

# Collective Bargaining Agreement

*between*

## School Board of Alachua County

*and*

## The Alachua County Education Association

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*for*

## Education Support Professionals



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WHEREAS, the attached agreement was reached as the result of extended negotiations between the agents of the Alachua County Education Association and the School Board of Alachua County, Florida and

WHEREAS, membership in the bargaining unit represented by the Alachua County Education Association has ratified this contract, on January 19, 2024; and

WHEREAS, The School Board of Alachua County, Florida ratified this contract on January 19, 2024;

NOW THEREFORE, we the undersigned, affix our signatures to affirm these ratifications.

THE SCHOOL BOARD OF ALACHUA  
COUNTY, FLORIDA



\_\_\_\_\_  
Diyonne McGraw  
Chairman



\_\_\_\_\_  
Shane Andrew  
Superintendent



\_\_\_\_\_  
Maria Eunice  
Chief Negotiator

ALACHUA COUNTY EDUCATION  
ASSOCIATION



\_\_\_\_\_  
Dr. Crystal Tessmann  
Chief Negotiator



\_\_\_\_\_  
Wanda Durham



\_\_\_\_\_  
Shirley Evans



\_\_\_\_\_  
Robbi Lancaster



\_\_\_\_\_  
Nancy Mason



\_\_\_\_\_  
Tiffany Poster



\_\_\_\_\_  
Ella Robinson



\_\_\_\_\_  
Tanya Williams-Johnson

PREAMBLE

COLLECTIVE BARGAINING AGREEMENT

BETWEEN

THE SCHOOL BOARD OF ALACHUA COUNTY, FLORIDA

AND

THE ALACHUA COUNTY EDUCATION ASSOCIATION

This agreement represents a contract entered into by the above parties following extended deliberate discussions and negotiations in regard to wages, hours, and other terms and conditions of employment.



# ARTICLE



## I

# Term of the Agreement

# Article I

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## ARTICLE I. TERM OF THE AGREEMENT

### Section 1.

This agreement will be effective as of July 1, 2023, and will remain in effect until June 30, 2026.

### Section 2.

The parties agree that negotiations on a successor contract will begin on a date mutually agreeable to both parties at least sixty (60) calendar days prior to the termination date of this contract.

Both parties agree to reopen negotiations at least sixty (60) calendar days prior to June 30, 2024-2025, on any mutually agreed upon items, on up to ten (10) sections proposed by the Association, on up to ten (10) sections proposed by the Board, Education Support salary schedule, supplement salary schedule, and fringe benefits.

Both parties agree to reopen negotiations on those sections of this contract which have expired or have become invalid during the life of this contract through legislative action, court decisions, or Florida State Board of Education administrative rules.

The parties agree to meet for problem solving on mutually agreed-upon items at a mutually agreed-upon date and time.

### Section 3.

If any provision of this contract or any application of this contract is held to be contrary to law, the provision or application will be invalid, except to the extent permitted by law. All other provisions or applications will continue in effect for the term of the contract.

### Section 4.

Ratification of amendments to this agreement will be accomplished by a majority vote of both the Career Service Bargaining (ESP) Unit and the School Board of Alachua County.



ARTICLE



II

Recognition

# Article II

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## ARTICLE II. RECOGNITION

### Section 1.

The School Board of Alachua County, hereinafter called the "Board," recognizes the Alachua County Education Association, hereinafter called the "Association," as the exclusive bargaining representative for all Career Service Personnel (CSP) (Now known as "Education Support Professional" (ESP)) in the school district known and designated as the School Board of Alachua County. In this Agreement, CSP (ESP) shall be defined as those employees included in the noninstructional, career service personnel (education support professionals) unit as certified by the Public Employees Relations Commission on May 11, 1990, (Case No. RA-90-001).

As defined above, this would mutually amend the Career Service Personnel (Education Support Professionals) listed as included and exclude those listed as excluded by the Public Employees Relations Commission (PERC) in the May 11, 1990, Order of Certification.

Further, the Association and the Board agree that individuals holding positions identified in Appendix A who are assigned to work four hours or more are eligible for unit membership. Individuals holding positions identified in Appendix B are ineligible for unit membership.

### Section 2.

All new position titles approved by the Board will include a designation as to whether the position is included or excluded in the CSP (ESP) unit. Should the Association disagree with the designation, the Association will have the right to object to the designation in writing to the Superintendent stating the reasons for the objection. The Superintendent shall respond within ten (10) working days. In the event of a disagreement on the issue of any specific position title, PERC shall be petitioned for a ruling on the inclusion or exclusion of the position. Any person placed in a contested position shall upon a ruling by PERC for inclusion in the bargaining unit receive all rights granted under this Agreement from the time of initial placement.

### Section 3.

The Association recognizes the Board as the duly constituted legislative body and agrees to bargain collectively only with the chief executive officer of the Board or their designee.



# ARTICLE



## Definitions

# Article III

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## ARTICLE III. DEFINITIONS

### Section 1.

The term Education Support Professionals (ESPs) shall refer to personnel holding positions named in Article II, Section 1, of this Agreement and all other personnel who may be included as members of the bargaining unit under the provisions of Article II, Section 2, of this Agreement.

### Section 2.

The term Association shall refer to the Alachua County Education Association, its authorized agents and/or designees.

### Section 3.

Unless otherwise noted in this agreement, the term day shall refer to the working day for ESPs.

### Section 4.

The term district shall refer to the school district of Alachua County.

### Section 5.

The term Board shall refer to the School Board of Alachua County, Florida, its authorized agents and/or designees.

### Section 6.

The term Superintendent shall refer to the Superintendent of Schools for Alachua County, Florida.

### Section 7.

The term worksite supervisor shall refer to the principal of any school or their designee, or the Superintendent or their designee. Each ESP will be provided the name of their worksite supervisor.

### Section 8.

The term worksite shall mean any school or district office or department so designated by the Superintendent or their designee. ESPs will be notified of their assigned worksite within thirty days of employment.

Section 9.

The term building shall refer to each individual building on the worksite.

Section 10.

The term Agreement shall mean the full and complete agreements between the Association and the Board, duly ratified and signed as set forth in this document.

Section 11.

Unless otherwise noted in this agreement, the term year shall refer to the school fiscal year.

Section 12.

The term Association representative shall refer to a duly authorized agent of the Association.

Section 13.

The term student day(s) shall mean the day(s) and hours set for students to attend school.

Section 14.

The term ESPs shall refer to Education Support Professionals who are members of the bargaining unit.

Section 15.

The term parties will refer to the Board and the Association.

Section 16.

The term mileage refers to the amount of reimbursement per mile authorized for payment to employees by state statutes.

Section 17.

The term transfer will refer to an employee-initiated change in work location, worksite, or work assignment.

Section 18.

The term reassignment will refer to a Board-initiated change in work location, worksite, or work assignment.

Section 19.

The terms they, their and them are used herein as nongender specific pronouns.

Section 20.

The term seniority will be determined by the following consecutive order:

1. Length of continuous service in the district exclusive of extended leaves other than for injury or illness-in-the- line-of-duty;
2. Length of continuous time of service in the district inclusive of leaves;
3. Total years of service in the district;
4. Initial employment date with the district;
5. Time of initial Board appointment; and
6. Most qualified person.

Section 21.

The term regular employee will refer to those employees who are not on probationary status.

Section 22.

The term "priority consideration" shall mean screened and considered first.



# ARTICLE

## IV

# Grievance Procedure

# Article IV

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## ARTICLE IV. GRIEVANCE PROCEDURE

### Section 1.

Purpose: The purpose of this procedure is to secure at the lowest possible administrative level equitable solutions to problems which arise under this contract. Both parties agree that these procedures will be kept as informal and confidential as may be appropriate at any level of this procedure.

### Section 2.

Definitions: The terms defined here will have reference only to the grievance procedures section of this contract.

- A. Contract Grievance: This term will refer to a written allegation by a grievant that a section(s) of this contract has been violated as it relates to them.
- B. Complaint Grievance: An allegation by a grievant that Board policies, practices and/or administrative procedures have been violated. Board policies, practices, and administrative procedures are subject to the informal level, Level I, and Level II of the grievance procedure. The informal level and Level I may be waived if mutually agreed by the grievant and the Superintendent or their designee. A grievance of this nature will be processed using a separate form mutually agreeable to the Association and the Board but in no case will a grievant file a contractual grievance and a complaint grievance based upon the same event or occurrence. By mutual agreement, a complaint grievance may be treated in an informal manner.
- C. Investigative Grievance: An allegation by a grievant that pertinent and objective evidence does not exist to support the findings of the investigative committee.
- D. Grievant(s): This term will mean an employee(s) eligible for Association membership or the Association, if appropriate, who files a grievance.
- E. Employers: This term will refer to the School Board and its agents.
- F. Days: This term will refer to working days of grievant(s) exclusive of holidays and weekends. Should a grievant work less than a 252-day contract year initiate the grievance procedure with less than five days remaining in the contract year, calendar days will govern timelines.

### Section 3.

Representation: All members of the association will have the right of Association representation at each step of the grievance procedure, if they desire and the Association agrees. If the Association agrees to represent the grievant, no grievant may be required to

discuss any grievance if the Association representative is not present. Copies of the employer's decision given at any step beyond the informal level of the grievance procedure will be delivered to the Association.

A grievant will not be represented by any person who might be required to take action, or against whom action might be taken in order to adjust the grievance, or by a representative of any other employee organization.

#### Section 4.

No Discrimination: There will be no discrimination against any employee based upon the employee's initiating, processing, or participating in any way in the grievance procedure, including the written notice of an informal discussion.

#### Section 5.

Time Limits: Grievances should be processed rapidly. Time limits set forth in this procedure will be considered maximums, unless mutual written agreement to extend them is made by the grievant and/or the Association and the Superintendent or their designee.

#### Section 6.

Release Time: Grievances will be processed after normal working hours, except at the informal level, or by mutual agreement. When grievances are processed during the workday, the grievant and their witnesses will be provided released time.

#### Section 7.

##### Informal Discussion:

- A. In the event an employee believes there is a basis for a grievance, the individual will first discuss the grievance with the worksite supervisor. No grievance will be processed until such informal discussion has been held. The employee will initiate the discussion by notifying the worksite supervisor in writing. The written notification shall provide the worksite supervisor with a minimum of the topic of the discussion and may also include more detailed information with the goal of quickly resolving the matter at the informal discussion level. This notification will occur within ten (10) days after the grievant knew, or should have known, of an occurrence leading to the possible grievance. The worksite supervisor will have ten (10) days after receipt of the notification to hold a conference with the grievant and to give a written decision. The time may be extended by written mutual agreement between the parties.
- B. In the event an employee believes there is a basis for a grievance based on a violation of Policies 2260, "Non-Discrimination and Access to Equal Educational Opportunity,"



4122, "Non-discrimination and Equal Employment Opportunity," or 4362, "Anti-Harassment," the employee shall have 60 days, instead of ten (10) days, in which to initiate discussion with the worksite supervisor. Such grievances shall continue to be governed by the remaining provisions of Article IV of the Education Support Professionals Contract, not Policy 4470, Grievance Procedure.

#### Section 8.

Level I: After the informal discussion with the worksite supervisor or immediate supervisor of grievant, and if a grievance still exists, the grievant may invoke the formal grievance procedure within five (5) days of the informal discussion on a form mutually acceptable to the Board and the Association. This form will contain the name of the grievant, the act or occurrence leading to the grievance, the specific section(s) of the contract allegedly violated, and a recommended action to adjust the grievance. A copy of the grievance form will be delivered to the worksite supervisor, the designated representative, or the immediate supervisor, who will have five (5) days after receipt of the grievance in which to hold a conference with the grievant and to give a written decision. The conference may be mutually waived if the grievant and the worksite supervisor feel it would not be helpful in resolving the grievance.

#### Section 9.

Level II: If the grievance is not settled to the grievant's satisfaction, or if a written decision is not submitted within the designated time limit at Level I, the grievant may move the grievance to Level II by written notice to the Superintendent or their designated representative within ten (10) days after receipt of the response or the end of the designated time period. The Superintendent or their designee will have ten (10) days after receipt of the grievance in which to hold a conference. A written decision will be issued within ten (10) days of the Level II conference.

#### Section 10.

Level III: If the grievance is not resolved at Level II to the grievant's satisfaction, or if a written decision is not submitted within the designated time limit of Level II, the grievant and/or the Association may move the grievance to binding arbitration in accordance with the American Arbitration Association (AAA) Rules by notifying the Superintendent in writing within twenty (20) days of receipt of the response or the expiration of the time specified at Level II.

#### Section 11.

Costs: The costs for the services of an arbitrator, including per diem charges, actual necessary travel, subsistence expenses and the cost of the hearing room, will be borne by the parties in equal amounts. If the Association finds the grievance without merit, the grievant

may move the grievance to arbitration without Association approval. In such case, costs will be borne equally by the Board and the grievant.

#### Section 12.

Withdrawal of Grievance: Nothing in this contract will preclude the withdrawal of a grievance at any point in the process by the grievant and/or the Association.

#### Section 13.

Expedited Conference: If a grievance is filed which cannot be processed prior to the end of the fiscal term and which, if not resolved, could cause irreparable harm to the grievant, the Association or grievant may request an expedited conference. Such a request will be granted. An expedited conference will begin at Level II, will be given priority over other grievances, and will not be unreasonably delayed.

#### Section 14.

Confidentiality of Grievances: No record of grievances will be placed in the permanent personnel file of any grievant except as it may be necessary to establish that an adjustment of grievance has been made in favor of the employee. Grievances at all levels short of arbitration will be kept as confidential as possible.

#### Section 15.

Non-Association Grievances: Any employee will have the right to present grievances to the Board in accordance with the grievance procedure. Such grievances may be adjusted without the intervention of the Association, but no adjustment will be inconsistent with the terms of this contract. The Association will be given an opportunity to be present and make statements concerning the grievance or adjustment beginning at Level I, even if the grievant does not desire Association representation. The Board and its designee assume no responsibility for involving the Association.

#### Section 16.

Selection and Powers of an Arbitrator for Binding Arbitration: The parties will jointly attempt to select an arbitrator who is mutually acceptable. If the parties cannot agree upon an arbitrator within ten (10) days from notification that the grievance is being moved to Level III, the arbitrator will be selected through the services of the American Arbitration Association. The rules of the American Arbitration Association will apply to arbitration proceedings. An arbitrator will limit their decision to the terms of this agreement and will not have the power to add to, subtract from, modify, or alter such terms either directly or by implication. The arbitrator will confer with the representative(s) of the Board and the Association, will hold hearings promptly, and will speedily issue a decision after the date of the close of the hearings or final submissions. The arbitrator's decision will be in writing

and will set forth findings of fact, reasons and conclusions on the issues submitted. The decision of the arbitrator will be submitted to the Board and the Association and will be final and binding upon the parties.

Section 17.

Association Grievance: The Association may file grievances at Level II if there is an alleged violation of the term of the agreement, recognition and/or unit inclusion, Association rights, a specific item requiring or granting Association involvement or representation, or improper administration of the grievance procedure.



# ARTICLE



**Impasse**

# Article V

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## **ARTICLE V. IMPASSE**

In the event that an impasse is reached during the course of negotiations, the parties agree to mediation as a means of attempting resolution of the item(s) in dispute. If agreement is not reached by the parties, the impasse will proceed under Public Employees Relations Commission (PERC) guidelines.

If the parties agree in writing to waive the appointment of a special master, the parties may proceed directly to resolution of the impasse by the legislative body.





# ARTICLE



VI

# Fair Practices

# Article VI

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## **ARTICLE VI. FAIR PRACTICES**

There shall be no discrimination against employees because of race, creed, color, age, sex, sexual orientation, gender, disability, marital status, national origin, religious and political belief, or religious and political activities outside the school day and school premises. See Appendix D.



# ARTICLE



## VII

# Management Rights

# Article VII

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## **ARTICLE VII. MANAGEMENT RIGHTS**

The Board, on its own behalf and on the behalf of the District, hereby retains and reserves unto itself all powers, rights, authority, duties, and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of Florida and the United States except as modified by the specific terms and provisions of this Contract.





# ARTICLE



## Association Rights

# Article VIII

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## ARTICLE VIII ASSOCIATION RIGHTS

### Section 1. Exclusive Rights

The Association rights of this contract will be the exclusive rights of the Alachua County Education Association.

### Section 2. Membership

Every employee in the Association bargaining unit will have the right to freely organize, join, and actively support the Association.

### Section 3. Calendar

The Association and the Board will develop a tentative school calendar(s) including those items commonly found in the districtwide twelve-month school calendar. This calendar(s) will be submitted to the Board before March 1 for its consideration and will include an indication of the desires of employees in relation to the calendar(s).

Should the Board determine that it is necessary to change the calendar, the Association and the Board will develop tentative calendar modifications and negotiate the impact of these modifications on members of the bargaining unit.

### Section 4. Dues Deduction

The Association will have the right to dues deduction and to uniform membership assessments in the following manner:

1. Any employee eligible for membership in the Association may request dues deduction for Association dues in equal installments according to the pay frequency selected by the employee beginning in the month following the date of authorization;
2. Association dues deduction and discontinuances will be made on forms provided by the Association. The Association will confer with appropriate agents of the Board in devising the format of the forms;
3. Association dues deduction may be canceled upon written request to the Association by any ESP previously authorizing them. Cancellation will take place within thirty calendar days of the written request for cancellation;
4. The Board will remit to the Association each month, in a timely manner, the proceeds of payroll deduction for Association assessments;

5. Complete dues revisions will be processed by the Board no more than one time in any fiscal year. If more than one dues revision is processed in any fiscal year, the Association agrees to reimburse the Board for all costs incurred; and
6. The Association will hold the Board harmless in any matter involving Association dues deduction or assessments.

#### Section 5. Meetings, Facilities

The Association will be permitted use of school buildings and other Board facilities for district meetings. Details, including the approval of use, will be arranged with the principal/ supervisor. In the event equipment is needed for such meetings, details, including approval of use, will be arranged with the principal/supervisor. A rental charge and service costs may be assessed not in excess of the minimum rate imposed by facilities rental regulations in effect at the time of use. Association members at each school may meet once each month to conduct Association business during, before, or after the employee work day. The time of such meetings will be mutually agreeable to the principal/supervisor and the Association.

#### Section 6. Worksite Concerns Committee Composition

There will be a worksite committee in each worksite. The three (3) to five (5) members of the committee will be composed of and chosen by Association members at the worksite.

The ESP Senior Representative (or delegate) at each worksite will hold an election no later than the first week of school to elect the committee.

#### Section 7. Meetings, Worksite Committee

The worksite committee and the worksite supervisor will meet on matters of local concern. Such meetings will be on a regularly scheduled basis, not less than once per month. Both parties will collaborate on matters of concern to discuss and implement reasonable solutions, but no party may be required to take action on matters discussed. Meetings may be rescheduled or cancelled on mutual agreement of the worksite committee and the worksite supervisor. Other parties may be invited to participate, as needed.

#### Section 8. Inservice, Worksite Committee

The parties agree to cooperate in providing inservice training to worksite committees and administrators designed to increase and improve problem solving at the worksite level. Participation in training sessions will be voluntary. Training sessions will normally be held after the work day.

### Section 9. Meetings, Superintendent

The Superintendent and/or their designee and the President of the Association and/or their designee will meet on a regularly scheduled monthly basis to discuss the implementation or maintenance of this contract and/or other matters of concern to either party. An agenda of general concerns to be discussed may be exchanged between the Superintendent or designee and the President of the Association or designee no later than three days prior to the scheduled meeting to enable either party time to prepare for the discussion of such concerns and to invite appropriate participants to the meeting.

### Section 10. Bulletin Boards

The Association will have the exclusive use of one (1) - two (2) bulletin boards at each worksite for Education Support Professionals.

Bulletin boards may vary in size, but will be up to but no larger than fifteen (15) square feet (approximately 3 x 5) and of professional quality.

The location, size and installation of the bulletin board will be mutually agreed to by the Association and the school principal or worksite supervisor.

The Association will compensate the School Board for the cost, if any, of the new bulletin boards and their installation.

Representatives of the Association will be responsible for posting and removing materials and assuring that posted items have Association identification.

### Section 11. Distribution, Material

The Association will be permitted use of a designated location, employee mail boxes and school board email for the distribution of materials and information related to Association business provided that the Association will be responsible for distributing such items to individual bargaining unit members. The only exception to this section is for public political campaigning by the Association and the Board.

### Section 12. Meetings, Annual

The Association, upon request, will be granted one continuous hour during one work day to conduct Association business. The time will be scheduled by mutual agreement of the Association and the worksite supervisor and may exceed one hour upon mutual agreement.

### Section 13. Meetings, Staff Agenda

The Association will be given a place as the final item on the agenda of each meeting involving the total worksite staff, or in instances in which small group employees meetings are held in lieu of total worksite staff meetings, for the purpose of making announcements. The ESP Senior Representative and the Principal/Worksite Supervisor will collaborate to select a place on the agenda of each meeting.

