

# **SECTION III**

## **SUPPORT**

**2013 – 2014**

**APPROVED:**

**April 17, 2014**

**(Pending Board Approval)**

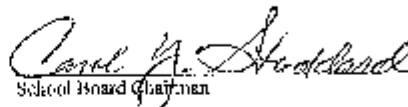
ARTICLE XIX  
TERM OF AGREEMENT

This Agreement is signed and ratified on March 20, 2014. This Agreement shall be effective from the date of ratification and shall continue in effect through April 1, 2014. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

CLAY EDUCATIONAL SEAFIT  
PROFESSIONAL ASSOCIATION  
LOCAL 7409

SCHOOL DISTRICT OF CLAY COUNTY

  
President

  
School Board Chairman

2012-2014 Amendment

## **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 thirty-five percent (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 forty percent (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 forty-five percent (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 fifty percent (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 one hundred percent (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 one hundred percent (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 one hundred percent (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 one hundred percent (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 \$9.00 per hour. Mandatory inservice conducted outside the regularly scheduled workday or route day shall be reimbursed at the rate of \$9.00 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 \$9.00, 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. Placement of support personnel in summer school positions when allocated shall be made in the best interest of the student in accordance with the IEP, current job title, consideration of the mix of the exceptionalities in the summer school setting, employee's familiarity with the specific group of students, ESE experience and training, and all else being equal, seniority. The primary consideration shall be the goal of providing optimal staffing for students within the summer school center.
- J. Contract Day:  
The number of contract days in a year shall be listed in Table V and may vary based on the needs of the district.
- K. Experience - Clay County School Board and External Experience:  
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. 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.
- L. 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.
- M. 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)
- N. 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.
- O. All nine-month employees will be paid on the nine-month pay schedule.

*2012-2013 Amendment*

## 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 five (25) steps for each Band/Grade. There shall be a constant percentage between each step within the Band/Grade.
- 1.1.1 A \$500.00 permanent longevity supplement will be given annually to all employees who complete twenty-five (25) years of service and beyond.
- 1.2.0 The range spread between step 1 and step 25 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, Network Specialist, 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 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.
- 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 If an employee is involuntarily transferred to a job with a lower band/grade with an effective start date at the beginning of the next contract year, adjustment of pay to the lower band/grade will start at the beginning of the next contract year.
- 3.5.0 If an employee is involuntarily transferred to a job with a lower band/grade with an effective start date before the beginning of the next contract year, adjustment of pay to the lower band/grade will start at the beginning of the next contract year.
- 3.6.0 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.
- 3.7.0 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.

- 4.1.5 Support personnel on step 25 during the 2011-2012 school year shall remain on step 25 for 2012-2013. A \$500 supplement will be paid in equal installments during the 2012-2013 year to those support personnel on step 25 in 2011-2012.

