

**2018-2019
RATIFICATION INFORMATION**

PLEASE POST IMMEDIATELY

**SCHOOL DISTRICT OF
CLAY COUNTY**

2017-2018 through 2018-2019



MASTER CONTRACT

with

**CLAY EDUCATIONAL STAFF
PROFESSIONAL ASSOCIATION
LOCAL 7409**

RATIFICATION INFORMATION
2018-2019 Amendment to
CESPA Master Contract 2017-2018 / 2018-2019

Article	Language Changes
<u>Article X</u> – Evaluation and Discipline Procedures	Added language related to progressive discipline under normal circumstances. Discipline may include, but is not limited to informal discussion, oral warning, written directive, written reprimand, suspension with/without pay, or termination of employment.
<u>Article XI</u> – Insurance	Board increased its insurance contribution to \$301.95 per pay period. This is an increased contribution of \$869.20 per employee per year for health insurance.
<u>Article XIV</u> – Tool Allowance / Uniforms	Clarified language on protective equipment such as steel toe shoes for maintenance workers, transportation mechanics, and custodians in charge of maintaining the grounds. A \$100 per year maximum stipend for steel toe shoes and a \$50 per year stipend of non-slip shoes for cafeteria staff and other custodial staff.
<u>APPENDIX D – SALARIES</u>	
Table IIA – Support Pay Structure	CESPA Bargaining Unit members advance one (1) step on the current salary schedule effective the first day of their 2018-2019 contract.
Table IIB – Special Compensation OT/PT	CESPA Bargaining Unit members advance one (1) step on the current salary schedule effective the first day of their 2018-2019 contract.
Table IIC – Special Compensation LPN/RN	CESPA Bargaining Unit members advance one (1) step on the current salary schedule effective the first day of their 2018-2019 contract.
Table V – Classification/Band Grade/Contracted Days	The following positions were added: Medicaid Data Assistant; Professional Development Assistant (ESE); Purchasing Support Assistant; SEDNET Case Manager; Bus Driver Trainer; FNS Equipment and Warehouse Manager

Signature Sheet

Bargaining team members signed on June 25, 2018,
indicating final tentative agreement and recommendation
for ratification by CESPAs and the School Board.

**Please review language posted at your work site. The District and CESPAs Bargaining Teams
recommend ratification of this agreement.**

David S. Broskie, Assistant Superintendent for Human Resources
Lonnie Roberts, CESPAs Chief Negotiator
Betsy Reagor, CESPAs Chief Negotiator

ARTICLE X
EVALUATION & DISCIPLINARY PROCEDURES

The Superintendent shall appoint a committee to meet annually consisting of three (3) representatives selected by the Association President and three (3) representatives and a Chairperson selected by the Superintendent to review evaluation and disciplinary procedures and to recommend changes as deemed necessary by the committee.

Evaluations:

- A. Support staff, who are employed in regular contracted positions, shall be evaluated annually by supervisory personnel. The purpose of the evaluation shall be to improve the performance of the employee. No employee shall be reappointed who has been found unsatisfactory in the final evaluation.
- B. An evaluation conference is an individual meeting between the employee and supervisor, whereby instructions and expectations may be discussed and employee questions may be answered. Such meeting will be provided privately if requested.
- C. Principals/administrators/supervisors are ultimately responsible for the evaluations of all support personnel assigned to their cost center. District office supervisors shall evaluate employees that they supervise. If the result of an evaluation will be less than satisfactory, the principal/administrator/supervisor having the authority to make employment decisions and recommendations shall conduct the evaluation, and the evaluation conference.
- D. The supervisor/principal/administrator shall conduct a pre-evaluation conference with his/her support employees during the first six (6) weeks of the contract year or the first six (6) weeks of the employment of newly employed support personnel. During this pre-evaluation conference, the supervisor/principal/administrator shall explain the criteria and the procedure to be used to evaluate the employee.
- E. There shall be at least one formal evaluation conference with the employee as part of the evaluation process used for feedback, recommendations, and discussion regarding work performance as part of the complete evaluation process, in addition to the pre-evaluation conference.
- F. If a deficiency is identified, the evaluating supervisor shall bring the deficiency to the attention of the employee in an effort to recommend corrective action. If the deficiency continues, the supervisor/principal/administrator shall provide assistance in the form of a Professional Improvement Plan (PIP), to the employee so that the employee will have the opportunity to make needed improvement in his/her performance or attitude. If an employee is at risk for non reappointment or non renewal of their contract at the close of the contract year, they shall be informed of such no later than during the final evaluation conference of the same contract year.
- G. Within one week of the evaluation, a post-evaluation conference shall be held by the supervisor/principal/administrator with the employee for the purpose of discussing employee performance and the criteria marked in each category. A copy of the signed evaluation shall be provided to the employee at the evaluation conference. The employee may respond in writing if he/she disagrees with the evaluation at any time up to the close of the contract year. The written response shall be appended to the evaluation documents and made part of the employee's employment file.
- H. The evaluation form shall be completed and maintained electronically through the district intranet system. A paper copy shall be provided to the employee.
- I. The employee may appeal an evaluation within two (2) weeks following the evaluation conference if the employee can show cause why he/she has reason to believe the evaluation is an inaccurate

