option of changing from their traditional sixty (60) consecutive minute duty-free meal period during an eight consecutive hour workday to a thirty (30) consecutive minute duty-free meal period during a seven and one-half consecutive hour workday.

If it does not cause any kind of inconvenience to the school system, as determined by the Superintendent or his/her designee, educational support professionals may leave fifteen (15) minutes after the main buses on a day before a non-student contact day.

M. An annual allowance for work clothing shall be made as follows:

1. Bus drivers shall be provided with a uniform allowance of \$150.00. The uniforms to be worn shall be determined by a committee of eight (8) bus drivers and administration of equal numbers. The Association shall appoint the bus drivers to serve on the committee. The Superintendent shall appoint the administrators.
2. Custodians shall be provided with a uniform allowance of \$200.00. The uniforms to be worn shall be determined by a committee of eight (8) custodians and administration of equal numbers. The Association shall appoint the custodians to serve on the committee. The Superintendent shall appoint the administrators.
3. Food service personnel shall be provided with a uniform allowance of \$200.00. The uniforms to be worn shall be determined by a committee of eight (8) food service employees and administration of equal numbers. The Association shall appoint the food service personnel to serve on the committee. The Superintendent shall appoint the administrators.
4. In each of the above said mentioned committees, the committees shall meet the first week of December, and conclude no later than January 31 of each school year. The committee shall elect to either require all bus drivers, food service personnel, and custodians to wear or not wear uniforms. Should they elect not to wear the uniforms, then the uniform allowance will not be furnished by the Board.
5. Mechanics shall be provided with suitable uniforms by the Board with maintenance of the uniforms being the responsibility of the Board.
6. Maintenance personnel shall be provided with suitable uniforms by the Board with maintenance of the uniforms being the responsibility of the Board.

N. Vacation days shall be earned by twelve (12) month employees on the following schedule:

1. Any educational staff professional employee in a regular full-time twelve month position is entitled to vacation leave. Vacation leave credit shall accrue at the rate of one (1) day per month. Vacation leave credit may be accrued from year to year not to exceed sixty (60) days. Vacation leave shall be with full pay.
2. Vacation leave shall not be earned by any educational staff professional employee whose term of service is less than twelve months.
3. The leave for which an individual employee is entitled is given below. In applying the rates, it must be determined that the employee has had both continuous and creditable service before the higher annual leave credits may be granted. The leave may be accumulated to a maximum of sixty (60) days.

* Continuous and Creditable
Service in Dixie County

Number of Days Leave
per year

Up to 5 years	12 workdays per year
5 through 10 years	15 workdays per year
11 years and up	20 workdays per year

*A year's continuous creditable service in Dixie County will include a regular full-time position for those employees who had previously been employed in full-time positions requiring less than twelve months service.

4. The annual vacation of any employee shall be taken at a time or times approved by the person's immediate supervisor and Superintendent; provided, that such leave shall be limited to ten consecutive working days at one time, and shall be scheduled at such time as not be seriously interrupt the efficiency of the job, department, or the school.
 5. Any educational staff professional whose employment with the Board is terminated and who has unused vacation leave credit due him/her by reason of service rendered during the school year shall be given, in lieu of such vacation, a terminal leave equal to the amount due according to Board Policy for Terminal Pay (6.31), Annual Leave (6.28), Qualified Retirement Plan (6.311), and DROP (6.216).
- O. The Board shall provide and maintain in each school/work site: Existing restrooms, existing lavatory facilities, and existing employee lounges. Future work site facilities and lounges shall be negotiated.
- P. All schools/work sites shall be permitted to have telephone facilities in each lounge for employee use only at no expense to the Board.
- Q. All employees having been employed one-half (1/2) or more of the preceding school year shall be credited and additional year of experience as of July 1st of each year. This additional year of experience shall be reflected in the first payroll of the fiscal year. This provision applies only for payroll and retirement purposes.
- R. Field Trips.
1. For all Board approved field trips (including but not limited to athletic events and co-curricular events) the Board shall grant "temporary duty elsewhere" for the certified bus drivers regular route and compensate the driver at the rate of \$10.00 per hour for driving time only and minimum wage for time spent between driving to the destination and driving back to school less the two hours allowed for their normal afternoon route and/or two hours allowed for their normal morning route, whichever may be applicable. Fully certified substitute drivers or regular drivers not requiring "temporary duty elsewhere" shall be compensated at the rate of \$10.00 per hour for driving time only and revert back to minimum wage for time spent between driving to the destination and driving back to school.
 2. Bus drivers shall be compensated in like manner for Board approved trips which are paid for by other organizations. In such instances, the Board shall pay the drivers directly and obtain reimbursement from the organization.
 3. Drivers of field trips will be selected from a rotating list of qualified Florida Department of Education School Bus Drivers who are presently employed as regular or substitute bus drivers.

No section of this Agreement shall prohibit a driver volunteering for trips at no charge. Volunteers may consist of any person who holds a Florida Department of Education School Bus Drivers License.

Sponsors shall not directly solicit volunteers. Provided however, a sponsoring organization may request the services of a particular driver in which said request shall be honored. Scheduled trips may be posted in advance.

A school bus driver driving at the request of a particular group or organization, (examples: boys basketball, girls softball, band, etc.), for each school year, shall be limited to the field trips requested by that particular group or organization until such time as all drivers on the rotation list have had an opportunity to drive an equal number of field trips. When no specific request is made or when there is no volunteer, then the rotating list shall be used and in effect. When the rotating list is in use, the organization or group requesting a driver may refuse (strife) one name if they are not satisfied with that driver. They would then have to accept the next driver on the list. The driver skipped over would then be placed first on the rotation list for the next field trip.

- a. The rotating list will consist of drivers who have been selected and approved by the administration and be a representative of the Association's bus drivers committee.
 - b. When a driver for a field trip is needed, the field trip coordinator will be notified. The field trip coordinator will contact the next driver on the rotating list and inform the sponsoring group of the name of the driver for the trip.
4. When the trip involves an overnight stay or requires meals away from home, the Board shall pay meal and lodging in accordance with Board procedures. The Board will pay for tolls and parking costs.
 5. For overnight trips, the drivers will be paid for a minimum of eight (8) hours per day, including the day of departure, or the actual driving time during a given day, whichever is greater.
 6. Drivers will not be required to room with students while on a field trip.
 7. Drivers will be given the opportunity to have an eight (8) hour break from time of arrival at destination until time of departure on any overnight trip.
 8. The assignment of duties while on a field trip shall be as follows:
 - a. Teachers and/or administrators and/or sponsors shall determine the scope of the trip, (i.e. destination, departure and return times, and any subsidiary activities, general student supervision, assure the cleanliness of the bus throughout the trip, and return of the bus in the same condition as when it departed).
 - b. Bus drivers shall be in charge of the safe operation of the bus while it is in motion, shall oversee bus cleanliness, shall determine if the vehicle is safe for travel, secure the bus upon arrival at its destination, determine that the bus has sufficient fuel, and upon request, aid teachers and/or administrators in student supervision. Any rules of student

conduct which differ from or exceed Florida Statutes for State Board of Education Rules regarding transportation shall be instituted by the Dixie County Administrative Council after input from the Association.