### Section 14. Mail, Truck Use

The Board agrees to the following provision with the stipulation that should the Board be found in violation of United States Postal Service rules and regulations and/or the Private Express Statutes that the Association will hold the Board harmless and will assume all responsibility for fines, fees, or back postage imposed on the Board and/or legal fees incurred by the Board as a result of such findings. Should the Board be ordered to cease and desist from providing such services by the United States Postal Service or court of competent jurisdiction, such service will cease immediately.

1. The Association will be permitted reasonable use of the interschool mail system for items pertaining to administration of the contract between the Board and ACEA and joint Board and ACEA projects, task forces and programs, provided items are properly addressed and packaged. Copies of Association items distributed through the interschool mail system will be available to the office of the Superintendent at the time they are distributed.
2. The Association office will be a regularly scheduled pick-up and delivery stop on the interschool mail system.

### Section 15. Meetings, Board Agenda

Upon ten (10) calendar days advance request to the Superintendent, the Association will be given a place on the agenda of regular and special Board meetings devoted to general business. This section will not prevent the Association from requesting that it be added to the agenda as an item in the nature of emergency business. Such a request will not be unreasonably denied by the Superintendent.

### Section 16. Distribution, Board Agenda

Notification of the posting of the regular and consent agendas and the Board minutes will be available to the Association electronically no less than five days prior to Board meetings.

The non-confidential agenda support data will be available to the Association at the administration offices. This package will be updated as Board Members' support materials are updated.

### Section 17. Workday Visitation

During the regular work day, an authorized representative of the Association may visit personnel at each worksite provided the visit does not interfere with nor disrupt normal work assignments. Upon arrival, the Association representative will report their presence and the purpose of their visit to the worksite supervisor or their designee.

In order to assure identification, the Association will provide a list of authorized representatives which will not exceed fifteen persons at any given time. The names will be listed by title of the person and purpose of the visit. This list may be modified by the Association as needed. When the list is modified, ample notice will be forwarded to the Superintendent or their designee, giving sufficient time for worksite supervisors to be notified. When requested, the union representative will also provide appropriate identification and follow worksite sign-in, sign-out procedures. Failure to do so may be grounds for refusal of the visit. Permission to visit personnel within the worksite will not be unreasonably denied.

### Section 18. Association Leave

Association leave will be treated as personal leave with pay and will require prior approval of the Association and at least ten days prior notification of the Superintendent or their designee. The Association will reimburse the Board for all days used under this section at the prevailing substitute pay scale. Approval of the Superintendent or their designee is required for any employee who uses more than five such days during any school year. Approval will not be unreasonably denied. Normally, there will be no more than one employee from each school or department on leave under the provisions of this section on any one day. Personal leave in this section will not be interpreted as relating to personal leave in other sections of this contract.

### Section 19. Board Policies

Current Board policies are available on the district's website. New written policies and any additions, deletions, or changes in policies will be provided to the Association, via email and available online at least one week before First Reading.

### Section 20. Districtwide Committees

The Association will be notified by the Superintendent or their designee of the formation of districtwide committees which will include ESPs.

The Association will provide, within fifteen (15) days of notification, a list of nominees equal to the total number of employees to be placed on the committee. The Board will choose at least one-half of the employees on the committee from that list. Should the Association not provide such a list within fifteen (15) days, the Board will choose members from the bargaining unit. Upon selection of the committee members, the Association will



receive a list of the members of each committee and a schedule of committee meetings once they have been established.

#### Section 21. Association Business

With the approval of the worksite supervisor, Association representatives may leave the worksite to conduct Association business. The representatives must be on approved leave. Such a request will not be unreasonably made nor approval unreasonably denied.

#### Section 22. Officer Release Time

Upon request, up to two employees holding elected offices in ACEA or its affiliates will be treated as employees on special assignment for the duration of their terms in office. The Association agrees to reimburse the Board for the costs of the continuation of the existing payroll service. Under unusual circumstances, such status may be on a less than full-time basis when arrangements are made to the mutual satisfaction of the Superintendent and the Association.

#### Section 23. New Employee Orientation

The Association will be placed on the agenda of new employee orientation.

#### Section 24. Privatization

Custodial positions with the responsibility for the day-to-day cleaning of individual school buildings will be advertised using the district's online application system. Upon the approval of the Superintendent, schools may utilize other services if no suitable candidate for the position can be found within the qualified applicant pool. The Association shall be notified each time a school or worksite utilizes outside services.

When a position is filled through contracted services, the position will be re-advertised prior to the expiration of the contract.

#### Section 25. Job Descriptions

Copies of the district's job descriptions are available on the district's website.

#### Section 26. Distribution Contracts

Within forty-five days after ratification by both parties, the Board will provide the Association with 300 printed copies of this contract and 300 copies of subsequent amendments to the Association. The Board will also make the full contract and subsequent amendments available on the district's website in a single PDF format containing a table of contents and a search tool. The form and quality of the copies of this contract will be mutually acceptable.



# ARTICLE



IX

# Employee Rights

# Article IX

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## ARTICLE IX. EMPLOYEE RIGHTS

### Section 1. Off-The-Job Conduct

The Board will not require an employee to participate in religious activities.

The private and personal life of any ESP is the concern of only that individual unless it interferes with the effective performance of their prescribed duties.

An employee's off-the-job conduct shall not result in disciplinary action unless such conduct is inconsistent with the Professional Code of Ethics and reflects directly on the School District.

The Board recognizes the right of a duly authorized Association representative to express the views of the Association provided such views are identified as those of the Association and such expression does not interfere with the work of any ESP.

### Section 2. Charitable Drives

Employee participation in charitable drives is voluntary. Solicitations may be made, but no pressure shall be brought to bear to require such participation.

### Section 3. Political Activity

- A. All ESPs shall have the freedom of political action when not engaged in the work assignment or other assigned responsibilities during the work day, provided such action is not disruptive to the normal activities of the worksite. An ESP engaging in political activities shall make it clear that their statements and actions are theirs as an individual and that their views in no manner represent the view of the Board. The Board's facilities, equipment and materials shall not be used to promote any political interest.
- B. The right of all ESPs to work and to vote for the party and candidate of their choice shall never be questioned, abridged, or denied by either the Board or the Association.
- C. No ESP shall be coerced by an agent of the Board to make political contributions or to engage in any political work or activity against their wishes.

### Section 4. Copyright

All employees who participate, at their own costs and primarily on their own time, in the production of tapes, publications, or other produced educational material, shall retain the residual rights should they be copyrighted or sold by the Board.

## Section 5. Liability, Student Transport

ESPs will be covered by the Board's liability program when they transport students as part of their assigned or related duties. Employees will seek and secure administration prior approval to transport students.

## Section 6. Facility Use

- A. Where facilities permit, the Board shall provide a parking area at the worksite at no cost to ESPs.
- B. The Board agrees that ESPs shall have the right to use existing employee lounge(s) at each worksite. The Board agrees to make available to ESP at least one employee lounge which is reasonably furnished and vented. The lounge(s) will not be open to students. Existing combination lounges/ workshops will not be considered a violation of this section.
- C. The Board agrees that ESPs shall have the right to use reserved dining areas designated for the use of employees in each worksite.
- D. Except for Food and Nutrition Services workers, ESPs shall be permitted to take food from the school cafeteria during employee meal times to areas designated by the worksite supervisor.
- E. Where facilities permit, ESPs will be provided with an area or space for the storage of personal items normally carried by an employee. The nature of the area(s) may vary depending on local conditions and facilities. When new employee desks are purchased, they will be equipped with functioning locks and keys.
- F. The Board agrees to make appropriate rest room facilities available for the use of employees. The Board agrees that these facilities will be kept clean and appropriately supplied.
- G. Employees will be expected to exercise reasonable control, under the direction of the worksite supervisor, of textbooks, supplies, equipment, materials, or funds. Employees will not be held financially responsible for textbooks, supplies, equipment, materials, or funds which have been stolen or lost by other persons. Employees will comply with district and local worksite audit requirements after they have been furnished with a copy of the requirements. Materials necessary for employee compliance with audit requirements will be furnished to employees upon request. Compliance with audit requirements will fulfill the employee's responsibility in regard to funds collected.

- H. Telephones will be available for school business use and for personal emergencies. Arrangements will be made to allow confidential phone calls in an appropriately private area(s) if the need arises. Personal long distance telephone calls will be made only with the approval of the worksite supervisor, and will not be charged to the worksite or the Board.

#### Section 7. Emergency Closing

Whenever circumstances necessitate the closing of a school or schools for emergency reasons and Florida Statute(s) or SBE rule dictate that the day(s) must be rescheduled, ESPs directly affected by the possible rescheduling will be polled by the Association and the results made known to the Administration prior to the day(s) being rescheduled by the Board.

Uniform procedures will be established to notify staff members about the closing of a school(s) or district worksite(s) for emergency reasons. These procedures will be shared with staff members.

#### Section 8. Breast Feeding

The district shall provide a reasonable break time for an ESP to express breast milk for their nursing child each time such employee has the need to express milk; and a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by an ESP to express breast milk. Nothing in this section shall preempt State law that provides greater protections to employees than the protections provided for under this subsection.

#### Section 9. School Choice

Employees who apply to have their children attend a school other than the one for which they are zoned, under Policy 5120.03-School Choice or Policy 5120.04-Assignment Exceptions, will be given first priority before other requests are considered.





# ARTICLE



## Employee Working Conditions

# Article X

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# Article X

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**ARTICLE X. EMPLOYEE WORKING CONDITIONS**

Section 1. Shifts

- A. The normal workday for Education Support Professionals will be no more than eight (8) hours per day but may vary during summer months.
- B. Employees who are assigned to be present at the worksite for at least four hours, of which three hours are continuous time, shall be scheduled as indicated below. "Continuous" time is time spent at the worksite not including unpaid breaks.

<u>Assigned to be present</u>		<u>Breaks</u>
4 hours	...	One 15-minute paid rest
More than 4 but less than 7 hours	...	One 15-minute paid rest...normally no less than one 30-minute uninterrupted unpaid meal
Seven hours or more	...	Two 15-minute paid rests...normally no less than one 30-minute uninterrupted unpaid meal

This rest provision shall not be applicable to bus drivers nor bus attendants who work less than seven continuous hours. ESPs will not supervise students during these break/rest periods, except in an emergency situation. No paid rest shall be added to an ESP's uninterrupted unpaid meal. Upon written mutual agreement by the worksite supervisor and the employee, breaks and lunches may be scheduled at other than regularly scheduled times in order to better accommodate the supervision of the student(s).

- C. Employees shall be given ten (10) working days' notice, in writing, of any shift reassignments except as otherwise provided in this Agreement or by mutual agreement of both parties.
- D. When a shift becomes available, eligible employees will be notified so they may apply. Qualifications and seniority shall be the sole factors in determining shift assignment.

Section 2. Overtime

- A. No ESP shall be required to work beyond their normal work day without additional pay. When overtime is required, an ESP who is not an exempt employee within the meaning of the Fair Labor Standards Act who works such overtime shall be paid at a rate of one and one-half (1-1/2) times their regular hourly rate for each hour in excess of forty (40) hours per week. The overtime rate of one and one-half (1-1/2) times the regular hourly rate begins after an employee actually works forty (40) hours in one week.

Hours worked on a designated paid holiday shall be paid at one and one-half (1-1/2) times the regular hourly rate in addition to the employees regular pay. Except in emergencies, overtime work will be distributed among qualified employees in the same classification within the worksite on an equitable basis by rotating such work through the appropriate seniority list. This does not preclude the administration from selecting a specific employee to perform tasks which require that employee's special expertise. An employee may refuse overtime except in emergency situations or when the employee's specific expertise is required.

In worksites where more than one employee is eligible to earn overtime, the following rules shall apply:

1. A seniority list shall be updated and posted by October 1st and April 1st of each school year.
2. At the beginning of each work year, overtime shall be awarded by rotating seniority (i.e., from the most senior to the least senior on the list).

When refusal of overtime is authorized, or in cases of illness or leave, the overtime shall not be charged to the employee.

3. Any deviation from rotating seniority shall be limited to:
  - a. Employee eligible for the overtime does not possess the skills necessary or,
  - b. An emergency exists requiring immediate action.
  - c. Overtime requiring more than one regular shift shall be divided between two or more eligible employees.
  - d. Following the first cycle through the seniority list, awarding overtime reverts back to the original seniority list and continues to rotate through this list.
- B. When the administration requires an employee to return to work on other than their regularly assigned shift, the employee shall receive a minimum of two (2) hours' pay at one and one-half (1-1/2) times their regular hourly rate.
- C. When the administration requires an employee for security checks during district scheduled breaks, the employee will receive a minimum of one (1) hour's pay or time worked at their regular hourly rate of pay plus mileage.

- D. Upon mutual agreement of any ESP and their supervisor, compensatory time will be awarded in lieu of overtime pay. The time taken off will be mutually agreed to by the employee and supervisor. If no mutual agreement can be reached, the employee will be awarded overtime.

### Section 3. Parent Conferences

- A. If a worksite supervisor determines that a parent-ESP conference is necessary, the conference shall be arranged by the worksite supervisor in accordance with the following guidelines; (1) consult with the ESP involved to establish the time, date, parties involved, and place of conference, (2) notify the ESP of the purpose of the conference if the conference was not initiated by the ESP, and (3) confirm conference time, date, parties involved, and place with the ESP.
- B. Prior to initiating a telephone or person-to-person parent conference, the ESP will notify the worksite supervisor. Nurses will use their professional judgment in notifying the worksite supervisor of such calls.
- C. Released time shall be granted to ESPs when needed for parent conferences provided that the conference is arranged by the worksite supervisor in accordance with the provisions of this section.

### Section 4. Student Interaction

- A. ESPs shall not normally be required to transport students. At times, the health or safety of a student may require that an ESP provide transportation for a student. In that event, the Board shall reimburse the ESP for mileage. When approval for transportation of students in privately owned vehicles is granted, Sections 1006.22, F.S. and 1006.24 F.S. shall apply.
- B. If, in the opinion of an ESP, a student is disrupting regular activities, they may report the action to the teacher responsible for the student. In the event there is no teacher responsible for the student at the time the incident occurs or the ESP is unable to identify the teacher responsible, the ESP may submit a written report or a report online of the incident to the worksite supervisor using the form which is appropriate for this purpose. The worksite supervisor will take appropriate action. Upon request, the worksite supervisor will discuss with the ESP the action taken.
- C. Under ordinary circumstances, only properly trained ESPs will be asked to perform medical procedures or to dispense medication to any student. The Board will assume legal responsibilities when an ESP is asked to perform medical procedures or dispense medication to any student unless the ESP acts in a willful, wanton, malicious, or grossly negligent manner.

1. Nonmedical school district personnel shall not perform invasive medical services which require special medical knowledge, nursing judgment and nursing assessment. The procedures include, but are not limited to:
  - a. Sterile catheterization.
  - b. Nasogastric tube feeding.
  - c. Cleaning and maintaining a tracheostomy and deep suctioning of a tracheostomy.
  
2. Nonmedical personnel shall be allowed to perform health-related services upon successful completion of child-specific training by a registered nurse, a licensed practical nurse, a physician licensed pursuant to chapter 458 or chapter 459, or a physician assistant certified pursuant to chapter 458 or 459. All procedures shall be monitored periodically by a nurse. These procedures include, but are not limited to:
  - a. Cleaning intermittent catheterization.
  - b. Gastrostomy tube feeding.
  - c. Monitoring blood glucose.
  - d. Administering emergency injectable medication.
  
3. For all other medical services not listed in paragraph (1) or paragraph (2), a registered nurse, a licensed practical nurse, a physician licensed pursuant to chapter 458 or chapter 459, or a physician assistant certified pursuant to chapter 458 or 459 shall determine if nonmedical school district personnel shall be allowed to perform such services.
  
4. Under ordinary circumstances, ESPs shall not be asked to toilet or diaper a student unless properly trained or certified to carry out necessary procedures. The parties recognize that variations may occur in dealing with disabled children, but reasonable efforts shall be made to relieve nonmedical personnel of these duties. Reasonable efforts shall also be made to relieve an employee of diapering or toileting a student of a gender different than that of the employee if the student has started to develop secondary sexual characteristics. The parties recognize, however, that gender staffing in certain programs and centers may preclude such relief.
  
5. The ESP shall have the necessary safety materials, garments, and materials necessary for completion of any required procedure.

- D. Any case of assault and/or battery upon an ESP in connection with an exercise of legitimate ESP authority will be reported to the Worksite Supervisor who will investigate and report the incident to a representative of the Board. A representative of the Board will notify the Association and confer with the ESP to advise them of their rights and responsibilities with regard to the matter. Criminal charges will normally be filed in such cases. A representative of the Board will offer to assist the ESP in pressing such charges as are appropriate. A student who deliberately and knowingly strikes an ESP will be suspended from school and shall be recommended for expulsion.

Nothing contained in this section shall prohibit an ESP from contacting the proper legal authorities and filing charges against the person or persons who assaulted and/or battered the ESP. No punitive actions shall be taken by any administrator against any ESP who exercises their legal rights under this section.

- E. The safety of staff and students is of paramount importance. Therefore, when an ESP receives a personal threat of bodily harm coupled with an apparent, present ability to cause the harm, the ESP may take appropriate action in defense of their person.
- F. ESPs who are assigned to work with students with severe behaviors will receive appropriate training as soon as possible.

#### Section 5. Health & Safety

- A. ESPs will be furnished with the equipment and supplies necessary to perform the task required of them, unless the job description specifies otherwise.
- B. Both parties agree that it is in the best interest of educational personnel and students to be free from communicable disease.
1. When recommended by the chief medical officer of the Alachua County Health Department, and upon recommendation of the School Health Advisory Council, the Board may require ESPs to present evidence of freedom from a particular communicable disease. No ESP shall be compelled to submit to any test without a written statement of the need for such a test from the School Board.
  2. Under these conditions, medical screening tests will be provided to ESPs at no cost. Screening means presumptive identification of disease by tests that can be easily and rapidly given to apparently healthy persons. The tests will normally be conducted by Alachua County



School nurses or Public Health nurses at the worksite within the work day, under the supervision of a licensed physician.

3. ESPs with a history of positive reaction to a screening test will be allowed to submit a physician's statement or medical history in lieu of undergoing the screening test.
  4. ESPs declining to submit to a screening test on religious grounds will suffer no disciplinary action from the Board.
  5. ESPs who choose to have the screening tests performed by their private physicians will be responsible for the costs incurred.
- C. ESPs shall report potentially unsafe conditions at the worksite to the worksite supervisor or designee. The worksite supervisor or designee will investigate, as soon as feasible after the ESP has made the report, and take action to correct conditions which are hazardous or potentially dangerous. Should the worksite supervisor or their designee determine that the condition creates an immediate danger to the ESP(s), other employees or students, they will take immediate action to prevent harm to the ESP, other employees and/or students. The ESP(s) will be informed of the action(s) which has been taken.
- If a disagreement arises over the action or lack of action of the worksite supervisor, for a condition creating an immediate danger, the ESP shall first inform the Superintendent or their designee who will have ten (10) days to review the reported situation and make a final determination.
- D. Employees are required to immediately report to their worksite supervisor any accident or injury, major or minor, which may occur to them.
  - E. Employees are required to adhere to all aspects of the district safety/emergency plans after receiving notification and any necessary training on the plans.

#### Section 6. College Classes

Reasonable efforts will be made to accommodate ESPs whose college, certification and vocational classes interfere with their assigned workday. Reassignment and/or adjustment of hours may be considered by the worksite supervisor.

#### Section 7. Personal Cell Telephones

Personal cell telephone use by ESPs is prohibited during the workday except on scheduled rest and/or lunch breaks(s), or in an emergency situation.

## Section 8. Student Supervision

School-based Education Support Professionals who are assigned supervisory duties will have immediate access to certificated personnel during the supervisory period. No school-based Education Support Professional shall have the sole responsibility for the supervision of students for an extended period of time, as defined in Article XIX, Section 2, except in unusual circumstances.

When school-based Education Support Professionals are assigned duties requiring the supervision of students, such duties shall be assigned equitably in both length of duty and frequency of duty among the employees.

# ARTICLE



XI

Education Support  
Professionals Special  
Area Section

# Article XI

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## ARTICLE XI. EDUCATION SUPPORT PROFESSIONALS SPECIAL AREA SECTION

### Section 1. Bus Drivers

- A. Workweek: Each driver shall have the option of being guaranteed a minimum of thirty-five (35) hours per week. If a 35-hour guarantee driver has a bus route which is less than 35 hours, they will be assigned other duties such as moving buses, washing buses, cleaning bus windshield, etc., during the week. Drivers will have the option of making up the additional time in one day, over the course of the week, etc. Beginning each school year, drivers and attendants will be paid the same hours they were assigned at the end of the previous school year. Once the driver's/attendant's route sheet is updated for the new school year, the driver/attendant will meet with their Route Coordinator to review the new route sheet and sign off that the route sheet is correct. Each driver will receive a copy of their signed, contracted route sheet within 5 days. Drivers/attendants will retain the hours on the new route sheet for the remainder of the year. Assigned hours may increase, but not decrease. If the driver's/attendant's routes lose time during the year, the driver will be assigned other related duties to make up the additional time.

