

School District of Clay County



Salary Schedule 2015-2016

Pending School Board Approval:

June 16, 2016

CCEA Contract Ratification 04/21/2016
CESPA Contract Ratification 04/21/2016

TABLE OF CONTENTS

<u>SECTION</u>	<u>PAGE</u>
I. ADMINISTRATIVE/MANAGEMENT/SUPERVISORY/CONFIDENTIAL	
Table I -Title of Position for Administrative/Management/Supervisory Control Factors	I - 1 I - 3
Table II- Pay Grades	I - 4
Table III- Indices for Pay Grades	I - 5
Table IVA- Table of Factors	I - 7
Table IVB- Projected Weighted FTE Factors	I - 8
Table V- Salary Ranges	I - 9
Table VI- Title of Position for Cafeteria Management	I - 10
Table VII- Cafeteria Manager Substitute	I - 12
Table VIII- Cafeteria Management	I - 13
Table IX- Miscellaneous Administrative/Managerial Salaries	I - 14
Table X- Confidential Employee Salaries	I - 15
II. CERTIFICATED	
Term of Agreement	II - 1
Compensation	II - 2
Salary Schedule - Teachers	II - 6
Salary Schedule - School Psychologists	II - 7
Salaries – Occupation Therapists / Physical Therapists	II - 8
Salaries – Athletic Directors	II - 9
Salaries - Degree Differentials	II - 10
Salaries – Pay Differentials	II - 11
Salaries – ROTC Instructors	II - 14
Salaries – Academic and Athletic Differentiated Pay Schedule	II - 15
Community Education - Fee Based Salaries	II - 20
III. SUPPORT	
Term of Agreement	III - 1
Compensation	III - 2
Table I-Rules for Implementation	III - 5
Table IIA- Support Salary Schedule	III - 9
Table IIB- Special Compensation OT/PT	III - 11
Table IIC- Special Compensation LPN/RN	III - 12
Table III- Transportation	III - 13
Table IV- Miscellaneous Salaries	III - 15
Table IVA- Incentive Pay Stipulations (Maintenance Position)	III - 17
Table IVB- Rules for Maintenance - On-Call List	III - 18
Table V- Classification/Band/Grade	III - 19
IV. MISCELLANEOUS SALARIES	
Substitutes	IV - 1
Substitutes (Non-Bargaining Unit Positions)	IV - 2
Staff Development	IV - 4
Insurance	IV - 5
Florida Excellent Teaching Program	IV - 6
Advanced Placement and International Baccalaureate Teacher Bonuses	IV - 7
Reimbursement for Internet Connection for Board Members	IV - 8
V. TRAVEL	V - 1

**2015-2016 SALARY SCHEDULE
TABLE I
TITLE OF POSITION FOR ADMINISTRATIVE/MANAGEMENT
AND SUPERVISORY PERSONNEL SALARY SCHEDULE**

<u>SALARY SCHEDULE TITLE</u>	<u>POSITION TITLE</u>
Coordinator IV	Food Service Specialist Area Manager
Coordinator III	Transportation Specialist Insurance Specialist, Risk Management Technology Services Manager
Coordinator II	Fleet Maintenance Supervisor Coordinator of Purchasing/Accounts Payable Public Relations Officer Coordinator of Accounting Coordinator of Property Control Coordinator of Health Benefits Network Services Coordinator Coordinator of Procurement Coordinator of School Food and Nutrition Services Project Budget and Purchasing Coordinator
Coordinator I	Coordinator of Operations Coordinator of Planning & Intergovernmental Relations Project Manager Maintenance Supervisor (Technical) Maintenance Supervisor (General) Coordinator of Payroll Activities Chief Building Inspector Design Architect Coordinator of Shop Operations Coordinator of Transportation Services Coordinator of Curriculum Pre-K-12 Coordinator of Communications Technology Services Coordinator
Director III	Building Official Director of Purchasing/ & Material Management.
Director II	Director of Maintenance Director of Food and Nutrition Services Director on Assignment Director of Facility Planning and Construction Director of Finance Internal Accounts Auditor
Director I	Director of Information Services Director of Career & Technical Education Director of Exceptional Student Education Director of Student Services Director of Support Personnel Services Director on Assignment

Director of Instructional Personnel Services
Director of Secondary Education
Director of Elementary Education
Director of Transportation
Director of Instructional Projects
Director of ESE and Student Services
Director of K12 Academic Support Services
Director of Professional Development, School Improvement
and Assessment

Supervisor III
Supervisor of Exceptional Student Education
Computer Operations Manager
Supervisor of Title I
Supervisor of ESOL and Assessment
Supervisor of Certified Teacher Placement
Supervisor of Transportation Services
Maintenance Supervisor – Technical and General
Supervisor of Purchasing & Material Management

Supervisor II
Supervisor of Adult/Community Education
Supervisor of Instructional Personnel Services
Supervisor of Curriculum Pre-K-12
Supervisor of School Improvement/Professional
Development & Assessment
Reading/Language Arts Supervisor
Supervisor of Instructional Technology Pre K-12
Supervisor of Student Services
Supervisor of Career & Technical Education
Supervisor of Secondary Education
Supervisor of Elementary /Title I
Supervisor of Instructional Resources/STEM
Supervisor of Technology Services

Supervisor I

Assistant Principal
Assistant Principal
Assistant Principal on Assignment

Vice Principal
Vice Principal

Principal
Principal
Principal on Assignment

Administrator on Assignment
Administrator on Assignment

Assistant Superintendent
Assistant Superintendent for Human Resources
Assistant Superintendent for Business Affairs
Assistant Superintendent for Support Services
Assistant Superintendent for Instruction
Assistant Superintendent for Information and Technology

Deputy Superintendent
Deputy Superintendent

Pending School Board Approval: 6/16/2016

**CONTROL FACTORS FOR
ADMINISTRATIVE/MANAGEMENT AND SUPERVISORY
PERSONNEL SALARY SCHEDULE**

Unless otherwise recommended by the Superintendent, all persons being placed on the schedule for the first time will be assigned to step 0 for the pay grade appropriate to their position. The Superintendent may assign placement above step 0 subject to School Board approval to (a) insure that one who is a teacher in the district will not receive a "pay cut" when compared to their teaching salary projected for twelve months, or (b) provide an added incentive to a person with critically needed skills. Under no circumstances will a person being placed on the schedule for the first time be placed above step 23.

When a person already on the administrative salary schedule is assigned a new district level position on the schedule, the person will be placed on the salary schedule (pay grade/step) for the new position closest to their current salary, including supplements, if applicable. The person would not maintain the same step status for the new district level position unless a decrease in overall salary would result. This paragraph shall apply only to an administrator whose move is to a district level administrative position.

A district level administrator who accepts a school based administrative position shall maintain his/her step on the schedule when assigned to the new pay grade.

