COLLECTIVE BARGAINING AGREEMENT

Between

The Broward Teachers Union-
Technical Support Professionals
(BTU-TSP)

and

The School Board of Broward County,
Florida

~~2024-2025~~ 2025-2026
School Year

June 30, ~~2023~~ 2026 – ~~June 29, 2026~~
June 30, 2027

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ARTICLE ONE
PREAMBLE

This Agreement entered into by The School Board of Broward County, FL hereinafter referred to as the "Board" or the "District" and the Broward Teachers Union-Technical Support Professionals Supervisory Unit and Non-Supervisory Unit, hereinafter referred to as the BTU-TSP. This Agreement has as its purpose the promotion of harmonious relations between the Board and the BTU-TSP; the establishment of an equitable and peaceful procedure for the resolution of differences; and the establishment of wages, hours, and other terms and conditions of employment.

ARTICLE TWO
RECOGNITION

Exclusive Representation

The Employer recognizes the rights granted to the BTU-TSP in this Agreement shall be granted to the BTU-TSP exclusively as the sole and exclusive bargaining agent in all matters establishing and pertaining to wages, hours, and other terms or conditions of employment for all full and part-time employees in the classifications included in the following certifications of the Public Employees Relations Commission (PERC), RC-99-028 and RC-2000-075. The classifications included in these certifications are listed in Appendices A & B. Any classifications added to either unit shall be added to the appendices as though originally included.

The Employer will not negotiate with any other union or employee organization on matters pertaining to wages, hours and other terms or conditions of employment. Nor shall the employer permit dues deduction for another organization purporting to represent employees on these matters or negotiate with employees over wages, hours and other terms and conditions of employment.

ARTICLE THREE
DEFINITIONS

"Assignment" – The designation of an employee to a specific work location.

"Classification" – The position assigned to a specific pay grade and recognized as part of the bargaining unit represented by BTU-TSP.

"Contract" – That document which delineates the items and terms, which were mutually agreed to as the result of collective bargaining.

"Days" – Days shall mean calendar days unless otherwise specified herein.

"Department" – An operational unit within a division.

"Employee" – All employees in the unit represented exclusively by the BTU-TSP.

"Fiscal Year" – July 1 of one year through June 30 of the following year, which corresponds to the school year.

"Immediate Supervisor/Supervisor" – The individual having immediate supervisory authority to evaluate and issue corrective action to the unit employee(s) and who may or may not be a member of the bargaining unit.

"Job Description" – The approved, written document describing the duties, responsibilities and qualifications of the job.

"Parties" – The School Board of Broward County, Florida, as employer, and the Broward Teachers Union-Technical Support Professionals, as the exclusive bargaining agent.

"PERC" – The Public Employees Relations Commission created by Florida Statutes, Section 447.004.

"Professional Employee" – Any employee engaged in work in any two or more of the following categories:

1. Work predominately intellectual and varied in character as opposed to routine mental, manual, mechanical, or physical work;

2. Work involving the consistent exercise of discretion and judgment in the performance;

3. Work of such a character that the output produced or the result accomplished cannot be standardized in relation to a given period of time; and

4. Work requiring advanced knowledge in a field of science or learning customarily acquired by a prolonged course of specialized intellectual instruction and study in an institution of higher learning or a hospital, as distinguished from a general academic education, an apprenticeship, or training in the performance of routine mental or physical processes.

"Reorganization" – A change in the reporting structure for supervision of classifications represented by the Broward Teachers Union-Technical Support Professionals.

"School Board" – The School Board of Broward County, Florida, the duly elected board established under the Florida Constitution, Article IX, Section 4 and Florida Statutes, Section 230.03 (2). The School Board may be referred to herein as either the "District" or the "Board".

"School Board Policies" – The body of policies and rules adopted by the School Board of Broward County, Florida.

"Seniority" – Seniority shall be based upon an employee's date of hire. Service shall not be deemed to be interrupted by any paid leave approved pursuant to this Agreement or approved unpaid leave taken pursuant to state and/or federal guidelines. (i.e. Family Medical Leave Act or Military Leave Act.) Seniority shall cease upon the termination of employment. Seniority shall be frozen at the years of service attained at the beginning of an approved unpaid leave of absence. Such seniority shall resume from the point at which it was frozen when the employee returns to their former status as a paid employee.

"Union" – The Broward Teachers Union-Technical Support Professionals, as the exclusive bargaining agent representing members of the bargaining unit.

"Workday" – The period of time each day that an employee is to be present and performing assigned duties as designated by management.

ARTICLE FOUR
MANAGEMENT RIGHTS

A. It is understood and agreed that the District possesses the right and responsibility to operate and manage all schools, departments and programs and to direct the workforce.

The rights, powers, authority, and discretion necessary for the District to carry out these rights and responsibilities shall be limited only by the express terms of this Agreement and shall be exercised in a manner consistent with this Agreement and Florida Statutes. In matters not covered by this Agreement, the District shall have the clear right to make administrative decisions.

B. Consistent with this Agreement, these management rights shall include, but not be limited, to the following:

1. Determine the purpose and mission of the Broward County School system and the departments and agencies under its jurisdiction.

2. Set standards of service to be offered to the public.

3. Exercise control and discretion over its organization and establish employee job descriptions.

4. Direct its employees and establish standards of performance and conduct, including the right to make reasonable rules and regulations for the purpose of efficiency, safe practices and issuance of corrective action.

5. Take corrective action for just cause.

6. Relieve employees from duty because of lack of work, lack of funds, or for other legitimate reasons.

7. Hire, promote, transfer or assign employees.

8. Schedule overtime work.

9. Contract out (subcontract) for services.

10. Introduce new, improved or different methods and techniques of operation or work procedure.

C. **NON-DISCRIMINATION**

1. Each employee in the bargaining unit has the right, freely and without fear of penalty or reprisal, to join the BTU-TSP or to refrain from any such activity. Any employee who exercises his/her rights under this Agreement shall not be subjected to corrective action, reprimand, warning or reprisal because of such participation.

2. Membership, non-membership, or legitimate activity under applicable labor laws or provisions of this Agreement will not jeopardize an employee's good standing with the Board or opportunity for advancement.

3. The Board and the BTU-TSP agree that they will not discriminate against any employee because of gender, race, color, religion, disability, age, national origin, sexual orientation or marital status.

4. The Board shall comply with all federal, state, and local laws regarding non-discrimination including, but not limited to, Title VII of the Civil Rights Act, as amended, the Americans with Disabilities Act (ADA) of 1990, as amended, the Age Discrimination in Employment Act, as amended, and the Florida Civil Rights Act.

D. Administrative Procedures have been established by Broward County, the State of Florida and the United States for the handling and processing of claims of unlawful employment discrimination based on gender, race, color, religion, disability, age, national origin, sexual orientation, or marital status. The BTU-TSP and the Board encourage bargaining unit members who believe that they have been victims of employment discrimination based on gender, race, color, religion, disability, age, national origin, sexual orientation or marital status to file such claims with the School Board of Broward County Equal Educational Opportunities/ADA Compliance Department, the United States Equal Employment Opportunity Commission, the Florida Commission on Human Rights, or the Broward County Human Right Section. Claims of employment discrimination based on gender, race, color, religion, disability, age, national origin, sexual orientation or marital status shall not be subject to the grievance procedure.

ARTICLE FIVE
UNION RIGHTS

A. **Use of Facilities**: The BTU-TSP and its representatives shall have the right to use school district buildings at all reasonable hours for meetings, in accordance with Board policy and rules.

B. **Equipment**: The BTU-TSP and its representatives may, upon approval, have the right to use facilities and equipment, including computers, email services, printers, faxes, typewriters, mimeographing machines, other duplicating and photocopying equipment, calculating and computing machines, and audiovisual equipment at reasonable times, when such equipment is not otherwise in use. The BTU-TSP may pay for the reasonable cost for such use and for all materials and supplies incidental to such use.

C. **Posting of Notices**: The Board shall provide bulletin board space in each department or office for the posting of union notices and newsletters. The BTU-TSP shall have the right to post notices of activities and matters of BTU-TSP concern. Only official BTU-TSP notices shall be posted. Notices endorsing any national, state or local political candidate shall be prohibited.

D. **Conduct Business**: Duly authorized representatives of the BTU-TSP and its respective affiliates may, with approval, be permitted to transact official union business on school district property at all reasonable times, provided that this shall not interfere with or disrupt normal school district operations. Approval will not be unreasonably withheld.

E. **Information and Reports**: The Board agrees to furnish to the BTU-TSP, in response to reasonable request, annual financial reports and state audits, periodic financial reports regularly submitted by the Superintendent to the Board; Superintendent's tentative budget and the final budget; full Board agendas furnished to Board members and minutes of Board meetings; names and addresses of all employees, salaries paid thereto, job titles, pay grade placement and work locations; pupil enrollment, enrollment projections, membership and attendance data; and such other specific information, if available, as will assist the BTU-TSP in developing intelligent, accurate, informed and constructive programs on behalf of the employees, together with information which may be necessary for the BTU-TSP to process any grievance.

Failure to furnish the above requested information shall not be the basis of a grievance unless it can be affirmatively shown that the information sought can be specifically identified and is available in the form sought

and the information sought, in the form requested, is denied after a reasonable time. Unintentional inaccuracies of the information furnished and subsequent revisions of data based on revised information shall not be the basis of a grievance.

F. **Board Agenda**: The BTU-TSP may appear on the Board agenda to discuss Board business not in violation of labor laws.

G. **Payroll Dues Deduction**: The Board shall, upon written authorization of the employee, deduct BTU-TSP dues. The BTU-TSP shall furnish, distribute and process assignment authorization forms, said forms to be filed by BTU-TSP with Human Resources & Equity. Employees who desire to become members of the BTU-TSP shall file their assignment authorization forms with the BTU-TSP. Pursuant to such authorization, the Board shall deduct such annual sum as authorized in equal payments from the employee's regular salary check, beginning with the salary check received by the employee in the month following the date of authorization. Deductions shall be made from those checks designated by BTU-TSP during the fiscal year. Such authorization shall continue in effect from month to month thereafter, unless revoked by the employee in writing to the BTU-TSP and to Human Resources & Equity, not less than thirty (30) days prior to the next payroll cutoff date.

The deductions shall be remitted not less frequently than monthly to the BTU-TSP. The right to such dues deductions shall be granted exclusively to the BTU-TSP and shall not be granted to any other employee organization seeking to represent employees in the bargaining unit. The BTU-TSP shall notify the Division of Human Resources & Equity of the amount of any change in annual dues to be deducted no later than the last workday of the month prior to the month in which such change becomes effective. The BTU-TSP agrees to indemnify and hold harmless the Board, each individual Board member, and all administrators against any and all claims, costs, suits or other forms of liability and all court costs arising out of the application of the provisions of this section.

H. **Other Deductions**: Upon appropriate written authorization from the employee, the Board shall deduct from the salary of any employee and make appropriate remittance for annuities, credit union, savings bonds, charitable donations, insurance, BTU-TSP special service programs, or any other plans or programs approved by the BTU-TSP and the Board as a part of this Agreement. The number of deductions for voluntary benefits such as union dues and cancer insurances will be a maximum of twenty (20) deductions. The BTU-TSP agrees to indemnify and hold harmless the Board, each individual Board member and all administrators against any and all claims, costs, suits or other forms of liability, and all court costs arising out of the application of the provisions of this section.

I. **Worksite Visitation**: The BTU-TSP president, vice-president and/or other BTU-TSP representatives may, upon approval of the worksite administrator, be allowed to visit school district buildings to investigate working conditions, employee complaints, problems, or for other purposes relating to BTU-TSP affairs.

J. **Membership Identification**: No employee shall be prevented from displaying discrete symbols identifying membership in the BTU-TSP or its affiliates on their person or in work areas specifically assigned to them.

K. **Time for Official Duties**: It is agreed to and understood by the parties to this Agreement that BTU-TSP stewards and other official representatives may, without loss of pay, and with prior approval, attend due process meetings, process grievances, participate in collective bargaining negotiations and take part in labor-management committee meetings and other Board committee meetings which the BTU-TSP is invited to attend during their normal working hours. BTU-TSP representatives shall conduct their duties in such a manner as not to disrupt normal District business and services. The supervisor's approval to attend any such meetings shall not be unreasonably denied. Employees with official responsibilities during the annual convention of the state affiliate of the BTU-TSP, as verified to the Superintendent by the BTU president, shall be granted temporary duty leave for the convention.

With prior approval, up to four (4) hours per month may be used by stewards to resolve problems between two (2) bargaining unit members that negatively affect the operation of the department.

L. **Union Leave**: The president and vice-president of the BTU-TSP, the president of the state affiliate, and the executive officers of the national affiliate shall be granted temporary Union leave for their respective term of office. Also, a bargaining unit member who is hired by the Broward Teachers Union-Technical Support Professional as a full-time or part-time staff representative is eligible for a temporary duty leave for a period not to exceed four (4) fiscal years provided that the leave coincides with the beginning and ending of a fiscal year.

Upon return from leave, the employee shall be placed in the same position held before such leave, or if such position is not available, to a substantially equivalent position. Such employee shall have the right to continue participation in the retirement system and insurance programs of the district, as well as to receive credit for salary increments, all as if in actual service to the District. The BTU-TSP shall reimburse the District for the actual cost of such employee's salary and benefits.

M. **Paid Leave Days**: The Board shall provide a pool of paid leave days not to exceed one hundred (100) days for every fiscal year thereafter for the purpose of conducting certain union business. The following criteria shall govern the use of said leave days:

1. The BTU-TSP president or his/her designee shall notify the Board's Director of Employee & Labor Relations or his/her designee no later than five (5) working days in advance of the requested leave day. The purpose and nature of the leave shall also be provided at that time.

2. If the supervisor of the employee who is requesting the leave decides to hire a substitute/temporary employee, the BTU-TSP shall reimburse the Board for the actual cost of the substitute in a timely manner.

3. No bargaining unit member may use more than five (5) consecutive workdays of leave in a fiscal year. No bargaining unit member may use more than fifteen (15) days from the pool in a school year. However, by mutual agreement, this limitation may be extended by the parties.

N. **Electronic Reporting**: The Board agrees to provide to the BTU-TSP the dues deduction information in electronic format, as requested. BTU-TSP agrees to reimburse the Board for the actual additional cost of such service.

O. **Contract Enforcement**: BTU-TSP officers, stewards and other BTU-TSP representatives shall be allowed to engage in activities directly related to the administration of the Agreement so long as they do not disrupt the normal operations of the school district.

P. **Roster for Bargaining Unit**: The Board agrees to furnish the BTU-TSP, four (4) times each year, September 15, December 15, March 15 and June 15, two (2) full file information rosters of bargaining unit members, (one in alphabetical order by location – one in alphabetical order).

Q. **Rights of Steward(s)**: The official BTU-TSP steward(s) shall not be subject to harassment, abusive language, upbraiding, insults or interference by a supervisor in the performance of the steward(s) official union duties. The BTU-TSP shall provide a list to the Superintendent no later than September 1st of each year containing the names of the official BTU-TSP stewards at each worksite. The BTU-TSP will provide the Superintendent with the names of new stewards whenever such action occurs.

R. **Right to Engage in Activities**: Employees shall have the right to engage in concerted activities not prohibited by law. Employees shall have the entire liberty of political action when not engaged in their employment, provided such action is within the laws of the United States of America and the State of Florida. Employees shall be entirely free from political domination or coercion or the pretended necessity of making political contributions of money, other things of value, or engaging in any political work or activity against their wishes under the assumption that failure to do so will in any way affect their status as employees of the school system.

S. **New Employees**: The Board shall provide a list of newly hired employees to BTU-TSP monthly.

T. **Florida Law**: Nothing contained herein shall be construed to deny or restrict to any employee rights granted under the Florida School Laws or other applicable laws and regulations.

U. **Parking:** The School Board shall provide BTU-TSP with parking passes that allow parking and personal entry into the Kathleen C. Wright Administration Building. The number of passes shall not exceed five (5). The Vice President of BTU-TSP shall provide a written list of BTU-TSP Leadership to the Director of Employee and Labor Relations by September 1st of each school year or whenever changes occur. This provision does not cover BTU support staff, such as secretaries.

ARTICLE SIX
WORKING CONDITIONS

A. The daily standard of working hours for full-time employees shall be no longer than eight and one-half (8.5) consecutive hours, including a one (1) hour unpaid duty-free meal period, when there is a workweek consisting of five (5) consecutive days. Other employees may be required to work a different schedule based upon the operational needs of the system.

B. The standard workweek for full-time employees will be thirty-seven and one-half (37.5) hours.

C. The workweek shall consist of five (5) consecutive days during the school year unless mutually agreed by the employee and his/her supervisor. Schedules varying from these provisions, shall not be subject to this section. The District may change the workweek during the summer to four (4) consecutive days, in which case the standard daily working hours may be longer than eight and one-half (8.5) consecutive hours. The standard work week for payroll purposes shall be Monday through Sunday.

D. No employee shall be required to work more than twelve (12) hours in a workday, except in case of an emergency or operational need of the District.

E. **Compensatory Time**

1. Professional employees, as defined by Florida Statutes, Section 447.203, who are exempt from coverage by the Fair Labor Standards Act (FLSA) shall receive compensatory time at the ratio of 1:1 for pre-approved work in excess of thirty-seven and one-half (37.5) hours. The accumulation and use of compensatory time shall be recorded in a standard format established by the Board. The accumulation of compensatory time for these employees is limited to forty (40) hours or, upon approval of the supervisor, to eighty (80) hours. In special circumstances, the Superintendent or his/her designee may extend the limit on the accumulation of compensatory time if mutually agreed to by the employee.

2. Compensatory time shall be scheduled by mutual agreement by the employee and his/her supervisor. If compensatory time is denied, arrangements shall be made to schedule another mutually agreeable time promptly after such denial. The employer shall not unreasonably deny a request for compensatory time. The employee shall not be unreasonable in selecting time off. When an exempt employee is requested to work in excess of the standard workweek

of thirty-seven and one-half (37.5) hours and compensatory time cannot be taken because of operational needs of the District, the hours shall be paid to the affected employee at his/her regular hourly rate at the end of the fiscal year or when approved in advance by his/her supervisor.

3. The Board shall apply FLSA requirements for compensatory time and overtime for non-exempt employees to all employees other than those cited in subsection 1 above. Job classifications previously considered non-exempt under FLSA shall continue to receive the same benefits of overtime pay that they received prior to June 1, 2004.

4. Employees who are the immediate supervisors of others whose actual scheduled work hours are more than seven and one-half (7.5) hours a day and who are required to work on the same schedule shall be paid at their hourly rate for time worked beyond seven and one-half (7.5) hours a day, including paid leave days and paid holidays, where applicable.

5. Non-exempt employees who are required to perform work on an emergency basis shall be paid double time for all hours worked—but not less than four (4) hours—on all District recognized holidays on which the School District is closed.

F. **On-Call Assignments**: On-call assignments are defined as those instances when unit members have been instructed to remain available to return to their work location on short notice to perform assigned duties during an off-duty period. Employees shall be paid four (4) hours at the appropriate rate of pay on each non-work day they are on call. If the affected employee is assigned work to perform during non-regular work hours, the employee shall be paid for all hours worked in excess of four (4) hours at the appropriate rate of pay. In the event the employee is required to report to work, the employee shall be paid for mileage incurred in reporting to and returning from work. If the on-call duties occur during a week in which the District is closed as the result of a recognized holiday, the holiday hours shall count as hours worked for the purposes of computing overtime compensation for non-exempt personnel pursuant to the provisions of this section. On–call assignments shall be made on a rotation basis for all qualified employees.

G. **Emergency Call-Back:** Emergency Call Back is defined as those instances when unit members have not been placed on-call, but are contacted to return to their work location or to perform work on short notice during an off-duty period. Non-exempt employees shall be paid a minimum of four (4) hours at the appropriate rate of pay on each non-work day they are

called back. Exempt employees shall receive compensatory time on an hour-for-hour basis at not less than four (4) hours for call back work. In the event employees are required to report to work, both exempt and non-exempt employees shall be paid for mileage incurred in reporting to and returning from work for call back duties. If the call-back duties require work in excess of the four (4)-hour minimum, the employee shall be compensated at the appropriate rate of pay for the actual number of hours worked. If the call back duties occur during a week in which the District is closed as the result of a recognized holiday, the holiday hours shall count as hours worked for the purposes of computing overtime compensation for non-exempt employees pursuant to the provisions of this section.

H. **Flexible Hours:** Employees shall be allowed with the approval of their supervisor, which approval shall not be unreasonably withheld, to adjust their work schedule to allow for medical appointments or personal emergencies.

Employees by mutual agreement, may be assigned flexible work schedules to support the 24-hour operating schedule; respond to emergency/unforeseen requirements; and to adapt to cyclic workload requirements. Regular work schedules for each employee shall be established, anticipating, to the extent possible, extra and/or other than normal schedule requirements. When a department deems it necessary to institute a second/third/alternate shift, the department shall initially solicit volunteers. If there is an inadequate number of volunteers, those employees with the necessary qualifications shall be selected by reverse seniority.

Where feasible, an employee shall be granted release time through flexible scheduling to attend parent/teacher conferences or other school activities involving their children that may occur during the regular workday.

I. **Abusive Language, Insults, Harassment**: School Board employees should not be subjected to harassment, abusive language, upbraiding, insults or interference by an administrator/supervisor or other persons in the performance of the employee's duties.

J. **Telecommuting Assignments**: Nothing herein shall preclude a supervisor, with agreement from the impacted employee, from providing an opportunity for employees to perform regular duties by telecommuting.

K. **Contract Renewal**

1. An employee's status shall be renewed from year to year unless the Board terminates the employee for one of the following reasons: just

cause, failure to meet job standards, reorganization of the workforce or a reduction in the number of employees on a District wide basis for financial or operational reasons.

2. In the event the Board terminates an employee, the Board may suspend the employee with or without pay. The employee shall receive written notice and shall have the opportunity to formally appeal the termination through the grievance procedure.

L. **Emergency Working Conditions**

In the event that, due to conditions beyond the control of the Board, including but not limited to hurricanes, windstorms, floods and tornadoes, the Superintendent, or his or her designee, or the School Board, or any other public official, declares an emergency and directs the School Board to commence emergency operations and/or orders the schools, facilities or administrative areas to be closed, employees shall be compensated as described below:

1. Any employee regularly scheduled to work during the time of the emergency or who is ordered to return home during the emergency or prior to the completion of said employee's work day shall be paid for all hours during the emergency period which the employee had been scheduled to work. Make up days may be required for those instructional days not waived by the State for employers in the Transportation Department and School Nurses/LPNs. Other employees required to work on those additional instructional days shall be compensated subject to emergency call back provisions.

2. Any employee scheduled to be on pre-approved sick leave, annual leave, or personal leave during the declared emergency shall suffer no loss of pay and no leave time shall be deducted from the applicable leave accumulation.

3. Any employee who is assigned or called back by the Board to work during the declared emergency shall be compensated at double the employee's straight time base hourly rate for all hours actually worked. This compensation shall be in addition to any compensation which would otherwise be due the employee under the provisions of paragraph 1 above.

