

CONTRACT

BETWEEN

THE SCHOOL BOARD OF FLAGLER COUNTY

AND

**FLAGLER EDUCATIONAL SUPPORT
PROFESSIONAL ASSOCIATION
(FESPA)**

July 1, 2025 – June 30, 2028

Board Adopted – _____

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ARTICLE 1

RECOGNITION

- 1.01 The School Board of Flagler County, Florida (hereinafter "Board") hereby recognizes the Flagler Educational Support Professional Association/FESPA, (hereinafter "Union") as the exclusive bargaining representative for all permanent, non-instructional employees included in the Unit in the Public Employees Relations Commission (PERC) certification order in Organization Registration number OR #86-329 as clarified by PERC in its August 9, 2024 Final Order clarifying Certification 609 (Case No.: UC-2023-022/Order No.: 24E-641). The term "employee" as used hereinafter shall refer to all employees represented by the Union in the bargaining unit. Employees excluded from the bargaining unit are: School Board members, administrators, confidential employees as defined in FS447.203, all personnel with supervisory and evaluation duties, employees with a supervisory conflict of interest, and those represented by another bargaining agent. All other employees are part of the support staff bargaining unit and will be considered eligible for membership in the Flagler Educational Support Professional Association (FESPA).
- 1.02 Definitions
- A. An employee shall refer to all those persons included in the bargaining unit described in Section 1.01, and any additions thereto, except substitute employees, temporary employees and employees hired under the provisions of one (1) year grants.
 - B. A substitute employee is a person who replaces an employee on a day-to-day basis, as needed.
 - C. A temporary employee is a person employed for an approved position to which he/she is temporarily assigned for a period not to exceed four (4) calendar months or to replace an employee on leave of absence for a period not to exceed six (6) calendar months.
 - D. Non-Instructional Employees are staff such as clerical, custodial, food service, plant service, transportation, paraprofessionals and employees that provide operational support to the school program.
 - E. A school year begins on the first day of school for students and ends on the last day of school for students.
 - F. A calendar day is any day of the week including weekends and holidays

- G. A work day is any day that an employee is scheduled to work. If the employee works past midnight, their workday is the period of time from the start of their shift to the end of their shift.
 - H. An established bus route is any route that is scheduled on a regular basis throughout a year. Established bus route hours, times, and stops may be changed as necessary.
 - I. A field trip is a special school activity scheduled to meet a specific need, i.e. sports, clubs, etc. They are temporary in nature.
 - J. An after school bus route is a route that is regularly scheduled that occurs after normal school hours. These routes shall be handled in the same manner as an established bus route.
 - K. A domestic partner is defined as a legal or interpersonal relationship between two individuals who live together and share a common domestic life.
 - L. An Administrator shall mean immediate supervisor, director, principal of the school or supervisor of a work site.
 - M. Leave Day – one day of leave shall mean the equivalent in required workday hours.
 - N. “Promotion” as used in this Article means the advancement of an employee to do a job with a higher hourly pay rate or an increase of two (2) hours of additional work per day within the bargaining unit.
 - O. Length of service for the purpose of this Agreement shall be the length of continuous service within the school system including layoffs (up to fifteen {15} months) and approved leaves of absence.
 - P. A reassignment is a movement of department level employee from one location to another location without any change in job, benefits, or pay.
 - Q. An involuntary transfer refers to the act of moving an employee from their current position or location to another, without their voluntary consent. This does not apply to district based employees who are assigned to various work sites across the district as part of their regular job responsibilities.
- 1.03 Any temporary employee who becomes a regular employee who was hired to replace a regular employee on approved leave shall not have inherent re-employment rights.

- 1.04 All rights, privileges and benefits granted to the Union in this Agreement shall be exclusively for the Union, as long as it is the certified bargaining agent.

ARTICLE 2

DUES CHECKOFF

- 2.01 Due to changes made to Florida Statute, Section 447.303, the Board is no longer required to make dues deductions for Union members (see Chapter 23-35, Laws of Florida).

ARTICLE 3

RESPONSIBILITY

- 3.01 The Superintendent or designee shall advise, in writing, the Union of proposed changes or creation of job classifications affecting members of the bargaining unit and hereby agrees that prior to implementation of any such change or prior to any changes in regulations and policies affecting members of the bargaining unit, the Union shall be afforded the opportunity to submit its views seven (7) days in advance with respect to such changes prior to Board action.
- 3.02 New employees shall be provided a copy of his/her job description upon request.
- If an employee's job description is updated by the Board, such employee shall be furnished a copy of the approved job description.
- 3.03 The Board Policy Manual will be available online and shall be updated within 10 working days of any changes.
- 3.04 Each employee shall have the right to inspect his/her personnel file(s) as per Florida State Statute 1012.31. The employee may be accompanied in such review by a representative of his/her choice and representative of the Board may also be present during such a review.
- 3.05 Any case of assault upon an employee shall be promptly reported to their Administrator. All employees have the right to file charges and to seek legal counsel.

ARTICLE 4

ANTIDISCRIMINATION

- 4.01 The Board agrees that it will not discriminate against any employee with respect to wages, hours or conditions of employment by reason of the employee's Union membership or lawful activities.
- 4.02 The Union agrees that it will not discriminate against the Board by reason of its lawful activities.
- 4.03 The parties agree that the Office of Professional Standards shall be available to employees who allege in writing that they have been discriminated against based on race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age (40 or older), marital status, disability, political affiliation or genetic information (including family medical history). The Office of Professional Standards shall investigate such allegations in accordance with the School Board policy. Within fifteen (15) days of notification of the outcome of the investigation, an employee shall have the right to file a grievance per Article 12 of the Collective Bargaining Agreement. For this section only (4.03), the grievance process will end at the Superintendent or designee level. The employee shall have the right to representation during the grievance process.
- 4.04 The parties agree that when an employee files a complaint of Bullying and Harassment under School Board Policy 511.2, the complaint shall be investigated in accordance with School Board policy. Within ten (10) days of notification of the outcome of the investigation, an employee shall have the right to file a grievance as outlined in the Collective Bargaining Agreement and School Board Policy 649. The employee shall have the right to representation during the grievance process.

ARTICLE 5

COMMUNICATION

- 5.01 The Board agrees to furnish an accessible Union bulletin board, or designated space on an existing bulletin board, at each work location for the posting of Union notices and/or materials. An effort shall be made to utilize a location (such as breakroom, custodian lounge or cafeteria kitchen) convenient for all employees during their normal work hours.
- 5.02 The Union and its representatives shall have the right to use school facilities and equipment for association business and meetings as provided in School Board policy 320.
- 5.03 Nothing contained herein shall be construed to deny or restrict any employee rights he/she may have under Florida School Laws or other applicable laws and regulations. The rights, granted employees hereunder, shall be deemed to be in addition to those rights provided elsewhere.
- 5.04 The Union shall have the right to place materials in mailboxes for communications with employees, provided that materials placed in mailboxes shall not be derogatory against the school system, the Board or the administration. A copy will be provided to the work site administrator.
- 5.05 Duly authorized representatives of the Union and its affiliates, who are not employees of the Board, shall be permitted to transact official Union business on school property during working hours.
- 5.06 The Board agrees to provide to the Union access to all public information and documents, and to provide copies of requested materials at currently established rates. There shall be no copying charge for documents requested during bargaining or the process of grievances.
- 5.07 The Union representative shall be given the opportunity following staff meetings, to present brief Union reports and announcements, if a request has been received by the Administrator prior to conducting a staff meeting. The Union rep shall be able to flex their time to attend the meeting.
- 5.08 Employees required by the Board to attend meetings and conferences in conjunction with the administration of this Agreement shall attend such meetings without loss of pay or leave benefits.
- 5.09 Twenty five (25) days total Association Leave for Association business may be utilized in a school year by the President or designees provided that the member's hourly rate of pay, benefits, and payroll taxes shall be borne by the

Association. The Association President or designee shall provide two (2) days notification prior to use of such leave except in cases of emergency. The District will send an invoice to the Association quarterly for the hourly rate of pay, benefits, and payroll taxes for each day of leave used, with payment due within ninety (90) days of receipt.

If approved by the Superintendent, the Association President or his or her designee may be granted Temporary Duty Elsewhere to participate in District-related events and/or meetings with the Superintendent, his/her designee(s) or administration. Such time shall not be deducted from any available Association Leave. The District will not seek recompense for time spent by the Association President or designee in representational activities such as contract negotiations, member investigations, member disciplinary meetings, grievance hearings, grievance investigations, and all meetings where Weingarten Rights are invoked by a union member.

- 5.10 The Board shall provide payroll deduction slots for Union programs, excluding union dues.
- 5.11 The district shall provide the association an electronic list of all Union-eligible employees in the bargaining unit monthly upon request. The list shall include the following (if such information is available):

First, Last Name
Employee ID Number
Home Address and Telephone Number
Cell Phone Number
Personal & Work Email
Bargaining Unit
Position
Assignment
Site Location
Date of Birth
Date of Hire

ARTICLE 6

VACANCIES AND PROMOTIONS

- 6.01 All vacancies within the bargaining unit for employment will be posted on the Flagler County School website: www.flaglerschools.com by the Board. The notices shall include the job classification, rate of pay, work location and the job description. Such posting shall be for a period of three (3) days minimum internal and five (5) days minimum external exclusive of Saturday, Sunday and observed legal holidays. Vacancies occur within a building or site because of an employee's reassignment, transfer, promotion, resignation, retirement, termination, new staffing or new operation startup.
- 6.02 During the period a vacancy is posted, employees who meet the minimum qualification for a position and wish to apply for an open position, including employees who were affected by Article 9 (Reduction in Force), may do so by completing the application process. Employees who have applied for an open position and who meet the minimum qualifications shall be interviewed prior to a recommendation to permanently fill the position. School level support personnel wishing to work at another work site within the school district must apply for advertised vacancies in accordance with the hiring process for internal candidates.
- A. No transfer procedures to alternative work sites exist (except in instances when employees are displaced in district staffing decisions) for school-level support employees in positions such as, but not exclusive to, clerical, proctors, ISS monitors, campus security, grounds keeping personnel and support personnel assigned to the Government Services Building in departments other than Technology Services.
- B. It is understood that reassignment procedures exist for all department-level support employees such as Food Services, Custodial Services, Technology Services, Plant Services and ESE.
- 6.03 The Board shall fill such job vacancies from among those qualified persons who have applied for the position. If qualifications, quality of interview and performance (by evaluation) are equal, then length of service shall be a determining factor in filling the vacancy.
- 6.04 For purposes of this article, an employee is defined in Article 1.02 (A).
- 6.05 New hires may be placed as high as Step 5, minus a step for each year that a step is not given, on the pay scale for direct experience gained with other employers. The intention of the "direct experience" idea is that such experience will have been gained in jobs with the same or nearly identical job titles,

descriptions and major duties. Such determinations will be made by the Chief Human Resource Officer in consultation with the supervisor as needed, with his/her decisions being final on these matters.

- 6.06 If vacancies occur within work groups at specific work sites for “lead” positions, those individuals who have specific and current experience in that particular job classification would be considered for that specific “lead” position first. In such cases, it would be the responsibility of the hiring administrator to advertise in such a way so as to permit those employees with the required experience to be afforded the opportunity to apply for the vacancy in accordance with Article 6.03.

***Note: To be able to be named a “Lead,” there needs to be a minimum of three (3) employees (in addition to the Lead) within the immediate work group. The decision to name or not name a “Lead” remains an administrative prerogative.*

ARTICLE 7

TRANSFER PROCEDURES

- 7.01 Employees shall have the right to apply for a reassignment to a different work location, to apply for a change in job classification and for any vacancy at the employee's current work location.
- 7.02 Employees requesting a transfer shall be considered at the time of each job posting, if the employee has filed a transfer request during the posting period. All transfer requests must be completed online in the form of an email to their direct supervisor.
- 7.03 In the selection of employees requesting transfer, qualifications, quality of interview, performance (by evaluation) and length of service shall be the determining factors.
- 7.04 Promotion or Voluntary Transfer
- A. Employees who are voluntarily transferred or promoted, either administratively or through being hired for an advertised vacancy, to a higher paying job classification shall receive no less than their current rate of pay. A higher paying job classification is defined as a pay line in the salary schedule which has a higher starting salary. Initial placement in the new job classification shall be determined as follows: employees will receive a minimum 5% raise; the actual amount of the pay raise may be higher if needed to place the employee on the appropriate pay line. Employees shall be granted verifiable relevant and direct job experience up to an additional fifteen (15) years, if said experience was accumulated working outside the school district and not previously applied in placement for any other position within the school district. The effective date of this provision is to be the date that this contract is approved by the Union and accepted by the School Board, and not retroactive to any previous time period.
- B. Employees who voluntarily transfer to a lower paying job classification and whose transfer is not related to substandard job performance as supported by performance evaluation shall continue to receive their same rate of pay within the new pay line. He/she shall suffer no loss of pay, and also will continue to receive all bargained raises.
- 7.05 Involuntary Transfer:
- A. For purposes of this article, an involuntary transfer is an action as defined in Article 1.02 (Q) Both sides acknowledge and agree that the establishment of daily starting and ending times to fit the needs of the

organization is clearly the sole responsibility of administration. The Board agrees to listen and give consideration to individual situations (i.e. family situations, child supervision and long held second jobs) prior to making changes. The final decision in such situations continues to remain a Board responsibility through its administrative designees.

- B. When making involuntary transfers at any work location, the Board agrees that all such transfers will be made on the basis of qualifications, needs of the organization as determined by the supervisor and length of service. The Board agrees to act in a fair and impartial manner in determining qualifications for involuntary transfers. When length of service is the determining factor, the most junior employee will be transferred first.
- C. Employees who are involuntarily transferred by the Board and whose transfer is not related to substandard job performance as supported by performance evaluation shall continue to receive their same rate of pay. He/she shall suffer no loss of pay, and also will continue to receive all bargained raises.
- D. Employees who are involuntarily transferred to a lower paying position due to substandard job performance, as supported by written performance evaluation, shall be placed on the appropriate step for the new position.

7.06 Reassignments: For purposes of this article, a reassignment is an action as defined in Article 1.02 (P). Reassignment differs from involuntary transfer and applies to employees in departments that include: Food Services, Custodial Services, Plant Services, Community Services, Technology and Information Services and Student Services and all school sites/programs with paraprofessionals.

ARTICLE 8

CONTINUITY OF OPERATION

- 8.01 The Union agrees that neither it, nor the unit members, shall authorize, sanction, condone, engage in or acquiesce in any strike as prohibited in Florida Statute, Section 447.505. Strike shall also be defined to include any other connected or concerted activity having the effect of interrupting work or interference of any kind whatsoever with operation of any of the facilities of the Board for the purpose of inducing, influencing, or coercing a change in the conditions, compensation, or the rights, privileges, or obligations of employment.

ARTICLE 9

REDUCTION IN FORCE

- 9.01 No employee shall be laid off pursuant to a necessary reduction in the work force unless said employee and the Union shall have been notified of said layoff at least twenty (20) work days prior to the effective date of the layoff.
- 9.02 In the event the Board determines it is necessary to lay off or reduce the total number of employees, the total number of days worked by employees or the total number of hours worked by employees, district wide, the Board will first lay off or reduce through (1) attrition (2) then substitute employees (3) then temporary employees. Once the above procedure has been followed, employee volunteers shall be laid off or reduced and then employees with the least number of years of service to the district shall be laid off or reduced.
- 9.03 In the event the Board determines it is necessary to eliminate an entire classification, employees with the highest number of years of service to the district shall be offered transfers to posted vacancies in other classifications provided the employee is qualified to work in the new classification.
- 9.04 When employees are to be recalled, the first to be recalled shall be those last laid off or reduced within the preceding fifteen (15) month period in the reverse order that they were laid off or reduced. Recalled employees will be notified by phone, (personal contact, not voice mail), e-mail with a "read receipt" and certified mail. The employee is responsible for keeping their contact information updated. The employee shall respond within forty eight (48) hours after the receipt of notification to return to work by phone, (personal contact, not voice mail), e-mail with a "read receipt" and certified mail. The employee will have ten (10) days after receipt of notification to return to work except in extenuating circumstances. Failure to do so will result in the employee being dropped from the recall list.
- 9.05 In no case shall a new employee be employed by the Board in any job classification affected by a layoff or reduction until the layoff and recall procedures have been executed. The term "classification" refers to the specific job titles or roles listed in the Salary Schedules found in Appendix B of this document.
- 9.06 When employee years of service are equal, the date of hire shall be the determining factor. When date of hire is equal, the date of application shall be the determining factor. When date of application is equal, employees' names will be drawn by lottery to determine placement on the seniority list.
- 9.07 Employees impacted by a Reduction in Force shall, upon application, be added to the substitute list for non-instructional employees as defined in Article 1.02 (D).

- 9.08 Employees impacted by a Reduction in Force may continue their insurance benefits according to the Consolidated Omnibus Budget Reconciliation Act (COBRA) regulations by paying the regular monthly per subscriber group rate premium.
- 9.09 For the purposes of this Article and Articles VI and VII, a length of service list shall be provided to the Union, upon request.

ARTICLE 10

EMPLOYEE DISCIPLINE

- 10.01 Progressive discipline shall be used in the event an employee is disciplined and that there are instances when the severity of misconduct may require skipping steps within the progression. The goal is to address employee misconduct in a fair and just manner using the lowest level of consequence to resolve issues. Administrators are charged both with maintaining order and the accomplishment of assigned tasks at specified levels of competence. Those responsibilities sometimes necessitate the use of disciplinary consequences.
- 10.02 An employee who has an initial one (1) calendar year of continuous service (including approved paid leaves of absence) shall not be reprimanded, disciplined or discharged except for just cause. Termination within the probationary period shall be non-grievable.
- 10.03 In any matters that could reasonably lead to disciplinary action, the employee shall be permitted a representative of his/her choice, if desired. This article shall not limit in any way the exercise of the Board's rights as provided in this Agreement.
- 10.04 Administrators shall not reprimand employees in the presence of other employees (excluding administration), students and/or parents. Disciplinary actions taken by Administrators are to be guided by the principles of fairness, appropriate response, and consideration of not only all related facts, but also the employee's personal sense of dignity. The general guideline is to praise in public and discipline or criticize in private.
- 10.05 Except for probationary employees, the board shall use a system of progressive disciplinary action for repeated similar or related offenses. The course or conduct or severity of the offense may justify skipping some or all progressive steps. Each disciplinary situation will be assessed on an individual basis, considering all pertinent factors.
- 10.06 Should an Administrator need to counsel an employee regarding a concern, other than a job performance concern, progressive discipline may be administered in the following steps:
- A. First Offense – Verbal warning committed to writing as a record of conference, summarizing email and/or verbal warning reduced to writing. This documentation shall not be placed in a Human Resources Personnel file and shall be invalid after a calendar year from the date of the occurrence if no other disciplinary matters have occurred.

- B. Second Offense – Letter of Caution: means a written caution. This documentation shall be placed in the Human Resources Personnel File.
- C. Third Offense – and/or subsequent offenses
 - i. Written Reprimand: which shall include the detailed nature of the offense and specific suggestions for improvement. This document notifies the employee in writing of continuing concerns which may result in further disciplinary action if not corrected within a specified time. The written reprimand will be placed in the employee’s personnel file.
 - ii. Suspension without pay.
 - iii. Alternative job assignment.
 - iv. Termination

In each step of the progressive discipline plan, the Administrator shall conduct an investigation in accordance with the Investigations Procedure Manual.

- 10.07 An employee shall be given advance written notice prior to attending any meeting which may result in disciplinary consequences being administered, except in cases deemed to be an emergency. Such notice shall be specific and outline the reasons for the potential disciplinary action. Advanced written notice means that the employee will be informed, in writing, (in the form of a Notice to Appear) of any meeting twenty-four (24) hours, one (1) working day in advance of the actual date of the meeting. The Board guarantees the right to representation for the employee when the employee expresses their desire for representation, with the option of rescheduling the meeting if the employee’s union representative is not available. The notice shall specify the allegations against the employee.
- 10.08 Pursuant to Chapter 447.401, Florida Statutes, the Union shall not be required to represent employees who are not members in any grievance or disciplinary meeting.
- 10.09 If an allegation is made against an employee, it is the responsibility of the site based or District level administrator to first thoroughly investigate the allegation. No disciplinary action against an employee shall be taken on the basis of a complaint by a parent or student or other individual or any notice thereof shall be included in the employee’s personnel file, unless the complaint is reduced to writing and is first provided to the employee. Unsubstantiated allegations shall be dismissed. Anonymous allegations will not be formally investigated based solely on the anonymous allegation.

