

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

**Employment & Salary Administration Handbook for
Meet and Confer Employee Groups (ESMAB, BPAA, and COPA)**

This handbook encompasses guidelines and administrative procedures that govern compensation and employment actions of Meet and Confer employees of the Broward County Public Schools. Any major policy beyond this handbook shall not be in effect until adopted by the School Board.

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I. PURPOSE

The purpose of this Handbook is to communicate the guidelines, procedures and information governing the employment and salary administration of “Covered Employees” of Broward County Public Schools, as that term is defined herein. The School Board may periodically make changes to the guidelines and procedures contained in this Handbook, in its sole discretion. References to elements of compensation identified in this document are intended to be illustrative of those elements for ease of reference, knowing that Covered Employees are not covered by a collective bargaining agreement. To the extent that anything in this Handbook conflicts with a School Board policy on that topic, the language of the School Board policy shall apply.

The information contained in this Handbook is applicable only to School Board employees in the following Meet and Confer groups (i.e., who are employed in positions not otherwise covered by a collective bargaining agreement, referred to herein as the “Covered Employee”):

- Educational Support and Management Association of Broward, Inc. (ESMAB)
- Broward Principals and Assistants Association (BPAA)
- Confidential Office Personnel Association (COPA)

All Covered Employees are expected to familiarize themselves with the guidelines, procedures, and information contained in this Handbook. Nothing in this Handbook does, or should be interpreted to, create an employment contract or term, or limit the reasons upon which the School Board or a Covered Employee may end their employment relationship. Should any provision in this Handbook be found to be invalid, such finding does not invalidate the entire Handbook but only the subject provisions.

II. COMPENSATION PHILOSOPHY

The compensation philosophy of Broward County Public Schools is to provide competitive pay programs designed to recruit, retain, and reward talented and effective staff. Pay programs are

intended to manage compensation through a flexible and non-bureaucratic process that ensures fair and consistent administration.

III. ROLES AND RESPONSIBILITIES

The School Board, and Human Resources (HR) all have roles to play in managing compensation effectively and consistently. Roles are outlined as follows:

School Board

- Approve and adopt policy that guides compensation administration
- Establish the responsibilities and qualifications for all positions by approving job descriptions
- Approve annual salary schedules
- Approve annual salary budgets
- Approve annual employment contracts Human Resources
- Develop and implement compensation decisions consistent with the District's compensation philosophy, policies, procedures, and budget.
- Provide expert guidance and support to enable appropriate compensation decisions.
- Conduct analysis and provide advice on proposed pay changes, job descriptions, pay schedules, policies, and compensation practices.
- Review compensation actions to identify significant variations in practices within the District.
- Keep the Board and District management informed of all aspects of the District compensation programs and external trends.

IV. DEFINITIONS

- A. Acting Assignment** – The temporary, Board approved, assignment of an employee to a vacant position for which a Board approved job description exists and for which the employee meets the minimum job qualifications. Any Board approved Acting Assignment shall result in the Covered Employee being compensated at the rate of pay commensurate

with the position in which the employee is acting, up to the maximum of 180 consecutive days of increased pay, unless extended.

- B. **Assigned Work Calendar** – Annual workdays in effect for positions, which are identified in the job description for the specific position.
- C. **Base Pay** – Regular compensation received by an employee usually as a wage or salary that does not include other forms of compensation such as fringe benefits, bonuses or overtime, and other payments that occur due to “extra” work time, responsibilities, or tasks.
- D. **Conditional Employment** – Employment with the Broward County Public Schools is on a conditional basis pending satisfactory completion of the Background Security Check process including receipt of FDLE/FBI review of the employee’s fingerprints.
- E. **Confidential Office Personnel Association (COPA)** – Clerical positions that are excluded from the clerical bargaining unit and are designated “confidential employee” because they act in a confidential capacity to assist or aid select managerial employees, as defined by Section 447.203 (4) and (5) Florida Statutes. Identification of positions which meet these definitions shall be determined on a case-by-case basis by the Chief HR Officer (and/or that person’s designee). Covered Employees in positions identified as “confidential” are eligible for membership in the Confidential Office Personnel Association (COPA). The Office Manager shall be designated at each school by the principal as the Confidential school-based office position.
- F. **Demotion** – An action resulting in a Covered Employee moving to a ~~lower level~~ position which is at a lower paygrade/salary band. Lateral moves, including those involving shifting to a different position or department, that do not move an employee to a position which is at a lower paygrade/salary band, are not demotions.
- G. **Exempt** – A term defined by the Fair Labor Standards Act (see below). Jobs are designated as exempt if they are exempt from the overtime provisions of this federal

labor law.