4. Full-time employees who fail to report to work after a call-back shall not be compensated for days not worked while schools are closed due to the emergency conditions unless on approved leave prior to

the time of the call-back or on other approved leave provided in this Agreement.

M. **Continuing Education:**

Both parties agree that continuous improvement of employee skills benefit both the employee and the School Board in the performance of job duties. Therefore, the parties agree to the provision of continuing education funding opportunities so that employees may acquire, maintain and improve skills at no cost or at a reduced cost. To meet this goal, the parties agree to create a fund for BTU-TSP employees who seek reimbursement for additional qualifications and/or coursework related to skills within their job family.

In order to address this issue and accomplish their common goal, the parties agree to the following:

1. Establishing an ongoing committee with equal numbers of no more than three (3) participants from each party.

2. The committee has the authority to design and recommend a procedure, and create an appropriate application and related processes, to be made available to TSP employees by September 30th of each fiscal year. If an extension is needed, the parties mutually agree to extend the deadline for no more than thirty (30) days.

3. Designees from the District and BTU-TSP will chair the committee.

4. The committee shall be authorized to establish dates for distribution of the funds based on the approved guidelines.

5. The parties have reached agreement regarding the administration of the fund:

    a. Establishing an annual training fund consisting of a minimum of $100,000.

    b. Employees must have completed eight (8) years of work experience, as determined by their most recent date of hire with the School Board, in order to be eligible to request the funds.

N. **Labor Management Meetings:**

Upon mutual agreement, three (3) representatives of the Administration and three (3) representatives of the BTU-TSP will meet during the regular school year on an as-needed basis at times convenient to both parties for

the purpose of reviewing the administration of the Agreement and to resolve matters of mutual concern.

The parties agree that each may invite subject matter experts ("SMEs") to the meeting, as needed, to address agenda items. The identity of any SMEs to appear at a Labor Management meeting will be shared at least forty-eight (48) hours before the meeting. Unless mutually agreed upon, the Labor Management meeting will not be scheduled for more than one and one-half (1½) hours. The parties agree that these meetings are intended to discuss matters of common interest. These meetings are not intended for the purpose of collective bargaining or to discuss mattes of active grievances, pending arbitrations or disciplinary actions.

Each party will submit to the other at least seventy-two (72) hours prior to the meeting, an agenda covering what it wishes to discuss. Agenda items must be mutually agreed upon at least forty-eight (48) hours prior to the meeting. The parties will alternate the location of the Labor Management meetings.

The Chairperson will jointly rotate between the Administration and the Union. The Chairperson will be responsible for conducting the meeting and distributing the agenda. Summaries of action plans will be shared between both parties.

ARTICLE SEVEN
HEALTH AND SAFETY

A. Employees shall not be required to work under unsafe or hazardous conditions. Employees are to be provided a safe work place and are to be furnished with safety devices, protective clothing, and such safeguards as are necessary to reduce or eliminate accidents and injuries. Managers/supervisors are to do everything reasonably necessary to protect the life, health and safety of each employee and the public. Whenever an unsafe or hazardous condition exists, the employee aware of the condition shall report it to the immediate supervisor who shall make every effort to take immediate steps to correct the unsafe or hazardous condition. If the immediate supervisor cannot correct the problem within ten (10) workdays of the date of notification of said problem, the affected Chief School Performance & Accountability Officer shall be notified for the purpose of investigation and resolution of the matter. This deadline may be extended by mutual agreement between the parties.

B. Employees will follow safe practices and operating methods on all jobs assigned. Employees shall be required to wear the safety devices, protective clothing or equipment designated by management for employee protection. Safety devices and equipment, when required, will be provided by the School Board. Refusal or failure of an employee to use or wear such devices or equipment, or failure to follow safe practice and operating methods, shall be grounds for appropriate corrective action.

C. In the event an employee is involved in an accident or injury, an accident report will be completed and distributed, as prescribed by School Board Policies and State Statutes.

D. If an employee complains of indoor air quality problems, the District shall follow the IAQ Response Protocol to investigate the root cause and determine a course of action to correct the problem, if necessary. The employee initiating the complaint will be provided with information on the course of action and the tentative timeline for completion. The District's IAQ Response Protocol and any amendments to it are hereby incorporated into the contract by reference.

E. Bomb/Terrorist Threats: Employees shall not return to worksites which have been evacuated due to bomb or other similar devices until clearance for such returns has been given by proper authorities. Employees shall not search for bombs or other similar devices.

F. In order to ensure the safety of employees and students, the District shall follow the center for disease control protocols when responding to

infectious diseases. When receiving a complaint regarding potentially hazardous, dangerous, or infectious situations, the administrator/ designee shall contact the appropriate District department (i.e., Risk Management, Environmental Health & Safety or Physical Plant Operations, etc.) or local emergency response providers (local police and fire departments) for the purpose of taking appropriate action to resolve the situation. The administrator shall inform the notifying employee of the recommendation received and the action taken.

G. Reports of threats of a violent nature made against an employee shall immediately be reported to supervisory personnel, who shall immediately notify SIU and the affected employee. The employee shall be given the opportunity to immediately notify law enforcement officials, the union and other appropriate individuals if the employee so desires.

ARTICLE EIGHT
GRIEVANCE PROCEDURE

A. **Definition:** A grievance is defined as any difference or dispute between the Board and the BTU-TSP or any employee affecting terms and/or conditions of employment regarding the application or interpretation of this Agreement.

B. **Purpose:** The Board and the BTU-TSP desire that these grievances be settled in an orderly, prompt, and equitable manner so that the efficiency of the Board may be maintained and the morale of employees not be impaired. Every effort will be made by the Board, employees, and the BTU-TSP to settle the grievances at the lowest level of supervision.

C. **Exclusive Rights:** The parties agree that the BTU-TSP has the exclusive right to process grievances under all steps of this grievance procedure, except that any bargaining unit member may process a grievance through said procedure if the BTU-TSP expressly waives its right in writing to process a grievance because the unit member is not a dues-paying member of the union. A copy of the waiver shall be provided to the school district's Director of Employee & Labor Relations. The BTU-TSP accepts its duty of fair representation but retains its right to preclude the processing of non-meritorious grievances through the steps of this grievance procedure, inclusive of arbitration.

D. **Informal Discussion:** In the event that an employee believes there is a basis for a grievance, he/she shall first discuss promptly the alleged grievance with the immediate supervisor either personally or, if he/she prefers, accompanied by a BTU-TSP steward, within fifteen (15) working days of the date on which the employee could reasonably have known of the occurrence of the event giving rise to the alleged grievance.

E. **Formal Grievance:** If, as a result of the informal discussion with the immediate supervisor, an alleged grievance still exists, the following formal grievance procedure may be invoked within seven (7) working days of the informal discussion, on the form set forth in Appendix C, signed by the grievant and/or a steward of the BTU-TSP, which form shall be available from the administrator or the BTU-TSP steward in each work location.

If the grievance involves more than one (1) work location, a group of employees, or arises from the action or inaction of the administration above the level of the immediate supervisor, it may be initially filed with Employee & Labor Relations at Step II and informal discussion may be waived by mutual agreement. In the event that a BTU-TSP steward has

not signed the grievance, a copy of the grievance shall be provided to the BTU-TSP immediately upon the filing of the grievance.

STEP I

The grievant may submit to the immediate supervisor a copy of the grievance form. Within seven (7) working days of receipt of the grievance, the immediate supervisor shall meet with the grievant and/or the BTU-TSP in an effort to resolve the grievance. The immediate supervisor shall indicate the disposition of the grievance in writing within seven (7) working days after such meeting, and shall furnish a copy thereof to the BTU-TSP.

STEP II

If the grievant or BTU-TSP is not satisfied with the disposition of the grievance, or if no disposition has been made within the specified time limit, the grievance shall be submitted to Employee & Labor Relations within seven (7) working days of the disposition, or expiration of the time limit. Within twelve (12) working days of receipt of the grievance, Employee & Labor Relations shall meet with the grievant and/or the BTU-TSP and shall indicate the disposition of the grievance in writing to the grievant and/or BTU-TSP within seven (7) days of such a meeting.

STEP III

If the grievant is not satisfied with the disposition of the grievance by Employee & Labor Relations, or if no disposition has been made within the specified time limit, the grievance may be submitted by the BTU-TSP to arbitration before an impartial arbitrator within fifteen (15) working days of the date of the disposition at Step II~~,~~ or the expiration of the time limit. If the parties cannot agree as to the arbitrator within seven (7) working days from the notification date that arbitration will be pursued, the BTU-TSP will contact Employee & Labor Relations one final time for the purpose of attempting to reach agreement prior to requesting the AAA or FMCS to select an arbitrator in accordance with their rules. The arbitrator shall be selected by the American Arbitration Association or the Federal Mediation and Conciliation Service in accordance with their rules, which rules must likewise govern the arbitration proceedings.

The arbitrator shall limit his/her decision to the application and interpretation of this agreement and shall have no power to amend, modify, nullify, alter, add to, or subtract from the terms of this Agreement. Neither party shall be permitted to assert in such arbitration proceedings any ground or rely on any evidence not previously disclosed to the other party. Both parties agree that the award of the arbitrator shall be final and binding.

F. **Cost of Arbitration**: If the arbitrator sustains the position of the grievant, the fees and expenses of the arbitrator, including AAA or FMCS filing fees, shall be paid by the Board. However, if the arbitrator sustains the Board's position, all fees and expenses shall be paid by the grievant or the BTU-TSP. If the decision issued by the arbitrator is not the one requested by either party, the arbitrator shall determine the distribution of his/her fees between the parties. Each party shall be responsible for any other expense it chooses to incur. Employees required to testify will be made available without loss of pay; however, whenever possible, they will be placed on call to minimize time lost from work. Employees who have completed their testimony shall return to work unless they are the grievant(s). In group grievances, the group of employees shall be represented by the BTU-TSP and one member of the group.

If the BTU-TSP waives its right to process a grievance to arbitration because the affected employee is not a dues-paying member of the BTU-TSP, the employee may carry the case forward but he/she may be responsible for all arbitration costs pursuant to this provision. Under such circumstances, the BTU-TSP shall not be responsible for arbitration costs associated with the specific grievance.

G. **Time Limits:** The time limits provided in this Article shall be strictly observed, but may be extended by written agreement of the parties. Whenever illness or other incapacity of either party or its representatives prevents attendance at a grievance meeting, the time limits shall be extended to such time that such person(s) can be present. When such grievance meetings and conferences are held during work hours, all employees whose presence is required shall be excused, without loss of pay or accumulated leave, for that purpose.

H. **Reprisal to Employees:** All employees will be entitled to fair, reasonable and equitable treatment in the processing of grievances. No reprisals of any kind will be made by the Board or its representative or any member of the administration against any bargaining unit member(s) in the grievance procedure by reason of such participation.

I. The grievance response or final grievance disposition will be placed in the employee's personnel file. All other documents related to the grievance will be placed in a separate grievance file.

J. **School Board Policies:** Access to School Board policies at each work location shall be available to BTU-TSP stewards for the purpose of reference and information, as well as for the purpose of expediting the provisions of this grievance procedure.

K. **Expedited Arbitration:** On a case-by-case basis, the parties may mutually agree to utilize an expedited arbitration procedure. The parties agree to use the Rules for Expedited Arbitration Procedures and Hearings published by the agency conducting the hearing.

ARTICLE NINE
DUE PROCESS & CORRECTIVE ACTION

A. **Progressive Discipline**: The parties agree to the principles of progressive discipline. Corrective action, for the most part, shall be administered in a manner to correct behavior that is in violation of policies, procedures and established practices. Corrective action shall be administered for just cause and not in a manner that is demeaning or degrading.

B. **Meetings and Notifications**: The District shall notify an employee of any allegations or accusations that the employee has engaged in misconduct within twenty (20) working days from when the District knew or should have known of such allegations or accusations. For any meeting scheduled for the purpose of taking corrective action, the department shall provide the employee with written notification of the violation and schedule a meeting where the circumstances surrounding the violation shall be discussed. This meeting shall be scheduled no sooner than three (3) working days after the employee receives such notification. For example, if a supervisor schedules the conference for Friday, the employee must be notified on Tuesday.

C. **Right to Representation**: Notification sent to an employee pursuant to Section B of this Article shall inform the employee of his/her right to BTU-TSP representation. When a request for such representation is made, no action shall be taken with respect to the employee within the three (3) working days' notice time period. If a BTU-TSP representative is not present at a properly scheduled meeting, the meeting may proceed as scheduled without representation, except when either party indicates that a personal emergency prevents attendance, in which case the meeting shall be rescheduled at the earliest possible time.

D. **During the Meeting**

1. The due process meeting is intended to provide the employee with an explanation of the charges and the basis for the charges. Any relevant questions that the employee asks shall be answered to the best of the supervisor's ability. The employee shall be given an opportunity to respond, including their own explanation of the incident or mitigating circumstances, either verbally or in writing.

2. If during the course of a meeting that was not called for the purpose of issuing corrective action, the necessity develops for issuing one, the supervisor shall notify the employee at that time that he/she is entitled to BTU-TSP representation. When a BTU-TSP representation is requested and the employee is to be represented

by the Union, no action shall be taken with respect to the employee until such representative of the BTU-TSP is present. It is the employee's responsibility to have a representative present within three (3) working days of said request. If a BTU-TSP representative is not present at the meeting, it will proceed as scheduled without such representation.

E. **Corrective Action**

1. Any corrective action of an employee shall be for just cause. Corrective action may be taken in the form of a verbal reprimand, written reprimand, suspension, demotion or discharge.

2. No action against an employee shall be taken on the basis of a complaint by any individual nor any notice of such action or complaint shall be included in the employee's personnel file, unless the matter is first reported to the employee in writing and the employee has had the opportunity to discuss the matter with his/her supervisor.

3. No investigation of an employee, beyond preliminary inquiry, by the Special Investigative Unit may be undertaken without written notice to the employee, such notice to include a statement of the cause giving rise to the investigation. Investigations shall be conducted in a timely manner in accordance with Florida Statutes.

4. An employee may be relieved of duty pending the completion of an investigation or other administrative action for circumstances that could lead to the employee's termination. The employee may be relieved of duty with pay or temporarily reassigned or transferred to another position within the department/program, pending appropriate administrative action.

5. Any recommendation for dismissal of an employee because of incompetent performance, as specified on the employee's assessment form, shall not be made prior to the conclusion of a time period as set forth in the assessment form for the purpose of correcting such deficiency or deficiencies.

6. Except for extenuating circumstances, as determined by the administration, no action shall be taken against an employee on the basis of an unverified complaint by a parent, student, or other individual(s), or entity(ies) unless the matter is first reported to the employee, and the employee had the opportunity to discuss the matter with his/her supervisor.

7. Any conference or hearing with an employee regarding dismissal, non-renewal, suspension, demotion or other corrective action shall be conducted in a manner so as not to abrogate the employee's rights according to law and the provisions of this contract.

8. An employee's refusal to sign evaluation forms and any corrective action forms that may be required/generated under the provisions of this Article, shall not constitute any grounds for insubordination or for other action against the employee, when such signature is for the purpose of acknowledging that the document has been read and does not necessarily indicate agreement with its content. However, if the employee does not sign a document acknowledging receipt, proper notice of receipt shall be documented by the signature of the supervisor and a witness, in which case the issue of proper notification shall not be raised by the Union.

ARTICLE TEN
PERSONNEL FILE ACCESS & SECURITY

A. **Number of Files:** There shall be no more than two (2) personnel files (the official file and the site file) maintained for each employee. The official file will be maintained at the Human Resources Support Services Department. The site file, shall be kept in the principal's or director's office at the school or other location where the employee is then employed. Each document placed into either file shall be in accordance with Florida Statutes, Section 1012.31. When the employee transfers to another school or site within the District, the site file will be transferred with the employee.

B. **Anonymous Items:** No item from any anonymous source may be placed in the personnel file.

C. **Investigative File:** The file established by the District as a result of any investigation of an employee is not one of the two personnel files listed above. Access to a file dealing with an investigation shall be in accordance with the provisions of Florida Statutes, Section 1012.31. If the preliminary investigation is concluded with the finding that there is not probable cause to proceed further and with no disciplinary action taken or charges filed, a statement to that effect signed by the responsible investigating official shall be attached to the complaint.

D. **Notification to Employee:** Items may not be placed in an employee's official personnel file unless the item has been made known to the employee, pursuant to the methodology described in Florida Statutes, Section 1012.31. In addition, items challenged under the provisions of the grievance procedure may not be placed in the employee's file until the grievance has been resolved pursuant to the grievance procedure of this contract. The employee shall have the right to respond to any item(s) to be placed in his/her personnel file and to have the response attached to such item. The employee's signature shall indicate only that he/she has read the item and shall not necessarily indicate agreement with its contents.

E. **Review and Copying of File:** Each employee shall have the right, upon request, to review and reproduce any contents of his/her personnel file. A representative of BTU-TSP may, at the request of the employee, accompany the employee in such reviews and may, upon written authorization by the employee, review and reproduce any contents of the employee's personnel file. The review or reproduction of the contents of an employee's personnel file shall be made in the presence of the administrator responsible for the safekeeping of such file. An employee's personnel file shall be open to

inspection pursuant to the criteria and requirements in Florida Statutes, Section 1012.31.

F. **Prohibited Materials and Remedy:** Except for materials pertaining to work performance or such other matters that may be cause for discipline, suspension, or dismissal under laws of this state, no derogatory materials relating to an employee's conduct, service, character, or personality shall be placed in the personnel file of such employee. An employee has the right to answer in writing any materials in a personnel file, and the answers shall be attached to the file copy. An employee has the right to request that the Superintendent or the Superintendent's designee make an informal inquiry regarding material in the employee's personnel file which the employee believes to be false. The official who makes the inquiry shall append to the material a written report of his or her findings.

ARTICLE ELEVEN
COMPENSATION

A. **Step Assignment**: All BTU-TSP employees shall be paid on a Step in the salary schedule (see Appendix D). Employees shall be paid retroactively from the first workday of employment during that fiscal year.

The parties agree that employees shall not advance a step on the Salary Schedule unless the Collective Bargaining Agreement specifically calls for a step increase for the specific school year in question. If there is no Collective Bargaining Agreement in effect at the start of a school year, then step increases shall not be granted unless the subsequent contract specifically requires one.

B. **Step Increase**: Employees shall move to the next step of the salary schedule, only when agreed to specifically by parties in contract negotiations. If a step increase is provided, it shall be granted to those employees who receive an overall performance evaluation rating of "Effective" or higher. An employee who receives an overall performance evaluation of less than "Effective" shall not be eligible for the Board approved step increase; however, if the affected employee receives an overall performance evaluation of "Effective" or higher for the succeeding year he/she shall be granted the withheld step but not on a retroactive basis.

C. **General Increase**: If a general increase is provided, it shall be granted to those employees who receive an overall performance evaluation rating of "Effective" or higher. An employee who receives an overall performance evaluation of less than "Effective" shall not be eligible for the Board approved general increase; however, if the affected employee receives an overall performance evaluation of "Effective" or higher for the succeeding year he/she shall be granted the withheld general increase, but not on a retroactive basis.

D. **Temporary Assignments**: It may be necessary for employees to assume additional responsibilities for a temporary period of time. When the added responsibilities fall within the definition of acting or working out of classification assignment (as defined below), and upon approval by the Superintendent and the Board, the employee shall be eligible for additional compensation.

1. **Acting Assignments:** An acting assignment is the temporary appointment of an employee to a vacant position assigned at a higher pay grade for which a Board approved job description exists and for which the employee meets the minimum job qualifications.

Employees appointed to an acting assignment may be relieved of their regular job duties and responsibilities for the duration of the appointment.

2. **Working Out of Classification Assignments:** A working out of classification assignment is the temporary appointment of additional responsibilities for a specific duty, special project or initiative that is distinctly different from the employee's regularly assigned job. While a Board approved job description is not required for a working out of classification assignment, a description of the responsibilities associated with the task and business rationale for the assignment must be included as part of the request.

3. **Temporary Assignment Eligibility Criteria and Provisions:** The following provisions are applicable to both acting and working out of classification assignments:

   a. Offers of acting and working out of classification assignments shall be placed in writing by the supervisor to the employee on the basis of qualifications.

   b. Assignments must be approved by the Superintendent and the Board.

   c. Assignments must be for a minimum of thirty (30) days and shall not extend beyond 180 days without approval by the Superintendent or designee and reauthorization by the Board.

   d. Employees temporarily assigned acting or working out of classification duties will receive appropriate orientation and training as determined necessary by the assigned department.

   e. If an employee is unable to perform satisfactorily while assigned acting or working out of classification duties, he/she may be returned to their previous position. Performance in the temporary assignment shall not be reflected in their evaluation.

   f. Employees that are temporarily assigned Board-approved acting or working out of classification responsibilities shall receive compensation in accordance with the promotional language in Article Eleven, Section F of this Agreement.

   g. Pay changes associated with acting and working out of classification assignments are provisional and are not considered part of the employee's permanent salary. At the conclusion of the temporary assignment, the employee's pay

will be reduced to the amount earned prior to the temporary assignment.

h. Employees who are temporarily assigned to work in a lower classification are ineligible for temporary supplemental pay and shall continue to be paid at the rate for their regular position.

i. At the termination of the temporary assignment, the employee shall revert to his/her former status, unless appointed or assigned as a permanent employee in that position.

j. An employee temporarily placed outside of the bargaining unit shall be entitled to return to the position previously held and shall accrue benefits and seniority as if they were in the bargaining unit during this temporary upgrade.

E. **New Appointee Salaries**: New employees will normally enter at the minimum step of the appropriate pay grade. Effective upon ratification of this contract, newly hired employees who possess experience beyond that required to qualify for the position, which is directly related to the position, will be granted initial placement higher than the beginning sep within a range indicated below according to the following schedule:

One (1) to five (5) years – Up to Step 2
More than five (5) and up to ten (10) years – Step 3 up to Step 6
More than ten (10) and up to fifteen (15) years – Step 7 up to Step 10
More than fifteen (15) years – Step 10 or above

There may be times when an individual's job uniqueness and level of skills sought may require a higher initial placement. In such cases, the Superintendent reserves the sole discretion to make such placement above the range indicated in the schedule above based on the individual's job uniqueness and level of skills.

Complaints about an employees' placement on the salary schedule may be presented to the employee's supervisor. If the supervisor is unable to resolve the complaint, the Superintendent of Schools and the President of the BTU will meet periodically to discuss the job uniqueness and level of skill in order to jointly resolve complaints. Such resolutions shall be final and binding.

F. **Promotions**: For purposes of this section, a promotion shall be defined as an action which awards a current employee a vacant position at a higher-grade classification that includes significant increases in job performance responsibilities beyond the job that the employee currently holds. Promotional opportunities must be advertised and interested employees must apply for the position.

The daily/hourly rate of an employee will be the basis for step placement when the promotion results in a salary schedule and/or assigned calendar change. The resulting pay will be no less than the minimum of the new pay grade but no more than the maximum salary of the assigned pay grade. Employees on a temporary/acting position in another pay grade/schedule shall have their pay raise computed on the basis of the regular job they held prior to the temporary/acting position.