Unless the Superintendent takes overt action to withhold an increment, each person will advance one step on the schedule up through step 23 for each year of administrative/management experience within the Clay County Schools except as follows:

1. If an administrator (including a Cafeteria Manager) receives an unsatisfactory rating on his/her annual performance evaluation and the Superintendent recommends reappointment to an administrative position for the following year, the administrator will receive the same salary in the next school year as he/she received during the unsatisfactory year of service. Such administrator will be ineligible for any step, supplement or base salary pay increase. This freeze will apply for, at least, the school year following the administrator's receipt of an unsatisfactory evaluation.
2. If, during the frozen salary year, the administrator earns a satisfactory evaluation, he/she will be placed back on the salary schedule for the following year and, if otherwise eligible, receive any step increase approved by the Board.
3. If the administrator referenced in 1. above receives satisfactory ratings on the final performance evaluations for each of the two (2) years following the receipt of an unsatisfactory rating, the administrator will be eligible, the third year, for any salary step and/or step amount that would have applied had the administrator never earned an unsatisfactory evaluation.

If the situation arises where the chief officer of a school makes less money than another person in that school, the situation shall be brought to the attention of the School Board to be considered on a case by case basis.

Administrative positions are 12-month positions unless otherwise approved in the allocation document. The salary and applicable supplement of a-less-than-12-month administrator shall be prorated based on the number of contract days times the daily rate of pay established in the Administrative Salary Tables contained herein.

The 10 or 11-month calendar for an administrator shall be the same as that established for other 10 (196 days) or 11 (216 days) - month employees.

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TABLE II

**PAY GRADES FOR ADMINISTRATIVE/MANAGEMENT AND SUPERVISORY PERSONNEL
SALARY SCHEDULE TITLES**

PAY GRADE	SALARY SCHEDULE TITLE
112	Coordinator IV
125	Coordinator III
140	Coordinator II
155	Coordinator I
168	Assistant Principal (Base)
168	Vice Principal (Base)
173	Supervisor III
173	Director III
193	Supervisor II
193	Director II
200	Principal Special School (Base)
200	Principal (Base)
200	Supervisor I
215	Director I
See Below	Administrator on Assignment
238	Assistant Superintendent
250	Deputy Superintendent

* An administrator will maintain his/her contracted salary earned immediately prior to the transfer/redesignation as an Administrator on Assignment for the balance of the school year during which the transfer/redesignation takes place.

**TABLE III - INDICES FOR EACH PAY GRADE/STEP FOR
ADMINISTRATIVE/MANAGEMENT AND SUPERVISORY
PERSONNEL SALARY SCHEDULE**

Pay Grades	STEPS															
	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
100	1.000	1.030	1.060	1.090	1.120	1.150	1.180	1.210	1.240	1.270	1.300	1.330	1.360	1.390	1.420	1.450
110	1.100	1.130	1.160	1.190	1.220	1.250	1.280	1.310	1.340	1.370	1.400	1.430	1.460	1.490	1.520	1.550
112	1.120	1.150	1.180	1.210	1.240	1.270	1.300	1.330	1.360	1.390	1.420	1.450	1.480	1.510	1.540	1.570
115	1.150	1.180	1.210	1.240	1.270	1.300	1.330	1.360	1.390	1.420	1.450	1.480	1.510	1.540	1.570	1.600
125	1.250	1.280	1.310	1.340	1.370	1.400	1.430	1.460	1.490	1.520	1.550	1.580	1.610	1.640	1.670	1.700
128	1.280	1.310	1.340	1.370	1.400	1.430	1.460	1.490	1.520	1.550	1.580	1.610	1.640	1.670	1.700	1.730
133	1.330	1.360	1.390	1.420	1.450	1.480	1.510	1.540	1.570	1.600	1.630	1.660	1.690	1.720	1.750	1.780
135	1.350	1.380	1.410	1.440	1.470	1.500	1.530	1.560	1.590	1.620	1.650	1.680	1.710	1.740	1.770	1.800
140	1.400	1.430	1.460	1.490	1.520	1.550	1.580	1.610	1.640	1.670	1.700	1.730	1.760	1.790	1.820	1.850
143	1.430	1.460	1.490	1.520	1.550	1.580	1.610	1.640	1.670	1.700	1.730	1.760	1.790	1.820	1.850	1.880
145	1.450	1.480	1.510	1.540	1.570	1.600	1.630	1.660	1.690	1.720	1.750	1.780	1.810	1.840	1.870	1.900
150	1.500	1.530	1.560	1.590	1.620	1.650	1.680	1.710	1.740	1.770	1.800	1.830	1.860	1.890	1.920	1.950
155	1.550	1.580	1.610	1.640	1.670	1.700	1.730	1.760	1.790	1.820	1.850	1.880	1.910	1.940	1.970	2.000
158	1.580	1.610	1.640	1.670	1.700	1.730	1.760	1.790	1.820	1.850	1.880	1.910	1.940	1.970	2.000	2.030
163	1.630	1.660	1.690	1.720	1.750	1.780	1.810	1.840	1.870	1.900	1.930	1.960	1.990	2.020	2.050	2.080
168	1.680	1.710	1.740	1.770	1.800	1.830	1.860	1.890	1.920	1.950	1.980	2.010	2.040	2.070	2.100	2.130
173	1.730	1.760	1.790	1.820	1.850	1.880	1.910	1.940	1.970	2.000	2.030	2.060	2.090	2.120	2.150	2.180
175	1.750	1.780	1.810	1.840	1.870	1.900	1.930	1.960	1.990	2.020	2.050	2.080	2.110	2.140	2.170	2.200
180	1.800	1.830	1.860	1.890	1.920	1.950	1.980	2.010	2.040	2.070	2.100	2.130	2.160	2.190	2.220	2.250
183	1.830	1.860	1.890	1.920	1.950	1.980	2.010	2.040	2.070	2.100	2.130	2.160	2.190	2.220	2.250	2.280
188	1.880	1.910	1.940	1.970	2.000	2.030	2.060	2.090	2.120	2.150	2.180	2.210	2.240	2.270	2.300	2.330
193	1.930	1.960	1.990	2.020	2.050	2.080	2.110	2.140	2.170	2.200	2.230	2.260	2.290	2.320	2.350	2.380
195	1.950	1.980	2.010	2.040	2.070	2.100	2.130	2.160	2.190	2.220	2.250	2.280	2.310	2.340	2.370	2.400
200	2.000	2.030	2.060	2.090	2.120	2.150	2.180	2.210	2.240	2.270	2.300	2.330	2.360	2.390	2.420	2.450
208	2.080	2.110	2.140	2.170	2.200	2.230	2.260	2.290	2.320	2.350	2.380	2.410	2.440	2.470	2.500	2.530
215	2.150	2.180	2.210	2.240	2.270	2.300	2.330	2.360	2.390	2.420	2.450	2.480	2.510	2.540	2.570	2.600
225	2.250	2.280	2.310	2.340	2.370	2.400	2.430	2.460	2.490	2.520	2.550	2.580	2.610	2.640	2.670	2.700
238	2.380	2.410	2.440	2.470	2.500	2.530	2.560	2.590	2.620	2.650	2.680	2.710	2.740	2.770	2.800	2.830
250	2.500	2.530	2.560	2.590	2.620	2.650	2.680	2.710	2.740	2.770	2.800	2.830	2.860	2.890	2.920	2.950
280	2.800	2.830	2.860	2.890	2.920	2.950	2.980	3.010	3.040	3.070	3.100	3.130	3.160	3.190	3.220	3.250

