

# **CLASSIFIED PERSONNEL CONTRACT**

**BETWEEN**

**THE OKEECHOBEE COUNTY SCHOOL BOARD**

**AND**

**THE OKEECHOBEE COUNTY EDUCATION ASSOCIATION**

**LOCAL UNION 1604**

**AFFILIATED WITH**

**THE FLORIDA EDUCATION ASSOCIATION**

**THE AMERICAN FEDERATION OF TEACHERS/AFL-CIO**

**AND**

**THE NATIONAL EDUCATION ASSOCIATION**

**JULY 1, ~~2021~~2022, THROUGH JUNE 30, 2023**

**Classified Personnel Contract**  
Okeechobee County School Board and  
Okeechobee County Education Association #1604  
July ~~2021~~2022, through June 30, 2023

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## **ARTICLE I. GROUND RULES**

1. Each Negotiating Session shall be scheduled at a mutually agreeable time, which shall be determined at each preceding session.
2. Agenda for each session shall be established at the preceding session.
3. Each party shall have full authority to select its own representatives. The negotiating teams may be composed of up to and including, five (5) members with each party retaining the right to substitute members of the team.
4. No new items can be presented, except by mutual consent of the parties, after the first negotiating session except items that may become negotiable by legislative action, change in commission rules, or court decisions which occur during these current collective bargaining sessions between the Okeechobee County Education Association, Local Union 1604, AFT, AFL-CIO, NEA, FEA, hereinafter referred to as the "Association," and the Okeechobee County School Board, hereinafter referred to as the "Board." Upon agreement of a contract, the contract will not be subject to being reopened for these items.
5. The Agreement, reached at the table, shall be submitted in good faith to the Board and the Association with a recommendation by the respective negotiating teams to approve.
6. Such agreement shall be submitted to the Board and classified personnel so that it will be ratified or rejected in its entirety.

## ARTICLE II.

### A. Agreement

The Agreement is entered into as of ~~December 14, 2021~~ October 11, 2022, between the School Board of Okeechobee County, Florida, a body corporate and politic, hereinafter referred to as the "Board," and the Okeechobee County Education Association #1604, FEA, AFT/AFL-CIO, NEA hereinafter referred to as the "Association."

### B. Multi-Year Provisions

The Okeechobee County School Board and the Okeechobee County Education Association #1604 hereby agree to a three-year contract effective July 1, 2020, through June 30, 2023. Salary increases, salary adjustments, salary supplements, and fringe benefits shall be subject to negotiation annually. Additionally either party may re-open up to two (2) articles annually.

### C. Unchanged Prior Provisions

All details such as dates and names appearing in the existing Agreement shall be brought up to date. All other provisions of the existing Agreement not modified by the negotiation of these proposed changes and additions shall remain in full force and effect.

## **ARTICLE III. PURPOSE**

It is the intent and purpose of this Agreement:

- To assure sound and mutually beneficial working and economic relations between the parties hereto;
- To provide an orderly and peaceful means of resolving any misunderstanding or differences which may arise as a result of implementing this Agreement;
- To set forth herein basic and full agreement between the parties concerning wages, hours, and terms and conditions of employment.

There shall be no individual arrangements or agreements made covering this agreement or any part of this agreement contrary to the terms provided herein.

It is understood that the Board is engaged in furnishing essential public educational services which vitally affect the educational needs, health, safety, comfort and general well-being of the children of this county and the public at large; that the Association represents classified personnel who have an interest in educational excellence; and that both parties hereto recognize the need for continued and reliable service to these children and the public.



## **ARTICLE IV. ASSOCIATION RECOGNITION**

The Board recognizes the Association as the sole exclusive bargaining agent for the bargaining unit of employees whether under contract or on approved leave or on the job pending official action of the Board, all as certified by the Public Employees Relations Commission in Case No. 8H-RC-744-1022, Certification No. 44, CERTIFICATION OF REPRESENTATIVE FOLLOWING ELECTION AND ORDER TO NEGOTIATE, issued by the Florida Public Employees Relations Commission on the twenty-fifth date of April 1975.

### **INCLUSION:**

All non-instructional, full and part-time, classified personnel including the following: Secretaries, Bookkeepers, Clerks, Bus Drivers, Maintenance Workers, Food Service Workers, Teacher Aides, Permanent Substitute Teachers, Janitors and Warehouseman.

### **EXCLUSIONS:**

All Administrative, Supervisory, Confidential and Instructional Personnel.

It is understood and agreed that the President of the Association is the official spokesman for the Association in any matter between the Association and the Board. The President may designate, in writing, an alternate or alternates.

## **ARTICLE V. PUBLIC EMPLOYER RIGHTS**

It is the right of the School Board of Okeechobee County to determine unilaterally the purpose of its constituent agencies, its slate of services to be offered to the public, and exercise control and discretion over organization and operations. It is also the right of the Board to direct its employees, to take disciplinary action for proper cause, and relieve its employees from duty because of lack of work and other legitimate reasons provided, however, that the exercise of such rights shall not preclude employees or their representatives from raising grievances about the particular consequences that decisions on these matters may have on terms and conditions of employment, as provided in this contract, provided, further, that an arbitrator shall not have the power to add to, subtract from, modify or alter the terms of this collective bargaining agreement.

The Board shall retain all rights, powers, functions and authority it had prior to the signing of this contract, except as such rights are specifically relinquished or abridged in this contract.

The provisions of this agreement shall not conflict with all matters pertaining to terms of employment and working conditions guaranteed by law to employees within the bargaining unit.

## **ARTICLE VI. EMPLOYEE BENEFITS**

### **A. Personal Property Damage**

A fund not to exceed \$1,500 shall be established for the reimbursement of classified personnel for damage to personal property resulting from assault or while restoring order in cases of riots, student fights, or general disorder by one or more students on school property or at a school approved function.

Classified personnel seeking reimbursement under the provision of this policy must file an employee accident report according to guidelines established for this purpose. Failure to file such a report within 10 working days of the occurrence shall disqualify an employee from receiving reimbursement.

The investigation of claims for reimbursement shall be the responsibility of the Superintendent of Schools or his designee.

Reimbursement shall be made within 15 days of the date of approval.

### **B. Vandalism Fund**

A fund not to exceed \$1,500 shall be established for the reimbursement of classified personnel for damage to personal property resulting from acts of documented vandalism that occur on school property during regular working hours or at a school approved function in an official capacity.

Classified personnel claims shall be limited to a maximum of \$250.00 per occurrence. No more than \$1,500 per year shall be paid from the fund for all such claims.

Classified personnel seeking reimbursement under the provision of this policy must file a vandalism report according to guidelines established by the Superintendent. Failure to file such a report within 10 working days of the occurrence shall disqualify the employee from receiving reimbursement.

The investigation of claims for reimbursement shall be the responsibility of the Superintendent of Schools or his designee.

### **C. Terminal Pay**

Employees terminating their employment who are not eligible to transfer accumulated sick leave within the state of Florida may receive terminal pay as follows:

- Those with three years or less of Okeechobee service shall receive an amount equal to thirty-five percent (35%) of their base daily rates of pay for each accumulated day.
- Those with four to six years of Okeechobee service shall receive an amount equal to forty percent (40%) of their base daily rates of pay for each accumulated day.
- Those with seven to nine years of Okeechobee service shall receive an amount equal to forty-five percent (45%) of their base daily rates of pay for each accumulated day.
- Those with ten to twelve years of Okeechobee service shall receive an amount equal to fifty percent (50%) of their base daily rates of pay for each accumulated day.
- Those with thirteen to twenty-nine years of Okeechobee service shall receive an amount equal to seventy-eight percent (78%) of their base daily rates of pay for each accumulated day.
- Those with thirty or more years of Okeechobee service shall receive an amount equal to one hundred percent (100%) of their base daily rates of pay for each accumulated day.

Upon full retirement, an employee not entering the Deferred Retirement Option Program (DROP) shall receive an amount equal to his or her daily rate of pay multiplied by one hundred percent (100%) of the employee's base daily rate of pay for each accumulated day. Full retirement is defined as that wherein no reduction in benefits is made because of age or years of service on the Pension Plan. Terminal pay for Investment Plan participants shall be paid according to years of Okeechobee service.

Employees who earn annual leave shall receive an amount equal to 100% of their base rate of pay for each accumulated annual leave day upon termination.

It is the responsibility of the employee to complete the necessary forms for payment of sick or annual leave within 30 days of termination. If termination of employment is due to death of the employee, the employee's personal representative shall initiate the necessary forms required within 45 days of the employee's death.

~~The parties agree to participate in a "Special Pay Plan" for terminal pay as administered by BENCOR National Government Employees Retirement Plan. The terms and conditions shall be governed by the agreement between the Okeechobee County School Board and BENCOR dated June 3, 2003. Any changes shall be subject to negotiations between the Association and the Board.~~

Upon election to participate in DROP, previously accumulated sick leave shall be paid to the employee using the following payment schedule. The partial payment amount will be based on the employee's daily rate of pay for the school year immediately preceding the payment.

- 0 to 12 months: One (1) lump sum payment in the month following the last day worked.
- 13 to 24 months: 50% at the end of the first 12 months and final payment in the month following the last day worked.
- 25 through 36 months: 33-1/3% at the end of each 12-month period and final payment in the month following the last day worked.
- 37 through 48 months: 25% at the end of each 12-month period and final payment in the month following the last day worked.
- 49 through 60 months: 20% at the end of each 12-month period and final payment in the month following the last day worked.

The DROP employee will have the option to use sick days accrued prior to his/her entrance into DROP during years in DROP provided the employee has used all sick days appropriated in any given DROP year. Any sick days already paid out to the employee based on the above schedule will no longer exist and therefore not be available to the employee.

Employees who have participated in DROP, upon separation of employment from the District following DROP, shall have accumulated sick leave earned during that period paid into a "Special Pay Plan" for terminal pay as follows:

- Those with one to three years of Okeechobee DROP service shall receive an amount equal to thirty-five percent (35%) of their base daily rates of pay for each accumulated day.
- Those with four to five years of Okeechobee DROP service shall receive an amount equal to forty percent (40%) of their base daily rates of pay for each accumulated day.

This payment amount will be based on the employee's daily rate of pay for the school year immediately preceding the payment.

**D. Section 403(b) Model Plan Investment Options**

~~Any proposed changes, additions, or deletions to the Section 403(b)/457(b) Model Plan shall be negotiated by the School District and the Okeechobee County Education Association #1604.~~

Okeechobee County School Board is not a registered investment, legal or tax advisor. Advice and decisions made with any investment entity are solely based on the employee's decision. Okeechobee County School Board is not responsible for the consequences of any decision based on investment advice.

1. The parties agree to participate in a "Special Pay Plan" for terminal pay as administered by BENCOR National Government Employees Retirement Plan. The terms and conditions shall be governed by the agreement between the Okeechobee County School Board and BENCOR dated June 3, 2003. Any changes shall be subject to negotiations between the Association and the Board.

2. Section 403(b)/457(b) Model Plans

Any proposed changes, additions, or deletions to the Section 403(b)/457(b) Model Plans shall be negotiated by the School District and the Okeechobee County Education Association #1604.

**E. Insurance**

1. Health Insurance

The Board agrees to provide all regular, full time classified employees with a basic hospitalization and health insurance program. Any anticipated changes to the hospitalization and health insurance program(s) which would result in a program less than equivalent to the existing program shall be subject to negotiations. The Board contribution in premium toward the cost of health insurance is as follows: 100% of Plan 5302; 87.2% of Plan 3769; and 65.0% of Plan 3768. Employees working less than seven (7) hours per day and who were employed after September 1, 1987, shall receive a pro-rated portion of this benefit according to the number of hours worked.

In addition to the premium contributions above, ~~an a Employee Wellness Center~~ District-approved wellness center will be established for employees and their dependents who are currently enrolled in the Board's health insurance program. The ~~clinic~~ District-approved wellness center will include: free office visits, free health and wellness screenings and counseling, and a free stock medication program of commonly used prescriptions.

The above contribution rates include a \$75.00 per month premium discount for each employee who participates in a wellness initiative. To continue receiving the monthly premium discount, the following conditions must be met:

- Each newly hired employee must complete a full health risk assessment (inclusive of a biometric screening and blood draw) and at least one (1) follow-up visit to the ~~Employee Wellness Center~~ District-approved wellness center to discuss the results of the screening prior to December 1<sup>st</sup> of the current school year.
- Each new employee who is hired on or after November 1<sup>st</sup> through the end of the current school year shall be eligible for the premium discount but must complete the full health risk assessment and follow-up visit by December 1<sup>st</sup> of the following school year to remain eligible.

- Current employees who have never completed the full health risk assessment and follow-up appointment will remain ineligible until compliance with the next eligibility cycle during the following school year.
- Current employees who have completed the full health risk assessment and follow-up appointment will remain eligible for the premium ~~discount through the 2018-19 school year.~~

Employees who fail to participate will not be eligible for the monthly premium discount.

## 2. Health Insurance Coverage

There will be no lapse in health insurance coverage for employees who complete their assigned work year through the end of the school year and who have committed to return to work in August.

## 3. Insurance Committee

An Insurance Committee comprised of three (3) representatives selected by the Superintendent and three (3) representatives selected by Okeechobee County Education Association #1604 shall be established to review and make recommendations regarding the health insurance program.

The Committee shall meet at least quarterly and may meet more frequently as needed.

Notwithstanding the above, any anticipated changes to the hospitalization and health insurance program which would result in a program less than equivalent to the existing program shall be subject to negotiations.

## 4. Insurance Coverage While on Extended Leave Without Pay

When an employee is granted leave of absence without pay, insurance coverage may be paid by the employee through the Finance Office to continue their health insurance coverage for up to one (1) year if the employee so desires. All such payments must be made to the Finance Office in advance by the 25th day of the prior month for the next month's coverage. If payment is not received, the employee will be cancelled from group insurance coverage.

## **F. Insurance Conversion Privilege**

The Board agrees to provide conversion privileges for health insurance and life insurance upon resignation or retirement of classified personnel covered by this contract.

The premiums must be totally paid by the individual at rates determined by the insurance company.

## **G. Cafeteria Insurance Plan**

The Board agrees to provide all regular, full time classified personnel who work a minimum of six (6) hours per day with a Cafeteria Insurance Plan with the present level of coverage and benefits at a cost to the Board of \$300 per employee with any remaining costs to be borne by the employee. Classified personnel working less than six (6) hours and who were employed after September 1, 1987, shall receive a pro-rated portion of this benefit according to the number of hours worked. Any anticipated changes to the Cafeteria Insurance Plan shall be subject to negotiations.

Notwithstanding the above, the employee shall not be required to fund any type of administrative costs related to any benefits selected from offerings under this plan

#### **H. Workers' Compensation**

An employee injured on the job is covered by Workers' Compensation Insurance. Should an on-the-job injury occur, the employee shall notify his/her principal or supervisor promptly. If an injury requires medical attention or results in lost time, it is the employee's responsibility to complete the necessary forms at the School Board office. If the leave is eight (8) weeks or less, the employee shall return to his/her original job assignment.

The Board shall continue to provide the full cost of all Board paid employee benefits for any employee who is disabled and entitled to or receiving Workers' Compensation indemnity benefits and a pro rata share of the full cost of all Board paid employee benefits for any part time employee who is disabled and entitled to or receiving Workers' Compensation indemnity benefits until such time as the employee receives Florida Retirement disability benefits. All Board payments shall cease when indemnity benefits cease. However, nothing in this provision shall be deemed to create a continued employment relationship for the purposes of Florida Retirement System Disability Retirement.

#### **I. Credit Union Deposits**

All deposits for Board authorized credit unions shall be deducted and collected by the Board from the salaries of those employees giving written authorization to the Board for the deduction of said deposits, provided that such authorization shall be revocable at the employee's will upon thirty (30) days written notice to the Board and the Board authorized credit union.