When an employee who is currently on the BTU-TSP Salary Schedule or on another salary schedule, is promoted, as a result of a job change or job progression to a higher pay grade position, the step placement will be determined based on the higher of the two following methods: apply 5% on the salary of the previous grade/schedule and step/salary for promotions on one pay grade, and an additional 3% for each additional pay grade or promotional salary calculations shall be based on the provisions provided in this Article 11, Section E. Step placement shall be the closest step/range position that includes the new salary in the new pay grade/schedule.

G. **Demotions**: For purpose of this section, a demotion shall occur when an employee is assigned to a position with a lower pay grade on the BTU-TSP Salary Schedule.

1. **Involuntary Demotion**: An employee may be reassigned, to a position with a lower pay grade, as a result of a change in the Board's organizational chart or corrective action. An employee shall not be granted a pay increase as a result of being demoted.

   As a result of a demotion for non-disciplinary reasons, reassignment, or a reclassification to a lower paid position on the BTU-TSP Salary Schedule an affected employee shall not receive a decrease in pay for a period of at least ten (10) months from the date of demotion. Employees demoted as a result of corrective action shall receive a decrease in pay immediately upon Board approval.

   At the conclusion of the ten (10) month salary protection period, the employee will be placed on a step on the new pay grade based on the employee's assigned step in the previous paygrade. This reduction in salary shall be no less than 3% and no more than 10% of the employee's salary in the previous pay grade. If the reduction reflects more than a 10% decrease, the employee will be placed on the highest step within a maximum reduction of 10% of the previous salary.

2. **Voluntary Demotion**: When an employee, regardless of his/her assigned salary schedule, applies for and accepts a position on the BTU-TSP Salary Schedule at a lower pay grade, the employee's salary will be adjusted immediately. The step placement on the new pay grade will be based on the employee's assigned step in the previous position. However, no employee who previously held the position at a lower pay grade shall be placed at a lower step than one he/she previously held in that position.

H. **Errors in Paycheck**

1. **Underpayment**: In the event of a change, which results in an underpayment to an employee, the employee shall be properly compensated on or before the next possible paycheck following discovery of the error. Upon request, the District shall provide the employee with the specific written explanation for the underpayment through the Payroll Contact Person at the employee's location.

2. **Overpayment $100 or less**: If an employee has been overpaid by $100 or less, a corrective adjustment shall be made automatically in the affected employee's next paycheck and the employee shall be notified by their location payroll contact person. Upon request, the District shall provide the employee with the specific written explanation for the overpayment through the Payroll Contact Person at the employee's location.

3. **Overpayment Greater than $100 (except for former employees):**

   a. The School Board may collect overpayments not to exceed two (2) years in duration from the date that the administration mails the notification of overpayment letter to the affected employee. For example, if an employee was overpaid for the last five (5) years, the Board can only recover the most recent two (2) years of the overpayment.

   b. The Location Payroll Contact shall notify the affected employee via a Notice of Salary Adjustment Form that an overpayment in excess of $100 has occurred. The form will contain two payback options from which the employee may select and return to the Location Payroll Contact within five (5) workdays.

   c. If necessary, the affected employee may request a meeting with the Payroll Department within five (5) workdays of receipt of the Notice of Salary Adjustment Form. The Payroll Department shall set-up a meeting with the affected employee

for the purpose of determining how the overpayment will be recouped. The employee is entitled to be accompanied by a representative of his/her choice.

d. Overpayments should be recouped in the calendar year in which it was discovered.

e. The number of payments in the pay back scheduled shall not be less than the following:

$1-$100.00	1 Payment
$100.01 - $500.00	4 Payments
$500.01 - $1,000.00	8 Payments
$1,000.01 - $1,800.00	12 Payments

For amounts above $1,800.00, no payment shall exceed $200.00 per paycheck.

f. If the affected employee is on an unpaid leave of absence, the payback will involve direct payment from the employee to the Board.

g. **Hardship**

If the financial burden in paying back the overpayment would create a hardship for the employee, the employee may complete an Overpayment Hardship Request for consideration. The employee must be able to provide evidence of one of the criteria listed below to qualify for a hardship reduction:

- Death of spouse or dependent
- Legal Separation or Divorce
- Disability of self, spouse or dependent
- Change in employment status from full to part time or lay-off
- Change in employment status of a spouse, including lay-off or termination
- Threat of home foreclosure, eviction or bankruptcy
- Financial Emergency due to District Declared Emergency (hurricane, flood, tornado, etc.)

Repayment Reduction Schedule:

$100.01 - $500.00	8 payments
$500.01 - $1,000.00	16 payments

$1,000.01 - $1,800.00 24 payments

If approved, the repayment plan may extend into the next fiscal/calendar year except for employees who are leaving the school system or are on an unpaid leave of absence.

I. **Mileage & Travel Reimbursement**

1. Any employee traveling on school district business shall be reimbursed in accordance with Board policy on travel and per diem expenses.

2. Any employee required to use their personal automobile to perform assigned school district duties, shall be provided expense reimbursement at the rate specified in Board Policy for business travel or mileage. All adjustments approved by the Board shall be passed along to employees on the effective date specified by the Board. The Board shall also reimburse the actual cost of tolls and parking when on District business. Every effort will be made to reimburse expenses within thirty (30) days of their submission by employees.

J. **Incentives:** The Board and BTU-TSP shall work jointly to establish a program to provide incentives to employees for ideas that increase the efficiency of the District, improve the quality of service, or create economic savings and shall make recommendations to the School Board for approval and implementation.

K. **Advanced Degree Incentive**

1. Employees who possess an advanced degree that is not contained as a requirement in their job description shall be eligible to receive an annual supplement of:

Bachelor's Degree	=	$1000.00
Master's Degree	=	$1500.00
Doctor's Degree	=	$2000.00

2. BTU-TSP shall be provided an annual accounting of the employees receiving supplements contained in subsection 1 above.

3. Employees who possess a license(s) recognized by the state of Florida or the federal government in a related field that is not contained as a requirement in their job description and are requested by a supervisor to perform duties that cannot be

performed without said license shall receive $125 for each month in which the duties are performed.

4. The District shall waive increases in requirements for incumbents in said job descriptions when possible. If requirements cannot be waived, the District shall reimburse the employee for reasonable tuition or training costs to attain the required education or license requirement.

L. **Shift Differential:** Employees assigned to work shifts whose scheduled hours of work begin at or after 1 p.m. shall be entitled to receive a differential of $1.00 per hour for all hours worked. Night shift pay differential is not to be construed as part of base pay for purpose of payment of compensatory time or leave time upon separation of employment with the District.

M. **Direct Deposit:** Employees shall be paid by direct deposit to any bank or savings and loan institution or credit union accepting such services. Direct deposits shall be deposited in no more than five (5) direct deposit accounts. The District shall not withdraw funds from any of the above institutions on or after the effective date of a paycheck without the express written consent of the employee. (Note: Even though the withdrawal will be made prior to the effective date of the paycheck, an employee's bank statement may reflect such transaction occurring on the effective date of the paycheck.) If funds are withdrawn prior to the effective date of the check, the employee will be notified in writing of the actual amount of the deposit if the amount is different from that printed on the remuneration statement on the effective date of the paycheck. The employee will be notified of the reasons for the adjustment within three (3) working days of the effective date of the paycheck.

N. **Salary Payments**

1. The Board and the BTU mutually agree that bargaining unit members shall be paid for the number of paid days in a pay period. The dollar amount of their first and last paycheck can vary from the paycheck received during the remainder of the bargaining unit member's contract year.

   Pay dates will be set for every other Friday, except if the first pay date of the bargaining unit member's contract year does not fall on the second Friday, a partial paycheck will be cut for the number of days worked in the first week on the second Friday.

2. A Paid Day shall be defined as all days from the start date through the end date of a bargaining unit member's contract year, excluding weekends (unless they are part of the bargaining unit member's work schedule).

3. Bargaining unit members shall earn their salary at the Equalized Daily Rate. A bargaining unit member's Equalized Daily Rate of Pay shall be calculated based upon dividing the annual salary by the number of paid days in the bargaining unit member's work calendar. Upon termination, bargaining unit members shall be paid through their last day worked as the Equalized Daily Rate.

4. Bargaining unit members may select the Year-Round Pay Option if they want to receive pay during summer months.

5. Each employee on a full-time basis shall receive the four (4) days of sick leave as of the first day of employment of each contract year, and thereafter, earn one-half (1/2) day of sick leave for each pay period of employment until the maximum accrual is met.

6. Employees whose work year is less than the normal 244-day work year shall select one (1) of the following three (3) pay options:

   a. **Year-round pay:** The employee's salary shall be paid in bi-weekly payments based upon the employee's base contract salary throughout the entire fiscal year (12 months), including the summer months. Employees selecting this option shall have an amount deducted from their bi-weekly paycheck to cover the summer paychecks. Employees choosing this option shall be paid via direct deposit into the employee's bank, savings and loan institution, or credit union account.

   OR

   b. **Contractual pay-No summer paychecks (Default Selection):** The employee's salary shall be paid in bi-weekly payments throughout the contractual year (approximately one hundred ninety-six (196) days). Under this plan, the employee's salary will be paid in full by the conclusion of his/her calendar and the employee shall not receive summer pay checks.

   OR

   c. **Annual Selection Period:** Employees shall be eligible to change options once annually during the enrollment period.

Employees will not be allowed to change options during the course of a fiscal year. Employees hired to work after the start of their respective calendar or who fail to select the year-round paycheck option shall have the summer savings option available at any time throughout the fiscal year.

It is the intent of the parties to make applicable salary adjustments for employees within a time period not to exceed sixty (60) days from the date of Board approval.

O. **Perfect/Good Attendance**: Employees who miss no more than a maximum of three (3) days during the calendar year for which they work will receive a monetary reward at the end of their working calendar year in the following manner:

0 days missed	$600.00
1 day missed	$450.00
2 days missed	$300.00
3 days missed	$200.00

P. **Additional Duties:** An employee whose workload is increased by the assignment of additional duties due to an employee absence, vacancy or the reduction of a position shall receive direction on the priorities to accomplish the work and shall not have their evaluation adversely affected by failure to accomplish fully the goals of their primary work assignment.

Q. **Referendum Funds:** For the 2019-2020 school year, eligible employees of the BTU Technical Support Professionals bargaining unit whose effective start date is on or before June 30, 2019, will receive a Referendum Supplement equal to 4% of base salary.

For each of the 2020-2021, 2021-2022, and 2022-2023 school years, eligible employees of the BTU Technical Support Professionals bargaining unit will receive a Referendum Supplement equal to no less than 4% of base salary.

Said Referendum Supplements shall be paid in equal installments per pay period of the Employee. Employees who separate from employment before the end of the next fiscal year shall receive a pro rata portion of the Referendum Supplements commensurate with the portion of the year actually worked by the Employee.

The parties intend that these Referendum Supplements will be pensionable. Funds collected from the August 29, 2018 Referendum on a Question Regarding a Levy of Ad-Valorem Taxes for Essential Operating

Expenses ("Referendum Funds") shall continue to be appropriated to eligible employees in the BTU Technical Support Professionals bargaining unit, accounting for increases or decreases for the Certified School Taxable Value, and their distribution shall be negotiated annually by the parties until the referendum sunsets or is extended via Board approval and community vote.

R. **Equity Supplement:** In an effort to maintain salary parity, the District will give an Equity Supplement to the remaining employees who are covered by this Agreement and who are not eligible to receive pay from the Referendum Funds. This Equity Supplement will be an aggregate amount equal to two (2%) percent of base salary of those employees, inclusive of fringe expenses, starting on July 1, 2019. The Equity Supplement for each employee shall be calculated based on the employee's base pay (excluding supplements, additional position payments and any other extra payments for work which is not part of the employee's regular work calendar, such as for summer school, in-service, attendance, etc.

ARTICLE TWELVE
INSURANCE

A. **Life Insurance Coverage:** The District shall provide, without cost to each employee, Group Term Life Insurance equal to one and one-quarter (1 1/4) times the employee's annual salary, rounded to the next higher multiple of one thousand dollars ($1,000), and subject to a minimum of seven thousand dollars ($7,000) and a maximum of fifty thousand dollars ($50,000). The employee shall have the option of purchasing at their own expense through payroll deduction, an additional amount of "Group Term" Life Insurance ranging from one and one-quarter (1¼) times the employee's annual salary, up to five (5) times the employee's annual salary or one million dollars ($1,000,000), whichever is less (medial underwriting may apply above the guarantee issue amounts) in accordance and subject to the provisions of the group life insurance policy provided by the District.

B. **Dental and Health ~~and Dental~~ Insurance:**

1. The District shall pay the following premiums for individual employee's health and dental insurance.

   a. For employees that elect dental insurance, the District shall provide a maximum of $10.80 per month towards the elected dental insurance in accordance with the term and schedule of benefits currently in effect.

   b. The District offers three (3) health insurance plans: Premier Plus Plan, Premier Plan, and Premier Choice Plan. The District will pay 100% of the cost of the health insurance premium equivalent for employee-only coverage ~~under any of the plans until December 31, 2019~~ for the Premier Choice Plan. Employees will have the option to select the Premier Plus Plan or the Premier Plan, to include employee contributions through payroll deductions. Employees will continue to pay the cost of the health insurance premium for any coverage selected other than employee-only coverage. In addition to the District agreeing to pay 100% of the cost of the health insurance premium for employee-only coverage for the Premier Choice Plan, the District will explore contracting with a supplemental enhanced primary care provider. The goal is to reduce health care costs for the District and the employees who join the enhanced primary care provider. There will be no additional cost to the employee for this supplemental coverage.

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For future plan years:

The parties are committed to working through the Superintendent's Insurance and Wellness Advisory Committee to implement cost effective improvements to the group health insurance program, such as the increased usage of:

- Teladoc
- Wellness Programs
- Extended Rx offerings
- Urgent Care over Emergency Room visits, when feasible

The District shall separately account for costs of group insurance program within the General Fund in a manner that allows costs and savings to be readily identified. At the end of each fiscal year, any savings in the overall cost of the insurance programs (defined as the total premium equivalent contributions for that year compared to the projected total premium contributions for the next year) shall be placed in a reserve which may only be used to fund future employee supplements, and/or other benefits for employees, prior to the end of the next plan year.

c. All new employees ~~may~~ must elect to enroll in ~~a~~ the District-offered ~~plan of their choice subject to conditions for enrollment in such plan~~ Premier Choice Plan for the first three (3) years of employment, if they do not voluntarily decline such insurance. Thereafter, the employee may elect to remain in the Premier Choice plan or elect a different medical plan during the upcoming Open Enrollment period, effective for January 1st of the following year.

d. Benefit levels, plan design, cost containment for the plan premium contributions and benefit improvements will be reviewed annually by the Superintendent's Insurance and Wellness Advisory Committee. The Superintendent's Insurance and Wellness Advisory Committee will make recommendations to the Superintendent about benefit levels, plan design, cost containment for the plan and benefit improvements. Nothing herein, however, waives the right of either party to negotiate the terms and conditions of insurance. Thereafter, either party may demand negotiations

through the Superintendent or designee to amend benefit levels, plan design, cost containment for the plan and benefit improvements, or premium contributions.

e. An employee eligible for health insurance may voluntarily decline such insurance. Beginning in the 2024 Open Enrollment Period, ~~A~~ an employee declining medical insurance for the first time, shall be required to sign an affidavit indicating other medical coverage and provide proof of other medical insurance during the open enrollment period ~~each year. Employees shall be responsible to maintain proof of continuing medical insurance~~. Employees choosing not to participate in the School Board of Broward County's ~~medical~~ health insurance program shall ~~be reimbursed at a rate of~~ receive up to ~~seven hundred fifty dollars and no cents ($750)~~ one thousand dollars and no cents ($1000) per year (opt-out dollars) only if such proof is provided. If an employee does not provide proof of other medical insurance, the~~n~~ employee will not ~~be reimbursed~~ receive any opt-out dollars. Said opt-out dollars shall be deposited into the employee's cafeteria plan and those opt-out dollars may be used in a manner consistent with the provisions of said plan.

f. During the ~~clearance~~ Benefits Onboarding process, new employees shall be informed in writing of the date on which their health insurance becomes effective.

C. **Disability Insurance:** The District shall provide without cost to each employee a core disability plan in accordance and subject to the terms and benefits in effect in the insurance policy. The employee shall have the option of purchasing at their own expense through payroll deduction, an enhanced disability plan.

D. **Liability Insurance:** The District shall provide Liability Insurance at no cost to employees in an amount of $300,000 within the self-insured retention limits with excess coverage of $700,000, if necessary, for each employee in case of a lawsuit arising within the scope of the employee's duties.

E. **Annuity Programs:** The Board shall make available to all employees through payroll deduction, tax deferred annuity programs with companies, which qualify and are approved under guidelines and criteria established by the Board.

F. **Rate Increase:** Written notice of any rate increase in health and dental insurance for dependents coverage shall be provided to each employee

within thirty (30) days of the date the increase is made known to the Board.

G. **Group Insurance Program/Retirees:** Employees covered by the District's insurance plan(s) upon retiring from the District may elect to remain in the Group Insurance Program at the rates applicable to the entire group. The cost of such insurance shall be borne by the retiree, ~~except that the District shall provide without charge for the collection and remittance of premiums for such insurance.~~ Applications must be submitted within thirty (30) days of retirement.

H. **Cafeteria Insurance Program:** The District agrees to provide a cafeteria insurance program to all full-time bargaining unit members including those on Board-approved paid leaves with the exception of sick leave or disability leave. Part-time unit members and members on unpaid Board-approved leave are not eligible to participate in the program. The following criteria shall apply to the granting of cafeteria insurance benefits:

1. The District will provide twenty-five dollars ($25) per month not to exceed three hundred dollars ($300) per employee per fiscal year. Employees hired after the commencement of the fiscal year, shall receive twenty-five dollars ($25) per month for each full month of employment.

2. Employees on a Board-paid leave that provides less than 100 percent salary shall receive a percentage of the twenty-five dollar ($25) per month cafeteria payment equal to the percentage of their salary while on leave.

3. The specific benefit components of the cafeteria program shall be contained in a booklet, which shall be distributed electronically to all eligible unit members or maintained on the Benefits website.

I. ~~The parties agree to eliminate enrollment in the fourth tier dependent rate which is identified in insurance documents as the "children (both spouses School Board employees employed in the same plan)" effective at the conclusion of the open enrollment period (November, 1994) for the 1995 insurance plan year. Employees enrolled in the fourth-tier prior to the date indicated above may remain in this tier until the time their employment with the School Board ends. Once all of the affected employees have left the employment of the District, the fourth tier shall be eliminated.~~

J. **Employee Reimbursement**:

1. If employees are attacked or assaulted, victims of theft or vandalism in the course of employment, the District will insure or otherwise

reimburse such employees for any loss, damage or destruction of clothing or personal property up to five hundred dollars ($500) per employee per school upon verification to the supervisor, unless the employee is otherwise reimbursed.

2. If an employee's vehicle is damaged as a result of vandalism while on a work location, the employee will be reimbursed for the damage in the amount of their automobile insurance deductible not to exceed seven hundred fifty dollars ($750) when there is reasonable cause to believe that the act of vandalism was caused on such property.

3. Any individual submitting a fraudulent claim under this provision shall be subject to disciplinary action up to and including termination.

4. The Board's maximum liability under this section is seven thousand dollars ($7,000) annually.

K. **Vision Insurance**: The District shall provide without cost to the employee a basic vision insurance program, in accordance with the terms and benefits provided in the summary plan description. Employees may also elect to enroll in an enhanced vision insurance plan, at the employee's expense, through payroll deductions.

ARTICLE THIRTEEN
ASSIGNMENT, TRANSFER, AND PROMOTION

A. **Announcement of Vacancies**: The following procedures shall apply for the selection of candidates for positions in the bargaining unit through transfers, promotions and new employment.

1. A vacancy shall be deemed to have occurred when a full-time employee is sought to fill a full-time position.

2. The announcement of vacancies will state job-related qualifications for the positions, including certification, education, other experiential requirements, supervisory responsibilities, whether the position is covered by a collective bargaining agreement and whether the position is exempt from FLSA regulations. These announcements will specify the application procedures and shall be posted at least seven (7) days before the application deadline. These announcements will be distributed to all work locations within Broward County Public Schools.

3. No positions will be filled prior to the end of the posting period.

B. **Task Assignments**: See details in Article 11D.

C. **Lateral Transfers**: Vacancies may be filled by the lateral transfer of a unit member providing that:

1. The transfer is requested by the employee or deemed by the Superintendent to be in the best interest of the school system.

2. The employee's position is of the same pay grade as the vacancy.

3. The employee meets the qualifications of the vacant position.

4. If qualifications and skill are substantially equivalent, the employee with the greatest seniority shall be assigned to the position.

5. Upon approval by the Superintendent, employees may be allowed to make a lateral transfer into a higher level of a position that involves job progression even though the position was posted at the lowest level of job progression (i.e. Accountant III to a Budget Analyst III).

D. **Direct Appointment**: Upon the recommendations of the Superintendent, with the approval of the School Board, a vacancy may be filled by a direct appointment of an individual who has demonstrated the specific

qualifications and background applicable to the position. Direct appointments may be made when necessary as the result of reorganization, in case of an emergency, as a reassignment of personnel within areas, or when the Interview Committee advises that it cannot make an appropriate selection.

E. **Reassignment of Personnel**: The Superintendent may recommend to the School Board staff reassignments for the most effective deployment of personnel. Changes in work locations will not be made in an arbitrary or capricious manner.

F. **Formal Selection Procedures:**

1. When a position is posted and the position is not filled through one of the above procedures, there shall be an initial screening of applicants to determine those applicants whose combination of training and experience most closely match the published qualification for the position and who will be included in the procedures of the Interview Committee. The screening process shall include two (2) qualified individuals from the department who is hiring to lend their expertise to help prevent a qualified candidate from being overlooked in the initial screening process. Talent Acquisition & Operations (Non-Instructional) will be responsible for verifying the educational background of candidates. Preference shall be given to current employees in the screening process.

2. Upon completion of appropriate reference and clearance checks, the candidate selected by the Superintendent, or designee, shall be recommended to the Board for approval. Once a candidate has been selected for and has accepted a position, those candidates not selected shall be notified that another candidate will be recommended for employment. Employment of the successful candidate shall not be final until approved by the Board. The resulting salary for a current employee chosen for promotion shall follow the provisions of Article 11, Section F. The Board will make every effort to be consistent when assigning salaries to newly hired employees.

3. The parties agree to refer the issue of the interview and selection process for filling vacancies to a labor/management committee. The committee shall be charged with identifying problems and making recommendations to the Superintendent and BTU-TSP President for improvements.

   The parties agree that:

a. The district shall review with BTU-TSP current procedures and methods to monitor adherence to them.

b. BTU-TSP shall have access to information on the results of past and current selection procedures.

G. **Hardship Transfers**

For purposes of this section, a "hardship" shall apply to an employee who has completed one (1) year of continuous service with the District. "Hardship" shall be defined as:

1. Employee traveling twenty (20) miles or more one-way by the most direct route from their residence to the assigned work location. The employee shall provide confirmation of eligibility, along with the application, using any nationally recognized navigation/route finder such as, but not limited to, American Automobile Association (AAA); Mapquest.com or other such nationally recognized Internet-based program.

