

AGREEMENT  
BETWEEN THE  
BAKER COUNTY DISTRICT SCHOOL BOARD  
AND  
BAKER COUNTY EDUCATION SUPPORT  
PROFESSIONALS  
2021-2024

(Revised July 1, 2021)

**TABLE OF CONTENTS**

Preamble ..... 4

ARTICLE I - Agreement.....5

ARTICLE II - Management Rights .....5

ARTICLE III - Recognition ..... 5

ARTICLE IV - Compensation.....6

New Classification .....6

Job Specifications.....6

Contracts .....6

Educational Requirements.....8

Work Experience .....8

Retirement Credit .....8

Military Experience .....9

Special Banquets.....9

Transportation .....9

Payroll Deduction .....13

Salary Schedule .....14

Use of Personal Vehicle .....14

College Credit Awards.....14

Payment of Direct Deposits .....15

Paraprofessionals as Substitute Classroom Instructors.....15

ARTICLE V - Grievance Procedure ..... 15

ARTICLE VI - Organizational Rights..... 19

Labor Management Committee ..... 19

Association Building Representative..... 19

Association Representative ..... 19

Association State Meetings ..... 20

Bulletin Boards ..... 20

Representation at School Board Meetings ..... 20

School Board Agenda..... 20

School Board Minutes..... 20

Organizational Meetings ..... 20

School Calendar Input ..... 21

Released Time for President ..... 21

ARTICLE VII - General Terms of Conditions of Employment..... 21

Working Conditions..... 21

Transfers and Reassignments.....	24
Vacancies and Promotions.....	24
Overtime and Work Scheduling.....	25
Distribution.....	26
Physical Examination.....	26
Contracting and Subcontracting.....	26
Layoff Procedures.....	26
Employee Rights.....	27
Personnel Files.....	29
Tobacco Free Workplace.....	29
Student Discipline.....	29
<u>ARTICLE VIII - Leave Provisions</u> .....	29
General Provisions.....	29
Approval of Leave.....	30
Absence Without Leave.....	30
Notification of Absence.....	30
Sick Leave.....	30
Personal Leave Without Pay.....	32
Extended Health Leave.....	32
Leave for Political Campaigning.....	32
Personal Leave for Other Reasons.....	32
Military Leave.....	32
Bereavement Leave.....	33
Illness in Line of Duty Leave.....	33
Jury Duty.....	34
Professional Leave.....	34
Annual Leave.....	34
Temporary Duty.....	35
Terminal Sick Leave Pay.....	35
<u>ARTICLE IX - Employee Benefits</u> .....	36
Health, Life and Dental Insurance.....	36
Paid Holidays.....	36
Badges/School Activities Pass.....	37
Retirement.....	37
Additional Retirement Benefit.....	38
Attendance Incentive.....	38
<u>ARTICLE X - General Provisions</u> .....	39
<u>ARTICLE XI - Savings Clause</u> .....	39
<u>ARTICLE XII – Terms of Agreement</u> .....	40
SHORT FALL / WIND FALL AGREEMENT.....	40

GRIEVANCE FORM..... 41

APPENDIX A..... 42

APPENDIX B..... 43

INSURANCE HEALTH CARE PREMIUMS.....44

MEMORANDUMS OF UNDERSTANDING.....45

## PREAMBLE

THIS AGREEMENT ENTERED INTO THIS 1st DAY OF JULY 2021 BY AND BETWEEN THE SCHOOL BOARD OF BAKER COUNTY, FLORIDA, HEREINAFTER CALLED THE "BOARD" AND THE BAKER COUNTY EDUCATION SUPPORT PROFESSIONALS, HEREINAFTER CALLED THE "ASSOCIATION".

WHEREAS, the Board and the Association recognize and declare that providing a safe, quality education for the students of Baker County is the primary goal of the Baker County Public Schools; and

WHEREAS, the Board and the Association recognize that it is the responsibility of the Board to approve the educational and operational policies that are essential to the public educational programs and that the Association represents the Baker County Education Support Professionals, who are engaged in providing educational services; and

WHEREAS, the Association, as the certified and exclusive agent and representative of the Baker County Education Support Professionals and the Board have agreed to bargain in good faith in the determination of the wages, hours, and terms and conditions as of employment of the public employees with the bargaining unit; and

WHEREAS, the Board and the Association, following extended and deliberate negotiations, have reached certain understandings which they desire to confirm in this Contract; and

IN CONSIDERATION OF THE FOLLOWING MUTUAL COVENANTS, IT IS HEREBY AGREED as follows:

**ARTICLE I**  
**AGREEMENT**

The Agreement between the Baker County District School Board (hereinafter referred to as the "Board") and the Baker County Education Support Professionals, FEA, (hereinafter referred to as the "Association") to be effective upon ratification of the Bargaining Unit Members and upon approval of the Board.

The Board agrees not to enter into any agreement with any member or potential employee of this unit which conflicts with Florida Statutes, Chapter 447 and any provision of this Agreement. All efforts will be made, in good faith, by the Board and the Association to correct/reconcile current contract language with current Florida Statutes.

**ARTICLE II**  
**MANAGEMENT RIGHTS**

Nothing in this Agreement shall be construed as delegating to others the authority conferred by law on the Board or in any way abridging or reducing such authority.

This Agreement shall be construed as requiring the Employer to follow its provisions in the exercise of the authority conferred upon the Employer by law.

**ARTICLE III**  
**RECOGNITION**

The Board hereby recognizes the Association as the exclusive bargaining representative for all matters affecting wages, hours and working conditions as provided in Chapter 447, Florida Statutes, for those employees in the Unit certified by the Public Employees Relations Commission in its Certification No. 865 on October 3, 1989, which covers the Unit described below:

INCLUDED: All regular full-time and regular part-time non instructional employees of the School District of Baker County including: teacher para-professional, bus driver, nutrition services worker, custodian, data entry operator, school secretary, bookkeeper, electrician, office paraprofessional, media paraprofessional, mechanic, carpenter, warehouse employee, secretary-guidance, and air conditioning mechanic.

EXCLUDED: All Instructional employees, senior high principal's secretary, fiscal assistant (5), secretary to superintendent (2), managerial employees, confidential employees, employees with a supervisory conflict of interest, temporary, and casual and seasonal employees

## **ARTICLE IV** **COMPENSATION**

### **Item 1 -NEW CLASSIFICATION**

It is agreed by both parties that as new classifications are created by action of the Board, the question of inclusion or exclusion with this Agreement shall be determined by comparability with the classification listed in the unit description certification.

### **Item 2 -JOB SPECIFICATIONS**

The Employer agrees that each employee covered by this Agreement shall be assigned a specific classification to which each classification will have the same written job specifications outlining the duties.

### **Item 3 -CONTRACTS**

- A. ANNUAL EMPLOYMENT STATUS -Effective this Agreement, all employees shall serve a three (3) year probationary period. During the first year of this three (3) year period, the employee may be dismissed without cause or may resign without prejudice. All employees covered by this Agreement (who have been employed for the length of the probationary period) on its effective date will be past their probationary period and will be permanent employees.

An employee shall be notified in writing if not rehired for the following school/fiscal year no later than twenty (20) workdays prior to the end of the current school/fiscal year.

An employee non-renewed may make a written request within 10 work days for a meeting with the Superintendent or his/her designee. After hearing from the affected employee and/or his/her representative, the Superintendent will either uphold the preceding action or recommend reemployment, and notify the employee in writing within 10 workdays. The decision of the Superintendent will be final.

- B. CONTINUOUS EMPLOYMENT STATUS – After the third year of Annual Employment Status, continuous employment status shall be granted to an employee if the employee has been recommended by the Superintendent and reappointed by the School Board based on successful performance of duties and demonstration of competence in the job assignment. A continuous service employee will be entitled to due process in respect to their employment under the grievance procedure herein:
1. The continuous employment status shall be effective at the beginning of the school/fiscal year following completion of all requirements.
  2. An employee holding continuous employment status may be non-renewed when the principal/supervisor charges the employee in writing of performance deficiencies which may result in non-reappointment if not corrected within a specified time. The notice will include:
    1. Notice of deficiencies.
    2. Explanation of deficiencies and suggestions for corrections.
    3. Assistance rendered to correct deficiencies.
    4. Time for deficiencies to be corrected.

3. The Superintendent and/or the board may non-renew, suspend, dismiss or return an employee to probationary status for just cause, at any time during the year for reasons including, but not limited to the following:
  - a. Violation of a policy of the School Board of Baker County
  - b. Violation of work rules
  - c. Gross insubordination -willful and continuing refusal to follow a proper directive, order or assignment from a supervisor
  - d. Immorality
  - e. Misconduct in office
  - f. Incompetence
  - g. Willful neglect of duty
  - h. Being under the influence of alcohol while on duty
  - i. Possession of, sale of, intent to sell, dispensing of, or being under the influence of any illegal substance
  - j. Sexual harassment of any employee, student, or other individual
  - k. Conviction of any crime involving moral turpitude
  - l. Endangering the health, safety or welfare of any student or employee of the District
  - m. The conviction of a felony in the State of Florida or notice of conviction of a substantially parallel offense in another jurisdiction
  - n. An act committed while off duty, which adversely affects the employee's performance of duties, or disrupts the operations of the District, its schools or other facilities
  - o. Improper use of leave
  - p. Failure to perform work-related assigned duties
  - q. Intentional or negligent damage to School Board property
  - r. Unethical use or administration of test materials
  - s. Failure to report to work
  - t. Theft
  - u. The act of job abandonment, in being absent from work for three (3) consecutive days, without proper notification to the immediate supervisor or designee

An employee with continuous employment status recommended for non-renewal, suspension, termination and/or return to probationary status shall be disciplined for cause and may file a grievance through the Formal Grievance Procedure. Such request shall be submitted in writing to the Superintendent within fifteen (15) working days of receipt of notification of the action being taken.

C. Work Week/Year

1. The minimum length of regular full-time employees' normal work week and length of the work year will be established by the employee's administrator and approved by the Superintendent prior to the beginning of each fiscal school year. Thereafter, no change in the length of the normal work week will occur during the fiscal school year unless the change is for cause or is a result of the reduction of force procedure outlined in this agreement.



2. Nine and ten-month employees who are requested to continue their regular duties during the summer period are employed on an as-needed basis as determined by the Board. Other employees hired to fill available summer period vacancies will be employed based on consideration of availability, qualifications, past performance and seniority at each worksite.
- D. The principal or supervisor may provide, if in his/her opinion it is justified, an adjusted work day within employee's regular work week to accommodate the needs of the employee or the school system, provided a record keeping system as determined by the principal/supervisor, or as required by the Board, will be utilized by the employee to assure accurate records and meet auditing requirements.
- E. Employees who have been reclassified from 12-month to 10-month, and continue in the original job classification, will be given summer employment when available provided they are qualified for the job and request the summer employment.
- F. Less than full-day employees will be given that fractional part of the year that they have earned when they move to a full-day employment. (EXAMPLE: Four (4) hours per day for two years will be moved in full-day employment with one year experience.)
- G. Present employees who are scheduled to work less than 30 hours per week, are part-time employees, are not entitled to the fringe benefits conveyed by this Agreement unless the employee is a full-time bus driver working a minimum of 27.5 hours per week or 5.5 hours per day.

#### **Item 4 -EDUCATIONAL REQUIREMENTS**

All employees shall be required to possess the educational requirements as set forth in the board approved job descriptions which are located on the district website at bakerk12.org. It is further agreed that all current employees as of July 1, 2021 are exempt from this provision for the current position they hold.

#### **Item 5 -WORKING EXPERIENCE**

All non-instructional personnel shall be permitted to bring in eleven (11) years of previous working experience either out of or within the County. The question of in-field shall be determined by the supervising administrator and the Superintendent of Schools. Substitutes within the County hired for a position in the field for which they have substituted (accumulated work totals  $\frac{1}{2}$  plus one day or more of the position's contracted year) shall receive one year of experience credit if the service was in a full-time assignment. This does not include time served as an on-call or as needed substitute. This credit is not awarded retroactively to substitute time completed prior to July 1, 2016.

#### **Item 6 -RETIREMENT CREDIT**

Non-Instructional personnel, entering the Baker County School District will be placed on Step 0, if the employee is receiving or has received retirement benefits from FRS Pension Plan, FRS Investment Plan, or from another State retirement system.

**Item 7 -MILITARY EXPERIENCE**

Military experience shall be credited on a year-for-year basis for up to four years. Service shall be established from the date of full-time active duty to the date of the discharge or release from duty and must be verified and the discharge or release from active duty must have been under honorable conditions.

**Item 8 -SPECIAL BANQUETS**

School Nutrition services personnel being used for special banquets will be paid at their regular rate of pay.

**Item 9 -TRANSPORTATION**

**FIELD TRIP PROCEDURES AND SPECIAL USES OF SCHOOL BUSES**

1) **Participation:**

- A) All school bus drivers employed as regular drivers are eligible to participate in extra-curricular trips. Trips driven by coaches, sponsors and community volunteers are excluded. Rosters will be maintained listing those drivers who desire to participate. A current roster shall be posted in the bus lobby by the supervisor or his/her designee. Substitute drivers will not be scheduled for the extra trips, except in an emergency or when all full time drivers have refused the trip.
- B) Drivers will be given the opportunity to sign up for extra trips at the beginning of each school year and at any time during the school year.
- C) Drivers signing up for extra trips after the school year begins shall be placed at the end of the extra trip roster and not be assigned make-up trips to catch them up to the drivers who have participated since the beginning of the school year.
- D) Drivers who stop participating in extra trips temporarily and then begin again shall be placed at the end of the rotating list and shall not have make-up trips.

2) **Scheduling Procedures:**

- A) The names of drivers who desire to participate in extra trips will be placed on a roster in alphabetical order. The list will be formed at the beginning of the school year. Trips will be assigned to drivers by using the roster as a rotation. Trips will be assigned in the order the bus requests are received. Trip requests that come in at the same time will be assigned according to chronological order. The trip requests will be placed in the drivers' lockers. However, the driver's regular route, the number of refusals and the availability of substitute drivers may be considered when assigning trips.
- B) Drivers may also sign up to be available to drive emergency trips. A separate roster shall be maintained for drivers available to drive emergency trips. Emergency trips are those that a driver has less than forty-eight (48) hours notification of the trip.

