

# **SALARY SCHEDULE N**

**(SUPERVISORY, TECHNICAL,  
CONFIDENTIAL,  
AND CASUAL EMPLOYEES)**



**FY19 (2018-2019 School Year)**  
**FY20 (2019-2020 School Year)**

**Board Approved and Adopted: June 2019**

Signatures of Superintendent of Schools and School Board Chairman on File

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## PREAMBLE

1 This article intentionally left blank.

## DEFINITIONS

### 2 (1) EMPLOYEE:

3 (a) **Regular Employee:** Employees directly employed by the District to fill a position that is expected  
4 to last more than one year.

5 (b) **Casual Employee:** Employees hired by the District to fill a short-term assignment, in order to  
6 meet a need that is related to the completion of a specific project or to address a peak work load,  
7 including employees hired for intermittent (irregular) or seasonal (recurring annually) work schedules.  
8

9 (2) **BOARD:** The School Board of Lee County, Florida, or its duly authorized representative(s).

10

11 (3) **SUPERINTENDENT:** The Superintendent of Schools for Lee County, Florida, or their designated  
12 representative(s).

13

### 14 (4) SUPERVISOR

15 (a) **Assigned to Single School/Site:** In a school, the employee's supervisor is the building principal or  
16 his designee.

17 (b) **Not Assigned to a School/Site:** if an employee is not assigned to a school, the employee's  
18 supervisor is the administrator by whom the employee is evaluated.  
19

20

21 (5) **DAYS:** All references in these terms of employment to days shall refer to calendar days except when  
22 specified otherwise.

23

24 (6) **WORKPLACE:** "Workplace" is defined as the site for the performance of work done in connection  
25 with the duties of an employee of The School District of Lee County. That term includes any place where the  
26 work of the School District is performed, including a school building or other school premises; any school-  
27 owned vehicle or any other school-approved vehicle used to transport students to and from school or school  
28 activities; and off school property during any school-sponsored or school-approved activity, event or function  
29 (such as a field trip, workshop, or athletic event). The workplace does not include duty-free time at  
conventions or workshops at which students are not present.

## ARTICLE 1 – PARTIES

30 **1.01 – PARTIES:** These terms of employment are unilaterally presented by the School Board of Lee County,  
31 also referred to as the District, and contains the terms of employment for all full-time or part-time supervisory,  
32 technical, and confidential employees of The School District of Lee County, Florida. In addition to covering  
33 these regular employees, these terms of employment also cover all casual employees of The School District  
34 of Lee County, Florida with the exception of outside vendors, consultants, and subcontractors covered by  
35 separate agreements.

## ARTICLE 2 – RIGHTS, PRIVILEGES, AND RESPONSIBILITIES

### 36 2.01 – EMPLOYEES

37

38 (1) **Non-Discrimination:** The articles of these terms of employment shall apply to all employees without  
39 regard to race, color, religion, sex, sexual orientation, national or ethnic origin, marital status, pregnancy,

1 political affiliation, age, creed, gender identity or expression, disability if otherwise qualified, or any other  
2 unlawful factor.

3  
4 **(2) Duty to Self-Report:** Each employee shall self-report to the District’s Department of Professional  
5 Standards and Equity, within two business days, any arrests and/or charges involving the abuse of a child or  
6 the sale and/or possession of a controlled substance. Such notice shall not be considered an admission of guilt.  
7 In addition, each employee shall self-report any conviction, finding of guilt, withholding of adjudication,  
8 commitment to a pretrial diversion program, or entering of a plea of guilty or Nolo Contendere (No Contest)  
9 for any criminal offense other than a minor traffic violation within two business days after the final judgment.  
10 Employees, who regularly or incidentally operate District vehicles shall, as soon as they become aware, notify  
11 their supervisor of any moving violation, suspension or revocation of their driver’s license. Failure to comply  
12 with any article may be cause for appropriate disciplinary action, up to and including termination.

13  
14 **2.02 – MANAGEMENT:** The Board hereby retains and reserves to itself, the Superintendent and all  
15 administrative personnel the right to unilaterally determine its purposes, set standards of services, and  
16 exercise control and discretion over its organization and operations.

### ARTICLE 3 – (BLANK)

17 **3.01** – This article intentionally left blank.

### ARTICLE 4 – (BLANK)

18 **4.01** – This article intentionally left blank.

## ARTICLE 5 – GENERAL EMPLOYMENT PRACTICES

### 19 **5.01 – STATUS AND REAPPOINTMENT**

20  
21 **(1) Regular Employees:** Regular employees serve a probationary period and are eligible for promotion,  
22 reassignment, or transfers to other positions, provided they meet the requirements stated in the appropriate  
23 contract or salary schedule. Regular employees are compensated according to the appropriate salary schedule  
24 and are entitled to benefits, provided they meet all requirements for eligibility.

25 **(a) Probationary Period:** In accordance with Board Policy, regular employees shall be employed on  
26 probationary status for a period not to exceed twelve (12) calendar months from their first day of  
27 employment.

28  
29 **(2) Casual Employees:** Casual employees do not serve a probationary period and are at will employees who  
30 are not eligible for promotion, reassignment, or transfer to other positions. There is no expectation of  
31 continuing employment for casual employees. Casual employees are compensated for time worked only and  
32 are not eligible for leave accruals, unemployment benefits, retirement benefits, health care, life insurance, or  
33 other fringe benefits, unless stated otherwise in the appropriate salary schedule.

34  
35 **5.02** – This article intentionally left blank.

36  
37 **5.03** – This article intentionally left blank.

38  
39 **5.04** – This article intentionally left blank.

### 40 41 **5.05 - ASSIGNMENT OF DUTIES**

42  
43 **(1) Temporary Reassignments:** If an employee is assigned to perform all the essential functions and duties

1 of a position with a Market Rate or pay grade higher than the employee’s regular pay grade or base rate (hourly  
2 rate), the employee shall be paid at a higher rate based on the Temporary Reassignment Matrix or at the higher  
3 pay grade rate.  
4

5 **5.06** – This article intentionally left blank.  
6

7 **5.07 – AMERICANS WITH DISABILITIES ACT:** Any employee that believes that he or she has a  
8 disability under the ADA may apply for a reasonable accommodation if the employee deems such an  
9 accommodation necessary. The request will be reviewed pursuant to the District’s ADA review process. The  
10 decision and/or outcome of the employee’s application or request shall not be the subject of any grievance  
11 process, but may be appealed pursuant to the District’s ADA review process. Information about the ADA, ADA  
12 accommodation request forms, and ADA medical certification forms are posted on the District’s website.  
13

14 **5.08 – WORKER’S COMPENSATION**  
15

16 **(1) Limited Duty:** Employees who have experienced a worker’s compensation injury and who have been  
17 evaluated and released by an approved physician as physically able to return to work with specific limitations,  
18 will return to their job site upon written authorization by the Insurance and Benefits Management. Specific  
19 work limitation will be forwarded to the employee’s supervisor from the treating physician. The employee  
20 will remain in his/her job site, performing appropriate duties as identified by his/her supervisor for a period  
21 of time agreed to by the employee and the work site supervisor. The employee will be evaluated by the  
22 physician as necessary based on the course of treatment and, if not released for full duty, will be returned for  
23 limited duty for a work period agreed to by the employee and the work site supervisor. At the completion of  
24 the second work period, if the employee is not able to return to a full duty status, the employee will be  
25 evaluated by the physician, principal/supervisor and the Insurance and Benefits Management to determine the  
26 employee’s status. Alternatives such as returning to worker’s compensation off-duty status, continuation of  
27 limited duty assignments, alternate duty assignments, and/or other assignments will be reviewed with the  
28 employee.  
29

30 **5.09 – VETERAN’S PREFERENCE:** Veteran’s Preference shall be granted in accordance with applicable  
31 state and federal laws. Nothing herein shall be construed to expand any Veteran’s Preference beyond the limits  
32 of applicable state and federal law.  
33

34 **5.10 – PERSONNEL FILE**  
35

36 **(1) Inspection:** Each employee has the right to review their personnel file. Review will take place before or  
37 after the employee’s work day or during their duty-free lunch, unless the employee is on leave or in the  
38 presence of the person responsible for the safekeeping of the personnel files. An employee may make a public  
39 records request for their personnel file.  
40

41 **(2) Response:** Each employee has the right to comment in writing concerning any materials in his personnel  
42 record.  
43

44 **5.11 - CASUAL EMPLOYEES**  
45

46 **(1) Fee-Based Programs**

47 **(a) Employment in Fee-Based Programs:** Each employee selected to work in the Fee-Based Program  
48 must be approved by the School Principal. The Principal will submit a Personnel Action Form (PAF)  
49 to Staffing & Talent Management to initiate supplemental employment in the program.

50 **(b) Establishing Each School’s Fee-based Salary Schedule:** This Salary Schedule establishes a  
51 range of pay for each position authorized by the Board. Each school will select a rate of pay for each  
52 position utilized in the program and submit it to the Budget Department with an effective date. The  
53 rate of pay selected must be within the range of pay described in this salary schedule for that position.

1 The salary rates selected by each individual school will be approved by the Business Services Division  
2 and remain on file in the Payroll Department.

3 **(c) Changes to Each School’s Fee-Based Salary Schedule:** Each school may amend the salary  
4 schedule by submitting a “Change of Position/Salary Form” with an effective date to the Budget  
5 Department. The new schedule must be received prior to the effective date of the amended rates. If  
6 receipt of the new schedule does not allow sufficient time for the review of the salary schedule and  
7 approval by the Business Services Division, or designee, the effective date will be the date following  
8 the date of the Business Services Division approval. The proposed amended salary schedule will be  
9 reviewed in conjunction with the current profit and loss statement for that school’s Fee-Based program  
10 and must be consistent with the profit and loss status of the program in order for the amended salary  
11 schedule to be approved by the Business Services Division. A Personnel Action Form (PAF) must be  
12 forwarded to Staffing & Talent Management following approval of the Business Services Division.