   OR

   Has a serious medical condition which can be substantiated by a Board selected physician or acceptable written explanations as determined by Superintendent and/or designee.

2. An employee who meets the "hardship" definition will be guaranteed an interview for a Board-determined vacancy, in the same job description, at any of the work locations that the employee has selected. An employee with a "hardship" transfer shall be given preference during all phases of the interview process. Specifically, employees requesting a "hardship" transfer shall be awarded two (2) additional points to their overall final interview score.

3. Employees may request only one hardship transfer within a fiscal year. The Request for Transfer Form, as set forth in Appendix G, may be submitted at any time during the fiscal year.

4. Hardship transfer applications shall expire at the conclusion of the fiscal year in which the application was submitted.

5. An applicant with documented attendance and/or performance deficiencies within a twelve (12) month period of the application shall be ineligible for a hardship transfer to an existing vacant position.

H. **Veteran's Preferences**

Any preferences set forth in this Article do not supersede any Veteran's preferences required by Florida Statutes 295.07 and 295.08.

ARTICLE FOURTEEN
LAYOFF AND RECALL

A. **Layoff**: In the event the Board determines that the number of employees must be reduced for any reason, such reduction in employees shall be based on objective, reasonable and nondiscriminatory standards which 1) shall not be arbitrary or capricious; 2) shall not deprive employees of other rights conferred by this Agreement or laws of Florida and the United States; and 3) shall be capable of uniform application. If a reduction in employees is determined to be necessary, the following procedure shall be controlling:

1. Layoff is defined as the separation of an employee for lack of work or funds as determined by the Board, or due to the reduction in or the contracting out of services, without fault or delinquency on the employee's part.

2. Prior to implementing a reduction in personnel, the Superintendent or his/her representative (with decision making power) will meet with representatives of the BTU-TSP to discuss the proposed Board action, including but not limited to the initial number and identity of positions being considered for reduction, and solicit their suggestions or alternatives to layoffs.

3. The Board shall then determine the net number of positions to be reduced and the departments/programs or specific positions in which the layoff shall occur.

4. An employee with less than effective overall ratings on performance evaluations in the department/program or positions in which the layoff shall occur shall be laid off prior to employees with an effective overall rating in the department/program or positions in which the layoff shall occur regardless of seniority and shall have no right to displace other employees. In no case shall employees enrolled with the Florida Retirement System (FRS) prior to July 1, 2011 and in their sixth year of service or enrolled with FRS on or after July 1, 2011 and in their eighth year of credible service be laid off if the layoff would result in their failure to vest with the FRS. Such employees shall be retained until they become vested. Retained employees must be qualified for their assigned positions.

5. **ORDER OF LAYOFF**

a. When the District has hired outside vendors to fill bargaining unit vacancies that could not be filled by any other method and a layoff occurs, bargaining unit members who are placed on layoff shall have the right to displace such outside vendors when the employee is qualified and competent to perform the duties of the position that is filled by the outside_vendor. Nothing in this section shall be construed to limit the District's right to contract out services, as long as such contracting out of services is in compliance with the provisions of Article 18.

b. Employees in each affected department/program shall then be laid off in the following manner in ascending seniority:

First	–	Temporary Employees
Second	–	Employees with annual overall appraisal ratings of less than effective
Third	–	Part-Time Employees
Fourth	–	Regular Full-Time Employees
Fifth	–	A Building Designated Steward or TSP Elected Officials

c. In the event that two or more employees being considered for layoff have the same seniority date, order of layoff will be determined by the tie breakers below in the following order:

1. bargaining unit date.
2. date of employment in the current job description.
3. a lot drawing witnessed by a representative of the BTU and the Employee & Labor Relations Department.

A laid-off employee is entitled to one of the following options:

1) to fill a vacant position within his/her current job family, or
2) to return to the job classification within the same job family, which the laid-off employee most recently held, and displace the employee who has held the position for the least amount of time, or
3) displace the employee with the least amount of time in any position within the job family.

d. For any option, the laid-off employee must be qualified for the position, and the position must be at an equivalent or lower pay grade. For purposes of this section, a job classification

shall not have been deemed to change because of a change in title or reporting structure if its duties have remained essentially the same. If such positions are not available or if an employee is displaced from such a position, the employee shall be placed on the recall list.

e. If an employee chooses a position at a lower pay grade, his/her salary shall not be reduced for a twelve (12) month period from the effective date of the layoff.

f. If more than one employee identified for layoff is qualified for such positions, then the position shall be offered to the employee with the most seniority as defined in this contract. Employees who accept positions in a different department or position shall be required to demonstrate their proficiency to perform the duties of the new position for a period not less than thirty (30) days and no more than ninety (90) days. Such employees will receive appropriate orientation and training as determined necessary by the concerned department. If the employee fails to successfully perform the new job duties, he/she shall be placed on the layoff list for twelve (12) months starting with the effective date of the layoff.

g. If layoffs are to occur, a list of employees, containing their seniority, their positions and their current job family shall be prepared by the Board and a copy thereof made available to BTU-TSP prior to notice of layoff to employees.

h. Laid-off employees shall receive payment for accumulated vacation leave, sick leave and compensatory time. Payment for sick leave shall be in accordance with the schedule in Article 15, section T.

i. In order to accommodate new and revised job descriptions, the parties shall have the authority to modify job families upon mutual agreement without submitting the changes to ratification by members of the bargaining unit. The authority to incorporate such changes into the contract is limited to changes for the purpose of including new job descriptions in existing job families.

B. **IT Displacement Process**: Effective with the 2013-2014 school year, both parties agree that continuous improvement of employee skills benefits both the employee and the School Board in the performance of job duties. Therefore, the parties agree to address the displacement process within the TSP job families for employees whose primary function is IT.

All TSP job families whose primary function is IT (Computer Applications, Computer Customer Service, Computer Network Systems Analyst, Computer Operations, Computer Programmer, and Telecommunications) shall be able to exercise displacement rights, as described in Article 14(A)(5), across the six (6) families.

In order to address this issue and accomplish their common goal, the parties agree to the following:

1. It is the intent of the District to create additional qualifications for job descriptions that are reasonable to attain within a six (6) month period. Both parties will participate in this process.

2. All revised job descriptions relating to the six (6) job families listed above must be submitted, and reviewed with the BTU-TSP no later than January 31st of each year in order to be used for the displacement process during that same school year. Changes after this date shall take effect for the following school year.

3. Displaced employees in the six (6) job families may be subject to meeting additional qualifications of a revised job description.

4. Pursuant to Appendix E, employees within the six (6) job families will have access to reimbursement funds for acquiring additional qualifications and/or pursuing additional coursework to improve or maintain skills within their job family.

5. Both parties agree that this provision shall not establish a precedent.

C. **RECALL:** Employees who have been laid off shall be re-employed in seniority order from most senior to least senior. Employees whose positions have been eliminated through layoff or otherwise, shall be called first to fill a vacancy within their job family.

1. Prior to other employees being recalled from the recall list, an employee who displaced another employee pursuant to provisions contained in this article shall have the right to be recalled to a vacant position for which they are qualified. However, the employee who displaces another employee shall not be eligible for a position at a higher pay grade than the one he/she originally held at the time of layoff. If the employee who displaced another employee fills a vacancy in his/her original department, then the employee whom he/she displaced will automatically be recalled into the position from which he/she previously held. After this process, other

employees will be recalled to fill a vacancy for which they are qualified in the same department they were assigned at the time of their layoff.

2. Employees may be offered a position outside their department/program for which they are qualified. Employees may refuse a position outside their department/program. Employees who refuse such a position a second time shall have no further rights to recall.

3. Each employee on layoff shall be required to provide the District Personnel Office, in writing, with a current address to which a letter of recall may be sent. Employees being recalled shall be notified by "Certified Mail Delivery Confirmation" and shall have five (5) working days from the date of the receipt of notice to respond to the School Board's offer and return to work. The School Board reserves the right to temporarily assign an employee to the vacancy until the recalled employee reports to work. If the letter is mailed to the address provided by the employee and is returned to the School Board because the address is incorrect, the School Board has fulfilled the obligation of this sub-section.

   If the School Board does not receive an affirmative response, the employee will be moved to the bottom of the recall list. If the recall notice is returned in the allotted time, yet not marked appropriately by the Human Resources & Equity Department, the employee shall retain his/her place on the recall list for the next job opening for which he/she is qualified. However, after the third returned notice, the employee's name will be dropped from the recall list and the School Board shall have no further obligation to the employee.

4. An employee whose contract is non-renewed due to reorganization shall be entitled to recall rights for a layoff period of eighteen (18) months. All other employees shall be entitled to recall rights for a layoff period of twelve (12) months.

5. The employee laid off pursuant to this Article shall be given the opportunity to continue insurance coverages in existing programs during the layoff provided that the premium for such insurance programs shall be paid by the employee on a monthly basis in advance of the month due.

6. No new or substitute appointments may be made while there are laid off employees available who are qualified to fill the vacancies, except that employees may be hired into positions that have been offered and refused by employees on the layoff/recall list.

ARTICLE FIFTEEN
LEAVES

A. **Earned Annual Leave**

1. Permanent part-time employees shall earn a pro rata share of Paid Vacation(s) of a full-time employee.

2. Payment of accrued, but unused, vacation time up to the limits contained in subsection (a) and (b) below, shall be made upon separation from employment provided notice of intention to leave has been filed with the designated county level unit administrator or if filing intention to leave is clearly impossible, it will be paid subsequent to the date that the School Board approved such separation. Further, such payment already earned may not amount to a sum larger than that provided in the affected employee's annual contract. Exceptions may be made in cases of dismissal or when a change in the individual's work year shall be imposed by the Board. Payment shall be made based on the affected employee's daily pay rate at the time of separation.

   a. Employees assigned to a vacation-earning calendar may receive payment for up to sixty-two point five (62.5) days of vacation under section (2) above. Effective July 1, 1995, terminal pay for accrued vacation leave may not exceed a maximum of 60 days for employees hired on or after said date.

   b. All other eligible employees not mentioned in subsection (a) above may receive payment for up to fifty (50) days of vacation pursuant to the criterion in this policy.

3. All permanent employees on Board assigned vacation earning calendars shall be eligible to receive a vacation with pay subject to the following provisions:

   a. Vacation requests, properly submitted by the employee to the appropriate division head and/or department head, shall be completed prior to the first day of vacation. Requests may be denied if not submitted in a timely manner.

   b. The affected employee's supervisor may reject a vacation request for a specific date if he/she feels that the employee's absence may disrupt the work of the department/school.

   c. An individual employed prior to the 15th of the month shall be given credit for earned vacation time for that month. Any

individual employed for one (1) day more than half of the Board approved vacation-earning calendar shall receive a year of service toward vacation credit for that calendar year. Vacation may be used as earned. At the end of each fiscal year unused vacation shall be carried forward to the following year.

d. Employees transferring to a twelve-month position from other contract calendar positions shall be given credit for the number of full time continuous years of service. They will start earning vacation the first month of twelve-month employment.

e. No employee may take in excess of fifteen (15) vacation days in any given month without the express written authorization of the Superintendent/designee.

f. Each employee on a vacation-earning calendar must take a minimum of five (5) consecutive vacation days per year providing the employee has accrued five (5) days. This provision may be waived by the Superintendent/designee in unusual circumstances.

g. Employees assigned to vacation-earning calendars shall earn paid vacation based on the following formula:

1. Five (5) complete years of service or less - 1-1/4 days per month.

2. More than five (5) complete years of service but less than ten (10) complete years of service - 1-1/2 days per month.

3. Ten (10) complete years of service or more - 2 days per month.

4. Total accrued vacation may not exceed sixty-two and one-half (62.5) days carry-over from one (1) fiscal year to the next.

4. For purposes of computing vacation accrual only, employees assigned to the BTU-TSP shall be credited with up to ten (10) years of work experience from another school district in any state or other employer provided that said experience is directly related to the job duties performed by the affected employee at the time he/she was hired by the Board.

B. **Legal Commitments**: Employees shall be granted leave for legal commitments and shall receive their regular salary while serving as jurors or witnesses under subpoena in any case, except when appearing as a party in a non-job related case. All monies received may be retained by the employee.

In the event that an employee has taken legal action against the District, said employee will not be granted leave nor be paid by the District when attending legal proceedings/meetings regarding the case, except for legal actions taken as a result of a grievance of this contract.

C. **Professional Leave/Special Grants**: The Board authorizes the Superintendent/designee to award special grants to qualified school-based and county-based employees who are assigned to the TSP salary schedule. The purpose of the grants is to enhance the ability of the affected employee(s) to carry out their responsibilities in a manner that will improve the effectiveness, efficiency, and quality of the Broward County Public Schools.

RULES

1. The Superintendent/designee shall develop and submit for Board approval the criteria and categories for the awards. The awards may be granted and paid for attendance at workshops, seminars, institutes, or to hire consultants to be used in countywide workshops. Awards may also be granted to affected administrators for the purpose of visiting outstanding programs in other school districts which would benefit the operation of the Broward County Public Schools.

2. The Superintendent/designee shall establish a committee to advise him/her on categories and criteria and to process grant applications. The Superintendent/designee shall appoint all committee members. A representative of the BTU-TSP will be appointed as a member to the committee.

3. Affected employees shall submit application forms by predetermined dates as established by the Superintendent/designee for the first and second semesters of each school year.

4. The Board will determine on an annual basis the funding level of the grant program.

5. The time period an employee is away from the District completing his/her grant work shall not be considered a break in service and

shall count as regular service for the purpose of retirement, vacation and sick leave accrual, etc.

D. **Professional Leave Without Pay**: Professional Leave for employees may be approved to pursue professional growth activities that will be beneficial to the Broward County Public Schools. Such leave shall be provided one (1) time only for full-time bargaining unit personnel who are in an active pay status (not on leave) with an acceptable performance evaluation for the preceding school year and a minimum of seven (7) years of full-time Broward County Public Schools experience including three (3) years of experience in a professional or technical position.

Professional leave recipients shall continue to receive Board paid insurance benefits for one (1) year.

Employees returning from Professional Leave will be assigned to a position as determined by the Superintendent/designee or placed on a recall list if no position is available.

E. **Longer Workdays**: Employees whose workday is regularly scheduled for more than seven and one-half (7.5) hours per day shall accumulate a day of sick leave and vacation leave equal to the number of hours in their regularly scheduled work day. For these employees, the balance for their leaves shall be reduced by same number of hours for each day used.

F. **Leave of Absence – Employees Elected to a Public State or National Elected Office**: A permanent employee elected to serve in a public office will receive professional leave with pay when attending official meetings of the affected public body.

RULES

1. The affected employee must submit a written leave request and attach proof that they have been elected to the specific public office.

2. The Superintendent/designee may temporarily assign the affected employee in order to maintain a quality level of service to the district.
3. This article is only for elected public office and does not cover clubs, professional organizations, etc.

4. This article shall also apply to an employee who is appointed by the Governor/Legislature to complete the term of office of a state/national elected public office.

G. **Accrual**: During leaves of absence with pay, a bargaining unit member shall continue to earn annual leave days except in the case of annual leave

granted in conjunction with resignation or termination of employment. In such cases, terminal vacation leave for which an employee is paid upon termination shall not be used for accrual of additional leave days.

H. **Family Medical Leave**: The Board will provide family and medical leave to qualified employees pursuant to the provisions of the Family and Medical Leave Act (FMLA) of 1993. The rules listed below generally outline the procedures for carrying out said leaves. The Board authorizes the Superintendent/designee to create and carry out all procedures necessary to implement this policy regarding the Family and Medical Leave Act.

1. A leave of absence under this policy shall be granted for a total of twelve (12) workweeks during any school year (July-June) for one of the following reasons.

   a. Birth of a son or daughter of the employee and in order to care for such son or daughter.

   b. Placement of a son or daughter with the employee for adoption or foster care.

   c. Care for the spouse, or a son, daughter, or parent, of the employee, if such spouse, son, daughter, or parent has a serious health condition.

   d. A serious health condition that makes the employee unable to perform the functions of the position of such employee.

2. For purposes of this policy, an "eligible employee" means an employee who has been employed:

   a. for at least twelve (12) months by the Board; and

   b. for at least 1,250 hours of service with the Board in the twelve-(12) month period immediately preceding the commencement of the leave.

3. If both a husband and wife are employed by the board, the aggregate number of workweeks of leave to which both may be entitled is twelve (12) workweeks for:

   a. birth of a child or placement of a child for adoption or foster care.

   b. care for a sick parent(s)

4. Employees who are on a leave granted under this policy who are eligible and receive Board provided group health insurance when actively working for the Board shall maintain this coverage for the duration of such leave. Employees who paid for dependent insurance and other types of board offered insurance coverage must make arrangements before going on leave to make direct premium payments to the Board while on leave.

5. Employees who wish to take family leave as outlined in rule number one, subsections (a) and (b) above, must provide the employer with not less than thirty (30) calendar days written notice, before the date the leave is to begin, except that if the date of the birth or placement requires leave to begin in less than thirty (30) calendar days, the employee shall provide such notice soon as is practicable.

6. Employees who wish to take medical leave as outlined in rule number one, subsections (c) and (d) above, shall provide the Board with thirty (30) calendar days notice, except that if the date of the treatment requires leave to begin in less that in thirty (30) days, the employee shall provide such notice as is practicable. Employees shall make a reasonable effort to schedule the treatment so as not to disrupt unduly the operations of the employer.

7. Family Leave as outlined in rule number one (1) above, subsections (a) and (b) above shall not be taken intermittently. Employees cannot take leave in separate blocks of time or work on a reduced schedule during twelve (12) weeks of leave. The affected employee can take the desired leave time once only during the twelve-(12) weeks of leave.

8. Medical Leave as outlined in rule number one (1) above, subsections (c) and (d) may be taken intermittently when medically necessary. Under such circumstances, the employee must try to schedule the leave so as not to unduly disrupt the employer's operations. Also, the Superintendent/designee may place the employee in an alternative position, which better accommodates intermittent leave.

9. Leave under the Family & Medical Leave Act is intended to provide assistance to employees who do not have other leaves available. Therefore, pursuant to the authority granted under said law, employees wishing to take family or medical leave must first use the following leaves:

    a. Employees must substitute any accrued paid vacation and personal reasons leave for family leave provided for in rule

number one, subsections (a) above for any part of the twelve (12) week leave period.

b. Employees must substitute any accrued paid vacation, personal reasons leave, sick leave, paid medical leave, disability leave and workers compensation leave for medical leave as described in rule number one (1), subsection (c) and (d) above. (NOTE: employees who do not qualify for disability or workers compensation may qualify for medical leave if they meet the certification requirement listed in rule number fourteen (14) below.)

c. The Board will not count paid leave which was not for a family or medical purpose against the employees' FMLA twelve (12) week leave entitlement.

10. The Board shall require a medical certification from eligible employees who request medical leave under the FMLA. The form will be provided by the Superintendent/designee and the completed form must be returned within a time frame determined by the Superintendent/designee.

11. Upon return from a FMLA leave, the affected employee is entitled to be restored to the same position that the employee held when the leave started, or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment.

12. The Board authorizes the Superintendent/designee to develop and implement procedures to carry out this policy, the FMLA and applicable U.S. Department of Labor Regulations.

I. **Illness In Line of Duty**: Any permanent bargaining unit employee shall be entitled to illness-in-line-of-duty leave with pay when the employee has to be absent from his/her duties because of personal injury received in the discharge of duty or because of illness from any contagious or infectious disease contracted at work. Such leave shall be in addition to any other leave to which the employee may be entitled, and such leave shall not be cumulative. Each employee shall be entitled to at least ten (10) days of such leave, but additional leave days may be granted by the Board. Any employee absent on such leave shall reimburse the Board for any Workers Compensation payments received for the period. Paid holidays occurring during such leave shall not be included in the computation of the number of days with respect to which leave is applicable. A substantiating statement by a physician and a corroborating statement by the administrator shall be required prior to approval of said leave, except that

the corroborating statement of the administrator may be subject to the grievance procedure.

1. A unit employee shall be entitled to illness-in-line-of-duty leave when absent from their duties because of illness from any contagious or infectious disease contracted in the course of their employment.

2. Contagious or infectious disease as heretofore described shall include but not limited to children diseases (measles, chicken pox, diphtheria, rubella), typhoid, meningitis, tuberculosis, hepatitis, mononucleosis, ringworm, head lice, when substantial proof is provided by a qualified physician and a corroborating statement of the immediate supervisor showing that such illness resulted from contact with students or other employees.

3. The employee's identity shall remain confidential, except as required by law.

4. The Superintendent/designee may, when deemed in the best interest of the school system, involuntarily transfer employees with contagious or infectious diseases. Before an employee is involuntarily transferred, a conference shall be held with the departmental supervisor or his/her designee or appropriate bureau/office head, except where such transfers are a result of a legal order.

J. **Military Leave**

Leave for military duty shall be granted in accordance with Florida Statutes, federal law, and such rules and regulations pertaining thereto as shall be approved by the Board.

Any individual employed by the Broward County Public Schools who is a member of the United States Military Reserve or the National Guard shall be entitled to leave of absence from his/her respective duties without loss of pay when he/she is ordered to active duty by the appropriate unit, provided:

1. Leaves granted shall be a matter of legal right and shall not exceed seventeen (17) days in any calendar year. However, the Board may grant a fully paid leave of absence for up to thirty (30) days of active military leave.

2. Notwithstanding the thirty (30) day leave limitation contained in paragraph 1 above, the Board shall grant additional leave for the

duration of the employee's active military service. Such leave shall normally be without pay. However, the Board may supplement the military pay of its employees who are reservists called to active military service 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 duty. For purposes of this section, "total salary" shall be defined as the employee's main job with the Board, exclusive of all supplements and other extra jobs that the employee may have with the Board.

3. Personnel required to report for physical examinations in connection with the Selective Service law shall be paid for the time required for this obligation.

4. Upon completion of such military duty, the individual shall be re-employed in compliance with state and federal laws.

K. **Hardship Leave**: A unit employee eligible for sick leave may receive hardship leave time for his/her own illness up to a maximum of thirty (30) additional working days for the same illness per fiscal year, provided that:

1. Documentary evidence is presented by a Board approved physician to the Board proving that this particular illness necessitated confinement, either at home or hospital, which prevented the employee from reporting to work. The employee must be confined for ten (10) consecutive working days or more, without available sick leave, in order to receive this benefit.

2. The word “confinement” means medical restriction requiring isolation from the work place, not physical enclosure.

3. The time granted for hardship will be on the basis of one (1) day for each two (2) days of confinement (thirty (30) working days is the maximum allowed any fiscal year for any and all hardship leave).

4. Hardship leave may be granted to an employee while on leave from the Board if illness is the same one for which he/she was granted a leave of absence.

5. Application for hardship leave must be submitted to immediate supervisor no later than one year after the conclusion of the confinement period.

L. **Personal Leave**: The Board may grant personal leave without pay to any employee for justifiable reasons and for a period of time and subject to such conditions as it may determine appropriate.

1. Any bargaining unit employee who has been employed consecutively for three (3) years may request a Personal Leave for a period not to exceed one (1) year. If the Board grants such leave to any bargaining unit employee with one (1) year of service but less than three (3) years' service, the Board shall not assume any obligation to reemploy the individual to whom such leave has been granted.

