

**CERTIFICATED**

**2008-2009**

ARTICLE XXIX  
TERM OF AGREEMENT

This Agreement is signed and ratified on August 21, 2008. This Agreement shall be effective from the date of ratification and shall continue in effect through June 30, 2009. All economic issues shall be retroactive to the beginning of the 2008-2009 school year. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

CLAY COUNTY EDUCATION ASSOCIATION

Elizabeth O'Crane  
President

SCHOOL DISTRICT OF CLAY COUNTY

Carol Studdard  
School Board Chairman

**ARTICLE XXVIII  
COMPENSATION**

**A. Experience**

1. As of July 1, 2001, up to 30 years of approved, verified teaching experience may be accepted for new hires. Beginning July 1, 2002, up to 30 years of approved, verified teaching experience may be accepted for all instructional employees who were employed prior to July 1, 2002. For each year accepted, documentation of a satisfactory performance evaluation must be provided. (Note: Prior to July 1, 2001, the maximum years of teaching experience accepted for new hires was 18 years.) Such experience must be full-time experience and gained in schools in the U.S., U.S. territory or under Department of Defense/State jurisdiction that are accredited by an approved accrediting agency at the time of employment, and, effective July 1, 2007, an International Baccalaureate School that has been accredited by the International Baccalaureate Organization (I.B.O.) This experience may include experience in PreK-12 public schools; experience in private or parochial PreK-12 schools with salary adjusted for verified experience beyond four (4) years effective 7-01-97. In addition, up to 18 years may include full-time teaching or counseling experience in colleges or universities, recognized as accredited by the state department of education at the time of employment. Salary will be adjusted for this verified college or university experience beyond four (4) years effective 7-01-99. Excluded is adjunct teaching, teaching or counseling performed while attending the college or university as a student, effective 7-01-98. Beginning with the ratification of the 1992-93 contract, full-time experience as a pre-kindergarten or kindergarten teacher in a school where the primary focus is pre-kindergarten or kindergarten may only be approved when such school is under the jurisdiction of and funded by the state department of education. Credit for private school teaching will not be granted for any year(s) during which the employee taught without, at least, a bachelor's degree.
  2. Effective July 1, 2007, appropriate teaching experience gained in a Florida public school system in the same school year as experience gained as a teacher/administrator in the Clay County School District may be combined in order to be evaluated to earn a year's experience credit.
  3. Full-time experience on the salary schedule may also be approved in accordance with Board policy for occupational experience as appropriate for occupational therapists, physical therapists, speech clinicians, social workers, media specialists, behavior management teachers, counselors, and for vocational trades instructors and for up to four (4) years of approved active military service. Such occupational experience approved for degreed vocational instructors, behavior management teachers, and counselors shall be limited to four (4) years and, for counselors, must have been while contracted under a 310 agreement in a U.S. public school.
  4. Effective July 1, 2001, verified administrative experience in a public, private or parochial K-12 school system may be included in the up-to-30 years of approved experience for new hires. Such experience must be full-time and gained in schools in the U.S., U.S. territory or under Department of Defense/State jurisdiction that are accredited by an approved accrediting agency at the time of employment. Experience earned as a Clay County administrator may be credited to the teacher for placement on the salary schedule.
  5. Effective July 1, 2001, experience as a Clay County support employee may be credited to the teacher for placement on the salary schedule.
  6. Also see Article XXIII (Employment Conditions for Eleven and Twelve Month Instructional Employees) regarding experience for School Psychologists.
- B.** New hires and teachers returning from an approved year leave of absence without pay shall be paid in accordance with the schedule set forth in Appendix IV on the basis of approved teaching experience.
- C.** Under no circumstance shall any teacher be assigned a salary which is at a higher level than that which is equivalent to his/her approved experience.

- D. The method of advancement to succeeding levels after the 2001-2002 school year shall be determined through negotiations. There shall be no presumption of status quo with respect to the method of advancement.
- E. For the purpose of awarding experience on the salary schedule, a year of service shall be full time paid and contracted actual service of more than one-half of the 196 or more contracted days in the year service was rendered. For the purpose of providing benefits in this Agreement, full time shall mean a person contracted for a six-tenths (.6) or greater allocated position or for (.6) or more of each consecutive day during the contract period unless otherwise indicated.
- F. Receipt of Negotiated Salary Steps and/or other Salary Increase Tied to Teacher Performance:
  - 1. Effective with the 1998-99 school year, any teacher who receives an unsatisfactory rating in the final Clay Assessment System performance evaluation conference of the school year will receive the same salary in the next school year as he/she received during the unsatisfactory year of service. Such teacher will be ineligible for negotiated advancement on the applicable salary schedule (i.e. receipt of a step), regardless of stipulations in Section E. above. In addition, the teacher who receives such a rating will be ineligible for receipt of any negotiated increase in the actual value of a step on the applicable salary schedule. This salary freeze shall not apply to supplements, degree differentials or special compensation added to the normal contracted salary. This salary freeze will apply for, at least, the school year following the teacher's receipt of the unsatisfactory evaluation.
  - 2. If, during the frozen salary year, the teacher earns a satisfactory evaluation, he/she will be placed back on the salary schedule for the following year, and, if eligible and bargained, granted a step.
  - 3. If the teacher referenced in 1. above receives satisfactory ratings in the final Clay Assessment System performance evaluation conferences of the two school years following the receipt of an unsatisfactory rating, the teacher will be eligible, the third year, for the salary step and/or step amount that would have applied had the teacher never earned an unsatisfactory rating.
- G. ROTC instructors shall be placed in accordance with the special provision as indicated in Appendix IV.
- H. Employees assigned to paid supplement positions shall be paid in accordance with said Appendix and all other provisions of this Agreement.
- I. Teachers shall be paid in 24 equal payments per year.
- J. Terminal Sick Leave:
  - 1. At the employee's option and upon written request by the employee at the time of separation, the Board shall provide terminal pay to any teacher upon the teacher's non-disciplinary separation from school district employment or enrollment in DROP, or to the teacher's beneficiary if service is terminated by death. Such terminal pay shall not exceed one hundred twenty (120) days, and shall be established as outlined below.
  - 2. Employees hired after November 19, 2002 shall be eligible for terminal pay as defined under this policy upon completion of three consecutive years of service in Clay County. For employees hired prior to November 19, 2002, Clay County service requirements shown in paragraph C.3(a) through C.3 (e) need not be consecutive.
  - 3. For the purposes of determining eligibility for terminal pay, a year of service shall be defined as: paid service rendered in a .6 or greater allocation for a minimum of one day more than half the normal working contract in the fiscal year, provided that eligibility during the first three Clay years shall be based on the anniversary of the initial date of hire.  
Terminal pay shall be based on the years of service in Clay County. The employee must have been:
    - a. Employed as a teacher for at least three (3) years in Clay County, in which case the terminal pay shall be at the rate of 35% times the number of days of accumulated sick leave times the daily rate of pay, not to exceed a total of one hundred twenty (120) days, or
    - b. Employed as a teacher for more than three (3) years but not more than six (6) years in Clay County, in which case the terminal pay shall be at the rate of 40% time the number of days accumulated sick leave times the daily rate of pay, not to exceed a total of one hundred twenty (120) days, or

- c. Employed as a teacher for more than six (6) years but not more than nine (9) years in Clay County, in which case the terminal pay shall be at the rate of 45% times the number of days of accumulated sick leave times the daily rate of pay, not to exceed a total of one hundred twenty (120) days, or
  - d. Employed as a teacher for more than nine (9) years but not more than twelve (12) years in Clay County, in which case the terminal pay shall be at the rate of 50% times the number of days of accumulated sick leave times the daily rate of pay, not to exceed a total of one hundred twenty (120) days, or
  - e. Employed as a teacher during and after the thirteenth (13th) year in Clay County in which case the terminal pay shall be at the rate of 100% times the number of days of accumulated sick leave times the daily rate of pay, not to exceed a total of one hundred twenty (120) days.
4. Effective March 17, 2000, an employee who terminates employment through regular FRS retirement shall deposit 100% of his/her terminal sick and annual leave payments into the Board-approved Qualified Retirement Plan, up to the limits established by the Internal Revenue Service.
  5. All employees participating in the Plan since its implementation in Clay County, who are under fifty-five (55) years of age at the time of termination of employment and choose, at the time of termination, to take a cash distribution in the amount of 100% of their respective balance from the Board-approved 401(a) Qualified Retirement Plan and are assessed a withdrawal penalty, shall be reimbursed a percentage of the withdrawal by the Board. This reimbursement is an amount equal to the difference between the current withdrawal penalty and the current Social Security and Medicare combined tax contribution rate. If the withdrawal penalty and/or Social Security and Medicare tax rates change, the amount of reimbursement from the Board shall change accordingly.
  6. Effective March 17, 2000, an employee who is already enrolled in DROP, or, who elects thereafter to participate in DROP, shall deposit his/her accumulated terminal sick leave pay, for which he/she is eligible, into the Board-approved 401(a) Qualified Retirement Plan, subject to annual contribution limits and according to the following:

Payment	Maximum Percentage of Accumulated Terminal Sick Leave Days
Year 1	20% of 120 days or 20% of the individual's balance of terminal sick leave, whichever is less
Year 2	20% of 120 days or 20% of the individual's balance of terminal sick leave, whichever is less
Year 3	20% of 120 days or 20% of the individual's balance of terminal sick leave, whichever is less
Year 4	20% of 120 days or 20% of the individual's balance of terminal sick leave, whichever is less
Year 5	100% of balance of the individual's terminal sick leave, not to exceed a total of 120 days

- (a) The initial payment shall be made on the last payday in April following the employee's DROP effective date, or the last payday in April, 2000, for those already enrolled in DROP as of March 17, 2000. Subsequent payments shall be made on the last payday in April of each year following the employee's DROP effective date anniversary.
- (b) The rate of pay used to calculate the amount to be placed in the 401(a) Plan shall be the employee's daily rate of pay on each payment date.

- (c) If an employee elects to participate in DROP for fewer than the sixty-month maximum, or, has fewer than the sixty-month maximum remaining in DROP as of March 17, 2000, the percentage of terminal sick leave to be deposited each year will change so that, at the end of his/her DROP participation, a total of 100% of the maximum allowed contribution of terminal sick leave pay will have been made to the 401(a) Plan.
  - (d) DROP participants may access these terminal sick leave funds prior to termination of employment only through loan procedures outlined in the Plan.
- K. Employees who, by virtue of enrollment in DROP, have deposited terminal leave payment(s) into the Board-approved 401(a) Qualified Retirement Plan, shall continue to deposit such payments as stipulated in paragraph C.5. of this policy, notwithstanding the limitations of paragraph C. This clarification is intended to facilitate the continuation of terminal leave payments to which the Board had committed prior to the November 19, 2002 approval of amendments to this policy.
- L. The Superintendent is authorized to offer an alternate salary schedule when he/she deems it necessary only for the purpose of recruiting for less than full time positions in Speech Pathology, Emotional Handicapped, Occupational Therapy, or Physical Therapy and only to a teacher whose position will be in such critical shortage area. Such alternate schedule will be 1.15 times the hourly equivalent of the appropriate bachelors salary schedule step plus degree differential, if applicable. Teachers contracted under such schedule shall be exempt from the provisions of Article VII, sections A and B (preparation time) and Article VI, sections A and B1 (duty free lunch).