Pay Grades	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
100	1.480	1.510	1.540	1.570	1.600	1.630	1.660	1.690	1.720	1.750	1.780	1.810	1.840	1.870	1.900
110	1.580	1.610	1.640	1.670	1.700	1.730	1.760	1.790	1.820	1.850	1.880	1.910	1.940	1.970	2.000
112	1.600	1.630	1.660	1.690	1.720	1.750	1.780	1.810	1.840	1.870	1.900	1.930	1.960	1.990	2.020
115	1.630	1.660	1.690	1.720	1.750	1.780	1.810	1.840	1.870	1.900	1.930	1.960	1.990	2.020	2.050
125	1.730	1.760	1.790	1.820	1.850	1.880	1.910	1.940	1.970	2.000	2.030	2.060	2.090	2.120	2.150
128	1.760	1.790	1.820	1.850	1.880	1.910	1.940	1.970	2.000	2.030	2.060	2.090	2.120	2.150	2.180
133	1.810	1.840	1.870	1.900	1.930	1.960	1.990	2.020	2.050	2.080	2.110	2.140	2.170	2.200	2.230
135	1.830	1.860	1.890	1.920	1.950	1.980	2.010	2.040	2.070	2.100	2.130	2.160	2.190	2.220	2.250
140	1.880	1.910	1.940	1.970	2.000	2.030	2.060	2.090	2.120	2.150	2.180	2.210	2.240	2.270	2.300
143	1.910	1.940	1.970	2.000	2.030	2.060	2.090	2.120	2.150	2.180	2.210	2.240	2.270	2.300	2.330
145	1.930	1.960	1.990	2.020	2.050	2.080	2.110	2.140	2.170	2.200	2.230	2.260	2.290	2.320	2.350
150	1.980	2.010	2.040	2.070	2.100	2.130	2.160	2.190	2.220	2.250	2.280	2.310	2.340	2.370	2.400
155	2.030	2.060	2.090	2.120	2.150	2.180	2.210	2.240	2.270	2.300	2.330	2.360	2.390	2.420	2.450
158	2.060	2.090	2.120	2.150	2.180	2.210	2.240	2.270	2.300	2.330	2.360	2.390	2.420	2.450	2.480
163	2.110	2.140	2.170	2.200	2.230	2.260	2.290	2.320	2.350	2.380	2.410	2.440	2.470	2.500	2.530
168	2.160	2.190	2.220	2.250	2.280	2.310	2.340	2.370	2.400	2.430	2.460	2.490	2.520	2.550	2.580
173	2.210	2.240	2.270	2.300	2.330	2.360	2.390	2.420	2.450	2.480	2.510	2.540	2.570	2.600	2.630
175	2.230	2.260	2.290	2.320	2.350	2.380	2.410	2.440	2.470	2.500	2.530	2.560	2.590	2.620	2.650
180	2.280	2.310	2.340	2.370	2.400	2.430	2.460	2.490	2.520	2.550	2.580	2.610	2.640	2.670	2.700
183	2.310	2.340	2.370	2.400	2.430	2.460	2.490	2.520	2.550	2.580	2.610	2.640	2.670	2.700	2.730
188	2.360	2.390	2.420	2.450	2.480	2.510	2.540	2.570	2.600	2.630	2.660	2.690	2.720	2.750	2.780
193	2.410	2.440	2.470	2.500	2.530	2.560	2.590	2.620	2.650	2.680	2.710	2.740	2.770	2.800	2.830
195	2.430	2.460	2.490	2.520	2.550	2.580	2.610	2.640	2.670	2.700	2.730	2.760	2.790	2.820	2.850
200	2.480	2.510	2.540	2.570	2.600	2.630	2.660	2.690	2.720	2.750	2.780	2.810	2.840	2.870	2.900
208	2.560	2.590	2.620	2.650	2.680	2.710	2.740	2.770	2.800	2.830	2.860	2.890	2.920	2.950	2.980
215	2.630	2.660	2.690	2.720	2.750	2.780	2.810	2.840	2.870	2.900	2.930	2.960	2.990	3.020	3.050
225	2.730	2.760	2.790	2.820	2.850	2.880	2.910	2.940	2.970	3.000	3.030	3.060	3.090	3.120	3.150
238	2.860	2.890	2.920	2.950	2.980	3.010	3.040	3.070	3.100	3.130	3.160	3.190	3.220	3.250	3.280
250	2.980	3.010	3.040	3.070	3.100	3.130	3.160	3.190	3.220	3.250	3.280	3.310	3.340	3.370	3.400
280	3.280	3.310	3.340	3.370	3.400	3.430	3.460	3.490	3.520	3.550	3.580	3.610	3.640	3.670	3.700

2015-2016 SALARY SCHEDULE

TABLE IV-A

TABLE OF FACTORS - SCHOOL BASED ADMINISTRATORS

Add the following supplements to the base salary for school administrators (principal, assistant principal, and vice principal). Supplements are stated in terms of indices of the base.* (Base for 2015-2016 = \$38,500)*

BASE SALARY: (Index X \$ 38,500):

<u>Administrator</u>	<u>Pay Grade</u>	<u>Range (Steps 0 – 22)</u>
Assistant/Vice Principal	168	64,680 – 90,090
Principal	200	77,000 – 102,410

SUPPLEMENTS:

A. <u>School level</u>	<u>Principal</u>	<u>Vice Principal</u>	<u>Assistant Principal</u>
Special School	.12	--	.07
Elementary	0	--	0
Middle/Junior High	.12	.10	.07
High School	.15	.12	.07
Virtual School	.15		

B. Population of School

<u>Category</u>	<u>Weighted FTE**</u>	<u>Amount</u>
I	Less than 750	0
II	Greater than 749 & Less than 1800	.07 (Principal Only) .05 (Assistant/Vice Principal only)
III	Greater than 1799	.12 (Principal Only) .06 (Assistant/Vice Principal only)

* An administrator who is involuntarily transferred to a Principal on Assignment position will maintain his/her contracted salary and related supplement(s) for the balance of the school year during which the transfer takes place.