- H. **Fair Labor Standards Act (FLSA)** – The federal labor law that establishes minimum wage and overtime compensation standards for most employees.

Fiscal year – The operational period for the School Board. The fiscal year begins on July 1st and ends on June 30th.

- I. **Florida Retirement System** - Regular, full-time, or part-time benefited employees are required to be members of the Florida Retirement System. Effective July 1, 2011, employees are required to contribute 3% of their salary for retirement purposes. Contributions may be subject to change. Details can be accessed at www.myFRS.com.
- J. **Grandfathered Salary Schedule**– Step-based salary schedule for school-based Principals and Assistant Principals employed prior to July 1, 2014, without a subsequent break in service.
- K. **Job** – A specific function or body of work to be performed which is defined under a job description.
- L. **Job Classification** – The assignment of a job to the appropriate salary schedule and pay grade/salary band.
- M. **Job Reclassification** – The reassignment of a job to a different salary schedule, pay grade, step or salary band. Job reclassifications are determined as a result of a job study conducted by the Compensation Department.
- N. **Job Study** – The process of evaluating a job to determine the appropriate salary schedule and pay grade, step, or salary band. The process includes analysis of job responsibilities and knowledge required to perform the job; comparison to jobs of similar scope internally and externally to ensure appropriate pay level. When conducted, a job study shall be conducted according to the procedural review.

- O. Lateral Transfer** - An action resulting in an employee moving to a different position of the same or comparable pay grade, step, or salary band.
- P. Market Reference Salary** - The typical salary paid for similar jobs in the external labor market according to salary survey data or, if survey data is not available, on comparisons with benchmarked positions.
- Q. Non-Exempt** - A term defined by the Fair Labor Standards Act (FLSA) (see above). Jobs are designated as “non-exempt” if they are subject to the overtime provisions of this federal labor law. COPA employees are considered non-exempt and are therefore eligible for the overtime provisions of the FLSA.
- R. Pay Grade, Salary Band, Step** - The level of the job, for pay purposes, on the assigned salary schedule.
- S. Pay for Performance Compensation Plan** - The compensation plan for school-based administrators hired on or after July 1, 2014, and those school-based administrators hired prior to July 1, 2014, who voluntarily elect it.
- T. Pay Range** - The span between the upper and lower limits of possible base pay compensation representing the earning potential for jobs assigned to the pay grade or salary band. Depending on the employee group ~~one~~ a Covered Employee belongs to (ESMAB, BPAA, COPA), the pay range is defined within a pay grade or salary band.
- U. Promotion** - An employment action resulting in an employee moving to a different position with a higher pay grade, salary band, or step.
- V. Salary Schedule** - A compilation of pay grades, steps and salary bands for assigned jobs for Covered Employees.
- W. Salary Compression** - Describes a situation relating to pay that occurs when there is only a small difference in pay between employees with different levels of experience and/or seniority.

- X. **Task Assignment** - The temporary, Board Approved, assignment of additional responsibilities for a special project or initiative that materially changes a Covered Employee's regular job responsibilities. Any Board approved Task Assignment may result in the Covered Employee being compensated at the rate of pay commensurate with the position in which the employee is acting, up to the maximum of 180 consecutive days of increased pay, unless extended.
- Y. **Workday** - The scheduled daily hours of work for an employee, including the workday beginning and end time.
- Z. **Year of Service within the District** - The timeframe used to define employment tenure only as it relates to the amount of time spent as an employee of Broward County Public Schools in annual increments. Employees who worked at least one (1) day more than half of their assigned calendar and/or salary schedule in the prior fiscal year shall have attained a year of service.