*2007-2008Amendment*

**APPENDIX IV A  
SALARY SCHEDULE 2008-2009**

**A. Regular Bachelor's Schedule**

<b>Years of Approved Experience</b>	<b>Bachelor's Level Salary Amount (196 Day)</b>
0	37,800
1	38,100
2	38,400
3	38,700
4	39,000
5	39,325
6	39,650
7	39,975
8	40,325
9	40,725
10	41,250
11	41,825
12	42,425
13	43,025
14	43,650
15	44,300
16	45,025
17	45,750
18	46,650
19	47,625
20	48,650
21	49,725
22	50,800
23	51,875
24	53,000
25	54,150
26	55,900
27	60,000

\*NOTE: Returning teachers (with continuous Clay County experience) and new teachers shall be assigned a salary step in accordance with the Article on Compensation and in accordance with approved experience occurring prior to July 1, 2008.

B. A Clay County teacher returning in 2008-2009 from a Board approved leave of absence shall be placed on the salary schedule based on the approved experience credited to him/her at the beginning of his/her extended leave of absence.

C. A supplement will be given to returning teachers who were on step 30 in 2002-2003 and earned a year of experience credit. The equal installment supplement (\$1745) will be paid during the 2008-2009 year.

D. The salaries indicated shall be prorated based on the length and type of contract held by the respective teacher.

**APPENDIX IV B  
SCHOOL PSYCHOLOGISTS – 2008-2009**

Step	Bachelor's Level Salary Amount (196 Day)	Bachelor's Level Salary Amount (216 Day)	Bachelor's Level Salary Amount (260 Day)
0	41,250	45,459	54,719
1	41,825	46,093	55,482
2	42,425	46,754	56,278
3	43,025	47,415	57,074
4	43,650	48,104	57,903
5	44,300	48,820	58,765
6	45,025	49,619	59,727
7	45,750	50,418	60,689
8	46,650	51,410	61,883
9	47,625	52,485	63,176
10	48,650	53,614	64,536
11	49,725	54,799	65,962
12	50,800	55,984	67,388
13	51,875	57,168	68,814
14	53,000	58,408	70,306
15	54,150	59,676	71,832
16	55,900	61,604	74,153
17+	60,000	66,122	79,592

1. All returning psychologists with continuous Clay County experience and new psychologists shall be assigned a salary step in accordance with the Articles on Compensation and Employment Conditions for 11 & 12 month Instructional Employees and in accordance with approved experience occurring prior to July 1, 2008.
2. A Clay County psychologist returning in 2008-2009, from a Board approved leave of absence shall be placed on the salary schedule based on the psychologist's equivalent placement at the beginning of his extended leave of absence.
3. The salaries indicated shall be prorated based on the length and type of contract held by the respective school psychologist and in accordance with the Article on Employment Conditions for 11 and 12 month Instructional Employees.
4. A supplement will be given to returning psychologists who were on step 20 in 2002-2003 and earned a year of experience credit. The equal installment supplement (\$1745) shall be prorated based on the length and type of contract held by the respective school psychologist and in accordance with the Article on Employment Conditions for 11 and 12 month Instructional Employees and paid during the 2008-2009 year.



**APPENDIX IV C  
SALARIES - DEGREE DIFFERENTIALS**

**Degree Differentials shall be as follows:**

**A. 196 Day Teachers (See Below For School Psychologists)**

Master's or higher degrees reflected on official transcripts

Master's Degree	\$2000
Specialist Degree	\$2700
Doctorate Degree	\$3300

**B. 196 Day School Psychologists**

Note: To receive the differential, the official transcript must reflect field of School Psychology and the appropriate level for the differential.

Master's or higher degrees reflected on official transcripts

Master's Degree	\$2000
Specialist Degree	\$2700(Must hold Specialist Degree or equivalent Planned Program in the field of Counseling or Psychology)
Doctorate Degree	\$3300(Must hold Doctorate degree)

**C. Teachers or School Psychologists With Contracts Over 196 Days: Amount Listed Above Will Be Pro Rated Based On The Actual Number Of Contract Days.**

**D.. It is the responsibility of the individual claiming eligibility for degree differential compensation to supply all information required by the Human Resources Division to establish eligibility.**

**E. The Master's or higher degree must be granted from a college or university recognized as accredited by the State department of education, at the time the degree was granted.**

**APPENDIX IV D**  
**SALARIES - MISCELLANEOUS**

**A. Summer School Compensation**

Classroom teachers working during the summer break shall be paid at the same rate of pay as during the school year preceding the summer term and will remain in effect until the completion of summer school.

**B. Other Compensation**

1. In the case of in-service workshops, curriculum development, or other projects approved as part of a grant, entitlement, or intergovernmental agreement, teachers may be paid in accordance with the amount allocated for the project, grant, or agreement.
2. Effective July 1, 2005, the district will pay a one-time lump sum payment of \$400.00 (four hundred) dollars to teachers who have completed the required mandatory in-service training for the reading endorsement and this area has been added to the teacher's present certificate. Verification and payment will be based upon receipt from the Human Resources Office.
3. Effective July 1, 2007, the district will pay a one-time lump sum payment of \$400 (four hundred) dollars to teachers who have completed ESOL endorsement/certification (equivalent to 300 hours of ESOL Inservice) and this area has been added to the teacher's present certificate. Verification and payment will be based upon receipt from the Human Resources Office.

**C. In-service Workshops**

1. When approved by the Superintendent or his/her designee, instructional personnel attending workshops after the normal school day will be paid a stipend of \$12 per hour, except as otherwise provided in this contract. Teacher participants (CAR-PD Summer 2008 Academy) attending all 5 days of the Academy and completing all follow up activities shall receive their normal hourly rate of pay. This shall apply in this case only.
2. Professional Development Advisory Council members who are required to meet beyond the normal school day or beyond the scheduled day, shall receive a supplement equal to that paid for in-service workshops.

**D. New Teachers**

All new teachers whose employment begins at the start of the school year, including those who will be enrolled in the new teacher orientation program shall be paid at the rate of \$10.00 per hour for their participation in the workshops held prior to the first day for teachers.

**E. Other Programs (Other than 310 Agreements)**

Teachers employed in other programs beyond the scheduled day or during the summer shall be paid as follows:

1. Regularly contracted teachers in Clay County - hourly rate based on their 196-day contract salary.
2. Teachers not under regular contract in Clay County - hourly rate based on the beginning (0 years) salary on the adopted teacher salary schedule.
3. Regularly contracted teachers in Clay County may be assigned on a volunteer basis the responsibility of utilizing their scheduled unassigned preparation period as defined in Article VII, sections A and B for the purpose of covering classes of teachers who are absent. Such teachers shall be paid an additional salary of \$10.00 per hour. All efforts shall be made by the administration to secure regular substitute teachers in such instances. Certified teachers who volunteer to utilize their planning periods to cover the classes of early intervention/pre k teachers shall be paid \$10 per half hour.

**F. Adult and Community Education Teachers**

**1. FTE Courses**

Effective July 1, 2005, Teachers of FTE Courses which require certificated teachers shall be paid at their hourly base rate based on the 196 day contract salary for regularly contracted teachers in Clay County up to a maximum of \$26./hour. Teachers of FTE courses in 1998-99 whose pay was greater than \$20/hour in 1998-99 shall be frozen at the 1998-99 hourly rate as long as they continuously teach adult education FTE classes. Teachers who are not regularly contracted to teach in Clay County will be placed on the beginning (0 year) salary on the adopted schedule for teachers.

Teachers who have retired or resigned with satisfactory evaluation from the Clay County School System shall continue to receive the base rate based on their last 196-day contract salary (minus supplements) up to a maximum of \$26./ hour or the beginning (0 year) salary on the adopted schedule for teachers, whichever is greater.

2. Effective July 1, 2006, Teachers of Fee Base Noncredit Courses (Community Education):
  - \$26.00 per hour
  - More than \$26.00 per hour if recommended by the Supervisor, based on the fee charged, course demands, and Board approval.
3. Teachers working in an adult and community education program during a summer term shall be paid at the same rate of pay established in this subsection which was in effect during the school year preceding the summer term and will remain in effect until the completion of summer school.
4. Teachers of high school completion and GED classes shall be paid at their hourly rate, up to \$26.00 per hour beginning July 1, 2006.

G. Special Compensation

1. Certified or licensed Occupational and Physical Therapists shall be assigned a salary step and amount from the following schedule, in accordance with the Articles on Compensation and Employment Conditions for 11 and 12 month Instructional Employees, and prorated on the employees' actual number of contract days.

Step	Approved Experience	Salary (196 Days)
A	0	46,344
B	1	52,136
C	2	57,918
D	3	61,789
E	4	65,653
F	5-6	69,515
G	7-9	71,598
H	10+	73,745

NOTE: In addition to experience granted as a full-time occupational or physical therapist, experience may also be granted for full time experience as a certified occupational therapist assistant or a licensed physical therapist assistant. Two years of verified work as an assistant shall be equivalent to one year on the OT/PT salary schedule. Increments of less than one year shall not be applied to the schedule.

2. Employees who fill the following allocated positions shall receive the percent indicated applied to the base salary (0 year experience, Level A) of the teachers Salary Schedule, rounded to the nearest whole dollar, and prorated to the length of the respective contract length added to the respective normal contracted salary.

- Speech Clinician. . . . . 10.00
- Speech Clinician with state license . . . . . 15.00  
Speech Clinicians who hold a state license in the area of speech pathology must provide the documentation of a valid state license.
- Emotional/Behavior Disorders (EBD), Autistic Spectrum Disorders (ASD), EH Self Contained, SED, PMH, Autistic, TMH, VI, HI, PI, and Specially Designed Adaptive P.E. . . . . 8.00

- Applied Technology for the Handicapped, allocated to work full-time with students classified as EBD, ASD, SED, PMH, Autistic, TMH, VI or PL. . . . .8.00
- This additional compensation will be paid in 24 equal installments for in-field certified teachers. Upon completion of 6 hours toward certification requirements, an out-of-field teacher will receive the additional compensation, paid as a supplement, in one payment for that year.

H. 1 For teachers assigned to a school that is in corrective action, restructuring or in the process of planning for these procedures as a result of failure to meet Adequate Yearly Progress the following salary supplements will apply:

Category	Category Defined	Commitment Incentive	End of Year Incentive	Award Criteria End-of-Year
I	First Year at Target Site	\$500	\$500	Student Proficiency Target Met
II	Returning to Target Site	\$500	\$1000	Student Proficiency Target Met
III	Returning to Target Site or Clay County Transfer with no less than five years of teaching experience	\$500	\$1000  2 Step Advancement on the Salary Scale	*24 Hours of Inservice (earned during the current year) *Student Proficiency Target Met *Satisfactory CAS Evaluation
IV	Out of County/State Transfer with no less than five years of teaching experience and who has been recommended and who is eligible for a Professional Service Contract	\$500	\$1000	*24 Hours of Inservice (earned during the current year) *Student Proficiency Target Met *Satisfactory CAS Evaluation

2. The signing incentive will become effective for each category beginning with the 2008-2009 school year. This incentive will be paid in full during the first month of the second semester of each school year.
3. All other benefits described in categories I-IV will be in effect beginning with the 2007-2008 school year. The incentive for making the student achievement target will be paid no later than August 15 of the following school year.
  - a. 70% of the students will show a learning gain as defined by the selected assessment instrument.
4. The salary supplement plan for the target school will expire once a school has met Adequate Yearly Progress and is no longer in corrective action. Teachers who have earned salary scale advancements will retain all step advancements.