- S. Total cost of the initial Federal and State mandated drug test will be borne by the School Board. In addition, the Board will assume the cost of fingerprinting and/or “background” check of all employees, who have been actively employed by the district for at least one (1) year.

ARTICLE VII

EMPLOYEE AUTHORITY AND PROTECTION

- A. Employees shall be permitted to refer students to the administration when they observe violations of the school rules, regulations, and the Dixie County code of student conduct.
- B. All referrals on student disciplinary problems made by employees on the approved disciplinary form shall have the resulting action by the administration reported back to the referring employee.
- C. Legal counsel for Employees: All cases of assault involving an employee shall be promptly reported by the employee through the building principal who shall then immediately notify the office of the Superintendent so that an investigation of the assault can begin.

The Board may provide legal counsel to advise the employee of his/her rights and obligations with respect to the assault.
- D. An employee shall be permitted to use physical force to the extent necessary for protection from physical attack or to prevent injury from a student or other individuals.
- E. Time lost by an employee in connection with an incident covered by the Article shall be handled as follows:
 - 1. The employee involved must be subpoenaed for the legal appearance.
 - 2. Time for appearance before a judicial body or legal authority shall result in no loss of wages or reduction in accumulated leave.
- F. If a complaint or law suit is filed against an employee or if an employee is sued as a result of any action taken by the employee while in the legitimate pursuit of his/her duties and responsibilities of employment, then the Board shall underwrite the costs of legal counsel and render assistance to the employee in his/her defense.

ARTICLE VIII

WORK YEAR

A. After May 9, 2000, the number of work days of employment per school year for the following educational staff professional positions will be:

1. Aides (180 days)
2. Bus Drivers (180 days)
3. Food Service Workers (182 days) (11/16/04)
4. Bookkeepers (250 days)
5. Custodians (196 days) (5/9/00)
6. Maintenance Personnel (250 days)
7. Mechanics (250 days)
8. Secretaries (196 days) (5/9/00)
9. School Data Clerk (250 days) (7/1/05)
10. Food Service Site Manager (196 days)
11. Warehouse Foreman (250 days) (5/9/00)
12. District Management Information (250 days) (1/8/02)
13. District Technology Specialist (250 days) (1/8/02)
14. District Fiscal Accounts Payable (250 days) (1/8/02)
15. Fiscal Assistant I (250 days) (1/8/02)
16. School Grounds Person (250 days) (1/8/02)

All school related personnel hired prior to May 9, 2000, shall be employed for the number of days per year that they are currently working. A current employee may request in writing to their immediate supervisor that the number of workdays that they are employed for the year be reduced. With the approval of the Superintendent this request may be granted.

If additional days of employment (beyond those listed above) are needed, the individual will be paid at his/her hourly rate.

ARTICLE IX

TRANSFERS AND REASSIGNMENTS

- A. Employees who desire a change in assignment involving a transfer to another school/work site or reassignment to another position shall file a written statement of such desire with the principal/immediate supervisor for the position desired. Any request to be transferred or reassigned shall be discussed with the principals/immediate supervisors involved.
- B. No assignments for a new position in the district shall be made until requests for reassignment and transfer have been reviewed by the principal/immediate supervisors involved.
- C. Employees who have requested transfers or reassignments shall be notified in writing of the administration's action on said transfers and reassignments as soon as action is taken.
- D. When a reduction in the number of employees in a school/work site necessitates transfers, all volunteers shall be considered first. Written notices of transfer will be given to the employees concerned ten (10) days prior to the implementation of said transfers, except in the case of an extreme emergency as mutually agreed to by the Board and the Association.
- E. Transfers and/or reassignments will not be used as punitive or disciplinary measures.
- F. The foregoing shall not be construed in such a way to prohibit the Board from providing a racially balanced staff in each school.
- G. Special talents or expertise needed for the implementation of a new program, but not found on the school district staff, should be sought through retraining of existing staff whenever practical.
- H. If more than one (1) employee desires a transfer or reassignment to the same position, then employees with the most seniority shall be given preference when all employees are equally qualified.
- I. Transfer requests shall be active for one (1) calendar year.
- J. The Superintendent or his/her designee may, when deemed in the best interest of the school system, and when volunteers deemed qualified by the Superintendent for transfer are non-existent, involuntarily transfer unit members. Before an employee is involuntarily transferred, a conference shall be held with the Superintendent or his/her designee except where such transfers are the result of a legal order. Employees who are involuntarily transferred pursuant to this Section will have the right to be accompanied by two representatives of the Association and shall be informed of this right.

ARTICLE X

VACANCIES AND PROMOTIONS

- A. All openings for promotional, extra-compensation, new positions, and vacancies of a permanent nature (i.e. for a period of time exceeding four (4) months) shall be posted by the Superintendent or his designee.
 - 1. These notices shall be posted in the offices and employee lounges of all buildings. The notices shall include the title of the position, if known, the qualifications needed, deadline for filing of application, and any other pertinent information.
 - 2. All positions for summer school employment shall be posted by May 1, or as soon as the position is available, prior to the start of summer school.
- B. Such notices shall be posted within ten (10) days following the establishment of such positions or the occurrence of a vacancy and at least ten (10) days prior to the position being filled.
- C. The applicant can secure the application from the Superintendent's office or by mail. If the application is on file, it can be updated.
- D. All qualifications being equal, preference will be given to applicants from within the school system.
- E. Employees desiring to be informed of promotional or extra-compensation positions occurring during June and July shall, prior to May 15th, register in writing his/her desire with the office of the Superintendent and include his/her address during June and July. Employees will be notified of such positions as they occur.
- F. The Board may, in cases of emergency, temporarily fill such positions or vacancies until the foregoing procedure can be followed. Temporary positions shall be limited to four (4) months or until the end of the fiscal year, whichever may occur first. Those temporary positions extending beyond such time shall be terminated and if the position is deemed needed will be posted and filled in accordance with this article.

ARTICLE XI

PERFORMANCE ASSESSMENT

- A. Each fiscal year, all employees shall be given a copy of the performance assessment criteria and the performance assessment form. An explanation and discussion of the performance assessment process and the means by which the criteria will be evaluated shall be conducted during the first twenty (20) days of employment. A group and/or individual orientation of the performance assessment process may be utilized. Employees who are not present at the initial orientation due to approved absence or who were not employed at the time of the orientation shall receive their orientation within twenty (20) days of returning to duty or having been initially employed.
- B. All observations of the employee which shall be used as a part of the performance assessment shall be made while the employee is on duty.
- C. All performance assessments and any observations incidental thereto, shall be reduced to writing and as applicable, attached to the performance assessment form. The evaluator and the employee shall both sign any performance assessment form presented to the employee. The employee's signature on the form does not necessarily mean that the employee agrees with the content of the performance assessment.
- D. Any employee shall have the right to attach any comments concerning the performance assessment directly to the performance assessment form.
- E. Any conference or hearing with any employee regarding the assessment performance form and the discussion about its contents may be attended by the employee's representative if the evaluator is informed of such representative's attendance prior to the actual conference or hearing.
- F. In cases where the need for improvement or unsatisfactory performance is noted, the written performance assessment will include a description of the weakness, the specific improvements desired, a statement suggesting how the employee is to improve the noted weakness, a statement of any assistance which will be provided to the employee and a statement as to the specific amount of time within which the weakness must be corrected.