** See Table IV-B

Revised 06/20/2013

2015-2016

Table IVB

MONTHLY MEMBERSHIP REPORT #6

(January/February 2015)

SCHOOL	MEMBERSHIP
Argyle Elementary	632
Charles E. Bennett	860
Clay Hill Elementary	431
Coppergate Elementary	545
Doctors Inlet Elementary	729
Fleming Island Elementary	788
Grove Park Elementary	448
Keystone Heights Elementary	778
Lake Asbury Elementary	832
Lakeside Elementary	807
Middleburg Elementary	595
Montclair Elementary	477
McRae Elementary	493
Oakleaf Village Elementary	973
Orange Park Elementary	503
Paterson Elementary	930
Plantation Oaks Elementary	1097
RideOut Elementary	523
Ridgeview Elementary	557
S. Bryan Jennings Elementary	522
Shadowlawn Elementary	693
Swimming Pen Creek Elementary	401
Thunderbolt Elementary	1001
Tynes Elementary	923
W.E. Cherry Elementary	627
Wilkinson Elementary	748
Green Cove Springs Jr. High	772
Lake Asbury Jr. High	1038
Lakeside Jr. High	852
Oakleaf Jr. High	1412
Orange Park Jr. High	634
Wilkinson Jr. High	752
Clay High	1392
Fleming Island High	2193
Keystone Heights Jr./Sr. High	1174
Middleburg High	1698
Oakleaf High	2103
Orange Park High	1542
Ridgeview High	1505
Bannerman Learning Center	195
Clay Virtual	397

TABLE V
SALARY RANGES FOR
ADMINISTRATIVE/MANAGEMENT AND SUPERVISORY PERSONNEL
STEPS 0 – 23/ INDEX OF 1.000 = \$38,500 (Base)

Example of Application of Pay Grades/Indices

Pay Grade 193 = Range of Indices 1.930 - 2.62 (Table III) For Steps 0 – 23

Step 0 = 1.930 X \$38,500 = 74,305

Step 23 = 2.62 X \$38,500 = 100,870

Increment = .03 X \$38,500 = 1155

<u>PAY GRADE</u>	<u>SALARY SCHEDULE TITLE</u>	<u>RANGE (Steps 0 –23)</u>
112	Coordinator IV	43,120 – 69,685
125	Coordinator III	48,125 – 74,690
140	Coordinator II	53,900 – 80,465
155	Coordinator I	59,675 – 86,240
168	Assistant Principal (Base) Assistant Principal (Max)	64,680 – 91,245 69,685 – 96,250
168	Vice Principal (Base) Vice Principal (Max)	64,680 – 91,245 71,610 – 98,175
173	Supervisor III	66,605 – 93,170
173	Director III	66,605 – 93,170
193	Director II	74,305 – 100,870
193	Supervisor II	74,305 – 100,870
200	Principal (Base) Principal (Max)	77,000 – 103,565 87,395 – 113,960
200	Supervisor I	77,000 – 103,565
215	Director I	82,775 – 109,340
238	Assistant Superintendent	91,630 – 118,195
250	Deputy Superintendent	96,250 – 122,815

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2015-2016 SALARY SCHEDULE
TABLE VI
TITLE OF POSITION FOR CAFETERIA MANAGEMENT

Salary Schedule Title	Position Definition
Manager Intern	Will be assigned to schools based on scheduled training activities.
Manager SAT III	Cafeteria Manager of a satellite school serving a projected average daily number of meals of less than 500; based on 2015-2016 projected data this includes Orange Park Elementary and Swimming Pen Creek Elementary.
Manager SAT II	Cafeteria Manager of a satellite school serving a projected average daily number of meals of more than 499 but less than 700 meals; based on 2015-2016 projected data this includes Ridgeview Elementary, Middleburg Elementary, and Montclair Elementary.
Manager SAT I	Cafeteria Manager of a satellite school serving a projected average daily number of meals of more than 699; based on 2015-2016 projected data this includes, Keystone Heights Elementary, Lakeside Elementary, W.E. Cherry Elementary, Wilkinson Elementary, Doctors Inlet Elementary Green Cove Springs Junior High and Plantation Oaks Elementary .
Manager SC V	Cafeteria Manager of a self contained food service program serving a projected average daily number of meals of less than 600; based on 2015-2016 projected data this includes Clay Hill Elementary, McRae Elementary, Argyle Elementary and Fleming Island Elementary.
Manager SC IV	Cafeteria Manager of a self contained food service program serving a projected average daily number of meals of more than 599 but less than 900; based on 2015-2016 projected data this includes Paterson Elementary, Coppergate Elementary, Lake Asbury Elementary, Grove Park Elementary and Shadowlawn Elementary, Thunderbolt Elementary.
Manager SC III	Cafeteria Manager of a self contained food service program serving a projected average daily number of meals of more than 899 but less than 1100; based on 2015-2016 projected data, this includes Charles E. Bennett Elementary, and Lake Asbury Jr. High.
Manager SC II	Cafeteria Manager of a self-contained food service program serving a projected average daily number of meals of more than 1099 but less than 1300; based on 2015-2016 projected data.
Manager SC I	Cafeteria Manager of a self contained food service program serving a projected average daily number of meals of more than 1299 but less than 1500; based on 2015-2016 projected data this includes Oakleaf Junior High.
Manager SC IA	Cafeteria Manager of a self contained food service program serving a projected average daily number of meals of more than 1499 but less than 1700; based on 2015-2016 projected data, this includes Middleburg High.

Manager SC IB	Cafeteria Manager of self-contained food service program serving a projected average daily number of meals of more than 1699; based on 2015-2016 projected data this includes Oakleaf High School.
Manager SB V	Cafeteria Manager of a Satellite Base school serving a projected average daily number of meals of less than 900; based on 2015-2016 projected data, no schools were included in this category.
Manager SB IV	Cafeteria Manager of a Satellite Base school serving a projected average daily number of meals of more than 899 but less than 1100; based on projected data, no schools were included in this category.
Manager SB III	Cafeteria Manager of a Satellite Base school serving a projected average daily number of meals of more than 1099 but less than 1300; based on 2015-2016 projected data, this includes Orange Park Junior High School.
Manager SB II	Cafeteria Manager of a Satellite Base school serving a projected average daily number of meals of more than 1299 but less than 1500; based on 2015-2016 projected data, this includes S. Bryan Jennings Elementary, Tynes Elementary, Rideout Elementary, and Lakeside Jr. High.
Manager SB I	Cafeteria Manager of a Satellite Base school serving a projected average daily number of meals of more than 1499 but less than 1800; based on 2015-2016 projected data, this includes Ridgeview High, Keystone Jr./Sr. High and Wilkinson Junior High and Oakleaf Village Elementary School.
Manager SB IA	Cafeteria Manager of a Satellite Base school serving a projected average daily number of meals of more than 1799; based on 2015-2016 projected data, this includes Fleming Island High, Orange Park High School and Clay High School.

Revised: **06/18/2015**

TABLE VII

SCHOOL FOOD SERVICES SUBSTITUTE

- I. School Food Services Substitutes shall have a minimum of three years experience in a School Food Services operation performing all of the following duties:
1. Food preparation tasks in the areas of main dishes, baked products, salads, fruits and vegetables, and condiments following state, local and federal guidelines.
 2. Set up serving line and serve food to students and adults.
 3. Perform cashier duties, including accepting and posting prepayments, accounting for meals served, counting and verifying cash receipts.
 4. Perform cleaning and sanitation tasks.

A letter from the School Food Services Director recommending the person as a School Food Services Substitute shall be required. In addition, to qualify as a School Food Services Substitute, fingerprinting and drug screening will be required if the request to be a substitute is received more than ninety (90) days after separation from employment from a qualified agency, per Florida Statute. The cost of initial drug screening and fingerprinting will be borne by the district. However, the person may serve as a substitute in a probationary status until the fingerprints are cleared.

- II. The rate of pay shall be \$10.00 per hour for the School Food Service Substitute.

