



EDUCATION STAFF PROFESSIONALS CONTRACT

**BETWEEN THE
DIXIE COUNTY EDUCATION
ASSOCIATION
AND THE
DIXIE COUNTY SCHOOL BOARD**

July 2026 – June 2029

(Revised 09/12/2023)

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ARTICLE I

RECOGNITION

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

ARTICLE II

ASSOCIATION RIGHTS

- A. The Association and its Representatives may use the school buildings for their meetings after securing approval from the building principal so long as the use does not interfere with the educational program and does not conflict with previously scheduled meetings.
- B. The Association and its Representatives shall have the right to use the school facilities and office equipment, such as duplicating equipment and audio-visual equipment at times other than school hours and after securing approval from the building principal. The Association shall furnish their own materials and supplies for such use.
- C. The Association shall have the right to post notices of activities and matters of Association concern on commonly used or centrally located bulletin boards in each school/work center. The Association shall have the right to use mailboxes and email for communications. After student dismissal, and after securing permission of the building principal/immediate supervisor, the Association shall have the right to use the intercommunications system for communication to employees. Each principal/immediate supervisor shall be provided with a copy of Association material distributed at his/her assigned school/work site.
- D. Authorized representatives of the Association shall be permitted to transact official Association business on school/work site property during employee working hours with prior written approval of the principal/work site supervisor or designee.
- E. The Board agrees to allow the Association to examine and copy all materials which are a matter of public record. The Board may charge no more than the cost of duplicating records requested. The Board will provide the Association three (3) printed copies or an electronic copy of the District Summary Budget, Annual Financial Report, and a current scattergram by September 30 each year, without charge.
- F. All employees individually or through the Association will be placed on the agenda of regular or special Board meetings provided requests are made in accordance with the Administrative Procedures Act (APA).
- G. The Board shall maintain any payroll deduction programs presently in existence which would be unavailable to the employee except through payroll deduction or which would significantly penalize the employee financially by dropping said program.
- H. With respect to all sums deducted by the Board pursuant to an authorization by the employee, the Board agrees to promptly distribute said sums. The Board shall not be responsible for failure of payee to bill in a timely manner.
- I. Association representatives shall be offered the opportunity at each staff meeting to present brief reports and make announcements.
- J. The agenda, all supporting materials and minutes for Board meetings shall be sent to the Association President at the same time it is sent to Board members.
- K. The Board will provide appropriate space for the Association to maintain a centrally located office.
(11/16/04)

- L. The president or his/her designee shall be permitted to request DCEA leave to transact Association business or to attend Association meetings and conferences. The DCEA shall be permitted to use up to ten (10) days annually, with no one individual using more than five (5) of those days. The cost of travel and per diem shall be borne by the Association.

ARTICLE III

EMPLOYEE RIGHTS

- A. An employee shall be permitted to examine his/her personnel file and date and initial each item contained therein. An employee shall be notified in writing within ten (10) days of any critical statement placed in his/her personnel file and upon receipt of such statement shall have the opportunity to rebut such statements in writing within ten (10) days with the rebuttal to be placed in the employee's personnel file.
- B. At any conference with his/her principal/immediate supervisor, which concerns the terms and conditions of employment or the interpretation or application of this Agreement, the employee may have present Association representation of his/her choosing.
- C. Whenever a principal/immediate supervisor fails to recommend reappointment of a probationary employee, the administrator shall notify the employee by May 1 of his/her decision not to recommend reappointment. If May 1 falls on a weekend, then notice shall be given on the next working day.
- D. Employees shall not be required to use their personal vehicles for school business. Employees shall not use their personal vehicles to transport students without prior permission from an immediate supervisor except in cases of emergency when no other means of transportation is available. An employee shall not transport students in his/her personal vehicle unless he/she carries liability insurance. If an employee, upon request of his/her immediate supervisor agrees to use his/her personal vehicle for school business, he/she shall be reimbursed at the mileage rate currently provided by the Board for use of personal vehicles.
- E. The Board and the Association recognize that services are required at times other than the regular contract hours and/or days. Therefore, upon mutual agreement between an employee and their immediate supervisor, and subject to regular approval procedures, employees may be compensated to participate in activities consistent with their regular duties or areas of personal or professional expertise.
- F. The private and personal life of an employee, except for such incidents and occurrences which could lead to suspension or dismissal as provided by statute, shall not be within the appropriate concern of the Board.
- G. No disciplinary action against an employee shall be taken on the basis of a complaint by a parent or other individual unless the matter is first discussed between the employee and his/her immediate supervisor. Representation by the Association may be provided upon request by the employee for any discussion on said complaint.
- H. All employees shall serve one (1) year as probationary employees. A probationary year shall be defined as working one-half (1/2) or more of the school year. The school year is defined as July 1 – June 30. The probationary period may be extended if the Superintendent or designee determines that an additional probationary period is needed as documented by an employee evaluation or improvement plan.