2. An employee on Personal Leave must notify, in writing, the Leaves Department as to his/her intentions regarding employment for the following fiscal year. This must be done no later than March 1 of the fiscal year in which he/she is on leave. Failure to do so shall relieve the Board of any responsibility or contractual obligations.

3. Board action shall not be required when requesting vacation for a short period (2-3 days). A request for Personal Leave Form must be filed with the Division of Human Resources & Equity.

4. While on personal leave, employees who elect to maintain insurance benefits coverage are responsible for contacting the Division of Human Resources & Equity.

M. **Parental/Maternity Leave**: A unit employee shall be granted a parental leave of absence without pay for up to one (1) year for the purpose of childbearing and/or parenting as follows:

1. A unit employee who is pregnant shall be entitled upon request to a leave to begin at any time between the commencement of her pregnancy and one (1) year after a child is born to her.

   a. The employee shall notify her immediate supervisor, in writing, of her desire to take such leave and, except in a case of emergency, shall give such notice at least thirty (30) calendar days prior to the date on which her leave is to begin. She shall include with such notice either a health care provider's statement certifying her pregnancy or a copy of the birth certificate of her child, whichever is applicable.

   b. An employee who is pregnant may continue active employment as late in her pregnancy as she desires provided she is able to properly perform her required functions as certified by a qualified physician.

2. A male employee shall notify his supervisor, in writing, of his desire to take parental leave to begin at any time between the birth of his child, and one (1) year thereafter. Except in cases of emergency,

such notice is to be given at least thirty (30) days prior to the day on which the leave is to begin.

3. A unit employee adopting an infant child (i.e., one (1) year of age or less) shall be entitled upon request to a leave to commence at any time during the first year after receiving de facto custody of said infant child, or prior to receiving such custody, if necessary, in order to fulfill the requirement of adoption.

4. A unit employee on parental leave may elect to use any accrued vacation (annual leave), personal leave with pay, and/or sick leave before entering leave-without-pay status.

5. The Board will continue appropriate contributions to the IRS Section 125 Cafeteria Plan. The employee may continue to make contributions to those compensation or employment benefit plans, which permit continuation of such contributions.

6. Failure of a bargaining unit member to respond to the official Personnel Management and Service's Letter of Intent or failure to return to work immediately following the expiration of leave shall constitute willful neglect of duty which shall subject the employee to termination.

N. **Sick Leave**: A full-time employee who is unable to perform his/her duty because of illness, or because of illness or death of father, mother, sister, brother, husband, wife, child, other close relative, or member of his/her own household and consequently has to be absent from his/her work, shall be granted leave of absence for sickness by the Superintendent/designee in writing by him/her to do so. The following provisions shall govern sick leave:

1. **Accrual:** Each employee on a full-time basis shall be entitled to four (4) days of sick leave as of the first day of employment of each contract year, and shall thereafter earn one (1) day of sick leave for each month of employment, which shall be credited to the employee at the end of that month, and which shall not be used prior to the time it is earned and credited to the employee. However, the employee shall be entitled to earn no more than one (1) day of sick leave times the number of months of employment during the year of employment. When an employee uses a sick leave day, it shall be paid at the affected employee's daily rate of pay at the time the day is utilized. Also, when an employee uses a sick leave day, those days are earned at a lower rate of pay and shall be deducted before sick days having a higher value. Such leave shall be taken only when necessary because of sickness as herein prescribed. Such sick leave

shall be cumulative from year to year. There shall be no limit on the number of days of sick leave an employee may accrue, except that at least one-half (1/2) of this cumulative leave must be established within the District.

2. **Sick leave accumulated in another Florida district or districts:** Sick leave that is accumulated in other Florida school district(s) by an employee shall be accrued to the employee at a rate equal to the number of sick leave days allowed the employee during each year of employment in this District until such time as all sick leave accumulated in other Florida school district(s) has been transferred to the District.

   Such transferred sick leave days shall be in addition to sick leave days to which the employee is entitled from this school district.

   a. An employee absent on sick leave, which has been approved by the appropriate administrator, shall receive full compensation for the duration of the leave granted, provided claim for such compensation, on forms to be supplied by the Superintendent/designee shall have been filed by the end of the work month in which the absence occurs. Any employee who finds it necessary to be absent from his/her duties because of illness shall notify his/her immediate supervisor, if possible, before the beginning of the workday on which he/she must be absent, or during that day except for emergency reasons recognized by the School Board as valid. When requested by the Superintendent/designee, the employee will be required to submit a certificate of illness from a licensed physician or from the county health officer.

   b. The computation of sick leave for employees who have been transferred from temporary to permanent status shall begin at the date of permanent employment.

   c. Permanent, part-time employees shall earn sick leave on a pro-rata basis. In order to receive a full day of sick leave credit for the month, the employment period must have begun on or before the 15th of the month. Employees who commence work after the 15th of the month shall earn a prorate share of sick leave for the month. However, each eligible employee shall be entitled to earn no more than one (1) day of sick leave times the number of months of employment in the affected employee's assigned work calendar. If the employee terminates his/her employment and has not accrued the four (4) sick days available to him/her, the School Board shall

withhold the average daily amount for the sick days utilized but unearned by the employee.

d. Upon proper application, an employee, who has been employed continuously for three (3) or more years, may be granted temporary leave of absence for extended illness, without pay, such leave not to exceed one (1) year. Upon return to duty following such absence, the employee shall be employed in the same or similar position. The Board assumes no obligation for reassignment at times other than the beginning of a school or fiscal year, depending on the position previously held.

e. Leave granted for extended illness requires semi-annual medical statements (July and January) verifying the illness or situation of the individual involved.

3. **Use of Sick Leave:** An employee shall have the right to use sick leave in hourly increments, for the purpose of medical or dental appointments.

If an immediate supervisor suspects an abuse of sick leave, he or she shall first investigate the matter and discuss the findings with the affected employee.

An abuse of sick leave is defined as a pattern or series of absences, which occur over an extended period of time, and on a regular and predictable basis and without adequate justification. For example, a regular and predictable basis would be: sick leave being used as soon as earned; absence on only Mondays or Fridays; absences occurring on the days before or after a holiday period; absences occurring on the day after a payday on a regular basis.

If the investigation sustains that a documented pattern of abuse does exist, the employee may be subject to disciplinary action.

O. **Personal Reasons Leave:** Employees shall be granted up to six (6) days in each fiscal year for personal reasons. When used, these days shall be charged to available sick leave. Leave for personal reasons shall not be cumulative. Employees shall not be required to give reasons for these days, except that the leave is for "personal reasons". Such leave must be requested in writing twenty-four (24) hours in advance of the day the employee wishes to take off, except in unusual circumstances.

P. **Continuing Insurance Coverage While on Leave**: Any employee granted a Board-approved leave of absence with or without pay as provided in this

Article shall be given the opportunity, unless otherwise provided, to continue insurance coverage in school programs and, with the approval of the retirement system, continue participation in the retirement system during the leave, provided that the premiums for such insurance programs shall be paid by the employee on a monthly basis in advance of the month due. Any such employee may serve as a substitute teacher in the District while on leave.

Q. **Sick Leave Bank**: Employees shall continue to be eligible to participate in the Board's sick leave bank for non-bargaining unit employees under the rules established by the Board.

R. **Donation of Sick Leave**: An employee may donate earned and accrued sick leave to a qualified district employee in accordance with the following procedures.

A. Qualified district employee is defined as a benefits eligible employee who holds a position, which is eligible for sick leave accrual.

B. Days/time may not be donated until such time as the recipient has depleted his/her own sick leave accrual. However, the recipient is not required to utilize days available from a sick leave bank in which they may participate prior to receiving a donation from a district employee.

C. With the exception of pay for the purpose sick leave, donated days/time shall have no value for the recipient for the purposes of terminal pay or any other program and/or provision that provides pay for accrued sick leave.

D. Donated days/time may not be utilized for the purpose of personal reasons leave.

E. At the time of an employee's donation to a qualified district employee, the donated sick leave day shall be converted to a monetary sum by multiplying the day donated times the donor's daily base rate of pay at the time of the donation. The resulting value shall be credited to the recipient for use as sick leave.

F. The recipient employee must notify his/her supervisor within five (5) days of his/her absence from work that he/she is eligible to be compensated for such sick leave as a result of a donation from an employee. An employee may notify his/her supervisor that he/she is eligible for a donation of sick leave in advance of the depletion of his/her sick leave and that a donation will be utilized upon depletion of his/her sick leave.

G. The donor employee must notify his/her supervisor within five days of a recipient employee's illness that he/she will authorize the donation of sick leave time to recipient employee. The donor employee shall sign the Sick Leave Donation Authorization form and submit the completed form to his/her supervisor within the above time frame. A donor employee may notify his/her supervisor that he/she will authorize a donation of sick leave in advance of the recipient's depletion of his/her sick leave and that a donation will be authorized upon depletion of the recipient's sick leave.

H. Day(s) will be deducted from the donor employee's sick leave accrual, in accordance with existing School Board practice, and credited to the recipient employee's sick leave accrual in accordance with the conversion specified in paragraph 5 above. Said time shall be paid to the recipient at his/her current rate of pay.

I. All sick leave compensated by the use of donated days may require a certificate of illness from a licensed physician or from the county health officer.

J. The donation of days to a qualified district employee shall not disqualify the donor employee from eligibility for attendance award(s) contained in Collective Bargaining Agreements and/or Board Policy.

S. **Terminal Pay:** Any employee at normal retirement or his/her beneficiary if service is terminated by death, shall be provided terminal pay. Such terminal pay shall not exceed an amount determined as follows:

1. During the first three (3) years of service:

   a. The affected employee's daily rate of pay on July 1, 1994, multiplied by 35 percent multiplied by the number of unused sick leave days held on July 1, 1994.

   b. The affected employee's daily rate of pay at the time sick leave is earned times 35 percent times the number of days of accumulated sick leave earned after July 1, 1994.

2. During the fourth (4^{th}) through sixth (6^{th}) years of service:

   a. The affected employee's daily rate of pay on July 1, 1994, multiplied by 40 percent multiplied by the number of unused sick leave days held on July 1, 1994.

b. The affected employee's daily rate of pay at the time sick leave is earned times 40 percent times the number of days of accumulated sick leave earned after July 1, 1994.

3. During the seventh (7th) through ninth (9th) years of service:

   a. The affected employee's daily rate of pay on July 1, 1994, multiplied by 45 percent multiplied by the number of unused sick leave days held on July 1, 1994.

   b. The affected employee's daily rate of pay at the time sick leave is earned times 45 percent times the number of days of accumulated sick leave earned after July 1, 1994.

4. During the tenth (10th) through the twelfth (12th) year of service:

   a. The affected employee's daily rate of pay on July 1, 1994, multiplied by 50 percent multiplied by the number of unused sick leave days held on July 1, 1994.

   b. The affected employee's daily rate of pay at the time sick leave is earned times 50 percent times the number of days of accumulated sick leave earned after July 1, 1994.

5. During and after the thirteenth (13th) year of service:

   a. The affected employee's daily rate of pay on July 1, 1994, multiplied by the number of unused sick leave days held on July 1, 1994.

   b. The affected employee's daily rate of pay at the time sick leave is earned* multiplied by the number of days of accumulated sick leave earned.

6. No employee who meets the eligibility requirements listed above may receive any compensation for sick leave payments unless they sign and execute the Payment of Sick Leave Upon Retirement Agreement provided by the Superintendent. This Agreement requires the retiring Board employee to seek, accept, and cash the first retirement benefit check issued by the Florida Retirement System.

   The employee must qualify for "normal retirement" which under this policy shall mean retirement under plan A, B, C, D, E under the Florida Retirement System or any other plan established by the Legislature with either full or reduced benefits as provided by law.

Normal retirement shall not be interpreted to include disability retirement.

*Note: "At the time sick leave is earned" shall be interpreted to mean the value of sick leave at the end of each school year or at the time the affected employee retires, whichever comes first.

T. **Declared Emergency Paid Leave:**

1. A declared emergency is defined as one declared by federal, state, or local officials.

2. Employees may receive Declared Emergency Paid Leave when one or more of the following conditions exist:

   a. The Superintendent or designee is authorized to declare that an emergency event exists for which said leave is available.

   b. The employee is unable to return to work due to required evacuation.

   c. The employee sustains personal injury or significant damage to their personal residence.

   d. The employee is needed to assist a family member with a storm related health emergency.

   e. The employee is required to participate in relief efforts.

   f. The employee's personal involvement is required for other emergency related circumstances.

3. Requests for leave must be recommended by the authorized supervisor for approval by the Superintendent or designee.

4. The employee is required to provide documentation of the condition(s) in subsection 1 above for which leave is requested.

5. Declared Emergency Paid Leave shall not exceed ten (10) days per declared emergency event unless authorized by the Superintendent.

6. Declared Emergency Paid Leave shall not be deducted from the employee's accrued leave.

U. **BEREAVEMENT LEAVE (SICK LEAVE)**

Any employee who suffers the death of an immediate family member shall be granted bereavement leave in the following manner:

1. If the funeral is to be held within 250 miles of the employee's home – the employee shall be allowed to utilize a maximum of four (4) days of sick leave for bereavement purposes.

2. If the funeral is to be held more than 250 miles from the employee's home – the employee shall be allowed to utilize a maximum of five (5) days of sick leave for bereavement purposes.

3. For the purposes of bereavement leave, an immediate family member shall be defined as the spouse, domestic cohabitant, child, stepchild, grandchild, mother, father, sister, brother, parents of domestic cohabitant, mother-in-law, father-in-law, grandmother, grandfather, daughter-in-law, son-in-law, brother-in-law, sister-in-law, domestic cohabitant's sibling(s), grandparents of employee's spouse, grandparents of employee's domestic cohabitant and any other relative residing in the employee's household. Proof of relationship to the deceased may be required.

4. The Board may require proof of death, within thirty (30) days after Bereavement Leave is taken. A copy of the newspaper obituary or the funeral card/program for the deceased are examples of acceptable proof of death.

5. Bereavement leave as outlined above shall not count against the employee's attendance for sick leave buy back and/or good attendance purposes. Nothing in this section shall be construed to limit an employee's right to sick leave under provisions of Section O above.

V. **SICK LEAVE BUY BACK:** To encourage and reward employees who maintain good job attendance, the parties agree to the following incentive award:

1. Employees who utilize two (2) sick leave days or less each assigned school calendar year and year-round employees who utilize three (3) sick leave days or less during each assigned school calendar year - upon request – shall receive payment for up to eight (8) days of sick leave, provided the employee worked the full assigned calendar year.* The following procedures apply to the payment of sick leave under this section.

a. An employee must have a minimum of twenty-five (25) days of accumulated sick leave remaining after the payment for unused sick leave under this section.

b. The payment of this incentive shall be paid to eligible employees no later than October 31st of the school year following the school year in which the employee qualified for the incentive pay.

c. For purposes of this section, sick leave shall be defined pursuant to Florida Statutes Section 1012.61.

d. Days for which such award payment is received shall be deducted from the accumulated leave balance.

e. Payment shall be equal to the number of eligible days times the affected employees daily rate of base pay times eighty percent (80%).

ARTICLE SIXTEEN
EMPLOYEE ASSISTANCE PROGRAM

The School Board recognizes that a wide range of problems not directly associated with an employee's job function can have an effect on an employee's job performance. In most instances, the employee will overcome such personal problems independently and the effect on the job performance will be negligible. In other instances, normal supervisory assistance will serve either as motivation or guidance by which such problems can be resolved so the employee's job performance will return to an acceptable level. In some cases, however, neither the efforts of the employee nor supervisor have the desired effect of resolving the employee's problems and unsatisfactory job performance persists over a period of time, either constantly or intermittently.

The Employee Assistance Program is intended to help employees who are suffering from persistent problems, which may tend to jeopardize an employee's health and continued employment. The School Board shall not assume any financial responsibility for treatment of employees in the program.

Objectives:

1. To assist and advise employees who develop behavioral/medical problems in an effort to prevent their condition from progressing to a degree at which they cannot work effectively.

2. To identify, develop, promote and promulgate sound physical and medical health prevention programs in areas such as stress management, professional fatigue and employee fitness program.

3. To encourage use of the program through assurance of confidentiality except as required by law.

ARTICLE SEVENTEEN
PERFORMANCE PLANNING AND APPRAISAL SYSTEM

A. **Scope and Purpose**: This section sets forth the rules, regulations, and procedures for the establishment, maintenance, and administration of the performance planning and appraisal system applicable to employees represented by the Broward Teachers Union-Technical Support Professionals (BTU-TSP). Performance planning and appraisal is a systematic approach and process which is designed to achieve the following:

1. Document competencies and skills necessary for success in the employee's position.

2. Facilitate employee understanding of job responsibilities and expectations, priorities, and criteria used to evaluate performance.

3. Establish means to facilitate a comprehensive performance appraisal system and establish procedures for the collection, retrieval and use of data to provide feedback to an individual, a team and the system.

4. Stimulate improved job performance by clarifying position-specific performance expectations.

5. Develop the employee's effectiveness through emphasis on feedback, coaching, and professional development activities.

B. **Participant Status**:

1. Entry Level: this category includes employees in their first year of service in any new position, including lateral transfers.

2. Professional: this category includes all employees with more than one year of experience in their current assignment.

C. **Committee for Continued Development**: The parties agree to form a committee to review the application of procedures and to develop appropriate criteria in each category of employees represented by BTU-TSP. The President of BTU-TSP and the Superintendent shall each appoint members to the committee. The committee shall make recommendations to the President of BTU-TSP and the Superintendent within an agreed upon period of time.

D. **Procedural Steps**

1. **Orientation (First Quarter)**: Orientation shall take place during the first quarter of the year (August, September, October) or within three (3) weeks of hire or appointment to a new position. The supervisor shall orient the employee to the evaluation criteria, process and instrument to foster an understanding of the basis and procedures for appraisal. The supervisor shall review with employees, either individually or as a group, the evaluation system's rating scale and categories, the District's Strategic Plan, department improvement plans and customer surveys. The supervisor shall discuss the uniqueness of an employee's work and provide written job performance expectations for it. This supervisor shall identify training, coaching, and mentoring resources and facilitate those resources needed by the employee.

2. **Goal Setting (First Quarter)**: Goal setting shall take place during the first quarter of the year or within three (3) weeks of hire or appointment to a new administrative position. The appraiser shall discuss available data with the employee regarding customer surveys, facility audits, etc. The appraiser shall provide the employee with strategic goals tied to a departmental strategic plan or request the employee to submit a minimum of three (3) Key Goals to the appraiser linked to targets specific to the employee's job. Based on a review of the data, Key Goals will be collaboratively agreed upon. If agreement cannot be reached, the appraiser's supervisor shall establish the employee's Key Goals. The appraiser shall inform the employee how and when these goals will be rated.

3. **Optional Mid-Year appraisal (Second Quarter)**: A mid-year appraisal may take place during the second quarter of the year (November, December, January) or within three months of the completion of goal setting for a newly hired or appointed employee. Specific performance criteria for a category rated as less than "Effective" must be identified in writing on a Performance Improvement Plan (PIP) if the overall rating is "Ineffective". A mid-year appraisal with an overall rating of "less than effective" and an accompanying PIP must be completed no later than January 31. The appraiser shall review but not rate the employee's key goals.

4. **Final Appraisal (Fourth Quarter)**: A final appraisal using the current system evaluation instrument shall be conducted during the fourth quarter (April, May, June) and submitted to Supervisor, Personnel Records. A final appraisal with an overall rating of less than "Effective" along with a copy of the PIP must be submitted to the Chief of Human Resources & Equity no later than April 30 if an individual is being recommended for non-reappointment. Specific

performance criteria for a category rated less than "Effective" must be identified in writing on a PIP. The achievement of Key/Strategic Goals is also assessed.

5. **Conferences (Ongoing)**: Required conferences are held first quarter for orientation, fourth quarter for the final evaluation, and any time an interim evaluation is completed. Third quarter feedback conferences are strongly encouraged for Entry Level employees. Conferences provide for a review of data to determine the progress of performance, to adjust individual Key/Strategic Goals, and to identify and facilitate training, coaching, mentoring and resource needs. Development feedback may take place at anytime during the year but must be included in all evaluation conferences. Developmental feedback focuses on specific performance behavior and expectations. Feedback conferences for employees whose performance is ineffective must be conducted individually.

E. **Failure to Meet Job Standards**: For an employee to receive an overall rating of Ineffective that reflects his/her failure to meet job standards, the assessment instrument must provide the reasons and supporting documentation. Whenever an employee is so rated, a PIP must be developed.

F. **Performing Improvement Plan (PIP)**

1. **Noting Deficiencies**: The appraiser shall outline deficiencies and offer assistance to an employee prior to placement on a PIP.

2. **Deficiencies Continue**: If deficiencies continue after being noted by the appraiser and shared with the employee, the appraiser shall conduct an appraisal and develop a PIP if two or more categories are rated as not meeting job standards. The employee will be notified of performance deficiencies in writing on the appraisal form. This action may take place at any time. If only one category is rated as Ineffective, the overall rating will be Effective and written documentation and recommended strategies for improvement must be attached to the instrument.

3. **Development of the PIP**: Categories rated as less than "effective" must be identified on the PIP. The PIP must provide written strategies for improvement that may include staff development activities. Appropriate activities/tasks for improvement along with a timeline for their completion will be developed collaboratively between the appraiser and employee, and must include input from Human Resources & Equity. The PIP must identify a date within three months when the PIP and progress made will be reviewed.

Consequences for failure to correct the identified deficiencies must be indicated in writing on the PIP.

4. **Feedback**: An employee with a PIP will be afforded developmental feedback regularly as determined by the appraiser and apprised of progress achieved and noted while on the PIP.

5. **PIP Close Out**: At the conclusion of the period of time listed on the PIP for correcting the performance deficiencies, the appraiser will notify the employee in writing as to whether or not the performance deficiencies have been corrected. An employee's final appraisal may be given overall rating of less than "effective" if said deficiencies are not corrected. In such case, the appraiser must, prior to the final evaluation conference, meet with the appropriate Director and/or Chief to discuss the related documentation, the affected individual's PIP, and final appraisal prior to making a recommendation for the subsequent school year's renewal/reappointment. The appropriate supervisor shall meet with an employee with a PIP at any time during the evaluation process to discuss said evaluation if requested to do so. The employee may attach a statement to the appraisal within ten (10) days of its completion. The evaluation form, documentation and PIP must be submitted to Human Resources & Equity by April 30 for an end-of-year appraisal, which results in recommendation for non-renewal/non-reappointment.

ARTICLE EIGHTEEN
MISCELLANEOUS

A. **Contracting Out**: The District agrees to notify BTU-TSP informally as soon as possible and formally, no later than thirty (30) days before approval of a request to contract out, except that notification shall not be necessary if the District contracts out on a short-term basis of specific duration in order to provide supplemental resources not available through the use of current employees. The District shall provide such notification to BTU-TSP of the extension or renewal of existing agreements and of investigations by management to contract out bargaining unit work for the purpose of meeting the District's economic needs. Notification shall include the anticipated economic impact on the District and the impact on bargaining unit members. BTU-TSP shall be given an opportunity to meet with appropriate management personnel to explore ways to lessen the impact on bargaining unit members.