13  
14 **(2) Guest Teacher**

15 **(a) Guest Teachers:** Effective July 1, 2016, guest teachers will be paid an hourly rate based on their  
16 tier and level for either one-half or one full day of work.

17 **(b) Long-Term Guest Teachers:** Guest teachers working in a position for a specific teacher absence,  
18 vacancy, or in a specific assignment for a period of thirty (30) consecutive work days on the teacher  
19 work schedule in a fiscal year/school year shall be considered a long-term guest teacher. Effective July  
20 1, 2017, a long-term guest teacher shall be paid based on the number of hours worked and the level of  
21 their assignment.

22 **(c) Long-Term Guest Teacher (Level II):** Long-term guest teachers on Level II must meet the  
23 requirements above and are entitled to receive Level II compensation upon initial assignment and are  
24 eligible for certain specified employee insurance benefits for the duration of their Level II assignment,  
25 limited to medical, dental, vision, and board paid life insurance. Level II long-term guest teacher  
26 assignments are authorized at the discretion of the District.

27  
28 **(3) Internship Programs**

29 **(a) Intern – Accomplished Interns as Psychologists:** Qualified applicants selected for employment  
30 in the Psychologist Intern Program shall be paid \$10,000.00 per District semester. Daily services  
31 performed for 3.75 hours or less shall be paid as half day. Daily services performed exceeding the 3.75  
32 hours shall be paid as full day. All work required and approved beyond the regular work day shall be  
33 compensated at the value of the hourly rate of pay or minimum wage, whichever is greater.

34 **(b) Intern - Accomplished Interns as Teachers (AIT):** Qualified candidates selected from the  
35 Florida Gulf Coast University Teacher Preparation Program shall be compensated \$5,000.00 per  
36 District semester. Daily services performed for 3.75 hours or less shall be paid as a half day. Daily  
37 services performed exceeding the 3.75 hours shall be paid as a full day. All work required and  
38 approved beyond the regular work day shall be compensated at the value of the hourly rate of pay or  
39 minimum wage, whichever is greater.

40 **(c) Intern – Paraprofessionals to Teachers Internship:** Teacher internship for current  
41 paraprofessional employees (Paraprofessionals to Teachers Grant) will enable the District to provide  
42 continuous employment with benefits for paraprofessionals transferring to teacher positions following  
43 successful completion of the internship. The period of internship, previously worked during approved  
44 leave of absence, shall be compensated at \$10.00 per hour during the internship/transitioning period.  
45 This program will provide continuous employment for the employee as a regular full-time or part-time  
46 employee with benefits including Board provided insurance and leave accrual.

47  
48 **(4) Other Casual Employees**

49 **(a) Custodial Services:** Custodian (Substitute) must complete the basic custodial processes and  
50 procedures training provided by the Maintenance Department.

51 **(b) Advancement Via Individual Determination (AVID) Tutors:** AVID Tutors work with small  
52 groups of middle and high school students during the AVID elective classes under the supervision of

1 an AVID teacher and shall be paid \$10.00 per hour on a work schedule of two (2) days per week for  
2 approximately 6-12 hours per week.

3 **(c) Temporary Position:** Persons working in a temporary position which will not exist beyond four  
4 consecutive calendar months or persons substituting in an established position for less than one month  
5 shall be paid Florida's minimum wage and are not entitled to employee benefits.

6 **(d) Temporary Replacement in an Established Position:** Persons working more than one month,  
7 but less than six months in an established position, filling a vacancy or replacing an incumbent  
8 employee who is on approved leave, shall be paid the Market Rate or on step one of the regular salary  
9 schedule established for that position. If an individual is continuously employed as a temporary  
10 replacement for more than half the scheduled days for the position, the individual may be eligible for  
11 experience credit equal to one year. Current employees working more than one month, but less than  
12 six months in an established position, filling a vacancy or replacing an incumbent employee who is on  
13 approved leave may be placed on the incremental step paid in the employee's regular position or at  
14 the Market Rate for the position being filled.

15 **(e) Student Employees / Other Personnel Services (OPS):** Students of the Lee County Public  
16 Schools hired as student employees will receive Florida's minimum wage and are not entitled to  
17 employee benefits. Other employees hired as hourly employees from the other personnel services  
18 (OPS) account (Object 575000), less than six (6) months, shall be paid Florida's minimum wage and  
19 are not entitled to employee benefits.

## ARTICLE 6 – WORKING CONDITIONS

### 20 6.01 - PHYSICAL FACILITIES

21  
22 **(1) Safe and Secure Conditions:** Adequate, clean, safe and sanitary working conditions shall be provided  
23 for all employees. No employee shall be required to work in conditions that are not safe or secure or perform  
24 tasks which endanger health and safety. The site supervisor or principal shall, in consultation with the Safety  
25 & Security Department whenever possible, make an initial determination as to whether an unsafe working  
26 condition exists.

27  
28 **(2) Reporting Unsafe Conditions:** An employee who becomes aware of an unsafe or dangerous working  
29 condition shall immediately report the situation to the site administrator. A Safety/Security Deficiency Form  
30 shall be provided to employees either in an electronic file or by hardcopy, for reporting purposes and shall  
31 be located in an easy to find location on the District website. The supervisor shall investigate the report and  
32 initiate whatever corrective action he/she deems appropriate with consultation and notice given to the Safety  
33 & Security Department. If the employee believes that the condition has not been corrected, he/she may  
34 report it to the School or Site Safety/Security Committee in writing on the Safety/Security Deficiency  
35 Form. All hard copies of the Safety/Security Deficiency Form shall be directed to the Safety & Security  
36 Department and a copy of the report shall be maintained by the site administrator.

37  
38 **(3) Safety/Security Equipment:** The District will determine proper and necessary safety and security  
39 equipment and devices for employees. An employee who fails to use safety or security equipment as directed  
40 may be subject to discipline.

### 41 42 6.02 – PROTECTION OF PERSON

43  
44 **(1) Injury:** The Board assures employees of its support when employees have followed the laws and  
45 regulations of the State and the policies of the Board in carrying out their responsibility. An employee involved  
46 in injury shall immediately report same to the supervisor and thereafter make such written reports as necessary  
47 to comply with Board policy.

48  
49 **(2) Workplace Civility:** Employees shall not engage in speech, conduct, behavior (verbal or nonverbal), or

1 commit any act of any type that is reasonably interpreted as abusive, profane, intolerant, menacing,  
2 intimidating, threatening, or harassing against any person in the work place.  
3

4 **6.03 – PROTECTION OF PERSONAL PROPERTY:** The Board shall reimburse employees for loss or  
5 damage to personal property that occurs during the discharge of assigned duties provided the employee timely  
6 submits the appropriate documentation to Insurance & Benefits Management and the loss or damage qualifies  
7 under the District’s Property/Casualty Loss Program guidelines. The District reserves the right to establish a  
8 maximum reimbursement amount.  
9

10 **6.04 – ALCOHOL, TOBACCO, AND DRUG-FREE WORKPLACE:** No employee shall possess,  
11 consume, or sell alcoholic beverages or manufacture, distribute, dispense, possess, or use on the job or in the  
12 workplace, any narcotic, drug, amphetamine, barbiturate, marijuana or any other controlled substance, as  
13 defined in the Controlled Substances Act (21 U.S.C. 812), and as further defined by regulations at 21 CFR  
14 1300.11 through 1300.15, or by Florida Statutes, Chapter 893.  
15

16 **(1) Notice of Arrest:** As a condition of employment, each employee shall abide by the terms of this article  
17 and notify the appropriate director, principal, or supervisor of any criminal drug statute conviction for a  
18 violation occurring on the premises of the District, at the workplace, or during the conduct of any official  
19 activity related to the District no later than five (5) days after conviction.  
20

21 **(2) Notice of Conviction:** The District shall take one of the following actions within thirty (30) days of  
22 receiving such notice, with respect to any employee who is so convicted:

23 **(a) Program Participation:** Require such an employee to participate satisfactorily in a drug abuse  
24 assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law  
25 enforcement or other appropriate agency.

26 **(b) Failure to Participate:** If the employee fails to participate satisfactorily in such program, the  
27 employee may be non-renewed or his or her employment may be suspended or terminated, at the  
28 discretion of the Board.

29 **(c) District Action:** Take appropriate personnel action against such employee, up to and including  
30 termination.  
31

32 **(3) Reasonable Suspicion Testing:** No employee shall be required to submit to drug or alcohol testing  
33 without reasonable suspicion, except as otherwise required by law, Board policy, or these terms of  
34 employment. All drug and alcohol testing shall be conducted in accordance with District policy and  
35 procedures for drug and alcohol testing.  
36

#### 37 **(4) Exemptions**

38 **(a) Prescription Drugs:** Possession or use of prescription drugs by an employee for which he holds  
39 the prescription is exempt from this section.

40 **(b) Confiscation:** Employees who perform duties that require the disposition or confiscation of  
41 alcoholic beverages or controlled substances are exempt from this section when performing those  
42 specified duties.  
43

44 **(5) Employee Assistance Program:** Employee assistance will be available through Human Resources and  
45 the Employee Assistance Program (EAP).  
46

#### 47 **6.05 – UNIFORMS**

48  
49 **(1) Required Uniforms:** If required, uniforms, footwear or a footwear stipend will be provided for employees.  
50 Every employee afforded uniforms including footwear shall wear their uniform on every assigned shift or  
51 work assignment. School/site spirit or team building theme day uniform substitutions are allowed with the  
52 approval of a supervisor.



1 (a) **Identification Badges:** If required, identification badges will be furnished to employees.  
2

3 **(2) Measurement and Delivery**

4 (a) **Purchased:** Purchased uniforms for twelve (12) month employees shall be measured by October  
5 for targeted delivery in January. Purchased uniforms for ten (10) month employees shall be ordered  
6 no later than the second week of the new school year and targeted for delivery within (90) days after  
7 the order is placed.

8 (b) **Leased:** Uniforms that are leased shall be provided on an ongoing basis.