- 10.10 The employee may respond in writing to the complaint and have said response attached to any notice thereof, which is to be included in his/her personnel file pursuant to Chapter 1012.31 of Florida Statutes.
- 10.11 The Professional Standards Procedure Guide for the Board shall be made available electronically on the school district website for access by all employees at the beginning of each school year.

ARTICLE 11

EMPLOYEE EVALUATIONS AND TERMINATION

- 11.01 An employee who has an initial one (1) calendar year of continuous service (including approved paid leaves of absence) shall not thereafter be reprimanded, disciplined or discharged except for just cause. Termination within the probationary period shall be non-grievable.
- 11.02 The parties agree that the Board has the responsibility and right to evaluate its employees. Board approved forms will be used for evaluation of support personnel, which will include strengths and weaknesses with appropriate recommendations of identified needs for improvement of job performance.
- 11.03 Prior to September 30th of each year, the Administrator shall acquaint each employee directly under supervision with the evaluation procedures, standards and instruments used for the assessment. The purpose of the orientation is to achieve mutual understanding of the evaluation system. No evaluation shall take place until such orientation has been completed.
- 11.04
- A. Each employee shall receive no less than one (1) annual evaluation by his/her Administrator by April 1st. Those employees who receive less than satisfactory ratings at that time may request a forty-five (45) day period in which to demonstrate improvement in the noted areas of deficiency. At the start of the forty-five (45) day improvement period, the evaluator will meet with the employee to clarify the desired standard and provide any additional suggestions, training and/or assistance as may be appropriate in a written assistance plan. Such suggestions, training and/or assistance shall be noted in writing and an initialed copy retained by both the Administrator and employee. The success plan shall follow the N.E.A.T. process. The employee and representative will have input into the improvement plan.
- 1 = Notice of deficiencies shall be clearly stated in writing.
2 = Explanation of deficiencies and suggestions for corrections.
3 = Assistance rendered to correct deficiencies.
4 = Timelines shall be established for alleged deficiencies to be corrected.
- After the forty-five (45) day improvement period, a final evaluation shall then be written and submitted by the administrator no later than May 15th. The final evaluation will be determined by the administrator/evaluator.
- B. In the event an employee receives an unsatisfactory evaluation on or by April 1st and a subsequent unsatisfactory success plan, he/she may request

a second evaluation with a different administrator, as part of their new success plan.

- 11.05 Probationary employees and transferred employees shall be evaluated in writing during their first one (1) calendar year of employment in the new position.
- 11.06
- A. Following any evaluation of any employee, the employee will immediately have access to an electronic copy of the evaluation, signed by the Administrator.
 - B. The employee shall sign this evaluation with the understanding that the signature of the employee does not necessarily indicate concurrence with the evaluation but indicates the employee has been given a copy of the written evaluation.
- 11.07 The employee shall have the right to respond in writing within fifteen (15) working days and have the response attached to the evaluation form for inclusion in the employee's personnel file.
- 11.08 For evaluation purposes, all observations of an employee shall be conducted with the full knowledge of the employee and solely for the purpose of evaluation toward the improvement of performance as a means of assuring the most competent employees.
- 11.09 Members of the bargaining unit shall not evaluate another member of the bargaining unit.
- 11.10 The Board agrees that evaluations are personal and shall be handled in as confidential manner as allowed in Section 1012.31 of the Florida Statutes.

ARTICLE 12

GRIEVANCE PROCEDURE

A. Definitions

1. Grievant – The term “grievant” as used in this article shall mean employee either individually or as a group or the Association on their behalf.
2. Workdays – The term “days” as used herein shall mean workdays as set forth in the school calendar.
3. Grievance – Any claim by an employee or group of employees that there has been a violation, misinterpretation, or misapplication of any school board policy, may be grieved pursuant to School Board policy. Any claim by an employee or group of employees that there has been a violation, misinterpretation, or misapplication of the labor contract or agreement to which aggrieved employee is a party, may be processed as a grievance as hereinafter provided.
4. Administrator – shall mean immediate supervisor, director, principal of the school or supervisor of a work site.
5. Bargaining Unit – shall mean all employees of the Board who are members of the Association or eligible to be members of the Association.
6. Party – shall mean the Board and the Association, except that in the case where there is no Association backing, it shall mean the Board and the grievant.
7. Union – as defined in Article 1.

B. Grievance Procedures

1. The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to alleged violations of this Agreement. Both parties agree that these proceedings will be kept as informal and confidential as appropriate.
2. An employee will have the right to request representation by the Union at any step of the grievance procedure. No grievant may be required to discuss any grievance if the Union representative is not present if such representation has been requested by the grievant. A grievant shall not be represented by a representative of any other external organization (i.e., other associations/labor Unions). Nothing in this Article will be construed as

preventing any employee from presenting his/her own grievance, provided the Union has been given the first right of refusal to process the grievance if the employee is a member of the Union. The Union shall be given the opportunity to be present at any meeting calling for the resolution of a grievance. If the Union is not a party to the grievance, representatives of the Union may be present to ensure the integrity of the collective bargaining agreement. Nothing in this Agreement shall be construed to prevent any employee from presenting at any time his/her grievances in person or by legal counsel as provided in Chapter 447, Florida Statutes.

3. Whenever an employee or the Association feels that there is a grievance, every effort should be made to meet on an informal basis with the immediate supervisor, at a mutually satisfactory solution to the grievance. When this cannot be done, all parties shall resort to the more formal procedure stated herein, in an effort to resolve grievances. The grievant shall have the right to request the presence of the Association representative at all levels of this procedure. The Association shall have a right to have a representative present at all stages beyond the informal stage. Nothing in this Agreement shall be construed to prevent any employee from presenting at any time his/her grievances in person or by legal counsel as provided in Chapter 447, Florida Statutes.
4. Written grievances as required here must include all of the following:
 - a. Be signed by the grievant or grievants.
 - b. Be specific and related to the alleged violation.
 - c. Contain a synopsis of the facts giving rise to the alleged violation.
 - d. Cite the section or subsections alleged to have been violated.
 - e. Contain the date of the alleged violation.
 - f. Specify the relief requested.
5. Grievances shall be processed as rapidly as is possible to obtain full facts on which to base sound judgment with the number of days indicated at each step to be considered as maximum. Time limit may be extended by mutual consent.

C. Progression of a Grievance

1. Informal

Whenever an employee or the Association alleges a contractual violation, the Association may choose to confer with the administrator or his/her designee on an informal basis to reach a mutually satisfactory solution to the grievance within fifteen (15) workdays following the date of alleged violation. Responses from the administrator or his/her designee to the informal grievance must be presented to the grievant within fifteen (15) workdays following the informal meeting.

If a solution cannot be reached at the informal level, the Association shall resort to the more formal procedure stated herein, in an effort to resolve the grievance. The purpose of this procedure is to secure, at the lowest administrative level possible, an equitable resolution to violations of this agreement.

2. Level I

The employee shall submit in writing to the administrator a copy of the grievance presented on the form set forth in Appendix A. Such grievances must be presented within a reasonable time, but in no event longer than ten (10) workdays following the informal hearing. The administrator shall have ten (10) workdays upon receipt of the Level I grievance to meet with the employee and his/her representative in an effort to resolve the grievance. The administrator shall indicate his/her disposition of the grievance in writing within ten (10) workdays after said meeting and shall furnish copies thereof to the employee and to the Association.

3. Level II

The Superintendent's designee, within ten (10) workdays after receipt of appeal, shall meet and confer with the aggrieved employee with a goal to arriving at a mutually satisfactory resolution of the grievance. At the conference(s), the employee, his/her representative and the representative of the Association, if different from the employee representative, must be present.

Absence of the Association representative will not prevent the conference(s) from being held if the Association has been given forty-eight (48) hours prior notice. Notice of the conference shall be given also to the administrator who rendered the decision at Level One. The administrator may be present at the conference(s) to state his/her views. The Superintendent shall communicate his/her decision in writing, together with the supporting reasons, to the aggrieved employee and the Association within ten (10) workdays after the meeting. The administrator who rendered the decision at Level One shall also receive a copy of the decision at the same time.

4. Level III

The Superintendent, within ten (10) workdays after receipt of appeal, shall meet and confer with the aggrieved employee with a view to arriving at a mutually satisfactory resolution of the grievance. At the conference(s), the employee, his/her representative and the representative of the Association, if different from the employee representative, must be present.

Absence of the Association representative will not prevent the conference(s) from being held if the Association has been given forty-eight (48) hours prior notice. Notice of the conference shall be given also to the administrator who

rendered the decision at Level Two. The administrator may be present at the conference(s) to state his/her views. The Superintendent designee shall communicate his/her decision in writing, together with the supporting reasons, to the aggrieved employee and the Association with ten (10) workdays after the meeting. The administrator who rendered the decision at Level Two shall also receive a copy of the decision at the same time.

5. Level IV

If the employee or the Association is not satisfied with the disposition of the grievance by the Superintendent, or if no disposition has been made by the Superintendent within the period above provided, the grievance shall be submitted to the School Board for resolution. If the Association is not satisfied with the Board resolution, the Union may submit the grievance to arbitration if a request is made for arbitration within ten (10) working days.

A request for an arbitrator will be made to the American Arbitration Association within ten (10) workdays. The arbitrator shall be selected by the American Arbitration Association in accordance with its rules, which shall likewise govern the arbitration proceedings. The arbitrator shall have no power to alter, add to, or subtract from the terms of this Agreement nor shall he have the power to rule on any issue for which there is another remedial procedure provided by law or statute, rule, or regulation having force of law.

The arbitrator should consider all existing state and local laws which are relied upon by either party in the arbitration proceedings. The Board and the Association shall not be permitted to assert in such arbitration proceedings any ground or rely on any evidence not previously disclosed. Both parties agree that the award of the arbitrator shall be final and binding.

D. General Provisions

1. All documents and communications involved in the processing of a grievance will be considered confidential to the extent permitted by law and will be filed separately from the personnel files of the aggrieved employee. Grievances shall be conducted in private to the extent permitted by law.
2. Grievances shall be processed as rapidly as is possible to obtain full facts on which to base sound judgment with the number of days indicated at each step to be considered as maximum. Time limit may be extended by mutual consent.
3. The administrator or his/her designee shall provide the Association with copies of all available documents relevant to the grievance within forty-eight (48) hours prior to the grievance meeting.

4. Any grievance which arose prior to the effective date of this Agreement shall not be processed through these procedures but shall be processed using procedures existing in the collective bargaining agreement at the time the grievance paperwork was filed.
5. A grievance may be withdrawn at any level, but that same grievance may not be filed a second time.
6. The filing of a grievance shall in no way interfere with the right of the Board to proceed to carry out its management responsibilities, subject to the final decision of the grievance.
7. The fees and expenses of the arbitrator shall be shared equally by the Board and the Association.
8. In the event a grievance is filed after May 15 of any year, and strict adherence to the time limits may result in hardship to any party, the Administration shall use its best efforts to process such grievance prior to the end of the school term or as soon thereafter as possible. Whenever illness or other incapacity of any necessary party prevents his/her presence at a grievance meeting, the time limits shall be extended to such time that the party can be present.
9. Any employee involved in any manner in any grievance procedure shall not be subjected to prejudicial treatment because of such participation.
10. Grievance and Arbitration proceedings are to be conducted outside student contact hours unless the Superintendent or his/her designee decides to the contrary. Such decision shall be communicated to the grievant and the Association in writing. When grievance meetings and arbitration proceedings are held during school hours, all employees whose presence is required shall be excused, with pay, from their normal duties.
11. Timelines may be extended by mutual written agreement of the parties.
12. The right to proceed to the arbitration step of the procedure shall be limited to the Union.

ARTICLE 13

LEAVE WITH PAY

A leave of absence is an employee benefit that may be approved by designated supervisors in accordance with the collective bargaining agreement, and board policies, which may entitle them to an additional financial benefit upon retirement. Board policies for an employee to be absent from duty for a specified period with the right to return to employment on the expiration of leave.

Leave may be granted with or without pay as provided by Florida and Federal laws, regulations of the State Board, and Board policies.

For any absence that is without pay, the deduction for each day of absence shall be determined by dividing the annual salary by the number of days/hours for the annual employment period.

General Provisions

- A. Application for Leave. An application for leave shall be in writing and on the form prescribed by the Board and shall be directed to the Board. The principal or supervisor, or other person under the direct supervision of the Superintendent, will review leave for approval.
- B. Approval of Leave. In accordance with Board policy, either the Board or Superintendent's designee will approve or deny requests for leave. When such determination is made, the employee will be notified of such approval or denial. No leave, except military leave, will be granted beyond the school year in which approved by the Board unless specifically approved and extended by the Board.
- C. Returning to Duty. Any member of the bargaining unit returning to duty from leave within thirty (30) working days shall be returned to the same position. Employees on leave more than thirty (30) working days are not guaranteed the same position or location by the Board. Members of the bargaining unit who fail to return on the date agreed to in the leave request may be subject to termination unless an extension has been requested and granted or a medical emergency prevents notification.

13.01 Sick Leave:

- A. In accordance with Chapter 1012.61, Florida Statutes, employees are to be credited with four (4) days of sick leave at the end of the first month of employment of each contract year and thereafter are to be credited at the

end of each month with one day of sick leave for each month of employment.

- B. Employees are entitled to earn no more than one (1) day of sick leave times the number of months of employment during the year of employment. Sick leave days may not be used until earned and credited. Twelve month employees shall be entitled to twelve (12) sick leave days; Eleven-month employees shall be entitled to eleven (11) sick leave days; all other employees shall be entitled to ten (10) sick leave days per current contract.
- C. Employees who are approved for additional summer work shall be granted the use of two sick leave days which were accrued during the regular school year if that employee is unable to perform his/her duties in the school or at the job site because of personal illness or because of illness of father, mother, brother, sister, husband, wife, child, other relative, or member of the employee's household.
- D. Employees using five or more days of sick leave at one time shall provide written documentation from a licensed physician.
- E. Sick leave taken the day before or after a holiday, or any day when malfeasance is suspected, may require the employee to have a doctor's note upon his/her return to work. Failure to do so could result in the leave day being unpaid and result in disciplinary action.

If it is determined by the employee's supervisor there is a pattern of excessive absences, appropriate medical documentation may be requested. Continued abuse of sick leave may result in further disciplinary action, up to and including termination of employment based on progressive discipline.

- F. Use of Sick Leave. Accrued sick leave shall be taken only when the employee's service is interrupted by temporary disability which renders him/her incapable of performing his/her duties, or because of illness. The term "temporary disability" as used herein shall include personal illness or injury and, in addition any temporary disability of the employee arising out of pregnancy, childbirth, miscarriage, abortion, or recovery there from which renders the employee physically incapable of performing assigned duties.

An employee who has used all accrued sick leave but who is otherwise entitled to sick leave may be granted sick leave without pay if all requirements in this Agreement and Board policy are met. The claim for such sick leave shall clearly state that the leave is without compensation. An application for sick leave due to extended illness shall have attached to it a statement from a practicing physician certifying that such leave is

essential and indicating the probable duration of the illness and the needed leave.

Claim for sick leave shall be filed with the Superintendent or his/her designee, within five (5) working days upon return of the employee to duty. The claim shall be in writing and shall set forth the days absent and that such absence was allowable under the provisions of Florida Statutes. The claim shall be duly signed by the employee certifying that the facts are true and correct and that the claim is valid and legal.

The Superintendent (or designee) may request verification of illness or disability from any employee utilizing said sick leave and the employee shall provide at his/her own expense such verification upon request.

Request for Verification of Sick Leave.

1. Sick leave usage exceeds five (5) (consecutive) workdays.
2. The employee has exhausted all leave earned during the current school year.
3. If fraud or malfeasance is suspected.

Any employee found to have fraudulently used sick leave is subject to disciplinary action up to and including termination.

- G. Notice of Need to Take Sick Leave in Emergency Situations. In the event of an emergency, an employee seeking to use sick leave must promptly report the need to take sick leave to their supervising administrator as promptly in advance as possible.
- H. Transfer of Sick Leave. When an employee of the Board interrupts service and subsequently returns to duty in the district without having transferred his/her sick leave credit to another Florida school district, such accrued sick leave credit shall become valid on the first day of contractual service.

An employee may transfer sick leave earned in a similar capacity with another Florida school district to Flagler County as set forth in Florida law. However, no transferred leave shall be credited to an employee's account at a rate, or in an amount exceeding that earned while an employee of the Board. The employee is responsible for the request for transfer of sick leave.

13.02 Personal Leave:

Amount and Use. The Board shall grant up to six (6) days leave for personal reasons. The number of such approved leave days may be limited to 10% of the department's staff at school/worksites on any given date. Written application without stating reasons for such leave shall be made to the supervisor or his/her designee at least two (2) workdays prior to the desired onset of such leave.

Any non-instructional staff may be approved for personal leave of absence without pay when he/she must be absent from his/her duties because of personal reasons. This leave shall be applied for and approved in advance. Such personal leave can be denied when it interferes with student safety, or the educational needs of students served.

In case of emergency leave shall be granted after the fact with the submission of written application upon return to work, provided the designated administrator is notified. Noncompliance with this provision will result in the employee having the day deducted from his/her next paycheck. Personal leave when granted shall be deducted from the accrued sick leave and is not cumulative. For the purposes of this contract, sick leave is defined as stated in Florida Statute 1012.61.

13.03 Military Leave:

Military leave shall be granted to employees who are required to serve in the armed forces of the United States or the State of Florida in fulfillment of obligations incurred under selective service laws or because of membership in reserves of the armed forces, or the National Guard.

- A. The first thirty (30) days of such leave will be with full pay.
- B. The first thirty (30) days of military leave for reservists and members of the National Guard called to active military service will be with full pay and, thereafter, in an amount necessary to bring their total salary, inclusive of their base military pay, to the level earned at the time they were called to active military service.
- C. Reservists and members of the National Guard called to active military service have the option to continue or cancel any coverage in any benefit plan the employee was enrolled in at the time of reporting for active military service. The School Board will continue to pay the employer share of the premiums for the coverage. The employee will continue to be responsible for any amount that the employee had been paying.
- D. Reservists and members of the National Guard on military leave shall receive full retirement credit for the period of such leave upon their return to employment.

- E. During the period of time reservists and members of the National Guard are serving in active military service, they will continue to earn full annual and sick leave in accordance with the rules applicable to their position.

An employee granted military leave for extended active duty, shall, upon completion of the tour of duty, be returned to employment without prejudice provided an application for re-employment is filed within ninety (90) days following the date of discharge or release from active military duty.

Following the receipt of the application for re-employment, the school Board shall have up to three (3) months to reassign the employee to duty in the school system.

13.04 Jury/Witness Duty:

If an employee is called for jury duty or subpoenaed to court as a witness, except for any action in which he/she is a party, a leave application shall be submitted for approval. Any money received for such service as a juror or witness, with the exception of the money received for travel, meals, or lodging, shall be subject to Florida Statutes and State Board Rules shall be returned to District. An employee shall receive his/her regular salary for his/her normal work day when required to be absent for the above reasons.

13.05 Bereavement Leave:

In the event of a death of a member of the immediate family (parent/step-parent, foster parent, father-in-law, mother-in-law, spouse, domestic partner, child/step/foster, grandparent, grandchild, sibling, brother-in-law, sister-in-law, son-in-law, and daughter-in-law), an employee on permanent status shall be granted, upon request, up to five (5) days of paid leave. In the event of a death of a close family member (aunt, uncle, niece, nephew, or member of their own household), an employee on permanent status shall be granted, upon request, paid leave of up to three (3) days.

Bereavement leave is of special nature and may not be deferred or converted to any other purpose. It is not charged against any other leave account. Application shall be made to the Superintendent and granted by the Superintendent, or his/her designee, at his/her discretion, in advance whenever possible. Bereavement leave days may be taken nonconsecutively, subject to approval and based on the circumstances outlined in the request. The employee will not be paid bereavement leave for days not scheduled to work. In order to honor a request for bereavement leave, documentation of the death (i.e., newspaper obituary, funeral program, or death certificate) may be required by the Superintendent.

13.06 Injury or Illness-In-Line-Of-Duty-Leave:

An employee shall be entitled to injury or illness-in-line-of-duty leave of ten (10) days each fiscal year because of illness from any contagious or infectious disease contracted in his/her work or personal injury in the discharge of his/her duties. The Chief of Human Resource Officer (consulting other resources as necessary) will act as the Superintendent's designee to review specific appeals by employees who can document the work-related cause of their illness. Such leave shall be non-cumulative. No deduction shall be made from sick leave for these absences until an employee has exhausted his injury or illness-in-line-of-duty leave.