The District recognizes the integrity of the bargaining unit and BTU-TSP's obligation to preserve regular unit employee's jobs who are presently employed. The District reserves the right to contract out bargaining unit work as long as it is not for the sole purpose of eroding the bargaining unit.

B. **Calendar**: The District agrees to consult with the BTU-TSP President or his/her designee, prior to adoption of the school year calendar, for the purpose of giving input from employees.

C. **Liability Protection:** The District shall provide comprehensive liability coverage for all employees. for legal counsel to defend those covered in any suit brought against them even if any of the allegations of the suit are groundless, false or fraudulent, provided the employee was acting within the scope of his/her duties. Further, if a judgment should be rendered against an employee as a result of any suit, the general liability carrier shall discharge such obligations up to the limits of the coverage. Only compensatory damages (actual damages for medical expenses, hospital expenses, loss of service, pain and suffering, etc.) not punitive damages (willful and negligent damages) shall be covered under this provision.

D. The parties agree to editorially change all references to reflect BTU-TSP and steward nomenclatures.

E. **Job Descriptions**

1. **Changes in Job Descriptions**: Whenever there is a proposed change in the job description or title of a classification within this bargaining unit, the Board shall discuss with BTU-TSP the proposed change in job descriptions and/or job families prior to approval of the change. The BTU-TSP shall receive a copy of the current job description and the proposed job description. When changes result in a request for a reclassification, the parties agree to negotiate the impact the changes may have with respect to wages. The parties agree to be guided by the point factor analysis appropriate to the relative scale of values set up in a classification.

2. **Reclassification**: For the purpose of this section, a reclassification shall be defined as a change in any one or more of the following: job titles, responsibilities (including supervision), minimum qualifications, or the need to establish or maintain internal/external pay equity. Minimal changes in job titles, responsibilities, or minimum qualifications shall not result in a requirement to advertise and may or may not result in a higher step or pay grade. A reclassification shall not be used to recognize superior performance by an employee.

3. **Variations**: The parties agree that the District may assign employee tasks and duties which involve minor and occasional variation from the present job description as long as the tasks and duties assigned fall within the skills, qualifications, and other factors common to the classification.

4. **Changes in Reporting Structures**: Whenever there is a proposed change in the reporting structure for a classification within this bargaining unit, BTU-TSP shall be informed prior to its implementation.

5. **New Job Descriptions:** When new job descriptions are proposed for positions that will be paid on the TSP salary schedule, the proposed job description shall be provided to BTU-TSP prior to its approval. If a new job description is a successor title to a job description covered by this Agreement with no substantial change in duties, the new job description shall automatically become a classification included in this Agreement.

If a new classification contains a significant part of the work now done by any classification in this bargaining unit or shares a community of interest with classifications in the bargaining unit, the BTU-TSP may notify the District that it believes the classification should be in the bargaining unit. The parties shall meet to agree upon its inclusion in or exclusion from this bargaining unit based upon an examination of the duties assigned and the community of interest with other employees. If the parties are not in agreement, the inclusion of bargaining unit position shall be in accordance with PERC regulation and shall not be subject to the grievance procedure. If the parties agree to include the classification in this bargaining unit, then the parties shall agree upon the proper pay grade placement of the classification and job family placement.

ARTICLE NINETEEN
NO STRIKE/NO LOCKOUT

A. The BTU-TSP, its officers, agents, representatives and employees agree that will not strike, as defined by the Public Employees Relations Act and agree not to participate in a strike against the Board by inciting or supporting, in any positive manner, a strike. "Strike" means the concerted failure of employees to report for duty; the concerted absence of employees from their positions; the concerted stoppage of work by employees; the concerted submission of resignations by employees; the concerted abstinence in whole or in part by any group of employees from the full and faithful performance of the duties of employment with the public employer for the purpose of inducing, influencing, condoning, or coercing a change in the terms and conditions of employment or the rights, privileges, or obligations of public employment, or participating in a deliberate and concerted course of conduct which adversely affects the services of the public employer; the concerted failure of employees to report for work after the expiration of a collective bargaining agreement; and picketing in furtherance of a work stoppage. The term "strike" shall also mean any overt preparation, including, but not limited to, the establishment of strike funds with regard to the above-listed activities.

B. The Board agrees that it will not authorize, cause, or engage in any lockout of employees unless a lockout should become necessary for the protection of the employer's property.

ARTICLE TWENTY
TERM OF AGREEMENT
FORM, EFFECT AND DURATION

A. This Agreement shall be effective ~~June 30, 2023~~ June 30, 2026, and shall remain in effect through ~~June 29, 2026~~ June 30, 2027.

B. ~~Re-openers: For the 2024-2025 and 2025-2026 school years, either party is entitled to reopen the contract for the purpose of negotiating insurance, salary, and economic increases. Additionally, each party may select up to three (3) additional articles each to negotiate. Negotiations to resolve said items may commence any time after June 1st of each year.~~

Referendum Funds are not subject to reopener. However, the parties agree to annually negotiate the distribution of a Referendum Supplement equal to no less than 4% of base salary to eligible employees in the BTU TSP bargaining unit and shall memorialize the agreed upon distributions in a memorandum of understanding.

C. Commencement of Negotiations: No later than ~~May 1, 2026,~~ May 1, 2027, either party may require, by written notice to the other, the commencement of negotiations for a successor agreement.

D. All conditions and benefits of employment shall be maintained during the term of this Agreement at not less than the level in effect as of the effective date of this Agreement, provided that this Article shall not apply in regard to changes which are expressly provided for in this Agreement or result from the implementation of any procedure expressly set for in this Agreement. If a conflict occurs between existing School Board policy and this Agreement, the provisions of this Agreement shall supersede those of School Board policy.

E. The parties acknowledge that during the negotiations which preceded this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter, 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.

Dated this ~~6th~~ 9th day of ~~May~~ June, 2026

Anna Fusco
President and Chief Negotiator,
Broward Teachers Union

Dr. Howard Hepburn
Superintendent of Schools

Chair, ~~Debra Hixon~~ Sarah Leonardi

Chief Negotiator, ~~David Azzarito~~
Dr. Ernie Lozano

BROWARD TEACHERS UNION-TECHNICAL SUPPORT PROFESSIONAL
"Supervisory Unit"

CLASS TITLE	PAY GRADE	
Accountant IV (except benefits)	25	Supervisory
Accountant V	27	Supervisory
Capital Budget Analyst V	27	Supervisory
Capital Network System Administrator	27	Supervisory
Clinical Nursing Supervisor	25	Supervisory
Coordinator, Dropout Prevention and alternative Ed.	27	Supervisory
Coordinator, FTE	27	Supervisory
Facility Project Manager	26	Supervisory
Manager, Facilities Project (Portables)	26	Supervisory
Manager I, Customer Support Services	27	Supervisory
Manager I, Geographic Information System	27	Supervisory
Manager I, Planning Real State & Environmental Perm.	27	Supervisory
Manager I Systems & Procedures (Transportation Services)	27	Supervisory
Manager II, Broadcast & Schools Engineer	28	Supervisory
Manager II, Production	26	Supervisory
Operations, Supervisor	24	Supervisory
Personnel Administrator I (Instructional staffing and Staffing/VTAE)	20	Supervisory
Personnel Administrator II (Instructional staffing and Staffing/VTAE)	22	Supervisory
Personnel Administrator III (Instructional staffing and Staffing/VTAE)	23	Supervisory
Personnel Administrator III (Instructional staffing)	23	Supervisory
Personnel Administrator III (personnel data and records control)	23	Supervisory
Property Coordinator	26	Supervisory
Purchasing Agent V	27	Supervisory
Senior Supervisor, Building inspector	27	Supervisory
Senior, Architect	27	Supervisory
Senior Facility/Project Manager	27	Supervisory
Supervisor II, Transportation Terminal	23	Supervisory
Supervisor II, Computer Operations	23	Supervisory
Supervisor I, Workload Systems	26	Supervisory
Supervisor, Records Retention	22	Supervisory
Supervisor, ITV Art/Graphics	26	Supervisory
Systems Analyst (William Hennessey)	27	Supervisory
Training Analyst	25	Supervisory
Training Analyst, Management skills/development	25	Supervisory

BROWARD TEACHERS UNION-TECHNICAL SUPPORT PROFESSIONAL
"Non-Supervisory Unit"

CLASS TITLE	PAY GRADE	UNIT
Accountant I	20	N-Supervisory
Accountant II	22	N-Supervisory
Accountant III	23	N-Supervisory
Architect IV	25	N-Supervisory
Architect V	26	N-Supervisory
Area/Board Liaison Specialist	27	N-Supervisory
Area Business Analyst	26	N-Supervisory
Area Supervisor I, Maintenance	25	N-Supervisory
Assistant Area Supervisor Maintenance	23	N-Supervisory
Art/Graphics Specialist	19	N-Supervisory
Budget Analyst I	20	N-Supervisory
Budget Analyst II	22	N-Supervisory
Budget Analyst III	23	N-Supervisory
Building Control Specialist IV	25	N-Supervisory
Building (trade) Inspector	25	N-Supervisory
Building Inspector	25	N-Supervisory
Capital Budget Analyst III	23	N-Supervisory
Capital Budget Analyst IV	25	N-Supervisory
Capital Network System Coordinator	26	N-Supervisory
Capital Payments Review Supervisor	27	N-Supervisory
Capital Project Planner	27	N-Supervisory
Community Service Specialist I	18	N-Supervisory
Community Service Specialist II	16	N-Supervisory
Computed Aided Drafting (CAD) Draftperson D	21	N-Supervisory
Computer Aided Drafting (CAD) Draftperson E	20	N-Supervisory
Construction Field Manager	25	N-Supervisory
Coordinator I Partnerships & Parent Involvement	27	N-Supervisory
Coordinator II, Loss Prevention/Safety	25	N-Supervisory
Coordinator, Planning Spec. & Prop. Assignmt.	27	N-Supervisory
Coordinator, Telecom, Wiring & Installation	25	N-Supervisory
Coordinator, Diversity & Cultural Outreach	27	N-Supervisory
Cost Accountant	24	N-Supervisory
Courts Liaison	25	N-Supervisory
Curator, Old Dillard Museum	25	N-Supervisory
Customer Service Analyst I	20	N-Supervisory
Customer Service Analyst II	22	N-Supervisory
Customer Service Analyst III	24	N-Supervisory
Customer Service Analyst	24	N-Supervisory
Database Researcher IV	24	N-Supervisory
Database Researcher	21	N-Supervisory

BROWARD TEACHERS UNION-TECHNICAL SUPPORT PROFESSIONAL
"Non-Supervisory Unit"

CLASS TITLE	PAY GRADE	UNIT
Designer I, Architectural	20	N-Supervisory
Designer III, Architectural	23	N-Supervisory
Designer III, Engineering	23	N-Supervisory
District Networking, Coordinator	27	N-Supervisory
Document Specialist	14	N-Supervisory
Educational Specialist I/ESOL/foreign language	25	N-Supervisory
Facilities Engineer IV	25	N-Supervisory
Facilities Manager, Maintenance	26	N-Supervisory
Financial System Integrator	24	N-Supervisory
Furniture and Equipment Coordinator	25	N-Supervisory
Gang Liaison	25	N-Supervisory
Gang Prevention Coordinator	25	N-Supervisory
General Education Development Tester	23	N-Supervisory
Internal Accounts Instructor	22	N-Supervisory
Licensed Practical Nurse I	14	N-Supervisory
Licensed Practical Nurse II	14	N-Supervisory
Local Area Network Coordinator	26	N-Supervisory
Magnet Communications/Broadcast Arts Engineer	22	N-Supervisory
Manager I, Quality Assurance Services	27	N-Supervisory
Manager I, Systems and Procedures (treasury department)	27	N-Supervisory
Minority/Women Business Enterprise Specialist I	20	N-Supervisory
Minority/Women Business Enterprise Specialist II	22	N-Supervisory
Minority/Women Business Enterprise Specialist III	23	N-Supervisory
Minority/Women Business Enterprise Contract Ad. I	20	N-Supervisory
Minority/Women Business Enterprise Contract Ad. II	22	N-Supervisory
Minority/Women Business Enterprise Contract Ad. III	23	N-Supervisory
Network Analyst III	21	N-Supervisory
Network Analyst IV	23	N-Supervisory
Occupational Therapy Assistant	17	N-Supervisory
Personnel Administrator I (certification & incentive)	23	N-Supervisory
Personnel Administrator II (certification & incentive	22	N-Supervisory

BROWARD TEACHERS UNION-TECHNICAL SUPPORT PROFESSIONAL
"Non-Supervisory Unit"

CLASS TITLE	PAY GRADE	UNIT
Personnel Administrator III (certification & incentive	23	N-Supervisory
Personnel Specialist Instructor I	18	N-Supervisory
Personnel Specialist Instructor II	20	N-Supervisory
Personnel Specialist Instructor III	22	N-Supervisory
Physical Therapy Assistant	17	N-Supervisory
Planner, Grants	27	N-Supervisory
Planner, School Boundaries & student assignment	25	N-Supervisory
Planning Analyst	23	N-Supervisory
Programmer I	20	N-Supervisory
Programmer II	22	N-Supervisory
Programmer III	23	N-Supervisory
Programmer IV (except Paul Wire)	24	N-Supervisory
Project Manager	25	N-Supervisory
Project Manager (environmental coordination)	26	N-Supervisory
Projects Coordinator, Maintenance	23	N-Supervisory
Purchasing Agent I	20	N-Supervisory
Purchasing Agent II	22	N-Supervisory
Purchasing Agent III / (School Food Service)	23	N-Supervisory
Purchasing Agent III	23	N-Supervisory
Purchasing Agent IV	25	N-Supervisory
Research Specialist	27	N-Supervisory
School Nurse	20	N-Supervisory
Senior Capital Project Planner	26	N-Supervisory
Senior Data Warehouse Analyst	27	N-Supervisory
Senior Document Specialist	16	N-Supervisory
Senior Engineer	27	N-Supervisory
Senior RAD Analyst	27	N-Supervisory
Senior Webmaster/Project Planner	25	N-Supervisory
Shift Supervisor III, Transportation Terminal	20	N-Supervisory
Specialist (ESEA Title I) Basic Parent Involvement Program	25	N-Supervisory
Specialist (ESEA Title I) Basic Schoolwide Project and Program Development	25	N-Supervisory
Specialist (Title I) Non-Public, Neglected and Delinquent	25	N-Supervisory
Specialist (Title I) Secondary	25	N-Supervisory
Specialist, Carl Perkins Curriculum Developer	25	N-Supervisory
Specialist, Community Relations Magnet Programs	25	N-Supervisory

BROWARD TEACHERS UNION-TECHNICAL SUPPORT PROFESSIONAL
"Non-Supervisory Unit"

CLASS TITLE	PAY GRADE	UNIT
Specialist, Family School Partnership Program	25	N-Supervisory
Specialist, Grants	25	N-Supervisory
Specialist, Health Outreach	25	N-Supervisory
Specialist, Media	25	N-Supervisory
Specialist, Parent Involvement	25	N-Supervisory
Specialist, Public Affairs & Community Relations	25	N-Supervisory
Specialist, Testing	25	N-Supervisory
Staff Assistant	23	N-Supervisory
Staff Developer, Transportation Training Operations	20	N-Supervisory
Supervisor I Construction Environmental Coordinator	25	N-Supervisory
Supervisor I, Electrical	25	N-Supervisory
Supervisor I, Electronics	25	N-Supervisory
Supervisor I, Grounds	25	N-Supervisory
Supervisor I, Health, Safety and Sanitation	25	N-Supervisory
Supervisor I, Heating, Ventilating and Air Conditioning	25	N-Supervisory
Supervisor I, Mechanical Equipment	25	N-Supervisory
Supervisor I, Minor Capital Outlay	25	N-Supervisory
Supervisor I, Painting	25	N-Supervisory
Supervisor I, Portables	25	N-Supervisory
Supervisor I, Roofing	25	N-Supervisory
Supervisor I, UBCI Inspector	25	N-Supervisory
Supervisor I, Printing Services	26	N-Supervisory
Supervisor, Training Operations	23	N-Supervisory
Supervisor II, Training Operations	23	N-Supervisory
Supervisor II, Vehicle Maintenance, Parts Room	23	N-Supervisory
Supervisor III, Custodial	20	N-Supervisory
Supervisor III, Custodial (Administrative Site Operations	20	N-Supervisory
Supervisor III, Exceptional Student Education (ESE) Transportation	20	N-Supervisory
Supervisor III, Office Operations/Data Entry	20	N-Supervisory
Supervisor III, Operations	20	N-Supervisory
Supervisor III, Transportation Operations	20	N-Supervisory
Supervisor III, Transportation Staffing Operations	20	N-Supervisory
Supervisor, Computer Operations	22	N-Supervisory
Supervisor, Purchasing	22	N-Supervisory

BROWARD TEACHERS UNION-TECHNICAL SUPPORT PROFESSIONAL
"Non-Supervisory Unit"

CLASS TITLE	PAY GRADE	UNIT
Supervisor, Maintenance Stockroom & Warehouse	22	N-Supervisory
Supervisor, Volunteer Services	26	N-Supervisory
Systems Analyst I	20	N-Supervisory
Systems Analyst II	22	N-Supervisory
Systems Analyst III	24	N-Supervisory
Systems Analyst IV (except Arlene Barbas)	26	N-Supervisory
Systems Analyst (except William Hennesey)	27	N-Supervisory
Systems Integrator	26	N-Supervisory
Systems Programmer	27	N-Supervisory
Systems Programmer II	24	N-Supervisory
Systems Support Specialist	23	N-Supervisory
Telecommunications Analyst IV	25	N-Supervisory
Textbook Analyst	26	N-Supervisory
Transportation Route Analyst	23	N-Supervisory
Training Specialist, Management Skill/Development	27	N-Supervisory
Treasury Analyst III	23	N-Supervisory
TV Art/Graphic Specialist	19	N-Supervisory
TV Audio Production Specialist	20	N-Supervisory
TV Broadcast Engineer I	20	N-Supervisory
TV Broadcast Engineer II	18	N-Supervisory
TV Broadcast Maintenance Engineer	22	N-Supervisory
TV Producer/Director	22	N-Supervisory
TV Production Assistant	19	N-Supervisory
TV Studio Crew Chief	20	N-Supervisory
TV Studio Technical Advisor	22	N-Supervisory
TV Traffic Specialist	17	N-Supervisory
Wellness Coordinator	24	N-Supervisory
Wide Area Network (WAN) Coordinator	26	N-Supervisory

APPENDIX C

Grievance #_____

OFFICIAL GRIEVANCE FORM

Name_____
Job Title_____
Work Location_____
Work Address_____

Home Address_____
Home Phone_____

STEP I

A. Date cause of Grievance occurred:_____

B. Article(s) and Section(s) alleged to have been violated:

C. State Grievance:

D. State Relief Sought:

E. Disposition of Immediate Supervisor:

_____
_____
_____
_____

_____ _____
Immediate Supervisor Date

STEP II

F. Date submitted to Superintendent:_____

_____ _____
Signature of Grievant Signature of BTU-TSP Representative

Date Filed

Copies to: (1) Immediate Supervisor, (2) BTU-TSP, (3) Grievant

Broward Teachers Union - Technical Support Professionals
SALARY SCHEDULE
~~2024-2025~~ 2025-2026