assessment of his/her performance or attitude. The Assistant Superintendent for Human Resources, with input from the CESA representative, if applicable, shall make a determination whether or not such appeal has merit, and, if so, forthwith conduct a hearing on the matter.

Discipline:

- A. Employees shall be subject to discipline, including suspension and dismissal, only for just cause.
- B. Discipline shall be applied progressively, considering both the severity of incidence as outlined within School Board Policy, and the discipline records of the individual employee. Under normal circumstances, progressive discipline for repeated infractions of a similar nature may include, but is not limited to, informal discussion, oral warning, written directive, written reprimand, suspension with pay / without pay, or termination of employment.
- C. An employee shall not be disciplined as a result of an anonymous complaint without an investigation occurring.

2018-2019 Master Contract

2018-2019 Amendment

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Board Counter Proposal
6/25/2018

(D)

ARTICLE XI
INSURANCE

- A. The Board agrees to pay ~~\$258.49~~ **\$301.95** per pay period, during each pay period when premiums are deducted from employees' pay, toward the premiums for coverage for comprehensive hospital-surgical-major medical insurance, and 100% of the group life insurance policy, up to a maximum of \$32.20 per year, for each full time employee contracted in at least a six-tenths (.6) allocated position or for six-tenths (.6) or more of each consecutive normal day for 60 days or more or for the balance of the school year. Any increase in the School Board's contribution to the insurance premium shall be effective only upon ratification of the contract. If a contract, with new premium contribution amounts, is not ratified by September 15th of each year, the previous year's School Board contribution rate will be considered the status quo **until a new contract is ratified by both parties.**
- B. Policies shall include benefits in accordance with the terms and conditions as set forth in the master insurance policies as provided by the Board.
- C.
 - 1. An insurance committee shall be formed which will include equal representation from each certified employee association. This committee will meet at least monthly during the school year unless voted upon by the committee as unwarranted. The committee shall select the chairperson of the Insurance Committee from among its membership. Decisions of the committee shall be made by consensus. If consensus cannot be reached a majority vote of the membership will make the decision. Members are allowed to vote by signed proxy for another member of the committee. The chairperson will be empowered to vote only upon a tie vote.
 - 2. The Insurance Committee shall review and recommend actions with regard but not limited to:
 - Bids
 - Specifications
 - Recommendation on invitation to bid
 - Bid tabulations
 - Monthly Insurance Experience Rating Reports
 - 3. Other health related employee programs may be studied by this committee. Such health related employee benefits may include such health related coverage as may be necessary for portions of the employee assistance program, if established, which may require such coverage. Additional health related employee benefits recommended by this committee shall be at no cost to the Board unless otherwise negotiated. The purpose of this committee shall be to make recommendations to the School Board and the Association bargaining teams on matters pertaining to insurance as covered in this article.
 - 4. The Board does not relinquish or delegate any authority or responsibility as mandated by laws pertaining to bidding or employee group insurance or health related programs.
- D. The Board shall take steps to offer to each employee the opportunity to participate voluntarily in a 125K federally approved policy of deducting Federal taxes from paycheck after money for insurance and other deductions have been removed.
- E. An Employee Assistance Program, when funded by the Board, will be provided for all support employees with the following provisions:
 - 1. To assure employee confidentiality, the Employee Assistance Program will be managed by someone who is not an employee of the Clay County School Board.
 - 2. Costs of fitness for duty evaluations will be paid by the employer.
 - 3. Other costs incurred by voluntary participation will be the responsibility of the individual and may be covered by existing insurance policies.