**APPENDIX IV E**  
**SALARIES - ROTC INSTRUCTORS**

- A. Salaries will be based on the greatest amount of 1 or 2 below and will be paid in 24 bi-monthly installments.
  - 1. The 11-month teachers' salary schedule for 2008-2009, or
  - 2. 11/12 of the annual salary submitted by the U.S. Navy based on the active duty pay less the retired pay for those ROTC personnel employed.
  
- B. Summer school employment will be contingent on need and pay will be in addition to that agreed upon in Item A above. Summer pay will be based on the established rate at the time of the summer contract in the same manner as figured in Step A above and this additional time will be reported to the Navy as such.
  
- C. All vouchers will be co-signed by the County Office and all checks for reimbursement will be sent directly to the Office of the Superintendent. The Navy shall be notified of this by the officers of the school NJROTC units.

**APPENDIX IV F  
SALARIES/PROFESSIONAL ASSIGNMENT - ATHLETIC DIRECTORS**

- A. 216 day contracts will be issued in accordance with laws governing teacher contracts. The salary shall be as provided below.
- B. The athletic director may be paid up to three (3) athletic supplements (at 196 day rate) as provided in Appendix V
- C. Salary Schedule - Bachelor's Degree (Higher Degree Differential - See Appendix IVC)

Years of Approved Experience	216 Days
0	45,657
1	45,988
2	46,318
3	46,649
4	46,980
5	47,338
6	47,696
7	48,054
8	48,440
9	48,881
10	49,459
11	50,093
12	50,754
13	51,415
14	52,104
15	52,820
16	53,619
17	54,418
18	55,410
19	56,485
20	57,614
21	58,799
22	59,984
23	61,168
24	62,408
25	63,676
26	65,604
27+	70,122

NOTE: Athletic directors shall be assigned a salary step in accordance with the Article on Compensation and in accordance with approved experience occurring prior to July 1, 2008.

- D. Returning teachers (with continuous Clay County experience) and new teachers shall be assigned a salary step in accordance with the Article on Compensation and in accordance with approved experience occurring prior to July 1, 2008.
- E. A Clay County athletic director returning in 2008-2009 from a Board approved leave of absence shall be placed on the salary schedule based on the approved experience credited to him at the beginning of his extended leave of absence.
- F. A supplement will be given to returning athletic directors who were on step 30 in 2002-2003 and earned a year of experience credit. The equal installment supplement (\$1745) will be prorated based on an 11 month contract and paid during the 2008-2009 year.

**APPENDIX V  
SALARIES - SUPPLEMENT SCHEDULE**

Note: Supplements are based on the beginning teacher salary. However, for the 2008-2009 school year, the percent indicated will be calculated using a base salary amount of \$35,000.

**ACADEMIC SUPPLEMENTS:**

The following supplements will be allocated to the respective schools as a maximum amount which shall be used to pay one or more individuals sponsoring the indicated activity. Unless otherwise indicated, supplemental salary is to be paid in equal installments. Classroom Teacher Department Heads, ESE, Resource Department Heads, and Specialists are Academic Coordinators. All other supplements are Extracurricular Activities. "END" supplements will be paid upon completion of the activity and written recommendation of the principal. Any production must be performed before the public and will consist of a full length play.

<b><u>Supplement</u></b>	<b><u>Method of Payment</u></b>	<b><u>Per Cent</u></b>
Academic Coach, Local School	END	5.4
Academic Coach, District	Equal	7.5
Activities Program Coordinator JH	Equal	13.0
Annual Staff, HS	Equal	8.0
Annual Staff, JH	Equal	6.5
Band Director, HS <i>(Minimum of two major performances; football games; district marching festival; solo and ensemble; concert band and state festivals when applicable.)</i>	Equal	13.5
Band Director, JH <i>(Minimum of four performances; solo and ensemble; district concert festival; home football games)</i>	Equal	7.5
Band End of Year Supplement <i>(Two additional major festivals - three community events equals one major event)</i>	END	1.5
Bayard Point Sponsor	Equal	4.1
Choral Director HS/JH <i>(Minimum of four separate performances per year; district solo and ensemble and concert festivals)</i>	Equal	7.5
Choral Director End of Year Supplement <i>(Two additional major festivals: 3 community events equal one major event)</i>	END	1.5
Co-Curricular Club	Equal	4.1
Core Team Leader Elementary	Equal	1.5
Core Team Leader Secondary	Equal	2.75
Dance Team Sponsor HS	Equal	6.0
Dance or Drill Team Sponsor JH	Equal	4.7

<u>Supplement</u>	<u>Method of Payment</u>	<u>Per Cent</u>
Debate Team <i>(Must include formal competitions outside of school setting)</i>	END	3.1
Department Head (3-5 teachers)	Equal	6.0
Department Head (6-10 teachers)	Equal	6.5
Department Head (11-16 teachers)	Equal	7.0
Department Head (17-20 teachers)	Equal	7.5
Department Head (21 or more teachers)	Equal	8.0
Directing Teacher of School Interns	END	3.0
Director of Junior or Senior Class Play <i>(Per major performance)</i>	END	1.3
Discretionary Supplement <i>(All levels; identified by the school through the School Improvement Plan)</i>	END	1.5
District Music	END	3.6
Drama HS	END	6.0
Drama JH	END	3.1
Drill Team Sponsor HS	Equal	6.0
Educational Technology Advisor Elementary	Equal	6.0
Educational Technology Advisor Secondary	Equal	8.0
Elementary Performance/Production <i>(Music Teachers Will Be Given Priority: minimum of two separate productions And includes planning, practice, advertising, etc.) Note: This supplement may be used a maximum of three times per school.</i>	END	1.5
Elementary Track Meet Coordinator	END	3.6
ESE Intervention Committee Facilitator (IDEA funded)	Equal	3.1
Flag Corps Sponsor	Equal	3.2
Freshman Class Sponsor (and 8 <sup>th</sup> grade at GCSJH)	Equal	2.6
Future Educators Club	Equal	2.75
Junior Class Sponsor	Equal	4.75
Majorette Sponsor	Equal	3.2
Math Field Day Coordinator, District	END	3.6
Math Team <i>(Must include formal competitions outside school setting)</i>	END	3.1
National Beta Club Sponsor	Equal	4.1
National Junior High Honor Society Sponsor	Equal	3.1
National Honor Society Sponsor	Equal	4.1



<u>Supplement</u>	<u>Method of Payment</u>	<u>Per Cent</u>
Newspaper Staff HS	Equal	4.1
Newspaper Staff JH	Equal	2.5
Peer Teacher ( <i>With portfolio requirement</i> )	Equal	6.0
Safety Patrol Elementary	Equal	2.1
Science Fair Coordinator, District	END	6.0
Science Fair Coordinator, Local School	END	3.6
Senior Class Sponsor	Equal	4.25
Sophomore Class Sponsor	Equal	2.75
Specialist, 10-Month	Equal	6.0
Specialist, 11-Month	Equal	6.6
Specialist, 12-Month	Equal	7.9
Special Olympics Coordinator	END	6.0
Spelling Bee Coordinator, District	END	3.6
Student Council Elementary	Equal	1.5
Student Council HS	Equal	4.1
Student Council JH	Equal	3.6
Support Peer Teacher ( <i>Without portfolio requirements</i> )	Equal	4.0
Title I Supplemental Educational Services (SES) On-Site Facilitator	Equal	6.0
Title I Funded		
Very Special Arts Coordinator	END	3.1

## **ATHLETICS**

- \*\* 1. Athletic supplements for seasonal sports shall be paid in a lump sum upon completion of the activity. A supplement will be prorated if a coach quits prior to completion of the season. No more than three (3) athletic supplements may be paid to a single individual without approval of the Superintendent and documentation that all resources have been exhausted.

Exceptions - Football supplements will be paid as follows:

- 75% at end of playing season
- 25% at end of spring practice

2. Athletic Coach Certification: All Coaches must possess a valid part-time athletic coaching or full-time professional Educator's certificate from the State of Florida. A copy of the certificate or a copy of a completed application for the certificate, with evidence that all requirements for certification have been met, must be presented prior to student contact. Head coaches, athletic directors, and junior high / middle school activities program coordinators who have earned the Florida certification endorsement as Athletic Coach in addition to their regular teaching certification will receive 1.0% of the base salary, in addition to their athletic supplement upon presentation of the certification endorsement.

<u>Supplement</u>	<u>Method of Payment</u>	<u>Per Cent</u>
Athletic Coaching Endorsement (Head, Athletic Directors, JH School Programs Coordinators with athletic coaching endorsement)	END	1.0
Baseball, Head HS	END	12
Baseball, Assistant HS	END	7
Baseball, JV Head HS	END	8
Baseball, Head JH	END	6
Baseball, Assistant JH	END	5
Basketball, Head HS	END	13.6
Basketball, Assistant HS	END	8
Basketball, JV Head HS	END	6.85
Basketball, Head JH	END	6.85
Cheerleading, Head Varsity	Equal	12
Cheerleading, Head Junior Varsity HS	Equal	9
Cheerleading, Head JH	Equal	9
Cross Country, Head HS	END	6
Flag Football, Head HS/JH/M	END	6
Football, Head HS	END	18.2
Football, Assistant HS	END	11.55
Football, JV Head HS	END	12
Football, Head JH	END	10
Football, Assistant JH	END	9.1
Golf, Head HS	END	6.5
Intramural Program Sponsor JH	END	5.15
Intramural Program Sponsor JH Assistant	END	4.7
Rhythmic Gymnastics, Head HS/JH/M	END	6
Soccer, Head HS	END	10
Soccer, Assistant HS	END	6
Soccer, Head JV HS	END	7
Soccer, Head JH	END	6
Soccer, Assistant JH	END	5.15
Softball, Head HS (Fast Pitch)	END	12
Softball, Assistant HS (Fast Pitch)	END	7
Softball, Head JV (Fast Pitch) HS	END	8
Softball, Head JH (Fast Pitch)	END	6
Softball, Assistant JH (Fast Pitch)	END	5

<u>Supplement</u>	<u>Method of Payment</u>	<u>Per Cent</u>
Softball, Head HS (Slow Pitch)	END	7
Softball, Assistant HS (Slow Pitch)	END	6
Softball, Head JH (Slow Pitch)	END	6
Softball, Assistant JH (Slow Pitch)	END	5
Swimming, Head HS	END	10
Swimming, Head JH	END	5.15
Tennis, Head HS	END	7
Track, Head HS	END	10
Track, Assistant HS	END	7
Track, Head JH	END	6
Track, Assistant JH	END	5.15
Volleyball, Head HS	END	10
Volleyball, Assistant HS	END	7
Volleyball, Assistant JH	END	5.15
Volleyball, Head JV	END	6
Volleyball, Head JH	END	6
Weightlifting, Head HS	END	7
Weightlifting, Head JH	END	6
Wrestling, Head HS	END	10
Wrestling, Assistant HS	END	7
Wrestling, Head JH	END	5.15