Employees, after serving the required time as probationary employees and after completing two consecutive years as annual employees and who are reemployed by the Board for the next ensuing school year shall become career employees, unless the funding for their position is dependent on grant allocation that is not an entitlement grant. However, if an entitlement grant has a change in funding or scope, then the district will follow Article XII Reduction in Personnel. If the employee moves to a non-grant funded position, he/she will be eligible for career status.

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

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

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

- J. An employee whose status requires a finding of just cause before being reduced in contractual status, discharged, terminated, non-renewed, or otherwise separated from employment, shall have the right to due process hearing before either the Board or a Department of Administration Hearings officer, at the employee's option. The Board may, at its option, withhold salary compensation, fringe benefits and insurance benefits from a suspended employee entitled to a just cause hearing. The employee may maintain insurance benefits by paying the Board the total cost of employee's premium until such time as a final decision is rendered.
- K. Should a just cause hearing be required and if charges are dropped, dismissed, or if the employee is exonerated, the employee shall be reinstated to his/her former contractual status with reimbursement for lost compensation, fringe benefits, and insurance benefits.
- L. No employee shall be coerced, threatened or intimidated to submit a resignation in lieu of disciplinary action or low evaluation. It shall not be considered coercion, threatening, or intimidating to inform an employee that a low evaluation or disciplinary action will be made or instituted.
- M. Employee Discipline
1. Any employee summoned to the office of a principal or immediate supervisor where there exists no principal, or their designees for a conference which may lead to disciplinary action or reprimand, shall have the right to request Association representation and shall be informed of this right. If representation is provided, the employee shall have the right to be accompanied at the conference by up to two (2) representatives of the Association and shall be informed of this right.
 2. Employees shall be given two (2) days' notice and a statement of the reason for the conference, except in cases deemed by the supervisor to be an emergency. When Association representation is requested, and the employee is to be represented by the Association, the conference must be scheduled at a time when Association representation (building representative or bargaining agent representative, where appropriate) can be present.
 3. A conference, which may lead to disciplinary action or reprimand not held in accordance with these conditions, shall not be considered a part of the employee's personnel file or record and neither the fact of the conference nor any statements made at the conference may be used in any subsequent proceedings or reprimand involving the employee.

4. A conference as described above, shall not prohibit the supervisor from engaging in conversation, discussion, and/or clarification, with any employee nor prohibit the supervisor from addressing such previous occurrences in the conference.
5. Disciplinary action may not be taken against an employee unless substantiated by evidence that supports the recommended disciplinary action.
6. Where substantiated evidence warrants such action(s), an employee may be demoted, suspended, or dismissed upon recommendation of the immediate supervisor to the Superintendent. Unless circumstances warrant immediate disciplinary action, progressive discipline shall be administered as follows:
 - a. Verbal warning
 - b. Employee conference (written warning)
 - c. Written reprimand (final warning)
 - d. Suspension with or without pay
 - e. Dismissal by Board action
7. An employee against whom action is to be taken under this section shall have the right to review all documents or records relied upon to support the proposed action and shall be given a copy upon request.
8. When a principal/supervisor deems it necessary to discipline an employee, said disciplinary action should be made in private and with discretion.
- N. Each employee of the bargaining unit has the right, freely and without fear of penalty or reprisal, to form, join, and assist the Association or to refrain from any such activity, and each employee shall be protected in the exercise of this right. The employer agrees that the right to assist the Association extends to participation in the management of the Association and acting for the Association in the capacity of Association representative, including presentation of its views to officials of the Governor, the Legislature, or other appropriate authority.
- O. The cost of all physical, psychological, or psychiatric tests or examinations taken by employees at the request or order of the Superintendent, except those examinations or tests which are prerequisites of initial employment, shall be borne by the Board.
- P. Employee participation in charitable drives and in U. S. Saving Bonds campaigns is voluntary. Solicitations may be made, but no pressure shall be brought to bear to require such participation.
- Q. Only food service personnel are to receive meals without payment.