V. JOB STUDIES

Periodically, the School Board may perform a job study to ensure that certain job descriptions accurately reflect the current requirements to perform the job, and that the job has been accurately classified on the salary schedule. If a job study determines a pay adjustment is warranted and an increase in salary is approved by the Superintendent, the effective dates for the adjustment and any related actions will be noted. Job studies are also utilized to ensure internal equity and competitiveness with external pay opportunities for comparable jobs. New job descriptions are developed and classified as organizational needs dictate. The following are general guidelines governing the job study process:

1. Annually, the organizational chart is reviewed by the Superintendent and members of senior leadership to ensure that positions are aligned to meet Broward County Public School's strategic needs. This review may determine the need to develop new job descriptions or

update existing descriptions, which may result in a job study being requested.

2. Other circumstances that may warrant job studies include business and operational needs that drive the need to create a new job, or when the primary duties of a job significantly increase or decrease in scope or complexity.
3. Requests for job studies, job description creation and revisions must be submitted via the Job Study Request Form and include the required authorizing signatures. However, the submission of a job study request does not guarantee that a job study will be performed, nor does it guarantee that a job study will be completed within a specific period of time. If it is to be completed, it must still be approved by the Superintendent.
4. When necessary, HR/Compensation will work in collaboration with senior leaders to develop new or revised job descriptions.
5. The Requesting Administrator is responsible for projecting the financial impact of all job changes and working with the Budget Department to identify the funding source.
6. New or revised job descriptions and associated pay grade/salary band/category recommendations require Board approval.
 - a. HR/Compensation are responsible for evaluating jobs as part of the job study process to determine if they are non-exempt (eligible for overtime payment in accordance with the Department of Labor) or exempt. The classification section listed on each job description indicates whether a job has been identified as exempt or non-exempt from the requirements to pay overtime wages. Broward County Public Schools make every effort to ensure compliance with the provisions outlined by the Fair Labor Standards Act.
 - b. Non-material changes (as determined by HR/Compensation in their sole discretion) in job titles, responsibilities, or minimum qualifications, with an upgrade of no more than one (1) pay grade/salary band, shall not require advertisement of the position.
 - c. Material changes to job titles, job responsibilities or minimum qualifications (as determined

by HR/Compensation), with an upgrade of two (2) or more pay grades/salary bands, will require a job to be advertised. These will be treated as new positions so that current incumbents, if any, must apply for the position and compete equally with other job applicants.

Upon completion of a Job Study where an employee is actively performing a Task Assignment or Temporary Assignment, the employee may be appointed to the position at the discretion of the Superintendent (or designee).

VI. GENERAL

- A. **Annual Employment:** Employment with Broward County Public Schools is on a fiscal year basis. Covered Employees must undergo the reappointment process and be approved for reappointment by the Board each year, to remain employed for the following fiscal year.
- B. **Insurance Benefits:** Regular, benefited part-time, and full-time employees are eligible to choose from insurance benefits that are offered by the Board. In some instances, employees may, at their own expense through payroll deduction, purchase additional amounts and types of benefit coverage for themselves, their spouses and/or their dependent children. Insurance benefits become effective the first of the month following a period of up to 90 days of active employment.

VII. EMPLOYMENT ACTION GUIDELINES

Numerous opportunities exist for varied work experiences and career advancement for Covered Employees within Broward County Public Schools. The guidelines provide a framework for managing pay and are written to provide the management with the flexibility necessary to make appropriate decisions. The following outlines how associated pay changes are generally administered based on the employment action.

Pay Changes

Management may propose pay changes within policy guidelines, budget, and salary schedules. The determination of a pay change (increase/decrease) shall be made through analysis conducted by HR/Compensation. Consideration shall be given to factors such as the external labor market, the market reference salary, competitiveness, comparability, and internal consistency in making a

final pay determination. Under no circumstances shall salary placement be less than the minimum or above the maximum of the salary range for the job.