9 (c) **Safety Shoes:** Safety shoes will be made available via an on-site mobile shoe fitting company.  
10

11 **(3) Uniform Purchase Eligibility**

12 (a) **New Hires:** New employees shall be eligible to order uniforms no later than thirty (30) days after  
13 the first day worked. New employees hired in July, August, September will be fitted according to these  
14 terms of employment but will not become eligible for the annual uniforms/shoes allotments until the  
15 following school year uniform/shoes distribution periods.

16 (b) **Current Employees:** After the first issue of uniforms, employees who are provided purchased  
17 uniforms shall have the opportunity to select approved accessories provided that the basic uniform is  
18 in good condition and that the total price of accessories does not exceed the cost of the uniforms.  
19

20 **(4) Uniform Allowance:** Uniform allowance/allocations for Purchased Uniform employees will be calculated  
21 as follows:

22 (a) **Twelve Month Employees:** Twelve-month employees eligible for purchased uniforms will be  
23 provided five (5) uniforms in the first year of employment and up to five (5) uniforms each year  
24 thereafter. Twelve-month employees eligible for safety shoes will be allocated \$100.00 each school  
25 year for the purchase of approved safety shoes.

26 (b) **Less Than Twelve Month Employees:** Less than twelve-month employees eligible for purchased  
27 uniforms will be provided five (5) uniforms in the first year of employment and up to four (4) uniforms  
28 each year thereafter.

29 (c) **Food and Nutrition Services:** Less than twelve-month Food and Nutrition Services employees  
30 eligible for purchased uniforms will be provided five (5) uniforms in the first year of employment and  
31 four (4) uniforms each year thereafter. Less than twelve-month Food and Nutrition Services employees  
32 will be provided a \$61.00 stipend each school year to be used towards the purchase of required District  
33 approved non-slip/slip-resistant shoes. The stipend will be paid in the employee's first paycheck of  
34 the school year or the first paycheck following eligibility.  
35

36 **(5) Uniform Orders**

37 (a) **Ordering Uniform Tops:** Eligible Purchased Uniform employees will be allowed to order the  
38 maximum allowed number of uniform tops provided according to the employee job status/number of  
39 days worked regardless of any style/size cost differences. If the employee elects not to order the  
40 maximum number of allowed tops, then they will be credited with an amount equal to the number of  
41 tops not ordered multiplied by the lowest priced commonly ordered uniform tops of that major  
42 department current bid. Major department bids for uniform purposes are the following three:  
43 Transportation, Food and Nutrition Services, and all other support staff.

44 (b) **Ordering Uniform Bottoms:** Eligible Purchased Uniform employees will be allowed to order the  
45 maximum allowed number of uniform bottoms provided according to the employee job status/number  
46 of days worked regardless of any style/size cost differences. If the employee elects not to order the  
47 maximum number of allowed bottoms, then they will be credited with an amount equal to the number  
48 of bottoms not ordered multiplied by the lowest priced commonly ordered uniform bottom of that  
49 major department current bid. Major department bids for uniform purposes are the following three:  
50 Transportation, Food and Nutrition Services, and all other support staff.

51 (c) **Ordering Accessories:** All orders for accessories must be approved by the employee's immediate  
52 supervisor.

1 (d) **Unspent Allowance:** Any unspent uniform top/bottom allocation dollars can be utilized toward  
2 the purchase of additional approved accessories, additional uniform tops or additional uniform  
3 bottoms.

4 (e) **Orders Exceeding Allowance:** Additional uniforms, shoes or accessory items ordered that exceed  
5 the available allowance amount for the eligible employee must be paid for in advance of order  
6 placement.

7  
8 (6) **Uniform Compliance:** A uniform for count compliance purposes is defined as one garment top, plus one  
9 garment bottom. An eligible employee may be reimbursed a dollar amount equal to the actual cost of specified  
10 shoes, up to a maximum of one-hundred dollars (\$100.00) if one of the following criteria is met:

11 (a) Vendor cannot provide required size;

12 (b) Medically documented reason for specified shoes.

## ARTICLE 7 – WORK SCHEDULE

13 **7.01 – WORK DAY:** It is the mutual interest of the parties to standardize the hours of employees, where practicable.

### (1) Internship Programs

14  
15 (a) **Intern - Accomplished Interns as Psychologist:** The standard work day shall be 7.6 hours per  
16 day.

17  
18 (b) **Intern - Accomplished Interns as Teachers (AIT):** The standard work day shall be 7.6 hours per  
19 day.

20 (c) **Intern – Paraprofessionals to Teachers Internship:** The standard work day shall be 7.6 hours  
21 per day.

22  
23 (2) **Recording Hours:** Each work site will establish an accurate method to document employee work time  
24 and attendance. The supervisor of the work site will notify employees of the method and procedure for  
25 documenting work time and attendance.

26 (a) **Reporting of Fee-Based Time Worked:** Each school will submit the hours worked in the Fee-  
27 Based Program by each employee on the form prescribed by the Payroll Department. The payment for  
28 time worked will be on the pay day following the pay day on which the time is reported. All time  
29 worked shall be limited to times where the employee is not being paid for their regular position.

### 7.02 – WORK WEEK

30  
31  
32 (1) **Regular Employees:** The workweek for regular employees will be no more than forty (40) hours. The  
33 workweek will be from Saturday, 12:01 a.m. to Friday, 12:00 midnight. Any regular employee working  
34 beyond the designated total weekly hours must have prior approval from the Superintendent or designee. All  
35 work performed in excess of forty (40) hours in any one workweek shall be paid at the overtime rate of one  
36 and one-half times the employee's regular rate of pay.

### 7.03 – WORK YEAR

37  
38  
39 (1) **Regular Employees:** The standard work year for regular employees shall be listed by position in the  
40 salary schedule.

### 7.04 – CHANGES IN SCHEDULE

41  
42  
43 (1) **Permanent:** If it is necessary to permanently change the shift schedule of employees in a job classification  
44 at a work site, employees will be given advanced notice when practical.

45  
46 (2) **Temporary:** If it is necessary to temporarily change the shift schedule of employees in a job classification  
47 at a work site, employees will be given advanced notice when practical.

1  
2 **(3) Emergency Schedule Change:** In the event of an emergency or other unusual circumstance as determined  
3 by the principal or immediate supervisor, an employee’s work schedule may be temporarily changed. In  
4 situations affecting more than one worksite or department or more than approximately fifty (50) employees,  
5 the District will notify employees of the change in schedule as far in advance as possible. However, undue  
6 hardship on an employee will be dealt with on a case by case basis.  
7

8 **(4) Make-Up Due to Suspended Operations or Declared Emergency:** If possible, employees will be  
9 notified prior to the beginning of the work day when it is necessary to close schools as a result of a hurricane  
10 or other declared emergency. Failure to make up missed time during the scheduled work year or use  
11 appropriate leave on make-up days will result in a loss of corresponding wages, with pay to be deducted from  
12 the employee’s paycheck for time missed. If an employee terminates employment prior to the end of the work  
13 year, pay will be deducted from his or her final paycheck. The District will prepare a schedule for make-up  
14 of missed days to be provided to employees as soon as possible following a return to work. The District  
15 reserves the right to waive make-up time.  
16

17 **7.05** – This article intentionally left blank.  
18

19 **7.06 – VACATION:** All regular employees working a twelve-month schedule are eligible for vacation time.  
20

21 **(1) Accrual**

22 (a) **Less than Five Years:** An employee with less than five (5) years of continuous service shall accrue  
23 one (1) day per month (12 days per year).

24 (b) **Five to Nine Years:** An employee with five (5) years or more of continuous service shall accrue  
25 one and one-quarter (1-1/4) days per month (15 days per year).

26 (c) **Ten or More Years:** An employee with ten (10) years or more of continuous service shall accrue  
27 one and one-half (1-1/2) days per month (18 days per year).

## **ARTICLE 8 – PERFORMANCE EVALUATION**

28 **8.01 - NOTICE:** Each regular employee will receive a performance evaluation, in electronic form, of their  
29 work at least once during each fiscal year.  
30

### **8.02 – PROCEDURE**

31  
32  
33 **(1) Supervisor Meeting:** Each regular employee’s performance evaluation shall be discussed with him or her  
34 by a supervisor. All discussion of a performance evaluation by a supervisor shall be conducted in private.  
35

36 **(2) Employee Acknowledgement:** After discussion of the performance evaluation, the regular employee shall  
37 acknowledge the performance evaluation, indicating that they have been shown the performance evaluation  
38 and that it has been discussed with them by the supervisor conducting the evaluation.  
39

40 **(3) Supporting Documentation:** If an evaluation includes an “Inconsistent” or “Unsatisfactory” rating or a  
41 derogatory comment regarding performance, the supervisor may provide proof that the regular employee has  
42 been counseled prior to the evaluation in the area receiving the “Inconsistent” or “Unsatisfactory” rating or  
43 has been counseled in the same area of the derogatory comment.  
44

45 **(4) Employee Comment:** If the regular employee disagrees with their performance evaluation, they may  
46 submit comments on the electronic form that is used for performance evaluation.  
47

48 **(5) Final Rating:** Each regular employee may be given a copy of their performance evaluation within ten  
49 (10) calendar days after completion, but no later than May 10. Additional performance evaluations completed

1 after May 10 will be given to each employee within ten (10) calendar days of completion.

2

3 **(6) Supervisor Acknowledgement:** No regular employee shall complete or acknowledge the performance  
4 evaluation of other employees. Only an administrator shall complete a performance evaluation for a regular  
5 employee subject to these terms of employment.

## ARTICLE 9 – DISCIPLINARY PROCEDURES

6 **9.01 –PROCEDURE:** All employee investigations shall be conducted in a fair and objective manner.  
7 Materials and information regarding the investigation shall be relevant to the subject of the investigation and  
8 reasonable in scope. Material and information shall remain confidential until the conclusion of the  
9 investigation and appropriate notice is provided to the employee that is the subject of the investigation.