ARTICLE 14

LEAVE WITHOUT PAY

- 14.01 Leave without pay may be granted to employees. Application for such leave shall be submitted in writing on a form supplied by the Board, with the reasons therefore, to the Administrator. Such reasons may include experience which shall provide professional benefit to the school system, or official Union business.
- 14.02 FMLA Family and Medical Leave Act
- A. The parties recognize that the district is bound to comply with the provision of the federal Family and Medical Leave Act (FMLA), which may be amended from time to time. The district shall provide a copy of all current FMLA policies in electronic format for distribution and posting to its membership for reference purposes.
 - B. This leave provision is not intended to limit or reduce leaves provided under other terms of this contract.
 - C. If five (5) or more consecutive sick leave days are necessary, or the employee is out sick on unpaid leave, the employee's leave may be classified under the Family and Medical Leave Act (FMLA) if determined eligible by the Human Resources Department.
 - D. If an employee has leave time when FMLA is awarded, the employee must use the leave concurrently with FMLA leave.
 - E. Extended Illness. Extended illness exceeding accrued sick leave (including members of the immediate family as defined in Sections 1012.61-68, Florida Statutes) may be granted without pay.
- 14.03 An employee who exhausts all accumulated sick leave, but who continues to be sick or disabled and unable to return to employment, may be granted a leave of absence without pay for up to six (6) calendar months within a fiscal year in accordance with School Board Policy. A new leave application would be required by the employee for paid/unpaid time within a subsequent fiscal year. The Board will continue its practice of granting full insurance benefits to such employees for the duration of the leave, provided that the disability resulting in said leave is specifically job-related in accordance with Workers' Compensation rules. If the disability is non-job related, the employee will have to contribute at his or her expense, to participate in all or part of the then current insurance programs at the group rates in effect at that time, for the duration of the approved leave of absence.

- 14.04 Any employee granted an unpaid leave of absence may continue dependent insurance benefits by paying all of the required premiums as prescribed by the Board.
- 14.05 In accordance with School Board Policy, each extended leave-without-pay request will be considered on its own merit by the School Board. Return from leave is contingent on there being a vacant position in the system which the employee is qualified to fill and contain an inherent re-employment right to a position with the same number of hours and pay within the district. Request for extended leave to take another position for salary shall be denied unless there are extenuating circumstances that are acceptable to the Board. Failure to disclose, at the time of submission of the initial leave application, the possibility of the employee taking a salaried position while on leave could result in disciplinary action up to and including termination.

ARTICLE 15

VACATIONS

- 15.01 Twelve (12) month employees shall be entitled to vacation time during which they shall be paid their regular straight time hourly rate times the number of hours in their normal workday.
- 15.02 Such employees shall be entitled to vacation time according to the following schedule:
- A. Continuous service of not more than five (5) years – one day for each full month of employment not to exceed twelve (12) days.
 - B. Continuous service of at least five (5) full years and up to ten (10) years – one and one-quarter (1 1/4) days for each full month of employment not to exceed fifteen (15) days.
 - C. Continuous service of at least ten (10) full years – one and one-half (1 1/2) days for each full month of employment not to exceed eighteen (18) days.
 - D. Continuous service of at least twenty (20) full years – two (2) days for each full month of employment not to exceed twenty-four days.
 - E. For purposes of determining years of continuous service, the anniversary date of employment shall be used.
 - F. Earned vacation may be accrued from year to year up to a maximum of sixty (60) days, but employees are encouraged to use vacation on an annual basis.
 - G. As of July 1st, of each year, all accrued vacation leave in excess of sixty (60) days shall be deducted from the employee's accrued vacation leave balance. Continuous service for purpose of this Article shall not be deemed to be interrupted by the granting of leave with or without pay or layoff of not more than fifteen (15) months. Continuous service shall be deemed terminated by discharge, resignation, or layoff in excess of fifteen (15) successive months.
- 15.03
- A. Continuous vacation periods shall be allowed, provided the needs in the school district permit such continuous vacation periods. Requests for vacation leave shall be made in writing at least three (3) days in advance. Per School Board Policy, in the event an employee has exhausted all of

their sick/vacation leave, said employee may be approved to go on unpaid leave.

- B. Requests for vacation leave will be honored whenever possible; however, administrators retain the authority to deny such leave if they determine that required levels of safety and service could not be maintained if such leave were granted. In such cases of denial, the Superintendent, or his/her designee, will be so informed at the time of the unit administrator's decision.
- C. Vacation leave will not be granted either during the following:
 - a. First and last five (5) days during which the 196-day teachers work.
 - b. First and last five (5) days of an employee's work calendar schedule.
- D. Exceptions may be made in emergency situations by making application in writing and, if at all possible, at least three days, ahead of time – to the Superintendent and his/her designee for approval. If unapproved vacation time is taken, it will be considered an absence-without-leave and will be unpaid.

15.04 Employees may use vacation time in one-half day increments.

ARTICLE 16

HOLIDAYS

- 16.01 All twelve (12) month salaried employees shall receive their normal scheduled pay rate for the following holidays:
- Independence Day
 - Labor Day
 - Veterans Day
 - Thanksgiving Day & Day following Thanksgiving Day
 - Five (5) days during Winter Break
 - New Year's Day
 - Martin Luther King Day
 - President's Day
 - Memorial Day
- 16.02 All other employees shall receive their normal scheduled pay rate for six (6) days designated by the Board.
- 16.03 If a holiday listed above shall fall on a Saturday or Sunday, the holiday shall be observed on the preceding Friday if it falls on Saturday and shall be observed on the following Monday if it falls on Sunday.
- 16.04 If a holiday falls on a scheduled pay date, employees shall be paid on the last scheduled work day preceding the holiday.

ARTICLE 17

TERMINAL PAY

17.01 TERMINAL PAY BENEFITS - Any full time employee shall be entitled to terminal pay for unused accumulated sick leave at the time of his/her normal retirement date, or to his/her beneficiary if service is terminated by death.

A. Terminal pay shall be computed at the daily rate of pay of the staff member at the time of retirement or death. Accrued and valid sick leave days credited to the person in the Flagler County School District will be paid off as follows:

1. During the first three (3) years of service in Flagler County: thirty-five percent (35%) of accumulated days
2. During the next three (3) years of service in Flagler County: forty percent (40%) of accumulated days
3. During the next three (3) years of service in Flagler County: forty-five percent (45%) of accumulated days
4. During the next three (3) years of service in Flagler County: fifty percent (50%) of accumulated days
5. During and after the thirteenth (13th) year of service in Flagler County: one hundred percent (100%) of accumulated days

B. "Normal Retirement Date", as used herein, shall be interpreted in the manner defined by Chapter 121 – Florida Retirement System, Florida Statutes.

C. Any person entitled to terminal pay benefits shall have been under contract or elected to render services for the period immediately preceding retirement or death.

D. For terminations other than for retirement and death benefits, the Board may provide terminal pay to eligible employees for accumulated sick leave not to exceed an amount determined as follows:

1. Beginning the fourth (4th) year of service and continuing through the sixth (6th) year of service, the daily rate of pay multiplied by forty percent (40%) times the number of days of accumulated sick leave.

2. During the next three (3) years of service, the daily rate of pay multiplied by forty-five percent (45%) times the number of days of accumulated sick leave.
 3. During and after the tenth (10th) year of service, the daily rate of pay multiplied by fifty percent (50%) times the number of days of accumulated sick leave.
- E. Terminal pay for accrued vacation leave will be provided in a lump sum payment to an employee of the School Board upon termination of employment or upon retirement, or to the employee's beneficiary if service is terminated by death.
1. The maximum number of vacation days allowable for terminal pay is sixty (60) days.
 2. The rate of terminal vacation leave pay shall be based upon the daily rate of the annual salary.
- 17.02 The Board shall allow retiring employees the option of continuing to participate in all or part of the then current insurance programs at the group rates in effect at that time.
- 17.03 All accrued vacation pay and wages shall be paid at the time of termination or at the latest, the next bi-monthly pay period following termination for whatever cause, including lay off.

ARTICLE 18

LIFE INSURANCE

- 18.01 The Board shall, at its cost, provide each employee with decreasing group term life insurance coverage at a minimum amount of twenty thousand dollars (\$20,000.00). New employees shall receive this benefit thirty (30) calendar days after employment or as soon thereafter as the carrier shall permit.
- 18.02 Additional life insurance shall be provided at the employee's option and cost to the maximum permitted by the insured carrier.

ARTICLE 19

EMPLOYEE INSURANCE

19.01 A. Medical

The Board shall contribute the amount indicated in Appendix D, per month per employee toward the cost of medical insurance protection for a twelve-month period for each support staff, dependent on the plan in which the employee is enrolled.

- B. The Board will increase its current health insurance contribution up to a maximum of five percent (5%) per year, provided such an increase is reflected in the rate adjustment made by its current carrier. Should the health insurance cost increase by more than five percent (5%), the Association and Board agree to convene negotiations.

C. Optical

The Board will contribute five dollars and sixty cents (\$5.60) per month per employee toward current optical insurance protection for a twelve-month (12) period.

D. Long-Term Disability

A long-term disability insurance policy shall be part of the insurance benefit package. The Board will pay for the entire cost of this benefit.

E. Dental

The Board will contribute nineteen dollars and ten cents (\$19.10) for each employee.

19.02

- A. An insurance committee of fifteen (15) people – five (5) appointed by the FCEA President, five (5) appointed by the Union President and five (5) from the administration staff shall make the decision on any changes in the total insurance coverage subject to approval of the Board.
- B. The above committee shall meet and review bids for insurance coverage. Further, the committee shall look into the feasibility of coordinating the anniversary date of the policy with expiration date of the contract.
- C. Insurance will be deducted in twenty-two 22 pay periods not to be taken from holiday or shortened weeks whenever possible.

- 19.03 In the event that an employee has exhausted sick leave accrual, the above-mentioned fringe benefits may be continued at the employee's expense if the carrier allows.
- 19.04 An "Eligible Employee" for all insurance benefits shall be defined as an employee who has been employed for thirty (30) calendar days and who works twenty (20) hours or more per week.
- 19.05 When an employee does not work a majority of the work days during an employment month due to personal illness or injury and has exhausted all sick leave, the Board agrees to continue its payments for insurance benefits for the employee for 30 calendar days.

ARTICLE 20

SAFETY AND HEALTH PROVISIONS

- 20.01 Any employee who is required to undergo a medical and/or psychological examination as a condition of employment or continued employment shall, at the Board's expense, promptly submit himself/herself for an examination by a licensed physician of the Board's choice.
- 20.02 Safety complaints or hazardous conditions shall be promptly reported by the employee to his/her Administrator and promptly thereafter to the Union representative. The written reports will specify the unsafe conditions being reported. The Administrator will take these reports under advisement and then take whatever corrective action that may be necessary.
- 20.03 No employee shall be discharged or disciplined for failure to work in an unsafe or hazardous situation where there is imminent danger to the employee's health.
- 20.04 In the event of a physical altercation or incident that creates an unsafe environment for other students and/or faculty, administrators or other CPI-trained (or other similar, appropriate trainings) staff shall immediately provide assistance to the employee to remove the student and/or re-establish a safe classroom environment. An employee who knows or has reason to believe that a student has committed or has made a credible threat to commit a crime of violence on school property or towards school personnel shall report such knowledge or suspicion to all affected parties and the appropriate authorities. The site administrator shall fully support good faith reporting in accordance with this language.
- 20.05 If there is an evident need for a two-way radio, the employee will make a request to the administrator. The administrator will review the safety/ behavioral plan in place for the classroom and/or student prior to approval.
- 20.06 The District will not direct its employees to perform acts which require specialized knowledge, training, or skills which would be required of medical or health care professionals. Employees who are required to administer or dispense medications or provide services to individuals with disabilities shall be provided training and are afforded protection from personal liability subject to the provisions of Florida Statute.
- 20.07 First aid kits shall be furnished as determined by the Board.
- 20.08 The District shall provide employees with appropriate Personal Protective Equipment (PPE) and training as required by state and federal law for handling hazardous waste, biohazard materials, or other potentially dangerous

substances. PPE may include, but is not limited to, gloves, masks, goggles, gowns, and other necessary equipment. Additionally, the District shall supply safety equipment as required by the nature of the employee's duties to ensure their health and safety. Employees will receive training on the proper use of PPE and safety equipment, as well as protocols for handling hazardous materials, prior to being assigned related tasks.

ARTICLE 21

ASSOCIATION REPRESENTATIVE RIGHTS

21.01

- A. The parties to the Agreement hereby verify that every employee of the Board shall have the Right to organize, join and support, or refrain from joining and supporting, the Association for the purpose of engaging in negotiations and other lawful activities. The parties agree that they will not encourage or discourage, deprive or coerce any employee in the enjoyment of any rights conferred by this Agreement; that they will not discriminate against any employee with respect to wages, hours or terms and conditions of employment by reason of membership or non-membership in the Association, participation in any lawful activities of the Association or collective negotiations with the Board, or institution of any grievance under this Agreement.
- B. The parties to the Agreement verify that all provisions of this Agreement shall be applied without regard to membership or non-membership in the Association.
- C. No employee shall be prevented from wearing pins or buttons which identify membership in the Association or its affiliates.
- D. Duly authorized representatives of the Association and its respective affiliates shall be permitted to transact official Association business on school property during the times defined below:
 - (1) Duty free lunch period.
 - (2) Time before and after student day.
 - (3) In the event of a representation of a member

21.02 Union Representatives shall be allowed to:

- A. Post Union notices of activities and matters of Association concern on appropriate and specifically assigned bulletin boards, at least one of which shall be provided in each site.
- B. Send and receive email concerning Association business during duty-free time or in case of an emergency.
- C. The Association shall have the right to mark Association member mailboxes and place materials in employee mailboxes, for communication to employee. Prior to distribution, a copy will be provided to the administrator for information purposes only.
- D. Solicit Union membership during an employee's non-working time.

- E. Consult with representatives of the Board concerning enforcement of any provisions of this Agreement.
 - F. Consult with Union representatives who are employees of the Board shall be during the employees' non-working hours, unless prior approval is granted by the Superintendent.
 - G. Use school facilities and equipment as provided in the School Board Policy 320.
- 21.03 Pursuant to the provision of Chapter 119 Florida Statute, the Board agrees to furnish to the Association public records when requested by name, and if such document/report exists. The Association will be charged at the standard state rate when the Association requests physical copies.
- 21.04 The Association Building Representative shall be given an opportunity prior to the close of any faculty/staff meetings to present brief reports and announcements. At the request of the building representative, the Administrator or his/her designee, shall allow announcements to be made to staff via the intercom to communicate information about Union meetings, elections, and other Association business so long as those announcements do not interfere with student instruction time.
- 21.05 Meetings and conferences with Union officers and the Administration which may be required in administration of this Agreement shall normally be held outside of regular working hours. In the event that the Superintendent or Board should schedule a meeting during work hours, employees required by the Board to attend such meetings will attend without loss of pay or leave benefits.

ARTICLE 22

MANAGEMENT'S RIGHTS

- 22.01 Nothing contained herein shall be considered to deny or restrict the Board or the Superintendent of their rights, responsibilities and authority under the Florida School Laws, State Board of Education Regulations, School Board Policies, or any other laws or regulations. Except as specifically stated in this Agreement, all rights, powers and authority 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.
- 22.02 It is expressly agreed that all rights which ordinarily vest in and have been exercised by the Board, except those which are clearly and expressly relinquished herein by the Board, shall continue to vest exclusively in and be exercised exclusively by the Board without prior negotiations with the Union either as to the taking of action under such rights or with respect to the consequence of such action during the term of the Agreement.

ARTICLE 23

INDIVIDUAL AGREEMENT

- 23.01 The Board agrees not to enter into any agreement with any member of this unit which conflicts with any provision of this Agreement.
- 23.02 The Board shall not assign non-unit employees to perform the work of unit employees except in case of emergency.

ARTICLE 24

BREAKS AND LUNCHES

- 24.01 All employees who work at least six (6) hours per day shall receive one paid fifteen (15) minute break during the first half of the workday and one paid fifteen (15) minute break during the second half of the workday.
- 24.02 All employees who work less than six (6) hours per day shall receive one paid fifteen (15) minute break during the workday.
- 24.03 All employees who work four (4) hours or more per day shall receive an unpaid, duty free lunch period of not less than thirty (30) minutes during the workday. Food Service employees shall receive a free lunch.
- 24.04 Schedules for breaks and lunches of employees will be established by the work location administrator. Suggestions for such schedules may be made by the affected employees, but the work location administrator shall have the final authority to schedule such breaks and lunches to effectively maintain the operation of the center. Those employees currently scheduled for 30-minute or 60-minute lunch breaks shall maintain that lunch break during the life of this contract.

ARTICLE 25

CLOTHING AND TOOLS

25.01 Clothing

The School Board will provide clothing for employees who are required to wear uniforms. Payment for such clothing, whether by rental, lease or direct purchase, will be the responsibility of the School Board and such monies will be paid directly to the vendor(s). Employees who are provided uniforms accept the fact that wearing of that uniform is a condition of continued employment.

25.02 Uniforms

- A. Reports on each employee who is given uniforms shall be maintained by each unit administrator reflecting the number and type of uniforms provided; employees will be required to sign they have received the uniform.
- B. All employees who are provided uniforms will be required to return those uniforms to his/her administrator whenever his/her employment with the School District is ended.
- C. The expectation is that all employees will turn in uniforms on the last day of employment. Administrators will mark uniform reports as "Cleared" when all uniforms have been turned in. Any failure to turn in all uniforms within 20 workdays after employment has ended – and thus not receive a "Cleared" uniform report – will result in the amount required to pay for the uniforms being deducted from the employee's final paycheck.

25.03 Tools

- A. The Board shall provide a locked building for employees to store their personal tools. In the event an employee's personal tools are missing, he/she will report the loss immediately to the administrator.
- B. The Board shall provide six hundred dollars (\$600.00) per mechanic and one shop foreman each year for new tool purchases and replacement of broken or stolen tools.

25.04 Dress Code

All employees will dress appropriately according to their job classification.

ARTICLE 26

VARIATIONS OF HOURLY WORKING CONDITIONS

- 26.01 Time and one-half the employee's regular rate of pay shall be paid for paid-time performed in excess of forty (40) hours in one standard week (Monday through Sunday).
- 26.02 Overtime work shall be rotated among appropriate employees. Appropriate employees shall be defined as those employees possessing the skills necessary to perform the overtime work as determined by the Administrator.
- 26.03 Employees shall receive a minimum of two (2) hours pay for being called in to work after his/her normal working hours.
- 26.04 If an employee is assigned to work on a designated state or national holiday, he/she shall be paid at two (2) times his/her regular rate of pay.
- 26.05 For employees who work less than twelve (12) months and who apply for summer employment, such employment will be determined in the following manner:
- A. A master list of employees in each category shall be arranged with the most senior employee in that category first and then other employees in descending order based on years of experience in that category. The list will be posted.
 - B. Jobs will be assigned starting at the top of the list and descending until all jobs have been filled or names on the list exhausted.
 - C. Bus drivers absent from work during summer employment for a period of 3 days or more (unless written documentation, per 13.01(D) or 13.05) will be removed from their designated route and will not be considered for summer routes or field trips for the remainder of the summer. Regular bus drivers will be given first consideration for fill the route vacancy.
 - D. If all qualified employees on the list have been offered summer positions and vacancies remain, the employer is free to fill the vacancies from any other source available.
- 26.06 When special qualifications are necessary for a particular position, the Board agrees to consider qualifications of existing personnel prior to employment of a person to fill the vacancy. The Board agrees to do this in a fair and equitable manner.

ARTICLE 27

EMPLOYEE RIGHTS

- 27.01 All reports and forms required by the Board to be completed by the employee shall be completed on paid time.
- 27.02 Each employee shall have the right to inspect his/her personnel file(s). The employee may be accompanied in such review by a representative of his/her choice and representative of the Board may be present during such review. The employee shall not permanently remove any item from his/her file, but shall be allowed copies of such at cost.
- 27.03
- A. When any complaint, reprimand, or other such material is added, deleted or changed in an employee's file(s), a copy of the same shall be made available to the employee, who shall acknowledge receipt of the same. If any employee is required to sign any such material within his/her file, such signature shall designate receipt only and not agreement.
 - B. All employees shall have the right to respond without censorship; on all such material and said response shall be included in their official records.