The following is a list (not intended to be all-inclusive) of examples of actions that could affect a pay change:

- New Hire
- Promotion
- Demotion
- Increase in-place
- Lateral Transfers
- Job reclassification
- Task Assignment
- Acting Assignment

There may be times when the uniqueness of an individual job and level of necessary skills may require a higher salary placement than stipulated in this section. Under such circumstances, the Superintendent (or designee) may recommend a higher salary placement or step.

- A. **Demotions:** Covered Employees may be reassigned, either voluntarily or involuntarily, to a different position with a lower pay grade, salary band, or step. The information outlined below is specific to demotions into non-bargaining positions. Demotions into positions covered by a collective bargaining agreement are subject to the provisions outlined within the applicable CBA covering that position.
1. **Involuntary Demotions (Re-Organizations):** When an employee is involuntarily reassigned to a non-bargaining unit position with a lower pay grade, salary band, or step, due to reorganization, the employee's salary will remain at the same level for six (6) months following the effective date of the position change. After six (6) months, the employee's salary may be reduced. The amount of the reduction shall be made through consideration of the employee's knowledge, relevant work experience, and skills related to the requirements outlined in the job description, current compensation level, external market competitiveness, and internal pay comparisons. Employees with rates that are above the new salary range will be reduced to the range maximum will be reduced to the range maximum.
 2. **Involuntary Demotions (Disciplinary/Performance):** When an employee is involuntarily reassigned to a non-bargaining position with a lower pay grade, salary band or step for disciplinary reasons or unsatisfactory job performance, the employee's salary shall be reduced

immediately, beginning on the effective date of position change. The amount of the reduction shall be made through consideration of the employee's knowledge, relevant work experience, and skills related to the requirements outlined in the job description, current compensation level, external market competitiveness, and internal pay comparisons. Employees whose rates of pay exceed the top of their new salary range, will have their pay reduced to the range maximum.

3. **Voluntary Demotions:** When an employee voluntarily moves to a non- bargaining position with a lower pay grade, salary band or step, the employee's salary shall be reduced immediately, beginning on the effective date of position change. The amount of the reduction shall be made through consideration of the employee's knowledge, relevant work experience, and skills related to the requirements outlined in the job description, current compensation level, external market competitiveness, and internal pay comparisons. Employees whose rates exceed the top of their new salary range, will have their pay reduced to the range maximum.

VIII. TASK ASSIGNMENTS AND ACTING ASSIGNMENTS

It may be necessary for staff to assume additional and/or different responsibilities When the added responsibilities represent a material change in the job responsibilities, Covered Employees may become eligible for temporary compensation.

1. **Task Assignments:** Covered Employees with a Task Assignment, as defined above, may perform their regular job in addition to the work associated with the task or may be relieved of their regular job duties to perform Task Assignments on a full-time basis, at the School Board's discretion. While a Board approved job description is not required prior to a Covered Employee being Task Assigned, a general description of the responsibilities associated with the Task Assignment and the business rationale for the assignment must be included as part of the request.
2. **Acting Assignments:** Employees appointed to an Acting Assignment, as defined above, are relieved of their regular job duties and responsibilities for the duration of the

appointment.

3. **Guidelines:**

- a. Acting and Task Assignments must be recommended by the Superintendent and approved by the School Board. The Superintendent is authorized to make temporary Acting and Task appointments pending confirmation by the School Board at its next regular or special meeting.
- b. Acting and Task Assignments may only be given to a current employees of Broward County Public Schools. Newly hired employees must successfully complete their probationary period prior to becoming eligible for an Acting or Task Assignment.
- c. Acting and Task Assignments must be for a minimum of thirty (30) calendar days and may not exceed one hundred and eighty (180) calendar days unless recommended by the Superintendent (or designee) and approved by the School Board.
- d. Covered Employees who are relieved of their regular job duties while on an Acting or Task Assignment will be granted job protection for their regular full-time position during the assignment period. At the conclusion of their temporary assignment, they will be restored to their original job or to an equivalent position.
- e. Recommendations for salary increases shall be made by HR/Compensation. Consideration shall be given to external market factors, the market reference salary, competitiveness, comparability, and internal consistency in making the final pay determination.
- f. For Acting and Task Assignments for which a job description exists, the Superintendent (or designee) may assess the employee's performance in the position at the end of six months and has the discretion to direct appoint the Acting or Task Assigned candidate for the position if the employee meets the minimum qualifications of the position. However, the Superintendent (or designee) is not

required to direct appoint the Acting or Task Assigned candidate to the position, even if the employee meets the minimum qualifications of the position.