10

11 **(1) Site-Based Investigation:** Allegations of employee misconduct or unsatisfactory job performance shall  
12 be reviewed by the site-based or school-based administrator. During the investigation, the District may  
13 temporarily reassign the employee. The employee shall be provided an opportunity to be heard regarding all  
14 allegations at a meeting with the site-based or school-based administrator.

15

16 **(2) District-Based Investigation:** Professional Standards & Equity may initiate an investigation at the request  
17 of the site-based or school-based administrator or Superintendent in response to allegations of employee  
18 misconduct or unsatisfactory job performance that may result in suspension without pay or termination of  
19 employment. During the investigation the District may temporarily reassign the employee.

20

21 **(3) Administrative Reassignment or Suspension:** In accordance with Florida Statute 1012.769, if an  
22 allegation of misconduct involves the health, safety, or welfare of a student, the District must immediately  
23 suspend the employee from regularly assigned duties, with pay, and reassign the employee to a position that  
24 does not require direct contact with students. Employees may be suspended or reassigned pending the outcome  
25 of an investigation for allegations not involving the health, safety, or welfare of a student. Suspension or  
26 reassignment pending the outcome of an investigation shall continue until an outcome has been rendered by  
27 the District and shall not be subject to any grievance procedure.

28

29 **(4) Right to Representation:** If an employee has a reasonable belief that discipline or adverse consequences  
30 may result from a meeting with management, the employee has the right to request representation from their  
31 choice of the following: the employee’s attorney or a co-worker that is subject to these terms of employment.  
32 Management is not required to inform an employee of this right. It is the employee’s responsibility to know  
33 their rights and to request representation, if they desire representation.

34

35 **(5) Pre-Determination Hearing:** Employees will be given at least two days written notice, whenever  
36 possible, of a pre-determination hearing. Employees shall have the right to representation and the employee  
37 may present relevant information in their defense. Allegations will be reviewed at the pre-determination  
38 hearing and the employee will be provided an opportunity to respond. After all information has been  
39 considered, a disciplinary outcome will be rendered.

40

41 **(6) Progressive Discipline:** Disciplinary action shall be progressive in nature, when appropriate, and may  
42 include, but is not limited to: no cause, conference summary, written reprimand, last chance agreement,  
43 suspension, termination, reassignment, retraining, or other assistance.

44

45 **(7) Probationary Period:** A new period of probation shall not be used as a form of disciplinary action for an  
46 employee who has previously completed their probationary period.

47

48 **(8) Use of Technology:** Email, audio and video recordings, cell phones, and other forms of technology are  
49 common in the workplace and may be used in the course of an investigation. The initial review of security

1 camera footage or other technology for the purpose of monitoring employee performance shall be conducted  
2 by the site-based or school-based administrator and shall remain confidential during the pendency of an  
3 investigation. All records will be provided to the employee as soon as technologically feasible and in  
4 accordance with Florida Statute. If security camera footage is evidence in an investigation of employee  
5 misconduct, the employee will have the opportunity to inspect it prior to and/or during a pre-determination  
6 hearing.

7  
8 **9.02 – OUTCOME:** Any disciplinary action taken while performing regularly assigned duties or  
9 supplemental contract duties shall be only for just cause, as defined by Florida Statute 1012.33. Employees  
10 with Annual Contract status who are recommended for non-reappointment are not entitled to an appeal.

11  
12 **(1) Administrative Notes:** Administrative Notes are any documentation of a meeting that may result in  
13 disciplinary action, including but not limited to an administrator’s notes regarding a verbal warning.

14  
15 **(2) Conference Summary:** A Conference Summary is a site-based or school-based disciplinary document.  
16 Any Conference Summary shall be provided to the employee and shall be signed by the employee for the sole  
17 purpose of indicating that the employee has received a copy and has had an opportunity to discuss it with their  
18 immediate supervisor. If the employee refuses to sign, the Conference Summary will be provided to the  
19 employee and a copy will be placed in the employee’s personnel file indicating the employee refused to sign.  
20 Employees have the opportunity to submit a written response, which will be attached to the Conference  
21 Summary.

22  
23 **(3) Written Reprimand:** A Written Reprimand is disciplinary documentation that is placed in an employee’s  
24 personnel file. Any Written Reprimand shall be provided to the employee and shall be signed by the employee  
25 for the sole purpose of indicating that the employee has received a copy and has had an opportunity to discuss  
26 it with their immediate supervisor. If the employee refuses to sign, the Written Reprimand will be provided  
27 to the employee and a copy will be placed in the employee’s personnel file indicating that the employee  
28 refused to sign. Employees have the opportunity to submit a written response, which will be placed in the  
29 employee’s personnel file.

30  
31 **(4) Last Chance Agreement:** Last Chance Agreements shall be specific in nature and when appropriate a  
32 duration will be specified.

33  
34 **(5) Suspension:** The process for suspension without pay shall be governed by School Board Policy.

35  
36 **(6) Termination:** The process for termination shall be governed by School Board Policy. Employees will  
37 receive written notice of a recommendation for termination, which will include the reason for the  
38 recommendation. Employees shall be entitled to a hearing before the Board.

## ARTICLE 10 - COMPENSATION

39 **10.01 – EXPERIENCE CREDIT:** Previous work experience shall be verified as equivalent to the  
40 employee’s position pursuant to Board policy. Experience credit will be granted upon verification and will be  
41 retroactive to the initial hire date or the beginning of the fiscal year it was submitted, if submitted during a  
42 fiscal year after the fiscal year of the initial hire date. Current employees with less than the maximum steps  
43 allowed for an entry level position due to a change in the standard in allowable experience credit shall receive  
44 the experience credit allowed under the standard upon verification. Human Resources will provide input into  
45 the standards on an annual basis.

46  
47 **(1) Starting:**

48 **(a) Market Rate:** Experience credit does not apply to positions on the Market Rate Salary Schedule.

49 **(b) Grade/Step:** The first step of each pay grade shall be considered the hiring rate for supervisory,

1 technical and confidential employees.

2  
3 **(2) Change in Position:** If an employee changes positions, the employee is eligible to receive additional  
4 experience credit for verified work experience up to the maximum amount of experience credit allowed for  
5 initial employment.

6 **(a) Grade/Step to Market Rate:** Employees who are on the Grade/Step Salary Schedule that are hired  
7 into positions on the Market Rate Salary Schedule will be paid at the Market Rate.

8 **(b) Market Rate to Grade/Step:** Employees who are on the Market Rate Salary Schedule that are  
9 hired into positions on the Grade/Step Salary Schedule will be paid based upon verified work  
10 experience or their last step on record with the District, whichever is greater.

11 **(c) Market Rate to Market Rate:** Employees who are on the Market Rate Salary Schedule that are  
12 hired into a different position on the Market Rate Salary Schedule will be paid at the Market Rate.

13 **(d) Grade/Step to Grade/Step:** Employees who are on the Grade/Step Salary Schedule that are hired  
14 into a different position on the Grade/Step Salary Schedule will be paid at their last step on record  
15 with the District.

16 **(e) Promotions and Demotions:** When an employee is promoted to a higher pay grade, the employee  
17 may be placed on the incremental step paid in the prior classification. When an employee is demoted  
18 to a lower pay grade, the employee may be placed on the incremental step in the prior classification.  
19 When an employee is promoted to a technical position on the Grade/Step Salary Schedule, the  
20 employee is eligible to receive additional verified work experience credit up to the maximum entry-  
21 level credit allowed for initial employment. The effective date of work experience credit shall be the  
22 effective date as approved by the Board.

23  
24 **(3) Return to Rate of Pay:** If an employee terminates his or her employment and is rehired by the District  
25 within one year from the date of termination, he or she may be eligible for a return to rate of pay. A break in  
26 service will impact payment for longevity recognition; see Article 10.03(1).

27 **(a) Market Rate Salary Schedule**

28 **(1) Same Position:** If an employee terminates their employment and is rehired by the District  
29 into the same position within one year from the date of termination and the position is on the  
30 Market Rate Salary Schedule, the employee will be paid their base rate of pay (hourly rate) at  
31 the time of termination or the Market Rate, whichever is greater.

32 **(2) Different Position:** If an employee terminates their employment and is rehired by the  
33 District into a different position within one calendar year from the date of termination and the  
34 position is on the Market Rate Salary Schedule, the employee will be paid the Market Rate.

35 **(b) Grade/Step Salary Schedule:** If an employee terminates their employment and is rehired by the  
36 District into a position on the Grade/Step Salary Schedule, the employee will be paid based upon  
37 verified work experience or their last step on record with the District, whichever is greater.

38  
39 **(4) Confidential Positions:** Employees in positions defined as confidential on the Grade/Step Salary Schedule  
40 may be given one additional step for each year of verified equivalent work experience upon initial  
41 employment, up to a maximum of three years.

42  
43 **(5) Supervisory or Technical Positions:** Employees in positions defined as Supervisory or Technical on the  
44 Grade/Step Salary Schedule may be credited with a maximum of seven years of experience upon initial  
45 employment, for the purpose of determining step placement on the appropriate pay grade Supervisory or  
46 Technical employees are identified with an asterisk (\*) before the position title on the salary schedule. (See  
47 Appendix)

48  
49 **(6) Area of Critical Need:** The Superintendent has the authority to grant additional experience credit for  
50 determining step placement in areas of critical need.

51  
52 **10.02 – SALARY SCHEDULES:** All positions that are part of these terms of employment will be included

1 in an appendix with a distinction to be made between positions on the Grade/Step Salary Schedule and the  
2 Market Rate Salary Schedule. Regular updates may be made to ensure the accuracy of salary schedule  
3 information. Changes in work year and compensation must be Board approved.  
4

5 **(1) Controlling Document:** Employees shall be paid in accordance with the appropriate salary schedule. In  
6 the event of a discrepancy between the salary schedule and these terms of employment, the articles of these  
7 terms of employment shall prevail.  
8

9 **(2) Regular Employees:** The Supervisory, Technical, Confidential positions shall be listed as regular  
10 employees on the salary schedule.  
11

### 12 **(3) Casual Employees**

13 **(a) Fee-Based Program Salary Schedule:** The Fee-Based Program Salary Schedule applies to  
14 employees who elect to work in Fee-Based Programs, including but not limited to daycare programs  
15 offered before and after school that are financed by fees paid by parents or guardians as defined in  
16 Board Policy 4.33. Employment in the Fee-Based Program is voluntary and supplemental to each  
17 employee's regular position.