ARTICLE XII

REDUCTION IN PERSONNEL

A. Lay-Offs.

1. Should the Board determine that a reduction in personnel is necessary, the Board shall determine the job classification and the number of employees affected in each classification and each school/work site in which said reductions shall occur.
2. The names and school/work sites of employees terminated shall be given in writing to the Association and the employees involved at least ten (10) days prior to such reduction being effective.
3. Such lay-off shall be based upon seniority. Should the board be required to choose between employees with identical seniority, performance records may be considered.
4. If layoffs occur or positions are abolished, an employee having seniority over other employees shall follow these steps:
 - a. The employee would “bump” the employee with the lowest seniority within the laid-off employee’s classification, regardless of work site.
 - b. If there is no one in the laid-off employee’s classification, the employee would be given the opportunity to “bump” the employee with the lowest seniority in any other job classification for which the laid-off employee is qualified, as determined by the Superintendent of his/her designee based on the job description for that classification. In the event that the laid-off employee is qualified in more than one classification, the laid-off employee would have the option of selecting the job classification in which he/she “bumps” into.
 - c. Employee who utilize the “bumping” procedure would be paid on the salary schedule of the “new” job classification but would not have their pay step reduced.
5. Seniority shall be determined by the unbroken service of employee from the initial date of Board appointment including any Board approved leaves.

B. Recall.

1. Employees shall be recalled first in reverse order of lay-off based upon job classification.
2. No new employees shall be hired in a laid-off employee's job classification until all laid-off employees in that job classification shall have been recalled or have declined recall.
3. Within fifteen (15) days of the receipt of a certified letter of recall, an employee shall notify the Superintendent's office in writing whether he/she will accept reemployment. Failure to respond to the letter of recall within the time required automatically terminates the employee's right of recall. Each employee shall notify the Superintendent's office in writing

of the current address to which a letter of recall shall be mailed. Such letter shall be mailed to the employee at said address.

- C. In the event of a lay-off pursuant to this section, leave of absence without pay shall be granted to any and all employees affected by this reduction provided they apply.
- D. A recall period shall not extend beyond two (2) years or two (2) offers which ever shall come first.
- E. Any employee who would have qualified for retirement during the reduction year, and has at least five (5) years continuous local employment service shall be permitted to work that year so as to acquire needed service.

ARTICLE XIII

LEAVES

- A. Four (4) days of sick leave shall be credited to each employee at the end of the first month of employment and one (1) day for each month accumulative to the number of months under contract, (9 days for 180 days, 10 days for 196 days, 11 days for 216 days, 12 days for 250 days).
- B. Employees shall be granted five (5) days personal leave per year to be deducted from sick leave. These days are non-accumulative. Personal leave days may be used for any purpose at the discretion of the employee.
- C. The total unused portion of the annual sick leave allowance shall be permitted to accumulate in accordance with Florida Statutes.
- D. The Board shall grant family leave in accordance with Florida Statutes. (1/8/02)
- E. A pregnant employee may continue to work as late in pregnancy as she desires, provided she is able to carry out her normal duties.
- F. Sick leave days accumulated by an employee prior to a leave of absence shall be credited to the employee upon his/her return.
- G. Accumulated sick leave days may be used for the following situations:
 - 1. Personal illness of the employee, which shall include temporary medical illness of disability related to pregnancy. It is understood and agreed that the normal nine (9) month pregnancy in and of itself shall not be considered as personal illness.
 - 2. Death or serious illness in the immediate family. Immediate family member shall mean husband, wife, father, mother, brother, sister, child or other close relative or member of his/her own household.
 - 3. A district employee may authorize his or her spouse, child, parent, or sibling who is a district employee to use sick leave that has accrued to the authorizing employee. A district employee may transfer a specific number of accumulated sick leave days to any other employee of the district. These days will be transferred into the Donated Sick Leave Pool to be administered by the payroll department for use only by the specified person to the extent days were donated in their name. These days may not be used until all of his or her sick leave has been depleted, excluding sick leave from a sick leave pool, if the recipient participates in a sick leave pool. Donated sick leave under this provision shall have no terminal value. (School Board Policy 6.35)
- H. An employee absent from work because of illness due to a communicable disease or injury related to employment in the district shall suffer no loss of pay and shall not be charged with loss of sick leave for a period often (10) days in accordance with Florida Statutes.
- I. Monthly school payroll reports of absence will be posted in each school by the building principal. Employees will be given the number of days sick leave available for the school year prior to the first pay period.

- J. When an ESP serves on jury duty, the Board shall pay the employee his/her full salary. Jury duty shall be classified as professional leave. An employee shall return to their duty site within thirty (30) minutes, of dismissal from (in county) jury obligation.
- K. An employee may request a personal leave without pay for a specified period up to on (1) year. The request shall be made in writing to the board. The leave request, together with the recommendations of the principal and Superintendent, will be submitted to the Board. The request shall specify the time of leave and the reason for the request. Personal leave without pay may be requested for:
1. Leave to serve in the Armed forces.
 2. Leave for academic study.
 3. Leave for child rearing (for natural or adopted child).
 4. Leave for child bearing.
 5. Leave for personal illness or illness in the immediate family.
 6. Leave for campaigning for public office.
 7. Any other reason deemed appropriate by the administration and Board.

Requests for personal leave without pay may be approved only if the Board is satisfied that the needs of the district can be met.

- L. One Year or Less Leave of Absence. Prior to March 15, Educational Staff Professionals (ESP) returning from a one-year or less leave of absence must submit a written notification to the Superintendent of their intent to return. Such notification will allow the returning employees on career contract status to receive their same position in the same school. If the position has been done away with, he/she will be offered a position for which they are qualified at the same school.

An employee who is on probationary or annual contract status may request a leave of absence only if they have been approved for reappointment for the next school year. (1/5/10)

If the employee fails to provide proper notification prior to March 15, he/she forfeits their claim to be given their same position. Instead, the individual shall be offered the first vacant position at their former cost center for which he/she is qualified*.

Over One Year Leave of Absence. Prior to March 15, ESP's returning with over one year leave of absence must notify the Superintendent in writing of their intent to return. The returning employee shall be offered the first vacant position at his/her former cost center for which he/she is qualified*.

Prior to February 1, the district will send an "intent to return" form to all ESP's currently on an approved leave of absence. This is the form that needs to be returned to the Superintendent prior to March 15.

In the event that more than one ESP, in the same job classification, from the same cost center indicates that they plan to return to work (but fails to provide proper notification prior to March 15) that cost center administrator will determine the order in which they are recommended for vacant positions for which they are both qualified*.

*In this instance, "qualification" is determined by the previous job classification.

M. Professional leave days and temporary duty days, both with pay, may be granted to employees for the purpose of attending and/or participating in professional meetings relating to educational and organizational workshops, seminars, conferences and conventions sponsored by professional organizations, colleges, universities, or government or private agencies concerned with public school matters.

N. Employees who are subpoenaed to appear in court on any school related matter or as a witness in cases to which the employee is not a party, shall be paid their normal salary without loss of leave.