- 1) Driving emergency trips will be counted separately from the regular extra trip rotation. An emergency trip does not count as the driver's opportunity to drive an extra trip on the regular rotation.
  - 2) An attempt shall be made to equalize the number of emergency trips each driver is offered. The driver's regular route, the number of refusals, and the availability of substitute drivers may be a consideration in equalizing emergency trips.
  - 3) In the event an emergency driver is covering for a driver who "failed to show" on the regular roster, the "failed to show" driver will not receive a make-up trip.
- C) A driver who turns down an extra trip assignment will forfeit his/her turn on the rotation unless it is turned down due to illness or if the trip would require the driver to miss their regularly scheduled route. He/she will not be rescheduled until the rotation comes back to his/her name.
- D) A driver who repeatedly turns down extra trip assignments for any reason, except sickness, or fails to meet the extra trip assignment (except for mechanical reasons) may be dropped from the roster.
- 1) Repeated turndowns shall be considered in excess of three (3).
  - 2) Failure to meet extra trip assignments shall be considered in excess of one (1).
  - 3) The driver being dropped from the roster for the above reasons, will be asked to come into the Director of Transportation's Office to sign a memo stating the effective dates and the reason for the suspension.
    - a) The first suspension shall be for a period of one month.
    - b) The second suspension shall be for the remainder of the school year.
    - c) A driver who has been suspended shall not be assigned make-up trips after the suspension is lifted.
- E) In case of trip cancellation, an effort shall be made to schedule the driver on the next available extra trip assignment.
- F) When a driver determines that he/she is unable to take the assigned extra trip, they will either call the Transportation Secretary, and/or return the trip sheet to the Secretary as soon as possible.
- G) A driver who is not able to drive his/her regular route will not be allowed to do an extra trip the same day. If a driver misses the morning route, he/she is not allowed to drive an extra trip prior to the afternoon route. If a driver misses the afternoon route, he/she is not allowed to drive an extra trip in the afternoon.
- H) Special requests for specific drivers on bus requests from the schools shall not be granted. The rotation system shall be adhered to.

- I) Drivers are not authorized to switch trips with other drivers. If a scheduling problem arises, contact the Transportation Director.
- J) The scheduling history shall be made available within twenty-four (24) hours of the request.

Two bus driver categories will be developed for special trips.

- 1. Paid bus driver category - Full-time and substitute drivers
- 2. Volunteers - Volunteers can be citizens from the community, teachers, coaches or employees that are not full-time or substitute bus drivers. Volunteers must meet all the federal, state and district requirements to transport students on a school bus.

The sponsor of the trip will select the category and the Director of Transportation will assign the driver. If a volunteer driver is desired, it is the trip sponsor's responsibility to make arrangements with the volunteer. If a paid driver is selected, he/she will be assigned from the appropriate rotating list. The rotating list for paid drivers shall be posted in the bus garage lobby.

A Board approved driver will be paid as follows for extra trips: At step 1 or current hourly rate whichever is less of the driver pay schedule per hour, not to exceed 14 hours per extra trip, plus expenses (expenses include meals and lodging, if not provided, and any entry fee required) will be paid for time in excess of the five and one half hours regular contractual time.

When a trip interferes with the driver's regular contractual day, he/she may request other leave without pay and then shall be compensated by the sponsoring club at his/her regular hourly rate for up to five and one half hours. Meal expenses will be according to the state food allowances schedule, which is;

- 1. \$6.00 Breakfast -before 6:00 AM. and extends beyond 8:00 AM.  
\$11.00 Lunch -before 12:00 noon and extends beyond 2:00 P.M.  
\$19.00 Dinner -before 6:00 P.M. and extends beyond 8:00 P.M.
- 2. Hotel expenses will be at the single occupancy rate as receipted. Expenses will be paid on internal account checks from the school center sponsoring the extra trip.
- 3. Where paid drivers are assigned by the Superintendent for extra trips during contractual time, TDA will be given. Time worked over 5.5 hours will be compensated at the approved rate only for extra trips assigned by the Superintendent.
- 4. Drivers will be paid at step 1 or current hourly rate, whichever is less for extra trips out of the county, beyond the employee's school run according to the payment schedules, or \$24.00 per trip, whichever is higher.
- 5. Length of Extra Trips - On any extra trips, no driver shall have duty for any period greater than 14 consecutive hours. If a trip requires duty greater than the 14 consecutive hours:

- 1) A second bus driver will be provided; or
- 2) The driver will be given an eight hour rest that provides sleep arrangements on behalf of the driver.

3.) **ADDITIONAL RESPONSIBILITIES:**

1. Cleaning of Bus - Each driver is responsible for the general cleanliness of his/her bus. Every effort will be made to use bus drivers, who are willing to clean and service busses during the summer. Bus drivers shall be paid their hourly rate for such service.
2. Bus aide as Substitute Drivers - Bus aide shall be paid at Step 1 of the driver's pay schedule when used as substitute drivers.
3. Transportation Substitute List - Bus drivers will be provided an updated list of available subs.
4. Active regular bus drivers, active regular bus aides, and mechanics (who hold CDL license, and regularly drive in a substitute role) who are active for a minimum of one day more than half of the bus drivers' regular contractual days shall receive a bonus 0-5 years \$125; 6-10 years \$150; more than 10 years \$175, on or by June 30th, if no points have been assessed against them under the Safe Driving Plan and/or not been charged at fault in the preceding twelve (12) months. Years refer to actual years of employment by the Baker County School District.
5. The board agrees to pay employees that maintain a Class A or Class B CDL with Passenger (P) and School Bus (S) endorsements for the purpose of driving competitive teams and other approved extra duty trips for the Baker County School District will receive a \$500 bonus if they drive a minimum of ten (10) trips. This does not include transportation employees that are receiving compensation for extra-curricular trips according to the BCESP Contract. To initiate the receipt of the bonus, the employee who qualifies must notify the transportation director, in writing or via e-mail, within ten (10) working days of the end of the school year and must complete a board form (see appendix). The bonus will be paid no later than June 30<sup>th</sup> of each fiscal year. The impact of this proposal will be evaluated at the end of the fiscal year.

4.) **ADDITIONAL PROCEDURES:**

1. The Board agrees to pay for one United States Department of Transportation Medical Examination per year for full-time employees. These employees must maintain a Class A or Class B CDL with Passenger (P) and School Bus (S) endorsements, drive scheduled bus routes, drive officially sanctioned extra duty trips, and drive buses for the purpose of fulfilling their duties for the Baker County School District. This free physical will be scheduled by the director of transportation and paid for by the Baker County School District. The medical examinations will be scheduled on a day that is after the conclusion of one school year and prior to the beginning of the next. If an employee is unable to participate on the day scheduled, it will be the employee's responsibility to get a medical examination from a certified examiner that is on the federal registry, and the employee will incur the expense for

the examination. In the event the employee does not meet the standards of the medical examination required to be eligible for at least one year, the expense of the three month or six month follow-up examination will be the responsibility of the employee.

2. Drivers who present themselves for required random drug screening will be paid for the required time necessary for the random screening.
3. In the case of a vacant bus route, employees desiring to reposition may submit a written request to the supervisor when an available route is posted in the bus lobby. The supervisor will make a determination of the repositioning of drivers based on the following: Qualifications, written request and length of service to the district.

### **Item 10 – ASSOCIATION PAYROLL DEDUCTION**

The Board shall deduct from the pay of each employee all current membership dues of the local Association, provided that at the time of such deduction there is in the possession of the Board a current written authorization for dues deduction, executed by the employee, in the form and according to the terms of the dues deduction authorization established.

The Association shall certify the amount of dues to be deducted from each employee's salary for the current school year and will notify the business office, in writing, no later than September 1st, of the dollar amount of the deduction.

- A. The annual membership dues amount will be deducted from the employee's paychecks in twenty-four (24) equal installments.
- B. Any employee, at any time, may authorize dues deduction by presenting an authorization card to the finance department. One-twenty-fourth (1/24) of the annual membership dues will be deducted from each bi-weekly check of the employee from the month of authorization through June of that fiscal year.
- C. All professional dues deducted shall be remitted to the Association in twenty-four (24) bi-weekly installments within ten (10) working days after the close of the payroll period.
- D. The Association will not be assessed the costs incurred by the Board in order to provide authorized dues deduction.
- E. Such payroll deductions authorization shall continue in effect from year to year unless revoked in writing by employees.
- F. Any employee may stop dues deductions by written request 30 days prior to payday.
- G. The Board will notify the Association of any cancellation of Association dues deductions upon receipt by the Board of written notification of such cancellation by sending a copy of cancellation request to the Association.

**Item 11 -SALARY SCHEDULE**

All non-instructional personnel will be paid in accordance with the 2020-2021 negotiated salary schedules. The steps under those salary schedules will be implemented effective July 1, 2020 through June 30, 2021.

Full Baker County experience shall be maintained for employees changing job classifications.

All non-instructional personnel who have completed 15 – 19 years non-instructional service in the Baker County School District, shall receive an additional \$1,100.00 as part of their base salary. Eligibility for this \$1,000.00 addition to the base salary ends at the end of the 20<sup>th</sup> year of service.

All non-instructional personnel who have completed 20 – 24 years non-instructional service in the Baker County School District, shall receive an additional \$1,700.00 as part of their base salary. Eligibility for this \$1600.00 addition to the base salary ends at the end of the 25<sup>th</sup> year of service.

All non-instructional personnel who have completed 25 or more years non-instructional service in the Baker County School District, shall receive an additional \$2,200 as part of their base salary.

Principals will notify all 187 day instructional assistants when their return date will be for the following school year. This notification will occur before the tenth (10<sup>th</sup>) day of the closing of the prior school year and will be posted on the district’s website.

**Item 12 -USE OF PERSONAL VEHICLE**

Any employee covered by this Agreement who is required and approved by the Superintendent to use his or her personal vehicle shall be compensated at the rate adopted by the Board and in accordance with administrative regulations.

1. The rate of pay for mileage will be based on current rate in effect for School Board Employees.
2. All required forms or documents shall be completed by employee within 30 days of travel.

**Item 13 -COLLEGE CREDIT AWARDS**

A. All non-instructional employees covered by this Agreement will be awarded for their college hours as follows:

(Must be from an accredited college with official transcript on file in Personnel Department.)

30-59 semester hours -\$.40 per hour =\$ \_\_\_\_\_  
60-89 semester hours -\$.70 per hour =\$ \_\_\_\_\_  
90+ semester hours -\$.75 per hour =\$ \_\_\_\_\_

\*These rates will not apply when the credit hours are required for employment. Anyone currently employed, as of the ratification date, November 20, 2012, may continue on their current track and schedule of earning these funds according to this scale. For new hires, after ratification date November 20, 2012, these rates will not be compounded.

\*\*The existing employees who qualified for these credit awards are grandfathered in at their current rate and schedule.

Upon receipt in the Finance Department of official transcript from an accredited college or university, and upon verification by the Associate Superintendent of Human Resources, eligible non-instructional employees attaining a confirmed degree will receive additional compensation as follows:

Associate of Arts or Associate of Science \$100  
Bachelor of Arts or Bachelor of Science \$200

- B. Nutrition Services Personnel - All Nutrition Services personnel who successfully complete a certified training program will be granted a \$175.00 bonus. This \$175.00 will be granted each year contingent upon annual training updates. Any nutrition services personnel who currently hold certification will receive this \$175.00 and can maintain this bonus with annual training updates. The District Nutrition Services Director will coordinate the certified nutrition training program.

#### **Item 14 - DIRECT DEPOSITS**

Payroll warranty disbursed dates shall be established to reflect a payroll period ending every other Wednesday throughout the fiscal year. Direct Deposits will be disbursed on the second Friday following the close of the payroll period. A schedule of payroll disbursement dates shall be sent to all schools on or about July 1 of each year. Payroll dates are modified to accommodate implementation of direct deposits. Effective July 1, 2019, new employees must be Direct Deposit with deductions automatic.

#### **Item 15 -PARAPROFESSIONALS AS SUBSTITUTE CLASSROOM INSTRUCTORS**

When an educational leader determines to use a paraprofessional as a substitute classroom instructor or in the capacity as a school nurse as provided by state law for a full day or any portions thereof, the paraprofessional shall receive a \$5.00 per hour upgrade to a maximum of \$30.00 per day in addition to their regular hourly rate. When appropriate, a substitute will be called to fulfill the duties of the paraprofessional.

### **ARTICLE V GRIEVANCE PROCEDURE**

All employees shall have the right to file a grievance under this Agreement without regard to membership, or non-membership, in the Association. All members of the Association shall have a right to Association representation at all levels of this procedure in accordance with Association policies. The Association shall also have the right to be present at all levels of this procedure regardless of membership.

The Board also has the option of representation, at its expense, at any level. When an employee has a grievance, every effort shall be made to arrive at a satisfactory solution to the problem on an informal basis. The grievance for any employee employed by the Board shall be as follows:



- A. The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to the problems which may, from time to time, arise concerning this Agreement. Both parties agree that these proceedings shall be kept as informal and confidential as may be appropriate.
- B.
1. The term "days" when used in this Article shall mean normal employee workdays
  2. "Employee" shall mean a member of the bargaining unit
  3. "Administrator" shall mean immediate supervisor, principal of the school or supervisor of a work center, or their designee
  4. "Grievant" shall mean employee
  5. A grievance shall be an alleged violation, misapplication or misinterpretation of the expressed terms of this Agreement
- C. All grievances shall be brought to the attention of the appropriate principal or supervisor within fifteen (15) workdays of the incident, or they will not be considered.
- D. A formally written grievance shall contain the following:
1. Signature of the grievant
  2. Grievance shall be specific and related to contractual provisions alleged to have been violated
  3. A synopsis of the facts giving rise to the alleged violation must be included
  4. The section or subsections of this contract alleged to have been violated is to be listed
  5. It shall contain the date of the alleged violation
  6. It shall specify the specific relief requested
- E. When the presence of an employee or a key witness at a grievance hearing is requested by either party, illness or other incapacity of the employee or key witness shall be grounds for any necessary extension of grievance procedure time limits.
- F. If hearings and conferences are scheduled by the administrator during working hours, all employees whose presence is required shall be excused from duty with pay while in attendance.
- G. Any investigation or other handling or processing of any grievance shall be conducted so as to result in minimal interference with or interruptions of the grieving employee's assigned duties. Other employees will not be involved in the process while on duty unless under the provisions of F above.
- H. All grievances must be processed through the grievance procedure, and after the grievance is filed, it shall be amendable only by mutual consent of the Board and the Association and may be withdrawn by the grievant.
- I. It is expressly agreed that the following matters shall not be the basis of any grievance filed under the procedure outlined in this Article.

1. The failure to reemploy any non-tenure or probationary employee.
2. The failure to employ or reemploy to a position on the extra-duty schedule involving a supplement.
3. Any matter involving substance (content) of employee evaluations.