ARTICLE 28

IN-SERVICE TRAINING

- 28.01 All employees required by the Board to participate in any training and/or health and safety programs shall be compensated at their regular rate of pay for the length of the program(s). Cost of training will be paid by the Board.
- 28.02 All employees who are required to attend in-service training after their contractual day, shall earn their hourly rate of pay. Required in-service opportunities shall be shared twenty (20) working days prior to.
- 28.03 Employees may attend one (1) Adult and Community Education class at the Board expense each contract year. Enrollment in such courses will be on a space available basis. The Director of Adult Education will provide a list of courses which are excluded through the Superintendent. The list will be posted at each worksite. Courses taken do not have to be directly job related.

ARTICLE 29

EQUAL PAY PROVISION

- 29.01 Any employee required to work temporarily in a higher job classification for more than five (5) consecutive working days shall receive the higher rate of pay for the entire temporary assignment. All employees shall be paid for all hours worked.

ARTICLE 30

BUS DRIVERS / TRANSPORTATION AIDES

30.01 Classification of Transportation Employees

- A. Bus drivers shall be classified into the following employment categories:
 - 1. Full Time
 - 2. Substitute
- B. Transportation aides shall be classified into the following employment categories:
 - 1. Full Time
 - 2. Substitute
- C. Regular bus drivers shall be further categorized as:
 - 1. Full-time assigned – assigned to an established daily route.
 - 2. Full-time unassigned – not assigned to an established route but regularly employed.
- D. Full time bus drivers shall be assigned established bus routes as their primary work assignment. No deviation from this priority shall occur unless formally reassigned by management.
- E. Substitute bus drivers are those assigned to temporarily replace an employee on a day-to-day, as-needed basis. Substitute drivers may be assigned to drive field trips only when regular bus drivers are not available.

30.02 Transportation Employee Hours and Pay

- A. No later than three (3) weeks following the start of the school year, all transportation personnel shall receive written documentation of their daily regular route hours.
- B. Regular route hours shall include forty-five (45) minutes of compensated time for duties including pre- and post-trip inspections, bus referrals, sweeping/cleaning, seat belt buckling, and refueling. Failure to complete these duties may result in formal disciplinary action.
- C. The following shall constitute the minimum guaranteed daily compensation schedule for bus drivers:
 - Single Run: 4.5 hours/day
 - Double Run: 6 hours/day
 - Summer School: 5 hours/day
 - Mid-Day: 1 hour/day
 - After-School: 1.5 hours/day

- D. Transportation aides shall be compensated in accordance with their assigned daily route hours, excluding the pre- and post-trip inspection time unless explicitly required to perform such duties.
- E. Drivers and transportation aides shall be compensated at their regular hourly rate for all assigned after school, mid-day, and field trips. Time worked on these trips shall count toward the employee's total weekly hours. Overtime compensation shall be provided in accordance with applicable overtime contract provisions and labor laws for all hours worked in excess of forty (40) hours per workweek.

30.04 Procedures for Open Bus Routes

- A. The District retains the authority to determine whether or not a vacated transportation position shall be filled.
- B. When a bus route becomes available due to resignation, transfer, or termination, said route shall be posted and bid upon twice per year—once in August and again in December. Employees shall be permitted one (1) route change per year within fifteen (15) days of Board action.
- C. If a bus driver or aide is on an approved leave of absence for three (3) consecutive months or longer, the assigned route may be declared open and posted for bidding, provided the Family and Medical Leave Act (FMLA) is not implicated.

30.05 Seniority

- A. Seniority for the purposes of all routes and job bidding shall be calculated exclusively based on time served in the employee's current classification—bus driver or transportation aide. Time served in one classification shall not be transferable to another.
- B. In the event of resignation or termination, all seniority accrued by the employee shall be considered null and void.
- C. Employees who transfer out of the transportation department and do not return within a twelve (12) month period shall forfeit all previously accrued seniority.

30.06 Bidding Process for Transportation Employees

- A. All regular transportation employees shall be afforded the right to bid annually for available routes based on seniority at the following intervals:

1. August – a week prior to the start of the school year - for all regular school year routes.
 2. On or before December 15 – for mid-year vacancies.
 3. Prior to all summer/ESY/special program routes.
- B. On each designated bidding day, the Transportation Director or designee and a Union representative shall be present. Drivers shall bid prior to transportation aides. Employees will be notified of their bidding day and time. A minimum of five (5) work days' notice shall be given prior to bidding of their designated bidding time and date.
- C. Each employee shall be allocated two (2) minutes to bid. Failure to appear on time, submit a valid proxy form in advance, or stay within the allotted time shall result in that employee being placed at the end of the bidding order. Bidding time shall not be compensable.
- D. Each route posting shall include the following:
- Total hours worked
 - Bus name and number
 - Schools and geographic areas served
 - Any special equipment (e.g., wheelchairs, harnesses, car seats, 5-pt. restraints)
 - Additional information necessary to provide clarity and prevent confusion
- E. All route posting information shall be accessible electronically and in printed format (route books). Changes must be finalized prior to the bidding date. Electronic notification of any change shall be distributed to employees immediately.
- F. Employees shall be given a one (1) week review window prior to each bidding period. Route books shall be clearly categorized as:
1. General Education
 2. Inclusion
 3. P.I. (Pre-K/Individuals with Disabilities)
- G. Route books shall be made available online and in print for employee review at all times.

30.07 Route Adjustments

- A. Route adjustments shall be limited to the following operational exigencies:
1. Permanent or sustained traffic obstructions such as construction or road closures that affect safety or timeliness;
 2. Significant shifts in student enrollment that directly impact route viability;
 3. Emergencies requiring rerouting to ensure compliance with legal, safety, or service mandates.

- B. Affected employees shall receive a minimum of five (5) working days' written notice prior to implementation of any changes. In no case shall an employee lose the guaranteed hours originally awarded through the bidding process. Where changes reduce bid hours, the employee shall either be reassigned to fulfill their original bid time or provided alternative duties.

30.08 After-School Activity & Mid-Day Routes

- A. All bus drivers and transportation aides interested in after-school or mid-day assignments must submit a written request on the approved annual form issued by the Transportation Department.
- B. Assignments shall be made based on a seniority list established by continuous service in the employee's current classification. Final determination shall be contingent upon availability and the ability to fulfill the time requirements of the route.
- C. Regular daily route obligations shall always take precedence over after-school or mid-day assignments. No employee shall be penalized for prioritizing their primary route.
- D. Should an employee be absent from their assigned route for more than one (1) calendar week, a substitute driver shall be designated.
- E. Drivers and aides shall not accept or trade for field trips on days when they are assigned after-school activity routes unless they can demonstrate the ability to fulfill both assignments in full. Exceptions may be authorized only by the Director of Transportation or their designee based on departmental need.

30.09 Field Trips

- A. A unified trip board system shall be maintained throughout the school year, organized into three (3) trip boards including, AM, PM, and Weekend boards. All eligible drivers, including P.I. drivers and aides shall have equal access to all boards.
- B. Management shall be responsible for the creation, maintenance, and documentation of all trip boards. All trip activity—postings, acceptances, refusals, and trades—shall be clearly recorded and available to employees physically. Drivers and Aides are required to either accept or refuse trips within the 24-hour rotation, failure to declare intent will result in an automatic refusal of the trip.

- C. Employees shall annually declare their interest in field trip participation by completing a form provided by the Transportation Department. Employees may remove their name at any time during the school year but may not re-add it until the next school year. New employees shall be permitted to join at hire.
- D. The trip board shall be rotated weekly as follows:
 - 1. Trip board actions (acceptances/refusals/trades) must be completed by 8:00 A.M.
 - 2. Trip board shall be rotated and reposted by 8:30 A.M. each rotation day
 - 3. Rotation Days: Friday (1st), Monday (2nd), Tuesday (3rd); removed Wednesday morning
 - 4. In weeks containing a holiday, rotation shall shift forward by one (1) day
 - 5. The trip board will always have three (3) – 24 hours rotations.
 - 6. During Spring Break, Thanksgiving and Christmas Break, field trips will be posted two (2) weeks in advance when possible. If not possible to post two (2) weeks in advance, the trip board will continue to be rotated as normal.
- E. Trip Assignment Protocol:
 - 1. Assignments shall be awarded based on seniority.
 - 2. Drivers must maintain commitment to their regularly assigned routes; conflicts shall result in the field trip being reassigned based on seniority or canceled.
 - 3. Trip acceptances and/or refusals shall result in immediate repositioning to the bottom of the applicable trip board.
- F. Carryover Trips:

Trips refused by three (3) drivers within a board cycle shall be moved to the next board rotation and labeled “carryover.”
- G. Emergency Trip Procedure
 - 1. A trip shall be designated as an “Emergency Trip” if it cannot be placed on the next trip board rotation or if it falls within a 24-hour window before the scheduled departure
 - 2. Emergency trips shall be filled using the following process:

The Director of Transportation or Designee will communicate to all drivers the Emergency trip information through the use of the Department Radio. Drivers may volunteer via the Radio to be considered for the trip and have fifteen (15) minutes to declare their intent on accepting the trip. Once fifteen (15) minutes have passed, the most senior driver who responded to the Radio call will be assigned the trip among the volunteers who have not recently been assigned an Emergency trip. If no driver responds, then the Director or his Designee may assign the trip to a driver.

- H. Step Up trips shall be posted on the appropriate trip board. Rotation through the trip board shall be consistent with the regular procedures outlined above. Step Up routes shall be considered regular summer routes with the exception of those routes driven by personnel hired by Step Up to drive routes on a twelve (12) month basis.
- I. Trip Board Penalties shall be applied if a driver is a no call no show for a scheduled and accepted trip except in the event of an emergency:
 - 1. Verbal Warning for the first offense
 - 2. 30 day removal for second offense
 - 3. 90 day removal for the third offense

30.11 Trip Cancellations and Modifications

- A. If a field trip, after-school, or mid-day route is canceled or modified, the Transportation Coordinator or their designee shall notify affected employees via both telephone and email as soon as the change is confirmed.
- B. If a trip is canceled with less than three (3) hours' notice prior to its scheduled start time, the assigned driver and/or aide shall be compensated for a minimum of three (3) hours at their trip rate.
- C. Trips canceled by the requesting party shall be labeled as "cancellation" on the trip board. The assigned driver or aide shall maintain their position in the rotation and may appear on the trip board twice as a result.
- D. Drivers and aides may accept, refuse, or trade same-day trips provided the route and time constraints permit. If conflicts exist, the employee shall prioritize their originally assigned routes.
- E. Trip trades must be conducted in compliance with all applicable rules. Bus drivers or transportation aides may switch trips by completing the Trade Trips Agreement Form and be submitted by the conclusion of the specific rotation. Both employees must appear on the same trip board rotation (name must be on the board at the same time, example on 1st, 2nd, 3rd rotation), and the assignment becomes binding upon acceptance by both parties.
- F. Should a driver knowingly accept a trip that they will not be able to meet requested accommodations could result in a 30-day removal from the trip board

30.12 Extracurricular Trips and Overnight Stays

- A. All drivers and aides assigned to extracurricular trips shall be compensated for all duty hours worked at their standard hourly rate. Hours must be verified and signed by the trip sponsor.

- B. Trips requiring accommodations for students with disabilities (e.g., wheelchairs) shall require the presence of a transportation aide.
- C. Regularly assigned routes take priority. If a field trip interferes with the daily route, the route must be fulfilled first.
- D. Drivers and aides shall be provided admission to extracurricular events equal to that granted to teachers/chaperones. Under no circumstances shall a cash equivalent be issued.
- E. For overnight trips:
 - 1. Overnight trips shall be classified as regular trips for the purposes of assignment, compensation, and scheduling. Drivers and aides assigned to overnight trips shall be compensated for the full duration of the trip, beginning at the time of departure from the bus garage and continuing until the time of return to the bus garage.
 - 2. Drivers shall be provided a private hotel room unless a shared room with a chaperone is available and agreed upon.
 - 3. Meal reimbursement shall comply with Florida Statutes § 112.061(5)(b).

30.13 Bus drivers shall have the ability to recommend to the school administration discipline of students under their supervision on the student referral form. The Administrator shall consider the bus driver's recommendation.

30.14 CDL Clearinghouse and Driver Record Monitoring

- A. All employees in positions requiring a Commercial Driver's License (CDL) shall be registered in the Federal Motor Carrier Safety Administration (FMCSA) Drug and Alcohol Clearinghouse upon hire. Consent to a full query shall be a condition of employment.
- B. The District shall conduct limited Clearinghouse queries annually, or more frequently if required by law, to ensure ongoing CDL compliance.
- C. The District reserves the right to periodically review employee CDL driving records through the Florida Department of Highway Safety and Motor Vehicles (DHSMV).
- D. Failure to maintain an active and compliant CDL or refusal to authorize necessary queries may result in reassignment or disciplinary action consistent with District policy.

ARTICLE 31

SAFE DRIVER PROGRAM

31.01 Application

This Article shall only apply to any Transportation employee who is hired for the sole purpose of driving a school bus.

31.02 Training Program

Once approved for employment, all bus drivers shall be instructed in safe driving techniques during a training program as required by law.

31.03 Administration and Disciplinary Actions

- A. Drivers' infractions shall be investigated and may be assessed according to the point system in 31.05 of this Article.
- B. Points may be assigned by the Accident Review Committee (ARC), which shall consist of three transportation administrators or professional staff selected by the Director of Transportation and three uncompensated Union Representatives who shall be appointed, after the discussion with the Director of Transportation by the Union President. The Union Representatives shall be voting members of the committee. In the event of a tied vote the Director of Transportation will cast the deciding ballot.
- C. A written appeal may be made to the Director of Transportation if there is a disagreement regarding the Safety Committee's assessment of the points. The appeal request must be made within five (5) work days following the receipt of the written notification.
- D. Points may be assigned by the Director of Transportation/Fleet Services and/or the Transportation Administrator when a violation is personally witnessed.
- E. A form shall be placed in each employee's personnel file in order to keep a record of any points the driver may receive.
- F. When a driver is assigned points, he/she shall also receive written notification of the number of points, the infraction, the date of the infraction, and the date the points are assigned.

G. ARC meetings shall be scheduled when there are three (3) or more cases starting at 9:30 a.m. unless there is an emergency situation that prohibits this.

H. An accumulation of points will result in disciplinary action as indicated below:

| <u>Maximum Number of Points</u> | <u>Time Period</u> | <u>Action</u> |
|-------------------------------------|-----------------------------|--|
| 1 to 4 points within | 1 year | Warning/ Corrective Action |
| 5 to 8 points within | 1 year Corrective Action | Letter of Reprimand/ |
| 9 to 11 points within | 1 year | 3 day Suspension Without Pay / Corrective Action |
| 12 or more points within | 1 year | Termination |
| 15 or more points within | 2 years | Termination |

H. Points assessed under this plan will be deleted two (2) school years following the date of the infraction in which the points were assessed.

I. If a driver is terminated due to excessive points, he/she may be considered for employment in a non-driving position.

31.04 Reporting Responsibility

A. School Board Owned Vehicles

1. It shall be the responsibility of all drivers to immediately report all traffic citations / incidents or accidents in which he/she was involved as an operator of a School Board owned motor vehicle.
2. A driver may not be assigned points until court action is completed, at which time the driver shall notify the Administrator or designee of the results at which time the ARC will decide the point assessment, if any.
3. A driver may be suspended from driving duties with or without pay, pending court action. If he/she is found guilty or does not contest the charges, he/she will be immediately assigned points and administrative action(s), if required, shall begin immediately. If the driver is found not guilty or if the charges are dropped, he/she shall receive back pay for time suspended without pay.

B. Private Vehicles

It shall be the responsibility of all drivers to report on the next scheduled employee work day the following to the Director of Transportation or his/her designee:

1. Any accident in which the operator of the vehicle receives a receipt of any traffic citation or violation.
2. The receipt of any traffic citation or violation.
3. Expiration, suspension or revocation of driver's license.

31.05 Point System (Based on the Florida DMV Point System and applies only when operating a school vehicle)

| Violations | Points Assessed |
|------------|-----------------|
|------------|-----------------|

TYPE A – Violations (will result in termination of employment as a bus driver) 12

1. Driving while intoxicated or unlawful blood alcohol content
2. Knowingly operating without valid Florida driver's license or improper (revoked, suspended, etc.) license
3. Leaving scene of accident involving injuries
4. Fleeing or attempting to elude a law enforcement officer
5. Failing to stop at a Railroad Crossing (loaded or unloaded)
6. At-fault accidents involving serious injury or death

TYPE B – Violations (may result in points up to a maximum of 4 points) 4

1. Exceeding the posted speed limit by 15 mph or MORE

TYPE C – Violations (may result in points up to a maximum of 4 points) 4

1. Leaving scene of accident involving property damage
2. Exceeding the posted speed limit by less than 15 mph
3. Failing to observe all traffic control signals, signs or devices
4. Passing or attempting to pass a school bus that has stopped
5. Any and all moving violations that cause an accident

6. Driving Recklessly – *Operating a motor vehicle in a dangerous and negligent manner, including speeding, weaving in and out of traffic, and the like.*

- Careless driving
- Improper lane changing
- Failing to have vehicle under control
- Crossing private property to avoid traffic light or stop sign
- Driving on wrong side of road
- Failing to yield entering through highway
- Failing to yield right of way
- Following too close
- Improper passing

TYPE D – Violations (may result in points up to a maximum of 4 points) 4

1. Driver seat belt child restraint violation (Driver must verbally inform all students/passengers to utilize seat belts - per state law)
2. Causing property damage or damage to the bus of \$1000 or less 1 Point, \$1001 to 2000 2 Points, \$2001 to \$3000 3 Points. Damage for cost in excess of \$3001 4 Points.

31.06 Safe Driving Incentive

- A. Any employee to whom this Article applies shall receive \$150.00 each June if no points have been assessed against them under the Safe Driving Plan in the preceding school year. To be eligible for the Safe Driving Incentive, the driver shall be at the time currently employed as a regular bus driver one day more than half of the year of each school year.

ARTICLE 32

HOURS, DAYS, WAGE AND SALARY SCHEDULE

32.01 The Board agrees to implement the following hours, days and attached salary schedule for bargaining unit employees. The list of bargaining unit employees shall be updated to reflect all current job descriptions.

32.02 Additional Pay

A. Additional pay for employees who have earned their Associates Degree or higher from an accredited university or community college and whose job description does not require a degree shall be paid as follows:

Associate's Degree \$.50 per hour

Bachelor's Degree \$.70 per hour

B. Any employee designated as the "Lead" by their Department Director, and who works pursuant to a board approved job description shall be paid an additional (\$.50) per hour.

Note: To be able to be named a "Lead", there shall be a minimum of three (3) employees (in addition to the Lead) within the immediate work group and same job description. The decision to name or not name a "Lead" remains an administrative prerogative

C. Support employees whose duties require certification and/or training components (if not already required as a minimum job qualification) will, with advanced approval from the Superintendent's designee, receive additional compensation as follows:

- | | |
|--|-----------------|
| 1. State Certified Journeyman Electrician | \$.50 per hour |
| 2. State Certified Journeyman Plumber | \$.50 per hour |
| 3. State Certified Journeyman Air Conditioning | \$.50 per hour |
| 4. State Certified Pesticide License | \$.30 per hour |
| 5. Commercial Drivers License (CDL) License | \$.25 per hour |
| 6. Certified Registered Locksmith w/apprentice | \$.25 per hour |
| 7. State Certified Bus Driver Trainer | \$.50 per hour |
| 8. State Certified Bus CDL Tester | \$.50 per hour |
| 9. HAZMAT Endorsement (Fuel Truck Operator) | \$.25 per hour |
| 10. One (1) additional area of Automotive Service Excellence (ASE) certification | \$.50 per hour |
| 11. Two (2) or more additional areas of ASE certifications | \$1.00 per hour |

HVAC & EPA Certification of \$1.00 per hour will continue if granted prior to ratification and will not be eligible for any additional compensation based on certifications or endorsements.