ARTICLE IV

BARGAINING PROCEDURES

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

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

ARTICLE V

GRIEVANCE PROCEDURE

- A. Purpose. The purpose of this procedure is to secure, at the lowest possible administrative level, solutions to any grievances which may arise.
- B. Definitions. The term "grievance" shall be defined as a written allegation that a violation involving an interpretation or application of a specific article and section of this Agreement has occurred. Grievances involving non-renewal of annual contract Education Staff Professionals and granting of promotions will not be subject to Level III. The term "grievant" shall mean an employee or group of employees or the Association filing a grievance. The term "employer" shall mean the School Board or the Administration. The term "days" shall mean calendar days. When the last day of any step falls on a non-working day, the first workday thereafter will be considered the last day.
- C. Time Limits. Time limits may be extended by mutual written agreement between the Association and the Superintendent.
- D. End of Year Grievances. In the event that a grievance is filed at such time that it cannot be processed through all of the steps in the grievance procedure by the end the school's year, the time limits set forth herein shall be reduced so that the grievance procedure may be exhausted prior to the end of the school's year or as soon thereafter as possible, unless both parties mutually agree otherwise.
- E. Time. All grievances shall be processed during non-student contact hours.
- F. Filing. Within thirty (30) calendar days following knowledge of the act or condition which is the basis for the grievance, the grievant may file a grievance with the building principal or other immediate supervisor or designated representative. If such action is not taken within this time, the grievant waives his/her right to the grievance procedure. Each reoccurrence of the act/condition constitutes a new basis for a grievance. If the grievance involves an employee's evaluation, it must be filed within 14 calendar days of the grievant signing the evaluation.
- G. Representation. All employees may have the right of Association representation in each step of the grievance procedure. No grievant may be required to discuss any grievance if the Association representative is not present. The adjustment of grievances shall not be inconsistent with the collective bargaining agreement, and the bargaining agent will be given the opportunity to be present and make statements at each formal step. On the same day the employer decision is delivered to the grievant, the bargaining agent's representative shall be notified that a copy is available for pick-up. No grievance may be submitted to arbitration without the knowledge of the bargaining agent. A grievant shall not be represented by a representative of any other employee organization.
- H. Informal Discussion. In the event that an individual Education Staff Professional believes there is a basis for grievance, the individual shall first discuss the alleged grievance with the building principal or other immediate supervisor or designee personally or accompanied by the Association Representative. Should a grievant file a grievance that involves more than one (1) work site, the informal step shall begin with the Director of Human Resources. Within five (5) days after presentation of the grievance, the administrator shall give an answer to the complainant(s).
- I. Level I. If the grievant is not satisfied with the informal resolution he/she may, within five (5) calendar days of the oral answer, file a formal grievance on the proper form provided in Appendix B of this Agreement. A copy of the grievance shall be delivered to the building principal or other immediate supervisor or designee. The building principal or other immediate supervisor or designee shall have five (5) calendar days after receipt of the grievance to give a written decision. Upon

mutual agreement of the grievant and the building principal or other immediate supervisor or designee a conference at this level may be waived.

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

ARTICLE VI

WORKING CONDITIONS

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

1. Those activities which are required by federal or state law or regulations.
 2. Those programs for employees who have demonstrated a need for specific assistance as a result of their performance evaluation.
 3. A four (4) hour maximum paid activity scheduled within the regular working day may be required once a year.
- L. Employees shall not be required to work activities beyond forty (40) hours per week or eight (8) hours per day. The daily working hours for employees shall be as follows:
- | | |
|-------------------------------------|--------------------------------------|
| 1. Aides | 6 - 7.5 consecutive hours |
| 2. Bookkeepers | 7.5 - 8 consecutive hours |
| 3. Bus Drivers and Bus Aides | 4 hours minimum (as scheduled) |
| 4. Custodians | 4 - 7.5 consecutive hours |
| 5. Clerical Personnel | 7.5 consecutive hours |
| 6. Food Service Personnel | 3.5 - 7.5 consecutive hours |
| 7. Maintenance Personnel - District | 8 consecutive hours |
| 8. Maintenance – School Level | 7.5 consecutive hours |
| 9. Mechanics | 8 hours (as scheduled by Supervisor) |
| 10. Secretaries | 7.5 consecutive hours |
| 11. Technology | 7.5 consecutive hours |

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

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

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

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

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

1. Bus drivers shall be provided with a uniform allowance of \$150.00. The uniforms to be worn shall be determined by a committee of three (3) bus drivers and two (2) administrators. The Association shall appoint the bus drivers to serve on the committee by submitting names no later than March 31. The Superintendent shall appoint the administrators.