*2012-2013 Master Contract*

*2013-2014 Amendment*



**TABLE IIA**  
**The School District of Clay County**  
**2013-2014 SUPPORT PERSONNEL PAY STRUCTURE**

<b>B/G</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>	<b>STEP 7</b>	<b>STEP 8</b>	<b>STEP 9</b>	<b>STEP 10</b>	<b>STEP 11</b>	<b>STEP 12</b>
<b>A11</b>	<b>8.58</b>	<b>8.84</b>	<b>9.09</b>	<b>9.35</b>	<b>9.63</b>	<b>9.90</b>	<b>10.19</b>	<b>10.48</b>	<b>10.78</b>	<b>11.10</b>	<b>11.43</b>	<b>11.77</b>
<b>A12</b>	<b>9.30</b>	<b>9.57</b>	<b>9.84</b>	<b>10.13</b>	<b>10.43</b>	<b>10.74</b>	<b>11.03</b>	<b>11.37</b>	<b>11.70</b>	<b>12.03</b>	<b>12.38</b>	<b>12.75</b>
<b>A13</b>	<b>10.08</b>	<b>10.38</b>	<b>10.68</b>	<b>10.99</b>	<b>11.32</b>	<b>11.64</b>	<b>11.97</b>	<b>12.32</b>	<b>12.68</b>	<b>13.05</b>	<b>13.43</b>	<b>13.83</b>
<b>B21</b>	<b>10.68</b>	<b>11.02</b>	<b>11.37</b>	<b>11.73</b>	<b>12.10</b>	<b>12.49</b>	<b>12.87</b>	<b>13.29</b>	<b>13.71</b>	<b>14.13</b>	<b>14.58</b>	<b>15.04</b>
<b>B22</b>	<b>11.36</b>	<b>11.71</b>	<b>12.09</b>	<b>12.48</b>	<b>12.86</b>	<b>13.27</b>	<b>13.69</b>	<b>14.12</b>	<b>14.57</b>	<b>15.03</b>	<b>15.52</b>	<b>16.01</b>
<b>B23</b>	<b>12.06</b>	<b>12.42</b>	<b>12.82</b>	<b>13.23</b>	<b>13.68</b>	<b>14.09</b>	<b>14.53</b>	<b>15.01</b>	<b>15.47</b>	<b>15.97</b>	<b>16.46</b>	<b>17.00</b>
<b>B24</b>	<b>12.80</b>	<b>13.22</b>	<b>13.64</b>	<b>14.07</b>	<b>14.52</b>	<b>14.99</b>	<b>15.46</b>	<b>15.96</b>	<b>16.44</b>	<b>16.98</b>	<b>17.51</b>	<b>18.07</b>
<b>B31</b>	<b>13.87</b>	<b>14.34</b>	<b>14.83</b>	<b>15.35</b>	<b>15.86</b>	<b>16.40</b>	<b>16.98</b>	<b>17.55</b>	<b>18.14</b>	<b>18.77</b>	<b>19.45</b>	<b>20.13</b>
<b>B32</b>	<b>15.65</b>	<b>16.20</b>	<b>16.75</b>	<b>17.33</b>	<b>17.92</b>	<b>18.53</b>	<b>19.17</b>	<b>19.83</b>	<b>20.51</b>	<b>21.22</b>	<b>21.96</b>	<b>22.71</b>
<b>C41</b>	<b>17.13</b>	<b>17.77</b>	<b>18.41</b>	<b>19.09</b>	<b>19.80</b>	<b>20.52</b>	<b>21.28</b>	<b>22.07</b>	<b>22.87</b>	<b>23.72</b>	<b>24.59</b>	<b>25.52</b>
<b>C42</b>	<b>18.59</b>	<b>19.26</b>	<b>19.96</b>	<b>20.72</b>	<b>21.47</b>	<b>22.26</b>	<b>23.10</b>	<b>23.95</b>	<b>24.83</b>	<b>25.73</b>	<b>26.69</b>	<b>27.69</b>
<b>C43</b>	<b>20.16</b>	<b>20.91</b>	<b>21.68</b>	<b>22.48</b>	<b>23.30</b>	<b>24.16</b>	<b>25.04</b>	<b>25.99</b>	<b>27.03</b>	<b>27.93</b>	<b>28.96</b>	<b>30.03</b>

**TABLE IIA**  
**The School District of Clay County**  
**2013-2014 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>STEP 25</b>
<b>A11</b>	<b>12.13</b>	<b>12.50</b>	<b>12.87</b>	<b>13.27</b>	<b>13.66</b>	<b>14.07</b>	<b>14.47</b>	<b>14.89</b>	<b>15.79</b>	<b>16.27</b>	<b>16.85</b>	<b>17.47</b>	<b>18.14</b>
<b>A12</b>	<b>13.13</b>	<b>13.51</b>	<b>13.91</b>	<b>14.32</b>	<b>14.75</b>	<b>15.19</b>	<b>15.62</b>	<b>16.07</b>	<b>17.03</b>	<b>17.55</b>	<b>18.18</b>	<b>18.85</b>	<b>19.57</b>
<b>A13</b>	<b>14.25</b>	<b>14.66</b>	<b>15.10</b>	<b>15.55</b>	<b>16.01</b>	<b>16.49</b>	<b>16.96</b>	<b>17.45</b>	<b>18.50</b>	<b>19.06</b>	<b>19.75</b>	<b>20.47</b>	<b>21.26</b>
<b>B21</b>	<b>15.52</b>	<b>16.00</b>	<b>16.51</b>	<b>17.03</b>	<b>17.56</b>	<b>18.12</b>	<b>18.63</b>	<b>19.20</b>	<b>20.38</b>	<b>21.05</b>	<b>21.84</b>	<b>22.67</b>	<b>23.58</b>
<b>B22</b>	<b>16.56</b>	<b>17.08</b>	<b>17.63</b>	<b>18.21</b>	<b>18.81</b>	<b>19.42</b>	<b>19.97</b>	<b>20.60</b>	<b>21.89</b>	<b>22.62</b>	<b>23.47</b>	<b>24.38</b>	<b>25.38</b>
<b>B23</b>	<b>17.53</b>	<b>18.09</b>	<b>18.67</b>	<b>19.27</b>	<b>19.88</b>	<b>20.51</b>	<b>21.10</b>	<b>21.75</b>	<b>23.09</b>	<b>23.86</b>	<b>24.75</b>	<b>25.70</b>	<b>26.73</b>
<b>B24</b>	<b>18.65</b>	<b>19.24</b>	<b>19.85</b>	<b>20.48</b>	<b>21.13</b>	<b>21.81</b>	<b>22.43</b>	<b>23.13</b>	<b>24.56</b>	<b>25.37</b>	<b>26.32</b>	<b>27.32</b>	<b>28.42</b>
<b>B31</b>	<b>20.84</b>	<b>21.58</b>	<b>22.34</b>	<b>23.12</b>	<b>23.94</b>	<b>24.78</b>	<b>25.49</b>	<b>26.36</b>	<b>28.08</b>	<b>29.09</b>	<b>30.25</b>	<b>31.48</b>	<b>32.84</b>
<b>B32</b>	<b>23.51</b>	<b>24.31</b>	<b>25.15</b>	<b>26.02</b>	<b>26.91</b>	<b>27.84</b>	<b>28.63</b>	<b>29.58</b>	<b>31.49</b>	<b>32.61</b>	<b>33.89</b>	<b>35.25</b>	<b>36.75</b>
<b>C41</b>	<b>26.46</b>	<b>27.43</b>	<b>28.44</b>	<b>29.49</b>	<b>30.57</b>	<b>31.70</b>	<b>32.60</b>	<b>33.77</b>	<b>36.02</b>	<b>37.39</b>	<b>38.92</b>	<b>40.56</b>	<b>42.37</b>
<b>C42</b>	<b>28.72</b>	<b>29.78</b>	<b>30.89</b>	<b>32.03</b>	<b>33.22</b>	<b>34.45</b>	<b>35.43</b>	<b>36.70</b>	<b>39.16</b>	<b>40.65</b>	<b>42.33</b>	<b>44.12</b>	<b>46.10</b>
<b>C43</b>	<b>31.14</b>	<b>32.27</b>	<b>33.45</b>	<b>34.69</b>	<b>35.96</b>	<b>37.28</b>	<b>38.34</b>	<b>39.71</b>	<b>42.37</b>	<b>43.97</b>	<b>45.77</b>	<b>47.70</b>	<b>49.83</b>