As an incentive to encourage retiring or retired bus drivers/attendants to continue working or return to the Transportation Department, an option to work a three point nine (3.9) or four (4) hour shift for either a.m. or p.m. route will be made available to them.

A bus must be returned to its home compound after a.m. and p.m. runs unless the driver has prior written permission from their coordinator to park the bus at another compound.

Beginning with 2020-2021 school year, each driver will be paid forty-five (45) minutes per day (included in the driver's regular daily schedule for related duties). The related duties shall include:

1. Sweeping, inside cleaning, and securing windows of the bus;
2. Daily a.m. and p.m. pre-trip inspection of the bus;
3. Keeping an up-to-date route sheet on the bus at all times;
4. Keeping an up-to-date seating chart on the bus at all times;
5. Fueling the bus.

In addition, bus drivers will be paid at their regular hourly



or overtime rate over thirty-five (35) hours for actual time for:

1. All scheduled conferences/meetings with principals/students/parents and/or transportation department supervisors;
2. Bus breakdowns that occur during a driver's/attendant's route away from the compound;
3. Bus accidents;
4. Random drug/alcohol test (15 minutes or time from the scheduled appointment until test is completed);
5. Extra runs beyond their scheduled work time;
6. Actual time of all required training workshops;
7. Other assigned/required duties, as required, with prior approval of the worksite supervisor;
8. Filling out local and state reports;
9. Bus drivers will be paid one-half hour at their regular or overtime rate of pay for filling out a route sheet each semester, when awarded a different route, or when the coordinator requires a new route sheet;
10. Bus drivers will be paid two hour(s) for the completion of each of the two required student surveys per year. Drivers will be provided with a current, updated list of students riding the bus prior to survey week which includes all of the information necessary to complete the survey;
11. Drivers from outlying areas attending any mandatory meetings, inservice, vehicle service, etc. will be paid travel time. This will be calculated at two minutes per mile. Mileage will be calculated from the last drop-off to the main compound and from the main compound back to the last drop-off; or to the driver's assigned compound. Drivers shall fill out an extra pay sheet for any extra time relating to the bus service;
12. Should a conflict arise between a bus driver and an attendant, the driver and attendant shall meet with the Route Coordinator or designee in an effort to resolve the conflict. A bus driver who

has been removed from the route through the progressive discipline process shall be guaranteed a minimum of seven (7) hours a day.

Once a driver has been removed from the route in accordance with the progressive discipline procedure, the driver will not be permitted to bid or work on that route except on a short-term basis as deemed necessary by the Director of Transportation.

- B. Annual Physical: Annual physical, as required by State Board Rules, will be provided by the Board. Drivers shall have the physical at the medical care facility contracted by the Board. Bus drivers will have the responsibility of scheduling their physical prior to the expiration date of their medical card and will return the paperwork to the Transportation Office.
- C. Work Year: The regular work year for bus drivers will be 186 days per year plus sixteen (16) hours per year for mandatory inservice training. These sixteen (16) hours may be held during preplanning and during another workday when no students are present at school. Drivers shall be informed of the dates for both inservice training days prior to the end of each school year.
- D. New Buses:
  - 1. New school buses will be assigned by the worksite supervisor considering the needs of the Board and students. Such consideration will include seniority, length of route, fuel, bus age, mileage, and condition of old bus. Bus drivers will be eligible, by seniority, every ten (10) years for a new bus.
  - 2. New ESE school buses will be assigned by the worksite supervisor considering the needs of the Board and students. Such consideration will include seniority, length of route, fuel, bus age, bus size, mileage, and condition of old bus.
  - 3. Bus drivers will have the option of keeping their current bus when bidding on a new route, if the bus meets the requirements for the new route.
- E. Extracurricular Field Trip:
  - 1. Field trip assignments will be selected based on seniority. There will be a list of drivers volunteering for field trips less than five (5) hours in duration and a list of drivers volunteering for field trips five (5) hours or more in duration. New drivers are only eligible to join the short list during their probationary period.

Drivers shall have twenty-four (24) hours after verified notice of a field trip to accept or decline the trip, as long as there are at least 48 hours prior to the trip.

- a. Current employees, not in the Transportation Department, who are trained, licensed and on the random drug list will be eligible to drive trips at the discretion of the requesting principal. Buses must be fueled and cleaned when returned to the compound. Non-Transportation employees, driving a bus, shall be under the same rules as regular bus drivers (i.e., telephone use, cleaning, fueling, video, etc.).
  - b. ESE drivers and regular drivers shall be permitted to sign up for the regular and/or ESE buses for field trips. If an ESE driver or regular driver must use a regular bus or an ESE bus for the field trip, the driver must check with the office to coordinate which bus to use. Drivers who take a route bus on a field trip or for any other reason will return the bus cleaned and fueled.
  - c. Drivers who are assigned a non-air conditioned bus shall be permitted to drive an air conditioned bus, if available, on out-of-county field trips. Drivers must check with the office to coordinate which bus to use. It is the responsibility of the bus driver to clean and fuel the bus at the conclusion of the field trip.
  - d. Bus drivers shall be paid from either their compound or the driver's last bus stop to the location of the field trip.
2. Drivers who fail to report for a trip without adequate notice will receive a verbal warning. The second time a driver fails to report for a trip without adequate notice will be removed from the list for one (1) year. "Adequate notice" in this instance means notifying transportation prior to the driver's morning run if the trip is mid-day and notifying transportation prior to the driver's afternoon run if the trip is scheduled after school.
  3. A bus driver who is assigned to drive their regular a.m. and p.m. routes and a scheduled extracurricular field trip to transport a party to a designated site and return their bus to storage shall be charged for one (1) trip and placed on the appropriate step of trip rotation.

4. The same bus driver who is scheduled to retrieve a party from a scheduled trip and return the party to the original destination point and return their bus to storage shall be charged for two (2) trips and placed on the appropriate step of trip rotation.
5. Paperwork must be submitted for payment within the current payroll period.
6. Substitute drivers assigned a non-air conditioned bus may use an air conditioned bus, if available, when they are assigned an out-of-county field trip. Substitute drivers must check with the office for assignment of the air conditioned bus. When a substitute driver uses a different bus, they are responsible for cleaning and fueling the bus.

When the trip involves an overnight stay or requires meals away from home, the employer shall pay meals, lodging, parking and tolls in accordance with Board procedures. Forms for payment regarding per diem shall be attached to the field trip sheet.

Drivers shall receive a minimum of two-hours pay at either the regular or overtime rate of pay if not notified that a scheduled trip is canceled. For a.m. trips, notification shall be before a.m. routes begin and for p.m. trips, before p.m. routes begin. Drivers shall receive a minimum of four hours pay at either the regular or overtime rate of pay if not notified that a scheduled weekend trip is canceled. For weekend trips, notification shall be not later than 8:00 p.m. the evening before the scheduled trip.

F. Summer School Assignments:

1. Summer school assignments will be awarded to eligible drivers based on seniority. A driver and/or bus attendant will not be eligible for summer school employment if:
  - (a) The driver/bus attendant received an unsatisfactory evaluation in attendance for the current school year;
  - or
  - (b) The driver/bus attendant failed to work the full summer school contracted period the previous summer.
2. Drivers/bus attendants shall be notified two weeks prior to the closing of the current school year of tentative summer employment.

3. Drivers/bus attendants shall be paid a minimum of four (4) hours per day. As extra work becomes available during the summer, bus drivers and attendants assigned to drive summer school shall be chosen for the extra work based on seniority.
4. Bus drivers shall have the option of cleaning/washing/ waxing their own bus during the summer. Drivers must inform administration of their decision by April 1 of each year.

G. Health and Safety:

1. Bus drivers are required to comply with all safety requirements governing radio and telephone use and are prohibited from using personal wireless communication devices while transporting students. Transporting students, in this section, means while the driver and students are in route on a moving bus, or when students are loading or unloading the bus.

Disciplinary procedures for using personal wireless communication devices while transporting students will be as follows:

- a. First offense: Three-Day Suspension Without Pay
  - b. Second offense: Termination
2. The Board shall provide each bus driver and bus attendant with basic first aid training. Reasonable efforts will be made to provide each bus driver and bus attendant the name of any student with a chronic medical problem, the nature of the problem, and instructions to handle any medical emergency involving the student which may jeopardize the safety of others on the bus.
  3. No bus driver or bus attendant will be required nor expected to disarm any student when to do so may jeopardize their safety or that of their passengers.

H. Student Discipline:

1. Bus rules and regulations will be printed by the Board and posted in each bus.

2. The bus driver will inform each student of the bus rules and bus stop rules and the penalty associated with the violation of the rules.
3. Upon receipt of written notification of violations of bus rules and regulations by a student, the school administrator will take appropriate action.
4. When a bus driver or attendant writes a student discipline referral, the bus driver will be notified of the action taken. Notification will normally occur within 24 hours after the driver has turned in the referral.

I. New Bus Drivers:

New drivers shall have an experienced bus driver assigned to ride with them during their first week(s) to demonstrate driving on various routes and each type of bus before they are released to drive on their own.

J. Bus Attendants:

1. The duties and responsibilities of the bus attendant are as listed in the Driver's Handbook.
2. Workday: Each bus attendant shall have the option of being guaranteed a minimum of thirty (30) hours per week. Each attendant will receive a copy of their signed, contracted route sheet within 5 days.
3. If an attendant has weekly assigned bus duties which are less than their guaranteed hours, they will be assigned other duties.
4. Work Year: The regular work year for bus attendants will be 186 days per year plus sixteen (16) hours per year for inservice training. These sixteen (16) hours may be held during preplanning and during another workday when no students are present at school. Bus attendants shall be informed of the dates for both inservice training days prior to the end of each school year.
5. Bus Attendants shall be returned to their home compound after a.m. and p.m. runs and shall be paid from departure until the time they should have returned to the compound.

6. Bus Attendants who are required to accompany the school bus on a mid-day run or field trip shall be paid in the same manner as the bus driver.
7. All bus attendant openings will be posted with the work location noted as the bus compound. All openings will be assigned based on the individual's Driver/Attendant Rating Score.
8. Bus attendants shall be allowed to bid on summer work based on the individual's Driver/Attendant Rating Score.
9. Should a conflict arise between a bus driver and an attendant, the driver and attendant shall meet with the Route Coordinator or designee in an effort to resolve the conflict. An attendant who has been removed from a route through the progressive discipline procedure shall be guaranteed (6) hours per day. Once an attendant has been removed from a route in accordance with the progressive discipline procedure, the attendant will not be permitted to bid or work on that route except on a short-term basis as deemed necessary by the Director of Transportation.
10. Field Trips
  - a. Bus Attendants will be eligible to sign up for evening and weekend field trips. Bus Attendant volunteers may sign up for trips and will be chosen for the trips by Driver/Attendant Rating Score.
  - b. Bus Attendants will be under the same contract language as drivers (Article XI, Section 1, E. Extracurricular Field Trip) regarding field trips.

K. Open Routes:

Open routes will be open for bid on October 1 through May 1 of each year. Open routes will be assigned as follows:

1. All open routes will be posted by compound;
2. All open routes will be assigned based on seniority of the bidding driver. The following will cause a driver to not be allowed to bid on the next open bid; receiving a verbal reprimand and a written reprimand in the current school year due to excessive unexcused absences.

3. No driver or aide can bid for a route if they are on leave (personal or worker's compensation). They must be working at the time the bid is open.
4. New drivers will be able to bid on routes during any bidding process. Routes will be awarded based on seniority.

L. Dismissal Time:

The bus driver will be required to accept students 5 minutes prior to the first p.m. school dismissal time. Drivers will be paid for these 5 minutes as reflected on the route sheet.

M. Activity Routes/Extra Runs/Work Runs (Athletics, CBI Century 21, Etc.):

1. Activity Routes within each area shall be assigned based on seniority as long as the total assignments of drivers do not exceed eight (8) hours or create avoidable overtime situations. Prior to asking for volunteers, substitute drivers shall have first option to drive the activity run on the route they are assigned for that day.
2. In May of each year, drivers will be asked if they wish to continue their extra runs for the next school year. Drivers, who wish to keep their run, will keep the extra duty. When drivers wish to give up the extra runs, the open runs will be posted prior to the beginning of the school year for bid.
3. Extra runs shall be kept separate from school routes. If a route with an extra run becomes vacant during the school year:
  - a. the route and activity run will be bid separately, unless the driver of the extra run requests to keep it with a newly acquired route as long as the route and extra run do not exceed forty (40) hours per week.
  - b. drivers may relinquish an extra run at any time during the school year and those open runs will be bid. Drivers who relinquish a run may not bid on another extra run until the following semester.



- N. Transportation Department supervisors or principals requesting a meeting with a driver shall authorize extra pay on the appropriate form(s). This does not include normal delivery of referral forms to the office. See Appendix G.
- O. A bus driver has the option to bring their bus in for its scheduled bus service and is informed that their service has been canceled will be paid their regular rate of pay for two minutes per mile plus actual time at the garage. Mileage will be calculated from the last drop-off to the main compound and from the main compound back to the last drop-off.
- P. The concerns committee will evaluate an attendance and evaluation incentive program.
- Q. Prior to a bus driver being removed from a school on the recommendation of a principal, Step 1 and 2 of the Progressive Discipline process in Article XIII, Section 5 of this agreement shall be followed. In this section only, Step 3 of the Progressive Discipline process shall result in the driver being permanently removed from the school. A driver who has been removed shall be guaranteed a minimum of their current guaranteed hours a week in accordance with Article XI, Section 1.A. The principal and the Director of Transportation, or designee, will participate throughout the entire process.
- R. All extra pay sheets for Activity Runs, Work Runs, Field Trips, etc., must be turned in to payroll no later than Monday after the work was performed. Paperwork received after this cutoff will be paid on the following payday. Effective 2020-2021, bus drivers and bus attendants will be required to record their time electronically via Skyward TrueTime.
- S. Bus Drivers will have the option of requesting a secured trash can and a secured cup holder for their bus installed by the bus garage as long as it meets the State of Florida School Bus Safety Inspection Guidelines. Bus Drivers will be responsible for removing all trash daily.
- T. The district will seek input from the association to create the Transportation Services Operations Handbook and the Safe Driver Plan.
- U. Any changes to the Transportation payroll calendar will be emailed to the Transportation email list within two (2) business days of when a new calendar is updated to the school board website.

## Section 2. Food Service Employees

- A. Work Year: The work year for Food and Nutrition Services employees shall be no less than 183 days per year.

B. Breaks:

1. Employees who are assigned to be present at the worksite for at least 4 hours, of which three hours are continuous time, are entitled to one 15-minute paid rest break and one 30-minute uninterrupted unpaid meal break.
2. Employees who are assigned to be present at the worksite for more than 4 but less than 7 hours, of which three hours are continuous time, are entitled to one 15-minute paid rest break and one 30-minute uninterrupted unpaid meal break.
3. Employees who are assigned to be present at the worksite for seven hours or more, of which three hours are continuous time, are entitled to two 15-minute paid rest breaks and one 30-minute uninterrupted unpaid meal break.

No paid rest shall be added to an employee's uninterrupted unpaid meal. Food and Nutrition Services workers' unpaid meal break will normally be scheduled so as to provide thirty (30) continuous minutes. Upon written agreement by the worksite supervisor and the employee, breaks and lunches may be scheduled at other than regularly scheduled times.

C. Job Assignments: Job assignments at the current worksite shall be awarded based on demonstrated ability. Demonstrated ability being equal, seniority will be the determining factor in awarding job assignments. As time and schedules permit, opportunities will be provided during the work year for Food and Nutrition Services employees to learn each task.

D. Special Assignments: The time to prepare meals and other foods that are to be used beyond the normal Child Nutrition programs, outside the regularly scheduled workday, will be compensated at regular, special or overtime rate of pay as appropriate.

E. Uniform Dress

Food and Nutrition Services personnel, in conformance with industry standards, may be required to wear prescribed professional dress while on duty. Uniform Dress guidelines shall be developed and maintained by a committee comprised of at least three bargaining unit members designated by the Association and an equal number representing Food and Nutrition Services Management designated by the Director of Food and Nutrition Services.

F. Dress Allowance

A professional uniform dress allowance of \$186.40 per school year will be paid to Food and Nutrition Services personnel. This allowance will be divided into two (2) payments of \$93.20. This is a maintenance allowance only. Repeated failure to wear the prescribed dress is grounds for forfeit of said allowance.

If a person has not been employed for the full five month period, covered by a single payment, a prorated allowance will be paid. The employee must have been an active full-time Food and Nutrition Services worker for a minimum of three (3) work weeks to be eligible for all or part of this allowance.

G. Certification

Food and Nutrition Services employees who are certified at any time during the current school year under the School Nutrition Association Certification Program will be paid an annual lump sum supplement at the close of the regular school year. Once a Food and Nutrition Services employee is certified, they must earn one-third (1/3) of the points required for the specific certification level held (five (5) points Level I, ten (10) points Level II, fifteen (15) points Level III) each year in order to receive a \$200.00 certification supplement. At each level, one local Association meeting must be included as part of the minimum total requirement per year.

The salary supplement of \$200.00 will be prorated on an equitable basis to the period of certification. If disagreement arises over the proration which cannot be resolved and the ESP requests a review, a tripartite review panel consisting of one person each chosen by the parties and a third person receiving similar supplement(s) chosen by the representatives of the parties, will review the matter and determine an equitable resolution for proration which will be binding on the parties.

H. Training

1. All Food and Nutrition Services personnel will be required to hold a certificate reflecting satisfactory completion of the Foundations of School Food Service course within six months of employment. If this class is not completed within the first six (6) months of employment, it could result in disciplinary action up to and including termination. All staff will be required to complete SafeStaff training and certification within 18 months. If this class is not completed within 18 months, it could result in disciplinary action up to and including termination.

2. There will be a career ladder program for Food and Nutrition Services personnel. This training program will be organized and implemented by the Central Food Service Administration. A committee of two members appointed by the Association and two members appointed by the Board will meet whenever necessary to revise program guidelines and procedures.
3. Each year, a half day paid training meeting will be mandatory for all employees. Employees shall receive no less than ninety (90) days advance notice of the date of the training.
4. The USDA has established minimum professional standards for all school nutrition professionals who are employed in the National School Lunch and School Breakfast Program.

The Food and Nutrition Services (FNS) Department will provide training to meet the yearly USDA requirements. This training is mandatory for all FNS employees.

5. Food and Nutrition Services employees shall form a Concerns Committee. The three (3) to five (5) members of the Committee will be composed of and chosen by Association members in the Food and Nutrition Department. The Committee shall meet with the Director on matters of concern quarterly, or as needed. The Committee will follow the procedures as outlined in Article VIII, Sections 6-8.

### Section 3. Paraprofessionals

- A. Workday: The length of the workday of newly hired paraprofessionals will be determined by the job offer.
- B. Daily Hours: The starting and ending times for each paraprofessional working day during the school year shall be determined by the principal after discussion with the paraprofessional.
- C. Work Year: The normal work year for paraprofessionals will be no less than 186 days. Paraprofessionals will be notified of the tentative number of work days for the coming school year by the end of post planning.
- D. Student Supervision: Paraprofessionals who are assigned supervisory duties will have immediate access to certificated personnel during the supervisory period. No paraprofessionals shall have the sole responsibility for the supervision of students for an extended period of time, as defined in Article XIX, Section 2.

- E. Duties and Responsibilities: Paraprofessionals duties, responsibilities, standards, and procedures shall be governed by standards and procedures as defined by the School Board of Alachua County.
- F. Royalties: The Board waives all rights to royalties from and other privileges afforded for materials, tapes, publications, or other educational aids produced by a paraprofessional, provided the paraprofessional neither produces nor develops such materials, tapes, publications, or educational aids during the normal workday. The paraprofessional will not utilize Board equipment, materials, facilities, or personnel in development or production of such materials. Field testing of such materials may be conducted within the individual paraprofessional classroom with the prior written permission of the supervisor, provided that such materials are consistent with the overall instructional objectives of the class course, and/or grade level. Permission to field test will not be unreasonably denied. Nothing in this section will deny a paraprofessional permission to make application to have materials field tested under existing Board policy and regulations.
- G. Leaving Campus: Subject to the approval of the principal or their designee, a paraprofessional may leave the campus of their particular school if appropriate arrangements are made to insure that students are not left unsupervised. Approval is required for each circumstance or situation. The principal or their designee will not unreasonably deny such a request. A paraprofessional will use this privilege only in unusual circumstances.
- H. Paraprofessionals will not be required to participate in personality inventories.
- I. Paraprofessionals will not be required to perform normal custodial or maintenance duties.
- J. Meetings: The administration will provide a tentative schedule of pre-planning required meetings and inservice training which paraprofessionals are required to attend. The schedule will be distributed to paraprofessionals prior to preplanning week. Paraprofessionals assigned to support individual students may be given the opportunity to provide input for students they are assigned to work with and attend IEP meetings.
- K. Planning Days: In worksites where paraprofessionals are assigned to work planning days, their work day will be the same as teachers. Principals will provide paraprofessionals with no less than five (5) days' notice of any required activity to occur on a planning day. Scheduling and duration of lunch periods will be determined after input from the staff.