2. Custodians shall be provided with a uniform allowance of \$250.00. The uniforms to be worn shall be determined by a committee at each school made up of three (3) custodians, (1) head custodian, and (1) administrator. The Association shall appoint the custodians to serve on the committee by submitting names no later than March 31. The Superintendent shall appoint the administrators.
3. Food service personnel shall be provided with a uniform allowance of \$250.00. The uniforms to be worn shall be determined by a committee at each school made up of three (3) food service employees, one (1) food service manager, and (1) one administrator. The Association shall appoint the food service employees to serve on the committee by submitting names no later than March 31. The Superintendent shall appoint the administrator.
4. In each of the above mentioned committees, the committees shall meet in April and conclude no later than May 31 of each school year. The committee shall elect to either require all bus drivers, food service personnel, and custodians to wear or not wear uniforms. Should they elect not to wear the uniforms, then the uniform allowance will not be furnished by the Board.
5. Mechanics shall be provided with suitable uniforms by the Board with maintenance of the uniforms being the responsibility of the Board.
6. Maintenance personnel shall be provided with suitable uniforms by the Board with maintenance of the uniforms being the responsibility of the Board.

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

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

*Continuous and Creditable Service in Dixie County	Number of Days Leave Per Year
Up to 5 years	12 workdays per year
5 through 10 years	15 workdays per year
11 years and up	20 workdays per year
*A year's continuous creditable service in Dixie County will include a regular full-time position for those employees who had previously been employed in full-time positions requiring less than twelve months service.	

4. The annual vacation of any employee shall be taken at a time or times approved by the person's immediate supervisor and Superintendent; provided, that such leave shall be limited to ten consecutive working days at one time and shall be scheduled at such time as not to seriously interrupt the efficiency of the job, department, or the school.

5. Any education staff professional whose employment with the Board is terminated and who has unused vacation leave credit due him/her by reason of service rendered during the school year shall be given, in lieu of such vacation, a terminal leave equal to the amount due according to Board Policy for Terminal Pay (6.31), Annual Leave (6.28), Qualified Retirement Plan (6.311), and DROP (6.216).
- O. The Board shall provide and maintain in each school/work site: Existing restrooms and existing employee lounges. Future work site facilities and lounges shall be negotiated.
- P. All schools/work sites shall be permitted to have telephone facilities in each lounge for employee use only at no expense to the Board.
- Q. All employees having been employed one-half (1/2) or more of the preceding school year shall be credited an additional year of experience as of July 1st of each year. This additional year of experience shall be reflected in the first payroll of the fiscal year. This provision applies only for payroll and retirement purposes.
- R. Field Trips.
 1. For all Board approved field trips (including, but not limited to, athletic events and co-curricular events) the Board shall grant "temporary duty elsewhere" for the certified bus driver's regular route and compensate the driver at the rate set forth in Appendix C.
 2. Bus drivers shall be compensated in like manner for Board approved trips which are paid for by other organizations. In such instances, the Board shall pay the drivers directly and obtain reimbursement from the organization.
 3. Drivers of field trips will be selected from a rotating list of qualified School Bus Drivers who are presently employed as regular or substitute bus drivers.

Sponsors shall not directly solicit drivers, however, a sponsoring organization may request the services of a particular driver in which said request shall be honored.

Scheduled trips may be posted in advance.

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

- a. The rotating list will consist of all eligible drivers.
- b. When a driver for a field trip is needed, the field trip coordinator will be notified. The field trip coordinator will contact the next driver on the rotating list and inform the sponsoring group of the name of the driver for the trip.
4. When the trip involves an overnight stay or requires meals away from home, the Board shall pay meal and lodging in accordance with Board procedures. The Board will pay for tolls and parking costs.