- g. All employees appointed to temporary assignments shall be under the authority and direction of the Superintendent (or designee) and shall be required to follow all Board policies, as well as State and Federal Laws.

IX. Broward Principals and Assistants Association (BPAA) Provisions

BPAA EMPLOYMENT

The Broward County Public School District is considered to be an employer of choice in South Florida. In order for a job applicant to be considered for employment with Broward County Schools, the applicant must fully meet the high standards outlined in the job descriptions for the position they are applying for.

- A. Employees hired into a position covered under the BPAA are hired on a conditional basis and must successfully complete an initial probationary period. The first 97 workdays of assignment to a BPAA position is the probationary period, which includes current employees of Broward County Schools being hired as an Assistant Principal, or current employees not undergoing a probationary period as an Assistant Principal and being hired as a Principal, or external candidates hired into an Assistant Principal or a Principal position. During the probationary period, the employee may be dismissed without cause or may resign from the position. Internal employees who have already completed a probationary period are not eligible for a lateral transfer (excluding promotions) for 6 months after accepting a position covered by this handbook unless authorized by the Superintendent (or designee), at his or her sole discretion. External new hires are not eligible for a job transfer for 6 months after the completion of the probationary period unless authorized by the Superintendent (or designee).

- B. Salaries are paid on a bi-weekly basis. An employee's first paycheck will normally be received by the second payday following the effective employment date.
- C. In accordance with ~~State Legislation~~ Florida Statute 1012.22, effective July 1, 2014, Principals and Assistant Principals shall be assigned to the School-based Administrator's Performance-based compensation plan. For the purpose of this plan, Assistant Principals promoted to the position of Principal on or after July 1, 2014, shall be regarded as a newly hired Principal.

Principals and Assistant Principals employed on or prior to June 30, 2014, will remain on the Grandfathered salary schedule. A one-time irrevocable election is permitted to move to the Performance-based compensation plan. ~~Salary shall be adjusted for a~~ A Principal or Assistant Principal who elects to move to the Performance-based compensation plan shall have their salary adjusted. Salary adjustments shall be determined based upon a fixed amount for every third step attained on the Grandfathered salary schedule. If the annual salary of a Principal or Assistant Principal on the Grandfathered plan is lower than the resulting annual salary on the pay for performance plan (when the Principal or Assistant Principal first elects to move to the Performance-based compensation plan), the salary shall be adjusted to the higher salary. The adjusted salary shall be effective on the first pay cycle of the following fiscal year. If the annual salary of a Principal or Assistant Principal on the Grandfathered salary schedule is higher than the annual salary on the Performance-based compensation plan, salary shall remain unchanged. The adjusted salary shall be effective on the first pay cycle of the following fiscal year.

- D. Regular, benefited part-time, and full-time employees are eligible to choose from insurance benefits that are offered by the Board. In some instances, employees may, at their own expense through payroll deduction, purchase additional amounts and types of benefit coverage for themselves, their spouses and/or their dependent children. Insurance benefits become effective the first of the month following a period of up to 90 days of active employment.
- E. The normal workday shall include one (1) hour unpaid lunch for BPAA employees. The

work schedule shall be determined by the supervisor based on department/school need.