Employees shall give the Board and the Board authorized credit union thirty (30) days prior written notice authorizing any change in the amount of money to be so deducted from the salaries of such employees.

#### **J. Athletic Passes**

Classified personnel shall be admitted without charge to any school-sponsored athletic event upon providing their Board-issued employee identification. The above provisions shall not apply to pre and post season events such as tournament games and state playoffs.

#### **K. Children's Attendance in Different School Zone**

The Open Enrollment Policy is on a first come/first serve basis. Classified personnel will be given a deadline date for submitting a request for their children's attendance in the school where they work or the school closest to the school where they work prior to the deadline for the general public. In the event of an involuntary transfer, the original date of the employee's zone request will be considered. In the case of a bus driver the school must be on that particular driver's route. Approval will not be granted in any situation where it would increase the cost to the school district due to overcrowding.

If overcrowding in a grade level occurs, the reassignment of students will be made according to the date of the most recent application.

Transportation to an employee's school site will be provided for elementary age children of middle school personnel when:

- Their children's school day ends before their regular workday; and
- There is an existing shuttle for a student to another school due to that student's academic placement or a bus travels directly by the school resulting in no impact on direction or time of the route.

Parents will be responsible for their children and shall release and forever hold harmless Okeechobee County Schools, its officials, employees, and agents from any and all potential claims.

If it is determined by the Principal that having such students on campus is causing a safety concern or interfering with an employee's ability to carry out his or her duties, that employee may lose this privilege.

**L. Field Trip Admission**

The Board agrees to pay admission costs for any bus driver or paraprofessional who is assigned or requested to go on a school field trip, provided that person agrees to serve as a chaperone for the field trip. An employee who is chaperoning an approved trip will be permitted to have trip expenses paid out of monies raised by the student group if this stipulation was made in the original request/application for the fund raiser. If a ticket is provided by the field trip destination specifically for the bus driver, the ticket will be given to the driver.

**M. Payment for Bus Drivers' Uniforms**

Any bus driver who chooses to purchase a Board approved uniform will have the opportunity have the purchase price (not to exceed \$150) deducted from their paychecks in four (4) equal payments. The purchasing driver shall execute and deliver a promissory note payable to the Board bearing no interest but bearing interest at the maximum legal rate upon default in payment.

**N. Credit Information**

The Superintendent or his/her designee, in response to a written request or phone call by an appropriate recognized lending institution or credit bureau for credit purposes, shall not respond to any such request by issuing any opinion as to the character of the individual or reveal anything of a confidential nature.

**O. Fingerprinting Costs**

Any costs for employees of the Board related to the collection, processing, retention and/or re-screening of fingerprint records required by the Florida Department of Law Enforcement or other governmental agency shall be paid for by the Board.

**P. Communication Devices**

The Board will provide a communication device selected by the supervisor for the following positions:

- Warehouseman
- Maintenance Personnel
- Technology Specialists
- Head Mechanic
- TAP Paraprofessional
- Attendance Officer

The choice of device shall be made by the supervisor; however, if use of a personal cell phone is chosen, it will be permitted only with employee consent. If such consent is given, a \$15.00 monthly stipend will be paid for the use of the personal cell phone.



Q. Notary Public

Upon Supervisor recommendation the District will cover the Notary Public application fee, minimum bond, and seal in compliance with Florida Statute 117.01 for the initial or renewal certification when the notary services are expected to be used in the course and scope of employment.

## **ARTICLE VII. EMPLOYEE RIGHTS**

### **A. Classified Personnel Rights**

In employment, job assignment and employee/employer relations, no procedure shall discriminate against any applicant or employee on the basis of membership in the Okeechobee County Education Association #1604.

There shall be no reprisal against any employee for processing a grievance or participating in the grievance procedure.

Any person sustaining injury as a result of any violation by the Okeechobee County School Board of this provision shall be entitled to apply to a court of competent jurisdiction for appropriate relief injunctive or otherwise as set forth in Florida Statutes 447.17.

### **B. Recording Equipment**

Employees shall be notified in advance when video cameras or other recording equipment is installed in a work place. A sign indicating the facility has video cameras or recording equipment shall be placed at the main entrance to the facility. No disciplinary action shall be taken nor adverse evaluation made against an employee based solely upon photographs and/or any recordings by cell phones, tapes, or other recording devices. Furthermore, the existence of any such material which comes to the attention of an administrator shall be disclosed to the employee prior to proceeding with a District investigation.

### **C. Personal Rights**

The Board shall be concerned with the non-school activities of classified personnel only when they interfere with the discharge of the employee's job related duties, or hamper the professional relationship with children. Unless the Board can clearly demonstrate that an employee's non-school activities are interfering with the discharge of professional duties, such activities shall not be reflected in any evaluation or other written material regarding the employee. The only exception to this provision is State Board Rule 6A-3.0141 as it pertains to the personal driving record of school bus drivers.

All classified personnel shall be guaranteed all provisions of law under due process and grievance procedures.

### **D. Personnel Files**

Both parties agree to follow Florida Statute 1012.31 in regards to personnel files.

A Memo on Conference is designed as an aid to the evaluation process of the employee and is not disciplinary in nature. A Memo on Conference provides notice to and documents a discussion between the evaluating administrator and employee regarding performance deficiencies. A copy will be furnished to the employee within ten (10) working days following the discussion. The employee has the right to respond in writing within ten (10) working days from the date of receipt of the Memo on Conference. The employee's response will be attached to the Memo on Conference.

A copy of the Memo on Conference and the response, if any, will be placed in the employee's personnel file.

A complaint against an employee lodged by a parent, student or other individual will only be included in the employee's personnel file if the complaint is placed in writing and signed by the individual initiating the complaint. No complaint or reprimand shall be placed in an employee's personnel file unless an investigation ensues and the complaint is substantiated. Employees shall be notified of all complaints prior to the District initiating an investigation and shall be given copies of any materials and/or documents used during the investigation. The employee shall be given the opportunity to file an explanation with the complaint prior to any decision regarding disciplinary action. Disciplinary action resulting from such complaint shall be limited to those matters which have been reported to the employee in writing. In no case shall complaints or reprimands be placed in the employee's personnel file that are anonymous or are based on anonymous information.

Nothing in this section shall be construed as preventing or restricting the District from initiating an investigation following receipt of an anonymous complaint against an employee.

#### **E. Association Representation in Disciplinary Cases**

It shall be the District's practice to follow a course of progressive discipline. Progressive discipline shall be as follows: documented verbal warning; written reprimand following a meeting; suspension; termination. Serious offenses may result in an immediate, strong consequence up to and including termination.

Prior to any discipline, administration shall investigate and substantiate allegations against the employee. The employee shall be given the opportunity to explain and refute the allegations prior to any decision regarding discipline.

An employee shall be entitled to request to have a representative from the Association present during an interview with a school district administrator when the employee has a reasonable belief based upon factual circumstances that disciplinary action against the employee will result from such interview.

No administrator shall reprimand or criticize any employee in the presence of the employee's colleagues or students, or in the presence of the parents of such students. When reprimand or criticism is deemed necessary, it shall be made with discretion out of general public view.

#### **F. Urgent Communication**

When a caller properly identifies a message as an emergency, it will be delivered immediately. All other messages will be placed in the employee's mailbox or delivered as soon as possible.

#### **G. Grievance Procedure**

The term "grievance" is defined as a written allegation by a grievant that a dispute or violation exists between the Board, an employee, group of employees or the Association, involving the interpretation, application, misapplication or non-application of this Agreement. The purpose of the grievance procedure is to secure, at the lowest possible administrative level, equitable solutions to problems which may arise affecting the health, welfare or working conditions of members of the bargaining unit. Grievances shall systematically follow the grievance procedure as outlined herein. All members of the bargaining unit may have the right to Association representation at any point in the grievance procedure. If the grievance involves more than one school building or worksite, the grievance may initially be filed with the Superintendent or the Superintendent's designated representative at Step Two. No reprisals or retaliation shall be invoked or threatened against any employee for processing a grievance or participating in any way in the grievance procedure. The Board will cooperate with the

Association in its investigation of any grievance and will furnish such information as is requested for the processing of a grievance.

A "grievant" is defined as an individual employee, group of employees or the Association filing a grievance. The term "supervisor" is defined as the principal of the school where the individual is assigned or the immediate supervisor when the employee is not assigned to a principal. The term "days" shall mean work days.

Any grievance filed shall refer to the provision or provisions of the Agreement alleged to have been violated and shall set forth the facts pertaining to the alleged violation. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level is to be considered the maximum, and every effort should be made to expedite the process before the deadlines are reached. However, time limits may be extended by mutual written agreement between the parties.

**Informal Discussion:** Any employee who believes there is a basis for a grievance shall first informally discuss the matter with the immediate supervisor. Any such alleged grievance must be brought to the attention of the immediate supervisor within twelve (12) days of: (a) the actual occurrence of the event or events giving rise to the grievance, or (b) the time that the grievant becomes aware or with the exercise of reasonable diligence, should have been aware of the event or events giving rise to the grievance. If, however, a grievant is absent when such grievable event occurs, the twelve (12) day time period shall not commence until the grievant's return.

**Step One:** If the grievant and immediate supervisor are unable to satisfactorily adjust the grievance issue within five (5) days following the informal discussion, the grievant may within seven (7) days submit a grievance in writing to the immediate supervisor. The immediate supervisor shall present a written decision to the grievant within five (5) days following receipt of the grievance. If the grievance is not settled to the grievant's satisfaction, or if a written decision is not submitted within the designated time limits, the grievance may be referred to Step Two within five (5) days.

**Step Two:** The grievant shall submit the grievance with the immediate supervisor's written decision to the Superintendent. The written appeal of the grievance shall set forth specifically the event or events upon which the grievance was originally based and the grounds upon which the appeal is based. The Superintendent or Superintendent's designee shall meet with the grievant within five (5) days from receipt of the appeal. A written decision on the grievance appeal shall be transmitted within ten (10) days following the meeting.

**Arbitration:** If the grievance is not resolved at Step Two to the grievant's satisfaction, the grievant may move the grievance to arbitration. Such request for arbitration shall be made within ten (10) days after receipt of the written decision of the Superintendent. If, within five (5) days of receipt of the request for arbitration, the Superintendent and grievant are unable to mutually agree to an arbitrator, the party seeking arbitration shall file a request with the American Arbitration Association to submit a list of qualified arbitrators. The arbitrator shall then be selected by the parties according to the rules of the American Arbitration Association. If a dispute exists concerning the arbitrability of an issue referred to arbitration, the issue of arbitrability shall be the first issue before the arbitrator. The arbitrator shall have no power to add to, subtract from, modify, or alter the terms of this Agreement.

Each party shall bear the full costs for its representation in the arbitration. The cost of the arbitrator and the American Arbitration Association will be divided equally between the parties.

Release time shall be granted to the aggrieved person, witnesses and the Association president for attendance at the arbitration hearing. Such release time shall be without loss of pay.

**Official Grievance Form** – See Appendix A

**H. Formal Grievance Investigation**

The Association President or designee, subject to the approval of the Superintendent, may receive release time with pay to investigate a formal grievance as provided in this contract.

**I. Due Process**

Any classified and non-probationary employee who is dismissed from his/her position shall have opportunity to be heard before a public hearing after at least ten (10) days written notice of the charges against him/her and of the time and place of hearing. If, at this hearing before the Board, the charges are not sustained, the employee shall immediately be reinstated, and back salary due shall be paid.

No classified employee who has completed the probationary period shall be suspended without pay or dismissed except for just cause.

## ARTICLE VIII. EMPLOYMENT CONDITIONS

### A. Job Specifications

The job specifications and their various parts are declared to have the following force and effect:

The definition and typical tasks are descriptive and explanatory only and not restrictive. Job titles indicate the kinds of positions that should be allocated by the duties, responsibilities, and qualification requirements, or other attributes typical and descriptive of the positions. The items listed as job duties are not all inclusive but are similar in kind and/or quality. Each employee shall be provided with amendments to their job description as they are approved within twenty-five (25) working days of the change. Job specifications indicating title, duties, and minimum qualifications for all positions will be available at all cost centers to employees and the Association upon request.

No classified personnel will be required to perform personal errands or tasks for any supervisor or other employee when such benefits are of a personal nature and not job related.

When a student requires medical services, those services may be assigned to an employee provided that the employee receives specialized training and can demonstrate proficiency. Individuals who volunteer to provide these medical services shall be used prior to assignment of these duties to employees who do not volunteer. To the extent legally permissible and without waiving any governmental immunity, the Board shall assume full and complete liability for any accidents or errors made in administration of these services by employees. Initial procedure training and refresher training shall be provided by the District annually to all employees assigned medical services responsibilities.

When a classroom teacher is absent from class, a reasonable effort will be made to provide a substitute other than a classified employee. Classified personnel who serve as a substitute teacher for three-and-one-half (3 ½) hours or more in a classroom, health clinic or stand-alone classroom will be paid ~~at the rate of seventeen (\$17.00)~~ two (\$2) dollars per hour more than their normal hourly rate for up to seven (7) hours. Classified personnel may be paid up to seven-and-one-half (7 ½) hours at an extended day site. Classified personnel will only be eligible to substitute at their assigned worksite.

~~Classified personnel whose normal hourly rate exceeds seventeen (\$17.00) dollars per hour will be paid eighteen (\$18.00) dollars per hour. Classified personnel whose normal hourly rate exceeds eighteen (\$18.00) dollars per hour will be paid nineteen (\$19.00) dollars per hour.~~

### B. Orientation of Employees

Upon employment, each employee shall be advised of information directly relating to employment status. Such information shall include:

1. Immediate Supervisor
2. Assignment of initial work location
3. Duty hours and initial lunch time
4. Prescribed work week
5. Terms and conditions of employment, including performance evaluation procedures
6. A copy of the Association contract and any current addenda will be given to each new employee
7. An explanation of salary data and benefits

8. Job descriptions

**C. Probationary Employees**

Probationary employees shall mean new employees; employees who have previously held a non-probationary status in the District but who return to the District after more than one year's absence; and employees who, having non-probationary status in a job classification, elect to change job classifications. The probationary status interval shall be one year.

Probationary employees will be notified in writing immediately following the conclusion of the probationary period.

Probationary employees may be terminated at any time during their probationary period. Such termination will not be subject to causal proceedings.

**D. Evaluation**

An evaluation of the performance of duties and responsibilities shall be made annually for all classified personnel. Such assessment shall be conducted by the immediate supervisor of the employee. Such assessment shall be made not later than March 15th of the school year.

After an evaluation has been completed and the counseling interview held, the employee will sign the form verifying that his supervisor has shown him the rating, explained it and held a counseling interview concerning his performance. The employee's signature shall not be interpreted to mean that the employee is in agreement with the rating given.

The employee shall receive a copy of the evaluation at the time of signature.

All evaluations shall be subject to the provisions of materials to be placed in personnel files and the requirements of F.S. 1012.31.

In the event an employee is not performing his duties in a satisfactory manner, prior to the final annual evaluation the evaluator shall notify the employee in writing of such determination and describe such unsatisfactory performance, and provide assistance in helping to correct such deficiencies within a reasonable prescribed period of time.

The official evaluation form shall be signed by both parties. The following statement is included, "My signature does not necessarily imply agreement with the evaluation, but acknowledges that I have read it. I understand that I may submit a written reaction within ten (10) working days from the date of my signature." The written reaction will provide the opportunity for the employee to make comments regarding the final appraisal which may be attached to the form for placement in the employee's personnel file.

The Educational Support Personnel Assessment System steering committee functions to recommend changes to or develop new evaluation instruments. If this committee needs to meet, ESP employee positions on the committee shall be appointed by the Association President. There shall be three (3) ESP positions on the Educational Support Personnel Assessment System steering committee and three (3) administrative positions. The Superintendent will appoint three (3) administrative positions.