*2013-2014 Amendment*

2013-2014

**TABLE IIB**  
**SPECIAL COMPENSATION – OT/PT**

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

<b><u>STEP</u></b>	<b><u>YEARS EXPERIENCE</u></b>	<b><u>HOURLY RATE</u></b>
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

*2012-2013 Amendment*

2013-2014

**TABLE IIC**  
**SPECIAL COMPENSATION – LPN/RN**

<u>STEP</u>	<u>EXP.</u>	<u>HOURLY RATES</u>	
		<u>LPN</u>	<u>RN</u>
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
25	24	27.23	32.46

Rules for implementation of this salary schedule, for 2010-2011, are identical to those in Table I, "Rules for Implementation of Support Salary Schedule. CONTRACTED DAYS = 188, 196, 260.

*2012-2013 Amendment*

**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, \$9.00 per hour.
4. Experience credit shall not be earned by part-time bus drivers who are employed only for morning, afternoon or extra trip routes employment.
5. Field Trips: Compensation to contract drivers shall be under the following conditions:
  - a. A "field trip" is defined as any additional driving assignment that is not part of the driver's regular morning (pick up) and afternoon (drop off) routes, which are considered part of the driver's "normal day." This includes, but is not limited to, sporting events, extracurricular activities, shuttles, FCAT shuttles, trips generally considered to be "field trips," or the like.
  - b. 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. The Director of Transportation may maintain separate lists for FCAT shuttles. FCAT shuttles will be assigned in accordance with the procedures above for field trip assignments. Once assigned, the driver shall drive the full multi-week schedule of the shuttle. A field trip committee shall meet annually with the Director of Transportation, upon request, to make recommendations on additional procedures that relate to field trip assignments. The committee may meet more than once if needed.
  - c. On non-working days, field trips shall be compensated at \$9.00 per hour.
  - d. 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 \$9.00 per hour for assigned field trips for each hour beyond the minimum assigned six (6) hours.
  - e. 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 \$9.00 per hour for assigned field trips for each hour beyond 7.5 hours.
  - 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 cancelled after the driver arrives at school, the driver shall be compensated as stated above for two (2) hours at the field trip rates.

6. The hourly rate of pay for staff meetings, inservice and for parent conferences shall be \$ 9.00 per hour, or the current minimum wage, whichever is greater.
7. 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 37.5 hours and only to the portion extending beyond 37.5 hours.
8. Placement of drivers and monitors in summer school positions when allocated shall be based on the following criteria: work attendance/absenteeism nine days or less during the regular school year, ESE experience and training, compatibility to the needs of the ESE students on the route, conduct and performance during the school year as measured by the approved district evaluation system and procedures, and all else being equal, seniority. Applicants must be able to work the entire summer contract period. Drivers employed for summer routes shall be given special consideration for attendance purposes when participating in association business.

*2012-2013 Amendment*

**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 2013-2014 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 10, 2013, 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 11, 2013, 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

*2012-2013 Amendment*



**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

*2010-2014 Master Contract*

**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.

*2010-2014 Master Contract*

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

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

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

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
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

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

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

MISCELLANEOUS

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

<b><u>CLASSIFICATION</u></b>	<b><u>BAND/GRADE</u></b>	<b><u>CONTRACTED DAYS</u></b>
<b><u>CAFETERIA</u></b>		
Cafeteria Assistant	A12	185
Cafeteria Van Driver	A13	185
School Food Services Support Assistant	B22	260
<b><u>TECHNOLOGICAL SPECIALISTS</u></b>		
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

*2010-2014 Master Contract*