School Board Approval: 12-16-14

TABLE VIII
CAFETERIA MANAGEMENT
SALARY RANGES (Based on 197 days - 7 2 hours per day)
(Index of 1.000 = \$16,122)

SALARY SCHEDULE TITLE	PAY GRADES	RANGE (0- 23 Years of Approved Experience)
<u>Cafeteria Manager/Satellite</u>		
School Food Service Manager Intern	128	20,636.16 – 31,760.34
Manager SAT III	133	21,442.26 – 32,566.44
Manager SAT II	135	21,764.47 – 32,888.88
Manager SAT I	140	22,570.08 – 33,694.98
<u>School Food Service Manager/Self Contained</u>		
Manager SC V	150	24,183.00 – 35,307.18
Manager SC IV	158	25,472.76 – 36,596.94
Manager SC III	163	26,278.86 – 37,403.04
Manager SC II	168	27,084.96 – 38,209.14
Manager SC I	173	27,891.06 – 39,015.24
Manager SC IA	183	29,503.26 – 40,627.44
Manager SC IB	188	30,309.36 – 41,433.54
<u>Cafeteria Manager/Satellite Base</u>		
Manager SB V	163	26,278.86 – 37,403.04
Manager SB IV	173	27,891.06 – 39,015.24
Manager SB III	183	29,503.26 – 40,627.44
Manager SB II	188	30,309.36 – 41,433.54
Manager SB I	193	31,115.46 – 42,239.64
Manager SB IA	195	31,437.90 – 42,562.08

EDUCATION:

Add \$1,030.00 to salary for Associate Degree in Food Service Technology and/or Restaurant Management, Dietetics or related field from a university or college accredited by one of the Regional Accrediting Agencies, or, a certificate or diploma in Culinary Arts or related field from a technical school accredited by the Council on Occupational Education (COE).

NOTES:

1. Effective October 30, 1995, employees placed on this schedule for the first time may be credited with up to 4 years of approved, non-administrative food service experience and may be credited with approved experience in administration in a quantity food service operation.
2. See Control Factors for Administrative/Management and Supervisory Personnel, regarding consequences of unsatisfactory evaluation on salary for following year(s).
3. Cafeteria Management personnel holding current, valid certification from the American School Food Service Association will receive an 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.

Revised: 09/20/12, 11/20/12

**TABLE IX
MISCELLANEOUS ADMINISTRATIVE/MANAGERIAL/
EMPLOYEE SALARIES**

School Board Attorney	\$145,000. Annual Salary (To be paid in equal installments)
<u>School Board Bargaining Team Members</u>	
Clay County Education Association Negotiations:	\$1500 (to be paid when ratified)
Clay Educational Support Personnel Association Negotiations:	\$1500 (to be paid when ratified)
Intergovernmental Coordination	\$1800 (to be paid in equal installments)
<u>Degree Differentials for Administrators</u> (reflected on official transcripts from college or university recognized as accredited by the State Department of Education at the time the degree was granted)	
Specialist Degree	\$2700
Doctorate Degree	\$3300
Saturday School Administrator	Hourly rate based on regular salary (beyond work hours)

OTHER PROGRAMS (OTHER THAN 310 AGREEMENTS)

Employees employed in other programs beyond their scheduled day or during the summer 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 either on the Administrative, Teacher or Support Salary Schedule, or
3. A rate of pay selected from the rates determined for Temporary Adult Labor.

A former Clay County administrator who has retired or resigned from the School System with a satisfactory evaluation shall receive an hourly rate of pay for teaching Adult Education that is derived from the application of the administrator's years of previously-approved experience to the adopted salary schedule for teachers in effect at the time the administrator retired. However, for such retirees employed effective July 1, 1999, such hourly pay shall not exceed \$26/hr. Teachers of these Adult Education FTE courses in 1998-99 whose pay was greater than \$26/hr. in 1998-99 shall be frozen at the 1998-99 hourly rate as long as they continuously teach Adult Education FTE classes.

EMERGENCY SHELTER OPENINGS

(NOT as part of emergency closing of schools or district facilities. See policy 6GX-10-2.31 for salaries paid to employees assigned to work in shelters during emergency closings of school or district facilities.)

When an administrator is called by the Superintendent or his designee to assist in the opening of an emergency shelter during hours outside of the administrator's normal work day, the administrator will be paid at his/her normal hourly rate of pay. This additional pay shall apply to all work required in addition to the administrator's normal duties and responsibilities as a result of the emergency shelter opening and as authorized by the Superintendent or his designee.

**TABLE X
CONFIDENTIAL EMPLOYEE SALARIES**

<u>TITLE</u>	<u>PAY GRADE ON CONFIDENTIAL TABLE</u>
Executive Secretary to Superintendent	B32
Executive Secretary to Deputy Superintendent	B31
Administrative Secretary, Sr., Human Resources	B24
Personnel Assistant	B23
Principal's Secretary	B23
Data Entry/Records Technician	B21
Clerical Support Assistant, Human Resources	A12

**THE SCHOOL DISTRICT OF CLAY COUNTY
CONFIDENTIAL PERSONNEL PAY STRUCTURE**

PAY GRADES	A12	B21	B23	B24	B31	B32
Step 1	9.35	10.73	12.11	12.85	13.92	15.70
Step 2	9.62	11.07	12.47	13.27	14.39	16.25
Step 3	9.89	11.42	12.87	13.69	14.88	16.80
Step 4	10.18	11.78	13.28	14.12	15.40	17.38
Step 5	10.48	12.15	13.73	14.57	15.91	17.97
Step 6	10.79	12.54	14.14	15.04	16.45	18.58
Step 7	11.08	12.92	14.58	15.51	17.03	19.22
Step 8	11.42	13.34	15.06	16.01	17.60	19.88
Step 9	11.75	13.76	15.52	16.49	18.19	20.56
Step 10	12.08	14.18	16.02	17.03	18.82	21.27
Step 11	12.43	14.63	16.51	17.56	19.50	22.01
Step 12	12.80	15.09	17.05	18.12	20.18	22.76
Step 13	13.18	15.52	17.58	18.70	20.89	23.56
Step 14	13.56	16.05	18.14	19.29	21.63	24.36
Step 15	13.96	16.56	18.72	19.90	22.39	25.20
Step 16	14.37	17.08	19.32	20.53	23.17	26.07
Step 17	14.80	17.61	19.93	21.18	23.99	26.96
Step 18	15.24	18.17	20.56	21.86	24.83	27.89
Step 19	15.67	18.68	21.15	22.48	25.54	28.68
Step 20	16.23	19.25	21.80	23.18	26.41	29.63
Step 21	17.08	20.43	23.14	24.61	28.13	31.54
Step 22	17.60	21.10	23.91	25.42	29.14	32.66
Step 23	18.23	21.89	24.80	26.37	30.30	33.94
Step 24	18.90	22.72	25.75	27.37	31.53	35.30
Step 25	19.62	23.63	26.78	28.47	32.89	36.80

Effective April 1, 2015, a \$.05 increase was added to the Confidential Personnel Pay Structure. This \$.05 increase mirrored the addition to the Clay Educational Staff Professionals Association Contract.