**E. Work Hours**

Due to the various responsibilities and duties of the different positions, working hours will vary. The supervisor in charge will advise employees under his supervision, in writing, of the amount of time to

be worked, inclusive of lunch and breaks, in a normal week or day and the job assignment as specified by the Board and Superintendent.

Classified personnel at schools designated in the lowest 300 in reading, if assigned by their supervisor to work beyond their normal work hours on student days, will be compensated at their hourly rate of pay.

#### **F. Bus Drivers' Hours**

The route time shall commence with the first scheduled stop on the route in the morning no earlier than their assigned time and end upon the delivery of the last student to the last assigned school on the route, commencing again with the pickup of the first student at the first scheduled school in the afternoon and end upon reaching the last assigned stop on the route in the afternoon. Drivers' hours for purposes of placement on the salary schedule will be increased by 30 minutes for paperwork, pre-trip inspection and travel from the home base and 30 minutes for paperwork, post trip inspection and cleaning the interior of the bus and travel to the home base. Bus drivers and aides who were assigned to ESE buses prior to August 10, 2017, will continue to commence their route time when the aide meets the driver at the location where the bus is parked and end the route when the aide is dropped off at that location. Any driver or aide who is assigned to an ESE bus on or after August 10, 2017, will follow the same procedures as all other bus drivers when determining the beginning and ending time of the route.

If route times fluctuate due to rider participation, it is the driver's responsibility to inform the Supervisor of Transportation so that route times may be adjusted.

Any additional time, which would exceed the driver's normal workday, may be authorized by the Superintendent's designee.

A bus driver who is unable to complete his/her route due to his or her illness or illness or death of his or her immediate family member, shall be paid for any route/tier completed. Partial routes will disqualify a driver from the attendance incentive bonus.

Route Vacancies – Any route that becomes vacant will be posted on a designated bulletin board at the Transportation Office. The posting shall include a route description, date of posting, and other appropriate information. Current bus drivers of the District may request a reassignment to the vacant route.

#### **G. Bus Drivers' Dress Code**

1. Be neat and clean at all times while on duty.
2. Shorts must be no shorter than four (4) inches above the knee when seated.
3. Pants, slacks, or jeans with holes or cuts, skin tight spandex, or leggings shall not be acceptable.
4. No T-Top (tank top) or muscle shirts will be worn. When arms are raised, no skin shall be exposed in midriff area. No open cut backs or sides are acceptable. T- Shirts advertising obscene gestures or beer, wine, etc. are not acceptable.
5. Shoes/boots with open toes or open heels are not to be worn. This includes flip-flops, sandals and other open-toed or open-heeled casual shoes. Heels should not exceed 1". Wear shoes with a good sole, to prevent possible slip and falls.
6. Any skirt or dress must be no shorter than four (4") above the knee when seated.



The dress code is to be adhered to at all times while on duty, including field trips, and on any school district owned/maintained property including the Transportation Compound/Bus Garage. Articles of clothing worn which are considered in violation of the Transportation Department attire may result in disciplinary action including reprimand, suspension, or termination.

#### **H. Break Time**

All full-time employees who work eight (8) hours per day shall be entitled to two (2) fifteen (15) minute breaks each day.

All employees who work from at least six (6) hours per day and up to seven and one-half (7½) hours per day shall be entitled to one (1) fifteen (15) minute break each day.

Break time shall be considered time worked. Break time is not cumulative or reimbursable through compensatory time. Break time must be taken at a time convenient with the immediate supervisor. At the beginning of the work year, the immediate supervisor shall inform each employee in writing of his/her scheduled break time.

The employee shall not be required to take breaks at lunch time.

#### **I. Medical Examination**

Medical examination or x-ray shall not be required of any classified personnel except:

1. Those prerequisites for employment or re-employment shall be at the employee's expense.
2. The medical examination required yearly for continued employment of a bus driver after initial year of employment or re-employment shall be at the expense of the employer. Such employer paid examination shall be conducted by a physician and at a facility designated by the Board. Any employee not using Board designated facilities or physician for required examination shall assume all expense for the required examination.
3. Those medical examinations required for return to employment from sick leave as noted in the Sick Leave Provision shall be at the employee's expense.
4. Those physical or psychiatric examinations required by the Board or its designee for good cause will be at the expense of the Board.
5. Should the physician or psychiatrist find the employee mentally competent and capable of performing the duties and responsibilities of the job, all evidence of the request and examination shall be withdrawn from the employee's personnel file and destroyed if the employee so requests.
6. The employee shall have the right to seek an additional opinion or judgment from a state licensed physician or psychiatrist of the employee's choosing at his/her own expense. The additional opinion or judgment shall also be placed in the employee's personnel file.

#### **J. Supplies**

No classified personnel shall be required to furnish school supplies at their own expense. Every reasonable effort shall be made to assure that equipment provided by the Board is maintained so as to be functionally and mechanically sound.

A perceived supply deficiency shall be reported, in writing, by the employee to his or her immediate supervisor promptly upon discovery. The supervisor will respond in writing to the report in a timely manner.

**K. Salesmen**

In no event are salesmen to disturb classified personnel in the classroom, while at a work location, or while involved in work-related activities. Any presentation by a salesman shall be at the end of meetings, and attendance at any sales presentation shall be voluntary. However, an employee, with the approval of the principal, may schedule (with companies having prior payroll deduction approval) a meeting necessary to initiate or maintain the employee's financial payment through payroll deduction. Such meetings may be held before or after school or during the employee's lunch period.

**L. Student Discipline**

When a student's behavior causes serious disruption in the classroom or other location, the employee shall report it to the principal/supervising teacher.

An incident referral report shall be completed regarding student discipline problems when no certified employee is on duty, and the school administrator will communicate action taken on referral.

Every attempt will be made to handle bus referrals within twenty-four (24) hours or to provide the bus driver with the status of the referral.

Bus Referrals – If, in the opinion of the bus driver, a student is disrupting regular operation of bus, the driver shall submit a written report of the incident to principal using the appropriate form and may submit a recommended disciplinary course of action. The employee copy of the form will be returned to the employee who submitted the form when the disciplinary action is completed. If not satisfied with the disciplinary decision of the principal, the driver may make a report to the Supervisor of Transportation. If the driver deems the disruptive student poses a clear and present danger to the safety of the driver or other students or the safety of the bus while in operation, the driver has the right to park the bus in a safe location and request immediate assistance from the Transportation Office. Such assistance will be provided as soon as possible.

**M. Use of Personal Automobiles**

Classified personnel will not be required to transport students in their personal automobiles.

With prior approval of the principal, supervisor or designee, classified personnel will be paid travel reimbursement according to the Board approved rate for the use of their personal automobiles to conduct school business.

**N. Use of Staff Facilities**

All staff lounges and restroom facilities at schools and other work locations that are available for use by the professional employees at that school or work location shall also be available for use by classified personnel at that same school or work location during the normal work day.

**O. Duty Free Lunch**

A daily lunch period of not less than thirty (30) minutes free from assigned duties shall be provided for all regular full-time classified employees.

**P. Safe Conditions**

Each employee shall be furnished a safe place of employment as defined in the laws of Florida and the United States, specifically Florida Statutes 1013.12 and the Florida Workers' Compensation Act, Florida Statutes 440.56, which states:

"Every employer as defined in F.S. 440.02 shall furnish employment which shall be safe for the employees therein, furnish and use safety devices and safeguards, adopt and use methods and processes reasonably adequate to render such employment and place of employment safe and to do every other thing reasonably necessary to protect the life, health, and safety of such employees. As used in this section, the term "safe" and "safety" as applied to any employment or place of employment shall mean such freedom from danger as is reasonably necessary for the protection of the life, health, and safety of employees or the public, including conditions and methods of sanitation and hygiene."

Should it become necessary for a school to be placed under the control and management of an outside agency, classified personnel shall not be required to serve as security personnel.

Employees shall not be required to search for bombs during a bomb threat. However, employees shall visually check their areas of normal responsibility and report any suspicious items to the principal or site administration.

#### **Q. Tobacco-Free Environment**

No student, employee, parent, volunteer, contractor, spectator, or school visitor is permitted to use tobacco products of any kind, including chewing tobacco, synthetic tobacco products, and electronic cigarettes/cigars, in any District-owned/controlled facility or vehicle, or at any District or school sponsored event in the presence of students.

The District will work with the Tobacco-Free Partnership to provide tobacco cessation literature, classes, aids, and supplies.

#### **R. Inservice Programs**

In order to assist employees in developing new skills, the Board may require inservice training.

Employees who are required to be enrolled in inservice programs, which cause the employee to travel outside Okeechobee County, shall receive mileage at the Board approved rate.

Employees required by their immediate supervisor to attend local inservice training programs outside the normal working hours shall be paid at the rate provided in the current salary schedule.

#### **S. Length of Service**

For the purpose of this agreement, length of service will be defined as an employee's length of continuous service with the Board since the hire date. An employee's continuous service in a position shall be broken by voluntary resignation, non-reappointment to a position unless rehired prior to the first contract day of the next school year, termination by discharge, abandonment of a position and retirement.

#### **T. Vacancies, Voluntary and Involuntary Transfers**

**Transfer** shall mean the movement of the employee to a different school or worksite.

**Reassignment** shall mean the change of assignment for an employee within a school or worksite.

**Voluntary Transfer** or reassignment shall mean an employee initiated transfer.

**Involuntary Transfer** or reassignment shall mean an employer initiated transfer or reassignment of an employee.

1. **Posting of Vacancies:** Known employee vacancies, including new positions occurring at any time shall be posted three (3) business days in all school offices and cost centers and listed on the district website.
2. **Voluntary Transfers:** Employees who wish to make application for transfer shall submit their Skyward application for each open position. This guideline applies only to those employees who have been reappointed for the following year.

Voluntary transfer requests shall be given priority consideration over new employees. The primary criteria to be considered in order of priority are: (1) specific needs of the program or school center, (2) individual skills and abilities of potential applicants, (3) performance appraisals and attendance, and (4) length of service.

All employees submitting a transfer request with job-related experience will be granted one face-to-face interview by the principal and/or supervisor per year. This interview shall apply for all positions that may open at that site for any given year . All voluntary transfers will be subject to the approval of the receiving principal.

All qualifications being essentially equal, length in service shall be a primary consideration in selection for transfer.

All classified personnel applying for voluntary transfers will be notified in writing within ten (10) days when a decision is made regarding such transfer.
3. **Involuntary Transfers** deemed necessary by the Board administration shall be made only after the supervisor has met with the employee to state the reasons for such transfer.

#### **U. Reduction in Staff and/or Reduction in Working Hours**

1. In the event the Board determines that the work force must be reduced due to decrease of work, lack of operating funds, or other economic and/or efficiency reasons, the Board will give written notice to the employees affected. The district will provide written notification to the Association. No later than 15 calendar days before the action is to become effective. The notification shall include the following information:
  - The reason(s) for the reduction in force.
  - The projected number of positions affected.
2. If reduction of employees becomes necessary, written notification of the reduction shall be given to the affected employee no later than 15 calendar days before the action is to become effective.
3. Upon receipt of notification of reduction in force, employee(s) may update their address, personal email address, and phone number with the District prior to the last date of employment to ensure that the Human Resources Department has accurate records for further communication. Should changes in contact information occur after the last date of employment, the information may be sent directly to the Human Resources Department.
4. The order of reduction shall be:
  - Probationary employees, by seniority within the same position.
  - Non-probationary employees, by seniority within the same position, salary schedule, and/or specialized duty assignment, requiring specific knowledge or skills applicable to a specific duty assignment.
5. When a reduction in personnel occurs, employees affected will be offered an interview for any known vacancy for which they are qualified.

6. When employees are to be recalled, the Board shall determine the number of positions rehired, and in filling these jobs employees who have been affected will be recalled first in reverse order of seniority by position and/or specialized duty assignment for which they are qualified.
7. Employees will be recalled as outlined above for eighteen (18) months from date of reduction in staff as follows:  
Notice of recall to work shall be addressed to the employee's last address appearing on the personnel records of the District Office, by certified mail, return receipt requested. Within seven (7) workdays from postmark date of such notice of recall, the employee shall notify the Superintendent or designee, in writing, whether or not he desires to return to the position for which recalled. Failure to reply within seven (7) workdays, or if there is no desire to return to such position, the employee shall forfeit all his seniority and all rights to recall. Otherwise, the employee shall report for such work within ten (10) workdays from the acceptance date of the recall notice. In the event the employee shall fail to report to work within the time specified above, seniority and all other rights to recall shall be forfeited.
8. Laid-off employees may pay, on a monthly basis, the premiums for health and ancillary insurance benefits for a period up to one year. This benefit may be extended as defined by COBRA (Consolidated Omnibus Budget Reconciliation Act) legislation.

#### **V. Resignation Procedure**

An employee who is resigning shall submit his resignation in writing. Resignation notices shall include the date the resignation is submitted, the effective date of the resignation, and the reason for resigning. Any employee who without written approval of his supervisor fails to provide at least two (2) weeks' notice shall be considered to have resigned in poor standing and may not be eligible for re-employment privileges.

An employee who wishes to resign in good standing shall give his immediate supervisor and the Superintendent written notice at least two (2) weeks prior to his last duty day. The Superintendent or his designee may agree to a shorter period of time in unusual circumstances.

The Superintendent may determine that any employee shall have good standing upon resignation in those situations where the supervisor had denied the employee's request for a shorter period of time.

#### **W. Retirement Procedure**

An employee who is retiring is required to go to the Finance Department for exit processing. Failure to do so will delay payment for any benefits the employee might otherwise be entitled.

#### **X. Lunchroom Substitutes**

The Board agrees that a reasonable attempt will be made to provide a substitute lunchroom worker when a regular lunchroom worker is absent.

#### **Y. Emergency School Closing**

When an emergency school closing results in a day or days off for employees, the Board shall discuss proposed amendments to the calendar with the Association President and/or designee.

#### **Z. Substitute Paraprofessionals**

A reasonable attempt will be made to provide a substitute for all full time Pre-K paraprofessionals and paraprofessionals in the following ESE classifications: Profound, Trainable, EBD, and Pre-K Handicapped.

## **AA. Extracurricular and Field Trips**

The Superintendent's designee will make all extracurricular and field trips assignments within the following guidelines:

1. Bus drivers will be asked to sign up on separate lists for in-town and out-of-town field trips at the beginning of each semester. Drivers may sign up for one or both types of trips. The Superintendent's designee will match the available field trips for each upcoming assignment period, typically a week, considering route times and off-duty requirements, with drivers. The names of drivers will be matched with the field trips for each assignment period in a rolling alphabetical order, on list with start with A and move forward and the other list will start with Z and move backward to prevent conflicts. If a driver refuses a trip, the next driver will be offered the trip, alphabetical order will continue. [To ensure transparency in the assignment of extracurricular and field trips, the lists for in-town and out-of-town field trips will be shared electronically with the entire transportation department.](#)
2. Full-time school bus drivers employed by the Board shall have priority in applying for extracurricular and field trip assignments to be made during the drivers' off-duty hours or when a permanent substitute is available, except when the coach or club sponsor of that team or club volunteers to drive before the trip is assigned to an employee, resulting in no cost to the district, club or athletic program. At least once each year, a teacher or coach shall be assigned a trip (which may be a regular bus route) to ensure they continue to meet the qualifications to maintain their license to drive a school bus.
3. Drivers may not drive after having been on duty for fifteen (15) hours, following eight (8) consecutive hours off duty. Off-duty time is not included in the fifteen (15) hour period.
4. Daily shuttle trips which can normally be completed within the minimum work day of a driver are considered to be a part of the assigned daily route and will not be counted as extracurricular or field trips.