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Board Proposal
June 25, 2018

ARTICLE XIV
TOOL ALLOWANCE/UNIFORMS

- A. The Board shall furnish all tools and tool boxes (where applicable) and replace all lost tools, with the condition that loss is valid as determined by the supervisors.
- B. The Board shall furnish, and the employee shall wear any personal protective equipment, such as steel toe safety shoes for maintenance workers, transportation mechanics, and custodial staff in charge of maintaining the grounds, non-slip shoes for cafeteria staff and other custodial staff, and/or as well as, hard hats as required. Once during the contracted year shoes shall be eligible for replacement when worn beyond serviceability. There is a \$100.00 yearly maximum allowance stipend for steel toe/safety shoes and a \$50.00 yearly maximum stipend for nonslip shoes. In cases of extreme wear or medical necessity additional shoes shall be provided by the District. If uniforms, with joint committee input of CESPAs members and administrators, are provided by the Board they will be worn by the employee.
- C. All materials furnished under this article shall remain the property of the School Board and shall be turned in when personnel are no longer employed by the School Board. If, at the time of separation from employment, an employee fails to turn in any materials furnished under this Article, the Superintendent may authorize the deduction of reimbursement to the Board for replacement of such materials from paycheck(s) due to the employee. If an employee concludes their employment before the end of their contract, the board has the option of deducting the shoe stipend from their final paycheck.

~~2018-2019 Master Contract~~
2018-2019 Amendment

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Board Proposal
6/25/2018

COMPENSATION PROPOSAL

- The Board proposes a one (1) step salary increase on the approved salary schedule for all CESPA unit members employed by the district at the time of ratification by both parties. Such step increase will be retroactive to the first day of the employee's 2018-2019 contract, with the exception of rates affecting field trips which will go into effect the first day of the pay period after School Board Ratification.

TABLE IIA
The School District of Clay County
2017-2018 2018-2019 SUPPORT PERSONNEL PAY STRUCTURE

B/G	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12
A11	8.63	8.89	9.14	9.40	9.68	9.95	10.24	10.53	10.83	11.15	11.48	11.82
A12	9.35	9.62	9.89	10.18	10.48	10.79	11.08	11.42	11.75	12.08	12.43	12.80
A13	10.13	10.43	10.73	11.04	11.37	11.69	12.02	12.37	12.73	13.10	13.48	13.88
B21	10.73	11.07	11.42	11.78	12.15	12.54	12.92	13.34	13.76	14.18	14.63	15.09
B22	11.41	11.76	12.14	12.53	12.91	13.32	13.74	14.17	14.62	15.08	15.57	16.06
B23	12.11	12.47	12.87	13.28	13.73	14.14	14.58	15.06	15.52	16.02	16.51	17.05
B24	12.85	13.27	13.69	14.12	14.57	15.04	15.51	16.01	16.49	17.03	17.56	18.12
B31	13.92	14.39	14.88	15.40	15.91	16.45	17.03	17.60	18.19	18.82	19.50	20.18
B32	15.70	16.25	16.80	17.38	17.97	18.58	19.22	19.88	20.56	21.27	22.01	22.76
C41	17.18	17.82	18.46	19.14	19.85	20.57	21.33	22.12	22.92	23.77	24.64	25.57
C42	18.64	19.31	20.01	20.77	21.52	22.31	23.15	24.00	24.88	25.78	26.74	27.74
C43	20.21	20.96	21.73	22.53	23.35	24.21	25.09	26.04	27.08	27.98	29.01	30.08

TABLE IIA
The School District of Clay County
2017-2018 2018-2019 SUPPORT PERSONNEL PAY STRUCTURE

B/G	STEP 13	STEP 14	STEP 15	STEP 16	STEP 17	STEP 18	STEP 19	STEP 20	STEP 21	STEP 22	STEP 23	STEP 24	STEP 25
A11	12.18	12.55	12.92	13.32	13.71	14.12	14.52	14.94	15.84	16.32	16.90	17.52	18.19
A12	13.18	13.56	13.96	14.37	14.80	15.24	15.67	16.12	17.08	17.60	18.23	18.90	19.62
A13	14.30	14.71	15.15	15.60	16.06	16.54	17.01	17.50	18.55	19.11	19.80	20.52	21.31
B21	15.57	16.05	16.56	17.08	17.61	18.17	18.68	19.25	20.43	21.10	21.89	22.72	23.63
B22	16.61	17.13	17.68	18.26	18.86	19.47	20.02	20.65	21.94	22.67	23.52	24.43	25.43
B23	17.58	18.14	18.72	19.32	19.93	20.56	21.15	21.80	23.14	23.91	24.80	25.75	26.78
B24	18.70	19.29	19.90	20.53	21.18	21.86	22.48	23.18	24.61	25.42	26.37	27.37	28.47
B31	20.89	21.63	22.39	23.17	23.99	24.83	25.54	26.41	28.13	29.14	30.30	31.53	32.89
B32	23.56	24.36	25.20	26.07	26.96	27.89	28.68	29.63	31.54	32.66	33.94	35.30	36.80
C41	26.51	27.48	28.49	29.54	30.62	31.75	32.65	33.82	36.07	37.44	38.97	40.61	42.42
C42	28.77	29.83	30.94	32.08	33.27	34.50	35.48	36.75	39.21	40.70	42.38	44.17	46.15
C43	31.19	32.32	33.50	34.74	36.01	37.33	38.39	39.76	42.42	44.02	45.82	47.75	49.88