- L. In elementary and center schools, instructional paraprofessionals shall have time each week to consult with their assigned teacher(s), if the assignment consists of non-routine activities that frequently change and necessitate paraprofessional and teacher discussion in order to implement. The amount of time may differ from one location to another. The controlling factors will include job complexity and diversity. Time devoted to consultation and preparation with the teacher should not exceed one (1) hour per week. Time for such meetings shall be chosen and/or scheduled at mutually agreed upon times.
- M. A paraprofessional who participates on a school trip to Camp Crystal which requires the paraprofessional to be away from home overnight will receive their meal(s) at Camp Crystal at no cost. Paraprofessional will be compensated for their time at one and one half (1-1/2) of their daily rate, if the time worked exceeds forty (40) hours during the work week.
- N. Extended school year appointments for paraprofessionals will be recommended by the worksite supervisor. The worksite supervisor will give first consideration to properly qualified paraprofessionals who have experience and who may be employed at their worksite for the coming year.

If extended school year positions are available after all qualified applicants within the bargaining unit having experience have been considered, those vacancies will be offered to other paraprofessionals in the bargaining unit. If no qualified paraprofessionals are available from within the bargaining unit, individuals from outside the bargaining unit may be employed.

For the purpose of extended school year employment eligibility, employees receiving a transfer will be considered a member of the worksite from which they are transferring.

Extended school year positions to be filled from within the staff of the school will not be considered as vacancies.

Announcement of extended school year program dates and tentative positions will be posted in each worksite, the district office and given to the Association. This should occur immediately after non-instructional positions for the extended school year program are allocated.

Any ESP who is selected to work during the extended school year program shall be informed by the worksite supervisor or designee of the tentative position. Finalization of ESP employment will be dependent on student enrollment. The ESP days, working hours, hourly rate of pay, and scheduled pay dates will be provided to the ESP on or before the ESP's last work day, if known.

- O. Paraprofessionals will be provided with the opportunity to review the IEP's of students they work with upon request.
- P. Opportunities for paid professional development may be offered to paraprofessionals.

#### Section 4. Educational Office Personnel

- A. Work Space: All school-based educational office personnel will have a designated area including a desk or comparable furniture for the performance of their duties. Provision shall be made for educational office personnel to store their purses or other personal items, which may be subject to theft, in an easily accessible secured area. A good faith effort will be made by the Board to upgrade office furniture (desks and chairs) to improve working conditions for all educational office personnel.
- B. No employee will be terminated or demoted as a result of administrative changes at the worksite.
- C. All school-based clerical employees shall have a daily schedule including scheduled breaks and lunch. If the school-based clerical position requires another person to cover for them while they are at lunch, this should also be scheduled with the employee(s) involved.
- D. When Administration wants to pull school-based clerical personnel from their job duties to cover an assignment that is not a part of their regular schedule (i.e., covering a classroom when the teacher receives a phone call, needs a bathroom break, or pulls clerical staff to substitute, etc.), the Administrator will consult with the clerical employee to make sure they are not under a deadline, or has a priority assignment, etc., before removing them from their regular job assignments.

#### Section 5. School Nurses

- A. A private area/work space for counseling, consultation and confidential telephone conversation, and day-to-day duties shall be provided to the school nurse at each worksite, as needed. Each nurse shall have a desk, file cabinet with a lock or comparable furniture items provided.
- B. School nurses shall be reimbursed for parking/mileage incurred in connection with their assigned duties.
- C. The Board agrees as a goal to reduce the nurse-students ratio to 1:750 as recommended nationally by the National Nurses Association. The Board further

agrees as a goal to reinstate the school nurse work week to thirty-five (35) hours per week with no increase in caseload.

- D. Each principal will provide a location at their school for conducting professional mandatory cross-grade screenings.
- E. Workload: School nurses shall be assigned only professional and health-related duties in the school(s) to which they are assigned, except in emergencies involving health or safety.
- F. Work Year: School nurses normally will have the same work year as students with an additional five (5) days. One (1) day will be designated for the training meeting held during pre-planning. One (1) day will also be the meet the teacher day before students return. Upon consultation with the worksite supervisor, the remaining three (3) days will be used during pre-planning, teacher workdays and/or post-planning.
- G. Substitutes: There shall be a pool of licensed, professionally trained staff to substitute in school clinics. When a Medical Tech substitutes for a Nurse, they will be paid \$25.00 per day in addition to their regular salary.
- H. Hours and days initially assigned may be modified during the school year based on contractual arrangements with the Florida Department of Health and Rehabilitative Services. Should reductions become necessary, the nursing staff shall be consulted regarding how these reductions will be implemented.
- I. Students' immunization records shall be entered into the student record by the school's clerical staff.
- J. Administration will provide coverage for the clinic so that nurses and medical techs will normally have a duty-free lunch. They will be provided with a place to eat that is not in the clinic.
- K. Dress Allowance: A professional uniform dress allowance of \$250.00 per school year will be paid to Nurses and Medical Techs.

#### Section 6. Custodians

- A. All custodial personnel shall have an assigned cleaning area at the school/worksite. A schedule outlining the responsibilities in the assigned area will be drafted by the head custodian and provided to the worksite supervisor for review. The worksite supervisor may make modifications to this schedule, and the final schedule will be shared with the assigned custodian. Such modifications will be discussed with the head custodian. The assigned responsibilities and



workloads for custodial staff will be reviewed periodically by the head custodian and site supervisor.

- B. When circumstances require a deviation from a custodian's regular schedule, upon approval of the worksite supervisor that schedule shall be modified by the head custodian or their designee to accommodate the loss of time from the regular schedule.
- C. When such modification reduces the routine cleaning of a classroom or other spaces, the worksite supervisor or their designee may notify the users of such spaces.
- D. When non-routine tasks are assigned that would normally be completed by personnel other than custodial, the custodian shall not be negatively evaluated for the time spent on such tasks.
- E. When a custodian is absent, the worksite supervisor may request a substitute custodian.
- F. Office: As facilities permit, each head custodian will be provided a work location. Each head custodian will have access to a telephone to conduct Board business.
- G. Keys: The head custodian at each worksite shall be provided a master key to the worksite and all buildings at that site. Keys to the worksite supervisor's office may be excluded from this provision. Keys will be distributed by the worksite supervisor as appropriate. Unauthorized duplication of keys may lead to disciplinary action.
- H. Training:
  - 1. Instruction in the use of any new and/or unfamiliar tools or equipment will be provided to a custodian in the performance of their duties.
  - 2. All new custodial employees shall receive a basic Custodial training course within three (3) months of their initial employment.
  - 3. All custodial employees shall be provided training once a year that includes instruction on new techniques, new products, new equipment and a review of basic custodial duties. Custodians shall be surveyed each year regarding what type of training they need.

4. Head Custodians shall receive training on supervising custodians, scheduling and other issues of importance regarding a head custodian's duties to ensure custodial programs are met.
  5. All custodial employees will attend mandatory in-service trainings as scheduled by the district's Custodial Coordinator when these in-service trainings occur during custodial employees' regular hours.
- I. Material Transport: No custodian will be required to transport any materials or substances in their automobile which pose a safety hazard.
  - J. The head custodian agrees to work cooperatively with the worksite supervisor on all custodial assignments and responsibilities.
  - K. The head custodian's evaluation will be based on their effectiveness in carrying out their assigned responsibilities.
  - L. Head custodians may request an updated supply list from the appropriate personnel at the worksite, as needed.
  - M. All principals shall be provided a copy of the Alachua County Custodial Handbook.

#### Section 7. Facilities

- A. Continuing education/technical training enhancement classes will be offered to all facility employees as they become available. Some classes will require prerequisite knowledge and/or training.
- B. When employees are assigned to Board trucks and are required to work on lifts, high ladders, or other dangerous areas, a helper or another employee will be assigned to work with them.  
Employee input will be considered when determining if a helper or other employee is needed to work with them.  
  
Employees shall have the necessary safety equipment and materials to perform the tasks assigned. Such equipment and materials include, but are not limited to, rubber boots, gloves, hats or hard hats, safety glasses, safety belts, back restraint, insecticides, and sun block protection.
- C. Notice of ESP vacancies, including work location, will be posted in each staging area of the worksite. Posting of said notices will be the responsibility of a representative of the Association.

- D. The Association will be permitted to place seven (7) bulletin boards in the facility department in areas and locations approved by the Director of Maintenance. The bulletin boards can be up to fifteen (15) square feet and be approved by the Director of Facilities. The Association shall be responsible for the maintenance of the bulletin boards.
- E. Uniforms: Uniform dress guidelines, which will include decisions on the style of uniform, working with Purchasing to review vendors, etc., shall be developed and maintained by a Committee comprised of at least four (4) bargaining unit members chosen by the Association and four (4) members chosen by the Director of Facilities. The Committee shall meet annually or as needed.
- F. In order to meet OSHA Safety Standards in the workplace, employees must wear required safety equipment at all times. On an annual basis, required protected footwear shall be provided by the Board at no cost to the employee. All other required safety equipment will be provided by the Board at no cost to the employee on an as needed basis.
- G. When an employee visits a site new to them, they will be provided with a walk-thru of areas that pertain to their job at their request.

#### Section 8. VPK Personnel

- A. **Work Year**: The work year for VPK Instructors shall be no less than 196 days (including the 6 paid holidays). Additionally, VPK Instructors will be offered the same paid Professional Learning (PL) Days as instructional staff and will attend all VPK in-service PL trainings. VPK staff will be required to strictly adhere to the Florida Early Learning and Developmental Standards, VPK state rules and regulations, and CLASS domains, including the procedures related to child safety and well-being and any changes or new information received from the Division of Early Learning of FLDOE. The instructor-student ratio required by the Early Learning Coalition (ELC) will be maintained throughout the student day. Staff must remain aware of the whereabouts of their students at all times. Failure of an employee to keep aware of their students' location may be considered a flagrant violation and may be subject to progressive discipline up to and including termination as detailed in Article XIII, Disciplinary Procedures.
- B. Mileage is paid for ACPS Professional Learning.
- C. All instructors will be required to participate in VPK ACPS professional learning, to include CLASS training, curriculum training, emergent literacy, and any other appropriate training needed and/or required by FL State Rules or District VPK office.

- D. Announced and unannounced site visits are conducted in each early childhood classroom and at sites by District VPK/ District ESE/Early Learning Coalition/other district staff and/or their designees.
- E. School Administrators will schedule breaks at times least disruptive for students (i.e., after the children have departed for the day, when a paid staff member is available to offer relief as long as the appropriate adult/child ratio is maintained).
- F. When a VPK Instructor is absent, they will be provided with a substitute. The substitute may be an ESP who meets the same qualifications as Substitute. If an ESP substitutes for a VPK Instructor, they shall be paid a \$25.00 per day supplement in addition to their regular salary. An ESP has the right to refuse to substitute; such refusal will not reflect negatively upon the ESP.
- G. A VPK Instructor may end a conference between the instructor and the parent(s) if the parent(s) or any individual is abusive. The Instructor shall report the incident to the administrator and request rescheduling of the conference with administrative participation. During this rescheduled conference or subsequently rescheduled conference(s), the Instructor may request that the conference(s) be stopped or rescheduled if any individual is abusive. The administrator participant(s) will not unreasonably deny such a request.  
  
Abusive behavior will include, but will not be limited to, threat(s), violence, assault(s), shouting and/or the continuing use of profane language, and obscene gestures.
- H. VPK Instructor concerns will be addressed by the appropriate administrator. Additionally, there will be Districtwide VPK Team meetings not to exceed 180 minutes a month.

#### Section 9. Title I

If Title I aides are required to take classes and/or inservice that fulfill a federal mandate, those employees shall receive financial assistance in the same manner as provided for Head Start/ School Readiness/VPK employees.

#### Section 10. Commercial Driver's License (CDL) Holders

All CDL holders will be subject to the parameters of the district's Safe Driver Plan.

# ARTICLE



XII

## Employee Performance Evaluation

# Article XII

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## ARTICLE XII. EMPLOYEE PERFORMANCE EVALUATION

### Section 1. Evaluation

- A. Evaluation of an ESP's performance is an administrative responsibility.
- B. If the worksite supervisor elects to conduct an employee evaluation, the employee shall be evaluated by the worksite supervisor or their administrative designee.
- C. All evaluations, which have been mutually agreed upon by the parties, shall be in written form utilizing the online evaluation system or, upon request, a hard copy may be provided by the worksite supervisor. See Appendix C.
- D. The worksite supervisor (or administrator signing the evaluation) shall schedule a conference to review the evaluation with the employee.

### Section 2. Notification

Within the first month of employment, each ESP will be provided with the following: (a) duty hours and work assignment, (b) copy of status form which will contain information on pay grade, step, and pay rate, (c) an explanation of health insurance and other fringe benefits, (d) opportunity for orientation to work area, and (e) the name of:

- A. Their immediate supervisor and/or worksite supervisor.
- B. Prior to the implementation of the evaluation process, all ESPs will be informed of the evaluation process and criteria for evaluation.

This notification may occur in new employee orientation.

### Section 3. Probation

- A. New employees shall be on probationary status pending fingerprint processing and completion of a criminal history investigation. Upon employment, all employees shall serve a six-month probationary period. During the probationary period, employees may be terminated with or without cause. For this article, six months is defined as the employee's normal work months. Time spent on leave of absence and/or unworked summer months is excluded.
- B. At the conclusion of the probationary period, an evaluation will be completed for each employee. If no evaluation is completed at the end of the probationary period, it will be assumed that the employee's performance

meets expectations. Employees who receive an overall “Meets Expectations” rating will become regular employees.

- C. Employees hired for specific time-limited positions shall not be eligible to receive credit toward regular employee status for service in the time-limited position.
- D. Ten-month employees on probationary status at the end of the school year must be informed by the last day of post-planning if they are not being rehired for the following year.

#### Section 4. Criterion

- A. The worksite supervisor is responsible for indicating the employee's effectiveness in meeting each criterion as follows:

Meets Expectations  
Does Not Meet Expectations  
N/A

- B. Guides for Developing Supporting Statements:

1. A Success Plan is required whenever “Does Not Meet Expectations” is checked. It should identify the recommended improvements and assistance that will be offered.
2. Prior to checking “Does Not Meet Expectations” on an employee's evaluation, the appropriate worksite supervisor will have informed the employee, at least thirty (30) days prior to the final evaluation, in writing of possible deficiencies and the manner in which these deficiencies can be remedied. Time and assistance will be provided to correct said deficiencies.

- C. The employee shall sign and date the written evaluation indicating that they have read the written evaluation and have had the opportunity to discuss the evaluation with the worksite supervisor. If the employee disagrees with their evaluation they may, within ten (10) working days, provide a written rebuttal to be attached to the evaluation. An employee shall not be requested nor required to sign a blank or incomplete evaluation form.

#### Section 5.

The Association and the Board agree to continue the established joint committee composed of five (5) representatives from the Association and five (5) representatives from the Board to review all aspects of the performance evaluation process. This shall include, but is not limited to, deciding if annual evaluations for all regular employees should be required;



reviewing and updating the evaluation instrument; determining if there should be separate evaluation forms for different job classifications; and any other aspect of the evaluation process that the committee deems appropriate. The committee will meet and make recommendations to their respective bargaining team accordingly.



# ARTICLE



## Disciplinary Procedures

# Article XIII

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## ARTICLE XIII. DISCIPLINARY PROCEDURES

### Section 1.

Disciplinary action shall be governed by the provisions of this contract.

### Section 2. Fact Finding

- A. Disciplinary actions may not be taken against an employee except for cause, and this must be substantiated by sufficient evidence which supports the recommended disciplinary action.

All facts pertaining to a disciplinary action shall be developed as promptly as possible. Actions under this Article shall be promptly initiated after all the facts have been made known to the official responsible for taking the actions.

Nothing in the above will be considered as preventing the administrator from conducting an initial fact-finding conference or investigation to determine the facts in the case. In no circumstances shall an employee, who is subject to an investigation, be asked to provide a written statement or to sign a written statement without first being informed that they are entitled to representation. The employee shall be given sufficient time (24 hour notice) to arrange for representation.

Should the initial complaint or fact-finding conference warrant further action, the worksite supervisor will notify the involved ESP.

- B. Letters of reprimand may be removed, with Board approval, from an employee's Human Resources Division personnel file after a period of two years and placed in a separate file.

### Section 3. Notification

- A. Any ESP who is suspended or discharged shall be notified in writing of the reason for such action.
- B. When a member of the Association is involved in circumstances which they believe could lead to a written warning, written reprimand, suspension or dismissal, the member of the Association may have Association representation at any conference between a worksite supervisor and the employee which relates to the matter. A worksite supervisor who is considering such disciplinary action against a member of the bargaining unit will give the employee written or telephonic notice, including the reasons for concern, no less than 24 hours prior to the conference. If "Other" is indicated, the specific reason/incident/violation(s) precipitating the conference shall be provided to

the employee on the 24-hour notification. Such written notice will be hand delivered or sent by certified mail. The employee may be required to pick up the notice at the worksite. Telephone notice will be delivered verbatim from the written notice form and a copy forwarded to the Association via email. Nothing in the above will be considered as preventing the worksite supervisor from conducting an initial fact-finding conference or investigation to determine the facts in the case. Should the initial complaint or fact-finding conference warrant further action, the worksite supervisor will notify the involved employee. As early as feasible after a complaint has been registered, the worksite supervisor will discuss the complaint with the employee.

#### Section 4. Complaint and Notification of Inquiries/Investigations

To the extent permitted by law, the Superintendent or designee will notify ESPs within one (1) day of inquiries and/or investigations pertaining to the ESP made to the school system by outside agencies.

If a complaint is made by a parent, student, or other individuals regarding an employee's conduct that involves a student and could result in disciplinary action, a meeting shall be conducted between the ESP and their administrator to discuss the complaint.

The Superintendent or designee will notify ESPs of formal written/notarized complaints pertaining to the ESP made to the Human Resources Division through the procedures established by the Human Resources Division. ESPs will receive notification and all related documentation, to the extent permitted by law, within a reasonable amount of time.

The identity of anyone submitting a written complaint about an employee will be made known to the employee. The employee who is the subject of the complaint will react in a professional manner towards the complainant, a student or any other person as a result of the complaint.

#### Section 5. Review

- A. An employee against whom action is to be taken under this Article shall have the right to review all of the information relied upon to support the proposed action and shall be given a copy upon request.
- B. The Board will provide the Association a copy of all correspondence from the Board to an ESP the Association is representing under the provisions of this Article. The Association will inform the Board, in writing, of its representation.
- C. Previous charges or actions that have been brought forth by the administration may be cited against the employee if these previous acts are

reasonably related to the existing charge. All previous charges or actions must have been shared with the employee.

#### Section 6. Process

The discipline, dismissal, demotion, and suspension of any employee shall be for proper cause.

Where proper cause warrants such action(s), an employee may be demoted, suspended, or dismissed upon recommendation of the immediate supervisor to the Superintendent of schools. Except in cases that constitute a real immediate danger to the district or other flagrant violation, progressive discipline shall be administered as follows:

1. Verbal reprimand: within 24 hours of a verbal reprimand, a written notation stating the reason for the verbal reprimand and the date of reprimand will be furnished to the employee and a copy shall be placed in their worksite file;
2. Written reprimand filed in Human Resources Division and worksite files;
3. Suspension with or without pay; and
4. Dismissal.

#### Section 7. Appeal

An ESP who desires to appeal disciplinary action taken or proposed shall use the grievance procedure.

An ESP may appeal dismissal action through the grievance procedure or request a hearing through the Division of Administrative Hearings. A hearing request must be submitted in writing to the Superintendent within ten (10) days of receipt of the dismissal recommendation.

#### Section 8. Results

- A. Notations for the record of oral reprimands at the worksite level may be removed after a period of one year and placed in a separate file.
- B. The placement of written reprimands in the official personnel file shall be in accordance with Article XVII of this contract. Any regular employee who is recommended for suspension or termination shall be afforded due process.

- C. The suspension of an ESP for any reason other than disciplinary shall be with pay.

#### Section 9. Inappropriate Disciplinary Action

- A. No employee shall have disciplinary action taken against them because of debt complaint, and the Employer shall not assist the creditor in collecting the debt, unless required by applicable state and/or federal statutes.
- B. Administrators shall not discipline employees in the presence of students, parents, or other employees. It is the responsibility of management to discipline employees when necessary. Administrators and employees shall adhere to the School Board Civility-Conduct policy.
- C. Administrative reassignments shall not be considered disciplinary actions.



ARTICLE



**Leaves**

# Article XIV

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# Article XIV

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## ARTICLE XIV. LEAVES

### Section 1. Procedure For Applying For Leave

- A. It is the employee's responsibility to complete any leave request within the district's ERP module appropriately so that the correct number of hours/ days is indicated.
- B. Subject to the approval of the worksite supervisor or designee, an ESP may leave the worksite. Approval is required for each circumstance or situation. The worksite supervisor or designee will not unreasonably deny such a request. An ESP will use this privilege only in unusual circumstances, and shall be charged appropriate leave.
- C. Unless otherwise designated in the contract, all requests for leave, retirement and resignation will normally be initiated no later than July 1 if the leave, retirement or resignation is to be effective with the first semester and not later than November 1 if the leave, retirement or resignation is to be effective with the second semester.
- D. A worksite supervisor will not unreasonably delay responding to a leave request. The worksite supervisor will respond to such request within five working days of receipt of the written leave request. Employees shall receive an email confirmation via the district ERP module that the leave request has been granted or denied.