J. Informal

An attempt shall be made to resolve any grievance informally, with verbal discussion between grievant and employee's administrator. Within fifteen (15) workdays of the time a grievance arises, the employee will present the grievance to the employee's administrator. Within ten (10) workdays after presentation of the grievance, the administrator will give an answer orally to the employee.

Note: Oral statements made in the informal complaint conference shall not be recorded by either party.

K. Formal

Step One: If for any reason the grievance is not resolved informally, the employee must, within five (5) workdays after receipt of the administrator's oral answer or twenty (20) workdays from the alleged violation, submit to the administrator a signed written statement of grievance on the official grievance form provided by the Board (page number 40) with copies as indicated on the form. The statement of grievance shall name the employee involved, state the facts giving rise to the grievance, identify all the provisions of this Agreement alleged to have been violated by appropriate reference, state the contention of the employee with respect to these provisions, indicate the specific relief or remedy requested, and shall be dated and signed by the employee involved. The administrator shall give the employee an answer in writing no later than five (5) workdays after receipt of the written grievance, with a copy to the Superintendent and the Association.

Step Two: Unless the parties agree to adopt the report of the administrator, it may be submitted to the Superintendent or his/her designee within five (5) workdays of the Step One report. The Superintendent, or his/her designee, and the aggrieved employee, and his/her representative(s) shall meet within a reasonable time, not to exceed five (5) workdays in an attempt to resolve the matter. The Superintendent shall communicate his/her decision, in writing, to the aggrieved employee and the Association within five (5) workdays after the hearing.

Step Three: Upon mutual agreement of the parties, the grievance may be submitted to grievance mediation prior to submitting the grievance to arbitration. When the parties agree to submit the grievance to mediation, the timelines are waved until the mediation process is concluded. A request for a mediator will be made to Federal Mediation and Conciliation Service (FMCS) within ten (10) workdays. After mediation, if the employee is not satisfied, he/she must choose either a hearing before the Board or arbitration. Whichever method the employee chooses, the decision of the Board, or arbitrator, (whichever is applicable) will be final. If the employee chooses to have a hearing with the Board, the Board shall hold a hearing no later than twenty (20) workdays after receiving the request. Within ten (10) workdays after the hearing, the Board shall communicate its decision in writing, and state its reasons to the Association and the aggrieved employee.

A request for an arbitrator will be made to the American Arbitration Association within ten (10) workdays. The parties shall select an arbitrator from AAA in accordance with its rules, and whose rules shall likewise govern the arbitration proceedings.

- L. The fees of the arbitrator shall be borne equally by both parties hereto. All other expenses of arbitration, such as cost of transcripts, etc., shall be borne by the requesting party. Employees subpoenaed by the arbitrator will receive no loss of pay for the time required as witnesses.
- M. When grievance meetings and arbitration proceedings are held during employee work hours, up to ten (10) grievant(s), witness(es) and Association representative(s) whose presence is required shall be excused with pay from their normal duties. If the Association indicates that more than ten (10) witnesses are needed, every effort will be made to schedule the meeting beyond the employee workday.
- N. The arbitrator shall have no power to alter, add to, subtract from, disregard or modify any of the terms of the Agreement.
- O. The arbitrator's powers shall be limited to deciding whether the express articles of this Agreement have been violated, misinterpreted or misapplied.
- P. The arbitrator's decision, when following procedures set forth in the Agreement, shall be final and binding on the Association, its members, the employee and the Board. Neither the Association nor any member of the bargaining unit shall attempt any other means to bring about the settlement of any grievance, until all steps of the grievance procedure have been completed.
- Q. All grievances must be initiated within fifteen (15) workdays from the time the alleged violation was said to have occurred. All claims for back wages shall be limited to the amount of wages that the employee would otherwise have earned, less any unemployment compensation that he/she may have received during the period of the back pay.
- R. Any grievance which arose prior to the effective date of this Agreement shall be processed through the procedure in effect at the time of the grievance.
- S. If the grievance arises from an action of authority higher than the principal of a school, the employee may present such grievance at Step Two of this procedure.
- T. If a grievance affects employees at more than one school/work site, the Association President/Designee may file a class action grievance at Step Two of this procedure. The Association President/Designee may also file at Step Two a class action grievance of any alleged violation, misapplication or misinterpretation of rights specifically granted the Association in this Agreement. Any class action grievance will be signed by the Association President.
- U. If the same grievance affects more than one employee at the same school/work site, an Association Building Representative may file a class action grievance on behalf of the employees at Step One of this procedure.

- V. Separate grievances filed under this Agreement which do not qualify as "class action" under U. and V. above will be handled separately and not combined for arbitration.
- W. Time limits provided in this Agreement may be extended by mutual agreement when signed by the parties.
- X. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limit shall permit the employee to lodge an appeal at the next step of this procedure, but any grievance not advanced from one step to the next within the time limits of that step, shall be deemed resolved by the Administrator or the Board's answer to the previous step.

## **ARTICLE VI** **ORGANIZATIONAL RIGHTS**

### **Item 1 -LABOR MANAGEMENT COMMITTEE**

Every attempt will be made to resolve labor management issues at the school or cost center site with the site-based leadership. If unresolved, in a timely manner, the Superintendent and/or designee agree to meet with the Union President and/or Executive Director as needed, to discuss labor management issues. Also, problems that can't be resolved at this meeting will be referred to a problem specific committee of three members appointed by the Union and three members appointed by the Superintendent or other as mutually agrees upon to research and recommend a solution to the President of the Union and the Superintendent or designee.

### **Item 2 -ASSOCIATION BUILDING REPRESENTATIVE**

The Association shall have the right to select employees from within its group to act as Association Building Representatives. The names of employees selected as Building Representatives shall be certified in writing to the Board. It is agreed to and understood by the parties to the Agreement that Association Building Representatives may, with the prior notification of their supervisor, spend time to carry out, investigate and process grievances and other matters pertaining to the carrying out of this Agreement without loss of pay. It is agreed to and understood by the parties to this Agreement that there shall be at least one (1) Association Building Representative for each school center, cafeteria, maintenance shop, and bus shop. It is agreed to and understood by the Association that Building Representatives shall conduct their duties in such a manner as not to interfere with work production. A Building Representative will function only in the center to which the Building Representative is assigned to work by his/her Employer.

### **Item 3 -ASSOCIATION REPRESENTATIVE**

Association Representative, i.e., business representative, not employees of the Board, shall be certified in writing to the office of the Employer and shall have the right to carry on normal Association business during work hours on the premises. The Association Representative and/or any other duly authorized employee representative may see employees on their working time after a satisfactory arrangement has been made with the supervisor in charge of the building center where the employee works. The Association agrees that such activities by Association Representatives and/or other duly authorized employee representatives shall be carried out in such a fashion as not to interfere with normal work production.

#### **Item 4 -ASSOCIATION STATE MEETINGS**

The Board agrees to grant authorized employee representatives of the Association a yearly cumulative maximum of sixty-four (64) hours off, without pay, to attend the annual State FEA Convention or meetings. No two employees will be from the same classification and cost center and no individual employee may be off on such leave more than four (4) consecutive days, unless prior approval has been given by the Supervisor. Employees may request personal leave to attend the convention and shall be granted such leave, if available, except in cases of emergency.

#### **Item 5 -BULLETIN BOARDS**

Bulletin boards at appropriate locations may be provided by the Association for general posting of general Association literature, consisting only of the following:

- A. Notices of Association meetings
- B. Association elections
- C. Reports of Association committees
- D. Rulings and policies of the Association
- E. Recreational and social affairs of the Association
- F. Notices of public meetings
- G. Association news releases

Copies of all materials and announcements will be submitted to the appropriate building Principal, the Director of Maintenance, or the Director of Transportation prior to posting. Bulletin boards provided for employees' use shall be available for the posting of general Association literature. The location of these bulletin boards will be with the approval of the building Principal. The location in the bus shop and maintenance shop will be with the approval of the individual supervisor. The existing bulletin boards and space may be used for general posting by the Association.

#### **Item 6 -REPRESENTATION AT SCHOOL BOARD MEETINGS**

An Association representative will be released, with pay, to attend the regular scheduled Board meeting. The Association will make an effort to identify a representative whose assigned duties are not directly related to student contact and for whom a replacement would be required. In the event the representative does require a replacement, that individual may attend, with pay, no more than four (4) meetings a school year.

#### **Item 7 -SCHOOL BOARD AGENDA**

Written School Board meeting agenda will be emailed to the Association President as soon as practical.

#### **Item 8 -SCHOOL BOARD MINUTES**

Upon request, copies of the unofficial School Board Minutes will be emailed to the Association President.

#### **Item 9 -ORGANIZATIONAL MEETINGS**

School facilities may be made available for meetings, without charge to the Association, provided that such group is properly supervised. District use agreements shall be executed with the Association for all schools or for an individual school.

**Item 10 -SCHOOL CALENDAR INPUT**

The Non-Instructional Advisory Committee will designate one representative to sit with the Instructional Advisory Committee during School Calendar discussion. This representative will provide the Instructional Advisory Committee with calendar concerns from the Non-instructional Advisory Committee.

**Item 11 – RELEASED TIME FOR PRESIDENT/DESIGNEE**

When association activities require the president to leave his/her assigned school or to visit other schools, he/she shall notify both school offices of his/her intended travel itinerary. The President may see bargaining unit members on their work time only with permission of the Administrator.

The Association President shall be granted up to four days of paid temporary duty with the approval of his/her administrator. Such time shall be used to visit members within the various worksites, conduct meetings, etc. The Association agrees that such time will not be taken on days that interfere with activities within the worksites such as testing, faculty meetings, etc., without the administrator's approval. The Association shall provide the administrator with at least two (2) days notice of such leave unless the administrator agrees to waive such notice. To the extent possible, such time will be taken when the President does not have students assigned to him/her. Release time costs will be reimbursed to the District by BCESP.

**ARTICLE VII**  
**GENERAL TERMS AND CONDITIONS OF EMPLOYMENT**

**ITEM 1 -WORKING CONDITIONS**

A. Regular employees assigned to school/instructional centers, during the regular school year, shall be granted an unpaid sixty (60) minute duty-free lunch break on preplanning, post-planning, and teacher planning work days when school lunch rooms are not in operation.

B. Break/lunch time is to be scheduled by the principal/supervisor and shall be outlined as follows:

All employees who work at least six (6) hours per day shall receive one paid fifteen (15) minute break during the first half of the workday and one paid fifteen (15) minute break during the second half of the workday.

All employees who work less than six (6) hours per day shall receive one paid fifteen (15) minute break during the workday.

All employees who work four (4) hours or more per day shall receive an unpaid, duty free lunch period of not less than thirty (30) minutes during the workday.

Employees, who for any reason work beyond their regular quitting time into the next shift, shall receive a fifteen (15) minute rest period before they start work on such next shift. In addition, they shall be granted the regular rest periods that occur during that shift.

School Nutrition Service Personnel shall receive lunches at no charge on days they are at work and meals are prepared for students.

Schedules for breaks and lunches of employees will be established by the work location administrator. Suggestions for such schedules may be made by the affected employees, but the work location administrator shall have the final authority to schedule such breaks and lunches to effectively maintain the operation of the center.

- C. The employee work day shall be devoted to tasks assigned by the Board or appropriate designee, utilizing the approved job description and normal assignments of the principal/supervisor, performing the standard of services determined by the Board in exercising control and discretion over its organization and operations.
- D. Job descriptions will be available from principals or supervisors for employees who request same. The Board shall provide all new employees a copy of the current job description and updated changes will be provided as appropriate.
- E. The Board shall provide all safety items required by Florida law. Employees are required to furnish all personal items of clothing not provided under the terms of this agreement, as needed, to effectively carry out their assigned responsibilities. The Association will encourage all employees to work safely, using all proper safety procedures.
- F. Both the Association and the Board recognize that the employee workday is specifically for performing duties and assigned responsibilities.
- G. It is the specific responsibility of each employee to be skilled and knowledgeable in the job for which they are employed to perform in the approved job description. When the skills of the job change, the Board will provide at no cost, any training updates or new mandates, with the understanding that the employee is responsible to fully participate in training while on duty.
- H. The Board agrees to furnish and maintain all required common-use tools or equipment (excluding personal-use tools).
  - 1. The principal or supervisor shall determine which tools or equipment are personal-use tools.
  - 2. The Board shall determine which tools or equipment will be purchased and/or used.
  - 3. The principal or supervisor shall determine the extent of maintenance needed for the tools or equipment.
  - 4. Employees using any tools or equipment furnished by the Board will be personally responsible for replacing any items they misplace or lose. Stolen items, where employee took all reasonable measures to protect same, will not be considered misplaced or lost if properly reported to principal or supervisor.
  - 5. Employees shall be responsible for taking care of tools or equipment they use, keeping them clean and in good routine repair.

6. Any problems with common used tools and/or equipment will be reported to the supervisor or principal, in writing.
7. Employees who have been furnished uniforms must wear their uniforms at all times while on duty, unless approved by the employees' immediate supervisor in advance. Employees will be responsible for payment of all lost items. Upon termination or retirement, employees will be responsible for returning or paying for all furnished items.
8. Employees who have been furnished uniforms will be responsible for keeping them clean and in good repair.
9. The Nutrition Services employees may spend up to \$250.00, per year, on uniforms. Each kitchen, as a group, will order uniforms from an approved vendor. Upon approval by the administrator, the employee may use another vendor to purchase uniforms and/or shoes. The invoice from the vendor shall be sent directly to the Nutrition Services Department for payout.
- I. Emergency Calls: Employees will be furnished, at the option of the Board, a vehicle for emergency calls required by the Board. Any employee required to return to duty on an emergency call and not furnished a Board vehicle shall be paid round-trip mileage from the home of the employee to the location of the emergency.
- J. First aid kits shall be furnished by the Board, as appropriate, for each work site, cafeteria, and selected vehicles. Employees are responsible to notify the principal or supervisor in writing of any location where first aid kits are apparently missing for final action of the principal or supervisor.
- K. Work rules  
Existing work rules will remain effective as presently constituted. The Board agrees to negotiate changes in existing work rules or the establishment of new work rules.  
  
In the event that work rules are changed, the Association President will be notified five (5) consecutive work days before becoming effective.  
  
The Employer agrees to furnish each employee in the bargaining unit with a copy of the existing work rules. New employees will be provided with a copy of the work rules at the time they are hired.  
  
Employees will comply with all established work rules, provided the rules are uniformly applied and uniformly enforced. Any complaint involving discrimination in the rule application will be resolved through the Grievance Procedure.
- L. Florida Statute 1003.573 requires a system of record keeping and parental notice regarding the seclusion and/or restraint of students. The Board agrees to implement the Statute as intended and to provide appropriate training to employees who are impacted.