## **BB. Cleaning School Buses**

Drivers shall be responsible for cleaning the interior of the bus and shall not be responsible for cleaning the exterior of the bus.

A bus driver shall not be responsible for refueling or cleaning the interior of a bus following a field trip or similar activity for which he or she did not operate the bus. If a bus is found in need of fuel or cleaning, the Supervisor must be notified by the driver immediately.

## **CC. Employee Sick Leave Bank**

The purpose of establishing a sick leave bank is to provide all employees of the Board an emergency pool of sick leave days for catastrophic illness or injury above and beyond those days available from the member's accumulated sick leave and vacation leave provided the employee.

### **CONDITIONS AND PROCEDURES**

1. Anyone classified as a full time employee of the Okeechobee School Board who has been employed for a minimum of one (1) full year of creditable service immediately prior to application for membership and who has a minimum of four (4) days accrued sick leave shall be eligible for membership in the bank.

2. The window entry period for initially contributing to the bank shall be between September 1 and September 30 of each year.
3. Each new member shall voluntarily contribute one (1) day of newly earned sick leave during the window entry period.
4. The sick leave bank will not come into existence until at least one hundred fifty (150) days are deposited.
5. The following conditions shall control the operations of the sick leave bank and the right of employees to utilize the bank:
  - a. Each participant upon deletion of his/her sick leave and vacation leave available shall be eligible to apply for extended days drawn from the bank at the rate not to exceed forty (40) days during the course of the employee's employment with the School Board. (Exceptions: Those participants who are in the DROP Program will be eligible to apply for extended days drawn from the bank at the rate not to exceed forty (40) days, reduced by 20% each year they are in the program.) The employee may reapply to the Sick Leave Bank for an additional forty (40) days after waiting a ten-year period from the date of his last used day approved by the Sick Leave Bank.
  - b. The illness or injury must have caused absence from work without pay at least ten (10) consecutive work days. Fragmentary sick leave days in excess of sick leave will not be honored by the bank.
  - c. Sick leave or vacation leave earned during the ten (10) days absence without pay or during use of days drawn from the sick leave bank, will be credited to the employee's leave record to be used after the approved days from the bank have been depleted.
  - d. An application must be made to the sick leave bank committee, submitting a medical certificate and justification for protracted leave. The committee may request an opinion from a second doctor. Cost of the second opinion shall be the responsibility of the applicant.
  - e. The bank shall be applicable to the illness or injury of the employee and not to the illness, injury or death of any other person.
  - f. Exclusions from the Sick Leave Bank shall be elective surgery, maternity, and any self-inflicted illness or injury, and any job related illness or injury.
  - g. In the event of death of the participant, any remaining days applied for and approved from the sick leave bank will terminate as of that date.
  - h. Misuse of the pool shall be investigated and penalty assessed in addition to repaying days drawn from the bank.
6. Any employee withdrawing sick leave from the bank shall not be required to replace those days except as a regular contributing member to the bank.
7. All participating members shall contribute one (1) day if by September 30th of each year the bank balance reaches below one hundred fifty (150) days. No further contributions shall be required of participating members unless the Bank is depleted below seventy-five (75) days.

In such case, all participating members shall be required to contribute an additional day to the pool each time the bank is depleted below seventy-five (75) days. Participating members who do not have an additional day accrued at the time of replenishment may contribute the next available sick leave day and remain eligible for membership in the Bank.

8. Any participating employee who chooses to no longer participate in the sick leave pool shall not be eligible to withdraw any sick leave already contributed to the bank.
9. In the event the sick leave pool is terminated, all unclaimed sick leave days shall be returned to participating members where possible. Return of days will be accomplished equally to those members who have not utilized the pool claims.

## **COMMITTEE FOR EMPLOYEES SICK LEAVE BANK**

### **MEMBERSHIP**

The committee shall have a total of six (6) members. The committee shall be composed of two (2) teachers, two (2) classified personnel appointed by the Association President, and two (2) members appointed by the School Superintendent.

Members of the committee shall be appointed during the month of September.

### **RESPONSIBILITIES**

The Committee shall screen and approve or disapprove users of the sick leave bank. The Committee will review all withdrawal applications. Any denials will be explained. A minimum of four (4) signatures will be required for all approvals.

The Committee may request the opinion of a second doctor in making a determination to grant use of the sick leave bank. The cost of said second opinion shall be the responsibility of the applicant.

A completed application, together with a medical certificate and justification for withdrawal from the bank must be submitted to the committee by the participating sick leave bank member or guardian. The applicant shall indicate the total number of days anticipated, in excess of sick leave to be absent from work.

## **DD. Compassionate Leave**

A regular full-time employee may donate sick leave to another regular, full-time employee. Such transfers shall be subject to the requirements and procedures below:

1. An employee receiving donated sick leave days must first use all other available forms of paid leave before using transferred sick leave days, and must provide verification from a licensed medical practitioner of the need to use additional days.
2. An employee donating sick leave must submit the appropriate form to the Payroll Department, and must retain at least five (5) days for his or her own use.
3. The minimum number of hours of sick leave that may be transferred shall be equal to one workday of the receiving employee.
4. Any donated but unused sick leave will be returned to the donating employee at the end of the fiscal year, at the end of the qualifying event, or at the end of the employment of either employee, whichever occurs first.
5. Donated sick leave shall have no value for the purposes of terminal leave payouts pursuant to Article VI.C. and sick leave buyback pursuant to Article XI.Q.



6. Transferred sick leave may be used for birth of a child, personal injury or illness of the employee or the employee's spouse, child, parent, or sibling. Transferred sick leave may not be used for any of the following purposes:
  - a. Elective surgery or complications arising thereof;
  - b. Work-related injury;
  - c. Personal or vacation time;
  - d. Terminal pay pursuant to Article VI.C.
  - e. Sick leave "buyback" pursuant to Article XI.Q.
7. Sick leave days may only be transferred once they have been earned and credited to the donor.

The Payroll Department shall develop procedures implementing these guidelines and make them available to employees.

## **EE. Summer School**

### 1. Summer School Bus Driver and ESE Bus Aides

Assignments to summer school routes shall be based upon the following criteria:

- a. The applicant must be qualified and have driven and/or worked in the district during the regular school year and be reappointed with plans to return for the following school year. A driver must hold a valid Florida CDL (Commercial Driver's License.)
  - b. Priority will be given applicants with satisfactory ratings in all areas on their evaluation form. Priority will be given to applicants who have not been assigned a route for summer school within the last five (5) years. Current employment date will be used for this calculation if applicant has no summer experience. In the event enough applicants do not apply, the five (5) year time frame may be waived with positions given to those who worked in the most distant past.
  - c. Employees who serve as ESE drivers and ESE bus aides during the regular school year shall have priority in placement as ESE drivers and ESE bus aides for summer school
  - d. Once all driver positions have been assigned and all interested ESE bus aides have been assigned, other drivers who have had experience as an ESE driver or ESE bus aide and want to work shall be given first consideration as ESE bus aides or ESE drivers using the above criteria. If positions are still available following assignment of these employees, then other drivers shall be hired based on the above criteria.
- ### 2. Other Conditions for Summer School/District Summer Programs – Bus Drivers and ESE Bus Aids
- a. Drivers and ESE bus aides employed for District summer programs and who work one (1) day over half of the month shall be credited with one (1) additional sick leave day.
  - b. Bus drivers and ESE bus aides who work District summer programs shall be guaranteed four (4) hours a day at the current rate.
- ### 3. Paraprofessional and Food Service Summer School/District Summer Programs
- a. Paraprofessional and Food Service applicants will be considered based on the following:
    - 1) Specific needs of the school district.
    - 2) The individual skills and abilities of potential candidates.
    - 3) Satisfactory performance appraisals and attendance.
    - 4) Priority will be given:

- a) To those who have been employed in the district during the regular school year and reappointed with plans to return for the following year.
  - b) To those applicants who have not worked summer school within the last five (5) years. Current employment date will be used for this calculation if applicant has no summer experience.
- b. In the event enough applicants do not apply, the five (5) year time frame may be waived with positions given to those who worked in the most distant past.
  - c. Paraprofessionals and food service workers employed for summer school/District summer programs and who work one (1) day over half the month shall be credited with one (1) additional sick leave day.

#### **FF. School Calendar Committee**

The Association may appoint one (1) classified representative from the Transportation/Food Service/Maintenance Departments and one (1) classified representative from the District Office to the School Calendar Committee.

All proposals for the calendar shall be developed at committee meetings, and personnel from each school/worksites shall vote on proposals and share the number of votes cast with the district committee. A procedure for voting will be agreed upon by the calendar committee. The proposal with the greatest number of votes from all schools/worksites will be the one presented to the Superintendent.

The school calendar shall be a part of the Agreement after adoption by the Board; however, the Board reserves the right to make changes in the calendar in the event of an emergency.

The Board and Association agree to discuss all aspects of the official school calendar for years covered by the contractual agreement.

#### **GG. Equitable Duty**

Principals shall make every reasonable effort to insure that duties are assigned in a fair and equitable manner. A written roster of duties shall be posted in a location easily accessible to all personnel, such as teachers' lounge or mailbox area within the first two (2) weeks of school. A copy of this roster shall be provided to the Association at the time of posting.

#### **HH. Checking Email and Electronic Form Submission**

Employees with assigned computers shall be expected to access e-mail correspondence on a daily basis. Employees who do not normally work with computers as part of their regular work duties but are required by their supervisory to check email as the normal means of communication will be provided with a designated computer and sufficient time during the regular workday to so do. Training during regular school hours will be provided to employees on how to access and use the District system. Employees who are not provided with training or a designated computer shall be expected to check written communiqués such as postings on bulletin Boards on a daily basis.

Employees provided with a designated computer and training shall be expected to submit District paperwork or forms via electronic format. Those not trained or provided with a designated computer are not expected to communicate or submit forms via electronic means.

## ARTICLE IX. LEAVES OF ABSENCE

### A. Personal Leave With Pay

A classified employee may be absent six (6) days each school year for personal reasons, including religious holidays, without being required to state the reason. Before or after holidays a reason shall be required and provided further, that personal leave before or after holiday must be approved by the immediate supervisor. Such absences for personal leave shall be charged only to accrued sick leave; leave for personal reasons shall be non-cumulative and shall not create an undue hardship for a particular school or department. All personal leave must be requested at least forty-eight (48) hours in advance, except in an emergency, which must be described to the immediate supervisor.

### B. Emergency Leave

Should a classified employee be unable to return to work as scheduled due to incidents of natural disaster such as hurricanes, said employee may request up to two (2) days of emergency leave to be deducted from accrued personal leave.

### C. Leave for Medical and Dental Appointments

Classified personnel may be permitted to leave fifteen (15) minutes before the workday ends for the purpose of a medical appointment a total of four (4) times during the school year. Employees leaving school early under this policy shall not be required to make up the time lost.

Classified personnel shall be eligible to utilize sick leave for the purpose of medical and/or dental examinations. Such leave shall be deducted from accrued sick leave in half or full day units.

The Classified Unit and members of the bargaining unit shall indemnify and save the Board harmless against and from any and all claims, demands, suits or other forms of liability that may arise out of or by reason of action taken, or not taken by the Board for the purpose of complying with this request.

### D. Early Leave from School for Courses

Classified personnel may be permitted to leave school fifteen (15) minutes before the end of the work day for the purpose of taking courses for college credit. Such courses must be for one of the following reasons:

1. Update job related skills for advancement.
2. Part of a planned program for a degree.
3. Upgrade skills for a promotion.

Classified personnel shall not be permitted to leave early for this purpose more than two (2) days per week. Employees who are permitted to leave early under this provision shall not be required to make up the time lost.

The Classified Unit and members of the bargaining unit shall indemnify and save the Board harmless against and from any and all claims, demands, suits or other forms of liability that may arise out of or be reason of action taken, or not taken by the Board for the purpose of complying with this request.

### E. Injury in the Line of Duty

**Injury in the Line of Duty** - Classified personnel shall be entitled to injury in the line of duty leave at regular pay (reduced by the amount of Workers' Compensation received as disability paid by

reason of such injury) when absent from duties because of a personal injury received in the discharge of duty.

**Workers' Compensation** - Classified personnel shall be entitled to benefits no less than the benefits to which an employee is entitled under the Florida Workers' Compensation Law.

The term injury means personal injury or death by accident arising out of and in the course of employment, and such diseases or infections as naturally or unavoidably result from such injury. Damage to dentures, eyeglasses, prosthetic devices, and artificial limbs is to be included in this definition only when the damage is shown to be a part of, or, in conjunction with an accident. This damage must specifically occur as the result of an accident in the normal course of employment.

**Duration of Leave and Compensation** - Leave of any such employee shall be authorized for a total not to exceed ten (10) work days for a single accident provided, however, the Board may under such circumstances as would warrant, grant additional injury in the line of duty leave for such term and under such conditions as the Board shall deem proper. Extension of this leave shall not be unreasonably withheld. Injury in the line of duty leave shall not be charged to accumulated sick leave.

**Claims** -- Any such classified employee who has claim for compensation under this section shall file the claim in the manner prescribed in Section 440.185, Florida Statutes by the end of the month during which such absence has occurred. The Board shall approve such claims when it is satisfied that the claim correctly states the facts and that such claim is entitled to payment in accordance with the provisions of this section.

#### **F. Illness in the Line of Duty**

Classified personnel shall be entitled to illness in the line of duty leave at regular pay (reduced by the amount of Workers' Compensation received in the form of temporary disability paid by reasons of such injury or illness) for a period of ten (10) days when absence from duties is because of illness from any contagious or infectious disease contracted in school work. An illness in the line of duty leave may be extended beyond ten (10) days by Board approval. The following requirements shall be observed:

1. This provision shall apply only to uncommon diseases such as meningitis and scarlet fever and illness commonly called "childhood diseases" such as chicken pox, mumps, measles, scabies, and lice, etc. This will not include the common cold and influenza or diseases which ordinarily would spread among the total population.
2. A classified employee who has any claim for compensation while absent because of illness contracted or injury incurred as prescribed herein shall file the appropriate claim report with the school principal/supervisor.
3. Claims for illness in the line of duty shall be approved and payment thereof authorized upon determination that: (1) claimant came in contact with the disease at his/her work location; (2) symptoms of the disease became evident and were diagnosed by a physician during the incubation period of the disease.
4. It shall be the responsibility of the claimant to furnish conclusive proof of his meeting the above stated guidelines.
5. In the event of a locally declared epidemic, the Board may omit the above provisions.

### **G. Personal Leave Without Pay**

Classified personnel may be granted personal leave without pay for a period of time up to one (1) year providing that prior to the leave, reasons are stated in writing, addressed to the Superintendent and countersigned by the principal or immediate supervisor indicating approval or disapproval. Leave for a period of one (1) year shall be requested at least six (6) weeks in advance. Employment at the expiration of leave is contingent upon a vacancy in the employee's area of employment.

It is the employee's responsibility to get approval in advance, except in emergency situations, before absenting himself/herself from duty.

Activities engaged in by an employee while on a leave of absence which are not in keeping with the reasons for which the leave was granted will be cause for termination of employment. Employees may be granted leave of absence without pay providing one of the following conditions is met: (1) it is the purpose of attending a college, university or business school and the employee is enrolled in a full time planned program related to the work of the employee which will benefit the employee and the Okeechobee County School Board; (2) urgent personal business requiring the employee's attention for an extended period, such as settling an estate, liquidating a business and attending court as a witness; (3) for health reasons as verified by a licensed medical physician, (4) childbirth or adoption.

Extensions of leave of absence, not to exceed a total of one (1) calendar year must be approved by the Board upon the approval and recommendation of the Superintendent. Leaves to accept or seek other employment are prohibited.