**Plant Services employees who are assigned to work on the HVAC systems team will start out as or be moved into a FSIII position so they are compliant with state regulations and certifications in order to complete their job responsibilities.*

- D. Child care workers who have earned their Childhood Development Associate (CDA) certification or equivalent shall be paid an additional twenty-five cents (\$.25) per hour above their hourly rate.
- E. Any employee appointed Manager, Coordinator or Lead shall participate in a Professional Learning training program.
- F. Substitutes shall be placed on the first step in the salary matrix if they have worked ninety-nine (99) days or more in a job classification the year preceding their full time employment in the same job classification.
- G. Current full time employees as of June 30th of each year who transfer to a new job classification shall be moved one (1) step on the salary schedule at the time other employees are moved.
- H. Lead Voluntary Prekindergarten (VPK) Facilitators will be compensated an additional fifty cents (\$.50) per hour above their regular hourly pay for their additional duties.
- I. Supplements are payable with the next full pay period after assignment to an identified position above and certification verification has been received and continuing during the period of certification with specified assignment.
- J. Employees currently receiving any of the above supplement shall continue to do so until they have a break in service or are no longer holding one of the identified positions.
- K. ESE Paraprofessionals assigned to a student as “one to one” direct support, or serving a district ESE cluster program, will with advanced approval from the Superintendent’s designee, receive additional compensation as follows:
 - 1. Work as an ESE one-on-one Paraprofessional \$0.75 per hour.
 - 2. Work as an ESE cluster program Paraprofessional \$0.75 per hour.

The additional hourly compensation will be prorated based upon the start date in the eligible position and number of days in which the paraprofessional is assigned to work as a “one to one” or serve in a cluster program. Any paraprofessional required to work temporarily in a

supplemental para professional classification for more than five consecutive working days shall receive the additional hourly compensation listed above. Payment of this additional hourly compensation does not guarantee the right to continued assignment to any particular position including a position that receives the supplement.

- L. Facilities Specialist III, IV, V who have achieved the certifications below yet whose job description does not require said certification, shall receive additional pay as follows:

- | | | |
|----|---|----------------|
| 1. | State Certified Master Electrician | \$.50 per hour |
| 2. | State Certified Master Plumber | \$.50 per hour |
| 3. | State Certified Master Air Conditioning | \$.50 per hour |

32.03

- A. Employees will automatically advance one step on the Salary Schedule (Appendix B) at the beginning of the fiscal year, for having worked a majority of their contracted days in the previous year, provided that the School District receives adequate funding from the state to support salaries and required programs.
- B. The adequacy of the funding will be verified and confirmed by the Superintendent prior to making a recommendation to the Board of Education to initiate the automatic advance by approving his/her recommendation.

32.04 Employees, as defined in Article 1.02 shall receive a (\$6,000) six thousand dollars supplement at the time of official retirement, provided they:

1. Have at least ten (10) consecutive years of experience with Flagler County Schools
2. Are at least fifty-five (55) years of age
3. Have thirty (30) years of service (including ten (10) consecutive years in Flagler County Schools) at any age.

The retirement supplement payment shall be in the first payroll after commencement of retirement and upon confirmation by Human Resources.

32.05 An employee can electronically view his/her accrued sick leave and vacation leave via Skyward. The Board affirms its intention to continue the process it has already begun, changing the pay stub to include as wage adjustments: pay periods, hours worked, and overtime. Deductions shall also be itemized on the stub, within the limits of software, required additional materials and financial feasibility.

32.06 Shift Differential

- A. The following categories of staff are eligible for differential pay for third (3rd) shift work:
 - 1. All regular staff in hourly-paid positions.
 - 2. Staff working on a part-time schedule.
 - 3. Staff working within the probationary period.
- B. All job postings requiring shift work must include the shift time advertised on the posting.
- C. An employee regularly scheduled to work on a shift which requires differential pay will receive holiday pay, sick pay, vacation pay and other paid leave.
- D. Any changes in shift differential will occur at the beginning of a pay period.
- E. Shift differential will be paid to all hourly employees who are assigned on a permanent basis to third shift. Third shift is generally defined as the shift beginning at 11:00 p.m. and ending at 7:30 a.m.
- F. Employees working third (3rd) shift will be paid a differential of \$.25 per hour for all hours worked during the shift.

ARTICLE 33

SICK LEAVE BANK

33.01 Sick Leave Bank Committee (SLBC)

A sick leave bank shall be established for participating employees. The Sick Leave Bank shall be audited by a committee composed of three (3) persons, one (1) of which is selected by Flagler County Educators Association (FCEA), one (1) selected by FESPA and one (1) appointed by the Superintendent. In the event the Sick Leave Bank Committee (SLBC) denies a request for leave, the Superintendent shall be the final authority. The SLBC shall ensure adherence to all procedures, rules, laws and regulations in effect and with the terms of this contract as ratified or amended.

Tentative approval by Chief Human Resources Officer: The Chief Human Resources Officer will tentatively approve or disapprove sick leave bank requests in accordance with established procedures and rules in order to maintain both efficiency and good order. However, all decisions are subject to audit by the SLBC committee for cause with final determination to be made by the Superintendent.

Definition of Leave Day: As used in this article, one day of leave shall mean the equivalent in required work day hours.

33.02 Membership

Any employee who has been employed a minimum of one (1) year in Flagler County and who has an accumulation of a minimum of eight (8) days of sick leave on record shall be eligible for membership in the bank. Such membership and participation shall always be voluntary. Each participating employee shall contribute one (1) day of earned sick leave by October 1. This day shall not be returned to the employee unless the bank fails to come into existence in accordance with the following rules. No further contributions to the bank shall be necessary except as provided below for the replenishment of the bank.

33.03 Procedures and Audit

The SLBC shall consult with and comply with procedures developed between the Human Resources Department and Finance Department regarding the identifying and recording of contributions.

These departments will provide the Association with verification of Sick Leave Bank enrollment to the extent practicable by October 15th. Such record keeping and procedures shall be audited by these departments to ensure compliance with

regulations. The SLBC will make available to all participants and the School Board an annual report of the usage and status of the Sick Leave Bank.

33.04 Sick Leave Bank Rules

1. The Sick Leave Bank shall have a minimum of one hundred (100) days on deposit before being activated and/or reactivated. At no time shall the balance of days on deposit fall below zero (0).
2. When the balance of days on deposit falls below one hundred (100) days, all participating members shall contribute one (1) additional day in order to replenish the bank to the level at the time of initiation of the SLB. Exception: Sick Leave Bank members who have no accumulated sick leave shall be required to contribute the additional day as soon as a sick leave day is available under normal earning of sick leave.

Any employee not contributing under this provision shall be considered to have dropped his/her membership and shall not have his/her previously contributed days returned. The one (1) day contributed under this section shall not be returned to the employee unless the bank fails to be reactivated. Failure to reactivate with the one hundred (100) day minimum shall result in the bank being suspended. Reactivation from suspension could occur only under procedures in 36.03. Membership.

3. Use and Application

- a. Sick leave drawn from the bank by participating members must be used for said members' prolonged personal illness, accident, or injury. Such things as elective surgery or cosmetic surgery shall not be covered. An illness or injury shall be considered prolonged when the absences have gone beyond 10 consecutive days.
- b. No member shall be eligible to use the bank until he/she has exhausted all accumulated sick leave and annual leave on record.
- c. Any member wishing to use the bank must have been a member of the bank for at least thirty (30) working days before contraction of the illness unless waived in the case of extreme emergency by the Chief Human Resources Officer and SLBC. In addition, the member must have been absent for a minimum of ten (10) consecutive work days without pay.
- d. Any member applying for days from the Sick Leave Bank must have filed an application for Extended Sick Leave that has been received by Human Resources first and approved pending Board action. That same written notification will be sent to the Sick Leave Bank Committee by Human Resources for an approval or disapproval audit at a later date.

- e. This application must be accompanied by a form filled out by the doctor which certifies the illness or injury and the length of anticipated absences. The member must certify in the application the date leave began, the date sick leave will be exhausted, the date on which the Sick Leave Bank is requested, and the necessity for the extended leave. The Human Resources Department and/or the committee reserves the right to request a second medical opinion at the cost of the applicant. All medical and application records shall be held in confidence by the Human Resources Department and the SLBC.
 - f. No member shall be permitted to use the Sick Leave Bank if he/she is drawing workers' compensation.
 - g. No member shall be eligible to draw more than thirty (30) days from the bank during any school year without reapplying for continued assistance by the SLB.
 - h. Any leave days donated directly to the individual applicant, by employees, must be prior to the use of any approved sick bank days.
4. Abuse
- a. If a member is found to have abused the use of the Sick Leave Bank, he/she shall repay the days drawn from the bank and be subject to such other disciplinary action as determined by the Board.
 - b. A member may be required by the Sick Leave Bank Committee to provide copies of medical reports filed with the Superintendent's office in accordance with the Leaves Article concerning the applicant's condition requiring Sick Leave Bank days. Strict confidence will be maintained.
5. Withdrawal From Sick Leave Bank
- a. Employees wishing to withdraw membership in the Bank shall not have their contributed sick leave days returned.

33.05 Hold Harmless

The Association and members of the bargaining unit shall indemnify and save the Board harmless against and from any and all claims, demands, suits, or other forms of liability that may arise out of or by reason of action taken, or not taken, by the Board for the purpose of granting this procedure for employees to use this Sick Leave Bank.

ARTICLE 34

EFFECT AND DURATION OF AGREEMENT

- 34.01 This Agreement shall, subject to compliance with the Administration Procedures Act, Chapter 120, Florida Statutes, and other applicable laws, supersede any rules, regulations or practices of the Board which shall be contrary to or inconsistent with the terms of this Agreement and shall be incorporated into and be considered part of the established policy of the Board. Any provisions herein inconsistent or in derogation of such laws or orders shall be null and void and of no force or effect.
- 34.02 The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law in the area of collective bargaining and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement.
- 34.03 The Board agrees to post a copy of this Agreement and future amendments on the district's web site within thirty-five (35) days of ratification by the parties.
- 34.04 This Agreement shall be effective as of July 1, 2025 and continue in full force and effect until June 30, 2028.

During the term of this contract, annual re-openers shall consist of compensation, insurance, and no more than three (3) articles of each parties' choice and shall be automatically extended from month to month, unless either party shall give notice to the other in writing of its desire to modify the terms thereof. Under the philosophy of making bargaining an on-going process and relationship, rather than a calendar related event, either side may bring any issue to the table at any time during the period of the contract with written notice to the other side of its desire to do so. Both parties agree to conduct discussions in such a manner so that the language for a successor Agreement can already be in place at the start of the school year. It is the intent of both parties to continue the solid professional relationship of mutual cooperation which has developed over the years.

ARTICLE 35

COMMITTEES

- 35.01 A calendar committee of eight (8) people – two (2) appointed by the FCEA President, two (2) appointed by the Union President, and four (4) appointed by the superintendent shall meet and collaboratively develop committee calendar proposal(s) to be submitted to the superintendent as a recommendation.

ARTICLE 36

NEGOTIATIONS PROCEDURES

- 36.01 Upon mutual agreement, both parties may review through the negotiating process, any terms and conditions of employment, whether or not they are in the contract. Should such a meeting result in a mutually acceptable amendment to this Agreement, then the amendment shall be subject to ratification by the Board and the Association, the same as this Agreement.
- 36.02 If either party desires to open negotiation for a successor Agreement, a written notice must be submitted to the other party prior to March 15th of the year in which the Agreement expires. If such notice is given, negotiations shall be initiated on a mutually agreed timeline.
- 36.03 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 a majority of the Board and by a majority of all represented employees in the county, but the parties mutually pledge that their representatives shall be clothed with all the necessary power and authority to make proposals, consider proposals and make concessions to reach tentative agreements. Throughout negotiations, all tentative agreements shall be signed by representatives designated by each party. There shall be three (3) signed copies of any final agreement; one (1) copy shall be retained by the Board and two (2) by the Association.
- 36.04 Any fees or expenses of a mutually agreed upon mediator or factfinders which are chargeable to the parties, will be shared equally by the Board and the Association.

ARTICLE 37

SOCIAL NETWORKING POLICY

- A. Social Media is defined as any form or online publication or presence that allows interactive communications, including but not limited to the following: social media platforms, blogs, Internet forums, Internet websites, and wikis.
- B. An employee's professional use of any social media and an employee's postings, displays, or communications on any social media must comply with all state and federal laws and any applicable School Board policies.
- C. Staff members are discouraged from inviting students and/or parents to be friends on personal social media. Staff members are also discouraged from accepting friend requests from students on personal social media.
- D. Employees shall not:
 - 1. Use overtly obscene, profane, or vulgar language or gestures when using social media, including images; and/or
 - 2. Engage in communications or conduct that is considered harassing including sexual, threatening, bullying, libelous, or defamatory; and/or
 - 3. Post / share images that are sexually provocative and/or
 - 4. Discuss or encourage illegal activity; and/or
 - 5. Discuss or encourage inappropriate use of alcohol, tobacco, and/or illegal drugs.
- E. Employees shall not disclose information on any social media that is confidential to the District, its students, or employees or that is protected by data privacy laws. Employees may not use or post the Flagler Schools logo on any social media without permission from the Superintendent or his/her designee. In addition, employees shall not:
 - 1. Post images on any social media of co-workers without the co-workers' consent; and/or
 - 2. Post images of students on any social media without written parent consent, except for images of students taken in the public arena, such as at sporting events, award ceremonies, or fine arts public performances; and/or

3. Post any images of the District premises and property, including floor plans that have not been formally released for public dissemination.
 4. Post or disclose personally identifiable student information.
- F. As required under Florida law and School Board policies, employees must report inappropriate employee-student communication and relationships including but not limited to inappropriate communication or activity on social media.
- G. All employees shall be subject to disciplinary action if their conduct relating to use of social media, technology or online resources violates this Article, Florida law and/or School Board policies.

Article 38

EMERGENCY SCHOOL CLOSING

- 38.01 When in the judgment of the Superintendent, unsafe or catastrophic events such as pandemics, extreme weather conditions, fire or other acts of God, or other events that require closing the schools, and the decision is made prior to the regular opening time, information about the school closing shall be released to employees via all appropriate methods of communication (i.e. robocall, email, social media, news outlet, local radio stations, etc.).
- 38.02 If the school is closed after the regular opening hour, the Superintendent or his/her designee will notify staff through the building principals/supervisors of the closing. The notification shall include the method by which staff will be informed when to return to work.
- 38.03 When school(s) is closed by the Superintendent for reasons set forth in 38.01 above, but excluding conceded absences of school system employees, members of the bargaining unit will be paid their regular salaries and no leave days previously arranged by an instructional staff will be deducted for such emergency days.
- 38.04 In the event that any day(s) are lost due to emergency school closing(s), the Board will request that the State Board of Education forgive such days.
- 38.05 The Superintendent shall use her/his best efforts to provide staff with a minimum of twelve (12) hours' notice prior to being expected to report to work following an emergency school closing; however, the parties recognize that unlike instructional personnel, the nature of the work of District staff differs from the work of instructional staff and, as such, there can be no guarantee that a specific number of hours' notice will be provided.
- 38.06 When a school is officially closed by the Superintendent, and if the state requires the district to make-up day(s), the Calendar Committee shall meet as soon as practical to develop an adjusted calendar, subject to Board approval.

WE, the undersigned, agree that the attached document is the final and tentative agreement between the FLAGLER EDUCATIONAL SUPPORT PROFESSIONAL ASSOCIATION negotiating team and the DISTRICT SCHOOL BOARD OF FLAGLER COUNTY negotiating team. We further agree we will recommend the attached document for ratification.

Signed:

Tentatively agreed to on: _____

The District School Board of
Flagler Negotiating Team

The Flagler Educational
Support Professional
Association Negotiating Team

Robert Sniffen

Tanya Bartlett

David Freeman

Tammy Whitaker

APPENDIX A

**Flagler Schools
Human Resources Department
Official Grievance Form**

In accordance with the collective bargaining agreements between the unions and Flagler Schools, an employee who alleges a contract violation has the right to complete and submit this form to their principal or immediate supervisor, as appropriate, to formally initiate the grievance procedure and seek resolution.

Employee Name(s): _____
Job Title(s): _____ Association Name: _____
Worksite: _____ Work Phone: _____

Level I

Date Grievance Occurred: _____ Alleged violation occurred of the following Article(s) and section(s) of the Agreement between the **Flagler County Educators Association** and the **District School Board of Flagler County, Florida**. Article(s): _____, Section(s): _____
Meeting Requested: _____ YES _____ NO

OR

Date Grievance Occurred: _____ Alleged violation occurred of the following Article(s) and section(s) of the Agreement between the **Flagler Education Support Personnel Association** and the **District School Board of Flagler County, Florida**. Article(s): _____, Section(s): _____
Meeting Requested: _____ YES _____ NO

Statement of grievance: (attach sheets if needed)

Witness(es) if any _____

Specific relief sought: (attached sheets if needed)

Signature: _____ Date: _____

APPEAL SECTION

LEVEL II APPEAL: I hereby notify the Superintendent's designee, _____ I am appealing to Level II.

Reason: (attach sheets if needed) _____

Signature: _____ Date: _____

LEVEL III APPEAL: I hereby notify the Superintendent I am appealing the Level II decision to Level III.

Reason: (attach sheets if needed) _____

Signature: _____ Date: _____

LEVEL IV APPEAL: I do hereby notify the School Board I am appealing the Level III decision to Level IV.

Reason: (attach sheets if needed) _____

Signature: _____ Date: _____

APPENDIX B

SALARY SCHEDULES

To: Bargaining Teams
From: Salary Matrix Committee

MEMO: Recommendations for Changes to the Support Staff Salary Matrix

The Salary Matrix Committee has conducted a thorough review of the current support staff salary structure to identify areas for improvement in equity, simplicity, and competitiveness. Based on this review, we recommend the following changes:

1. Consolidation of Salary Lanes at \$15

- **Current Situation:** There are currently **13 salary lanes** that start at \$15 per hour, resulting in an overly complex classification system with minimal differentiation in job roles and responsibilities.
- **Recommendation: Consolidate these 13 lanes into 3 broad classes** of employees. This consolidation will:
 - Simplify the salary structure, making it easier to understand and manage.
 - Promote fairness by ensuring similar pay for similar work.
 - Improve internal equity and reduce administrative complexities.
- **Impact:** This change will streamline job classifications and create more defined career paths for support staff without significantly impacting overall payroll costs.

2. Adjustments to Specific Employee Groups

To address discrepancies and ensure equitable pay across similar roles, we recommend the following adjustments:

- **Clerical Staff:**
 - **Recommendation:** Move all clerical staff to the **KEZ lane**, which is more aligned with the job duties and market rates for clerical positions.
 - **Estimated Cost: \$5,301.92** – This is the projected cost to bring all clerical staff in line with the KEZ lane.
- **Educational Support Personnel:**
 - **Recommendation:** Move all Educational Support Personnel to the **LBZ lane**.
 - **Estimated Cost: \$23,435.62** – The cost to standardize pay for Educational Support Personnel within the LBZ lane.
- **Facilities Maintenance:**
 - **Recommendation:** Move all Facilities Maintenance personnel to the **NIZ lane**.
 - **Estimated Cost: \$29,096.43** – This reflects the cost to reclassify all Facilities Maintenance staff to NIZ.