## **ITEM 2 -TRANSFERS AND REASSIGNMENTS**

Seniority defined: Seniority is defined as the total number of years the employee has been continuously employed by the Baker County School Board.

### **A. Voluntary Transfer and Reassignment Provisions**

Employee transfer and reassignment provisions are established which will enable employees seeking transfer and reassignments to be considered without any reprisals taken against them. Employees who desire a change in assignment or desire to transfer to another school center or position shall file a written notice of such desire, providing one copy to the building Supervisor/Principal and one copy to the Association. Such requests shall be reviewed by the administration at least once each year. Reasonable effort will be made by all department heads to notify the applicant of the recommendation for or against approval, prior to final action by the Board.

All things being equal in the judgment of the Supervisor/Principal, length of service in the District, and financial status of the school will be the determining factors in transfer action. In all cases, mutual agreement between the employee and administration is necessary.

### **B. Involuntary Transfer and Reassignment Provisions**

When a transfer is deemed necessary, qualified employees will be transferred or reassigned first under the provisions of voluntary transfers. Other transfers of properly qualified employees will be made after consideration of educational and personal qualifications. Length of service in the School District will be a consideration, but may not necessarily be the determining factor in involuntary transfers and reassignments. When involuntary transfer or reassignment action is taken, the administration will notify the employee in writing, stating the reason for the transfer, prior to School Board action. These provisions shall not be construed in such a way as to prohibit the Board from providing a racially balanced staff in each school.

1. Employees who take a voluntary transfer, are reassigned or involuntarily transferred shall retain all experience credit for the purpose of their hourly wage rates and benefits as provided by this contract.

## **Vacancies and Promotions**

- A. Promotion and Upgrades defined: A promotion is movement to a higher pay grade at any work site in job classification or the same job classification with additional hours. Upgrades are promotions within a work site and do not result in an increase in the number of positions at a cost center and upgrades do not require advertisement.

All employees within the cost center meeting the promotional requirements contained in the new position's job description will have an opportunity to apply. Upgrades shall be controlled by qualifications/experience and will take effect on July 1st.

- B. Vacancy defined: When a position has been created or a current position has been vacated, which is intended to be filled, a vacancy exists.

1. When a vacancy exists, the position shall be posted for five (5) working days on the district's web site. All posted positions will be noticed through district email.
  2. In the Board's determination in filling a posted vacant position, employees currently working in the Baker County Schools who meet all criteria as established herein shall be given priority consideration in the selection process to fill vacant positions.
- C. If positions are not properly advertised within the provisions of this Article, the Association may file a grievance at Step 2 of the grievance provision.

### **Item 3-OVERTIME AND WORK SCHEDULING**

It is agreed to and understood by the parties to this Agreement that employees with the position classifications covered by the job classifications as herein specified will work necessary overtime under conditions declared by the administrative supervisor acting for the Board. Such overtime shall be compensated at the rate of one and one-half times the regular rate of pay after forty (40) hours a week. It is agreed that such overtime shall be calculated on a one-half day minimum at time and a half on emergency work only.

It is agreed and understood by the parties to this Agreement that:

- A. The standard workweek commences at 12:01 a.m. each Thursday and ends at 12:00 midnight the following Wednesday.
- B. The standard number of working hours during any standard workday shall not exceed eight (8) hours per day.
- C. The standard number of working hours during any standard workweek shall not exceed forty (40) hours.
- D. Holiday pay shall be paid at the rate of time and one-half in pay or compensatory time for same.
- E. Pay or compensatory time shall be taken at the Employees option. Compensatory time will accrue at the rate of one and one-half hours for each hour of overtime worked. No more than 120 hours of compensatory time may be accrued per school year. Overtime worked after accruing 120 or more hours of compensatory time shall be paid at the regular overtime rate. Compensatory time must be taken within the same school year it was earned (July 1 through June 30<sup>th</sup>). The compensatory time may be used prior to using accumulated sick or annual leave. Any compensatory time not used will be paid. When an employee plans on using compensatory time, prior written notification to the administrator must be given and written approval by the administrator.
- F. Non-instructional employees attending training sessions required by the Board or its supervisory or management agents shall be paid their regular hourly rate of pay per hour for time beyond their contractual period.
- G. Employees assigned by the Director of Transportation to work as trainers beyond their contractual day, shall be compensated at their regular hourly rate of pay.
- H. All employees will seek approval from their supervisor/principal, in advance, when the need arises to work beyond their normal contractual hours.
- I. Non-instructional employees attending training sessions at the recommendation of the Board or its supervisory or management agents shall be paid at their regular rate of pay.

- J. Employees who are assigned to call substitutes before or after regular work hours shall be given compensatory time at time and one-half or paid at the rate of time and one-half for any hours over 40 in a week. The employee should work directly with the site administrator to account for time worked.
- K. Employees assigned to substitute cafeteria managerial duties shall be paid to work an additional ½ hour for each day performing said duty. If the hours performed exceed 40 hours in a week the employee shall be paid at a rate of time and one-half for additional hours.

#### **Item 4-DISTRIBUTION**

Overtime work shall be distributed equally to employees working within the same job classification and at the same worksite. The distribution of overtime shall be equalized over each six-month period beginning on the first day of the calendar month following the effective date of this Agreement, or on the first day of any calendar month this Agreement becomes effective.

On each occasion, the opportunity to work overtime shall be offered to the employee within the job classification and at the same worksite who has the least number of overtime hours to his/her credit at that time. If this employee does not accept the assignment, the employee with the next fewest number of overtime hours to his/her credit shall be offered the assignment. This procedure shall be followed until the required employees have been selected for the overtime work. A record of the overtime hours worked by each employee shall be posted on the department bulletin board monthly.

Overtime work shall be voluntary except as may be stated in the employee job description or in case of emergency, as determined by the Superintendent or his/her designee. There shall be no discrimination against any employee who declines to work overtime, except in cases of emergencies or as stated in job description for job classification. During the summer or on special occasions overtime shall be distributed equally to employees within the same job classification and at the same worksite.

#### **Item 5 -PHYSICAL EXAMINATION**

The initial physical examination for employment and any other physical examination required by law of those covered by this contract will be at the expense of the employee.

Required physical examination, other than those required by law, will be paid for by the Board.

#### **Item 6-CONTRACTING AND SUBCONTRACTING OF PUBLIC WORK**

During the term of this Agreement, the Employer shall not contract out or subcontract any public work performed by employees covered by this Agreement, unless agreed to by the Association President. This provision is null if the employees are unable to do the work. This does not apply to work performed which is paid for by funds other than School Board operating funds.

#### **Item 7-LAYOFF PROCEDURES**

In the event that the School Board determines the necessity of a reduction in the work force, the Board will retain the right to determine the timing of layoffs, the number of employees to be laid off, the classification and/or work sites and personnel affected by any layoff. Prior to implementation, the Board will communicate layoff decisions to the Association.

The order of layoff will be determined by the following factors and on the following priority/order:

- a. Attrition
- b. Volunteers
- c. Non-permanent employees, i.e. probationary, part-time or temporary
- d. Qualifications based on an employee's most recent performance evaluation
- e. If two or more employees are equally qualified, the more senior employee within the job classification will be retained. For purposes of layoff, seniority shall mean the length of uninterrupted service within affected classification. Approved leaves of absence shall not be considered a break in uninterrupted service. Should the length of uninterrupted service be the same for more than one employee, the tie shall be broken by using the last four numbers/digits of the employees social security number, with the lowest number being considered the most senior. A seniority list shall be prepared, posted and maintained by the Board based upon the foregoing criteria.

Employees will be considered for recall for a period of up to one year prior to any new applicants being employed. Employees will be offered re-employment in reverse order of layoff by classification. Notification of recall will be by certified mail, return receipt requested. If the employee does not respond or rejects a recall for re-employment within five (5) working days of either actual receipt or attempted delivery of notification by the post office, his/her name will be automatically dropped from the recall list.

#### **Item 8-EMPLOYEE RIGHTS**

The Superintendent and his/her designee acting as an agent of the Board may discipline employees covered under this agreement. All reprimands, suspension with or without pay, and dismissal must be for just cause. The employee in question shall be provided with all statements, complaints and/or concerns that allege a problem or rule violation.

In the event an educational leader deems it necessary to meet with an employee informally at a specific time and place for purposes of information gathering or information sharing, the employee will be provided a completed copy of Appendix A. At any time during this meeting that the employee perceives the meeting may have disciplinary implications, the employee may stop the meeting and ask for representation.

If the educational leader determines there is a need to meet formally with an individual and the outcome of that meeting may have disciplinary implications, the educational leader will provide a completed copy of Appendix B.

The educational leader and the employee receiving the notice of the formal meeting will sign a copy of the form. The original will be retained by the educational leader and the employee shall be provided a copy.

1. Employees will follow all written and verbal directives, even if such directives are allegedly in conflict with the provisions of the Agreement. Compliance with such directives will not in any way prejudice the employees' right to file a grievance under the grievance procedure of the Agreement, nor shall compliance affect the ultimate resolution of the grievance.

2. Administrators/supervisors shall not reprimand or criticize an employee in the presence of the employee's colleagues, students, or in the presence of parents of such students. When reprimand or criticism is deemed necessary, it shall be made in a private conference, with discretion and out of public view and hearing. The following progressive steps must be followed in administering discipline, it being understood, however, that some more severe acts of misconduct may warrant circumventing the established procedure.
  - a. Verbal warning
  - b. Verbal Reprimand (site record only)
    1. No written conference summary is placed in personnel file
    2. Employees must be told that a verbal reprimand initiates the discipline process
  - c. Written Reprimand (placed in personnel file)
  - d. Suspension with or without Pay
  - e. Termination
3. It shall be the objective of those taking disciplinary action, and of the employees, that they handle their roles by conducting themselves through a proper and professional manner.
4. An employee who is summoned to the office of the Principal/administrator/supervisor or any district-level administrator for an investigatory conference or meeting which may lead to disciplinary action, shall be given 24 hours notice and shall have the right to a representative of their choice. If a representative is not available for the conference/meeting, the conference/meeting shall be rescheduled to a time when such representation is available. If a representative is to be used, the Principal/administrator/supervisor shall be informed in a timely manner.
5. When the employee is to receive a written reprimand, a copy of the reprimand shall be provided to the employee promptly once it is finalized. The employee shall have the opportunity to make a written response to the reprimand within ten days of receiving a copy. A copy of the response shall be made to the Principal and/or an appropriate administrator. If any employee who is to receive a written reprimand is absent from work or cannot be located, a copy will be mailed to his/her last known address by certified mail, return receipt requested. The employee's signature indicates receipt only, not agreement with it.
6. Employees may be suspended with pay for just cause and may be suspended without pay only for just cause and only by action of the Superintendent.
7. When an allegation of wrongdoing or a complaint against an employee is investigated the employee shall be notified of the nature of the complaint and shall have the opportunity to seek representation prior to any investigatory meeting. The employee shall have an opportunity to respond in writing to the allegations or complaint during the investigation.

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. Every effort shall be made to process parent/student concerns.

- If necessary, a conference with the parent, employee, and principal shall be held. The employee must be notified in advance of the conference.
- In no case shall complaints or reprimands be placed in the file that are anonymous or are based on anonymous information.

### **Item 9 -PERSONNEL FILES**

Employee personnel files shall be maintained according to the provisions of the Florida Statutes and any Department of Education and/or Board Policies issued pursuant to law.

### **Item 10 -TOBACCO FREE WORKPLACE**

In order to protect the health, safety, and welfare of all employees in the Baker County School System, all uses of tobacco products in any form are prohibited in any district-owned facilities or on any district-owned grounds. All employees shall be informed of this tobacco free workplace policy at the beginning of the school year, or on their initial date of hire.

### **ITEM 11 -STUDENT DISCIPLINE**

The Board and the Association recognize that the employee must be given firm and consistent administrative support in the handling of discipline problems in the maintenance of good order necessary in the proper performance of duty. Non-Instructional employees are required to provide appropriate disciplinary support. This includes writing disciplinary referrals in accordance with the Student Code of Conduct. After referrals have been processed by the principal or his/her designee, this employee will be notified of the disciplinary action taken within two school days. The Transportation department will notify drivers of the disciplinary action taken by placing a copy of the referral in the driver's locker. If disciplinary action results in suspension, school or bus, employees will be notified prior to the first day of suspension.

## **ARTICLE VIII** **LEAVE PROVISIONS**

### **Item 1 -GENERAL PROVISIONS**

A leave of absence is permission granted by the School Board or allowed under its adopted policies for an employee to be absent from duty for a specified period of time with the right to return to employment on the expiration of leave. Any absence of a member of the non-instructional staff from duty shall be covered by leave duly authorized and granted. Leave shall be officially granted in advance and shall be used for the purposes set forth in the leave application. Any request that the leave be granted retroactively will be denied. Leave for sickness or other emergencies may be deemed to be granted in advance if prompt report is made to the proper authority. No leave, except military leave, will be granted for a period in excess of one (1) year. Leave may be with or without pay as provided by law, regulations of the State Board, School Board Policy and these regulations.

For any absence that is without pay, the deduction for each day of absence shall be determined by dividing the annual salary by the number of days for required service.

A non-instructional employee on leave for the remainder of the school year or for the entire school year who, on expiration of leave, wishes to return to duty at the beginning of the next school year, shall notify the Superintendent in writing of such desire by no later than April 1.

### **Item 2 -APPROVAL OF LEAVE**

All leave, except sick leave, will be prior approved by the Superintendent, School Board, or immediate supervisor.

### **Item 3 -ABSENCE WITHOUT LEAVE**

Any member of the non-instructional staff who is willfully absent from duty without leave shall forfeit compensation for the time of the absence and shall be subject to dismissal from employment.

### **Item 4 -NOTIFICATION OF ABSENCE**

Any member of the non-instructional staff who expects to be absent for any cause shall notify his/her administrative supervisor the evening immediately preceding the day of the absence if such is possible. Where the absence is due to an emergency, the employee shall notify his/her administrative supervisor or the Superintendent at the earliest possible moment.

Notice of absence shall always be in advance, unless the absence is beyond the control of the employee and conditions make such advance notice impossible. When an employee fails to obtain prior approval for absence from work or fails to notify his/her immediate supervisor of his/her need to be absent and is absent for three (3) consecutive workdays, the employee shall be considered to have abandoned his/her position and resigned as an employee of the Board.