SECTION II

CERTIFICATED

2015-2016

BOARD APPROVED:


April 21, 2016

**ARTICLE XXIX
TERM OF AGREEMENT**

This Agreement is signed and ratified on April 21, 2016. This Agreement shall be effective from the date of ratification and shall continue in effect through June 30, 2017. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

CLAY EDUCATIONAL ASSOCIATION

CLAY COUNTY SCHOOL BOARD



President



School Board Chairman

2015-2016 AMENDMENT

ARTICLE XXVIII COMPENSATION

A. Experience

1. Up to 30 years of approved, verified teaching experience may be accepted for new hires. A Clay teacher returning 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. 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.) Effective July 1, 2009, full-time satisfactory teaching experience in a foreign country may be accepted if the school is accredited by any of the six (6) regional accrediting agencies. The teacher must submit the approved Human Resources experience verification form completed in English, or the teacher will pay for a translation by a recognized translation service provider. 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, 2009, classroom experience that requires student contact 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.
7. Any employee hired after the effective date of this Agreement, who has retired under the Florida Retirement System (FRS), will not be given credit on the salary schedule for any employment before the date of the employee's retirement under the FRS, or the date of DROP exit, whichever is later. Effective July 1, 2011, all other employees who were hired after retiring under the FRS

- will no longer be given credit on the salary schedule for any employment before the date of the employee's retirement under the FRS, or the date of DROP exit, whichever is later; these employees will be placed on the salary schedule in accordance with experience earned after the date of retirement under the FRS or DROP exit, whichever is later.
- 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 unless eligibility criteria is met by the teacher under performance pay guidelines as specified in the collective bargaining agreement.
 - 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.
 1. 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.
 2. If an Annual Contract Teacher receives a letter of notification of non-reappointment by May 1st and is subsequently hired the following school year; said Annual Contract Teacher shall not be considered to have had a break in service.
 - 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.
 4. Salary adjustments are defined statutorily and mean an addition to the base salary schedule that is not a bonus and becomes part of the employee's permanent base salary.
 - 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 J. 3(a) through J. 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/Behavior Disorders, 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).
- M. Notwithstanding section I of this Article, for the 2015-16 school year (July 1, 2015-June 30, 2016), each full-time instructional personnel will receive a \$500.00 gross salary increase with the increase to be distributed equally in the remaining paychecks between ratification of the contract and June 30, 2016. Full-time instructional personnel who work less than a full contract year will receive a prorated increase, once this contract is ratified, the Board will not be held liable for payment of the 30 minutes for PLCs that may occur after the ratification of this agreement. If the fourth calculation in the 2015-2016 school year indicates the District's reserve balance will be equal or exceed 3.00% of total revenue, as calculated by the Assistant Superintendent of Business Affairs, the parties will reopen negotiations.

Amendment 2015-2016

**APPENDIX IV A
ENTRY SALARY SCHEDULE 2015-2016**

Regular Bachelor's Schedule (196 days)

<u>Entry</u>	<u>Experience</u>	<u>Level</u>	<u>Salary Schedule</u>
	0	1	38,000
	1,2,3	2	39,000
	4,5,6	3	40,000
	7,8,9	4	41,000
	10,11	5	42,000
	12	6	43,000
	13,14	7	44,000
	15	8	45,000
	16,17	9	46,000
	18	10	47,000
	19	11	48,000
	20	12	49,000
	21	13	50,000
	22	14	51,000
	23	15	52,000
	24	16	53,000
	25	17	54,000
	26	18	55,000
	27	19	56,000
	28+	20	57,000

2015-2016 Amendment

**ENTRY SALARY SCHEDULE
SCHOOL PSYCHOLOGISTS –2015-2016**

Bachelor's Level
(196 Day)

Entry Experience	Salary	Level
0 – 1	42,000	1
2	43,000	2
3 – 4	44,000	3
5	45,000	4
6 – 7	46,000	5
8	47,000	6
9	48,000	7
10	49,000	8
11	50,000	9
12	51,000	10
13	52,000	11
14	53,000	12
15	54,000	13
16	55,000	14
17+	56,000	15

2015-2016 Amendment

**ENTRY SALARY SCHEDULE
OCCUPATIONAL AND PHYSICAL THERAPIST 2015-2016**

<u>Entry/Experience</u>	<u>Level</u>	<u>Salary</u>
0	1	46,000
1	2	48,000
-	3	50,000
-	4	52,000
-	5	54,000
-	6	56,000
-	7	58,000
2	8	60,000
-	9	62,000
3	10	64,000
-	11	66,000
4	12	68,000
-	13	70,000
5-6	14	72,000
7-9	15	74,000
10	16	76,000
-	17	78,000

OT/PTs hired after ratification in the 2013-2014 school year will be placed on the “new step”/salary schedule based upon the verified experience. OT/PTs with 10+ years of experience shall enter the salary schedule at level 14.

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.

2015-2016 Amendment

**ENTRY SALARY SCHEDULE
ATHLETIC DIRECTORS 2015-2016**

- 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)

Entry/Experience	Level	Salary Schedule
0	1	45,000
1	2	46,000
2,3,4	3	47,000
5,6	4	48,000
7,8,9	5	49,000
10	6	50,000
11,12	7	51,000
13	8	52,000
14	9	53,000
15	10	54,000
16	11	55,000
17	12	56,000
18	13	57,000
19	14	58,000
20	15	59,000
21	16	60,000
22	17	61,000
23	18	62,000
24	19	63,000
25+	20	64,000

2015-2017 Master Contract

APPENDIX IV B
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.

2015-2017 Master Contract

APPENDIX IV C
SALARIES – PAY DIFFERENTIALS

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.
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.
4. Regularly contracted secondary teachers in Clay County may volunteer to teach a six (6) period day. Such teachers shall be paid an additional salary equal to their current hourly rate. Current hourly rate is calculated as contract salary (as defined in Appendix IVA) inclusive of degree differentials and special compensation (Appendix IVC and IVD, G.3.) divided by the number of

days of the contract and divided by 7.50 work day hours. This sixth (6th) period shall be in lieu of the planning/preparation/conference time referenced in Article VII (C) (1) of this Agreement (which includes the time when there is assignment of professional duties involving the monitoring of students for their safety referenced in Article VIII of this Agreement). The decision of the principal concerning the selection of the teacher to teach a 6-period day shall be final.

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. Critical Teacher Shortage Areas

Critical teacher shortage areas shall be identified on or before July 1st of each school year by the district. Teachers assigned to these areas will receive a supplement of \$100.00 for the school year in which they are serving in this capacity.

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 license15.00
 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 (E/BD), Autistic Spectrum Disorders (ASD), E/BD Self Contained, IND, VI, HI, PI, AIMS and Specially Designed Adaptive P.E. 8.00
- Applied Technology for the Handicapped, allocated to work full-time with students classified as E/BD, ASD, IND, 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.

3. Teachers assigned to Title I schools will receive a supplement of \$100.00 for the school year in which they are assigned to the Title I school.

2015-2017 Master Contract

APPENDIX IV D
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 2013-2014, 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.

2015-2017 Master Contract

APPENDIX V
SALARIES – ACADEMIC AND ATHLETIC DIFFERENTIATED PAY SCHEDULE

Note: Supplements will be calculated using a base amount of \$35,000.00. Principals will not split supplemental postings. Any splitting of supplements will be initiated by the teachers intending to split the supplement.