O. Terminal Sick-Leave Pay.

The board shall provide terminal pay for accumulated sick leave to all employees upon application according to Board Policy 6.31 (Terminal Pay), 6.311 (Qualified Retirement Plan), and 6.216 (DROP). If termination is by death of the employee, any terminal pay to which the employee may have been entitled shall be made to their beneficiary upon application.

P. Disbursement of Terminal Pay.

1. Disbursement of Terminal Pay will be according to Board Policy 6.31 (Terminal Pay), 6.311 (Qualified Retirement Plan), and 6.216 (DROP).

ARTICLE XIV

STAFF DEVELOPMENT PROGRAMS

- A. Input from employees shall be considered when scheduling staff development activities.
- B. An employee, when **required** by the Board, participates in staff development education activities at times other than the normal work day shall be compensated at their hourly rate of pay.

ARTICLE XV

POLITICAL ACTIVITY

An employee shall have entire liberty of political action when not engaged actively in their employment, provided such action is within the laws of the United States of America and the State of Florida; and provided further that such action does not impair their usefulness in their respective capacities.

ARTICLE XVI

SICK LEAVE BANK

- A. Membership. Employees having been employed full-time for one (1) year and having at least four (4) accrued sick leave days from the prior year as of the date of application for membership, may enroll in the sick leave bank by voluntarily contributing a sick leave day to the bank. Each employee may not contribute more than one (1) sick leave day, except as hereafter provided. Sick leave days donated to the bank by employees will not be returned to employees except as hereafter provided.

The sick leave bank shall be open for enrollment at the beginning of each school year.

- B. Duration and Replenishment.

1. The sick leave bank will remain in existence for the duration of this contract or as mutually extended.
2. When the number of unused sick leave days in the bank is reduced to thirty percent (30%) of the number of members of the bank, the bank will be replenished in the following manner:
 - a. During the two (2) month period following the date when the bank reaches the thirty percent (30%) point, each member will decide whether to continue as a member of the bank.
 - b. A member who chooses to no longer participate in the bank will not be able to withdraw any sick leave already contributed to the bank.
 - c. A Member who chooses to continue participating in the bank will contribute one-half (1/2) day of accrued leave to the bank.
 - d. A member drawing from the bank, or with no accrued sick leave days at the time the bank reaches the thirty percent (30%) point, may choose to continue participating in the bank by contributing the next one-half (1/2) day of accrued sick leave to the bank, regardless of whether or not it is earned within the two (2) month period set forth in subsection B.2.a above.

- C. Administration.

1. The sick leave bank will be administered by the personnel Department. Forms may be obtained by participating employees from the Personnel Officer.
2. An overview committee will be formed to review the administration of the bank and determine eligibility as set forth in subsection 4.
3. The committee will be composed of two (2) voting representatives appointed by the Superintendent and three (3) voting representatives appointed by the Association.

4. In the event of allegations of misuse or differing medical opinions as to disability and severity of illness and request for use of the bank, the committee will be the final judgement body. On any finding of abuse by member, the member shall repay all the sick leave credits drawn from the sick leave bank.

D. Benefits.

1. In the event a member of the bank suffers a catastrophic illness, accident or injury (i.e. one causing the member to be unable to work for a prolonged (twenty (20) continuous working days) period of time), the member may apply for paid sick leave from the bank in the following manner:
 - a. All accumulated sick leave and annual leave of the member must first be expended.
 - b. Before the first benefits for a member can be drawn from the bank, the member must undergo an unpaid leave of five (5) continuous working days.
 - c. Each time a member wished to draw benefits from the bank, an application must be made to the bank, submitting medical certification and justification for the protracted leave.
 - d. A maximum of thirty (30) paid work days may be received from the bank by a member in a twelve (12) month period.
2. Each application for sick leave bank benefits is subject to approval by the sick leave bank overview committee. An application must be approved by a majority vote of the entire committee.

E. Discontinuation. This agreement shall remain in effect until its discontinuation is mutually agreed upon by the Association and the School Board. Within two (2) months of the expiration of the sick leave bank by agreement between the Board and the Association, unused sick leave in the bank will be distributed in the following manner, if legally permissible:

1. Members currently drawing benefits will receive benefits from the bank according to their medical certification and the number of days awarded by the committee.
2. If the number of sick leave days is equal or greater than the number of members currently in the bank, each member will receive one (1) of the unused days to be credited to his/her personal accumulated sick leave account. Those days exceeding the number of members in the bank will not be returned to the employees and will be removed from the records of the Board.
3. If the number of unused sick leave days in the bank is at least equal to one-half (1/2) of the number of members in the bank, each member will receive one-half of one of the unused days to be credited to his/her personal sick leave account. Those days exceeding one-half (1/2) the number of members in the bank will not be returned to the employees and will be removed from the records of the Board.
4. If the number of unused sick leave days in the bank is less than one-half (1/2) of the number of members in the bank, all of the unused days will not be returned to employees and will be removed from the records of the Board.

ARTICLE XVII

MANAGEMENT RIGHTS

The Board retains and reserves all power, right, authority, duties and responsibilities conferred upon and vested in it by the laws and constitution of the State of Florida and of the United states, unless expressly limited by other articles and/or sections of this Agreement.

All supplements will be under the jurisdiction of the administration. However, all extra-curricular supplements will be advertised for a minimum of five (5) work days before being filled. Supplements may be used by the administration to meet the requirements of Florida Statutes in the area of Differentiated pay. All available supplements will be listed on the District website and updated quarterly.

ARTICLE XVIII

COMPENSATION

- A. Employee compensation shall be in accordance with Appendix C.
- B. Step increases are to be negotiated annually. *(11/16/10)*

ARTICLE XIX

MISCELLANEOUS

- A. This Agreement constitutes the entire agreement between the parties and except as provided herein includes collective bargaining for the term of 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, it shall not affect the remaining provisions of this Agreement, all of which shall remain in full force and effect.
- 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.
- D. Individual contracts between the Board and an individual employee shall be made according to the terms of this Agreement.
- E. In lieu of printing copies of the Agreement, the Board instead can place the final ratified Agreement on the district web page. Upon request a printed copy will be provided to the member of the bargaining unit. The cost of this will be divided evenly between the School Board and the Union.

ARTICLE XX

INSURANCE AND FRINGE BENEFITS

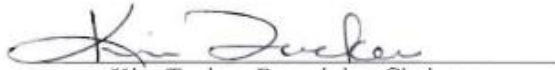
- A. The Board's payment towards the employees' major health insurance plan will be no less than the prior year's payment.
- B. The Board agrees that should the experience of any insurance program provide a reimbursement or reduction of premium to the Board, that amount of such reimbursement or reduction of premium shall be used to increase the benefits of such insurance or reduce the individual's premium.
- C. In the event that an employee has exhausted sick leave accrual, the above mentioned fringe benefits shall continue throughout the balance of the contract year, upon payment by the employee to the Board the amount necessary to participate in such a program.
- D. Group Insurance Benefits effective for fiscal years 2010/11, 2011/12, and 2012/13:
The Dixie County School Board offers group insurance plans to all employees and retirees. The School Board employer contribution per fiscal year toward employee group insurance shall be up to \$8499 per employee. This group insurance benefit includes School District designated plans for health insurance, group life insurance, and accidental death and dismemberment insurance. At the annual renewal of insurance plans, the District Insurance Committee shall make recommendations and the School District shall select, approve, and offer the plans to employees. Retiree health plans are offered with the retiree assuming cost of the full insurance premium.