18 **(1) Rate of Pay:** The rate of pay selected by each individual school and submitted as part of  
19 the Fee-Based Program Salary Schedule will apply to all positions of that title within the  
20 school. It is not acceptable to pay one employee more or less than another employee in the  
21 same job category.

22 **(2) Proposed Pay Ranges for Fee-Based Programs:** Rates must be approved in increments  
23 of twenty-five (25) cents.

24 **(3) Changes in Rate of Pay:** If an employee is receiving an hourly rate greater than the  
25 maximum rate listed at the time the proposed rates are approved, the employee shall be  
26 grandfathered into the program at the higher hourly rate. This higher hourly rate will not  
27 increase until such time as the maximum hourly rate approved exceeds the higher employee  
28 hourly rate.

29 **(4) Overtime:** All employees eligible for extra or overtime pay shall be paid at the overtime  
30 rate of pay for all hours worked beyond 40 hours per week, including any and all hours worked  
31 in the employee's regular position, if that position is subject to the Fair Labor Standards Act  
32 (FLSA) rules for overtime pay. Employees working in two or more positions with different  
33 hourly rates will be paid overtime based upon the position with the higher hourly rate.  
34

## 35 **10.03 – INCENTIVE AND BONUS PROGRAMS**

### 36 **(1) Longevity Recognition**

37 **(a) Fifteen Years:** After completing 15 continuous years of employment, excluding outside  
38 experience credit, an employee shall receive a supplement of \$150.00 within 30 days from the 15th  
39 anniversary date and on the first pay period for the employee each fiscal year thereafter.

40 **(b) Twenty Years:** After completing 20 continuous years of employment, excluding outside  
41 experience credit, an employee shall receive an additional supplement of \$700.00 within 30 days from  
42 the 20th anniversary date and on the first pay period for the employee each fiscal year thereafter.

43 **(c) Twenty-five Years:** After completing 25 continuous years of employment, excluding outside  
44 experience credit, an employee shall receive an additional supplement of \$950.00 within 30 days from  
45 the 25th anniversary date and on the first pay period for the employee each fiscal year thereafter.  
46  
47

## 48 **10.04 – NON-STANDARD RATE OF PAY**

49 **(1) Suspended Operations or Declared Emergency:** During periods designated by the Superintendent as a  
50 Declared Emergency or Suspended Operations, employees shall be compensated as follows:  
51

52 **(a) Suspended Operations:** If the Superintendent issues a statement of Suspended Operations status

1 for the District, employees in regular full-time or part-time positions will be paid for a regular work  
2 day. Failure to make up missed time, for which the employee was previously paid, during the  
3 scheduled work year or use appropriate leave on make-up days will result in a loss of corresponding  
4 wages, with pay to be deducted from the employee's paycheck for time missed. If an employee  
5 terminates employment prior to the end of the work year, pay will be deducted from their final  
6 paycheck. A make-up schedule will be developed for all employees in regular full-time and part-time  
7 positions. Failure to work the make-up time or use of appropriate leave will result in a loss of the  
8 corresponding wages.

9 **(b) Declared Emergency:** If the Superintendent issues a statement of Declared Emergency status for  
10 the District, employees required to work during a Declared Emergency will receive a one-time bonus  
11 by the end of the regularly scheduled work year equal to their base rate of pay (hourly rate) times the  
12 number of hours worked during the Declared Emergency. Declared Emergency status will be in effect  
13 until the Superintendent returns operations to normal status. Overtime will be paid in accordance with  
14 the Fair Labor Standards Act (FLSA).

15  
16 **(2) Asbestos Control Team:** Employees who are members of the Asbestos Control Team shall be paid an  
17 additional \$5.21 per hour for time spent working in the asbestos abatement area dressed in complete protective  
18 gear.

19  
20 **(3) Temporary Reassignment:** For Temporary Reassignment, in accordance with Article 5.05(1), employees  
21 will be paid according to the appropriate Temporary Reassignment Matrix (see appendix).

## 22 **10.05 – PAY DELIVERY**

23  
24  
25 **(1) Pay Delivery System:** The District utilizes a payment in arrears system for employee payroll.

26 **(a) Standard Pay Period:** Employees will receive paychecks semi-monthly in an amount equal to  
27 their annual rate divided by twenty-four (24) pay periods. Employees may receive a pro-rate non-  
28 standard pay period amount, not to exceed the amount paid for a standard pay period.

29 **(b) Fee-Based Programs:** The payroll schedule for those employees working in the Fee-Based  
30 Program will be the same as the schedule utilized for all other salary schedules.

31 **(c) Summer School:** Employees working summer school shall be paid according to the salary  
32 schedule in effect at the beginning of the summer school program and shall be paid consistent with  
33 the payment in arrears system for employee payroll.

34 **(d) Payroll Dates:** Paychecks will be issued on the fifteenth and last day of the month. If that day falls  
35 on a weekend or holiday, then paychecks will be issued on the business day prior to the weekend or  
36 holiday.

37 **(e) Balance of Contract:** The balance of contract for employees who work less than twelve months  
38 per year shall be issued on the last scheduled payday for the employee's work year.

39  
40 **(2) Payment Method:** All employees shall be paid by direct deposit or District provided pay card.

41  
42 **(3) Paycheck Adjustments:** Employees and their immediate supervisor will be notified of a need for  
43 paycheck adjustments. Arrangements for handling paycheck adjustments will be made directly with the  
44 employee. Every effort will be made to resolve paycheck adjustments within the calendar year to ensure  
45 accurate reporting of wages for tax purposes.

46 **(a) Leave Reporting:** Leave shall be reported in the same pay period in which an absence occurs.  
47 Late submission of leave may result in an adjustment of pay.

48  
49 **(4) Confidentiality:** Information related to pay is sensitive in nature and shall be treated in accordance with  
50 Florida Statute, Chapter 119.

51  
52 **(5) Overtime:** Overtime shall be reported in the same pay period in which it occurs. Overtime shall be paid



1 no later than the pay period after the hours were worked, provided there are at least eight (8) days between  
2 the hours worked and the next pay period. Employees working in two or more positions with different hourly  
3 rates will be paid overtime as required by the Fair Labor Standards Act (FLSA) and Board Policy 5.17.  
4

5 **10.06 – CHANGES IN COMPENSATION:** Non-instructional regular employees, covered by these terms  
6 of employment, who are employed by the District on July 1, 2019, will be eligible for increases as follows:  
7

8 **(1) Three-and-a-half Percent Increase:** All non-instructional regular employees on the Grade/Step Salary  
9 Schedule and the Market Rate Salary Schedule who are employed by the District will receive a 3.5% increase  
10 in base rate of pay (hourly rate), effective July 1, 2019.  
11

12 **(2) Market Rate Salary Schedule:** The District is in the third year of a five-year transition to a Market Rate  
13 Salary Schedule. The Superintendent will make recommendations each year for positions to be moved to the  
14 Market Rate Salary Schedule and will consider need and availability of funding. Non-instructional regular  
15 employees who are employed by the District and are in a position that is on or scheduled to be moved to the  
16 Market Rate will be paid as follows:

17 **(a) Below Market Rate:** All non-instructional regular employees who are in job classifications that  
18 are on or being moved to the Market Rate Salary Schedule who are currently below the market rate  
19 for that position will receive an increase in base rate of pay (hourly rate), effective July 1, 2019

20 **(b) Above Market Rate:** All non-instructional regular employees who are in job classifications that  
21 are on or being moved to the Market Rate Salary Schedule who are currently above the market rate  
22 for that position will retain their base rate of pay (hourly rate).

## ARTICLE 11 – BENEFITS

23 **11.01 - BOARD PROVIDED BENEFITS:** The Board will provide major medical insurance through the  
24 District's medical plan and group term life insurance for all eligible employees. Effective April 1, 2015, the  
25 Board will provide major medical insurance through a program offered by Aetna Inc. (Aetna).  
26

27 **(1) Eligibility:** Regular employees who are regularly scheduled to work thirty (30) or more hours per work  
28 week are eligible for Board provided major medical insurance and group term life insurance as described in  
29 this article; except, employees who were employed with the Board as of April 24, 1996, and who were, at that  
30 date, and continue to be, regularly scheduled to work twenty (20) or more hours per week, shall continue to  
31 be eligible for Board provided major medical insurance and group term life insurance as described in this  
32 article.  
33

34 **11.02 – FLEX CREDITS:** Effective April 1, 2019, the Board shall contribute \$7,360.80 into the Flex Credits  
35 for each employee who is enrolled in Board-Provided Benefits.  
36

37 **(1) Application:** Flex Credits are to be applied by employees toward the purchase of their own major medical  
38 insurance, dependent medical insurance, dental insurance, vision insurance, critical illness insurance, accident  
39 insurance, and/or cancer insurance.  
40

41 **(2) HSA Plan:** For employees who elect a HSA plan, any Flex Credits in excess of the employee only medical  
42 plan premium will be deposited into the employee's HSA account with the District's HSA vendor and will  
43 not be applied to dependent medical insurance, dental insurance, vision insurance, critical illness insurance,  
44 accident insurance, and/or cancer insurance.  
45

46 **(3) Total Contribution:** The total Board contribution for the benefits listed above shall not exceed the Flex  
47 Credits amount. Regardless of the benefits elected, the employee shall not receive cash from the Flex Credits.  
48

49 **11.03 – FLEXIBLE BENEFITS PLAN:** The School District of Lee County shall offer its employees an IRS