**COMMUNITY EDUCATION  
FEE BASED SALARIES  
2008-2009**

**CLASS OFFERINGS**

**EFFECTIVE 7-01-2008:**

Art	\$26.00/ hour instruction only
Basic Photography	\$26.00/ hour instruction only
Dancing (All)	\$26.00/ hour instruction only
Driver's Education	\$26.00/ hour instruction only
Culinary Arts (All)	\$26.00/ hour instruction only
Video Production Class	\$26.00/ hour instruction only
AutoCAD	\$26.00/ hour instruction only
Graphics	\$26.00/ hour instruction only
Computer Classes (All)	\$26.00/ hour instruction only
Crafts (All)	\$26.00/ hour instruction only
First Aid/CPR	\$26.00/ hour instruction only
Foreign Languages	\$26.00/hour instruction only
Gymnastics	\$26.00/ hour instruction only
Music/Choral/Instrumental	\$26.00/ hour instruction only
Physical Education (All)	\$26.00/ hour instruction only
Parenting	\$26.00/ hour instruction only
Sign Language	\$26.00/ hour instruction only
Technology Education	\$26.00/ hour instruction only
Baton Twirling	\$26.00/ hour instruction only
Drama	\$26.00/ hour instruction only
Auto Mechanics	\$26.00/ hour instruction only
Business Enterprise: Home Based	\$26.00/ hour instruction only
ParaPro Assessment Review	\$26.00/ hour instruction only
Community Education Assistant	\$10.00/hour
Test Coordinator (Adult Ed.)	\$15.00 per hour
Evening Monitor (Adult Ed.)	\$10.00 per hour
Volunteer Tutor Coordinator (Adult Ed)	\$12.00 per hour

**SUMMER RECREATION**

Site Director	*\$16.00/hour supervision plus prep time
Art Coordinator	**\$13.00/hour instruction plus prep time

\*Site Director is entitled to four hours of pre-planning

\*\*Art Coordinator is entitled to four hours of pre-planning

Registration fees are determined by the instructor's salary, retirement, social security, 35% indirect costs and materials if needed.

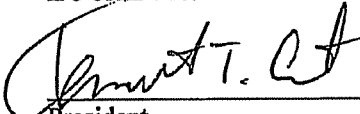
**SUPPORT**

**2008-2009**

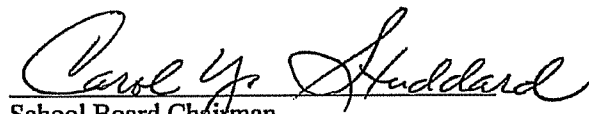
**ARTICLE XIX  
TERM OF AGREEMENT**

This Agreement shall be signed and ratified on, or before September 10, 2008. This Agreement shall be effective from the date of ratification and shall continue in effect through June 30, 2009. All economic issues shall be retroactive to the beginning of the 2008-2009 school year. The parties agree that the articles pertaining to compensation, insurance, term of agreement, any two (2) issues of the Association's choosing and any two (2) articles of the Board's choosing may be reopened for negotiations for the 2009-2010 school year by May 1, 2009. Issues for the purpose of this article must be specific, narrowly defined and clearly stated so that the problem giving rise to the issue is precisely understood by both parties. Failure to identify the two (2) issues to be reopened each school year as stipulated above will result in effective closure of negotiations for that school year. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

**CLAY EDUCATIONAL STAFF  
PROFESSIONAL ASSOCIATION  
LOCAL 7409**

  
\_\_\_\_\_  
President

**SCHOOL DISTRICT OF CLAY COUNTY**

  
\_\_\_\_\_  
School Board Chairman

**ARTICLE XVIII  
COMPENSATION**

- A. Compensation shall be provided to all employees covered by this Agreement as set forth in Appendix E of this Agreement.
- B. For the purpose of providing benefits in this Agreement, full time shall mean a person contracted for a six-tenths (.6) or greater allocated position or for (.6) or more of each consecutive normal work day during the contract period unless otherwise indicated.
- C. Terminal Sick Leave: At the employee's option and upon written request by the employee at the time of separation, the Board shall provide terminal pay of up to one hundred twenty (120) days to any support employee upon the employee's non-disciplinary separation from school district employment or enrollment in DROP, or to the employee's beneficiary if service is terminated by death.
  - 1. Employees hired after November 19, 2002, shall be eligible for terminal pay as defined under this policy upon completion of three (3) consecutive years of service in Clay County. For employees hired prior to November 19, 2002, Clay County service requirements shown in paragraph C.2 (a) through C.2 (e) need not be consecutive.
  - 2. For the purposes of determining eligibility for terminal pay, a year of service shall be defined as: paid service rendered in a .6 or greater allocation for a minimum of one day more than half the normal working contract in the fiscal year, provided that eligibility during the first three Clay years shall be based on the anniversary of the initial date of hire.

Terminal pay shall be based on the years of service in Clay County. The employee must have been:

- a. Employed for at least three (3) years in Clay County, in which case the terminal pay shall be at the rate of 35% times the number of days of accumulated sick leave times the daily rate of pay, not to exceed a total of one hundred twenty (120) days, or
  - b. Employed for more than three (3) years but not more than six (6) years in Clay County, in which case the terminal pay shall be at the rate of 40% times the number of days accumulated sick leave times the daily rate of pay, not to exceed a total of one hundred twenty (120) days, or
  - c. Employed for more than six (6) years but not more than nine (9) years in Clay County, in which case the terminal pay shall be at the rate of 45% times the number of days of accumulated sick leave times the daily rate of pay, not to exceed a total of one hundred twenty (120) days, or
  - d. Employed for more than nine (9) years but not more than twelve (12) years in Clay County, in which case the terminal pay shall be at the rate of 50% times the number of days of accumulated sick leave times the daily rate of pay, not to exceed a total of one hundred twenty (120) days;
  - e. Employed during and after the thirteenth (13th) year in Clay County in which case the terminal pay shall be at the rate of 100% times the number of days of accumulated sick leave times the daily rate of pay, not to exceed a total of one hundred twenty (120) days.
- 3. As used in this section, one day of leave shall mean the equivalent in hours.
  - 4. Effective March 17, 2000, an employee who terminates employment through regular FRS retirement shall deposit 100% of his/her terminal sick and annual leave payments into the Board-approved Qualified Retirement Plan, up to the limits established by the Internal Revenue Service.

5. All employees participating in the Plan since its implementation in Clay County, who are under fifty-five (55) years of age at the time of termination of employment and choose, at the time of termination, to take a cash distribution in the amount of 100% of their respective balance from the Board-approved 401(a) Qualified Retirement Plan and are assessed a withdrawal penalty, shall be reimbursed a percentage of the withdrawal by the Board. This reimbursement is an amount equal to the difference between the current withdrawal penalty and the current Social Security and Medicare combined tax contribution rate. If the withdrawal penalty and/or Social Security and Medicare tax rates change, the amount of reimbursement from the Board shall change accordingly.
6. Effective March 17, 2000, an employee who is already enrolled in DROP, or, who elects thereafter to participate in DROP, shall deposit his/her accumulated terminal sick leave pay, for which he/she is eligible, into the Board-approved 401(a) Qualified Retirement Plan, subject to annual contribution limits and according to the following:

<u>Payment</u>	<u>Maximum Percentage of Accumulated Terminal Sick Leave Days</u>
Year 1	20% of 120 days or 20% of the individual's balance of terminal sick leave, whichever is less
Year 2	20% of 120 days or 20% of the individual's balance of terminal sick leave, whichever is less
Year 3	20% of 120 days or 20% of the individual's balance of terminal sick leave, whichever is less
Year 4	20% of 120 days or 20% of the individual's balance of terminal sick leave, whichever is less
Year 5	100% of balance of the individual's terminal sick leave, not to exceed a total of 120 days

- (a) The initial payment shall be made on the last payday in April following the employee's DROP effective date, or, the last payday in April, 2000, for those already enrolled in DROP as of March 17, 2000. Subsequent payments shall be made on the last payday in April of each year following the employee's DROP effective date anniversary.
  - (b) The rate of pay used to calculate the amount to be placed in the 401(a) Plan shall be the employee's daily rate of pay on each payment date.
  - (c) If an employee elects to participate in DROP for fewer than the sixty-month maximum, or, has fewer than the sixty-month maximum remaining in DROP as of March 17, 2000, the percentage of terminal sick leave to be deposited each year will change so that, at the end of his/her DROP participation, a total of 100% of the maximum allowed contribution of terminal sick leave pay will have been made to the 401(a) Plan.
  - (d) DROP participants may access these terminal sick leave funds prior to termination of employment only through loan procedures outlined in the Plan.
- D. Employees who, by virtue of enrollment in DROP, have deposited terminal leave payment(s) into the Board-approved 401(a) Qualified Retirement Plan, shall continue to deposit such payments as stipulated in paragraph C.6. of this policy, notwithstanding the limitations of paragraph C. This clarification is intended to facilitate the continuation of terminal leave payments to which the Board had committed prior to the November 19, 2002 approval of amendments to this policy.



- E. **Staff Meetings**
1. Meetings with staff may be conducted by supervisors on a monthly basis or as determined by the Superintendent. Such meetings will be conducted during the workday, whenever possible.
  2. Bus drivers and bus monitors may be required to attend meetings called by the Director of Transportation or as deemed necessary by the Superintendent.
  3. Staff meetings conducted outside the regularly scheduled workday or route day shall be reimbursed at the rate of \$8.40 per hour. Mandatory inservice conducted outside the regularly scheduled workday or route day shall be reimbursed at the rate of \$8.40 per hour.
- F. Overtime payments (time and one-half) for meetings and inservice as outlined in this Article and in the Salary Schedule Table regarding Transportation Bus Drivers and Bus Monitors shall apply only when the work week extends beyond forty (40) hours and applies only to the portion extending beyond forty (40) hours.
- G. **Inservice:**  
When approved by the Superintendent or his designee, support personnel will be paid a stipend of \$8.40, per hour for completed workshops after the normal work day.
- H. **Summer School:**  
Nine (9) and ten (10) month employees of the School Board who are employed during the summer shall be paid at either a rate equivalent to their normal rate of pay in effect at the close of the school year, or the rate of pay for the position employed in during the summer, or a rate of pay selected from the rates determined for Temporary Adult Labor.
- I. **Contract Day:**  
The number of contract days in a year shall be indicated on the individual employment contract and may vary based on the needs of the district.
- J. **Experience - Clay County School Board**  
For the purpose of awarding experience on the salary schedule, a year of service shall be paid and contracted actual service of more than one-half of the normal number of contracted days for the .4 or greater allocated position employed in the year service was rendered.
2. **Experience - External** [For persons employed after the date of ratification of the 1995-96 contract agreement.]
  3. **Clay County Teaching Experience - Former Clay County teachers** who take a support position immediately upon leaving their teaching position in Clay County shall be credited with all their teaching experience, up to the maximum experience on the current salary schedule.  
Service external to the Clay County School Board must be verified and approved by the Division of Human Resources. Verified experience gained in other U.S. public school systems may be approved on the same basis as experience gained in the Clay County School System. All other experience must be verified by the agency or company on the school board-approved form, on letterhead stationery, or other documentation approved by the Division of Human Resources and must be full time paid actual service of more than one-half of the fiscal year indicated by the former employer. In instances where the employer is unable to verify its fiscal year, the school fiscal year shall be used. No experience may be counted more than one time for the purpose of accumulating experience.
- K. Experience on the salary schedule shall be permitted in accordance with the Rules For Implementation of Support Personnel Salary Schedule, 1.3.0 and section 2.0.0 for work done in a closely related field.
- L. The Superintendent is authorized to offer an alternate salary schedule when he/she deems it necessary for the purpose of recruiting for Certified Occupational Therapy Assistants and Physical Therapy Assistants. Personnel contracted under such schedule shall be exempted from the provisions of Table I, Rules for Implementation of the Support Personnel Salary Schedule, except those provisions of section 2.3.0. (See Table IID for salary schedule)

- M. Compensation for an employee when he/she is required to work on a paid holiday, or on a "NON-PAID, NON-WORKING DAY", shall be at one and one-half times the employee's regular hourly rate of pay.