[It is the responsibility of the employee to notify the immediate supervisor in writing forty-five \(45\) days prior to the expiration date of leave of intent to return to work. Failure of an employee to meet this timeline indicating intent to return to work will result in the position being advertised as an existing vacancy. In any event, an employee not returning at the end of a leave and not receiving an extension of the leave, must submit an application for employment before being considered for re-employment.](#)

### **H. Leave for Union Business**

1. The Board shall provide up to a cumulative total of thirty (30) days personal leave without pay for representatives of the Association to engage in union business, provided such leave is unrelated to any unlawful activity and provided request or requests for such leave are submitted to the appropriate principal or immediate supervisor no less than five (5) school days in advance.
2. The Board may grant one (1) year of personal leave without pay, renewable annually upon request for no more than one (1) additional year for the Association President or his/her designee to engage in union business.
3. Should the Superintendent request the services of the Association President or designee in matters relating to negotiation or administration of the Agreement, the Board will grant leave with pay for the time required. Obtaining and paying for the services of substitutes will be the responsibility of the Board.
4. In the event the Association encounters a problem in implementing this contract, the President of the Association may apply to the Superintendent for leave with pay for himself/herself or designee during such time to investigate and/or aid in solving such problems. Obtaining and paying for the services of substitutes will be the responsibility of the Board.

5. If the Association President or his/her designee wishes to attend a conference or workshop that is sponsored by the Department of Education or the Florida Education Association or its national affiliates that is determined to be beneficial to the Okeechobee County School District by the Superintendent, the Association President or designee may apply to the Superintendent for leave with pay for the sole purpose of attending said conference or workshop. Obtaining and paying for the services of substitutes will be the responsibility of the Board.

**I. Temporary Duty Leave**

Any regular employee may be assigned to be temporarily absent from his/her regular duties and place of employment for the purpose of performing other educational services, including but not limited to participation in visiting committees for accreditation, school surveys, professional meetings, study courses, workshops. Such temporary assignments shall be at the discretion of the Superintendent or his/her designee. Employees will receive their regular pay and may be allowed expenses as provided by law and regulations of the Board. Such temporary duty shall be considered equal to the regular duties of the individual, and employees performing such assigned temporary duties shall be considered on duty elsewhere.

**J. Bereavement Leave**

Classified personnel may be granted two (2) days of Bereavement Leave with pay in the event of the death of the employee's spouse, parent, step parent, father-in-law, mother-in-law, son-in-law, daughter-in-law, child, step child, legally adopted child, biological/adoptive parent of child, brother, sister, grandmother, grandfather, or grandchild. After the two (2) days, the employee will be allowed to use accumulated sick leave, personal leave with pay, or personal leave without pay contingent upon approval of immediate supervisor when it is determined the needs of the school can be met. Classified personnel will be allowed to use accumulated sick leave, personal leave with pay, or personal leave without pay, as approved by the immediate supervisor, in the event of the death of the employee's foster parent, foster child, step brother, aunt, uncle, step sister, current spouse's step parent, current spouse's foster parent, current spouse's grandparent, sister-in-law, brother-in-law.

**K. Leave for Elected or Appointed Public Official**

Insofar as not prohibited by law, the Board agrees to provide a one (1) -year leave of absence without pay for classified personnel who are elected or appointed public officials.

**L. Family and Medical Leave**

A full time employee may be granted a short term leave of absence of up to twelve (12) work weeks, without pay, during any twelve (12) month period for one or more of the following reasons:

1. Birth of employee's child.
2. Placement of a child with the employee for adoption or foster care.
3. The employee's need to care for a child, spouse, or parent who has a serious health condition.
4. The employee's inability to perform the functions of his/her position because of a serious health condition.

To be eligible for this leave, an employee must have been employed for at least twelve (12) months. The entitlement to leave for the birth or placement of a child begins on the date of birth or placement and expires at the end of a twelve (12)-month period. The maximum aggregate leave entitlement under this provision is twelve (12) work weeks in any twelve (12) month period.

A physician's statement supporting reasons (3) and (4) above must accompany the leave request. The statement must include an estimate as to the amount of time the employee will be needed to care for a child, spouse or parent for reason (3) and the duration of the employee's inability to perform the function of his/her position for reason (4).

An employee may use accumulated sick leave to cover any or all of this leave. After the expiration of this leave, the employee has the right to return to the same or an equivalent position. If the leave is nine (9) weeks or less, the employee shall return to their original assignment. The Board paid portion of the employee's health insurance will continue during this leave. The employee is responsible for paying the employee portion, in advance, to the Finance Office.

It is the responsibility of the employee to notify the immediate supervisor in writing thirty (30) days prior to the expiration of the leave of intent to return to work. Failure of an employee to meet this timeline indicating intent to return to work will be deemed a resignation, unless such failure is due to extenuating circumstances beyond the control of the employee. The determination of the existence of such extenuating circumstances shall be at the sole discretion of the Superintendent.

#### **M. Military Leave**

In compliance with Chapter 115, Florida Statutes, the Board agrees to grant military leave and pay to those employees who are military reservists or in the National Guard and who have been called to active duty in the armed forces of the United States during war between the United States and a foreign government as follows:

1. Employees called to active duty will receive their full civilian pay, in addition to their military pay, for the first 90 days of active duty.
2. After the initial 90 days of active duty, all salary and benefits from the Board shall cease except those required by law.
3. During the active duty period, the employee will accrue experience credit for placement on the salary schedule upon return.

#### **N. Sick Leave**

All classified personnel are credited with four (4) days of sick leave at the end of the first month of employment each year. Thereafter, they will earn one (1) day of sick leave for each month of employment. No employee may earn, during a fiscal year, more than a total of one (1) day of sick leave for each month of employment. If the employee terminates employment and has not earned but used the four (4) days of advanced sick leave available, the Board shall withhold the average daily amount for the sick leave days used but not earned by the employee. There is no limit on the number of days an employee may accumulate. Sick leave is not provided for substitutes or temporary personnel.

An employee shall notify the immediate supervisor prior to the beginning of the work day should it be necessary to take sick leave. Sick leave will be granted for a personal illness, illness of a family member, or death of a member of the employee's immediate family. Any absence in excess of four (4) continuous days or which exceeds eight (8) days in six (6) months may upon request of the employee's immediate supervisor require a doctor's certificate upon the employee returning to work and prior to the issuance of the next payroll warrant. When an employee returns to work after an extended absence of more than eight (8) working days, the doctor's certificate must contain a statement indicating the employee can perform any and all duties normally assigned to the position.

An employee may authorize the use of his/her accrued sick leave by a spouse, child, parent or sibling who is also a Board employee, subject to the following limitations:

1. The recipient may not use the donated leave until all of his/her sick leave and vacation leave has been depleted, excluding sick leave from a sick leave pool, if the recipient participates in a sick leave pool;
2. Donated sick leave under this provision has no terminal value;
3. The minimum number of hours of sick leave that may be transferred shall be equal to one workday of the receiving employee.

#### **O. Vacation Leave**

Only twelve-month (12) employees of the School Board shall earn vacation leave with pay in accordance with the following schedule:

- 0-4 yrs. completed service 12 days per yr. - 1.0 days per month.
- 5-9 yrs. completed service 15 days per yr. - 1.25 days per month.
- 10 yrs. and up completed service 18 days per yr. -1.5 days per month.

A year of creditable service shall be based on the fiscal year and shall be defined as not less than one (1) day more than one-half ( $\frac{1}{2}$ ) of a complete year of service.

An employee shall accrue vacation leave on a monthly basis provided the employee has worked or was on paid leave at least one (1) day more than half of the work days during the month. Leave shall be earned from the beginning date of employment. Employees will not be allowed to accumulate more than sixty (60) days of vacation leave at any one time. An employee desiring vacation leave must complete a leave form in advance and obtain the approval of their supervisor at least ten (10) days in advance of the requested leave. The requirement for ten (10) days prior notice may be waived at the discretion of the immediate supervisor. Leaves shall be coordinated with the immediate supervisor and shall not create a hardship on the department.

The immediate supervisor shall schedule vacation giving due considerations to the needs of the school or department and the ability of the remaining staff to perform the work of the department.

A temporary employee shall not earn vacation leave nor be entitled to vacation pay upon separation.

Official holidays occurring during a vacation shall not be charged to vacation time.

An employee moving from one position to another retains accrued vacation.

Employees who have been transferred to another site and who have made requests for vacation leave prior to the transfer shall have such requests honored if prior approval has been given by the supervisor and the Superintendent.

#### **P. Jury Duty and Subpoena Leave**

Classified personnel serving on jury duty shall retain their jury duty pay without loss of their regular school pay if an application for leave is submitted with a copy of the summons and the application is approved.

Classified personnel required by subpoena to miss a regular work day to serve as a witness in court in connection with duties as an employee in the School District of Okeechobee County, Florida, or in a court action in which they are not party to the litigation, shall receive regular pay provided that an application for leave is submitted with a copy of the subpoena and the application is approved. All such leave requests must clearly indicate the reason for the court summons.



An employee who reports for jury duty or subpoena service and is dismissed or released shall report to work for the remainder of the working day.

**Q. Leave Day Increments**

Any requested leave taken shall be granted in increments of half or whole days.

**R. Spring Break**

Upon written authorization from the immediate supervisor, classified personnel may have the option of taking leave without pay during spring break.

## **ARTICLE X. ORGANIZATIONAL RIGHTS**

### **A. Meetings and Visitations**

Association building representatives or other designated Association representatives may seek permission in advance of school/worksite meetings from the principal or supervisor to make brief announcements at the conclusion of the meetings. With such permission and upon adjournment of a meeting, the building representative(s) will be given an opportunity to meet with bargaining unit members if these members choose to remain for such meeting. The Superintendent shall direct principals or supervisors to grant the requested permission except in cases of emergency. An emergency shall be defined as a serious, unexpected situation that demands immediate attention.

Association members may hold meetings on campus before or after the classified employee normal workday, provided such meetings do not conflict with other school activities or assigned duties of classified personnel.

When special custodial service is required, the Board may assess a reasonable charge. Such meetings shall be scheduled with the worksite principal or immediate supervisor.

Representatives of the Association may visit with employees regarding Association business at school locations before and after their normal workday or during the lunch period, insofar as such visits shall not conflict with other school activities or assigned duties of classified personnel. Association representatives may visit school locations at other times subject to the approval of the Superintendent.

In any event, Association representatives shall request permission from the principal or immediate supervisor at the time of entry on school premises.

The Classified Unit and members of the bargaining unit shall indemnify and save the Board harmless against and from any and all claims, demands, suits or other forms of liability that may arise out of or by reason of action taken, or not taken by the Board for the purpose of complying with this request.

### **B. Directories and Information**

Upon request, the Board shall make available to the Association existing classified personnel lists and any other available documents that are subject to the Public Records Law.

### **C. Contract Information**

Following contract negotiations, the Association will develop handouts for the bargaining unit outlining the changes to the Agreement subject to ratification. The District shall permit electronic distribution of this information to the bargaining unit.

### **D. Release Time for School Board Meetings**

Release time shall be provided for the Association President or representative to attend Board meetings held during the normal workday. Such representative shall notify his or her individual principal or supervisor of intent to attend said meeting at least two (2) working days in advance.

### **E. Deduction of Association Dues and Uniform Assessments**

In compliance with Chapter 447.303, Florida Statutes, all Association dues and uniform assessments shall be deducted and collected by the Board from the salaries of those employees giving written authorization to the Board for the deduction of such dues and uniform assessments. The

authorization shall be revocable at the employee's will upon thirty (30) days written notice to the Board and the Association.

Employees shall give the Board and the Association thirty (30) days prior written notice authorizing any change in the amount of money to be so deducted from the salaries of such employees.

The Association shall not violate Chapter 106.15, Florida Statutes, in the use of the dues and assessments deducted, collected, and paid to it by the Board.

**F. Bulletin Boards**

The Association shall be permitted use of a bulletin board designated by the principal or immediate supervisor for posting matters relating to Association business in each school or cost center.

**G. Mailboxes**

The Board will furnish and/or designate mailboxes for all classified personnel, and the Association shall be permitted use of such mailboxes.

**H. Public Records Requests**

The Association shall not be required to pay for the first twelve (12) public records requests for the Annual Financial Report, District Budget, Employee Experience Grid, Bargaining Unit Rosters, New Employees and Separated Employees from the district.

## **ARTICLE XI. SALARIES**

### **A. Experience Credit**

Classified personnel having served one day over half their work year in Okeechobee County during the preceding school year and who received a satisfactory rating on their evaluation shall be eligible to be granted one (1) step on the salary schedule.

### **B. Payroll Deductions**

Due to necessary deductions, take home pay will be less than the salary. Required deductions include federal income tax, social security, and retirement. Other deductions may be withheld upon request by the employee. These include additional insurance, credit union, annuities, Association dues, etc.

### **C. Pay Periods**

All classified employees shall be paid on a semi-monthly basis and shall receive twenty-four (24) equal payments.

Effective January 1, 2017 all pay will be issued through Direct Deposit.

Each check represents work for the previous pay period. Normally there is about a one (1) week time period between the end of the pay period and payday. Persons starting late in the pay period, and whose employment papers have not been signed by the employee, may not receive a check for the first payday after commencing employment. Should a check not be issued on the payday following employment, the subsequent check will reflect time worked in the preceding pay period.

When a payday falls on or during a school holiday, school calendar vacation period, or weekend, classified personnel shall receive their paychecks on the last previous workday.

Deductions for Association dues, life insurance, health insurance, credit union, United Way, and annuities shall be divided equally according to the number of paychecks.

Classified personnel who work 196 days according to the Classified Pay Grade Summary Sheet (Article XI.E) shall receive the equivalent of one (1) paycheck at the conclusion of the fourth work day or August 15, whichever is later, provided that all required information is on file in the Human Resource Office by August 1. Three (3) paychecks shall be issued on May 15, two (2) checks shall be issued on May 31, and one (1) final paycheck shall be issued no later than June 15.


Classified personnel who work 187 or 190 days according to the Classified Pay Grade Summary Sheet (Article XI.E.) shall receive paychecks on the same dates as Classified Personnel who work 196 days provided that all required information is on file in the Human Resource Office by August 1.

Classified personnel who work 213 or 229 days according to the Classified Pay Grade Summary Sheet (Article XI.E.) shall receive the equivalent of one (1) paycheck on August 15, provided that all required information is on file in the Human Resource Office by August 1. Three (3) paychecks shall be issued on June 30.

## ARTICLE XI Salaries

### D. Classified Salary Schedules

~~2021-2022~~ 2022-2023  
Per HB 5001 \$15 Beginning Step  
Effective 10/01/2022  
**Okeechobee County Schools**  
**Classified Salary Schedule**

TPA 10/1/2022  


Steps	Pay Grade 1	Pay Grade 2	Pay Grade 3	Pay Grade 4
7	11.75	13.50	14.80	17.60
8	12.00	13.80	15.15	18.00
9	12.25	14.10	15.50	18.40
10	12.50	14.40	15.85	18.80
11	12.75	14.70	16.20	19.20
12	13.00	15.00	16.55	19.60
13	13.25	15.30	16.90	20.00
14	13.50	15.60	17.25	20.40
15	13.75	15.90	17.60	20.80
16	14.00	16.20	17.95	21.20
17	14.25	16.50	18.30	21.60
18	14.50	16.80	18.65	22.00
19	14.75	17.10	19.00	22.40
20	15.00	17.40	19.35	22.80
21	15.25	17.70	19.70	23.20
22	15.50	18.00	20.05	23.60
23	15.75	18.30	20.40	24.00
24	16.00	18.60	20.75	24.40
25	16.25	18.90	21.10	24.80
26	16.50	19.20	21.45	25.20
27	16.75	19.50	21.80	25.60
28	17.00	19.80	22.15	26.00
29	17.25	20.10	22.50	26.40
30	17.50	20.40	22.85	26.80
31	17.75	20.70	23.20	27.20
32	18.00	21.00	23.55	27.60
33	18.25	21.30	23.90	28.00
34	18.50	21.60	24.25	28.40
35	18.75	21.90	24.60	28.80
36	19.00	22.20	24.95	29.20
37	19.25	22.50	25.30	29.60

TA 10/1/22  


District Longevity Stipend for Top Step Only	Amount
0-9 years	\$2,150
10-14 years	\$2,200
15-19 years	\$2,250
20-24 years	\$2,300
25-29 years	\$2,350
30+ years	\$2,400

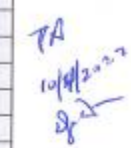
Employees moving to the top step of the salary schedule in the ~~2021-2022~~ 2022-2023 school year are entitled to step movement only and are not eligible to receive a longevity stipend.