1 Section 125 qualified Flexible Benefits Plan (Flex Plan). Voluntary benefits included in the Flex Plan may be  
2 purchased pre-tax through payroll deductions or with Flex Credits.  
3

4 **(1) Enrollment:** Enrollment in the Flex Plan is automatic. New employees eligible for benefits have the option  
5 to waive participation in the Flex Plan within the first thirty (30) days of employment. Regular employees  
6 eligible for benefits are allowed to change their Flex Plan status during the annual enrollment period or within  
7 sixty (60) days following a qualified family status change. Enrollment in any individual benefit included in  
8 the Flex Plan remains binding until the employee changes his/her benefit election. Such changes may only be  
9 made during the Open Enrollment period for the benefit or within thirty (30) days (to add a benefit) or within  
10 sixty (60) days (to drop a benefit) following a qualified family status change, and must be made on the  
11 appropriate enrollment change form. Changes made during the Open Enrollment period will become effective  
12 the first day of the new benefit plan year. The District will make every effort to ensure employees receive  
13 electronic confirmation of their open enrollment selection prior to the first payroll deduction of the plan year.  
14

15 **(2) Flexible Spending Accounts:** All eligible employees may participate in optional medical and/or  
16 dependent care Flex Spending Accounts, which allow those employees to pay for qualified medical and  
17 dependent care expenses with pre-tax payroll deductions. Flex Credits may not be directed to Flexible  
18 Spending Accounts.  
19

20 **11.04 – MAJOR MEDICAL INSURANCE:** The Board will provide major medical insurance through the  
21 District’s medical plan to each eligible employee. Effective April 1, 2019, the Board will provide major  
22 medical insurance through four (4) Aetna self-insured medical plans: Plan 3769, Plan 5773, Plan 7419, and  
23 High Deductible Health Plan (HDHP). Such coverage shall become effective the first of the month following  
24 a forty-five (45) day waiting period from the date of employment. The date of employment shall be included  
25 as one of the forty-five (45) days.  
26

27 **11.05 – OPTION TO DECLINE BENEFITS:** Employees who can verify evidence of medical insurance  
28 coverage shall be allowed to decline coverage under the School District’s medical plan. Employees shall  
29 receive \$25 per paycheck (24 pay periods) or \$30 per paycheck (20 pay periods) of Flex Credits to spend on  
30 voluntary benefits (dental, vision, and/or cancer).  
31

32 **11.06 – LIFE INSURANCE:** The Board will provide twenty thousand dollars (\$20,000) of group term life  
33 insurance for each eligible employee, with an additional twenty thousand dollars (\$20,000) accidental death  
34 and dismemberment (AD&D) insurance. Coverage shall begin on the first of the month following a forty-five  
35 (45) day waiting period from date of employment. The Date of employment shall be included as one of the  
36 forty-five (45) days.  
37

38 **11.07 – VOLUNTARY BENEFITS:** The Board will make optional voluntary group benefits available to all  
39 eligible employees. Employees who participate in voluntary benefits must do so at their own expense or with  
40 available Flex Credits. Voluntary benefits shall be recommended by the Insurance Task Force and approved  
41 by the Board.  
42

43 **(1) Eligibility:** Regular employees who are regularly scheduled to work twenty (20) or more hours per work  
44 week are eligible for the optional group voluntary benefits offered by the Board.  
45

46 **11.08 – LIABILITY INSURANCE:** The Board will provide liability coverage for employees in an amount  
47 not less than one million dollars (\$1,000,000) per occurrence.  
48

49 **11.09 – SELF-INSURANCE FUND RESERVE:** Self-Insurance Fund reserves shall not be transferred out  
50 of the fund without the recommendation of the Insurance Task Force.  
51

52 **11.10 – RETIREMENT:** The District participates in the Florida Retirement System (FRS) and contributes

1 on behalf of all eligible employees.

2

3 **11.11 – SOCIAL SECURITY:** The District makes Social Security contributions on behalf of all eligible  
4 employees.

## ARTICLE 12 - LEAVE

### 5 **12.01 – SICK LEAVE**

6

7 **(1) Personal Leave:** A maximum of five (5) sick leave days may be used for personal reasons each year.  
8 Personal leave is not accumulative from one year to the next year.

9

10 **12.02 – SHARED SICK LEAVE:** All employees covered by this salary schedule may donate accrued, earned  
11 sick leave to his or her spouse (person to whom the donor is legally married at the time of donation), child  
12 (natural or adopted, but not step-child), parent (mother or father of the donor employee), or sibling (brother  
13 or sister of the donor employee, but not step-sister or step-brother) who is also a regular part-time or full-time  
14 District employee (not a temporary employee or substitute). The transfer of sick leave will be administered  
15 by the Payroll Department. Requests must be in writing to the Payroll Department. The letter of request from  
16 the donor must include the total hours requested for transfer, name, and employee ID number of the intended  
17 recipient (Recipient must be in a position eligible to accrue leave), the work location of the intended recipient,  
18 the relationship of the intended recipient to the donating employee, and the employee ID number and location  
19 of the employee writing the letter of request. All accrued leave of the intended recipient must be depleted  
20 prior to the transfer. The maximum number of shared sick leave hours to be transferred at one time will be  
21 calculated as follows: 20 days multiplied by the number of recipient work hours per day. Donated hours cannot  
22 be used by the recipient for the purpose of terminal pay. Unused donated hours shall revert to the donor  
23 employee upon the recipient's return to work or termination of employment. The recipient will not accrue  
24 leave while using donated hours. The donated leave must be used for illness only and must be supported by  
25 medical verification from a physician upon request.

## ARTICLE 13 – (BLANK)

26 **13.01** – This article intentionally left blank.

## ARTICLE 14 – (BLANK)

27 **14.01** – This article intentionally left blank.

## ARTICLE 15 – DURATION AND ACCEPTANCE

28 **15.01 – EFFECTIVE:** These terms of employment shall be effective the day after ratification by the Board.

29

30 **15.02** – This article intentionally left blank.

31

32 **15.03 – DURATION:** The duration of these terms of employment is two (2) years: FY19 (2018-2019 school  
33 year) and FY20 (2019-2020 school year).

34

35 **15.04 – MODIFICATION:** The terms and conditions of these terms of employment may be altered or  
36 modified by Board approval of a recommendation by the Superintendent.

37

38 **15.05 – SEVERABILITY:** If any article of these terms of employment is declared illegal by a court of  
39 competent jurisdiction, or as a result of a change in state or federal law, the Superintendent shall present a  
40 recommendation to the Board as soon as practicable to modify the article to the extent necessary to bring it

1 into legal compliance. The remaining articles shall remain in full force and effect for the duration of these  
2 terms of employment.

3

4 **15.06 – EXPIRATION:** These terms of employment shall expire on June 30, 2020, and in no event shall any  
5 other articles contravene the expiration of these terms of employment. In the event that successor terms of  
6 employment are not board approved, these terms of employment will carry over indefinitely.

## SUPERVISORY, TECHNICAL, CONFIDENTIAL, AND CASUAL EMPLOYEE SALARY SCHEDULE

REGULAR EMPLOYEES	JDE	Work Year	Pay Grade	Market Rate	Last Action
<b>ACCOUNTANTS</b>					
*Accountant (Level I)	A-1.01	255	9	-	12/11/2018
*Accountant (Level II)	A-1.02	255	7	-	11/07/2018
<b>ADMINISTRATORS</b>					
*Administrator, Database	D-1.10	255	12	-	01/22/2019
*Administrator, Information Systems (Computer Security)	C-40.01	255	11	-	11/07/2018
*Administrator, Network	A-13.12	255	10	-	12/11/2018
*Administrator, Network (Senior)	A-13.13	255	11	-	11/07/2018
*Administrator, PeopleSoft	A-13.18	255	13	-	12/11/2018
*Administrator, Systems	A-13.19	255	11	-	12/11/2018
<b>AGENTS</b>					
* Agent, Procurement Services	A-6.01	255	8	-	12/11/2018
<b>ANALYSTS</b>					
*Analyst, Business Process	A-13.17	255	12	-	11/07/2018
*Analyst, Human Resources (Staffing)	A-13.15	255	8	-	11/07/2018
<b>AUDITORS</b>					
*Auditor (Level I)	A-51.02	255	9	-	12/11/2018
<b>CLERKS</b>					
Clerk, Accounting	C-11.01	255	-	\$14.54	12/11/2018
Clerk Specialist (Confidential)	C-16.03	255	-	\$16.59	12/11/2018
Clerk Typist (Confidential)	C-21.02	186, 255	-	\$15.65	07/30/2019
<b>COORDINATORS</b>					
*Coordinator, Benefits	C-46.66	255	10	-	11/07/2018
*Coordinator, Compensation and Labor Relations	C-46.63	255	10	-	11/07/2018
*Coordinator, Equity and Civil Rights Compliance	C-46.12	255	10	-	06/25/2019
Coordinator, Financial Aid	C-46.11	255	-	\$27.88	08/29/2018
*Coordinator, Insurance	C-46.06	255	11	-	12/11/2018