5. For overnight trips, the drivers will be paid for a minimum of eight (8) hours per day, including the day of departure, or the actual driving time during a given day, whichever is greater.
6. Drivers will not be required to room with students while on a field trip.
7. Drivers will be given the opportunity to have an eight (8) hour break from time of arrival at destination until time of departure on any overnight trip.
8. The assignment of duties while on a field trip shall be as follows:
 - a. Teachers and/or administrators and/or sponsors shall determine the scope of the trip, (i.e. destination, departure and return times, and any subsidiary activities, general student supervision, assure the cleanliness of the bus throughout the trip, and return of the bus in the same condition as when it departed).
 - b. Bus drivers shall be in charge of the safe operation of the bus while it is in motion, shall oversee bus cleanliness, shall determine if the vehicle is safe for travel, secure the bus upon arrival at its destination, determine that the bus has sufficient fuel, and upon request, aid teachers and/or administrators in student supervision. Any rules of student conduct which differ from or exceed Florida Statutes or State Board of Education Rules regarding transportation shall be instituted by the Dixie County Administrative Council after input from the Association.
- S. Total cost of the initial Federal and State mandated drug test will be borne by the School Board. In addition, the Board will assume the cost of fingerprinting and/or "background" check of all employees, who have been actively employed by the district for at least one (1) year.
- T. Twelve-month employees will receive an additional paid holiday for July 4th (when it falls on a normal workday).

ARTICLE VII

EMPLOYEE AUTHORITY AND PROTECTION

- A. Employees shall be permitted to refer students to the administration when they observe violations of the school rules, regulations, and the Dixie County code of student conduct.
- B. All referrals on student disciplinary problems made by employees on the approved disciplinary form shall have the resulting action by the administration reported back to the referring employee within two (2) working days.
- C. Legal counsel for Employees: All cases of assault involving an employee shall be promptly reported by the employee through the building principal who shall then immediately notify the office of the Superintendent so that an investigation of the assault can begin.

The Board may provide legal counsel to advise the employee of his/her rights and obligations with respect to the assault.

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

ARTICLE VIII

WORK YEAR

A. The number of work days of employment per school year for the following education staff professional positions will be:

- | | |
|--------------------------------------|-------------------|
| 1. Bookkeepers | (250 days) |
| 2. Bus Drivers and Bus Aides | (180 days) |
| 3. Certification Specialist | (250 days) |
| 4. Custodians | (196 or 250 days) |
| 5. Fiscal Accounts Payable | (250 days) |
| 6. Fiscal Assistant I | (250 days) |
| 7. Food Service 1, 2 | (182 days) |
| 8. Food Service Manager | (196 days) |
| 9. Instructional Aide 1, 2, 3 | (180 days) |
| 10. Instructional Aide 4 - PreK Lead | (190 days) |
| 11. Maintenance Personnel - District | (250 days) |
| 12. Maintenance – School Level | (250 days) |
| 13. Mechanics | (250 days) |
| 14. Payroll Benefits Specialist | (250 days) |
| 15. School Data Clerk | (250 days) |
| 16. School Grounds Person | (250 days) |
| 17. Secretaries | (196 or 250 days) |
| 18. Technology Specialist | (250 days) |
| 19. Warehouse Foreman | (250 days) |

A current employee may request in writing to their immediate supervisor that the number of workdays that they are employed for the year be reduced. With the approval of the Superintendent this request may be granted.