Classification of Employee:

| | Proposed Lane to Use | | Proposed Lane to Use | | Proposed Lane to Use |
|--------------------------------|----------------------|----------------------------------|----------------------|---|----------------------|
| | KEZ | | LBZ | | NIZ |
| 1. Clerical and Administrative | Current Lane | 2. Education and Student Support | Current Lane | 3. Facilities, Maintenance & Operations | Current Lane |
| A/P Clerk | CAZ | Ad E Inst Aide | PGZ | Cost Parts Sp | NIZ |
| Medical Rep | LEZ | Ad Life Skills Coach | PGZ | Cust Mail Courier | OAZ |
| Office Aide | LAZ | Campus Advisor | LAZ | Cust Repair Tech | NIZ |
| Office Clerk | LAZ | Campus Security | LDZ | Cust Train Coord | PBZ |
| Office Spec | KGZ | Childcare Wkr | LBZ | Cust Training Spec | PEZ |
| Payroll Clerk | CAZ | Comp Proctor | LDZ | Custodian | OAZ |
| Receptionist | KEZ | Computer Tech | LEZ | Facilities Spec I | PEZ |
| Record Data Spec | PBZ | FTC Test Monitor | LDZ | Facilities Spec II | PBZ |
| Secretary I | KEZ | Health Asst | LAZ | Food Svc Wkr | OAZ |
| WH/Inventory Clerk | PGZ | Interpreter Aide | LDZ | FS Courier | OAZ |
| | | ISS Monitor | LDZ | Full Bus Tech | LEZ |
| | | Media Aide | LBZ | Painter | PBZ |
| | | Media Tech | LEZ | Pressure Washing | NBZ |
| | | PI Bus Aide | NBZ | Turf Worker | PBZ |
| | | Psych Intern | LDZ | | |
| | | Registrar | KEZ | | |
| | | Virtual Learning Assistant | LEZ | | |

Red - Conflicting job description

Gray - No employees currently in position

Total Cost for Lane Consolidation:

| | |
|--------------------------------------|--------------------|
| Clerical | \$5,301.92 |
| Education and Student Support | \$23,435.62 |
| Facilities, Maintenance & Operations | \$29,096.43 |
| Total | \$57,833.97 |

3. Adjustment to NCZ Lane

- **Current Situation:** The NCZ lane does not reflect competitive pay progression compared to other lanes.
- **Recommendation:** Adjust the **NCZ lane** to reflect a minimum **1.78% increase between each step**, consistent with the district average.
- **Rationale:** This adjustment will make the NCZ lane more competitive and equitable, aiding in the retention and motivation of staff. The 1.78% increase is based on an analysis of comparable pay structures in surrounding districts.
- **Impact:** This change promotes fairness in pay progression while maintaining budgetary balance.
- **Estimated Cost: \$12,318.60**

| STEP | NCZ | | |
|------|---------|----|--------------------|
| 0 | \$17.50 | 18 | \$24.04 |
| 1 | \$17.81 | 19 | \$24.47 |
| 2 | \$18.13 | 20 | \$24.91 |
| 3 | \$18.45 | 21 | \$25.35 |
| 4 | \$18.78 | 22 | \$25.80 |
| 5 | \$19.11 | 23 | \$26.26 |
| 6 | \$19.45 | 24 | \$26.73 |
| 7 | \$19.80 | 25 | \$27.20 |
| 8 | \$20.15 | 26 | \$27.69 |
| 9 | \$20.51 | 27 | \$28.18 |
| 10 | \$20.88 | 28 | \$28.68 |
| 11 | \$21.25 | 29 | \$29.19 |
| 12 | \$21.63 | 30 | \$29.71 |
| 13 | \$22.01 | 31 | \$30.24 |
| 14 | \$22.40 | 32 | \$30.78 |
| 15 | \$22.80 | 33 | \$31.33 |
| 16 | \$23.21 | 34 | \$31.88 |
| 17 | \$23.62 | 35 | \$32.45 |

4. Elimination of Certain Lanes and Steps

- **Eliminate the CAZ Lane:**
 - **Rationale:** The CAZ lane is underutilized and no longer aligns with current job roles. Eliminating it will reduce redundancy and simplify the pay structure.
- **Eliminate Steps 31-35 on All Salary Lanes:**
 - **Rationale:** Steps 31-35 have limited applicability and create disparities in longevity pay.
 - **Addendum to Contract:** To address concerns about longevity and reward long-term employees:
 - Employees who have surpassed **Step 30** will receive a **longevity pay increase of 2%**.
 - This ensures continued financial recognition for experience while maintaining a more streamlined salary matrix.
- **Impact:** These eliminations simplify the pay scale while ensuring senior employees are compensated fairly for their continued service.

Summary and Next Steps

These recommendations are designed to:

- Enhance internal equity and consistency across job roles.
- Simplify the salary matrix for better management and transparency.
- Align compensation more closely with market standards, supporting retention and recruitment.
- Ensure fiscal responsibility by providing cost estimates for each change.

The Salary Matrix Committee believes these changes represent a balanced approach to improving the support staff pay structure. We look forward to discussing these recommendations further in the upcoming bargaining sessions.

(The language below was added to the Salary Matrix Committee's Written Recommendations for Changes to the Support Staff Salary Matrix)

*Employees who are currently placed in Salary Lanes that are adjusted pursuant to this MOU shall be placed at the step closest to their current rate of pay without a reduction in pay.

SUPPORT MATRIX (HR COPY)

2025-26

| STEP | CCZ | CCZ-2 | CCZ-B | CEZ | CEZ-2 | CEZ-B | CGZ | CGZ-2 | CGZ-B |
|------|---------|-----------------|-----------------|---------|-----------------|-----------------|---------|-----------------|-----------------|
| | Base | AA degree (.50) | BA Degree (.70) | Base | AA degree (.50) | BA Degree (.70) | Base | AA degree (.50) | BA Degree (.70) |
| 0 | \$16.31 | \$16.81 | \$17.01 | \$17.61 | \$18.11 | \$18.31 | \$18.82 | \$19.32 | \$19.52 |
| 1 | \$16.59 | \$17.09 | \$17.29 | \$17.91 | \$18.41 | \$18.61 | \$19.16 | \$19.66 | \$19.86 |
| 2 | \$16.87 | \$17.37 | \$17.57 | \$18.23 | \$18.73 | \$18.93 | \$19.49 | \$19.99 | \$20.19 |
| 3 | \$17.17 | \$17.67 | \$17.87 | \$18.55 | \$19.05 | \$19.25 | \$19.83 | \$20.33 | \$20.53 |
| 4 | \$17.46 | \$17.96 | \$18.16 | \$18.87 | \$19.37 | \$19.57 | \$20.19 | \$20.69 | \$20.89 |
| 5 | \$17.76 | \$18.26 | \$18.46 | \$19.21 | \$19.71 | \$19.91 | \$20.54 | \$21.04 | \$21.24 |
| 6 | \$18.08 | \$18.58 | \$18.78 | \$19.54 | \$20.04 | \$20.24 | \$20.90 | \$21.40 | \$21.60 |
| 7 | \$18.39 | \$18.89 | \$19.09 | \$19.88 | \$20.38 | \$20.58 | \$21.28 | \$21.78 | \$21.98 |
| 8 | \$18.71 | \$19.21 | \$19.41 | \$20.24 | \$20.74 | \$20.94 | \$21.65 | \$22.15 | \$22.35 |
| 9 | \$19.04 | \$19.54 | \$19.74 | \$20.59 | \$21.09 | \$21.29 | \$22.05 | \$22.55 | \$22.75 |
| 10 | \$19.37 | \$19.87 | \$20.07 | \$20.96 | \$21.46 | \$21.66 | \$22.44 | \$22.94 | \$23.14 |
| 11 | \$19.71 | \$20.21 | \$20.41 | \$21.33 | \$21.83 | \$22.03 | \$22.84 | \$23.34 | \$23.54 |
| 12 | \$20.07 | \$20.57 | \$20.77 | \$21.71 | \$22.21 | \$22.41 | \$23.25 | \$23.75 | \$23.95 |
| 13 | \$20.42 | \$20.92 | \$21.12 | \$22.11 | \$22.61 | \$22.81 | \$23.67 | \$24.17 | \$24.37 |
| 14 | \$20.77 | \$21.27 | \$21.47 | \$22.50 | \$23.00 | \$23.20 | \$24.10 | \$24.60 | \$24.80 |
| 15 | \$21.15 | \$21.65 | \$21.85 | \$22.90 | \$23.40 | \$23.60 | \$24.53 | \$25.03 | \$25.23 |
| 16 | \$21.52 | \$22.02 | \$22.22 | \$23.31 | \$23.81 | \$24.01 | \$24.97 | \$25.47 | \$25.67 |
| 17 | \$21.90 | \$22.40 | \$22.60 | \$23.73 | \$24.23 | \$24.43 | \$25.43 | \$25.93 | \$26.13 |
| 18 | \$22.30 | \$22.80 | \$23.00 | \$24.16 | \$24.66 | \$24.86 | \$25.89 | \$26.39 | \$26.59 |
| 19 | \$22.70 | \$23.20 | \$23.40 | \$24.60 | \$25.10 | \$25.30 | \$26.36 | \$26.86 | \$27.06 |
| 20 | \$23.11 | \$23.61 | \$23.81 | \$25.05 | \$25.55 | \$25.75 | \$26.84 | \$27.34 | \$27.54 |
| 21 | \$23.52 | \$24.02 | \$24.22 | \$25.50 | \$26.00 | \$26.20 | \$27.34 | \$27.84 | \$28.04 |
| 22 | \$23.94 | \$24.44 | \$24.64 | \$25.96 | \$26.46 | \$26.66 | \$27.83 | \$28.33 | \$28.53 |
| 23 | \$24.38 | \$24.88 | \$25.08 | \$26.43 | \$26.93 | \$27.13 | \$28.35 | \$28.85 | \$29.05 |
| 24 | \$24.82 | \$25.32 | \$25.52 | \$26.91 | \$27.41 | \$27.61 | \$28.86 | \$29.36 | \$29.56 |
| 25 | \$25.27 | \$25.77 | \$25.97 | \$27.41 | \$27.91 | \$28.11 | \$29.40 | \$29.90 | \$30.10 |
| 26 | \$25.73 | \$26.23 | \$26.43 | \$27.91 | \$28.41 | \$28.61 | \$29.93 | \$30.43 | \$30.63 |
| 27 | \$26.20 | \$26.70 | \$26.90 | \$28.42 | \$28.92 | \$29.12 | \$30.49 | \$30.99 | \$31.19 |
| 28 | \$26.67 | \$27.17 | \$27.37 | \$28.94 | \$29.44 | \$29.64 | \$31.05 | \$31.55 | \$31.75 |
| 29 | \$27.17 | \$27.67 | \$27.87 | \$29.48 | \$29.98 | \$30.18 | \$31.63 | \$32.13 | \$32.33 |
| 30 | \$27.66 | \$28.16 | \$28.36 | \$30.01 | \$30.51 | \$30.71 | \$32.22 | \$32.72 | \$32.92 |

| STEP | CHZ | CHZ-2 | CHZ-B | CJZ | CKZ | CNZ | KEZ | KEZ-2 | KEZ-B | KFZ |
|------|---------|-----------------|-----------------|---------|---------|---------|---------|-----------------|-----------------|---------|
| | Base | AA degree (.50) | BA Degree (.70) | Base | Base | Base | Base | AA degree (.50) | BA Degree (.70) | Base |
| 0 | \$20.11 | \$20.61 | \$20.81 | \$23.86 | \$26.41 | \$33.94 | \$15.25 | \$15.75 | \$15.95 | \$15.72 |
| 1 | \$20.46 | \$20.96 | \$21.16 | \$24.30 | \$26.89 | \$34.58 | \$15.71 | \$16.21 | \$16.41 | \$15.99 |
| 2 | \$20.82 | \$21.32 | \$21.52 | \$24.73 | \$27.38 | \$35.22 | \$15.99 | \$16.49 | \$16.69 | \$16.26 |
| 3 | \$21.20 | \$21.70 | \$21.90 | \$25.19 | \$27.88 | \$35.88 | \$16.26 | \$16.76 | \$16.96 | \$16.54 |
| 4 | \$21.57 | \$22.07 | \$22.27 | \$25.64 | \$28.40 | \$36.55 | \$16.53 | \$17.03 | \$17.23 | \$16.82 |
| 5 | \$21.95 | \$22.45 | \$22.65 | \$26.11 | \$28.91 | \$37.24 | \$16.81 | \$17.31 | \$17.51 | \$17.12 |
| 6 | \$22.35 | \$22.85 | \$23.05 | \$26.58 | \$29.45 | \$37.93 | \$17.11 | \$17.61 | \$17.81 | \$17.41 |
| 7 | \$22.75 | \$23.25 | \$23.45 | \$27.07 | \$29.99 | \$38.65 | \$17.40 | \$17.90 | \$18.10 | \$17.71 |
| 8 | \$23.16 | \$23.66 | \$23.86 | \$27.56 | \$30.54 | \$39.37 | \$17.70 | \$18.20 | \$18.40 | \$18.02 |
| 9 | \$23.58 | \$24.08 | \$24.28 | \$28.06 | \$31.11 | \$40.11 | \$18.02 | \$18.52 | \$18.72 | \$18.34 |
| 10 | \$24.00 | \$24.50 | \$24.70 | \$28.58 | \$31.68 | \$40.87 | \$18.33 | \$18.83 | \$19.03 | \$18.65 |
| 11 | \$24.44 | \$24.94 | \$25.14 | \$29.11 | \$32.27 | \$41.64 | \$18.64 | \$19.14 | \$19.34 | \$18.99 |
| 12 | \$24.87 | \$25.37 | \$25.57 | \$29.64 | \$32.87 | \$42.43 | \$18.97 | \$19.47 | \$19.67 | \$19.32 |
| 13 | \$25.33 | \$25.83 | \$26.03 | \$30.19 | \$33.48 | \$43.23 | \$19.31 | \$19.81 | \$20.01 | \$19.65 |
| 14 | \$25.79 | \$26.29 | \$26.49 | \$30.74 | \$34.10 | \$44.04 | \$19.64 | \$20.14 | \$20.34 | \$20.01 |
| 15 | \$26.26 | \$26.76 | \$26.96 | \$31.32 | \$34.74 | \$44.88 | \$20.00 | \$20.50 | \$20.70 | \$20.36 |
| 16 | \$26.73 | \$27.23 | \$27.43 | \$31.89 | \$35.39 | \$45.73 | \$20.35 | \$20.85 | \$21.05 | \$20.71 |
| 17 | \$27.23 | \$27.73 | \$27.93 | \$32.49 | \$36.05 | \$46.60 | \$20.70 | \$21.20 | \$21.40 | \$21.09 |
| 18 | \$27.72 | \$28.22 | \$28.42 | \$33.08 | \$36.72 | \$47.49 | \$21.08 | \$21.58 | \$21.78 | \$21.46 |
| 19 | \$28.23 | \$28.73 | \$28.93 | \$33.70 | \$37.41 | \$48.39 | \$21.45 | \$21.95 | \$22.15 | \$21.84 |
| 20 | \$28.75 | \$29.25 | \$29.45 | \$34.34 | \$38.11 | \$49.32 | \$21.83 | \$22.33 | \$22.53 | \$22.23 |
| 21 | \$29.28 | \$29.78 | \$29.98 | \$34.97 | \$38.83 | \$50.25 | \$22.22 | \$22.72 | \$22.92 | \$22.63 |
| 22 | \$29.81 | \$30.31 | \$30.51 | \$35.63 | \$39.56 | \$51.20 | \$22.62 | \$23.12 | \$23.32 | \$23.04 |
| 23 | \$30.37 | \$30.87 | \$31.07 | \$36.30 | \$40.31 | \$52.18 | \$23.03 | \$23.53 | \$23.73 | \$23.45 |
| 24 | \$30.92 | \$31.42 | \$31.62 | \$36.97 | \$41.06 | \$53.18 | \$23.45 | \$23.95 | \$24.15 | \$23.87 |
| 25 | \$31.50 | \$32.00 | \$32.20 | \$37.66 | \$41.84 | \$54.20 | \$23.87 | \$24.37 | \$24.57 | \$24.29 |
| 26 | \$32.08 | \$32.58 | \$32.78 | \$38.37 | \$42.63 | \$55.23 | \$24.30 | \$24.80 | \$25.00 | \$24.72 |
| 27 | \$32.68 | \$33.18 | \$33.38 | \$39.09 | \$43.44 | \$56.29 | \$24.74 | \$25.24 | \$25.44 | \$25.15 |
| 28 | \$33.29 | \$33.79 | \$33.99 | \$39.83 | \$44.26 | \$57.38 | \$25.19 | \$25.69 | \$25.89 | \$25.60 |
| 29 | \$33.90 | \$34.40 | \$34.60 | \$40.58 | \$45.09 | \$58.48 | \$25.65 | \$26.15 | \$26.35 | \$26.05 |
| 30 | \$34.54 | \$35.04 | \$35.24 | \$41.35 | \$45.95 | \$59.60 | \$26.11 | \$26.61 | \$26.81 | \$26.51 |

SUPPORT MATRIX (HR COPY)

2025-26

| STEP | KFZ-2 | KFZ-B | LBZ | LBZ-2 | LBZ-B | LCZ | LCZ-B | LFZ |
|------|-----------------|-----------------|---------|-----------------|-----------------|---------|-----------------|---------|
| | AA degree (.50) | BA Degree (.70) | Base | AA degree (.50) | BA Degree (.70) | Base | BA Degree (.70) | Base |
| 0 | \$16.22 | \$16.42 | \$15.25 | \$15.75 | \$15.95 | \$15.85 | \$16.55 | \$17.20 |
| 1 | \$16.49 | \$16.69 | \$15.70 | \$16.20 | \$16.40 | \$16.12 | \$16.82 | \$17.49 |
| 2 | \$16.76 | \$16.96 | \$15.98 | \$16.48 | \$16.68 | \$16.40 | \$17.10 | \$17.80 |
| 3 | \$17.04 | \$17.24 | \$16.25 | \$16.75 | \$16.95 | \$16.68 | \$17.38 | \$18.11 |
| 4 | \$17.32 | \$17.52 | \$16.53 | \$17.03 | \$17.23 | \$16.97 | \$17.67 | \$18.42 |
| 5 | \$17.62 | \$17.82 | \$16.81 | \$17.31 | \$17.51 | \$17.26 | \$17.96 | \$18.74 |
| 6 | \$17.91 | \$18.11 | \$17.10 | \$17.60 | \$17.80 | \$17.56 | \$18.26 | \$19.08 |
| 7 | \$18.21 | \$18.41 | \$17.40 | \$17.90 | \$18.10 | \$17.86 | \$18.56 | \$19.41 |
| 8 | \$18.52 | \$18.72 | \$17.70 | \$18.20 | \$18.40 | \$18.17 | \$18.87 | \$19.75 |
| 9 | \$18.84 | \$19.04 | \$18.01 | \$18.51 | \$18.71 | \$18.49 | \$19.19 | \$20.10 |
| 10 | \$19.15 | \$19.35 | \$18.32 | \$18.82 | \$19.02 | \$18.81 | \$19.51 | \$20.46 |
| 11 | \$19.49 | \$19.69 | \$18.64 | \$19.14 | \$19.34 | \$19.13 | \$19.83 | \$20.81 |
| 12 | \$19.82 | \$20.02 | \$18.96 | \$19.46 | \$19.66 | \$19.46 | \$20.16 | \$21.19 |
| 13 | \$20.15 | \$20.35 | \$19.30 | \$19.80 | \$20.00 | \$19.80 | \$20.50 | \$21.56 |
| 14 | \$20.51 | \$20.71 | \$19.64 | \$20.14 | \$20.34 | \$20.14 | \$20.84 | \$21.95 |
| 15 | \$20.86 | \$21.06 | \$19.98 | \$20.48 | \$20.68 | \$20.49 | \$21.19 | \$22.34 |
| 16 | \$21.21 | \$21.41 | \$20.34 | \$20.84 | \$21.04 | \$20.84 | \$21.54 | \$22.74 |
| 17 | \$21.59 | \$21.79 | \$20.70 | \$21.20 | \$21.40 | \$21.20 | \$21.90 | \$23.16 |
| 18 | \$21.96 | \$22.16 | \$21.08 | \$21.58 | \$21.78 | \$21.57 | \$22.27 | \$23.57 |
| 19 | \$22.34 | \$22.54 | \$21.46 | \$21.96 | \$22.16 | \$21.94 | \$22.64 | \$23.99 |
| 20 | \$22.73 | \$22.93 | \$21.84 | \$22.34 | \$22.54 | \$22.32 | \$23.02 | \$24.43 |
| 21 | \$23.13 | \$23.33 | \$22.24 | \$22.74 | \$22.94 | \$22.71 | \$23.41 | \$24.87 |
| 22 | \$23.54 | \$23.74 | \$22.64 | \$23.14 | \$23.34 | \$23.10 | \$23.80 | \$25.32 |
| 23 | \$23.95 | \$24.15 | \$23.06 | \$23.56 | \$23.76 | \$23.50 | \$24.20 | \$25.78 |
| 24 | \$24.37 | \$24.57 | \$23.48 | \$23.98 | \$24.18 | \$23.91 | \$24.61 | \$26.25 |
| 25 | \$24.79 | \$24.99 | \$23.90 | \$24.40 | \$24.60 | \$24.32 | \$25.02 | \$26.73 |
| 26 | \$25.22 | \$25.42 | \$24.34 | \$24.84 | \$25.04 | \$24.74 | \$25.44 | \$27.22 |
| 27 | \$25.65 | \$25.85 | \$24.78 | \$25.28 | \$25.48 | \$25.17 | \$25.87 | \$27.71 |
| 28 | \$26.10 | \$26.30 | \$25.23 | \$25.73 | \$25.93 | \$25.61 | \$26.31 | \$28.23 |
| 29 | \$26.55 | \$26.75 | \$25.69 | \$26.19 | \$26.39 | \$26.05 | \$26.75 | \$28.74 |
| 30 | \$27.01 | \$27.21 | \$26.16 | \$26.66 | \$26.86 | \$26.50 | \$27.20 | \$29.27 |

SUPPORT MATRIX (HR COPY)