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.

<u>Supplement</u>	<u>Method of Payment</u>	<u>Percent</u>
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; pep band</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 equals 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

<u>Supplement</u>	<u>Method of Payment</u>	<u>Percent</u>
Dance or Drill Team Sponsor JH	Equal	4.7
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 (Per major performance)	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
Elementary Technology Coach	Equal	6.0
Secondary Technology Coach	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 th 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>Percent</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 Title I Funded	Equal	6.0
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>Percent</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

<u>Supplement</u>	<u>Method of Payment</u>	<u>Percent</u>
Softball, Assistant JH (Fast Pitch)	END	5
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

2015-2016 Amendment

**COMMUNITY EDUCATION
FEE BASED SALARIES
2015-2016**

CLASS OFFERINGS

EFFECTIVE 7-01-2013:

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)	\$26.00 per hour (Eff. 01/16/14)

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.

Board Approved 1/16/14

SECTION III

SUPPORT

2015 – 2016

APPROVED:

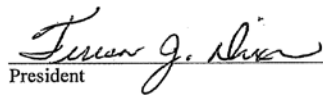
April 21, 2016

**ARTICLE XIX
TERM OF AGREEMENT**

This Agreement is signed and ratified on April 21, 2016. This Agreement shall be effective from the date of ratification and shall continue in effect through June 30, 2017. 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

SCHOOL DISTRICT OF CLAY COUNTY



President



School Board Chairman

2015-2017 Master Contract

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. 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 37.5 hours and applies only to the portion extending beyond 37.5 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.

2015-2017 Master Contract

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 Placement on Salary Schedule
- 1.3.1 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.
- 1.3.2 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.
- 1.3.3 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.
- 1.3.4 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.
- 1.3.5 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.
- 1.3.6 The positions of Programmer/Analyst, Network Specialist, Instructional Application Specialist, Network Security 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. Beginning July 1, 2015, RN and LPN positions 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.
- 3.8.0 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.
- 4.0.0 Job Descriptions and Initial Classification and Reclassification Procedures
- 4.1.0 The Board shall approve and maintain a separate job description for each position listed in Table V.
- 4.1.1 An initial classification for a new position shall be reviewed for initial classification in accordance with the procedures in this section.
- 4.1.2 Thirty (30) days prior to a new CESPAs bargaining unit position being proposed for Board 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 designated by the CESPAs president, (CESPAs representative shall not be currently assigned to the department or school which is under review).
- 4.1.3 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 as to classification. Bargaining implications may apply.
- 4.1.4 Reclassification or position reevaluation - A responsible immediate supervisor or employee may request a position reevaluation of a CESPAs bargaining unit position. When such a reevaluation is requested, relevant documentation shall be provided which supports that there has been a change in responsibilities.
- 4.1.5 The Assistant Superintendent for Human Resources, Director of Support Personnel and a CESPAs Representative designated by the CESPAs president (CESPAs representative shall not be currently assigned to the department or school which is under review) will meet within 10 days of receipt of the documentation and request to 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 and CESPAs of his/her decision. Bargaining implications may apply.

- 4.1.6 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.
- 4.1.7 Prior to the implementation of any changes in a job description, the affected employee(s) shall be notified in writing. A review of the changes shall be made with the employee(s). The employee(s) shall receive a copy of the new/updated job description. In the event that the qualifications as set forth change to the extent that an employee is no longer qualified to continue in the position, the employee(s) shall be provided reasonable assistance in receiving additional training and/or moving to another position.

2015-2017 Master Contract

The following are the revised wage-related terms:

1. The adjusted pay rates in Tables IIA, IIB, and IIC reflect a \$.05 increase in pay, to be paid retroactively to April 1, 2015, upon ratification.
2. The 2015-2016 school year is subject to reopening for the negotiation of wages if reserves meet or exceed 3.00% according to the fourth calculations.

TABLE IIA
The School District of Clay County
SUPPORT PERSONNEL PAY STRUCTURE

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

2015- 2017 Master Contract

TABLE IIA
The School District of Clay County
SUPPORT PERSONNEL PAY STRUCTURE

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

2015-2017 Master Contract

TABLE IIB
SPECIAL COMPENSATION – OT/PT

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

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

CONTRACTED DAYS = 196

2015-2017 Master Contract

TABLE IIC
SPECIAL COMPENSATION – LPN AND RN

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

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 minor 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 five (5) hours of work per day, including days under summer work contracts, and for assigned field trips beyond the working day, \$11.00 per hour. The assigned hours shall include twenty (20) minutes of non-driving time which shall be used for the purpose of minor maintenance, safety checks and paperwork.
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 \$11.00 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 \$11.00 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 \$11.00 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 \$ 11.00 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, seniority, 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.
 9. Contracted drivers and monitors hired by the district shall fall under the definition of employees in the Employment Practices Article VI. To facilitate bus driver recruitment, newly hired bus drivers not previously employed by Clay County Schools will be placed at Step 5 for general operators’ license experience, and may receive additional credit for each year of verified full time school bus driving experience up to a maximum initial placement of Step 11. Upon ratification of this contract, currently employed School Bus Drivers on Steps 1-4 will be moved to Step 5 retroactive from July 1, 2015. Additional experience for current school bus drivers will not be granted beyond Step 5. Clay County School Bus drivers that separate from employment and are subsequently rehired as school bus drivers will be placed at Step 5 and not granted additional experience credit.
 10. After the beginning of school, the Director of Transportation may post prior to and shall post after September 15 vacated or new bus routes. In posting and assigning vacant bus routes after September 15, the Transportation Director shall hold a general meeting of all interested bus drivers for the purpose of advertising and assigning open bus routes through a bid procedure. Only those drivers in attendance at the meeting, or those whose absence from the meeting is supported by a documented illness or emergency that prohibits their attendance, may bid on open bus routes. Bids will be received from those present and/or those bidding by proxy in connection with a documented illness or emergency, and shall continue until all open bus routes are assigned. Routes not assigned to drivers during these bidding sessions shall be assigned as deemed appropriate by the Transportation Director. Drivers who are assigned new bus routes through their successful bid are prohibited from bidding to other open routes during the remainder of the current school year. The Transportation Director shall call such general meetings prior to the Christmas Break and again prior to Spring Break. Bus drivers making a bid to transfer to a posted route, if qualified, shall be given consideration by the Director of Transportation. During the bidding process for open routes involving exceptional students, the Transportation Director shall give special consideration to training, prior experience, and compatibility with the exceptional students to be transported. Moved to Transportation

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 \$1.05/hour.

2. Child Development Associate credential for teacher assistants:
Add \$.75/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 \$.20/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 \$.15/hour during specified period.
5. Master Custodian certification:
Add \$.20/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 \$.55/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 \$1.05/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 \$1.05/hour

9. 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. 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 will be paid until the employee’s name is removed from the team list:
Additional \$.25/hour during period of appointment to team
12. Employees holding 9, 10, 11-month contracts for the entire 2015-2016 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. TDE when an employee participates in Inservice training that is relevant to the individual’s working assignment. 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 11, 2015, 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 12, 2015, 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. National Institute for Certification in Engineering Technologies (NICET)
Certification in fire systems in Electronics Department. Payable per hour the beginning of the first month of each certification:
Add \$.25 per hour.