TERM OF AGREEMENT

This agreement shall be in effect *July 1, 2011* and shall continue in effect through *June 30, 2012*.

**DIXIE COUNTY
EDUCATION ASSOCIATION**


Ted Boorum, DCEA President


Kim Tucker, Bargaining Chairman


Dianna Robinson, Team Member

**SCHOOL BOARD
OF DIXIE COUNTY**


Mark A. Rains, Superintendent


Timothy W. Alexander, Board Chairman


Buddy Schofield, Team Member


Jennifer Ellson, School Board Attorney

APPENDIX A

AUTHORIZATION FOR REPRESENTATION
AND
THE DEDUCTION OF DUES

I, _____, and an employee assigned to _____, and an employee of the Dixie County School Board, by the execution of this authorization form select and designate the Dixie County Education Association as my collective bargaining representative in all matters pertaining to the wages, hours, and condition of employment accorded or to be accorded me by my employer. By the execution of this authorization I hereby authorize the Dixie County Education Association to act as my collective representative pursuant to the provisions of Florida Statutes 447.009 (1) 447.009 (2).

I further authorize my employer, pursuant to Florida Statutes 447.007, to deduct dues which I am obligated to pay by reason of my membership in the Dixie County Education Association. This written authorization is revocable by me upon thirty (30) days written notice tendered by me to my employer and the Dixie County Education Association.

Social Security Number

Signature

Mailing Address

Date

City State Zip

Telephone Number

- *Association Dues are not necessarily tax deductible*

APPENDIX B

OFFICIAL GRIEVANCE FORM

Name: _____

School: _____ Position: _____

Home Address: _____

Telephone Number: _____

LEVEL I

A. Date cause of grievance occurred: _____

A. Relates to Article(s) _____ of contract.

B. Related to policies, practices, rules of law: _____

C. Statement of grievance: _____

D. Relief sought: _____

Date: _____ Signature: _____

E. Disposition by immediate supervisor: _____

Date: _____ Signature: _____

1 copy to immediate supervisor
1 copy to Association
1 copy to grievant

Decision Appealed

Decision Accepted

**APPENDIX C
DIXIE DISTRICT SCHOOLS
SALARY INFORMATION
2011-2012
EDUCATIONAL SUPPORT PROFESSIONAL**

Instructional Support Staff

Years Experience	Instructional Aide 1 (IA1) <i>Hourly Range 7.93-11.77</i> <i>180 Days</i>		Instructional Aide 2 (IA2) <i>Hourly Range 8.67-12.58</i> <i>180 Days</i>		Instructional Aide 3 (IA3) <i>Hourly Range 10.05-14.79</i> <i>180 Days</i>	
	<i>Annual</i>	<i>Hourly</i>	<i>Annual</i>	<i>Hourly</i>	<i>Annual</i>	<i>Hourly</i>
0	10,703	7.93	11,709	8.67	13,574	10.05
1	10,854	8.04	11,865	8.79	13,770	10.20
2	11,007	8.15	12,018	8.90	13,963	10.34
3	11,159	8.27	12,175	9.02	14,155	10.49
4	11,312	8.38	12,331	9.13	14,351	10.63
5	11,465	8.49	12,484	9.25	14,543	10.77
6	11,617	8.61	12,640	9.36	14,738	10.92
7	12,156	9.00	13,182	9.76	15,316	11.35
8	12,308	9.12	13,337	9.88	15,511	11.49
9	12,460	9.23	13,492	9.99	15,705	11.63
10	12,613	9.34	13,647	10.11	15,898	11.78
11	12,765	9.46	13,802	10.22	16,091	11.92
12	12,918	9.57	13,958	10.34	16,287	12.06
13	13,458	9.97	14,499	10.74	16,867	12.49
14	13,610	10.08	14,654	10.85	17,061	12.64
15	13,761	10.19	14,808	10.97	17,255	12.78
16	13,914	10.31	14,964	11.08	17,448	12.92
17	14,067	10.42	15,117	11.20	17,642	13.07
18	14,219	10.53	15,274	11.31	17,835	13.21
19	14,372	10.65	15,428	11.43	18,029	13.35
20	14,524	10.76	15,584	11.54	18,224	13.50
21	14,675	10.87	15,737	11.66	18,415	13.64
22	14,828	10.98	15,893	11.77	18,610	13.79
23	14,981	11.10	16,047	11.89	18,803	13.93
24	15,133	11.21	16,202	12.00	18,998	14.07
25	15,286	11.32	16,359	12.12	19,190	14.21
26	15,438	11.44	16,512	12.23	19,385	14.36
27	15,591	11.55	16,668	12.35	19,578	14.50
28	15,721	11.65	16,822	12.46	19,771	14.65
29	15,895	11.77	16,977	12.58	19,965	14.79

IA1: Instructional Aide 1: no degree or certification, must pass Para Professional Exam

IA2: Instructional Aide 2: primary duties and responsibilities in Pre-K program and holds a Child Development Associate Certificate or other instructional aides having obtained a Child Development Associate Certificate prior to April 1, 1997 and after January 1, 1997.
- AA Degree or minimum of 60 semester hours college credit or having been classified as IA2 prior to January 1, 1997.

IA3: Instructional Aide 3: Bachelor's Degree or Internal Suspension Aide, ---PreSchool Instructional Lead Aide (approved by School Board on 7/31/00)

**APPENDIX C
DIXIE DISTRICT SCHOOLS
SALARY INFORMATION
2011-2012
EDUCATIONAL SUPPORT PROFESSIONAL**

District Clerical and Fiscal Staff

Years Experience	District Bookkeeper <i>(DBK) 250 Days</i> <i>Hourly Range</i> <i>10.40-16.96</i> <i>Annual Hourly</i>		District Certification Coordinator <i>(DCC) 250 Days</i> <i>Hourly Range</i> <i>11.69-18.49</i> <i>Annual Hourly</i>		District Technology Specialist (includes MIS) <i>(DTS) 250 Days</i> <i>Hourly Range</i> <i>14.32-20.91</i> <i>Annual Hourly</i>	
	Annual	Hourly	Annual	Hourly	Annual	Hourly
0	19,495	10.40	21,916	11.69	26,847	14.32
1	19,884	10.60	22,328	11.91	27,259	14.54
2	20,273	10.81	22,741	12.13	28,061	14.97
3	20,664	11.02	23,155	12.35	28,473	15.19
4	21,053	11.23	23,567	12.57	28,886	15.41
5	21,444	11.44	23,981	12.79	29,301	15.63
6	21,834	11.64	24,394	13.01	29,713	15.85
7	22,611	12.06	25,193	13.44	30,126	16.07
8	23,002	12.27	25,608	13.66	30,539	16.29
9	23,392	12.48	26,021	13.88	30,951	16.51
10	23,782	12.68	26,435	14.10	31,366	16.73
11	24,170	12.89	26,847	14.32	31,777	16.95
12	24,560	13.10	27,259	14.54	32,192	17.17
13	25,569	13.64	28,061	14.97	32,605	17.39
14	25,959	13.84	28,473	15.19	33,019	17.61
15	26,350	14.05	28,886	15.41	33,431	17.83
16	26,739	14.26	29,301	15.63	33,843	18.05
17	27,129	14.47	29,713	15.85	34,257	18.27
18	27,519	14.68	30,126	16.07	34,670	18.49
19	27,907	14.88	30,539	16.29	35,083	18.71
20	28,298	15.09	30,951	16.51	35,495	18.93
21	28,688	15.30	31,366	16.73	35,910	19.15
22	29,077	15.51	31,777	16.95	36,323	19.37
23	29,467	15.72	32,192	17.17	36,734	19.59
24	29,858	15.92	32,605	17.39	37,148	19.81
25	30,249	16.13	33,019	17.61	37,561	20.03
26	30,638	16.34	33,431	17.83	37,974	20.25
27	31,028	16.55	33,843	18.05	38,387	20.47
28	31,419	16.76	34,258	18.27	38,800	20.69
29	31,808	16.96	34,670	18.49	39,213	20.91