2025-26

| STEP | LFZ-2 | LFZ-C | LFZ2B | LFZ2C | LGZ | LGZ-2 | LGZ-B | NCZ |
|------|-----------------|-------------|-----------------|---------------|---------|-----------------|-----------------|---------|
| | AA degree (.50) | Cert Add-On | BA Degree (.70) | AA+CERT (.50) | Base | AA degree (.50) | BA Degree (.70) | Base |
| 0 | \$17.70 | \$17.20 | \$17.90 | \$17.70 | \$16.25 | \$16.75 | \$16.95 | \$17.75 |
| 1 | \$17.99 | \$17.49 | \$18.19 | \$17.99 | \$16.53 | \$17.03 | \$17.23 | \$18.06 |
| 2 | \$18.30 | \$17.80 | \$18.50 | \$18.30 | \$16.81 | \$17.31 | \$17.51 | \$18.38 |
| 3 | \$18.61 | \$18.11 | \$18.81 | \$18.61 | \$17.10 | \$17.60 | \$17.80 | \$18.70 |
| 4 | \$18.92 | \$18.42 | \$19.12 | \$18.92 | \$17.40 | \$17.90 | \$18.10 | \$19.03 |
| 5 | \$19.24 | \$18.74 | \$19.44 | \$19.24 | \$17.70 | \$18.20 | \$18.40 | \$19.36 |
| 6 | \$19.58 | \$19.08 | \$19.78 | \$19.58 | \$18.01 | \$18.51 | \$18.71 | \$19.70 |
| 7 | \$19.91 | \$19.41 | \$20.11 | \$19.91 | \$18.32 | \$18.82 | \$19.02 | \$20.05 |
| 8 | \$20.25 | \$19.75 | \$20.45 | \$20.25 | \$18.63 | \$19.13 | \$19.33 | \$20.40 |
| 9 | \$20.60 | \$20.10 | \$20.80 | \$20.60 | \$18.95 | \$19.45 | \$19.65 | \$20.76 |
| 10 | \$20.96 | \$20.46 | \$21.16 | \$20.96 | \$19.28 | \$19.78 | \$19.98 | \$21.13 |
| 11 | \$21.31 | \$20.81 | \$21.51 | \$21.31 | \$19.61 | \$20.11 | \$20.31 | \$21.50 |
| 12 | \$21.69 | \$21.19 | \$21.89 | \$21.69 | \$19.95 | \$20.45 | \$20.65 | \$21.88 |
| 13 | \$22.06 | \$21.56 | \$22.26 | \$22.06 | \$20.30 | \$20.80 | \$21.00 | \$22.26 |
| 14 | \$22.45 | \$21.95 | \$22.65 | \$22.45 | \$20.65 | \$21.15 | \$21.35 | \$22.65 |
| 15 | \$22.84 | \$22.34 | \$23.04 | \$22.84 | \$21.01 | \$21.51 | \$21.71 | \$23.05 |
| 16 | \$23.24 | \$22.74 | \$23.44 | \$23.24 | \$21.37 | \$21.87 | \$22.07 | \$23.46 |
| 17 | \$23.66 | \$23.16 | \$23.86 | \$23.66 | \$21.74 | \$22.24 | \$22.44 | \$23.87 |
| 18 | \$24.07 | \$23.57 | \$24.27 | \$24.07 | \$22.11 | \$22.61 | \$22.81 | \$24.29 |
| 19 | \$24.49 | \$23.99 | \$24.69 | \$24.49 | \$22.50 | \$23.00 | \$23.20 | \$24.72 |
| 20 | \$24.93 | \$24.43 | \$25.13 | \$24.93 | \$22.89 | \$23.39 | \$23.59 | \$25.16 |
| 21 | \$25.37 | \$24.87 | \$25.57 | \$25.37 | \$23.28 | \$23.78 | \$23.98 | \$25.60 |
| 22 | \$25.82 | \$25.32 | \$26.02 | \$25.82 | \$23.69 | \$24.19 | \$24.39 | \$26.05 |
| 23 | \$26.28 | \$25.78 | \$26.48 | \$26.28 | \$24.10 | \$24.60 | \$24.80 | \$26.51 |
| 24 | \$26.75 | \$26.25 | \$26.95 | \$26.75 | \$24.51 | \$25.01 | \$25.21 | \$26.98 |
| 25 | \$27.23 | \$26.73 | \$27.43 | \$27.23 | \$24.94 | \$25.44 | \$25.64 | \$27.45 |
| 26 | \$27.72 | \$27.22 | \$27.92 | \$27.72 | \$25.37 | \$25.87 | \$26.07 | \$27.94 |
| 27 | \$28.21 | \$27.71 | \$28.41 | \$28.21 | \$25.81 | \$26.31 | \$26.51 | \$28.43 |
| 28 | \$28.73 | \$28.23 | \$28.93 | \$28.73 | \$26.26 | \$26.76 | \$26.96 | \$28.93 |
| 29 | \$29.24 | \$28.74 | \$29.44 | \$29.24 | \$26.71 | \$27.21 | \$27.41 | \$29.44 |
| 30 | \$29.77 | \$29.27 | \$29.97 | \$29.77 | \$27.17 | \$27.67 | \$27.87 | \$29.96 |

SUPPORT MATRIX (HR COPY)

2025-26

| STEP | NCZ-2 | NCZ-3 | NCZ-C | NIZ | NIZ-2 | NIZ-B | NIZ-C | OAA | OAA-2 |
|------|-----------------|-----------------|-------------|---------|-----------------|-----------------|-------------|---------|-----------------|
| | AA degree (.50) | BA Degree (.70) | Cert Add-On | Base | AA degree (.50) | BA Degree (.70) | Cert Add-On | Base | AA degree (.50) |
| 0 | \$18.25 | \$18.45 | \$17.75 | \$15.25 | \$15.75 | \$15.95 | \$15.25 | \$15.75 | \$16.25 |
| 1 | \$18.56 | \$18.76 | \$18.06 | \$15.59 | \$16.09 | \$16.29 | \$15.59 | \$16.10 | \$16.60 |
| 2 | \$18.88 | \$19.08 | \$18.38 | \$15.85 | \$16.35 | \$16.55 | \$15.85 | \$16.36 | \$16.86 |
| 3 | \$19.20 | \$19.40 | \$18.70 | \$16.13 | \$16.63 | \$16.83 | \$16.13 | \$16.64 | \$17.14 |
| 4 | \$19.53 | \$19.73 | \$19.03 | \$16.40 | \$16.90 | \$17.10 | \$16.40 | \$16.92 | \$17.42 |
| 5 | \$19.86 | \$20.06 | \$19.36 | \$16.68 | \$17.18 | \$17.38 | \$16.68 | \$17.20 | \$17.70 |
| 6 | \$20.20 | \$20.40 | \$19.70 | \$16.98 | \$17.48 | \$17.68 | \$16.98 | \$17.49 | \$17.99 |
| 7 | \$20.55 | \$20.75 | \$20.05 | \$17.27 | \$17.77 | \$17.97 | \$17.27 | \$17.78 | \$18.28 |
| 8 | \$20.90 | \$21.10 | \$20.40 | \$17.56 | \$18.06 | \$18.26 | \$17.56 | \$18.08 | \$18.58 |
| 9 | \$21.26 | \$21.46 | \$20.76 | \$17.86 | \$18.36 | \$18.56 | \$17.86 | \$18.38 | \$18.88 |
| 10 | \$21.63 | \$21.83 | \$21.13 | \$18.18 | \$18.68 | \$18.88 | \$18.18 | \$18.70 | \$19.20 |
| 11 | \$22.00 | \$22.20 | \$21.50 | \$18.50 | \$19.00 | \$19.20 | \$18.50 | \$19.01 | \$19.51 |
| 12 | \$22.38 | \$22.58 | \$21.88 | \$18.82 | \$19.32 | \$19.52 | \$18.82 | \$19.33 | \$19.83 |
| 13 | \$22.76 | \$22.96 | \$22.26 | \$19.15 | \$19.65 | \$19.85 | \$19.15 | \$19.67 | \$20.17 |
| 14 | \$23.15 | \$23.35 | \$22.65 | \$19.49 | \$19.99 | \$20.19 | \$19.49 | \$20.00 | \$20.50 |
| 15 | \$23.55 | \$23.75 | \$23.05 | \$19.83 | \$20.33 | \$20.53 | \$19.83 | \$20.34 | \$20.84 |
| 16 | \$23.96 | \$24.16 | \$23.46 | \$20.18 | \$20.68 | \$20.88 | \$20.18 | \$20.70 | \$21.20 |
| 17 | \$24.37 | \$24.57 | \$23.87 | \$20.54 | \$21.04 | \$21.24 | \$20.54 | \$21.05 | \$21.55 |
| 18 | \$24.79 | \$24.99 | \$24.29 | \$20.90 | \$21.40 | \$21.60 | \$20.90 | \$21.41 | \$21.91 |
| 19 | \$25.22 | \$25.42 | \$24.72 | \$21.28 | \$21.78 | \$21.98 | \$21.28 | \$21.79 | \$22.29 |
| 20 | \$25.66 | \$25.86 | \$25.16 | \$21.65 | \$22.15 | \$22.35 | \$21.65 | \$22.17 | \$22.67 |
| 21 | \$26.10 | \$26.30 | \$25.60 | \$22.04 | \$22.54 | \$22.74 | \$22.04 | \$22.57 | \$23.07 |
| 22 | \$26.55 | \$26.75 | \$26.05 | \$22.43 | \$22.93 | \$23.13 | \$22.43 | \$22.96 | \$23.46 |
| 23 | \$27.01 | \$27.21 | \$26.51 | \$22.83 | \$23.33 | \$23.53 | \$22.83 | \$23.37 | \$23.87 |
| 24 | \$27.48 | \$27.68 | \$26.98 | \$23.25 | \$23.75 | \$23.95 | \$23.25 | \$23.79 | \$24.29 |
| 25 | \$27.95 | \$28.15 | \$27.45 | \$23.66 | \$24.16 | \$24.36 | \$23.66 | \$24.20 | \$24.70 |
| 26 | \$28.44 | \$28.64 | \$27.94 | \$24.10 | \$24.60 | \$24.80 | \$24.10 | \$24.63 | \$25.13 |
| 27 | \$28.93 | \$29.13 | \$28.43 | \$24.53 | \$25.03 | \$25.23 | \$24.53 | \$25.05 | \$25.55 |
| 28 | \$29.43 | \$29.63 | \$28.93 | \$24.97 | \$25.47 | \$25.67 | \$24.97 | \$25.49 | \$25.99 |
| 29 | \$29.94 | \$30.14 | \$29.44 | \$25.42 | \$25.92 | \$26.12 | \$25.42 | \$25.94 | \$26.44 |
| 30 | \$30.46 | \$30.66 | \$29.96 | \$25.88 | \$26.38 | \$26.58 | \$25.88 | \$26.39 | \$26.89 |

SUPPORT MATRIX (HR COPY)

2025-26

| STEP | OAA-B | PARA | PARAB | PAZ | PAZ-2 | PAZ-B | PAZ-C | PFZ | PFZ-C |
|------|-----------------|---------|-----------------|---------|-----------------|-----------------|-------------|---------|-------------|
| | BA Degree (.70) | Base | BA Degree (.70) | Base | AA degree (.50) | BA Degree (.70) | Cert Add-On | Base | Cert Add-On |
| 0 | \$16.45 | \$15.45 | \$16.15 | \$19.46 | \$19.96 | \$20.16 | \$19.46 | \$20.96 | \$20.96 |
| 1 | \$16.80 | \$15.72 | \$16.42 | \$19.80 | \$20.30 | \$20.50 | \$19.80 | \$21.34 | \$21.34 |
| 2 | \$17.06 | \$16.00 | \$16.70 | \$20.16 | \$20.66 | \$20.86 | \$20.16 | \$21.72 | \$21.72 |
| 3 | \$17.34 | \$16.28 | \$16.98 | \$20.51 | \$21.01 | \$21.21 | \$20.51 | \$22.11 | \$22.11 |
| 4 | \$17.62 | \$16.56 | \$17.26 | \$20.87 | \$21.37 | \$21.57 | \$20.87 | \$22.50 | \$22.50 |
| 5 | \$17.90 | \$16.85 | \$17.55 | \$21.25 | \$21.75 | \$21.95 | \$21.25 | \$22.90 | \$22.90 |
| 6 | \$18.19 | \$17.15 | \$17.85 | \$21.62 | \$22.12 | \$22.32 | \$21.62 | \$23.32 | \$23.32 |
| 7 | \$18.48 | \$17.45 | \$18.15 | \$22.00 | \$22.50 | \$22.70 | \$22.00 | \$23.73 | \$23.73 |
| 8 | \$18.78 | \$17.75 | \$18.45 | \$22.40 | \$22.90 | \$23.10 | \$22.40 | \$24.17 | \$24.17 |
| 9 | \$19.08 | \$18.07 | \$18.77 | \$22.80 | \$23.30 | \$23.50 | \$22.80 | \$24.60 | \$24.60 |
| 10 | \$19.40 | \$18.38 | \$19.08 | \$23.22 | \$23.72 | \$23.92 | \$23.22 | \$25.05 | \$25.05 |
| 11 | \$19.71 | \$18.71 | \$19.41 | \$23.63 | \$24.13 | \$24.33 | \$23.63 | \$25.50 | \$25.50 |
| 12 | \$20.03 | \$19.03 | \$19.73 | \$24.06 | \$24.56 | \$24.76 | \$24.06 | \$25.96 | \$25.96 |
| 13 | \$20.37 | \$19.37 | \$20.07 | \$24.49 | \$24.99 | \$25.19 | \$24.49 | \$26.44 | \$26.44 |
| 14 | \$20.70 | \$19.71 | \$20.41 | \$24.93 | \$25.43 | \$25.63 | \$24.93 | \$26.92 | \$26.92 |
| 15 | \$21.04 | \$20.06 | \$20.76 | \$25.39 | \$25.89 | \$26.09 | \$25.39 | \$27.41 | \$27.41 |
| 16 | \$21.40 | \$20.41 | \$21.11 | \$25.85 | \$26.35 | \$26.55 | \$25.85 | \$27.91 | \$27.91 |
| 17 | \$21.75 | \$20.77 | \$21.47 | \$26.32 | \$26.82 | \$27.02 | \$26.32 | \$28.43 | \$28.43 |
| 18 | \$22.11 | \$21.13 | \$21.83 | \$26.80 | \$27.30 | \$27.50 | \$26.80 | \$28.95 | \$28.95 |
| 19 | \$22.49 | \$21.50 | \$22.20 | \$27.29 | \$27.79 | \$27.99 | \$27.29 | \$29.48 | \$29.48 |
| 20 | \$22.87 | \$21.88 | \$22.58 | \$27.79 | \$28.29 | \$28.49 | \$27.79 | \$30.02 | \$30.02 |
| 21 | \$23.27 | \$22.27 | \$22.97 | \$28.30 | \$28.80 | \$29.00 | \$28.30 | \$30.58 | \$30.58 |
| 22 | \$23.66 | \$22.66 | \$23.36 | \$28.82 | \$29.32 | \$29.52 | \$28.82 | \$31.15 | \$31.15 |
| 23 | \$24.07 | \$23.06 | \$23.76 | \$29.35 | \$29.85 | \$30.05 | \$29.35 | \$31.72 | \$31.72 |
| 24 | \$24.49 | \$23.46 | \$24.16 | \$29.89 | \$30.39 | \$30.59 | \$29.89 | \$32.31 | \$32.31 |
| 25 | \$24.90 | \$23.88 | \$24.58 | \$30.44 | \$30.94 | \$31.14 | \$30.44 | \$32.91 | \$32.91 |
| 26 | \$25.33 | \$24.30 | \$25.00 | \$31.00 | \$31.50 | \$31.70 | \$31.00 | \$33.52 | \$33.52 |
| 27 | \$25.75 | \$24.73 | \$25.43 | \$31.58 | \$32.08 | \$32.28 | \$31.58 | \$34.15 | \$34.15 |
| 28 | \$26.19 | \$25.16 | \$25.86 | \$32.17 | \$32.67 | \$32.87 | \$32.17 | \$34.78 | \$34.78 |
| 29 | \$26.64 | \$25.60 | \$26.30 | \$32.76 | \$33.26 | \$33.46 | \$32.76 | \$35.43 | \$35.43 |
| 30 | \$27.09 | \$26.06 | \$26.76 | \$33.37 | \$33.87 | \$34.07 | \$33.37 | \$36.09 | \$36.09 |

SUPPORT MATRIX (HR COPY)

2025-26

| STEP | PfZ-2 | PfZ2C | PfZ-B | QGZ | QGZ-2 |
|------|-----------------|---------------|-----------------|---------|------------------|
| | AA degree (.50) | AA+CERT (.50) | BA Degree (.70) | Base | AA Degrees (.50) |
| 0 | \$21.46 | \$21.46 | \$21.66 | \$16.09 | \$16.59 |
| 1 | \$21.84 | \$21.84 | \$22.04 | \$16.36 | \$16.86 |
| 2 | \$22.22 | \$22.22 | \$22.42 | \$16.64 | \$17.14 |
| 3 | \$22.61 | \$22.61 | \$22.81 | \$16.92 | \$17.42 |
| 4 | \$23.00 | \$23.00 | \$23.20 | \$17.22 | \$17.72 |
| 5 | \$23.40 | \$23.40 | \$23.60 | \$17.51 | \$18.01 |
| 6 | \$23.82 | \$23.82 | \$24.02 | \$17.81 | \$18.31 |
| 7 | \$24.23 | \$24.23 | \$24.43 | \$18.13 | \$18.63 |
| 8 | \$24.67 | \$24.67 | \$24.87 | \$18.44 | \$18.94 |
| 9 | \$25.10 | \$25.10 | \$25.30 | \$18.76 | \$19.26 |
| 10 | \$25.55 | \$25.55 | \$25.75 | \$19.10 | \$19.60 |
| 11 | \$26.00 | \$26.00 | \$26.20 | \$19.43 | \$19.93 |
| 12 | \$26.46 | \$26.46 | \$26.66 | \$19.77 | \$20.27 |
| 13 | \$26.94 | \$26.94 | \$27.14 | \$20.13 | \$20.63 |
| 14 | \$27.42 | \$27.42 | \$27.62 | \$20.48 | \$20.98 |
| 15 | \$27.91 | \$27.91 | \$28.11 | \$20.84 | \$21.34 |
| 16 | \$28.41 | \$28.41 | \$28.61 | \$21.21 | \$21.71 |
| 17 | \$28.93 | \$28.93 | \$29.13 | \$21.59 | \$22.09 |
| 18 | \$29.45 | \$29.45 | \$29.65 | \$21.98 | \$22.48 |
| 19 | \$29.98 | \$29.98 | \$30.18 | \$22.38 | \$22.88 |
| 20 | \$30.52 | \$30.52 | \$30.72 | \$22.77 | \$23.27 |
| 21 | \$31.08 | \$31.08 | \$31.28 | \$23.17 | \$23.67 |
| 22 | \$31.65 | \$31.65 | \$31.85 | \$23.58 | \$24.08 |
| 23 | \$32.22 | \$32.22 | \$32.42 | \$24.00 | \$24.50 |
| 24 | \$32.81 | \$32.81 | \$33.01 | \$24.42 | \$24.92 |
| 25 | \$33.41 | \$33.41 | \$33.61 | \$24.85 | \$25.35 |
| 26 | \$34.02 | \$34.02 | \$34.22 | \$25.29 | \$25.79 |
| 27 | \$34.65 | \$34.65 | \$34.85 | \$25.73 | \$26.23 |
| 28 | \$35.28 | \$35.28 | \$35.48 | \$26.19 | \$26.69 |
| 29 | \$35.93 | \$35.93 | \$36.13 | \$26.65 | \$27.15 |
| 30 | \$36.59 | \$36.59 | \$36.79 | \$27.12 | \$27.62 |