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

ARTICLE IX

TRANSFERS AND REASSIGNMENTS

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

ARTICLE X

VACANCIES AND PROMOTIONS

- A. All openings for promotional, extra-compensation, new positions, and vacancies of a permanent nature (i.e. for a period of time exceeding four (4) months) shall be posted by the Superintendent or his designee.
 - 1. These notices shall be posted on the district website. A designated computer will be available in all buildings to view job openings. The notices shall include the title of the position, if known, the qualifications needed, deadline for filing of application, and any other pertinent information.
 - 2. All positions for summer school employment shall be posted by May 1, or as soon as the position is available, prior to the start of summer school.
- B. Such notices shall be posted for a minimum of five (5) workdays. Positions that are posted within one (1) week of the beginning of pre-planning or are for resignations that occur during the school year may be considered an emergency posting and may be filled with an eligible candidate after being posted for two (2) workdays.
- C. The applicant can apply online through the District's website. If the application is on file, it can be updated.
- D. All qualifications being equal, preference will be given to applicants from within the school system.
- E. Employees desiring to be informed of promotional or extra-compensation positions occurring during June and July shall, prior to May 15, register in writing his/her desire with the office of the Superintendent and include his/her address during June and July. Employees will be notified of such positions as they occur.
- F. The Board may, in cases of emergency, temporarily fill such positions or vacancies until the foregoing procedure can be followed. Temporary positions shall be limited to four (4) months or until the end of the fiscal year, whichever may occur first. Those temporary positions extending beyond such time shall be terminated and if the position is deemed needed will be posted and filled in accordance with this article.
- G. ESPs holding continuous employment status who transfer to another job resulting in a promotion shall serve one year probation, however, the employee shall retain continuous employment status. In this instance, one year of probation shall be completed after having been in the position one-half (1/2) or more of the school year. During this one-year probationary period, an employee unable to satisfactorily perform the new duties may be returned to his/her former position and maintain continuous employment status.

ARTICLE XI

PERFORMANCE ASSESSMENT

- A. Each fiscal year, all employees shall be given a copy of the performance assessment criteria and the performance assessment form. An explanation and discussion of the performance assessment process and the means by which the criteria will be evaluated shall be conducted during the first twenty (20) days of employment. A group and/or individual orientation of the performance assessment process may be utilized. Employees who are not present at the initial orientation due to approved absence or who were not employed at the time of the orientation shall receive their orientation within twenty (20) days of returning to duty or having been initially employed.
- B. All observations of the employee which shall be used as a part of the performance assessment shall be made while the employee is on duty.
- C. All performance assessments and any observations incidental thereto, shall be reduced to writing and as applicable, attached to the performance assessment form. The evaluator and the employee shall both sign any performance assessment form presented to the employee. The employee's signature on the form does not necessarily mean that the employee agrees with the content of the performance assessment.
- D. Any employee shall have the right to attach any comments concerning the performance assessment directly to the performance assessment form.
- E. Any conference or hearing with any employee regarding the assessment performance form and the discussion about its contents may be attended by the employee's representative if the evaluator is informed of such representative's attendance prior to the actual conference or hearing.
- F. In cases where the need for improvement or unsatisfactory performance is noted, the written performance assessment will include a description of the weakness, the specific improvements desired, a statement suggesting how the employee is to improve the noted weakness, a statement of any assistance which will be provided to the employee and a statement as to the specific amount of time within which the weakness must be corrected.
- G. Evaluations may be grieved by the grievant pursuant to Article V (J) Level Two to redress any procedural concerns. Grievance must be filed within 14 calendar days of the grievant signing the evaluation.

ARTICLE XII

REDUCTION IN PERSONNEL

A. Lay-Offs.

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

B. Recall.

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

C. In the event of a lay-off pursuant to this section, leave of absence without pay shall be granted to any and all employees affected by this reduction provided they apply.

- D. A recall period shall not extend beyond two (2) years or two (2) offers whichever shall come first.
- E. Any employee who would have qualified for retirement during the reduction year, and has at least five (5) years continuous local employment service shall be permitted to work that year so as to acquire needed service.