STEP / GRADE		1	2	3	4	5	6	7	8	9	10	11	12	13	14
29	A	~~98,556~~	~~101,315~~	~~104,152~~	~~107,068~~	~~110,065~~	~~113,148~~	~~116,316~~	~~119,573~~	~~122,920~~	~~126,361~~	~~129,900~~	~~133,537~~	~~137,277~~	~~141,121~~
	H	~~53.85553~~	~~55.36348~~	~~56.91345~~	~~58.50684~~	~~60.14502~~	~~61.82939~~	~~63.56069~~	~~65.34029~~	~~67.16958~~	~~69.04999~~	~~70.98361~~	~~72.97111~~	~~75.01465~~	~~77.11508~~
	A	98,753	101,518	104,360	107,282	110,285	113,374	116,549	119,812	123,166	126,614	130,160	133,804	137,551	141,403
	H	53.96323	55.47419	57.02727	58.62384	60.26530	61.95304	63.68780	65.47095	67.30391	69.18807	71.12556	73.11704	75.16466	77.26929
28	A	~~92,040~~	~~94,617~~	~~97,267~~	~~99,990~~	~~102,790~~	~~105,669~~	~~108,627~~	~~111,668~~	~~114,795~~	~~118,010~~	~~121,314~~	~~124,710~~	~~128,202~~	~~131,792~~
	H	~~50.29493~~	~~51.70348~~	~~53.15124~~	~~54.63961~~	~~56.16927~~	~~57.74235~~	~~59.35883~~	~~61.02080~~	~~62.72969~~	~~64.48618~~	~~66.29169~~	~~68.14761~~	~~70.05599~~	~~72.01756~~
	A	92,224	94,807	97,461	100,190	102,995	105,880	108,844	111,891	115,025	118,246	121,556	124,960	128,459	132,056
	H	50.39551	51.80688	53.25753	54.74888	56.28160	57.85782	59.47753	61.14283	62.85514	64.61514	66.42426	68.28389	70.19609	72.16158
27	A	~~86,628~~	~~89,053~~	~~91,546~~	~~94,110~~	~~96,745~~	~~99,454~~	~~102,239~~	~~105,101~~	~~108,044~~	~~111,069~~	~~114,178~~	~~117,374~~	~~120,660~~	~~124,039~~
	H	~~47.33780~~	~~48.66304~~	~~50.02540~~	~~51.42625~~	~~52.86630~~	~~54.34627~~	~~55.86824~~	~~57.43221~~	~~59.04029~~	~~60.69318~~	~~62.39226~~	~~64.13894~~	~~65.93464~~	~~67.78081~~
	A	86,801	89,231	91,730	94,298	96,939	99,653	102,443	105,311	108,260	111,291	114,406	117,609	120,902	124,287
	H	47.43247	48.76036	50.12544	51.52909	52.97202	54.45495	55.97997	57.54706	59.15836	60.81456	62.51703	64.26721	66.06650	67.91636
26	A	~~80,730~~	~~82,990~~	~~85,314~~	~~87,703~~	~~90,159~~	~~92,683~~	~~95,278~~	~~97,946~~	~~100,689~~	~~103,508~~	~~106,406~~	~~109,386~~	~~112,450~~	~~115,598~~
	H	~~44.11465~~	~~45.34959~~	~~46.61953~~	~~47.92517~~	~~49.26722~~	~~50.64637~~	~~52.06472~~	~~53.52228~~	~~55.02114~~	~~56.56202~~	~~58.14560~~	~~59.77397~~	~~61.44786~~	~~63.16840~~
	A	80,891	83,156	85,484	87,878	90,339	92,868	95,469	98,142	100,890	103,715	106,619	109,605	112,674	115,829
	H	44.20287	45.44028	46.71276	48.02101	49.36574	50.74765	52.16884	53.62932	55.13117	56.67513	58.26187	59.89351	61.57074	63.29473
25	A	~~75,231~~	~~77,337~~	~~79,502~~	~~81,729~~	~~84,017~~	~~86,369~~	~~88,788~~	~~91,275~~	~~93,831~~	~~96,458~~	~~99,159~~	~~101,935~~	~~104,790~~	~~107,724~~
	H	~~41.10992~~	~~42.26084~~	~~43.44397~~	~~44.66072~~	~~45.91105~~	~~47.19638~~	~~48.51813~~	~~49.87697~~	~~51.27365~~	~~52.70949~~	~~54.18526~~	~~55.70232~~	~~57.26209~~	~~58.86542~~
	A	75,382	77,492	79,661	81,893	84,185	86,542	88,966	91,457	94,018	96,651	99,357	102,139	104,999	107,939
	H	41.19213	42.34536	43.53085	44.75003	46.00286	47.29076	48.61516	49.97672	51.37618	52.81490	54.29362	55.81372	57.37660	58.98314
24	A	~~70,105~~	~~72,068~~	~~74,086~~	~~76,160~~	~~78,293~~	~~80,485~~	~~82,739~~	~~85,055~~	~~87,437~~	~~89,885~~	~~92,401~~	~~94,988~~	~~97,647~~	~~100,381~~
	H	~~38.30891~~	~~39.38142~~	~~40.48405~~	~~41.61748~~	~~42.78311~~	~~43.98094~~	~~45.21237~~	~~46.47810~~	~~47.77957~~	~~49.11740~~	~~50.49234~~	~~51.90581~~	~~53.35017~~	~~54.85323~~
	A	70,246	72,212	74,234	76,312	78,450	80,646	82,904	85,225	87,611	90,065	92,586	95,178	97,843	100,582
	H	38.38552	39.46018	40.56501	41.70071	42.86867	44.06889	45.30279	46.57105	47.87511	49.21562	50.59332	52.00961	53.46588	54.96293
23	A	~~65,327~~	~~67,156~~	~~69,037~~	~~70,970~~	~~72,957~~	~~75,001~~	~~77,100~~	~~79,259~~	~~81,478~~	~~83,760~~	~~86,105~~	~~88,517~~	~~90,996~~	~~93,543~~
	H	~~35.69761~~	~~36.69734~~	~~37.72505~~	~~38.78147~~	~~39.86728~~	~~40.98390~~	~~42.13133~~	~~43.31097~~	~~44.52351~~	~~45.77034~~	~~47.05218~~	~~48.36971~~	~~49.72437~~	~~51.11665~~
	A	65,457	67,290	69,175	71,112	73,103	75,151	77,255	79,418	81,641	83,927	86,278	88,694	91,178	93,731
	H	35.76900	36.77072	37.80050	38.85902	39.94701	41.06586	42.21559	43.39758	44.61255	45.86187	47.14628	48.46644	49.82381	51.21887
22	A	~~60,881~~	~~62,586~~	~~64,339~~	~~66,140~~	~~67,993~~	~~69,896~~	~~71,854~~	~~73,865~~	~~75,933~~	~~78,060~~	~~80,246~~	~~82,493~~	~~84,803~~	~~87,177~~
	H	~~33.26835~~	~~34.20015~~	~~35.15786~~	~~36.14218~~	~~37.15448~~	~~38.19480~~	~~39.26452~~	~~40.36364~~	~~41.49356~~	~~42.65568~~	~~43.85001~~	~~45.07794~~	~~46.34021~~	~~47.63773~~
	A	61,003	62,711	64,468	66,272	68,129	70,036	71,998	74,013	76,085	78,216	80,406	82,658	84,972	87,351
	H	33.33488	34.26854	35.22817	36.21445	37.22878	38.27118	39.34304	40.44436	41.57654	42.74099	43.93770	45.16809	46.43288	47.73299
21	A	~~56,742~~	~~58,330~~	~~59,964~~	~~61,643~~	~~63,369~~	~~65,143~~	~~66,968~~	~~68,843~~	~~70,772~~	~~72,753~~	~~74,790~~	~~76,885~~	~~79,037~~	~~81,250~~
	H	~~31.00642~~	~~31.87451~~	~~32.76710~~	~~33.68490~~	~~34.62790~~	~~35.59751~~	~~36.59442~~	~~37.61932~~	~~38.67296~~	~~39.75597~~	~~40.86909~~	~~42.01373~~	~~43.18984~~	~~44.39916~~
	A	56,855	58,447	60,084	61,767	63,496	65,274	67,102	68,981	70,913	72,899	74,940	77,039	79,195	81,413
	H	31.06843	31.93825	32.83263	33.75227	34.69715	35.66870	36.66760	37.69456	38.75030	39.83547	40.95082	42.09774	43.27621	44.48795
20	A	~~52,869~~	~~54,349~~	~~55,871~~	~~57,435~~	~~59,043~~	~~60,695~~	~~62,395~~	~~64,143~~	~~65,939~~	~~67,785~~	~~69,683~~	~~71,634~~	~~73,640~~	~~75,702~~
	H	~~28.89007~~	~~29.69867~~	~~30.53035~~	~~31.38514~~	~~32.26375~~	~~33.16684~~	~~34.09585~~	~~35.05076~~	~~36.03227~~	~~37.04107~~	~~38.07790~~	~~39.14410~~	~~40.24043~~	~~41.36718~~
	A	52,975	54,457	55,982	57,550	59,161	60,817	62,520	64,271	66,071	67,921	69,822	71,777	73,787	75,853
	H	28.94784	29.75806	30.59141	31.44791	32.32827	33.23316	34.16403	35.12085	36.10432	37.11515	38.15405	39.22238	40.32091	41.44990
19	A	~~49,269~~	~~50,649~~	~~52,067~~	~~53,525~~	~~55,024~~	~~56,565~~	~~58,148~~	~~59,777~~	~~61,450~~	~~63,170~~	~~64,940~~	~~66,758~~	~~68,627~~	~~70,548~~
	H	~~26.92286~~	~~27.67685~~	~~28.45183~~	~~29.24851~~	~~30.06762~~	~~30.90980~~	~~31.77509~~	~~32.66489~~	~~33.57919~~	~~34.51940~~	~~35.48621~~	~~36.47961~~	~~37.50102~~	~~38.55105~~
	A	49,367	50,750	52,171	53,632	55,134	56,678	58,265	59,896	61,573	63,297	65,070	66,891	68,764	70,689
	H	26.97670	27.73219	28.50872	29.30700	30.12775	30.97161	31.83864	32.73022	33.64635	34.58843	35.55717	36.55256	37.57601	38.62814
18	A	~~45,915~~	~~47,200~~	~~48,522~~	~~49,880~~	~~51,276~~	~~52,713~~	~~54,188~~	~~55,705~~	~~57,264~~	~~58,868~~	~~60,517~~	~~62,212~~	~~63,955~~	~~65,745~~
	H	~~25.09005~~	~~25.79224~~	~~26.51472~~	~~27.25680~~	~~28.01988~~	~~28.80467~~	~~29.61115~~	~~30.44005~~	~~31.29204~~	~~32.16853~~	~~33.06952~~	~~33.99573~~	~~34.94785~~	~~35.92638~~
	A	46,007	47,294	48,619	49,980	51,379	52,818	54,297	55,817	57,379	58,986	60,638	62,337	64,082	65,877
	H	25.14023	25.84382	26.56774	27.31131	28.07592	28.86228	29.67037	30.50092	31.35462	32.23286	33.13566	34.06372	35.01774	35.99823
17	A	~~42,793~~	~~43,991~~	~~45,222~~	~~46,487~~	~~47,789~~	~~49,127~~	~~50,503~~	~~51,917~~	~~53,371~~	~~54,865~~	~~56,401~~	~~57,981~~	~~59,604~~	~~61,273~~
	H	~~23.38398~~	~~24.03855~~	~~24.71132~~	~~25.40299~~	~~26.11427~~	~~26.84516~~	~~27.59704~~	~~28.36992~~	~~29.16450~~	~~29.98080~~	~~30.82018~~	~~31.68339~~	~~32.57038~~	~~33.48234~~
	A	42,878	44,079	45,312	46,580	47,885	49,225	50,604	52,021	53,478	54,975	56,514	58,097	59,723	61,395
	H	23.43074	24.08662	24.76073	25.45379	26.16650	26.89884	27.65223	28.42665	29.22282	30.04075	30.88182	31.74675	32.63551	33.54930
16	A	~~39,872~~	~~40,988~~	~~42,135~~	~~43,315~~	~~44,529~~	~~45,775~~	~~47,056~~	~~48,373~~	~~49,727~~	~~51,120~~	~~52,551~~	~~54,023~~	~~55,536~~	~~57,091~~
	H	~~21.78779~~	~~22.39755~~	~~23.02483~~	~~23.66960~~	~~24.33258~~	~~25.01375~~	~~25.71383~~	~~26.43351~~	~~27.17349~~	~~27.93447~~	~~28.71646~~	~~29.52084~~	~~30.34765~~	~~31.19737~~
	A	39,951	41,069	42,220	43,402	44,618	45,867	47,150	48,470	49,827	51,222	52,656	54,131	55,647	57,205
	H	21.83136	22.44234	23.07088	23.71693	24.38124	25.06377	25.76525	26.48637	27.22783	27.99033	28.77389	29.57988	30.40834	31.25976
15	A	~~37,154~~	~~38,195~~	~~39,264~~	~~40,364~~	~~41,494~~	~~42,656~~	~~43,850~~	~~45,077~~	~~46,339~~	~~47,637~~	~~48,970~~	~~50,341~~	~~51,750~~	~~53,199~~
	H	~~20.30292~~	~~20.87139~~	~~21.45596~~	~~22.05663~~	~~22.67410~~	~~23.30906~~	~~23.96153~~	~~24.63222~~	~~25.32181~~	~~26.03096~~	~~26.75975~~	~~27.50884~~	~~28.27890~~	~~29.07071~~
	A	37,229	38,271	39,343	40,444	41,577	42,741	43,937	45,167	46,432	47,732	49,068	50,442	51,854	53,306
	H	20.34353	20.91313	21.49886	22.10074	22.71944	23.35568	24.00945	24.68148	25.37244	26.08302	26.81326	27.56385	28.33545	29.12885
14	A	~~34,774~~	~~35,748~~	~~36,748~~	~~37,777~~	~~38,835~~	~~39,923~~	41,041	~~42,191~~	~~43,372~~	~~44,586~~	~~45,834~~	~~47,118~~	~~48,437~~	~~49,794~~
	H	~~19.00219~~	~~19.53425~~	~~20.08101~~	~~20.64316~~	~~21.22144~~	~~21.81581~~	~~22.42696~~	~~23.05493~~	~~23.70041~~	~~24.36409~~	~~25.04595~~	~~25.74743~~	~~26.46851~~	~~27.20962~~
	A	34,844	35,819	36,822	37,853	38,913	40,003	41,123	42,275	43,458	44,675	45,926	47,212	48,534	49,893
	H	19.04019	19.57331	20.12117	20.68444	21.26387	21.85944	22.47181	23.10103	23.74780	24.41281	25.09603	25.79892	26.52145	27.26403

THIS SCHEDULE IS BASED ON A 244 DAY CALENDAR AND A 7 1/2 HOUR WORKDAY.

~~For the **2024-2025** school year, employees in the BTU-TSP bargaining unit in an active status as of the date of board approval, shall receive a step increase retroactive to July 1, 2024~~.

~~The remaining amount will be spread equally across the salary schedule equivalent to 0.20%~~.

~~Employees on the top step of the salary schedule shall receive a one time (non-recurring) bonus payment equivalent to a step of 2.80% of the base salary~~.

As of the 2016-2017 school year, BTU-TSP employees with fifteen (15) to twenty (20) years of employment tenure with the District as of June 30, 2016 shall receive a recurring payment of $1,000 annually.
As of the 2016-2017 school year, BTU-TSP employees with greater than twenty (20) years of employment tenure with the District as of June 30, 2016 shall receive a recurring payment of $1,400 annually.

Advanced Degree Incentives and Amounts of Incentives: Bachelors - $1,000, Masters - $1,500 and Doctorate - $2,000.

BTU-TSP JOB DESCRIPTIONS/JOB FAMILIIES

CODE	POSITION TITLE	TSP JOB FAMILY	Pay Grade
WW-006.1	Accountant I	Finance	20
WW-006.2	Accountant II	Finance	22
WW-006.3	Accountant III	Finance	23
WW-004	Accountant IV (Except Financial Reporting)	Finance	25
W-007	Accountant V (Except Benefits)	Finance	27
ZZ-032	Accountant, BEF	Finance	20
DD-116	Analyst, Energy Conservation	Facilities & Maintenance	25
SS-040	Architect IV	Facilities & Maintenance	26
SS-028	Architect V	Facilities & Maintenance	25
BB-001	Area Business Analyst	Finance	27
DD-009	Area Supervisor I, Maintenance	Facilities & Maintenance	23
DD-039	Assistant Area Supervisor, Maintenance	Facilities & Maintenance	27
S-012	Assistant Chief Building Official, Inspections	Facilities & Maintenance	25
R-051	Basis Administrator	Computer-NW/Sys Analyst	27
RR-073	BECON - Traffic Supervisor	Production/Eng & Art.Graphics	23
RR-038	Becon Engineering Manager	Production/Eng & Art.Graphics	28
R-020	Becon Station Manager	Production/Eng & Art.Graphics	28
WW-014.1	Budget Analyst I	Finance	20
WW-014.2	Budget Analyst II	Finance	22
WW-014.3	Budget Analyst III	Finance	23
WW-017	Budget Specialist/FTE Specialist	Computer - Cust Svc	18
RR-032	Building Control Specialist IV	Facilities & Maintenance	14
W-032	Business Warehouse Administrator	Computer-NW/Sys Analyst	27
WW-010.1	Capital Budget Analyst I	Finance	20
WW-10.2	Capital Budget Analyst II	Finance	22
WW-010.3	Capital Budget Analyst III	Finance	23
WW-005	Capital Budget Analyst IV	Finance	25
W-009	Capital Budget Analyst V	Finance	27
W-003	Capital Network Syst Administrator	Computer - Applications	27
WW-001	Capital Network Syst Coordinator	Computer - Applications	26
W-004	Capital Payment Review Supervisor	Finance	27
RR-058	CATV Technician Apprentice	Production/Eng & Art.Graphics	16
EE-138	Clinical Nurse, Health Ed Services	Nursing	23
EE-125	Clinical Nursing Supervisor - Exceptional Centers, ESE Clusters, Head Start, Full Service	Nursing	25
RR-056	Community Relations Assistant	Public Affairs	20
RR-054	Community Resource Specialist, Volunteer Services	Public Affairs	23
KK-106	Community Service Specialist I	Public Affairs	18
EE-006	Community Service Specialist II	Public Affairs	16
SS-046.1	Computer Aided Drafting (CAD) Draftsperson A	Facilities & Maintenance	17
SS-046.2	Computer Aided Drafting (CAD) Draftsperson B	Facilities & Maintenance	19
SS-046.3	Computer Aided Drafting (CAD) Draftsperson C	Facilities & Maintenance	21
SS-046.4	Computer Aided Drafting (CAD) Draftsperson D	Facilities & Maintenance	25
DD-098	Computer Training Instructor, Food Service	Customer Service	25
SS-084	Construction Purchasing Agent	Purchasing	23
DD-105	Coordinator II, Loss Prevention & Safety	Facilities & Maintenance	27
RR-061	Coordinator, BECON Public Relations & Fund Raising	Public Affairs	26
E-134	Coordinator, Behavior	Ed Pgms/Curriculum	27
B-020	Coordinator, Charter Schools	Ed Pgms/Curriculum	27
E-129	Coordinator, Diversity & Cultural Outreach	Ed Pgms/Curriculum	27
SS-094	Coordinator, Environmental Resource Mgmt	Facilities & Maintenance	27
S-031	Coordinator, Facility Planning & Educational Programming	Facilities & Maintenance	26
Z-026	Coordinator, Governmental Affairs	Public Affairs	27
S-014	Coordinator, Management Systems	Computer - Applications	27
E-028	Coordinator, Medicaid	Finance	27
C-036	Coordinator, Non-Instructional Development	HR/Staff Dev	27
R-012	Coordinator, Parents, Business & Community Partnerships	Public Affairs	27
R-002	Coordinator, Partners in Education	Public Affairs	27
C-043	Coordinator, Quality Support	HR/Staff Dev	27
DD-109	Coordinator, Supplier Diversity and Outreach Program	Purchasing	26
C-040	Coordinator, Teacher Support	Ed Pgms/Curriculum	25
SS-069	Coordinator, Telecommunications, Wiring & Installation	Telecommunications	25

BTU-TSP JOB DESCRIPTIONS/JOB FAMILIIES

CODE	POSITION TITLE	TSP JOB FAMILY	Pay Grade
C-042	Coordinator, Training	HR/Staff Dev	27
RR-053	Coordinator, Volunteer Services	Public Affairs	27
WW-008	Cost Accountant	Finance	24
SS-086	Cost Estimator / Scheduler	Facilities & Maintenance	24
EE-135	Courts Liaison	Ed Pgms/Curriculum	25
KK-025	CTACE Business Analyst - Career, Technical, and Adult/Community Education	Finance	23
EE-128	CTACE Grant Administrator	Finance	23
ZZ-027	Curator, Old Dillard Museum	Public Affairs	25
EE-137	Curriculum Support Specialist, Military Science	Ed Pgms/Curriculum	25
WW-013.1	Customer Service Analyst I	Computer - Cust Svc	20
WW-013.2	Customer Service Analyst II	Computer - Cust Svc	22
WW-013.3	Customer Service Analyst III	Computer - Cust Svc	24
RR-050.1	Database Researcher I	Research/Evaluation	21
RR-050.2	Database Researcher II	Research/Evaluation	22
RR-050.3	Database Researcher III	Research/Evaluation	23
RR-050.4	Database Researcher IV	Research/Evaluation	24
RR-072	Demographer Analyst	Facilities & Maintenance	20, 22, 23
SS-066	Designer I, II, III, Architectural	Facilities & Maintenance	23
SS-042	Designer III, Architectural	Facilities & Maintenance	23
SS-043	Designer III, Engineering	Facilities & Maintenance	27
RR-070	Digital Broadcast Engineer	Production/Eng & Art.Graphics	22
SS-075	Director, Design & Construction Contracts	Facilities & Maintenance	29
S-010.1	Director, Plan/Designs	Facilities & Maintenance	24
RR-071	Distance Learning Outreach Specialist	Computer - Applications	22
R-022	District Network Coordinator	Computer - Applications	27
SS-093	District Space Planner	Facilities & Maintenance	14
RR-066	District Webmaster	Computer - Applications	24
SS-056	Document Specialist	Facilities & Maintenance	20
SS-058	Draftsperson E	Facilities & Maintenance	23
SS-044	Draftsperson, Senior	Facilities & Maintenance	26
EE-090	Educational Specialist I, English for Speakers of Other Languages (ESOL)/Foreign Language	Ed Pgms/Curriculum	25
CC-055	Employee Health Testing Specialist	HR/Staff Dev	25
RR-051	Evaluation Administrator	Research/Evaluation	27
RR-060	Executive Producer - BECON	Production/Eng & Art.Graphics	24
SS-041	Facilities Engineer V	Facilities & Maintenance	26
R-049	Finance Manager, ETS	Finance	27
WW-012	Financial Reporting Analyst	Finance	24
WW-016	Financial Systems Integrator	Computer-NW/Sys Analyst	24
SS-027	Furniture & Equipment Coordinator	Purchasing	26
ZZ-026	Gang Prevention Coordinator	Ed Pgms/Curriculum	23
EE-047	General Education Development Tester	Ed Pgms/Curriculum	23
ZZ-034	Grants Administrative Specialist	Ed Pgms/Curriculum	26
DD-020	Grounds Manager	Facilities & Maintenance	27
JJ-083	Licensed Practical Nurse I, II, III/Medically Complex Exceptional Students	Nursing	14, 16, 17
RR-041	Local Area Network Coordinator	Computer - Applications	26
EE-023	Magnet - Communications/Broadcast Arts Engineer	Production/Eng & Art.Graphics	22
D-021	Manager Energy Conservation Utility Management (Previously R-021)	Facilities & Maintenance	24
R-030	Manager I, Customer Support Services	Computer - Cust Svc	27
W-015	Manager I, Systems & Procedures	Finance	27
D-048	Manager I, Systems & Procedures - Physical Plant Operations	Computer-NW/Sys Analyst	27
RR-028	Manager II, Production	Production/Eng & Art.Graphics	26
RR-062	Manager of Graphics, Print Products	Production/Eng & Art.Graphics	26
RR-027	Manager of Graphics, Video Products	Production/Eng & Art.Graphics	26
D-033	Manager Purchasing Operations	Purchasing	27
R-045	Manager, Conferencing Services	Computer - Applications	27
W-029	Manager, ERP-Budget	Finance	27
W-029	Manager, ERP-Finance & Integration	Finance	27
W-029	Manager, ERP-HR	HR/Staff Dev	21
W-029	Manager, ERP-Operations	Purchasing	27
W-029	Manager, ERP-Payroll	Finance	27