### **Item 5 -SICK LEAVE**

During each contract year, each full-time employee shall be entitled to one (1) day sick leave for each month of employment. Regular part-time employees shall be entitled to 1/2 day sick leave for each month of employment. Sick leave will accrue at the end of each month of employment and shall not be used prior to the time it is earned and credited. There will be no limit to the number of days that may be accrued (Florida Statutes). Accrued leave shall be paid for 100 percent (100%) of the days accumulated upon retirement or death according to School Board Policy.

Such leave may be taken only when the employee is unable to perform his/her duties because of personal illness or illness or death of father, mother, brother, sister, husband, wife, child, or other close relative.

For a regular part-time employee whose term of service is not less than one hundred eighty (180) days per year and who has been duly appointed by the Board as a regular part-time employee, sick leave shall accrue at the rate of one (1) part -time day per month. A part-time day is herein defined as that hourly portion of the day for which an individual is employed.

Any claim for sick leave shall be filed with the employee's supervisor by no later than five (5) days after the person returned to duty. The claim shall be in writing and shall set forth the days absent and that

such absence was allowable under this rule. This claim shall be duly signed by the employee or claimant certifying that the facts are correct and that the claim is valid and legal.

A false claim for sick leave shall be deemed cause for the employee's immediate suspension from duty and subsequent dismissal from employment. Where there is any doubt as to the validity of a sick leave claim, the Superintendent shall require the employee or claimant to file a written certificate of illness from a School Board approved physician or other supporting evidence where personal illness is not involved. Any sick leave in excess of five (5) consecutive days shall require written certificate of illness from a licensed physician or other supporting evidence.

Any non-instructional employee who has used all accrued sick leave credit but who is otherwise entitled to sick leave shall be granted sick leave without pay. The claim for such sick leave shall clearly state that the leave is without compensation. Leave without pay shall not be granted until all sick leave/annual days have been depleted.

Any non-instructional employee who terminates his/her employment and who is subsequently re-employed, shall be entitled to sick leave accumulated prior to termination.

Should an employee on vacation become sick or injured, his/her department shall charge such period of sickness or disability to sick leave instead of annual leave, unless the employee wishes to keep the leave as annual leave. In the event the employee would like to change the annual leave to sick leave, a report from the attending physician shall be furnished confirming such sickness or disability.

All ten month employees who work a minimum of twenty summer school schedule days at their regular hours per day will receive one additional sick leave day which may be accrued. Each non-instructional employee employed during the summer school shall be credited at the end of the first month of summer school with one additional sick leave day. In the event their duties are a function of another school district's summer school schedule, the employee shall be credited at the end of that district's summer school with one additional day.

All ten-month employees receive ten (10) sick leave days.

Employees who are approved for additional summer work shall be granted the use of sick leave which was accrued during the regular school year, if that employee is unable to perform his/her duties in the school or at the job site because of illness, or because of illness or death of father, mother, brother, sister, husband, wife, child, other relative, or member of the employee's household.

School board employees are authorized to donate accrued sick leave to other school board employees, as well as to a spouse, child, parent, sibling, who is also a district school board employee in accordance with Florida Statute. The recipient may not use the donated sick leave until all of his/her sick leave has been depleted. Any employee who donates sick leave to another employee, other than a family member as specified in I.B., must retain a minimum number of eight (8) days. Any recipient of donated sick leave must provide medical documentation from the treating physician of the illness, accident, or injury for which the donated sick leave is requested, and a signed release from the recipient to publicly request sick leave days from other employees. The recipient requesting donated sick leave days must initiate this process by completing all required paperwork and documentation before public request of donated sick



leave days can be sent out. The treating physician documentation must verify the medical need to be absent from work. Regular maternity leave does not qualify for donated sick leave. To qualify for this process, the recipient must have a medically verified need of a minimum of five (5) consecutive sick leave days. Any unused sick leave shall be returned to the donor. Donated sick leave days cannot be carried over into the next school year. The donated sick leave has no terminal pay value for the recipient. Compensatory time (comp time) cannot be used with the sick leave process. The days shall be donated on a day-for-day basis without regard to the classification, rate of pay, or length of workday of either employee. Requests for donations of any sick days must be received by the Personnel Department no later than the Tuesday before the next payroll is due on Thursday.

Personal Leave -Any member of the non-instructional staff may be granted six (6) days of personal leave for any reason, with compensation, provided that such leave shall be charged against accrued sick leave and will be counted in determining a year of service; provided further that the total accrued personal leave may not exceed six (6) days in any school year.

#### **Item 6 -PERSONAL LEAVE WITHOUT PAY**

Any member of the non-instructional staff who desires personal leave shall file a written application for such leave. The person shall not be entitled to compensation while on personal leave except as provided in this rule. Personal leave will be granted at the discretion of the Board, except maternity leave, which shall be mandatory upon application. Authority to approve such leave shall be vested in the Board.

#### **Item 7 -EXTENDED HEALTH LEAVE**

An employee who is unable to perform the normal function of his/her position because of personal illness or disability and who has exhausted all accumulated sick leave, will be granted extended health leave upon written request and approval of the Board. Such leave shall be granted up to two years with approval on a year to year basis. Such extended health leave shall be without pay and may be contingent upon medical evidence or disability. The Board agrees to comply with the provisions of the Family Medical Leave Act.

#### **Item 8 -LEAVE FOR POLITICAL CAMPAIGNING**

A member of the non-instructional staff who desires personal leave to seek election to office shall file an application for leave. The School Board will grant such personal leave without compensation for the duration of the political campaign.

#### **Item 9 -PERSONAL LEAVE FOR OTHER REASONS**

An employee desiring personal leave for any other reason shall file a written application setting forth the reasons for and the purpose of the leave. The Board or the Superintendent will consider the request on its own merits and in arriving at a decision will consider the best interests of the employee and the general welfare of the school system.

- A. Attending Board Meetings - A member of the non-instructional staff attending a Board meeting, unless directed to do so by the Board or Superintendent, shall be required to take personal leave, excluding the Association President.

#### **Item 10 -MILITARY LEAVE**

Military leave will be granted to an employee who is required to serve in the armed forces of the United States or of the State of Florida in fulfillment of obligations incurred under the Selective Service Laws or because of membership in the Reserves of the Armed Forces or the National Guard. When an employee

enters voluntarily into any branch of the armed services for temporary duty, or an extended period of service, military leave will be granted at the discretion of the School Board and, except in unusual cases, will be denied to an employee if his/her absence will interfere with the orderly operation of the school program.

An employee granted military leave for extended active duty shall, upon the completion of the tour of duty, be returned to duty without prejudice, provided that an application for re-employment is filed within six (6) months following the date of discharge or release from active military duty. Following receipt of the application for re-employment, the School Board shall have a reasonable time, not to exceed six (6) months, to reassign the employee to duty in the school system. Compensation allowed during military leave shall be only as provided in Section 115.07(2), Florida Statutes.

### **Item 11 -BEREAVEMENT LEAVE**

Bereavement leave of three days shall be granted to any Baker County employee in the event of the death of father, mother, brother, sister, husband, wife, child. Also included will be the step-father, step-mother, step-brother, step-sister, step-child, grandparents, mother-in-law, father-in-law, son-in-law, and daughter-in-law. This will be in addition to individual accrued sick leave.

This leave shall be granted upon request and may require the submission of a death certificate, or written documentation from the funeral director, or other documentation that enables the Superintendent or designee to make a determination that the leave is appropriate.

Bereavement leave is not accruable from year to year.

- Bereavement leave must be used within 14 calendar days, excluding holiday breaks, of the death.

Such leave is not transferable.

Such leave is not redeemable.

Such leave shall not disqualify one from the attendance incentive pay.

### **Item 12 -ILLNESS IN LINE OF DUTY LEAVE**

A member of the non-instructional staff shall be entitled to a maximum of ten (10) days of illness-in-the-line-of-duty leave each school fiscal year when unable to perform his/her duties because of personal injury in the discharge of his/her duties or because of illness from a contagious or infectious disease contracted in his/her work. Such leave shall be non-cumulative from year to year and when approved by the School Board shall be used before charging any absence to regular accrued sick leave, provided that the following conditions are met:

1. The Principal or the Superintendent shall be notified as soon as the injury or illness occurs.
2. The employee shall file a written claim signed by the principal or the immediate supervisor for the attachment to the payroll report for the period in which the illness or injury occurred.
3. In case of injury, a certificate from a licensed physician may be required and in case of a claim relating to a contagious or infectious disease, the employee shall file a statement from a licensed physician certifying that the contagious or infectious disease was contracted at the school during the time the employee was engaged in school work.

4. After determining that the claim correctly states the facts and is valid, the School Board will approve the leave.
5. Any workers' compensation payment received by the employee while he/she is on compensable leave shall be paid to the School Board by the employee or the check received from workers' compensation shall be endorsed to the School Board.

### **Item 13 -JURY DUTY OR COURT LEAVE**

Where an employee is under subpoena for jury duty during the time he/she is engaged in regular professional duties and is not released from such duties, he/she may make application for temporary duty elsewhere. Upon approval by the Superintendent, the employee will then be released from regular professional duties and will receive his/her regular pay and may retain the compensation received for jury duty.

Where an employee is under subpoena as a witness in connection with his/her official duties or in a court action in which he/she is not a party to the litigation, and is not released from such duties in Court, he/she may make application for temporary duty elsewhere. Upon approval by the Superintendent, the employee will then be released from regular professional duties and will receive his/her regular pay and may retain the compensation received from witness duty.

The employee will furnish the Board a written statement from the court as to the location, days, and hours of duty upon returning to regular assigned duties. If the employee is released from jury duty before the end of their contractual day, they must return to work and complete their contractual time. The employee will be entitled to a lunch break.

### **Item 14 -PROFESSIONAL LEAVE**

Professional leave with pay may be granted to a non-instructional employee for the purpose of attending conferences and meetings relating to his/her area of specialization and employment. A request for such leave shall be made in writing to the Superintendent and will be acted on by the Board at its next regular meeting.

### **Item 15 -ANNUAL LEAVE**

Members of the non-instructional staff who are employed on a twelve-month contract shall accrue annual leave, exclusive of holidays with compensation, as follows:

- A. An employee with less than five (5) years of continuous service in the district, at the rate of one (1) day per month cumulative to twelve (12) workdays per year
- B. An employee with five (5) years or more of continuous service in the district, at the rate of one and one-quarter (1 1/4) days per month cumulative to fifteen (15) workdays per year
- C. An employee with ten (10) years or more of continuous service in the district, at the rate of one and one-half (1 1/2) days per month cumulative to eighteen (18) workdays per year
- D. An employee with fifteen (15) years or more of continuous service in the district, at the rate of two (2) days per month cumulative to twenty-four (24) workdays per year

Annual leave shall accrue at the close of each month and may not be accrued to exceed forty-five (45) workdays as of June 30, however, the employee shall be encouraged to use accrued annual leave on an annual basis. Annual leave days accrued in excess of 45 each year shall be considered "use or lose" days. Written notice indicating the number of "use or lose" days will be given to each employee with their first check in January and again in their first payroll check in April. Upon termination the employee will receive payment for accrued annual leave.

Annual leave may be granted by the Superintendent upon written application of the employee and with prior approval of the employee's administrative supervisor. Annual leave shall be so scheduled as to cause a minimum disruption to the school program.

Any person employed on a part-time basis who works in excess of one-half of the hours or days required for a full-time position but less than the total hours or days required for a full-time employee shall not be entitled to annual leave.

Annual leave shall not be granted until the employee has rendered at least three (3) months of acceptable service in the district. Annual leave may not be taken for less than one-quarter (1/4) day.

Unless the employee is on duty, the Christmas holiday period other than legal holidays running consecutively with annual leave shall constitute a part of the aforesaid allowable annual leave.

Accrued annual leave may be used in lieu of other types of leave with the approval of the Superintendent.

Choice of annual leave periods and days off shall normally be based on classification seniority within the work units.

#### **Item 16 -TEMPORARY DUTY**

A member of the non-instructional staff may be granted temporary duty, as provided in State Board of Education regulations, when officially assigned short term professional duties outside the School District. An employee granted temporary duty shall receive his/her regular pay and may be allowed expenses as provided by the law and these regulations. Temporary duty shall be considered equal to the regular duties of the employee and he shall not be classified or considered as being on leave.

A request for temporary duty should be submitted in advance and shall be endorsed by the employee's immediate administrative supervisor and approved by the Superintendent.

In any case in which the School Board is to bear any part of the expense incurred on an authorized trip by the employee, the expense account for such trip shall be approved by the Superintendent. A member of the non-instructional staff, at School Board expense, may attend state, regional, or national meetings in line with the work of the employee provided such trip is approved in advance by the Superintendent or the School Board.

#### **Item 17 – TERMINAL SICK LEAVE PAY**

Any employee of the Board shall be eligible for terminal sick leave pay at the time of normal retirement provided that normal retirement coincides with termination. Normal retirement shall mean retirement under any plan established by the legislature with either full or reduced benefits. Normal retirement

shall not be interpreted to mean withdrawal of funds. Payment shall be made to the beneficiary of an employee if service is terminated by death.

Educational Support Employees terminal pay for accumulated sick leave shall be paid at the daily base rate of pay at the time of retirement. Payment shall be calculated according to the following:

- A. During the first three (3) years of service in the District, the daily rate of pay multiplied by thirty-five percent (35%) times the number of days of accumulated sick leave.
- B. During the next three (3) years of service in the District, the daily rate of pay multiplied by forty percent (40%) times the number of days of accumulate sick leave.
- C. During the next three (3) years of service in the District, the daily rate of pay multiplied by forty-five percent (45%) times the number of days of accumulated sick leave.
- D. During the next three (3) years of service in the District, the daily rate of pay multiplied by fifty percent (50%) times the number of days of accumulated sick leave.
- E. During and after the thirteenth (13<sup>th</sup>) year of service in the District, the daily rate of pay multiplied by one-hundred percent (100%) times the number of days of accumulated sick leave.

## **ARTICLE IX** **EMPLOYEE BENEFITS**

### **Item 1 -HEALTH, LIFE, VISION AND DENTAL INSURANCE**

All full-time employees (six hours or more a day) and full-time bus drivers will be covered by the School Board adopted health, dental, vision, and life insurance policies. Employees shall pay any difference in premium costs.

The Board shall provide, without cost to the employees, group term life insurance in the amount of \$10,000 for each full-time employee per year. Upon reaching 70 years in age, the policy will reduce by 50%, as mandated by the insurance carrier.