## TABLE I

### RULES FOR IMPLEMENTATION OF SUPPORT PERSONNEL SALARY SCHEDULE

#### 1.0.0 Salary Schedule Structure

- 1.1.0 The salary schedule will include twenty four (24) steps for each Band/Grade. There shall be a constant percentage between each step within the Band/Grade.
- 1.2.0 The range spread between step 1 and step 24 shall be greater for the higher Bands/Grades.
- 1.3.0 After initial implementation of the schedule, new employees shall be placed at the step (1-5) associated with approved years of verified, directly-related experience in their same job category. Step 1 through Step 5 shall correspond to 0 to 4 years of experience. Step 5 shall be the maximum step for initial placement of new employees. This limitation shall not apply to support personnel who elect to transfer from their support position to an administrative or Table I managerial position, and then back to a support position. Step placement for such personnel shall be in accordance with section 3.6.0 of this Table. The Waste/Water Operator, Wastewater Operator and/or Lead Waste/Water Operator will be able to bring all approved years of verified, directly-related experience to the job entry level. Positions which require subsequent acquisition of State School Bus Mechanic Certification will be able to bring up to ten (10) years of verified, directly related experience to the job entry level upon successful completion of the certification. The positions of Programmer/Analyst, Lead HVAC Technician, HVAC Technician, Lead Electrical Technician, Electrical Technician, Lead Electronics Technician, Electronics Technician, Lead Plumber, Plumber, Boiler Tender, Lead Painter, Painter, Lead Carpenter, Carpenter, Lead Roofer, Roofer, Lead Heavy Equipment Operator, Heavy Equipment Operator, Maintenance Mechanic, District-Wide School Maintenance Mechanic, Lead Pest Control Operator, Pest Control Operator and Locksmith will be able to bring up to ten (10) years of verified, directly-related experience to the job entry level upon successful demonstration of the directly-related experience.
- 1.4.0 Former Clay County teachers who take a support position immediately upon leaving their teaching position in Clay County shall be credited with all their teaching experience, up to the maximum experience on the current salary schedule.

#### 2.0.0 Advancement on Salary Schedule

- 2.1.0 Step increases shall be subject to collective bargaining and there shall be no presumption of advancement beyond the current step after 2003-2004.
- 2.2.0 A step increase between steps 1 through 5 shall be determined by years of experience. A year of experience shall be earned if the employee has earned one day over one-half of the contract year for the allocated position of .4 or greater.
- 2.3.0 Effective with the 1998-99 school year, any employee who receives an overall rating of **Below Standards** in the final performance evaluation conference of the school year will receive the same salary in the next school year as he/she received during the Below Standards year of service. Such employee will be ineligible for negotiated advancement on the applicable salary schedule (i.e. receipt of a step), regardless of stipulations in Section 2.2. above. In addition, the employee who receives such a rating will be ineligible for receipt of any negotiated increase in the actual value of a step on the applicable salary schedule. This salary freeze shall not apply to incentive pay added to the normal contracted salary. This salary freeze will apply for, at least, the school year following the employee's receipt of the Below Standards evaluation. If, during the frozen salary year, the employee earns at least an "Achieves Standards" rating on the year's evaluation, he/she will be placed back on the salary schedule for the following year, and, if eligible and bargained, granted a step. If the employee referenced in 1. above receives at least

- “Achieves Standards” ratings in the final performance evaluation conferences of the two school years following the receipt of a “Below Standards” rating, the employee will be eligible, the third year, for the salary step and/or step amount that would have applied had the employee never earned the “Below Standards” rating.
- 2.4.0 All experience granted prior to January 1, 1993, under existing rules and regulations shall remain credited to the employee.
- 2.5.0 Employees assigned to the highest step shall receive the adjustment made to the salary schedule through collective bargaining.
- 3.0.0 Reclassification Due To Transfer/Surplus/Discipline/Promotions
- 3.1.0 Employees transferring to another job classification shall be placed on the schedule for the new band/grade based on placement in accordance with the provisions of this section.
- 3.2.0 Employees who voluntarily transfer to a job with a higher band/grade will be immediately reclassified and the pay rate adjusted in accordance with the new step placement. Step placement will be based on verified approved experience in the new job, up to step 10, or on the current step placement, whichever is higher.
- 3.3.0 Employees who voluntarily transfer to a job with a lower or same band/grade will be immediately reclassified and the pay rate adjusted. Step placement will be based on the current step placement, or the step appropriate for experience credited in the new position, up to step five (5).
- 3.4.0 Employees who are involuntarily transferred to a job with a lower band/grade will be reclassified and the pay rate adjusted in the school year following the school year in which the new assignment begins. The placement will be at the step that would have been the normal step placement in the previous job held.
- 3.5.0 Employees who are transferred as the result of disciplinary action will be immediately reclassified to the new band/grade at the same step and the pay rate adjusted.
- 3.6.0 Support employees who elect to transfer to a managerial or administrative position in Clay County, and who later transfer back to a support position, will be placed on the band/grade applicable for the support position at the step they held prior to leaving the support position. Support employees affected by such transfers in the 2001-2002 contract year shall be made whole, with regard to step placement, effective the 2002-2003 contract year.
- 4.0.0 Initial Classification and Reclassification Procedures
- 4.1.0 An established classification or an initial classification for a new position may be reviewed for reclassification or initial classification in accordance with the procedures in this section.
- 4.1.1 When a new position is proposed for approval, the new job description shall be submitted to a review committee comprised of the Assistant Superintendent for Human Resources, Director of Support Personnel and a CESPAs Representative (when position under review is a CESPAs position and when the position of the CESPAs representative is not under review or is not assigned to a department or school which is under review). This committee will review the documentation and relevant analysis data supporting the new proposed position. The Assistant Superintendent for Human Resources will notify the responsible supervisor and CESPAs of his/her decision.
- 4.1.2 After initial classification of a position, the responsible immediate supervisor or employee may request a position reevaluation. Such reevaluation may be requested if relevant documentation is provided which supports that there has been a change in responsibilities.
- 4.1.3 The Assistant Superintendent for Human Resources, Director of Support Personnel and a CESPAs Representative (when position under review is a CESPAs position and when the position of the CESPAs representative is not under review or is not assigned to a department or school which is under review) will review the documentation and relevant analysis data supporting the review request. The Assistant Superintendent for Human Resources will notify the responsible supervisor of his/her decision.

4.1.4 The documentation to be considered in reevaluating a position should include evidence of a major permanent change in a job responsibility, data from a sample of the job class, position description questionnaire and employee/supervisor interviews. If the changed job responsibilities match an existing job description, the employee will be moved to the new classification and his/her salary will be adjusted in accordance with approved procedures. If the job responsibilities do not match an existing job description, the job may be reanalyzed and reclassified or the supervisor may be instructed to reassign the new responsibilities to a more appropriate job classification.

*Board Approved: 10/16/08*

TABLE IIA  
The School District of Clay County  
2008-2009 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
<b>A11</b>	8.58	8.84	9.09	9.35	9.63	9.90	10.19	10.48	10.78	11.10	11.43	11.77
<b>A12</b>	9.30	9.57	9.84	10.13	10.43	10.74	11.03	11.37	11.70	12.03	12.38	12.75
<b>A13</b>	10.08	10.38	10.68	10.99	11.32	11.64	11.97	12.32	12.68	13.05	13.43	13.83
<b>B21</b>	10.68	11.02	11.37	11.73	12.10	12.49	12.87	13.29	13.71	14.13	14.58	15.04
<b>B22</b>	11.36	11.71	12.09	12.48	12.86	13.27	13.69	14.12	14.57	15.03	15.52	16.01
<b>B23</b>	12.06	12.42	12.82	13.23	13.68	14.09	14.53	15.01	15.47	15.97	16.46	17.00
<b>B24</b>	12.80	13.22	13.64	14.07	14.52	14.99	15.46	15.96	16.44	16.98	17.51	18.07
<b>B31</b>	13.87	14.34	14.83	15.35	15.86	16.40	16.98	17.55	18.14	18.77	19.45	20.13
<b>B32</b>	15.65	16.20	16.75	17.33	17.92	18.53	19.17	19.83	20.51	21.22	21.96	22.71
<b>C41</b>	17.13	17.77	18.41	19.09	19.80	20.52	21.28	22.07	22.87	23.72	24.59	25.52
<b>C42</b>	18.59	19.26	19.96	20.72	21.47	22.26	23.10	23.95	24.83	25.73	26.69	27.69
<b>C43</b>	20.16	20.91	21.68	22.48	23.30	24.16	25.04	25.99	27.03	27.93	28.96	30.03

**TABLE IIA**  
**The School District of Clay County**  
**2008-2009 SUPPORT PERSONNEL PAY STRUCTURE**

<b>B/G</b>	<b>STEP 13</b>	<b>STEP 14</b>	<b>STEP 15</b>	<b>STEP 16</b>	<b>STEP 17</b>	<b>STEP 18</b>	<b>STEP 19</b>	<b>STEP 20</b>	<b>STEP 21</b>	<b>STEP 22</b>	<b>STEP 23</b>	<b>STEP 24</b>
<b>A11</b>	12.13	12.50	12.87	13.27	13.66	14.07	14.47	14.89	15.79	16.27	16.85	17.47
<b>A12</b>	13.13	13.51	13.91	14.32	14.75	15.19	15.62	16.07	17.03	17.55	18.18	18.85
<b>A13</b>	14.25	14.66	15.10	15.55	16.01	16.49	16.96	17.45	18.50	19.06	19.75	20.47
<b>B21</b>	15.52	16.00	16.51	17.03	17.56	18.12	18.63	19.20	20.38	21.05	21.84	22.67
<b>B22</b>	16.56	17.08	17.63	18.21	18.81	19.42	19.97	20.60	21.89	22.62	23.47	24.38
<b>B23</b>	17.53	18.09	18.67	19.27	19.88	20.51	21.10	21.75	23.09	23.86	24.75	25.70
<b>B24</b>	18.65	19.24	19.85	20.48	21.13	21.81	22.43	23.13	24.56	25.37	26.32	27.32
<b>B31</b>	20.84	21.58	22.34	23.12	23.94	24.78	25.49	26.36	28.08	29.09	30.25	31.48
<b>B32</b>	23.51	24.31	25.15	26.02	26.91	27.84	28.63	29.58	31.49	32.61	33.89	35.25
<b>C41</b>	26.46	27.43	28.44	29.49	30.57	31.70	32.60	33.77	36.02	37.39	38.92	40.56
<b>C42</b>	28.72	29.78	30.89	32.03	33.22	34.45	35.43	36.70	39.16	40.65	42.33	44.12
<b>C43</b>	31.14	32.27	33.45	34.69	35.96	37.28	38.34	39.71	42.37	43.97	45.77	47.70