ARTICLE XIII

LEAVES

- A. Four (4) days of sick leave shall be credited to each employee at the end of the first month of employment and one (1) day for each month accumulative to the number of months under contract, (9 days for 180 days, 10 days for 190/196 days, 11 days for 216 days, 12 days for 250 days).
- B. Employees shall be granted six (6) days personal leave per year to be deducted from sick leave. These days are non-accumulative, which means accrued sick leave from prior years may not be used for personal leave. Personal leave days may be used for any purpose at the discretion of the employee.
- C. The total unused portion of the annual sick leave allowance shall be permitted to accumulate in accordance with Florida Statutes.
- D. The Board shall grant family leave in accordance with Florida Statutes. (1/8/02)
- E. A pregnant employee may continue to work as late in pregnancy as she desires, provided she is able to carry out her normal duties.
- F. Sick leave days accumulated by an employee prior to a leave of absence shall be credited to the employee upon his/her return.
- G. Accumulated sick leave days may be used for the following situations:
 - 1. Personal illness of the employee, which shall include temporary medical illness of disability related to pregnancy. It is understood and agreed that the normal nine (9) month pregnancy in and of itself shall not be considered as personal illness.
 - 2. Death or serious illness in the immediate family. Immediate family member shall mean husband, wife, father, mother, brother, sister, child or other close relative or member of his/her own household.
 - 3. A district employee may authorize his or her spouse, child, parent, or sibling who is a district employee to use sick leave that has accrued to the authorizing employee. A district employee may transfer a specific number of accumulated sick leave days to any other employee of the district. These days will be transferred into the Donated Sick Leave Pool to be administered by the payroll department for use only by the specified person to the extent days were donated in their name. These days may not be used until all of his or her sick leave has been depleted, excluding sick leave from a sick leave pool, if the recipient participates in a sick leave pool. Donated sick leave under this provision shall have no terminal value. (School Board Policy 6.35)
- H. An employee absent from work because of illness due to a communicable disease or injury related to employment in the district shall suffer no loss of pay and shall not be charged with loss of sick leave for a period of (10) days in accordance with Florida Statutes.
- I. Employees may access their available sick leave time in the Employee Access System, which is located within Skyward Business.
- J. When an ESP serves on jury duty, the Board shall pay the employee his/her full salary. Jury duty shall be classified as professional leave. An employee shall return to their duty site within thirty (30) minutes of dismissal from (in county) jury obligation.

K. An employee may request personal leave without pay for a specified period up to one (1) year. The request shall be made in writing to the board. The leave request, together with the recommendations of the principal and Superintendent, will be submitted to the Board. The request shall specify the time of leave and the reason for the request. Personal leave without pay may be requested for:

1. Leave to serve in the Armed forces.
2. Leave for academic study.
3. Leave for child rearing (for natural or adopted child).
4. Leave for childbearing.
5. Leave for personal illness or illness in the immediate family.
6. Leave for campaigning for public office.
7. Any other reason deemed appropriate by the administration and Board.

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

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

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

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

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

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

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

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

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

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

O. Terminal Sick-Leave Pay.

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

P. Bereavement Leave - In the event of a death of a member of the immediate family, an employee shall be granted up to (2) two days of paid leave upon request. Bereavement leave is of a special nature and may not be deferred or converted to any other purpose. It is not charged against any other leave account. It is not transferrable or accruable and must be used within 30 calendar days of the death. Application shall be made to the Superintendent and granted by the Superintendent or his/her designee, in advance whenever possible. The employee will not be paid bereavement leave for days not scheduled to work. In order to honor a request for bereavement leave, employees are required to attach a copy of the obituary or other satisfactory document to the leave request form and details about the relationship may be required by the Superintendent.

Immediate family shall be defined as: Employee's spouse, grandparent, parent, brother, sister, child, grandchild, or the grandparent, parent, brother, sister, child, grandchild, of the employee's spouse. This also includes individuals for whom the employee is the current legal guardian.

ARTICLE XIV

STAFF DEVELOPMENT PROGRAMS

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

ARTICLE XV

POLITICAL ACTIVITY

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

ARTICLE XVI

MANAGEMENT RIGHTS

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

ARTICLE XVII

COMPENSATION

- A. Employee compensation shall be in accordance with Appendix C.
- B. Step increases are to be negotiated annually. However, for the three (3) years covered by this contract, steps for ESPs will be granted as long as funds are available.
- C. ESP employees who work on the contract of less than 190 days will only be eligible to receive the 19-pay option.
- D. Any ESP employee who has reached the top of the salary schedule will receive a \$400 stipend in lieu of a step if funds are available.
- E. Direct deposit of payroll will be required for all new hires, effective January 1, 2022.
- F. Supplements will be paid in accordance with Appendix E.

ARTICLE XVIII

MISCELLANEOUS

- A. This Agreement constitutes the entire agreement between the parties and except as provided herein includes collective bargaining for the term of this agreement.
- B. Should any provision of this Agreement be declared illegal by a court of competent jurisdiction or as a result of state or federal legislation, it shall not affect the remaining provisions of this Agreement, all of which shall remain in full force and effect.
- C. This Agreement shall supersede any rules, regulations, or practices of the Board which shall be contrary to or inconsistent with the terms of this Agreement.
- D. Individual contracts between the Board and an individual employee shall be made according to the terms of this Agreement.
- E. In lieu of printing copies of the Agreement, the Board instead can place the final ratified Agreement on the district web page. Upon request a printed copy will be provided to the member of the bargaining unit. The cost of this will be divided evenly between the School Board and the Union.
- F. Representatives of the Board and representative of the Association will meet periodically at the request of either party during the regular school year at a time that is convenient to both parties. Topics for discussion shall include Evaluations/Observation Instruments, Staff Development, School Calendar, Curriculum, and Insurance. In addition, such meetings shall also be held for the purpose of reviewing problems that may arise with the provision of this agreement or employee complaints. These meetings are not intended to bypass the negotiation or grievance procedure.
- G. By September 30 of each year, the Association shall be notified in writing of work assignment, site, and name of each ESP employee in the district. Such information about ESPs employed subsequent to September 30 shall be given to the Association within one (1) month.