*Coordinator, Multimedia Communications	S-26.37	255	12	-	11/07/2018
*Coordinator, Payroll	C-46.58	255	10	-	12/11/2018
*Coordinator, Payroll (Information Systems)	C-46.13	255	12	-	06/25/2019
*Coordinator, Printing Services (Senior)	M-1.13	255	13	-	11/07/2018
*Coordinator, Procurement Services	C-46.65	255	10	-	12/11/2018
*Coordinator, Professional Standards	C-46.64	255	10	-	07/30/2019
Coordinator, Safety and Security	C-46.21	255	-	\$30.17	06/25/2019
<b>DATA PROCESSORS</b>					
Data Processor	D-1.08	255	5	-	11/07/2018
<b>DIETITIANS</b>					
Dietitian and Menu Planner	S-26.04	216,255	-	\$28.02	07/30/2019
<b>ENGINEERS</b>					
*Engineer, Network	E-1.08	255	12	-	12/11/2018
*Engineer, Network (Senior)	E-1.11	255	13	-	12/11/2018
*Engineer, Software	E-1.09	255	12	-	12/11/2018
*Engineer, Software (Senior)	E-1.12	255	13	-	12/11/2018
*Engineer, Systems	E-1.10	255	12	-	12/11/2018
*Engineer, Systems (Senior)	E-1.13	255	13	-	12/11/2018
<b>EVALUATORS</b>					
*Evaluator, Program	C-46.29	255	11	-	11/07/2018
<b>GENERALISTS</b>					
Generalist, Human Resources	G-2.01	255	-	\$19.30	06/25/2019
<b>INTERPRETERS</b>					
Interpreter, Deaf and Hard of Hearing	I-2.01	187	-	\$20.71	01/22/2019
<b>MANAGERS</b>					
*Manager, Digital Media	S-11.34	255	10	-	11/07/2018
*Manager, Energy Management (Zone)	C-46.17	255	9	-	11/07/2018
Manager, Food and Nutrition Services (All Levels)	M-1.05	196	-	\$17.72	12/11/2018
Manager, Food and Nutrition Services (Field)	M-1.33	196	-	\$21.16	07/30/2019
Manager, Food and Nutrition Services (Healthy Living Lab)	M-1.38	196	-	\$21.95	06/25/2019

Manager, Food and Nutrition Services (Service Quality and Production Training)	M-1.39	196	-	\$21.16 -	06/25/2019
*Manager, Information Security	M-1.16	255	13	-	12/11/2018
*Manager, Information Systems (Applications)	M-1.15	255	13	-	11/07/2018
Manager, Maintenance Services	M-1.30	255	-	\$25.26	06/25/2019
Manager, Military Programs	M-1.20	255	U. S. Army Plan Rate		11/07/2018
*Manager, Office	M-1.06	255	9	-	12/11/2018
*Manager, Office (Parent Information Center)	M-1.24	255	9	-	11/07/2018
*Manager, Office (Superintendent)	M-1.27	255	9	-	11/07/2018
*Manager, Project	M-1.21	255	10	-	11/07/2018
*Manager, Public Records	C-46.05	255	11	-	11/07/2018
*Manager, Retirement and Benefits	M-1.34	255	11	-	11/07/2018
Manager, Safety and Security (Zone)	M-1.11	255	-	\$21.04	12/11/2018
Manager, Service (Zone)	M-1.14	255	-	\$30.37	06/25/2019
*Manager, Staffing and Compliance	M-1.36	255	11	-	11/07/2018
*Manager, Staffing and Talent Management (Senior)	SM-1.02	255	13	-	11/07/2018
Manager, Transportation Services	C-46.20	255	-	\$24.62	06/25/2019
<b>OFFICERS</b>					
Officer, Military Operations	J-1.01	255	U. S. Army Plan Rate		11/07/2018
<b>OPERATORS</b>					
Operator, Computer	O-1.13	255	7	-	11/07/2018
<b>PLANNERS</b>					
*Planner, Community Development	P-4.02	255	7	-	11/07/2018
*Planner, Long-Range	P-4.01	255	12	-	11/07/2018
<b>PROGRAMMERS</b>					
*Programmer, Mainframe Systems (Senior)	P-13.04	255	13	-	12/11/2018
<b>RECEPTIONISTS</b>					
Receptionist (Board)	S-1.09	255	6	-	11/07/2018

<b>SECRETARIES</b>						
*Secretary (Attorney)	S-1.06	255	7	-	11/07/2018	
*Secretary (Board)	S-1.10	255	7	-	11/07/2018	
Secretary (Confidential)	S-1.01	255	4	-	11/07/2018	
Secretary (Director)	S-1.05	255	6	-	11/07/2018	
*Secretary (Executive)	S-1.07	255	7	-	12/11/2018	
*Secretary (Executive Director)	S-1.17	255	7	-	11/07/2018	
Secretary (Foundation)	S-1.14	255	6	-	11/07/2018	
Secretary (Principal)	S-1.12	255	6	-	11/07/2018	
*Secretary (Printing Services)	S-1.13	255	6	-	11/07/2018	
*Secretary (Superintendent)	S-1.11	255	7	-	11/07/2018	
<b>SPECIALISTS</b>						
*Specialist, Applications Support	S-11.40	255	10	-	11/07/2018	
*Specialist, Applications Support (Senior)	S-11.41	255	11	-	12/11/2018	
Specialist, Data Management	S-11.03	255	7	-	11/07/2018	
*Specialist, Employee Wellness Programs	S-11.73	255	7	-	11/07/2018	
Specialist, Grants and Program Development	S-11.42	255	6	-	11/07/2018	
*Specialist, Graphic Design	S-11.63	255	8	-	11/07/2018	
*Specialist, Human Resources (Staffing)	S-11.08	255	7	-	11/07/2018	
*Specialist, Insurance and Benefits Management	S-11.10	255	7	-	11/07/2018	
*Specialist, Multimedia Journalist	S-11.59	255	8	-	11/07/2018	
*Specialist, Payroll	S-11.25	255	7	-	12/11/2018	
*Specialist, Professional Standards	S-11.66	255	7	-	07/30/2019	
*Specialist, Psychologist Support	S-11.20	196	6	-	12/11/2018	
*Specialist, Recruitment	S-11.62	255	7	-	12/11/2018	
Specialist, Safety and Security (Fire Inspection)	S-11.18	255	-	\$27.15	06/25/2019	
*Specialist, Technical Applications Support	S-11.60	255	9	-	12/11/2018	
<b>SUPERVISORS</b>						
*Supervisor, Adult and Career Education	S-26.38	255	10	-	11/07/2018	



*Supervisor, Adult and Career Education (ESOL)	S-26.41	255	9	-	11/07/2018
*Supervisor, Applications Support	S-26.34	255	12	-	11/07/2018
Supervisor, Athletic Turf, Grounds, and Irrigation	S-26.06	255	-	\$28.85	12/11/2018
*Supervisor, Budget	S-26.36	255	11	-	11/07/2018
Supervisor, Building	S-26.01	255	-	\$17.97	11/07/2018
Supervisor, Building (Zone)	F-6.02	255	-	\$21.56	06/25/2019
*Supervisor, Business Machine	F-6.03	255	8	-	11/07/2018
Supervisor, Custodial	S-6.02	255	-	\$19.77	06/25/2019
*Supervisor, District Warehouse and Recycling	S-26.18	255	10	-	12/11/2018
*Supervisor, Fiscal Control	S-26.40	255	10	-	12/11/2018
*Supervisor, Food and Nutrition Services (Afterschool Meal Programs)	F-6.17	255	-	\$25.26	07/30/2019
Supervisor, Food and Nutrition Services (Equipment Procurement and Facilities)	S-26.14	255	-	\$25.26	06/25/2019
Supervisor, Food and Nutrition Services (Marketing and Communications)	F-6.16	255	-	\$25.26	06/25/2019
Supervisor, Food and Nutrition Services (Technology)	S-26.16	255	-	\$25.26	06/25/2019
Supervisor, Food and Nutrition Services (Training)	S-26.13	255	-	\$25.26	06/25/2019
*Supervisor, Help Desk	S-26.44	255	12	-	12/11/2018
*Supervisor, Information Systems (Computer Operations)	S-26.21	255	10	-	11/07/2018
*Supervisor, Information Technology (Logistics)	S-26.43	255	7	-	12/11/2018
Supervisor, Maintenance (Crafts)	F-6.04	255	-	\$28.85	12/11/2018
Supervisor, Maintenance (Electrical)	F-6.05	255	-	\$32.06	12/11/2018
Supervisor, Maintenance (Electronics)	F-6.14	255	-	\$32.06	12/11/2018
Supervisor, Maintenance (Energy Management)	F-6.15	255	-	\$35.06	06/25/2019
Supervisor, Maintenance (Heating, Ventilation, and Air Conditioning)	F-6.00	255	-	\$38.76	12/11/2018
Supervisor, Maintenance (Indoor Air Quality and Food Service Equipment)	F-6.01	255	-	\$33.62	12/11/2018

Supervisor, Maintenance (Painting)	F-6.06	255	-	\$25.86	12/11/2018
Supervisor, Maintenance (Plumbing)	F-6.07	255	-	\$33.20	12/11/2018
Supervisor, Maintenance (Stockroom)	S-26.02	255	-	\$25.97	06/25/2019
Supervisor, Maintenance (Trades and Pest Control)	F-6.11	255	-	\$28.85	12/11/2018
Supervisor, Military Property	J-1.02	255	U.S. Army Plan Rate		11/07/2018
*Supervisor, Payroll (Projects)	S-26.17	255	11	-	12/11/2018
*Supervisor, Property Inventory and Records Management	S-26.35	255	10	-	12/11/2018
Supervisor, Security and Video Surveillance	S-26.33	255	-	\$26.56	06/25/2019
Supervisor, Shipping and Receiving	F-6.09	255	7	-	11/07/2018
Supervisor, Transportation (Bus Operators and Attendants)	A-46.01	255	-	\$22.10	06/25/2019
Supervisor, Transportation (Data Systems)	S-26.15	255	-	\$27.92	06/25/2019
Supervisor, Transportation (Garage Operations)	S-26.10	255	-	\$34.20	11/07/2018
Supervisor, Transportation (Road Safety)	S-26.19	255	-	\$22.47	06/25/2019
Supervisor, Transportation (Routes)	S-26.12	255	-	\$27.35	06/25/2019
Supervisor, Transportation (Safety and Training)	S-26.20	255	-	\$25.26	06/25/2019
Supervisor, Transportation and Maintenance	F-6.13	255	-	\$31.10	11/07/2018
<b>TECHNICIANS</b>					
*Technician, Field Support	T-6.14	255	10	-	12/11/2018
*Technician, Telecommunications	T-6.20	255	10	-	12/11/2018
<b>CASUAL EMPLOYEES</b>	<b>JDE</b>	<b>Work Year</b>	<b>Pay Grade</b>	<b>Market Rate</b>	<b>Last Action</b>
<b>ADULT &amp; COMMUNITY EDUCATION</b>					
Coordinator, Community School	C-46.14	-	-	\$27.60	06/25/2019
Helping Teacher, Community School	H-11.08	-	-	\$12.74	11/07/2018
<b>FEE-BASED PROGRAMS</b>					
Fee-Based Program Director	F-2.02	-	-	\$12.00 to \$20.00	06/25/2019
Fee-Based Program Instructor	F-2.03	-	-	\$8.46 to \$20.00	06/25/2019