Subject to approval of the worksite supervisor, vacations may be scheduled at any time during the fiscal year, except for critical times as determined by the Department. The parties recognize that job responsibilities will influence vacation schedules. If a disagreement arises over the granting of vacation leave when such leave was requested three months in advance, the ESP may inform the Superintendent or their designee who will have ten (10) days to review the situation and render their approval/ disapproval of the leave request in writing. The parties agree that the decision of the Superintendent or their designee will be final, binding, and not subject to arbitration. In situations where an employee has no sick leave available, they may request vacation leave without at least five working days advance notice in an emergency situation.

When an ESP is requested to return to their worksite during approved leave or not allowed to take a previously approved leave, the ESP shall not be charged personal accrued leave time or accrued vacation leave time when requested to return to the worksite.

At least a 24-hour notice will be given to the ESP when requested to return to the worksite except in an emergency situation.

If an ESP cannot return because extenuating circumstances prevent their return, the employee shall not be penalized.

## Section 2. Accrual of Leave

- A. An eligible employee will be credited four (4) days of sick leave as of the first day of employment each contract year. Additional sick leave days will be earned at the rate of one per month to a maximum equal to the number of months under contract.
- B. Sick leave may not be used until it is earned and credited to the employee. Sick leave will be credited at the end of the month in which it is earned. To receive sick leave, an employee must be employed at least four hours per day. Sick leave will be prorated based on the number of hours worked per day. Accrual and use of sick leave will be prorated to the nearest hour.
- C. Unused sick leave days accumulated by an employee prior to an approved leave of absence will be credited to the employee upon their return from leave.

## Section 3. Sick/Personal Leave

- A. Sick leave may be used for personal illness of the employee or for death or serious illness in the employee's immediate family. Immediate family as used here will include: the spouse, child or stepchild of the employee; the parents, grandparents, or grandchildren of the employee or their spouse; the spouse of any child or stepchild of the employee; the brother or sister of the employee or their spouse; the aunt or uncle of the employee or their spouse; and any other person who is, or has been dependent upon the employee or upon whom the employee has been dependent. Personal leave days will be granted for the death or serious illness of other close relatives.
- B. When an employee uses Sick leave for less than a full day, the employee will only be charged for the actual leave time taken.
- C. An employee may use up to six (6) days of sick leave as personal leave with pay. The employee will make a good faith effort to notify their supervisor or their designee at least forty-eight (48) hours prior to taking such leave. The forty-eight (48) hour notice will only apply to personal leave absences, not standard sick days. Such leave will not be used to extend a school holiday or weekends except in unusual situations or with a two weeks' notice. Employees will not take personal leave, except in unusual situations, during the first and last week of the student school year or during state assessments.

- D. The total unused portion of the annual sick leave allowance will be permitted to accumulate.
- E. A district employee may authorize transfer to their spouse, child, parent or sibling who is also a district employee, of accrued sick leave, providing that the transfer relates to an illness or injury of the person to whom the leave is transferred. The person receiving the transfer may not use the donated sick leave until they have exhausted all of their accrued leave. Donations may be in amounts of five (5) or more days, or the remainder of the employee's sick leave balance if less than five (5) days, and shall not be covered by terminal leave pay-outs.

#### Section 4. Maternity/Child Rearing

- A. An employee may continue to work during their pregnancy, provided they are able to perform their normal work duties.
- B. As may be required for other medical conditions, the Superintendent or their designee may require a physician's statement indicating the medical cause which necessitates the use of sick leave.
- C. Upon exhaustion of accumulated sick leave and/or upon application, the employee will be granted personal leave without pay for the recommended recovery time or, if desired by the employee, the remainder of the school year in which the child is born or adopted.
- D. Personal leave without pay for child-rearing purposes may be granted for the remainder of the year and/or the year following the birth or adoption of a child. Such leave shall not normally be taken by both parents at the same time. However, when both parents are employed by the district, one parent may share accumulated sick leave with the other parent before either parent has to take unpaid leave.

#### Section 5. Military

- A. An ESP who volunteers for military service or who is drafted will be eligible for military leave. Military leave will be granted for a period not to exceed four (4) school years. An employee on military leave who desires to return to the system must notify the Superintendent in writing within thirty (30) days of discharge from active duty.
- B. Employees will be entitled to military leave without loss of pay or leave for up to 240 work hours per year in order to participate in required training exercises by Reserve or National Guard units. In the event of a formal call-up,

an employee who is a member of the reserve component of the Armed Forces of the United States or the Florida National Guard will be granted leave without pay for the period of required duty.

#### Section 6. Illness-In-Line-Of-Duty

An employee who is absent from work because of personal injury received in the discharge of their duties or because of a communicable disease contracted in the course of employment, shall be entitled to illness-in-line-of-duty leave with pay for a period of ten days per year. Requests for additional illness-in-the-line-of-duty leave with pay will be considered by the Board on an individual basis. Such leave will not be unreasonably denied. Employees will be covered by the workers' compensation insurance carried by the Board. Employees unable to resume normal duties due to illness-in-line-of-duty will be assisted by the Board for placement and/or rehabilitation.

An employee on illness-in-the-line-of-duty leave will continue to accrue experience for purposes of the salary schedule and shall be credited with a day's experience for every day that employee is on illness-in-the-line-of duty leave. For a period not to exceed one (1) year per illness or injury, the Board will contribute sufficient funds to the Florida Retirement System so as to provide a day of experience in the retirement system for every day, up to one (1) year, the employee is on illness-in-the-line-of-duty leave.

The Board will continue its current practice of supplementing workers' compensation pay for an individual for a period not to exceed one (1) year per illness or injury. After one year, the employee may utilize accrued sick leave in conjunction with the workers' compensation in order to assure that the employee's take-home pay will not be reduced during the time they are on illness-in-the-line-of-duty leave.

The Board will provide individual health and life insurance coverage for an employee on illness-in-the-line-of-duty leave at no cost to the employee.

#### Section 7. Jury Duty

When required to report for jury duty, or for litigation arising out of the discharge of their duties, or when subpoenaed as a witness, not involving their personal litigation, an employee will be granted the appropriate leave with pay. Such leave will be granted to a maximum of fifteen (15) days. If necessary, additional leave with pay may be approved by the Board. When appearances are required for situations other than those listed above, the Board will grant personal leave without pay. The employee may, in all cases, retain any payment received for such duty.

#### Section 8. Extended Leave

- A. Professional leave without pay on an extended basis may be granted to employees with three or more years of continuous service, including

approved leaves of absence, for the purpose of: advanced schooling, Board approved additional training, educational travel, research, program development or publication. In such cases, the employee will submit an outline of the planned activity. Such leave will normally be for no more than one school year, but may be extended upon request. Such leave will not be available for the purpose of accepting full-time employment. When possible, request for such leave shall be initiated no later than July 1.

- B. Employees are entitled to personal leave without pay for health reasons. Such leave will normally be for no longer than one school year but may be extended upon request. Requests for extension will normally be on a semester basis. Upon request, an employee whose reason for extended personal leave without pay is job related may continue on leave beyond normal limits for the purpose of maintaining their right to purchase health insurance at group rates. A physician's statement may be required for approval of personal leave without pay for health reasons.
- C. An employee requesting an extended personal leave without pay shall file a written request with their worksite supervisor or designee. Such a request will not be unreasonably made or unreasonably denied, such leave will not be for the purpose of accepting other employment.

If need for leave no longer exists, an employee may request to return to their normal duties upon giving their worksite supervisor or designee at least ten (10) days notice. If ESP's current position is not available, an ESP may be placed in another vacant position for which they are qualified until said position is vacated.

Employees on extended unpaid personal leave shall notify the Human Resources Division on or before March 1 of their intent for the coming year.

- D. An employee returning from leave or extended leave will be given a position, if desired, in the same location to which they were previously assigned if a vacancy exists for which the employee is qualified. If no vacancy exists, they will be assigned to a comparable position within the district.
- E. Replacement of personnel taking leaves of absence for one (1) year or less will normally be done by temporary appointment. Personnel employed under temporary appointment will be made aware of the temporary nature of their appointment prior to their acceptance of the position.
- F. Employees returning from leaves of absence will retain full credit for years of service prior to their leave.



## Section 9. Political Office

A leave of absence without pay for a period of six weeks will be granted to an employee, upon request, for the purpose of campaigning for their personal election to public office. An employee elected or appointed to public political office will be granted, upon request, a leave of absence without pay for additional time to serve one full term in office.

## Section 10. Temporary Duty Elsewhere

- A. Temporary duty elsewhere leave may be granted by the Board for an employee to attend professional meetings, conferences, workshops, or other such meetings outside the county. Such leave will be related to improvement of job performance and will normally be with pay and may include per diem.
- B. Temporary duty elsewhere leave may be granted employees for the purpose of presenting at professional meetings, conferences, convocations. Such leave will be related to the employee's area of responsibility and will normally be with pay and may include per diem.
- C. In-county assignment leave with pay will be granted to employees participating in the following types of activities: district-sponsored program reviews, Board committee meetings, and district level or supervisory job interviews including school administration.

## Section 11. Sick Leave Bank

- A. The parties agree to establish a Non-Instructional Sick Leave Bank in accordance with the conditions described below.
- B. Any person employed one-half time or greater will be eligible to join the Sick Leave Bank after one year of employment in the district. An employee must have been a member of the Sick Leave Bank for a minimum of one year to be eligible to receive sick leave bank benefits.
- C. The purpose of the Sick Leave Bank will be to protect its members from personal catastrophic illness, accident, or injury. Catastrophic is defined as an accident or illness that is sudden, unexpected, and of severe consequences to the employee. It is a life-threatening injury or illness of an employee which totally incapacitates the employee and keeps them from work, as verified by a licensed physician, and forces the employee to exhaust all leave time earned by that employee, resulting in the loss of compensation to the employee. Conditions that are short-term in nature, including, but not limited to, common illnesses and common injuries such as common broken arm, common knee surgery, common hysterectomy, will not be considered catastrophic. Chronic illnesses or injuries, such as

cancer or major surgery with complications which are long-term in nature and require long recuperation periods, may be considered catastrophic.

- D. The Sick Leave Bank committee will be formed consisting of three (3) ESPs and one alternate appointed by the Association and three (3) members and one alternate appointed by the Superintendent or designee. Membership terms will be staggered. The committee shall determine how many days, if any, a member may receive from the Sick Leave Bank. The committee will utilize the guidelines and procedures developed by the Sick Leave Bank Guidelines Committee for considering applications for use of the Sick Leave Bank including, but not limited to:
1. a standard application form;
  2. provision for medical documentation of need;
  3. provision for monitoring eligibility of an employee;
  4. provision for monitoring of days in the Bank and determination of when a replenishing of the Bank may be needed;
  5. provision of standard forms for participation in or withdrawal from the Bank by an employee;
  6. provision for investigation of possible abuse of the Bank;
  7. provision for furnishing the parties with status reports on the condition of the Bank at least quarterly; and
  8. provision concerning the confidentiality of the medical documentation as required by law.
- E. Changes in procedures for administration of the Sick Leave Bank will be subject to approval of the Association and the Board's representative.
- F. Participation in the Sick Leave Bank will be voluntary and will be indicated on a standard form as provided for above.
- G. The maximum contribution to the Sick Leave Bank by an individual will be one day per year except as needed to replenish the Bank. Should the Bank need replenishment, an additional day(s) may be assessed of persons desiring to continue participation. Employees without sick leave days may continue to be members of the Bank by pledging the next day of sick leave earned.

- H. Any eligible employee may join the Sick Leave Bank by donating one day of their accumulated sick leave days, provided the employee has a minimum of four sick leave days accumulated prior to participation.
- I. Eligibility for participation in the Sick Leave Bank will be open during Open Enrollment.
- J. Use of days from the Bank will be subject to the following conditions:
  - 1. The claim must be based on a personal and catastrophic illness, injury, or accident;
  - 2. Prior to eligibility, an employee must exhaust all accumulated sick and vacation leave;
  - 3. An employee is eligible to receive a maximum of one hundred (100) days from the Bank during their employment with the School Board. Days will be allocated in increments of up to 25 in the event the employee does not need the maximum. To receive additional days after the first allocation, a note from the treating physician stating the need still exists must be submitted;
  - 4. An employee otherwise eligible for full disability retirement will not utilize the Sick Leave Bank.
- K. Allegations of abuse of the Sick Leave Bank will be investigated by the committee, which will submit a report of its investigation to the Board and the Association, including a recommendation for appropriate action, if any. The Board will consider the report and recommendations prior to taking such action on the matter as it deems proper.
- L. A denial of an employee's application is binding and cannot be appealed; however, an applicant may reapply at a future date.

#### Section 12. Professional Leave

During the normal work year, an employee may be granted professional leave without pay for up to four (4) days when attendance and/or travel is required for maintaining, licensing, and/or updating certification. Such leave will be requested in writing in advance with a description of the circumstances.

#### Section 13. Bereavement Leave

In the event of the death of a member of the ESP's immediate family (spouse, child, mother, father, brother, sister, guardian, stepparent, stepchild, grandparent, grandchild, daughter-

in-law, son-in-law, parent-in-law, or any relative residing within the employee's household), and upon request of the ESP, an employee may be granted three (3) days unpaid leave, if the employee has no accrued leave available to attend the funeral and/or to facilitate funeral preparations.

#### Section 14. Sabbatical Leave

The parties agree sabbatical leaves may be approved in accordance with the conditions described in Appendix F, if funding is available.

#### Section 15. Volunteer Emergency Leave

If an employee provides proof of registration in a bona fide volunteer program which is organized to provide volunteer emergency assistance, the employee may be eligible for Volunteer Emergency Leave in the event of a formal call-up subject to the following provisions:

- A. The employee shall be allowed to use vacation, personal leave, unpaid leave or a combination of such leaves up to a maximum of fifteen (15) days annually of which a maximum of five (5) days may be used per occurrence unless extended by mutual agreement of the employee and their supervisor.
- B. Such Emergency Leave shall be granted only if the employee has notified their supervisor or designee of membership in the Volunteer Organization and of the possible situations under which formal call-ups may occur.
- C. Prior to taking such a leave, the employee shall immediately contact their supervisor to inform them of the call-up and to provide an estimated length of leave. If requested, the employee will provide documentation of the call-up.
- D. The employee may be denied such leave by the supervisor if their absence would create an adverse effect upon continuation or completion of needed services in the district or if a similar emergency could be anticipated for the district.
- E. In no case may Emergency Leave be utilized if an employee is paid for services provided as a member of the Volunteer Organization.

#### Section 16. Compassionate Leave Program

The Compassionate Leave Program is hereby established as a mechanism for accepting from qualified employees the voluntary donation of time from annual accumulated sick leave or vacation leave. Compassionate Leave may be utilized by eligible employees who need extended time off due to a serious health condition or life-altering event of an employee or a member of the employee's immediate family,

or for someone residing within the employee's household, for whom the employee is the primary caregiver. Exclusions include, but are not limited to, normal pregnancy, any injury covered by Worker's Compensation, chemical dependency, alcoholism, or related conditions. The following criteria will govern the creation, maintenance, and use of the Compassionate Leave Program:

1. Recipient must have been a regular employee of the district for at least one (1) full year prior to the current fiscal year and must have used all available sick leave and vacation leave prior to receiving donated leave.
2. Donors are eligible to donate creditable time they have earned as long as the employee retains a minimum of ten (10) days of available leave after the donation is deducted. An employee may donate ~~his/her~~ their accrued sick leave or vacation leave in increments of one-half or full days to another Board employee.
3. The leave will be donated to a specific employee at the time the donation takes place. Donors will have the option of remaining anonymous.
4. Donations will be on first received from donor, first transferred to recipient.
5. The recipient will receive the donated sick leave or vacation leave at their rate of pay; the authorizing employee will donate the leave at their rate of pay.
6. The recipient must complete an application for Compassionate Leave Program which will contain:
  - a. Employee name.
  - b. Employee identification number.
  - c. Beginning and ending dates of leave requested (if known).
  - d. Last day of available paid leave.
  - e. Explanation regarding the circumstances surrounding the reason for the leave.
  - f. Physician's Statement Form providing documentation of the injury, illness or accident, or other appropriate documentation for which the leave is requested.
7. The maximum number of days that may be received under this program will be equal to the number of workdays remaining in the recipient's contract year.
8. Subject to a renewed physician's statement, up to one (1) additional contract year may be received through donation.

9. Any transferred sick leave or vacation leave that is not used as anticipated shall be returned to the authorizing employee, upon the recipient's return to work. In the case of multiple donors, the unused leave will be returned to the authorizing employee on a last-in, first-out basis.
10. Employees who have provided notice of separation from employment may not donate unused leave balances. Any donated leave that has not been used at the time of donor's separation from employment will be removed from recipient's account.

# ARTICLE



XV

Transfers /  
Vacancies /  
Resignations

# Article XV

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## ARTICLE XV. TRANSFERS/VACANCIES/RESIGNATIONS

### Section 1. Application

ESP employees may apply for transfer at any time. Reasons for the request need not be given.

### Section 2. Vacancy, Specific

If transfer requests are made for a specific vacancy in a given school/worksite by an employee with no significant deficiencies on their most recent assessment, the Human Resources Division will check qualifications and forward all requests of employees to the worksite supervisor. The worksite supervisor will give priority consideration to those employees making such requests. Employees will be notified of acceptance or rejection within seven (7) days of the worksite supervisor's decision. No employee will be hired to fill a specific vacancy until employees requesting transfer to the position have received priority consideration.

### Section 3. Vacancy, Notice

Notice of ESP vacancies, including work location, which occur during the year will be posted exclusively for all internal school board employees on the Alachua County Public Schools' internet web site for no less than five (5) calendar days or at least four (4) working days. After the five (5) calendar day or at least four (4) working day internal posting, the vacancy may be posted for external applicants for an additional four (4) calendar days or at least three (3) working day period prior to the position being filled on a permanent basis, except during pre-planning days and the first two (2) weeks of school. The position would only need to be posted five (5) calendar days before being filled on a permanent basis. The Board will post a list of all ESP vacancies on the ACPS web site. At the request of an employee(s) at specific worksite, vacancies including job openings and location, will be printed and posted weekly. Employees may apply for transfer to be effective during the current year. Reasons for the transfer application will be given upon request. Reasonable efforts will be made to honor such requests.

Reorganization of existing staff to fill district level supervisory or administrative positions and filling vacancies for the Superintendent's immediate staff (those reporting directly to the Superintendent) are exempt from posting requirements.

### Section 4. Resignation, Notice

- A. Employees will not normally vacate a position without adequate notice.
- B. Any ESP who resigns from their position prior to the end of their normal work year shall be released from employment by the Board without prejudice provided that said ESP has given written notice of such intent at least ten

working days prior to the termination date. A good faith effort will be made to allow the employee to transfer after the ten (10) day notice except in unusual circumstances. An ESP may be permitted to withdraw a written resignation with the approval of the Superintendent or designee. If an ESP wishes to have a conference with the worksite supervisor or designee concerning the resignation after its submission, the worksite supervisor or designee will hold such a conference. The ESP will have seven (7) days, within the current school year, after their resignation is submitted by the worksite supervisor or designee to the School Board office in which to request the withdrawal of resignation.

#### Section 5. Transfer Request

All requests for transfer will be initiated through the Human Resources Division. Appropriate qualifications, assessment requirements, seniority and program needs at both worksites will be considered in transfer requests.

#### Section 6. Priority Consideration

Currently employed Education Support Professionals will be given priority consideration in the filling of new positions or vacancies.

#### Section 7. Posting

Employees may apply for transfer to a newly created position or a vacancy as soon as posting occurs.

#### Section 8. Rejection

Rejection of transfer applications will not be made for punitive reasons.

#### Section 9. Non-Discrimination

Employees requesting a transfer will not be discriminated against in regard to extended school year employment.

#### Section 10. Extra Duty

No employee may be required to accept employment beyond the normal period of employment.

Any ESP choosing not to accept such assignment shall not be penalized.

## Section 11. New Part-Time Positions

The Board agrees that it will not fill new part-time positions until qualified, currently employed part-time employees have been notified of the new position and allowed to apply. Current procedures for posting vacancies will satisfy this notification requirement. When qualifications are substantially equal and when work schedules and program needs allow, currently employed part-time Education Support Professionals will be given preference in hiring over applicants not currently employed.



# ARTICLE



## Assignments / Reassignments

# Article XVI

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## ARTICLE XVI. ASSIGNMENTS/REASSIGNMENTS

### Section 1. Superintendent Assignment/Reassignment

The Superintendent will make personnel assignments and reassignments within the district with the approval of the Board. Vacant positions may be filled by transfer when such transfers meet program needs. Transfers in this section shall follow the procedures outlined in Article XV, Section 3.

### Section 2. Notice and Change

The Superintendent or their designee will discuss a change in assignment with the employee(s) directly involved. When an assignment involves moving from one worksite to another, ten (10) days written notice will be given to the employee(s) involved. Such written notice may be waived in the event of an emergency or by mutual agreement.