## Classified Pay Grade Summary Sheet

2022-2023 2021-2022 Classified Pay Grade Summary Sheet

*TH 11/21/22*  


PAY GRADE	SLOT GROUP	POSITION	BEGINNING STEP	DAYS WORKED*	HOURS WORKED
1	A	Bus Aides	208	187	5.00
1	B	Clerk/Clerical Aide	208	249	7.00
1	C	Clerk/Clerical Aide/Media Aide	208	196	7.00
1	D	Custodian II/Perm Sub	207	249	7.50
1	E	Food Service Van Driver	207	190	6.00
1	F	Food Service Workers	207	190	4.00
1	G	Food Service Workers/Perm Sub	207	190	6.00
1	H	Food Service-Assistant Manager	207	190	7.00
1	I	Health Aide	208	196	7.00
1	J	Inst. Aide/Parapro/Monitor	201+	196	7.00
1	K	Inst. Aide/Parapro/Monitor	201+	249	7.00
1	L	Perm. Sub Teacher Non-Certif.	208	196	7.00
1	M	Perm. Sub Teacher Non-Certif.	208	249	7.00
1	N	Security Monitor	208	196	7.00
2	A	Custodian I	128	249	7.50
2	B	Data Processor	127	229	7.50
2	C	Data Processor	127	249	7.50
2	D	District Office Bookkeeper	127	249	8.00
2	E	District Office Bookkeeper	127	229	8.00
2	F	District Office Secretary	127	249	8.00
2	G	District Office Secretary	127	229	8.00
2	H	Educational Interpreters Certified	12-10	196	7.00
2	I	Educational Interpreters Non-Certified	127	196	7.00
2	J	School Bookkeeper	127	249	7.50
2	K	School Bookkeeper	127	229	7.50
2	L	School Bookkeeper	127	213	7.50
2	M	School Receptionist	127	213	7.50
2	N	School Secretary	127	249	7.50
2	O	School Secretary	127	229	7.50
2	P	School Secretary	127	213	7.50
2	R	Transportation Routing Specialist	127	249	8.00
2	S	Transportation Training Specialist	127	249	8.00
3	A	Advocate	87	213	8.00
3	B	Attendance Officer	87	187	7.50
3	C	Bus Driver Type 1	87	187	4.00
3	D	Bus Driver Type 3/Perm Sub	87	187	6.00
3	E	Maintenance (General)	87	249	8.00
3	F	Maintenance Specialist 2	87	249	8.00
3	G	Mechanic's Helper/Perm Sub	87	249	8.00
3	H	Warehouseman	87	249	8.00
3	I	Executive Secretary, Transportation	87	249	8.00
3	K	Okeechobee High School Bookkeeper	87	249	7.50
3	L	Registered Behavior Technician	87	196	7.00
4	A	Maintenance Assistant Foreman	7	249	8.00
4	B	Maintenance Specialist 1	7	249	8.00
4	C	Mechanic	7	249	8.00
4	D	Technology Specialist	7	249	8.00

*PA*  
*10/19/2022*  


\*See Article XI, J.

**E. Classified Supplemental Salary Information**

**Classified Supplemental Salary Information**

No experience shall be allowed for any work-related courses or programs taken while enrolled as a secondary student in which high school credit is received.

One (1) step on the schedule shall be granted for each year of related experience up to a maximum of five (5) years. Two (2) years of college credit (60 semester hours) will count as one (1) additional step on the schedule. However, combined college credit and related experience may not exceed a total of six (6) steps on the schedule. Notwithstanding the above, no new employee hired will be placed on a step, based on experience, above current board employees with equal experience. Related experience will only be granted if the position(s) were full-time. Combined experience will be considered if it exceeds six months, however, a maximum of one (1) year of experience will be granted during any one (1) fiscal or calendar year.

Current employees moving from one job position into another position within the same pay grade column shall remain on the same step or the beginning step of the new position whichever is higher. Current employees moving from one job position into another position and moving to a different pay grade column shall be granted the greater of *either*, (1) the maximum years of verified, related experience and/or college credit for placement on the schedule as would be granted for any new hire coming into the District, *or*, (2) a lateral move based upon the employee's current step if moving to a lesser pay grade. New hires to the District have a time period of ninety (90) days from their initial date of hire to provide verification for *all* work-related experience. This includes experience verification for the initial position into which the employee is hired as well as experience the employee may want the District to consider for future job positions. Work experience verification is the responsibility of the employee. No experience will be granted that is not disclosed on the original employment application. All new hires will be notified in writing of the need to include and to verify all work experience for future positions in the initial application for employment.

<b>Supplement</b>	<b>Amount</b>
High School Head Custodian	\$ 2,448.00 per year
Middle School Head Custodian	\$ 1,224.00 per year
Elementary School Head Custodian	\$ 684.00 per year
Food Service Workers (4 hours)	\$ 180.00 per approved course up to 6 courses
Food Service Workers (6 hours)	\$ 180.00 per approved course up to 6 courses
Food Service - Assistant Manager	\$ 180.00 per approved course up to 6 courses
Assistant Manager at Base Kitchen-Satellite Schools	\$ 288.00 per year
Leader Teacher Aide for Pre-Kindergarten Program	\$ 770.00 per year
Leader Elementary Computer Aide, Art, Credit Retrieval & Remediation and Other Aides in Free-Standing Classrooms	\$ 1,000.00 per year
Paraprofessionals or Aides who are assigned to change diapers/perform catheterization	\$ 1,000.00 per year
Class Assist who hold a 2-year college degree or have passed the Para-Pro Test and work in the classroom with students as part of their regular assignment	\$ 1,000.00 per year
Paraprofessionals who hold a 4-year college degree and work in a free-standing classroom	\$1,000.00 per year
Aides assigned to teachers of Intensive Emotional Behavior Disorder, Extended 9 <sup>th</sup> Grade, Secondary School Discipline Program students, NBA, full-time ESE paraprofessionals serving students ages 6-21 in a full-time ESE classroom	\$ 500.00 per year
Migrant Advocates with 4 year college degree	\$ 1,000.00 per year
Mechanics – for each ASE Certification (up to 7)	\$ 250.00 per year
IT Dispatcher	\$ 1,200.00 per year
Non-Probationary, 6-Hr., Permanent Sub Bus Drivers	\$ 900.00 per year
<a href="#">CDL Third-Party Tester</a>	<a href="#">\$1,000.00 per year</a>

Food service workers shall be paid the supplement on a pro-rated basis beginning the next regularly scheduled payroll period following submission of paperwork verifying completion of the coursework.

Paraprofessionals or aides who are assigned to change diapers shall be given annual training by the District regarding proper procedures for this job duty.

### **Bus Driver Type 1/Bus Driver Type 3/Perm Sub/Bus Aide**

Bus drivers and bus aides for in-town field trips will receive ~~\$13.00~~\$15.00\* per hour with a minimum of two (2) hours pay. Bus drivers and bus aides for out-of-town field trips will receive \$50.00 per trip or ~~\$13.00~~\$15.00\* per hour, whichever is greater. On over-night trips bus drivers and bus aides will receive \$50.00 per trip or ~~\$13.00~~\$15.00\* per hour for actual driving time whichever is greater, plus per diem or subsistence.

If a driver misses their regular run because of a field trip, the driver will receive no less than their daily rate of pay or \$50.00 per trip or ~~\$12.00~~\$15.00\* per hour whichever is greater.

Any out-of-town trip pay will include a half-hour pre-trip and a half-hour post-trip to allow for the driver's pre- and post-trip inspections.

Bus drivers and bus aides will receive their hourly rate of pay over their normal work day.

Type 1 - route maximum of 4 hours including 1/2 hour pre and post trip inspection, paperwork and travel.

Type 3 - route maximum of 6 hours including 1/2 hour pre and post trip inspection, paperwork and travel.

[\\*The \\$15.00 per hour rate goes into effect on October 1, 2022.](#)



**F. Salary Schedule – Differentiated Pay**

OKEECHOBEE COUNTY SCHOOL BOARD SALARY SCHEDULE IB DIFFERENTIATED PAY		
POSITION	ALLOCATION	AMOUNT
High School Athletic Director	1	5,000
Middle School Athletic Director	2	1,700
Varsity Football Coach	1	5,000
Assistant Varsity Football Coach	5	2,730
JV / 9th Grade Football Coach (Payment: if participating, 80% Fall / 20% Spring)	4	2,100
Weight Lifting Coach	1	1,300
Varsity Flag Football	1	1,300
Assistant Varsity Flag Football	1	650
JV Flag Football	1	1,000
<del>Boys/Girls</del> Varsity Soccer Coach	2	2,900
<del>Boys/Girls</del> Varsity Assistant Soccer Coach	2	1,000
JV <del>Girls/Boys</del> Soccer Coach	2	1,710
JV <del>Girls/Boys</del> Assistant Soccer Coach	2	1,000
Middle School Soccer Coach	2	1,700
Middle School Assistant Soccer Coach	2	875
Varsity Basketball Coach	2	3,200
JV Basketball Coach	2	2,100
9th Grade Basketball Coach / Asst. Varsity Basketball Coach	2	1,600
Middle School Basketball Coach	4	1,700
Middle School Assistant Basketball Coach	4	875
Varsity Baseball Coach / Softball Coach	2	3,200
Assistant Varsity Baseball Coach / Softball Coach	2	2,175
JV Baseball Coach / Softball Coach	2	2,100
Middle School Baseball Coach	2	1,700
Middle School Assistant Baseball Coach	2	875
Middle School Softball Coach	2	1,700
Middle School Assistant Softball Coach	2	875
9th Grade Baseball Coach / Softball Coach	2	1,600
Varsity <del>Girls</del> Lacrosse Coach	<del>4</del> <sub>2</sub>	2,900
Varsity <del>Girls</del> Assistant Lacrosse Coach	<del>4</del> <sub>2</sub>	1,000
Varsity Track Coach	1	2,700
Varsity Cross Country Coach	1	2,700
Assistant Varsity Track and Field Coach	1	1,800
Assistant Varsity Cross Country Coach	1	1,800
Varsity Tennis Coach	2	1,600
Varsity Wrestling Coach	1	3,200
Assistant Varsity Wrestling Coach	1	1,600
Varsity Golf Coach	2	1,600
Varsity Volleyball Coach	1	3,200
Assistant Varsity Volleyball Coach	1	1,600
JV Volleyball Coach	1	1,750
9th Grade Volleyball Coach	1	1,500
Middle School Volleyball Coach	2	1,700
Middle School Assistant Volleyball Coach	2	875
Varsity Bowling Team Coach	1	1,600
Varsity Swimming Coach	1	2,500
Assistant Varsity Swimming Coach	1	1,700
High School Agriculture Teacher	2	1,700
Freshman Campus Agriculture Teacher	1	1,700

**G. Salary Schedule – Differentiated Pay (Continued)**

POSITION	ALLOCATION	AMOUNT
High School Band Director	1	5,000
Assistant High School Band Director	<del>4</del> 2	2,000
<u>Marching Instructor</u>	<u>1</u>	<u>1,400</u>
<u>Percussion Instructor</u>	<u>1</u>	<u>1,400</u>
Varsity Cheerleader Sponsor	1	3,200
JV Cheerleader Sponsor	1	1,300
9 <sup>th</sup> Grade Cheerleader Sponsor	1	1,000
High School Auxiliary	1	1,400
Senior Class Sponsor	2	1,500
Junior Class Sponsor	2	1,300
Sophomore Class Sponsor	2	500
Freshman Class Sponsor	2	500
High School Student Council Sponsor	1	1,100
High School Yearbook Sponsor	1	1,400
High School Journalism Sponsor	1	1,150
High School HOSA Sponsor	1	500
High School Drama Sponsor	1	1,700
High School Drama Assistant Sponsor	1	680
High School Academic Team Sponsor	2	500
High School Audio/Visual Coordinator	1	700
High School Bass Club Sponsor	1	850
Freshman Campus Student Council Sponsor	1	650
Freshman Campus Journalism Sponsor	1	650
Middle School Agriculture Teacher	2	1,700
Middle School Band Director	2	1,700
Middle School Pep Squad Sponsor	2	600
Middle School Steppers Coach	2	550
Middle School Student Council Sponsor	2	800
Middle School Yearbook Sponsor	3	800
Elementary Yearbook Sponsor	5	600
Elementary Agriculture Teacher	1	800
Elementary Student Council Sponsor	6	350
K-5 Split Class to Meet Class Size Reduction	10	750
Teachers of Intensive Emotional Behavior Disordered Students	4	1,000
Teachers: Middle School Discipline Program	1	1,000
Teachers: High School Discipline Program	1	1,000
Teachers: Critical Shortage Areas	215	600
Teachers: Title I Schools	450	100
Teachers: Schools That Earned an “F” or 3 Consecutive “D’s”		100
District Math/Computer Contact Person	1	1,000
District Science Contact	1	1,300
Science Fair Person	1	1,300
Department Head, Grade & Pod Chairman, Team Leader	72	1,400
Peer Teacher/Mentor Teacher <del>(2017-18 year only)</del>	40	1,400
Middle School Department Head	14	1,400
School Level Computer Contact Person	29	700
Teacher Serving as Bus Driver, Alt. Prog/SED Center	2	1,300
High School Dean	2	3,100
Middle School Dean	3	1,700
ROTC Drill and Ceremony Coach	2	1,300
ROTC Competition Coach	2	1,170
Wellness Champion	2	500

\*Normal: If a school wishes to deviate from the normal allocation, such request shall be made in writing to the Superintendent.

**H. Classified Salary Schedule No. 30**

**Okeechobee County School Board  
 Salary Schedule No. 30  
 After School and Summer Program - Classified Personnel  
 Inservice Participation – Classified Personnel**

Part-Time Non-Certified Instructors and Dropout Recruiters .....	<del>\$10.00</del> <u>\$15.00</u> per hour	<del>****</del> <u>****</u>
After School Daycare Leaders.....	\$15.00 per hour	
After School Program Aides .....	<del>\$10.00</del> <u>\$15.00</u> per hour	<del>****</del> <u>****</u>
Summer School Program Aides and Summer Food Service Workers....	<del>\$12.00</del> <u>\$15.00</u> per hour	<del>****</del> <u>****</u>
Summer School Bus Drivers and Bus Aides .....	<del>\$13.00</del> <u>\$15.00</u> per hour	<del>****</del> <u>****</u>
Migrant Advocate Extended Day or Weekend Work .....	<del>\$12.00</del> <u>\$15.00</u> per hour	<del>****</del> <u>****</u>
All Translation Services .....	<del>\$12.00</del> <u>\$15.00</u> per hour	<del>****</del> <u>****</u>
Other Classified Personnel Services .....	<del>\$12.00</del> <u>\$15.00</u> per hour	<del>****</del> <u>****</u>
(As approved by the Superintendent)		

\*Inservice Participation/Curriculum Planning – Non-Instructional Personnel ~~\$10.00~~ \$15.00 per hour ~~\*\*\*\*~~ \*\*\*\*

\*\*Classified Personnel as Inservice Instructors ..... \$24.00 per hour

\*During time other than the normal work day.