Fee-Based Program Administrative Support Staff	F-2.01	-	-	\$8.46 to \$12.00	06/25/2019
<b>GUEST TEACHERS</b>					
Teacher, Guest (Tier I)	T-1.10	-	-	\$10.99	12/11/2018
Teacher, Guest (Tier II)	T-1.10	-	-	\$12.36	12/11/2018
Teacher, Guest (Tier III)	T-1.10	-	-	\$14.14	12/11/2018
Teacher, Guest (Tier IV)	T-1.10	-	-	\$14.83	12/11/2018
Teacher, Guest (Tier V)	T-1.10	-	-	\$15.55	12/11/2018
Teacher, Guest (Long-Term) (Level I)	T-1.11	-	-	\$18.54	12/11/2018
Teacher, Guest (Long-Term) (Level II)	T-1.11	-	-	\$23.23	12/11/2018
<b>INSTRUCTORS</b>					
Instructor, Adult and Career Education (Short Course)	T-1.01	-	-	\$26.85	11/07/2018
Instructor, Adult and Career Education (Short Course with an Advanced Degree)	T-1.01	-	-	\$29.85	11/07/2018
Instructor, Adult and Career Education (Short Course [Criminal Justice Officer Training])	T-1.01	-	-	\$49.25	11/07/2018
Instructor, Environmental Education (Field Event)	S-35.60	-	-	\$14.29	12/11/2018
<b>INTERNS</b>					
Accomplished Intern, Teacher	-	-	-	-	-
Intern, Paraprofessional to Teacher	-	-	-	\$10.00	-
Intern, School Psychologist	I-1.01	-	-	-	11/07/2018
Student Intern, Communications	I-1.02	-	-	\$8.46	01/22/2019
Student Intern, Transportation	I-1.03	-	-	\$8.46	01/22/2019
<b>SUBSTITUTES</b>					
Bus Operator (Substitute)	-	-	-	\$14.40	-
Bus Attendant (Substitute)	-	-	-	\$10.37	-
Custodian (Substitute)	-	-	-	\$10.78	-
Worker, Food and Nutrition Services (Substitute)	-	-	-	\$10.76	-
<b>OTHER CASUAL EMPLOYEES</b>					
AVID Tutor	-	-	-	\$10.00	-
Other Personnel Services	-	-	-	\$8.46	-
Student Employee	-	-	-	\$8.46	-

Driver, Summer Delivery	D-26.01	-	-	\$15.42	12/11/2018
Temporary Employee	-	-	-	\$8.46	-

## FY19 SUPERVISORY, TECHNICAL, CONFIDENTIAL PAY SCALE

Pay Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18
1	10.09	10.29	10.61	10.92	11.21	11.53	11.87	12.22	12.57	12.93	13.30	13.67	14.07	14.49	14.91	15.32	15.77	16.26
2	10.99	11.21	11.53	11.87	12.22	12.57	12.93	13.30	13.67	14.07	14.49	14.91	15.32	15.76	16.23	16.70	17.20	17.71
3	11.98	12.22	12.57	12.93	13.30	13.67	14.07	14.49	14.91	15.32	15.76	16.23	16.70	17.18	17.68	18.21	18.76	19.31
4	13.04	13.30	13.67	14.07	14.49	14.91	15.32	15.76	16.23	16.70	17.18	17.68	18.21	18.72	19.27	19.84	20.45	21.05
5	14.21	14.49	14.91	15.32	15.76	16.23	16.70	17.18	17.68	18.21	18.72	19.27	19.84	20.43	21.02	21.64	22.29	22.96
6	15.47	15.76	16.23	16.70	17.18	17.68	18.21	18.72	19.27	19.84	20.43	21.02	21.64	22.26	22.93	23.59	24.28	25.02
7	16.84	17.18	17.68	18.21	18.72	19.27	19.84	20.43	21.02	21.64	22.26	22.93	23.59	24.27	24.99	25.73	26.51	27.31
8	18.36	18.72	19.27	19.84	20.43	21.02	21.64	22.26	22.93	23.59	24.27	24.99	25.73	26.49	27.27	28.06	28.92	29.79
9	20.03	20.43	21.02	21.64	22.26	22.93	23.59	24.27	24.99	25.73	26.49	27.27	28.06	28.89	29.74	30.63	31.54	32.49
10	21.83	22.26	22.93	23.59	24.27	24.99	25.73	26.49	27.27	28.06	28.89	29.74	30.63	31.53	32.45	33.42	34.43	35.44
11	23.81	24.27	24.99	25.73	26.49	27.27	28.06	28.89	29.74	30.63	31.53	32.45	33.42	34.42	35.42	36.47	37.56	38.68
12	25.96	26.49	27.27	28.06	28.89	29.74	30.63	31.53	32.45	33.42	34.42	35.42	36.47	37.54	38.65	39.81	41.00	42.24
13	28.32	28.89	29.74	30.63	31.53	32.45	33.42	34.42	35.42	36.47	37.54	38.65	39.81	40.98	42.19	43.44	44.74	46.07

## FY20 SUPERVISORY, TECHNICAL, CONFIDENTIAL PAY SCALE

Pay Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18
1	10.44	10.65	10.98	11.30	11.60	11.93	12.29	12.65	13.01	13.38	13.77	14.15	14.56	15.00	15.43	15.86	16.32	16.83
2	11.37	11.60	11.93	12.29	12.65	13.01	13.38	13.77	14.15	14.56	15.00	15.43	15.86	16.31	16.80	17.28	17.80	18.33
3	12.40	12.65	13.01	13.38	13.77	14.15	14.56	15.00	15.43	15.86	16.31	16.80	17.28	17.78	18.30	18.85	19.42	19.99
4	13.50	13.77	14.15	14.56	15.00	15.43	15.86	16.31	16.80	17.28	17.78	18.30	18.85	19.38	19.94	20.53	21.17	21.79
5	14.71	15.00	15.43	15.86	16.31	16.80	17.28	17.78	18.30	18.85	19.38	19.94	20.53	21.15	21.76	22.40	23.07	23.76
6	16.01	16.31	16.80	17.28	17.78	18.30	18.85	19.38	19.94	20.53	21.15	21.76	22.40	23.04	23.73	24.42	25.13	25.90
7	17.43	17.78	18.30	18.85	19.38	19.94	20.53	21.15	21.76	22.40	23.04	23.73	24.42	25.12	25.86	26.63	27.44	28.27
8	19.00	19.38	19.94	20.53	21.15	21.76	22.40	23.04	23.73	24.42	25.12	25.86	26.63	27.42	28.22	29.04	29.93	30.83
9	20.73	21.15	21.76	22.40	23.04	23.73	24.42	25.12	25.86	26.63	27.42	28.22	29.04	29.90	30.78	31.70	32.64	33.63
10	22.59	23.04	23.73	24.42	25.12	25.86	26.63	27.42	28.22	29.04	29.90	30.78	31.70	32.63	33.59	34.59	35.64	36.68
11	24.64	25.12	25.86	26.63	27.42	28.22	29.04	29.90	30.78	31.70	32.63	33.59	34.59	35.62	36.66	37.75	38.87	40.03
12	26.87	27.42	28.22	29.04	29.90	30.78	31.70	32.63	33.59	34.59	35.62	36.66	37.75	38.85	40.00	41.20	42.44	43.72
13	29.31	29.90	30.78	31.70	32.63	33.59	34.59	35.62	36.66	37.75	38.85	40.00	41.20	42.41	43.67	44.96	46.31	47.68

## FY19 AND FY20 SALARY SCHEDULE N SUPPLEMENTS

### Shift Differential Supplement

Employees working in the Operator, Computer position are eligible for an annual supplement for shift work performed after 4:00 p.m. and before 8:00 a.m. The percentage of these hours in relation to an 8-hour day will be applied to an annual supplement amount of \$2,920.00 to determine the appropriate rate for each operator.

### Degree Supplements

Degree supplements, other than Doctorate, shall be paid if the degree is not required in the job description.

	FY19 (2018-2019 school year)	FY20 (2019-2020 school year)
<b>Doctorate</b>	\$5,000.00	\$5,062.50
<b>Specialist</b>	\$4,000.00	\$4,050.00
<b>Masters</b>	\$2,500.00	\$2,531.25

### Food and Nutrition Services Supplements

Employees working in Manager, Food and Nutrition Services positions are eligible for annual supplements based upon the number of Daily Meals served and for service as an Intern Trainer. Eligibility for Daily Meals supplement shall be determined in the spring for the following fiscal year, based upon the projected average meal equivalents developed by Food and Nutrition Services. If after the fourth quarter enrollment report, there is an increase in average meal equivalents then employees will receive an increase retroactive to July 1 of the fiscal year. All employees in Manager, Food and Nutrition Services positions at high schools shall be eligible for no less than Supplement C. Food and Nutrition Services supplements should be paid as follows:

Supplement	Daily Meals	Annual Amount
A	500 to 700	\$1568.00
B	701 to 900	\$1960.00
C	901 to 1100	\$2352.00
D	1101 to 1300	\$2744.00
E	1301 to 1500	\$3136.00
F	1501 to 1700	\$3528.00
G	1701 to 1900	\$3920.00
H	1901 to 2100	\$4312.00
I	2101 to 2300	\$4704.00
J	2301 or more	\$5096.00
Intern Trainer	-	\$3920.00

### District Negotiating Team Member Supplement

District Negotiating Team Member (Per Bargaining Unit)	\$1,500.00
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