BTU-TSP JOB DESCRIPTIONS/JOB FAMILIIES

CODE	POSITION TITLE	TSP JOB FAMILY	Pay Grade
W-029	Manager, ERP-Programming	Computer-Programmer	20
D-050	Manager, Food & Nutrition Services	Finance	27
EE-136	Manager, SSS/ESE Electronic Management System (EMS)	Ed Pgms/Curriculum	24
DD-090	Manager, Training	HR/Staff Dev	27
DD-081	Manager, Transportation Terminal	Transportation	26
RR-074	Marketing Specialist, BECON	Public Affairs	21
DD-111	Minority/women Business Enterprise (M/WBE) Contract Compliance Administrator I, II, III	Purchasing	20, 22, 23
DD-110	Minority/Women Business Enterprise (M/WBE) Specialist I, II, III	Purchasing	20, 22, 23
RR-011	Network Analyst III	Computer-NW/Sys Analyst	21
RR-004	Network Analyst IV	Computer-NW/Sys Analyst	23
JJ-050	Occupational Therapy Assistant	Nursing	17
DD-119	Operational Analyst, Physical Plant Operations	Facilities & Maintenance	27
EE-130	Operations and Logistics Specialist, Junior Reserve Officers Training Corps (JROTC) and Principal's Leadership Development Corps (PLDC)	Ed Pgms/Curriculum	27
RR-050	Operations Service Specialist	Computer - Operations	20
RR-045	Operations Specialist	Computer - Operations	22
RR-002	Operations Supervisor	Computer - Operations	24
CC-012.1	Personnel Administrator I	HR/Staff Dev	25
CC-012.2	Personnel Administrator II	HR/Staff Dev	20
CC-012.3	Personnel Administrator III	HR/Staff Dev	22
C-011	Personnel Specialist/Instructor I, II, III	HR/Staff Dev	23
JJ-051	Physical Therapy Assistant	Nursing	17
Z-027	Planner, Grants	Ed Pgms/Curriculum	23
S-033	Planner, Growth Management Impact	Facilities & Maintenance	27
S-035	Planner, Growth Management Monitoring	Facilities & Maintenance	25
RR-064	Planner, School Boundaries	Facilities & Maintenance	23
SS-053	Planning Analyst	Facilities & Maintenance	24
SS-089	Plans Examiner (Specialties: Building , Civil, Structural, HVAC, Plumbing, Electrical)	Facilities & Maintenance	25
SS-014.1	Plans Examiner / Inspector - Building	Facilities & Maintenance	25
SS-014.4	Plans Examiner / Inspector - Electrical	Facilities & Maintenance	25
SS-014.6	Plans Examiner / Inspector - Fire Safety	Facilities & Maintenance	25
SS-014.3	Plans Examiner / Inspector - Mechanical	Facilities & Maintenance	25
SS-014.2	Plans Examiner / Inspector - Plumbing	Facilities & Maintenance	25
SS-014.5	Plans Examiner / Inspector - Roofing	Facilities & Maintenance	25
W-034	Portal Administrator	Computer-NW/Sys Analyst	27
W-031	Process Analyst - Personnel Dev	HR/Staff Dev	18, 20, 22
W-031	Process Analyst - Accounts Payable	Finance	25
W-031	Process Analyst - Benefits	HR/Staff Dev	25
W-031	Process Analyst - Bus Warehouse	Computer-NW/Sys Analyst	25
W-031	Process Analyst - Change Management	Computer - Cust Svc	25
W-031	Process Analyst - Chg Mgmt-Web	Computer - Applications	25
W-031	Process Analyst - Controlling	Finance	25
W-031	Process Analyst - E-Recruitment	HR/Staff Dev	25
W-031	Process Analyst - Funds Management	Finance	25
W-031	Process Analyst - Grants Management	Finance	25
W-031	Process Analyst - Learning Solutions	HR/Staff Dev	25
W-031	Process Analyst - Mat/Inv Mgmt	Purchasing	25
W-031	Process Analyst - Org Management	HR/Staff Dev	25
W-031	Process Analyst - Payroll	Finance	25
W-031	Process Analyst - Personnel Admin	HR/Staff Dev	25
W-031	Process Analyst - Plant Maint	Facilities & Maintenance	25
W-031	Process Analyst - Purchasing	Purchasing	25
W-031	Process Analyst - Time Management	HR/Staff Dev	25
W-031	Process Analyst - Transportation	Transportation	25
W-031	Process Analyst - Treasury	Finance	25
DD-075	Program Manager, Nutrition Education and Training	HR/Staff Dev	25
EE-139	Program Supervisor, BASCC	Ed Pgms/Curriculum	20
RR-012.1	Programmer I	Computer-Programmer	22
RR-012.2	Programmer II	Computer-Programmer	23

BTU-TSP JOB DESCRIPTIONS/JOB FAMILIIES

CODE	POSITION TITLE	TSP JOB FAMILY	Pay Grade
RR-012.3	Programmer III	Computer-Programmer	24
RR-001	Programmer IV	Computer-Programmer	27
ZZ-031	Programs Coordinator III, Broward Education Foundation	Public Affairs	22
CC-022	Project Manager - Occupational Health/Environmental Control	Facilities & Maintenance	25
SS-019	Project Manager I	Facilities & Maintenance	25
SS-039	Project Manager I	Facilities & Maintenance	25
SS-054	Project Manager I	Facilities & Maintenance	25
SS-060	Project Manager I	Facilities & Maintenance	26
SS-080	Project Manager II	Facilities & Maintenance	26
SS-081.1	Project Manager II	Facilities & Maintenance	26
SS-079	Project Manager II (Warranty Administrator)	Facilities & Maintenance	26
D-054	Project Manager II, Energy Conservation & Utility Management	Facilities & Maintenance	27
S-017	Project Manager III - Facilities & Construction	Facilities & Maintenance	23
R-048	Project Manager, Tech and Instruction	Computer-NW/Sys Analyst	27
R-016	Project Manager, Technology, Project Management Office	Computer-NW/Sys Analyst	26
DD-089	Projects Coordinator, Physical Plant	Facilities & Maintenance	26
SS-057	Property Coordinator	Facilities & Maintenance	24
DD-086-1	Purchasing Agent I	Purchasing	20
DD-094-1	Purchasing Agent I, School Food Service	Purchasing	20
DD-086-2	Purchasing Agent II	Purchasing	22
DD-094-2	Purchasing Agent II, School Food Service	Purchasing	22
DD-086-3	Purchasing Agent III	Purchasing	23
DD-078	Purchasing Agent IV	Purchasing	25
DD-093	Purchasing Agent, Food Service Equipment & Supplies	Purchasing	25
DD-103	Purchasing Card Coordinator	Purchasing	20
SS-018	Real Property Analyst	Facilities & Maintenance	20
R-033	Research Specialist	Research/Evaluation	27
DD-085	Route Planner	Transportation	20
DD-107	Safety Specialist I	Facilities & Maintenance	23
DD-106	Safety Specialist II	Facilities & Maintenance	21
DD-118	Scheduler, Physical Plant Operations	Facilities & Maintenance	27
KK-136	School Age Child Care Supervisor	Ed Pgms/Curriculum	25
JJ-049	School Nurse - Exceptional Student Centers or Schools with ESE Clusters, Head Start, Full Service Schools Programs	Nursing	20
S-002	Senior Architect	Facilities & Maintenance	16
SS-020	Senior Capital Project Planner	Computer-NW/Sys Analyst	27
R-026	Senior Data Warehouse (DHW) Analyst	Computer-NW/Sys Analyst	27
SS-045	Senior Document Specialist	Facilities & Maintenance	27
S-020	Senior Engineer	Facilities & Maintenance	26
SS-090	Senior Plan Examiner (Specialties: Building, Civil, Structural, Mechanical, Electrical)	Facilities & Maintenance	29
S-010.2	Senior Project Manager / Construction Phase	Facilities & Maintenance	25
R-025	Senior Rapid Application Development (RAD) Analyst	Computer-NW/Sys Analyst	27
SS-087	Senior Webmaster / Project Planner	Computer - Applications	25
DD-082	Shift Supervisor, Transportation Terminal	Transportation	22
EE-008	Specialist (ESEA Title I) Basic Parent Involvement Program	Ed Pgms/Curriculum	25
EE-112	Specialist , Innovative Programs	Public Affairs	25
CC-059	Specialist Workers - Compensation	HR/Staff Dev	25
EE-126	Specialist, (Bilingual - title VII) Parent Outreach Program	Public Affairs	25
EE-007	Specialist, (ESEA Title I) Basic School-Wide Project and Program Improvement	Ed Pgms/Curriculum	25
EE-003	Specialist, *Title I) Non-Public, Neglected and Delinquent	Ed Pgms/Curriculum	25
SS-092	Specialist, American with Disabilities Act (ADA) Accessibility Projects	Facilities & Maintenance	27
RR-065	Specialist, Demographer / Statistician	Facilities & Maintenance	24
EE-009	Specialist, Family-School Partnership Programs	Public Affairs	25
SS-088	Specialist, Florida Inventory of School Houses (FISH)	Facilities & Maintenance	20
ZZ-028	Specialist, Grants	Ed Pgms/Curriculum	25
EE-129	Specialist, Media & Instructional Material	Ed Pgms/Curriculum	20
RR-055	Specialist, Parents, Business, & Community Partnerships	Public Affairs	25
RR-052	Specialist, Public Affairs & Community Relations	Public Affairs	25
DD-113	Specialist, QA - Custodial	Facilities & Maintenance	25
EE-132	Specialist, Technical, Adult and Community Education	Ed Pgms/Curriculum	25

BTU-TSP JOB DESCRIPTIONS/JOB FAMILIIES

CODE	POSITION TITLE	TSP JOB FAMILY	Pay Grade
RR-030	Specialist, Testing	Ed Pgms/Curriculum	25
EE-005	Specialist, Title I, Elementary	Ed Pgms/Curriculum	25
EE-004	Specialist, Title I, Secondary	Ed Pgms/Curriculum	26
SS-085	Specification Writer	Facilities & Maintenance	25
CC-053	Staff Assistant	HR/Staff Dev	25
DD-038	Staff Developer, Transportation Training Operations	HR/Staff Dev	23
RR-057	Supervisor I, Customer Support Services	Computer - Cust Svc	25
DD-022	Supervisor I, Electrical	Facilities & Maintenance	25
DD-003	Supervisor I, Heating, Ventilating and Air Conditioning	Facilities & Maintenance	25
DD-023	Supervisor I, Mechanical Equipment	Facilities & Maintenance	25
DD-026	Supervisor I, Minor Capital Outlay	Facilities & Maintenance	25
DD-002	Supervisor I, Painting	Facilities & Maintenance	25
RR-063	Supervisor I, Printing Services	Production/Eng & Art.Graphics	26
DD-008	Supervisor I, Roofing	Facilities & Maintenance	23
RR-005	Supervisor II, Computer Operations	Computer - Operations	23
DD-114	Supervisor II, Custodial	Facilities & Maintenance	23
DD-115	Supervisor II, Grounds	Facilities & Maintenance	20
DD-037	Supervisor II, Transportation Staffing	Transportation	23
DD-087	Supervisor II, Vehicle Maintenance, Parts	Transportation	23
DD-007	Supervisor III, Mail Service	Facilities & Maintenance	20
DD-088	Supervisor III, Office Operations/Data Entry	Computer - Applications	20
CC-052	Supervisor III, Operations	Facilities & Maintenance	23
WW-015	Supervisor Internal Accounts Support	Finance	23
DD-034	Supervisor Physical Plan Operations (PPO) Stockroom	Facilities & Maintenance	26
CC-030	Supervisor Risk Management	Facilities & Maintenance	25
DD-079	Supervisor Training Operations	HR/Staff Dev	20
WW-007	Supervisor, Accounts Payable	Finance	24
DD-019	Supervisor, Capital Projects	Facilities & Maintenance	23
RR-006	Supervisor, Computer Operations	Computer - Operations	22
WW-009	Supervisor, Data Entry (Accounting)	Computer - Applications	22
ZZ-035	Supervisor, Kids in Need Resource Center (KINRC)	Public Affairs	20
DD-120	Supervisor, Logistics & Relocation Services	Facilities & Maintenance	25
DD-091	Supervisor, Planning & Scheduling	Facilities & Maintenance	25
RR-010	Supervisor, Records Retention	Computer - Cust Svc	23
DD-035	Supervisor, Special Needs Trans	Transportation	24
DD-036	Supervisor, Transportation Operations	Transportation	25
DD-117	Supervisor, Vehicle Maintenance	Transportation	25
DD-021	Supervisor, Work Order/Work Flow	Facilities & Maintenance	25
DD-010	Supervisor, Workflow/Labor Utilization	Facilities & Maintenance	27
R-018	Systems Analyst	Computer-NW/Sys Analyst	20
RR-025.1	Systems Analyst I	Computer-NW/Sys Analyst	22
RR-025.2	Systems Analyst II	Computer-NW/Sys Analyst	24
RR-025.3	Systems Analyst III	Computer-NW/Sys Analyst	26
RR-035	Systems Analyst IV	Computer-NW/Sys Analyst	26
RR-039	Systems Integrator	Computer-NW/Sys Analyst	24
R-019	Systems Programmer	Computer-Programmer	23
RR-044	Systems Programmer I	Computer-Programmer	24
RR-003	Systems Programmer II	Computer-Programmer	27
SS-082	Systems Support Specialist	Computer - Cust Svc	23
DD-108	Technical Services Supervisor, Food Service	Computer-NW/Sys Analyst	27
DD-104	Technology/Telecommunications Standard Specialist - Purchasing	Telecommunications	25
RR-033	Telecommunications Analyst IV	Telecommunications	25
EE-084	Textbook Analyst	Ed Pgms/Curriculum	25
RR-036	Training Analyst	HR/Staff Dev	23
CC-051	Training Specialist, Management Skills Development	HR/Staff Dev	25
E-138	Transition Services Specialist	Ed Pgms/Curriculum	23
DD-074	Transportation Route Analyst	Transportation	24
WW-011. 1.2.3	Treasury Analyst I, II, III	Finance	20, 22, 23
W-025	Treasury Manager	Finance	27
RR-020	TV Art/Graphics Specialist	Production/Eng & Art.Graphics	19

BTU-TSP JOB DESCRIPTIONS/JOB FAMILIIES

CODE	POSITION TITLE	TSP JOB FAMILY	Pay Grade
RR-019	TV Audio Production Specialist	Production/Eng & Art.Graphics	20
RR-017	TV Broadcast Engineer I	Production/Eng & Art.Graphics	20
RR-022	TV Broadcast Engineer II	Production/Eng & Art.Graphics	18
RR-014	TV Broadcast Maintenance Engineer	Production/Eng & Art.Graphics	22
RR-024	TV Graphics Assistant	Production/Eng & Art.Graphics	16
RR-015	TV Producer/Director	Production/Eng & Art.Graphics	22
RR-042	TV Production Apprentice	Production/Eng & Art.Graphics	16
RR-021	TV Production Assistant	Production/Eng & Art.Graphics	19
RR-018	TV Production Crew Chief	Production/Eng & Art.Graphics	20
RR-016	TV Studio Technical Advisor	Production/Eng & Art.Graphics	22
RR-023	TV Traffic Specialist	Production/Eng & Art.Graphics	17
CC-029	Wellness Coordinator	HR/Staff Dev	24
RR-040	Wide Area Network Coordinator	Computer - Applications	26
EE-131	World Refugee Recruiter/Employability Skills Job Developer (Grant Funded)	Ed Pgms/Curriculum	23
Total	312		

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
REQUEST FOR HARDSHIP TRANSFER (BTU-TSP)

Hardship Transfer is defined as an employee traveling 20 miles or more one way to work or having a serious medical condition (must be documented).

EMPLOYEE NAME: _____ REQUEST DATE: _____

EMPLOYEE ADDRESS: _____ PERSONNEL NO. _____

CURRENT SCHOOL/DEPARTMENT: _____

PRESENT CLASSIFICATION: _____

I REQUEST A TRANSFER TO THE FOLLOWING LOCATION(S) IN DESCENDING ORDER OF PREFERENCE:

	LOCATION NUMBER	**LOCATION NAME**
1.		
2.		
3.		
4.		
5.		

REASON FOR REQUEST:

An employee who meets the "hardship" definition will be guaranteed an interview for a Board-determined vacancy at any of the work locations that the employee has selected.

_____ _____

Employee's Signature Date

DISTRIBUTION:

Original to (Talent Acquisition & Operations (Non-Instructional)
Copy to Administrator **(Optional)**
Copy to be retained by Employee

Form #4075
NEW – Employee & Labor Relations

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
NON-INSTRUCTIONAL STAFFING

Telephone: 754-321-1815 **Facsimile: 754-321-2448**

PERSONNEL DATA FORM

Job Family: _____

Name _____ Personnel Number _____

Current Job Title _____ Current Pay Grade _____

College Degree: ___ Yes ___ No Degree(s) & Major(s): _____

Enclosed is a listing of all position titles in your job family that are equal to or lower than your current pay grade, and that are held by employees with less seniority than you, as well as all vacant positions in your job family.

Job descriptions are online at: http://www.broward.k12.fl.us/Compensation/JDPDF/jdsearch2.asp. Job descriptions include qualifications and performance responsibilities for each position.

Throughout this process, "seniority "shall be based upon employee's date of hire pursuant to Article 3 of the BTU-TSP Collective Bargaining Agreement. Pursuant to Article 14 of the BTU-TSP Collective Bargaining Agreement, "For any option, the laid-off employee must be qualified for the position and the position must be at an equivalent or lower pay grade."

Failure to select one of the following options will result in the District determining your placement.

Section I:

Place an "X" next to ONE of the following options:

_____ Fill a vacant position within his/her current job family.
Note: If there is an "N/A" next to the option above, there are no vacant positions within your job family.

or

_____ Return to the job classification within the same job family, which the laid-off employee most recently held, and displace the employee with the least seniority.

or

_____ Displace the employee with the least seniority in any position within the job family.

All affected employees must complete Section II on the second page of this form.

PLEASE SUBMIT THE FOLLOWING DOCUMENTS WITH THIS FORM:

- Current Resume
- Copy of College Diploma(s)
- Copy of any professional licenses

Section II:

Based upon your selected option in **Section I**, identify a job choice and an alternate job choice. If your choice is not available, you will be placed into the alternate position you selected, if available. You will be notified via email if your selected or alternate job is not available.

For any option, the laid-off employee must be qualified for the position and the position must be at an equivalent or lower pay grade.

Job Title
Job Choice
Alternate Choice

List any Licenses/Certifications that you have:

Licenses/Certifications	Expiration Date

List any Licenses/Certifications that you are ELIGIBLE for:

Please complete and return forms to Victoria K. Kaufman, Director, Non-Instructional Staffing, KCW 3rd Floor, by **_____.**

Section III

Check Here: _____ if you are claiming Veterans' Preference and submit the following documents:

- o VETERANS' PREFERENCE CLAIM FORM
- o COPY OF YOUR DD-214
- o PROOF OF FLORIDA RESIDENCY

Employee Signature: _____ **Date:** _____

Form #4072
NEW

APPENDIX H



Orientation and Training Guidelines

Transferred TSP Employees

The School Board of Broward County, Florida

TABLE OF CONTENTS

I. ORIENTATION AND TRAINING GUIDELINES*

- **SAMPLE EMAILS**
- **SAMPLE LETTER**

II. FIRST DAY CHECKLIST

III. FIRST WEEK CHECKLIST

IV. TRAINING/SUPPORT & PROGRESS MONITORING

V. TIMELINES

VI. PROFICIENCY ASSESSMENT FORM

***PURSUANT TO ARTICLE 14(A)(5)(f)**

Orientation and Training Guidelines for Transferred TSP Employees

Prior to First Day

- Send Email to All Coworkers Announcing Transferred Employee

Sample Email

On MM/DD/YY we are welcoming (Name) into our department as a (Job Title). Please do everything you can to make (First Name) feel welcome. Initially, (Name) will be assigned as a buddy to (Name) to assist (Name) with his/her transition into our department.

Please make a point of welcoming (Name) during his/her first day on the job.

- Email Welcome Letter to the New Employee

Sample Letter

Dear Name:

I am pleased to welcome you to your new position, (Position Title). The team is looking forward to working with you.

On your first day, I will meet with you to review your work area, departmental procedures, job description including specific responsibilities, expectations, and progress monitoring processes. It is my goal to help you become comfortable and productive in your new position as quickly as possible.

Please accept my personal welcome to the (Department) of the School Board of Broward County.

Sincerely,
Supervisor

First Day Checklist

- Introduce employee to all team members including clerical staff. (In one setting if possible.) During introductions, review everyone's function within the department.
- Escort employee to his/her work area.
- Introduce and explain departmental policies and procedures.
- Provide an opportunity to complete any necessary paperwork.
- Go over employee's work schedule and hours of access to building.
- Conduct a brief tour of the facility.
- If employee will be supervising others, notify affected employees.
- Provide employee a list of important phone numbers to know.
- Answer employee questions.

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

First Week Checklist

Staff Member's Name: _____Title: _____

Department: _____Completed by: _____

Supervisor's Instructions: Please complete this checklist with new staff member at the appropriate times. Both parties should initial items as they are completed and then sign and date the form acknowledging its completion.

Supervisor's Initials / Staff Member's Initials

1. ____ ____ Review the progress monitoring process.

2. ____ ____ Review applicable and appropriate staff compensation processes, including:
   - Comp time/Payroll Time Reporting Processes
   - Vacation scheduling

3. ____ ____ Review computer system, including:
   - Computer network access/passwords
   - Setting up and use
   - Office software programs
   - Email accounts

4. ____ ____ Review the structure and procedures of his/her department including:
   - Department organization chart – highlight the names and duties of key personnel and who to contact if the supervisor isn't available
   - Ordering/Obtaining supplies
   - Severe weather callout procedure
   - Work travel or trips (policy & procedure)

5. ____ ____ Review applicable job description and specific responsibilities associated with the position
   - Tasks to be completed
   - Deadlines to be met
   - Frequency of completion (daily, quarterly, annually, etc.)
   - Required meetings
   - Expectation for proficiency

6. ____ ____ Discuss appropriate staff development opportunities and requirements:
   - Training and Development requirements (complete within 30 days if possible)
   - Orient employee to evaluation instrument within three (3) weeks of reassignment date.

7. ____ ____ Supervisor: Schedule regular follow up meetings to discuss employee progress

Supervisor's Signature _____ Date _____

Employee's Signature _____ Date _____

Form #4051A
NEW – Employee Relations

Training/Support

Training may be required according to an employee's duties, job description, manager, department, and division.

Training Required According to Job Duties and Job Description

- Supervisor must identify specific training requirements, if any
- Provide opportunity for employee to complete requisite training, if any (Suggested within thirty (30) days)

Provide Support by assigning an "Advisor" to assist with the transition into the department and position

- Go-to person for questions
- If appropriate, schedule some time with the new employee to assist with their training in the position, (work with the employee one full week then weekly or biweekly follow up)

Progress Monitoring

(Contact Evaluation Coordinators)

As the employee's supervisor, you must monitor their progress in becoming proficient in the responsibilities of their new position. It is recommended to meet with the employee on a biweekly basis to review any questions or clarifications the employee may have, review their progress in the new position, and assess what they are doing well as well as any concerns you may have. If there are deficiencies noted, expectations and recommended corrective action needs to be discussed and memorialized in writing. Attached is a format to be used for this documentation. (See Proficiency Assessment Form)

TIMELINES

(Contingent upon employee's reassignment date)

- **Day One Checklist – See First Day Checklist**
- **First Week Checklist**
- **Within the 1st three weeks of starting the job, orient to Evaluation Instrument**
- **Progress Monitoring Meetings**
  - **30 Day Required**
  - **45 Day Optional, unless performance proficiencies are identified**
  - **60 Day Optional, unless performance proficiencies are identified**
  - **90 Day Required**

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Proficiency Assessment Form

Shaded areas to be completed by employee/Non-shaded areas to be completed by supervisor

Section I

Assessment Period:	
Employee Name:	
Employee Title:	
Department:	
Supervisor:	

Section II – Objectives (Proficiency Areas/Job Description Responsibilities to be focused on for this assessment period)
(To be completed within the first 30 days)

1.
2.
3.
4.

Employee Comments on Achievement of Objectives, Deficiencies and/or Training needed
(To be completed at the end of 30 , 45, 60, 90 days (circle one) or sooner if needed)

Supervisor Comments on Achievement of Objectives, Deficiencies and/or Training needed
(To be completed at the end of 30, 45, 60, 90 days (circle one) or sooner if needed)

My signature acknowledges receipt of this document and the fact that the contents of the document have been shared with me.

Employee Signature Date Supervisor Signature Date

Section III

Additional Job Competencies	**Performance – Assessment and Results**
Acquires and applies knowledge, skills and experience to accomplish results. **Quality of Work Products** **Professionalism** **Collaboration/Teamwork**	**Employee Assessment of performance w/examples** **Supervisor Assessment of performance w/ examples** **Supervisor Overall Assessment of Proficiency in Objectives** **(Required at the end of each assessment)** **Meets _____ Needs Improvement_____ Fails to Meet_____** **(See attached comments)**

My signature acknowledges receipt of this document and the fact that the contents of the document have been shared with me.

Employee Signature Date Supervisor Signature Date

This form shall remain at the worksite and shall not be placed in the employee's permanent personnel file.

Form #4051B
NEW – Employee Relations

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