BPAA COMPENSATION

- A. Salary schedules are reviewed annually to ensure competitiveness of pay opportunities.
- B. The Board shall decide annually on the amount, if any, of salary schedule increases and manner of implementation.
- C. Employee eligibility to participate in a Board approved salary increase requires an overall evaluation rating that is not “Unsatisfactory” and shall be shared through annual discussions with BPAA. The effective date of the increase will be determined by the Board.
- D. For newly hired external employees eligible for a salary increase, retroactive payments shall be prorated based upon the employee’s start date in the position.
- E. Any salary increase administered as the result of a job change will have an effective date consistent with the date the employee becomes active in the job.
- F. BPAA Grandfathered Salary Schedule: When an employee is promoted to a higher position within the BPAA “grandfathered” salary schedule, the annual base salary may increase between 5% and 10% to the closest equivalent step. Determination of the salary shall be made by the Compensation Department based on their review of salaries of employees assigned to the same category. The resulting pay shall be no less than the minimum and no more than the maximum of the applicable category. The salary shall be annualized based on the corresponding calendar of the position.
- G. Employees in BPAA positions, who possess an advanced degree in a related field that is higher than the minimum education requirement in the job description for their position, are eligible to receive an annual incentive according to the Board adopted salary schedule agreed to between the Board and by the meet and confer representatives for BPAA positions. Consideration to continue the incentives shall be subject to approval by the School Board.

X. Confidential Office Personnel Association (COPA)

Provisions

COPA EMPLOYMENT

The Broward County Public School District is considered to be an employer of choice in South Florida. In order for a job applicant to be considered for employment with Broward County Schools, the applicant must fully meet the high standards outlined in the job descriptions for the position they are applying for.

- A. Newly hired external COPA employees are hired on a conditional basis and must successfully complete an initial probationary period. The first 131 workdays of assignment to a position is a probationary period. During the probationary period, the employee may be dismissed without cause or may resign from the position. The probationary period is applicable to newly hired employees from outside the District only and does not apply to job changes for existing staff. An external employee who completes their probationary period is not eligible for any transfer for 6 months after the completion of the probationary period unless authorized by the Superintendent (or designee). For internal employees who are not subject to a probationary period are not eligible for any lateral transfer (excluding promotions) for 6 months after accepting a position covered by this Handbook unless authorized by the Superintendent (or designee).
- B. Salaries are paid on a bi-weekly basis. An employee's first paycheck will normally be received by the second payday following the effective employment date.
- C. The normal workday shall include either a thirty (30) minute unpaid lunch period for school-based COPA employees or a one (1) hour unpaid lunch for District-based COPA employees covered by these guidelines. The work schedule shall be determined by the supervisor based on department or school need.
- D. New employees shall enter at the appropriate pay based on their ~~job-related qualifications~~ prior work experience directly related to the position for which the applicant will be considered. Final pay determination for COPA hires shall be made through consideration of

the candidate's knowledge, relevant work experience, and skills related to the requirements outlined in the job description, current compensation level, external market competitiveness, and internal pay equity comparisons. The Compensation Department provides guidance and support with establishing new hire rates in accordance with established policies. Under no circumstances shall salary placement be less than the minimum or above the maximum of the salary range for the job position.

COPA COMPENSATION

- A. Salary schedules are reviewed annually to ensure competitiveness of pay opportunities.
- B. The Board shall decide annually on the amount, if any, of salary schedule increases and manner of implementation.
- C. Eligibility for a Salary Increase: Employee eligibility to participate in a Board approved salary increase requires an overall evaluation rating that is not "Unsatisfactory" and shall be through annual discussions with COPA. The effective date of the increase will be determined by the Board.
- D. For newly hired external employees eligible for a salary increase, retroactive payments shall be prorated based upon the employee's start date in the position.
- E. Employees in Confidential Office Personnel positions (COPA) are eligible to receive Career Incentive Pay, paid annually over twenty-six (26) pay periods, effective beginning the anniversary date of service based on achieving the required years of service* in a clerical position. Payment of the incentive shall be consistent with the terms, conditions, and amounts specified in the Federation of Public Employees (FOPE) Clerical/Secretarial collective bargaining agreement.