**\*\*Medical premiums shall be stated in the Memorandum of Agreement.**

An insurance committee of thirteen (13) shall be formed to review and analyze the district health insurance plan and any other insurance plan or options, and make recommendations to the Superintendent. This committee will be comprised of six (6) administrators appointed by the Superintendent, three (3) teachers, and three (3) non-instructional staff appointed by the Association presidents. This committee will meet at least once per quarter during the school year. There will be two at-large retirees (teacher, non-instructional, or administrator) appointed to the committee. One will be appointed by the Superintendent and one by mutual agreement by the Association presidents. The two appointed retirees will alternate voting each year if an at-large vote is required. BCEA will be updated regularly by their respective committee members. The insurance committee will update and report to BCEA the committee's recommendation that will be presented to the Superintendent.

### **Item 2 - PAID LEGAL HOLIDAYS**

All twelve-month employees will receive the same number of paid holidays received by other employees not covered in this Agreement:

Independence Day  
Labor Day  
Thanksgiving  
Christmas – New Year's  
Spring Break  
Memorial Day

All other employees will receive six (6) paid holidays:

Labor Day  
Thanksgiving  
Christmas  
New Years Day  
M.L. King Day  
Memorial Day

If the holiday falls on a Saturday, the immediate preceding Friday shall be a paid holiday. If the holiday falls on a Sunday, the following Monday shall be a paid holiday.

There may be additional paid holidays that the School Board may grant during the time of this Agreement.

In order to qualify for holiday pay, the employee must have worked the last workday preceding the holiday and the first workday following the holiday, unless the employee is on approved leave (e.g. TDA, paid sick leave or paid personal leave, illness in the line of duty, military leave, annual leave, jury duty, witness duty or limited professional leave).

**Item 3 - BADGES/SCHOOL ACTIVITIES PASS**

Identification badges/key card shall be issued to all Baker County School-Related Employees and replaced as needed. Upon learning it is lost, it is the responsibility of the employee to report immediately to their supervisor. Employees are required to wear or have the badge on their person for security purposes. If the employee forgets to bring his/her badge to work they are to immediately inform his/her supervisor. The initial badge will be provided at no cost to the employee and will serve as an activity pass. The activity pass will provide general admission to any regular school activity or sporting event. A specified gate, to be determined by the Principal of the School involved, will be used by the employee having an activity pass. This policy does not apply to "reserved" seating or to "state playoff events", only "general admission." The cost of a lost badge will be the responsibility of the employee.

**Item 4 - RETIREMENT**

Any member of the non-instructional staff is required to be a member of the Florida Retirement System. The retirement benefit will be paid by the Baker County School System to the Florida Retirement System each month the employee receives a pay check.

### **Item 5 – ADDITIONAL RETIREMENT BENEFIT**

For a period from July 1, 2021 through June 30, 2024, any employee who is eligible for normal retirement under any State of Florida retirement plan, who retires from his/her position during that year, which he/she first becomes eligible for normal retirement, shall be paid a retirement benefit. This benefit will not be paid to an employee if he/she continues his/her employment beyond the time he/she is eligible for \*normal retirement. Any employee who is eligible for retirement during that time may take advantage of this benefit.

\*Normal retirement is defined as 62 years of age or 30 years of employment if enrolled in the Florida Retirement System (FRS) prior to July 1, 2011, or 65 years of age or 33 years of employment if enrolled in the FRS on or after July 1, 2011.

To qualify for retirement incentive an employee must:

- A. Have provided at least ten (10) years of continuous service to the district immediately prior to retirement.
- B. Complete the necessary procedure including retiring effective at the end of the school year that the employee first becomes eligible.
- C. Employees who have selected the FRS Investment Plan must show FRS documentation verifying retirement before receiving this additional retirement benefit.

Retirement incentive will be 50% of the employee's gross annual salary, excluding supplements or extra pay, during the fiscal year in which retirement occurs. Incentive payments shall be computed at retirement and paid upon verification of retirement with the State of Florida Division of Retirement.

It shall be the specific responsibility of each employee to determine his/her eligibility for regular retirement and to meet the requirements set forth for this one time retirement incentive. The School Board is held harmless for failure of an employee to follow this procedure.

### **Item 6 -ATTENDANCE INCENTIVE**

School related employees who do not use sick or personal leave during any instructional quarter (9 weeks) shall receive an incentive of \$125 (before deductions) within thirty (30) working days of the end of the instructional quarter. To initiate the receipt of this incentive, school related employees who qualify must notify their building principals/supervisors in writing (e-mail), within ten (10) working days of the end of the instructional quarter. Approved Temporary Duty Leave, approved Line of Duty Leave (including when a bus driver is assigned a field trip), approved comp time, and approved Association Leave shall not affect a school-related employee's perfect attendance. Permanent part-time employees shall receive \$25 per instructional quarter for perfect attendance. Employees who earn annual leave are not eligible for this incentive.

**ARTICLE X**  
**GENERAL PROVISIONS**

The Board agrees that there shall be no disciplinary actions, discrimination or coercion against any employee because of Association membership or non-membership, his or her participation in collective bargaining or institution of any grievance, complaint, or proceeding under this contract. The parties to this Agreement agree that there shall be no strike, walk-out, or work slowdown, directly or indirectly sponsored by the Association or its membership, and that there shall be no lockout of employees by the Board during the period of this Agreement.

**ARTICLE XI**  
**SAVINGS CLAUSE**

Should any part of this agreement or any portion therein contained be rendered or declared illegal, legally invalid or unenforceable by a Court of competent jurisdiction, or by the decision of any authorized governmental agency, such invalidation of such part or portion of this agreement shall not invalidate the remaining portions thereof. In the event of such occurrence, the parties agree to meet immediately and, if possible, to negotiate substitute provisions for such parts or portions rendered or declared illegal or invalid. The remaining parts and provisions of this agreement shall remain in full force and effect.

Any delays in the signing of this agreement after ratification by the Association membership and approval by the Board shall not defer the implementation date as it affects the distribution of the benefits and provisions provided by this agreement.



**ARTICLE XII**  
**TERMS OF AGREEMENT**

This Agreement shall be effective the 1st day of July 2021, and shall remain in full force and effect until the 30th day of June, 2024, subject to annual reopeners for Article IV, Article IX, plus four items for each side. This agreement shall be automatically renewed from year to year after termination unless either party shall notify the other, in writing, on or before June 30, 2024 that it desires to modify this Agreement. None of the provisions of this agreement shall be open for renegotiation, except as expressly stated herein, until the expiration of the agreement

IN WITNESS WHEREOF, the parties hereto have set their hands this 15 day of November, 2021.

FOR THE ASSOCIATION:

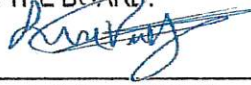


Amanda Nowlen  
President, BCESP



Brittini Wegmann  
Chief Negotiator, BCESP

FOR THE BOARD:



Leonard Dietzen, Chief Negotiator  
Baker County School District



Sherrie Raulerson, Superintendent

PRESENTED AND APPROVED  
IN OPEN BOARD MEETING

NOV 15 2021

MIN BOOK # 39  
MIN BOOK PG # \_\_\_\_\_

**AGREEMENT BETWEEN THE BAKER COUNTY EDUCATION SUPPORT PROFESSIONALS AND THE BAKER COUNTY SCHOOL BOARD**

In the event that a financial situation (short fall or wind fall) occurs during this contractual time that would jeopardize the ability to honor the terms of the contract or would create the ability to enhance the terms of the contract, the BCESP and the BCSB will agree to return to the table for renegotiations.

**THE SCHOOL BOARD OF BAKER COUNTY  
GRIEVANCE FORM**

NAME(S) \_\_\_\_\_

SCHOOL: \_\_\_\_\_ ASSIGNMENT: \_\_\_\_\_

HOME-ADDRESS: \_\_\_\_\_ HOME-PHONE: \_\_\_\_\_

**STEP 1, 2, 3 (please circle the appropriate step)**

DATE CAUSE OF GRIEVANCE OCCURRED: \_\_\_\_\_

RELATES TO ARTICLE(S) \_\_\_\_\_ PARAGRAPH(S) \_\_\_\_\_ OF  
AGREEMENT BETWEEN THE \_\_\_\_\_ ASSOCIATION AND THE DISTRICT  
SCHOOL BOARD OF BAKER COUNTY, FLORIDA.

STATE OF GRIEVANCE (INCLUDE STATEMENT FOR EACH ARTICLE and STEP 1,2,3)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RELIEF SOUGHT (FOR EACH ARTICLE and STEP 1, 2, 3)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(DATE)

DEPOSITION OF ADMINISTRATOR (FOR EACH ARTICLE and STEP 1, 2, 3)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(DATE)

Copy to: Administrator, Association, Grievant, Superintendent

**APPENDIX A**

**INFORMAL MEETING INFORMATION**

Meeting Date: \_\_\_\_\_

Meeting Place: \_\_\_\_\_

Meeting Time: \_\_\_\_\_

Name: \_\_\_\_\_

**Subject/Purpose of Meeting (information gathering/sharing)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that I have the right to have a person of my choosing present during the course of the meeting described above. I have read and understand this form.

Signature of person receiving this form: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of person delivering this form: \_\_\_\_\_

Date: \_\_\_\_\_

Employees represented by the Collective Bargaining Agreement shall have the right to representation during any examination, interview or meeting with school board administrators. Should the employee desire representation, the administrator shall be informed accordingly. If the employee requests representation during a meeting, the administrator is required to stop the meeting immediately. At such time, the employee shall contact a representative of their choice and the meeting shall be rescheduled when their representative is available.

**APPENDIX B**

**FORMAL MEETING INFORMATION**

Meeting Date: \_\_\_\_\_

Meeting Place: \_\_\_\_\_

Meeting time: \_\_\_\_\_

Name: \_\_\_\_\_

Subject/Purpose of Meeting (information gathering/sharing)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that I have the right to have a person of my choosing present during the course of the meeting described above. I have read and understand this form.

Signature of person receiving this form: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of person delivering this form: \_\_\_\_\_

Date: \_\_\_\_\_

Employees represented by the Collective Bargaining Agreement shall have the right to representation during any examination, interview or meeting with school board administrators. Should the employee desire representation, the administrator shall be informed accordingly. If the employee requests representation during a meeting, the administrator is required to stop the meeting immediately. At such time, the employee shall contact a representative of their choice and the meeting shall be rescheduled when their representative is available.

**BAKER COUNTY SCHOOLS**  
**2021-2022 Insurance Health Care Premiums**

	Monthly Cost	Board Contrib.	Employee Pays	Ded. From Each Check
<b>FL BLUEOPTIONS PPO 5774</b>				
Single Coverage	\$ 818.44	\$ 535.02	\$ 283.42	\$ 141.71
Employee & Spouse	\$ 1,474.64	\$ 688.86	\$ 785.78	\$ 392.89
Employee & Children	\$ 1,342.86	\$ 657.36	\$ 685.50	\$ 342.75
Family Coverage	\$ 1,946.46	\$ 802.20	\$ 1,144.26	\$ 572.13
E/E Family Coverage	\$ 1,946.46	\$ 1,211.12	\$ 735.34	\$ 367.67
E/E Spouse Coverage	\$ 1,474.64	\$ 963.90	\$ 510.74	\$ 255.37
<b>FL BLUECARE HMO 62</b>				
Single Coverage	\$ 741.72	\$ 535.02	\$ 206.70	\$ 103.35
Employee & Spouse	\$ 1,336.36	\$ 688.86	\$ 647.50	\$ 323.75
Employee & Children	\$ 1,216.92	\$ 657.36	\$ 559.56	\$ 279.78
Family Coverage	\$ 1,763.90	\$ 802.20	\$ 961.70	\$ 480.85
E/E Family Coverage	\$ 1,763.90	\$ 1,211.12	\$ 552.78	\$ 276.39
E/E Spouse Coverage	\$ 1,336.36	\$ 963.90	\$ 372.46	\$ 186.23
<b>FL BLUEOPTIONS PPO 5301</b>				
Single Coverage	\$ 704.44	\$ 535.02	\$ 169.42	\$ 84.71
Employee & Spouse	\$ 1,269.22	\$ 688.86	\$ 580.36	\$ 290.18
Employee & Children	\$ 1,155.78	\$ 657.36	\$ 498.42	\$ 249.21
Family Coverage	\$ 1,675.28	\$ 802.20	\$ 873.08	\$ 436.54
E/E Family Coverage	\$ 1,675.28	\$ 1,211.12	\$ 464.16	\$ 232.08
E/E Spouse Coverage	\$ 1,269.22	\$ 963.90	\$ 305.32	\$ 152.66
<b>FL BLUECARE HMO 128/29 (HSA)</b>				
Single Coverage	\$ 564.86	\$ 535.02	\$ 29.84	\$ 14.92
Employee & Spouse	\$ 1,017.64	\$ 688.86	\$ 328.78	\$ 164.39
Employee & Children	\$ 926.76	\$ 657.36	\$ 269.40	\$ 134.70
Family Coverage	\$ 1,343.28	\$ 802.20	\$ 541.08	\$ 270.54
E/E Family Coverage	\$ 1,343.28	\$ 1,211.12	\$ 132.16	\$ 66.08
E/E Spouse Coverage	\$ 1,017.64	\$ 963.90	\$ 53.74	\$ 26.87
<b>Baker Co. Self-Funded Program</b>				
Dental-Single	\$ 35.70	\$ 12.70	\$ 23.00	\$ 11.50
Dental-Family	\$ 78.18	\$ 12.70	\$ 65.48	\$ 32.74
<b>HIP - Colonial</b>				
Employee	\$ 55.55	\$ 50.55	\$ 5.00	\$ 2.50
Employee & Spouse	\$ 120.10	\$ 95.10	\$ 25.00	\$ 12.50
Employee & Child(ren)	\$ 83.20	\$ 58.20	\$ 25.00	\$ 12.50
Employee & Family	\$ 147.55	\$ 122.55	\$ 25.00	\$ 12.50
<b>SHORT-TERM DISABILITY - SunLife</b>	\$ 9.80	\$ -	\$ 9.80	\$ 4.90
<b>VISION SERVICE PLAN</b>				
Single Coverage	\$ 8.58	\$ -	\$ 8.58	\$ 4.29
Employee & Spouse	\$ 13.74	\$ -	\$ 13.74	\$ 6.87
Employee & Children	\$ 14.02	\$ -	\$ 14.02	\$ 7.01
Family Coverage	\$ 22.60	\$ -	\$ 22.60	\$ 11.30
Optional Life Insurance: \$10,000.00 to \$500,000.00 Coverage--Varies by Age				

H: Premiums for 2021-2022

Memorandum of Understanding  
Between The Baker County School District  
And  
Baker County Education Support Professionals  
Recruiting and Sign On Bonuses  
2021-2022

This memorandum is written between the Baker County School District (BCSD) and the Baker County Education Support Professional (BCESP) for the 2021-2022 school year regarding the recruitment and retention of school bus drivers. Currently, the position of school bus driver is an area of critical shortage for the Baker County School District. Maintaining high performing professional bus drivers is imperative to ensuring the safety of students in Baker County.