DBK: District Bookkeeper

DMI: District Management Information - responsible for collecting, processing, and electronically transmitting data to State as required by FDOE Management Information System. Responsible also for providing training and information to school level and other district level staff on MIS.

DTS: District Technology Specialist (added District Management Information 11/8/05)

**APPENDIX C
DIXIE DISTRICT SCHOOLS
SALARY INFORMATION
2011-2012
EDUCATIONAL SUPPORT PROFESSIONAL**

District Clerical and Fiscal Staff

Years Experience	Fiscal Secretary (FSY) 250 Days <i>Hourly Range</i> 9.33-15.16		Fiscal Secretary (FSY) 196 Days <i>Hourly Range</i> 9.33-15.16		Fiscal Accounts Payable (FAP) 250 Days <i>Hourly Range</i> 10.40-16.96		Fiscal Assistant 1 (FA1) 250 Days <i>Hourly Range</i> 11.43-18.13	
	Annual	Hourly	Annual	Hourly	Annual	Hourly	Annual	Hourly
0	17,495	9.33	13,716	9.33	19,495	10.40	21,431	11.43
1	17,848	9.52	13,993	9.52	19,884	10.60	21,837	11.65
2	18,197	9.71	14,267	9.71	20,273	10.81	22,245	11.86
3	18,552	9.89	14,544	9.89	20,664	11.02	22,651	12.08
4	18,906	10.08	14,822	10.08	21,053	11.23	23,058	12.30
5	19,262	10.27	15,102	10.27	21,444	11.44	23,463	12.51
6	19,618	10.46	15,380	10.46	21,834	11.64	23,871	12.73
7	20,359	10.86	15,962	10.86	22,611	12.06	24,665	13.15
8	20,707	11.04	16,235	11.04	23,002	12.27	25,071	13.37
9	21,057	11.23	16,509	11.23	23,392	12.48	25,478	13.59
10	21,405	11.42	16,782	11.42	23,782	12.68	25,886	13.81
11	21,754	11.60	17,056	11.60	24,170	12.89	26,291	14.02
12	22,103	11.79	17,328	11.79	24,560	13.10	26,698	14.24
13	22,838	12.18	17,905	12.18	24,925	13.29	27,491	14.66
14	23,186	12.37	18,177	12.37	25,959	13.84	27,899	14.88
15	23,535	12.55	18,452	12.55	26,350	14.05	28,305	15.10
16	23,884	12.74	18,724	12.74	26,739	14.26	28,713	15.31
17	24,233	12.92	18,999	12.92	27,129	14.47	29,119	15.53
18	24,580	13.11	19,271	13.11	27,519	14.68	29,525	15.75
19	24,931	13.30	19,546	13.30	27,907	14.88	29,932	15.96
20	25,277	13.48	19,817	13.48	28,298	15.09	30,338	16.18
21	25,627	13.67	20,091	13.67	28,688	15.30	30,747	16.40
22	25,975	13.85	20,364	13.85	29,077	15.51	31,151	16.61
23	26,324	14.04	20,639	14.04	29,467	15.72	31,559	16.83
24	26,672	14.23	20,911	14.23	29,858	15.92	31,964	17.05
25	27,022	14.41	21,186	14.41	30,249	16.13	32,373	17.27
26	27,370	14.60	21,458	14.60	30,638	16.34	32,780	17.48
27	27,718	14.78	21,732	14.78	31,028	16.55	33,185	17.70
28	28,068	14.97	22,005	14.97	31,419	16.76	33,591	17.92
29	28,416	15.16	22,278	15.16	31,808	16.96	34,000	18.13

FSY: District Fiscal Secretary
FAP: District Fiscal Accounts Payable
FA1: District Fiscal Assistant I

**APPENDIX C
DIXIE DISTRICT SCHOOLS
SALARY INFORMATION
2011-2012
EDUCATIONAL SUPPORT PROFESSIONAL**

School Level Support Staff

Years Experience	School Secretary <i>(SSY) 196 Days</i> <i>Hourly Range</i> <i>8.57-14.98</i>		School Site Budget Bookkeeper <i>(SBB) 250 Days</i> <i>Hourly Range</i> <i>10.40-16.96</i>	
	Annual	Hourly	Annual	Hourly
0	12,603	8.57	19,495	10.40
1	12,905	8.78	19,884	10.60
2	13,210	8.99	20,273	10.81
3	13,511	9.19	20,664	11.02
4	13,815	9.40	21,053	11.23
5	14,120	9.61	21,444	11.44
6	14,424	9.81	21,834	11.64
7	15,032	10.23	22,611	12.06
8	15,335	10.43	23,002	12.27
9	15,640	10.64	23,392	12.48
10	15,941	10.84	23,782	12.68
11	16,244	11.05	24,170	12.89
12	16,548	11.26	24,560	13.10
13	17,157	11.67	25,569	13.64
14	17,461	11.88	25,959	13.84
15	17,764	12.08	26,350	14.05
16	18,067	12.29	26,739	14.26
17	18,371	12.50	27,129	14.47
18	18,673	12.70	27,519	14.68
19	18,978	12.91	27,907	14.88
20	19,282	13.12	28,298	15.09
21	19,586	13.32	28,688	15.30
22	19,890	13.53	29,077	15.51
23	20,194	13.74	29,467	15.72
24	20,496	13.94	29,858	15.92
25	20,799	14.15	30,249	16.13
26	21,103	14.36	30,638	16.34
27	21,406	14.56	31,028	16.55
28	21,711	14.77	31,419	16.76
29	22,015	14.98	31,808	16.96

SSY: School Secretary

SBB: School Site Budget Bookkeeper

**APPENDIX C
DIXIE DISTRICT SCHOOLS
SALARY INFORMATION
2011-2012
EDUCATIONAL SUPPORT PROFESSIONAL**

School and District Level Support Staff

Years Experience	Payroll Benefits Specialist (PBS) 250 Days Hourly Range 19.97-31.22	
	Annual	Hourly
0	37,440	19.97
1	37,440	19.97
2	38,338	20.45
3	39,216	20.92
4	40,093	21.38
5	40,972	21.85
6	41,851	22.32
7	42,729	22.79
8	43,607	23.26
9	44,485	23.73
10	45,364	24.19
11	46,243	24.66
12	47,120	25.13
13	47,999	25.60
14	48,877	26.07
15	49,756	26.54
16	50,633	27.00
17	51,512	27.47
18	52,391	27.94
19	53,269	28.41
20	54,147	28.88
21	55,025	29.35
22	55,904	29.82
23	56,783	30.28
24	57,660	30.75
25	58,538	31.22
26		
27		
28		
29		