Flagler County Schools
2025-26 Wage Schedule

| Classification | Salary Lane |
|--------------------------------|---------------------------------|
| A/P Clerk | KEZ, KEZ-B |
| A/P Clerk II | CCZ, CCZ-2, CCZ-B |
| Accountant I | CGZ, CGZ-B |
| Accountant II | CHZ |
| Accountant III | CJZ |
| Ad Ed Instructional Aide | LBZ, LBZ-2, LBZ-B |
| Ad Ed Life Skills Coach | LBZ, LBZ-2, LBZ-B |
| Assistant Food Svc Manager | OAA, OAA-2, OAA-B |
| Auditorium Tech | PAZ, PAZ-2, PAZ2B |
| Benefit Specialist | CGZ, CGZ-2, CGZ-B |
| Bookkeeper | CEZ, CEZ-B |
| Building Official | CNZ |
| Bus Driver | NCZ, NCZ-C, NCZ-2, NCZ-3 |
| Campus Advisor | LBZ, LBZ-2, LBZ-B |
| Campus Security | LBZ, LBZ-2, LBZ-B |
| Certification Specialist | CGZ |
| Chief Inspector | CNZ |
| Childcare Worker I - FTC | LBZ, LBZ-2, LBZ-B |
| Childcare Worker II | LGZ, LGZ-2, LGZ-B |
| Computer Proctor | LBZ, LBZ-B |
| Computer Tech | LBZ, LBZ-2, LBZ-B |
| Construction Project Manager | CNZ |
| Cost Parts Specialist | NIZ, NIZ-2, NIZ-B |
| Curriculum Assistant | CCZ, CCZ-B |
| Custodial Mail Courier | NIZ, NIZ-2, NIZ-B |
| Custodial Repair Tech | NIZ, NIZ-2, NIZ-B |
| Custodial Training Coordinator | NIZ, NIZ-2, NIZ-B |
| Custodial Training Specialist | NIZ, NIZ-2, NIZ-B |
| Custodian | NIZ, NIZ-2, NIZ-B |
| Data Entry | CCZ, CCZ-2, CCZ-B |
| Data Systems Analyst | CJZ |
| Dispatch Router | NCZ, NCZ-2, NCZ-3 |
| Energy Management Specialist | CJZ |
| Facilities Specialist I | NIZ, NIZ-2, NIZ-B |
| Facilities Specialist II | NIZ, NIZ-2, NIZ-B |
| Facilities Specialist III | LFZ, LFZ-2, LFZ2C, LFZ2B |
| Facilities Specialist IV | PAZ, PAZ-C, PAZ-2, PAZ2B |
| Facilities Specialist V | PFZ, PFZ-C, PFZ-2, PFZ2C, PFZ-B |
| Field Infrastructure Tech | CJZ, CJZ-2, CJZ-B |

| | |
|-------------------------------|-------------------|
| Food Service Courier | NIZ, NIZ-2, NIZ-B |
| Food Service Worker | NIZ, NIZ-2, NIZ-B |
| FTC Test Monitor | LBZ, LBZ-B |
| FTI Financial Aid Specialist | CGZ |
| Full Service Tech | NIZ, NIZ-2, NIZ-B |
| Health Assistant | LBZ, LBZ-2, LBZ-B |
| Inspector | CKZ |
| Interpreter Aide | LBZ, LBZ-B |
| IS Support Specialist | LFZ, LFZ-2, LFZ2B |
| ISS Monitor | LBZ, LBZ-B |
| Job Coach | LCZ, LCZ-B |
| Mechanic | PFZ, PFZ-2, PFZ-B |
| Mechanic Helper | NCZ, NCZ-2, NCZ-3 |
| Media Aide | LBZ, LBZ-B |
| Media Tech | LBZ, LBZ-2, LBZ-B |
| Medicaid Support | KEZ, KEZ-2, KEZ-B |
| Network Service Tech | LFZ, LFZ2B |
| Office Aide | KEZ, KEZ-2, KEZ-B |
| Office Clerk | KEZ, KEZ-2, KEZ-B |
| Office Specialist | KEZ, KEZ-2, KEZ-B |
| Painter | NIZ, NIZ-2, NIZ-B |
| Para Professional | PARA, PARAB |
| Payroll Clerk I | KEZ, KEZ-2, KEZ-B |
| Payroll Clerk II | CCZ,CCZ-2, CCZ-B |
| Payroll Clerk III | CGZ, CGZ-2, CGZ-B |
| Personnel Specialist | CCZ,CCZ-2, CCZ-B |
| Personnel Specialist II | CGZ, CGZ-2, CGZ-B |
| PI Bus Aide | LBZ, LBZ-2, LBZ-B |
| Pressure Washer | NIZ, NIZ-2, NIZ-B |
| Projects Manager I | CKZ, CKZ-2, CKZ-B |
| Psych Intern | LBZ, LBZ-B |
| Purchasing Agent | CHZ, CHZ-B |
| Receptionist | KEZ, KEZ-2, KEZ-B |
| Record Data Specialist | KEZ, KEZ-2, KEZ-B |
| Registered Behavior Tech | LGZ, LGZ-B |
| Registrar | LBZ, LBZ-2, LBZ-B |
| Safety Specialist | CCZ,CCZ-2, CCZ-B |
| Secretary I | KEZ, KEZ-2, KEZ-B |
| Secretary II | KFZ, KFZ-2, KFZ-B |
| Secretary, School/Dept | CEZ, CEZ-2, CEZ-B |
| Site Manager | QGZ, QGZ-2, QGZ-B |
| Staff Specialist Asst | CCZ, CCZ-B |
| Student Engagement Specialist | CCZ,CCZ-2, CCZ-B |

| | |
|---------------------------------|-------------------|
| Tech Support Specialist | CHZ, CHZ-B |
| Transportation Handicapped Aide | LBZ, LBZ-2, LBZ-B |
| Transportation Specialist | NCZ, NCZ-2, NCZ-3 |
| Turf Worker | NIZ, NIZ-2, NIZ-B |
| Use of Facilities Specialist | CEZ, CEZ-B |
| Vehicle Electronic Tech | PAZ, PAZ-2, PAZ2B |
| Virtual Learning Assistant | LBZ, LBZ-B |
| VPK Facilitator | LGZ, LGZ-B |
| Web Designer/Developer | CHZ |
| WH/Inventory Clerk | KEZ, KEZ-2, KEZ-B |
| Youth Services Specialist | QGZ, QGZ-2, QGZ-B |

APPENDIX C

Flagler Schools Rate Sheets 2025

May 7, 2025, 10:28 am



flaglerschools
Engage. Educate. Empower.

Employee Rates 2025-2026 Plan Year

Florida Blue Medical Plan Costs

| Base PPO | Coverage Level | Total Cost (Board + Employee) | Board Contribution | Employee Premium (Monthly) | Employee Premium (22 Pay Periods) |
|-----------------|----------------------------------|----------------------------------|--------------------|-------------------------------|--------------------------------------|
| | Employee | \$706.82 | \$636.14 | \$70.68 | \$38.55 |
| | Employee & Spouse | \$1,751.58 | \$875.79 | \$875.79 | \$477.70 |
| | Employee & Child(ren) | \$1,659.46 | \$829.73 | \$829.73 | \$452.58 |
| | Family | \$2,128.18 | \$1,064.09 | \$1,064.09 | \$580.41 |
| | Employed Spouses (H/W Family) | \$2,128.18 | \$1,272.28 | \$855.90 | \$466.85 |
| HSA | Coverage Level | Total Cost (Board + Employee) | Board Contribution | Employee Premium (Monthly) | Employee Premium (22 Pay Periods) |
| | Employee | \$769.26 | \$692.34 | \$76.93 | \$41.96 |
| | Employee & Spouse | \$1,906.30 | \$667.21 | \$1,239.10 | \$675.87 |
| | Employee & Child(ren) | \$1,806.05 | \$722.42 | \$1,083.63 | \$591.07 |
| | Family | \$2,316.17 | \$810.66 | \$1,505.51 | \$821.19 |
| | Employed Spouses (H/W Family) | \$2,316.17 | \$1,384.67 | \$931.50 | \$508.09 |
| Standard PPO | Coverage Level | Total Cost (Board + Employee) | Board Contribution | Employee Premium (Monthly) | Employee Premium (22 Pay Periods) |
| | Employee | \$796.51 | \$619.73 | \$176.78 | \$96.43 |
| | Employee & Spouse | \$1,947.23 | \$619.73 | \$1,327.50 | \$724.09 |
| | Employee & Child(ren) | \$1,844.92 | \$619.73 | \$1,225.19 | \$668.29 |
| | Family | \$2,365.80 | \$619.73 | \$1,746.07 | \$952.40 |
| | Employed Spouses (H/W Family) | \$2,365.80 | \$1,239.46 | \$1,126.34 | \$614.37 |
| Premium PPO | Coverage Level | Total Cost (Board + Employee) | Board Contribution | Employee Premium (Monthly) | Employee Premium (22 Pay Periods) |
| | Employee | \$1,040.21 | \$619.73 | \$420.48 | \$229.35 |
| | Employee & Spouse | \$2,482.86 | \$619.73 | \$1,863.13 | \$1,016.25 |
| | Employee & Child(ren) | \$2,352.88 | \$619.73 | \$1,733.15 | \$945.35 |
| | Family | \$3,014.59 | \$619.73 | \$2,394.86 | \$1,306.29 |
| | Employed Spouses (H/W Family) | \$3,014.59 | \$1,239.46 | \$1,775.13 | \$968.25 |

PLEASE READ: Please be advised that premiums listed are based on 22 deductions. We divide the total cost of coverage for the year by the number of remaining deductions/pays for the school year. If you are hired after the first pay in August, your premiums will be adjusted to reflect the remaining number of deductions for the school year. The number of remaining deductions is determined once we have received your enrollment elections. The longer you wait to enroll, the less pays we have to deduct from resulting in a higher premium. If you need further information, contact benefits@flaglerschools.com.



Employee Rates 2025-2026 Plan Year

Dental Plan Costs

| Guardian PPO - High Plan | | | | |
|---------------------------------|----------------------------------|--------------------|-------------------------------|--------------------------------------|
| Coverage Level | Total Cost (Board + Employee) | Board Contribution | Employee Premium (monthly) | Employee Premium (22 Pay Periods) |
| Employee | \$32.21 | \$22.11 | \$10.10 | \$5.51 |
| Employee + 1 Dependent | \$59.37 | \$22.11 | \$37.26 | \$20.32 |
| Family | \$82.46 | \$22.11 | \$60.35 | \$32.92 |
| 2 Employed Spouses | \$59.37 | \$44.22 | \$15.15 | \$8.26 |
| Family w/ 2 Employed Spouses | \$82.46 | \$44.22 | \$38.24 | \$20.86 |

| Guardian PPO - Low Plan | | | | |
|---------------------------------|----------------------------------|--------------------|-------------------------------|--------------------------------------|
| Coverage Level | Total Cost (Board + Employee) | Board Contribution | Employee Premium (monthly) | Employee Premium (22 Pay Periods) |
| Employee | \$19.10 | \$19.10 | \$0.00 | \$0.00 |
| Employee + 1 Dependent | \$36.75 | \$22.11 | \$14.64 | \$7.99 |
| Family | \$55.09 | \$22.11 | \$32.98 | \$17.99 |
| Family w/ 2 Employed Spouses | \$55.09 | \$44.22 | \$10.87 | \$5.93 |

PLEASE READ: Please be advised that premiums listed are based on 22 deductions. We divide the total cost of coverage for the year by the number of remaining deductions/pays for the school year. If you are hired after the first pay in August, your premiums will be adjusted to reflect the remaining number of deductions for the school year. The number of remaining deductions is determined once we have received your enrollment elections. The longer you wait to enroll, the less pays we have to deduct from resulting in a higher premium. If you need further information, contact benefits@flaglerschools.com.



Employee Rates 2025-2026 Plan Year

Vision Plan Costs

Note: You can now use either the EyeMed or VSP Networks at the **same rates**.

| Standard Balance Care Vision II - EyeMed Network / Standard Balance Care Vision I - VSP Choice Network | | | | |
|--|----------------------------------|--------------------|-------------------------------|--------------------------------------|
| Coverage Level | Total Cost (Board + Employee) | Board Contribution | Employee Premium (monthly) | Employee Premium (22 Pay Periods) |
| Employee | \$5.48 | \$5.48 | \$0.00 | \$0.00 |
| Employee & Spouse | \$13.24 | \$5.48 | \$7.76 | \$4.23 |
| Employee & Children | \$15.42 | \$5.48 | \$9.94 | \$5.42 |
| Family | \$22.02 | \$5.48 | \$16.54 | \$9.02 |
| Family w/ 2 Employed Spouses | \$22.02 | \$10.96 | \$11.06 | \$6.03 |

PLEASE READ: Please be advised that premiums listed are based on 22 deductions. We divide the total cost of coverage for the year by the number of remaining deductions/pays for the school year. If you are hired after the first pay in August, your premiums will be adjusted to reflect the remaining number of deductions for the school year. The number of remaining deductions is determined once we have received your enrollment elections. The longer you wait to enroll, the less pays we have to deduct from resulting in a higher premium. If you need further information, contact benefits@flaglerschools.com.



Employee Rates 2025-2026 Plan Year

AFLAC Group Plan Costs

CAIC Group Accident Advantage Plus - Series 7800 - High Option

| Coverage Level | Premium |
|---------------------------------|---------|
| Employee | \$10.46 |
| Employee & Spouse | \$15.73 |
| Employee & Dependent Child(ren) | \$18.31 |
| Family | \$23.58 |

Group Hospital Indemnity

| Coverage Level | Premium |
|---------------------------------|---------|
| Employee | \$15.01 |
| Employee & Spouse | \$30.18 |
| Employee & Dependent Child(ren) | \$23.07 |
| Family | \$38.24 |

Short Term Disability Insurance Premiums

Rates per \$100 of Monthly Benefit

| Age Band | 0/7 Day Elimination Period | 0/14 Day Elimination Period |
|----------|----------------------------|-----------------------------|
| 18-49 | \$1.49 | \$1.02 |
| 50-64 | \$1.55 | \$1.08 |
| 65-74 | \$1.79 | \$1.31 |

Whole Life - Dependent Child Term Life Rider

| |
|---------------------------|
| \$10,000 Blanket Coverage |
| Ages 15 days - 26 years |
| \$3.26 per pay period |

Whole Life Insurance
Employee and Spouse
rates are based on age,
coverage amount chosen,
and tobacco use.

Scan the QR Code to view
your rates.



Note: At this time, you will not be able to enroll in the new Whole Life Insurance Plan through PlanSource. Please reach out to Holly Rorem at 1-386-290-6385 or Holly_Rorem@us.aflac.com for assistance if you wish to elect this product.



Employee Rates 2025-2026 Plan Year

AFLAC Group Plan Costs

| CAIC Group Critical Illness Series 2100 - NON-Tobacco: Employee | | | | | | |
|---|---------|----------|----------|----------|----------|----------|
| Age | \$5,000 | \$10,000 | \$15,000 | \$20,000 | \$25,000 | \$30,000 |
| 18-29 | \$2.79 | \$4.97 | \$7.16 | \$9.34 | \$11.52 | \$13.70 |
| 30-39 | \$2.79 | \$4.97 | \$7.16 | \$9.34 | \$11.52 | \$13.70 |
| 40-49 | \$5.00 | \$9.39 | \$13.78 | \$18.17 | \$22.56 | \$26.95 |
| 50-54 | \$7.28 | \$13.69 | \$20.10 | \$26.51 | \$32.92 | \$39.32 |
| 55-59 | \$9.57 | \$18.27 | \$26.97 | \$35.67 | \$44.37 | \$53.07 |
| 60-64 | \$13.03 | \$25.20 | \$37.36 | \$49.52 | \$61.69 | \$73.85 |
| 65-69 | \$14.15 | \$27.43 | \$40.72 | \$54.00 | \$67.28 | \$80.56 |

| CAIC Group Critical Illness Series 2100 - NON-Tobacco: Spouse | | | | | |
|---|---------|---------|----------|----------|----------|
| Age | \$5,000 | \$7,500 | \$10,000 | \$12,500 | \$15,000 |
| 18-29 | \$2.79 | \$3.88 | \$4.97 | \$6.06 | \$7.16 |
| 30-39 | \$2.79 | \$3.88 | \$4.97 | \$6.06 | \$7.16 |
| 40-49 | \$5.00 | \$7.20 | \$9.39 | \$11.59 | \$13.78 |
| 50-54 | \$7.28 | \$10.48 | \$13.69 | \$16.89 | \$20.10 |
| 55-59 | \$9.57 | \$13.92 | \$18.27 | \$22.62 | \$26.97 |
| 60-64 | \$13.03 | \$19.12 | \$25.20 | \$31.28 | \$37.36 |
| 65-69 | \$14.15 | \$20.79 | \$27.43 | \$34.07 | \$40.72 |

| CAIC Group Critical Illness Series 2100 - Tobacco: Employee | | | | | | |
|---|---------|----------|----------|----------|----------|----------|
| Age | \$5,000 | \$10,000 | \$15,000 | \$20,000 | \$25,000 | \$30,000 |
| 18-29 | \$5.82 | \$11.03 | \$16.24 | \$21.45 | \$26.66 | \$31.86 |
| 30-39 | \$5.82 | \$11.03 | \$16.24 | \$21.45 | \$26.66 | \$31.86 |
| 40-49 | \$10.97 | \$21.34 | \$31.70 | \$42.06 | \$52.43 | \$62.79 |
| 50-54 | \$15.82 | \$30.76 | \$45.71 | \$60.65 | \$75.60 | \$90.54 |
| 55-59 | \$21.16 | \$41.45 | \$61.74 | \$82.03 | \$102.32 | \$122.62 |
| 60-64 | \$29.26 | \$57.65 | \$86.04 | \$114.43 | \$142.82 | \$171.22 |
| 65-69 | \$31.85 | \$62.83 | \$93.82 | \$124.80 | \$155.78 | \$186.76 |

| CAIC Group Critical Illness Series 2100 - Tobacco: Spouse | | | | | |
|---|---------|---------|----------|----------|----------|
| Age | \$5,000 | \$7,500 | \$10,000 | \$12,500 | \$15,000 |
| 18-29 | \$5.82 | \$8.42 | \$11.03 | \$13.63 | \$16.24 |
| 30-39 | \$5.82 | \$8.42 | \$11.03 | \$13.63 | \$16.24 |
| 40-49 | \$10.97 | \$16.16 | \$21.34 | \$26.52 | \$31.70 |
| 50-54 | \$15.82 | \$23.29 | \$30.76 | \$38.23 | \$45.71 |
| 55-59 | \$21.16 | \$31.31 | \$41.45 | \$51.60 | \$61.74 |
| 60-64 | \$29.26 | \$43.46 | \$57.65 | \$71.85 | \$86.04 |
| 65-69 | \$31.85 | \$47.34 | \$62.83 | \$78.32 | \$93.82 |



Retiree Rates 2025-2026 Plan Year

Medical Plan Monthly Premiums

Florida Blue Plans

| Coverage Level | Base Plan | HSA Plan | Standard Plan | Premium Plan |
|-----------------------|------------|------------|---------------|--------------|
| Employee | \$706.82 | \$769.26 | \$796.51 | \$1,040.21 |
| Employee & Spouse | \$1,751.58 | \$1,906.30 | \$1,947.23 | \$2,482.86 |
| Employee & Child(ren) | \$1,659.46 | \$1,806.05 | \$1,844.92 | \$2,352.88 |
| Family | \$2,128.18 | \$2,316.17 | \$2,365.80 | \$3,014.59 |

Dental Plan Monthly Premiums

Guardian Dental Plans

| Coverage Level | Low PPO | High PPO |
|------------------------|---------|----------|
| Employee | \$19.10 | \$32.21 |
| Employee + 1 Dependent | \$36.75 | \$59.37 |
| Family | \$55.09 | \$82.46 |

Vision Plan Monthly Premiums

The Standard Vision Plans (EyeMed or VSP)

| Coverage Level | Option 1 |
|-----------------------|----------|
| Employee | \$5.48 |
| Employee & Spouse | \$13.24 |
| Employee & Child(ren) | \$15.42 |
| Family | \$22.02 |

Life Insurance Plan Monthly Premiums

Symetra Life Insurance Basic & Admin Plans

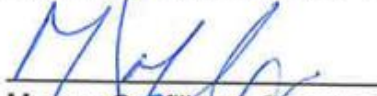
| Basic Life Coverage Amount: \$20,000 | Basic Life Admin Coverage Amount: \$25,000 |
|---|---|
| \$1.90 Per \$1,000 in Volume | \$1.90 Per \$1,000 in Volume |

MEMORANDA OF UNDERSTANDING

Memorandum of Understanding (MOU)

This Memorandum of Understanding ("MOU") is entered into by and between the Flagler County School District ("District") and the Flagler Educational Support Professional Association (FESPA) ("Union") for the purpose of establishing agreed-upon terms related to the Support Staff Contract for the 2025-2026 fiscal year. The parties agree that for the 2025-2026 fiscal year, all eligible support staff employees shall receive one (1) step advancement on the salary schedule, where applicable, and a \$0.25 per hour base pay increase.

Tentatively agreed to on: 4/29/25




Marcus Sanfilippo, Coord. of Special Projects



Rob Sniffen, Sniffen & Spellman, P.A.



Tanya Bartlett, FESPA President



Tammy Whitaker, NEFSU (Service Unit Director)