Definitions:

- A. Recruiting Employee – Any active bargaining unit member who recruits a candidate to work in the Baker County School District as a school bus driver.
- B. Candidate for School Bus Driver – A person interested in serving as a school bus driver for the Baker County School District who has not yet fulfilled the requirements for becoming an entry level school bus driver.
- C. Entry Level School Bus Driver – A school bus driver of the Baker County School District with less than twelve months of consecutive service.

1. Terms for Payment:

- A. Recruiting Bonus – A lump sum payment of five hundred dollars (\$500) paid to the Recruiting Employee who successfully recruits a person for employment as a school bus driver with the Baker County School District Transportation Department after the Entry Level School Bus Driver employee fulfills the conditions established below for an entry level driver position. The recruiting employee must be actively employed with the Baker County School District at the time of eligibility for payment.
- B. Sign on Bonus – A lump sum payment of five hundred (\$500) dollars paid to a Candidate for School Bus Driver, who successfully becomes an entry level school bus driver for the Baker County School District after fulfilling the conditions established below.

2. Conditions for Entry Level School Bus Driver

- A. Once all employment requirements have been met, the entry level school bus driver must fulfill the following requirements during the work year to maintain eligibility for payment of the recruiting and sign on bonuses:
  - 1. Demonstrate proper conduct for a school board employee.
  - 2. Maintain satisfactory work attendance. The entry level driver must be a full time employee for a minimum of 140 work days.
  - 3. Successfully fulfill duties as a full-time school bus driver for the Baker County School District and be renewed for the following school year.
  - 4. Pass all administered drug and alcohol tests.

5. Receive an overall Satisfactory or Exceptional personnel evaluation from the Transportation Director.

3. Timeline: Conditions for Payment

A. Entry level School Bus Drivers must successfully fulfill at least 140 work days of employment as a school bus driver for the Baker County School District to receive payment of the sign on bonus. This period of service is measured from the date of hire. The entry level school bus driver will be disqualified from receiving the bonus if written disciplinary action is taken during this period.

B. After the entry level school bus driver has been employed for a minimum of 140 work days with the Baker County School District, payment of five hundred dollars (\$500) will be made to the active entry level school bus driver and to the active recruiting employee. If there is no active Recruiting Employee, the successful Entry Level School Bus Driver still receives the five hundred dollar (\$500) Sign on Bonus.

**MEMORANDUM OF AGREEMENT  
BETWEEN  
THE BAKER COUNTY DISTRICT SCHOOL BOARD  
AND  
THE BAKER COUNTY EDUCATION SUPPORT PROFESSIONALS  
2021-2022**

A \$250 Bonus Match will be paid for PreK paraprofessional employees who meet IDEA criteria up to 14 employees. This bonus will exist as long as the IDEA Grant is grant funded.

**MEMORANDUM OF UNDERSTANDING Covid19 Bonus/Relief Payment**

WHEREAS, BCSB and BCESP recognize the additional work employees have been tasked with during the re-opening of school during the pandemic. This additional work has been recognized by the Governor and legislature through the \$1,000 award of nonrecurring bonus/relief payment to only a subgroup of district employees; and

WHEREAS BCSB and BCESP believe that all non-instructional employees should be included in this benefit and accordingly desire to offer premium pay to full time non-instructional employees who are excluded from the bonus provided in SB 2500;

THEREFORE, the parties agree to nonrecurring net premium pay in the amount of \$1,000 to those employees in the bargaining unit not funded from the Governor's award on the terms and conditions set forth herein.

1. Employees employed as of May 28, 2021 and employed at the time of ratification for the 2021-2022 school year, will be eligible for the payment.

2. Employees receiving a bonus/relief payment from the Governor's award or the Office of Early Learning will not be eligible for the district funded payment.
3. Employees on leave of absence must have been present for one day during either the October 2020 or February 2021 FTE survey during the 2020-2021 School Year to receive this payment.
4. The payment shall be in the gross amount of \$1,306.17 so that the employee will net a \$1,000 payment accordingly.
5. This payment is contingent upon the approval of the district's amendment to the Lump Sum ESSER II Grant.

### **MEMORANDUM OF UNDERSTANDING COVID-19 Closing the Gap BONUS.**

The intent of this memorandum is to provide all support staff with a one-time \$1000 bonus from the District. This bonus will be subject to taxes.

This agreement is to reward all personnel employed during the 2021-22 school year and who are currently employed at the time of ratification.

The following language reflects the parties' agreement:

1. Only personnel that were employed after July 1, 2021, and are still employed at the time of ratification will receive the \$1000 District Bonus and;
2. The District bonus is contingent upon approval through American Rescue Plan (ESSER III) funding.



**Baker County School Board  
School Secretary-Bookkeeper Data Processors & VPK/Pre-K Coordinator  
School Secretary/Clerical Assistant to Teachers  
Salary Schedule  
FYE June 30, 2022**

7 1/2 Hours, 216 Days - 1620 Hours (including holidays)  
7 1/2 Hours, 240 Days - 1800 Hours (including holidays)  
7 1/2 Hours, 261 Days - 1957.5 Hours (including holidays)  
5 Hours, 261 Days - 1305 Hours (including holidays)

**School Secretary-Bookkeeper Data Processors & VPK/Pre-K Coordinator**

Years Experience	216 Days		216 Days		240 Days		261 Days		261 Days		5hr 261 Days		5hr 261 Days	
	Per Hour	Per Year Salary	Per Hour	Per Year Salary	Per Hour	Per Year Salary	Per Hour	Per Year Salary	Per Hour	Per Year Salary	Per Hour	Per Year Salary	Per Hour	Per Year Salary
0	14.72	23,839.66	14.69	26,446.55	14.68	28,727.58	14.68	28,727.58	14.68	28,727.58	14.68	19,151.72	14.68	19,151.72
1	14.99	24,284.13	14.97	26,940.41	14.95	29,264.65	14.95	29,264.65	14.95	29,264.65	14.95	19,509.77	14.95	19,509.77
2	15.13	24,518.06	15.11	27,200.33	15.09	29,547.32	15.09	29,547.32	15.09	29,547.32	15.09	19,698.21	15.09	19,698.21
3	15.42	24,985.93	15.40	27,720.18	15.38	30,112.66	15.38	30,112.66	15.38	30,112.66	15.38	20,075.10	15.38	20,075.10
4	15.55	25,196.47	15.53	27,954.11	15.51	30,367.06	15.51	30,367.06	15.51	30,367.06	15.51	20,244.71	15.51	20,244.71
5	15.77	25,547.36	15.75	28,344.00	15.73	30,791.06	15.73	30,791.06	15.73	30,791.06	15.73	20,527.37	15.73	20,527.37
6	15.93	25,804.69	15.91	28,629.92	15.89	31,101.99	15.89	31,101.99	15.89	31,101.99	15.89	20,734.66	15.89	20,734.66
7	16.04	25,991.84	16.02	28,837.86	16.00	31,328.13	16.00	31,328.13	16.00	31,328.13	16.00	20,885.42	16.00	20,885.42
8	16.19	26,225.77	16.17	29,097.78	16.15	31,610.80	16.15	31,610.80	16.15	31,610.80	16.15	21,073.86	16.15	21,073.86
9	16.32	26,436.31	16.30	29,331.72	16.28	31,865.20	16.28	31,865.20	16.28	31,865.20	16.28	21,243.47	16.28	21,243.47
10	16.55	26,810.60	16.53	29,747.59	16.51	32,317.47	16.51	32,317.47	16.51	32,317.47	16.51	21,544.98	16.51	21,544.98
11	18.93	30,672.16	18.89	34,000.84	18.91	37,016.94	18.91	37,016.94	18.91	37,016.94	18.91	24,677.96	18.91	24,677.96

**School Secretary/Clerical Assistant to Teachers**

Years Experience	216 Days		216 Days	
	Per Hour	Per Year Salary	Per Hour	Per Year Salary
0	13.82	22,380.74	13.82	22,380.74
1	14.08	22,801.81	14.08	22,801.81
2	14.21	23,012.35	14.21	23,012.35
3	14.51	23,503.61	14.51	23,503.61
4	14.65	23,737.54	14.65	23,737.54
5	14.85	24,065.05	14.85	24,065.05
6	15.00	24,298.98	15.00	24,298.98
7	15.11	24,486.12	15.11	24,486.12
8	15.24	24,696.66	15.24	24,696.66
9	15.40	24,953.99	15.40	24,953.99
10	15.66	25,375.07	15.66	25,375.07
11	17.99	29,147.60	17.99	29,147.60

**EXPERIENCE MUST BE IN FIELD AND VERIFIED BY EMPLOYER.**

**Baker County School Board  
Instructional Assistants  
Salary Schedule  
FYE June 30, 2022**

Aide 186 - 5 hours, 186 days, 930 hours  
 Aide 187 - 7.5 hours, 187 days, 1402.5 hours; 4 hours, 187 days, 748 hours  
 Aide 206 - 7.5 hours, 206 days, 1545 hours  
 Aide 216 - 7.5 hours, 216 days, 1620 hours  
 Aide 240 - 7.5 hours, 240 days, 1800 hours

Years Experience	Aide 187		Aide 186		Aide 206		Aide 216		Aide 186		Aide 197		Aide 240	
	Per Hour	Salary	Per Hour	Salary	Per Hour	Salary	Per Hour	Salary	Per Hour	Salary	Per Hour	Salary	Per Hour	Salary
0	13.78	19,325.35	13.75	21,250.52	13.74	22,263.77	13.78	12,814.67	13.77	20,342.75	13.74	24,737.52	13.74	24,737.52
1	14.05	19,710.15	14.03	21,674.42	14.02	22,708.24	14.05	13,069.83	14.04	20,748.12	14.02	25,231.38	14.02	25,231.38
2	14.20	19,912.67	14.17	21,897.52	14.16	22,942.17	14.20	13,204.13	14.19	20,961.48	14.16	25,491.30	14.16	25,491.30
3	14.50	20,337.97	14.48	22,366.03	14.47	23,433.43	14.50	13,486.14	14.49	21,409.52	14.47	26,037.14	14.47	26,037.14
4	14.65	20,540.50	14.62	22,589.13	14.61	23,667.36	14.65	13,620.44	14.63	21,622.88	14.61	26,297.07	14.61	26,297.07
5	14.86	20,844.29	14.84	22,923.79	14.83	24,018.26	14.86	13,821.88	14.85	21,942.91	14.83	26,686.96	14.83	26,686.96
6	15.01	21,046.81	14.98	23,146.89	14.97	24,252.19	15.01	13,956.17	15.00	22,156.27	14.97	26,946.88	14.97	26,946.88
7	15.14	21,229.08	15.11	23,347.68	15.10	24,462.73	15.14	14,077.04	15.13	22,348.29	15.10	27,180.81	15.10	27,180.81
8	15.25	21,391.10	15.23	23,526.16	15.22	24,649.88	15.25	14,184.47	15.24	22,518.97	15.22	27,388.75	15.22	27,388.75
9	15.43	21,634.13	15.40	23,793.88	15.39	24,930.60	15.43	14,345.63	15.41	22,774.99	15.39	27,700.66	15.39	27,700.66
10	15.69	21,998.68	15.66	24,195.47	15.65	25,351.67	15.69	14,587.36	15.67	23,159.03	15.65	28,168.53	15.65	28,168.53
11	18.14	25,439.77	18.09	27,952.02	18.07	29,274.25	18.14	16,869.15	18.13	26,784.15	18.07	32,526.94	18.07	32,526.94

**\*\* A \$250 EOY Matching Bonus will be paid to ESE Pre-K Classroom Paraprofessionals, pending grant award and availability of funding.  
 \*\* A \$500 supplement will be paid to ESE K - 12 Classroom Paraprofessionals from the IDEA grant, pending grant award and availability of funding.  
 A \$750 annual supplement will be paid to Full time Classroom Paraprofessionals assigned to an alternative school setting.**

**EXPERIENCE MUST BE IN FIELD AND VERIFIED BY EMPLOYER.**

**\*\* IDEA bonus/supplement amounts may vary in the future based upon the IDEA grant award amount and funding availability.**

**Baker County School Board  
Instructional Assistants - Part-Time  
Salary Schedule  
FYE June 30, 2022**

Aide 187 - 4 hours, 748 hours

Full Time Years Experience	Part Time Years Experience	Per Hour	Aide 187 4 Hr/Day
0	0	13.78	10,306.85
0	1	13.78	10,306.85
1	2	14.05	10,512.08
1	3	14.05	10,512.08
2	4	14.20	10,620.09
2	5	14.20	10,620.09
3	6	14.50	10,846.92
3	7	14.50	10,846.92
4	8	14.65	10,954.93
4	9	14.65	10,954.93
5	10	14.86	11,116.95
5	11	14.86	11,116.95
6	12	15.01	11,224.97
6	13	15.01	11,224.97
7	14	15.14	11,322.18
7	15	15.14	11,322.18
8	16	15.25	11,408.59
8	17	15.25	11,408.59
9	18	15.43	11,538.20
9	19	15.43	11,538.20
10	20	15.69	11,732.63
10	21	15.69	11,732.63
11	22	18.14	13,567.88
11	23	18.14	13,567.88

**EXPERIENCE MUST BE IN FIELD AND VERIFIED BY EMPLOYER.**

Baker County School Board  
 Prekindergarten Child Development Associates  
 Salary Schedule

7.5 Hours - 197 days - 1477.5 hours  
 7.5 Hours - 240 days - 1800 hours  
 FYE June 30, 2022

Years Experience	Per Hour	CDA 197 Salary	Per Hour	CDA 240 Salary
0	17.22	25,437.78	17.17	30,907.76
1	17.51	25,864.49	17.46	31,427.61
2	17.82	26,333.87	17.78	31,999.44
3	18.11	26,760.58	18.07	32,519.29
4	18.43	27,229.96	18.38	33,091.13
5	18.72	27,656.67	18.67	33,610.98
6	19.02	28,104.71	18.98	34,156.82
7	19.33	28,552.76	19.28	34,702.66
8	19.63	29,000.80	19.58	35,248.50
9	19.93	29,448.85	19.89	35,794.34
10	20.23	29,896.89	20.19	36,340.19
11	23.05	34,062.28	22.97	41,341.35

**EXPERIENCE MUST BE IN FIELD AND VERIFIED BY EMPLOYER.**

\*\*A \$250 EOY Matching Bonus will be paid to ESE Pre-K Classroom Paraprofessionals, pending grant award and availability of funding.