**2008-2009**  
**TABLE IIB**  
**SPECIAL COMPENSATION**

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

STEP	YEARS EXPERIENCE	HOURLY RATE
A	0	17.52
B	1-2	19.85
C	3-4	22.16
D	5-6	24.45
E	7-8	26.76
F	9-10	29.07
G	11-12	31.36
H	13-14	33.67
I	15-16	35.98
J	17-18	38.27
K	19-20	41.11

CONTRACTED DAYS = 196

*Board Approved 10/16/08*



**2008-2009  
TABLE IIC  
SPECIAL COMPENSATION**

<b>STEP</b>	<b>EXP.</b>	<b>HOURLY RATES</b>	
		<b>LPN</b>	<b>RN</b>
1	0	12.43	14.55
2	1	12.81	14.99
3	2	13.18	15.44
4	3	13.58	15.90
5	4	14.01	16.39
6	5	14.44	16.90
7	6	14.88	17.43
8	7	15.35	17.97
9	8	15.82	18.53
10	9	16.31	19.10
11	10	16.84	19.71
12	11	17.37	20.34
13	12	17.93	20.99
14	13	18.50	21.76
15	14	19.10	22.45
16	15	19.72	23.19
17	16	20.32	23.96
18	17	20.92	24.76
19	18	21.52	25.46
20	19	22.17	26.27
21	20	23.52	27.92
22	21	24.32	28.89
23	22	25.22	29.99
24	23	26.18	31.17

Rules for implementation of this salary schedule, for 2008-2009, are identical to those in Table I, "Rules for Implementation of Support Salary Schedule. CONTRACTED DAYS = 188, 196, 260.

*Board Approved: 10/16/08*

**TABLE III**  
**Transportation**

1. Contract drivers shall be compensated for a minimum of six (6) hours of work per day during the regular school year and for a minimum of five (5) hours of work while working under a summer work contract. The Director of Transportation will consider attendance, experience, and seniority when staffing summer school based on student needs. The assigned hours shall include thirty (30) minutes of non-driving time which shall be used for the purpose of maintenance, safety checks and paperwork. Drivers will be compensated for other non-driving work after a time review by the Department of Transportation in accordance with applicable rules of the Fair Labor Standards Act.
2. Bus drivers assigned routes affecting schools in other counties having school calendars which differ from the Clay County calendar shall be eligible for the same contract and benefits and for the same length of work year and work day as bus drivers assigned routes affecting only schools operating under the traditional calendar in Clay County. When such drivers must drive routes during the intersession periods in such other counties, pay will be determined in accordance with current practice for summer school pay.
3. Contract bus monitors (ESE Aides assigned to buses) shall be compensated for a minimum of four (4) hours of work per day, including days under summer work contracts, and for assigned field trips beyond the working day, \$8.40 per hour.
4. Any work, except field trips, assigned beyond a maximum of 7.5 hours shall be compensated at the rate of 1.5 (one and one-half) times the driver's hourly rate of pay.
5. Paragraph 1 shall not apply to part-time bus drivers who are employed only for morning, afternoon or extra trip routes, but shall be paid on an hourly basis. Experience credit shall not be earned for such part-time employment.
6. Field Trips: Compensation to contract drivers shall be under the following conditions:
  - a. One voluntary master list consisting of short, long (per diem) and overnight trips of contract bus drivers by geographic area and by seniority, and an all inclusive master list by seniority of contract bus drivers shall be maintained by the Director of Transportation for the purpose of field trip selection. If all contract drivers on the voluntary geographic list refuse a field trip assignment, the Director of Transportation shall utilize the all inclusive list for field trip assignment. The voluntary geographic list will be a rotating list. Persons selected from the all inclusive list shall be permitted one refusal. After the initial all inclusive list has been exhausted, the Director of Transportation may assign a field trip to a contract driver on a mandatory basis. Each contract driver assigned a trip, either voluntary or mandatory, shall be placed on the bottom of the all inclusive list once an assignment is completed.
  - b. On non-working days, field trips shall be compensated at \$8.40 per hour.
  - c. On each working day of the assigned field trip, if a driver's normal assignment is a minimum working day of six (6) hours, he/she shall be paid at the rate of \$8.40 per hour for assigned field trips for each hour beyond the minimum assigned six (6) hours.
  - d. On each working day of the assigned field trip, if the driver's normal assignment is a regular working day greater than six (6) hours, he/she shall be paid at his/her regular rate up to 7.5 hours and \$8.40 per hour for each hour beyond 7.5 hours.
  - e. Bus drivers shall apply for TDE for any portion of the day during which an extra trip infringes on their regular run.
  - f. Overnight trips shall be defined as any trip requiring the driver to sleep over prior to return.
  - g. Overnight trips shall be compensated at field trip rates with no compensation for "sleeping" time. Per diem shall be paid as applicable.
  - h. If field trips are canceled after the driver arrives at school, the driver shall be compensated as stated above for two (2) hours at the field trip rates.

7. The hourly rate of pay for staff meetings, inservice and for parent conferences shall be \$ 8.40 per hour, or the current minimum wage, whichever is greater. Such pay shall be in accordance with the Compensation Article.
8. Overtime payments at time and one-half for meetings and inservice as outlined in the Compensation Article and for extra (field) trips as outlined herein shall apply only when the work week extends beyond 37.50 hours and only to the portion extending beyond 37.50 hours.

Board Approved: 10/16/08

**SALARY SCHEDULE  
TABLE IV  
Miscellaneous Salaries**

Incentive/Differential Pay

When more than one incentive/differential has been earned in the appropriate area, the higher incentive/differential shall be awarded.

1. Associate Degree or higher for Support employees when the degree held is higher than the minimum degree required by the Board-approved job description, and when the degree is from a college, university or other institution accredited by an accrediting agency as defined below:
  - a. For Nurses (LPN/RN) a degree from a college or university accredited by one of the regional accrediting agencies or a degree accepted by the Florida Board of Nursing for certification as a Nurse in the State of Florida.
  - b. For employees assigned as "Technological Specialists" within Table V (Classification/Band/Grade), a degree from a college or university accredited by one of the regional accrediting agencies or a job-related degree from an institution accredited by the Accrediting Council for Independent Colleges and Schools, or ACICS.
  - c. For all other employees, a degree from a college or university accredited by one of the regional accrediting agencies.

[Note: Employees are responsible for presenting official transcripts substantiating earned degrees from the college, university or institution granting the degree.]

Add \$1.00/hour.

2. Child Development Associate credential for teacher assistants:  
Add \$.70/hour
3. A.S.E. Certification in the appropriate area for bus mechanics, parts managers and assistant managers payable beginning with the first month of certification and continuing during the period of such certification:  
Add \$.15/hour for each test, only during the validity period for such test.
4. Professional Driver pay to drivers with more than three (3) years experience and who qualify under the rules of the Transportation Department for such pay:  
Add \$.10/hour during specified period.
5. Master Custodian certification:  
Add \$.15/hour
6. Current, valid Clay County-issued Journeyman's certification in the areas of Electrical, Plumbing or HVAC. (See Table IVA for jobs eligible to receive this incentive)  
Add \$.50/hour
7. Current, valid Clay County-issued Master's certification in the areas of Electrical, Plumbing or HVAC. (See Table IVA for jobs eligible to receive this incentive)  
Add \$1.00/hour

8. Current, valid Florida Contractor's license in the areas of Electrical, Plumbing or HVAC. (See Table IVA for jobs eligible to receive this incentive)  
Add \$1.00/hour
9. Current, valid certification from the American School Food Service Association for school food service employees:  
One time annual payment of \$100, contingent upon Human Resources Division's receipt of proof of current, valid certification no later than December 1 of each year.
10. An employee who is officially assigned, in writing, by the Supervisor, to fulfill the duties of an absent employee who works in a higher band/grade shall, after seven (7) consecutive days, be paid at his own step but at the higher band/grade for all of the time during which he was assigned to the higher band/grade. Such assignment shall be at the sole discretion of the Supervisor.
11. During the 2006-2007 school year, participation as a member of the response team selected to be "called out" for the provision of unforeseen overtime in the Maintenance Department when required and authorized. Pay to begin with appointment to the team and to end when the employee's name is removed from the team list:  
Additional \$.20/hour during period of appointment to team
12. Employees holding 9, 10, 11-month contracts for the entire 2008-2009 contract year shall be eligible to receive a share of \$36,000 for perfect attendance. Perfect attendance shall be defined as: no absences and no incidents of tardiness during the duration of the employee contract. Allowable exceptions will be limited to absences of not more than nine days duration related to approved Worker's Compensation and/or In-Line-Of-Duty (ILOD) claims, and incidents of court or military leave not in excess of nine days. An employee's use of flexible scheduling, initiated by the employee as permitted in Article VIII, paragraph C.6. (Working Conditions), shall disqualify the employee from receipt of this attendance incentive bonus. In order to be eligible for payment of attendance incentive bonus as defined in a or b below, the employee must be employed for the entire period specified.  
  
Payment of the total of \$36,000 in bonus money shall be as follows:
  - a) An equal share of \$18,000 shall be payable to employees whose attendance is perfect through December 15, 2008, subject to a \$500 maximum bonus per employee;
  - b) The balance of the \$36,000 sum shall be payable to employees whose attendance is perfect from December 15, 2008, through the balance of the employee's contract year, subject to a \$500 maximum bonus per employee, made payable at the conclusion of the District's fiscal year.
13. A+ Certification for applicants or current employees in the Computer Services Technician job position for whom the cost of the test was not paid by the District:  
Add \$.10/hour

Board Approved: 10/16/08

**SALARY SCHEDULE**  
**TABLE IVA**  
**Incentive Pay Stipulations for the areas of**  
**Electrical, Plumbing & HVAC**

Incentive Pay stipulated in Table IV (Miscellaneous Salaries) for Journeyman, Master's and Florida Contractor's licenses shall apply only to employees who are appointed to the following positions:

**Journeyman, Master's or**  
**Contractor's License in:**

**Clay Job Eligible for Incentive Pay for License**

Electrical

General Maintenance Worker assigned to Electrical  
General Maintenance Worker assigned to Electronics  
Electronics Technician Assistant  
Electronics Technician  
Lead Electronics Technician  
Electrical Technician Assistant  
Electrical Technician  
Lead Electrical Technician

Plumbing

General Maintenance Worker assigned to Plumbing  
Plumber Assistant  
Plumber  
Lead Plumber  
Boiler Tender

HVAC

General Maintenance Worker assigned to HVAC  
HVAC Technician Assistant  
HVAC Technician  
Lead HVAC Technician

Board Approved: 10/16/08

**SALARY SCHEDULE**  
**TABLE IVB**  
Rules for Maintenance  
Department On-Call List  
(For implementing #12, Table IV)

1. The Director of Maintenance will determine which sections (trades) of the Maintenance Department need to be represented on the on-call list.
2. Employees who volunteer for the on-call list will be chosen based on seniority in the trade.
3. Employees will be assigned on a rotating basis to the on-call list for one month at a time.
4. Employees on the on-call list must answer all calls directed to them during the time their names are on the list.
5. If an employee cannot be on-call for any period during his/her month on the list, he/she must make arrangements with one of the other employees on the on-call list in the same trade to fill in. The employee must inform either the Director of Maintenance or one of the departmental Coordinators that he/she will not be available and who will be available in his/her place.
6. If an employee on the on-call list fails to answer a call for any reason, he/she may be dropped from the list and not be allowed back on the list.
7. The employee may elect to be removed from the list by making a written request to the Director of Maintenance or one of the departmental Coordinators with at least seven (7) days notice.
8. The employee will receive a \$.20 hourly supplement while his/her name is on the on-call list.
9. If, after analyzing a job, the on-call employee determines that assistance is required, he/she will call other on-call employees in the same trade for assistance, or, if appropriate, an employee on the on-call list from another trade.