### Section 3. Non-Punitive

Reassignments will not be made for punitive reasons.

### Section 4. Professional

Reassignments will be handled in a professional manner.

### Section 5. Qualifications/Experience

Reasonable efforts will be made to assign each employee within the scope of their qualifications and experience.

### Section 6. Consultation

Changes in work assignments within the regular school year may be made after consulting with the employee(s) involved and soliciting alternative solutions to the problem.

### Section 7. Reduction In Workforce

- A. In case of staff reduction at a worksite, reassignment of ESPs to another worksite will be considered prior to lay-offs. The ESP with the least amount of seniority in the job classification at the worksite shall be reassigned first, unless the administration determines they have the needed skills or qualifications not possessed by a more senior ESP.
- B. Transfer requests will be considered prior to such reassignments.

- C. If the Board, in exercising its right to set standards of service in the school system, takes action to reduce staff within particular job classifications, the following provision shall apply:
1. The employee with the least amount of continuing service in the Alachua County school system shall be laid off unless the administration determines they have needed skills or qualifications not possessed by a more senior employee.
  2. Normal attrition, voluntary retirements, and voluntary leaves of absence will be considered prior to an employee being laid off.
- D. The implementation of A and C above shall be managed as follows:
1. Prior to layoff, an employee shall be reassigned, by seniority, to any available vacant position in their current job classification or to a vacant position in another job classification equal to their current pay grade, if the employee meets the qualifications for the vacant position. If an affected employee declines reassignment to a vacant position, they shall be placed at the bottom of the recall list.
- OR
2. Prior to layoff, an employee shall be offered reassignment, by seniority, to any available vacant position in a lower pay grade if the employee meets the qualifications for the vacant position. An employee voluntarily accepting a reassignment to a position in a lower pay grade shall be placed on the same percentage of midpoint on the new salary grade. If the employee declines reassignment to the lower pay grade, they shall be placed at the bottom of the recall list.
  3. This does not preclude a principal or worksite administrator from assigning or promoting employees from within their worksite prior to declaring a vacant position.
  4. Prior to the effective date of the new assignment, if a vacancy occurs in the job classification at the worksite from which the employee transferred, the employee will be returned to their previous worksite.

#### Section 8. Recall Procedure

- A. Laid off ESPs shall be recalled to their job classification in inverse order of layoff when they are needed again, up to ninety (90) days following the layoff.



- B. A districtwide recall list by job classification shall be maintained. Positions within the ESP job classification shall be offered to laid-off employees regardless of where they occur in the district, except that no school or department shall be required to fill more than 50% of its vacant positions by job classification from recall lists. The Union shall be provided a copy of the recall list each week. This list shall be updated weekly.
- C. It shall be the responsibility of each laid off ESP to provide the Board with a telephone number, mailing address, and/or an email address at which they can be reached or at which a message may be left during working hours. Telephone calls for the purpose of recalling ESPs shall normally be made Monday through Friday 8:00 a.m. to 5:00 p.m., when the district office, designee or worksite is in normal operation, based on the 252-day work year.
- D. When an ESP on layoff is offered employment of the same or similar type as that performed by them prior to layoff and it is refused, their name will be placed at the bottom of the recall list.
- E. ESPs recalled to work shall report to work at the time specified by the Board or notify the Board's designee at least 48 hours prior to the time directed to report if unable to do so because of an illness or other valid reason.
- F. New applicants will not be hired until a good faith effort to rehire laid-off employees with seniority in the same job classification has been made, unless such laid-off employees lack the ability to satisfactorily perform the available work, and the new employee has such ability.



# ARTICLE



# Personnel Record/ File

# Article XVII

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## ARTICLE XVII. PERSONNEL RECORD/FILE

### Section 1. Personnel File

There shall be only two personnel files for ESPs. One shall be maintained at the Human Resources Division office of the Alachua County School Board and the other at the employee's worksite. No copies of the official personnel file shall be made except that which is copied by request of the employee or required by the Board.

An employee may request, through their immediate supervisor, access to their worksite file. Upon prior notification to the Human Resources Division, an ESP will be permitted to examine their personnel file.

Except for material pertaining directly to the work performance or such other matters that may be cause for discipline, no material derogatory to an employee's conduct, service, character, or personality shall be placed in the personnel file of such employee.

Material relating to work performance, discipline, suspension, or dismissal must be reduced to writing within forty-five (45) days of the time the worksite supervisor becomes aware of the incident, and may be maintained only if it is signed by a person competent to know the facts or make the judgment, and only if the employee has been given the opportunity to read the material. The employee shall be sent a copy of such material by certified mail to their address of record or shall be given an actual copy of the material to be filed. If the employee receives said copy, they shall indicate that such material has been read by affixing their signature on the actual copy to be filed with the understanding that such signature merely signifies that the material to be filed has been read and does not necessarily indicate agreement with its content. However, an incident which has not been reduced to writing within forty-five (45) days of the time the worksite supervisor becomes aware of the incident may not be added to the file.

The employee shall have the right to answer in writing any material now on file as well as any material filed hereafter, and the answer shall be attached to the file copy. No anonymous letter or materials shall be placed in the employee file.

Upon request, an ESP or their duly authorized designee will be permitted to examine their entire personnel file, including confidential information. It shall be indicated in writing that said file has been examined.

The personnel file of each employee shall be open to inspection as authorized by Florida State statute Sections 119.07 and 1012.31.

Notification: Any employee whose personnel file has been inspected by anyone outside the scope of authority as defined in Florida Statutes, Section 1012.31, without the employee's knowledge or permission shall be notified within forty-eight (48) hours as to who requested and observed the file and the purpose of such request, if known.



**ARTICLE**



**Restructuring /  
Staff Development**

# Article XVIII

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## ARTICLE XVIII. RESTRUCTURING/STAFF DEVELOPMENT

### Section 1. Process

The Board and the Association agree that voluntary school center restructuring is an ongoing process whereby teams of educational personnel, parents, and students (where deemed appropriate) use their unique abilities to benefit all students.

### Section 2. Approval

When a school restructuring plan is developed at a school center, the principal, faculty members, and parent representatives of that school center will jointly request that the Board and the Association approve the school's restructuring plan. The President of the Association and the Superintendent must concur in the request.

### Section 3. Employee Participation

A School Site Restructuring Plan proposal should include as one of its components a formal description which ensures educational personnel the opportunity to fully participate in decisions which affect their professional status.

### Section 4. Waiver

Any request for a waiver of provisions of the Department of Education Rules, School Board Policy, or the Collective Bargaining Agreement between the Association and the Board shall be submitted in writing to the Superintendent or their designee and the President of the Association for disposition. Such a request must be part of a School Site Restructuring Program and must be mutually agreed upon by the Association's Executive Board and the School Board for the waiver request to be granted or further pursued.

### Section 5. Training

The Board and ACEA will cooperatively develop a comprehensive training program for ESPs, including an entry level component.

### Section 6. Professional Development

The Board will continue to promote appropriate educational programs for purposes of maintaining and improving the skills of Education Support Professionals. ESPs will be involved in selecting inservice needs in their area.

ESPs may participate in appropriate Professional Development Council programs that are offered to instructional personnel. When ESPs request to participate in any given program(s), such request will not be unreasonably made or unreasonably denied. The

Worksite supervisor or their designee will not unreasonably delay in responding to such request.

A committee shall be formed composed of four bargaining unit members chosen by the Association and four members chosen by the Board. The purpose of this committee is to examine the online courses available to Educational Support Professionals, to determine how to market the classes and encourage employees to participate, and what, if any, incentives would be needed to motivate employees to participate in completing the classes.

#### Section 7. Council Appointment

- A. The Association will provide the Board with a list of teachers and Education Support Professionals qualified to serve on the Professional Development Council (CREATE), from which the Board will appoint teacher and education support council members. The initial list will be given to the Board by the Association no later than July 20 of each year so appointments can be made by the Board on or before September 1. If vacancies occur, the Association will submit name(s) to fill the vacancy(ies).
- B. The term of office of each Council member will be not more than three years.
- C. The Professional Development Council (CREATE) will plan and make recommendations to the Board regarding inservice programs of the district, based on the expressed needs of teachers and Education Support Professionals. The recommendations will also include consideration of available funding.

# ARTICLE



XIX

## Compensation

# Article XIX

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# Article XIX

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## ARTICLE XIX. COMPENSATION

### Section 1. Insurance

All pertinent sections of the instructional unit's collective bargaining agreement dealing with insurance and the Insurance Committee shall apply to this Agreement.

### Section 2. Extra Duty/Mileage

- A. No ESP shall be required to attend staff meetings, parent-ESP conferences, or other work-related activities during their off-duty time without additional compensation.
- B. All ESPs assigned to work at more than one worksite shall have one worksite designated as a home-base worksite. When technically feasible, such ESPs shall receive their salary warrants at the home-base worksite.
- C. The Board agrees to reimburse employees who are, as part of their assignment, required to pay parking fees such as at Shands Teaching Hospital. When employees are assigned to a work location without free parking within a reasonable distance, such as Shands Teaching Hospital, the Board will reimburse the employee for the actual cost of the parking or for an appropriate parking decal. Employees will discuss the cost of the decal with their immediate supervisor prior to purchasing the decal.
- D. Upon proper verification, those employees who are required in the course of their regularly assigned duties to use their own vehicle to travel on official Board business shall be paid mileage. Such reimbursement shall be paid monthly.
- E. In the event an ESP substitutes for an absent teacher, the ESP shall be paid a \$25.00 per day supplement (the amount may be prorated if less than a day) in addition to their regular salary. An ESP has the right to refuse to substitute; such refusal will not reflect negatively upon the ESP.

Substitutes may be provided when members of the bargaining unit are absent, if qualified substitutes are available.

- F. In the absence of instructional personnel, the ESP will normally not be used as a substitute teacher for an extended period of time. Extended period of time in this instance shall mean not more than approximately fifty-five (55) minutes of the ESP work day. The parties recognize that when substitutes are not readily available, this time may be extended.

Good faith efforts will be made to secure substitutes at the time when it is known that instructional personnel will be absent from the worksite.

- G. Employees may, at the discretion of the appropriate supervisor, be offered employment opportunities beyond the regular school year, not addressed elsewhere in this contract.
- H. Any ESP assigned to work at more than one worksite on the same day shall be reimbursed for mileage between the home base worksite and other assigned worksite at the rate established for payment of mileage. Travel time as assigned between worksite shall not be construed as lunch time.

### Section 3. Reclassification

The Classification/Compensation Committee shall be composed of eight members, one half of which will be appointed by the Superintendent or designee and one-half will be appointed by the Alachua County Education Association (ACEA). Included in the eight-member Committee will be the ACEA President or their designee and the Executive Director for Human Resources.

The Classification/Compensation Committee should meet quarterly, or as needed, to review new position assignments and existing position reassignments, new jobs, jobs with changing duties and responsibilities and jobs which are believed to be inappropriately classified. Additional adjustments may be recommended by the Committee to maintain internal equity and/or external competitiveness.

The Committee should discuss and then vote on each job classification factor relative to a classification/reclassification request.

All recommendations shall be forwarded to the Superintendent for review and approval after the cost of the recommendation has been determined by the Finance Department. If the Superintendent rejects or changes the recommendation of the Classification Compensation Committee, the committee shall be notified in writing of the reasons for the Superintendent's decision.

### Section 4. Vacation Leave

Vacation leave is accrued at a rate of two days per calendar month. Vacation leave is credited the last day of each month.

Any new employee or present employee who becomes eligible for vacation leave will earn a full month credit if they are employed for eleven days or more. When an employee is released or resigns, they will be paid for vacation time accumulated through the end of the last full month worked but not including the last partial month worked. The Board may schedule up to ten days per year.

Accrued vacation pay is paid on the last day of the last month worked at 100 percent of pay. Maximum accrued vacation leave is 700 hours on June 30. All vacation leave over 700 hours is deleted on July 1 each year. Vacation leave is accrued by 12-month (252-day) employees only. Part-time 12-month employees accrue pro rata. Upon death of an employee, vacation pay is paid to beneficiary or employee's estate.

#### Section 5. Sick Leave

Accrued sick leave is paid on the last day of the month following the month in which employee retires. Terminal pay for accumulated sick leave will be granted to an employee at retirement or to their beneficiary if service is terminated by death. Sick leave accrual is unlimited. Terminal sick leave is paid on the schedule below at retirement or death:

First three years - 35%  
Next three years - 40%  
Next three years - 45%  
During and after tenth year - 50%  
During and after thirteenth year - 100%

#### Section 6. Salary Adjustments

Adjustments to salary will be made within thirty (30) days of appropriate verification of the completion of requirements for such adjustments. Payment may be retroactive during the current year to the date the requirements were fulfilled. Employees applying for adjustments will be responsible for providing appropriate documentation to the Board.

#### Section 7. Retirement/Terminal Pay

- A. The parties agree to continue the existing early retirement plan based on a minimum of 55 years of age and 25 years of experience in the Florida Retirement System. Beginning July 1, 2009, through June 30, 2013, to be eligible for early retirement, the fifteen years immediately preceding retirement must be as an employee of the School Board of Alachua County. Board-approved leave may be included as part of the fifteen-year requirement.
  1. Beginning July 1, 2013, the early retirement plan will be closed to new enrollees.
  2. An employee who retires under the early retirement provision of the contract will be required to sign an agreement that they will not be re-employed by the School Board of Alachua County for three (3) years from the date of retirement.



## Section 8. Payroll Options

- A. Employees will receive salary and supplement payments in semimonthly installments except as noted in the Salary Schedule Footnotes. The final paycheck for the regular school year shall be available on or before June 15.
- B. Upon written authorization from an employee, the Board will provide up to three payroll deductions on employee payroll checks for economic services programs sponsored by the Association. One is for Association dues. The Association will hold the Board harmless in any matter dealing with such deductions and will, upon request, provide the Board information concerning the economic services programs.
- C. Employees will be provided the opportunity for concurrent participation in more than one tax-deferred annuity program.
- D. Currently employed ESPs will be provided the opportunity for direct deposit of regular payroll checks.
- E. All ESPs hired after September 1, 2005, must utilize direct deposit of regular payroll checks.
- F. It is the intent of the Board that all employees' payroll check stubs accurately reflect the correct information. Should an employee receive an overpayment or underpayment, the Board will notify the employee immediately, in writing, of such overpayment or underpayment; should an employee discover an overpayment or underpayment, the employee will notify the Board, in writing. The Board shall respond to such notice within five workdays.

In all instances of overpayment, the Board will work with the employee to develop a reasonable schedule of repayment. Reimbursement to the Board will be made within twelve months of overpayment notification. Underpayments will be reimbursed to the employee no later than the next regular paycheck.

- G. Employees will receive an estimate of accumulated sick leave each month. The estimate will appear on or accompany an employee's payroll check.

## Section 9. Extra Duty

- A. Employees may receive a true supplement for any agreed-upon extra duties assigned during the employees' normal work hours or for any agreed-upon degrees, training, etc. possessed by the employee.

- B. Employees receiving extra pay for additional duties assigned after the employees' normal work hours shall be paid in accordance with Fair Labor Standards.
- C. For the purposes of computing extra pay for additional duties, the work week is 40 hours.
- D. Employees receiving extra pay for additional duties will be provided a copy of the form describing the job responsibilities and the total amount of compensation that can be earned for those duties.
- E. Should an employee resign or otherwise be unable to complete the duties for which they agreed to receive extra pay, the total amount available for the duties/time assigned, will be prorated on an equitable basis. If a disagreement arises over the proration which cannot be resolved and the employee requests a review, a tripartite review panel consisting of one person each chosen by the ACEA and the Superintendent and a third person who is assigned the same duties for the same amount of extra pay, will review the matter and determine an equitable resolution for proration which will be binding on both parties.
- F. Extra pay for extra duties will be paid two times per year if the duties are assigned over the course of the year or in a lump sum at the conclusion of the duties, at the request of the employee.
- G. Qualified applicants from a given worksite will receive first consideration for being assigned extra duties for extra pay at a worksite.

#### Section 10. Personal Leave Buy Back

##### An ESP who:

- (a) uses no more than seven (7) days combined sick leave/personal leave in a year, of which no more than three (3) days may be personal leave in one year may elect to be compensated for up to two personal leave days at 80% of the employee's daily rate of pay; or
- (b) uses no more than five (5) days combined sick leave/personal leave in a year, of which no more than two (2) days may be personal leave, in one school year may elect to be compensated for up to four (4) personal leave days at 80% of the employee's daily rate of pay. Such compensated-for days will be deducted from the employee's sick leave accrual. To qualify, an employee must submit such a request in writing no later than May 1. Contribution to the Sick Leave Bank will not be included for purposes of this section.

Section 11. Past Practice

Effective with the ratification of this Agreement by both Parties, the Parties agree to continue past practices, terms, and conditions of employment unless said practices, terms, and conditions of employment have been altered or changed by provisions of this agreement.

Section 12. Paid Holidays

ESPs currently receiving paid holidays shall continue receiving paid holidays. All ESPs shall receive six (6) paid holidays if they work a full year in their position. Those ESPs who work less than a full year shall receive the paid holidays that fall within their period of employment.

Bargaining unit employees shall be entitled to the following six (6) paid Holidays:

- Labor Day.....For ten (10) and twelve (12) month
- Veterans' Day.....For ten (10) and twelve (12) month
- Thanksgiving.....For ten (10) and twelve (12) month
- Christmas Day.....For ten (10) and twelve (12) month
- Martin Luther King BD..For ten (10) and twelve (12) month
- Memorial Day.....For ten (10) and twelve (12) month

An ESP must be regularly employed at the close of the payroll period during which these holidays would fall to be eligible to receive these paid holidays. When a holiday falls within an employee's approved vacation, the employee will not be charged a vacation day.

Section 13. Uniforms

The Board shall not require an employee to wear a uniform unless the uniform is provided by the Board. In the context of this section, provided articles of clothing for men will mean shirt and slacks; for women it will mean either a dress or shirt and slacks or skirt.

Section 14. Civil Defense

If civil action(s) is brought against an ESP for acts or omissions arising out of and in the scope of their employment or function, the Board may provide legal defense for the ESP. The ESP will be obligated to request such a defense from the Board and will waive any claim to costs (including legal fees) unless such a request is made and the Board declines to provide the service. An employee acting in bad faith, with malicious purpose, or in a manner exhibiting wanton and/or willful disregard of human rights, safety, or property, will have no claim to Board-provided defense.

In the event the Board fails to provide such legal service, the Board will provide for reimbursement of reasonable expenses for legal services for ESPs who are charged with civil or criminal actions arising out of and in the course of the performance of assigned duties and responsibilities upon successful defense of the ESP. However, in any case in which the ESP pleads guilty or nolo contendere, or is found guilty of any such action, the ESP will reimburse the Board for any legal services which the Board may have supplied.

#### Section 15. Replacement, Personal Property

- A. The Board shall replace or repair broken and/or stolen tools belonging to employees who are required to furnish tools as a condition of employment with tools meeting the same specifications as the broken or stolen tools. Such tools must have been inventoried by the worksite supervisor and must have been broken or stolen while being stored or used on Board property. A police report is required for stolen property and a broken tool must be given to the worksite supervisor prior to authorization for replacement. Each broken tool may be replaced no more than once a school year. Each employee's broken tool replacement allowance will not exceed \$1,500 per school year.
- B. When, as a result of a physical altercation in the performance of their normal duties, damage is incurred to an ESP's personal property, the ESP may submit a claim to the Risk Management Department. Notification of such damage must have been made to the worksite supervisor within 24 hours of the incident. A written description of the altercation from the worksite supervisor must accompany such claim. Cost estimates of said claim must accompany the claim.

#### Section 16. Athletic Passes

Employees may apply for and will receive a complimentary pass for the employee only to attend regular season home athletic events for one school of their choice annually. Passes will be available at the county office and will be issued by the district's athletic director. The pass will not be valid for any Florida Athletic Association play-off game.