2015-2017 Master Contract

**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

2015-2017 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 \$.30 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.

2015-2017 Master Contract

TABLE V
CLASSIFICATIONS/BAND/GRADE/CONTRACTED DAYS

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

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

CLASSIFICATION BAND/GRADE CONTRACTED DAYS

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

2015-2017 Master Contract

SECTION IV

**MISCELLANEOUS
SALARIES**

2015-2016

APPROVED:

April 21, 2016

~~2014-2015~~ **2015-2016**
MISCELLANEOUS SALARIES
SUBSTITUTES

I. Substitute Teachers

Compensation for substitute teachers shall be as follows:

High School Diploma	\$75.00 for 7.5 hour day or \$10.00 per hour
AA/60+credits	\$85.00 for 7.5 hour day or \$11.33 per hour
Bachelor's Degree	\$90.00 for 7.5 hour day or \$ 12.00 per hour
Master's Degree or higher	\$100.00 for 7.5 hour day or \$13.33 per hour

Teacher Asst. (HS Diploma/GED) \$8.30 per hour

II. Long Term Substitutes shall be paid \$150.00 for a 7.5 hour day. Long Term Substitutes must hold a minimum of a Bachelor's degree or Clay County School District Vocational Certification. Long Term Substitute teachers are defined as teachers who are employed in a long term assignment of eleven (11) to sixty (60) days for the same teacher.

III. Adult and Community Education Substitutes who are also regularly contracted teachers in Clay County will be paid in accordance with Appendix IV-C, Section E of the contract between the CCEA and School Board.

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 and his/her designee and in compliance with Appendix IV-D of the CCEA Master Contract.

Pending School Board Approval 6/16/16

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

1. SUBSTITUTES:

Category:	
Secretarial/Clerical	\$ 8.05 per hour (Eff. 01/01/2016)
Noon Day Shuttle Bus Runs	\$ 8.05 per hour (Eff. 01/01/2016)
Cafeteria Assistant/Cafeteria Van Driver	\$ 8.05 per hour (Eff. 01/01/2016)
Substitute Bus Drivers for Field Trips/Extra Trips	\$ 11.00 per hour
Bus Driver Interns for Field Trips/Extra Trips	\$ 11.00 per hour
Bus Driver Intern	\$.25 per hour less than Step 5 hourly rate for regular bus drivers.
Bus Drivers	\$.50 per hour less than Step 5 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 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

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 (when authorized by Superintendent)	\$ 8.05 per hour (Eff. 01/01/2016)
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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:

\$ 8.05 per hour (Eff. 01/01/2016)

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 \$1,000.00

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
6. Completion of 90 work days of service as a substitute or intern bus driver.

School Board Approval 04/21/2016

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) \$9.00
- 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. \$9.00/hr.
- VIII. Non-Instructional Substitute participants - with prior authorization for inservice participation. Normal hourly rate of pay, Not to exceed \$9.00/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, for single coverage comprehensive hospital-surgical-major medical insurance set forth in the same approved schedule as for teacher and support employees depending on whether they are an administrator or confidential employee.
- (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. An annual bonus may be paid to each qualified teacher 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 upon receipt of documentation, by the Human Resources Division, verifying eligibility as to performance evaluation and NBPTS certification.
 - B. An annual bonus may be paid to each employee who meets the requirements of Section A 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. 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.
 1. 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, ADVANCED INTERNATIONAL CERTIFICATE OF
EDUCATION, AND INTERNATIONAL BACCALAUREATE
TEACHER BONUSES**

1. 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. 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. 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 per teacher for each program, 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.
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 yearly bonuses are awarded shall be eligible for possible receipt of the bonus.
7. The principal of each school in which the yearly 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 the year.

**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.

SECTION V

TRAVEL SCHEDULE

2015-2016

APPROVED:

AUGUST 27, 2015

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 positions listed below. 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.

NOT TO EXCEED \$720 PER MONTH

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

NOT TO EXCEED \$605 PER MONTH

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

NOT TO EXCEED \$505 PER MONTH

Attendance Assistants; Social Workers; School Psychologists; SPRINT Teachers

NOT TO EXCEED \$405 PER MONTH

ESE Work Evaluator

NOT TO EXCEED \$400 PER MONTH

County-Wide Gifted Teacher; Speech/Language Diagnostician; School Food Service Manager Intern; Physical Therapist; Occupational Therapist.

NOT TO EXCEED \$330 PER MONTH

Superintendent of Schools; Assistant Superintendent Information and Technology; 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; Supervisor of Elementary Education; Director of Secondary Education; Assistant Superintendent for Instruction; Supervisor of Adult/Community Education; Supervisor of School Improvement/Professional Development & Assessment; School Board Attorney

NOT TO EXCEED \$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; Health Service Aide Program-Vocational; Homebound Teachers in Keystone Area; Agriculture Teachers; Speech Clinicians; Director of Instructional Personnel Services; Coordinator of Health Benefits; Health Education Specialist; Reading Specialist; Title I Specialist; Pre-Kindergarten Specialist; Supervisor of Student Services; E.S.E. Alternative Teacher; Teacher; District Media Services Specialist; Director of Finance; Jump Start Teacher; Supervisor of E.S.E; Public Relations Officer; 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 Technology Services Supervisor of Instructional Personnel; Supervisor of Reading/Language Arts; Curriculum Specialist; District Distance Learning Specialist; Instructional Specialist; Instructional Media Services Specialist; Instructional Personnel Specialist; Media Specialist; Specialist; Title I Curriculum Specialist; Curriculum Specialist, STEM.; Career and Technical Education Specialist; Internal Accounts Auditor.

NOT TO EXCEED \$276 PER MONTH

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

NOT TO EXCEED \$224 PER MONTH

All Principals and Assistant/Vice Principals except those noted above; Bookkeeper; Guidance Counselors; Instructional Specialist; ESOL Test Administrator; Itinerant Chorus Teachers; School Board Members; Testing & Administrative Support Assistant.; Instructional Support Assistant; Technology Services Coordinator.

NOT TO EXCEED \$200 PER MONTH

Coordinator of Payroll Activities; Director of Maintenance; Director of Transportation; Technology Services Manager; Purchasing Specialist, Buyer; Insurance Assistant, Risk Management; Accounting Assistant; Administrative Support Assistant; Information Services Assistant; Information Services Support Assistant; Coordinator of Health Benefits.

NOT TO EXCEED \$ 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; Supervisor of Transportation Services; Transportation Specialist; Area Manager; Professional Development Assistant; Coordinator of Operations; Academy Coach

NOT TO EXCEED \$160 PER MONTH

All Cafeteria Managers; School Food and Nutrition Services Manager Intern; Personnel Assistant; Data Entry/Records Technician; Network Specialist; Instructional Application Specialist; School Secretaries; Administrative Secretary; Head Custodian; Nurse; 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.

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 if approved in advance by the Superintendent.