PBS: Payroll Benefits Coordinator (added 4/11/06)

**APPENDIX C
DIXIE DISTRICT SCHOOLS
SALARY INFORMATION
2011-2012
EDUCATIONAL SUPPORT PROFESSIONAL**

School Level Support Staff

Years Experience	School Data Clerk (SDC) <i>196 Days</i> <i>Hourly Range</i> <i>9.11-15.51</i>		School Data Clerk (SDC) <i>250 Days</i> <i>Hourly Range</i> <i>9.11-15.51</i>		School Level Maintenance (SLM) <i>250 Days</i> <i>Hourly Range</i> <i>11.57-17.37</i>	
	Annual	Hourly	Annual	Hourly	Annual	Hourly
0	13,386	9.11	17,074	9.11	21,689	11.57
1	13,688	9.31	17,461	9.31	22,038	11.75
2	13,993	9.52	17,848	9.52	22,386	11.94
3	14,297	9.73	18,235	9.73	22,734	12.12
4	14,601	9.93	18,623	9.93	23,084	12.31
5	14,904	10.14	19,010	10.14	23,432	12.50
6	15,206	10.34	19,396	10.34	23,782	12.68
7	15,814	10.76	20,172	10.76	24,517	13.08
8	16,118	10.96	20,560	10.97	24,865	13.26
9	16,422	11.17	20,946	11.17	25,214	13.45
10	16,726	11.38	21,335	11.38	25,561	13.63
11	17,029	11.58	21,720	11.58	25,912	13.82
12	17,334	11.79	22,109	11.79	26,259	14.00
13	17,940	12.20	22,883	12.20	26,996	14.40
14	18,244	12.41	23,270	12.41	27,344	14.58
15	18,546	12.62	23,656	12.62	27,693	14.77
16	18,851	12.82	24,045	12.82	28,042	14.96
17	19,155	13.03	24,432	13.03	28,389	15.14
18	19,458	13.24	24,820	13.24	28,737	15.33
19	19,763	13.44	25,208	13.44	29,087	15.51
20	20,066	13.65	25,594	13.65	29,436	15.70
21	20,368	13.86	25,980	13.86	29,785	15.89
22	20,673	14.06	26,368	14.06	30,133	16.07
23	20,976	14.27	26,755	14.27	30,481	16.26
24	21,280	14.48	27,144	14.48	30,830	16.44
25	21,584	14.68	27,531	14.68	31,179	16.63
26	21,888	14.89	27,918	14.89	31,526	16.81
27	22,192	15.10	28,305	15.10	31,874	17.00
28	22,494	15.30	28,692	15.30	32,222	17.19
29	22,798	15.51	29,079	15.51	32,572	17.37

SDC: School Data Clerk
SLM: School Level Maintenance

**APPENDIX C
DIXIE DISTRICT SCHOOLS
SALARY INFORMATION
2011-2012
EDUCATIONAL SUPPORT PROFESSIONAL**

School Level Support Staff

Years Experience	School Custodian (SC1) <i>196 Days</i> <i>Hourly Range</i> <i>7.97-11.48</i>		School Custodian (SC1) <i>250 Days</i> <i>Hourly Range</i> <i>7.97-11.48</i>		Head School Custodian (SC2) <i>196 Days</i> <i>Hourly Range</i> <i>8.66-12.19</i>		Head School Custodian (SC2) <i>250 Days</i> <i>Hourly Range</i> <i>8.66-12.19</i>	
	Annual	Hourly	Annual	Hourly	Annual	Hourly	Annual	Hourly
0	11,716	7.97	14,944	7.97	12,723	8.66	16,229	8.66
1	11,874	8.08	15,144	8.08	12,879	8.76	16,428	8.76
2	12,030	8.18	15,344	8.18	13,035	8.87	16,628	8.87
3	12,186	8.29	15,543	8.29	13,193	8.97	16,828	8.97
4	12,344	8.40	15,745	8.40	13,350	9.08	17,029	9.08
5	12,500	8.50	15,944	8.50	13,506	9.19	17,228	9.19
6	12,657	8.61	16,144	8.61	13,665	9.30	17,429	9.30
7	13,118	8.92	16,732	8.92	14,124	9.61	18,016	9.61
8	13,275	9.03	16,931	9.03	14,281	9.71	18,217	9.72
9	13,432	9.14	17,132	9.14	14,437	9.82	18,415	9.82
10	13,588	9.24	17,332	9.24	14,595	9.93	18,616	9.93
11	13,744	9.35	17,530	9.35	14,752	10.04	18,817	10.04
12	13,903	9.46	17,734	9.46	14,910	10.14	19,017	10.14
13	14,363	9.77	18,321	9.77	15,369	10.46	19,603	10.45
14	14,520	9.88	18,520	9.88	15,527	10.56	19,805	10.56
15	14,676	9.98	18,720	9.98	15,684	10.67	20,004	10.67
16	14,832	10.09	18,920	10.09	15,840	10.78	20,205	10.78
17	14,990	10.20	19,120	10.20	15,997	10.88	20,404	10.88
18	15,146	10.30	19,319	10.30	16,153	10.99	20,604	10.99
19	15,304	10.41	19,520	10.41	16,310	11.10	20,804	11.10
20	15,462	10.52	19,720	10.52	16,467	11.20	21,005	11.20
21	15,618	10.62	19,921	10.62	16,625	11.31	21,206	11.31
22	15,774	10.73	20,119	10.73	16,782	11.42	21,405	11.42
23	15,931	10.84	20,321	10.84	16,938	11.52	21,604	11.52
24	16,088	10.94	20,520	10.94	17,101	11.63	21,812	11.63
25	16,244	11.05	20,720	11.05	17,263	11.74	22,019	11.74
26	16,402	11.16	20,921	11.16	17,425	11.85	22,226	11.85
27	16,558	11.26	21,120	11.26	17,591	11.97	22,438	11.97
28	16,717	11.37	21,322	11.37	17,753	12.08	22,644	12.08
29	16,874	11.48	21,523	11.48	17,916	12.19	22,852	12.19

SC2: School Custodian with duties of Head Custodian

**APPENDIX C
DIXIE DISTRICT SCHOOLS
SALARY INFORMATION
2011-2012
EDUCATIONAL SUPPORT PROFESSIONAL
District Level Transportation Staff**