\*\*Instructors shall be paid for one (1) additional hour of planning for each eight (8) hours of inservice instruction.

~~\*\*\*through September 29, 2021, \$11.00 per hour beginning on September 30, 2022.~~

\*\*\*\*The \$15.00 per hour rate goes into effect on October 1, 2022.

\*The Florida Constitution Section 24 (c) Florida minimum wage

(c) MINIMUM WAGE. Employers shall pay Employees Wages no less than the Minimum Wage for all hours worked in Florida. Six months after enactment, the Minimum Wage shall be established at an hourly rate of \$6.15. Effective September 30th, 2021, the existing state Minimum Wage shall increase to \$10.00 per hour, and then increase each September 30th thereafter by \$1.00 per hour, until the Minimum Wage reaches \$15.00 per hour on September 30th, 2026. On September 30th of 2027 and on each following September 30th, the state Agency for Workforce Innovation shall calculate an adjusted Minimum Wage rate by increasing the current Minimum Wage rate by the rate of inflation during the twelve months prior to each September 1st using the consumer price index for urban wage earners and clerical workers, CPI-W, or a successor index as calculated by the United States Department of Labor. Each adjusted Minimum Wage rate calculated shall be published and take effect on the following January 1st. For tipped Employees meeting eligibility requirements for the tip credit under the FLSA, Employers may credit towards satisfaction of the Minimum Wage tips up to the amount of the allowable FLSA tip credit in 2003.

**I. Classified Salary Schedule No. 34**

**Okeechobee County School Board  
 Salary Schedule No. 34  
 Part-Time Pay For Athletic Events**

If volunteers are not used, the following pay scale will be used for athletic events:

**Okeechobee High School**

Workers for Volleyball Matches and Soccer Games .....	\$23.00 per match/game
Workers for Baseball and Softball Games.....	\$23.00 per game
Workers for Basketball Games, Clock Operator & Official Bookkeeper..	\$23.00 per game
Workers for Wrestling Meets .....	\$23.00 per meet or \$110.00 for all day tournament

Football Game Workers, Ticket Takers .....	\$40.00 per game
Football Game Coordinator .....	\$50.00 per game
Varsity Football Time Keepers.....	\$41.00 per game*
JV Football Time Keepers .....	\$29.00 per game*
Varsity and JV Football Score Keepers .....	\$40.00 per game

\*Set by FHSAA

Compensation for Game Workers for District, Regional or State meets, as well as classic, jamboree and invitational, is determined by the Florida High School Activities Association.

**Middle Schools**

All Sports Workers .....	\$15.00 per game/match
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## **J. Work Year**

The normal work year and number of days for employees is as indicated on the Classified Pay Grade Summary Sheet; however, an annual review of the calendar may result in adjustment of days due to holidays.

When reduction in the work year is deemed necessary by the Board, accomplishment will be made as provided by the contract provision regarding Reduction in Staff and/or Reduction in Working Hours. The Superintendent may choose no more than ~~four (4)~~ eight (8) weeks that will be identified as four (4) day work weeks during the months of June and/or July.

## **K. Holidays**

A holiday shall be defined as a day employees receive pay but do not work. Days that employees do not work and do not receive pay shall be defined as non-work days.

The following days shall be recognized as holidays for all eleven and twelve-month employees ~~for the 2014-2015 fiscal year:~~

- \*Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day
- New Year's Day
- Martin Luther King Day
- \*Memorial Day

\* A total of six (6) paid legal holidays shall be provided. Either Independence Day or Memorial Day shall be designated a paid holiday, depending upon employee's work calendar.

All employees will receive six (6) paid holidays.

Employees affected by the reduction in holidays will suffer no loss in pay because of such reduction.

Should a holiday occur during a time when an employee is on sick leave, the sick day shall not be charged to the employee.

Official holidays occurring during a vacation shall not be charged to vacation time.

## **L. Annual Payment for Accumulated Sick Leave Days**

The Board agrees to pay any employee a percentage of his/her daily rate of pay multiplied by no more than five (5) of their unused accumulated sick days on an annual basis, provided that such employee is willing to have those unused sick days deducted from his/her accumulated sick days. Those employees who accrue vacation leave may similarly receive payment for no more than five (5) of their unused accumulated vacation days. It is understood that such payment is limited to available dollars in the fund to be established. The percentage shall be determined as follows:

- Employees with three years of Okeechobee service shall receive an amount equal to thirty-five percent (35%) of their base daily rate of pay for each day.
- Employees with four to six years of Okeechobee service shall receive an amount equal to forty percent (40%) of their base daily rate of pay for each day.
- Employees with seven to nine years of Okeechobee service shall receive an amount equal to forty-five percent (45%) of their base daily rate of pay for each day.

- Employees with ten to twelve years of Okeechobee service shall receive an amount equal to fifty percent (50%) of their daily rate of pay for each day.
- Employees with thirteen or more years of Okeechobee service shall receive an amount equal to seventy-eight percent (78%) of their base daily rate of pay for each day.
- An employee is not eligible for this benefit until after the third year of service in Okeechobee County.

A fund not to exceed \$30,000 shall be established for payment of annual accumulated sick days. Any employee seeking payment under the provisions of this policy must obtain an application from his/her principal, supervisor, or county staff administrator and submit such application for payment to the Finance Department. Applications may be submitted any time between September 1<sup>st</sup> and April 30<sup>th</sup> of each year. The rate of pay will be determined and fixed at the time of application, and disbursements will be made within the next two (2) pay periods. An employee has access to this provision so long as his/her sick leave balance is not less than five (5) days after payment. If applications for payment of unused accumulated days exceed the amount of the fund, such applications shall be considered in the order in which they are submitted and approved.

Any employee who receives payment for accumulated sick/vacation leave days will be ineligible for participation in the Sick Leave Bank for 12 months from the date of payment.

An employee may receive pay for no more than sixty (60) vacation days over the life of their career.

#### **M. Separation Pay**

Classified personnel separated by the Board shall be paid all earnings authorized or due within fifteen (15) working days.

#### **N. Salary Information**

The Board shall provide all classified personnel instructions and access, within thirty (30) days of ratification of the Agreement by both parties, on how to electronically access the following personal information on the District server: base pay, years of experience, current step placement on the salary schedule, duty days, holidays, non-work days, and supplement(s). Employees may request and shall be provided with a copy of this information in written format from their supervisor(s).

#### **O. Bus Driver/Food Service Workers/Bus Aides Attendance Incentive Bonus**

The Board will provide an incentive bonus of \$37.50\* per pay period to bus drivers and \$30.00\* per pay period for food service workers and bus aides who have no absences on their assigned routes/work assignments, excluding the first pay period of the work year. An extracurricular and/or field trip assignment does not count as an absence from a driver's or bus aide's assigned route.

1. The incentive bonus will be paid the pay period following the pay period in which the bonus was earned.
2. The incentive bonus shall not be awarded if the driver/food service worker/bus aide has any absences in any given pay period, regardless of the reason(s) for being absent, the exceptions being caused by verified Board equipment failure or defect, jury duty, or disinterested party subpoena leave.

\*Less payroll deductions required by law

**P. Classified Employee Bonus for Recruitment and Retention of School Bus Drivers/Food Service Workers**

1. In an effort to address the critical need for school bus drivers and food service workers the District is experiencing, the District shall provide a non-recurring bonus for any classified employee who successfully recruits a bus driver or food service worker for the District.
2. Any employee shall be considered eligible for the \$350\* bonus when the following conditions are met:
  - a. Completion of a form indicating knowledge of a potential bus driver or food service worker prior to the employment of the new employee;
  - b. Successful completion of all eligibility and training requirements by the recruit;
  - c. Employment of the recruit by the Board
3. An additional bonus of \$350\* shall be provided to the recruiting employee provided the recruited driver/food service worker remains employed by the District for a period of 187 days.

\*Less payroll deductions required by law

**Q. Payment of Salary Schedule 1B/Differentiated Pay**

Payment of supplements/differentiated pay may only be made to individuals who actually perform the duties which correspond to the supplement they receive. Unused supplement monies may not be utilized to increase the amount of pay an individual receives for performance in another or different supplemented position.

## **ARTICLE XII. MISCELLANEOUS**

### **A. Critically Low Performing Schools Waiver Procedure**

Should a school in the Okeechobee County School District be identified as a “critically low performing school” during the life of this contract, the parties agree to the following waiver procedure:

- ii. School Improvement Plans will be formulated to address identified problem areas.
- iii. Remedies contained in such plans that require a waiver of one or more of the provisions of this contract shall follow the Waiver procedure established in Article XII.C.
- iv. School Improvement Plan provisions which have a direct impact on employees shall be submitted for bargaining as required by Florida Statutes.

If approved by the Association and the Board, such waivers shall become effective as specified by the approving parties but not beyond the life of this contract.

### **B. Secret Ballots**

The Association building representative or designee shall be present when any secret ballot is tabulated unless an electronic survey is used. If voting is conducted electronically the building representative will be given a print out of the results upon request.

### **C. Waiver Procedure**

Should either party desire to change, modify or alter any provision of the Master Contract, the following steps shall be taken.

1. Petition for waiver shall be made in writing by the initiating party to the receiving party.
2. Documentation of the need for waiver shall be included in the petition for waiver.
3. Petitions for waiver shall be submitted by the Superintendent and the Association President to the respective parties for ratification.
4. No implementation of such waivers shall occur until ratified by both parties.

### **D. Conformity to Law**

Should any provision of this Agreement be declared illegal by a court of competent jurisdiction, then such provision shall be replaced by a provision agreed upon by the Board and the Association and made a part hereof as an appropriate amendment to this contract. All other provisions of this Agreement shall remain in full force and effect for the duration of this Agreement.

### **E. Laws Enacted by the Legislature**

The Board agrees to negotiate with the Association the impact upon working conditions of any pertinent law enacted by the Florida Legislature as such laws are implemented. A pertinent law shall be defined as any law that has an effect upon the wages, terms and/or conditions of employment.

### **F. Entire Agreement**

The parties acknowledge that during negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining and that the understandings and



agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement.

**G. Terms of Agreement**

This Agreement shall be effective on the first day of July 2020, and shall remain in force to and including the 30th day of June 2023.

# MEMORANDA OF AGREEMENT

**Memorandum of Agreement**  
between  
**The Okeechobee County Education Association #1604**  
and  
**The School District of Okeechobee County**  
**Classified Personnel Unit**

Re: COVID-19

The District ("District") and the Okeechobee Education Association ("Association") hereby confirm the following agreements, related to the unprecedented novel coronavirus (COVID-19) pandemic:

1. The parties recognize that employees at high-risk for serious complications from COVID-19 may request to work remotely. Employees that identify as high-risk or are caring for high-risk family members may request a remote assignment as an appropriate accommodation under the Americans with Disabilities Act or one of the provisions of the Family Medical Leave Act and the district will work with them on their remote status. If it is not possible for a person in this situation to work remotely, then an emergency transfer shall be considered. High risk employees who cannot perform their duties remotely, may volunteer for any positions or duties for which they are qualified for the remainder of their contract. If the approved request for remote work or emergency transfer lasts less than 15 work weeks, the employee may return to their original position if it is vacant. After such time or if their original position is unavailable, they shall be eligible to apply for a transfer to any vacant position according to the current contract provision Article VIII.T.
2. COVID-19 Leave provisions for employees not approved to work remotely:
  - a. Families First Coronavirus Response Act (FFCRA)
    - i. Emergency Sick Leave— If an employee is required to self-quarantine or care for a member of their family who is quarantined, they will be put on administrative or temporary duty leave and paid their normal rate of pay for the first ten days.
    - ii. Expanded FMLA— If an employee is unable to work due to their own illness, must care for a family member who is ill, is under a mandatory quarantine, is in a high-risk category, or has school age children at home, the employee will contact Human Resources. The Human Resources division will advise the employee as to their rights to leave under the FFCRA.
    - iii. Employees that use all available leave will then be eligible for 2/3 pay for all unpaid leave as allowed under the expanded FMLA provision of the FFCRA.
  - b. Other leave considerations:
    - i. High risk employees may utilize sick or vacation leave to maintain their regular rate of pay. After a high risk employee has exhausted all of the leave provisions under the FFCRA he or she shall be eligible for Compassionate leave, or Personal Leave Without Pay until such time as

## MEMORANDA OF AGREEMENT


- the employee is medically cleared to return, or the pandemic has passed, or a vaccine is available, whichever first occurs.
- ii. The District will provide \$65,000 (used by both the instructional and classified units) to subsidize up to 10 (ten) days paid leave beyond the emergency paid sick leave provided in the FFCRA for each employee that provides documentation evidencing that extended leave is necessary due to a positive COVID-19 test or due to a mandatory quarantine not covered by FFCRA or their own available paid leave. The district and the association will review the utilization of this fund during the regular labor relations meetings.
3. If a reduction in personnel is necessary, the district and the association shall meet to determine the process and a list of all impacted positions shall be provided to the association including names, work location, years of service in the district, certifications and evaluation information. The number of reductions necessary shall first be reduced through attrition, then employees will be offered transfers into other positions, for which they are qualified. Should additional reductions be necessary, decisions will be made in accordance with Article VIII.U.
  4. If COVID-19 cases spike in a school, the district may close the school temporarily. The parties also recognize that identified essential personnel may need to report to building sites during a closure. CDC guidelines will be followed if employees are required to report to a building site which is being cleaned.
  5. The District will ensure that each worksite has adequate cleaning supplies, including disinfecting wipes, if available, and hand sanitizer. The parties recognize that all classified staff will assist in wiping down high touch surfaces throughout their campus, department, work area or bus to maintain health and safety requirements. Such cleaning supplies will be available for their use.
  6. Making up lost instructional days and time - The District will follow DOE guidelines for waivers related to COVID-19. Any change to the calendar and/or workday required as a result of school closure will be in compliance with Article VIII.Y.
  7. District professional development will be made available online to assist employees.
  8. Working conditions – Employee temperature checks to enter daily and questionnaires are acceptable. All medical information collected will remain private. It will be the sole responsibility of the District to protect collected medical information and that protection is in compliance with HIPAA. The District will provide employees with masks and other PPE. Employees are able to provide and wear their own masks. The District will adhere to all CDC guidelines pursuant to face coverings. Classified employees will be provided with a list of students exempt from wearing face coverings or students will be given exemption identification. Employees who fail a temperature check or questionnaire will be asked to leave campus immediately. The employee may use sick or vacation leave for this time off. In the event of a positive COVID-19 test or a mandatory quarantine, any time used will be replenished by District COVID-19 leave, to the extent available.
    - a. Bus drivers and aides will provide face coverings to students who do not have them prior to boarding. Should students refuse to wear a mask they will not be permitted to board the bus as long as a parent is available to supervise the student.

## MEMORANDA OF AGREEMENT


- b. If a student refuses to wear a mask and no parent is available, the student will be immediately referred to school administration upon arrival at campus.
- 9. Distance Learning—If distance learning becomes necessary due to school closure or if a hybrid system is utilized, employees shall have access to internet, computers, digital materials, cloud or other storage, as well as instructional platforms to conduct their work from a school site.
  - a. All video recordings will comply with Article VII.B of the CBA.
  - b. Students that record a staff member without his or her knowledge or permission may be subject to discipline according to the District's disciplinary plan.

This MOU shall be in effect for the remainder of the 2020-21 school year and shall sunset June 30, 2021. All other provisions of the collective bargaining agreement remain in full effect.