Board Approved: 10/16/08

**TABLE V**  
**CLASSIFICATIONS/BAND/GRADE/CONTRACTED DAYS**

<u>CLASSIFICATION</u>	<u>BAND/GRADE</u>	<u>CONTRACTED DAYS</u>
<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	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
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
Professional Development Assistant	B32	260
School Secretary	B21	188, 196, 216, 260
Service Desk Operator	B24	260
Student Records Secretary	B21	188, 196, 216, 260
Student Services Clerk	A13	196, 216, 260



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

Student Services Assistant	A13	196
Switchboard Operator	A13	260
TERMS Support Assistant	B23	260
Testing & Administrative Support Assistant	B23	260
Title I Assistant	A12	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
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
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

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

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

CAFETERIA

Cafeteria Assistant	A12	185
Cafeteria Van Driver	A13	185
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

**MISCELLANEOUS SALARIES**

**2008-2009**

## MISCELLANEOUS SALARIES

Compensation for substitute teachers shall be: (all daily rates are rounded to the nearest dollar based on a 7.83 hour work day. The following rates became effective 8/11/2008 .

### I. Substitute Teachers

Substitute teachers shall be paid in accordance with the degree earned, as noted below, from a university or college that has been accredited from one of the five regional accrediting agencies. Substitute teachers will be paid for the hours that they work during the day only, and on the following schedule:

1. For 2008-2009, the hourly rate for substitute teachers holding at least a Bachelor's degree is \$14.66. Note: This rate is also appropriate for Clay County vocational teachers who held a valid Florida Educator's certificate or a Clay County Vocational certificate.
2. For 2008-2009, the hourly rate for substitute teachers holding an Associate's degree (or the 60 semester-hour equivalent) is \$13.44.
3. For 2008-2009, the hourly rate for substitute teachers holding only a high school degree is \$11.00.
4. Substitute teachers who have earned six semester hours toward the Associate or Bachelor degree in a given school year will earn an additional \$.50 per hour for the next school year.
5. Teachers who hold a valid Florida Educator's Certificate or who hold a Clay County School System Vocational Certificate will be paid an additional \$1.00 per hour to their hourly rate.

### II. Long Term Substitute Teachers

A substitute teacher who holds at least a Bachelor's degree may be asked to do a long-term assignment (eleven to sixty days for the same teacher). The long-term substitute teacher is paid by the hour at the following rates:

1. Long-term substitute teachers holding a Bachelor's degree or Clay County School System Vocational Certificate will earn 96% of the daily rate of a beginning classroom teacher at the Bachelor's degree level. For 2008-2009, the hourly rate is \$ 23.65.
2. Long-term substitute teachers holding a Master's degree will earn 96% of the daily rate of a beginning classroom teacher at the Master's degree level. For 2008-2009, the hourly rate is \$ 24.90.
3. Long-term substitute teachers holding a Specialist's degree will earn 96% of the daily rate of a beginning classroom teacher at the Specialist's degree level. For 2008-2009, the hourly rate is \$25.33.
4. Long-term substitute teachers holding a Doctorate degree will earn 96% of the daily rate of a beginning classroom teacher at the Doctorate level. For 2008-2009, the hourly rate is \$25.71.

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III. Adult and Community Education Substitute Teachers

1. \$11.00 per hour for approved persons not regularly contracted in Clay County employed as adult education substitutes.
2. Regularly contracted teachers in Clay County also employed as adult education substitutes to be paid in accordance with Appendix IVC, Section E of the contract between the C.C.E.A. and School Board.
3. \$18.00 per hour for approved certificated retired Clay County teachers with 10 or more years of Clay County experience.

IV. Teachers employed in other programs beyond the scheduled day or during the summer in non-summer school positions shall be authorized for such work at the discretion of the Superintendent or his/her designee and in compliance with Appendix IV-D of the CCEA Master Contract.

Board Approved: 8/21/08

**SUPPORT SALARY SCHEDULE  
(NON-BARGAINING UNIT POSITIONS)**

**1. SUBSTITUTES:**

Category:	
Secretarial/Clerical	\$7.16 per hour
Noon Day Shuttle Bus Runs	\$7.16 per hour
Cafeteria Assistant/Cafeteria Van Driver	\$7.16 per hour
Substitute Bus Drivers for Field Trips/Extra Trips	\$8.39 per hour
Bus Driver Interns for Field Trips/Extra Trips	\$8.39 per hour
Bus Driver Intern	\$.25 per hour less than Step 1 hourly rate for regular bus drivers.
Bus Drivers	\$.50 per hour less than Step 1 hourly rate for regular bus drivers.
Substitute Licensed Practical Nurse	\$.50 per hour less than Step 1 hourly rate for regular Licensed Practical Nurse.
Substitute ESE Interpreter	\$.50 per hour less than Step 1 hourly rate for regular ESE Interpreter I.
Substitute Custodian	\$.50 per hour less than Step 1 hourly rate for regular Custodian.
Cafeteria Assistant Trainee	\$1.00 per hour less than Step 1 hourly rate for regular Cafeteria Assistant.
Cafeteria Van Driver Trainee	\$1.00 per hour less than Step 1 hourly rate for regular Cafeteria Van Driver.
Substitute Aide*	\$1.00 per hour less than Step 1 hourly rate for regular Classroom Aides.
Substitute Bus Monitor	\$1.00 per hour less than Step 1 hourly rate for regular Bus Monitor.
Substitute Clinic Assistant	\$.50 per hour less than Step 1 hourly rate for regular Health Assistant

\* In the absence of an aide, the supervisor is authorized to use either an approved support substitute aide, at the rate of pay stipulated above, or an approved substitute teacher at the rate of pay stipulated for substitute teachers under "Miscellaneous Salaries," Section IV.

**A. Minimum Guaranteed Work Hours**

- 1) Bus Driver Interns shall be guaranteed a minimum of 5.5 hours per day, for each day of reporting, during the 180 student days in the regular school calendar
- 2) Bus Driver substitutes shall be guaranteed a minimum of 4.5 hours per day, for each day of reporting, during the 180 student days in the regular school calendar

**B. Benefits**

Effective 9/20/02, Bus Driver Interns and Bus Driver substitutes are eligible to enroll in the District's comprehensive hospital-surgical-major medical and group life insurance policy at group rates equivalent to those of regular employees.

**2. OTHER:**

Temporary Adult Labor	\$6.79 per hour
(when authorized by the Superintendent)	\$7.14 per hour
	\$7.64 per hour

**3. SPECIAL GRANT PERSONNEL:**

Part-time labor employed by the Superintendent under special grant or through inter-governmental agreements will be paid an amount to be determined by the School Board.

**4. STUDENT LABOR (High School):**

When used as part-time help, and authorized by the Superintendent, students shall be paid at the following rate:

\$6.79      \$7.14      \$7.64

**5. OTHER PROGRAMS (Other than 310 Agreements)**

Individuals employed as supervisors of student workers or to complete special temporary assignments, shall be paid as follows at the discretion of the Superintendent or his/her designee:

1. An hourly rate of pay equivalent to their normal rate of pay in effect, or
2. The rate of pay for the position employed in, based on Grade and Step of the Support Salary Schedule (not to exceed step 5), as determined by the Superintendent or his/her designee, or
3. A rate of pay selected from the rate determined for Temporary Adult Labor.

**6. TRAINING BONUS - BUS DRIVERS**

Following successful completion of all required pre-service training and screenings, bus drivers shall be paid a one-time bonus of \$500.

In order to enroll in the training program, applicants must complete the following:

1. Fingerprinting
2. Background check
3. Drug Screening
4. DMV license check which meet requirements for hire
5. Physical Exam

## STAFF DEVELOPMENT

- I. Consultant Daily Rate (full day) up to \$1000.00 (4-6 hours)  
(half day) up to \$500.00 (3 hours)
- Nationally Known Consultants (full day) up to \$2500.00 (4-6 hours)  
(The Consultant's vita will be used to determine eligibility for the \$2500 per day rate by the administrator who arranges the inservice.)
- II. Consultant Hourly Rate Up to \$100.00
- No payment will be given to consultants for preparation time per the amended Teacher Education Center Guidelines approved 10/22/92.
- III. Teacher Participants (non-school hours) \$12.00
- IV. Non-Instructional Participants (non-contact hours) \$8.40 ~~6.79~~
- V. Special Professional Agreements Board Action
- Professional Agreements may be executed to provide higher or lower rates of pay when approved by the School Board
- VI. Travel Board Rate
- Travel and per diem for consultants may be paid when approved in advance.
- VII. Substitute Teacher participants - with prior authorization for inservice participation. \$7.42/hr.
- VIII. Non-Instructional Substitute participants - with prior authorization for inservice participation. Normal hourly rate of pay, Not to exceed \$8.40 ~~6.79~~/hr.



## INSURANCE

The Board contribution toward the premium for single coverage for the comprehensive hospital-surgical-major medical and group life insurance policy for each full-time employee shall be

- (1) as established in the teacher union contract for full-time teachers
- (2) as established in the support union contract for full-time support (non-instructional) employees
- (3) For all other employees, the Board agrees to contribute that portion of the premiums, contingent upon the plan selected, for single coverage comprehensive hospital-surgical-major medical insurance set forth in the same approved schedule as for teacher and support employees.
- (4) Full-time employees, for the purposes of this section, shall be those contracted in at least a six-tenths (.6) allocated position or for (.6) or more of each consecutive normal day.