\*\* IDEA bonus/supplement amounts may vary in the future based upon the IDEA grant award amount and funding availability.

**Baker County School Board**  
**Heating Cooling, Electrical Maintenance**  
**Heating Cooling, Electrical (Journeyman)**  
**Safety Inspector**  
**Salary Schedule**  
**FYE June 30, 2022**  
**(12 Months, 8 hours, 261 days = 2088 hours)**

Years Experience	Per Hour	Per Year Salary
0	17.11	35,732.28
1	17.45	36,425.76
2	17.59	36,727.27
3	17.89	37,360.45
4	18.01	37,601.66
5	18.25	38,114.23
6	18.38	38,385.59
7	18.53	38,687.10
8	18.67	38,988.62
9	18.79	39,229.83
10	19.06	39,802.70
11	21.63	45,170.15

After two (2) years on this scale a person employed by the Baker County School System may, with the approval of the immediate supervisor, move to the Journeyman salary schedule below.

**Heating, Cooling, Electrical (Journeyman)**  
**Safety Inspector**

Years Experience	Per Hour	Per Year Salary
0	19.36	40,429.90
1	19.68	41,099.67
2	19.80	41,343.22
3	20.14	42,043.43
4	20.28	42,347.87
5	20.49	42,774.09
6	20.65	43,108.97
7	20.76	43,352.53
8	20.92	43,687.41
9	21.05	43,961.41
10	21.33	44,539.84
11	24.07	50,250.47

Employee must have a Journeyman's License from a recognized labor union covering these fields or receive immediate supervisor's recommendation after two (2) years successful service within the Baker County School System.

**EXPERIENCE MUST BE IN FIELD AND VERIFIED BY EMPLOYER.**

**Baker County School Board  
 Maintenance Department (Journeyman), Transportation Mechanic (Journeyman)  
 Maintenance I, Mechanic II, Warehouse/Inventory Clerk  
 Salary Schedule**

**FYE June 30, 2022**

**(12 Months, 8 hours, 261 days = 2088 hours)**

**(11 Months, 7.5 Hours, 240 days = 1800 hours)**

**Maintenance Department (Journeyman), Transportation Mechanic (Journeyman)**

Years Experience	Per Hour	261 - Days		240 - Days	
		Per Year	Salary	Per Year	Salary
0	18.29	38,189.91	32,922.33		
1	18.58	38,798.79	33,447.23		
2	18.73	39,103.23	33,709.68		
3	19.03	39,742.55	34,260.82		
4	19.18	40,046.99	34,523.27		
5	19.41	40,534.09	34,943.18		
6	19.54	40,808.09	35,179.39		
7	19.69	41,112.53	35,441.83		
8	19.82	41,386.52	35,678.04		
9	19.95	41,660.52	35,914.24		
10	20.23	42,238.96	36,412.89		
11	22.84	47,683.63	41,106.58		

Employee must have a Journeyman's License from a recognized labor union covering these fields or receive immediate supervisor's recommendation after two (2) years successful service within the Baker County School System.

Bus Mechanic Journeyman -- Employee must have worked three (3) years prior with a reputable firm employing more than (1) full-time mechanic. This must be verified by employer.

**A \$500 supplement will be paid to the Bus Mechanic Trainer.**

**A \$500 supplement will be paid to the Certified Bus Inspector.**

**Maintenance I, Mechanic II, Warehouse/Inventory Clerk**

Years Experience	Per Hour	261 - Days		240 - Days	
		Per Year	Salary	Per Year	Salary
0	14.57	30,425.66	26,229.02		
1	14.86	31,028.68	26,748.87		
2	15.00	31,330.20	27,008.79		
3	15.32	31,993.53	27,580.63		
4	15.45	32,264.89	27,814.56		
5	15.67	32,717.16	28,204.44		
6	15.80	32,988.52	28,438.38		
7	15.94	33,290.03	28,698.30		
8	16.07	33,561.39	28,932.23		
9	16.22	33,862.90	29,192.16		
10	16.48	34,405.63	29,660.02		
11	18.79	39,228.24	33,817.45		

**EXPERIENCE MUST BE IN FIELD AND VERIFIED BY EMPLOYER.**

**Baker County School Board  
 Apprenticeship Salary Schedule  
 FYE June 30, 2022  
 (12 Months, 8 hours, 261 days = 2088 hours)  
 (11 Months, 8 hours, 240 days = 1920)**

**Apprenticeship**

Years Experience	261 day Per Hour	261 day Per Year Salary	240 day Per Hour	240 day Per Year Salary
0	11.13	23,249.66	11.15	21,409.38
1	11.38	23,762.23	11.40	21,880.71
2	11.55	24,124.05	11.57	22,213.42
3	11.78	24,606.47	11.80	22,657.02
4	12.02	25,088.89	12.03	23,100.63
5	12.28	25,631.61	12.29	23,599.68
6	12.51	26,114.03	12.52	24,043.29
7	12.97	27,078.87	12.98	24,930.49
8	13.45	28,073.86	13.46	25,845.43
9	13.92	29,068.85	13.94	26,760.36
10	14.40	30,063.84	14.41	27,675.30
11	16.68	34,820.77	16.66	31,981.37

After two (2) years on the Apprenticeship Salary Schedule a person employed by the Baker County School System may, with the approval of the immediate supervisor, move to the Maintenance I salary schedule.

**EXPERIENCE MUST BE IN FIELD AND VERIFIED BY EMPLOYER.**

**Baker County School Board  
 School Bus Driver  
 Salary Schedule  
 FYE June 30, 2022  
 (186 Days @ 5.5 hours = 1023 hours, 186 Days @ 8 hours = 1488 hours)  
 (Including 6 Holidays)**

Years Experience	Per Hour	5.5 Hr Day Per Year Salary	Years Experience	Per Hour	8 Hr Day Per Year Salary
0	14.72	15,060.31	0	14.61	21,734.25
1	15.10	15,444.39	1	14.98	22,292.92
2	15.28	15,636.43	2	15.17	22,572.25
3	15.73	16,094.37	3	15.62	23,238.35
4	15.98	16,345.50	4	15.86	23,603.63
5	16.32	16,700.04	5	16.21	24,119.32
6	16.53	16,906.85	6	16.41	24,420.14
7	16.73	17,113.67	7	16.61	24,720.96
8	16.97	17,364.80	8	16.86	25,086.24
9	17.16	17,556.84	9	17.05	25,365.57
10	17.58	17,985.24	10	17.47	25,988.70
11	20.60	21,074.01	11	20.38	30,328.55

**SUBSTITUTE BUS DRIVERS:**

Daily Rate - A minimum salary on 0 years experience above.

Substitute Driver by a Bus Aide to Duval County paid on 1 years experience above.

**Trips: \$24.00 per trip or the hourly rate of 1 years experience or current step whichever is less.**

**Trainer of New Bus Drivers - employee's current hourly rate.**

**EXPERIENCE MUST BE IN FIELD AND VERIFIED BY EMPLOYER.**



**Baker County School Board  
 Bus Aide  
 Salary Schedule  
 (186 Days, 5.5 hours = 1023 hour)  
 (186 Days, 8 hours = 1488 hour)  
 (Including 6 Holidays)  
 FYE June 30, 2022**

Years Experience	8 Hr Day		5.5 Hr Day	
	Per Hour	Per Year Salary	Per Hour	Per Year Salary
0	11.12	16,551.91	11.24	11,497.45
1	11.30	16,809.76	11.41	11,674.72
2	11.47	17,067.60	11.59	11,851.99
3	11.64	17,325.45	11.76	12,029.25
4	11.85	17,626.27	11.96	12,236.07
5	12.03	17,905.60	12.15	12,428.11
6	12.22	18,184.93	12.34	12,620.15
7	12.44	18,507.24	12.55	12,841.73
8	12.64	18,808.06	12.76	13,048.55
9	12.84	19,108.88	12.96	13,255.36
10	13.04	19,409.70	13.16	13,462.17
11	14.52	21,610.28	14.74	15,080.19

**EXPERIENCE MUST BE IN FIELD AND VERIFIED BY EMPLOYER.**

**Baker County School Board  
Landscape Technician (261 Days)  
Custodian (261) & (197)  
Salary Schedule**

**FYE June 30, 2022**

**( 12 Months, 8 hours, 261 days = 2088 hours)  
( 11 Months, 8 hours, 240 days = 1920 hours)  
(10 Months, 8 hours, 197 days =1576 hours)  
(12 Months, 5.5 Hours, 261 days = 1435.5 hours)**

Years Experience	Per Hour	261 - days Salary	Per Hour	240 - days Salary	Per Hour	197 - days Salary	5.5 Hrs/Day	
							261 - Days Salary	261 - Days Salary
0	13.79	28,797.49	13.80	26,504.59	13.85	21,828.64	19,798.28	
1	14.05	29,340.21	14.06	27,003.65	14.11	22,238.28	20,171.40	
2	14.20	29,641.73	14.21	27,280.90	14.25	22,465.86	20,378.69	
3	14.53	30,335.21	14.54	27,918.58	14.59	22,989.29	20,855.45	
4	14.64	30,576.42	14.66	28,140.38	14.70	23,171.35	21,021.29	
5	14.89	31,088.99	14.90	28,611.71	14.95	23,558.23	21,373.68	
6	15.00	31,330.20	15.02	28,833.51	15.06	23,740.29	21,539.51	
7	15.13	31,601.56	15.15	29,083.04	15.19	23,945.12	21,726.07	
8	15.31	31,963.37	15.32	29,415.75	15.37	24,218.21	21,974.82	
9	15.42	32,204.58	15.44	29,637.55	15.48	24,400.27	22,140.65	
10	15.68	32,747.31	15.70	30,136.60	15.74	24,809.91	22,513.77	
11	17.93	37,432.60	17.94	34,444.92	17.99	28,350.69	25,734.91	

**EXPERIENCE MUST BE IN FIELD AND VERIFIED BY EMPLOYER.**

Substitute Custodian - \$10.00 per hour.

**Custodian Coordinator (Elementary Schools) - \$600.00 supplement  
Custodian Coordinator (Middle School) - \$750.00 supplement  
Custodian Coordinator (High School) - \$1,000.00 supplement  
Floor Team Coordinator (All Schools) - \$1,000.00 supplement**

**Baker County School Board  
Part-time Custodian  
Salary Schedule  
FYE June 30, 2022  
(12 Months, 4 Hours, 261 days=1044 hours)**

Full Time Years Experience	Part Time Years Experience	Per Hour	Per Year Salary
0	0	13.79	14,398.75
0	1	13.79	14,398.75
1	2	14.05	14,670.11
1	3	14.05	14,670.11
2	4	14.20	14,820.86
2	5	14.20	14,820.86
3	6	14.53	15,167.60
3	7	14.53	15,167.60
4	8	14.64	15,288.21
4	9	14.64	15,288.21
5	10	14.89	15,544.49
5	11	14.89	15,544.49
6	12	15.00	15,665.10
6	13	15.00	15,665.10
7	14	15.13	15,800.78
7	15	15.13	15,800.78
8	16	15.31	15,981.69
8	17	15.31	15,981.69
9	18	15.42	16,102.29
9	19	15.42	16,102.29
10	20	15.68	16,373.65
10	21	15.68	16,373.65
11	22	17.93	18,716.30
11	23	17.93	18,716.30

**Part-time earns 1/2 year experience for each year worked.**

**EXPERIENCE MUST BE IN FIELD AND VERIFIED BY EMPLOYER.**

**Baker County School Board  
 Nutrition Service Assistants - 7 hours per day - 191 days - 1337 hours  
 Salary Schedule  
 FYE June 30, 2022**

Years Experience	Per Hour	Per Year Salary
0	13.65	18,247.38
1	13.79	18,440.45
2	13.94	18,633.52
3	14.59	19,502.31
4	14.72	19,676.07
5	14.78	19,765.28
6	14.85	19,849.83
7	14.96	20,004.29
8	15.03	20,093.49
9	15.11	20,197.35
10	15.22	20,351.80
11	17.37	23,218.85

**Nutrition Service Substitutes - \$10.00 per hour**

**EXPERIENCE MUST BE IN FIELD AND VERIFIED BY EMPLOYER.**

**Baker County School Board  
 Nutrition Service Assistants - 3HR and 4HR per day  
 Salary Schedule  
 FYE June 30, 2022  
 (3 Hours, 186 Days - 558 Hours; 4 Hours, 186 Days, 744 hours)**

3 Hour Nutrition Services Assistant				4 Hour Nutrition Services Assistant			
Full Time	Part Time	Per	Per Year	Full Time	Part Time	Per	Per Year
Years	Years	Hour	Salary	Years	Years	Hour	Salary
Experience	Experience			Experience	Experience		
0	0	13.65	7,615.59	0	0	13.65	10,154.12
0	1	13.65	7,615.59	0	1	13.65	10,154.12
1	2	13.79	7,696.16	1	2	13.79	10,261.55
1	3	13.79	7,696.16	1	3	13.79	10,261.55
2	4	13.94	7,776.74	2	4	13.94	10,368.99
2	5	13.94	7,776.74	2	5	13.94	10,368.99
3	6	14.59	8,139.33	3	6	14.59	10,852.45
3	7	14.59	8,139.33	3	7	14.59	10,852.45
4	8	14.72	8,211.85	4	8	14.72	10,949.14
4	9	14.72	8,211.85	4	9	14.72	10,949.14
5	10	14.78	8,249.08	5	10	14.78	10,998.78
5	11	14.78	8,249.08	5	11	14.78	10,998.78
6	12	14.85	8,284.37	6	12	14.85	11,045.83
6	13	14.85	8,284.37	6	13	14.85	11,045.83
7	14	14.96	8,348.83	7	14	14.96	11,131.78
7	15	14.96	8,348.83	7	15	14.96	11,131.78
8	16	15.03	8,386.07	8	16	15.03	11,181.42
8	17	15.03	8,386.07	8	17	15.03	11,181.42
9	18	15.11	8,429.41	9	18	15.11	11,239.21
9	19	15.11	8,429.41	9	19	15.11	11,239.21
10	20	15.22	8,493.87	10	20	15.22	11,325.16
10	21	15.22	8,493.87	10	21	15.22	11,325.16
11	22	17.37	9,690.44	11	22	17.37	12,920.59
11	23	17.37	9,690.44	11	23	17.37	12,920.59

Part-time earns 1/2 year experience for each year worked.

**EXPERIENCE MUST BE IN FIELD AND VERIFIED BY EMPLOYER.**