ARTICLE XIX

INSURANCE AND FRINGE BENEFITS

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

The Board and the Association agree to establish the District Insurance Committee as follows: five (5) members appointed by the Union representing five different cost centers, one (1) member appointed by the School Board, and five (5) members appointed by the Superintendent. Committee representation should be inclusive of all employees including union members, non-union employees, instructional staff, educational staff professionals, district staff, employees that purchase district insurance benefits and those that don't. Members will serve a five (5) year term unless the member chooses to step down early. Members can serve more than five (5) years with continued support of the Board and/or Association.

EDUCATION STAFF PROFESSIONALS CONTRACT

The articles in the Education Staff Professionals Contract that are in effect on June 30, 2026 between the Dixie County Education Association and the Dixie County School Board shall continue to be in effect with the following change of date for the term of agreement.

TERM OF AGREEMENT

This agreement by mutual consent of both parties shall be effective upon ratification and shall remain in effect until June 30, 2029. During the term of agreement, the parties agree to limit renegotiations to:

- A. Compensation and fringe benefits for all employees;
- B. Specific additions or revisions incorporated in Florida Statutes;
- C. One existing article;

The Board and the Association agree that any item or section of the Agreement may be reopened to negotiation and/or discussion upon mutual agreement of the parties.

Thomas Schrider, DCEA President

Mike Thomas

Mike Thomas, Superintendent

Annette Kinsey, Bargaining Chair

Timothy W. Alexander

Timothy W. Alexander, Board Chairman

Karen Ganus, Administrative Negotiator

Chana Watson, School Board Attorney

TA
[Signature]
7/14/2026

TA
Thomas Schrider
7/14/2026

TA
Ka [Signature]
7-14-26

APPENDIX A

MEMBERSHIP APPLICATION

(Coming Soon)

APPENDIX B
OFFICIAL GRIEVANCE FORM

Name: _____

School: _____ Position: _____

Home Address: _____

Telephone Number: _____

LEVEL I

A. Date cause of grievance occurred: _____

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

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

C. Statement of grievance: _____

D. Relief sought: _____

Date: _____ Signature: _____

E. Disposition by immediate supervisor: _____

Date: _____ Signature: _____

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

Decision Appealed

Decision Accepted

APPENDIX C
ESP SALARY SCHEDULE

APPENDIX D

METHOD OF COMPENSATION

- A. At the beginning of each school year, each employee shall be paid according to one of the following methods of payment:
 - 1. 180/182-day employees will receive nineteen (19) equal payments with the final payment to be made within ten (10) working days following the last day of the contractual year.
 - 2. 190/196-day employees shall elect to receive either (20) twenty or (24) twenty-four equal payments with the final payment to be made within ten (10) working days following the last day of the contractual year.
 - 3. 250-day employees will receive twenty-four (24) equal payments with the final payment to be in a lump sum within ten (10) working days following the last day of the contractual year.
- B. Within two (2) days of the beginning of the school term, 190/196-day employees may elect either of the above methods detailed in item A(2).
- C. Should an employee fail to have earned sufficient time for a full payment, payment will be made based on the actual credit accumulated.
- D. Salary Payment
 - 1. Payment is due twice a month – on the 16th and last day of the month. For 180/182/190/196-day employees, the first payment of the school year will be paid by the 15th working day.
 - 2. Disbursement of Salary Payment – Payment to all employees will be made on the last working day of 180-day employees. During the summer months, payment will be made on last working day of employees.
- E. Any ESP who is required to work additional hours will be paid at their hourly rate.
- F. Step increases are to be negotiated annually.

APPENDIX E
SUPPLEMENT SALARY SCHEDULE