Years Experience	Transportation Bus Driver (TBD) <i>180 Days @ 4 Hrs. Hourly Range 11.95-19.79 13.33-24.86 with mileage</i>		Transportation Maintenance I (TMI) <i>250 Days @ 8.50 Hrs. Hourly Range 12.13-17.92</i>	
	Annual	Hourly	Annual	Hourly
0	8,604	11.95	25,750	12.12
1	8,771	12.18	26,146	12.30
2	8,940	12.42	26,541	12.49
3	9,107	12.65	26,936	12.68
4	9,277	12.88	27,331	12.86
5	9,443	13.12	27,727	13.05
6	9,610	13.35	28,122	13.23
7	10,168	14.12	28,958	13.63
8	10,333	14.35	29,351	13.81
9	10,502	14.59	29,746	14.00
10	10,669	14.82	30,141	14.18
11	10,838	15.05	30,536	14.37
12	11,006	15.29	30,931	14.56
13	11,562	16.06	31,766	14.95
14	11,728	16.29	32,160	15.13
15	11,897	16.52	32,556	15.32
16	12,063	16.75	32,949	15.51
17	12,234	16.99	33,344	15.69
18	12,400	17.22	33,741	15.88
19	12,569	17.46	34,136	16.06
20	12,735	17.69	34,531	16.25
21	12,903	17.92	34,927	16.44
22	13,072	18.16	35,319	16.62
23	13,240	18.39	35,730	16.81
24	13,408	18.62	36,125	17.00
25	13,574	18.85	36,520	17.19
26	13,743	19.09	36,915	17.37
27	13,911	19.32	37,309	17.56
28	14,078	19.55	37,691	17.74
29	14,247	19.79	38,085	17.92

TBD: Transportation Bus Driver

TMI: Transportation Maintenance

TMS: Transportation Maintenance Supervisor

Bus drivers shall receive supplemental compensation based on 12 ¢ cents per mile round trip per day (not included in the above annual salary). Should any driver change routes at the request of the Board, their supplemental compensation shall not be reduced and if their new route increases by 10 miles then the supplemental compensation shall reflect the additional mileage. Should any driver request themselves a new route and such change be approved, then their supplemental compensation shall be adjusted up or down based on actual mileage, provided the adjustment amounts to 10 miles or more.

Bus drivers' hourly rate for field trips will be \$10 per hour driving time only. The rate reverts to minimum wage per hour for time spent between driving to the destination and driving back to school.

**APPENDIX C
DIXIE DISTRICT SCHOOLS
SALARY INFORMATION
2011-2012
EDUCATIONAL SUPPORT PROFESSIONAL**

District Level Maintenance Staff

Years Experience	District Master Maintenance		District Maintenance Supervisor	
	(DMM) 250 Days Hourly Range 13.91-19.71		(DMS) 250 Days Hourly Range 15.84-25.65	
	Annual	Hourly	Annual	Hourly
0	26,078	13.91	29,694	15.84
1	26,426	14.09	30,287	16.15
2	26,775	14.28	30,881	16.47
3	27,124	14.47	31,475	16.79
4	27,473	14.65	32,069	17.10
5	27,822	14.84	32,662	17.42
6	28,170	15.02	33,255	17.74
7	28,907	15.42	34,444	18.37
8	29,254	15.60	35,037	18.69
9	29,605	15.79	35,632	19.00
10	29,951	15.97	36,225	19.32
11	30,300	16.16	36,820	19.64
12	30,649	16.35	37,414	19.95
13	31,383	16.74	38,008	20.27
14	31,732	16.92	38,601	20.59
15	32,081	17.11	39,196	20.90
16	32,429	17.30	39,529	21.08
17	32,780	17.48	40,397	21.55
18	33,127	17.67	40,975	21.85
19	33,477	17.85	41,570	22.17
20	33,825	18.04	42,164	22.49
21	34,173	18.23	42,758	22.80
22	34,523	18.41	43,946	23.44
23	34,870	18.60	44,541	23.76
24	35,218	18.78	45,135	24.07
25	35,568	18.97	45,728	24.39
26	35,915	19.15	46,321	24.70
27	36,265	19.34	46,914	25.02
28	36,611	19.53	47,509	25.34
29	36,963	19.71	48,103	25.65

DMM: District Master Maintenance
DMS: District Maintenance Supervisor

**APPENDIX B
DIXIE DISTRICT SCHOOLS
SALARY INFORMATION
2011-2012
EDUCATIONAL SUPPORT PROFESSIONAL**

School Food Service Staff

Years Experience	Food Service Worker 1 (FS1) <i>182 Days</i> <i>Hourly Range</i> <i>8.49-13.36</i>		Food Service Worker 2 (FS2) <i>182 Days</i> <i>Hourly Range</i> <i>8.81-13.68</i>		Food Service Manager (FSM) <i>196 Days</i> <i>Hourly Range</i> <i>15.50-18.57</i>	
	Annual	Hourly	Annual	Hourly	Annual	Hourly
0	11,592	8.49	12,023	8.81	22,786	15.50
1	11,793	8.64	12,224	8.96	23,109	15.72
2	11,996	8.79	12,427	9.10	23,432	15.94
3	12,198	8.94	12,630	9.25	23,755	16.16
4	12,402	9.09	12,832	9.40	24,077	16.38
5	12,604	9.23	13,034	9.55	24,399	16.60
6	12,806	9.38	13,235	9.70	24,723	16.82
7	13,398	9.82	13,831	10.13	25,045	17.04
8	13,602	9.96	14,032	10.28	25,369	17.26
9	13,806	10.11	14,234	10.43	25,690	17.48
10	14,007	10.26	14,436	10.58	26,016	17.70
11	14,208	10.41	14,639	10.72	26,337	17.92
12	14,411	10.56	14,843	10.87	26,660	18.14
13	15,005	10.99	15,436	11.31	26,982	18.36
14	15,209	11.14	15,636	11.45	27,305	18.57
15	15,410	11.29	15,841	11.61		
16	15,611	11.44	16,045	11.75		
17	15,814	11.59	16,238	11.90		
18	16,018	11.73	16,448	12.05		
19	16,218	11.88	16,650	12.20		
20	16,422	12.03	16,853	12.35		
21	16,623	12.18	17,055	12.49		
22	16,825	12.33	17,257	12.64		
23	17,029	12.48	17,460	12.79		
24	17,231	12.62	17,660	12.94		
25	17,434	12.77	17,864	13.09		
26	17,635	12.92	18,066	13.24		
27	17,837	13.07	18,268	13.38		
28	18,041	13.22	18,471	13.53		
29	18,243	13.36	18,673	13.68		

- FS1: Food Service Worker without certification
- FS2: Food Service Worker with certification
- FMS: Food Manager School

APPENDIX C

METHOD OF COMPENSATION

- A. At the beginning of each school year, each employee shall elect one of the following methods of payment:
1. Nineteen (19) equal payments with the final payment to be made within ten (10) working days following the last day of the contractual year.
 2. Twenty-four (24) equal payments with the final payment to be in a lump sum within ten (10) working days following the last day of the contractual year.
- B. Within five (5) days of the beginning of the school term, individuals may elect either of the above methods.
- C. Should an employee fail to have earned sufficient time for a full payment, payment will be made based on the actual credit accumulated.
- D. Salary Payment
1. Payment is due twice a month – on the 16th and last day of the month. For 180/182/196 day employees, the first payment of the school year will be paid by the 15th working day.
 2. Disbursement of Salary Payment – Payment to all employees will be made on the last working day of 180 day employees. During the summer months, payment will be made on last working day of employees.
- E. Any ESP who is **required** to work additional hours will be paid at their hourly rate. *(11/16/10)*
- F. Step increases are to be negotiated annually. *(Granted for the 2011-2012 school year on 10/6/11)*