## FLORIDA EXCELLENT TEACHING PROGRAM

- I. It is the Clay County school system's intent to provide incentives for teachers to seek National Board of Professional Teaching Standards (NBPTS) certification and to reward teachers who demonstrate teaching excellence by attaining NBPTS certification and sharing their expertise with other teachers. Toward that end, the Board will assist in the provision of the following incentives and bonuses:
  - A. A fee subsidy to be paid to NBPTS by the State of Florida Department of Education (DOE) on behalf of each individual who is an employee of the school district, who satisfies the prerequisites for participating in the NBPTS certification program, and who agrees, in writing, to pay 10 percent of the NBPTS participation fee and to participate in the NBPTS certification program during the school year for which the fee subsidy is provided.
  - B. A portfolio preparation incentive will be paid by the Department of Education in a single payment, to each NBPTS certification applicant verified by DOE. This incentive will be paid after submission by the district, of the appropriate documents to the Department of Education and is contingent upon funding by the legislature.
  - C. An annual bonus equal to 10 percent of the prior fiscal year's statewide average salary for classroom teachers to be paid to each employee who holds NBPTS certification. The bonus shall be paid by the district with funds provided by DOE and is contingent upon funding by the Legislature. The annual bonus shall be distributed to each individual who:
    1. Demonstrates satisfactory teaching performance on his/her last performance evaluation;
    2. Presents evidence of current NBPTS certification. The annual bonus shall be paid in a single payment, or divided into not more than three payments, upon receipt of documentation, by the Human Resources Division, verifying eligibility as to performance evaluation and NBPTS certification.
  - D. An annual bonus equal to 10 percent of the prior fiscal year's statewide average salary for classroom teachers to be paid to each employee who meets the requirements of Section C above and provides the equivalent of 12 workdays of mentoring and related services to other Florida public school teachers who do not hold NBPTS certification. This annual bonus shall be distributed in a single payment following the completion of all required mentoring and related services for the year. Credit will not be granted for mentoring or related services provided during the regular student contact hours of the school day or during the 196 days of required service for the school year. The equivalent of 12 work days shall be 94 hours scheduled outside of the student contact hours of the 196 day contract. The bonus shall be paid by the district with funds provided by DOE and is contingent upon funding by the Legislature.
  - E. Clay County applicants for the Florida Excellent Teacher Program must be officially classified as a full time (i.e. filling an allocation of .5 +1 day or greater) classroom teacher providing instruction to students during the entire school year to go through the process, and must maintain classroom teacher status to receive both the salary and mentoring bonus.
- II. Teachers who elect to participate in the Florida Excellent Teaching Program will be subject to applicant withdrawal and repayment procedures stipulated by the Department of Education and specified in F.S. 1012.34.

**ADVANCED PLACEMENT AND INTERNATIONAL BACCALAUREATE  
TEACHER BONUSES**

1. During the 2008-2009 school year, a bonus of \$50 for each student taught by an Advanced Placement teacher in each Advanced Placement course who receives a score of 3 or higher on the College Board Advanced Placement Examination, shall be paid to the Advanced Placement teacher.
2. During the 2008-2009 school year, a bonus of \$50 for each student taught by the International Baccalaureate teacher in each International Baccalaureate course who received a score of 4 or higher on the International Baccalaureate examination shall be paid to the International Baccalaureate teacher.
3. During the 2008-2009 school year, a bonus of \$50 for each student taught by the Advanced International Certificate of Education teacher in each full-credit AICE course who receives a score of 2 or higher on the AICE examination shall be paid to the AICE teacher. A bonus in the amount of \$25 for each student taught by the AICE teacher in each half-credit AICE course who receives a score of 1 or higher on the AICE examination shall be paid to the AICE teacher.
4. Bonuses awarded to a teacher according to this section shall not exceed \$2,000 in any given school year and shall be in addition to any regular wage or other bonus the teacher receives or is scheduled to receive during 2008-2009.
5. This bonus is in addition to the applicable tax and social security withholdings and will not result in distributions to the Florida Retirement System.
6. Only teachers still employed by or retired from the Clay County School Board at the time the 2008-2009 bonuses are awarded shall be eligible for possible receipt of the bonus.
7. The principal of each school in which the 2007-2008 administration of the AP and/or IB and/ or AICE Examination took place shall be responsible for certifying the number of students who meet the examination criteria noted above and the applicable AP, IB, or AICE teacher(s) of these students during 2008-2009.

**REIMBURSEMENT FOR INTERNET  
CONNECTION FOR BOARD MEMBERS**

School Board Members shall be reimbursed at a rate of \$45.00 or actual cost, whichever is less, per month for the high speed internet connection required for E-Agenda. Payment will be made following receipt of invoice.

# **TRAVEL SCHEDULE**

**2008-2009**

## TRAVEL ALLOWANCE IN COUNTY

Travel allowance in county will be paid at the current Federal IRS reimbursement rate not to exceed the amount for the following positions.

### NOT TO EXCEED ~~\$620~~ 720 PER MONTH\*

Homebound Teachers; ESE Assistants, Job Placement Transition Specialist, Adaptive P.E. Teacher

### NOT TO EXCEED ~~\$505~~ 605 PER MONTH\*

SEDNET Specialists, Staffing Specialists, Teacher of the Visually Impaired, Hearing Impaired Teachers

### NOT TO EXCEED ~~\$405~~ 505 PER MONTH\*

Attendance Assistants; Social Workers; School Psychologists, SPRINT Teachers

### NOT TO EXCEED ~~\$305~~ 405 PER MONTH\*

ESE Work Evaluator

### NOT TO EXCEED ~~\$300~~ 400 PER MONTH\*

County-Wide Gifted Teacher; Speech/Language Diagnostician; Computer Electronics Teacher, School Food Service Manager Intern

### NOT TO EXCEED ~~\$230~~ 330 PER MONTH\*

Superintendent of Schools; Chief Information Officer; Director of Student Services; Director of Exceptional Student Education; Director of Career and Technical Education; Supervisor of Instructional Support Services; Assistant Superintendent for Support Services; Director of Elementary Education; Director of Secondary Education; Assistant Superintendent for Instruction; Supervisor of Adult/Community Education; Director of School Improvement/Professional Development & Assessment; School Board Attorney

Board Approved: 8/21/08  
Revised: 10/16/08

**NOT TO EXCEED \$200- 300 PER MONTH\***

Deputy Superintendent; Psychologist (Serving Orange Park Area); Assistant Superintendent for Human Resources; Director of Support Personnel Services; Director of Purchasing/Accounts Payable and Material Management; Director of Food and Nutrition Services; Food Service Specialist; Assistant Superintendent for Business Affairs; Work Experience Teachers; C.B.E. Teachers; D.C.T. Teachers; Health Service Aide Program-Vocational; Homebound Teachers in Keystone Area; Agriculture Teachers; Distributive Education; Vocational Home Economics Teachers; Speech Clinicians; Director of Instructional Personnel Services; Coordinator of Health Benefits; Computer Services Specialist; Data Base Specialist; ~~Instructional Technology Specialist~~; Health Education Specialist; Reading Specialist; Chapter I Specialist; Pre-Kindergarten Specialist; Supervisor of Student Services; E.S.E. Alternative Teacher, Grant Development Specialist; Teacher; District Media Services Specialist; Director of Finance; Jump Start Teacher, Supervisor of E.S.E, Public Relations Officer, District Technology Integration Specialist, Supervisor of ESOL & Assessment, Director of Code Enforcement, Director of Facility Planning and Construction, Supervisor of Career and Technical Education, Supervisor of ESOL/Assessment, Supervisor of Information Services, Supervisor of Instructional Personnel, Supervisor of Reading/Language Arts, Supervisor of Title I, Curriculum Specialist, District Distance Learning Specialist, Instructional Specialist, Instructional Media Services Specialist, Instructional Personnel Specialist, Media Specialist, Specialist, Title I Curriculum Specialist, Title I School Improvement Specialist

**NOT TO EXCEED \$176 276 PER MONTH\***

Principals, Accounting/Internal Accounts Coordinator, Coordinator of Purchasing/Warehouse, Coordinator of Property Control, Executive Secretary to the Superintendent, Executive Secretary to the Deputy Superintendent, Administrative Secretary, Sr., Assistant/Vice Principals at Keystone Heights Elementary/High, McRae Elementary & Clay Hill Elementary. , ~~Assistant Principals, Keystone Heights High, Keystone Heights Elementary and McRae Elementary~~

**NOT TO EXCEED \$124 224 PER MONTH\***

All Principals, Assistant/Vice Principals, Bookkeeper ~~Assistant Principals, (\*\* except Keystone Heights Schools)~~; Guidance Counselors; Instructional Specialist; ESOL Test Administrator; ~~School Bookkeepers~~; Itinerant Chorus Teachers, School Board Members, Testing & Administrative Support Assistant.

Board Approved: 8/21/08  
Revised: 10/16/08

**NOT TO EXCEED \$100 200 PER MONTH\***

Coordinator of Payroll Activities; ~~Coordinator of Purchasing/Warehouse~~; Director of Maintenance; Director of Transportation; Computer Operations Manager; **Purchasing Specialist, Buyer, Accounting Assistant, Administrative Support Assistant, Information Services Assistant, Information Services Support Assistant, Director of Facility Construction.**

**NOT TO EXCEED \$75- 175 PER MONTH\***

NJROTC Instructors; Career Specialist; Community Education Secretaries (on-site registration activities with prior authorization); Community Education Teachers (assigned out of geographic areas with prior authorization); Maintenance Supervisor (General & Technical); Project Manager; Coordinator of Planning & Intergovernmental Relations; Fleet Maintenance Supervisor; Transportation Services Supervisor; Professional Development Assistant; Coordinator of Operations.

**NOT TO EXCEED \$57 157 PER MONTH\***

Cafeteria Manager, Keystone Heights, Food and Nutrition Services Manager in Training, Personnel Assistant/Data Entry Records Technician, Administrative Support Assistant (School Improvement/Professional Development & Assessment)

**NOT TO EXCEED \$50 150 PER MONTH**

All Cafeteria Managers except Keystone Heights, School Food Service Manager in Training, School Secretaries, ~~Executive Secretary to the Superintendent,~~ **Administrative Secretary, Administrative Support Assistant, Data Entry/Records Technician, Head Custodian, Nurse, Personnel Assistant, and all other Job Titles Not Specifically Listed Above**



## MISCELLANEOUS

County-Wide Maintenance employees permitted mileage at the maximum current Federal IRS reimbursement rate for in county travel for use of their personal automobiles in lieu of county-wide maintenance truck. (Practice will be kept at an absolute minimum).

Assistant Negotiator permitted mileage at the maximum current Federal IRS reimbursement rate for travel in connection with negotiations.

School Board Members shall be reimbursed travel in accordance with current rules and regulations for official business. Per Diem, mileage and meal allowances allowed for out of county travel shall be reimbursed at the maximum allowed by the State.

In the event that travel by other persons (such as school department heads, guidance personnel, etc.) is accumulated, well documented evidence is to be kept and turned in to the County Office on a semester basis for special consideration by the Superintendent and School Board. Per Diem, mileage and meal allowances allowed for out of county travel shall be reimbursed at the maximum allowed by the State.

\*The maximum annual travel allowance received by a person shall be paid in accordance with the maximum stated and the number of months on the contract. During any month when the monthly allowance has been exceeded, the Superintendent may approve mileage carried over to a succeeding month during which the limit has not been exceeded.

\*\* Principals at Keystone Heights are included in \$176.00 per month.

## **INSERVICE WORKSHOPS**

Travel at the rate set by the State for in county inservice workshops for those teachers who travel from one geographical community in the county to another, not to include travel between nearby schools, shall be paid of approved in advance by the Superintendent.