2018-2019 Master Contract

~~2017-2018~~ ~~2018-2019~~
TABLE IIB
SPECIAL COMPENSATION – OT/PT

Certified or licensed Occupational and Physical Therapist Assistants shall be assigned an hourly rate from the following schedule:

<u>STEP</u>	<u>YEARS EXPERIENCE</u>	<u>HOURLY RATE</u>
A	0	17.57
B	1-2	19.90
C	3-4	22.21
D	5-6	24.50
E	7-8	26.81
F	9-10	29.12
G	11-12	31.41
H	13-14	33.72
I	15-16	36.03
J	17-18	38.32
K	19-20	41.16

CONTRACTED DAYS = 196

~~2017-2018~~ **2018-2019**

TABLE IIC
SPECIAL COMPENSATION – LPN AND RN

STEP	EXP	<u>HOURLY RATES</u>	
		LPN	RN
1	0	12.48	14.60
2	1	12.86	15.04
3	2	13.23	15.49
4	3	13.63	15.95
5	4	14.06	16.44
6	5	14.49	16.95
7	6	14.93	17.48
8	7	15.40	18.02
9	8	15.87	18.58
10	9	16.36	19.15
11	10	16.89	19.76
12	11	17.42	20.39
13	12	17.98	21.04
14	13	18.55	21.81
15	14	19.15	22.50
16	15	19.77	23.24
17	16	20.37	24.01
18	17	20.97	24.81
19	18	21.57	25.51
20	19	22.22	26.32
21	20	23.57	27.97
22	21	24.37	28.94
23	22	25.27	30.04
24	23	26.23	31.22
25	24	27.28	32.51

2018-2019 Master Contract

TABLE V
CLASSIFICATIONS/BAND/GRADE/CONTRACTED DAYS

CLASSIFICATION	BAND/GRADE	CONTRACTED DAYS
<u>CLERICAL/AIDES/TEACHER ASSISTANTS:</u>		
Accounting Support Assistant	B23	260
Accounting Assistant	B24	260
Accounts Payable Assistant	B23	260
Administrative Secretary, Sr.	B24	260
Administrative Secretary	B23	260
Administrative Support Assistant	B22	196, 216, 260
Bookkeeper	B23	196, 260
Career Specialist	B32	196
Child Care Assistant	A13	188, 196
Child Care Aide (Prekindergarten)	A11	188, 196
Classroom Assistant	A12	188
Clerical Assistant	A11	188, 196, 216, 260
Clerical Support Assistant	A12	188, 196, 216, 260
Computer Lab Assistant	A13	188
Data Entry Operator	A13	196, 216, 260
District Media/Technology Secretary	B21	260
Dropout Prevention Assistant	A13	188
ESE Secretary	B21	196
ESE Interpreter IV	B32	188
ESE Interpreter II	B22	188
ESE Interpreter III	B31	188
ESE Interpreter I	B21	188
ESE Assistant	A13	188
Health Assistant	B21	188, 196
Inclusion Prekindergarten Assistant	A13	188
Instructional Assistant	B23	188
Instructional Support Assistant	B22	196, 216, 260
Insurance Assistant	B23	260
ISS Assistant	A13	183, 188
Media Technical Assistant	B21	196
Medicaid Data Assistant	B32	260
Nursery Instructor	B32	196
Paraprofessional/ESE Reading	B32	188, 196
Paraprofessional / Speech and Language	B32	188, 196
Parent Educator	A13	188
Payroll Assistant	B23	260
Payroll Clerical Assistant	A12	260
Payroll Support Assistant	B22	260
Payroll Aide	B22	260
Pre Kindergarten Instructor	B32	196

<u>CLASSIFICATION</u>	<u>BAND/GRADE</u>	<u>CONTRACTED DAYS</u>
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CLERICAL/AIDES/TEACHER ASSISTANTS:

Professional Development Assistant	B32	260
Professional Development Assistant (ESE)	B32	260
Purchasing Support Assistant	B23	260
School Secretary	B21	188, 196, 216, 260
SEDNET Case Manager	B32	216
Service Desk Operator	B24	260
Student Records Secretary	B21	188, 196, 216, 260
Student Services Clerk	A13	196, 216, 260
Student Services Assistant	A13	196
Switchboard Operator	A13	260
TERMS Support Assistant	B23	260
Testing & Administrative Support Assistant	B23	196, 260
Title I Assistant	A12	188
VPK High School Child Care Lead Assistant	B22	188

CUSTODIAL

Custodian	A12	260
Custodian/Groundskeeper	A12	260
Head Custodian	B22	260
Head Custodian I	B31	260
Head Custodian II	B22	260
Lead Custodian	B21	260

TRANSPORTATION

Assistant Parts Manager	B23	260
Bus Driver	B21	186
Bus Driver Trainer	B22	260
ESE Assistant/Bus Monitor	A13	186
Fuel Attendant	A11	186, 196, 216, 260
Lead Mechanic	B32	260
Mechanic Assistant	B22	260
Mechanic	B23	260
Parts Manager	B31	260
Routing Dispatcher	B21	260
Routing Specialist	B23	260
Shop Manager	C41	260

MAINTENANCE

Boiler Tender	B23	260
Carpenter Assistant	B22	260
Carpenter	B23	260
District Wide School Maintenance Mechanic	B23	260
Electrical Technician Assistant	B22	260
Electrical Technician	B23	260
Electronics Technician Assistant	B22	260
Electronics Technician	B23	260

CLASSIFICATION **BAND/GRADE** **CONTRACTED DAYS**

MAINTENANCE

General Maintenance Worker	A13	260
Heavy Equipment Operator	B22	260
HVAC Technician Assistant	B22	260
HVAC Technician	B23	260
Irrigation Mechanic/Plumber	B23	260
Lead Carpenter	B32	260
Lead Electrical Technician	B32	260
Lead Electronics Technician	B32	260
Lead Heavy Equipment Operator	B32	260
Lead HVAC Technician	B32	260
Lead Painter	B32	260
Lead Pest Control Operator	B32	260
Lead Plumber	B32	260
Lead Roofer	B32	260
Lead Waste/Water Operator	B32	260
Locksmith	B23	260
Maintenance Mechanic	B22	260
Painter	B22	260
Pest Control Operator	B22	260
Plumber Assistant	B22	260
Plumber	B23	260
Roofer	B23	260
Warehouse Assistant	B22	260
Waste/Water Operator	B24	260
Wastewater Operator	B23	260

MISCELLANEOUS

Bindery Worker	A12	260
Courier	A12	260
District Office Maintenance Mechanic	B21	260
Press Operator	B22	260
Press Operator, Sr.	B23	260
Print Center/Textbook Courier	A12	260
Small Engine Mechanic	B22	260
Warehouse Foreman	B31	260
Warehouse Manager	B32	260
Warehouser	A13	260
Warehouser, Sr.	B21	260

<u>CLASSIFICATION</u>	<u>BAND/GRADE</u>	<u>CONTRACTED DAYS</u>
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CAFETERIA

Cafeteria Assistant	A12	185
Cafeteria Van Driver	A13	185
FNS Equipment and Warehouse Manager	B32	260
School Food Services Support Assistant	B22	260

TECHNOLOGICAL SPECIALISTS

Computer Operator	B21	260
Computer Services Assistant	B32	260
Computer Services Technician	B24	260
Data Base Specialist	C42	260
FIRN Technical Education Coordinator	C42	260
Instructional Application Specialist	C43	260
Network Security Specialist	C43	260
Network Specialist	C43	260
Programmer/Analyst	C43	260
Technical Specialist	B32	260
Technology Support Assistant	B22	260
Telecommunications Specialist	B32	260
Telecommunications Technician	B24	260
Transportation / Boundary Planning Assistant	B22	260
Transportation Technology Specialist	B32	260

2018-2019 Amendment

We, the undersigned, agree that the attached document is the final and tentative agreement between the **CLAY EDUCATIONAL STAFF PROFESSIONAL ASSOCIATION, LOCAL 7409**, negotiating team and the **SCHOOL DISTRICT OF CLAY COUNTY** negotiating team. We further agree we will recommend the attached document for ratification.

Date Signed: 6/25/18

**THE SCHOOL DISTRICT OF CLAY
COUNTY NEGOTIATING TEAM**

**THE CLAY EDUCATIONAL STAFF
PROFESSIONAL ASSOCIATION,
LOCAL 7409, NEGOTIATING TEAM**

David S. Brockie

Betsy Reay

Jacqui Cox

Jessie Bell

Melanie Sanders

Travis J. Nixon

Chad

Paul G. Jones

Levi Stroud

Kelly D Hatten