For the Board:

  
\_\_\_\_\_  
Ken Kenworthy  
Superintendent  
For Okeechobee County School Board  
8/24/20  
Date

For the Association:

  
\_\_\_\_\_  
Jorge Botello  
President  
For Okeechobee County Education Association #1604  
8/24/2020  
Date

Approved by School Board

10/13/20 

Proposal #2  
10-07-21

OCSB-OCEA  
Classified

Memorandum of Understanding  
between  
The Okeechobee County Education Association #1604  
and  
The Okeechobee County School Board  
Classified Personnel Unit

Whereas the Okeechobee County Education Association (OCEA) and the Okeechobee County School Board recognize the commitment of classified staff to continue to provide students with high quality education during the pandemic. Classified staff continued to provide students with transportation to and from school, prepare nutritious meals, ensure campuses were clean and pathogen free, assist with educational needs and continue to keep each school in the District running efficiently and safely every day. Many classified employees worked in temporary reassignments to ensure that the educational needs of every student was met. These staff members were excluded from the state disaster relief payment.

Therefore, the Okeechobee County School Board shall pay employees not funded from the Governor's award, an equal payment of \$1,000.

To be eligible to receive a one-time \$1,000 premium payment, classified staff must meet the following requirements:

- Did not receive a District, state and/or VPK bonus (only eligible for one distribution);
- Must have worked at least one day over half of the 2020-21 school year;
- Must still be employed by the District on date of School Board ratification.


FICA, Medicare and Federal Income Tax will be withheld from according to the employee's current withholding election.

This payment is non-recurring and does not become part of the employee's base salary.

This payment is contingent upon approval and receipt of federal stimulus dollars.

This MOU shall sunset upon issuance of premium pay. All other provisions of the collective bargaining agreement remain in full effect.

For the Board:

  
\_\_\_\_\_  
Ken Kenworthy  
Superintendent of Schools  
Okeechobee County School Board  
  
11/4/21  
\_\_\_\_\_  
Date

For the Association:

  
\_\_\_\_\_  
Gary Simmons  
Treasure Coast Service Unit Director  
Okeechobee County Education Association #1604  
  
11/4/2021  
\_\_\_\_\_  
Date

Memorandum of Understanding  
Between  
The Okeechobee Education Association #1604  
And  
The School District of Okeechobee County  
Classified Unit

The Okeechobee School District ("District") and the Okeechobee Education Association ("Association") hereby confirm the following agreements, related to temporary leave provisions in light of the ongoing Coronavirus (COVID-19) pandemic:

1. Emergency Paid Sick Leave (EPSL) – Ten (10) working days of EPSL will be available for any employee who is absent from work due to:
  - a. Him or her having symptoms consistent with COVID-19, being diagnosed with COVID-19, or being under a mandatory exclusion or quarantine; or
  - b. Having to care for a dependent child who has symptoms consistent with COVID-19, has been diagnosed with COVID-19, or is under a mandatory exclusion or quarantine.Once used, these days shall not be replenished. Any unused balance shall expire on June 30, 2022. No remaining EPSL balance from a prior year shall be carried forward.
2. In the event an employee exhausts ten (10) working days of EPSL, he or she shall be required to use any remaining leave time and/or request unearned leave.
3. While on EPSL, employees, when possible, shall still be required to perform job-related functions, as determined by their supervisor. To apply for EPSL, the employee will complete a form provided by Human Resources. The Human Resources Department will advise the employee as to his or her eligibility regarding EPSL.
4. Leave taken by qualifying employees since July 1, 2021 for the reasons outlined in Section 1 above will be credited to the employee's leave balance and the leave type will be changed to EPSL. Employees shall have thirty (30) days following ratification to apply for this leave credit. Employees will be required to complete and sign a form to be placed in their personnel files attesting that their prior leave falls under the eligibility criteria outlined in Section 1 above.
5. While on EPSL, all full time Classified employees, including Aftercare personnel, will be paid their normal rate of pay for the number of hours they are normally assigned to work per their respective positions, the applicable job description, and collective bargaining agreement. Overtime will not be paid unless an employee physically works beyond their work hours.
6. Personnel who are identified as close contacts and are asymptomatic shall continue to report to work, as they are deemed essential. Until seven (7) days have passed since the date of exposure to the positive individual, these employees shall be required to socially distance and wear a face covering while on campus, unless a qualified exemption exists.

This MOU shall be in effect for the remainder of the 2021-22 school year and shall sunset June 30, 2022.  
All other provisions of the collective bargaining agreement remain in full effect.

Dated this 4 of November, 2021.

For the Board:

  
\_\_\_\_\_  
Ken Kenworthy  
Superintendent of Schools  
Okeechobee County School Board

11/4/21  
\_\_\_\_\_  
Date

For the Association:

  
\_\_\_\_\_  
Gary Simmons  
Treasure Coast Service Unit Director  
Okeechobee County Education Association # 1604

11/4/2021  
\_\_\_\_\_  
Date

**Memorandum of Agreement**  
between  
**The Okeechobee County Education Association #1604**  
and  
**The Okeechobee County School Board**  
**Classified Personnel Unit**

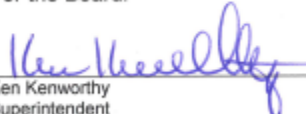
An agreement has been reached between the Okeechobee County Education Association ("the OCEA") and the Okeechobee County School Board ("the Board") regarding the rate of pay under the following conditions:

Article VIII. Employment Conditions  
A. Job specifications

When a classroom teacher is absent from class, a reasonable effort will be made to provide a substitute other than a classified employee. Classified personnel who serve as a substitute teacher for three-and-one-half (3½) hours or more in a classroom, health clinic or stand-alone classroom will be paid at the rate of seventeen (\$17.00) dollars per hour for up to seven (7) hours. Classified personnel may be paid up to seven-and-one-half (7½) hours at an extended day site. Classified personnel will only be eligible to substitute at their assigned worksite.


Classified personnel whose normal hourly rate exceeds seventeen (\$17.00) dollars per hour will be paid eighteen (\$18.00) dollars per hour. Classified personnel whose normal hourly rate exceeds eighteen (\$18.00) dollars per hour will be paid nineteen (\$19.00) dollars per hour.

For the Board:

  
\_\_\_\_\_  
Ken Kenworthy  
Superintendent  
For Okeechobee County School Board

3/26/21  
Date

For the Association:

  
\_\_\_\_\_  
Jorge Botello  
President  
For Okeechobee County Education Association #1604

3/26/2021  
Date



**Memorandum of Agreement  
between  
The Okeechobee County Education Association #1604  
and  
The Okeechobee County School Board  
Classified Personnel Unit**

Re: 2021-22 Differentiated Pay

In order to expand athletic opportunities at the middle and high school levels, the District is adding a middle school baseball program and a high school girl's lacrosse program. To compensate individuals that will serve as baseball and lacrosse coaches, a supplement needs to be negotiated.

An agreement has been reached between the Okeechobee County Education Association #1604 (OCEA) and the Okeechobee County School Board (Board) to add those supplements.

F. Salary Schedule – Differentiated Pay

	2021-22 Okeechobee County School Board Salary Schedule IB Differentiated Pay	
POSITION	ALLOCATION	2021-22 AMOUNT
Middle School Baseball Coach	2	1,700
Middle School Assistant Baseball Coach	2	875
Varsity Girls Lacrosse Coach	1	2,900
Varsity Girls Assistant Lacrosse Coach	1	1,000

Any additional changes regarding implementation of the Memorandum of Agreement affecting terms and conditions of employment shall be negotiated.

For the Board:

  
\_\_\_\_\_  
Ken Kenworthy  
Superintendent of Schools  
Okeechobee County School Board


4/12/22  
Date

For the Association:

  
\_\_\_\_\_  
Joni Botello  
President  
Okeechobee County Education Association #1604

4/12/2022  
Date

Approved by School Board

05-10-22   
Date

**Memorandum of Agreement  
between  
The Okeechobee County Education Association #1604  
and  
The Okeechobee County School Board  
Classified Personnel Unit**

Re: Summer Pay

An agreement has been reached between the Okeechobee County Education Association #1604 (OCEA) and the Okeechobee County School Board (Board) to increase the rate of summer pay.

H. Classified Salary Schedule No. 30

Okeechobee County School Board  
Salary Schedule No. 30

Summer School Program Aides and Summer Food Service Workers	<del>\$12.00</del> \$15.00 Per Hour
Summer School Bus Drivers and Bus Aides	<del>\$13.00</del> \$15.00 Per Hour


Because ESSER funds will expire, this hourly rate will sunset during the summer of 2024 and revert back to former pay rates unless renegotiated. Any additional changes regarding implementation of the Memorandum of Agreement affecting terms and conditions of employment shall be negotiated.

For the Board:

  
\_\_\_\_\_  
Ken Kenworthy  
Superintendent of Schools  
Okeechobee County School Board

4/12/2022  
\_\_\_\_\_  
Date

For the Association:

  
\_\_\_\_\_  
Jorje Botello  
President  
Okeechobee County Education Association #1604

4/12/2022  
\_\_\_\_\_  
Date

Approved by School Board

Approved by School Board

05-10-22 

**Memorandum of Agreement  
between  
The Okeechobee County Education Association #1604  
and  
The Okeechobee County School Board  
Classified Personnel Unit**

Re: Classified Employee Hourly Rate effective October 1, 2022

During the 2022 Legislative Session, through Specific Appropriations 5, 6, 86, and 87, each school district must pay each employee at least \$15.00 per hour by October 1, 2022.

An agreement has been reached between the Okeechobee County Education Association #1604 (OCEA) and the Okeechobee County School Board (Board), absent any subsequent negotiations, all classified employees will be raised to a minimum of \$15 per hour effective October 1, 2022.


All classified employees making above \$15 per hour will maintain their hourly rate until negotiations are ratified for the 2022-23 school year.

Any additional changes regarding implementation of the Memorandum of Agreement affecting terms and conditions of employment shall be negotiated.

For the Board:

  
\_\_\_\_\_  
Ken Kenworthy  
Superintendent of Schools  
Okeechobee County School Board  
4/12/22  
Date

For the Association:

  
\_\_\_\_\_  
Jorje Botello  
President  
Okeechobee County Education Association #1604  
4/12/2022  
Date

Approved by School Board

05-10-22 

Proposal # 1  
09-28-2022

OCSB-OCEA  
Classified

Memorandum of Understanding  
between  
The Okeechobee County Education Association #1604  
and  
The Okeechobee County School Board  
Classified Personnel Unit

**Classified Retention Stipend**

Whereas the Okeechobee County Education Association (OCEA) and the Okeechobee County School Board recognize the retention of classified employees leads to better academic performance, less training costs and more efficient school and district operations. In an effort to retain classified personnel, a retention stipend will be provided to classified personnel under the following conditions:

- \$1,000 for classified employees making \$14.50 and more on the 21-22 salary schedule on the Blue Pay Grade 1.
- \$1,000 for classified employees making \$14.40 and more on the 21-22 salary schedule on Pink Pay Grade 2.
- \$1,000 for classified employees on the Green Pay Grade 3 and Yellow Pay Grade 4.
- Must have worked at least one day over half of the 2021-2022 school year for Okeechobee County School Board.
- Must have received an effective or higher performance evaluation for the 2021-2022 school year.
- Must still be employed by the District on date of School Board ratification.


FICA, Medicare and Federal Income Tax will be withheld according to the employee's current withholding election.

This payment is non-recurring and does not become part of the employee's base salary.


The District will guarantee this Retention Stipend for Classified employees for the 2022-2023 school year only and may use federal stimulus dollars to fund the stipend.

This MOU shall sunset upon issuance of the retention stipend. All other provisions of the collective bargaining agreement remain in full effect.

For the Board:

  
 \_\_\_\_\_  
 Ken Kenworthy  
 Superintendent of Schools  
 Okeechobee County School Board  
 12/5/22  
 \_\_\_\_\_  
 Date

For the Association:

  
 \_\_\_\_\_  
 Jorge Botello  
 President  
 Okeechobee County Education Association #1604  
 12/5/22  
 \_\_\_\_\_  
 Date

**Approved by School Board**

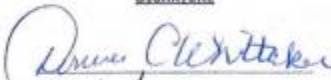


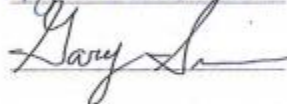
  
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# ARTICLE XIII. SIGNATURE PAGE

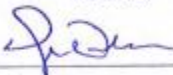
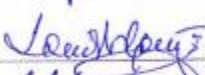
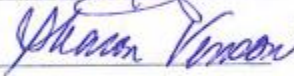
OCSB-OCEA  
2020-2021  
Classified

## ARTICLE XIII Signature Page

### ASSOCIATION NEGOTIATING TEAM UPON TENTATIVE AGREEMENT

SIGNATURE	DATE
	11/20/20
	11/20/20
	11/20/2020
	11/20/2020

### BOARD NEGOTIATING TEAM UPON TENTATIVE AGREEMENT

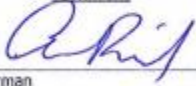
SIGNATURE	DATE
	12/18/2020
	12/8/2020
	12/08/20
_____	_____

### ATTEST UPON RATIFICATION

SIGNATURE	DATE
	12/18/2020

President  
Okeechobee County Education Association #1604

### ATTEST UPON RATIFICATION

SIGNATURE	DATE
	12/18/20

Chairman  
Okeechobee County School Board

SIGNATURE	DATE
	12/8/20

Superintendent of Schools  
Ex-Officio Secretary to the  
Okeechobee County School Board

OCSB-OCEA  
 2021-2022  
 Classified

**ARTICLE XIII     Signature Page**

**ASSOCIATION NEGOTIATING TEAM  
 UPON TENTATIVE AGREEMENT**

<u>SIGNATURE</u>	<u>DATE</u>
<u>Megha A Brookhara</u>	<u>12/7/21</u>
<u>[Signature]</u>	<u>12/7/21</u>
<u>Olivia</u>	<u>12/9/21</u>
<u>[Signature]</u>	<u>12/9/21</u>

**BOARD NEGOTIATING TEAM  
 UPON TENTATIVE AGREEMENT**

<u>SIGNATURE</u>	<u>DATE</u>
<u>[Signature]</u>	<u>12/7/21</u>
<u>[Signature]</u>	<u>12/07/2021</u>
<u>[Signature]</u>	<u>12/07/21</u>
<u>[Signature]</u>	<u>_____</u>

**ATTEST UPON RATIFICATION**

<u>SIGNATURE</u>	<u>DATE</u>
<u>[Signature]</u>	<u>12/14/2021</u>

President  
 Okeechobee County Education Association #1604

**ATTEST UPON RATIFICATION**

<u>SIGNATURE</u>	<u>DATE</u>
<u>[Signature]</u>	<u>12/14/21</u>
<u>[Signature]</u>	<u>12/14/21</u>

Chairman  
 Okeechobee County School Board

Superintendent of Schools  
 Ex-Officio Secretary to the  
 Okeechobee County School Board

Holding for 22/23 signature page

# APPENDIX A OFFICIAL GRIEVANCE FORM

NAME \_\_\_\_\_

SCHOOL \_\_\_\_\_ POSITION \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_ HOME PHONE \_\_\_\_\_

\_\_\_\_\_

## STEP 1

A. DATE GRIEVANCE OCCURRED \_\_\_\_\_

B. RELATES TO CONTRACT ARTICLE(S) \_\_\_\_\_

C. STATEMENT OF GRIEVANCE \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

D. RELIEF SOUGHT \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF GRIEVANT

\_\_\_\_\_  
DATE

E. DISPOSITION OF IMMEDIATE SUPERVISOR \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF SUPERVISOR

\_\_\_\_\_  
DATE

- 1 Copy to Immediate Supervisor
- 1 Copy to Association
- 1 Copy to Grievant
- 1 Copy to Superintendent