# APPENDIX



A

ALACHUA COUNTY PUBLIC SCHOOLS EMPLOYEES  
ELIGIBLE FOR UNIT MEMBERSHIP IF 4 HOURS OR  
MORE

CAREER SERVICES (EDUCATION SUPPORT  
PROFESSIONALS) PERSONNEL UNION

## APPENDIX "A"

### SCHOOL BOARD OF ALACHUA COUNTY ELIGIBLE FOR UNIT MEMBERSHIP IF 4 HOURS OR MORE CAREER SERVICES (EDUCATION SUPPORT PROFESSIONALS) PERSONNEL UNION

Accountant, Junior  
Advocate -- Migrant Support Resource  
Advocate -- Migrant Support Resource, Secondary  
Aide -- Clerical, Guidance  
Aide -- Curriculum Resource Teacher (CRT)  
Aide -- Extended Day Enrichment Program, ESE  
Aide -- Head Start, Extended Day  
Aide -- Media  
Analyst -- Certification  
Analyst I -- Programmer  
Analyst II -- Programmer  
Analyst III -- Programmer  
Assistant -- Certified Occupational Therapist  
Assistant -- Clerical  
Assistant -- Deaf/Hard of Hearing  
\*\*Assistant - Executive  
Assistant - Head Start  
Assistant - Instructional Technology  
Assistant - Personnel Services  
Assistant I - Food and Nutrition Services  
Assistant II - Food and Nutrition Services  
Assistant, Senior - Clerical  
Assistant - Voluntary Pre-Kindergarten (VPK)  
Attendant - Bus, Exceptional Student Education  
Attendant - Bus Service  
\*\*Bookkeeper  
Cabinet Maker  
Carpenter  
Clerk - Accountant  
Clerk - Database  
Clerk - Data Entry, Migrant Education  
Clerk - Data Entry, Transportation  
Clerk - Inventory  
Clerk, Senior - Inventory  
Coach - Job  
Coordinator - District Data Base  
Coordinator - Migrant Services Program  
Coordinator - Program Services, Head Start  
Coordinator - Program Services, Voluntary Pre-School (VPK)  
\*\*Coordinator Project

## APPENDIX "A"

Custodian  
Custodian, Head  
Custodian, Lead  
Dispatcher - Facilities  
Driver - Bus  
Electrician  
Electrician, Lead  
Facilitator - Sign Language  
Glazier  
Helper - Mechanics  
Helper - Trades  
Inspector - SREF  
Instructor - Head Start  
Instructor - Voluntary Pre-School (VPK)  
Instructor I - 21<sup>st</sup> Century  
Instructor II - 21<sup>st</sup> Century  
Interpreter I - Sign Language  
Interpreter II - Sign Language  
Interpreter III - Sign Language  
Interpreter IV - Sign Language  
Leader, Activity - Head Start, Extended Day  
Liaison - Supply  
Locksmith  
Mason  
Mechanic - Appliance  
Mechanic - Heating  
Mechanic - Paint and Body  
Mechanic - Physical Plant  
Mechanic I - Auto/Diesel  
Mechanic II - Auto/Diesel  
Mechanic/Welder  
Mentor- Program Services, HIPPIY  
Nurse - Lead Registered  
Nurse - Licensed Practical  
Nurse - Registered  
Officer - Attendance  
Operator - Equipment  
Operator - Press  
Operator - Warehouse  
Operator, Senior - Press  
Operator, Senior - Warehouse  
Painter  
Painter, Lead  
Paraprofessional I - General  
Paraprofessional I - Instructional

## APPENDIX "A"

Paraprofessional II - Behavioral  
Paraprofessional II - Instructional  
Paraprofessional II - Instructional, ESE  
Paraprofessional II - Non Instructional, ESE  
Paraprofessional III - Instructional, High school  
Plumber  
Proctor - Computer Lab  
Receptionist  
Registrar  
Roofer  
Secretary  
\*\*Secretary -- Administrative  
Specialist -- Accounts Payable  
Specialist -- Business Partnership  
Specialist -- Data, ESE/Student Records  
Specialist -- Data Communications  
Specialist -- Dropout Prevention  
Specialist -- Family Liaison  
Specialist -- Family Liaison, Head Start  
Specialist -- Graphic Production  
Specialist -- Insurance  
Specialist -- Maintenance Parts  
Specialist -- Payroll Records  
Specialist -- Production  
Specialist -- Project Control  
Specialist -- Project Development  
Specialist -- School Volunteer Program  
Specialist -- Student Services  
Specialist -- Technical Support (School-Based)  
Specialist -- Vehicle Service  
Specialist I -- Student Assignment  
Specialist II - Student Assignment  
Technician -- Bindery  
Technician -- Drafting  
Technician -- Electronics, Instructional Technology  
Technician -- Electronics, Maintenance  
Technician -- Electronics, Transportation  
Technician -- Electronics Repair  
Technician -- Energy Systems Support  
Technician -- Environmental  
Technician -- Generator Maintenance  
Technician -- Grounds  
Technician -- HARV  
Technician -- HARV, Lead  
Technician -- Network Support  
Technician -- School Health Medical



APPENDIX "A"

Transcriptionist -- Braille  
Tutor  
Tutor - 21<sup>st</sup> Century  
Tutor -- Migrant Education

**\*\*Certain employees may not be members of the bargaining unit.**



# APPENDIX



B

ALACHUA COUNTY PUBLIC SCHOOLS EMPLOYEES

INELIGIBLE FOR UNIT MEMBERSHIP

CAREER SERVICES (EDUCATION SUPPORT  
PROFESSIONALS) PERSONNEL UNION

APPENDIX "B"

SCHOOL BOARD OF ALACHUA COUNTY  
INELIGIBLE FOR UNIT MEMBERSHIP  
CAREER SERVICES (EDUCATION SUPPORT PROFESSIONALS) PERSONNEL  
UNION

Accountant, Chief  
Accountant, Senior  
Agent - Purchasing  
Analyst -- Fleet  
Analyst -- Instructional Technology Systems Support  
Analyst -- Network Systems  
Analyst - Systems/Project Leader  
Architect, Staff  
Assistant, Auditor  
\*\*Assistant -- Executive  
Assistant - Legal  
\*\*Bookkeeper  
Buyer  
Buyer, Senior  
Coordinator -- Benefits  
Coordinator -- Environmental/Safety, Facilities  
Coordinator - Farm to School  
Coordinator -- Homeless Education  
Coordinator -- Maintenance Parts  
Coordinator - Online Presence  
Coordinator - Program Services  
Coordinator - Program Services, HIPPY  
\*\*Coordinator -- Project  
Coordinator - Project, Custodial  
Coordinator - Records Management  
Coordinator -- Route  
Coordinator -- Routing System  
Coordinator -- Senior Project  
Coordinator -- Technical Support  
Coordinator - Testing  
Coordinator -- Transportation Parts  
Dispatcher - Transportation  
Foreman - Maintenance  
Manager - Data Analytics  
Manager - Data Communications  
Manager - Employee Relations  
Manager - Executive Services, Office of Assistant Superintendent  
Manager -- Graphic Production

## APPENDIX "B"

Manager -- Human Resources Data  
Manager - Payroll  
Manager -- Personnel Service  
Manager - Physical Distribution  
Manager - Position Control  
Manager - Production  
Manager - Purchasing  
Manager -- Research and Evaluation  
Manager -- Special Projects  
Manager - Student Assessment  
Manager -- Telecommunications  
Manager -- Transportation Maintenance  
Manager I -- Food and Nutrition Services  
Manager II -- Food and Nutrition Services  
Manager III -- Food and Nutrition Services  
Manager, Assistant -- Food and Nutrition Services  
Manager, Assistant -- Payroll  
Manager, Intern I -- Food and Nutrition Services  
Manager, Intern II -- Food and Nutrition Services  
Mechanic, Lead  
Programmer I -- Systems  
Programmer II -- Systems  
Programmer III -- Systems  
\*\*Secretary -- Administrative  
Secretary to the Superintendent  
Specialist -- Energy Conservation  
Specialist - Field Trip  
Specialist - Financial  
Specialist -- Food and Nutrition Services  
Specialist - Language Translator/Facilitator  
Specialist - Marketing and Recruitment/Retention  
Specialist - Parent Academy Program  
Specialist - Personnel  
Specialist - Preschool  
Specialist -- Program Services  
Specialist - Warehouse  
Trainer - Driver

**\*\*Certain employees may be members of a bargaining unit.**



# APPENDIX



## EVALUATION OF EDUCATION SUPPORT PROFESSIONALS

Evaluation

1. Evaluator Email

**Demonstrates efficient use of time, planning, and organizational skills**

--Select One--  
--Select One--  
Met  
Not Met  
N/A

**Demonstrates ability to work with little or no supervision**

--Select One--  
--Select One--  
Met  
Not Met  
N/A

**Demonstrates an ability to learn new skills and adapts to change**

--Select One--  
--Select One--  
Met  
Not Met  
N/A

**Demonstrates proficiency in job knowledge and performs accordingly**

--Select One--  
--Select One--  
Met  
Not Met  
N/A

**Demonstrates a positive attitude toward job/tasks**

--Select One--  
--Select One--  
Met  
Not Met  
N/A

**Demonstrates good judgement in performing assigned duties**

--Select One--  
--Select One--  
Met  
Not Met  
N/A

**Attendance**

--Select One--  
--Select One--  
Met  
Not Met  
N/A

**Demonstrates appropriate interaction and awareness to the needs of staff, students, and/or parents**

--Select One--  
--Select One--  
Met  
Not Met  
N/A

**Demonstrates appropriate communication skills with supervisors and peers**

--Select One--  
--Select One--  
Met  
Not Met  
N/A

**Evaluator Electronic Signature: This report is based on my observations, knowledge of employee's performance, and review of applicable information. It represents my best judgement of employee's performance.**

--Select One--  
--Select One--  
Yes  
No

**Does employee require an Educational Support Plan**

--Select One--  
--Select One--  
Yes  
No



# APPENDIX



D

ALACHUA COUNTY SCHOOL BOARD  
SUPPORT STAFF POLICY 4362

ANTI-HARASSMENT

## ANTI-HARASSMENT

It is the policy of the Board to maintain an educational and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all District operations, programs, and activities. All students, administrators, teachers, staff, and all other District personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Superintendent will vigorously enforce the Board's prohibition against discriminatory harassment on the basis of race (including anti-Semitism, as defined in Bylaw 0100 - Definitions), color, ethnicity, national origin, sex (including sexual orientation, gender status, or gender identity), physical and mental disability (including but not limited to: HIV, AIDS, or sickle cell trait), age (except as authorized by law), religion, military status, pregnancy, marital status, ancestry, or genetic information which are classes protected by State and/or Federal law collectively "protected classes"; hereinafter referred to as unlawful harassment), and encourages those within the School District community as well as Third Parties, who feel aggrieved to seek assistance to rectify the problems. The Superintendent will investigate all allegations of unlawful harassment and in those cases where unlawful legally prohibited is substantiated, the Superintendent will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

The District may offer counseling services to any staff member found to have been subjected to unlawful harassment, and, where appropriate, the person(s) who committed the unlawful harassment.

Further, nothing in this policy shall be construed to abridge the rights of students or school employees that are protected by the First Amendment to the Constitution of the United States.

### **A. Other Violations of the Anti-Harassment Policy**

The Superintendent will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

1. Retaliating against a person who has made a report or filed a complaint or grievance alleging unlawful harassment, or who has participated as a witness in a harassment investigation.
2. Filing a malicious or knowingly false report or complaint of harassment.
3. Disregarding, failing to investigate adequately, or delaying the investigation of allegations of unlawful harassment, when responsibility for reporting and/or investigating unlawful harassment charges comprises part of one's supervisory duties.

## B. Definitions

Words used in this policy shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

1. Complainant is the individual who alleges, or is alleged, to have been subjected to unlawful harassment, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged harassment.
2. Respondent is the individual who has been alleged to have engaged in unlawful harassment, regardless of whether the reporting party files a formal complaint or is seeking an informal resolution to the alleged harassment.
3. School District community means students and Board employees (i.e., administrators and professional and classified staff), as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.
4. Third Parties include, but are not necessarily limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off School District property).

5. Day(s): Unless expressly stated otherwise, the term “day” or “days” as used in this policy means business day(s) (i.e., a day(s) that the Board office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays).

6. Bullying

Bullying rises to the level of unlawful harassment when one or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students or employees and that bullying is based upon sex, race (including anti-Semitism), color, national origin, religion, or disability, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation. See Policy 5517.01 - *Bullying and Harassment*.

7. Harassment

Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or school employee that:

- a. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
- b. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
- c. has the effect of substantially disrupting the orderly operation of a school.

8. Sexual Harassment

For purposes of this policy and consistent with Title VII of the Civil Rights Act of 1964, "sexual harassment" is defined as:

- a. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:
  - 1. Submission to such conduct is made, either implicitly or explicitly, a term or condition of an individual's employment, or status in a class, educational program, or activity;
  - 2. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual; or
  - 3. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.
- b. Sexual harassment may involve the behavior of a person of any gender against a person of the same or another gender.
- c. Sexual Harassment covered by Policy 2266 – *Nondiscrimination on the Basis of Sex in Education Programs or Activities* is not included in this policy. Allegations of such conduct shall be addressed solely by Policy 2266.
- d. Prohibited acts that constitute sexual harassment under this policy may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:
  - 1. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
  - 2. Unwanted physical and/or sexual contact.
  - 3. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs, activities, or events, or other conditions of

employment or education may be adversely affected by not submitting to sexual advances.

4. Unwelcome verbal expressions, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, profanity, jokes, or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
5. Sexually suggestive objects, pictures, graffiti, videos, posters, audio recordings or literature, placed in the work or educational environment, that may reasonably embarrass or offend individuals.
6. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
7. Asking about, or telling about, sexual fantasies, sexual preferences, or sexual activities.
8. Speculations about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
9. Giving unwelcome personal gifts such as lingerie that suggest the desire for a romantic relationship.
10. Leering or staring at someone in a sexual way, such as staring at a person's breasts, buttocks, or groin.
11. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
12. Consensual sexual relationships with another adult where such relationship leads to favoritism of a student or subordinate employee and where such favoritism adversely affects other students and/or employees or otherwise creates a hostile work environment. **NOTE: Any teacher,**

**administrator, coach, or other school authority who engages in sexual conduct with a student may also be guilty of a crime.**

13. Verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

14. Inappropriate boundary invasions into a student's or employee's personal space and personal life.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment.

#### 9. Sexual Cyberharassment

Pursuant to Florida Law, "sexual cyberharassment" means to publish to an Internet website or disseminate through electronic means to another person a sexually explicit image of a person that contains or conveys the personal identification information of the depicted person without the depicted person's consent, contrary to the depicted person's reasonable expectation that the image would remain private, for no legitimate purpose, with the intent of causing substantial emotional distress to the depicted person. Evidence that the depicted person sent a sexually explicit image to another person does not, on its own, remove his/her reasonable expectation of privacy for that image. Sexual cyberharassment may be a form of sexual harassment.

#### 10. Race/Color Harassment (Including Anti-Semitism)

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a

person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

Prohibited anti-Semitism harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's Jewish heritage and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is based upon a certain perception of the Jewish people, which may be expressed as hatred toward Jewish people, rhetorical and physical manifestations of anti-Semitism directed toward a person, his/her property, or toward Jewish community institutions or religious facilities.

#### 11. Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

#### 12. National Origin Harassment

Prohibited national origin harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

#### 13. Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or



nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance of creating an intimidating, hostile, or offensive working and/or learning environment; or with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disability, such as negative comments about speech patterns, movement, physical impairments, or defects/appearances, or the like. Such harassment may further occur when the conduct is directed at or pertains to a person's genetic information.

#### 14. Pregnancy Harassment

Prohibited pregnancy harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's pregnancy and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; or creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's pregnancy and condition of pregnancy.

#### **D. Reports of Complaints and Harassing Conduct**

Members of the School District community are directed, and Third Parties are encouraged, to promptly report incidents of unlawful harassing conduct to an administrator, supervisor or other Board official so that the Superintendent may address the conduct before it becomes severe, pervasive, or persistent. Any administrator, supervisor, or other District official who receives such report shall file it with the District's Anti-harassment Compliance Officer within two (2) days of receiving the report of harassment.

##### 1. Compliance Officers

The Board designates the following individuals to serve as the District's Compliance Officers, also known as "Civil Rights Coordinators"; hereinafter referred to as the "COs".

The COs shall also serve as the District's Section 504 Compliance Officer/ADA Coordinator and Title IX Coordinators.

Supervisor II, Human Resources Department  
620 East University Avenue  
Gainesville, Florida 32601  
Phone: (352) 955-7713  
Fax: (352) 955-7574

The name(s), title(s), and/or contact information of the person(s) presently serving as Compliance Officer(s) may change from time to time, and such changes shall be deemed technical corrections within the meaning of Bylaw 0131.1 - Technical Corrections, and shall be made pursuant to that bylaw.

## 2. Publication Required

The name(s), title(s), and contact information of this/these individual(s) will be published annually:

- a. on the School District's website,
- b. the School District annual notice to the public,
- c. the Codes of Student Conduct, and
- d. shall also appear in District publications such as announcements, bulletins, brochures, job postings, and other materials that are made available to staff.

## 3. Duties and Responsibilities

A Compliance Officer will be available during regular school/work hours to discuss concerns related to unlawful harassment, to assist students, other members of the School District community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the individual in those instances where concerns have not resulted in the filing of a formal complaint and where all parties are in agreement to participate in an informal process.

Any Board employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such

observations to one of the Anti-Harassment Compliance Officers within two (2) days. Thereafter, the Compliance Officer must contact the Complainant, if over age eighteen (18) or the Complainant's parents/guardians if the Complainant is under the age of eighteen (18), within two (2) days to advise them of the Superintendent's intent to investigate the alleged misconduct, including the obligation of the Compliance Officer or designee to conduct an investigation following all the procedures outlined for a formal complaint.

Compliance Officers are assigned to accept complaints of unlawful harassment directly from any member of the School District community or a visitor to the District or to receive complaints which are initially filed with a school building administrator. Upon receipt of a complaint either directly or through a school building administrator, the Compliance Officer will begin either an informal or formal process (depending on the request of the member of the School District community alleging harassment), or the Compliance Officer will designate a specific individual to conduct such a process. In the case of a formal complaint, the Compliance Officer will prepare, after consultation with the Staff Attorney, recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All members of the School District community must report incidents of unlawful harassment which are reported to them to a Compliance Officer within five (5) days of learning of the incident.

#### **E. Complaints of Harassment**

Members of the School District community and Third Parties who believe they have been unlawfully harassed by another member of the School District community or a Third Party are entitled to use the Board's complaint process that is set forth below.

1. Initiating a complaint, whether formally or informally, will not adversely affect the Complainant's employment or participation in educational or extra-curricular programs unless the Complainant makes the complaint maliciously or with the knowledge that it is false.
2. While there are no time limits for initiating complaints of harassment under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and

potential witnesses are available.

3. The Superintendent reserves the right to investigate and resolve a complaint or report of unlawful harassment regardless of whether the member of the School District community or third party alleging the unlawful harassment pursues the complaint. The Superintendent also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Superintendent.
4. The informal and formal procedures set forth below are not intended to interfere with the rights of a member of the School District community or a third party to pursue a complaint of unlawful harassment with the United States Department of Education, Office for Civil Rights, the Florida Civil Rights Commission, or the Equal Employment Opportunity Commission.

If, during an investigation of reported act of bullying and/or harassment in accordance with Policy 5517.01 - *Bullying and Harassment*, the principal or his/her designee believes that the reported misconduct may have created a hostile work environment and may have constituted unlawful discriminatory harassment based on sex, race (including anti-Semitism), color, national origin, religion, or disability, the principal or his/her designee will report the act of bullying and/or harassment to one of the Compliance Officers who shall investigate the allegation in accordance with this policy. If the alleged harassment involves Sexual Harassment as defined by Policy 2266, the matter will be handled in accordance with the grievance process and procedures outlined in Policy 2266. While the Compliance Officer investigates the allegation, or while the matter is being addressed pursuant to Policy 2266, the Principal shall suspend Policy 5517.01 - *Bullying and Harassment*, investigation to await the Compliance Officer's written report or the determination or responsibility pursuant to Policy 2266. The Compliance Officer shall keep the Principal informed of the status of the Policy 4362 investigation and provide the Principal with a copy of the resulting written report. Likewise, the Title IX Coordinator will provide the Principal with the determination of responsibility that results from the Policy 2266 grievance process.

If the alleged harassment was committed by one of the Compliance Officers, the complaint will be handled by the Superintendent. If the alleged harassment was

committed by the Superintendent, the complaint will then be handled by the Board Attorney.

## F. Investigation and Complaint Procedure

Except for Sexual Harassment that is covered by Policy 2266 - *Nondiscrimination on the Basis of Sex in Education Program or Activities*, any employee or other member of the School District community or Third Party who believes that they have been subjected to unlawful harassment may seek resolution of the complaint through the procedures described below. The formal complaint process involves an investigation of the Complainant's claims of harassment or retaliation and a process for rendering a decision regarding whether the charges are substantiated.

Due to the sensitivity surrounding complaints of unlawful harassment or retaliation, time lines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) days of the complaint being received).

The procedures set forth below are not intended to interfere with the rights of any individual to pursue a complaint of unlawful harassment or retaliation with the United States Department of Education, Office for Civil Rights, the Florida Civil Rights Commission, and/or the Equal Employment Opportunity Commission.

### 1. Informal Complaint Procedure

The goal of the informal complaint procedure is to promptly stop inappropriate behavior and to facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for a student, other member of the School District community, or Third Party who alleges unlawful harassment or retaliation. This informal procedure is not required as a precursor to the filing of a formal complaint.

Employees, other members of the School District community or Third

Parties who believe that they have been unlawfully harassed or retaliated against may initiate their complaint through this informal complaint process, but are not required to do so. The informal process is only available in those circumstances where the Complainant and the Respondent mutually agree to participate in it.

The Complainant may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

All complaints involving a District employee, any other adult member of the School District community, or a Third Party and a student will be formally investigated.