* Years of service shall include all years of work as a regular employee in a Confidential Office position plus all years in the Federation of Public Employees secretarial bargaining unit. Employees who worked in a Broward County Public Schools ~~Board~~ bargaining unit other than the secretarial/clerical unit shall be given credit for ~~one~~ half of all such years

toward years of service requirements for Confidential secretaries. (i.e., 5 years of credit for 10 years of work in a non-secretarial/clerical work position within Broward County Public Schools).

- F. Employees in Confidential Office Personnel positions (COPA) who work the full school year without any absenteeism, excluding vacation, Family Medical Leave, Military Service Active Duty (Reservist/National Guard) leave, Workers Compensation Leave (including Illness in the Line of Duty), Declared Emergency Leave, and Subpoena/Jury Duty, are eligible to receive a Perfect Attendance Award. Payment of the incentive shall be consistent with the terms, conditions, and amounts specified in Federation of Public Employees (FOPE) Clerical/Secretarial collective bargaining agreement (CBA).
- G. COPA employees are eligible to participate in the Certified Achievement Program (CAP) consistent with the terms, conditions, and amounts as outlined in the Federation of Public Employees (FOPE) Clerical/Secretarial CBA.
- H. Any COPA employee who is displaced due to an administrator being assigned or transferred to a new work site shall be placed in an equivalent position for the remainder of the fiscal year. If no position is available for the upcoming fiscal year, the displaced employee shall be placed on layoff and retain recall rights in a manner that is consistent with the process applicable to FOPE Clerical/Secretarial bargaining unit members under Article 11 of that CBA. This provision is only for displaced COPA employees and does not apply to non-reappointments which occur at the conclusion of the fiscal year.

XI. Educational Support & Management Association of Broward, Inc. (ESMAB) Provisions

ESMAB EMPLOYMENT

The Broward County Public School District is considered to be an employer of choice in South Florida. In order for a job applicant to be considered for employment with Broward County Schools, the applicant must fully meet the high standards outlined in job descriptions for the position they are applying for.

- A. Newly hired external ESMAB employees are hired on a conditional basis and must successfully complete an initial probationary period. The first 97 workdays of assignment to an ESMAB position is the probationary period. During the probationary period, the employee may be dismissed without cause or may resign from the position. The probationary period is applicable to newly hired external employees and does not apply to job changes for existing staff. Internal employees who have already completed a probationary are not eligible for a lateral transfer (excluding promotions) for 6 months after accepting a position covered by this handbook unless authorized by the Superintendent (or designee). External new hires are not eligible for a job transfer for 6 months after the completion of the probationary period unless authorized by the Superintendent (or designee).
- B. Salaries are paid on a bi-weekly basis. An employee's first paycheck will normally be received by the second payday following the effective employment date.
- C. New employees shall enter at the appropriate pay based on their prior work experience, directly related to the position for which the applicant will be considered. Final pay determination for ESMAB hires shall be made through consideration of the candidate's knowledge, relevant work experience, and skills related to the requirements outlined in the job description, current compensation level, external market competitiveness, and internal pay equity comparisons. The Compensation Department provides guidance and support with establishing new hire rates in accordance with established policies. Under no circumstances shall salary placement be less than the minimum or above the maximum of the salary range for the job position.
- D. The normal workday shall include one (1) hour unpaid lunch for ESMAB employees. The work schedule shall be determined by the supervisor based on department need.

ESMAB COMPENSATION

- A. Salary schedules are reviewed annually to ensure competitiveness of pay opportunities.

- B. The Board shall decide annually on the amount, if any, of salary schedule increases and manner of implementation.
- C. Employee eligibility to participate in a Board approved salary increase requires an overall evaluation rating that is not “Unsatisfactory” and shall be shared through annual discussions with ESMAB. The effective date of the increase will be determined by the Board.
- D. For newly hired external employees eligible for a salary increase, retroactive payments shall be prorated based upon the employee’s start date in the position.
- E. Employees in ESMAB positions, who possess an advanced degree in a related field that is higher than the minimum education requirement in the job description for their position, are eligible to receive an annual incentive according to the Board adopted salary schedule agreed to between the Board and by the meet and confer representatives for ESMAB. Consideration to continue the incentives shall be subject to approval by the School Board.

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