As an initial course of action, if a Complainant feels comfortable and safe in doing so, the individual should tell or otherwise inform the Respondent that the alleged harassing conduct is unwelcome and must stop. The Complainant should address the allegedly harassing conduct as soon after it occurs as possible. The Compliance Officers are available to support and counsel individuals when taking this initial step or to intervene on behalf of the Complainant if requested to do so. A Complainant who is uncomfortable or unwilling to directly approach the Respondent about the allegedly inappropriate conduct may file an informal or a formal complaint. In addition, with regard to certain types of unlawful harassment, such as sexual harassment, the Compliance Officer may advise against the use of the informal complaint process.

A Complainant may make an informal complaint, either orally or in writing: (1) to a teacher, other employee, or building administrator; (2) to the Superintendent or other District-level employee; and/or (3) directly to one of the Compliance Officers.

All informal complaints must be reported to the Compliance Officers who will either facilitate an informal resolution as described below or appoint another individual to facilitate an informal resolution.

The District's informal complaint procedure is designed to provide employees, other members of the School District community, or Third Parties who believe they are being unlawfully harassed by another

individual with a range of options designed to bring about a resolution of their concerns. Depending upon the nature of the complaint and the wishes of the Complainant, informal resolution may involve, but not be limited to, one or more of the following:

- a. Advising the Complainant about how to communicate the unwelcome nature of the behavior to the Respondent;
- b. Distributing a copy of this policy as a reminder to the individuals in the school building or office where the Respondent works or attends; or
- c. If both parties agree, the Compliance Officers may arrange and facilitate a meeting or mediation between the Complainant and Respondent to work out a mutual resolution.

While there are no set time limits within which an informal complaint must be resolved, the Compliance Officers or designee is directed to attempt to resolve all informal complaints within fifteen (15) days of receiving the informal complaint. If the Complainant is dissatisfied with the informal complaint process, the Complainant may proceed to file a formal complaint. And, as stated above, either party may request that the informal process be terminated at any time to move to the formal complaint process.

All materials generated as part of the informal complaint process will be retained by the Compliance Officers or designee in accordance with the Board's records retention policy. (See Policy 8310 - *Public Records* and Policy 8320 - *Records Management*.)

## 2. Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process, if one of the parties has requested that the informal complaint process be terminated to move to the formal complaint process, or the Complainant, from the outset, elects to file a formal complaint, or the Compliance Officer determines the allegations are not appropriate for resolution through the informal process the formal complaint process as described below shall be implemented.

This formal complaint process is not intended to interfere with the rights of an

employee, other member of the School District community, or third party to pursue a complaint of unlawful harassment with the United States Department of Education, Office for Civil Rights, the Florida Civil Rights Commission, or the Equal Employment Opportunity Commission.

The Complainant may file a formal complaint, either orally or in writing with a teacher, principal, or other District official, the Compliance Officer, Superintendent, or other District official. Due to the sensitivity surrounding complaints of unlawful harassment and retaliation, time lines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a teacher, principal, or other District official, the Compliance Officer, Superintendent, or other District official, either orally or in writing, about any complaint of harassment, that employee must report such information to the Compliance Officer within two (2) days.

Throughout the course of the process as described herein, the Compliance Officer should keep the parties reasonably informed of the status of the investigation and the decision-making process.

All formal complaints must include the following information to the extent known: the identity of the Respondent; a detailed description of the facts upon which the complaint is based (i.e., when, where, and what occurred); a list of potential witnesses; and the resolution sought by the complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer shall ask for such details in an oral interview. Thereafter the Compliance Officer will prepare a written summary of the oral interview, and the complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a formal complaint, the Compliance Officer will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation including but not limited to a change of work assignment or schedule for the Complainant and/or the Respondent. In making such a determination, the Compliance Officer should consult with the Complainant to assess his/her agreement to any action deemed appropriate. If the Complainant is unwilling to consent to any change that is deemed appropriate by the Compliance Officer, the Compliance Officer may still take whatever actions



deemed appropriate in consultation with the Superintendent and/or Staff Attorney.

Within two (2) days of receiving a formal complaint, the Compliance Officer or a designee will initiate a formal investigation to determine whether the complainant has been subjected to offensive conduct/harassment/retaliation. The Principal will not conduct an investigation unless directed to do so by the Compliance Officer.

Simultaneously, the Compliance Officer will inform the Respondent that a formal complaint has been received. The Respondent will be informed about the nature of the allegations and a copy of any relevant policies and/or administrative procedures and the Board's anti-harassment policy shall be provided to the Respondent at that time. The Respondent must also be informed of the opportunity to submit a written response to the formal complaint within five (5) days.

Although certain cases may require additional time, the Compliance Officer or a designee will attempt to complete an investigation into the allegations of harassment/retaliation within fifteen (15) days of receiving the formal complaint. The investigation will include:

- a. interviews with the Complainant;
- b. interviews with the Respondent;
- c. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations; and
- d. consideration of any documentation or other evidence presented by the complainant, respondent, or any other witness which is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the Compliance Officer/designee shall consult with the Staff Attorney. A written report shall then be prepared and delivered to the Superintendent which summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful harassment as provided in Board policy and State and Federal law as to whether the Respondent engaged in unlawful harassment/retaliation of the Complainant. The

Compliance Officer's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. In determining if discriminatory harassment or retaliation occurred, a preponderance of evidence standard will be used. The Compliance Officer may consult with the Staff Attorney before finalizing the report to the Superintendent.

Absent extenuating circumstances, within five (5) days of receiving the report of the Compliance Officer or the designee, the Superintendent must either issue a written decision regarding whether or not the complaint of harassment has been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the complainant and the respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) days. At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above.

The decision of the Superintendent shall be final. If the harassment involved the Superintendent, the decision of the Board shall be final.

The Superintendent reserves the right to investigate and resolve a complaint or report of unlawful harassment regardless of whether the member of the School District community or Third Party alleging the unlawful harassment pursues the complaint. The Superintendent also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Superintendent.

The parties may be represented, at their own cost, at any of the above-described meetings/hearings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of this internal complaint process is not a prerequisite to the pursuit of other remedies.

## **G. Privacy/Confidentiality**

The District will employ all reasonable efforts to protect the rights of the Complainant, the Respondent, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy and related administrative procedures shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. Additionally, the Respondent must be provided the Complainant's identity.

During the course of a formal investigation, the Compliance Officer or designee will instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that is learned or provided during the course of the investigation.

All public records created as a part of an investigation of a complaint of harassment will be maintained by the Compliance Officer in accordance with the Board's records retention policy. Any records which are considered student records in accordance with the Family Educational Rights and Privacy Act will be maintained in a manner consistent with the provisions of the Federal and State laws.

## **H. Sanctions and Monitoring**

The Superintendent shall vigorously enforce the Board's prohibitions against unlawful harassment by taking appropriate action reasonably calculated to stop the harassment/retaliation and prevent further such harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful harassment is not substantiated, the Superintendent may consider whether the

alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Superintendent becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct prevent its reoccurrence, and remedy its effects.

#### **I. Retaliation**

Retaliation against a person who makes a report or files a complaint alleging unlawful harassment/retaliation or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law, or because that individual made a report, formal complaint, testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

#### **J. Allegations Constituting Criminal Conduct: Child Abuse/Sexual Misconduct**

State law requires any teacher or school employee who knows or suspects that a child under the age of eighteen (18) is a victim of child abuse or neglect to immediately report that knowledge or suspicion to the Department of Children and Family Services. If, during the course of a harassment investigation, the Compliance Officer or a designee has reason to believe or suspect that the

alleged conduct reasonably indicates abuse or neglect of the complainant, a report of such knowledge must be made in accordance with State law and Board policy.

If the Compliance Officer or a designee has reason to believe that the complainant has been the victim of criminal conduct as defined under Florida law, such knowledge should be reported to local law enforcement.

Any reports made to the local child protection service or to local law enforcement shall not terminate the Compliance Officer's or a designee's obligation and responsibility to continue to investigate a complaint of harassment. While the Compliance Officers or a designee may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the Superintendent.

#### **K. Mandatory Reporting of Misconduct by Certificated Employees**

The Superintendent is required by State law and Board Policy 8141 - *Mandatory Reporting of Misconduct*, to report alleged misconduct by certificated employees of the District that affects the health, safety, or welfare of a student. In accordance with Board policy and State law, the Superintendent shall investigate each allegation of such conduct and, if confirmed, shall report such misconduct pursuant to Policy 8141 - *Mandatory Reporting of Misconduct*.

#### **L. Education and Training**

In support of this policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent shall provide appropriate information to all members of the School District community related to the implementation of this policy shall provide training for District students and staff where appropriate. All training, as well as all information provided regarding this policy and harassment in general, will be age and content appropriate.

#### **M. Retention of Investigatory Records and Materials**

The Compliance Officer(s) is responsible for overseeing retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy shall retain all information,

documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315 - *Information Management*) created and received as part of an investigation, including, but not limited to:

1. all written reports/allegations/complaints/statements;
2. narratives of all verbal reports/allegations/complaints/statements;
3. a narrative of all actions taken by District personnel;
4. any written documentation of actions taken by District personnel or individuals contracted or appointed by the Board to fulfill its responsibilities;
5. written witness statements;
6. narratives of, notes from, or audio, video, or digital recordings of witness statements;
7. all documentary evidence;
8. e-mails, texts, or social media posts pertaining to the investigation;
9. contemporaneous notes in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.) pertaining to the investigation;
10. written disciplinary sanctions issued to students or employees and a narrative of verbal disciplinary sanctions issued to students or employees for violations of the policies and procedures prohibiting discrimination or harassment;
11. dated written determinations to the parties;
12. dated written descriptions of verbal notifications to the parties;
13. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;

14. documentation of any supportive measures offered and/or provided to the Complainant and/or the Respondent, including no contact orders issued to both parties, the dates the no contact orders were issued, and the dates the parties acknowledged receipt of the no contact orders;
15. copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Code of Conduct and/or Employee Handbooks);
16. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment; and
17. documentation of any training provided to District personnel related to this policy, including but not limited to, notification of the prohibitions and expectations of staff set forth in this policy and the role and responsibility of all District personnel involved in enforcing this policy, including their duty to report alleged violations of this policy and/or conducting an investigation of an alleged violation of this policy. Documentation of training will be maintained regardless of whether there is an investigation of an alleged violation of this policy. A log of all staff members who participate in a training, along with the date, time, and location of the training, and a copy of the materials reviewed and/or presented during the training will be maintained.

The information, documents, ESI, and electronic media (as defined in Policy 8315 - *Information Management*) retained may include public records and records exempt from disclosure under Federal and/or State law (e.g., student records).

The information, documents, ESI, and electronic media (as defined in Policy 8315 - *Information Management*) created or received as part of an investigation shall be retained in accordance with Policy 8310 - *Public Records*, Policy 8315 - *Information Management*, Policy 8320 - *Records Management*, and Policy 8330 - *Student Records*, for not less than three (3) years, but longer if required by the District's records retention schedule.

Revised 3/20/12

Revised 4/19/16

Revised 5/7/19  
Revised 10/20/20  
Revised 12/7/21

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## Legal

F.S. 110.1221

F.S. 250.481

F.S. 760.01

F.S. 760.10

F.S. 784.049

F.S. 1000.05

F.S. 1006.07

F.A.C. Chapter 6A-19

29 C.F.R. Part 1635

20 U.S.C. 1400 et seq., The Individuals with Disabilities Improvement Act of 2004, as amended (commonly known as the Individuals with Disabilities Act)

20 U.S.C. 1681 et seq., Title IX of Education Amendments of 1972

29 U.S.C. 621 et seq., Age Discrimination in Employment Act of 1967

29 U.S.C. 794, Section 504 of Rehabilitation Act of 1973

29 U.S.C. 6101, The Age Discrimination Act of 1975

38 U.S.C. 4301 et seq., the Uniformed Services Employment and Reemployment Rights Act

42 U.S.C. 2000d et seq., Title VI, Civil Rights Act of 1964

42 U.S.C. 2000e et seq., Title VII of Civil Rights Act of 1965

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

National School Boards Association Inquiry and Analysis - May 2008

42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, Title II

42 U.S.C. 1983, Civil Right Act, Civil Rights Act of 1871



# APPENDIX



E

ALACHUA COUNTY SCHOOL BOARD  
SUPPORT STAFF POLICY 4124

ALCOHOL AND DRUG-FREE WORKPLACE

## ALCOHOL AND DRUG-FREE WORKPLACE

It is the intent of the Board to provide a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance or alcoholic beverage is prohibited in the workplace. Violations of this policy may result in disciplinary action, up to and including termination.

Pursuant to the Drug-Free Workplace Act of 1988 and Board Policy 4139.02, *Violation of Local, State, or Federal Laws*, employees shall abide by the terms of this policy and shall notify the Superintendent or his/her designee of any arrest or conviction under a criminal drug statute not later than forty-eight (48) hours after such arrest or conviction.

Employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance and/or alcohol in the workplace. Violation of this prohibition shall result in appropriate disciplinary action up to and including termination and referral for prosecution. In job sensitive areas, such as transportation, illegal drug use or excessive alcohol use leading to criminal action may be the basis for discipline.

"Workplace" is defined as the site for the performance of work done in connection with employment. This includes any place where work for the Board is performed, including a school building or other school premises, any vehicle owned by the Board or a vehicle used to transport students to and from school or school activities, off school property during a school-sponsored activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the Board.

A copy of the Board's drug-free workplace policy will be provided to employees upon initial employment. Each employee will sign a statement to indicate receipt and understanding of the drug-free workplace policy and that statement will be retained in the employee's personnel file. The drug-free workplace policy may be posted at each worksite.

Pre-employment drug abuse screening examinations shall be required to prevent hiring individuals who use drugs or individuals whose use of drugs indicates a potential for impaired or unsafe job performance or for high risk positions such as bus drivers.

Employees in job classifications which require an annual physical will be required to submit to a drug screening as part of the annual physical.

As a condition of continued employment, current employees shall submit to drug screening when reasonable suspicion exists to believe that an employee is using a substance that is impairing the employee and/or his/her job performance. Reasonable suspicion is:

- A. aberrant or unusual behavior observed by the employee's worksite supervisor;
- B. observed alcohol/drug use during working hours;
- C. observation of physical symptoms commonly associated with substance abuse such as:
  - 1. impairment of motor functions;
  - 2. slurred speech;
  - 3. incoherent or irrational mental state;
  - 4. drowsiness;
  - 5. smell of alcohol or marijuana;
  - 6. extreme weight loss;
  - 7. red eyes;
  - 8. running nose or sniffing;
  - 9. frequent or extreme mood changes;
  - 10. lack of physical coordination;
  - 11. frequent absences or lateness;
  - 12. unexplained absence from assigned work;
  - 13. deterioration in dress and/or grooming;
  - 14. deterioration in work performance;

15. other marked, unexplained changes in personal behavior;

D. arrest of employee for a drug or alcohol-related offense.

When a reasonable suspicion exists, the Superintendent's designee shall be contacted. The employee, if a member of a bargaining unit, shall be afforded the opportunity to have Alachua County Education Association (ACEA) representation. The employee will be provided an opportunity to explain his/her condition. The employee will be provided with information regarding available drug counseling, rehabilitation, assistance program, and leave options. One rehabilitation contract including drug testing may be agreed upon. Failure to participate in a treatment program following a positive drug screening will result in disciplinary action, up to and including termination. Due process will be followed.

All testing shall be conducted by a laboratory certified by the State of Florida as a medical and urine drug testing forensic laboratory which complies with the Scientific and Technical Guidelines for Federal Drug Testing Programs and the Standards for Certification of Laboratories engaged in drug abuse and mental health administration of the U.S. Department of Health and Human Services. The laboratory shall be chosen jointly by the ACEA and the Board, if the employee is a member of the bargaining unit.

The procedures established by the laboratory shall be followed in administering drug tests to employees.

Refusal to submit to drug testing when reasonable suspicion exists may result in disciplinary action up to and including termination.

Employees who seek voluntary assistance for substance abuse may not be disciplined for seeking assistance. Employees shall be subject to all employer rules, regulations, and job performance standards with the understanding that an employee enrolled in a rehabilitation program is receiving treatment for an illness.

Employees who return to work after completion of a rehabilitation program shall be subject to follow-up drug testing with no advance notice. Any employee who refuses the drug test or subsequently tests positive may be disciplined up to and including termination.

Random testing of employees shall not be conducted.

All drug testing, with the exception of employee requested tests, shall be at the expense of the Board.

Drug testing results will be treated in a confidential manner. Written notification of Board employees who are in grant-funded positions and who are convicted of drug violations, will be made to Director, Grant and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, SW (Room 3124, GSA Regional Office Building No. 3), Washington, D.C. 20202-4605.

Employees who hold a CDL license will be governed by Policy 4162, Drug and Alcohol Testing of CDL License Holders and Other Employees who Perform Safety Sensitive Functions.

Revised 5/3/11

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Legal

F.S. 440.101

F.S. 440.102

34 C.F.R. Part 85

34 C.F.R. Part 86

34 C.F.R. Part 104

Drug-Free Schools and Communities Act of 1986

20 U.S.C. 3171 et seq.

Vocational Rehabilitation Act of 1973

29 U.S.C. 705(20)

29 U.S.C. 794

29 U.S.C. 794a

34 C.F.R. 34-86.201

20 U.S.C. 86-201

20 U.S.C. 701-706 Rehabilitative Act 1973

20 U.S.C. Omnibus Transportation Testing Act of 1991

20 U.S.C. 3224A

41 U.S.C. 701 et seq., Drug-Free Workplace Act of 1988

# APPENDIX



F

SABBATICAL LEAVE

## SABBATICAL LEAVE

**ELIGIBILITY:** Five years of continuous service with the district. Full-time employment. Recommended for reemployment. Not within five years of normal retirement. Sabbatical leave will not be granted to employees more than once in any five-year period.

**LENGTH OF LEAVE:** Up to one year.

**SALARY/BENEFITS:** Fifty percent of base salary. Health insurance provided. No accrued experience/leave.

**PURPOSE:** Formal education or increased training.

**APPLICATION PROCESS. HOW:** Official letter. **WHEN:** Deadlines are March 1 for sabbatical beginning July 1 and August 31 for sabbatical beginning January 1.

**COMMITTEE:** Three ACEA members, three administrators who will meet twice a year or as needed.

**CONDITIONS:** Complete at least 15 credit hours each semester or an equivalent number of credit hours each quarter or equivalent technical or trade credit. A detailed plan of study and written evidence that the applicant has been accepted into the proposed course of study is required. Enrolled as a degree-seeking student or equivalent technical or trade certification. Attend an accredited college, trade school, technical school or recognized business/industrial institution. Seniority, purpose of leave, program of study/training, needs of the district/worksites, previously granted leaves and the availability of funds will be factors for consideration in granting leave applications. Sabbatical leaves granted will not exceed 1% of eligible staff.

**EMPLOYMENT CONDITIONS:** Present official documentation to verify that the stipulations for sabbatical leave were satisfied. One year of employment with the district is required upon return if less than six months' sabbatical leave granted; return to the district for employment for two years if more than six months' sabbatical leave granted.

**IF UNSATISFACTORY COMPLETION:** Employee must repay total actual costs within one year from last date of employment. The district's obligation to return the employee to a position is waived.

**IF EMPLOYEE DOES NOT RETURN TO DISTRICT:** Total actual costs must be repaid to the district within one year from the last date of employment. The district's obligation to return the employee to a position is waived.



# APPENDIX



G

TRANSPORTATION EXTRA TIME LOG



# TRANSPORTATION EXTRA TIME LOG

## Transportation Extra Time Log

Please fill this form out to let us know when you have worked extra time.

johnsose@gm.sbac.edu [Switch account](#)



\* Indicates required question

Email \*

Record johnsose@gm.sbac.edu as the email to be included with my response

Employee Name \*

Your answer \_\_\_\_\_

Employee Route Number \*

Your answer \_\_\_\_\_

Date of Extra Time \*

Time  
\_\_ : \_\_ AM ▾

Start Time

Time  
\_\_ : \_\_ AM ▾

End Time

Time  
\_\_ : \_\_ AM ▾

Extra Work Performed \*

Your answer \_\_\_\_\_

A copy of your responses will be emailed to johnsose@gm.sbac.edu.

**Submit**

[Clear form](#)

Never submit passwords through Google Forms.

This form was created inside of Alachua County Public Schools. [Report Abuse](#)

Google Forms

### Extra Driving Time – One Day Only

Name: \_\_\_\_\_ Bus No: \_\_\_\_\_ Employee No.: \_\_\_\_\_

Day/Date	Route Covered/Description	Starting Time	Ending Time	Total Hours	Payroll Only

Note: Driver/attendant must fill out form completely. If not completed, it is unable to be keyed for time. Use a form for each day (do not combine days). Please turn in a weeks worth of forms at the end of each week.

# ONE DAY ONLY

**Extra Driving Time – One Week Only**

Driver: \_\_\_\_\_ Bus No: \_\_\_\_\_ Employee No: \_\_\_\_\_

Date	Route Covered/Description	Starting Time	Ending Time	Total Hours	Do Not Write In This Column
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

Note: Driver must fill out form completely. Use a form for each week (do not combine weeks). Please turn form in at the end of each week.

**FOR ONE WEEK ONLY**

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